

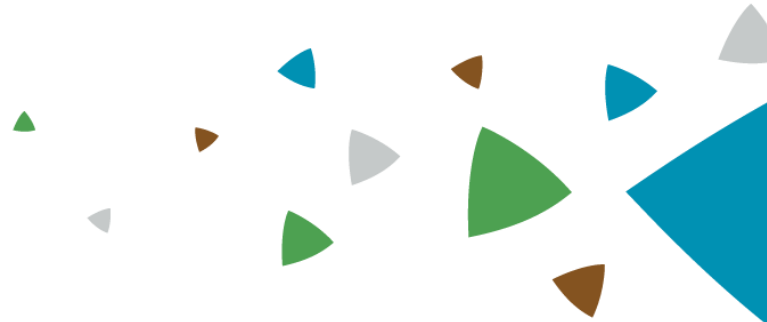


المركز الوطني للقياس والمعايرة
National Measurement & Calibration Center



المواصفات السعودية
Saudi Standards

**The National Measurement and Calibration Center
(NMCC) portal
E-services Guide**





بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

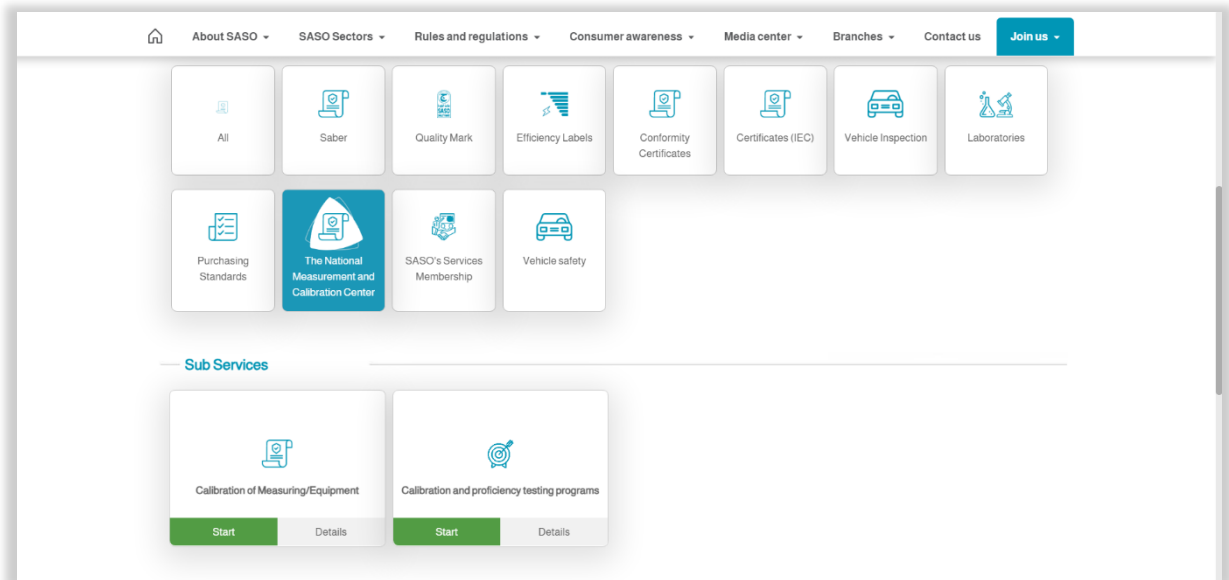
- **Go to SASO's portal:**

- 1. Access to the service:**

Access the following link:

<http://www.saso.gov.sa/ar/eservices/Pages/Listing.aspx>

Navigate to the electronic services section and click on the "National Measurement and Calibration Center Portal" as shown in the image below:





2. Log in:

You will be directed to the login screen. Click on "Create a New Account" if you do not have **an account yet**.

The screenshot shows the SASO website's login interface. At the top, there is a header with the SASO logo and name in Arabic and English, along with navigation links for 'About SASO', 'SASO Sectors', 'Rules and regulations', 'Consumer awareness', 'Media center', 'Branches', 'Contact us', and 'Join us'. A search bar and a language selector (Arabic) are also present. Below the header, the page title is 'NMCC Service - Login'. The main content area features two input fields: 'Email Id' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom of the form, there are two links: 'did you forget your password? You can retrieve it by pressing [Here](#)' and 'If you do not have an account, you can register by clicking [Here](#)'. On the right side of the page, there is a vertical sidebar with icons for search, home, and other functions.



3. Registration:

On the registration screen, enter your new account details and select the beneficiary type, which can be **government sector, private sector, SASO sectors, or internal (the center)**. Fill in the required beneficiary information to create the account.

The screenshot shows the 'NMCC Service - Create account' page on the SASO website. The page features a header with the SASO logo and navigation menu. The main content area contains a registration form with the following fields:

- Full Name *
- Mobile No. *
- Password *
- Email Id *
- Company Type *
- Confirm Password *

A 'Register' button is located at the bottom of the form. A link for existing users is provided at the bottom left: 'If you have account, you can login from [HERE](#)'.



4. Resetting Password:

If you need to reset your password, there is a password reset screen available for customers. You will receive an email with a new password once **the password is reset.**

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Settings عربي ? Q E-Services

Home About SASO SASO Sectors Rules and regulations Consumer awareness Media center Branches Contact us Join us

E-Services > NMCC Service - Reset Password

Listen

NMCC Service - Reset Password

Please enter your registered email address

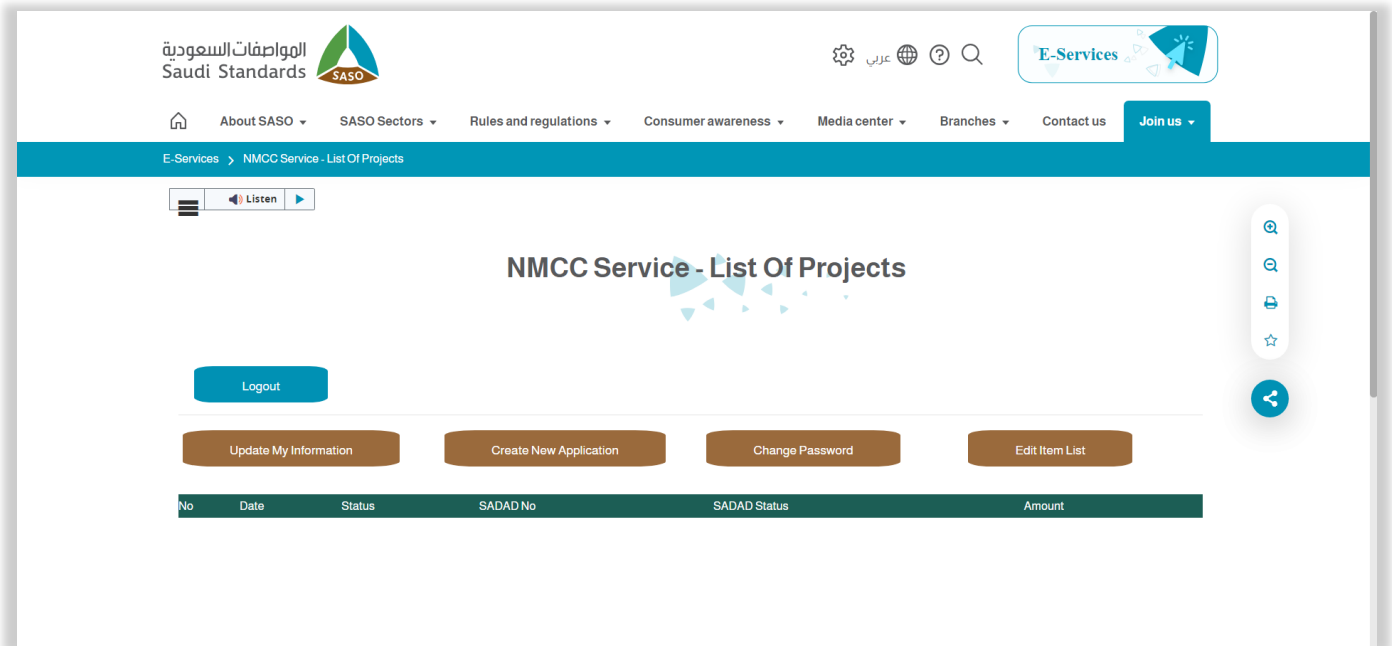
Please fill your email address

Send the password



5. Beneficiary Homepage:

After registration or login, you will be directed to the beneficiary homepage. It consists of four main components: **Beneficiary Information, Submit Calibration Request, Change Password, and Add New Devices.**

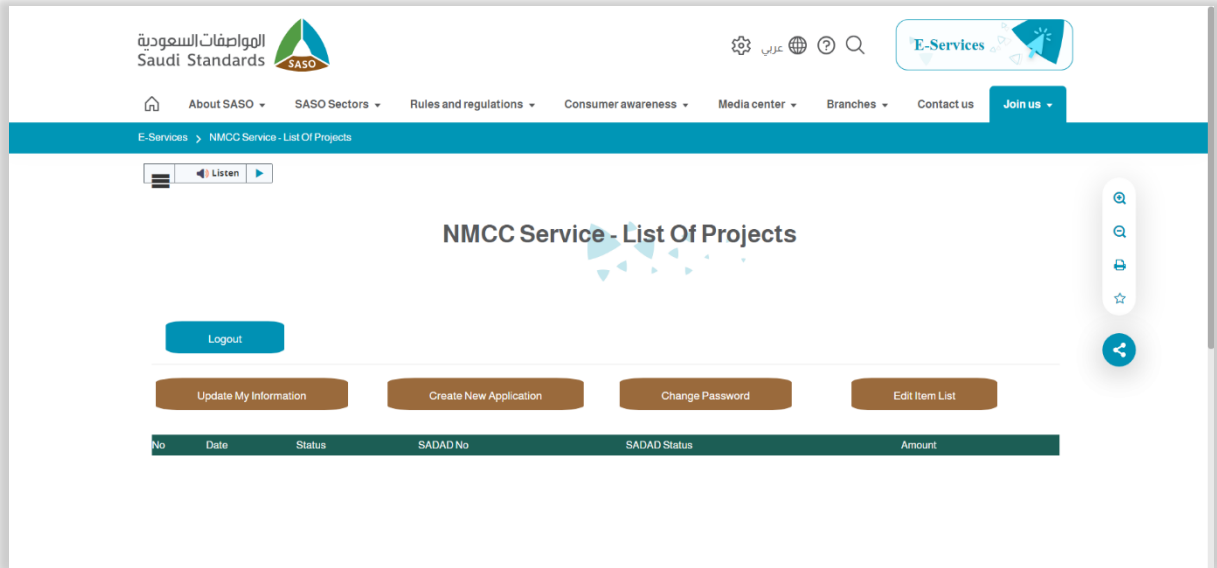


The screenshot shows the SASO Beneficiary Homepage. The header includes the SASO logo and name in Arabic and English, along with navigation links for 'About SASO', 'SASO Sectors', 'Rules and regulations', 'Consumer awareness', 'Media center', 'Branches', 'Contact us', and 'Join us'. A search bar and 'E-Services' button are also present. The main content area is titled 'NMCC Service - List Of Projects' and features a 'Logout' button, four action buttons ('Update My Information', 'Create New Application', 'Change Password', 'Edit Item List'), and a table with columns for 'No', 'Date', 'Status', 'SADAD No', 'SADAD Status', and 'Amount'.

No	Date	Status	SADAD No	SADAD Status	Amount
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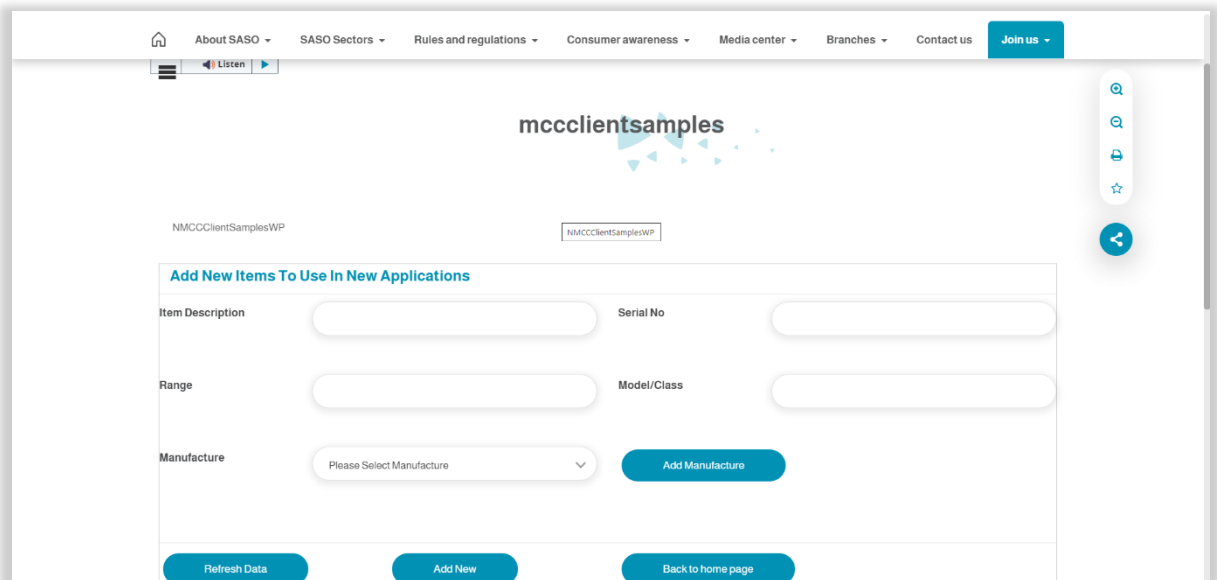
6. Submit Calibration request:

Before submitting a calibration request, please click on the **"Add New Devices"** option. Fill in all the fields in English.



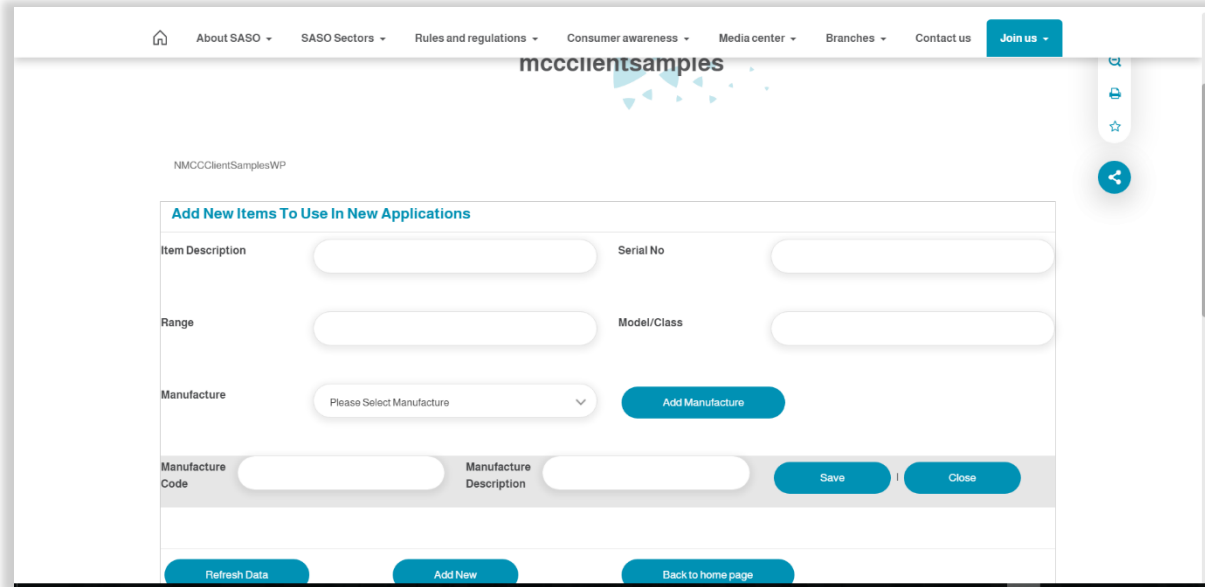
The screenshot shows the SASO E-Service portal. The header includes the SASO logo and navigation links: About SASO, SASO Sectors, Rules and regulations, Consumer awareness, Media center, Branches, Contact us, and Join us. The main content area is titled "NMCC Service - List Of Projects" and features a "Logout" button, a "Listen" button, and four main action buttons: "Update My Information", "Create New Application", "Change Password", and "Edit Item List". Below these buttons is a table with columns for No, Date, Status, SADAD No, SADAD Status, and Amount.

- Please **fill in all fields in English.**



The screenshot shows the "mccclientsamples" page in the SASO E-Service portal. The page title is "mccclientsamples" and the URL is "NMCCClientSamplesWP". The main content area is titled "Add New Items To Use In New Applications" and contains a form with the following fields: "Item Description", "Serial No", "Range", "Model/Class", and "Manufacture". The "Manufacture" field is a dropdown menu with the text "Please Select Manufacture" and an "Add Manufacture" button. At the bottom of the form are three buttons: "Refresh Data", "Add New", and "Back to home page".

- If the manufacturer's name is not available, the beneficiary should add **the manufacturer**.

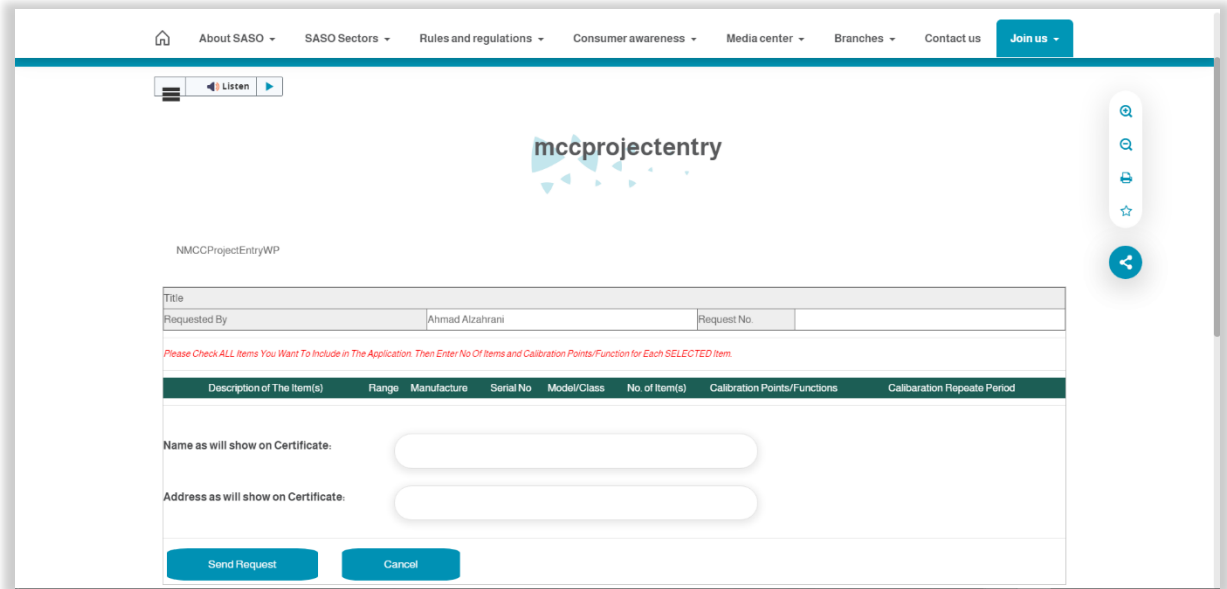


The screenshot displays the 'mcccclientsamples' web application interface. At the top, there is a navigation menu with links for 'About SASO', 'SASO Sectors', 'Rules and regulations', 'Consumer awareness', 'Media center', 'Branches', 'Contact us', and 'Join us'. The main content area is titled 'NMCCClientSamplesWP' and features a form titled 'Add New Items To Use In New Applications'. The form includes several input fields: 'Item Description', 'Serial No', 'Range', 'Model/Class', and 'Manufacture'. The 'Manufacture' field is a dropdown menu with the text 'Please Select Manufacture' and a blue 'Add Manufacture' button next to it. Below these fields, there are two more input fields: 'Manufacture Code' and 'Manufacture Description', with 'Save' and 'Close' buttons to their right. At the bottom of the form, there are three buttons: 'Refresh Data', 'Add New', and 'Back to home page'.

- Then, select **"Return to Homepage"** and then choose **"Submit Calibration Request"** to submit the beneficiary's request.

7. Submitting the Calibration Request

After completing the device entry, the beneficiary is requested to fill in the following fields **(in English)**.



The screenshot shows the 'mccprojectentry' form on the SASO website. The form is titled 'NMCCProjectEntryWP'. It includes a 'Requested By' field with the value 'Ahmad Alzahrani' and a 'Request No.' field. Below these fields is a table with the following columns: 'Description of The Item(s)', 'Range', 'Manufacture', 'Serial No', 'Model/Class', 'No. of Item(s)', 'Calibration Points/Functions', and 'Calibration Repeate Period'. There is a red instruction: 'Please Check ALL Items You Want To Include in The Application Then Enter No Of Items and Calibration Points/Function for Each SELECTED Item.' Below the table are two input fields: 'Name as will show on Certificate:' and 'Address as will show on Certificate:'. At the bottom of the form are two buttons: 'Send Request' and 'Cancel'.

- Select the devices for which calibration requests are to be sent by clicking on the checkbox next to the device description.
- Specify the number of devices / number of parts (number of parts inside the box).
- Identify the calibration points or functions to be calibrated.
- Specify the calibration interval in months for the certificate (optional).
- Provide the name as it will appear on the certificate (write the name of the institution or laboratory in English).
- Provide the address as it will appear on the certificate (write the postal address, postal code, city name, and country name in English).



Listen

mcc create notes

طلب جديد

[المتابعة إلى الصفحة الرئيسية](#)

8. Tracking the Request:

To track your request, please go to the homepage and wait for the request to be processed by the Beneficiary Service Unit and the relevant departments responsible for reviewing the request.

9. Financial Quotation:

After reviewing the request, the beneficiary will receive a financial quotation for the requested service in their account.

Listen

NMCC Service - List Of Projects

Logout

raed

Update My Information

Create New Application

Change Password

Edit Item List

No	Date	Status	SADAD No	SADAD Status	Amount
1999	09/10/2023	تم إرسال المقتراح إلى العميل			View Proposal



- The beneficiary should read the terms and conditions, and approve them by selecting "**Agree**" to the quotation.

The screenshot shows the 'mcccprojectproposal' form. At the top, there is a navigation bar with links: About SASO, SASO Sectors, Rules and regulations, Consumer awareness, Media center, Branches, Contact us, and Join us. Below the navigation bar, the page title is 'mcccprojectproposal'. The form content includes a table with the following data:

Title	Requested By	raed	Request No.	999	Proposal Date	10/9/2023 12:00:00 AM	
Description of The Item(s)	Range	Manufacture	Serial No	Model/Class	Cost (SAR)	Device Delivery Date	Calibration Days
Itswig	2Kg	-	123456	E2	300	09/10/2023	5

Below the table, there are several bullet points of terms and conditions:

- This offer is valid for five working days from the date of the offer- so please accept during this period.
- After obtaining the approval of the financial offer- a payment number will be issued and sent from the SADAD payment system, and we hope the the required cost will be paid within 15 days.
- Kindly deliver the items with necessary accessories for calibration to NMCC on the date given in the offer.
- NMCC is responsible to give back customer items in same conditions as received and compensate them in case of damages occur during performing NMCC activities.
- The center is not responsible for the devices after 60 working days after completing the calibration.
- Your name may be indicated for the purpose of documentation, in the publications, exhibitions and in everything that would highlight the services of the center. If you do not wish to do so, please inform us in writing.
- For further inquiries, please contact the center's email. Calibration@saso.gov.sa
- In case of receiving customer items by courier, NMCC is not responsible for any damage in customer items or losing of equipment and accessories.

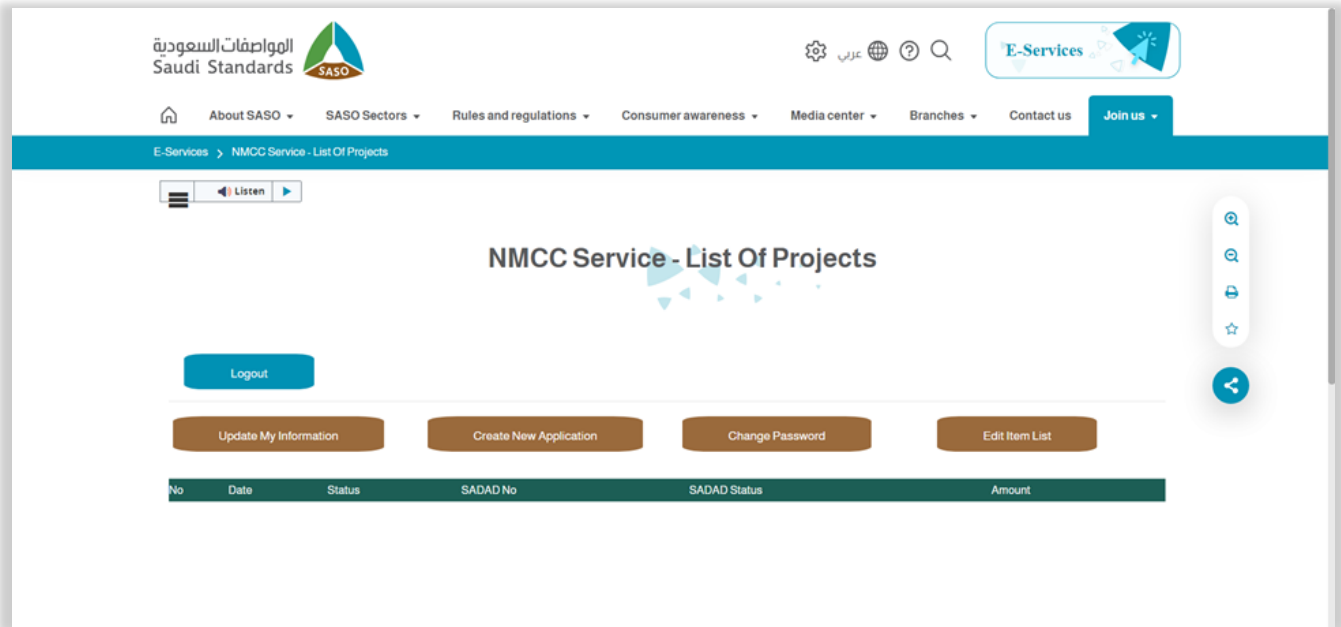
At the bottom of the form, there are two buttons: 'Approve Proposal' and 'Cancel'. To the right of the buttons, it says 'Total Amount Approved 300'.

10. Payment of Fees: After approving the quotation, the request is sent to the Beneficiary Unit to issue a payment reference number for the fees on the beneficiary's account screen.

The screenshot shows the 'NMCC Service - List Of Projects' page. At the top, there is a navigation bar with links: About SASO, SASO Sectors, Rules and regulations, Consumer awareness, Media center, Branches, Contact us, and Join us. Below the navigation bar, the page title is 'NMCC Service - List Of Projects'. The page content includes a 'Logout' button, four buttons: 'Update My Information', 'Create New Application', 'Change Password', and 'Edit Item List', and a table with the following columns: No, Date, Status, SADAD No, SADAD Status, Amount.



- Once the payment process is completed, the beneficiary is required to deliver the devices to the center to proceed with the requested service.



11. Completing the Request:

After completing the requested service, the Beneficiary Service will continue to communicate with the beneficiary via email to notify him/her of receiving the calibration certificates and devices.



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