



المواصفات السعودية
Saudi Standards



Training Guide for Registering a New Facility Account

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Developed and
Operated by

THIQAH



Table of Contents

- Service description
- Register a new account
- Complete facility data
- Services of the facility delegated employee
- Management of contact officers
- Add contact officer
- Contact officer's validity
- Edit contact officer data
- Delete contact officer
- Manage E-label
- Edit facility data
- Change password





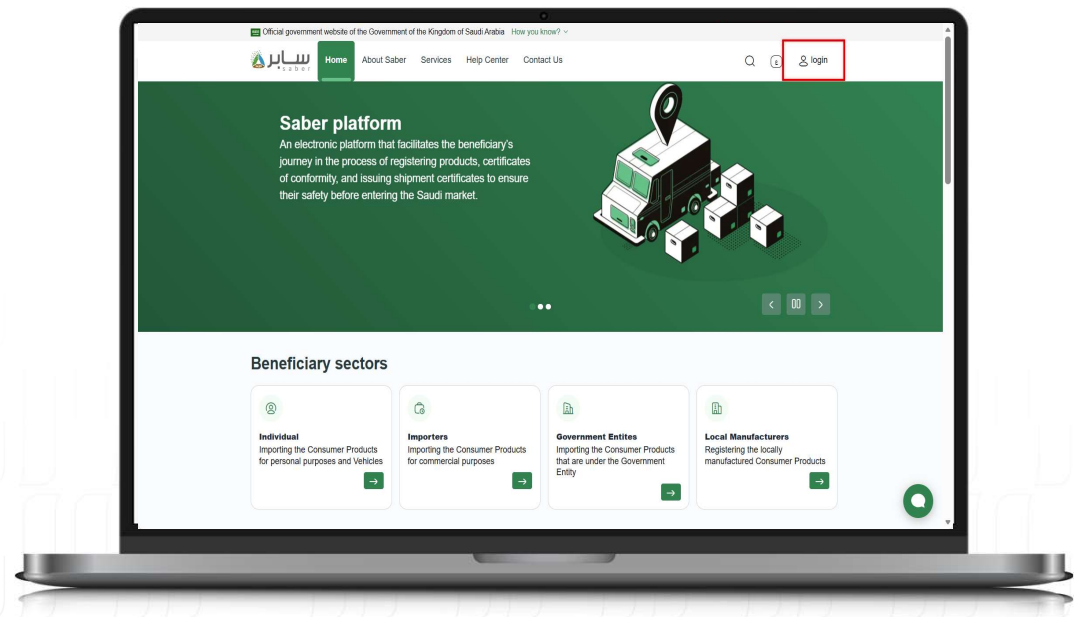
Service Description

This service aims to enable the user to register a new account on Saber platform, add and manage contact officers.

Register a New Account

Step One:

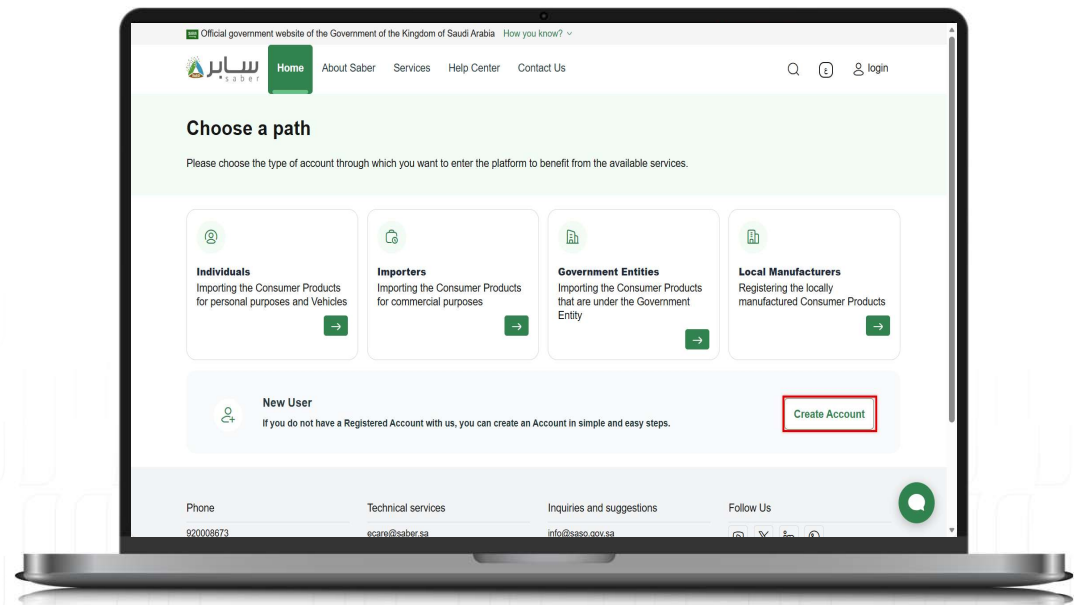
Go to the homepage of Saber platform, then click on "Login".





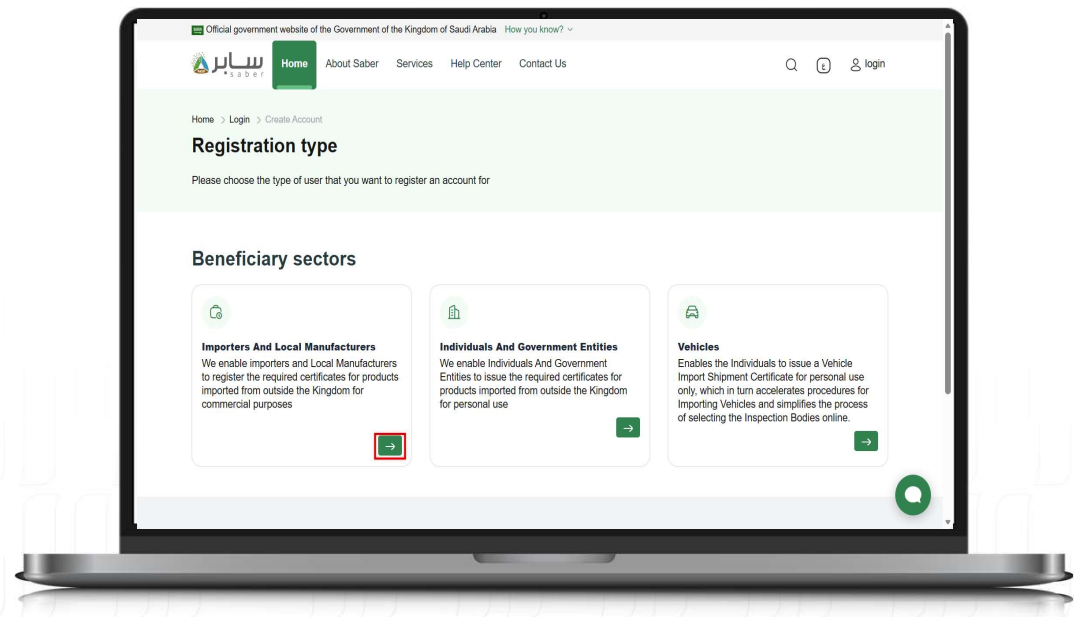
Step Two:

Click on “Create Account” to register as new user.



Step Three:

Choose the type of user “Importers And Local Manufacturers”.



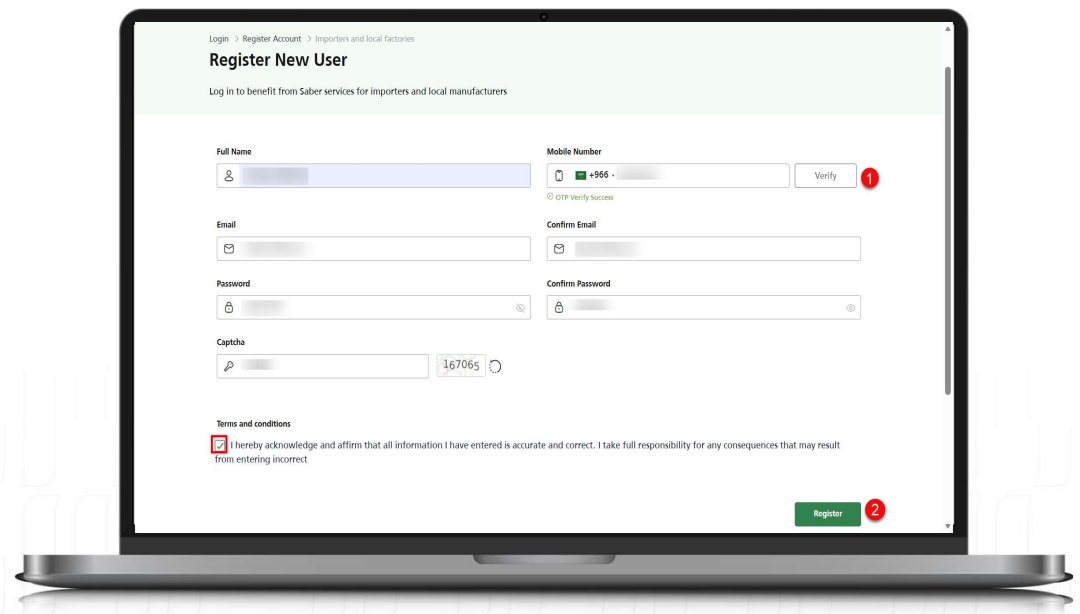
Step Four:

Enter the account information and then verify the mobile number by clicking on "Verify." A code will be sent to the mobile number.

Click on "Register" after filling in all the information.

Once the registration process is completed a message will appear confirming the successful registration on Saber platform.

An activation link will be sent to your registered email. Click on the link to complete the registration.



[Login](#) > [Register Account](#) > [Importers and local factories](#)
Register New User
 Log in to benefit from Saber services for importers and local manufacturers

Full Name
 Mobile Number +966 - 1
OTP Verify Success
 Email
 Confirm Email
 Password
 Confirm Password
 Captcha 167065
Terms and conditions
☒ I hereby acknowledge and affirm that all information I have entered is accurate and correct. I take full responsibility for any consequences that may result from entering incorrect

2

Complete Facility Data

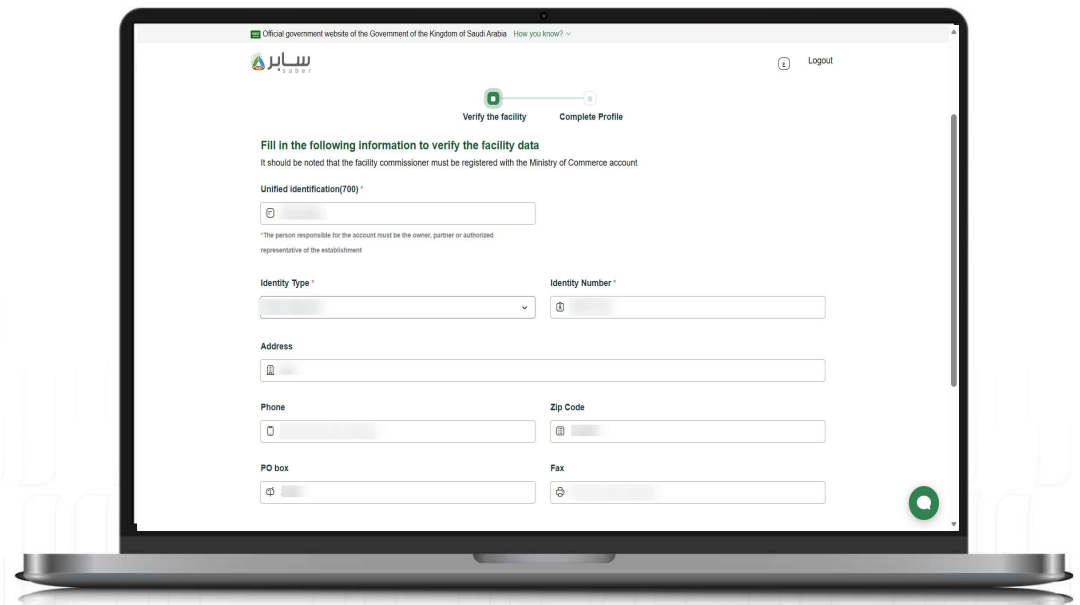
Step Five:

After successfully activating your account, proceed to the login page.

Enter your email and password to complete the process. Once the information is verified, a page will appear for completing the facility data.

Fill in the commercial registration data and facility address, then click the "Next step" button.

The data will be verified through the Ministry of Commerce's system.

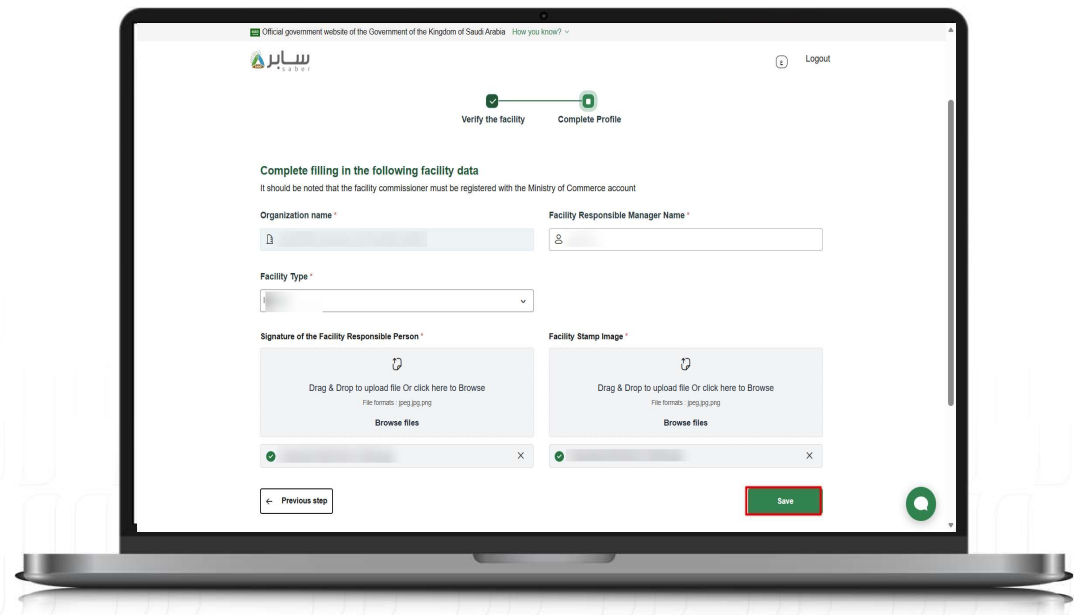


The screenshot shows a web browser displaying the 'Complete Facility Data' page. At the top, there is a header with the Saber logo and a 'Logout' link. Below the header, a progress bar indicates the current step is 'Complete Profile'. The main heading is 'Fill in the following information to verify the facility data', followed by a note: 'It should be noted that the facility commissioner must be registered with the Ministry of Commerce account'. The form contains several input fields: 'Unified Identification(700)' with a dropdown arrow, 'Identity Type' with a dropdown arrow, 'Identity Number' with a dropdown arrow, 'Address' with a dropdown arrow, 'Phone' with a dropdown arrow, 'Zip Code' with a dropdown arrow, 'PO box' with a dropdown arrow, and 'Fax' with a dropdown arrow. A green circular button with a white arrow is located at the bottom right of the form.

Step Six:

If the data is correct, you will proceed to the next step.

After verifying the commercial registration, enter the name of the responsible manager, select the type of facility, upload an image of the facility stamp, and attach an image of the signature of the responsible manager. Then click the "Save" button to continue.



Official government website of the Government of the Kingdom of Saudi Arabia How you know?

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Logout

Verify the facility Complete Profile

Complete filling in the following facility data
It should be noted that the facility commissioner must be registered with the Ministry of Commerce account

Organization name * Facility Responsible Manager Name *

Facility Type *

Signature of the Facility Responsible Person * Facility Stamp Image *

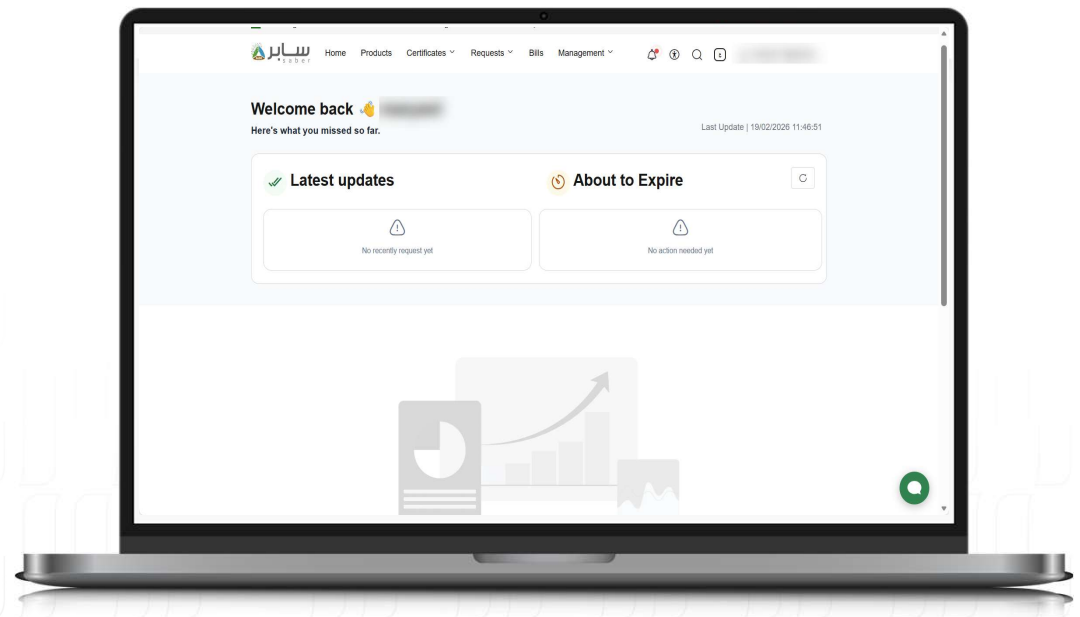
Drag & Drop to upload file Or click here to Browse
File formats : jpeg,jpg,png
Browse files

Drag & Drop to upload file Or click here to Browse
File formats : jpeg,jpg,png
Browse files

Previous step Save

Authorities of Facility Delegated Employee

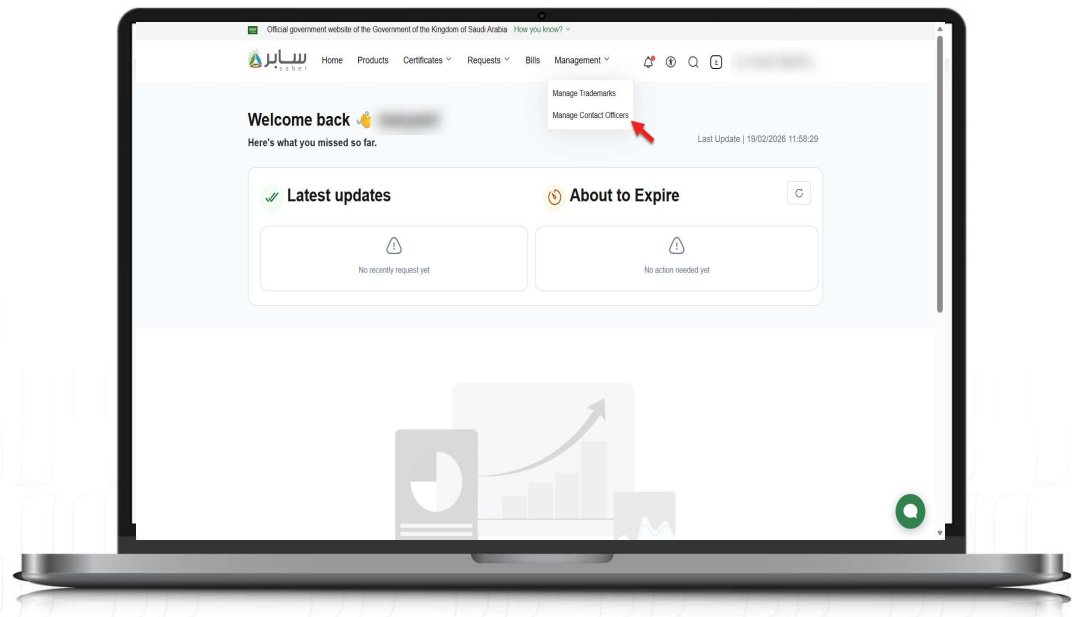
As a facility delegated employee, you can add products, trademarks and submit new requests. You can also add contact officers and grant them access to Saber platform.



Management of Contact Officers

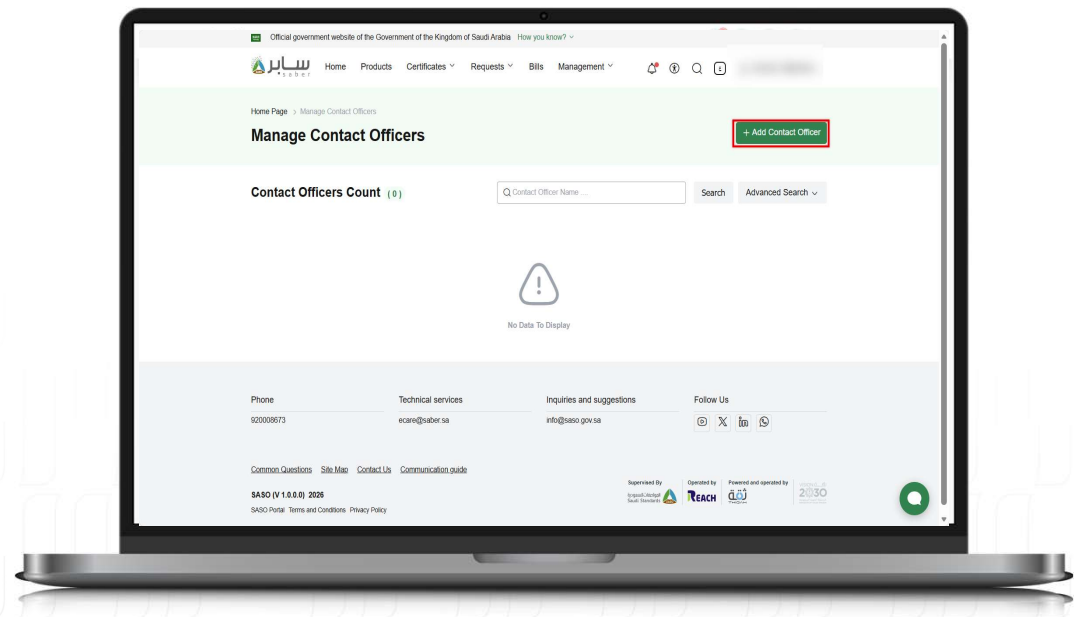
Click on "Management" and then select "Manage Contact Officers." This feature allows delegated employee of the facility:

- ✓ Add a new contact officer
- ✓ Delete added contact officer
- ✓ Modify contact officer data
- ✓ Modify contact officer permissions



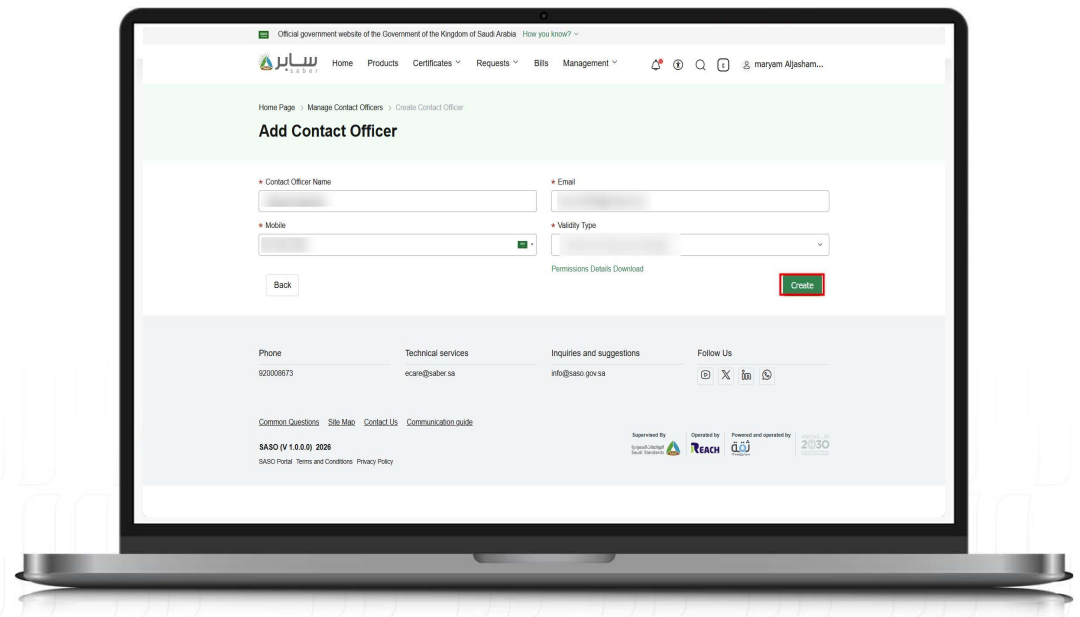
Add a Contact Officer

To add contact officer, click on the "add contact officer" icon.



Enter the contact officer's information, then select the type of permission, and click on "create".

An activation link will be sent to the registered email to activate the account.



Contact Officer's Validity

To view all the types of permissions that can be granted to the contact officer, click on "Download Permission Details" from the previous page.

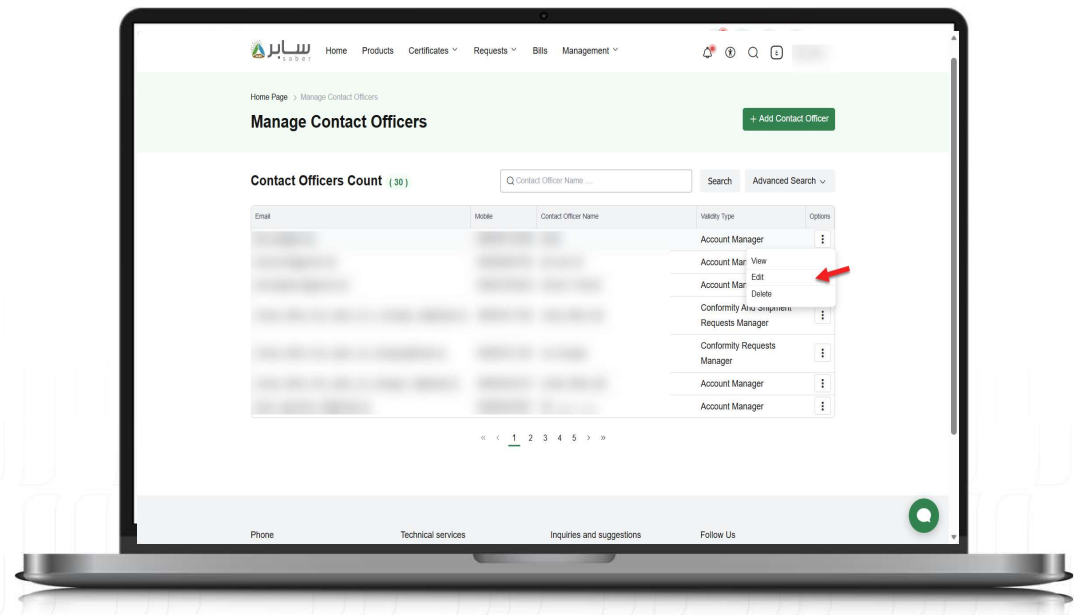
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Contact Officer's Validity					
Validity Type	Account Manager	Conformity And Shipment Requests Manager	Shipment Requests Manager	Conformity Requests Manager	Product Manager
Manage products and trademarks					
Adding and managing products and trademarks	✓	✓	✗	✓	✓
Managing conformity requests					
Submit a new request / manage previously added request	✓	✓	✗	✓	✗
Search requests	✓	✓	✗	✓	✗
Create a new invoice	✓	✗	✗	✗	✗
Self-declaration request	✓	✓	✗	✓	✗
Manage shipment requests					
Submit a shipment request / manage previously added request	✓	✓	✓	✗	✗
Search in shipment requests	✓	✓	✓	✗	✗
Issuing a shipment request	✓	✗	✗	✗	✗
Managing requests fee's					
Search invoices	✓	✓	✗	✗	✗
view invoice details	✓	✓	✗	✗	✗
Manage facility data					
view / amend the facility data	✓	✗	✗	✗	✗

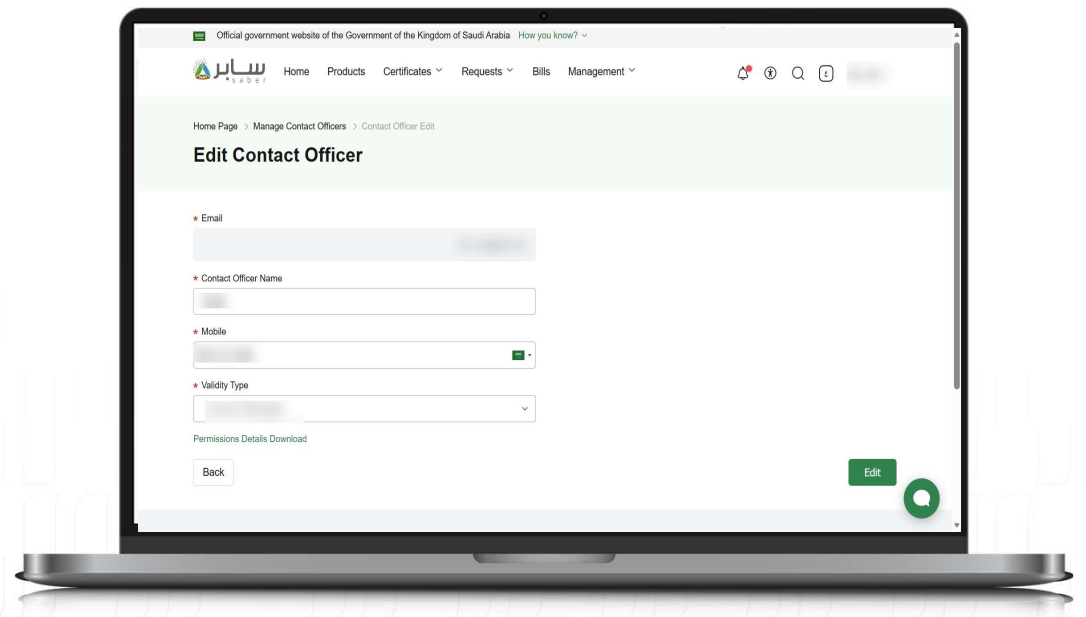
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Edit Contact Officer Data

After entering the Contact Officer Management page, click the "Edit" button from the "Options" menu for the specific contact officer.



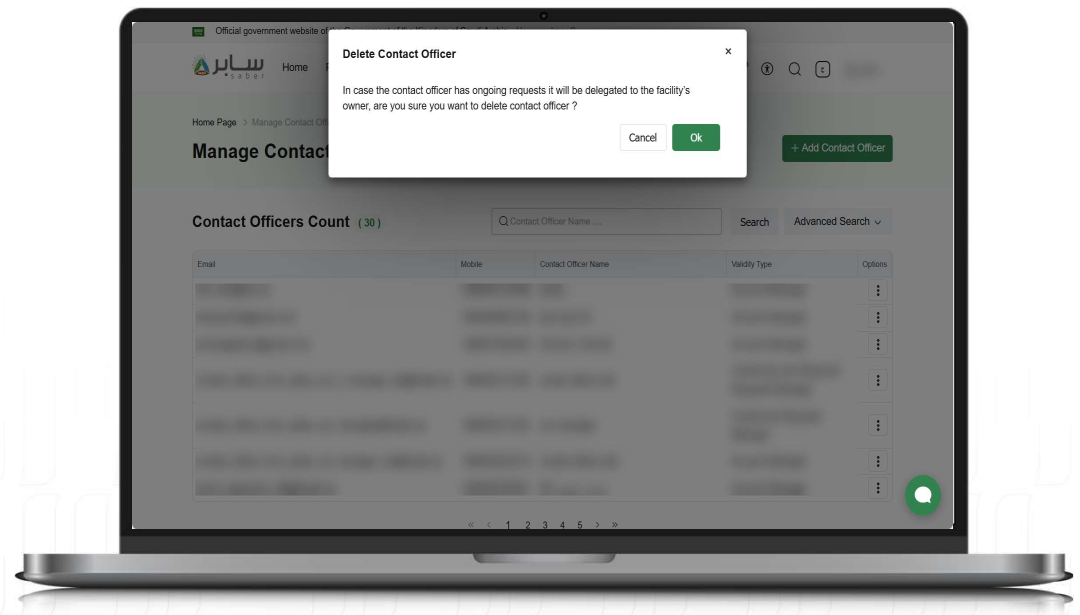
All contact officer information can be edited except for the fields highlighted in gray.



Delete Contact Officer

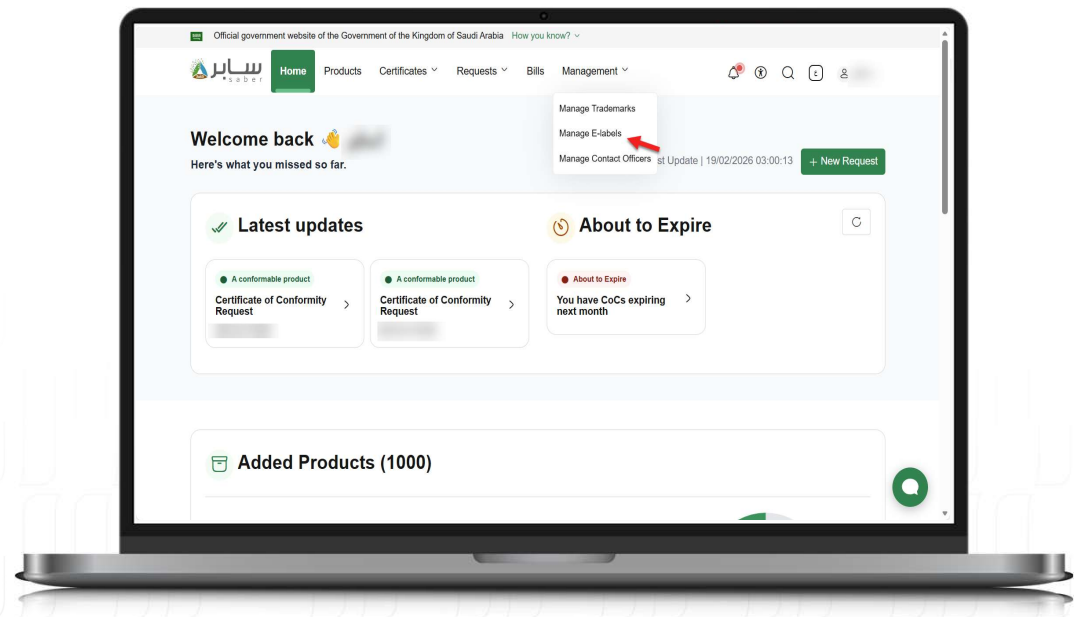
When you click the "Delete" button, a confirmation alert will be displayed to verify the deletion of the contact officer.

Note: In case the contact officer has ongoing requests, it will be delegated to the facility's delegated employee.

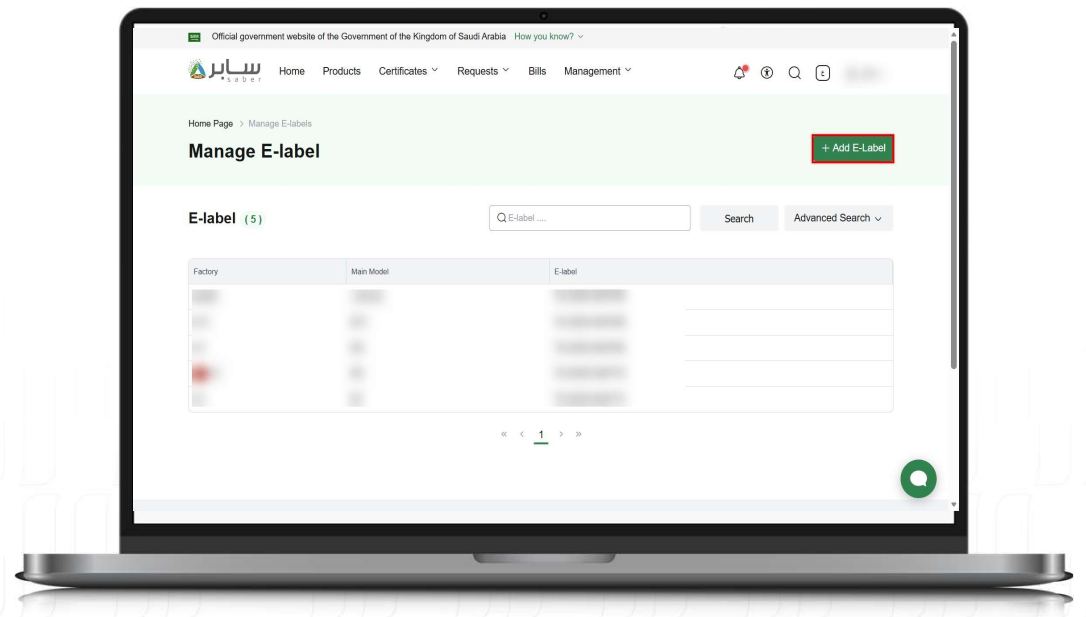


Manage E-label

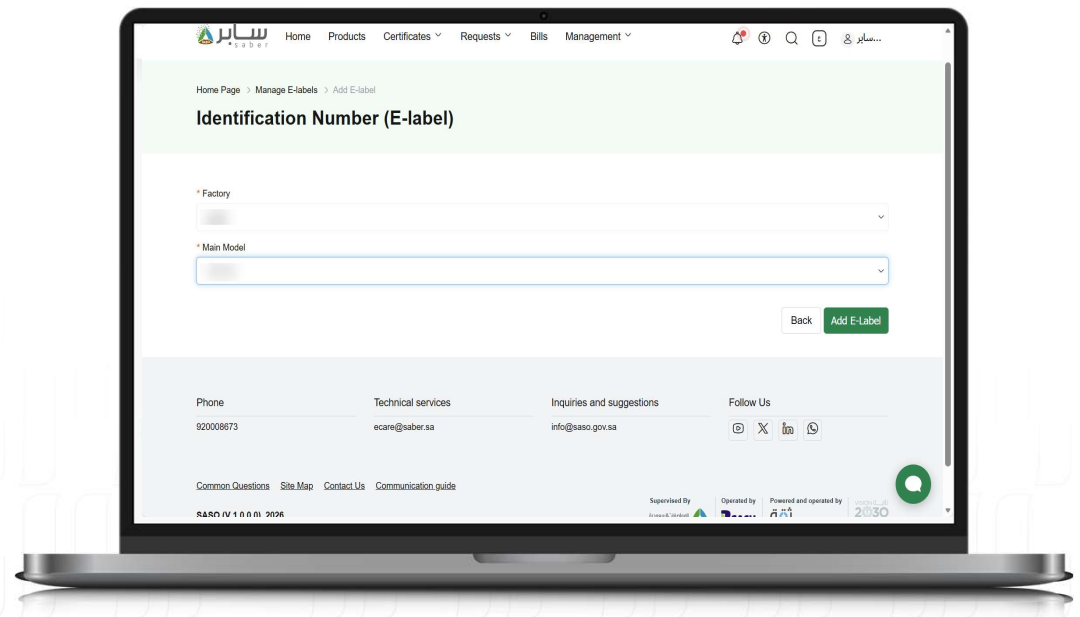
As a facility delegated employee, you can manage E-label numbers by viewing existing records or adding new ones.



The added labels will be displayed; you can add new ones by clicking on 'Add E-label'

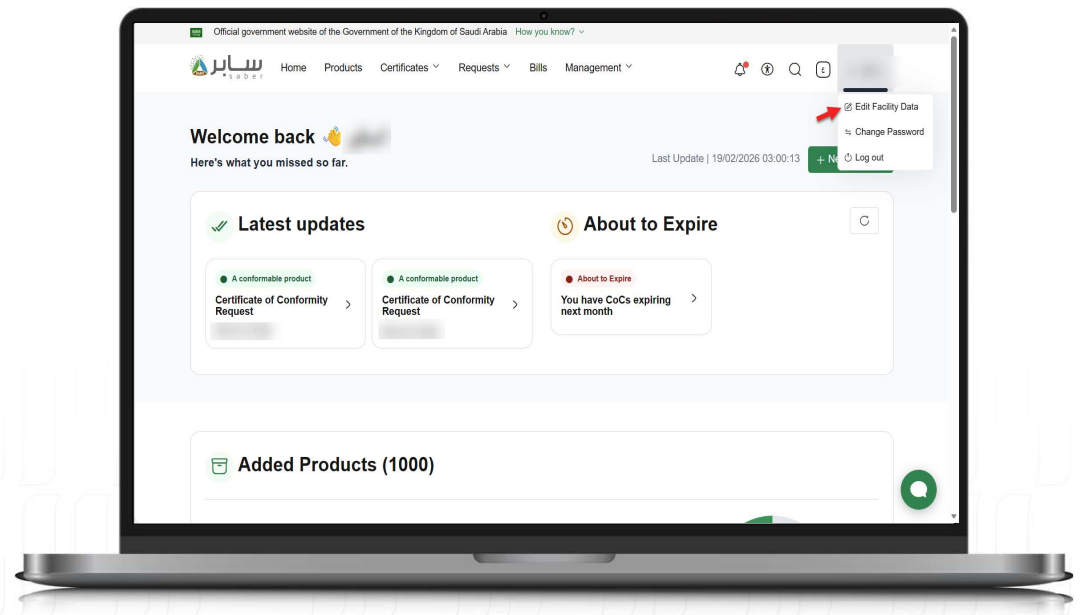


You may select a previously registered manufacturer or select 'Other' to manually enter a new manufacturer's name. Similarly, you can choose an existing model or select 'Other' to add a new model."



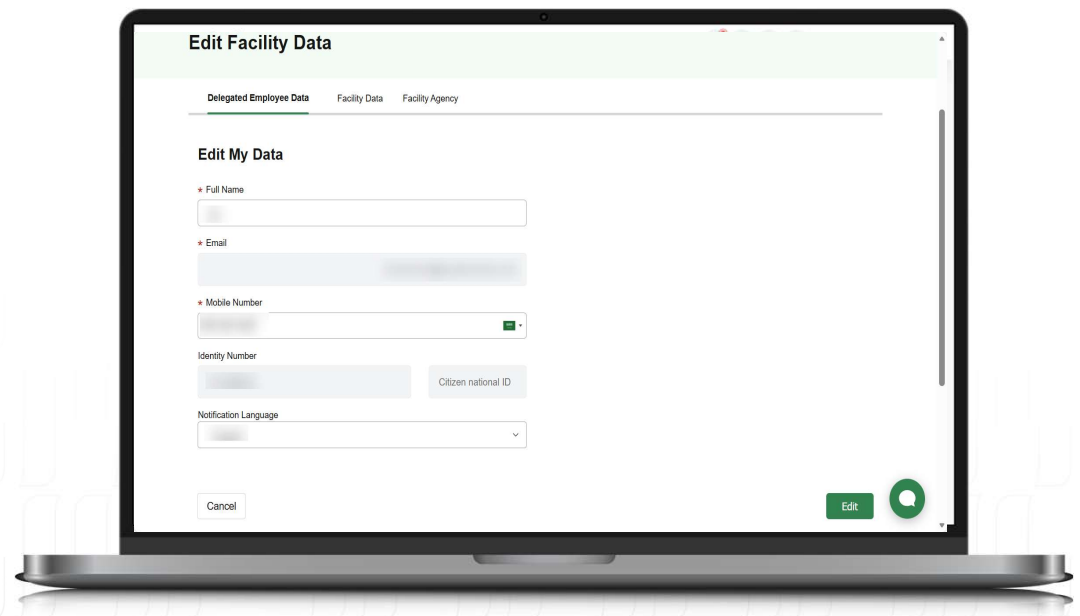
Edit Facility Data

The delegated employee of the facility can modify the facility's data by accessing the options menu at the top of the page and selecting "Edit Facility Data".

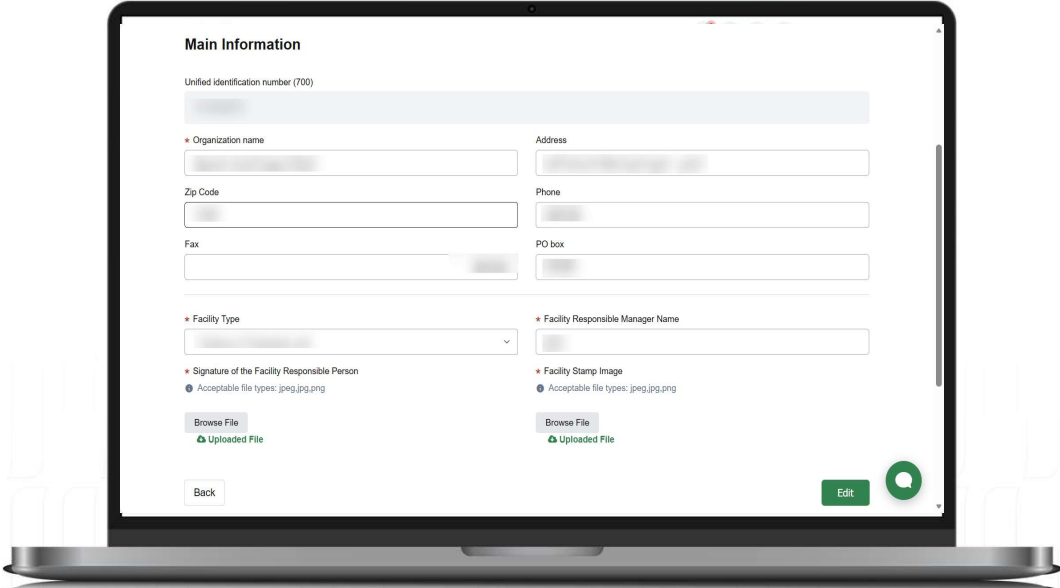


You can edit the delegated employee's data, such as name and mobile number. You can also choose the notification language.

The fields highlighted in gray cannot be modified.

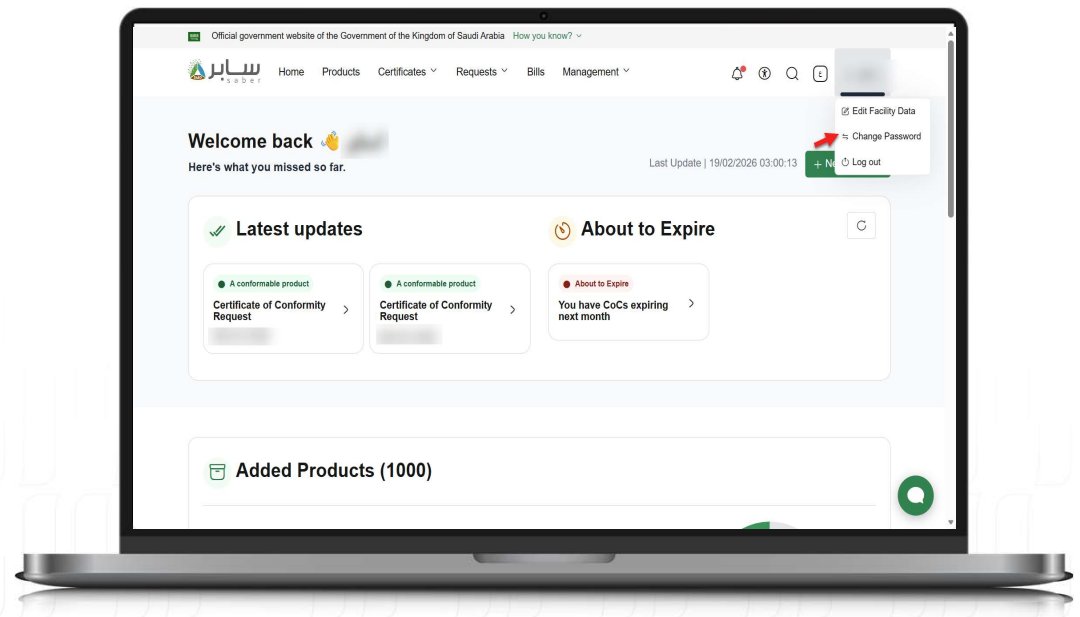
A laptop screen displaying a web application titled 'Edit Facility Data'. The interface has a light green header bar. Below the header, there are three tabs: 'Delegated Employee Data' (active), 'Facility Data', and 'Facility Agency'. The main content area is titled 'Edit My Data'. It contains several input fields: 'Full Name' (text input), 'Email' (text input), 'Mobile Number' (text input with a green flag icon), 'Identity Number' (text input), 'Citizen national ID' (text input), and 'Notification Language' (dropdown menu). The 'Email', 'Mobile Number', 'Identity Number', and 'Citizen national ID' fields are highlighted in gray. At the bottom left is a 'Cancel' button, and at the bottom right is a green 'Edit' button next to a circular profile icon.

You can modify the facility's data such as the facility type and the name of the responsible manager then press "Edit" to save the changes.

A laptop screen displays a web form titled 'Main Information'. The form contains several input fields: 'Unified identification number (700)' (a large light blue box), 'Organization name', 'Address', 'Zip Code', 'Phone', 'Fax', 'PO box', 'Facility Type' (a dropdown menu), and 'Facility Responsible Manager Name'. Below these are two sections for file uploads: 'Signature of the Facility Responsible Person' and 'Facility Stamp Image', each with a 'Browse File' button and an 'Uploaded File' status. At the bottom right of the form is a green 'Edit' button and a green circular icon with a white 'C'.

Change Password

The option allows you to change the account password by clicking on "Change Password" from the options menu at the top of the page.





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