

User's Guide for Certification System

IECEE recognition certificate

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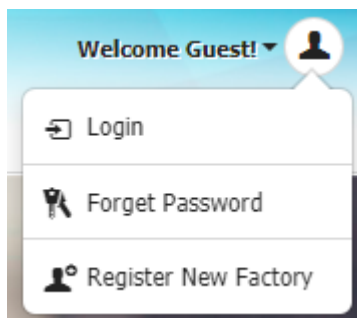
Homepage

The Certification System has two languages:

- Arabic
- English



The main buttons:



Registration steps:

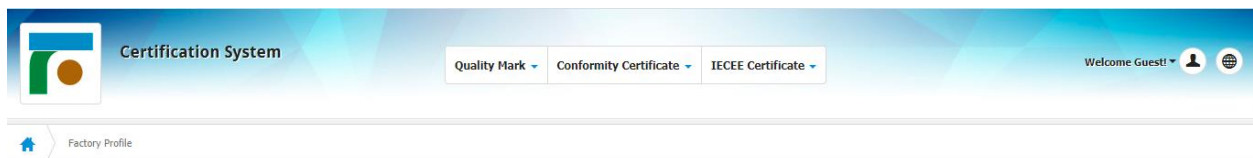
Register on Certification System

You can start registration by click on:



When you click on it, you will move to registration page:

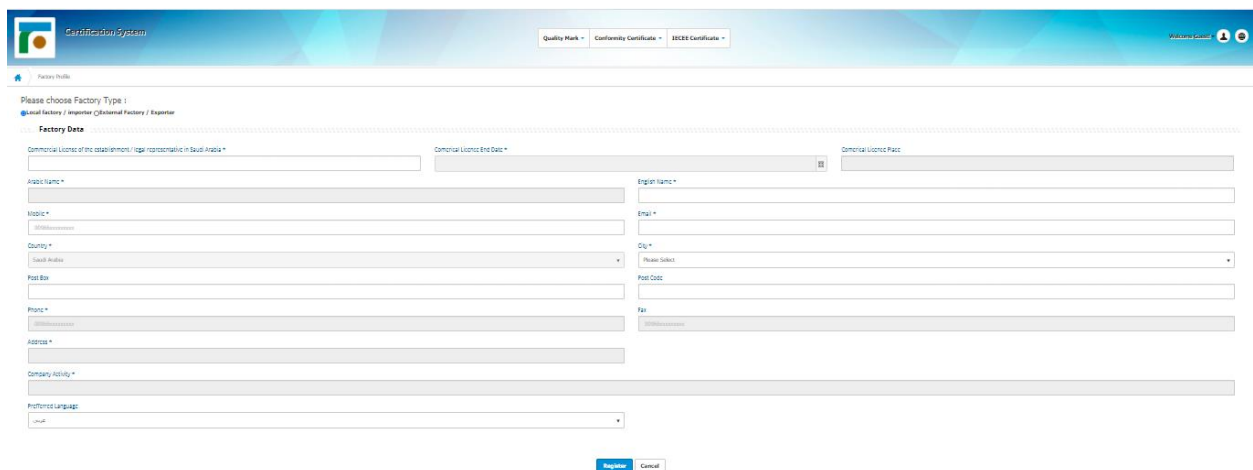
Choose if you are Local factory / importer or External Factory / Exporter



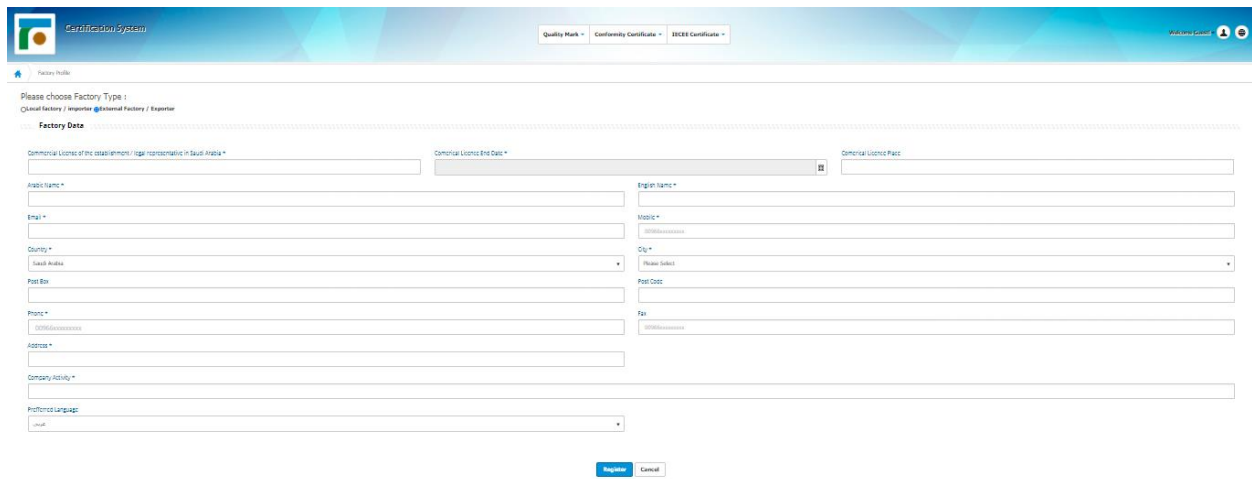
Please choose Factory Type :

Local factory / importer External Factory / Exporter

Fill out the required information in the registration form when choosing a local manufacturer / importer



Fill out the required information in the registration form when choosing an **External Factory / Exporter:**

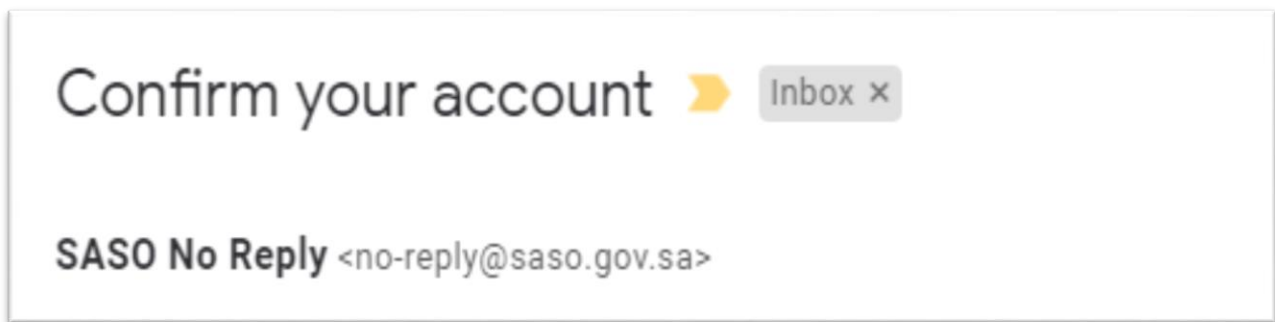


The screenshot shows the 'Factory Data' section of the registration form. It includes fields for:

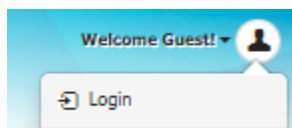
- Commercial License of the establishment / legal representative in Saudi Arabia
- Commercial License End Date
- Commercial License Place
- Arabic Name
- English Name
- Mobile
- Country
- City
- Post Box
- Post Code
- Phone
- Fax
- Address
- Company Activity
- Performance Language

At the bottom of the form, there are 'Register' and 'Cancel' buttons.

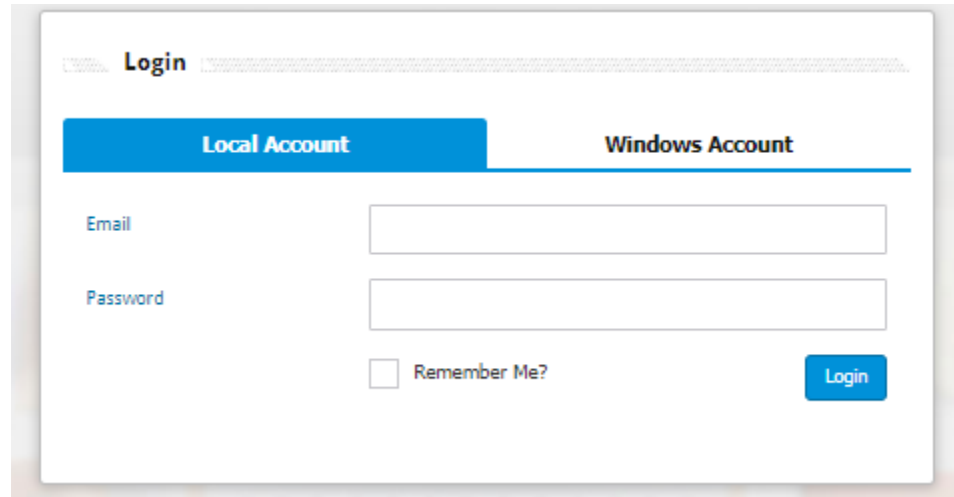
After filling out the user's form and clicking on the registration icon, an email will be sent with the user's password from the certification system to the email address that registered previously.



The beneficiary logs into the certification system by click on a button:



When clicking on the button, the login page appears (local account), where the beneficiary enters the username and password and click on login:



Login

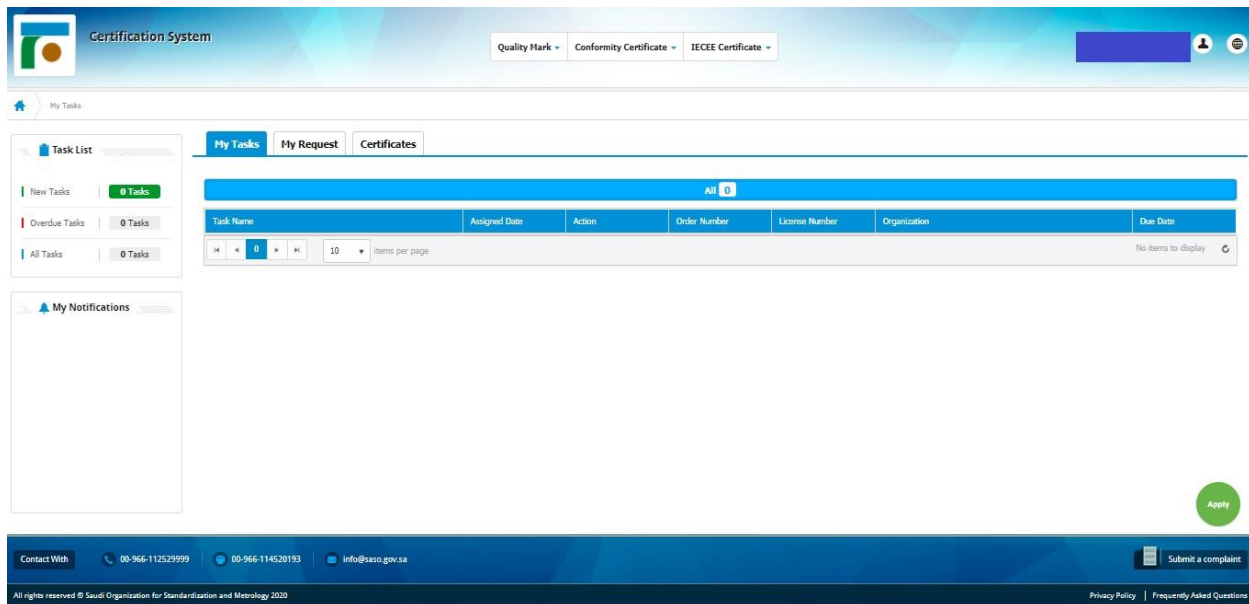
Local Account **Windows Account**

Email

Password

Remember Me?

When logging in, the following page appears:



Certification System

Quality Mark - Conformity Certificate - IECEE Certificate -

My Tasks

Task List

New Tasks: 0 Tasks

Overdue Tasks: 0 Tasks

All Tasks: 0 Tasks

My Notifications

My Tasks | My Request | Certificates

All 0

Task Name	Assigned Date	Action	Order Number	License Number	Organization	Due Date
No items to display						

10 items per page

Apply

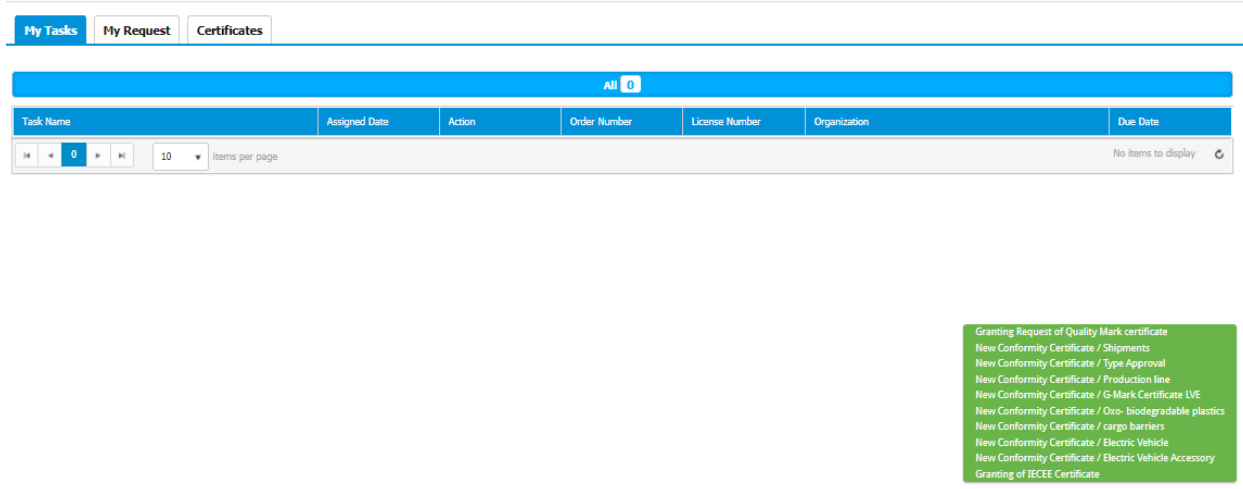
Contact With: 00-966-112529999 | 00-966-114520193 | info@saso.gov.sa

Submit a complaint

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Then click on Apply and choose the Granting of IECEE certificate:



After clicking on the submission, a page appears as shown below, please do the needful then click on "OK":



Important Notes:

Click on "IECEE Certificate" above the page and you can download:

- Declaration of Conformity (must fill out the DOC form).
- Manufacturer Declaration of Conformity (must fill out the DOC form).
- IECEE Certificate Regulations.



The screenshot shows the 'Certification System' website interface. The 'Regulations' dropdown menu is open, displaying the following options:

- IECEE Certificate Regulations
- نموذج التعهد بالالتزام بالشروط المدرجة في اللائحة
- نموذج التعهد والإقرار من قبل المُصنِّع
- IECEE certificate submission guideline


Arrows indicate the following actions:


- A red arrow points to the 'IECEE Certificate' dropdown menu.
- A white arrow points from the 'Declaration of Conformity' text to the 'IECEE Certificate Regulations' option.
- A white arrow points from the 'Manufacturer Declaration of Conformity' text to the 'نموذج التعهد والإقرار من قبل المُصنِّع' option.

On the left side of the page, there is a 'Vision And Mission' section with Arabic text:

رؤيتنا: تحقيق الريادة الإقليمية والمرجعية العلمية
في مجالات القياس و تقويم المطابقة
رسالتنا: الارتقاء بمواصفات وجودة المنتجات والخدمات لتعزيز
حماية المستهلك والتنافسية للاقتصاد الوطني

Process step 1 (Requirements):

The page shown below appears, please read the terms and conditions well and click on **"I agree to the terms and conditions"** to continue the service process, then click on  :



Quality Mark -
Conformity Certificate -
ISCEE Certificate -

1
Requirements

2
Factory Info


3
Request Attachments

4
Products Info


Welcome...

Please review the following requirements and addresses before starting your application to ensure quality of service and to bring together the satisfactory outcome.


Process Steps




تم إلغاء الطلب
This request has been cancelled



تم الموافقة على الطلب
Request approved



المراجعة لجهة الرجوع
Review to the return side



المراجعة لم يتم بعد
Review not yet completed

Acknowledgement of terms and conditions

The customer shall be familiar with the certificate regulation, which is wanted to be obtained, and read it carefully in addition to making sure that he is able to be committed to all its items.
The customer shall be familiar with the granting procedure of the products that are mentioned in the request and read it carefully in addition to making sure that he is able to be committed to all its items.
The customer is responsible for providing the request with all the needed attachments and submitting them in the specified places on the electronic system.
The customer pays all costs of submitting the request and the study.
The customer pledges to pay all costs resulted from the study.

The request will be cancelled in the following cases:

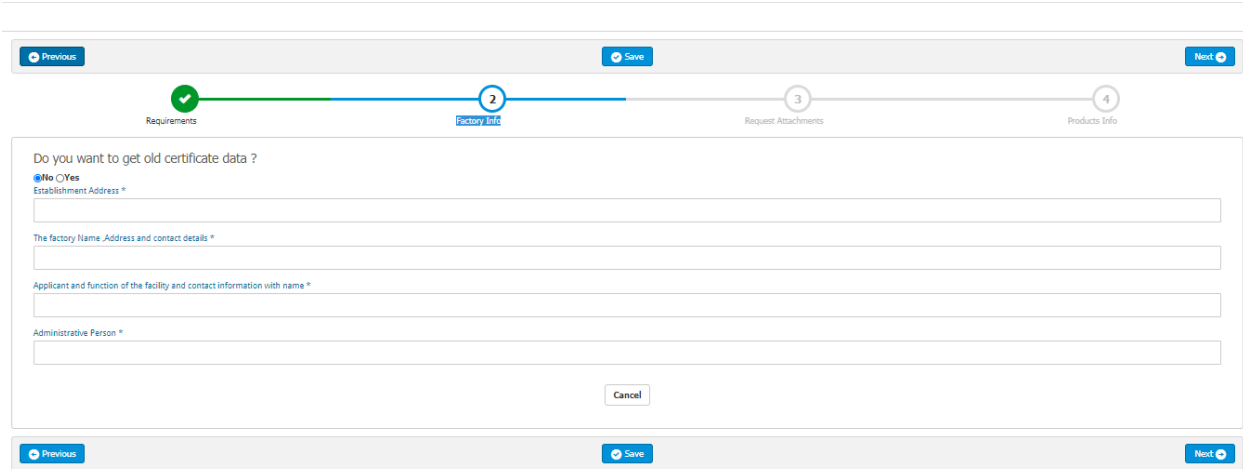
- Attaching incomplete documents.
- Attaching documents that are not related to the product or the model in the request.
- The documents are not correct, or there is a difference in the supplier information who is registered in the request.
- The data are not filled completely or are wrong.
- Being late in answering SASO's inquiries about the specified items.

[View the legal form and its conditions](#)

I agree to the terms and conditions

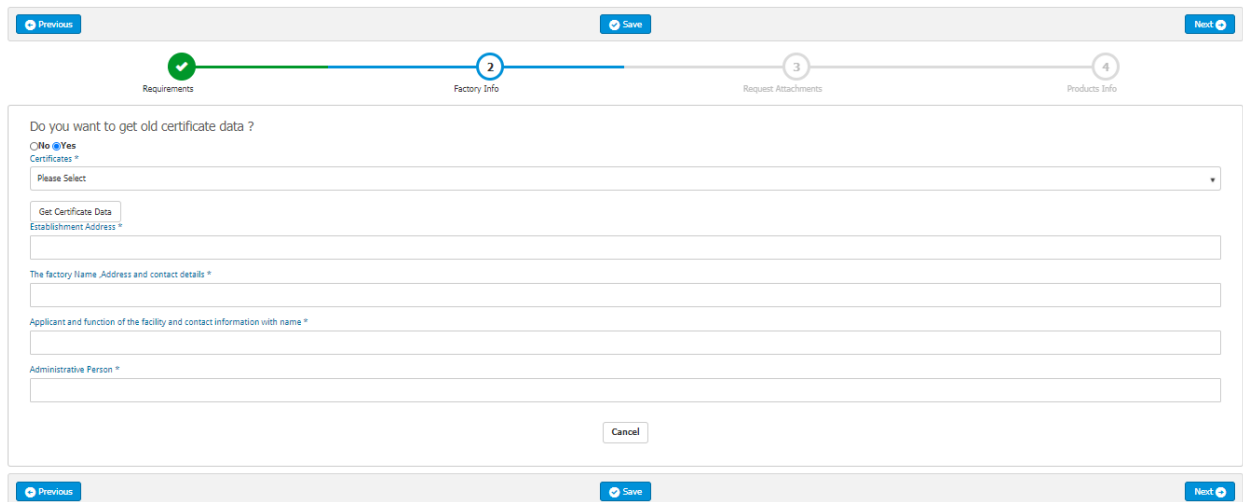
Process step 2 (Factory Info):

The page appears as shown below:

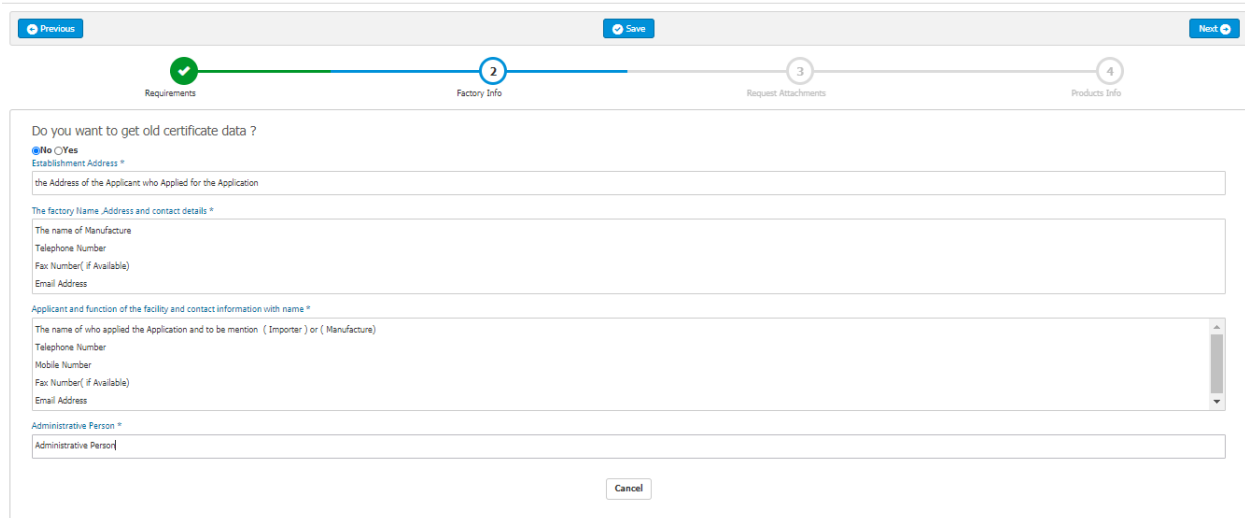


Do you want to get old certificate data? There are two options "yes" or "no"

If the answer is "yes", please select the previous license number, and the data that was in the previous license will be imported:



If the answer is "no", please enter the required information:



Do you want to get old certificate data ?

No Yes

Establishment Address *

the Address of the Applicant who Applied for the Application

The factory Name, Address and contact details *

The name of Manufacture

Telephone Number

Fax Number(if Available)

Email Address

Applicant and function of the facility and contact information with name *

The name of who applied the Application and to be mention (Importer) or (Manufacture)

Telephone Number

Mobile Number

Fax Number(if Available)

Email Address

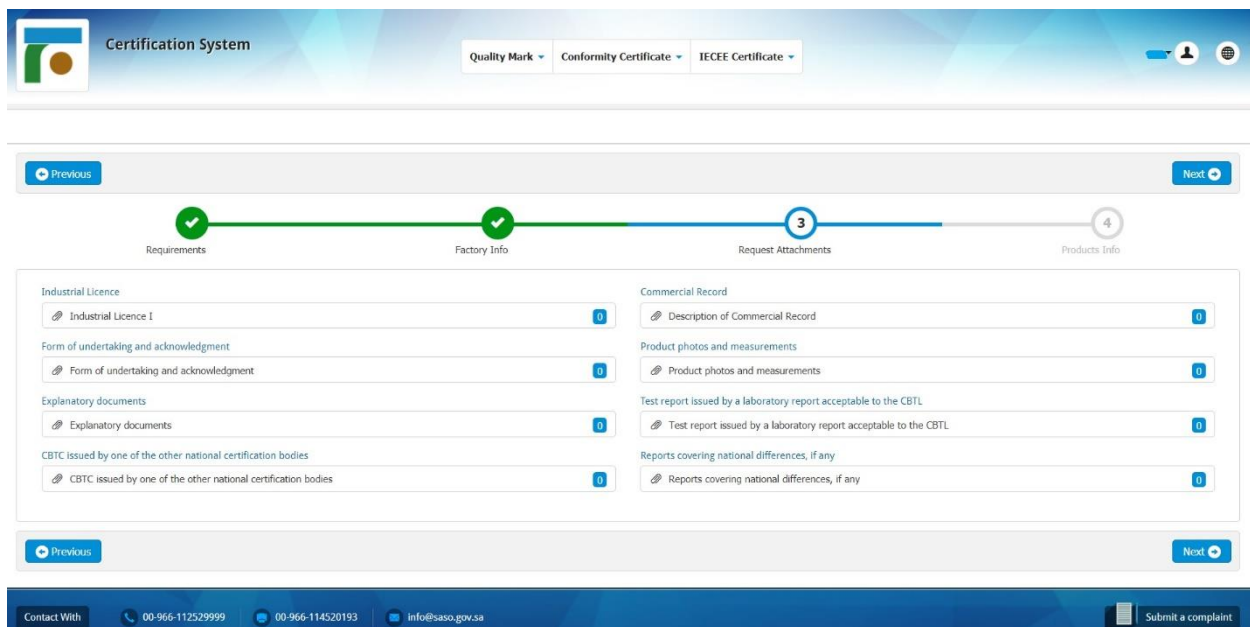
Administrative Person *

Administrative Person

Cancel

Process step 3 (Request Attachments):

Please enter the required files as shown below:



Certification System

Quality Mark | Conformity Certificate | IECEE Certificate

Requirements | Factory Info | Request Attachments | Products Info

Industrial Licence

Industrial Licence I 0

Form of undertaking and acknowledgment

Form of undertaking and acknowledgment 0

Explanatory documents

Explanatory documents 0

CBTC issued by one of the other national certification bodies

CBTC issued by one of the other national certification bodies 0

Commercial Record

Description of Commercial Record 0

Product photos and measurements

Product photos and measurements 0

Test report issued by a laboratory report acceptable to the CBTL

Test report issued by a laboratory report acceptable to the CBTL 0

Reports covering national differences, if any

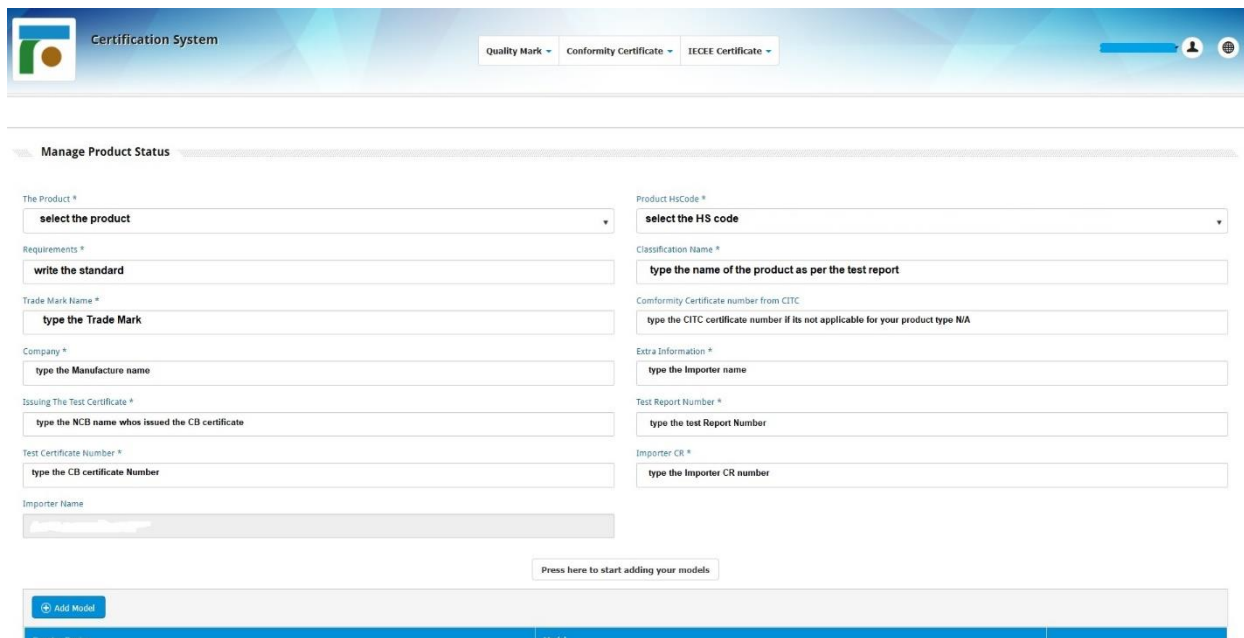
Reports covering national differences, if any 0

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Fourth step (product data):

- Selection of the product and HS code of the product
- Entering the correct product data according to the attached technical documents and the importer Trade license
- Click on "Press here to start adding your models".
- Click on Add Model.



Manage Product Status

The Product *
select the product

Requirements *
write the standard

Trade Mark Name *
type the Trade Mark

Company *
type the Manufacture name

Issuing The Test Certificate *
type the NCB name whos issued the CB certificate

Test Certificate Number *
type the CB certificate Number

Importer Name

Product HSCode *
select the HS code

Classification Name *
type the name of the product as per the test report

Conformity Certificate number from CTC
type the CTC certificate number if its not applicable for your product type N/A

Extra Information *
type the Importer name

Test Report Number *
type the test Report Number

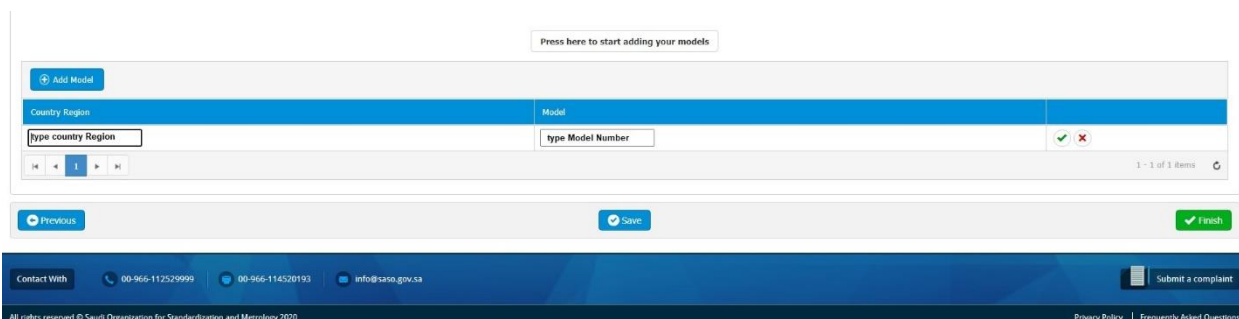
Importer CR *
type the Importer CR number

Press here to start adding your models

+ Add Model

Country Region	Model
type country Region	type Model Number

Then click on " Press here to start adding your models " and then press on + Add Model and upon completion click on Finish :



Press here to start adding your models

+ Add Model


Country Region	Model
type country Region	type Model Number

1 - 1 of 1 items

Previous Save Finish



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If the product needs an energy efficiency certificate, please enter the certificate number, and the model numbers will come automatically and upon completion press  :




Press here to start adding your models

[Add Model](#)

SIS Certificate Number	Model	
<input type="text" value="type SIS certificate number"/>	<input type="text"/>	 

1 - 1 of 1 items

[Previous](#) [Save](#) 

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