



Training Guide for Shipment certificate

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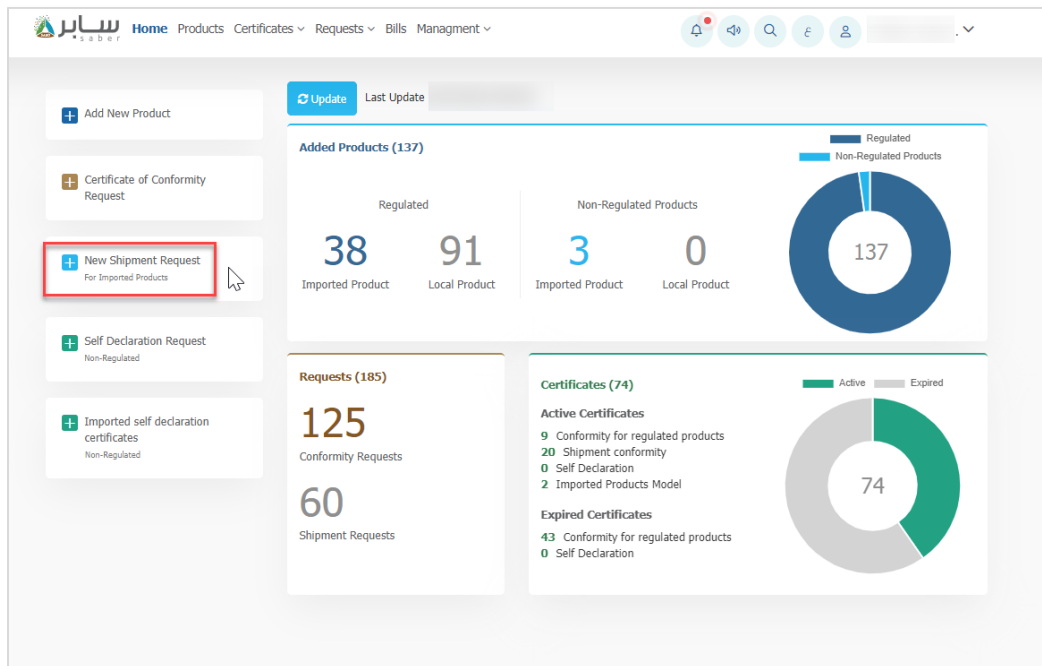
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System Description

This system is designed to enable the user to issue shipment certificate for imported products.

Apply for Shipment certificate

To apply for shipment certificate the user will click on “New shipment request” from the homepage and all regulated products that have a valid COC will be displayed, in addition to the non-regulated products that have an imported self-declaration to apply the shipment certificate request.



Then the User should enter the “Shipment Reference name” and choose the products, then click on “Next”.

Disclaimer: The validity of the shipment certificate is 60 days from the date of issuance and the certificate can't be used for customs clearance if the specified period is exceeded.

Shipment Requests (Imported Products)

1 Choose Products 2 Add Bills 3 Send the request

Shipment Reference Name .

Shipment Reference Name *

You can choose between adding the product number or downloading from an Excel file

Adding products Download product number from excel file

Search by certificate number

Products Count (7) Selected Products: 1

<input type="checkbox"/>	Certificate Number	Certificate Type	Product Name	HsCode Customs	CB Office	Model Name	<input type="button" value="x"/>
<input checked="" type="checkbox"/>	0						<input type="button" value="x"/>
<input type="checkbox"/>							<input type="button" value="x"/>

In case the user chooses to add the products through excel file, then click on “Download product number from excel file” and fill it based on the criteria. Then re-attach it again and click on “Validate certificates”.

Shipment Requests (Imported Products)

1 Choose Products 2 Add Bills 3 Send the request

Shipment Reference Name .

Shipment Reference Name *

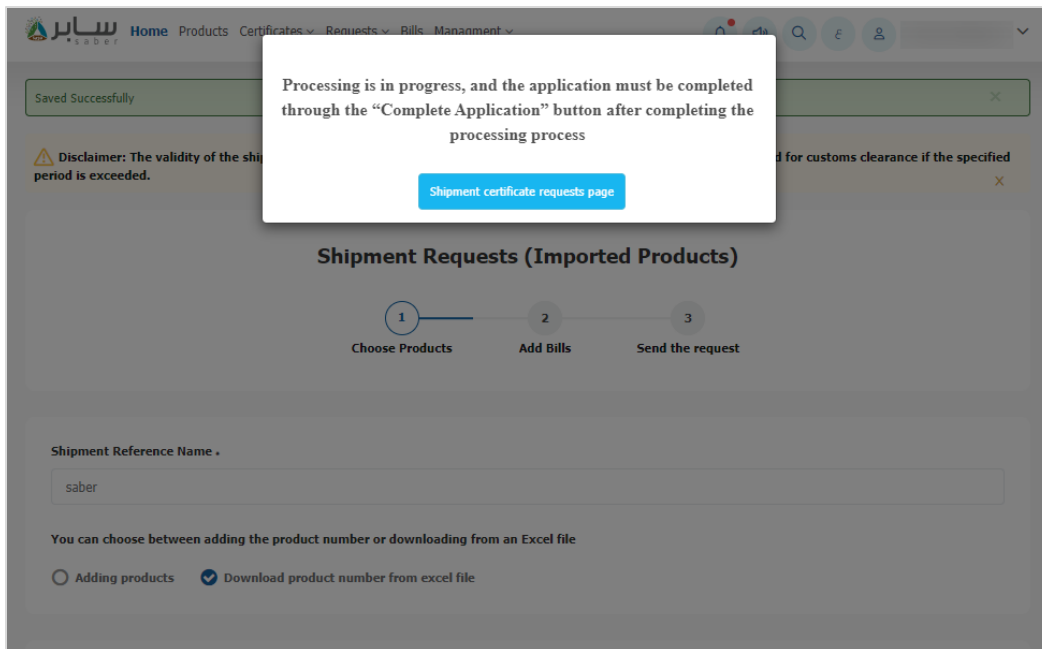
You can choose between adding the product number or downloading from an Excel file

Adding products Download product number from excel file

In order to successfully upload the products file on Saber, you must comply with the following criteria:

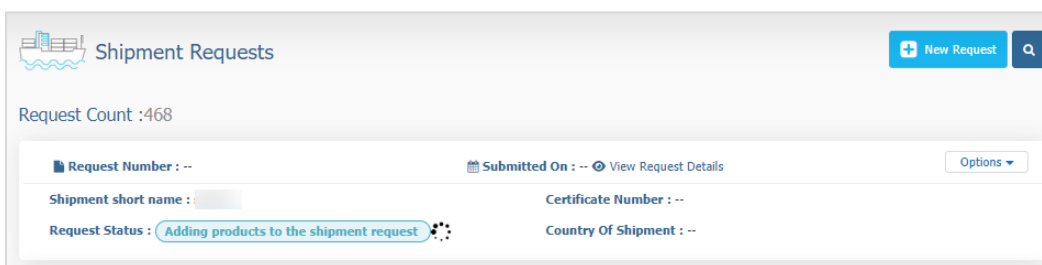
- File size should not exceed (2) MB.
- The file extension must be (.xlsx).
- You can not add a sheet or change the name of the sheet that is already in the file.
- The column names and ordering should be not change.
- Blank records cannot be added within filled records.
- The system will not accept any value in the Unit field except through the drop-down list which already in the file.
- (Failure to comply with the above criteria will result in the rejection of the file in whole or in part)

After adding the products, a note will appear stating that processing of the request is in progress, and the request must be completed after completing the processing process.

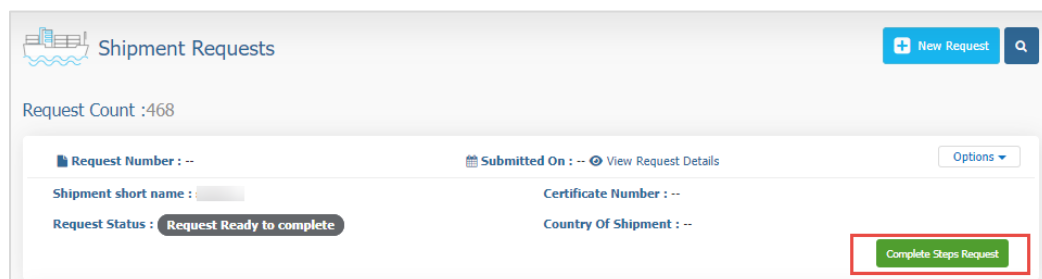


Then click on "shipment certificate requests page" to be redirected to the requests page.

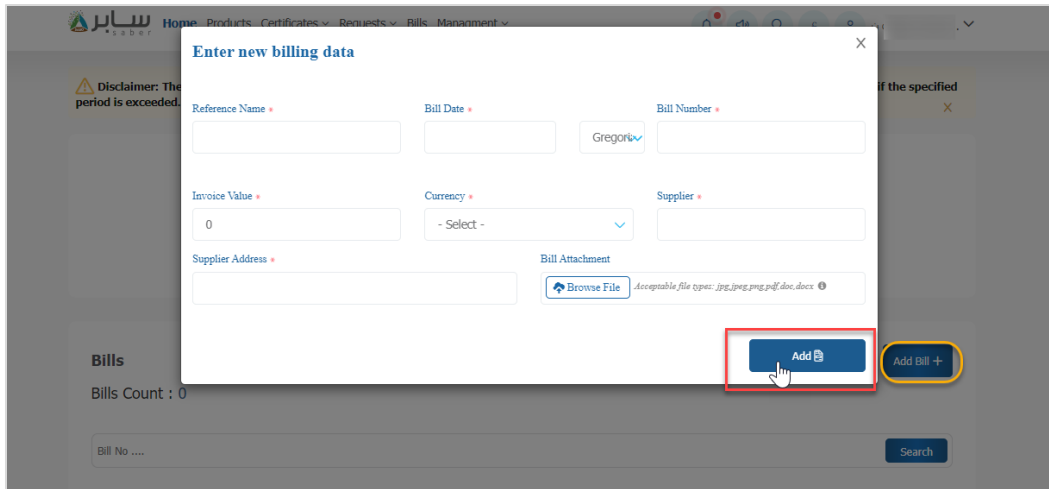
The status for the request will be "Adding products to the shipment request".



After completion of adding products to the request, the status will change to "Request ready to complete" and the user can click on "Complete steps request".



Next, the user adds the bills by clicking on “Add bill”. A pop-up will appear, to fill in all the required information as shown below:



Enter new billing data

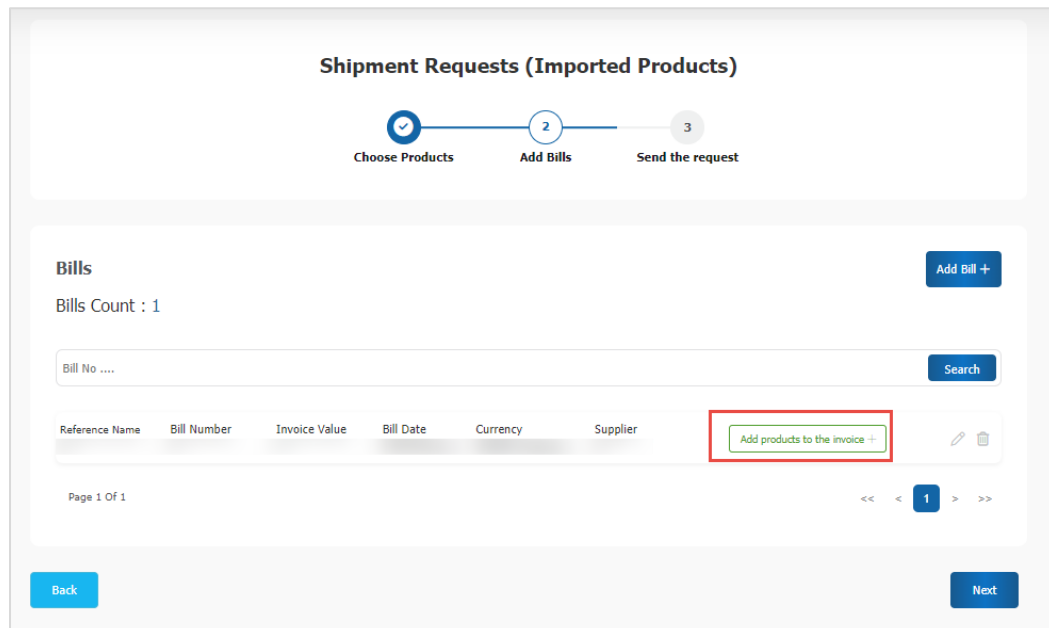
Reference Name * Bill Date * Bill Number *

Invoice Value * Currency * Supplier *

Supplier Address * Bill Attachment Acceptable file types: .jpg, .png, .pdf, .doc, .docx

After filling in the bill information, the user clicks on the “Add” button to save the data successfully. More than one bill for the shipment certificate can be added.

To add products to the bill, click on “Add products to the invoice” next to the bill.



Shipment Requests (Imported Products)

1 Choose Products 2 Add Bills 3 Send the request

Bills

Bills Count : 1

Bill No

Reference Name	Bill Number	Invoice Value	Bill Date	Currency	Supplier	<input type="button" value="Add products to the invoice +"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Select the product to be added to the bill, enter the unit and the item price for each product, then click on “Save and continue.”

Shipment Requests (Imported Products)

1 Choose Products 2 Add Bills 3 Send the request

Bills Add Bill +

Bills Count : 1

Bill No Search

Reference Name	Bill Number	Invoice Value	Bill Date	Currency	Supplier	
						Add products to the invoice --

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Products

HSCode Search

<input type="checkbox"/>	Product Name	Unit	Item Price	Certificate Number	Model Name	HSCode
<input type="checkbox"/>		- Select -				


Page 1 Of 1 << < 1 > >>

Save & Continue ✓

Then click on “Manage Models” to select the models for which the shipment certificate will be issued.

Products

HSCode Search

 **No Data To Display**

Added Products

HSCode Search

Product Name	Unit	Item Price	Certificate Number	Model Name	HSCode
					+ Manage Models

ⓘ Data is not filled yet

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Save Products ✓

Back Next

A pop-up window will appear to select the models, enter the quantity and barcode for each model, then press “Add selected models” and “close”.

Enter the Models to be Added to the Form

You can choose between upload by Excel or adding model number or both

Select Model Number Select a set of models by Excel

Model Count (1)

Search by Model Number Search

Model No	Quantity	Barcode (optional)
	0	Barcode (optional)


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✓ Add Selected Models

Number of product models added to the shipment

Selected Model Count (0)

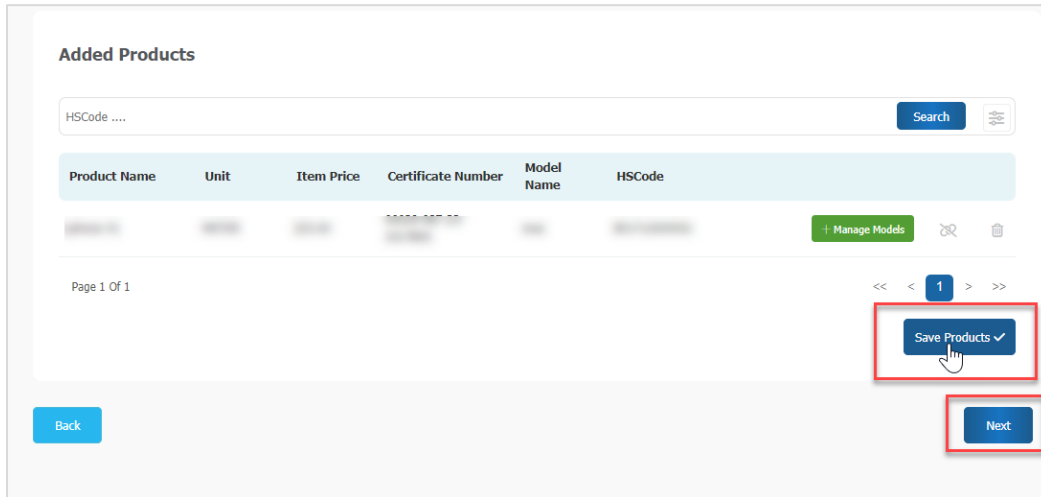
Search by Model Number Search

 **No Data To Display**

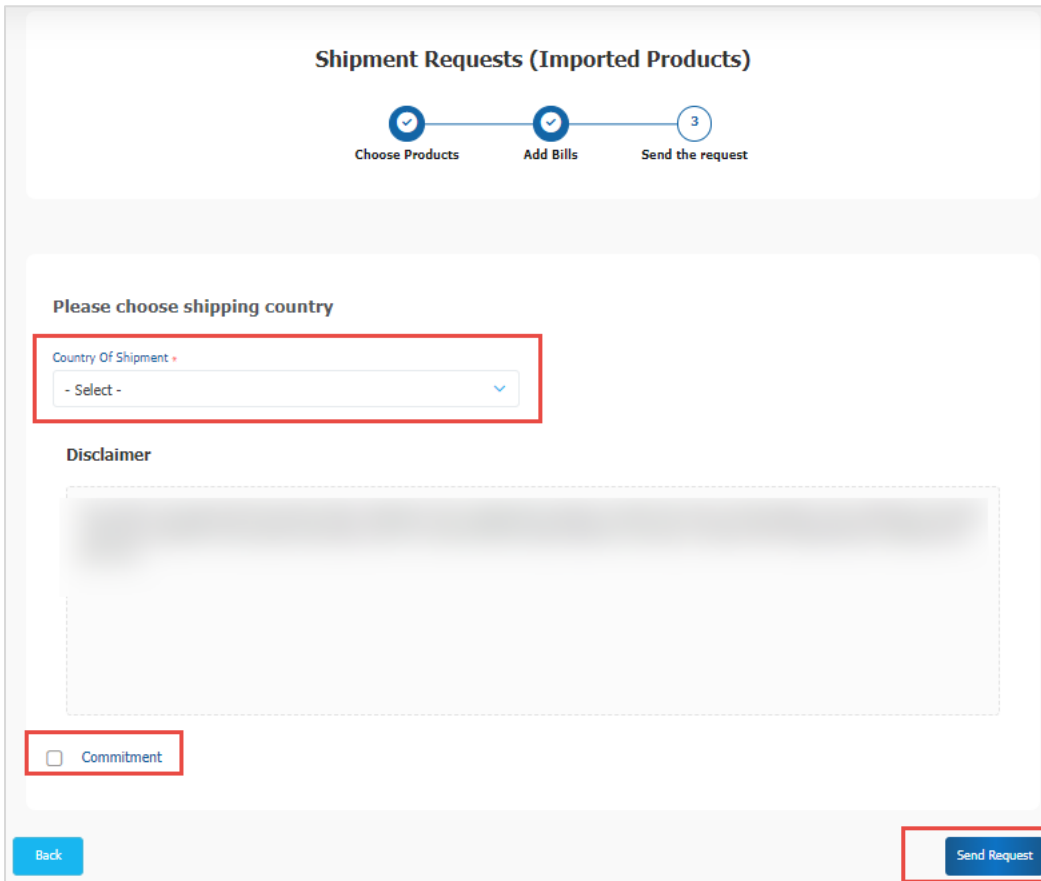
Close

ⓘ Data is not filled yet

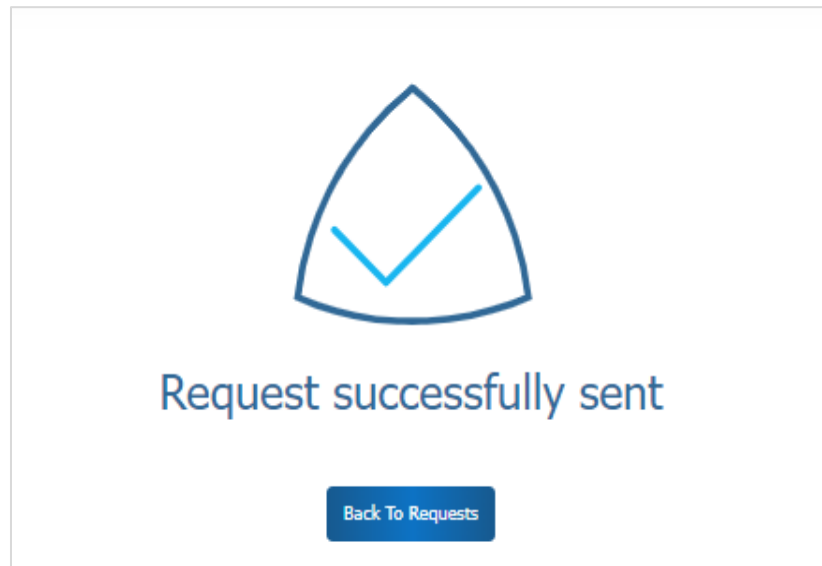
Click on “Save products” and “Next”.



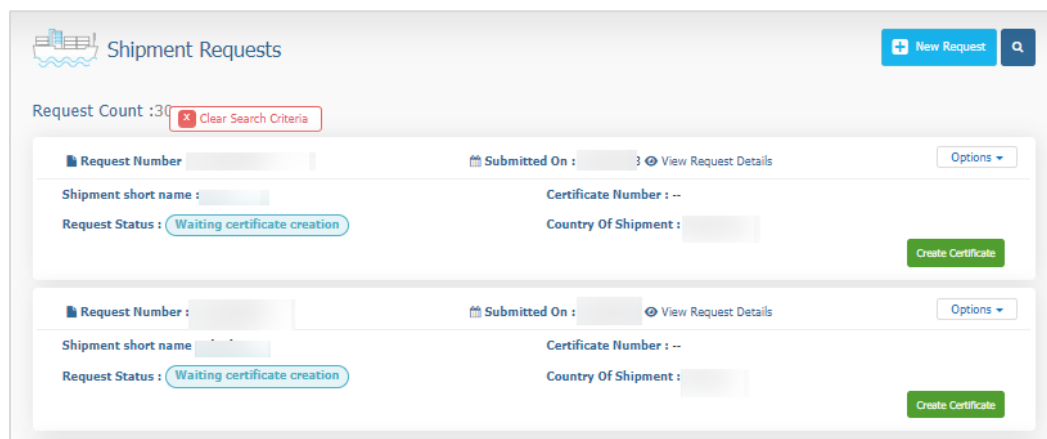
In the next page, choose the country of shipment, agree to the commitment, and click on “Send request”.



The user will receive the confirmation message as shown:



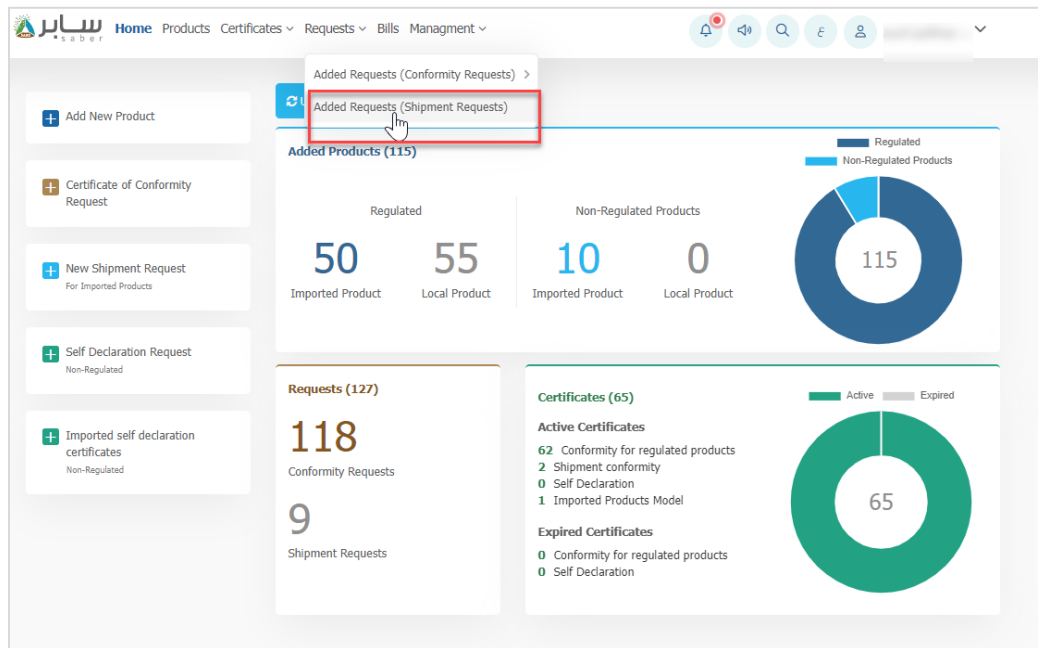
The request will be sent to the "Conformity assessment body" who issued the product conformity certificate to approve the request and the request status is as shown below:

A screenshot of a web application interface titled "Shipment Requests". The interface shows a list of requests. At the top right, there is a "New Request" button and a search icon. Below the title, it says "Request Count : 30" with a "Clear Search Criteria" button. The main content area displays two request cards. Each card has a "Request Number" field, a "Submitted On" date field, and a "View Request Details" link. The "Request Status" for both is "Waiting certificate creation". Other fields include "Shipment short name", "Certificate Number" (displayed as "--"), and "Country Of Shipment". A green "Create Certificate" button is located at the bottom right of each card.

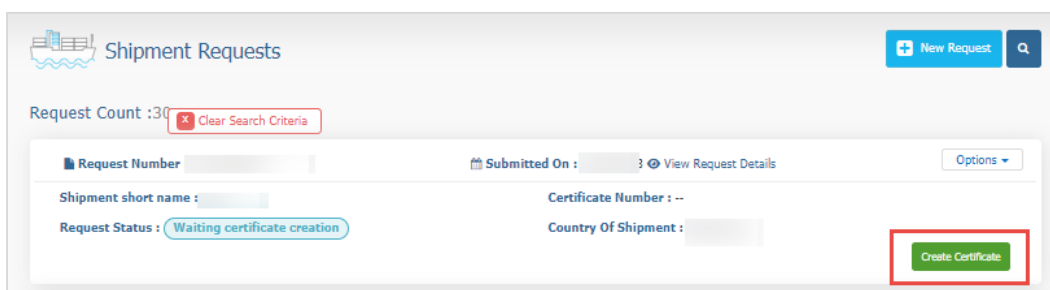
Note: The certificate will not be issued for the regulated products unless the conformity assessment body approves the request. Each product is automatically sent to the same conformity assessment body that issued the certificate of conformity.

Issuing Certificate

After having the certificate of conformity approval as explained previously, the user can follow and issue the certificate by clicking on “Requests” at the top of the main page, then choose “Added Requests (Shipment requests)” as follows:



The user can go through the options list beside the request to (view request details, create certificate and cancel request or click on the green button “create certificate”).



The screenshot shows the 'Shipment Requests' form with the following details:

- Request Count: 30
- Request Number: [input field]
- Submitted On: [input field]
- View Request Details: [button]
- Options: [dropdown menu]
- Shipment short name: [input field]
- Certificate Number: --
- Request Status: Waiting certificate creation
- Country Of Shipment: [input field]
- Create Certificate: [button]

After that, the status of the request, the country of shipment, the number of regulated products and non-regulated products added to the shipment request, as well as the products that have an equivalent certificate, will be displayed, and the user clicks on “Create Certificate” button as follows:

Create Certificate

Request Status : Waiting certificate creation

Shipping information

Country Of Shipment
Armenia

Products

Regulated Products Product Count 0

Certificate Number	Product Name	HSCode	Model Name	Trade Mark	Organization	Request Status
No Data Exist						

Non Regulated Products Product Count 0

Certificate Number	Product Name	HSCode	Model Name	Trade Mark
No Data Exist				

Products with Quality Certificates Product Count 1

Certificate Number	Product Name	HSCode	Model Name	Trade Mark	Quality Certificate Type

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The system then displays the invoice creation confirmation page, displaying the products added in the shipment certificate and the total cost of the request, and the user clicks on “create Certificate” to generate the invoice.

Are you sure you want to create bill?

Regulated Products Product Count 0

Certificate Number	Product Name	HSCode	Model Name	Trade Mark	Organization	Request Status
No Data Exist						

Non Regulated Products Product Count 0

Certificate Number	Product Name	HSCode	Model Name	Trade Mark
No Data Exist				

Products with Quality Certificates Product Count 1

Certificate Number	Product Name	HSCode	Model Name	Trade Mark	Quality Certificate Type

Products included in certificat: Products not included in certificate:

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Note: Regulated products will not be added to the certificate until the conformity body approves the shipment request.

Before the payment and to view the Sadad number, the user will have to choose whether to apply for a Tax invoice or continue without.

Please note: A request for issuing a tax invoice must be submitted before payment. In the event that a request for issuance of a tax invoice is not submitted before payment, you will not be able to view the tax invoice.

Service Name : The Shipment Requests (Imported Products) service


Invoice Date :

Facility Name :

Facility Address :

Tax Number :

Bill Status : Pending



Transaction Number :

Payment Method : Sadad

Product Count :

VAT Percentage :

VAT :

Total Amount :

Request No	Product Name	Model Name	HSCode
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]





Sadad number : XXXXXXXXXXXX

Bill No : 144

Bill name : My Business Services

You should pay the bill before :

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

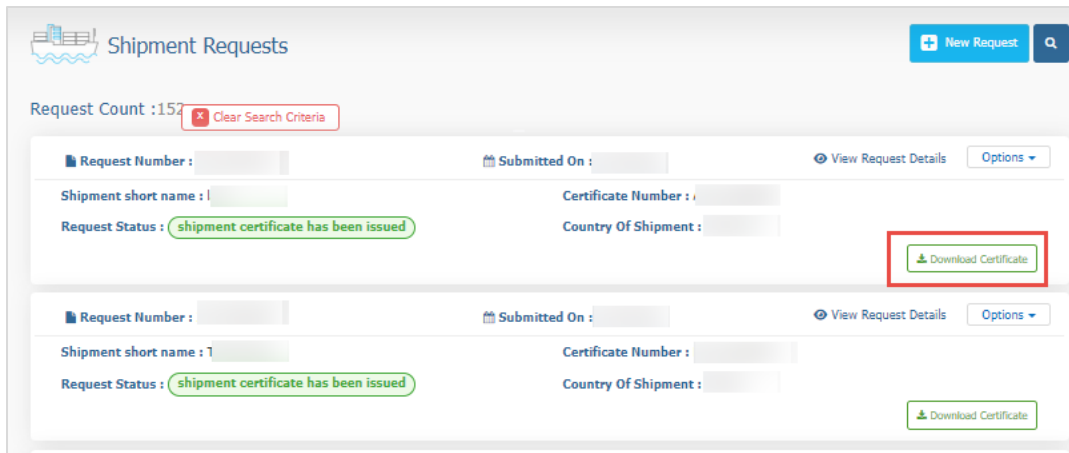





After selecting the "Apply for Tax invoice" option the user will be redirected to the Amaly portal. To obtain a tax invoice the user should click on the "click here", which will open a page to enter the facility address and the necessary data for issuing the tax invoice.

Note: If the bill has already been paid, it is not possible to make any modification to the Tax invoice.

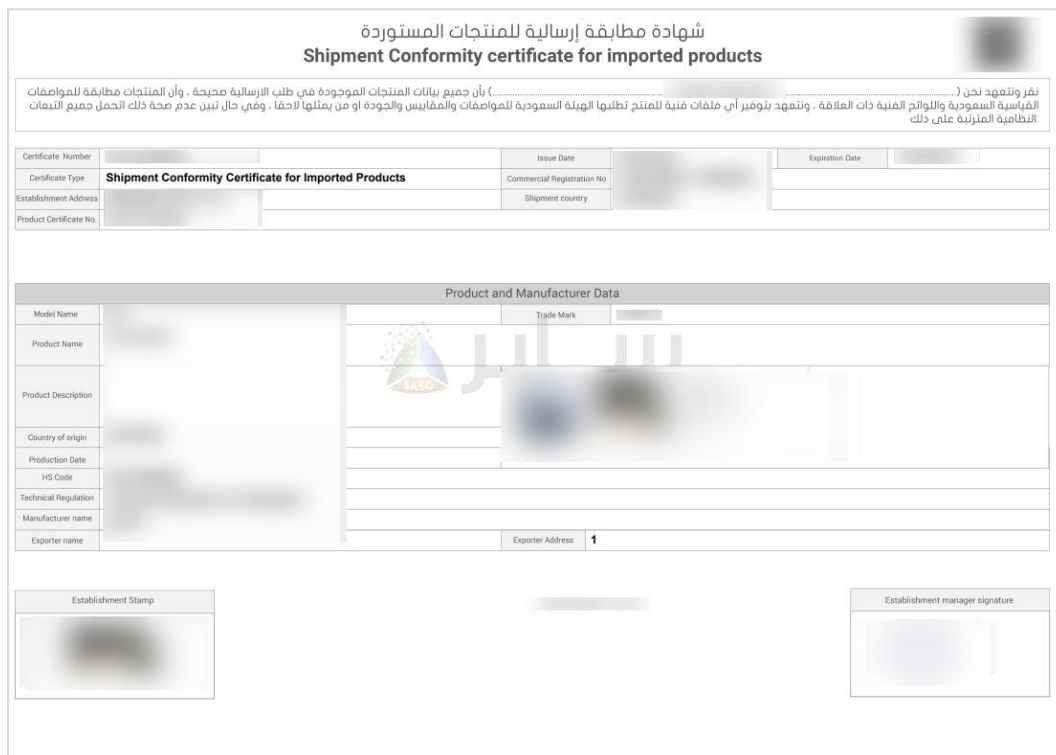
Payment can be made through the available payment options (Sadad, Mada, Visa, MasterCard, Apple Pay).

After paying the bill, the user will be able to download the certificate by clicking on "Download Certificate".



The screenshot shows a web interface titled "Shipment Requests". At the top right, there is a "New Request" button and a search icon. Below the title, it says "Request Count : 157" with a "Clear Search Criteria" button. The main area displays two request cards. Each card contains fields for "Request Number", "Submitted On", "View Request Details", "Options", "Shipment short name", "Certificate Number", "Request Status" (which is "shipment certificate has been issued"), and "Country Of Shipment". A "Download Certificate" button is present at the bottom right of each card, and these buttons are highlighted with a red rectangular box in the image.

The certificate will be shown as in below:



The screenshot shows a "Shipment Conformity Certificate for imported products" issued by SASO. The certificate is in Arabic and English. The English title is "Shipment Conformity certificate for imported products". Below the title, there is a paragraph in Arabic explaining the certificate's purpose. The certificate contains several tables and fields:

Certificate Number		Issue Date		Expiration Date	
Certificate Type	Shipment Conformity Certificate for Imported Products	Commercial Registration No			
Establishment Address		Shipment country			
Product Certificate No.					

Product and Manufacturer Data	
Model Name	
Product Name	
Product Description	
Country of origin	
Production Date	
HS Code	
Technical Regulation	
Manufacturer name	
Exporter name	
Exporter Address	1

Establishment Stamp		Establishment manager signature	
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