



Training Guide for certificates of conformity

Table of Contents

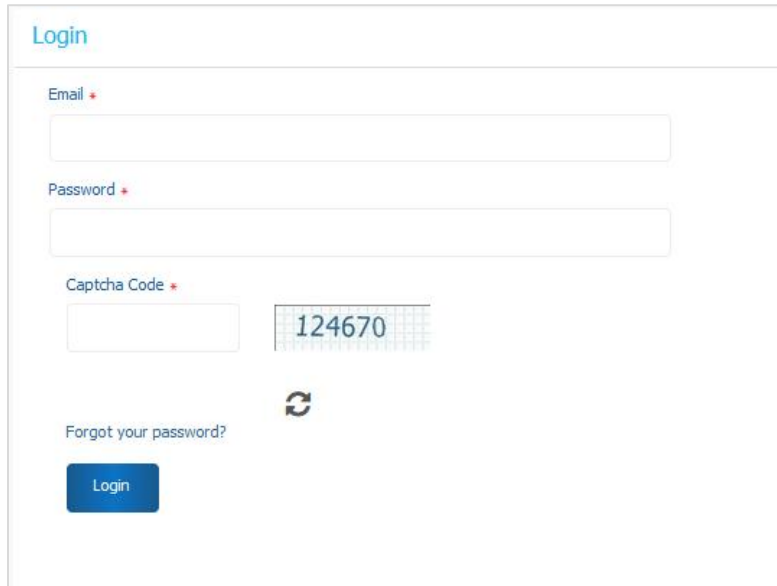
System Description	3
Applying for Certificate of Conformity	3
Equivalent Certificate Request (Quality Mark Certificate, Plastic Certificate, TAQYEES certificate, IECEE Certificate, Gulf Certificate of conformity)	8
Create a group request.....	9
Create the Invoice.....	11
Preview the certificate	13

System Description

The purpose of this system is to allow the facilities to issue the certificates for the regulated products.

Applying for Certificate of Conformity

After login to the system.



Login

Email *

Password *

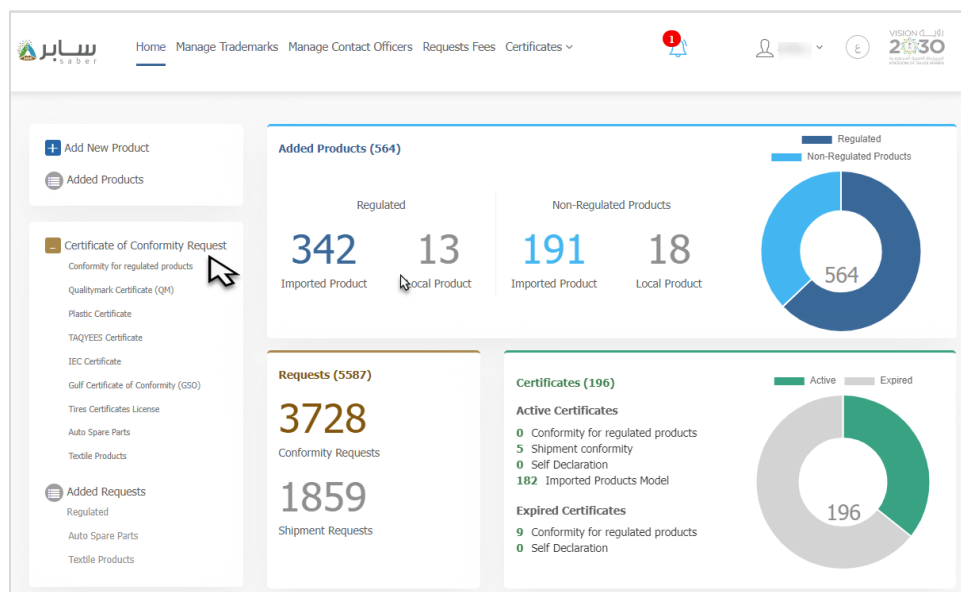
Captcha Code *

124670

Forgot your password?

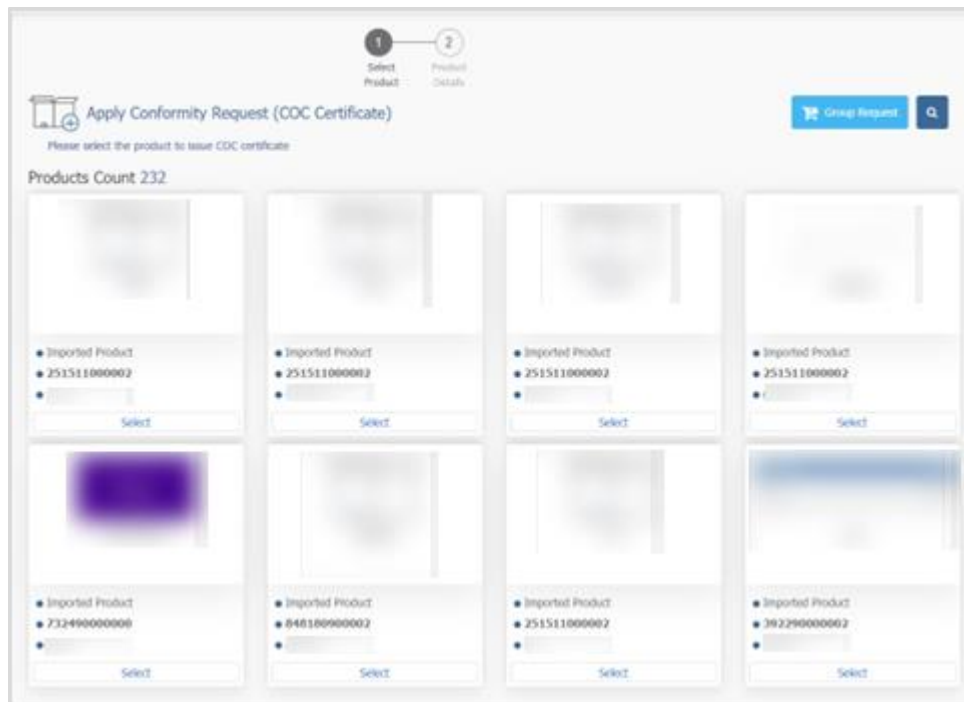
Login

The user can apply for a certificate of conformity for regulated products by clicking on "certificate of conformity request" from the home page of the electronic services as shown in the following:



After that, the user selects the required certificate, and the system will display only the products that have a requirement for the selected certificate.

If the products requiring a COC conformity certificate will be displayed to choose from these products as follows:



After that, the product data will be displayed to check it, and by clicking on the Next button, you will be taken to the Add Model Numbers page as follows:

✓ Select Product
✓ Product Details
3 Model Numbers
4 Select Office

HSCode Details

HSCode : 7324900000000

English Category Name : - Other, including parts

Technical Regulation Name : Technical Regulation for Building Materials - Part 4: Bricks, Tiles, Ceramics, Sanitaryware and Related Products

Arabic Category Name : "غيرفأ، بما فففا الأجزاء"

Main Regulation : Saudi Regulation

[Download Empty Excel Template](#)

Models Numbers Details

You can choose between upload by Excel or adding model number or both

☒ Upload Model numbers from Excel sheet
 ☐ Add Model numbers


Upload Models Excel Sheet

Acceptable file types: *xlsx*

Search by Model Number

Model Number

No Data To Display



Model's numbers can be uploaded by the excel file by clicking on (download empty excel template) and adding the required models numbers in the excel file and then clicking on (browse file) to upload all the models in the excel file, or models can be added manually by clicking on (Add model numbers), Then click on the Next button to choose from available Conformity bodies to send the request as follows:

✓ Select Product
✓ Product Details
✓ Model Numbers
4 Select Office

HSCode Details

HSCode : 842121900000
Arabic Category Name : لا يوجد ...
Main Regulation : Saudi Regulation
English Category Name : - - - Other
Technical Regulation Name : Technical Regulation for Machinery Safety - Part 1: Portable and Oriented Machines

Geographic Region : Countries of South and Middle Africa

Offices Count : 1

CE's Name :

Gulf Membership Number : Doesn't exist

Geographic Region : Countries of South and Middle Africa

Select CE Organization Office

Disclaimer

We undertake and confirm that all product data are correct and are in conformity with the relevant technical regulations and specifications. We undertake to provide any technical files for the product to be requested by the Authority or its representative later. In case of incorrect data, we shall bear all dependencies resulting from this error.

☐ Commitment

Previous
Send Request

Note: In case of there is an additional requirement on the product such as (power efficiency certificate, water consuming) the system will automatically bring the models and licenses numbers without entering any data, note that if the product is required any additional requirement (power efficiency certificate, water consuming) the user will not be able to complete the request until the additional requirement is issued for the product.

Sorry, this product requires energy efficiency certified models, Please check with the Saudi Standards, Metrology and Quality Organization

✓ Select Product
✓ Product Details
3 License Models
4 Model Numbers
5 Select Office

HSCode Details

HSCode : 851610200002
Arabic Category Name : مسخّنات مياه مجمعة
Main Regulation : Gulf Regulation
English Category Name : Combined water heaters
Technical Regulation Name : GCC Technical Regulation for Low Voltage Electrical Equipment and Appliances

Trade Mark

Choose Trademark ▼

Search for available models

Licensed Model Number

Licensed Number

Expire Date

Gregorian ▼

Search

Models available for selection
License Models Count 0

No Results Found

Search for added models

Licensed Model Number

Licensed Number

Expire Date

Gregorian ▼

Search

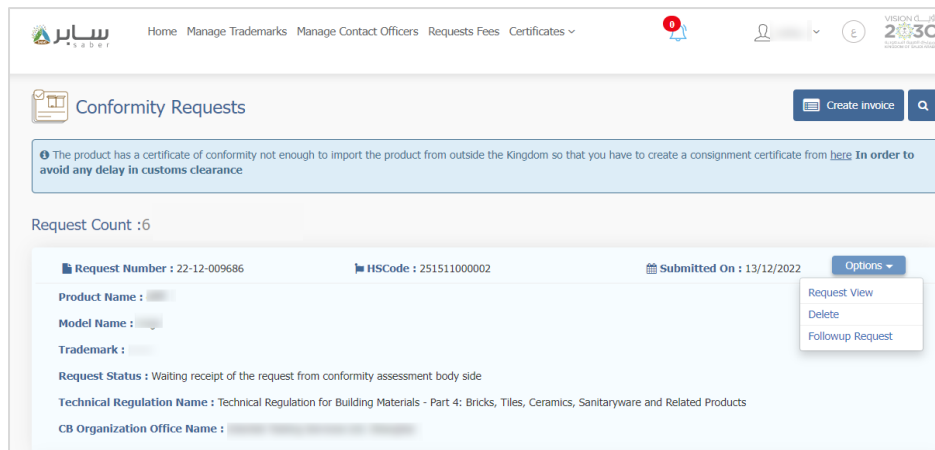
Selected Models
Number of licensed models selected 0

No Results Found

Previous
Next

When the system fetching data for the additional requirement (power efficiency certificate, water consuming) the user selects the trademark that was brought in, as well as the model numbers and the licenses.

The status of the request will change to" Waiting receipt of the request from conformity assessment body side" and the user has the following options (request view, delete, follow-up task) by returning to the home page and clicking on "Previous Requests" as shown below:



Home Manage Trademarks Manage Contact Officers Requests Fees Certificates

Conformity Requests

The product has a certificate of conformity not enough to import the product from outside the Kingdom so that you have to create a consignment certificate from [here](#). In order to avoid any delay in customs clearance

Request Count : 6

Request Number : 22-12-009686 HSCode : 25151100002 Submitted On : 13/12/2022

Product Name : Model Name : Trademark :

Request Status : Waiting receipt of the request from conformity assessment body side

Technical Regulation Name : Technical Regulation for Building Materials - Part 4: Bricks, Tiles, Ceramics, Sanitaryware and Related Products

CB Organization Office Name :

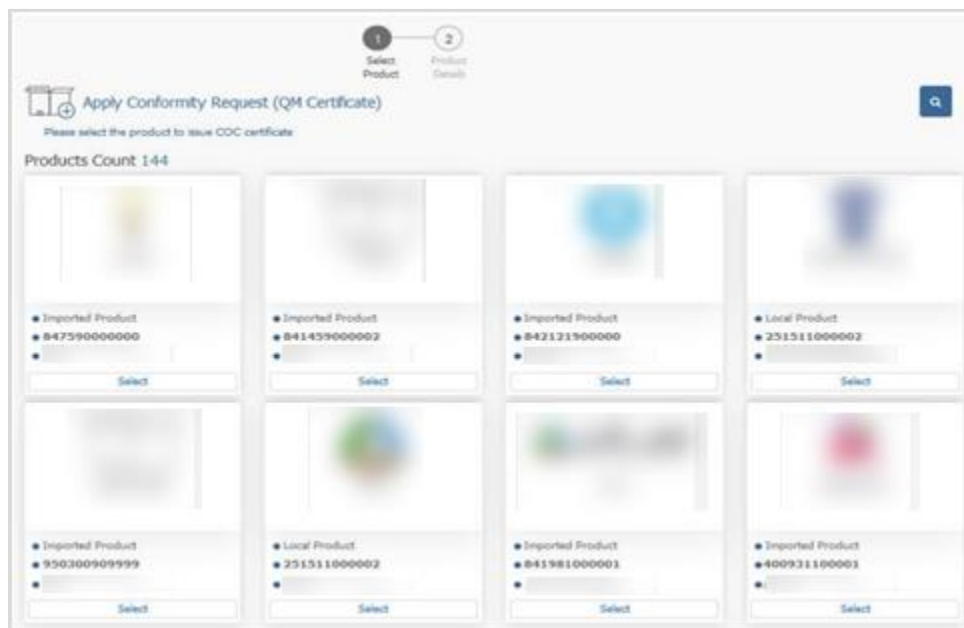
Options

- Request View
- Delete
- Followup Request

Once the application has been accepted by the conformity assessment body, the user will be able to create and pay the invoice to start reviewing the document by the conformity assessment body and take the conformity decision.

Equivalent Certificate Request (Quality Mark Certificate, Plastic Certificate, TAQYEES certificate, IECEE Certificate, Gulf Certificate of conformity)

When clicking on one of the equivalent certificate requests, the system sorts the products according to the requirement for each product as follows:











1 Select Product 2 Product Details

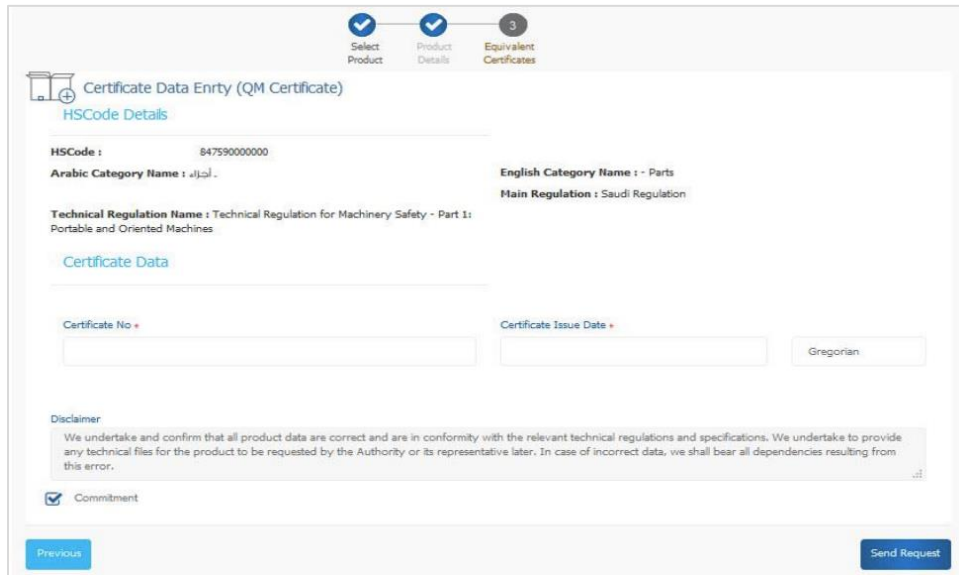
Apply Conformity Request (QM Certificate)

Please select the product to issue COC certificate

Products Count 144

 Imported Product 847590000000 Select	 Imported Product 841439000002 Select	 Imported Product 842121900000 Select	 Local Product 251511000002 Select
 Imported Product 950300909999 Select	 Local Product 251511000002 Select	 Imported Product 841981000001 Select	 Imported Product 400931100001 Select

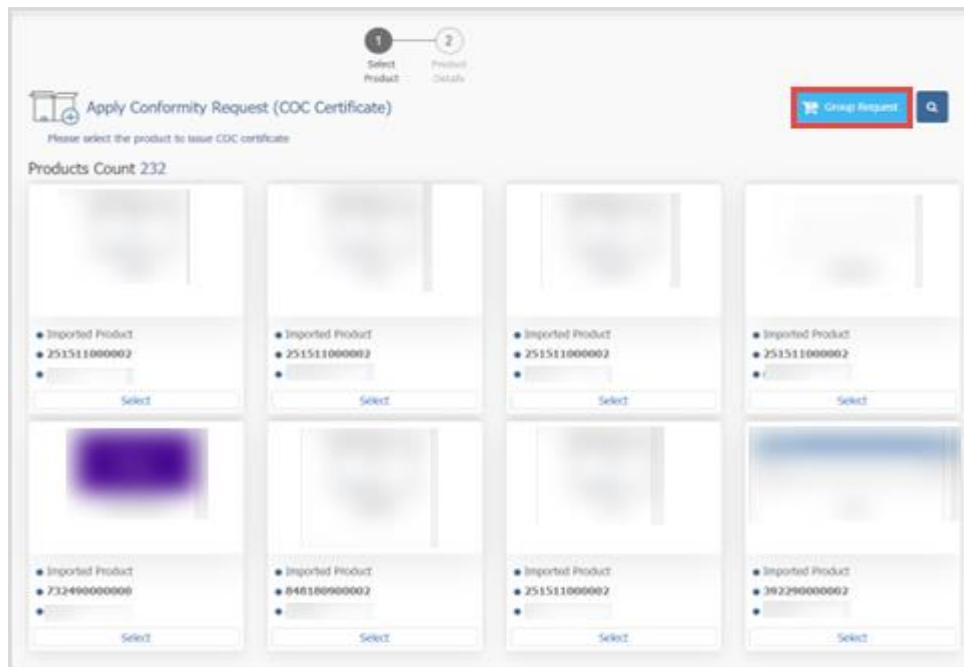
After selecting the product, the system displays the product data to check it, after that the user should enter the certificate information to validate. If the validation is done the equivalent certificate will be issued immediately and free of charge.



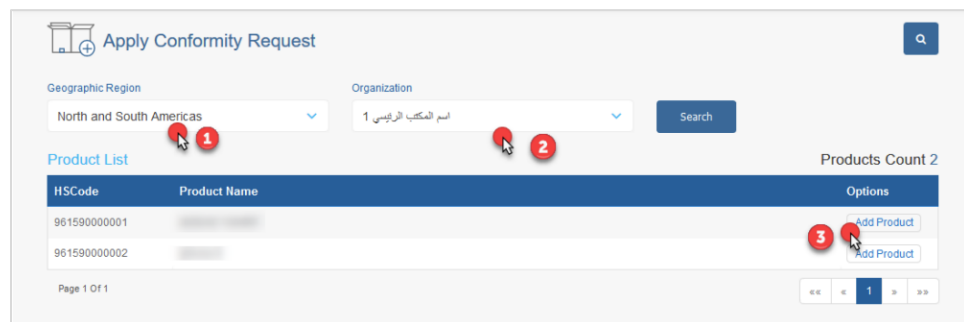
Note: If the equivalent certificate is Gulf certificate of conformity the system automatically sends the request to the conformity assessment body that issued the Gulf certificate to approve the request and issue the certificate.

Create a group request

This feature enables the user to submit a group request to several products and send them to the same certification body at once. To access this feature, the user will access the request page of the conformity request and click on "Group Request" as shown below:

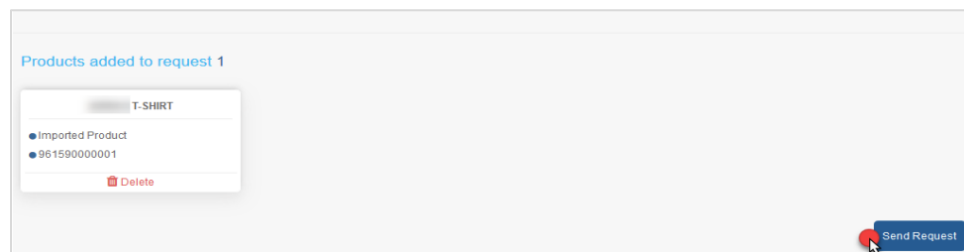


The user will select the geographical region of the office and then select from the available offices. And then click on “add product” to add it to the request as follows:



HSCode	Product Name	Options
96159000001	T-SHIRT	Add Product
96159000002		Add Product

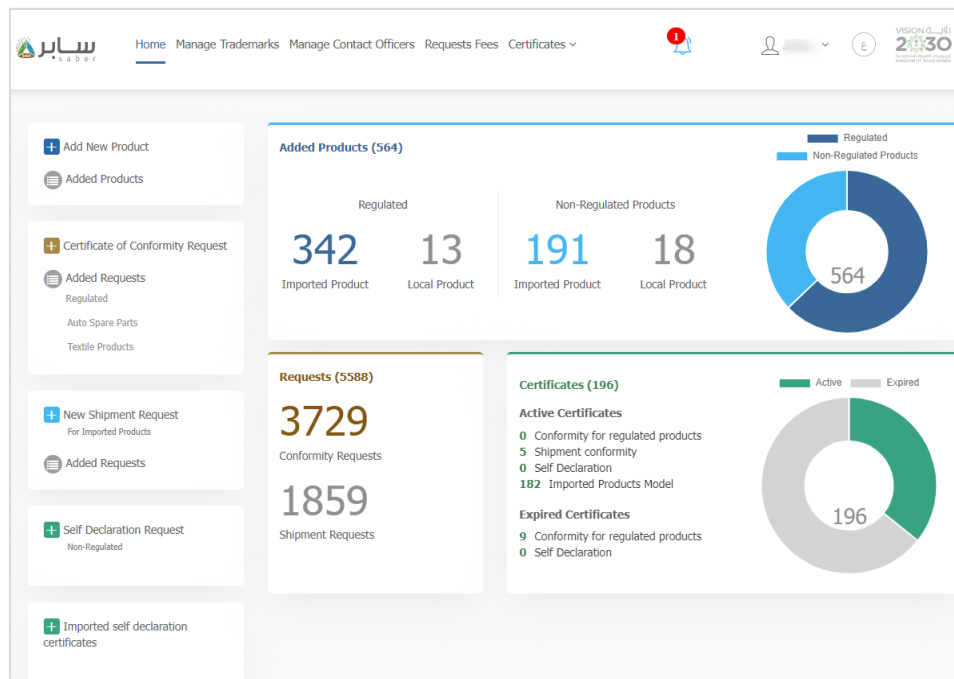
After adding the products, the user will click on "Send Request" to send all selected products at once to the certification body as shown below:



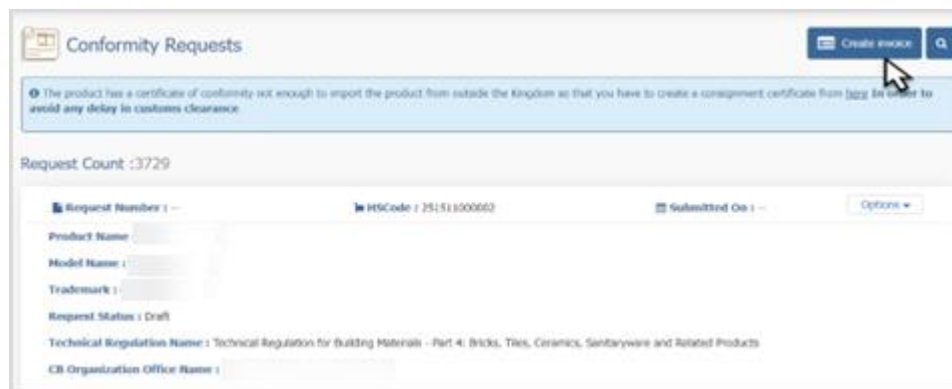
Create the Invoice

The purpose of this task is to create and pay the invoice costs of studying the request, so that the Conformity body will complete the study of the product conformity request and make the conformity decision. For this procedure.

The User will access the Certificate of Conformity Request List by clicking “Added Requests” on the home page as follows:



The user will then click on "Create Invoice" to select multi requests to issue a unified invoice for all selected requests as follows:



The 'Conformity Requests' form includes the following fields and information:

- Request Count:** 3729
- Request Number:** [Field]
- HS Code:** 251511000002
- Submitted On:** [Field]
- Product Name:** [Field]
- Model Name:** [Field]
- Trademark:** [Field]
- Request Status:** Draft
- Technical Regulation Name:** Technical Regulation for Building Materials - Part 4: Bricks, Tiles, Ceramics, Sanitaryware and Related Products
- CB Organization Office Name:** [Field]
- Action:** A 'Create Invoice' button is highlighted with a mouse cursor.

Note: The CB can edit the request. In this page a notification message will appeared if the request has been edited by the CB, to view the updates the user can click on the request number.

Create invoice

Represents the requests that have been updated by CB, and invoice will be issued with the new data, to view updates, please click on request number

Items Count: 2

<input type="checkbox"/>	Request Number	HSCode	Technical Regulation Name	CB name	CB Organization Office Name
<input type="checkbox"/>	19-02-000026	500200000004	Technical Regulation of Textile Products	CB 01	اسم المكتب الرئيسي 1
<input type="checkbox"/>	19-02-000016	961590000001	Technical regulations for ornaments and decorations	CB 01	اسم المكتب الرئيسي 1

Page 1 Of 1

A confirmation message will be displayed for the selected orders and the user will click on "Yes."

Alert

A standard invoice will be created for orders: 18-09-000016

Yes Cancel

SADAD number of the unified invoice will be issued and the available payment options (Sadad, Mada, Visa, Master card, and Apple Pay) will be displayed as follows:

Service Name : Conformity Request service
 Invoice Date : 04-04-2021
 Facility Name :
 Facility Address :
 Tax Number : 301
 Bill Status : Pending
 Transaction Number : 0521
 Payment Method : Sadad

Product Count : 1
 VAT :
 Total Amount :
 Cost per Product : 500.00
 VAT Percentage :
 Request No : 21-01-024692
 Product Name :
 Model Type :
 HSCode :

Sadad number : 5630
 Biller No : 144
 Biller name : My Business Services
 You should pay the bill before : 04-05-2021

You can pay in one of the following methods by clicking button Pay in other method

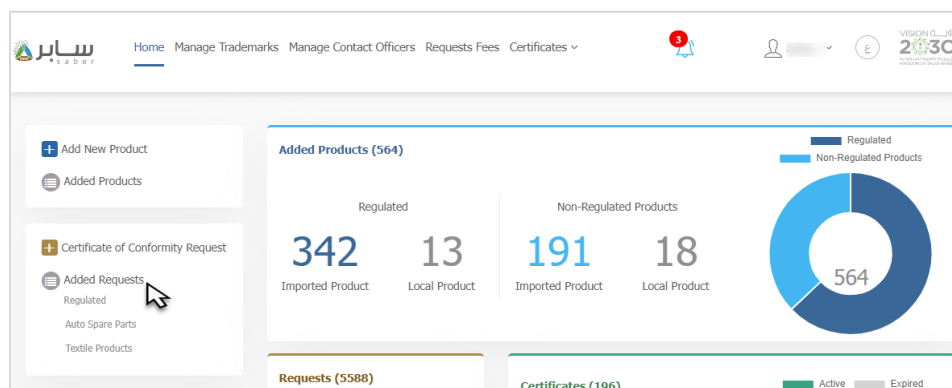
CSAR mada VISA Apple Pay Pay in other method

After the payment is done, the status of the request will change to " Waiting for conformity assessment body decision " the certification body will be notified to start the testing process and make the conformity decision. If the product conformance is approved, the user will be able to print the conformity certificate.

Preview the certificate

The purpose of this task is to allow the facility to preview the certificate and if the conformity authority approved the product conformity.

The User will access the Certificate of Conformity Request List by clicking on "Added Requests " on the home page as follows:



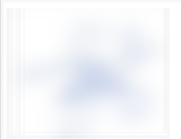

The facility will then be able to view the certificate by clicking on "View Certificate Details" from the options next to the product as follows:



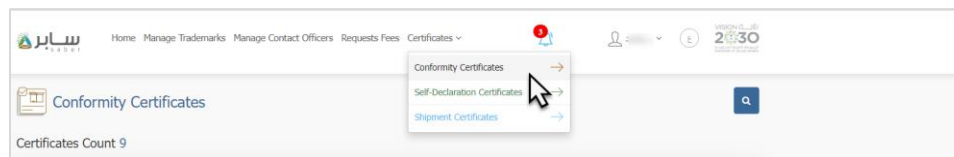
The screenshot shows a 'Request Count : 98' header. Below it, a form displays request details: Request Number (19-07-011006), HSCode (8479600000), Submitted On (30/02/2019), Product Name, Model Type, Trademark, Request Status (A conformable product), Technical Regulation Name (GCC Technical Regulation for Low Voltage Electrical Equipment and Appliances), and CB Organization Office Name. A red box highlights the 'View Certificate Details' button in the bottom right corner.

شهادة مطابقة للمنتجات الخاضعة للوائح
Certificate of conformity for regulated products

We (.....) office number (.....) are bearing full responsibility for the product described below is conforms to the conformity assessment procedure Conduct the relevant technical regulations and standards which mentioned during this certificate.

Certificate Number		Issue Date	15/04/2021	Expire Date	15/04/2022
Certificate Type	Certificate of conformity for regulated products		Commercial Registration No		
Establishment Address					
Product and Manufacturer Data					
Model Name		Trade Mark			
Product Name					
Product Description					
Country of origin	China				
HS Code	851310009999				
Technical Regulation	Technical Regulation for Machinery Safety				
Manufacturer name					
Product test data					
Report number					
Report Date	15/04/2021				
Decision of conformity assessment	Product Approved				
CB Organization Office Responsible Manager signature	14/12/2022 11:26				CB Organization Office Stamp
 					

The user also can view all conformity certificates through the certificates list in the home page by clicking on “Certificates” as shown below:



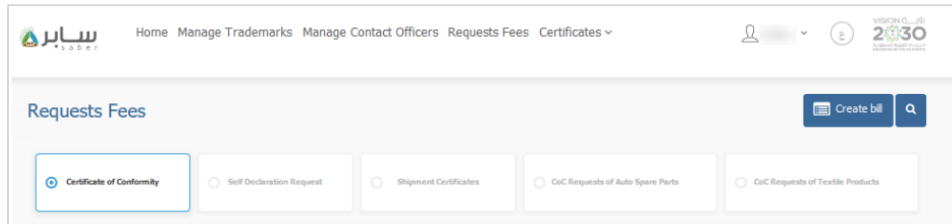
And the user will click on download button as shown below:

Conformity Certificates

Certificates Count 9




Certificate Number	Certificate Status	Issue Date	Product Name	Model Name	Options
	An uninformable product	2022-05-05			Download
	An uninformable product	2022-04-05			Download
	Expired	2020-09-29			Download
	An uninformable product	2020-06-02			Download

The user can view all certificate of conformity invoices by clicking on “Requests Fees” as shown:



All the bills that have been issued will appear. The user can regenerate the bill if it's expired.

Bills Count 55

Transaction Number	Bill Date	Amount	Payment Method	Bill Status	Settings
XXXXXXXXXX	27/10/2022	10000.00	Sadad	Invoice Expired	
XXXXXXXXXX	12/09/2022	10000.00	Sadad	Invoice Expired	
XXXXXXXXXX	20/07/2022	10000.00	Sadad	Bill Canceled	
XXXXXXXXXX	17/07/2022	10000.00	Sadad	Bill Canceled	