Training Guide for Products not for direct marketing to the consumer

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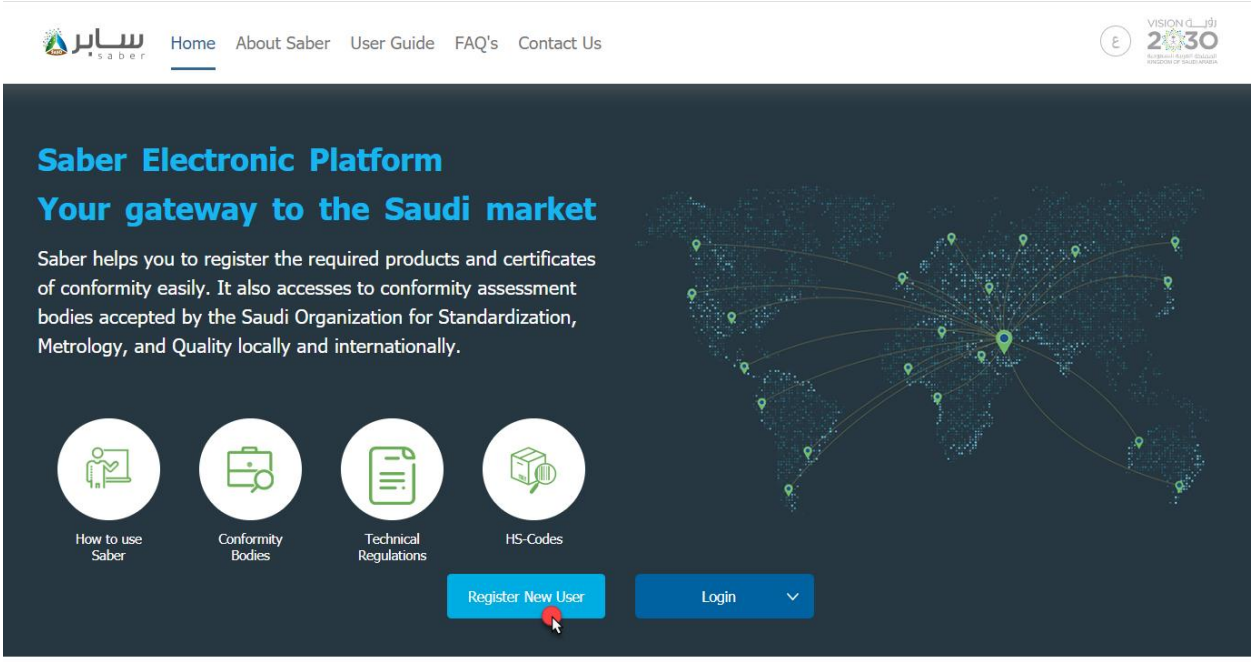
System Description

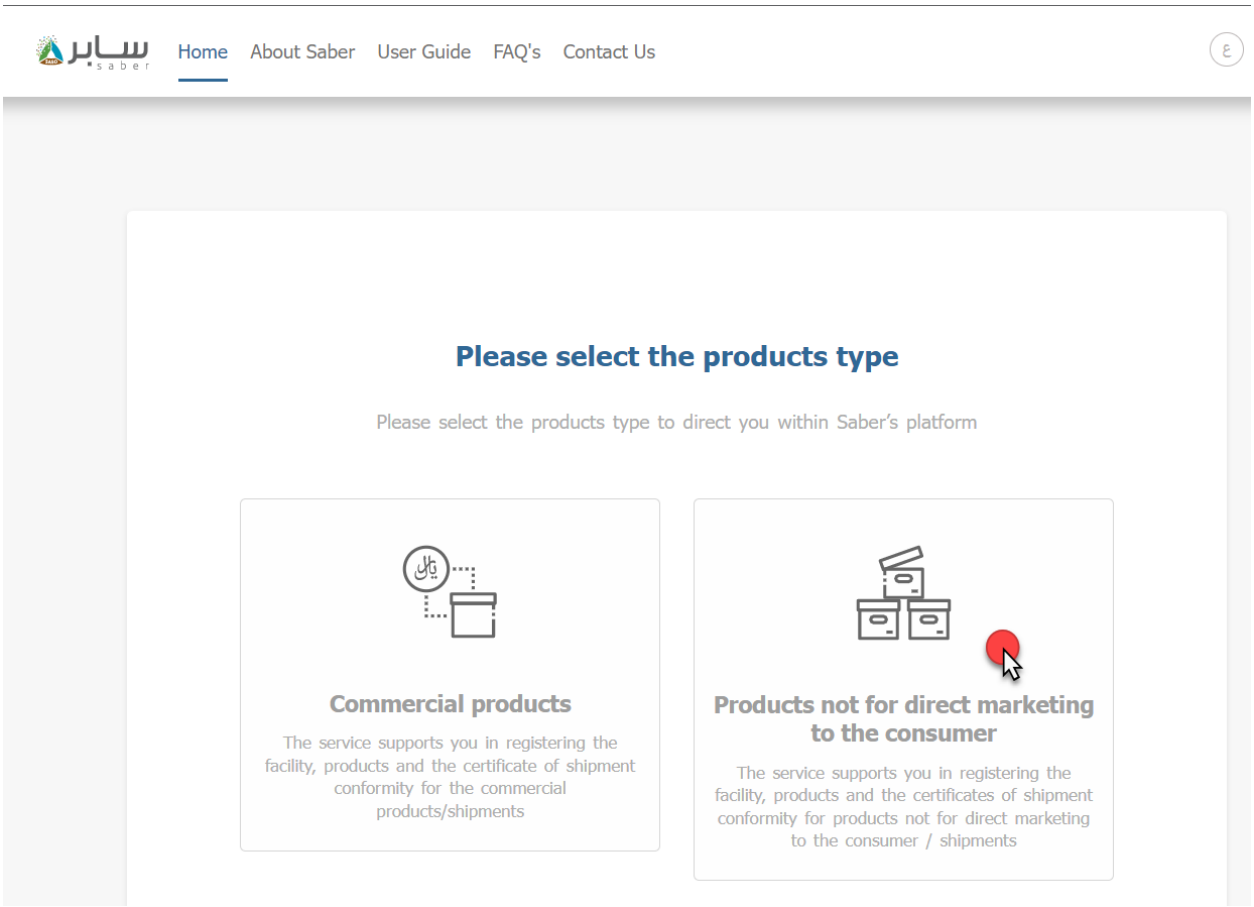
This platform helps to submit a Products not for direct marketing to the consumer request for imported shipments that not intended for sale or trade, in order to obtain a shipment certificate such as shipments that are imported by individuals for the purpose of construction or restoration as well as shipments of raw materials products or factory equipment's used in production lines ,and shipments that are supplied to a government agency according to a purchase contract.

Register Products not for direct marketing to the consumer account:

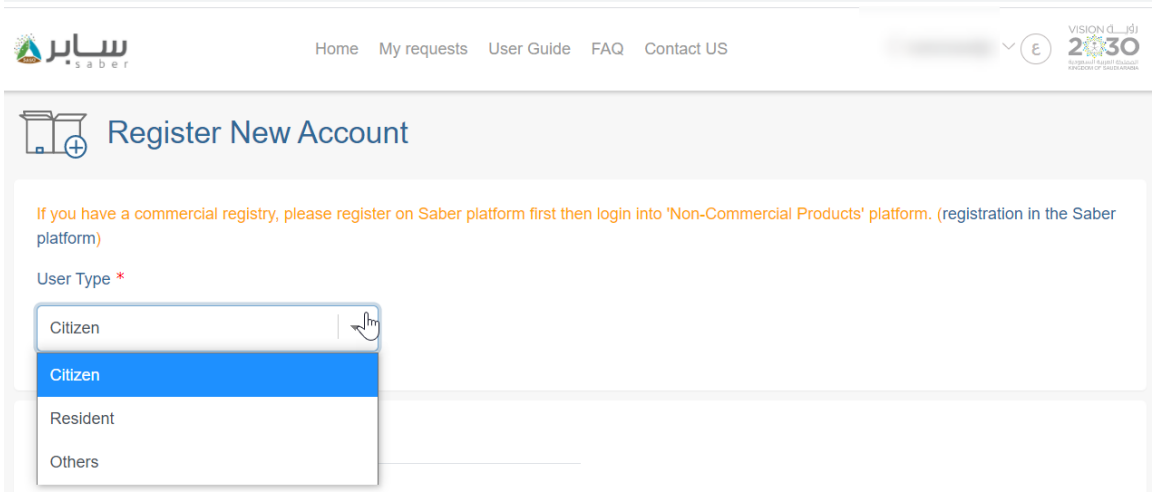
Through the system home page so shown in the following screen : -



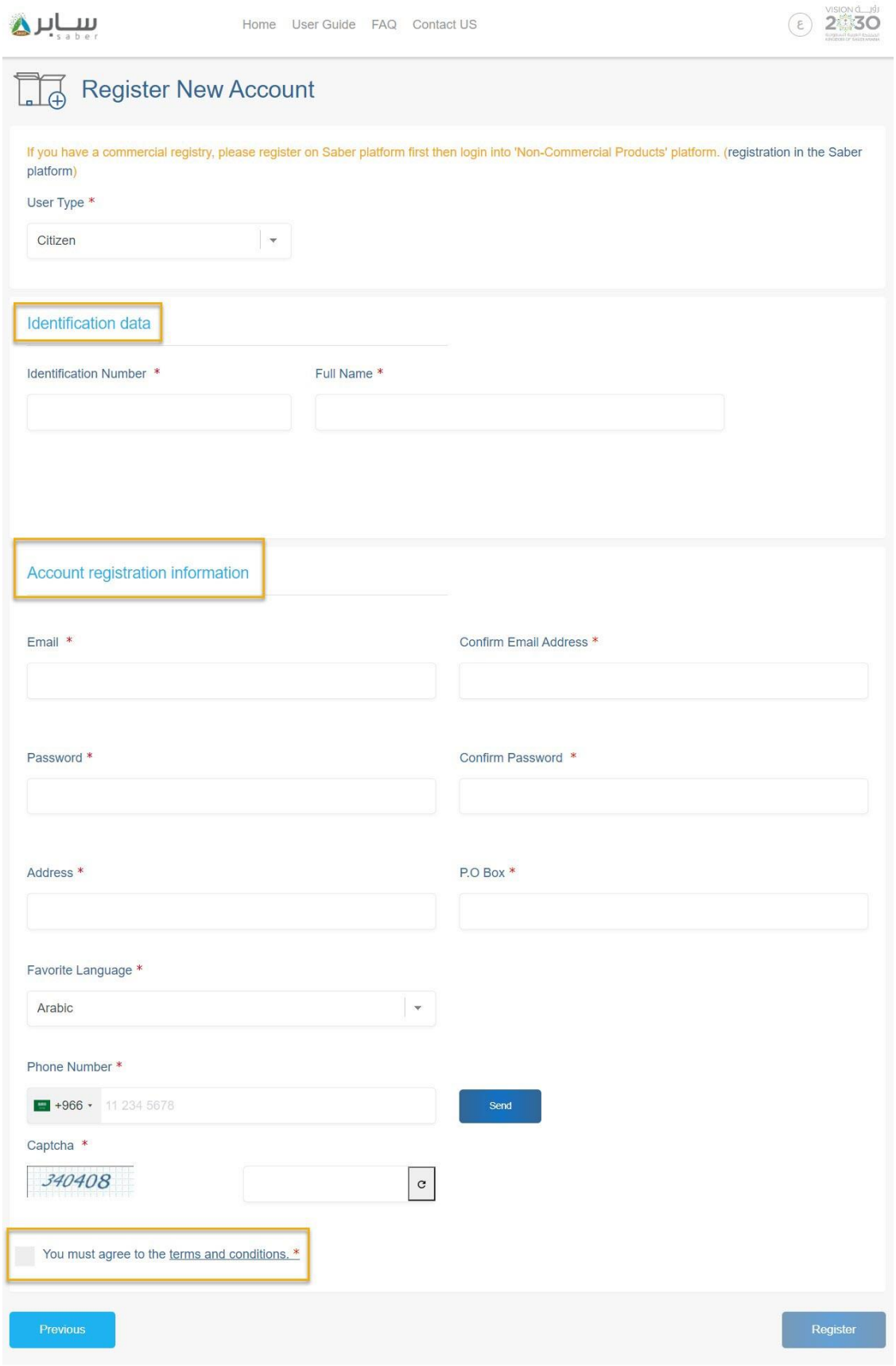
After clicking on "Register New User " icon, a page will open to choose whether the registration is for commercial products or Products not for direct marketing to the consumer as shown in the following form: -



When you click on the " Products not for direct marketing to the consumer " icon, you will be moved to the next page to register an account in the platform, the type of users (citizen , resident ,or others for government agencies or foreign companies or any other types) should be selected from the following list:



Note: If you have a facility account registered in Saber platform for commercial products (delegated user / contact officer), you can log in directly to the Products not for direct marketing to the consumer service using the same login information.

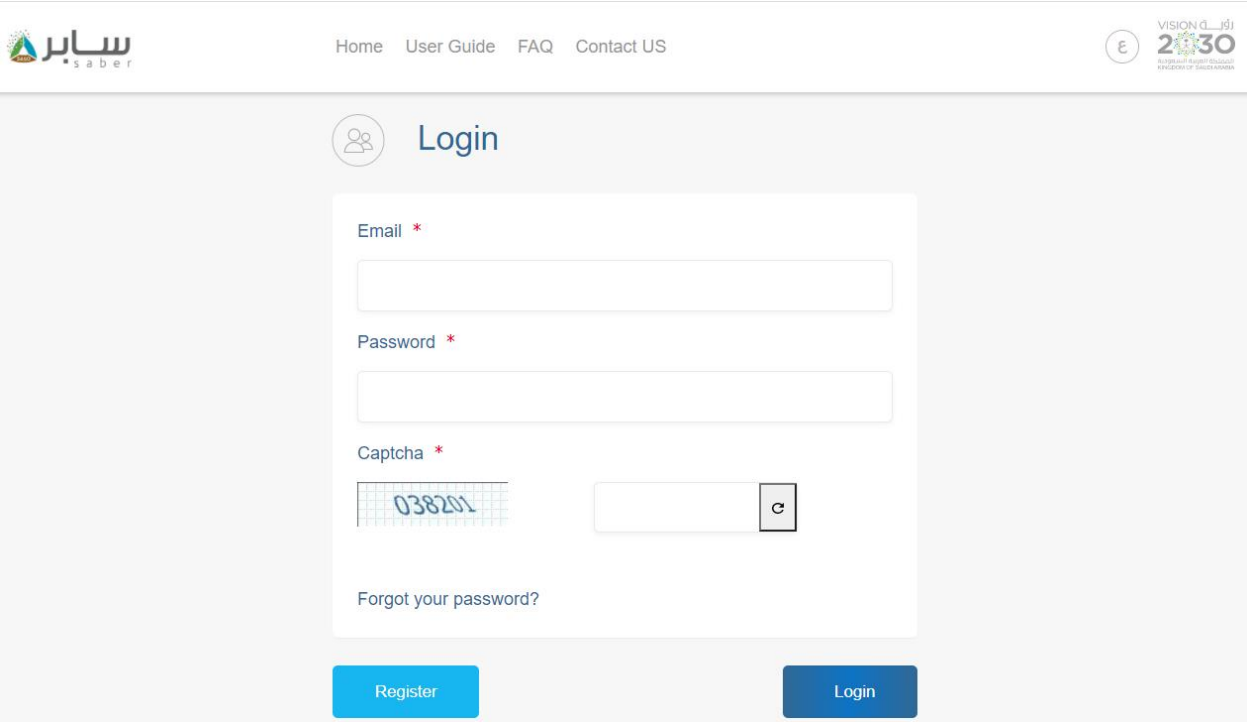

Home
User Guide
FAQ
Contact US
Register New Account
If you have a commercial registry, please register on Saber platform first then login into 'Non-Commercial Products' platform. (registration in the Saber platform)
User Type *
Citizen
Identification data
Identification Number *
Full Name *
Account registration information
Email *
Confirm Email Address *
Password *
Confirm Password *
Address *
P.O Box *
Favorite Language *
Arabic
Phone Number *
+966
11 234 5678
Send
Captcha *
340408
You must agree to the terms and conditions. *
Previous
Register

After selecting the type of user (citizen / resident / others), you need to fill the required fields, attach the necessary files and enter the mobile number in order to send the verification code and complete the registration process after accepting the terms and conditions, then activate the email using the link that will be sent to the email to confirm the registration.

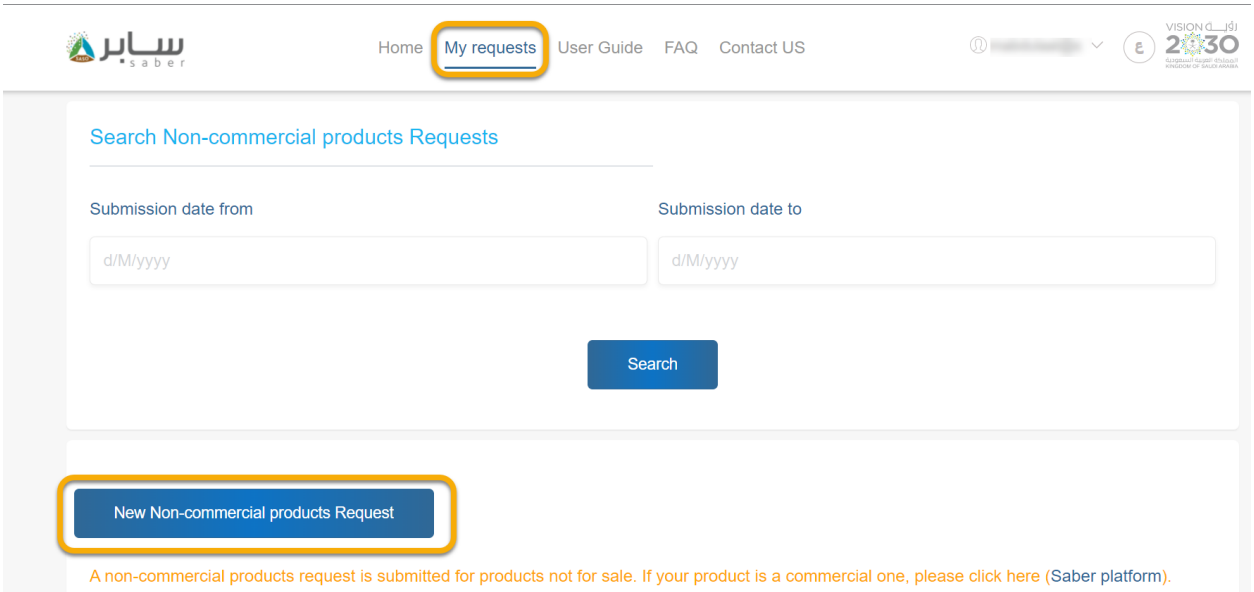
1.1 Adding a product

The user can log in to Saber for Products not for direct marketing to the consumer by clicking on the "Sign in" button on the home page, and entering the login information (email and password) as shown below:

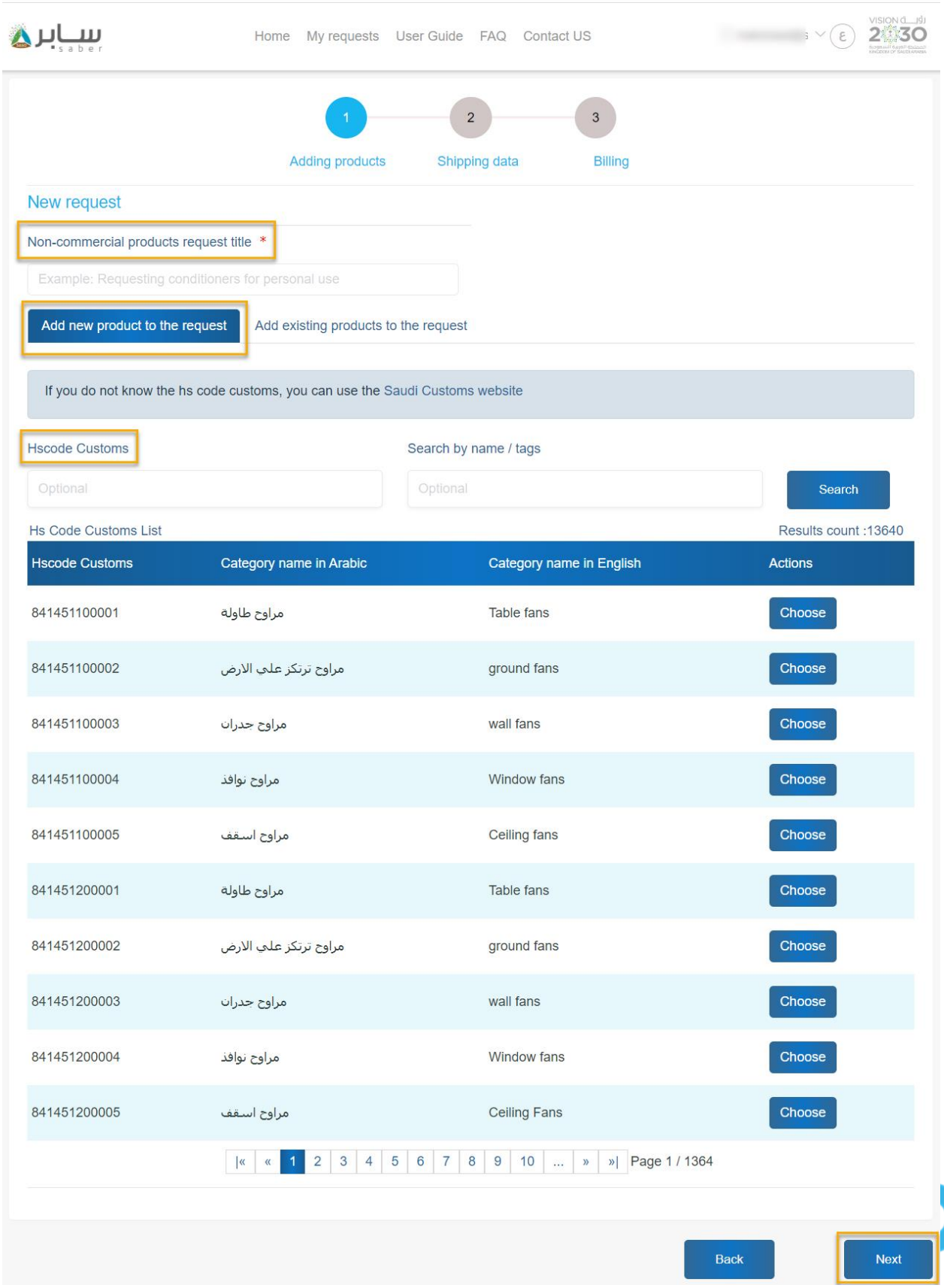
Then enter the login information (email and password):



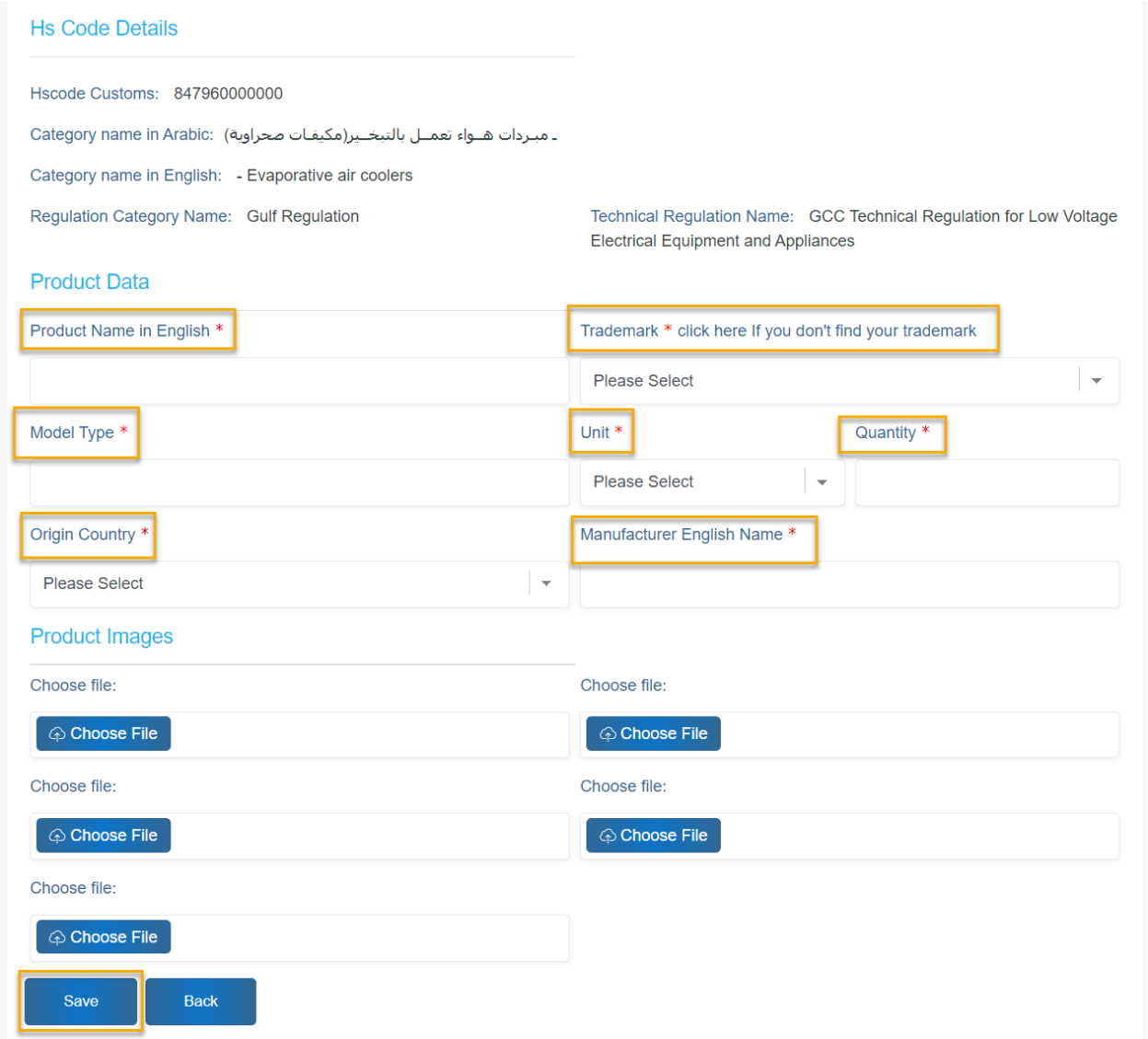
After login, click on "My Requests" on the main page, then click on "New Non-commercial Request" icon, as shown below:



After clicking on "New Non-commercial products Request", the system will move you to the following page to fill the required data:



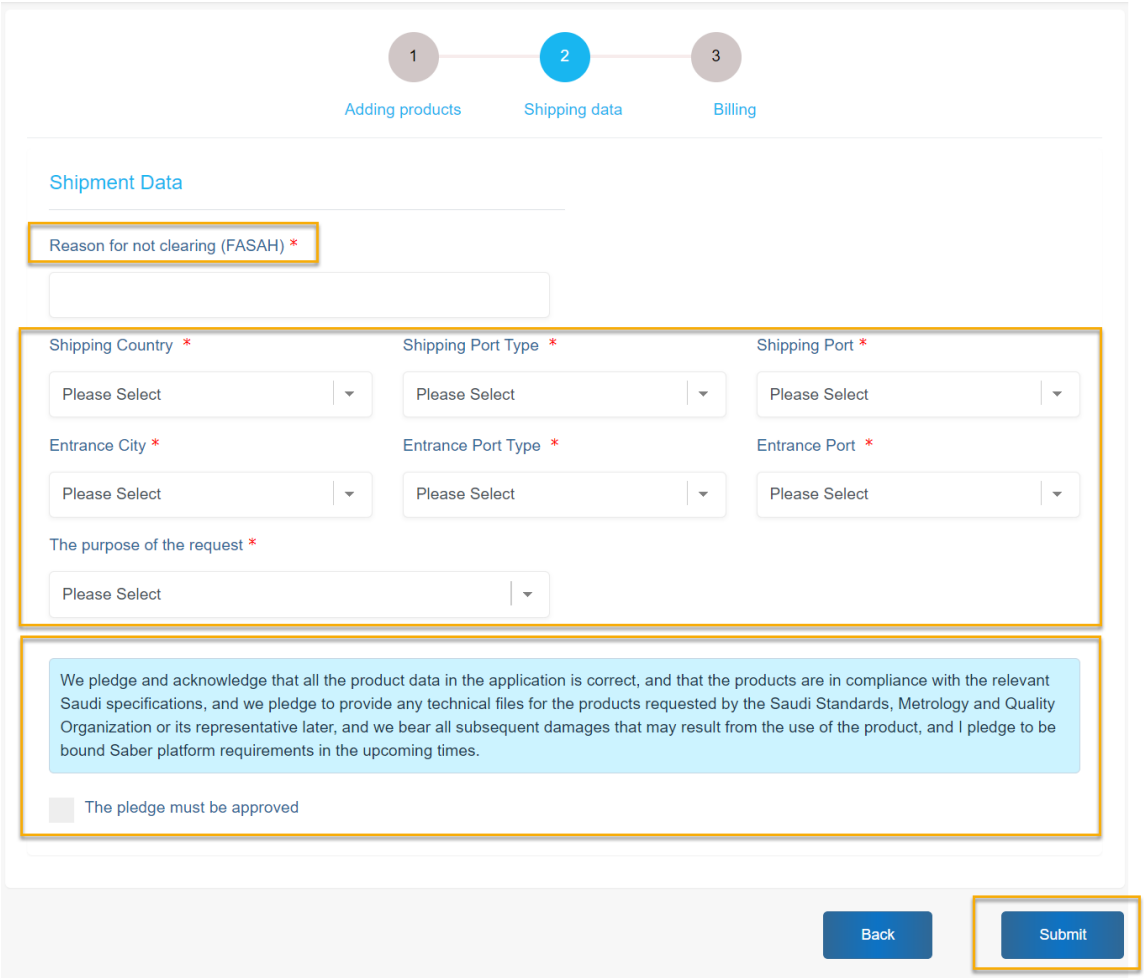
First, you must enter the title of " Non-commercial products request ", for example: Request for Conditioners for Personal Use. When you click on "Add a new product to request" you can search using HS code or keywords to choose the product description to be added. After clicking on "Choose", the system will open a page to add the product, as in the image below:



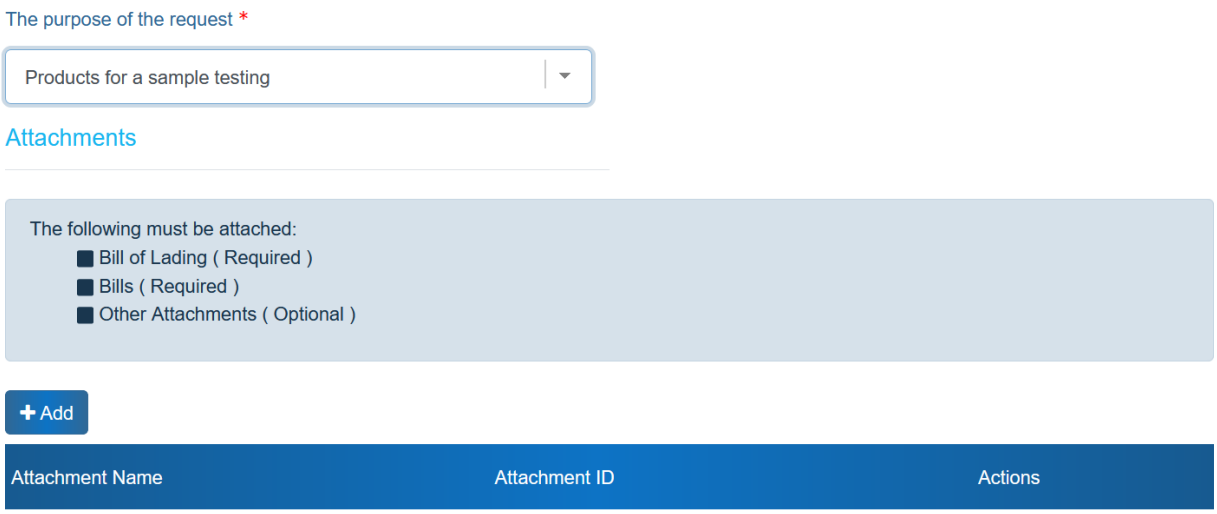
After that click on "Save" to add the product and to add another product the same steps above can be repeated, then move to the next page by click on "Next" button.

1.2 Shipping data:

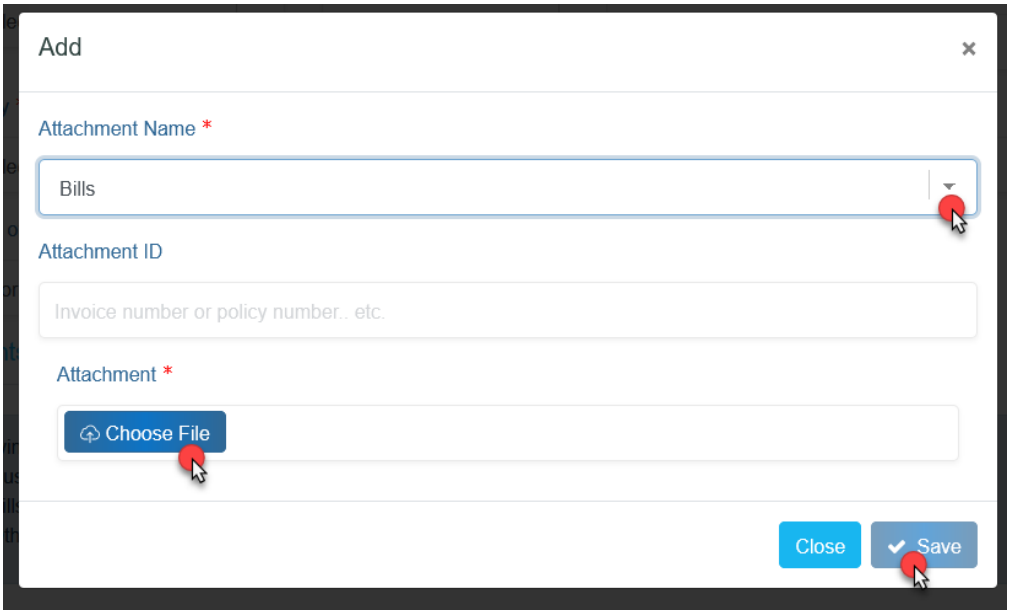
In this step, you need to enter the shipping data and the reason for not clearing the shipment to complete the request as shown below:



You need to enter the reason for not clearing the shipment, after that you should chose the data of the shipping country, the entrance city, the shipping and entrance ports, and the purpose of the request, and when you click on the "Purpose of the request" icon, a drop down list will be shown to select and attach the required documents to complete the request as shown below:



Click on "Add" button and the system will open a window to choose the attachment type and enter the attachment ID number such as (invoice number or bill of lading number) according to the chosen attachment and then attach the required file and click "save" and repeat the same steps for other attachments as shown Below:

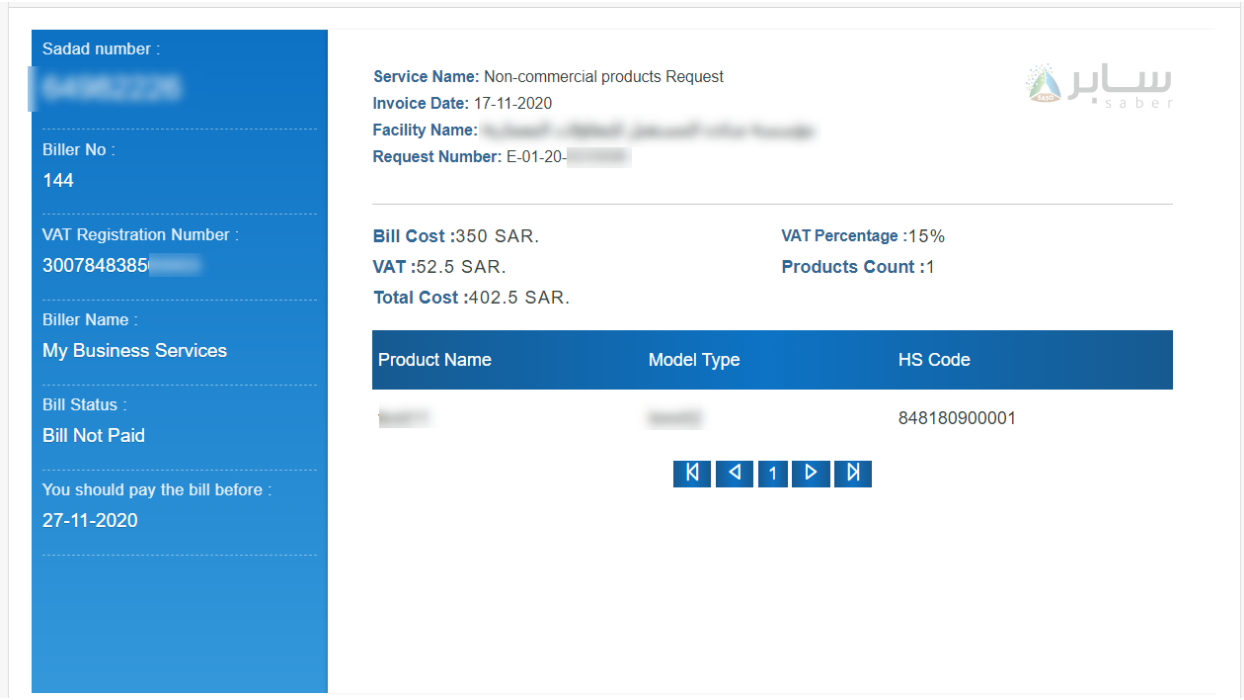


After that, you should accept the terms and conditions and then click on “send.” After that, a window will appear to confirm the process of submitting the request, then the invoice for the request will be

issued.

1.3 Payment of the request:

After completing the request data, the system will create an invoice, the payment should be done through SADAD service through biller name My Business Services (144) and entering the SADAD number as shown in the bill below:



After payment is done, the request will be sent to the Products not for direct marketing to the consumer department to study the request and make the decision, you can follow up the status through added request page.