



Training Guide for Shipment Request (Apply to Commercial Refrigerators)



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System Description (Apply to Commercial Refrigerators)

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

Apply for the shipment certificate (Apply to Commercial Refrigerators)

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

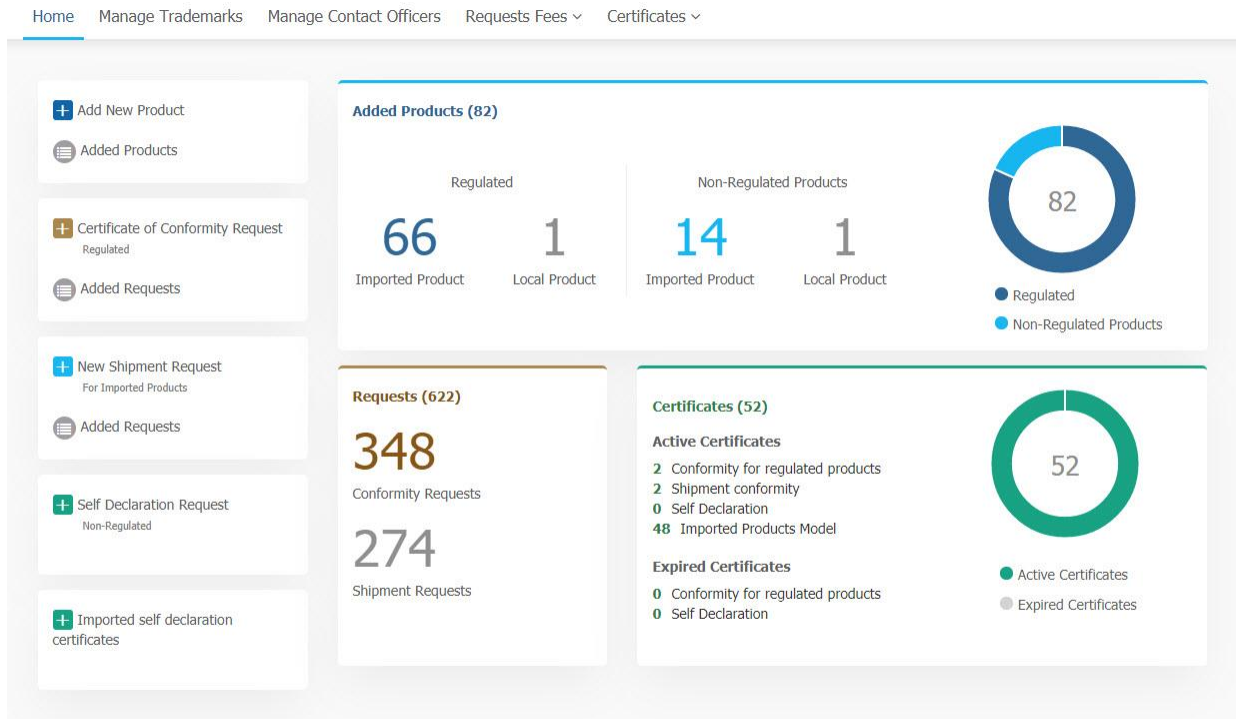


[Forgot your password?](#)

Login



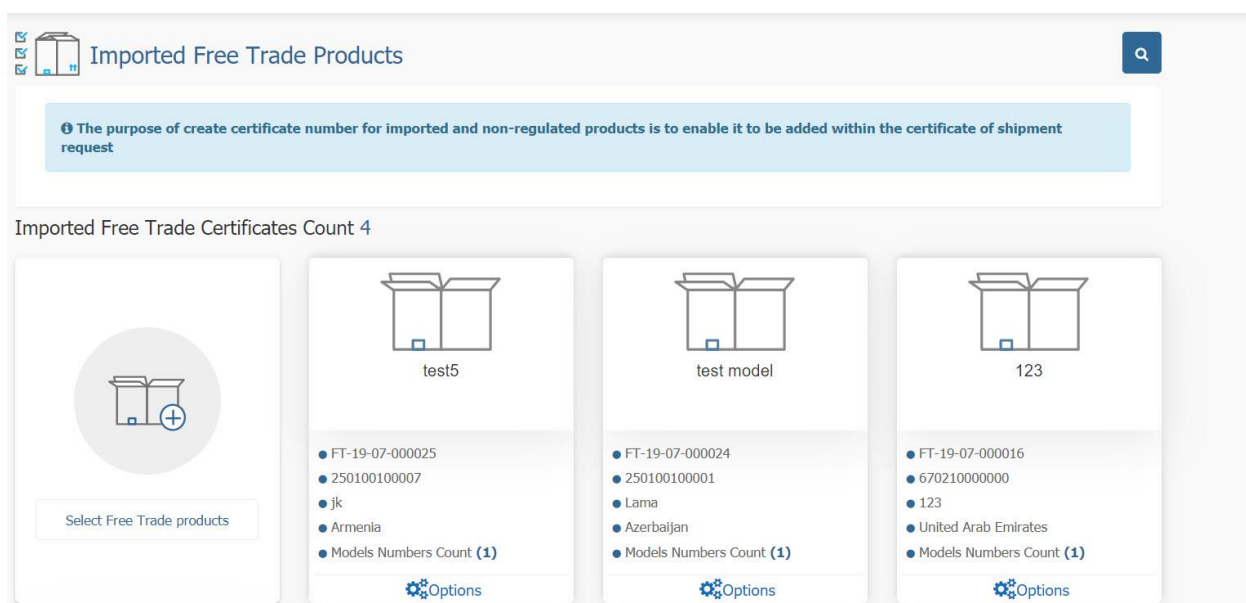
To apply for **Imported Self-declaration**, the user will click on “Imported Self-Declaration” from home page as below:



The dashboard provides a comprehensive overview of the user's account and requests. It includes a navigation menu at the top with options like Home, Manage Trademarks, Manage Contact Officers, Requests Fees, and Certificates. The main content area is divided into several sections:

- Left Sidebar:** Contains quick action buttons for 'Add New Product', 'Certificate of Conformity Request Regulated', 'New Shipment Request For Imported Products', 'Self Declaration Request Non-Regulated', and 'Imported self declaration certificates'.
- Added Products (82):** A donut chart showing the distribution of products. Regulated products total 67 (66 Imported, 1 Local), and Non-Regulated products total 15 (14 Imported, 1 Local).
- Requests (622):** A summary showing 348 Conformity Requests and 274 Shipment Requests.
- Certificates (52):** A donut chart showing 52 Active Certificates (2 Conformity for regulated products, 2 Shipment conformity, 0 Self Declaration, 48 Imported Products Model) and 0 Expired Certificates.

From this page the user can select the product,



This page is titled 'Imported Free Trade Products' and includes a search bar and a helpful note: 'The purpose of create certificate number for imported and non-regulated products is to enable it to be added within the certificate of shipment request'. Below the note, it displays 'Imported Free Trade Certificates Count 4' and lists four product entries:


- test5:** FT-19-07-000025, 250100100007, jk, Armenia, Models Numbers Count (1)
- test model:** FT-19-07-000024, 250100100001, Lama, Azerbaijan, Models Numbers Count (1)
- 123:** FT-19-07-000016, 670210000000, 123, United Arab Emirates, Models Numbers Count (1)

Each product entry has an 'Options' button at the bottom.

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



The user must chose 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
nbhbb	fdrgrtd	250100100003	Total issued certificates for this product (1)	Add Product
ut87	hgfg	250100100001	Total issued certificates for this product (1)	Add Product
cartridge	h993	930630900000	Total issued certificates for this product (1)	Add Product
ceramic	name	250100100001	Total issued certificates for this product (5)	Add Product
Kholer	كحلط	250100100001	Total issued certificates for this product (2)	Add Product
mah	12445	250100100002	Total issued certificates for this product (5)	Add Product
365463	546	382410000000	Total issued certificates for this product (1)	Add Product
j	g	250100100001	Total issued certificates for this product (1)	Add Product

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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

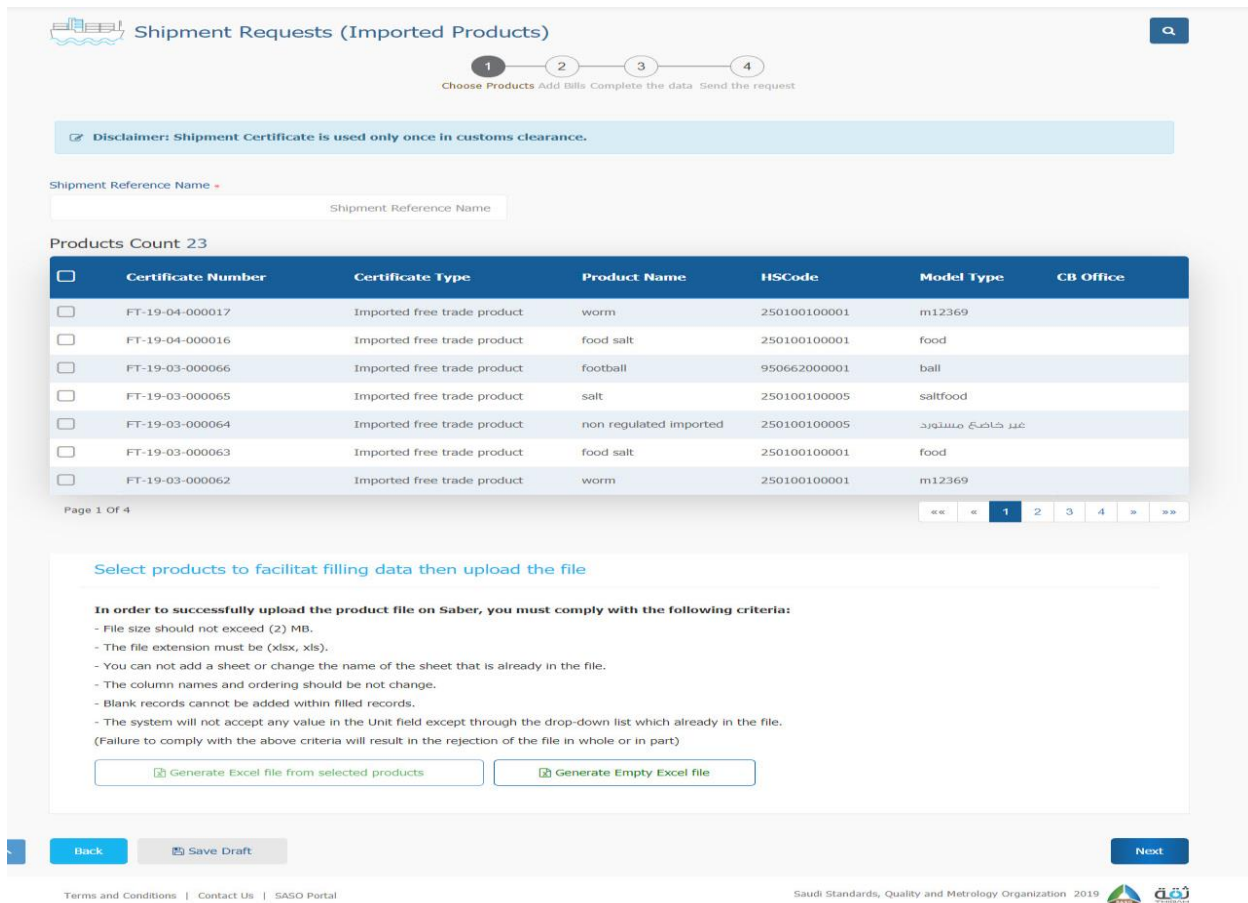
[Browse File](#) *Acceptable file types: .xlsx*

Search by Model Number [Search](#)

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

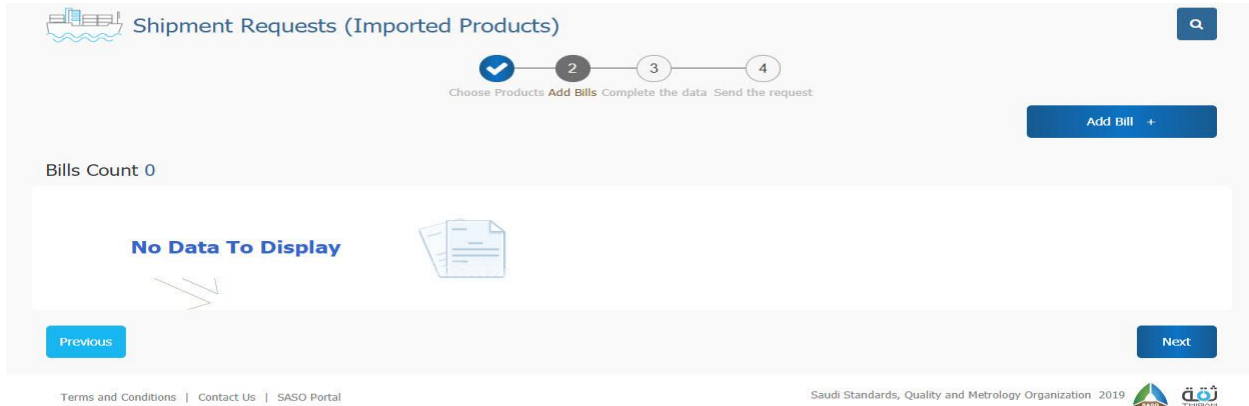
In order to successfully upload the product file on Saber, you must comply with the following criteria:

- 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”.

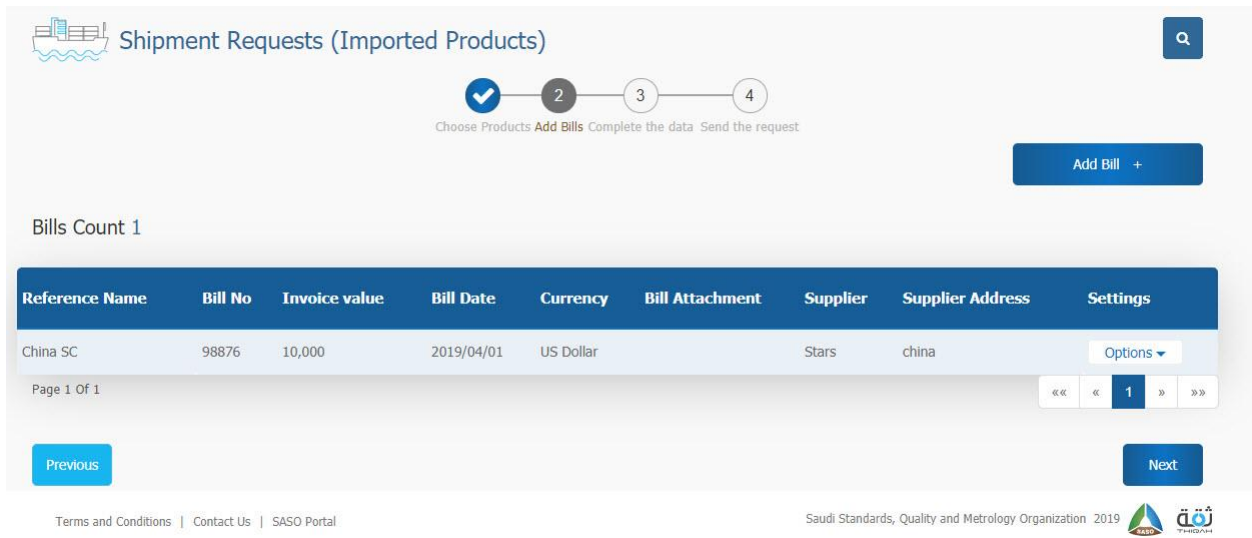


From the previous page, the user should add the bills, and make sure to fill all the required information as the picture shown below:

Enter new billing data

Reference Name *	Bill Date *	Gregorian
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bill No *	Invoice value *	Currency *
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="- Select -"/>
Bill Attachment		
<input type="button" value="Browse File"/> <i>Acceptable file types: jpg,jpeg,png,pdf,doc,docx</i>		
Supplier *	Supplier Address *	
<input type="text"/>	<input type="text"/>	
		<input type="button" value="Close"/> <input type="button" value="Add"/>

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



Shipment Requests (Imported Products)

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

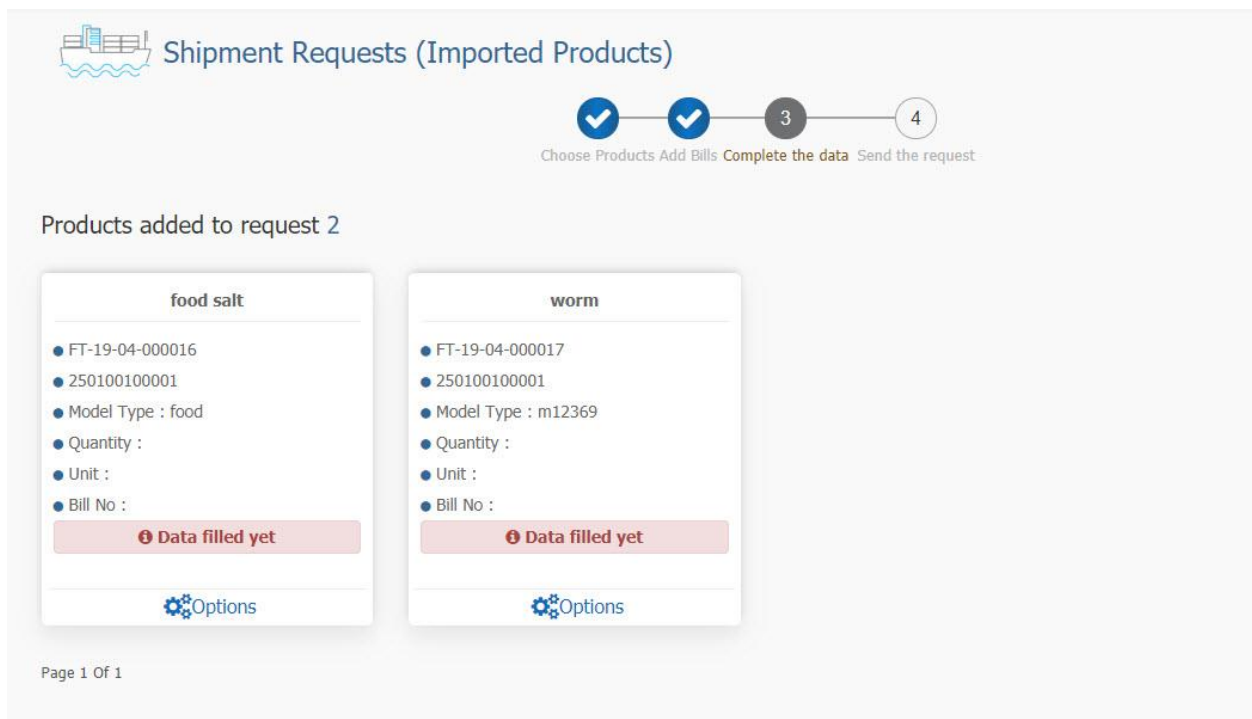
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Previous Next

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



Shipment Requests (Imported Products)

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

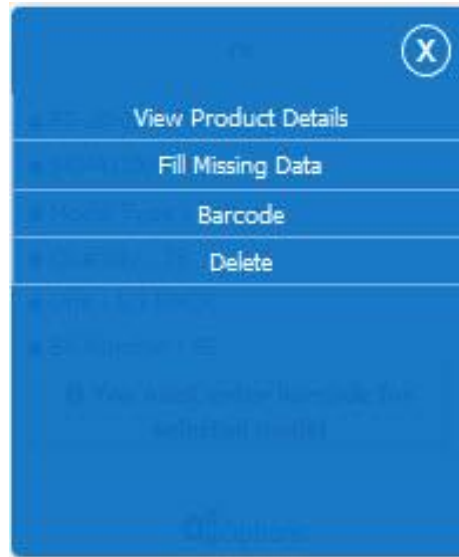
- FT-19-04-000017
- 250100100001
- Model Type : m12369
- Quantity :
- Unit :
- Bill No :

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 *	Unit *
<input type="text" value="- Select -"/>	<input type="text" value="- Select -"/>
Item Price *	<input type="button" value="Save"/>
<input type="text"/>	

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 * Unit *

Item Price *

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

<input checked="" type="checkbox"/>	Model No	Quantity	Barcode
<input checked="" type="checkbox"/>	67	250	<input type="text" value="Barcode"/>

Page 1 Of 1 Models Numbers : 1

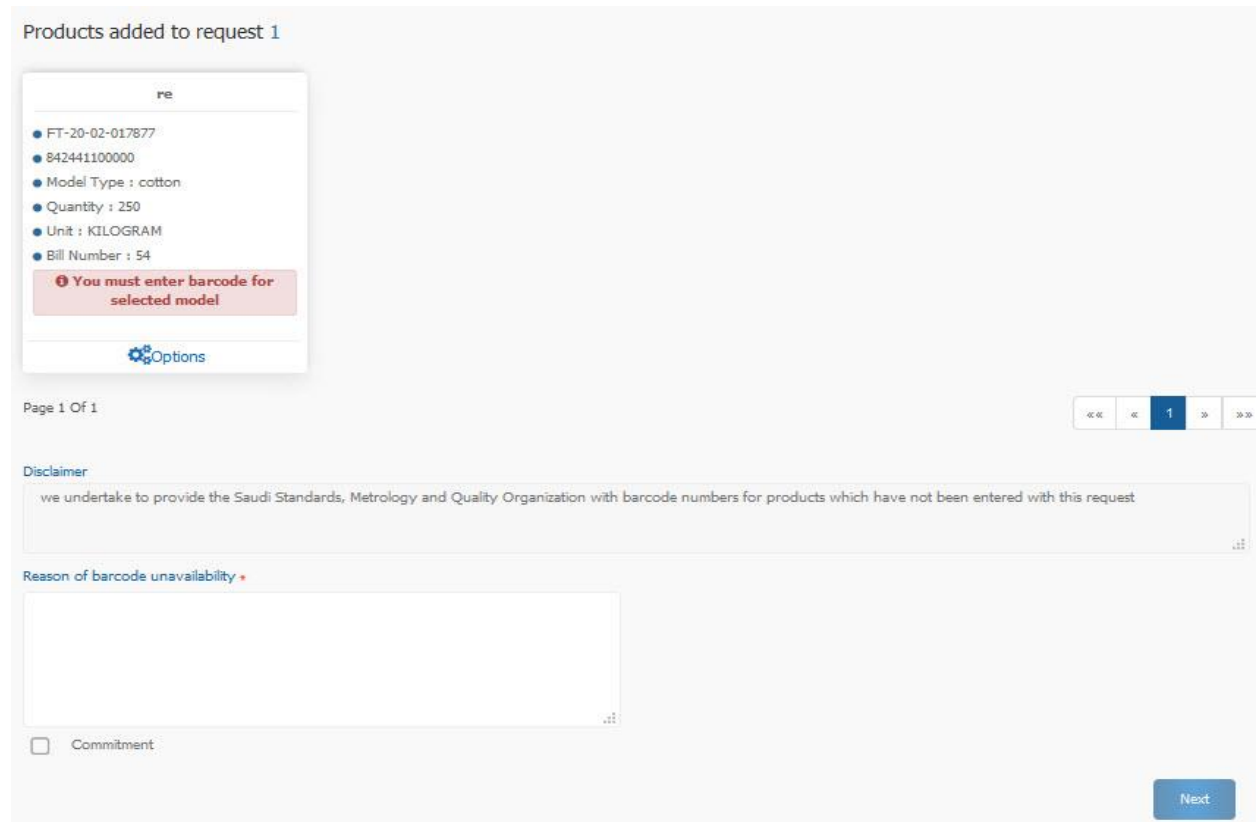
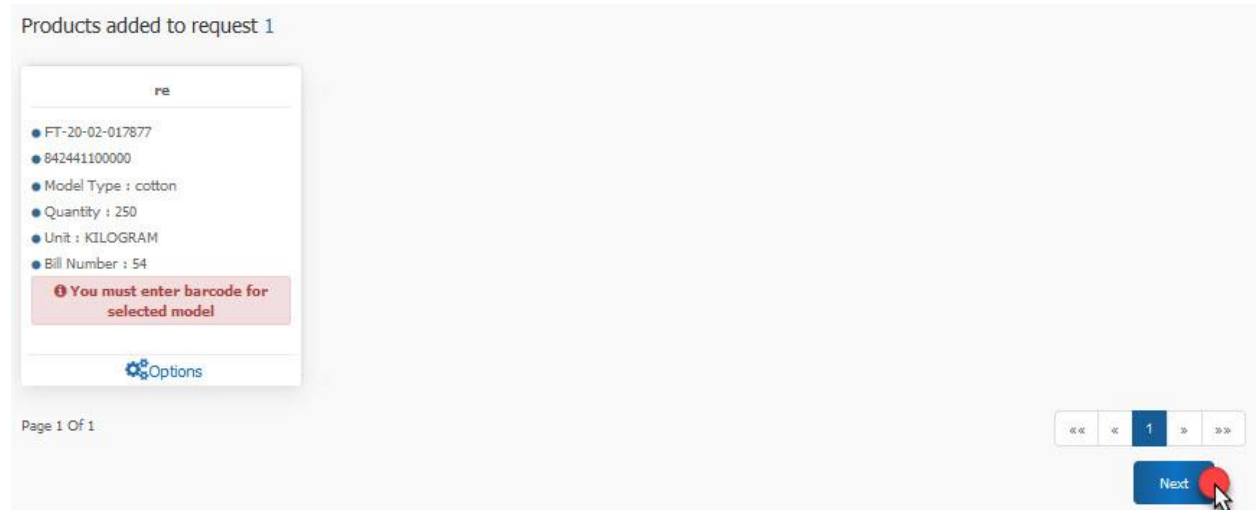
Number of product models added to the shipment

Search by Model Number

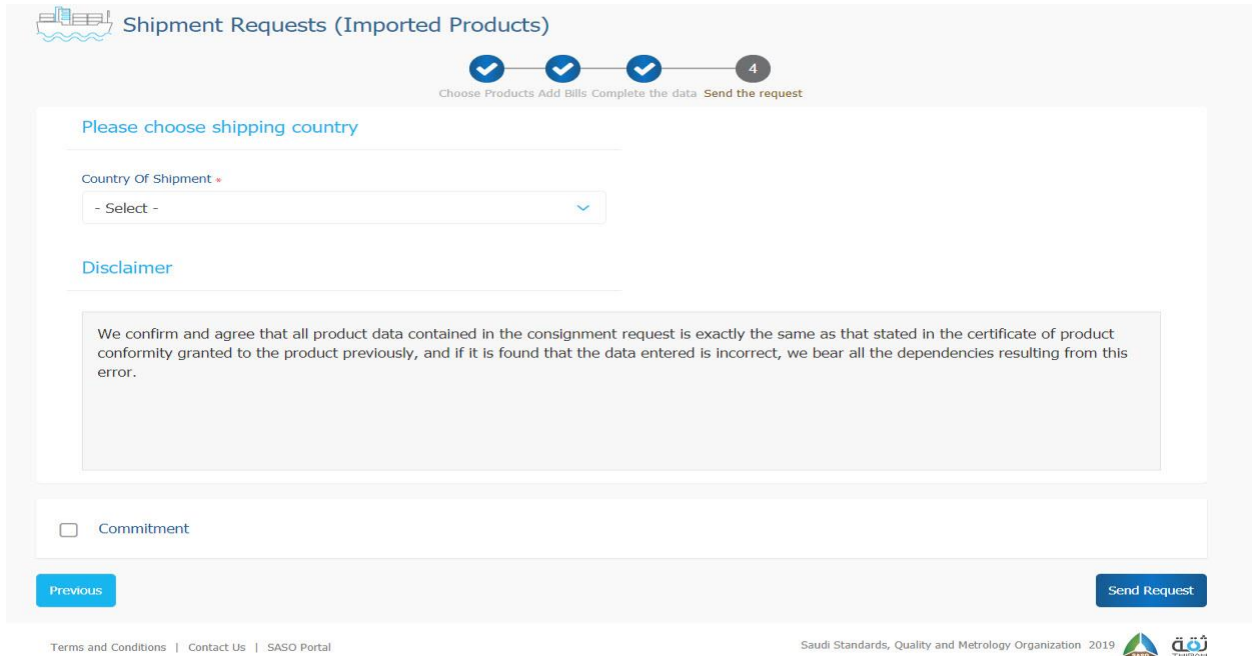
No Data To Display 

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:



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.

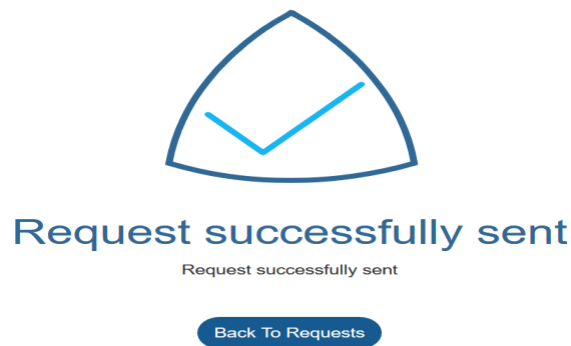
Commitment

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

<div style="display: flex; justify-content: space-between;"> Request Number : 18-09-000001 Submitted On : 18/09/2018 Options ▾ </div>
Request Status : Waiting certificate creation Country Of Shipment : Senegal
<div style="display: flex; justify-content: space-between;"> Request Number : 18-08-000007 Submitted On : 30/08/2018 Options ▾ </div>
Request Status : The request has been closed for non-payment of fees Country Of Shipment : China
<div style="display: flex; justify-content: space-between;"> Request Number : 18-08-000002 Submitted On : 09/08/2018 Options ▾ </div>
Request Status : shipment certificate has been issued Country Of Shipment : China <div style="text-align: right; margin-top: 5px;"> Download Certificate </div>

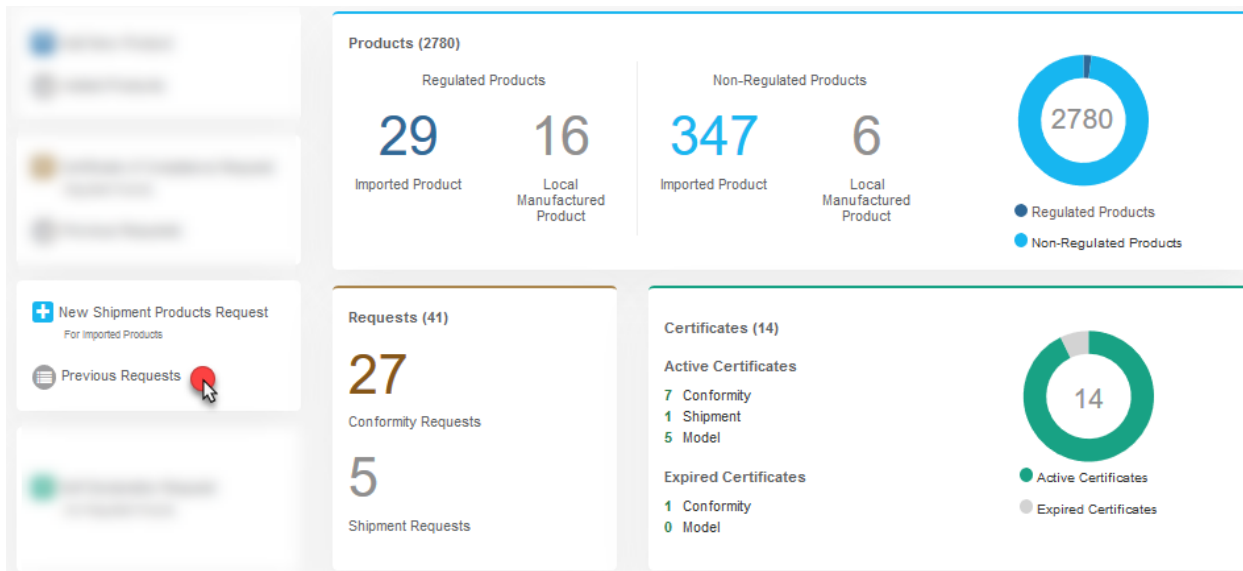
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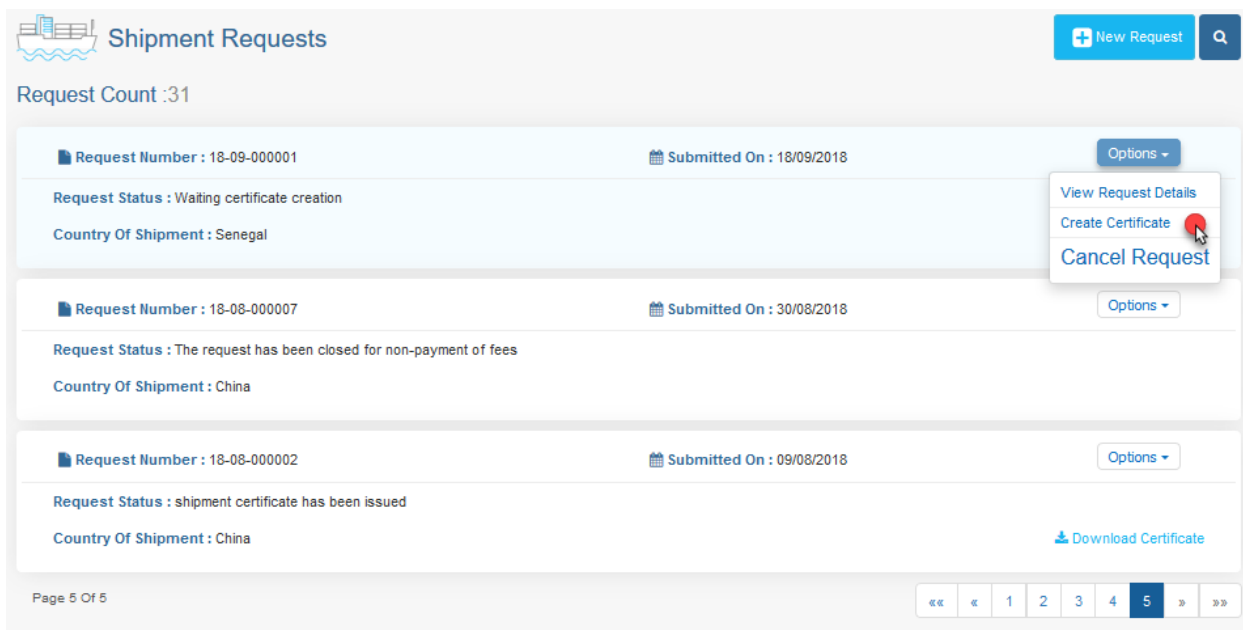
Note: The certificate cannot be issued for regulated products unless the CB approves the request. Each product is automatically sent to the same CB that issued the certificate of conformity.

Issue the certificate (Apply to Commercial Refrigerators)

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:



Shipment Requests + New Request 🔍

Request Count :31

Request Number : 18-09-000001	Submitted On : 18/09/2018	Options ▾
Request Status : Waiting certificate creation		View Request Details
Country Of Shipment : Senegal		Create Certificate 
		Cancel Request
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		Download Certificate

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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	بانتظار قرار 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					

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	بانتظار قرار 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)

Sadad number :
3568631

Bill Status :
Paid Through Sadad

You should pay the bill before :
2018/09/07

2018/09/04 

Product Count :	2	Cost per Product :	500.00 SAR
VAT :	50.00 SAR	Total Cost :	1050.00 SAR

Request No	Product Name	HS Code
18-09-000004	423423	961590000002
18-09-000003	423435	961590000002

After payment of the bill through SADAD, 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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«
1
2
3
4
5
»
»»

Shipment conformity certificate for imported products



We (.....) are bearing full responsibility for the correctness of the Shipment details

Certificate Number	SH-18-00069	Issue Date	13/09/2018
Certificate Type	Shipment Conformity Certificate for Imported Products	Commercial Registration No	4050
Establishment Address	الدمام غرب المطار	Shipment country	United States

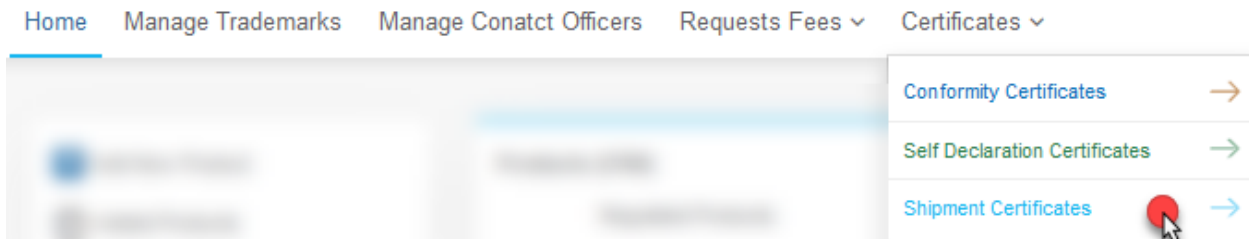
Product and Manufacturer Data			
Model type	3534	Trade Mark	345
Product Name	4234	Trade Mark Logo	
Product Description	423		
Country of origin	China		
Production Date			
HS Code	961700100000		
Manufacturer name	432		
Manufacturer Address	432		
Exporter name	435	Exporter Address	345



13/09/2018 02:55



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

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

Home Manage Trademarks Manage Contact Officers Requests Fees ▾ Certificates ▾

- Certificate Of Conformity →
- Self Declaration Request →
- Certificate Of Shipment →

Shipment Requests Bills

Sadad number	Total Cost	Bill Create Date	Bill Due Date	Products Count	Bill Status	Settings
3572690	525.00 SAR	2018/09/04	2018/09/08	1	Invoice Expired	
3537032	525.00 SAR	2018/08/30	2018/09/03	1	Invoice Expired	
3531639	525.00 SAR	2018/08/09	2018/08/13	1	Paid Through Sadad	

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