



## Training Guide for Shipment Request

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## System Description

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

## Apply for the shipment certificate

The purpose of this task is to enable the facility to complete the request form and attach the required documents. To start this feature, the user will log-in through the system as follows:

### Login



Email\*

Email

Password\*

\*\*\*\*\*

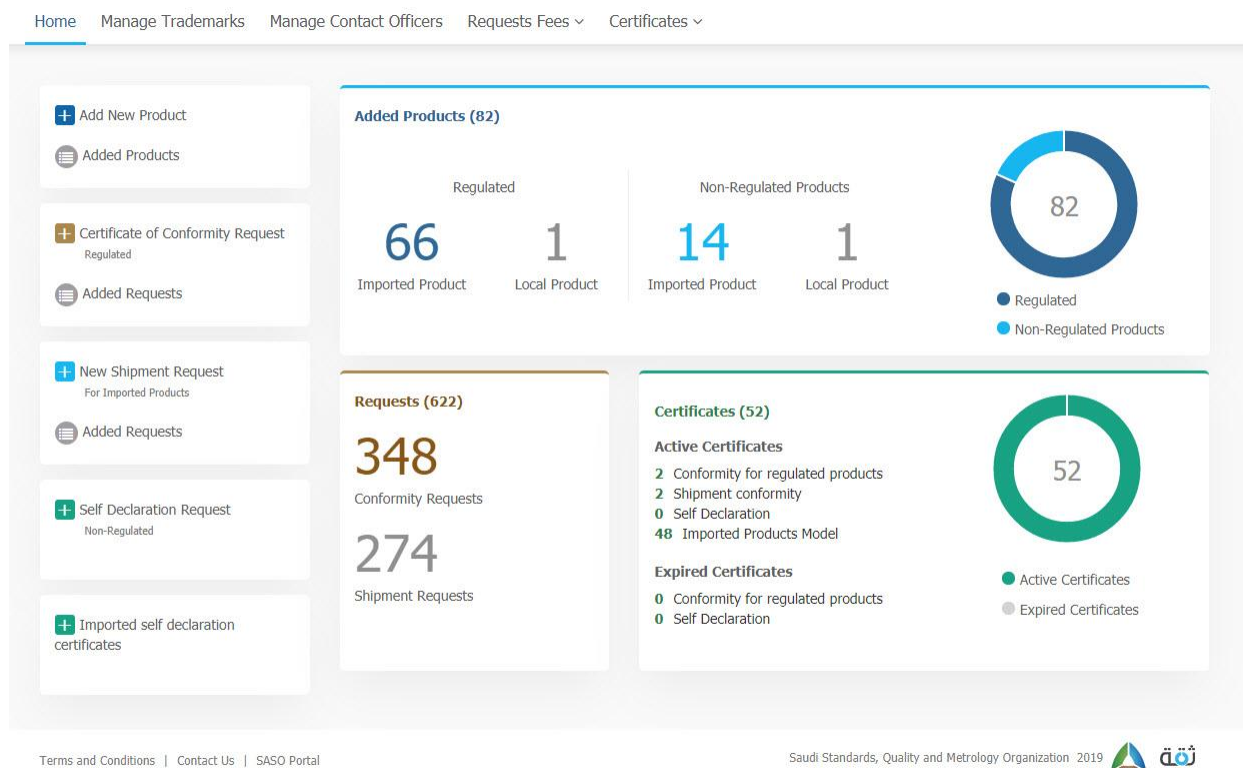
Captcha



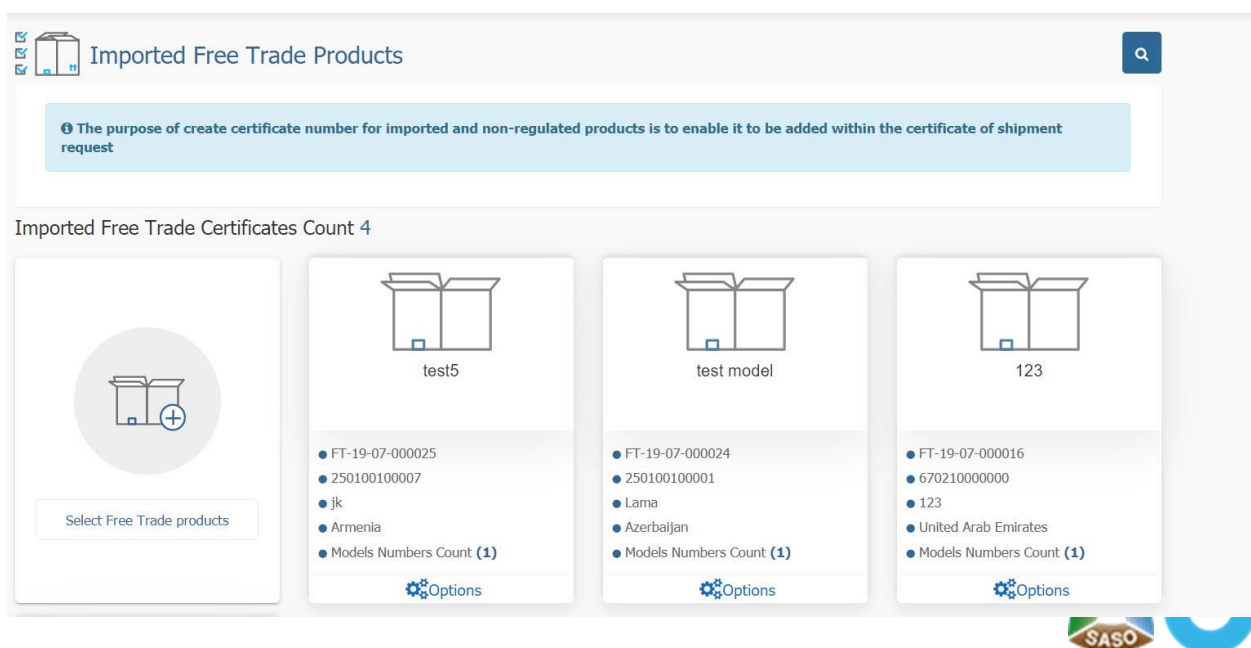
[Forgot your password?](#)

Login

To apply for **Imported Self-declaration**, the user will click on “Imported Self-Declaration” from home page as below:




From this page the user can select the product



By clicking “Select free Trade Products “to choose the products need a self-declaration.



The user must choose the products to issue a self-declaration, then add the model numbers of selected products as below:


**Select Free Trade products**
Q

☒ After adding a product you must add at least one model number to be able to issue certificate.

**Product List**
Products Count 10

Product Name	Model Type	HSCode	Total issued certificates	Options
nbhbh	fdrgtd	250100100003	Total issued certificates for this product (1)	<a href="#">Add Product</a>
ut87	hgfg	250100100001	Total issued certificates for this product (1)	<a href="#">Add Product</a>
cartridge	h993	930630900000	Total issued certificates for this product (1)	<a href="#">Add Product</a>
ceramic	name	250100100001	Total issued certificates for this product (5)	<a href="#">Add Product</a>
Kholer	كلاط	250100100001	Total issued certificates for this product (2)	<a href="#">Add Product</a>
mah	12445	250100100002	Total issued certificates for this product (5)	<a href="#">Add Product</a>
365463	546	382410000000	Total issued certificates for this product (1)	<a href="#">Add Product</a>
j	g	250100100001	Total issued certificates for this product (1)	<a href="#">Add Product</a>

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 « « 1 2 » »

**Products waiting for creating certificates 4**

**safesLim**

- 853710000003

[Add Model Numbers](#)
[Delete](#)

**iphone**

- 871150000000

[Add Model Numbers](#)
[Delete](#)

**Non-Regulated**

- 250100100001

[Add Model Numbers](#)
[Delete](#)

**non regulated**

- 284510000000

[Add Model Numbers](#)
[Delete](#)

[Back](#)
[Create Certificates](#)

Add model numbers to each product, the user can use one of the two ways either by adding models manually or by uploading the excel sheet.

## Add Model Numbers

### Models Numbers Details

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

[Download Empty Excel Template](#)

☒ Upload Model numbers from Excel sheet ☐ Add Model numbers

Upload models numbers instructions

Upload Models Excel Sheet

[Browse File](#) Acceptable file types: *xlsx* ⓘ

Search by Model

Model Number ....

Search

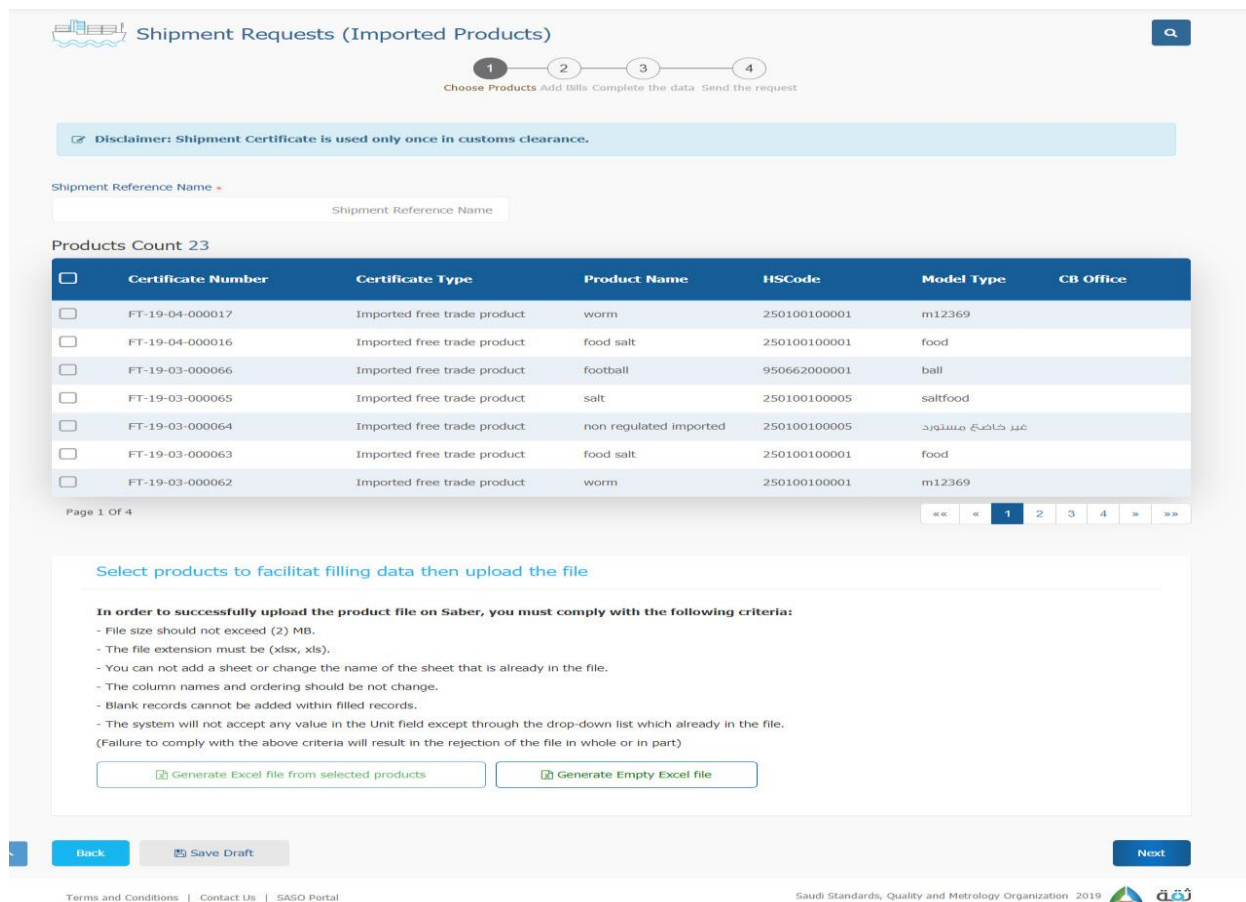
Number

No Data To Display



Close

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 a self-declaration to apply the shipment certificate request.



**Shipment Requests (Imported Products)**

1 Choose Products 2 Add Bills 3 Complete the data 4 Send the request

☒ Disclaimer: Shipment Certificate is used only once in customs clearance.

Shipment Reference Name

Products Count 23

<input type="checkbox"/>	Certificate Number	Certificate Type	Product Name	HSCode	Model Type	CB Office
<input type="checkbox"/>	FT-19-04-000017	Imported free trade product	worm	250100100001	m12369	
<input type="checkbox"/>	FT-19-04-000016	Imported free trade product	food salt	250100100001	food	
<input type="checkbox"/>	FT-19-03-000066	Imported free trade product	football	950662000001	ball	
<input type="checkbox"/>	FT-19-03-000065	Imported free trade product	salt	250100100005	saltfood	
<input type="checkbox"/>	FT-19-03-000064	Imported free trade product	non regulated imported	250100100005	غير خاضع مستورد	
<input type="checkbox"/>	FT-19-03-000063	Imported free trade product	food salt	250100100001	food	
<input type="checkbox"/>	FT-19-03-000062	Imported free trade product	worm	250100100001	m12369	

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Select products to facilitate filling data then upload the file

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

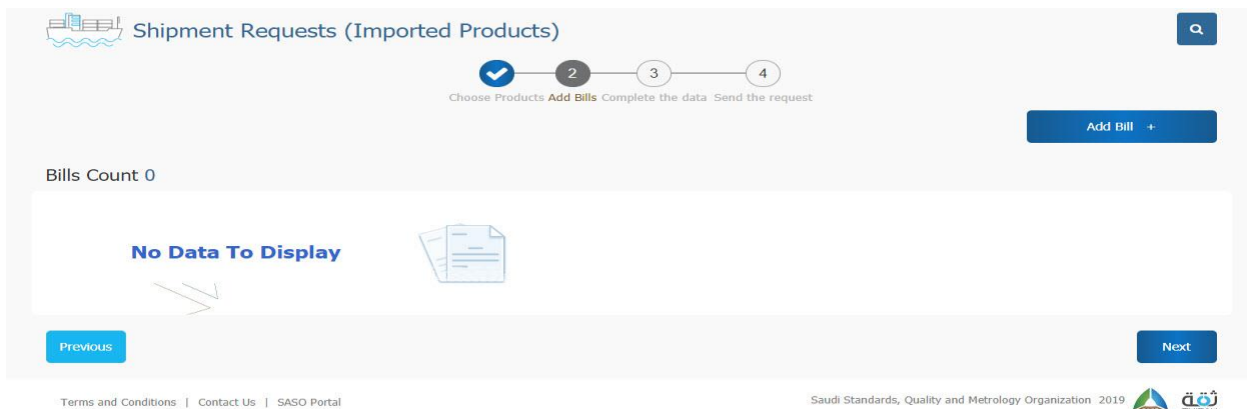
- File size should not exceed (2) MB.
- The file extension must be (xlsx, xls).
- You can not add a sheet or change the name of the sheet that is already in the file.
- The column names and ordering should be not change.
- Blank records cannot be added within filled records.
- The system will not accept 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)

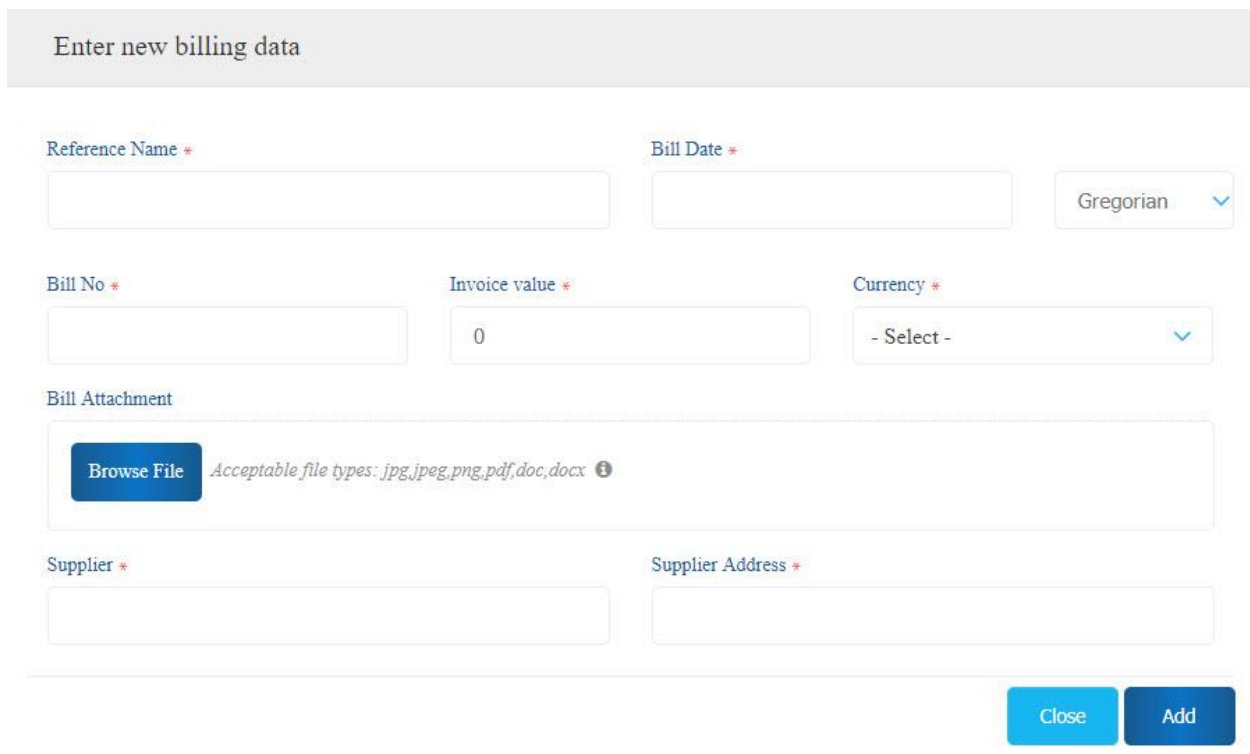
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Then the User should enter “Shipment Reference name” as shown in the previous form, and after choosing the products, click on “Next”.




From the previous page, the user should add the bills, and make sure to fill all the required information as the picture shown below:



After entering the bill data, the user clicks on "Add" button to save the data successfully.



 Shipment Requests (Imported Products) Q

✓
2
3
4

Choose Products **Add Bills** Complete the data Send the request

[Add Bill +](#)

Bills Count 1



Reference Name	Bill No	Invoice value	Bill Date	Currency	Bill Attachment	Supplier	Supplier Address	Settings
China SC	98876	10,000	2019/04/01	US Dollar		Stars	china	Options ▼

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After saving the bill information the user will click on Next, to proceed the shipment certificate.

 Shipment Requests (Imported Products)

✓
✓
3
4


Choose Products Add Bills **Complete the data** Send the request

Products added to request 2

**food salt**

- FT-19-04-000016
- 250100100001
- Model Type : food
- Quantity :
- Unit :
- Bill No :


❗ Data filled yet

 Options

**worm**

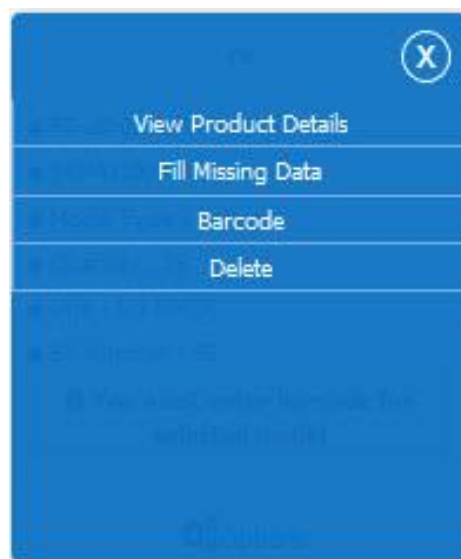
- FT-19-04-000017
- 250100100001
- Model Type : m12369
- Quantity :
- Unit :
- Bill No :

❗ Data filled yet

 Options

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here in this page the User should click on “Options” and select “fill Missing Data” as shown below:



Then the user should fill all required information (Bill NO, Unit, and item price).

Fill Missing Data

To select the model numbers in shipment, please save the following data

Bill Number \*

- Select -

Unit \*

- Select -

Item Price \*

Save

Close

Then click on “save” to move to the next step.

### Fill Missing Data

To select the model numbers in shipment, please save the following data

Bill Number \* 54 - 54

Unit \* KILOGRAM

Item Price \* 343

Save

### Models Numbers

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

☐ Select a set of models by Excel ☒ Select Model Number

Search by Model Number Model Number ... Search

Models Numbers : 1

Model No	Quantity	Barcode
67	250	Barcode

Page 1 Of 1

Add Selected Models

### Number of product models added to the shipment

Search by Model Number Model Number ... Search

No Data To Display

Close

Then the user will select the model numbers that want to be imported and fill the (quantity and Barcode) for each model and then click on "Add Selected Models" and then click on the "Close" button.

In case of the barcode is not available, you can click on "Next" and the system will display a window to enter the reason of Barcode unavailability, as well as commit to provide the barcode numbers later as shown below:

Products added to request 1

re

- FT-20-02-017877
- 842441100000
- Model Type : cotton
- Quantity : 250
- Unit : KILOGRAM
- Bill Number : 54

**You must enter barcode for selected model**

Options

Page 1 Of 1

Next

Products added to request 1

re

- FT-20-02-017877
- 842441100000
- Model Type : cotton
- Quantity : 250
- Unit : KILOGRAM
- Bill Number : 54

**You must enter barcode for selected model**

Options

Page 1 Of 1

Next

**Disclaimer**

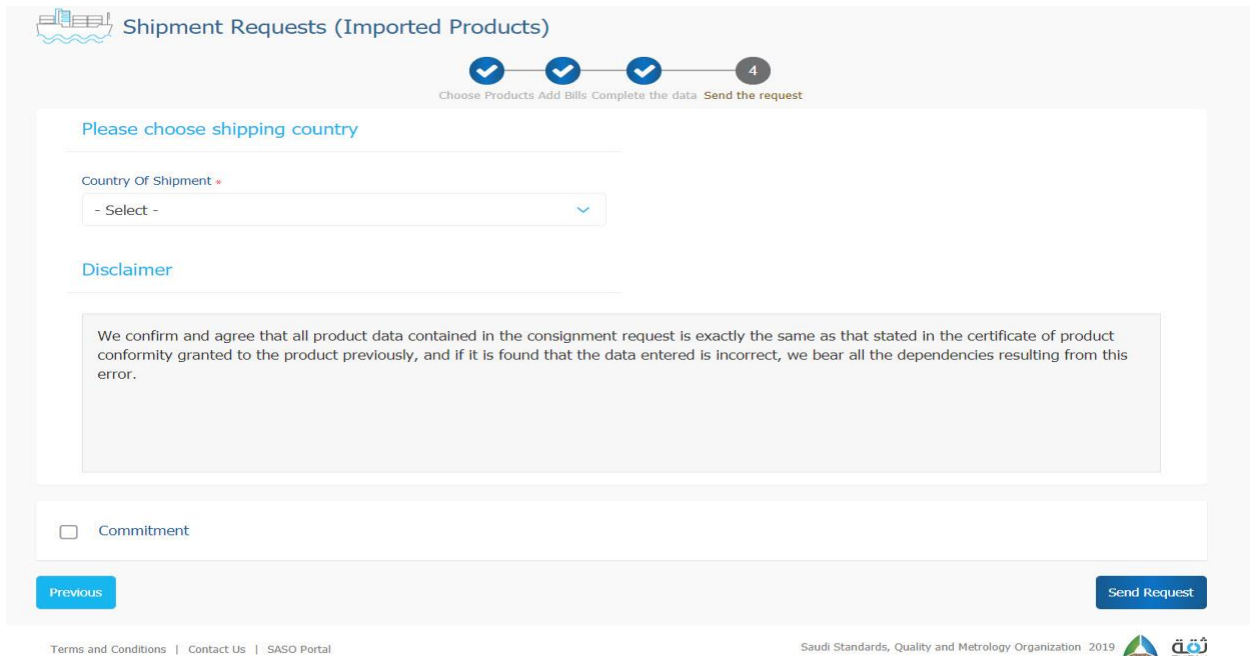
we undertake to provide the Saudi Standards, Metrology and Quality Organization with barcode numbers for products which have not been entered with this request

**Reason of barcode unavailability \***

☐ Commitment

Next

After that click on "Next" and go to the page of choosing the country of shipment, agree to the commitment and send the request as shown below:



Shipment Requests (Imported Products)

Choose Products Add Bills Complete the data **Send the request**

Please choose shipping country

Country Of Shipment \*

- Select -

Disclaimer

We confirm and agree that all product data contained in the consignment request is exactly the same as that stated in the certificate of product conformity granted to the product previously, and if it is found that the data entered is incorrect, we bear all the dependencies resulting from this error.

☐ Commitment

Previous Send Request


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The user will receive the confirmation message as shown:





The request will be sent to the "CB" who issued the product conformity certificate to approve the request where the request status is as shown below:



 **Shipment Requests**

New Request 



Request Count :31

 Request Number : 18-09-000001	 Submitted On : 18/09/2018	Options ▾
Request Status : Waiting certificate creation		
Country Of Shipment : Senegal		

 Request Number : 18-08-000007	 Submitted On : 30/08/2018	Options ▾
Request Status : The request has been closed for non-payment of fees		
Country Of Shipment : China		

 Request Number : 18-08-000002	 Submitted On : 09/08/2018	Options ▾
Request Status : shipment certificate has been issued		
Country Of Shipment : China		
<a href="#">Download Certificate</a>		

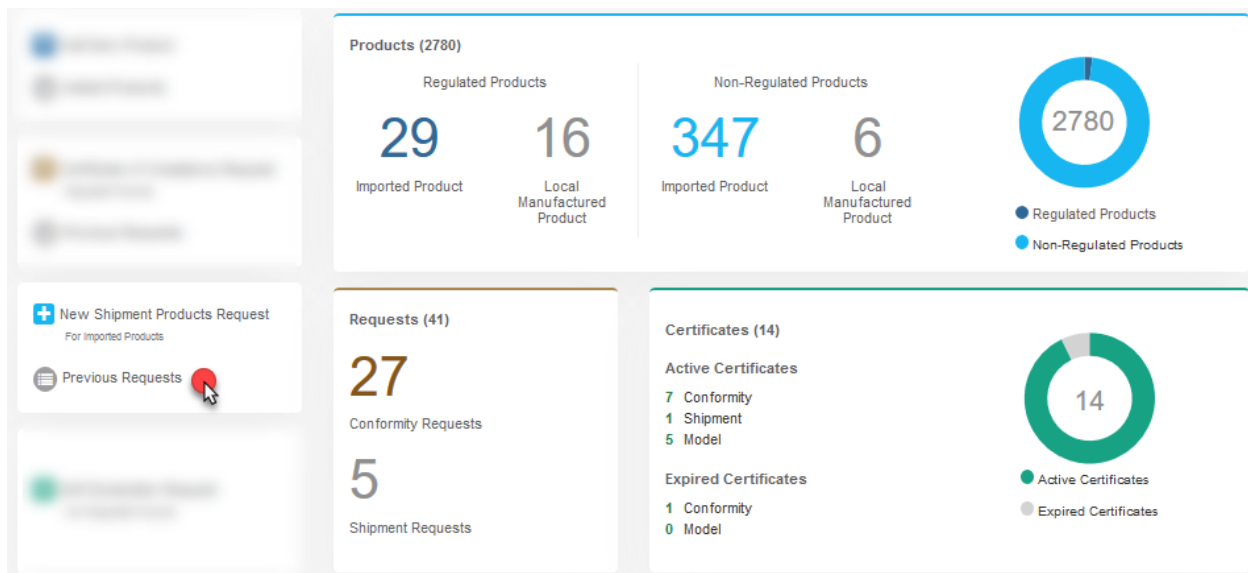
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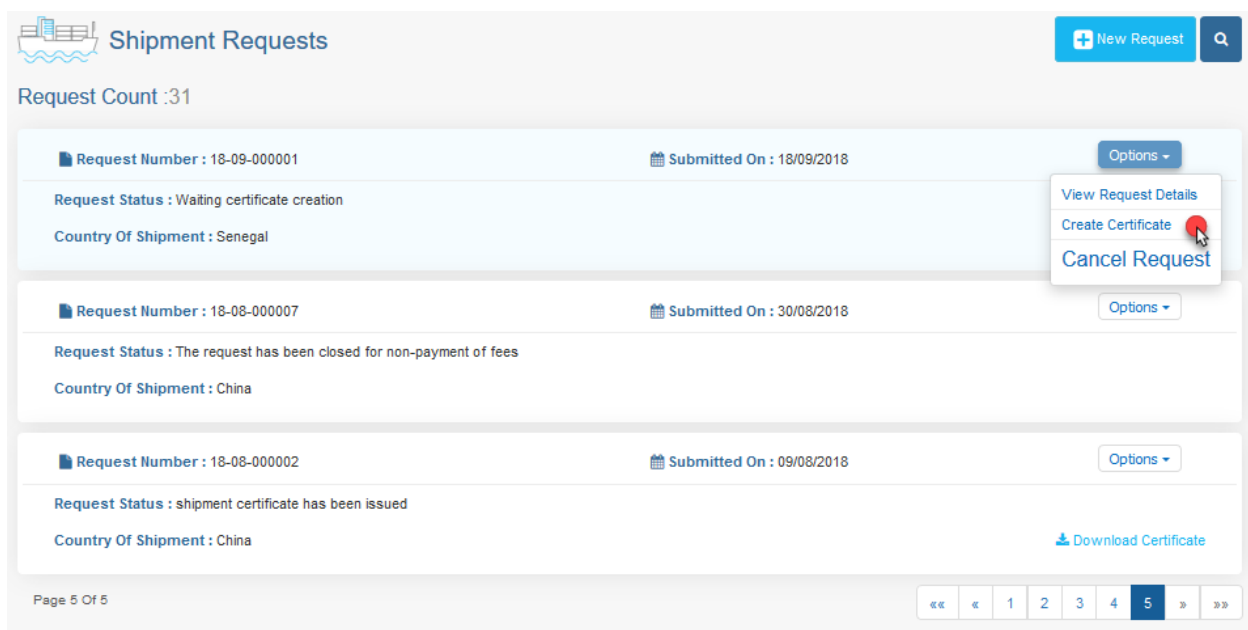
**Note:** The certificate cannot be issued for regulated products unless the CB approves the request.  
Each product is automatically sent to the same CB that issued the certificate of conformity.

## Issue the certificate

The user will click on “previous requests” for shipment certificates from the home page as follows:



All requests for shipments will be displayed. The user will click on “create certificate” option in the drop-down list next to each product as follows:



The screenshot shows the "Shipment Requests" page with a list of requests. The first request is highlighted, and its "Options" dropdown menu is open, showing the following options:

- View Request Details
- Create Certificate (highlighted with a red circle and mouse cursor)
- Cancel Request

The list of requests includes the following details:

Request Number	Submitted On	Request Status	Country Of Shipment
18-09-000001	18/09/2018	Waiting certificate creation	Senegal
18-08-000007	30/08/2018	The request has been closed for non-payment of fees	China
18-08-000002	09/08/2018	shipment certificate has been issued	China

At the bottom, there is a pagination bar showing "Page 5 Of 5" and a set of navigation buttons (1, 2, 3, 4, 5, 6, 7, 8, 9, 10).

The status of the request, the shipping country, the number of regulated and non-regulated products, as well as products with equivalent certificates, are then displayed. The user clicks the "create certificate" button as follows:

**Request Status :** Waiting certificate creation

**Shipping information**

Country Of Shipment

**Products**

**Regulated Products** Product Count 1

Product Name	Origin Country	Trade Mark	Model Type	HS Code	Organization	Request Status
waiting for app	إسبانيا	أديداس	بالمنظار فرار جهة تقويم	500200000002	ZAD first	Waiting for CB Decision

**Non Regulated Products** Product Count 0

Product Name	Origin Country	Trade Mark	Model Type	HS Code
No Data Exist				

**Products with Quality Certificates** Product Count 0

Product Name	Origin Country	Trade Mark	Model Type	HS Code	Quality Certificate Type
No Data Exist					

[Back](#) [Create Certificate](#)

The system then displays the invoice confirmation page, displays the products to be added in the shipment certificate and the total cost of the request, and the user clicks on the "create certificate " to create the invoice as shown below:

**Are you sure you want to create bill?**

**Regulated Products** Product Count 1

Product Name	Origin Country	Trade Mark	Model Type	HS Code	Organization	Request Status
waiting for app	إسبانيا	أديداس	بالمنظار فرار جهة تقويم	500200000002	ZAD first	Waiting for CB Decision

**Non Regulated Products** Product Count 0

Product Name	Origin Country	Trade Mark	Model Type	HS Code
No Data Exist				

**Products with Quality Certificates** Product Count 0

Product Name	Origin Country	Trade Mark	Model Type	HS Code	Quality Certificate Type
No Data Exist					

Products included in certificate (0) Products not included in certificate (1)

[Back](#) [Create Certificate](#)



SADAD number of the invoice will be issued and the available payment options (SADAD, Mada, Visa, Master card, and Apple Pay) will be displayed as

**Service Name :** The Shipment Requests (Imported Products) service

**Invoice Date :** 01-04

**Facility Name :**

**Facility Address :** الرياض الحمراء

**Tax Number :** 30078

**Bill Status :** Pending

**Transaction Number :** 05297

**Payment Method :** Sadad

Sadad number :  
**739**

---

Bill No :  
**144**

---

Bill name :  
**My Business Services**

---

You should pay the bill before :  
**01-05-2021**

**Product Count :** 1      **VAT :** 52.50 SAR

**VAT Percentage :** 15%      **Total Amount :** 402.50 SAR

Request No	Product Name	Model Type	HSCode
20-01-002512	trt	trt	250100100001

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

[Pay in other method](#)

After payment is done, the contact officer will be able to download the certificate by clicking on “download certificate” as shown:

Request Number : 18-08-000002

Submitted On : 09/08/2018

[Options](#)

Request Status : shipment certificate has been issued

Country Of Shipment : China

[Download Certificate](#)

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[»»](#)

### شهادة مطابقة إرسالية للمنتجات المستوردة

### Shipment Conformity certificate for imported products



نحن جهة تفويض المطابقة (.....) رقم المكتب (.....) نتعهد بأن جميع بيانات المنتجات الموجودة في طلب الإرسالية مطابق تماماً لما ورد في شهادة مطابقة المنتج الممنوحة للمنتج سابقاً. وتتعهد بتوفير أي ملفات فنية للمنتجات تطلبها الهيئة السعودية للمواصفات والمقاييس والجودة أو من يمثلها لاحقاً. وفي حال تبين عدم صحة ذلك التحمل جميع التبعات النظامية المترتبة على ذلك

Certificate Number		Issue Date	15/04/2020
Certificate Type	Shipment Conformity Certificate for Imported Products		
Establishment Address	(11) جدة / طريق الأمير سلطان	Commercial Registration No	
Product Certificate No	01953-024-	Shipment country	China

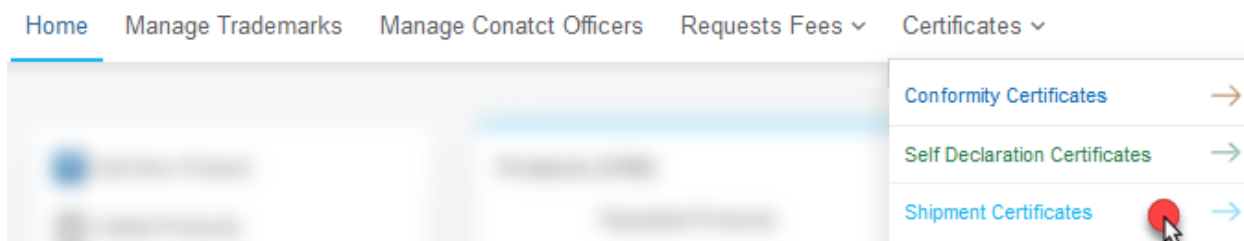
Product and Manufacturer Data	
Model type	
Product Name	
Product Description	
Country of origin	China
Production Date	
HS Code	842810000001
Technical Regulation	Technical Regulation for Elevators used in Buildings and Installations
Manufacturer name	
Manufacturer Address	
Exporter name	
Exporter Address	CHINA

CB Organization Office Responsible manager signature


15/04/2020 10:55

CB Organization Office Stamp


The user also can view and download all shipment certificates through the certificates list in the homepage by clicking on “Certificates” as shown below:



And the user will click on download button as shown below:


 **Shipment Certificates** 🔍

Certificates Count 1

Certificate Number	Certificate Issue Date	Products Count	Country Of Shipment	Options
SH-18-00002	2018-08-09	1	China	 Download

Page 1 Of 1 « « 1 » »

The user can view all shipment certificates invoices by clicking on “Requests Fees” as shown:

 Home Manage Trademarks Manage Contact Officers Requests Fees Certificates ▾ 👤 ماجد... ⌂ VISION 2030

**Requests Fees** 📄 Create bill 🔍

☐ Certificate of Conformity
 ☐ Self Declaration Request
 ☒ **Shipment Certificates**
☐ CoC Requests of Auto Spare Parts
 ☐ CoC Requests of Textile Products

 **Shipment Requests Bills** 🔍

Bills Count

Sadad number	Total Cost	Bill Create Date	Bill Due Date	Products Count	Bill Status	Settings
	367.50 SAR	2020/04/15	2020/05/15	1	Pending	