



Training Guide for Self Declaration Request

Table of Contents

System Description 3

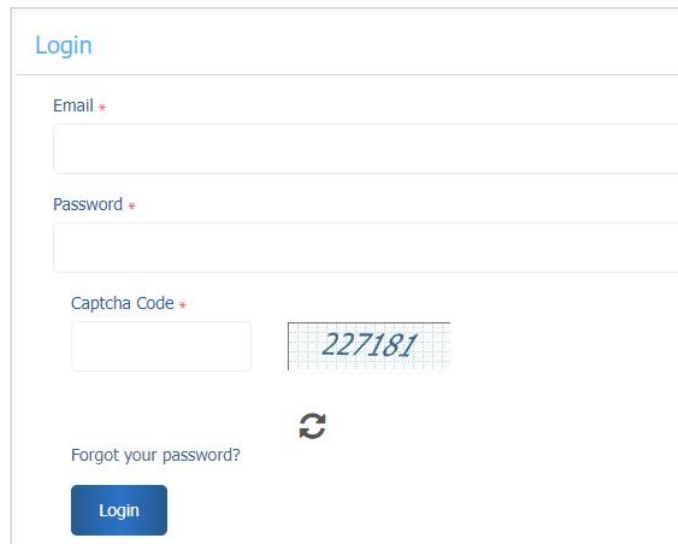
Apply for Self-Declaring Certificate 3

System Description

The objective of this system is to enable the facility to issue a (self-declaration certificate) for products that are not regulation and locally manufactured

Apply for Self-Declaring Certificate

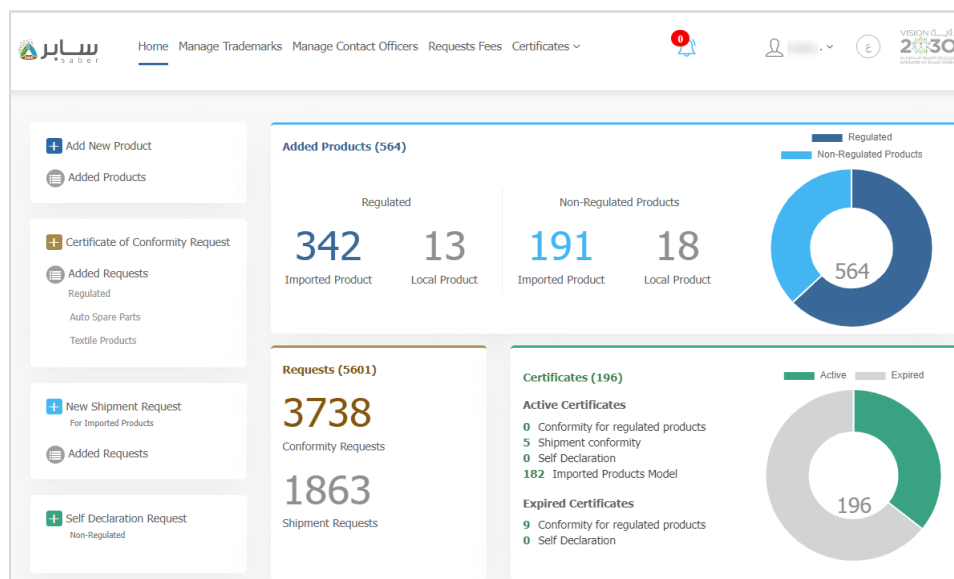
To access the Self Declaration Certificate Requests page, the user will log-in through the system.



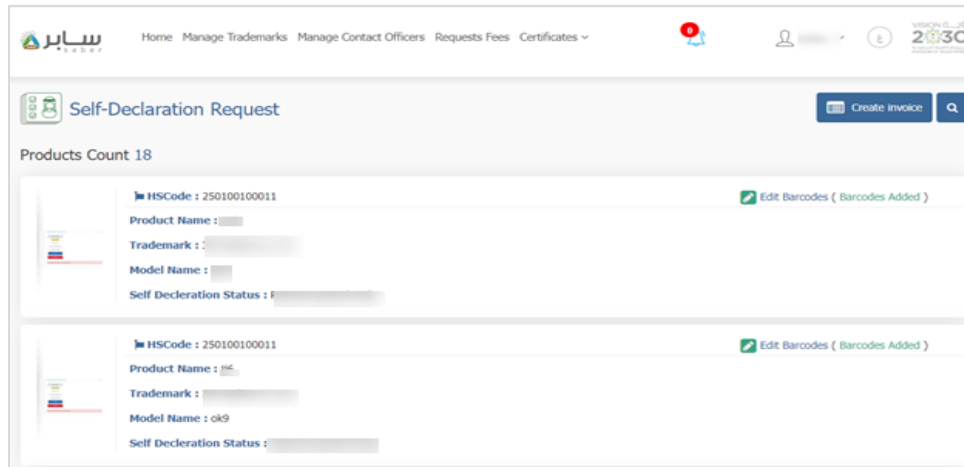
The screenshot shows a login form with the following fields and elements:

- Login** header
- Email *** input field
- Password *** input field
- Captcha Code *** input field next to a captcha image showing the number **227181**
- Forgot your password?** link
- Login** button

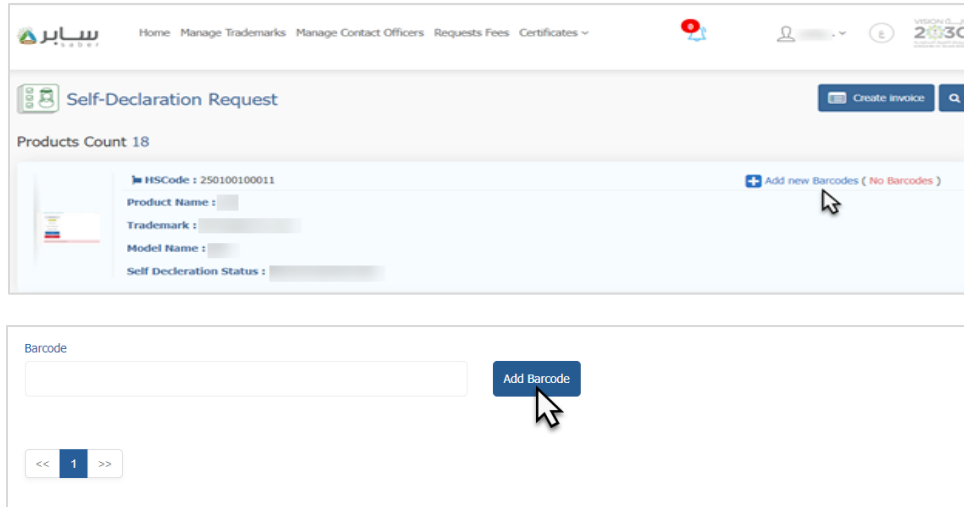
After the login process, the user will access the self-declaration request page by clicking "Self-Declaration Request" on the home page as shown below:



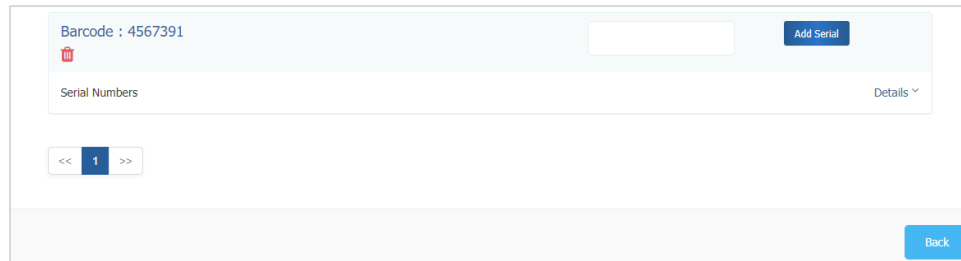
All non-regulated locally manufactured products added to the system will be displayed to request a self-declaration certificate, the following data (product name in English, HS code, certificate status, barcodes, and serial numbers) are displayed as follows:



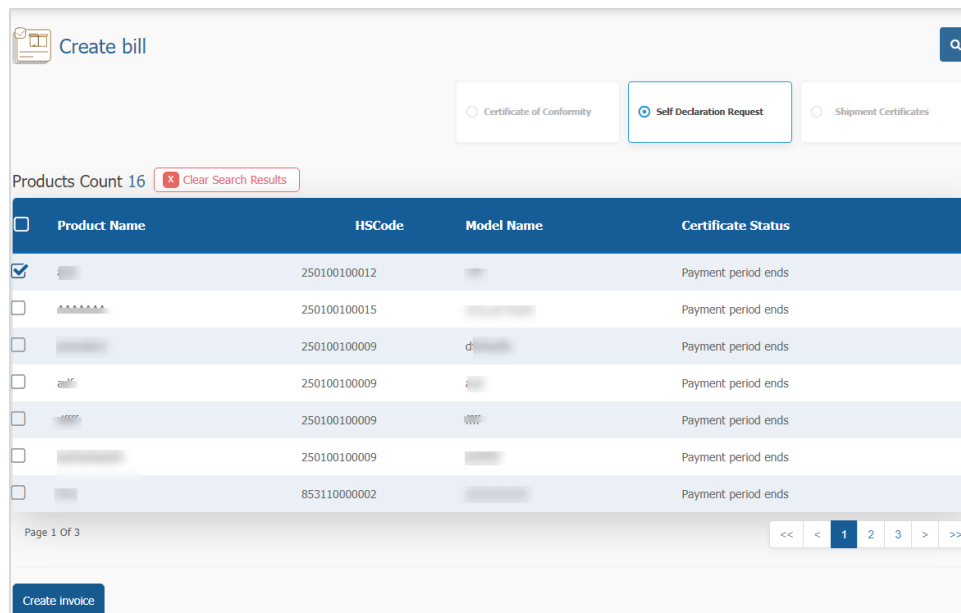
To enable the user to create the invoice and issue the certificate, the user must add the barcodes for each product and to do that the user will click on “Add new Barcodes” as shown below:



After adding the barcode, a message will appear to inform the user that the barcodes are successfully added. The user will press "Close" and press "back" button to return to the request page of the self-declaration certificate. The user can also add the serial numbers of the bar code by clicking "Add serial number" As follows:



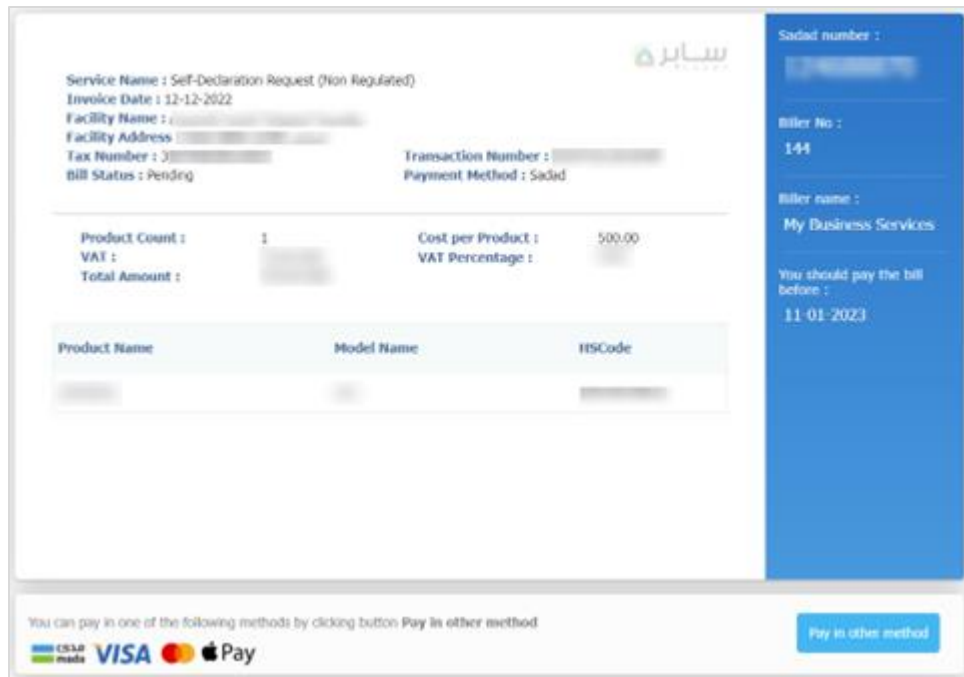
When you return to the request lists after adding the barcodes, the user will click on “Create Invoice” to select the products to issue a self-declaration certificate and then click on “issue self-declaration certificate” as shown below:



Product Name	HSCode	Model Name	Certificate Status
[Redacted]	250100100012	[Redacted]	Payment period ends
[Redacted]	250100100015	[Redacted]	Payment period ends
[Redacted]	250100100009	d [Redacted]	Payment period ends
[Redacted]	250100100009	[Redacted]	Payment period ends
[Redacted]	250100100009	[Redacted]	Payment period ends
[Redacted]	250100100009	[Redacted]	Payment period ends
[Redacted]	853110000002	[Redacted]	Payment period ends

The system then displays the invoice creation confirmation message, the user verifies which products will be issued a certificate, the number of products and the total cost, and then clicks OK.

After that, the invoice details, SADAD number and the available payment options (Sadad, Mada, Visa, Master card, and Apple Pay) will be displayed as follows:



Service Name : Self-Declaration Request (Non Regulated)
 Invoice Date : 12-12-2022
 Facility Name :
 Facility Address :
 Tax Number :
 Bill Status : Pending

Transaction Number :
 Payment Method : Sadad

Product Count : 1
 VAT :
 Total Amount :
 Cost per Product : 500.00
 VAT Percentage :

Product Name	Model Name	HSCode

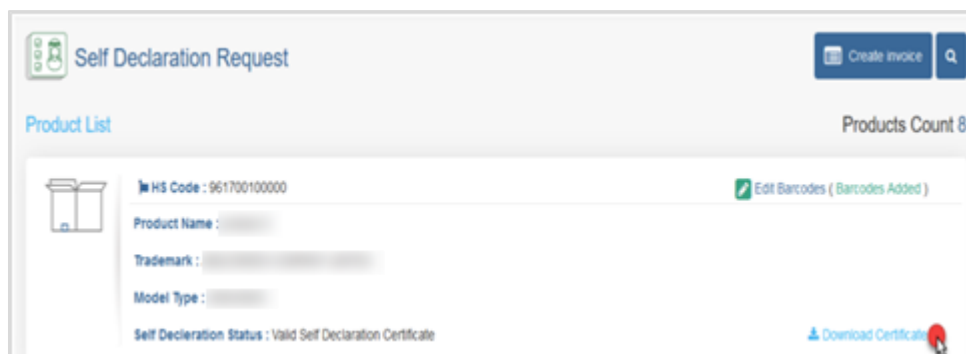
Sadad number :
 Biller No : 144
 Biller name : My Business Services
 You should pay the bill before : 11-01-2023

You can pay in one of the following methods by clicking button Pay in other method

CSAO mada VISA Apple Pay

Pay in other method

After payment of the invoice, the contact officer will be able to download the certificate through the list of options next to each product request as follows:



Self Declaration Request

Create invoice

Product List

Products Count 8

HS Code : 961700100000

Product Name :
 Trademark :
 Model Type :
 Self Declaration Status : Valid Self Declaration Certificate

Edit Barcodes (Barcodes Added)

Download Certificate

شهادة إقرار لمنتج محلي
A non-regulated local product model certificate

We () undertake and confirm that all product data are correct and are in conformity with the relevant technical regulations and specifications. We undertake to provide any technical files for the product to be requested by Authority or its representative later. In case of incorrect data, we shall bear all dependencies resulting from this error.

Confirmation Number		Issue Date	07/12/2022	Expire Date	07/12/2023
Confirmation Type	Self Declaration Certificate		Commercial Registration No		
Establishment Address					
Product and Manufacturer Data					
Model Name		Trade Mark			
Product Name					
Product Description					
Country of origin	Saudi Arabia				
HS Code	123400087170				
Manufacturer name					

Establishment manager signature

We pledge and agree that the product is not subject to any of the technical regulations approved by the Authority, nor is it a pharmaceutical, alimental or agricultural product and does not fall outside the scope of the products covered by the related technical regulations and standards approved by the Authority.

14/12/2022 01:05

Establishment Stamp