



Training Guide for Requesting non-commercial products Through Saber Platform

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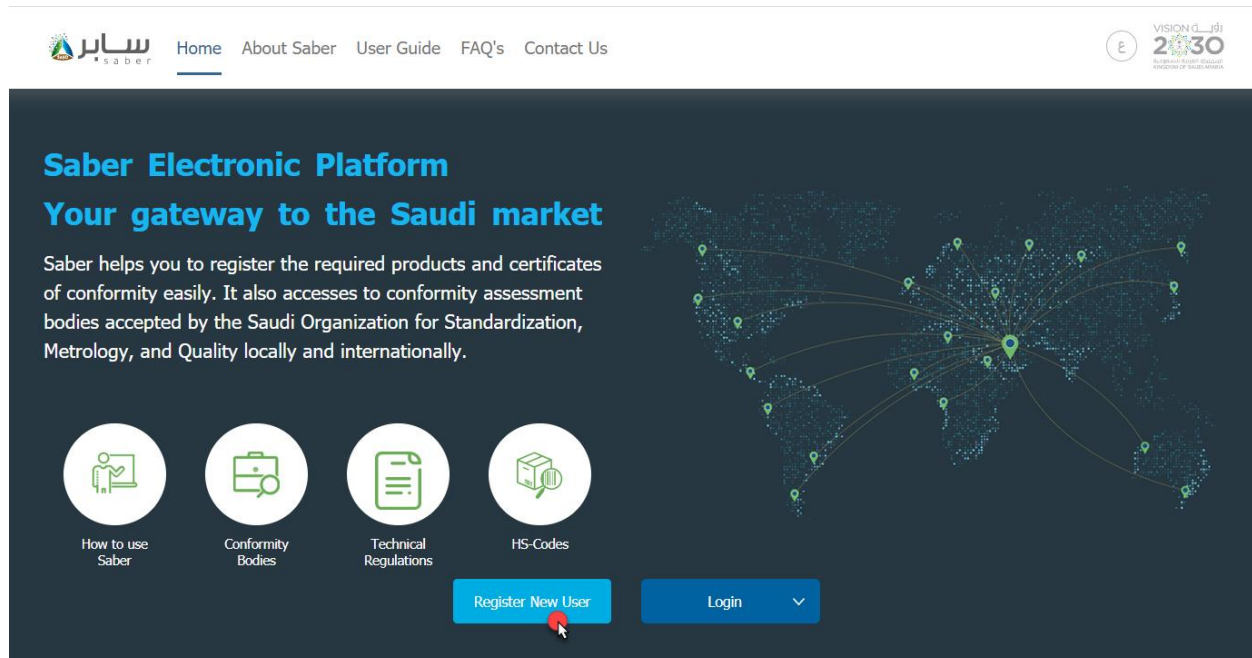
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System Description

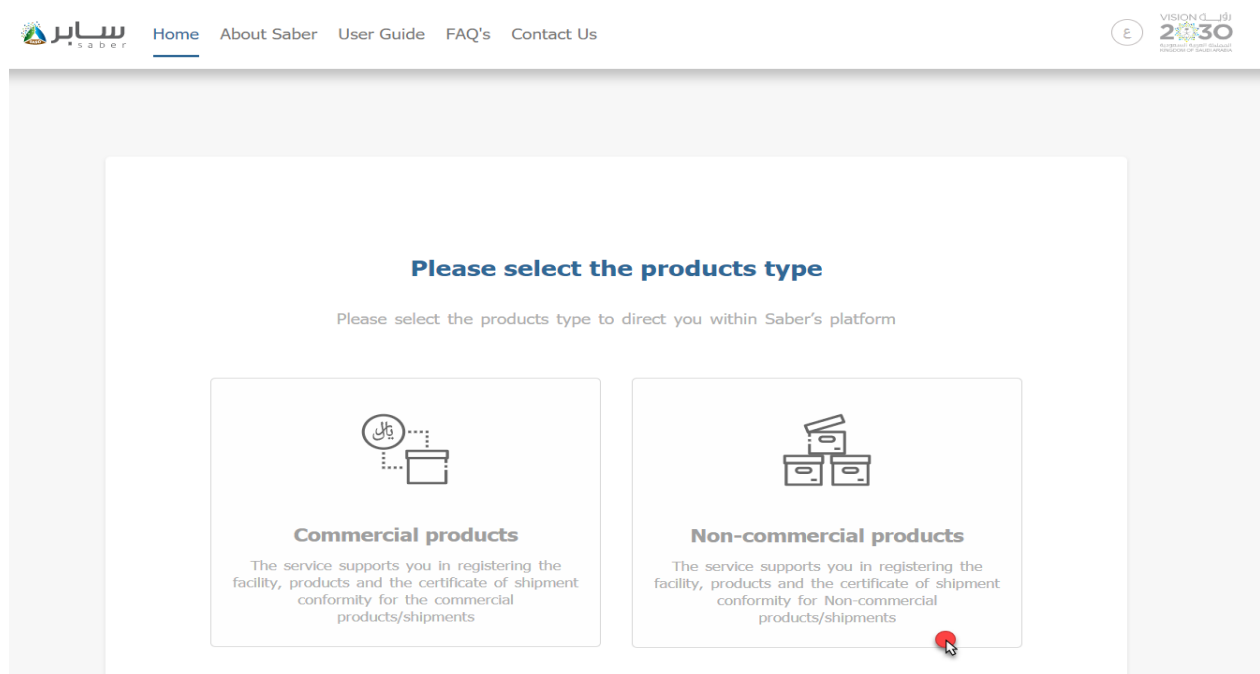
This platform helps to submit a non-commercial products request for imported shipments that not intended for sale or trade, in order to obtain a shipment certificate such as shipments that are imported by individuals for the purpose of construction or restoration as well as shipments of raw materials products or factory equipment's used in production lines ,and shipments that are supplied to a government agency according to a purchase contract.

Register non-commercial products account:

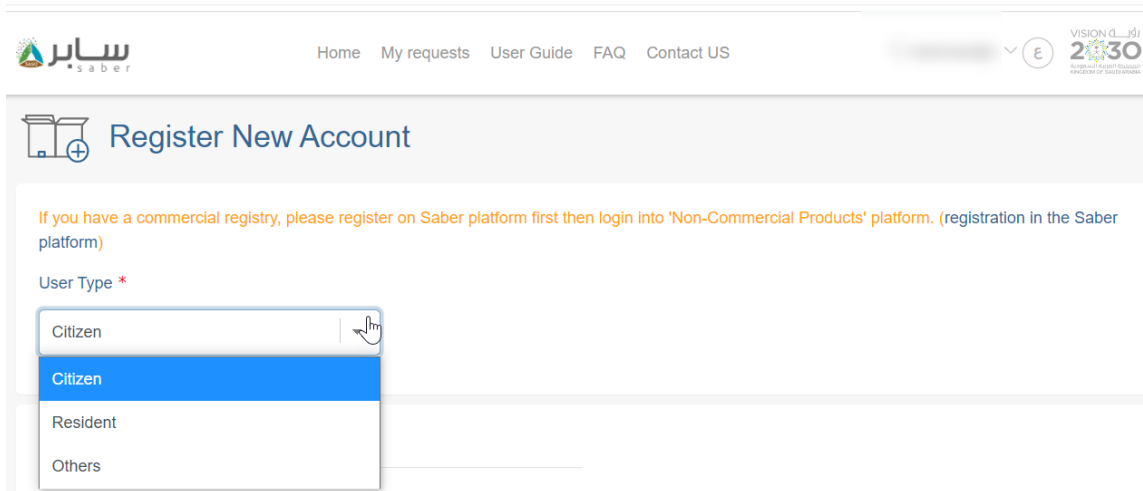
Through the system home page so shown in the following screen : -



After clicking on "Register New User " icon, a page will open to choose whether the registration is for commercial products or non-commercial products as shown in the following form: -



When you click on the "non-commercial products" icon, you will be moved to the next page to register an account in the platform, the type of users (citizen , resident ,or others for government agencies or foreign companies or any other types) should be selected from the following list:



The screenshot shows the 'Register New Account' page. At the top, there is a navigation bar with links: Home, My requests, User Guide, FAQ, and Contact US. Below the navigation bar, the page title 'Register New Account' is displayed. A message states: 'If you have a commercial registry, please register on Saber platform first then login into 'Non-Commercial Products' platform. (registration in the Saber platform)'. Below this message, the 'User Type' field is shown with a dropdown menu. The dropdown menu is open, showing three options: 'Citizen' (highlighted in blue), 'Resident', and 'Others'.

Note: If you have a facility account registered in Saber platform for commercial products (delegated user / contact officer), you can log in directly to the non-commercial products service using the same login information.



Register New Account

If you have a commercial registry, please register on Saber platform first then login into 'Non-Commercial Products' platform. (registration in the Saber platform)

User Type *

Citizen

Identification data

Identification Number *

Full Name *

Account registration information

Email *

Confirm Email Address *

Password *

Confirm Password *

Address *

P.O Box *

Favorite Language *

Arabic

Phone Number *

+966 11 234 5678

Send

Captcha *



☐ You must agree to the [terms and conditions](#). *

Previous

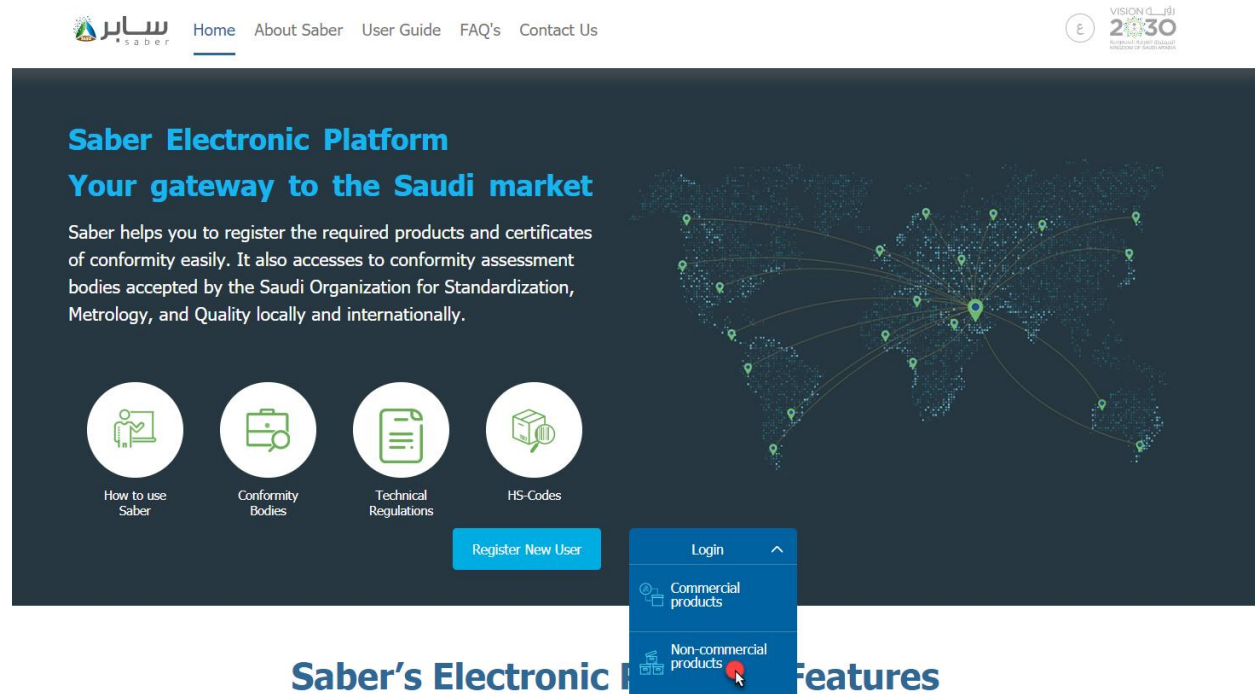
Register




After selecting the type of user (citizen / resident / others), you need to fill the required fields, attach the necessary files and enter the mobile number in order to send the verification code and complete the registration process after accepting the terms and conditions, then activate the email using the link that will be sent to the email to confirm the registration.

1.1 Adding a product

The user can log in to Saber for non-commercial products by clicking on the "Sign in" button on the home page, and entering the login information (email and password) as shown below:




Then enter the login information (email and password):



Home User Guide FAQ Contact US

VISION 2030
رؤية 2030
SUSTAINABLE AND INCLUSIVE ECONOMIC
REVENUE OF SAUDI ARABIA

 Login

Email *

Password *

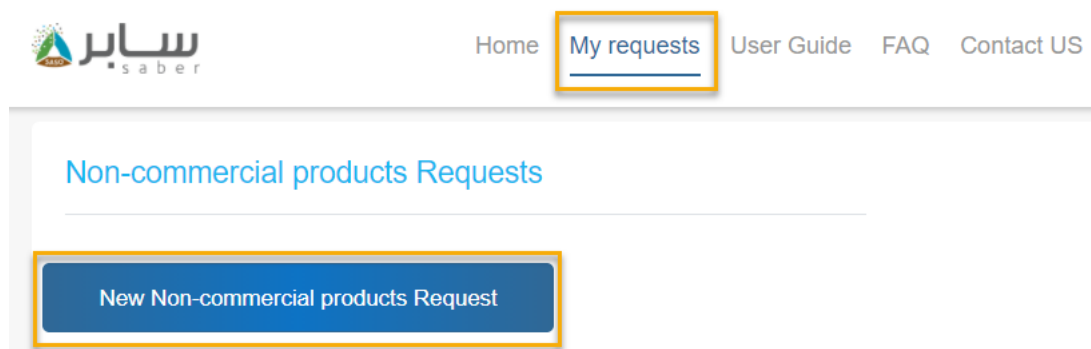
Captcha *

038201


Forgot your password?


Register Login

After login, click on "My Requests" on the main page, then click on "New Non-commercial Request" icon, as shown below:



After clicking on "New Non-commercial products Request", the system will move you to the following page to fill the required data:


[Home](#) [My requests](#) [User Guide](#) [FAQ](#) [Contact US](#)



1
Adding products
 2
Shipping data
 3
Billing

New request

Non-commercial products request title *
 Example: Requesting conditioners for personal use

Add new product to the request Add existing products to the request

If you do not know the hs code customs, you can use the Saudi Customs website

Hscode Customs Search by name / tags

Optional Optional Search

Hs Code Customs List Results count :13640

Hscode Customs	Category name in Arabic	Category name in English	Actions
841451100001	مراوح طاولة	Table fans	Choose
841451100002	مراوح ترنكر على الارض	ground fans	Choose
841451100003	مراوح جدران	wall fans	Choose
841451100004	مراوح نوافذ	Window fans	Choose
841451100005	مراوح اسقف	Ceiling fans	Choose
841451200001	مراوح طاولة	Table fans	Choose
841451200002	مراوح ترنكر على الارض	ground fans	Choose
841451200003	مراوح جدران	wall fans	Choose
841451200004	مراوح نوافذ	Window fans	Choose
841451200005	مراوح اسقف	Ceiling Fans	Choose

« 1 2 3 4 5 6 7 8 9 10 ... » Page 1 / 1364

Back Next

First, you must enter the title of " Non-commercial products request ", for example: Request for Conditioners for Personal Use. When you click on "Add a new product to request" you can search using HS code or keywords to choose the product description to be added. After clicking on "Choose", the system will open a page to add the product, as in the image below:

Hs Code Details

Hscode Customs: 847960000000

Category name in Arabic: مبردات هواء تعمل بالتبخير (مكيفات صحراوية)

Category name in English: - Evaporative air coolers

Regulation Category Name: Gulf Regulation

Technical Regulation Name: GCC Technical Regulation for Low Voltage Electrical Equipment and Appliances

Product Data

Product Name in English *	Trademark * click here If you don't find your trademark		
	Please Select		
Model Type *	Unit *	Quantity *	
	Please Select		
Origin Country *	Manufacturer English Name *		
Please Select			

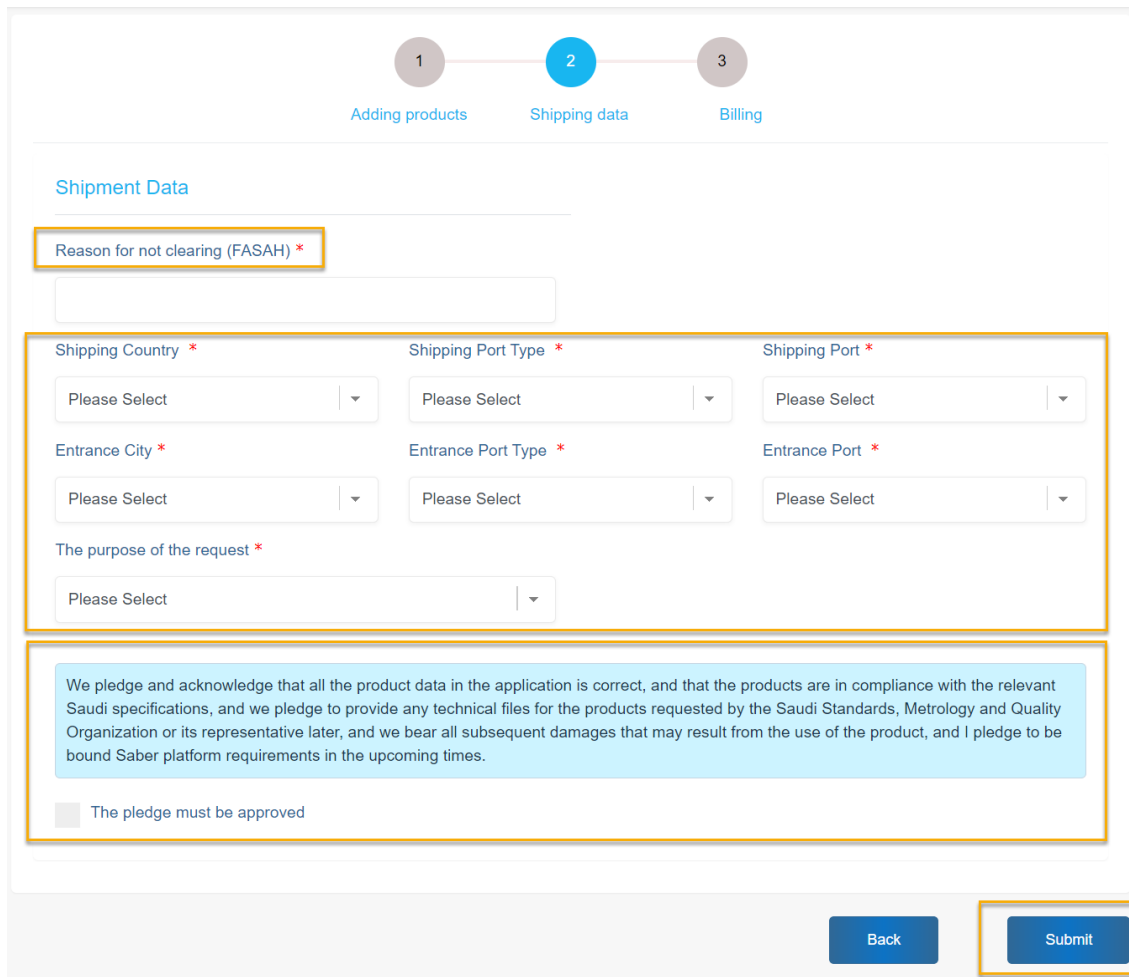
Product Images

Choose file:	Choose file:
<input type="button" value="Choose File"/>	<input type="button" value="Choose File"/>
Choose file:	Choose file:
<input type="button" value="Choose File"/>	<input type="button" value="Choose File"/>
Choose file:	
<input type="button" value="Choose File"/>	

After that click on "Save" to add the product and to add another product the same steps above can be repeated, then move to the next page by click on "Next" button.

1.2 Shipping data:

In this step, you need to enter the shipping data and the reason for not clearing the shipment to complete the request as shown below:



You need to enter the reason for not clearing the shipment, after that you should chose the data of the shipping country, the entrance city, the shipping and entrance ports, and the purpose of the request, and when you click on the "Purpose of the request" icon, a drop down list will be shown to select and attach the required documents to complete the request as shown below:

The purpose of the request *

Products for a sample testing

Attachments

The following must be attached:

- ☐ Bill of Lading (Required)
- ☐ Bills (Required)
- ☐ Other Attachments (Optional)

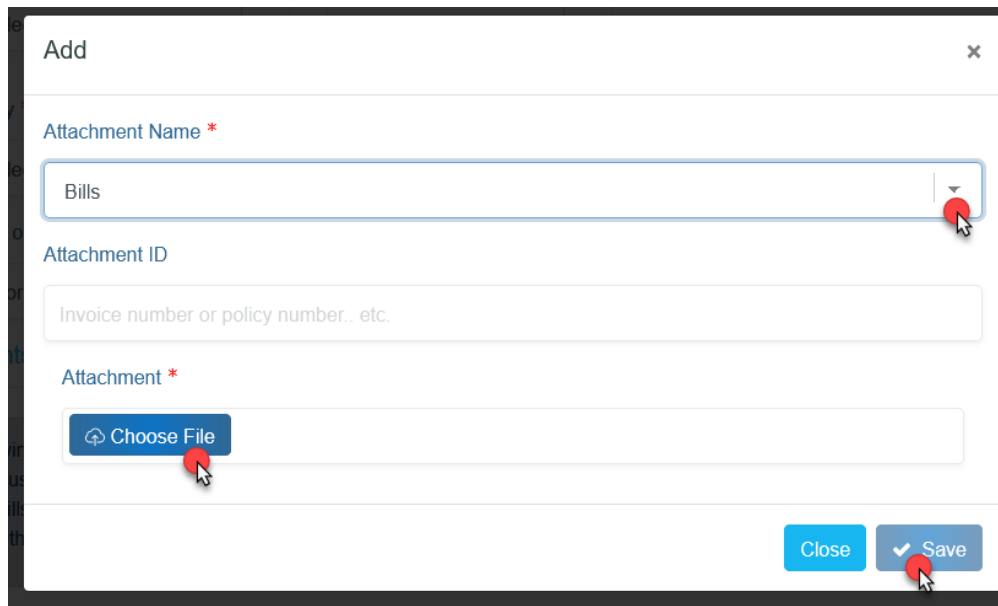
+ Add

Attachment Name

Attachment ID

Actions

Click on "Add" button and the system will open a window to choose the attachment type and enter the attachment ID number such as (invoice number or bill of lading number) according to the chosen attachment and then attach the required file and click "save" and repeat the same steps for other attachments as shown Below:



After that, you should accept the terms and conditions and then click on "send." After that, a window will appear to confirm the process of submitting the request, then the invoice for the request will be

issued.

1.3 Payment of the request:

After completing the request data, the system will create an invoice, the payment should be done through SADAD service through biller name My Business Services (144) and entering the SADAD number as shown in the bill below:

Sadad number : 848180900001	Service Name: Non-commercial products Request Invoice Date: 17-11-2020 Facility Name: Request Number: E-01-20- 						
Biller No : 144	Bill Cost : 350 SAR. VAT : 52.5 SAR. Total Cost : 402.5 SAR.						
VAT Registration Number : 3007848385 	VAT Percentage : 15% Products Count : 1						
Biller Name : My Business Services	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #007bff; color: white;"> <th>Product Name</th> <th>Model Type</th> <th>HS Code</th> </tr> </thead> <tbody> <tr> <td style="background-color: #ccc; height: 20px;"> </td> <td style="background-color: #ccc; height: 20px;"> </td> <td>848180900001</td> </tr> </tbody> </table>	Product Name	Model Type	HS Code			848180900001
Product Name	Model Type	HS Code					
		848180900001					
Bill Status : Bill Not Paid	<div style="display: flex; justify-content: center; gap: 5px;"> ⏪ ⏴ 1 ⏵ ⏩ </div>						
You should pay the bill before : 27-11-2020							

After payment is done, the request will be sent to the non-commercial products department to study the request and make the decision, you can follow up the status through added request page.