



Training Guide for Adding New Products

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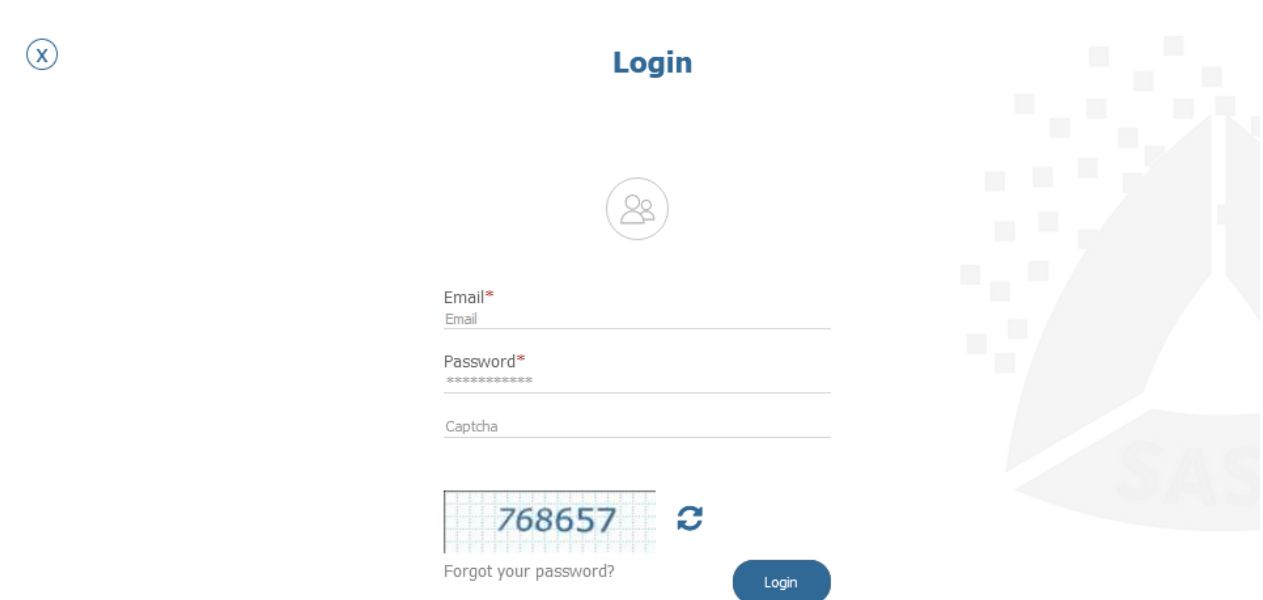
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System Description

This task allows the users to add new products to the system.

Products Registration

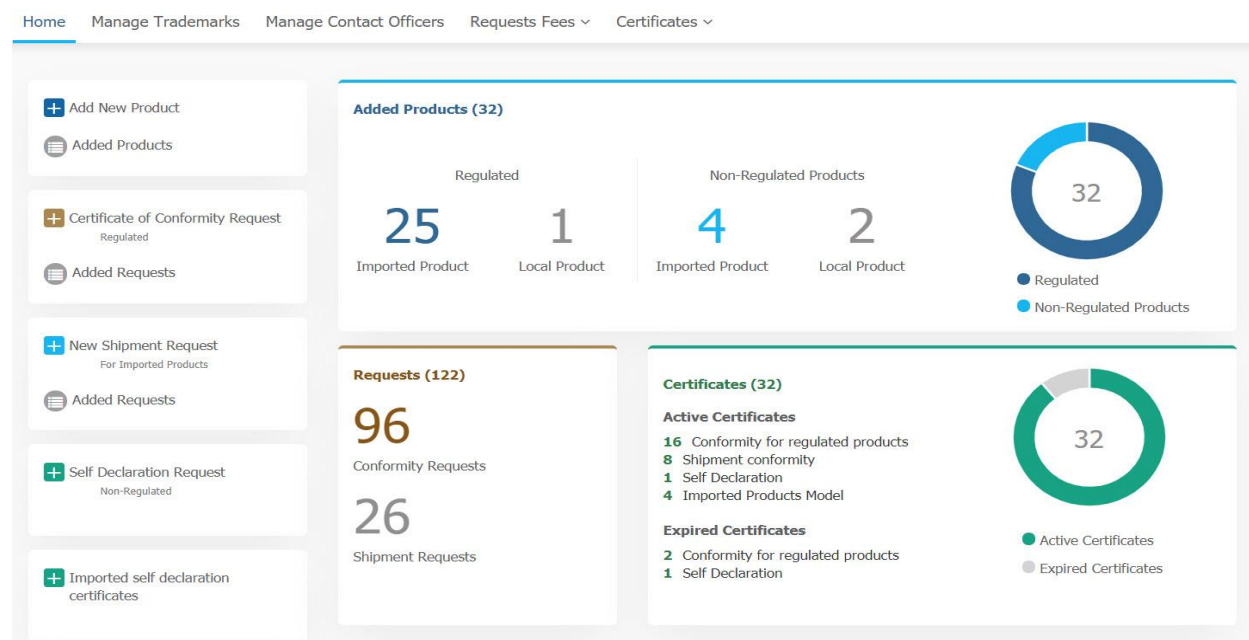
This system is to allows the user to add the facility products to the system. to start this, the user will log-in through the system as shown on the below screen:



The screenshot shows a login interface with the following elements:

- A close button (X) in the top left corner.
- A title "Login" in blue text.
- A user icon (person silhouette) in a circle.
- Input fields for "Email*" (with a sub-label "Email"), "Password*" (with a sub-label "*****"), and "Captcha".
- A captcha image showing the number "768657" and a refresh icon.
- A link "Forgot your password?" below the captcha.
- A blue "Login" button.
- A large, faint background watermark of the SASO logo.

After the login process the following page will be shown to the user:



From the previous page, click on the "Add New Product" icon. The screen will appear as follows:

سابر Home Manage Trademarks Requests Fees Certificates

Add New Product

First Step Choose HSCode Second Step Basic Details Third Step Additional Details

In case you don't know the HSCode you can use the Saudi Customs portal [Saudi Customs portal](#)

Search By using HSCode Search By Product Category

☒ All ☐ Regulated ☐ Non-regulated

Search by tags / category name

HSCode

Search

HSCode Count: 9451

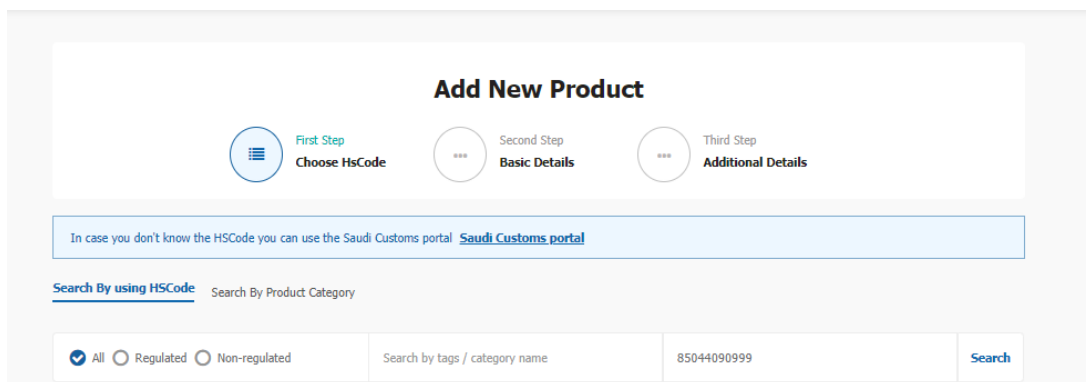
HSCode	Product Category	Has regulated	Certificates
<input type="radio"/> 250100100009	Saltpetre/ Rock salt	Non-regulated	
<input type="radio"/> 250100100010	Salt extracted by solution	Non-regulated	
<input type="radio"/> 250100100011	Solar salt (sea salt)	Non-regulated	
<input type="radio"/> 250100100012	Purified salt	Non-regulated	
<input type="radio"/> 250100100013	Salt containing added anti-caking or free-flowing agents	Non-regulated	
<input type="radio"/> 250100100014	Salt of the Red Sea	Non-regulated	

the user can add a new product by two ways:

1. Searching by HS code (Hs code and keywords).
2. Searching by the product categories.

Add products by HSCode

To add a product by the HS code, the user will click on "Search by HSCode" option. The page will appear as follows:



Add New Product

First Step: Choose HsCode | Second Step: Basic Details | Third Step: Additional Details

In case you don't know the HSCode you can use the Saudi Customs portal [Saudi Customs portal](#)

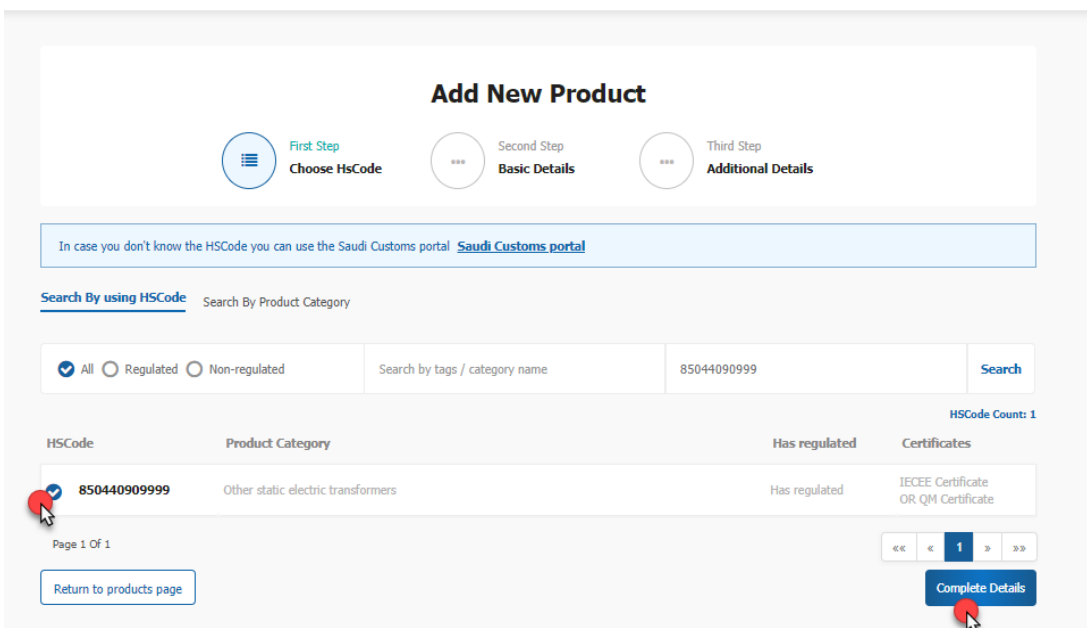
Search By using HSCode | Search By Product Category

☒ All ☐ Regulated ☐ Non-regulated

Search by tags / category name: 85044090999

[Search](#)

After that, the user should select from the results and click on "complete details" as in the figure below:



Add New Product

First Step: Choose HsCode | Second Step: Basic Details | Third Step: Additional Details

In case you don't know the HSCode you can use the Saudi Customs portal [Saudi Customs portal](#)

Search By using HSCode | Search By Product Category

☒ All ☐ Regulated ☐ Non-regulated

Search by tags / category name: 85044090999

[Search](#)

HSCode Count: 1

HSCode	Product Category	Has regulated	Certificates
85044090999	Other static electric transformers	Has regulated	IECEE Certificate OR QM Certificate

Page 1 Of 1

[Return to products page](#)

[Complete Details](#)

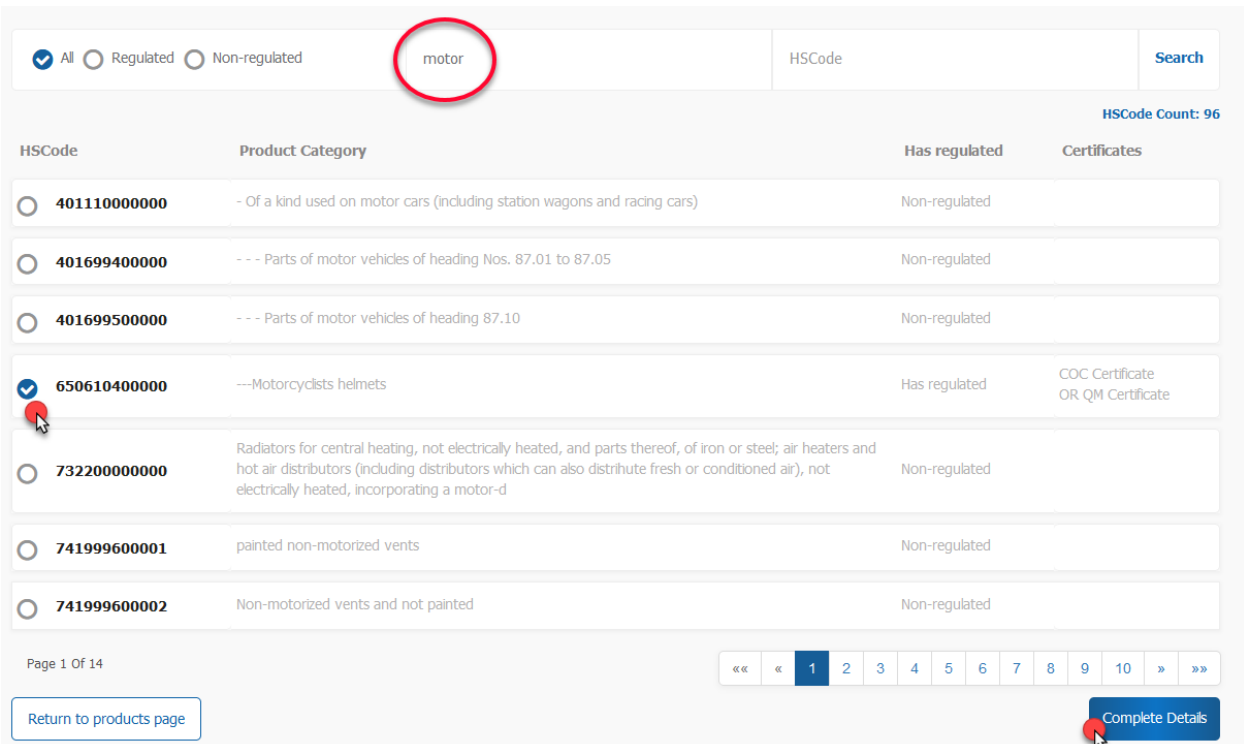
You will then proceed to the page for completing the product data, which will be explained later.

Note: You can use the Saudi Customs link to search for the HS Code if it is not available.

In case you don't know the HSCode you can use the Saudi Customs portal [Saudi Customs portal](#)

Add products by searching by keywords

To add a product by keywords, the user searches for the "tags" field, and the results will be displayed to choose the correct product category, then click on "complete details" as in the figure below:



☒ All
 ☐ Regulated
 ☐ Non-regulated

 HSCode

HSCode Count: 96

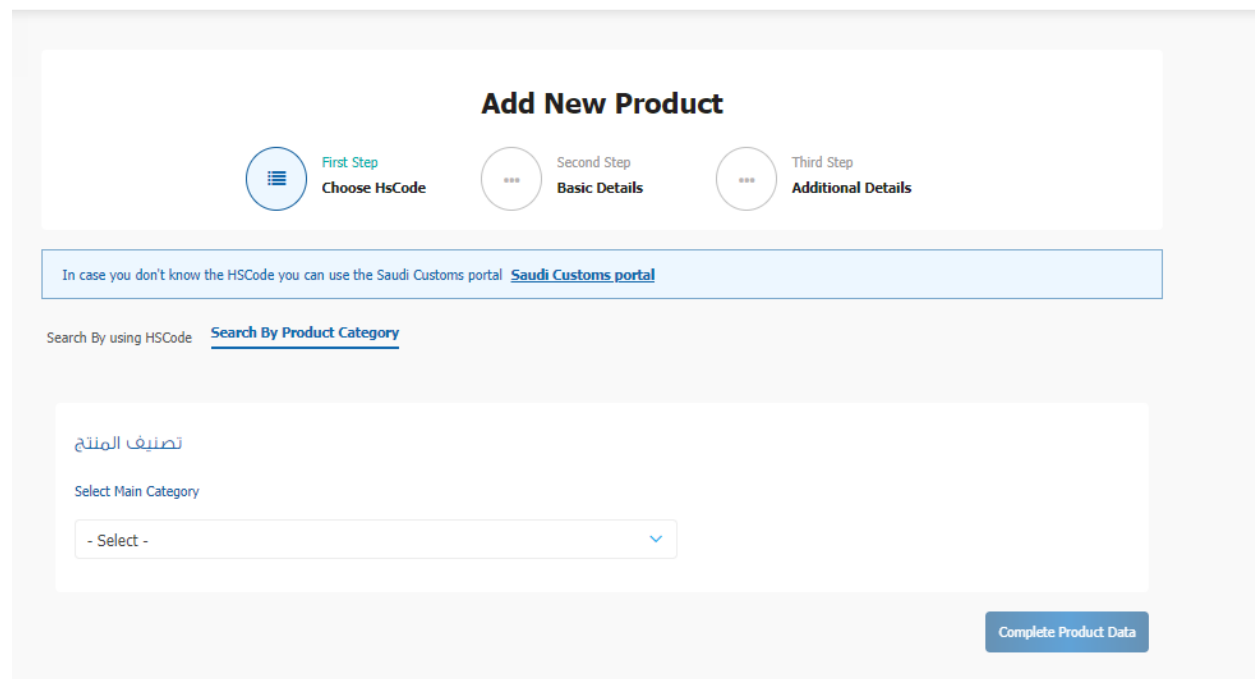
HSCode	Product Category	Has regulated	Certificates
<input type="radio"/> 40111000000	- Of a kind used on motor cars (including station wagons and racing cars)	Non-regulated	
<input type="radio"/> 401699400000	- - - Parts of motor vehicles of heading Nos. 87.01 to 87.05	Non-regulated	
<input type="radio"/> 401699500000	- - - Parts of motor vehicles of heading 87.10	Non-regulated	
<input checked="" type="radio"/> 650610400000	---Motorcyclists helmets	Has regulated	COC Certificate OR QM Certificate
<input type="radio"/> 732200000000	Radiators for central heating, not electrically heated, and parts thereof, of iron or steel; air heaters and hot air distributors (including distributors which can also distribute fresh or conditioned air), not electrically heated, incorporating a motor-d	Non-regulated	
<input type="radio"/> 741999600001	painted non-motorized vents	Non-regulated	
<input type="radio"/> 741999600002	Non-motorized vents and not painted	Non-regulated	

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Note: In this page it will be clarify to the user if the product is regulated or non-regulated and the required certificate.

Add products by Searching by categories

To add a product by searching by categories, the user must select "Search by categories" and the following page will be displayed:



Add New Product

First Step **Choose HsCode** Second Step **Basic Details** Third Step **Additional Details**

In case you don't know the HSCode you can use the Saudi Customs portal [Saudi Customs portal](#)

Search By using HSCode Search By Product Category

تصنيف المنتج

Select Main Category


- Select -

Complete Product Data


Complete the product data

After clicking on "Complete Details", you will be taken to the next page for completing the basic product details, as shown in the following page:


Add New Product



First Step
Choose HsCode



Second Step
Basic Details



Third Step
Additional Details

RegulationDetails

HSCode : 530390000003 **Category Name :** Waste of crushed or combed fibers prepared for spinning

Technical Regulation Name : Technical Regulation of Textile Products

Product Details : (All fields should be in english)

Product Name *

Trade Mark * If you cannot find your trade mark in the below drop down list click [here](#)

- Select -

Model Name *

Manufacturer Name *

Country of origin *

- Select -

English Manufacturer Address

Optional

ProductDescription

Optional

Disclaimer

We guarantee and acknowledge that all input data entered is correct. If the data entered is incorrect, we shall bear all the dependencies resulting from this error.

☐ **Commitment**

[Back](#)

[Next](#)

The product trademark should be chosen, and the required product details that shown in the previous page should be filled, then click on “Next” to add additional details such as adding product images as in the following figure, noting that it is mandatory:


Edit Product Data

✓ First Step
Choose HsCode

✓ Second Step
Basic Details

Third Step
Additional Details

Product Images



Drag product image here
or select files

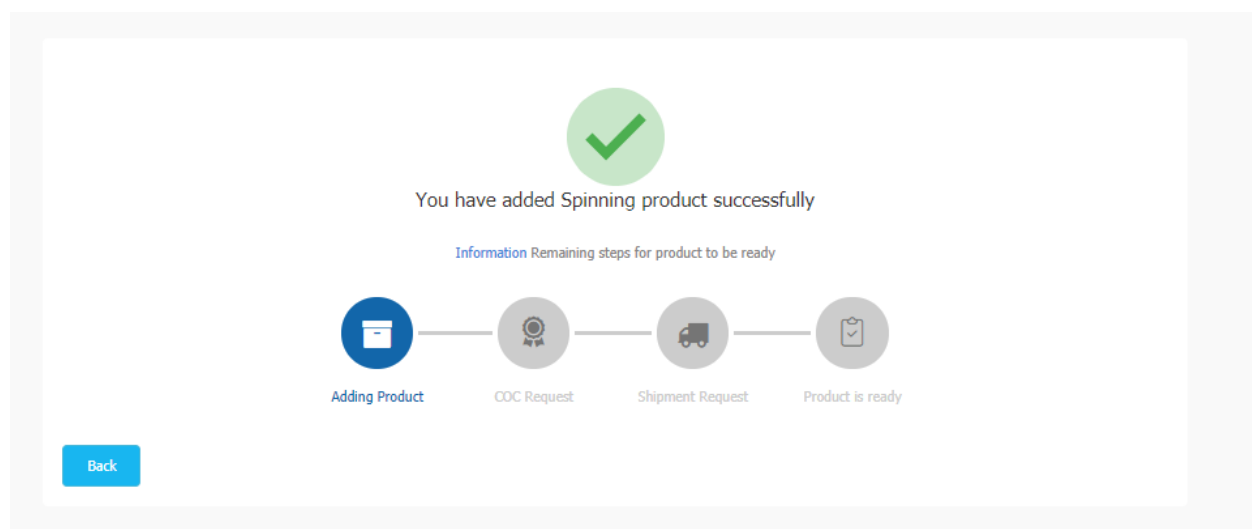
Acceptable file types: jpeg, jpg, png ⓘ

Instructions to add product images:

- A clear image of the product label.
- A clear image of the product barcode / QR code.
- An image shows the identity and the shape of the product, and an image of each model (if any).
- An image of the trademark.
- An image of energy efficiency label (if any).

[Skip Additional Details](#)
[Next](#)

Then click on “Next” to show the result of adding the product and the next steps to be ready to import, as in the following figure:



Add the Trademark:

Note: If the trademark is not in the trademark list, you can click the link next to the trademark to open adding new trademark window:

Trade Mark * [If you do not find your brand in the drop-down below click here](#)

- Select -

The user should fill the fields (The trademark name in Arabic and English) as shown in the following:

Add Trademark

Arabic Name *

English Name *

Back Add

Or, you can add the trademark by accessing “manage trademark” form homepage and then click "Add Trademark" as shown below:

Home Manage Trademarks Manage Conatct Officers Requests Fees ▾

Help

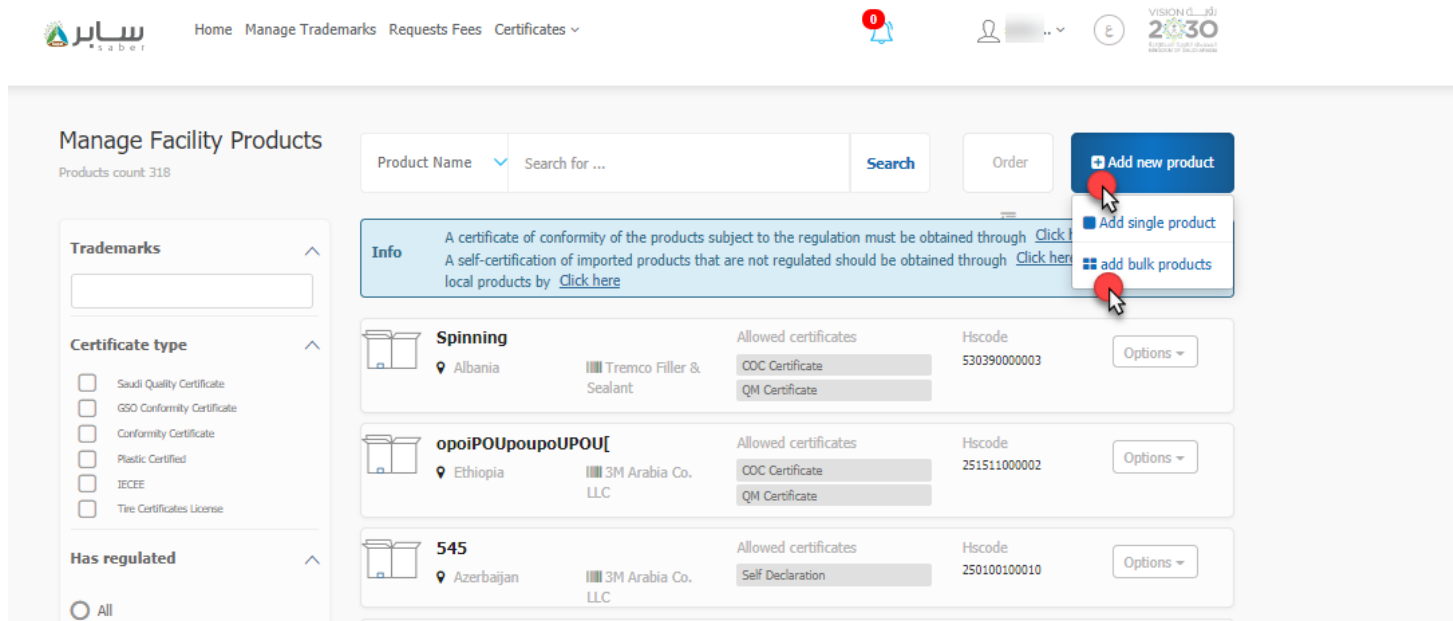
Manage Trademarks

+ Add Trademark

Search

Adding products by Excel sheet:

Instead of adding each product separately, several products can be added in bulk in excel file by clicking on "added products", then clicking on "add new product" and select "add bulk products" as in the following figure:




The screenshot displays the 'Manage Facility Products' page. At the top, there is a navigation bar with links: Home, Manage Trademarks, Requests Fees, and Certificates. A search bar is present with the text 'Product Name' and 'Search for ...'. A 'Search' button and an 'Order' button are also visible. A dropdown menu for 'Add new product' is open, showing two options: 'Add single product' and 'add bulk products'. The main content area lists products with columns for Product Name, Location, Allowed certificates, and Hscode. The products listed are 'Spinning' (Albania), 'opoiPOUpoupoUPOU[' (Ethiopia), and '545' (Azerbaijan). A sidebar on the left contains filters for 'Trademarks', 'Certificate type', and 'Has regulated'.


The following page will appear, where you can download the excel template file to fill in the data of the products to be added and re-uploaded to the system, while adhering to the terms of the upload, as in the following:

Add bulk products

Add a bulk products to be registered in the Saber




Step 1
Upload Files





Step 2
Data Validation

Download Template



Drag product excel sheet here
or select files

Acceptable file types: *xlsx* 

 You should confirm the following commitment

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.
- Up to 3000 products can be included in the file.

The system will not accept any value in the columns of Trademark or Country Of Origin unless from the drop down list that exists in the file
(Failure to comply with the above criteria will result in the rejection of the file in whole or in part)

Back

When the file is filled out, you should upload the file and agree to the commitment, then press “Start Processing”, so that the upload results appear as follows:

Add bulk products

Add a bulk products to be registered in the Saber

Step 1
Upload Files

Step 2
Data Validation

Download Template

Drag product excel sheet here
or select files

Download.xlsx

You should confirm the following commitment

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.
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The system will not accept any value in the columns of Trademark or Country Of Origin unless from the drop down list that exists in the file
(Failure to comply with the above criteria will result in the rejection of the file in whole or in part)

Disclaimer

Commitment

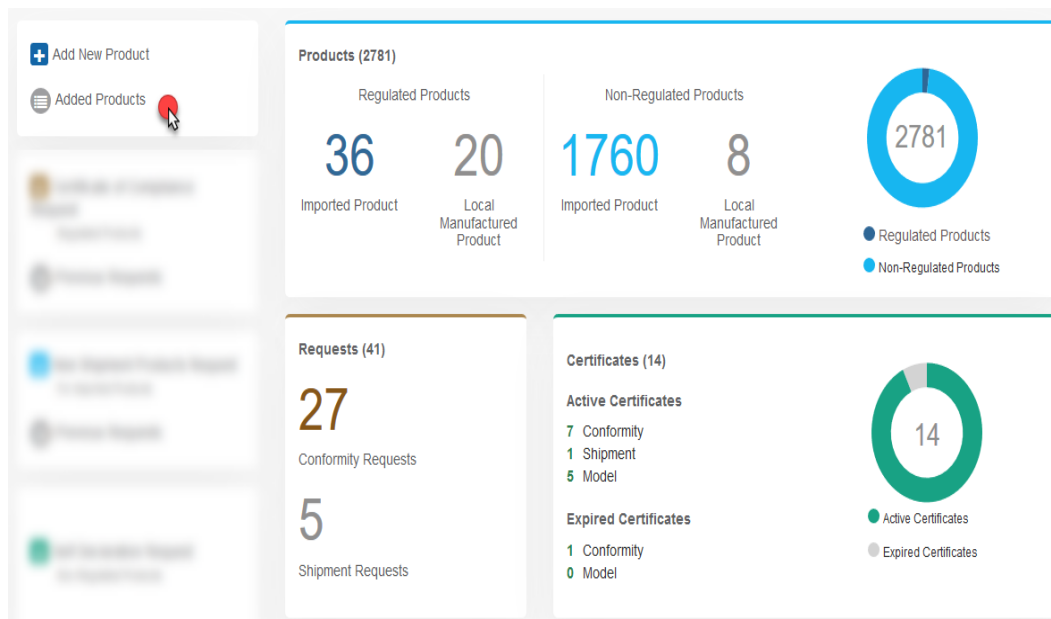
We guarantee and acknowledge that all input data entered is correct. If the data entered is incorrect, we shall bear all the dependencies resulting from this error.

Back

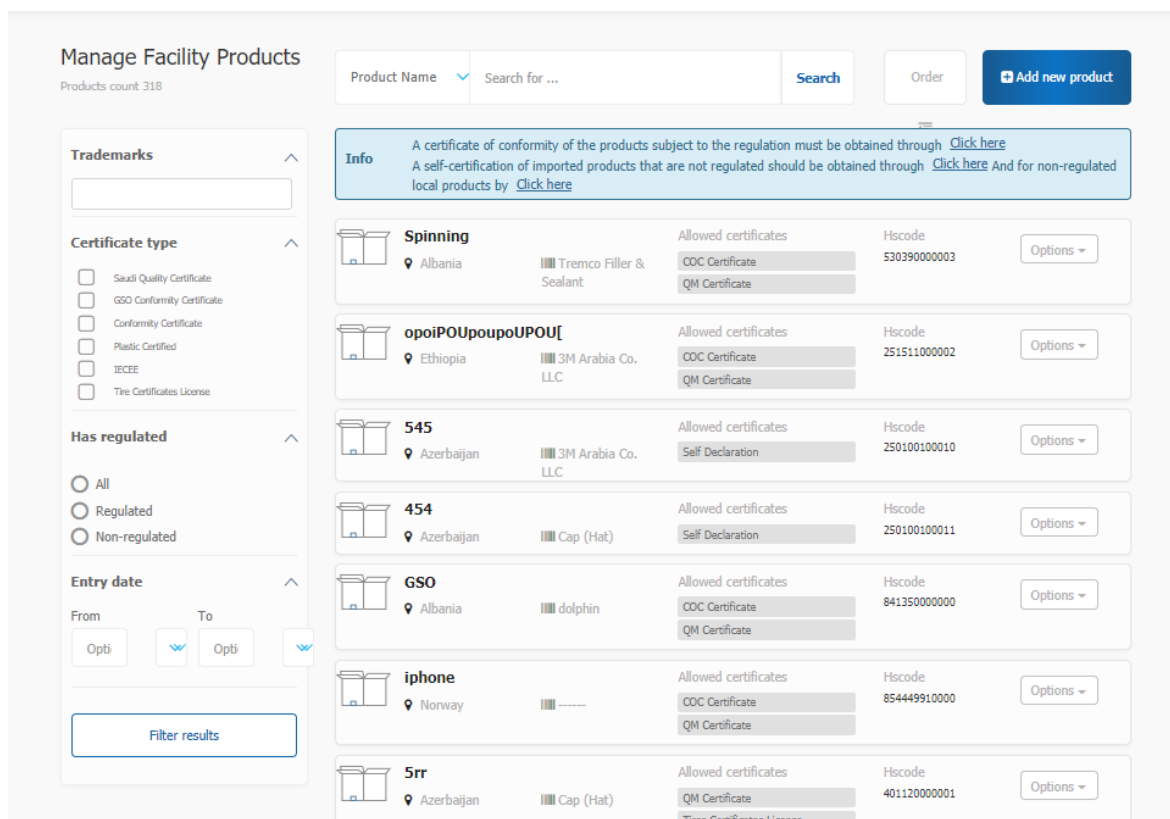
Start Processing

Managing the added products

Through this list, the user can delete and edit product data, submit certificate requests for products, to access this page the user will click on " added Products" from the e-Services homepage as shown below:



The product details are displayed in addition to a list of options through which it is possible to (delete, modify, display product data) by clicking on the “Options” below each product, also you can filter search results through the filter options on the left of the page.



The 'Manage Facility Products' interface allows for detailed product management. It features a search bar at the top and a sidebar with various filters:

- Trademarks:** A text input field for searching by trademark.
- Certificate type:** A list of checkboxes for different certificate types: Saudi Quality Certificate, GSO Conformity Certificate, Conformity Certificate, Plastic Certified, IECEE, and Tire Certificates License.
- Has regulated:** Radio buttons for 'All', 'Regulated', and 'Non-regulated'.
- Entry date:** Date pickers for 'From' and 'To'.

The main area displays a list of products with the following details for each:

Product Name	Country	Manufacturer	Allowed certificates	Hscode	Options
Spinning	Albania	Tremco Filler & Sealant	COC Certificate, QM Certificate	530390000003	[Options]
opoiPOUpoupoUPOU[Ethiopia	3M Arabia Co. LLC	COC Certificate, QM Certificate	251511000002	[Options]
545	Azerbaijan	3M Arabia Co. LLC	Self Declaration	250100100010	[Options]
454	Azerbaijan	Cap (Hat)	Self Declaration	250100100011	[Options]
GSO	Albania	dolphin	COC Certificate, QM Certificate	841350000000	[Options]
iphone	Norway		COC Certificate, QM Certificate	854449910000	[Options]
5rr	Azerbaijan	Cap (Hat)	QM Certificate, Tires Certificates License	401120000001	[Options]