Training Guide for Registering Facility Account
(Apply to Commercial Refrigerators)

Table of Contents
(Apply to Commercial Refrigerators)
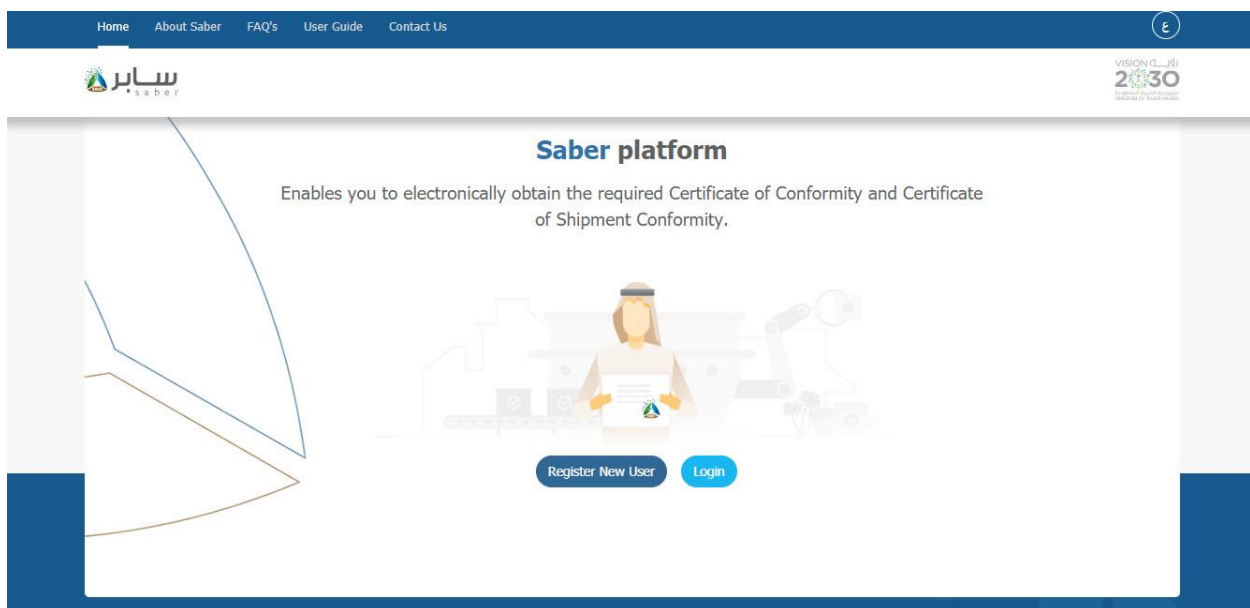
Purpose of System
(Apply to Commercial Refrigerators)

This task is to register new account in the System as Delegated Employee Account.

Registration of a delegated employee account
(Apply to Commercial Refrigerators)

The user opens the system home page so that the following screen will appear:

When you click on the "Register New User" icon, the registration page will be opened as shown in the following:

Home   About Saber   User Guide   FAQ's   Contact Us

Register New User   Login

Main Information

National ID Number / Iqama Number *

CR Number *

Expiry Date *

Gregorian

Validate CR Number

Organization name *

Address

Zip Code

Phone

Fax

PO box

Mobile Number *

05xxxxxxxx

Send

Facility Type *

- Select -

Facility Responsible Manager Name *

Signature of the Facility Responsible Person *

Browse File   Acceptable file types: jpeg,jpg,png ⓘ

Facility Stamp Image *

Browse File   Acceptable file types: jpeg,jpg,png ⓘ

Delegated Employee Data

Full Name *

Email *

ⓘ The e-mail address is the official mail which will be linked to the commercial register in the system and can not be changed.

Confirm Email *

Password *

ⓘ Use a combination of letters, numbers, and symbols, for example (A-Z, a-z, 0-9,@-$)

Confirm Password *

☐ You must agree on terms and conditions

Back   Register

Terms and Conditions | Contact Us | SASO Portal

Saudi Standards, Quality and Metrology Organization 2019

3

1- The user will enter the (ID ,CR number , and expiry date) of the CR and click on the verification link.

The system will then send the data to verify its validity through the Ministry of Commerce system.

2- If the data are correct, the system displays the commercial registration data

3- Mobile number, and the system will send a verification code to that number.

4- Choose the type of facility.

5- Name of the responsible manager.

6- Attach a copy of the signature of the official responsible manager and a copy of the facility stamp.

Delegated Employee Data:

- Full name.

- Email.

- Password.

    Note: Your password must consist of 8 digits that contain small and capital English letters with at least one number and symbol.

7- The user agrees to the terms and conditions and then press "Save" to register the facility successfully.


Register New User

Registeration Successed

Back to home page

After completing the previous registration form and pressing the "Register" button, an activation link will be sent to the e-mail entered in the registration data as shown below:


The user must click on the activation link, where the system displays the registration success page as shown below:


Register New User

Your email address has been confirmed.

Login
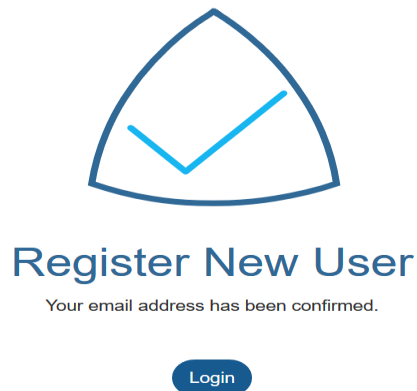
E-Services of facility delegated employee
(Apply to Commercial Refrigerators)

The user can add products, submit certification requests, and add trademarks, and the delegated

employee of the facility can add contact officers to give them access to the system.
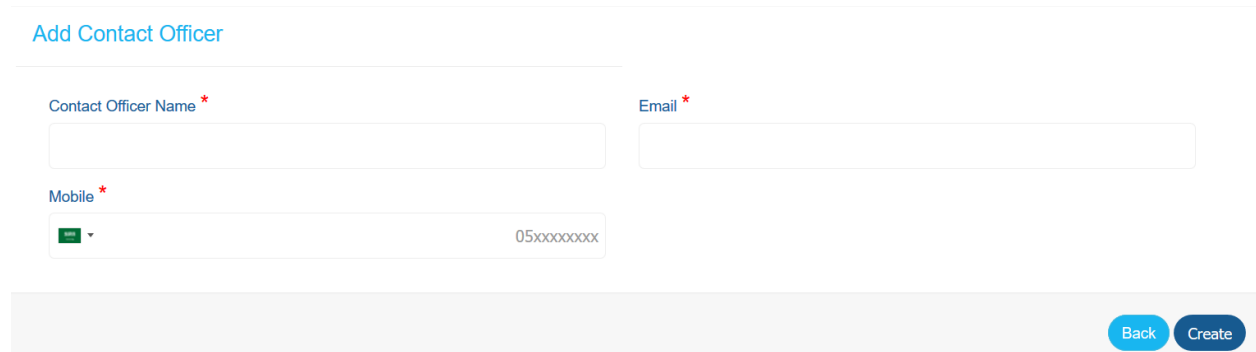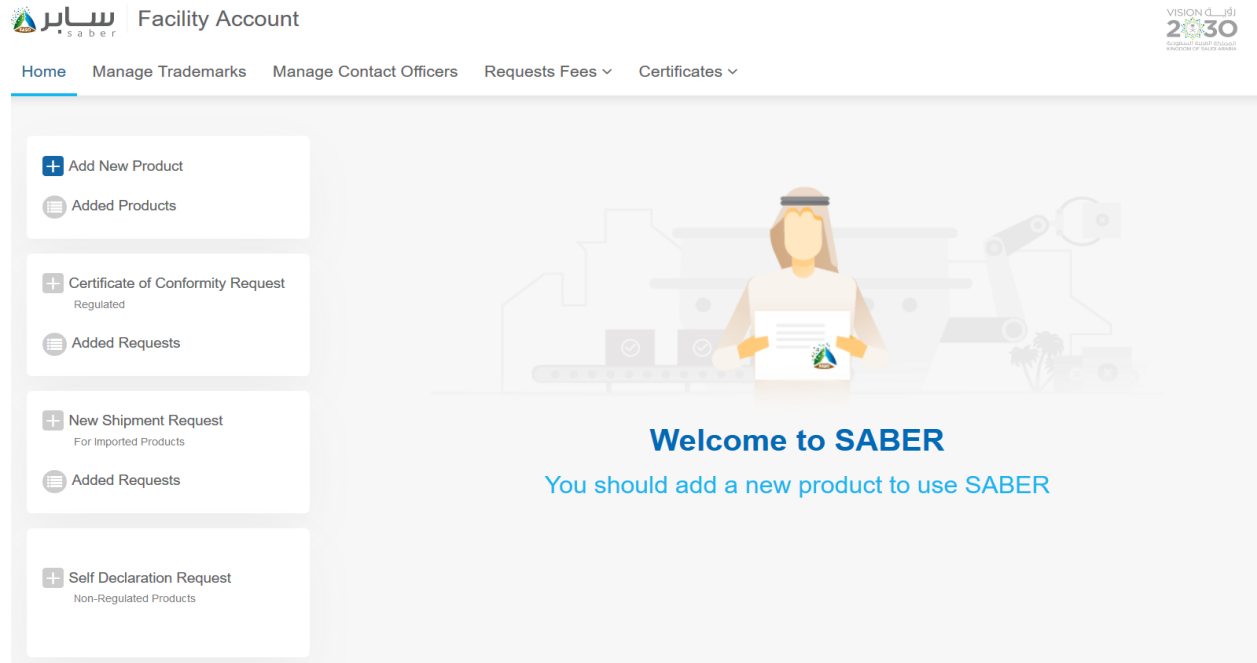

Management of Contact Officers
(Apply to Commercial Refrigerators)

This feature is to manage the contact officers by adding, deleting and editing the contact officers as

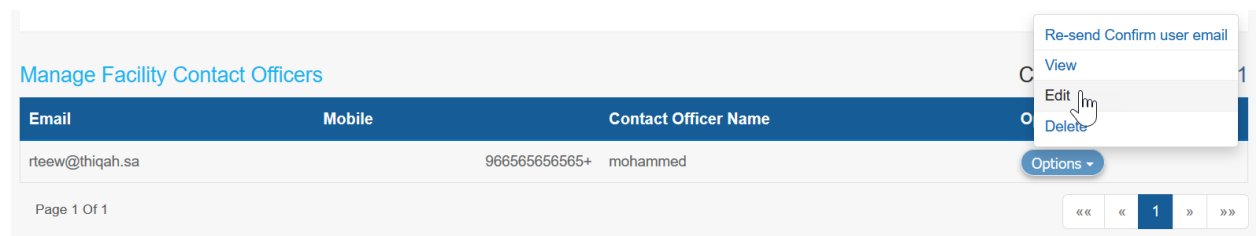follows:
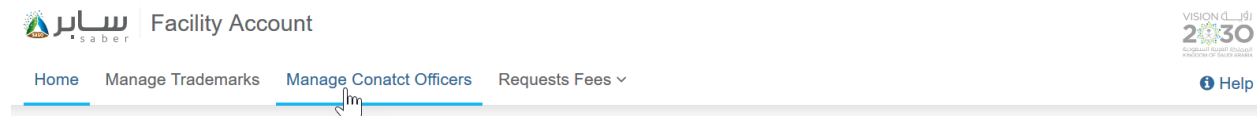
Adding Contact Officer

In order to add the contact officer, click on the "add contact officer" icon and the following page will appear:

Add Contact Officer

Contact Officer Name *

Email *

Mobile *

05xxxxxxxx

Back   Create

The user fills in the fields described in the previous form and then presses the "create" button. The contact officer then must click on the activation link that will be send the registered e-mail.

Editing contact officer data

The user will click on the "manage contact officer", then clicks the "Edit" button from the contact options as shown on the following page:

Manage Facility Contact Officers

Re-send Confirm user email
View
Edit
Delete

Email	Mobile	Contact Officer Name	O
rteew@thiqah.sa	966565656565+	mohammed	Options ▾

Page 1 Of 1   «« « 1 » »»

When the user clicks on "edit "button, the system displays a contact officer data form as shown below:

The user modifies the data for the contact officer, then clicks the "Edit" button.

Deleting contact officer

The user clicks on "manage contact officer", then clicks the "Delete" button from the contact options as shown on the following page:

When the user press the "Delete" button, the system displays an alert message to confirm the delete action as shown below:
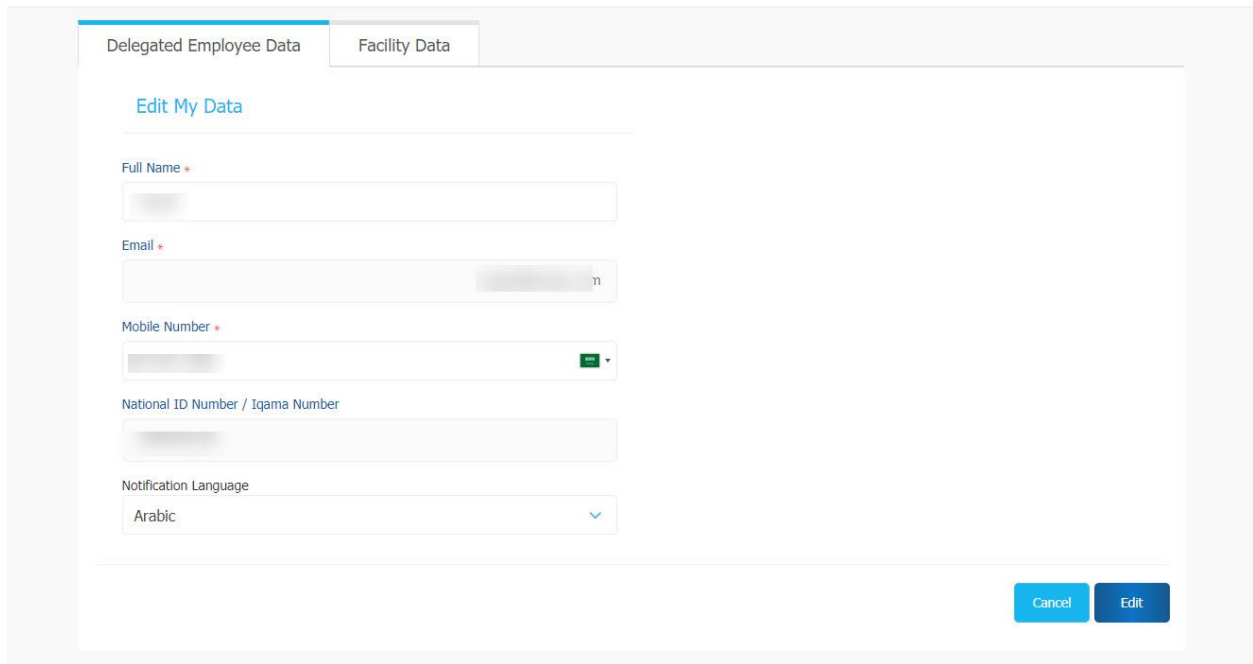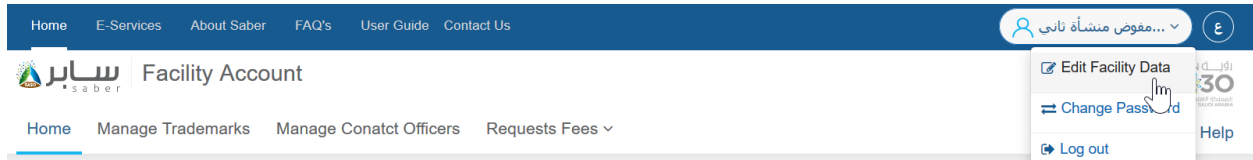

The user clicks OK to delete the user where the confirmation message appears successfully.

Editing the facility data
(Apply to Commercial Refrigerators)

The user can edit the facility data by entering the list of options at the top of the page by selecting

"Edit facility data" as shown below:

The user can edit the delegated employee data (name, mobile number, and identity number) as

follows:

The user can also edit the facility data (facility type, name of the responsible manager, copy of the

signature of the responsible manager, image of the facility stamp) as follows:

Delegated Employee Data	Facility Data

Basic Information

CR Number *

10[blurred]

Expire Date *

14/06/2019

Organization name *

[blurred] .

Address

الرياض   حي الملك عبدالعزيز شارع الملك عبدالعزيز

Zip Code

11526

Phone

[blurred]

Fax
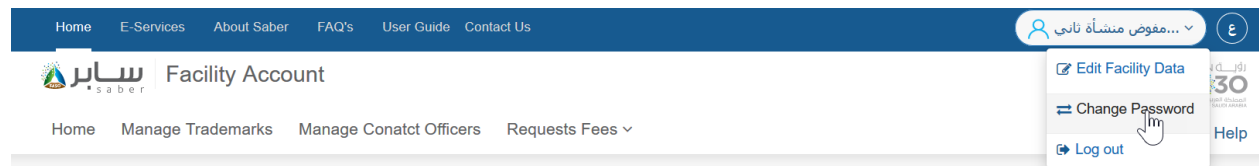
[blurred]

PO box

063928

Facility Type *

Importer or Distributer Contracted with Factory ▼

Responsible Manager Name *

[blurred]

Signature of the Facility Responsible Person

Browse... No file selected.
‹ Allowed file types: **jpeg,jpg,png**
‹ Maximum file size 2 MB
‹ Maximum allowed image height is**1200** px
‹ Maximum allowed image width is**1200** px
‹ In case you did not upload new file. The old file will be kept unchanged
‹ Download File

Facility Stamp Image

Browse... No file selected.
‹ Allowed file types: **jpeg,jpg,png**
‹ Maximum file size 2 MB
‹ Maximum allowed image height is**1200** px
‹ Maximum allowed image width is**1200** px
‹ In case you did not upload new file. The old file will be kept unchanged
‹ Download File

Back Edit

Changing the password
(Apply to Commercial Refrigerators)

The Change Password option enables the user to change the password of a user who is already

registered in the system by clicking "Change password" from the options menu at the top of the page

as follows:

Home	E-Services	About Saber	FAQ's	User Guide	Contact Us	...مفوض منشأة ثاني	٤

سابر saber Facility Account

Home   Manage Trademarks   Manage Conatct Officers   Requests Fees ⌄

☑ Edit Facility Data

⇄ Change Password

↪ Log out

Help

Change Password

Current Password *

Password *

Confirm Password *

Back   Edit