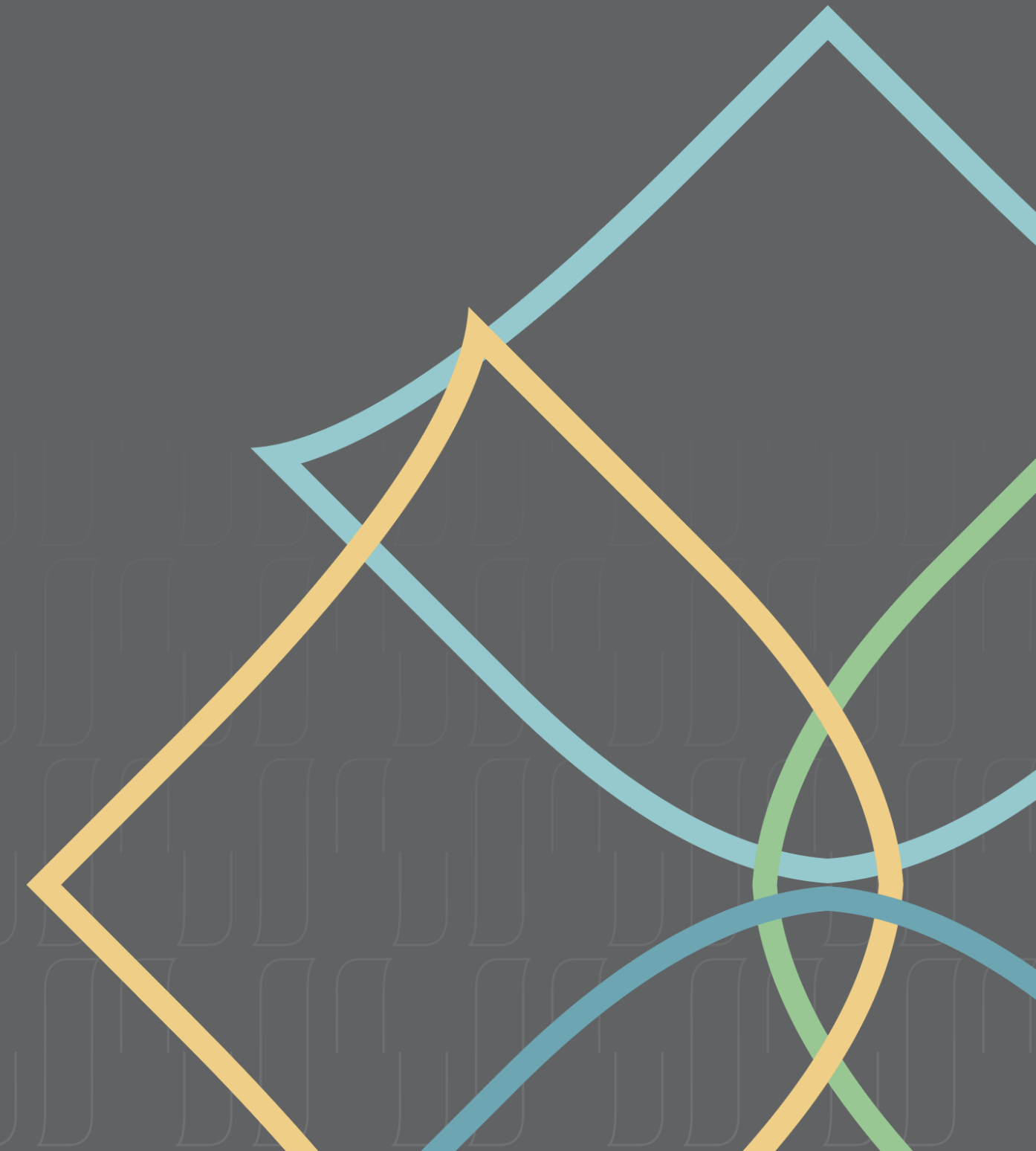# Training Guide for Shipment Certificate

## Table of Contents

- Service Description
- Apply for Shipment certificate
- Issuing Certificate

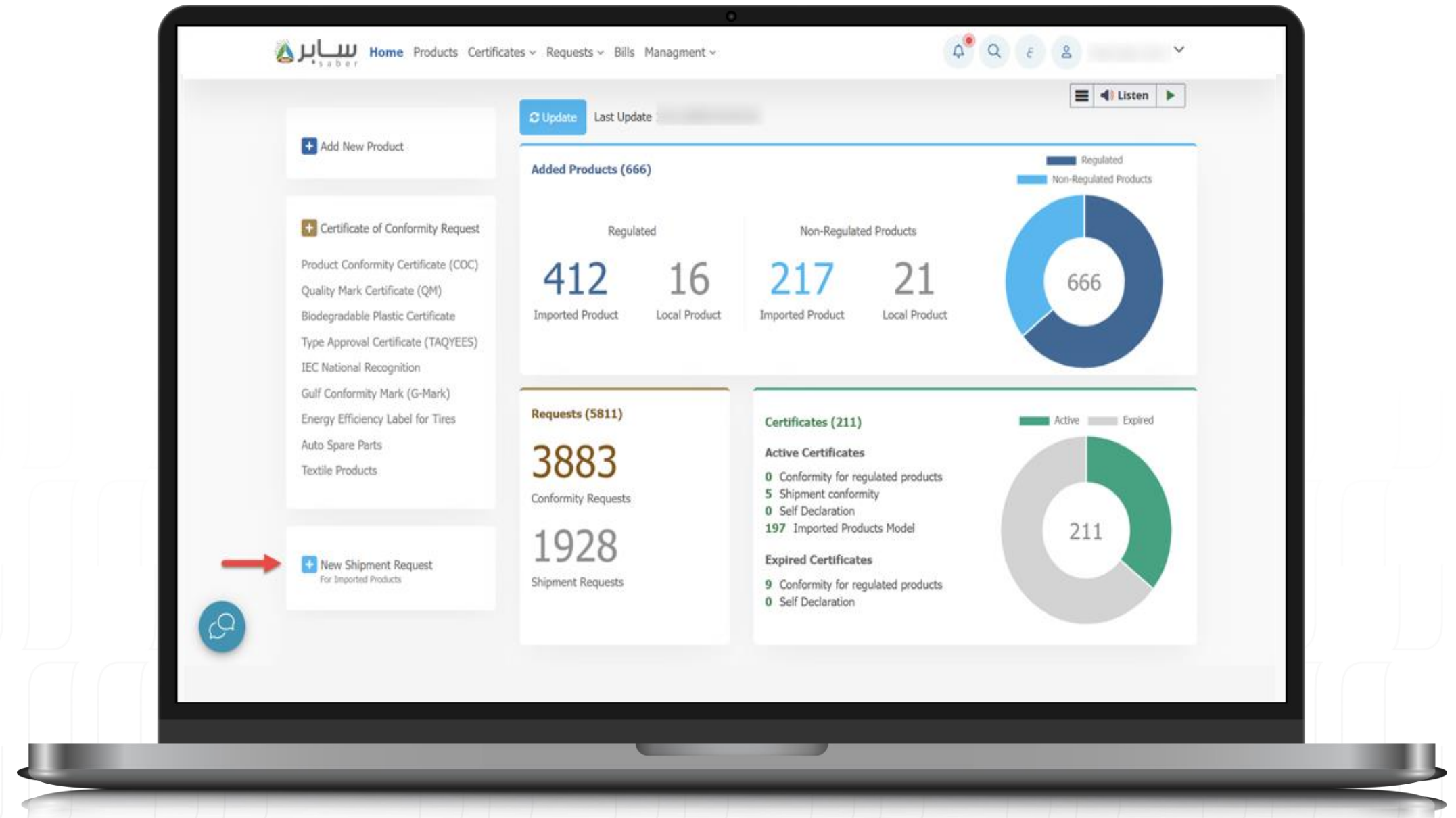# Service Description

This service is designed to enable the user to issue shipment certificate for imported products.

**Step One:**
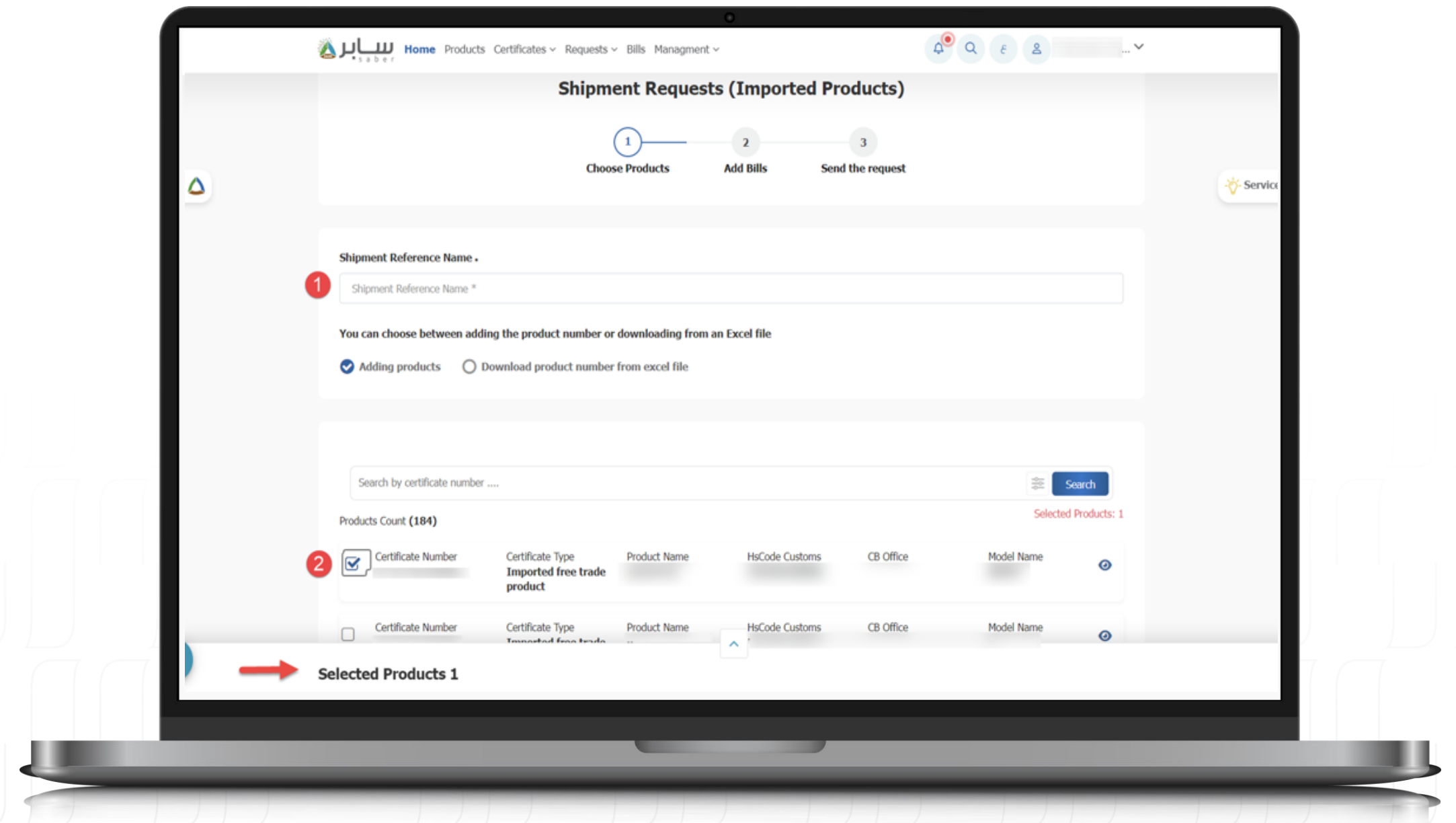
## Apply for Shipment certificate

To apply for shipment certificate, first log in to the system then click on "New shipment request" from the home page.

All regulated products that have a valid COC will be displayed, in addition to the non-regulated products that have an imported self-declaration to apply for shipment certificate request.

**Step Two:**

Enter the "Shipment Reference name" and choose the products, you can view all the selected products by expanding the section of "Selected products". Then click on "Next".
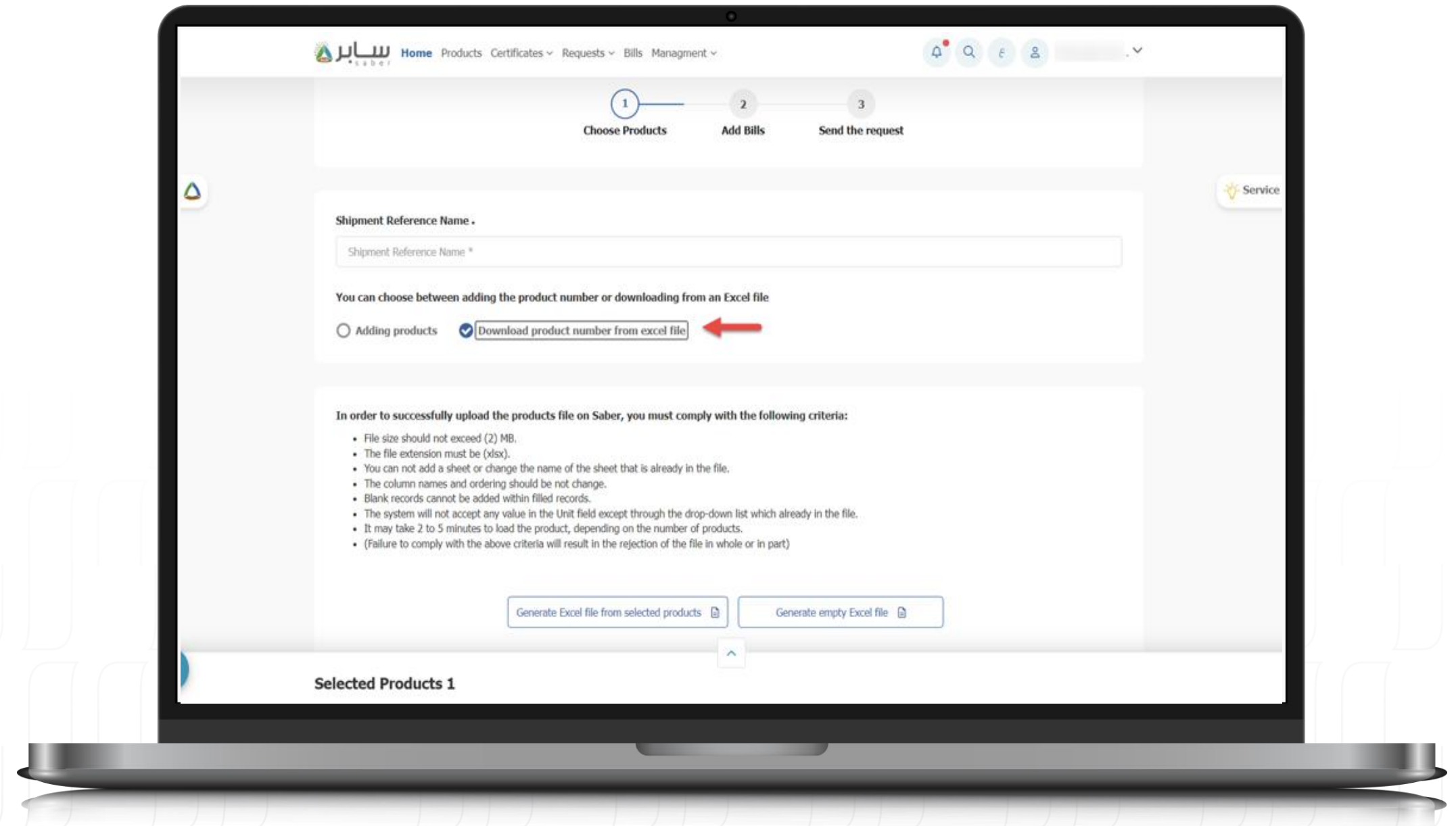
# Step Three:

In case you choose to add the products through excel file, then click on "Download product number from excel file".
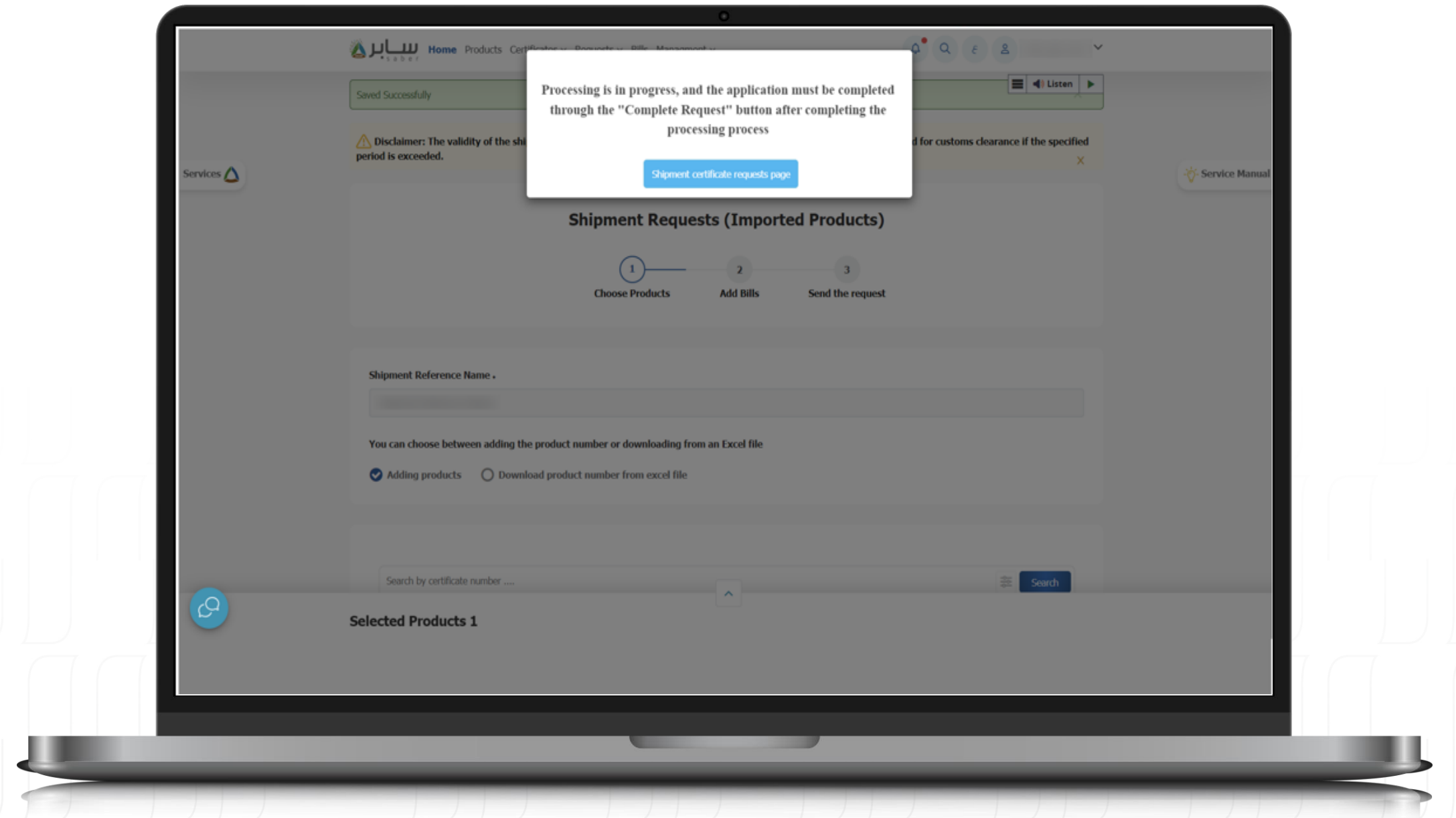
You can either generate an excel file for the products you have selected, or generate an empty excel file that you can fill according to the specified criteria.

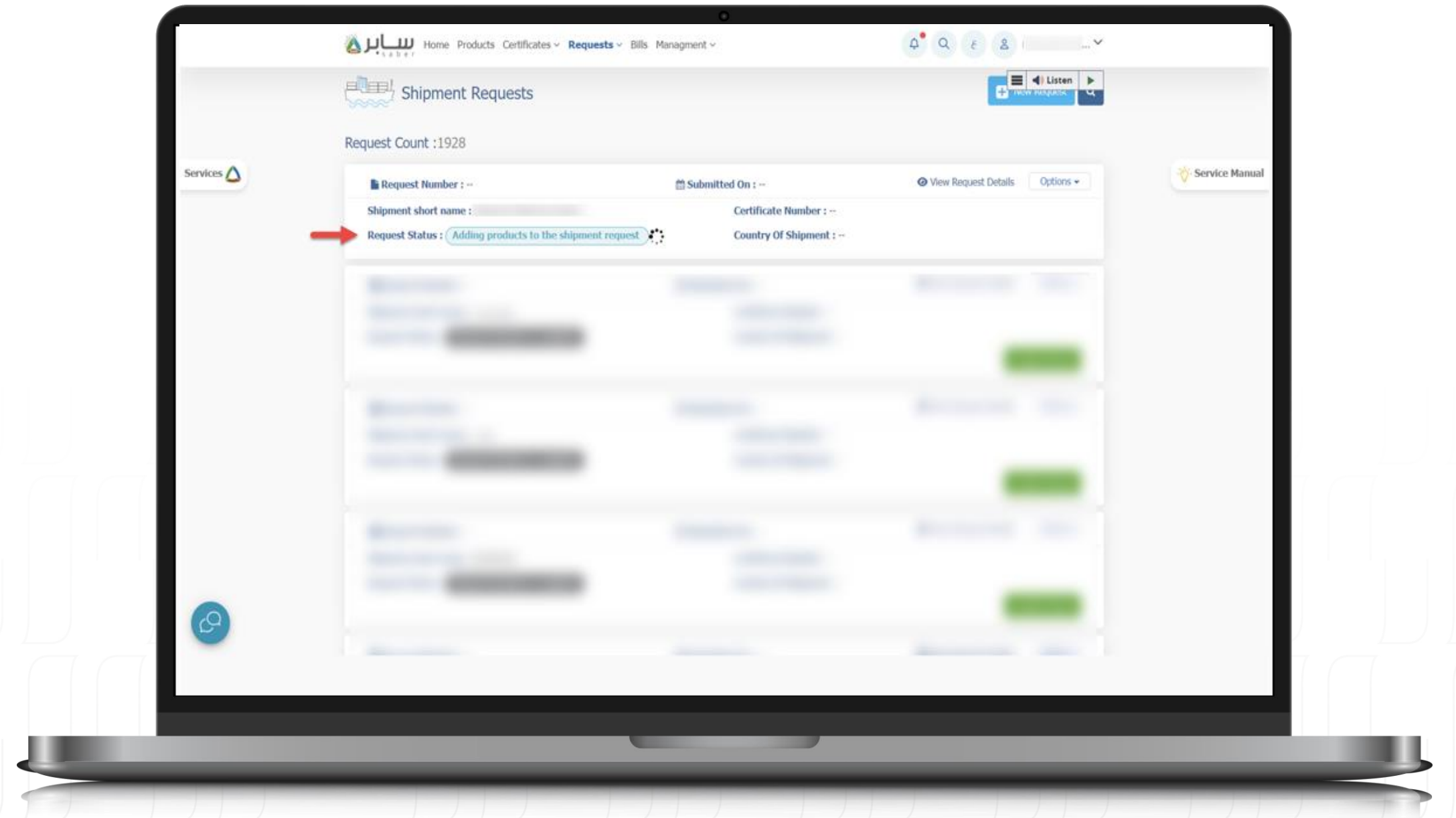Then re-attach it again and click on "Validate certificates".

# Step Four:

After adding the products, a note will appear stating that processing of the request is in progress, and the request must be completed after completing the processing process.
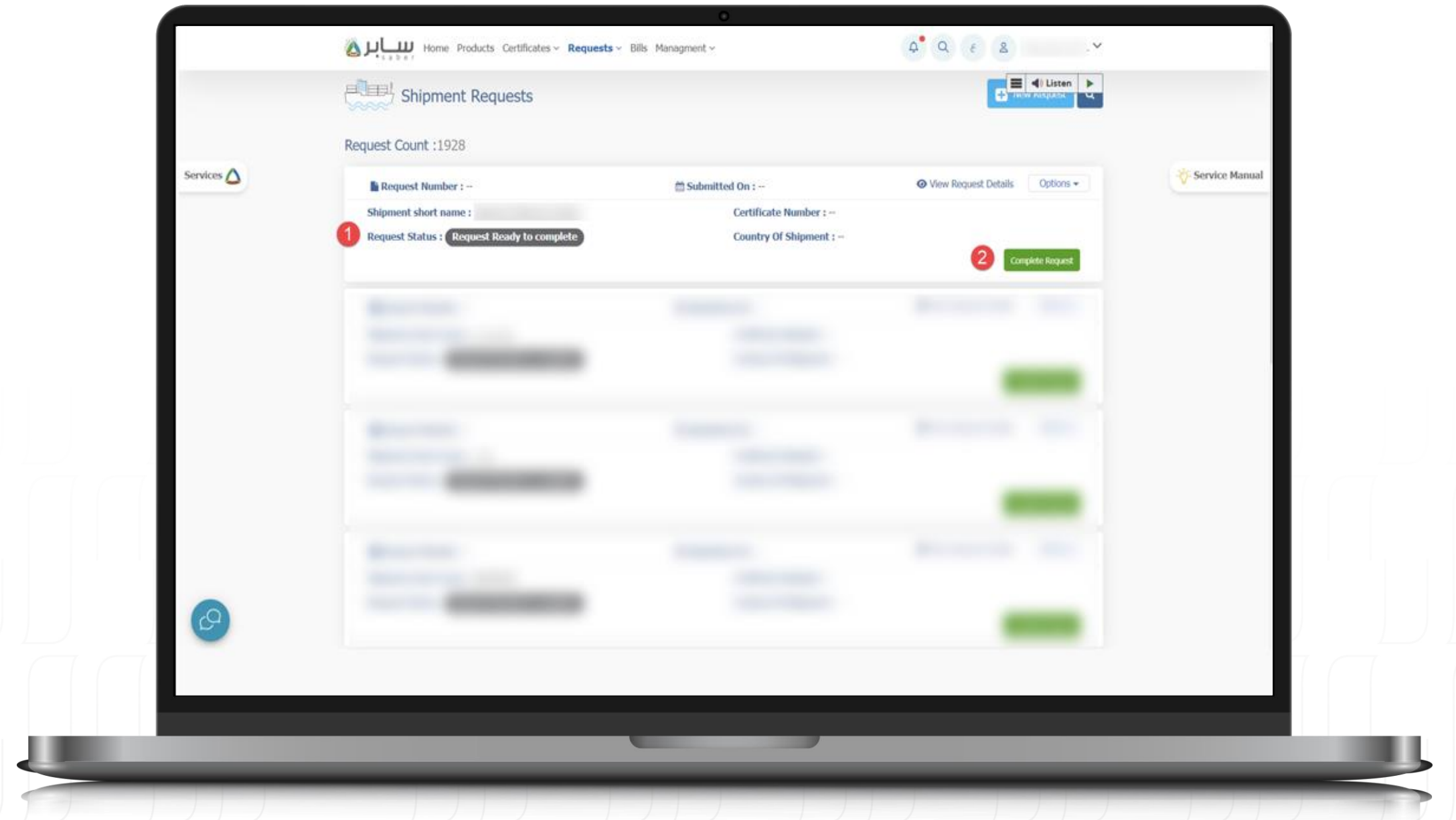
## Step Five:

Then click on "shipment certificate requests page" to be redirected to the requests page.

The status for the request will be "Adding products to the shipment request".

## Step Six:

After completion of adding products to the request, the status will change to "Request ready to complete" then click on "Complete request".
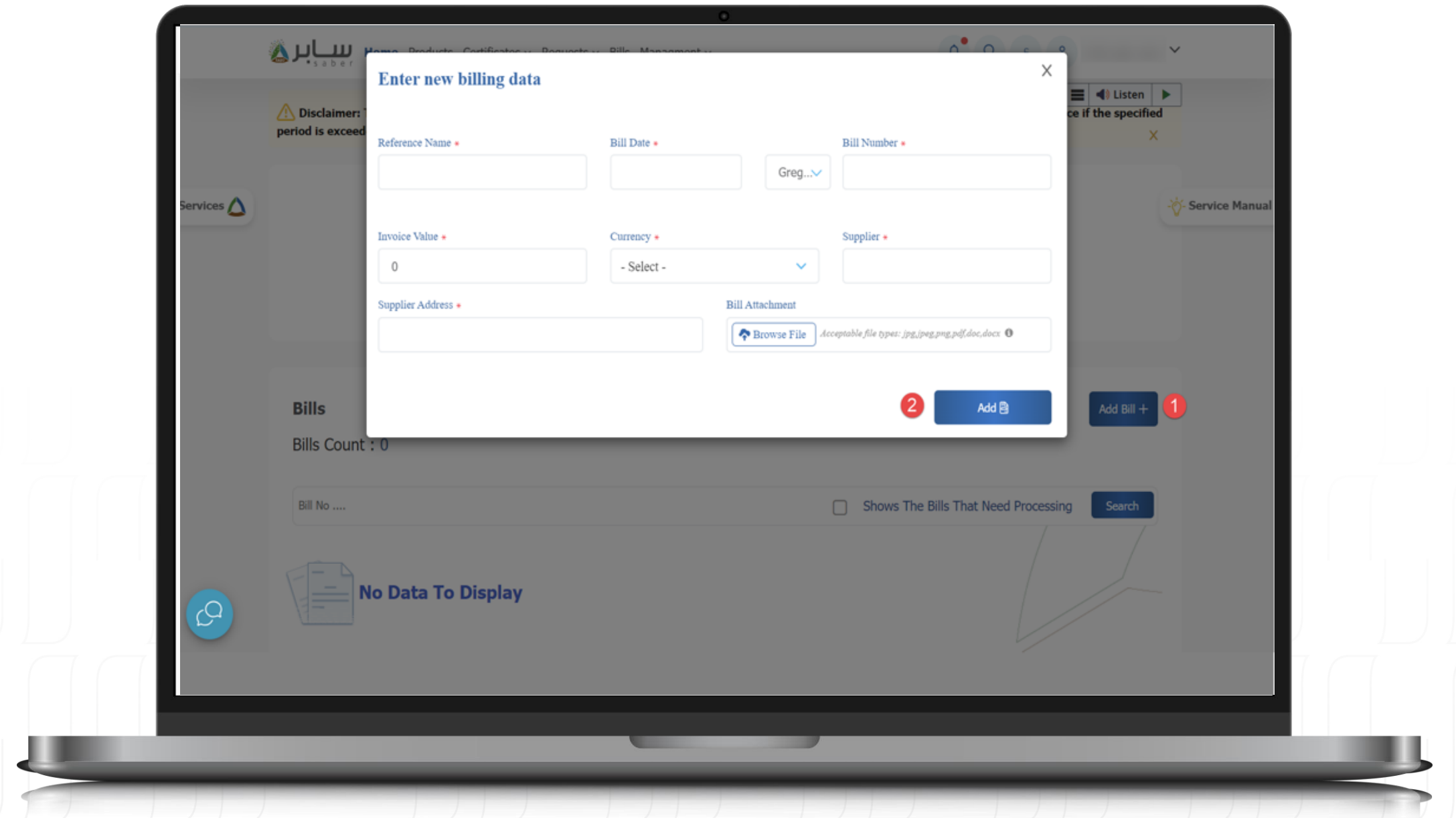
# Step Seven:

Next, add the bills by clicking on "Add bill" button. A pop-up will appear, to fill in all the required data of the bill.
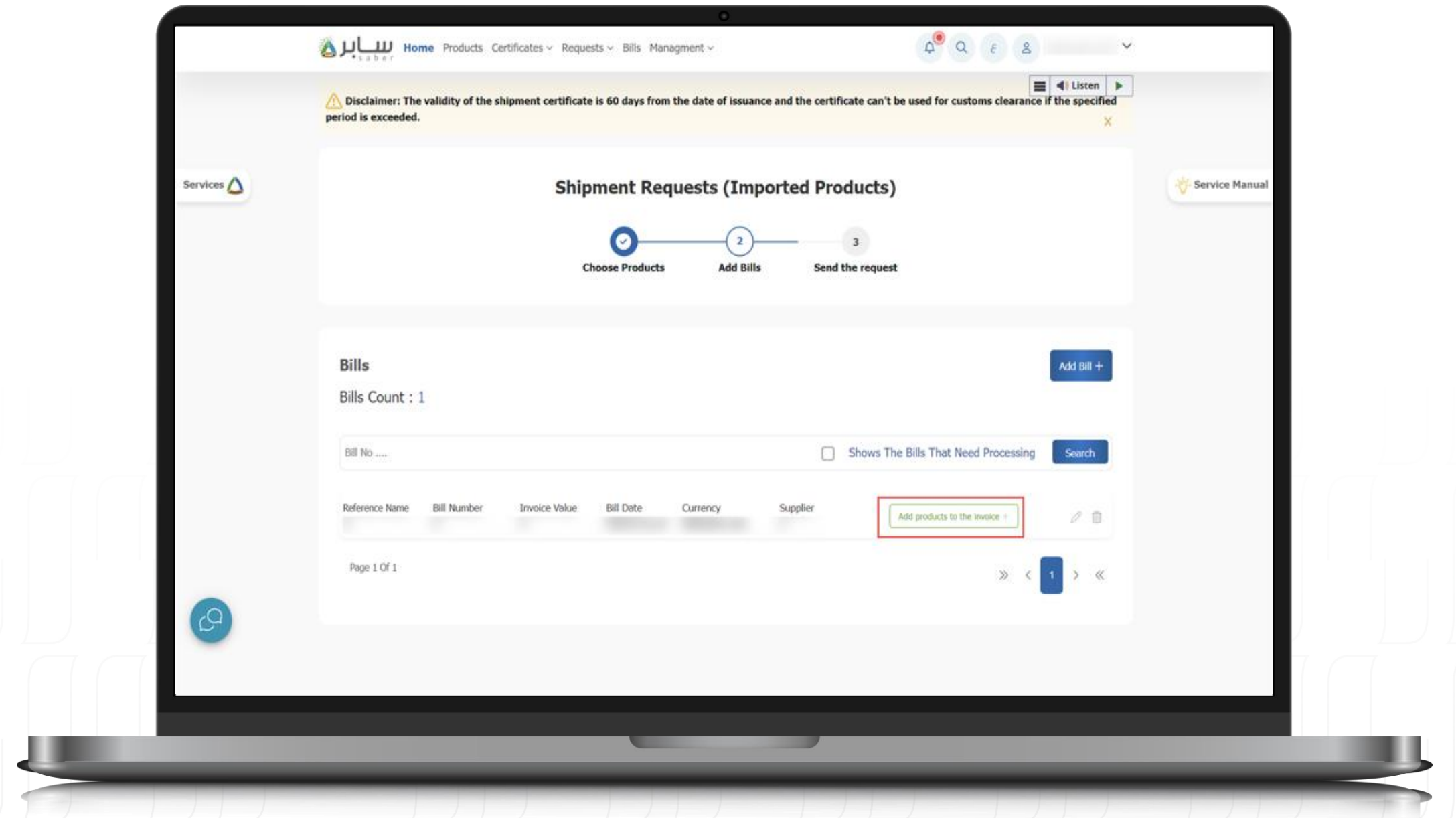
After, click on the "Add" button to save the data successfully.

You can add more than one bill on the shipment request and link each with a product.
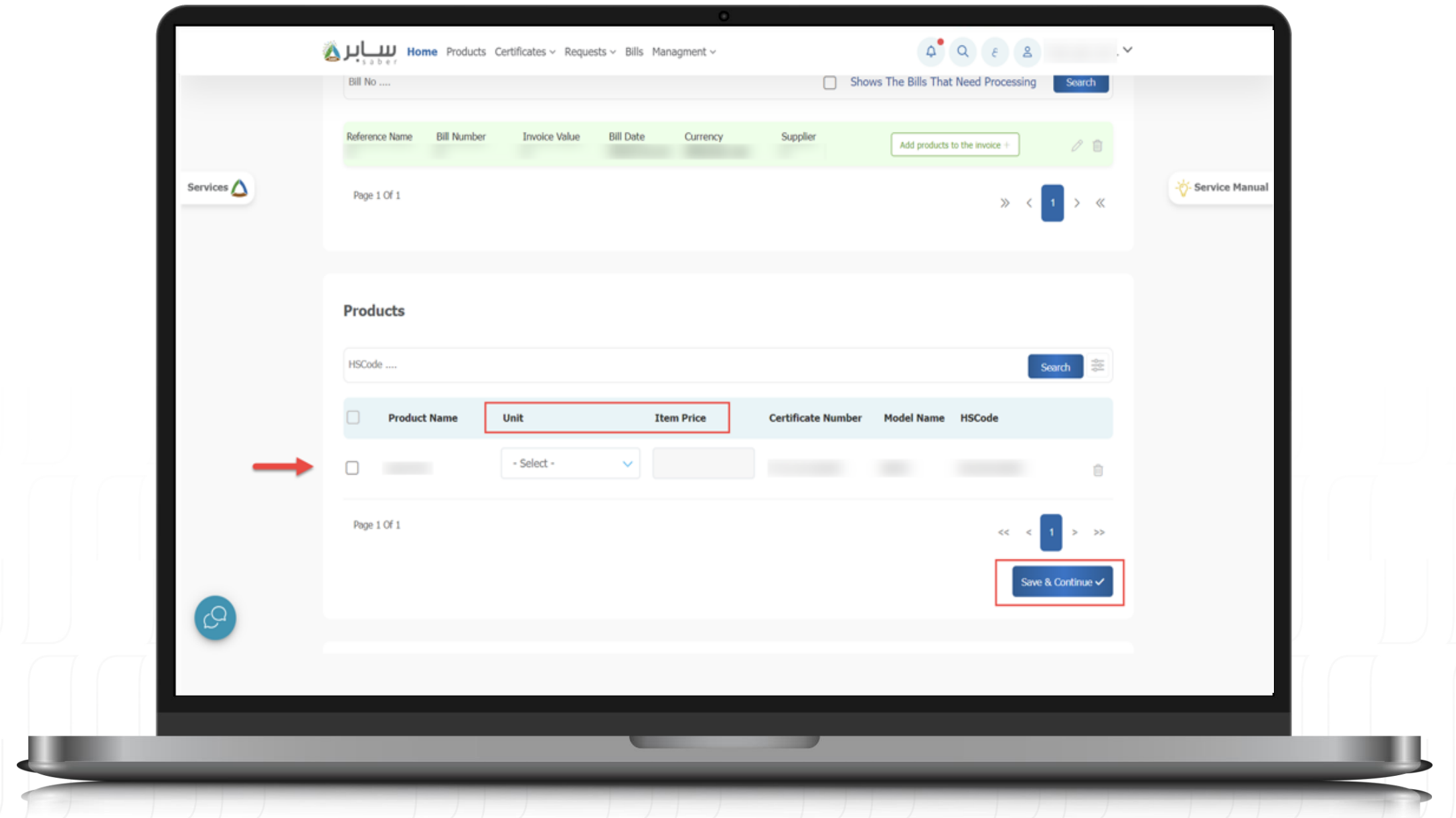
**Step Eight:**

To add products to the bill, click on "Add products to the invoice" next to the bill data.
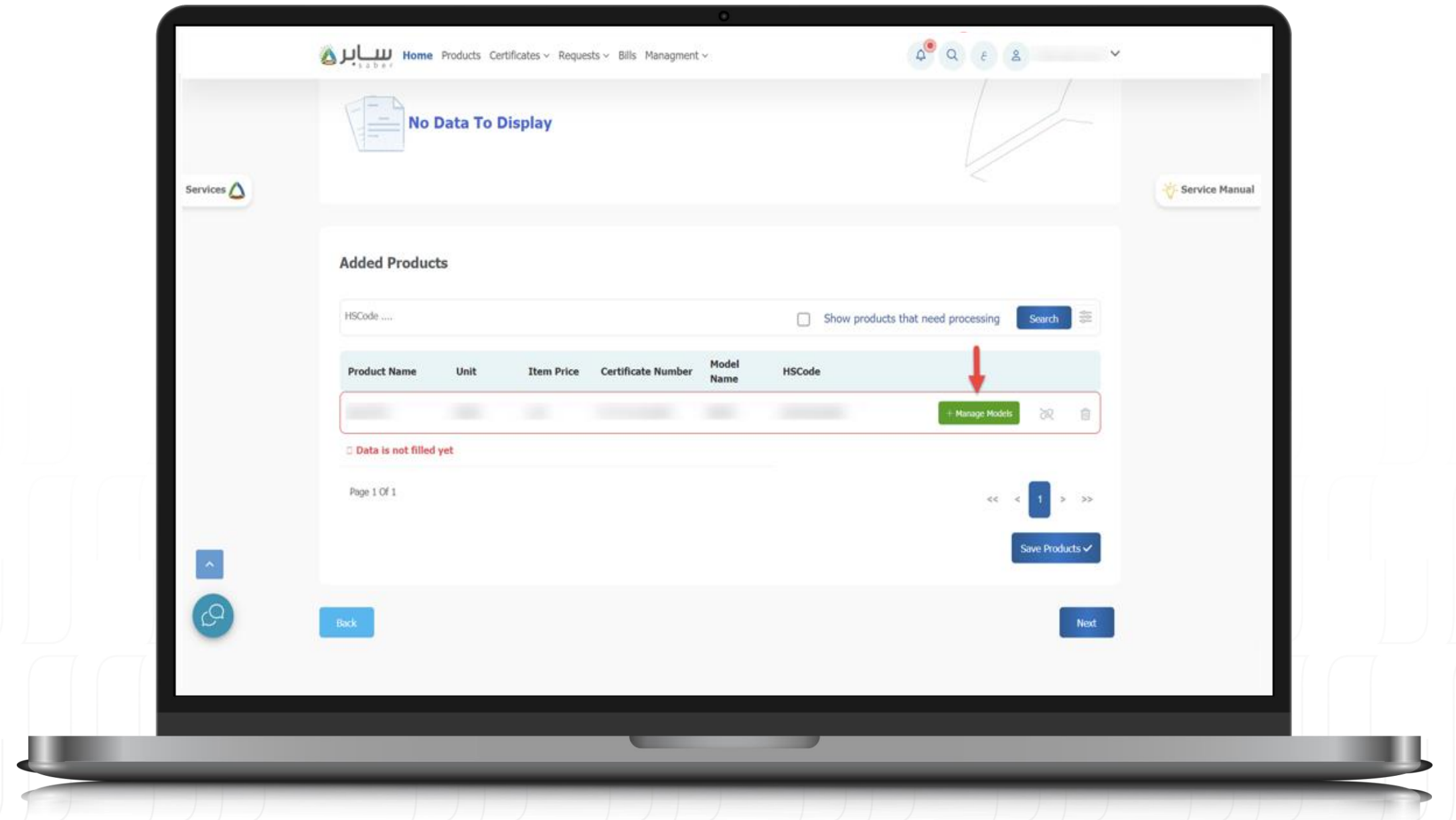
**Step Nine:**

Select the product to be added to the bill, select the unit from the drop-down list and enter the item price of each product, then click on "Save and continue".
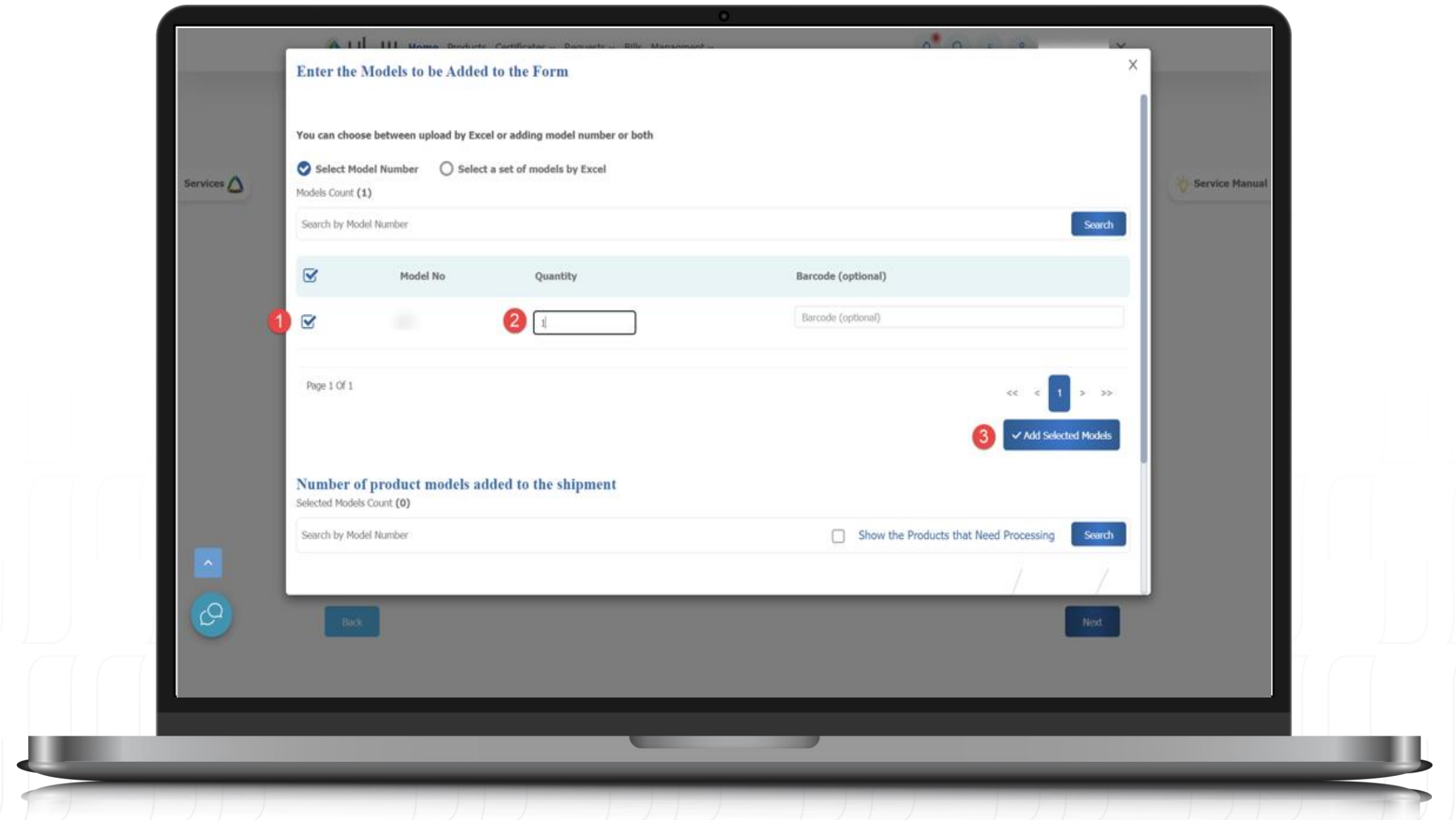
**Step Ten:**

Click on "Manage Models" to select the models for which the shipment certificate will be issued.
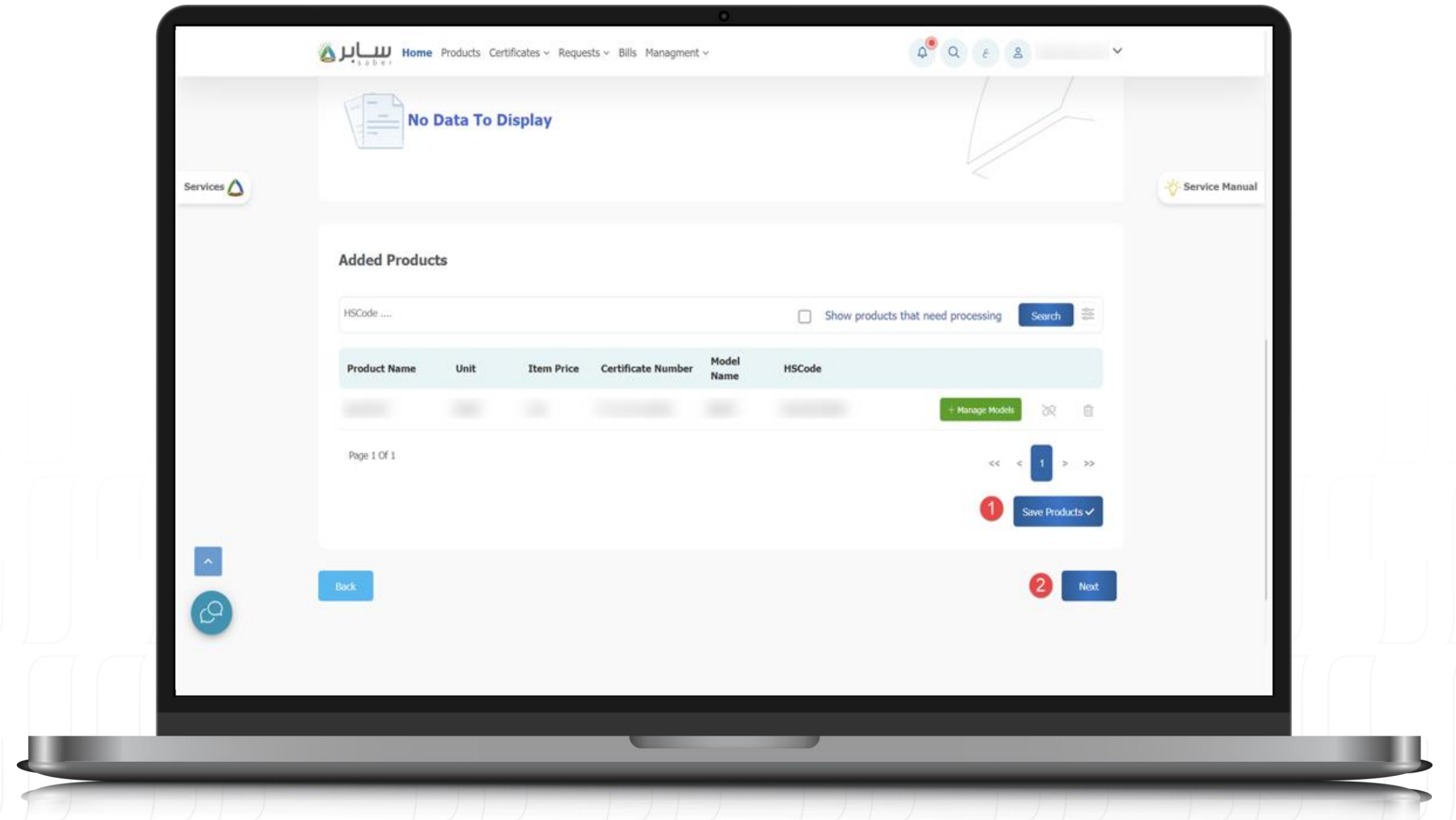
## Step Eleven:

A pop-up window will appear to select the models,
enter the quantity and barcode for each model,
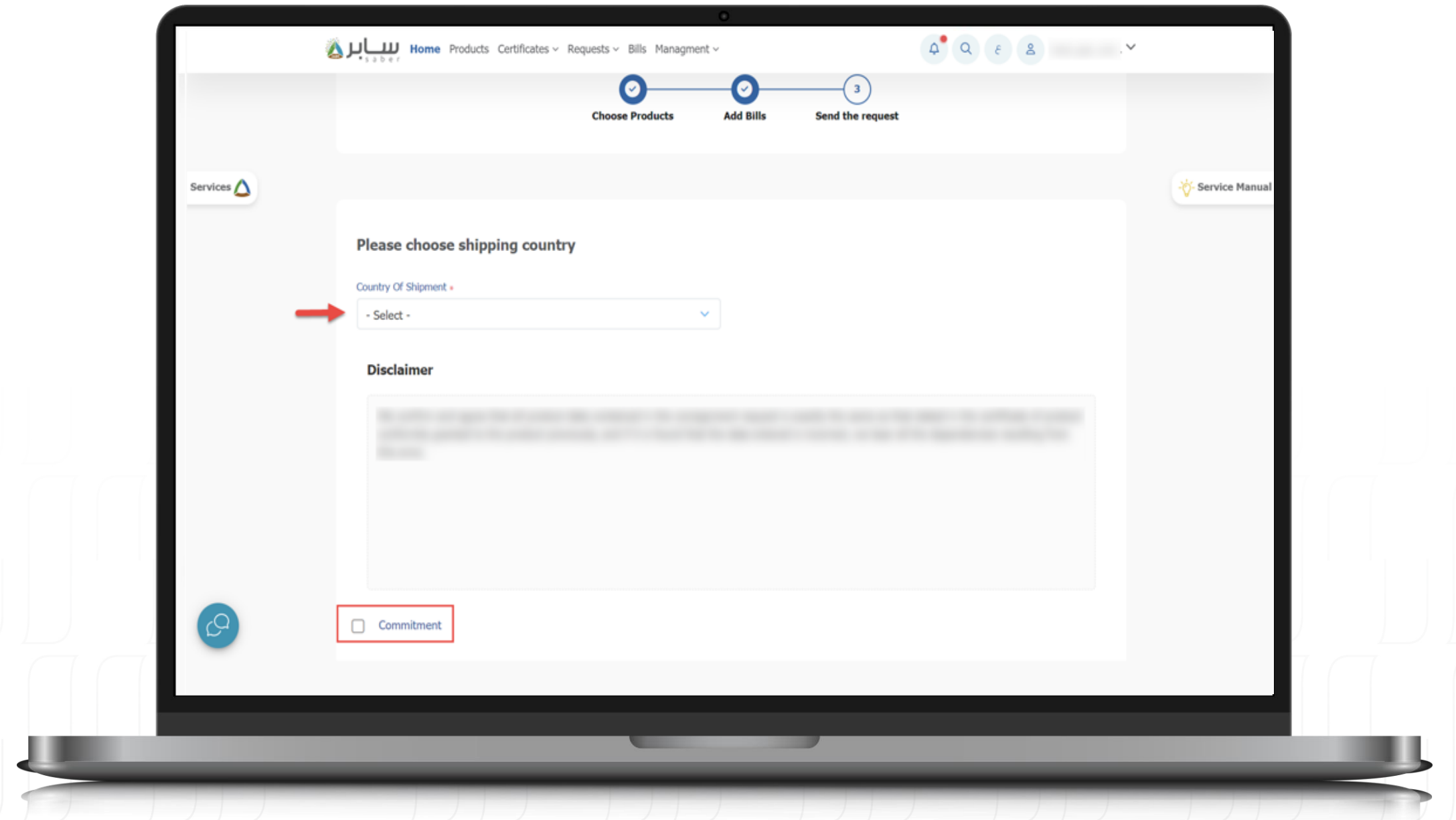then press "Add selected models" and "close".

**Step Twelve:**

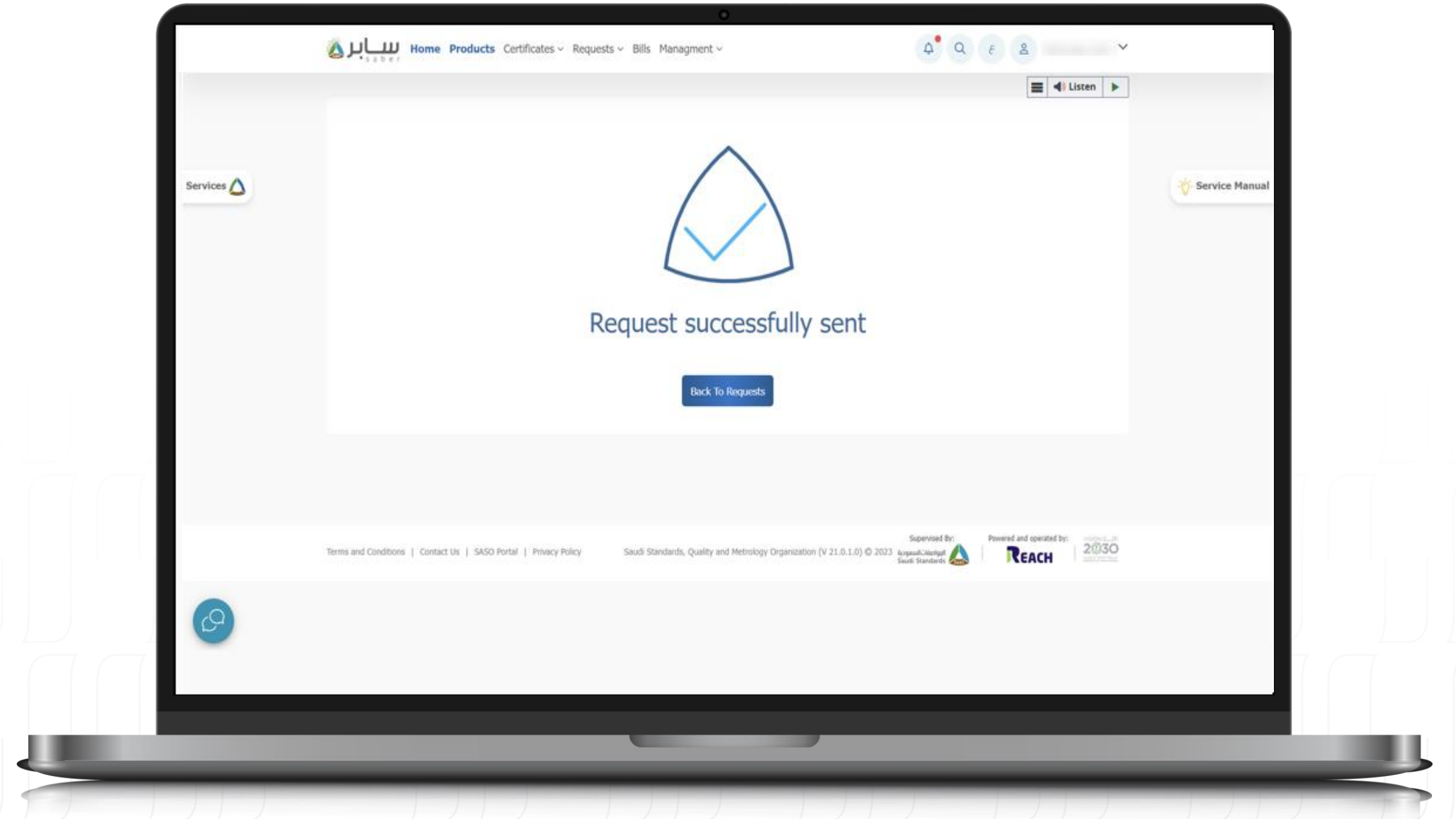Click on "Save products" and "Next".

**Step Thirteen:**

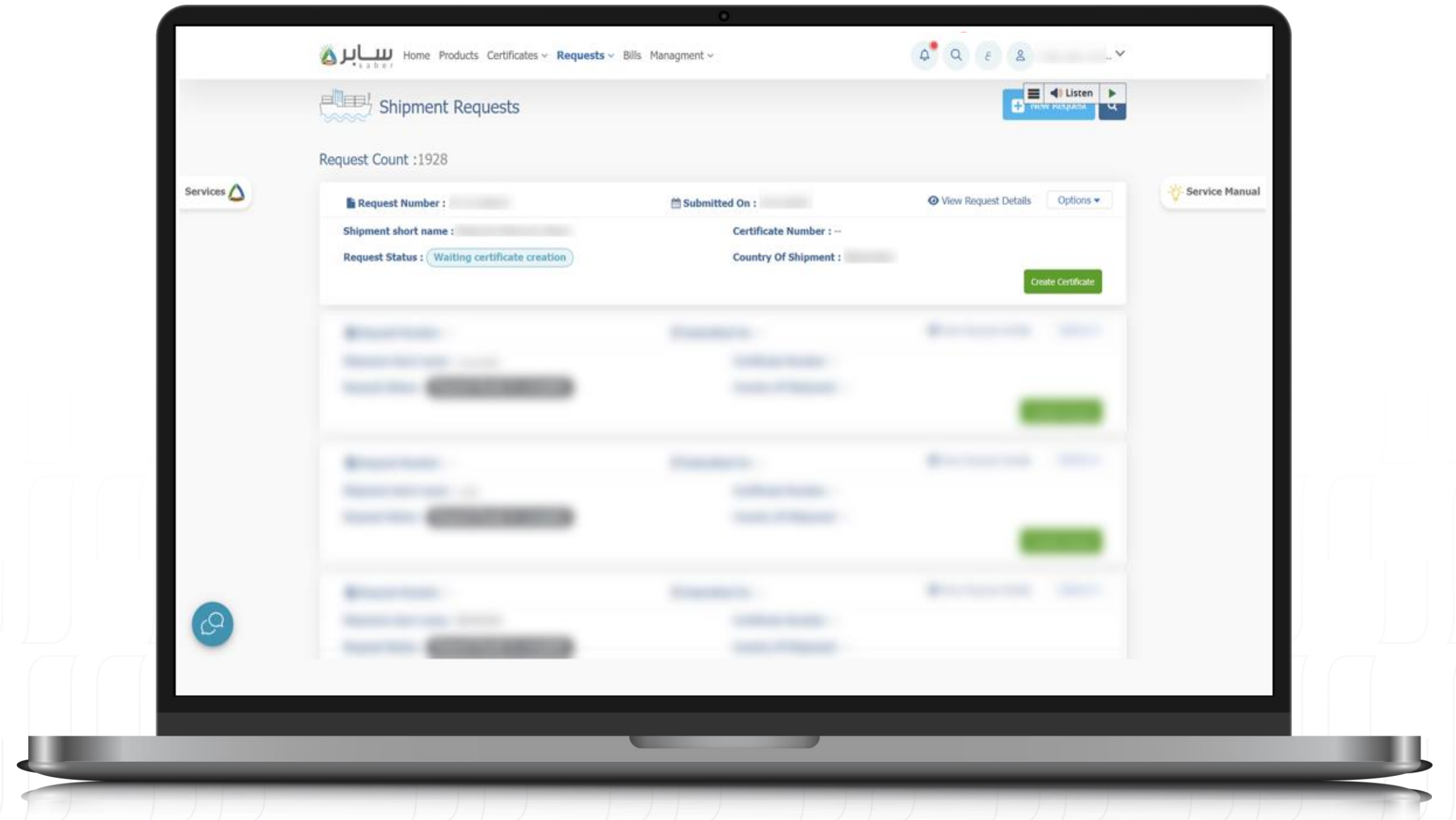In the next page, choose the country of shipment, agree on the commitment, and click on "Send request".

You will receive the confirmation message indicating that the request has been submitted successfully.

The request will be sent to the Conformity assessment body who issued the product conformity certificate to approve the request.

Note: The certificate will not be issued for the regulated products unless the conformity assessment body approves the request.
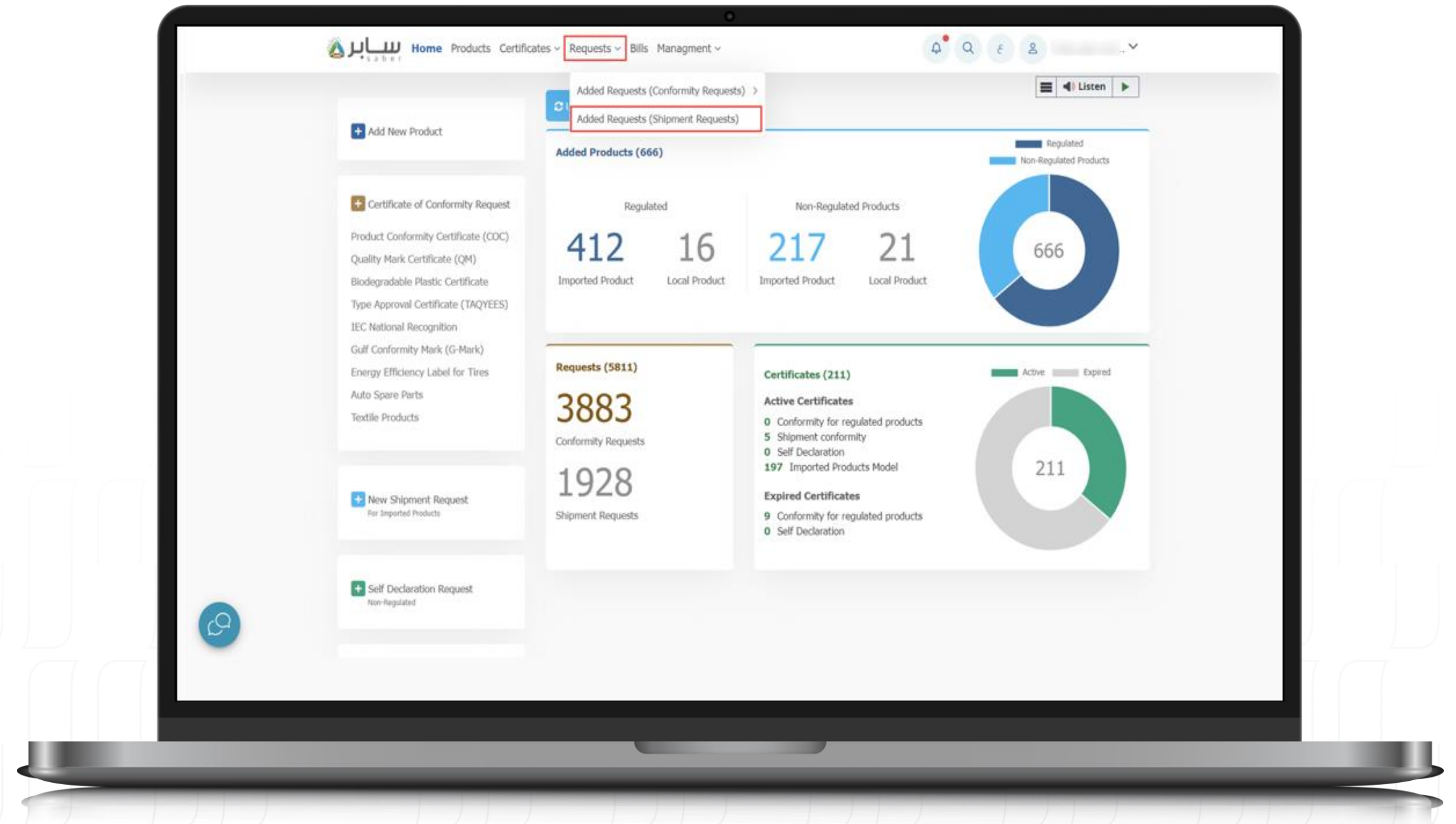
Each product is automatically sent to the same conformity assessment body that issued the certificate of conformity.
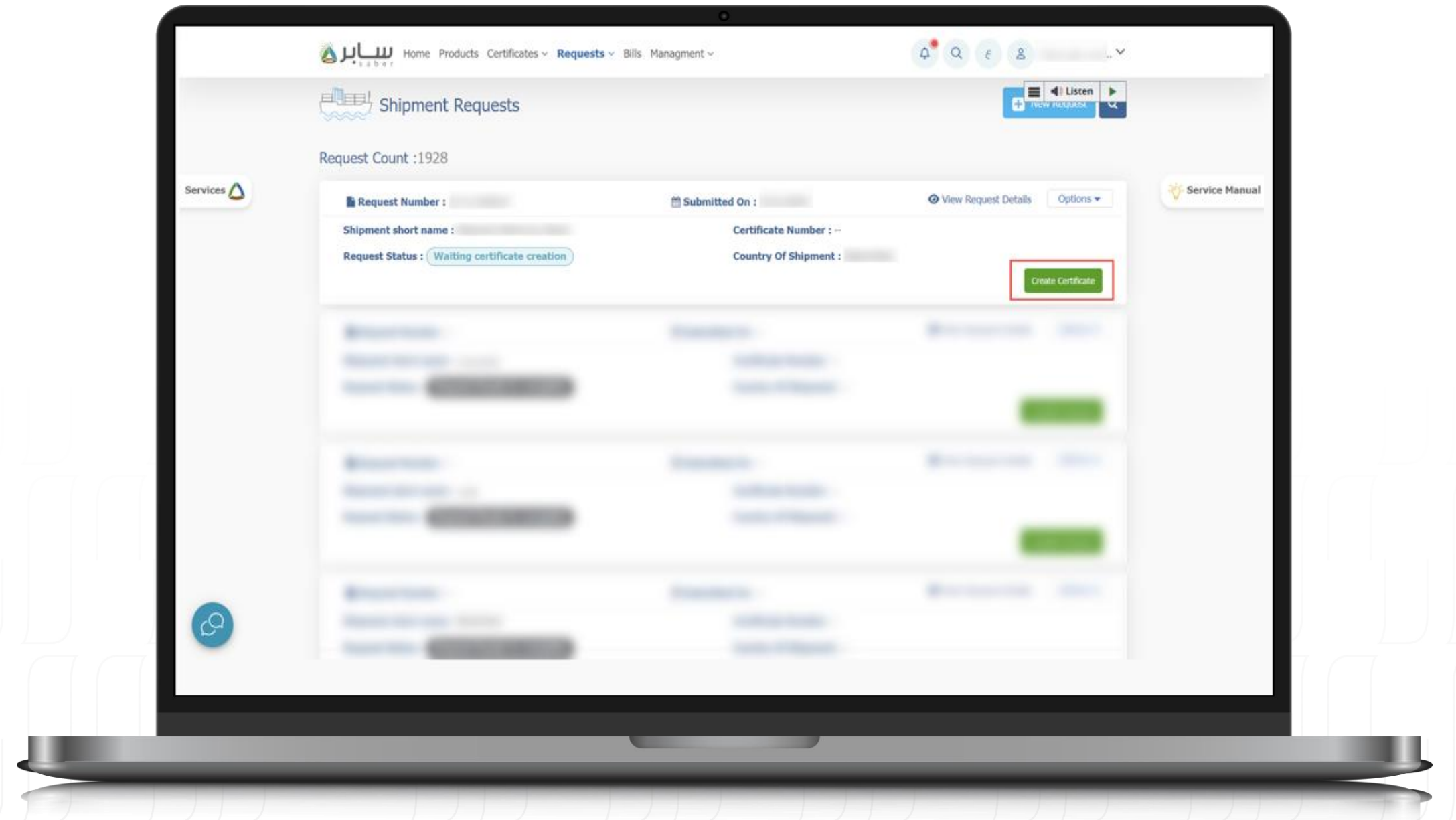
# Issuing Certificate

## Step Fourteen:

After having the approval on the shipment certificate as explained previously, you can issue the certificate by clicking on "Requests" at the top of the page, then choose "Added Requests (Shipment requests)".
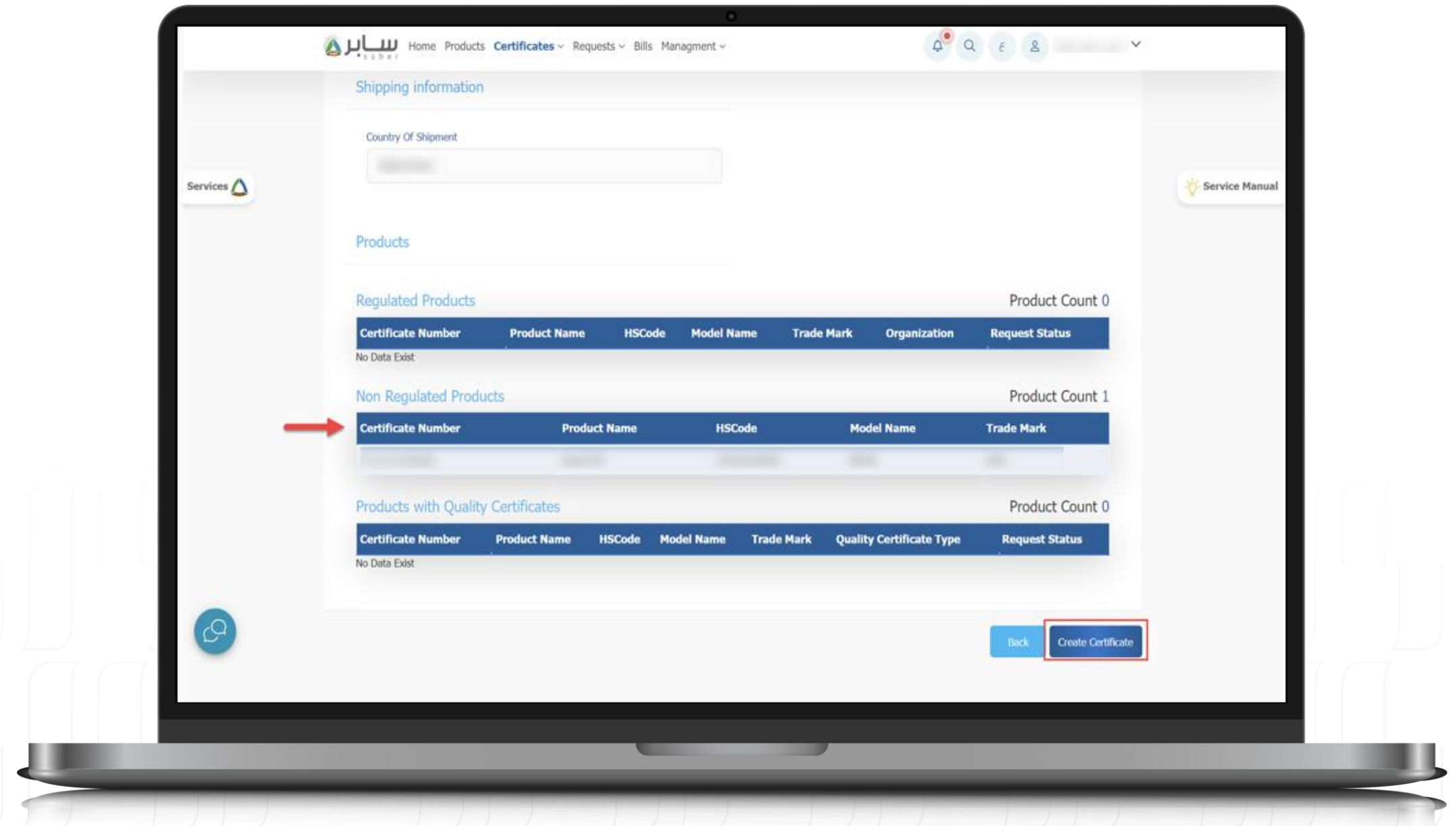
**Step Fifteen:**

You can go through the options list beside the request to (view request details, create certificate and cancel request) or click on the green button "create certificate".
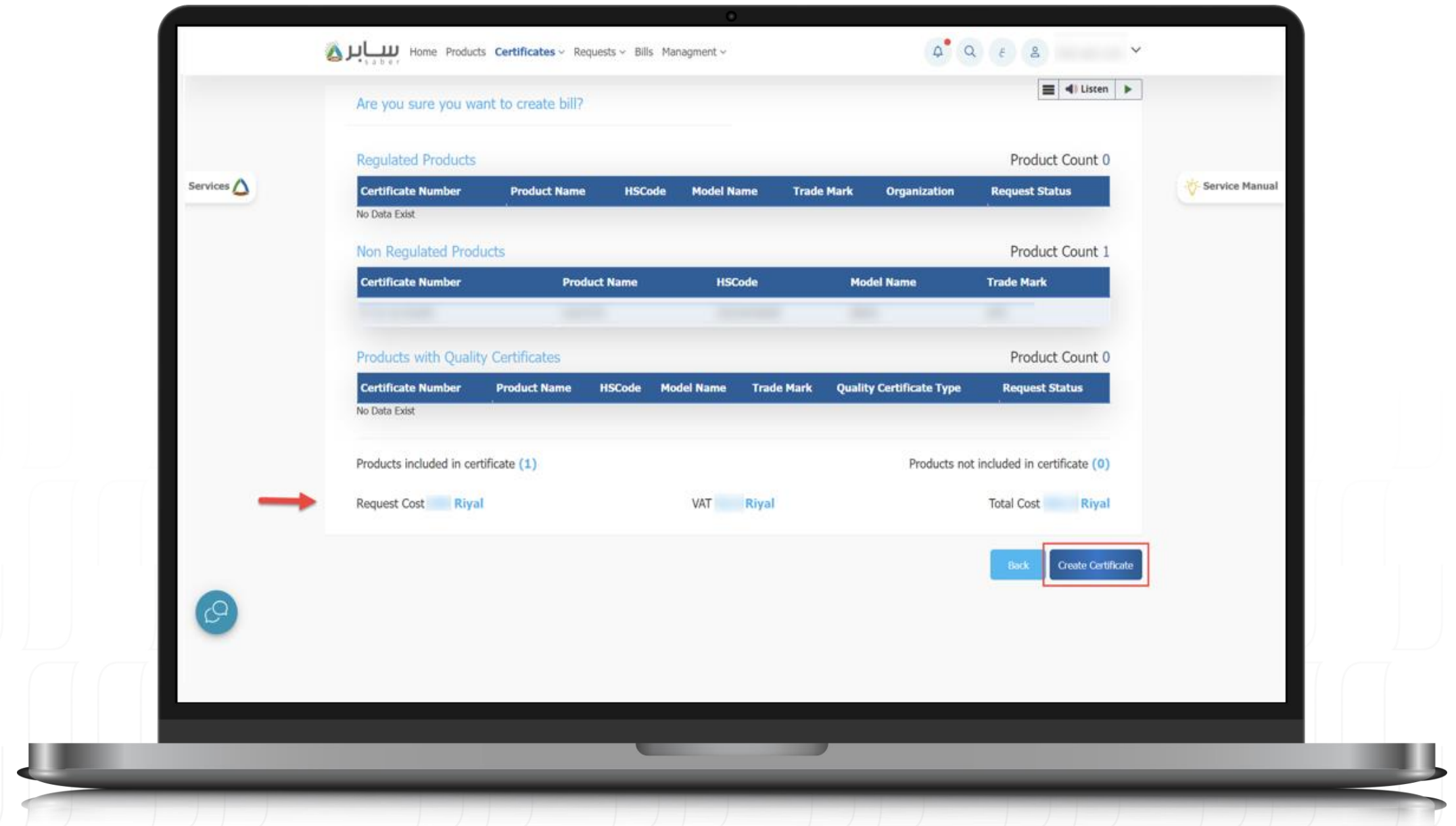
**Step Sixteen:**

After that, the status of the request, the country of shipment, the number of regulated products and non-regulated products added to the shipment request, as well as the products that have a certificate issued by the authority, will be displayed, click on "Create Certificate" button.

## Step Seventeen:

The system then displays the invoice creation confirmation page, displaying the products added in the shipment request and the total cost of the request, then click on "create Certificate" to generate the invoice.

Note: Regulated products will not be added to the certificate until the conformity body approves the shipment request.
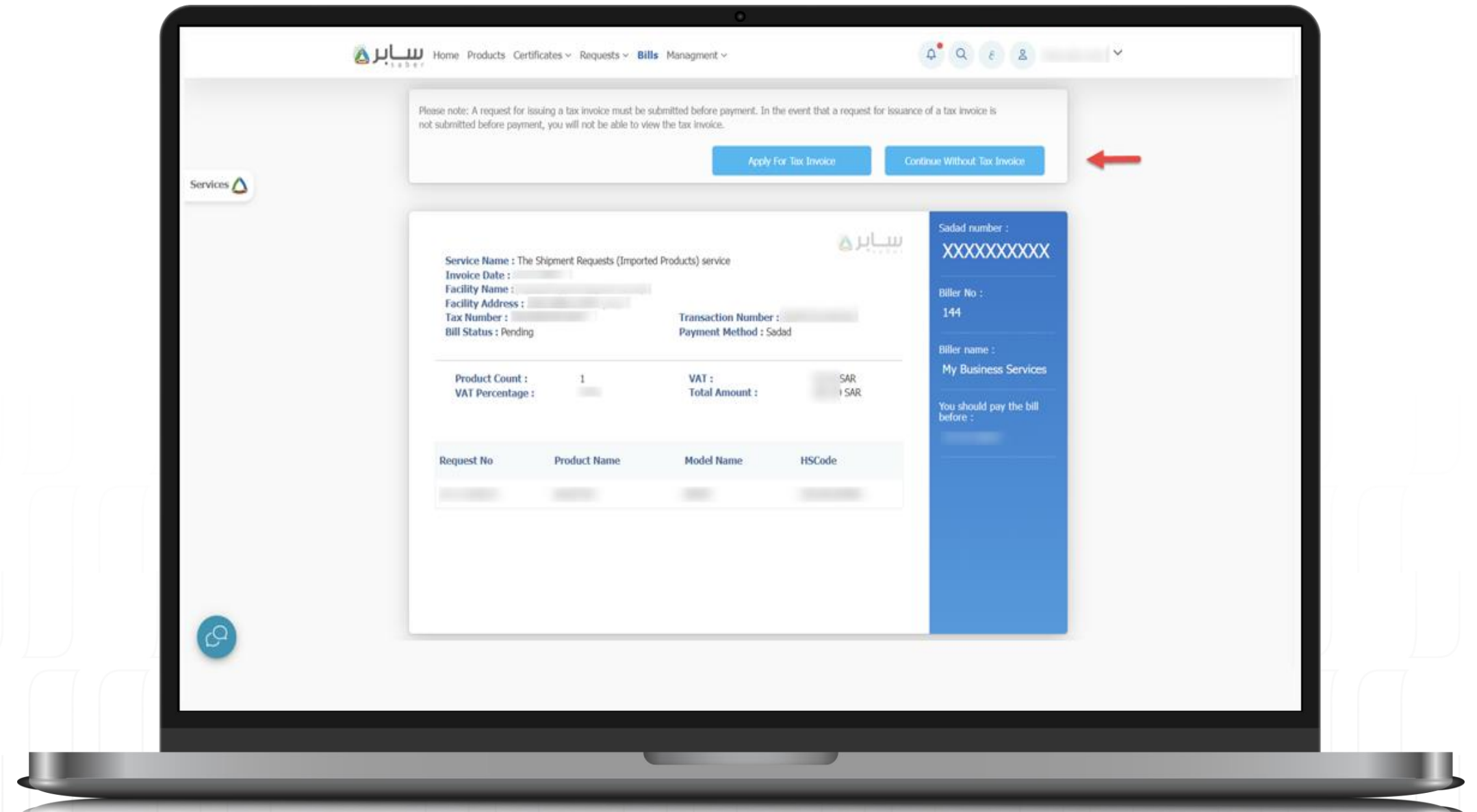
## Step Eighteen:

Before the payment and to view the SADAD number, you will have to choose whether to apply for a Tax invoice or continue without.

After selecting the "Apply for Tax invoice" option you will be redirected to Amaly portal to obtain a tax invoice.
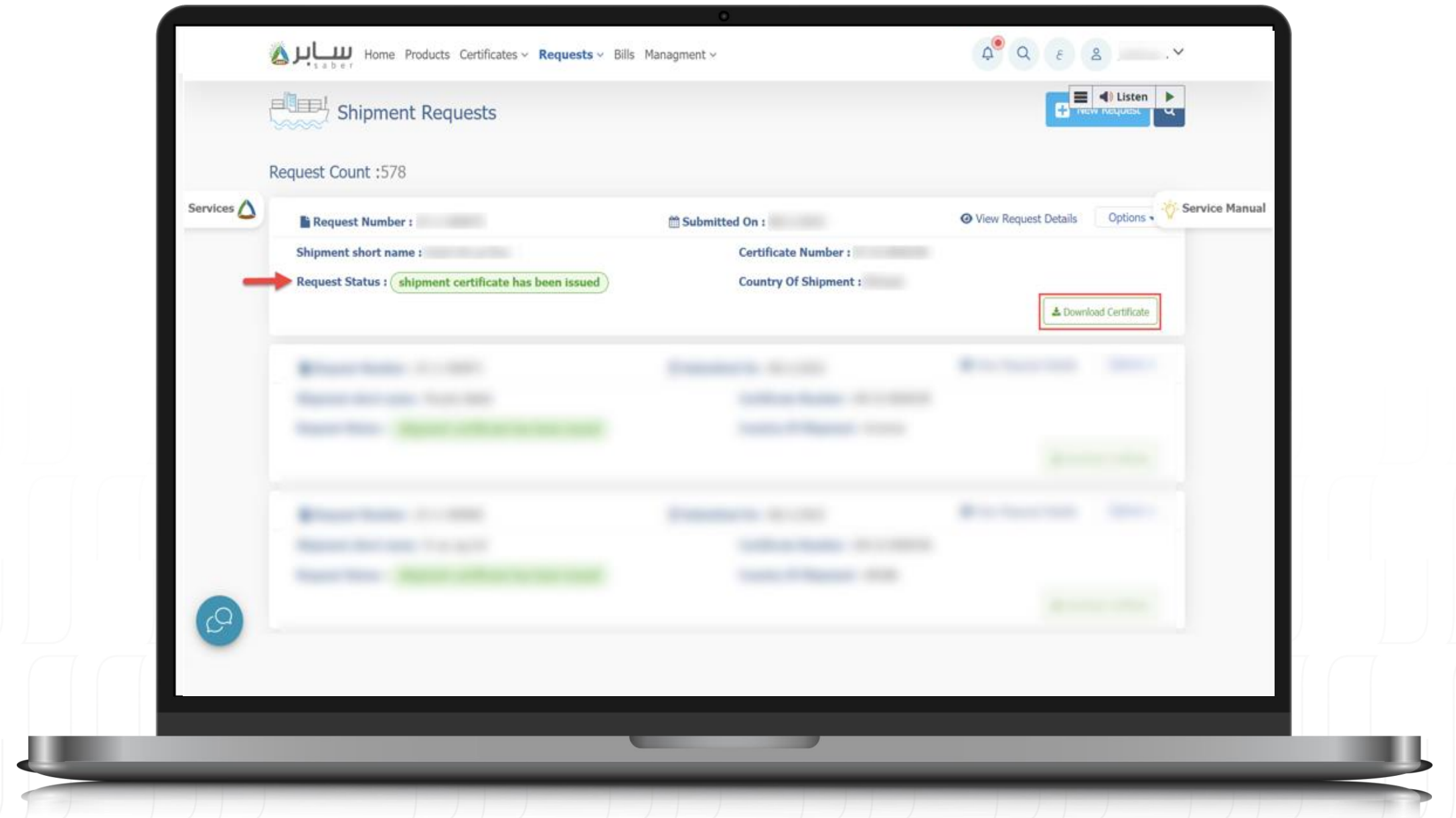
Note: If the bill has already been paid, it is not possible to make any modification to the Tax invoice.

Payment can be made through the available payment options (Sadad, Mada, Visa, MasterCard, Apple Pay).

**Step Nineteen:**

After paying the bill, you will be able to download the certificate by clicking on "Download Certificate" from the requests page or the certificates page.

# Thank you
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