



Training Guide for Self Declaration Request

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System Description

The objective of this system is to enable the facility to issue a (self-declaration certificate) for products that are not regulation and locally manufactured.

Apply for Self Declaring Certificate

To access the Self Declaration Certificate Requests page, the user will log-in through the system as follow:



Login



Email*

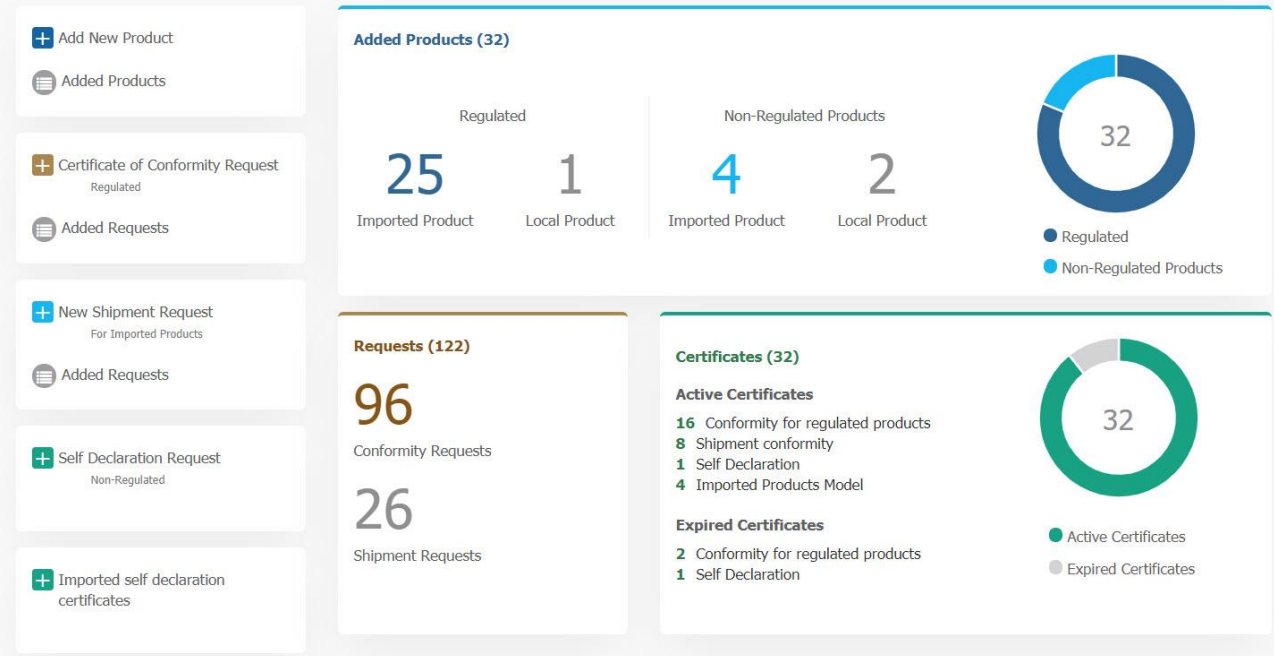
Password*

Captcha



[Forgot your password?](#)




After the login process, the user will access the self-declaration request page by clicking "Self Declaration Request" on the home page as shown below:




All non-regulated locally manufactured products added to the system will be displayed to request a self-declaration certificate, the following data (product name in English, HS code, certificate status, barcodes and serial numbers) are displayed as follows:

Self Declaration Request Create invoice

Product List Products Count 8

	<p>HS Code : 961700100000 Edit Barcodes (Barcodes Added)</p> <p>Product Name : product 2</p> <p>Trademark : ABLEGREEN COMPANY LIMITED</p> <p>Model Type : 456543653</p> <p>Self Declaration Status : Valid Self Declaration Certificate Download Certificate</p>
	<p>HS Code : 961700100000 Add new Barcodes (No Barcodes)</p> <p>Product Name : product 1</p> <p>Trademark : ABEL INDUSTRIES INTL. CO. LTD.</p> <p>Model Type : 8798798</p> <p>Self Declaration Status : Does not have a Self-Declaration Certificate</p>
	<p>HS Code : 961700100000 Add new Barcodes (No Barcodes)</p> <p>Product Name : majed new</p> <p>Trademark : Apple</p> <p>Model Type : 45343</p> <p>Self Declaration Status : Does not have a Self-Declaration Certificate</p>

To enable the the user to create the invoice and issue the certificate , the user must add the barcodes for each product and to do that the user will click on “Add new Barcodes “ as shown below :

	<p>HS Code : 961700100000 Add new Barcodes (No Barcodes)</p> <p>Product Name : product 1</p> <p>Trademark : [REDACTED]</p> <p>Model Type : 8798798</p> <p>Self Declaration Status : Does not have a Self-Declaration Certificate</p>
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Barcode

Add Barcode

After adding the barcode, a message will appear to inform the user that the barcodes are successfully added. The user will press "Close" and press "back" button to return to the request page of the self-declaration certificate. The user can also add the serial numbers of the bar code by clicking "Add serial number" As follows:

Barcode

Add Barcode

Barcode : 4565433

Add Serial

Back

When you return to the request lists after adding the barcodes, the user will click on “Create Invoice” to select the products to issue a self-declaration certificate and then click on “issue self-declaration certificate” as shown below:

Issue Self Declaration Certificate

Product List Products Count 1

<input checked="" type="checkbox"/>	Product Images	Product Name	HS Code
<input checked="" type="checkbox"/>		961700100000

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The system then displays the invoice creation confirmation message, the user verifies which products will be issued a certificate, the number of products and the total cost, and then clicks OK as follows:

Self Declaration Payment Confirmation

Product Arabic Name	Product English Name	HS Code
77	98	010391000000

Product Count : 1 Cost per Product : 500.00

Total Cost : 525.00 VAT : 25.00

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

Cancel Ok

Self Declaration Request

Create invoice

Product List
Products Count 8

HS Code : 961700100000 [Edit Barcodes \(Barcodes Added \)](#)

Product Name : product 2

Trademark : ABLEGREEN COMPANY LIMITED

Model Type : 456543653

Self Declaration Status : Valid Self Declaration Certificate [Download Certificate](#)

A non-regulated local product model certificate



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.

Confirmation Number	SD-19-000016	Issue Date	25/02/2019	Expire Date	25/02/2020
Confirmation Type	Self Declaration Certificate	Commercial Registration No	1010		
Establishment Address	الرياض				
Product and Manufacturer Data					
Model type	1234	Trade Mark	trademark		
Product Name	product	Trade Mark Logo			
Product Description					
Country of origin	Saudi Arabia				
HS Code	010129100002				
Manufacturer name	MME				
Manufacturer Address					

Establishment manager signature



25/02/2019 08:58

