Training Guide for Registering the Products (Apply to Commercial Refrigerators)

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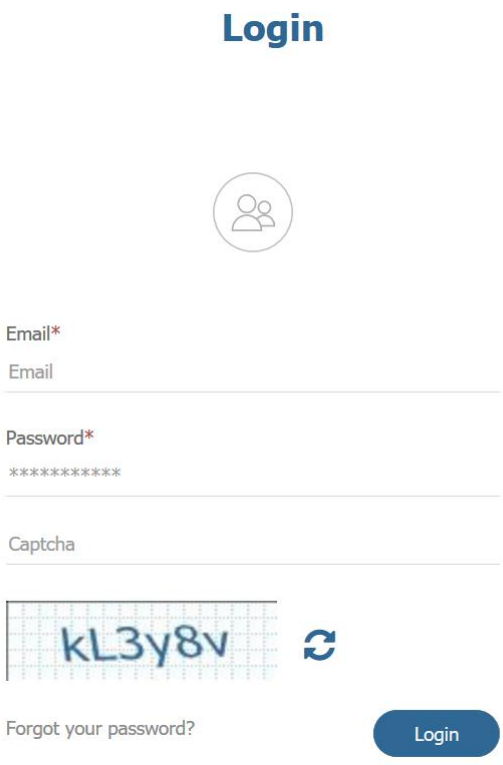
System Description (Apply to Commercial Refrigerators)

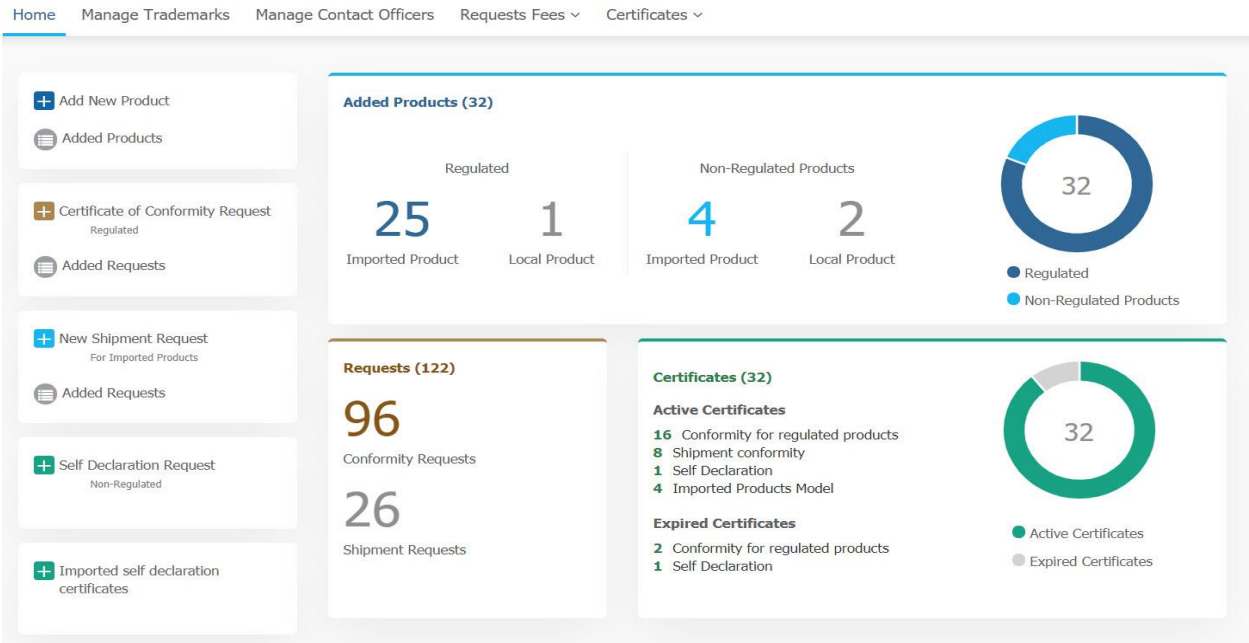
This task is to register a product within the system.

Product Registration (Apply to Commercial Refrigerators)

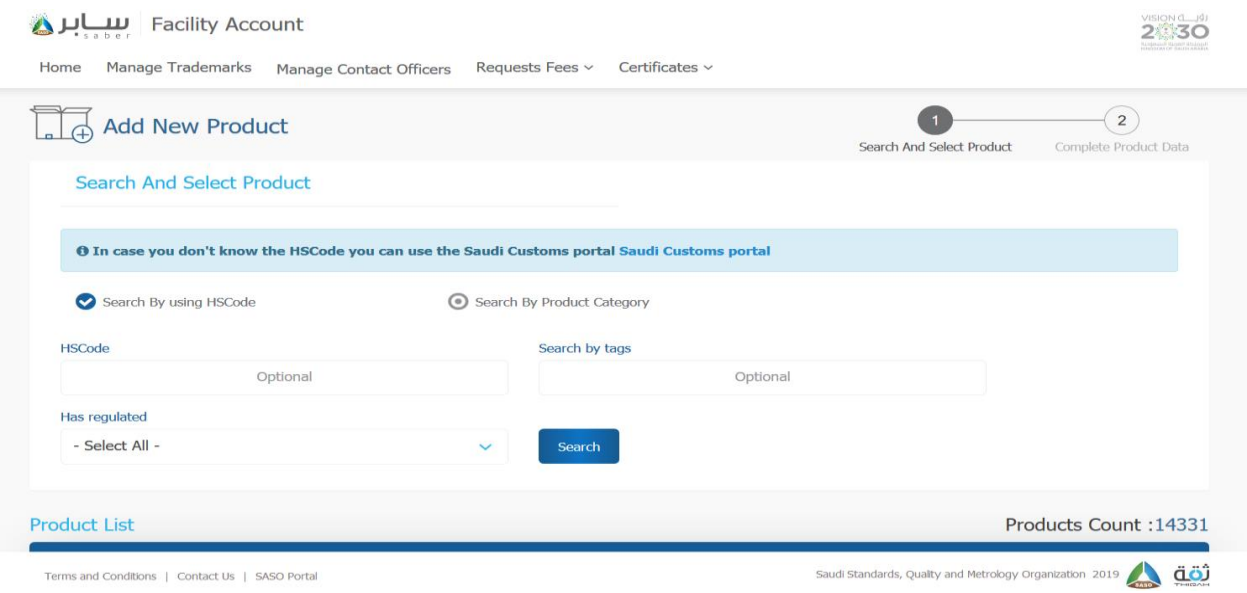
This system is to enable the user to register the facility products on the system. To start this, the user will log-in through the system as shown on the screen as follows:



After the login process the following page will appear for the user:



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



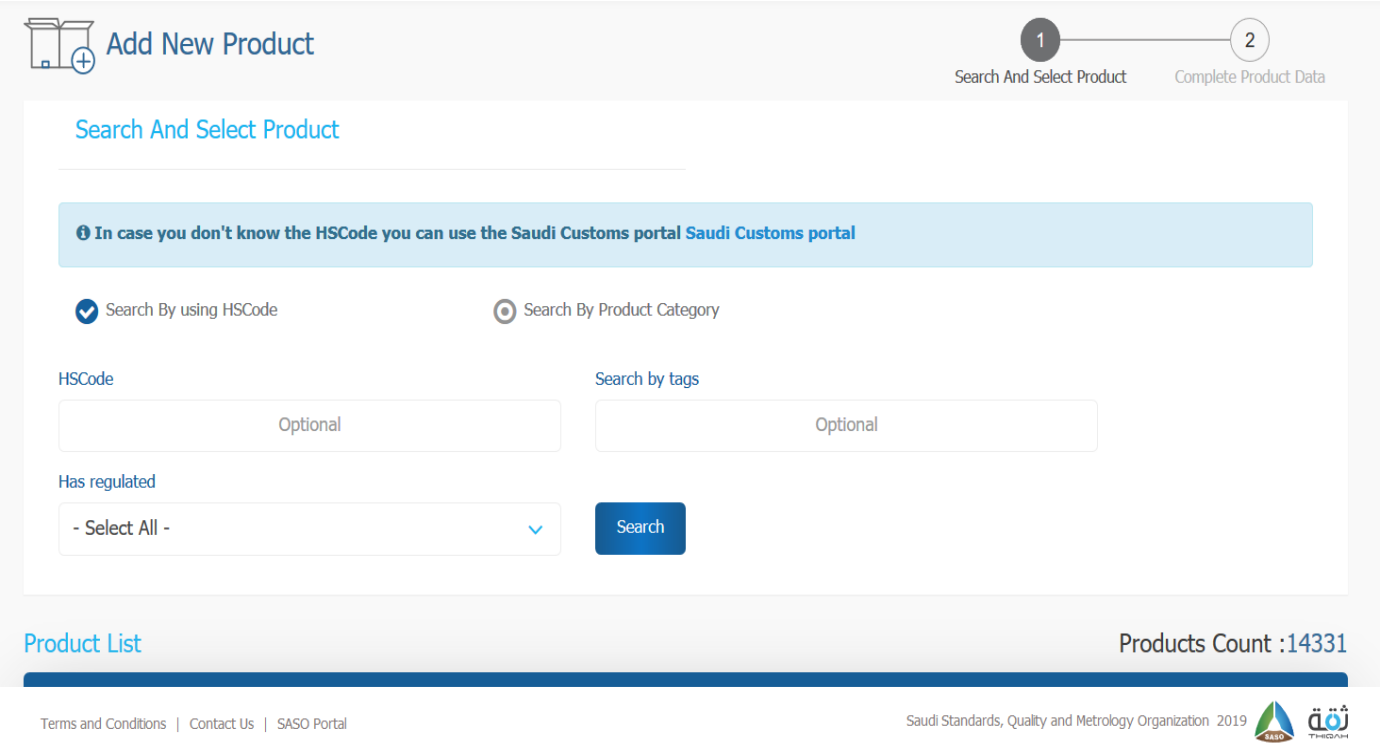
the user can add a new product by two ways:

1. Search By using HS Code (Hs code and Search by keywords).

2. Search By the Product Categories.

Add a product by the HS code (Apply to Commercial Refrigerators)

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



The user will search by the HScode in the search box as shown in the previous page, then clicks "Select" as shown on the following page:

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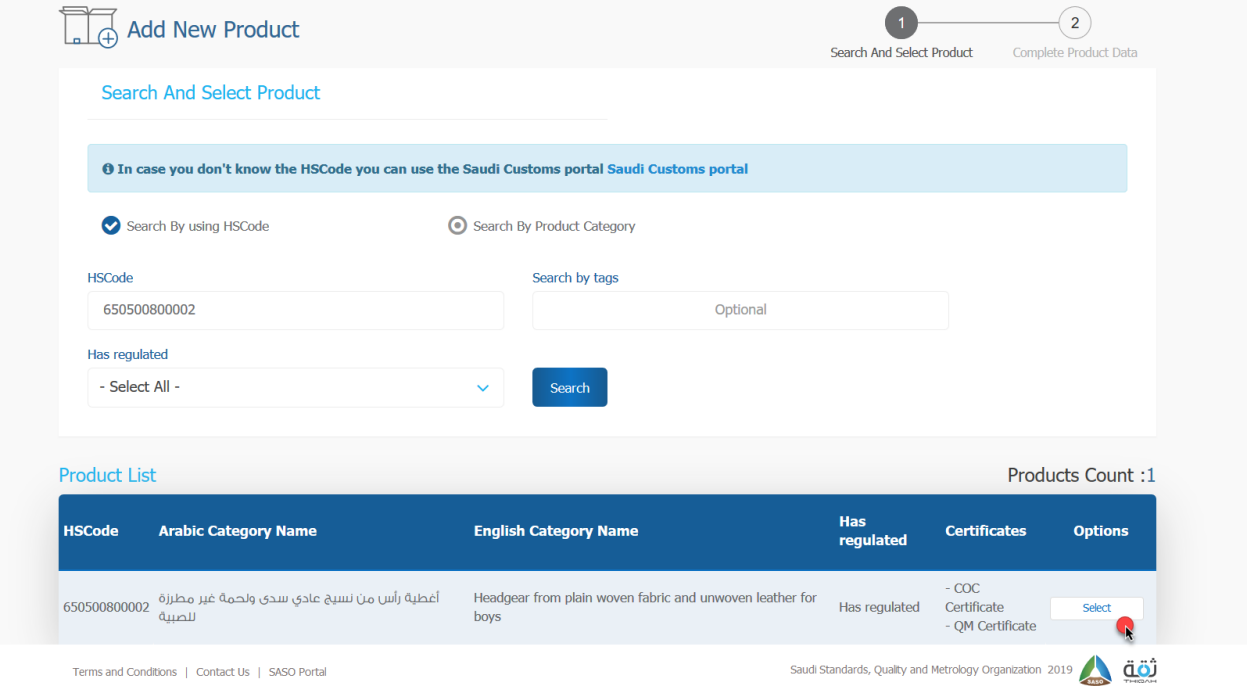
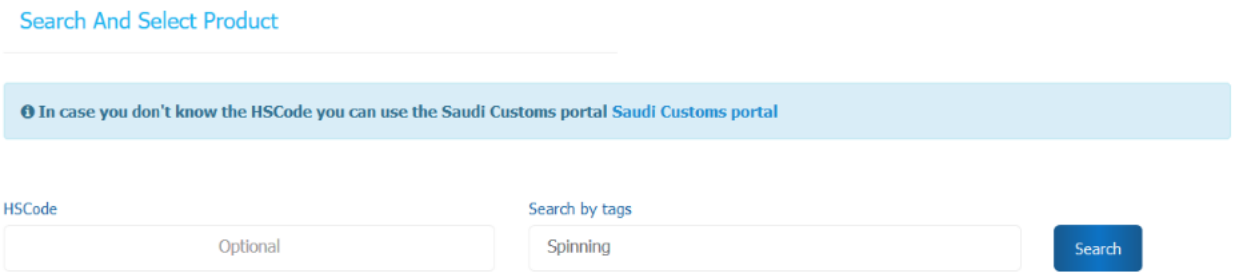


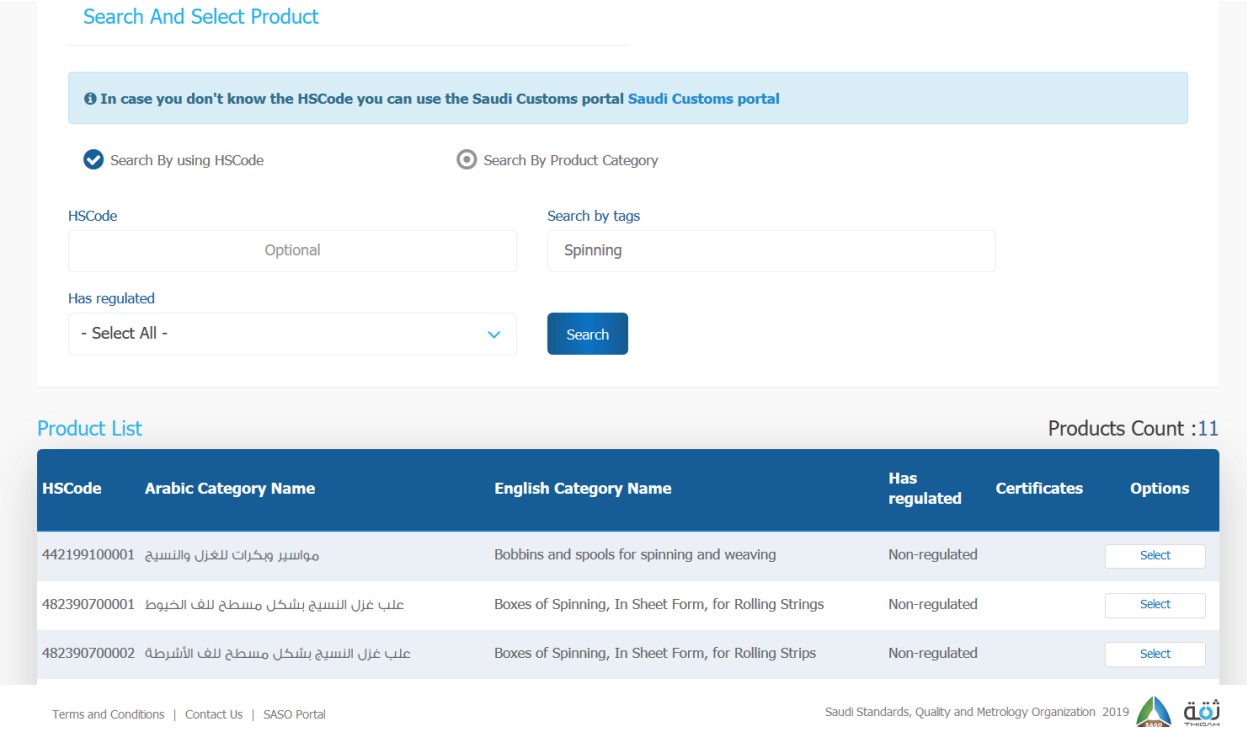
Note: You can use the Saudi Customs link to search for the HS Code if it is not available.

Add a product by search by keywords (Apply to Commercial Refrigerators)

To add a product by search by tags, the user have to fill the "Search by tags" and the following page will be displayed:



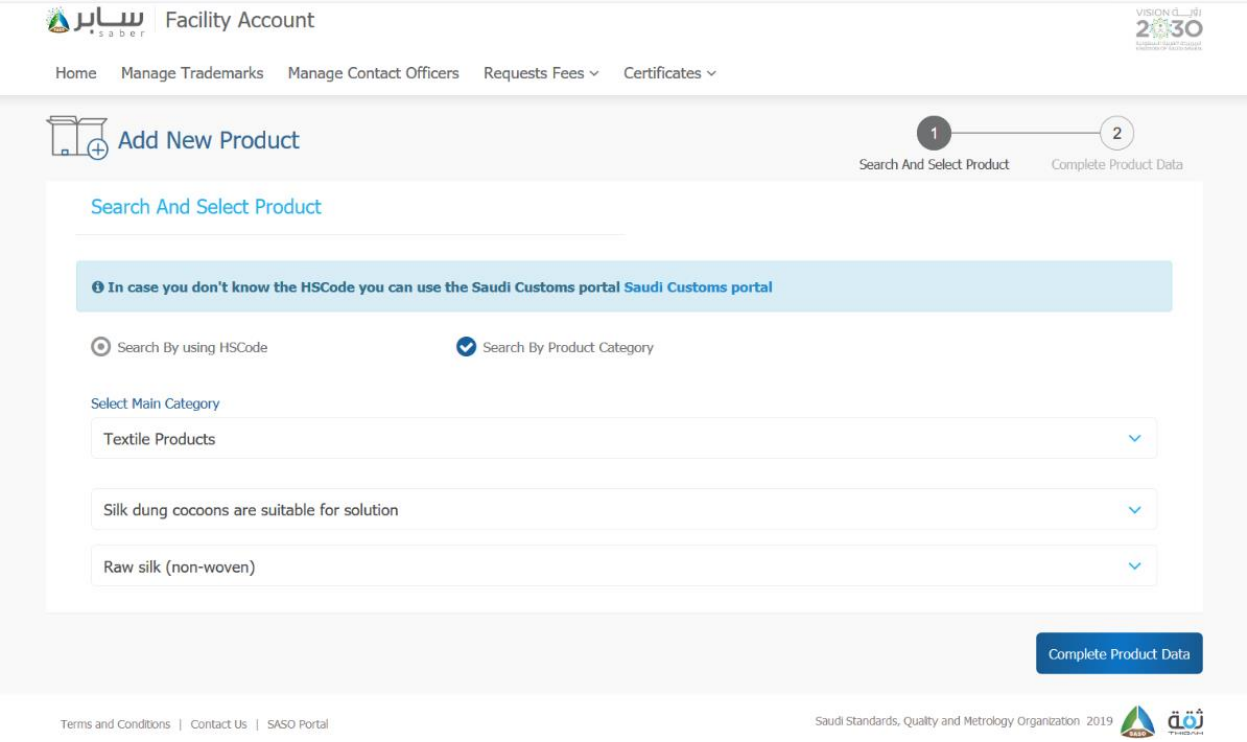
After the user click on "search" the system will show the products list to select between them as shown below:



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 Search by categories (Apply to Commercial Refrigerators)

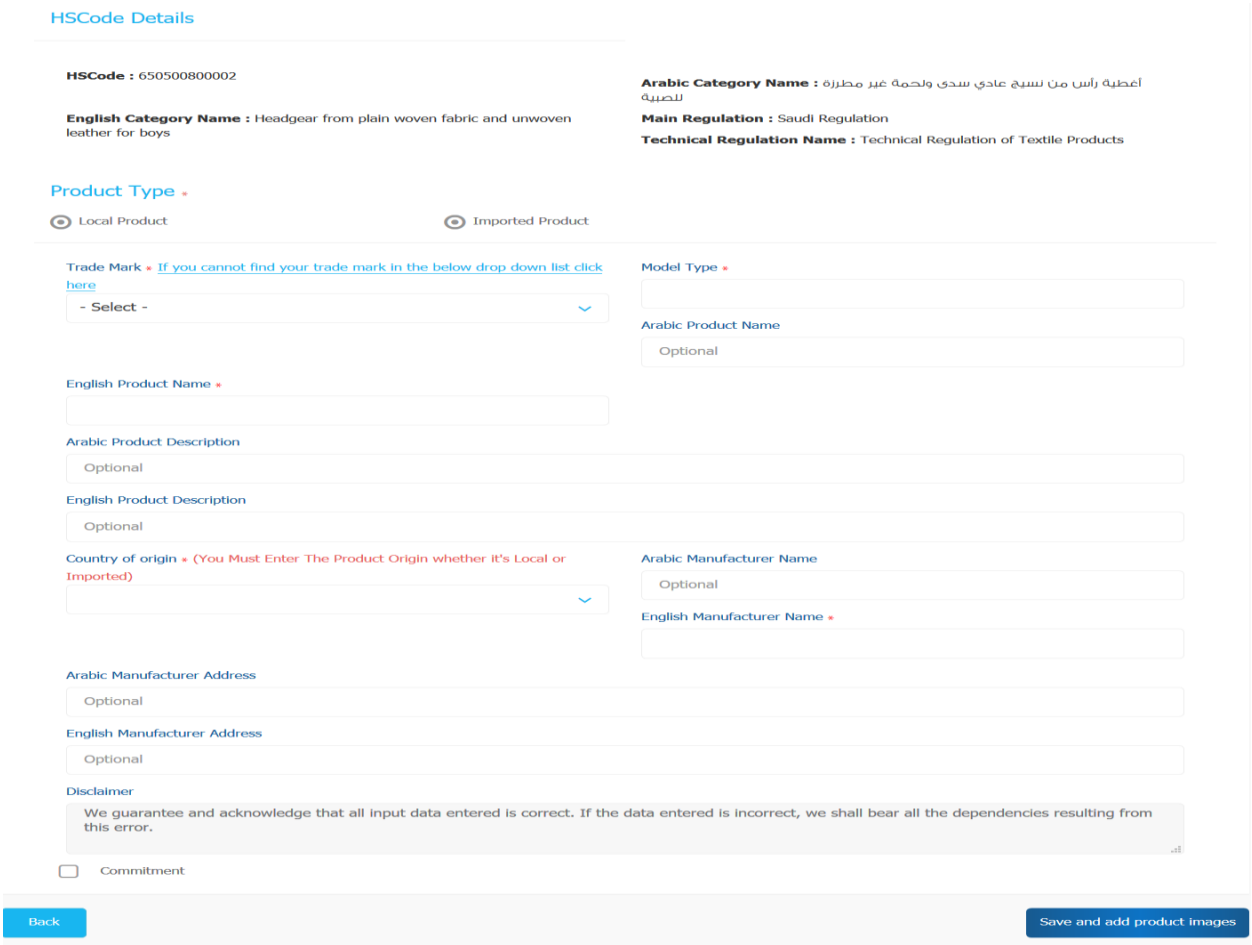
To add a product by search by categories , the user have select "Search by categories" and the following page will be displayed:



Complete the product data (Apply to Commercial Refrigerators)

The user will click on "Select" when adding the product either through the HS code or search by tags.

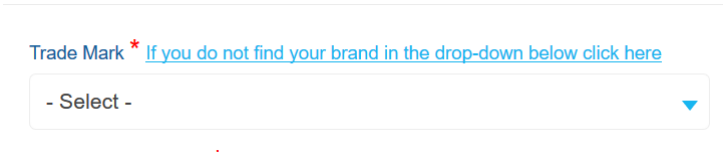
The following page will be displayed:



The user will select the origin of the product (locally manufactured or imported product), select the product's trademark, complete the rest of the product data and press "Save and Add Product images"

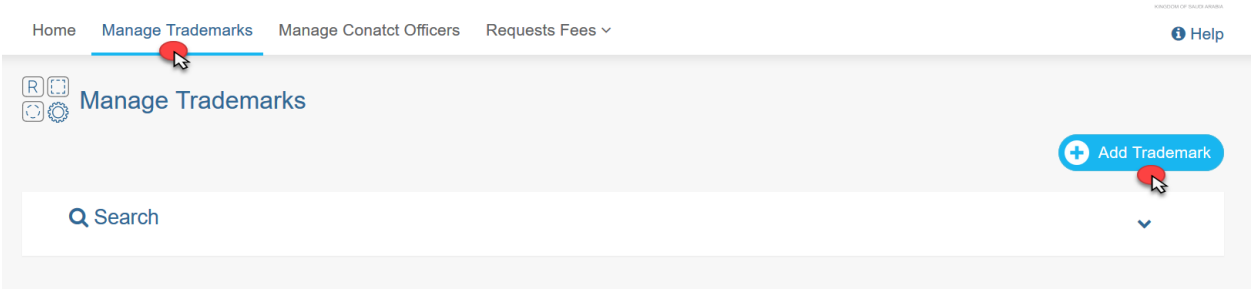
Adding the Trademark: (Apply to Commercial Refrigerators)

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



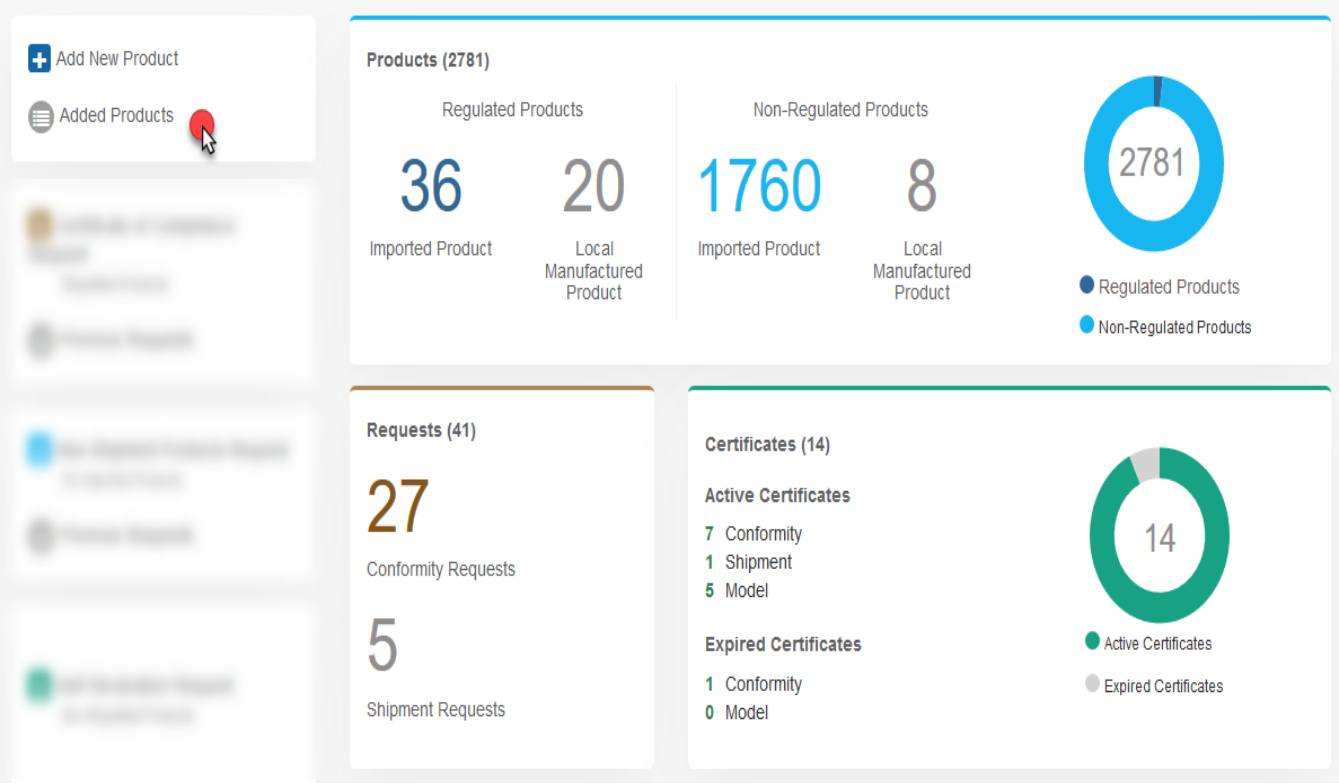
The user will fill the fields (The trademark name in Arabic and English) as shown in the following form:

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

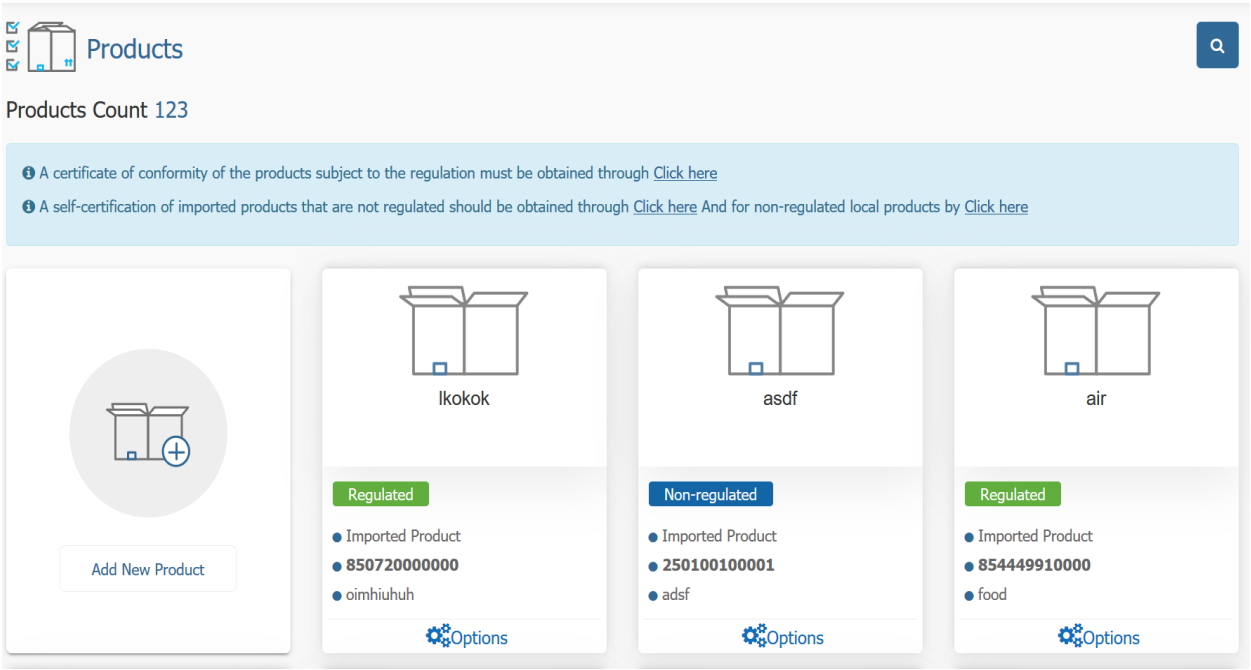


Management of Products (Apply to Commercial Refrigerators)

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 (product name, product type, product status) will be displayed in addition to the list of options through which you can delete, edit, view product data, apply product requests by clicking on the options Next to each product as shown below:


Products
Products Count 123
A certificate of conformity of the products subject to the regulation must be obtained through Click here
A self-certification of imported products that are not regulated should be obtained through Click here And for non-regulated local products by Click here
Add New Product
lkokok
Regulated
Imported Product
850720000000
oimhiuhuh
Options
asdf
Non-regulated
Imported Product
250100100001
adsf
Options
air
Regulated
Imported Product
854449910000
food
Options