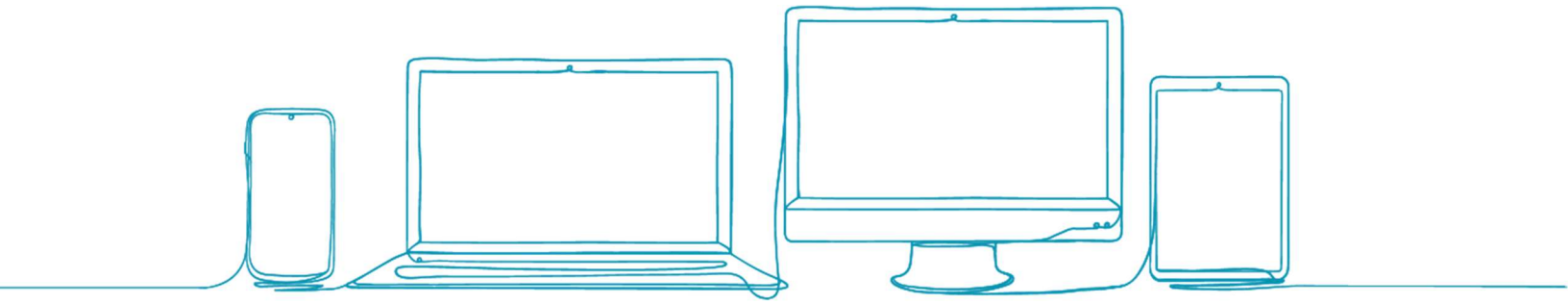
المواصفات السعودية
Saudi Standards

Tires User Manual



بسم الله الرحمن الرحيم

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Introduction

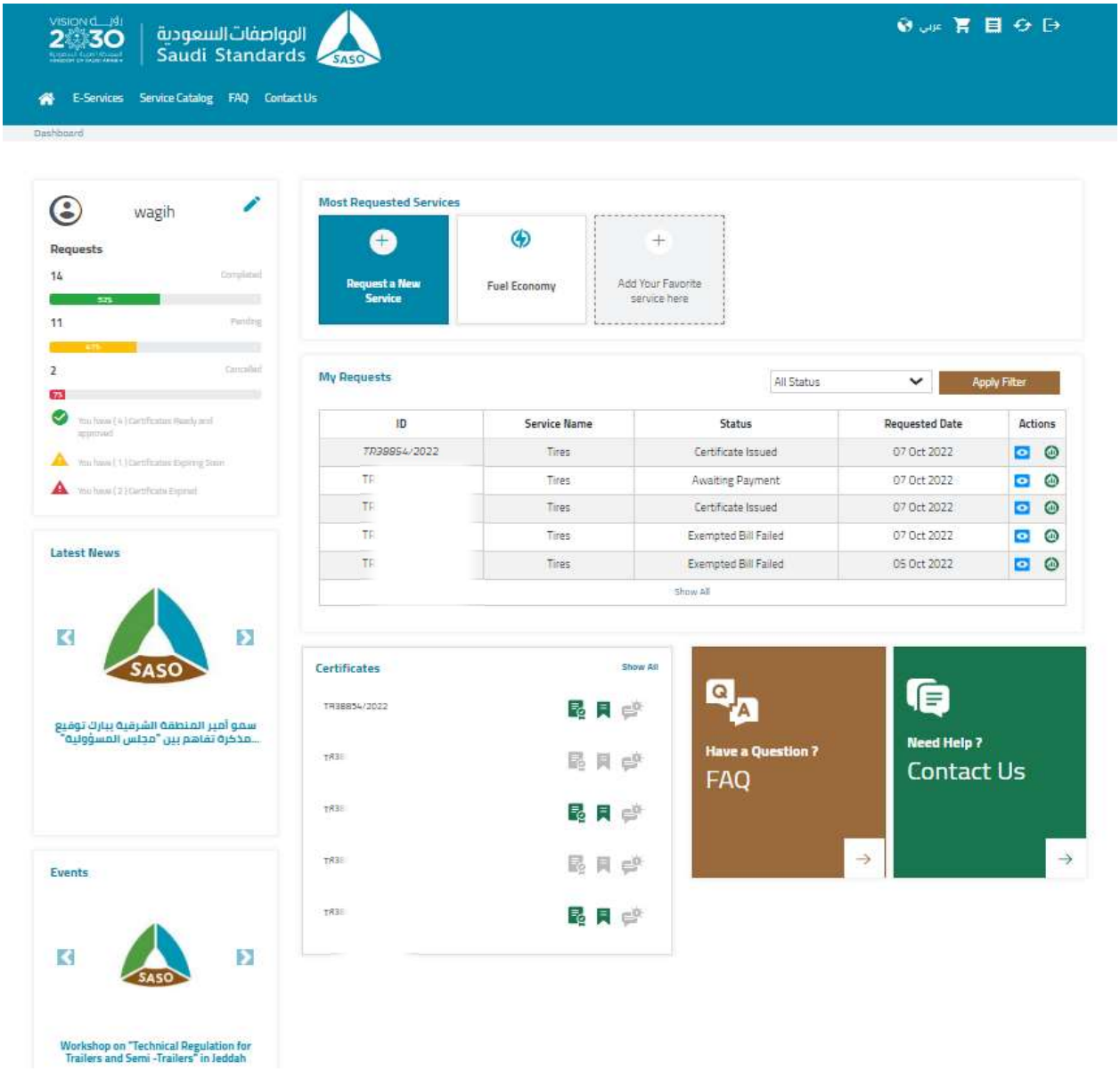
Introduction

This service allows the applicant to obtain the Energy Efficiency Label/Certificate for tires as listed in the technical regulation for data registration procedures and issuance of energy efficiency label for vehicles and tires. Click (here). The label serves as a guide for consumers before purchasing the product to increase their awareness of the energy efficiency of the item before buying it.

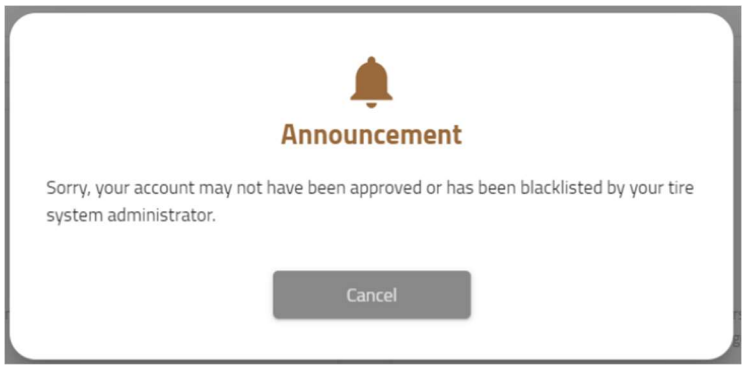
SSO Dashboard

SSO Dashboard

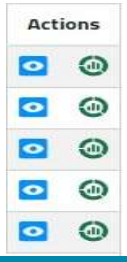
After logging-in successfully to the SSO portal after activating the account in Tires system, the system will retrieve a list of the user requests and certificates from the Tires system to the SSO Dashboard.

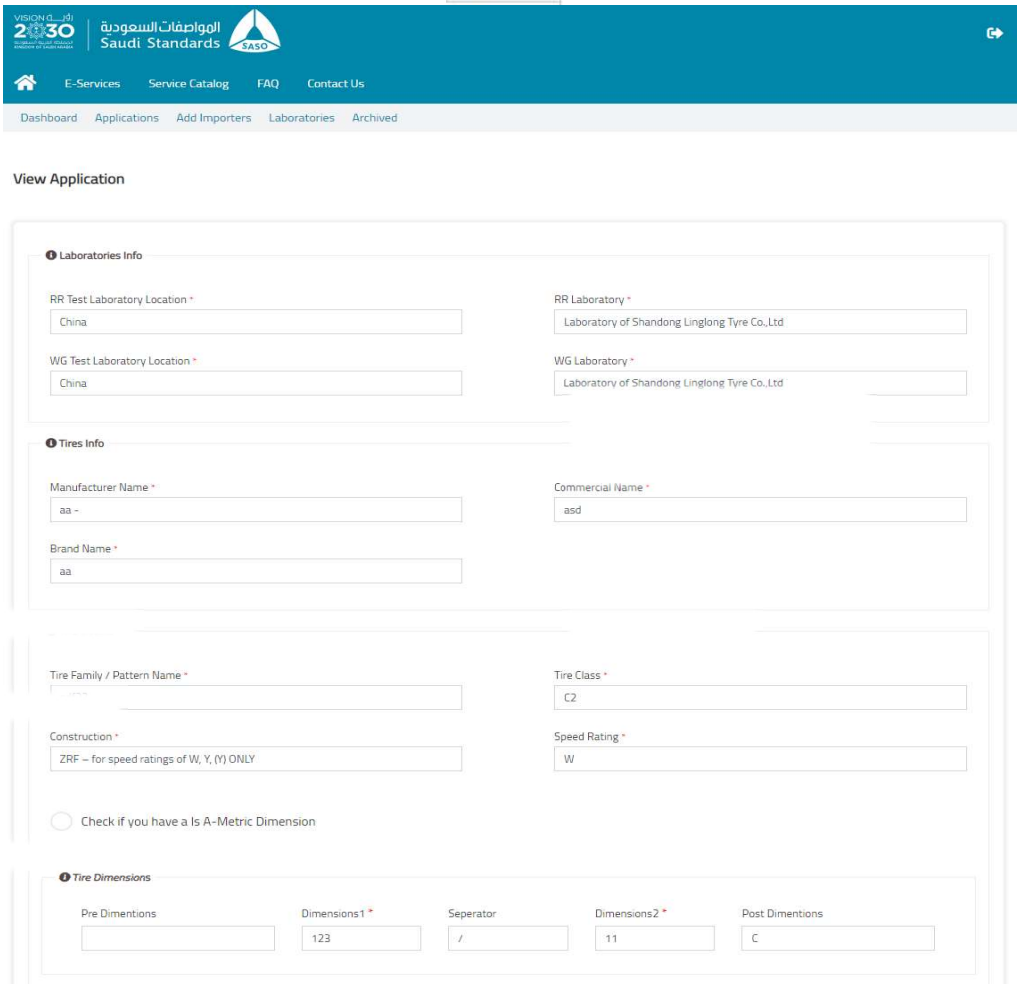


In case the user account is still not approved, blacklisted or blocked, the system shall display the message "Sorry, your account may not have been approved or has been blacklisted by your tire system administrator"

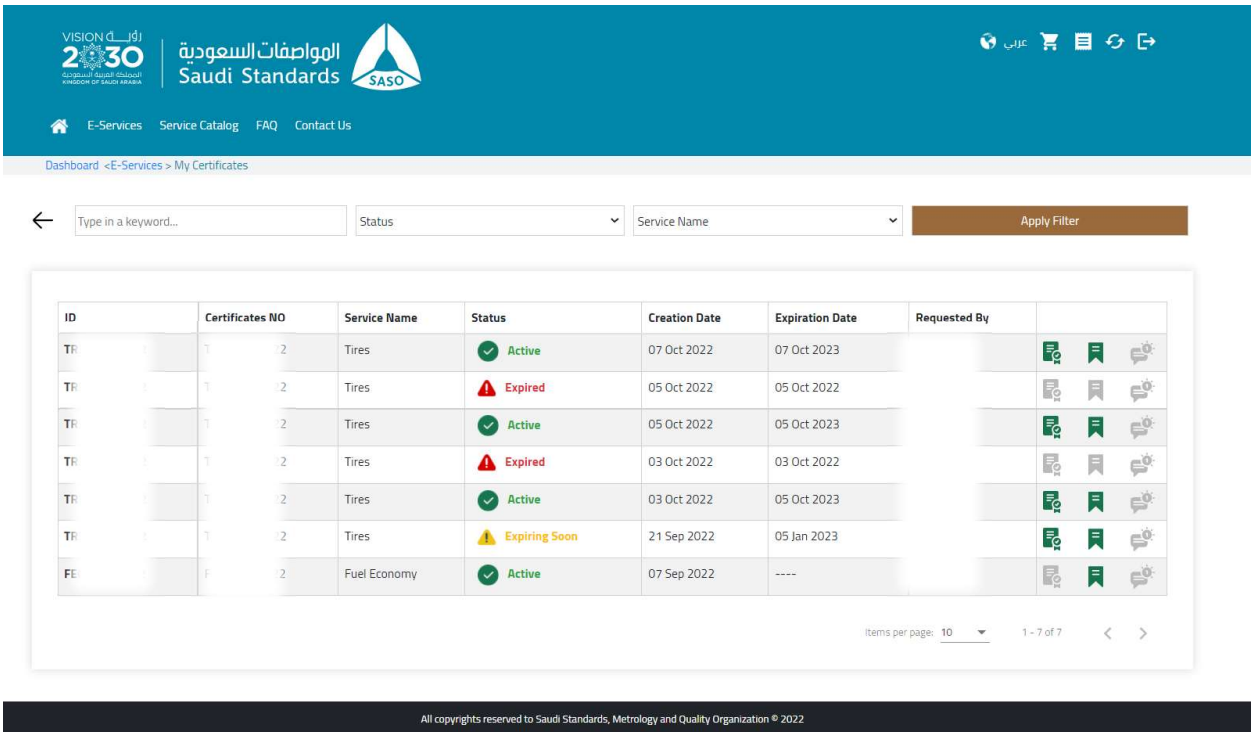


By clicking on the “Dashboard” icon, the system will redirect to the Tires Dashboard. Also, by clicking on the “Preview” icon, the system will redirect to the application details.



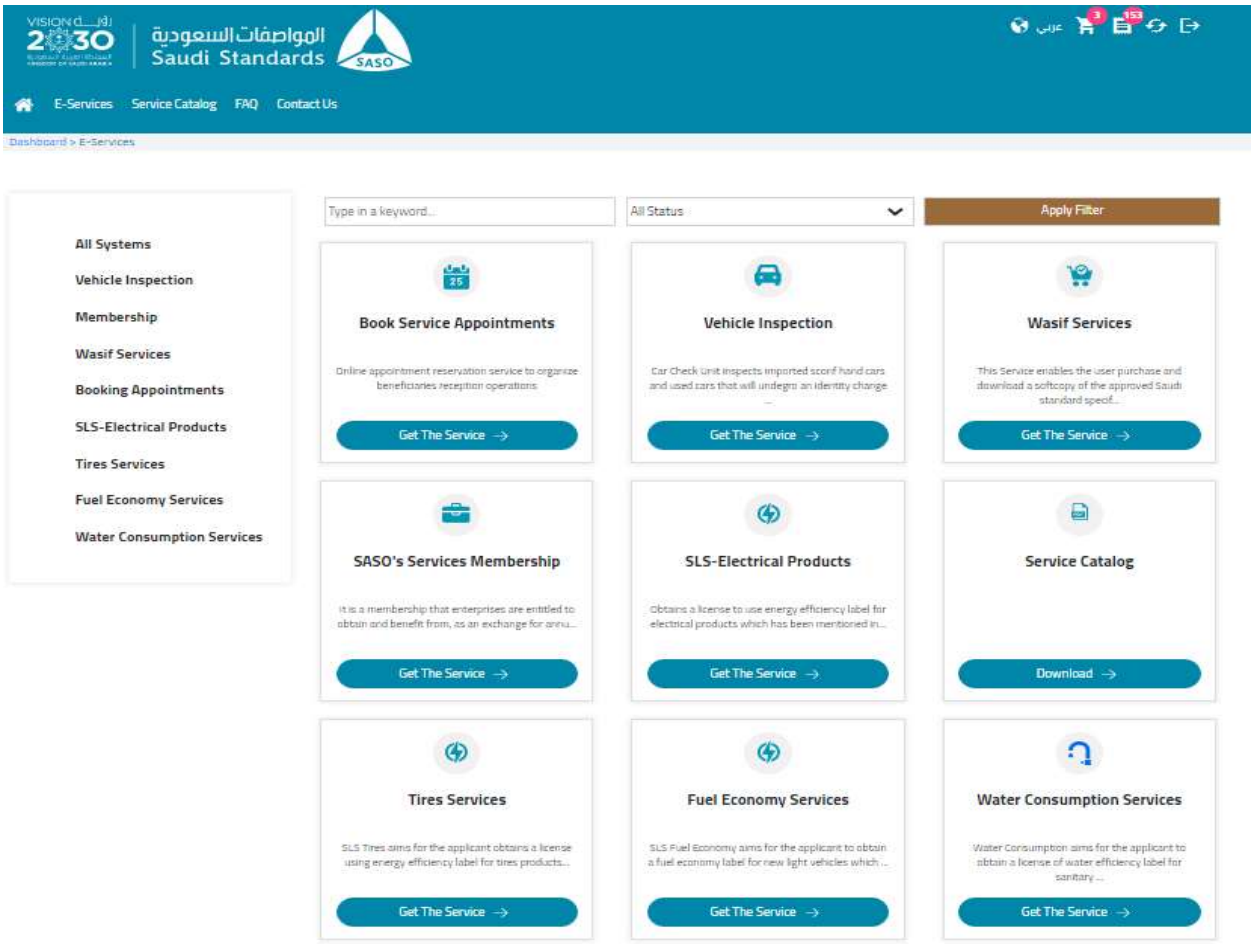


When the user clicks on the “Show All” certificate icon, the system will redirect you the certificate list that will contain all the generated certificates for all SSO services.

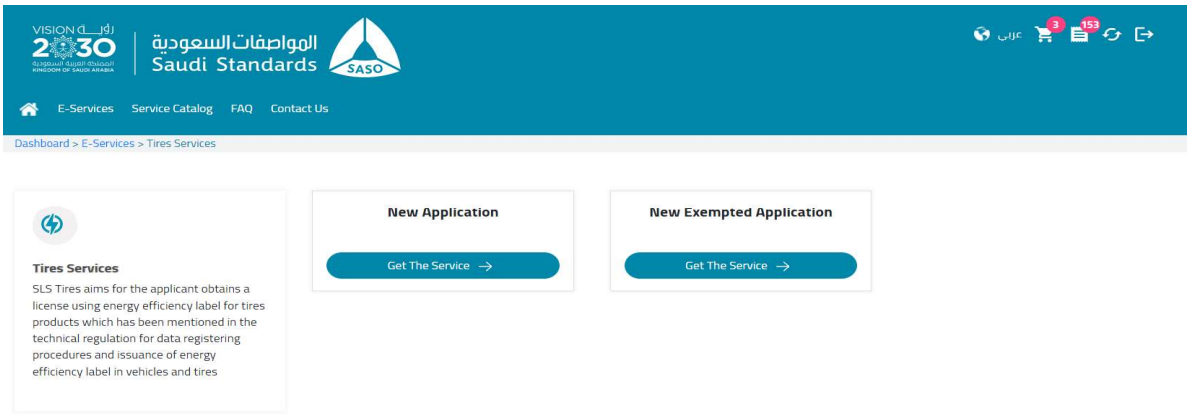


Tires Services:

User can press "Request New Service" then Select "Tires Service"



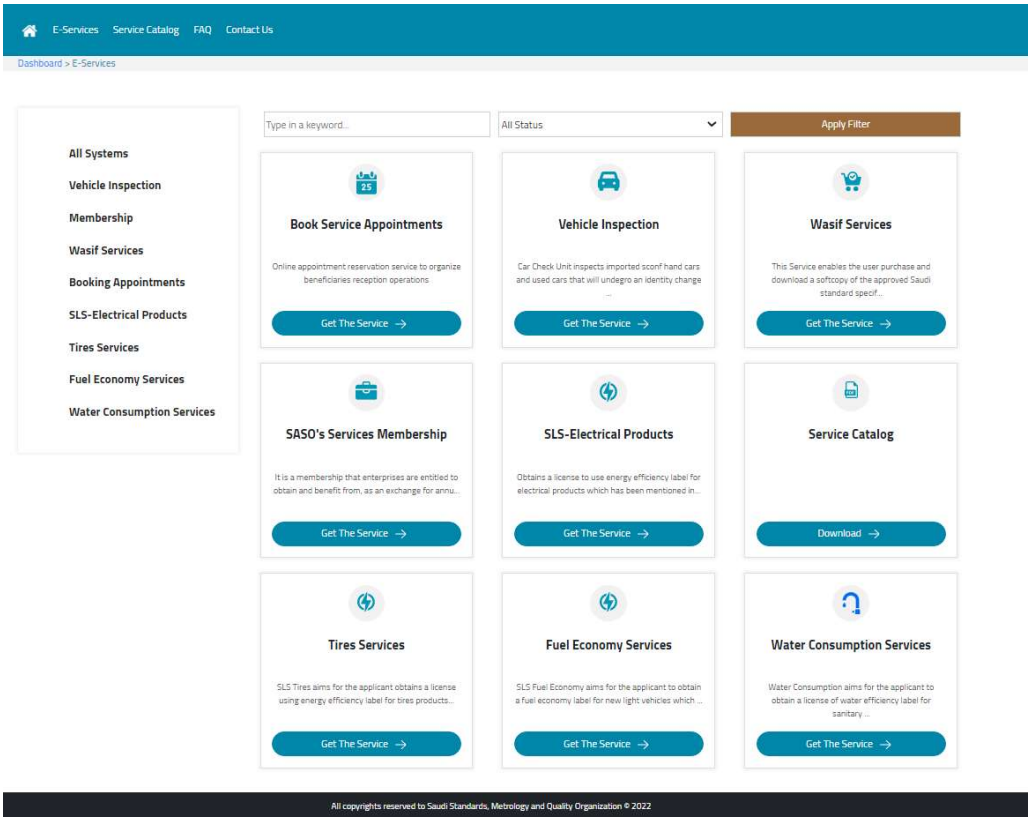
User can select "New Application" or "New Exempted Application".



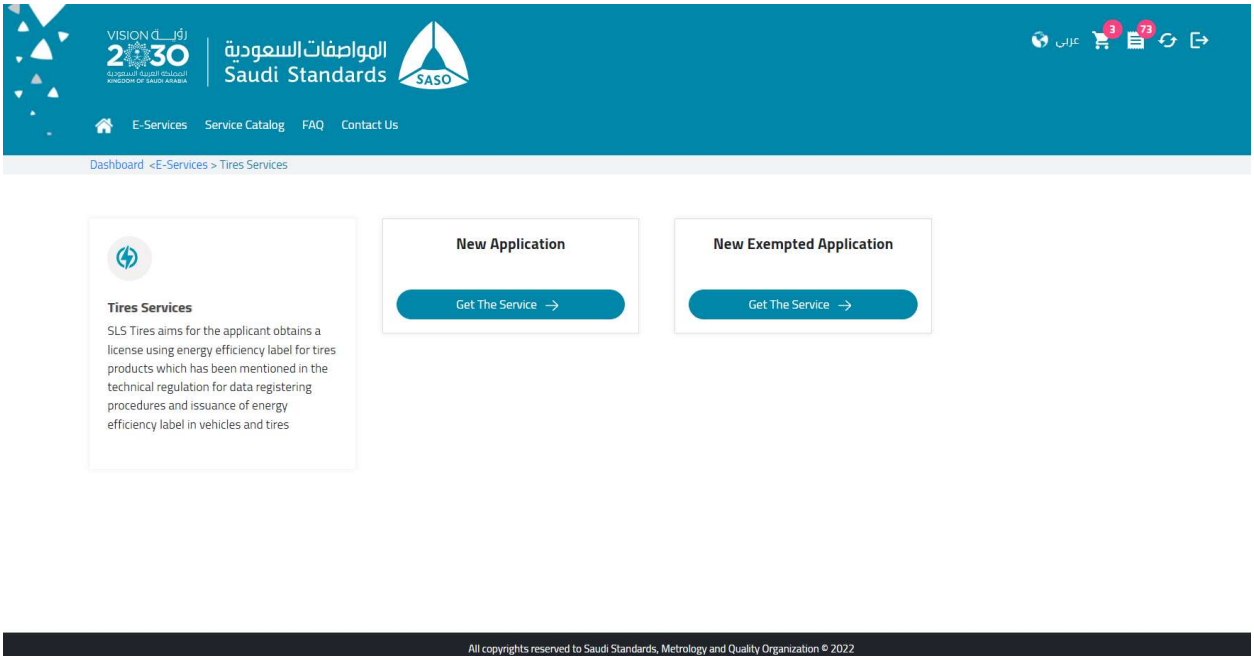
Submit a New Application

Submit a New Application

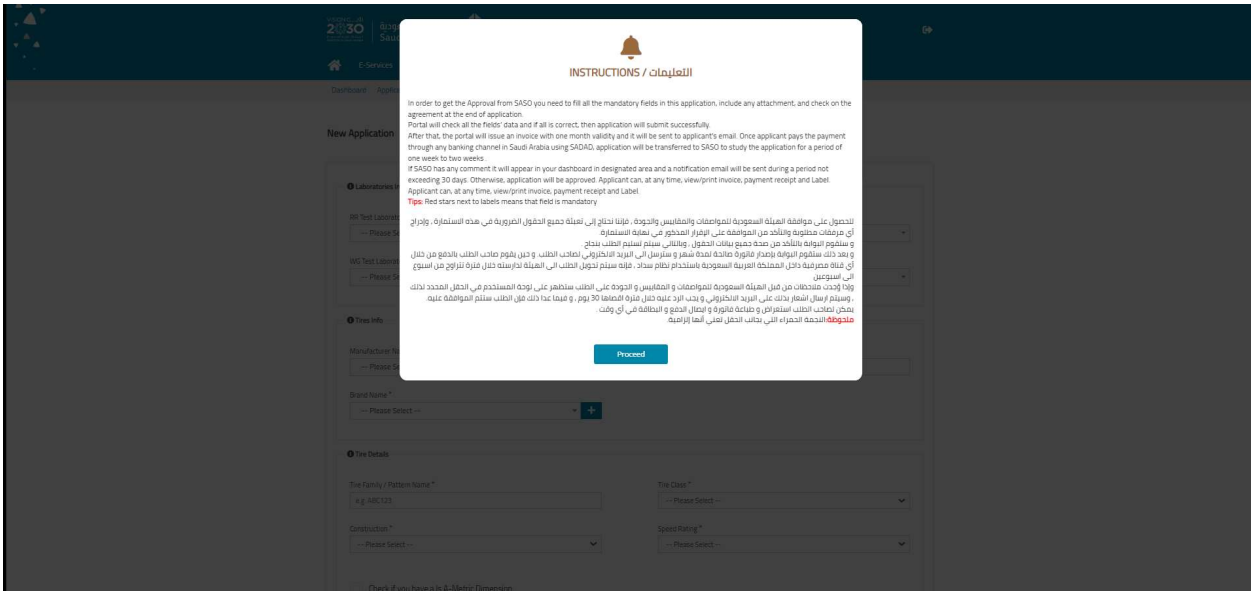
In case you need to submit a new tire application, you can choose from the main bar “E-Services”, then “Tires Services”



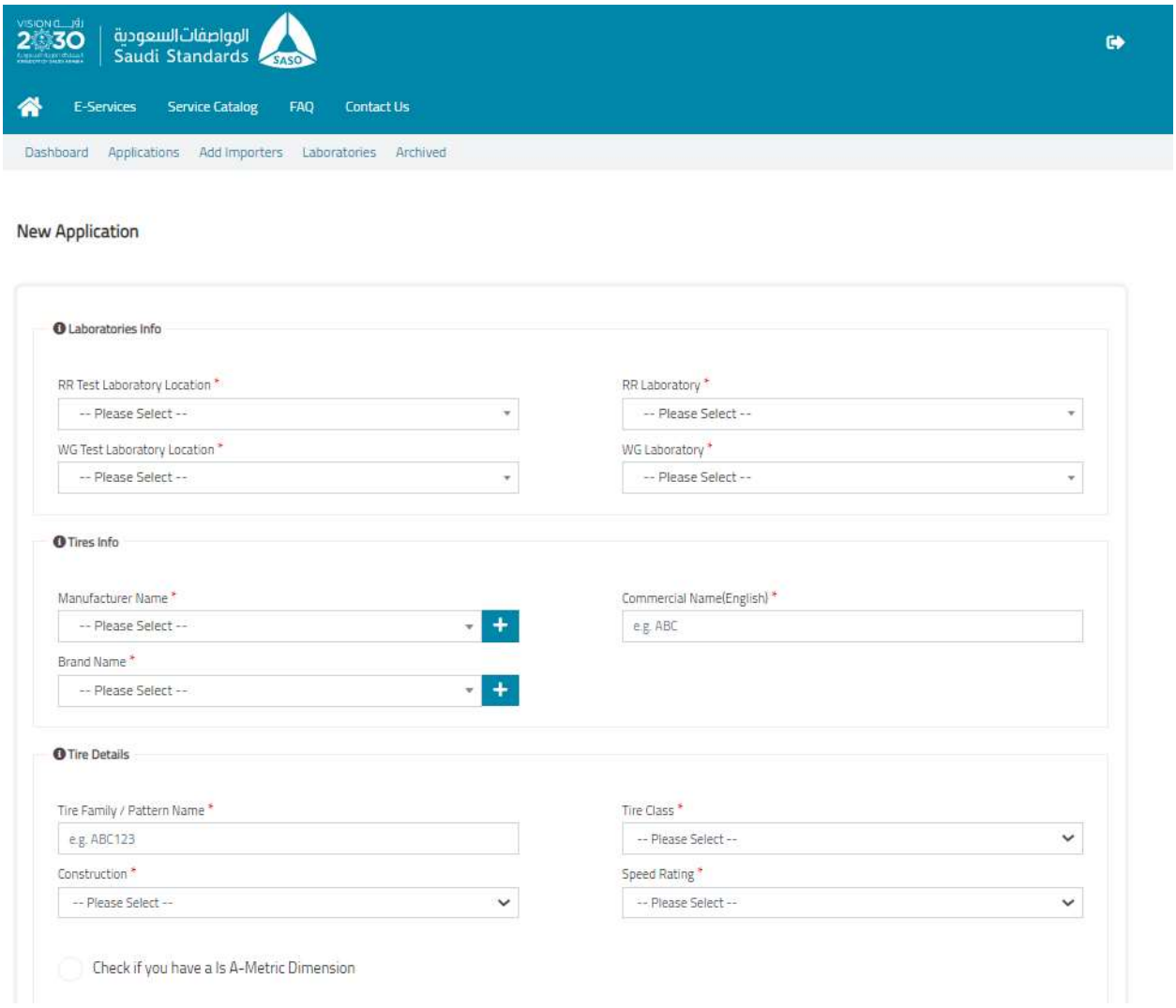
After clicking “Get the Service”, click on “Get the Service” for “New Application”.



User clicks “proceed”.



User fills the application form.



Tire Dimensions

Pre Dimentions: -- Please Select --
Dimensions1 *: e.g. 00000
Seperator *: /
Dimensions2 *: e.g. 00000
Post Dimentions: -- Please Select --

Category of Use*: -- Please Select --
Rim Size *: e.g. 12

Load Index

Load Index1*: e.g. 123
/
Load Index 2: e.g. 123

General Tire Information: e.g. Temp, Traction
GSO CCR Number *: eg: 123456
CCR Certificate Expiry Date *:
Country Of Production *: -- Please Select --

Rolling Resistance

Rolling Resistance Value (Actual)*: eg: 123
Check if you have a Declared Rolling Resistance value.

Wet Grip

Wet Grip (Actual)*: e.g. 123
Check if you have Declared Wet Grip value.

Importer Information

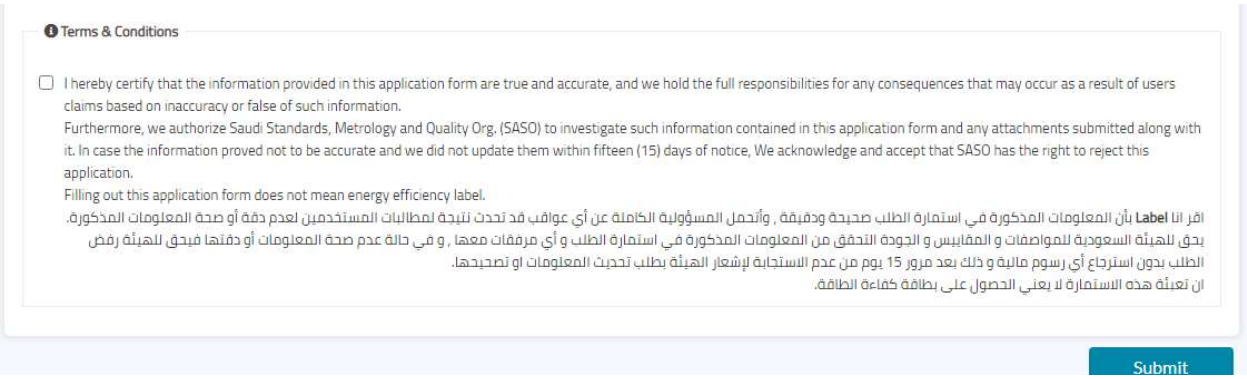
Commercial Number *: Commercial Number
Expiry Date *: Expiry Date
Company Name AR *: Company Name AR
National Number: National Number
Importer Name EN *: Importer Name(En)
Importer Country: Saudi Arabia - العربية السعودية...
Importer Email *: Importer Email
Importer Phone *: Importer Phone
Importer Fax *: Importer Fax
Importer URL: Importer URL
Additional Phone Number: Importer Additional No.

ADD IMPORTER

Importers

Tire Attachments

GSO Conformity Certificate * — Choose File — No file chosen — *Only PDF Maximum size 5 Mb*
Rolling Resistance and Wet Grip Test Results * — Choose File — No file chosen — *Only PDF Maximum size 5 Mb*
Tire Picture* — Choose File — No file chosen — *Only JPG or PNG Maximum size 5 Mb*

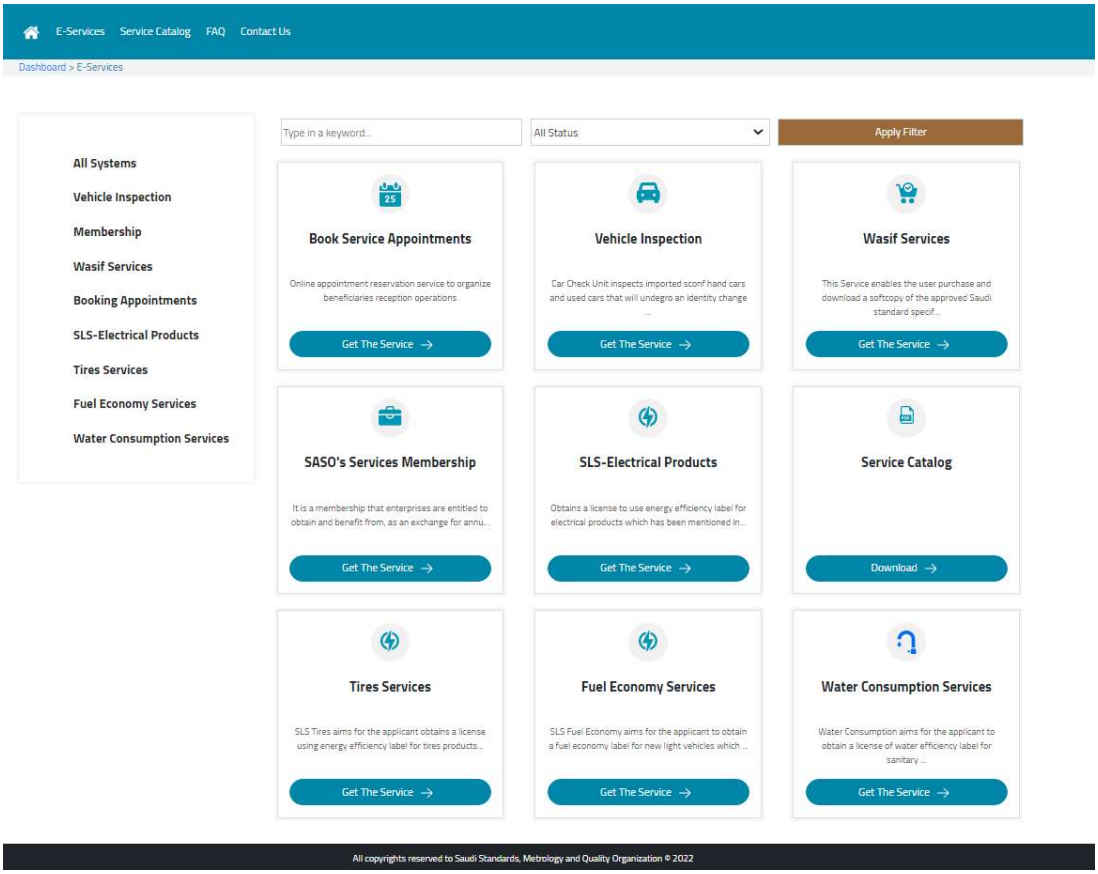


- If the user is a manufacturer, the user can add more than one importer.
- If the user is an importer, the system will automatically display the importer data associated with the current user information.
- After filling all required field and upload all mandatory attachments. the system should display a message that the application has been submitted successfully, then redirect the user to the tire dashboard. You will find the application in the “New Applications” section.

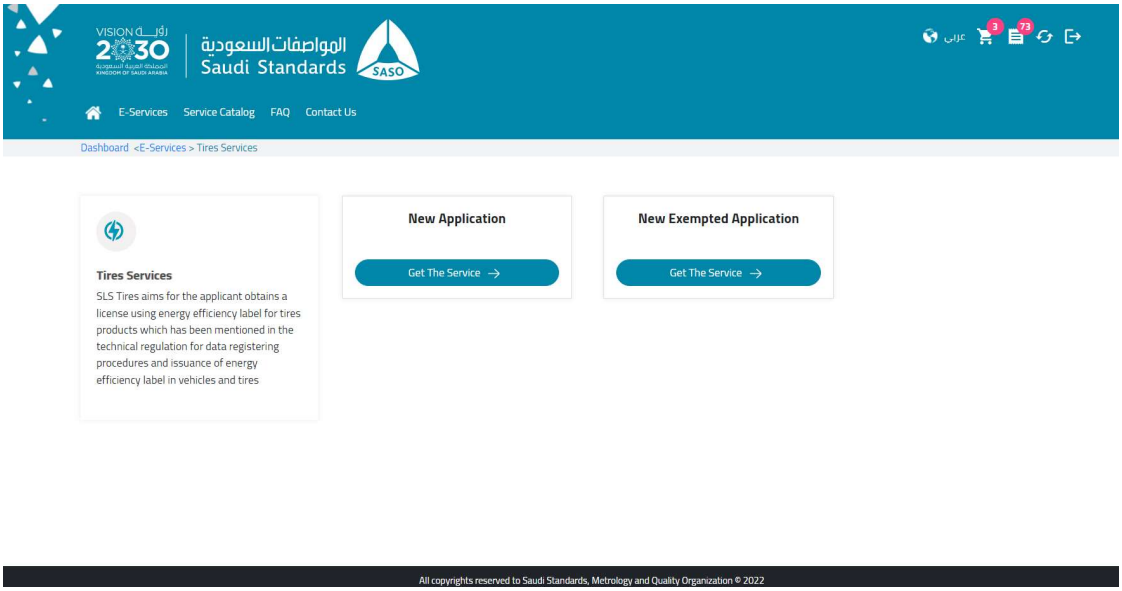
Submit an Exempted Application

Submit an Exempted Application

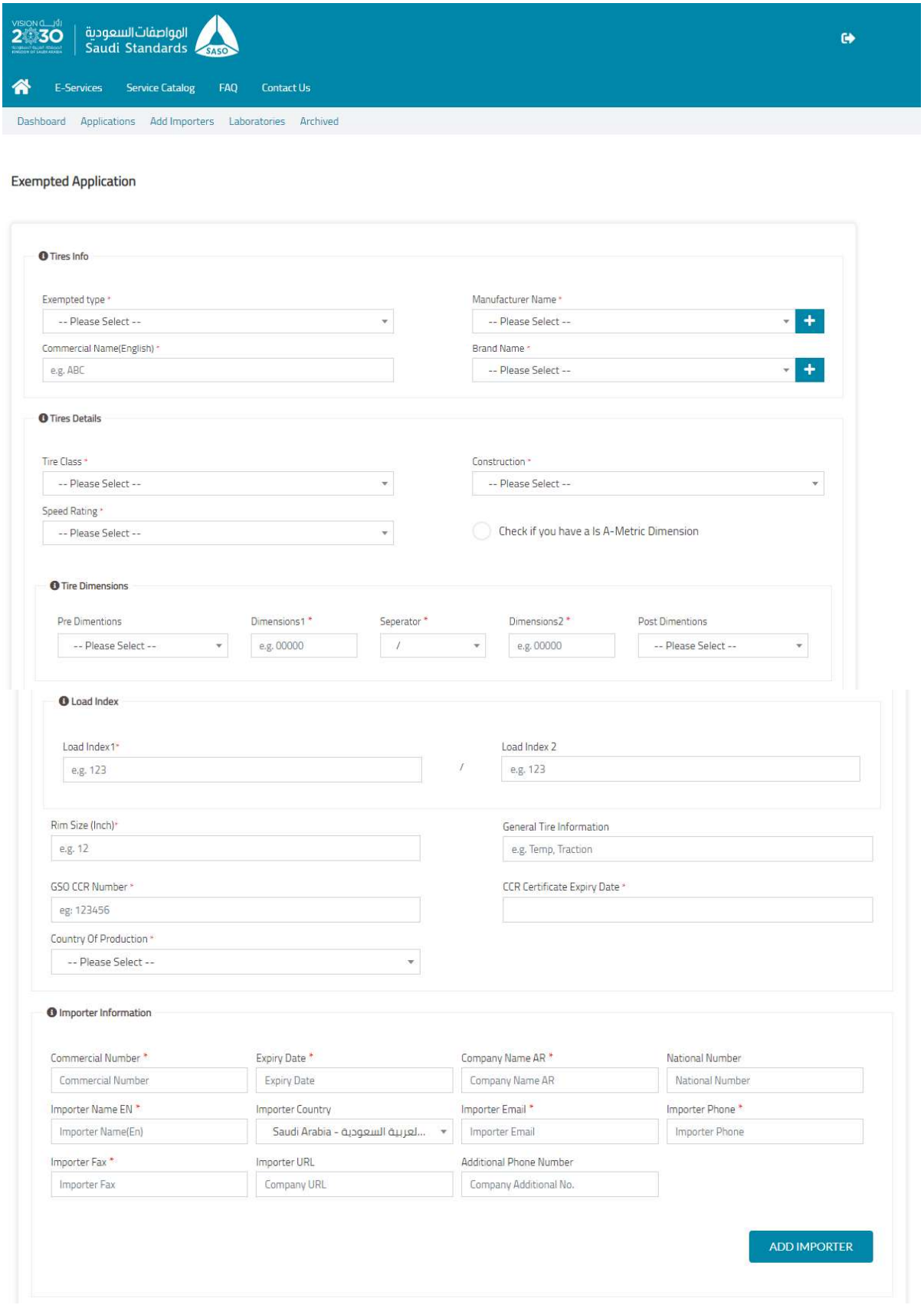
To submit a new tire application, applicant can choose from the main bar “E-Services”, then “Tires Services”

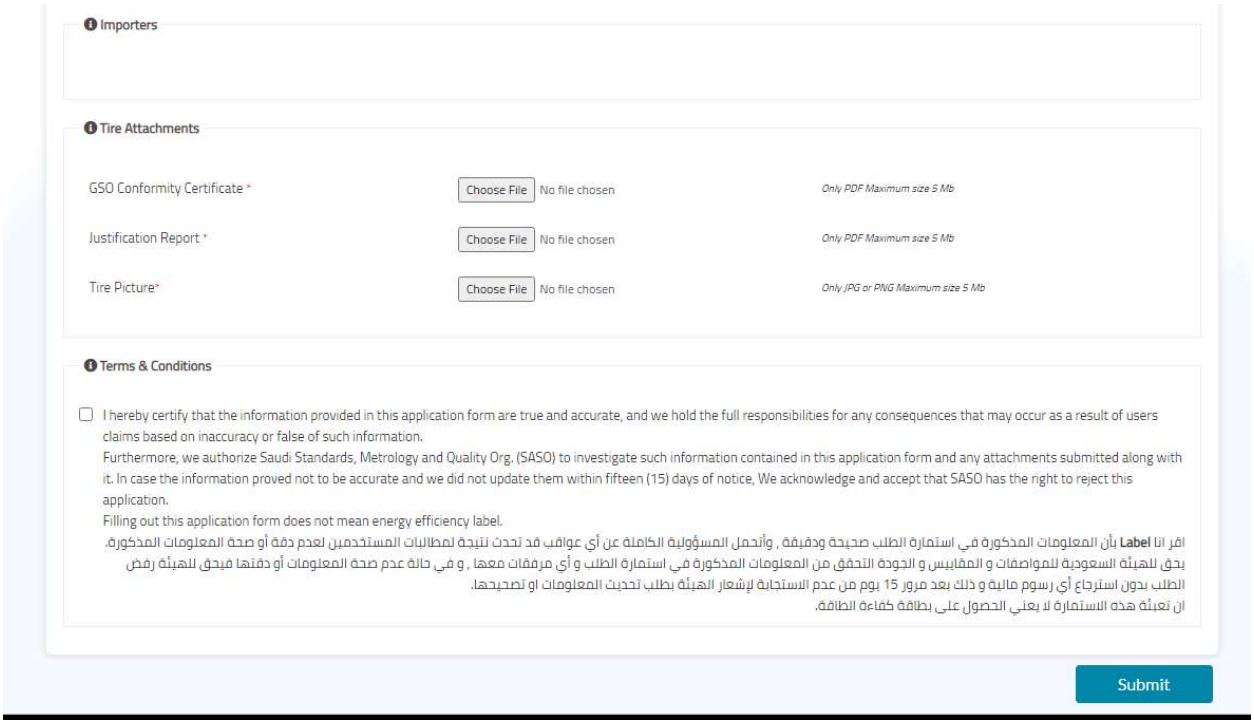


After clicking “Get the Service”, user clicks “Get the Service” to New Exempted Application.



User fills the application form.





- If the user is a manufacturer, the user can add more than one importer.
- If the user is an importer, the system will automatically display the importer data associated with the current user info.
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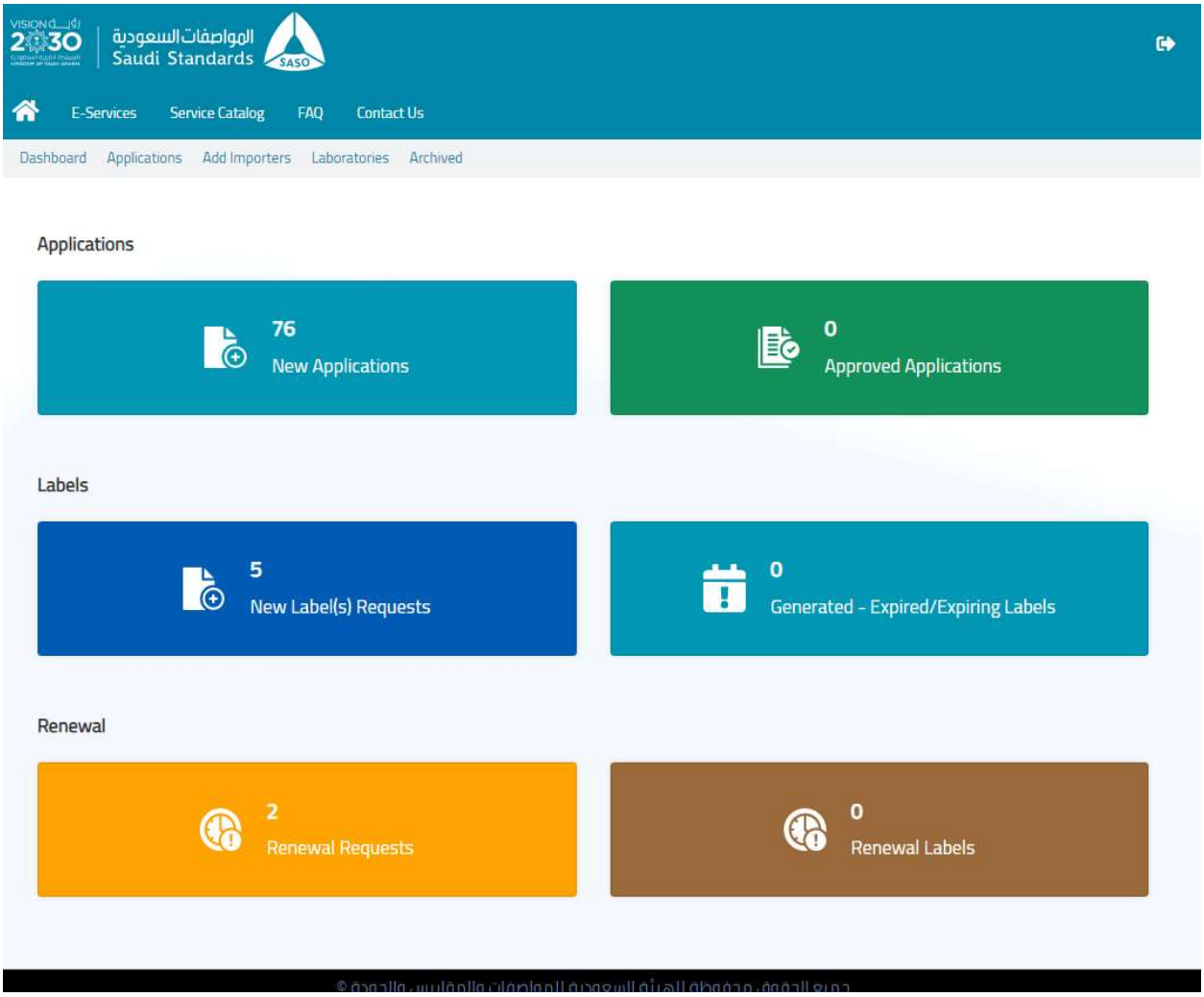
Tires Dashboard

Tires Dashboard

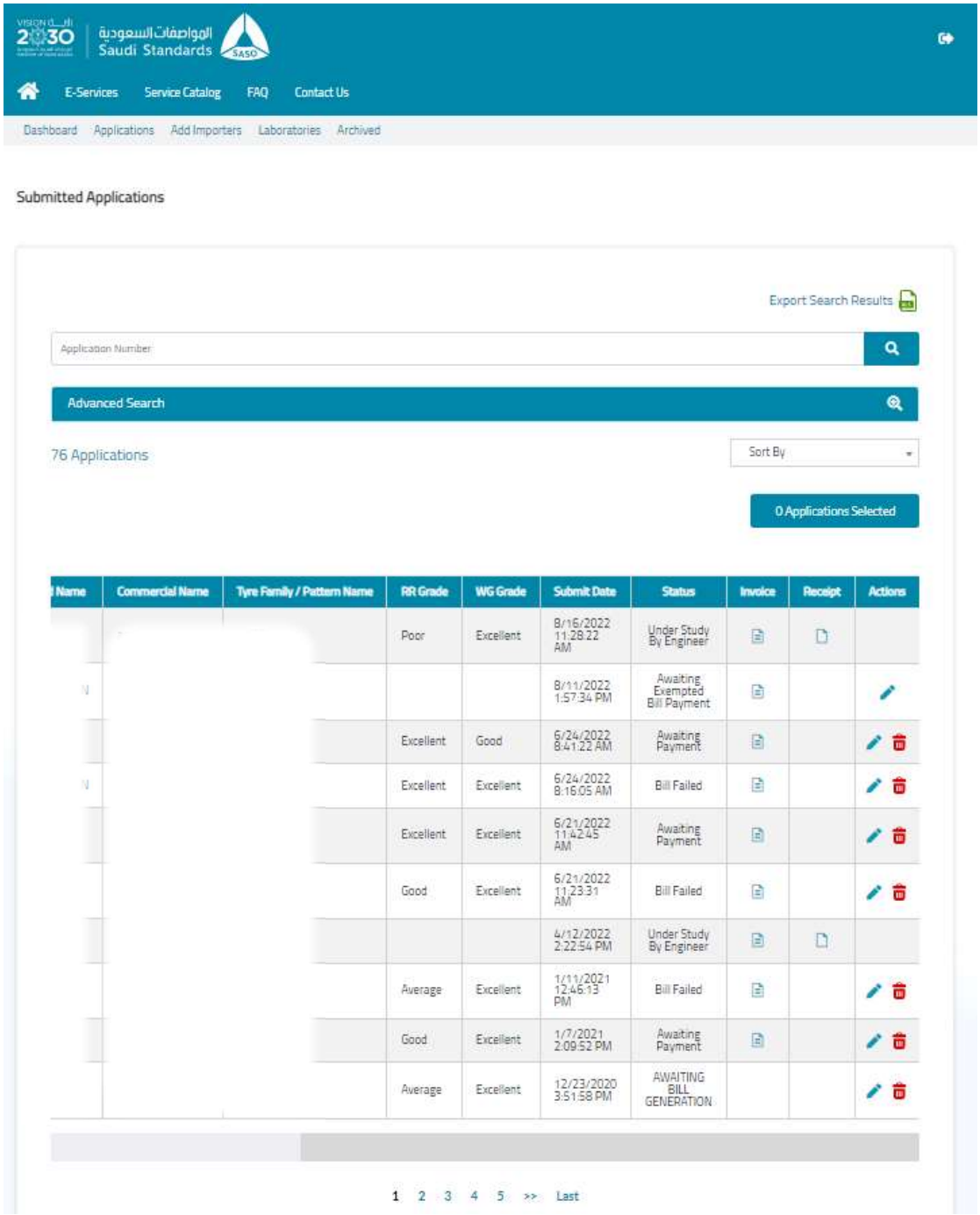
The dashboard is divided into Applications (New, Approved), labels (New, Generated) and Renewal (Renewal Requests, Renewal Labels).



By clicking "New Applications", System displays the applications with their statuses:

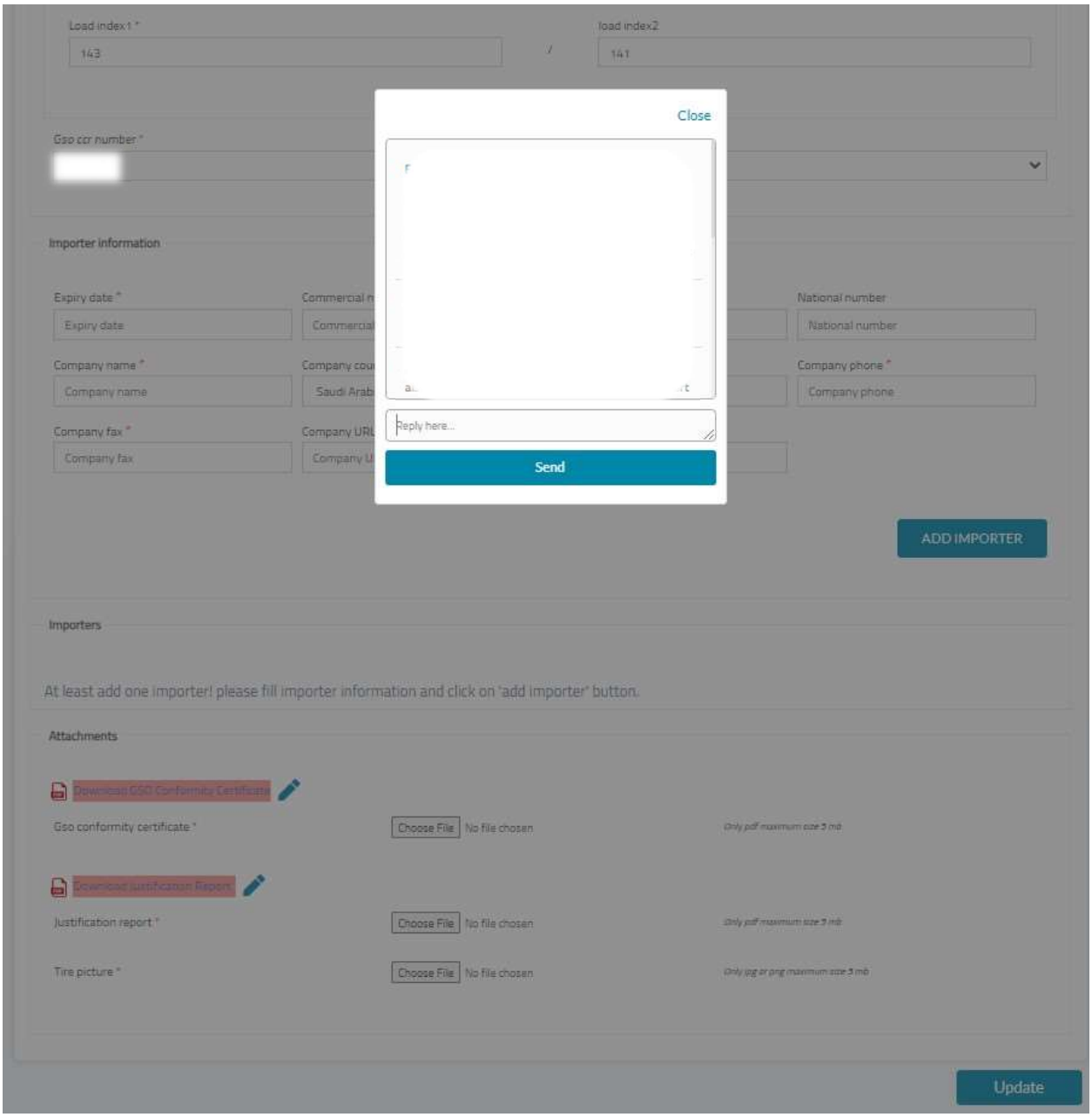
- Awaiting Bill Generation: when the application is submitted, the user should manually generate the application invoice by selecting the applications, then on the top click on (# Applications Selected), then click on "Preview Invoice" then "Generate invoice" after reviewing it.
- Awaiting Payment: when the application is submitted, and the invoice is generated, it is showing in New Applications section with the Status (Awaiting Payment) with the invoice, else status would be "Bill Failed". To pay the invoice: Click on the invoice icon, then click no "Pay Invoice".
- Under Study: Once the application is paid by the user.

- Note by SASO: when the engineer reviews the application and submit comments then application shows with the Status of Note by Engineer. Selecting the “Action” button will direct you to the application page for editing.
- Under Review: Once the application is initially approved.
- Waiting for Decision: When the application is revised.
- Waiting for Final Decision: Last stage of the process, after final approval, the user can pay the label bill (second invoice), then download the certificate/label.



Edit Application

- For New application (Before payment): User can edit application by Selecting the “Action” button, which will direct you to the application page for editing.
- For New or Exempted Applications: User can edit applications with the status “Note by SASO”
- After editing the application, the applicant should press “Update”.



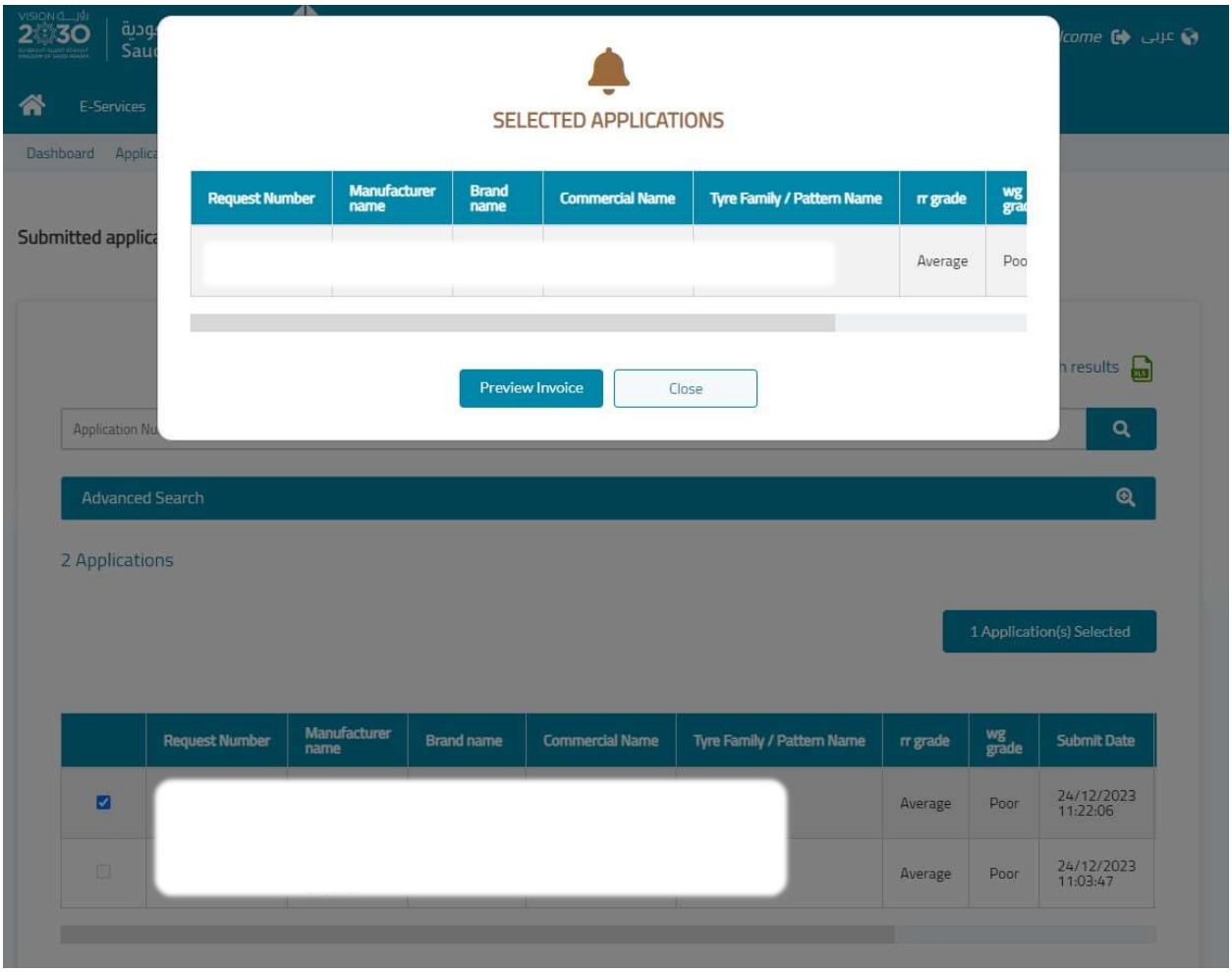
Remove Application (For New Applications)

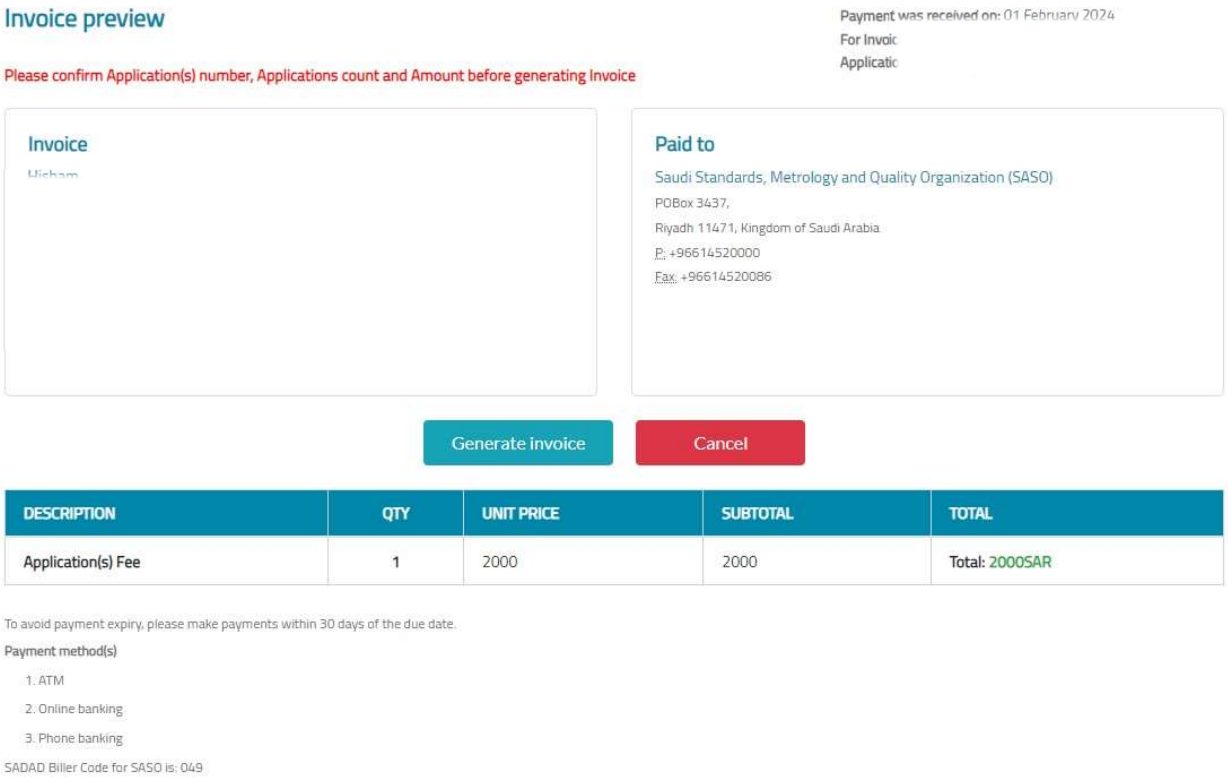
User can remove applications before payment. Application will be removed from dashboard and will be displayed in removed application list. By going to the removed application list, the applicant can restore removed applications.

Brand name	Commercial Name	Tyre Family / Pattern Name	rr grade	wg grade	Submit Date	Status	Invoice	Receipt	Actions
			Average	Poor	24/12/2023 11:22:06	Awaiting Bill Generation			
			Average	Poor	24/12/2023 11:03:47	Awaiting Payment			

Invoice Generation

User can generate label invoice by selecting the applications, then on the top click on (# Applications Selected), then click on “Preview Invoice” then “Generate invoice” after reviewing it.





The request will be moved to “New Label(s) Requests” section in Tires dashboard.

User can cancel invoice by pressing “Cancel invoice”.

New Labels

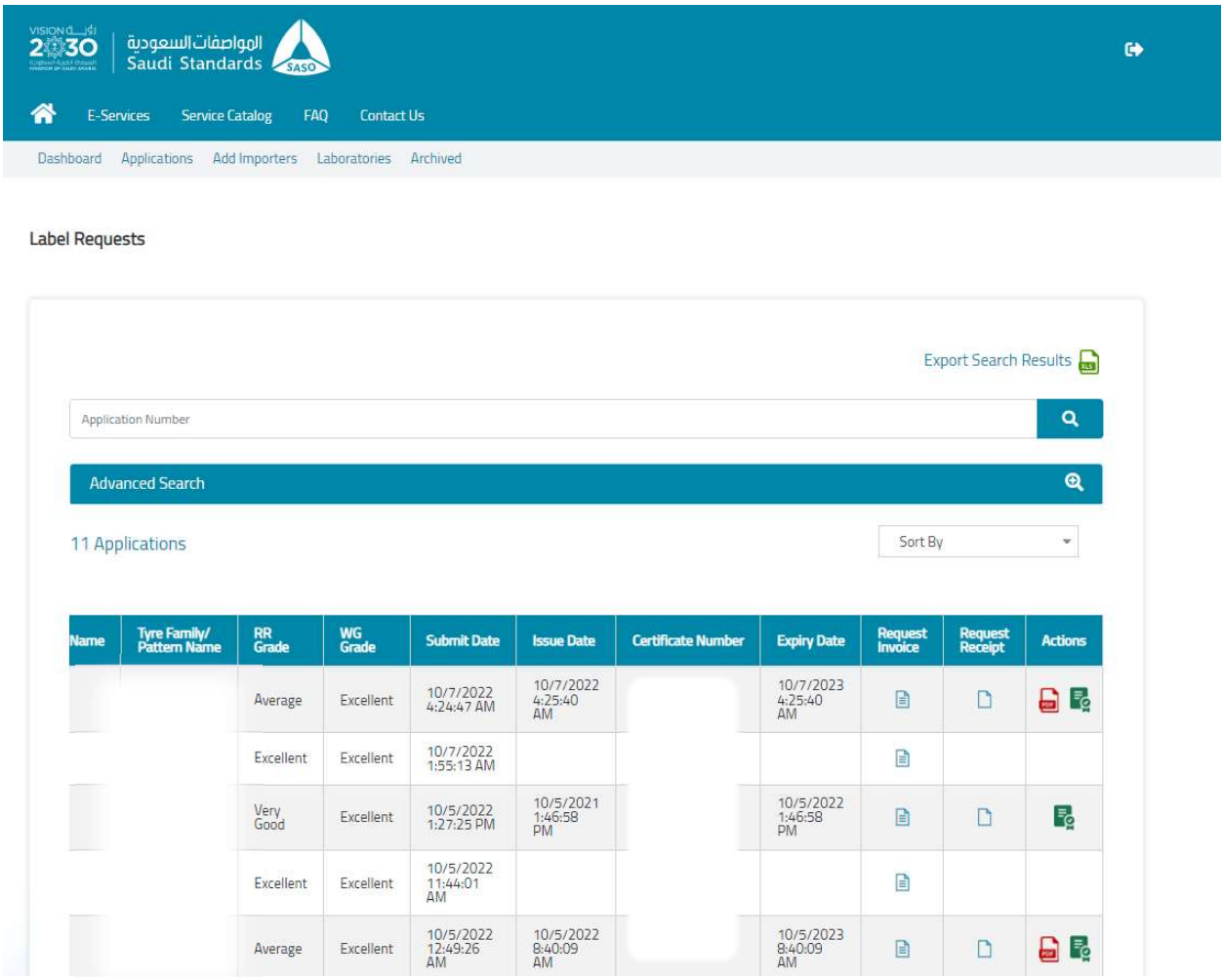
In “New Label(s) Requests” section, System previews a list with the labels requests.

User can display invoice by pressing on label invoice icon.

User can display Label Receipt by pressing Receipt icon.

User can download certificate by pressing on certificate icon.

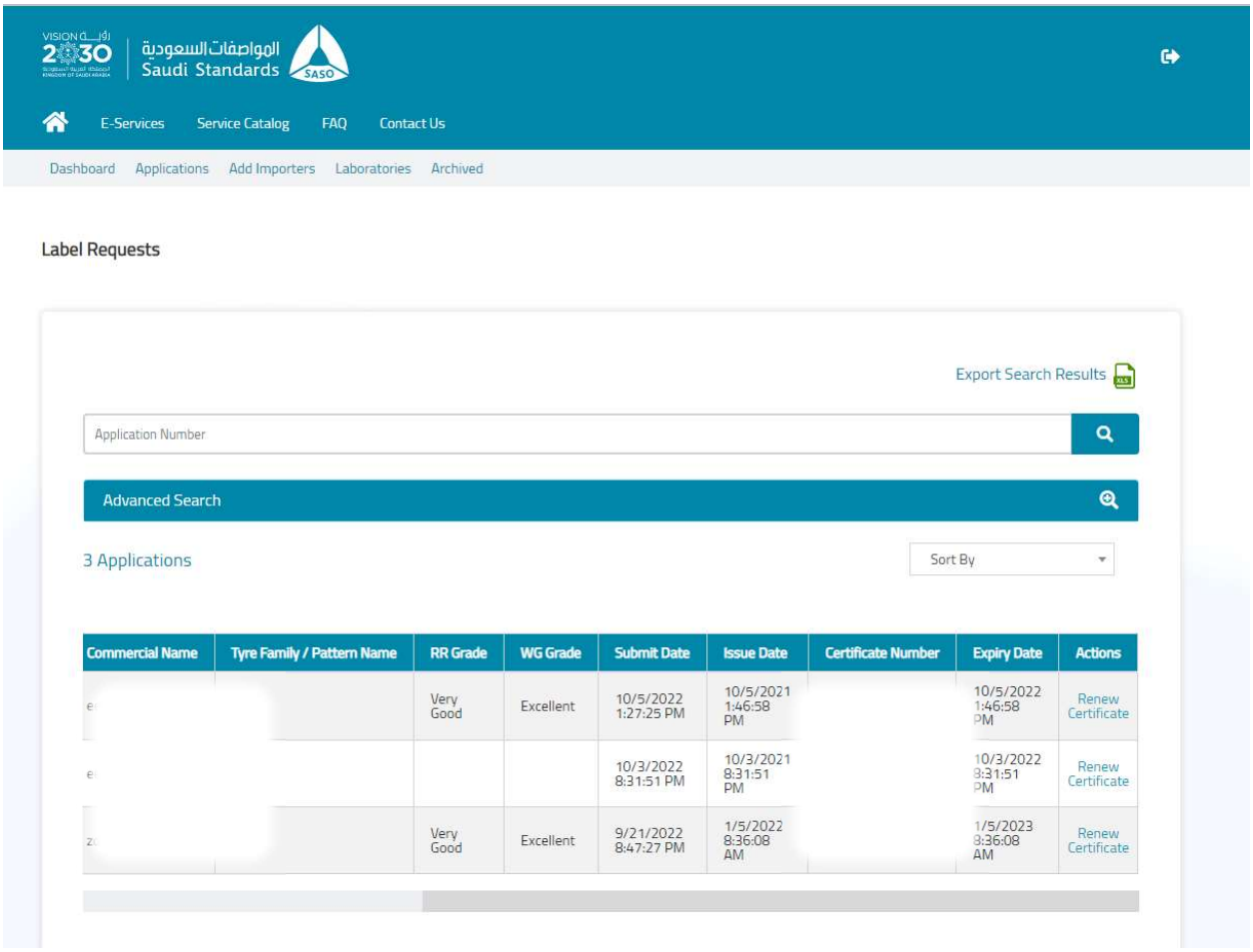
User can download label by pressing label icon.



Generated- Expired Labels

After user clicks “Generated- Expired Labels”, System displays expiring certificates that available for renewal (three months before expiration).

The user can renew certificates by pressing Renew Certificate on the right of each application in this section.

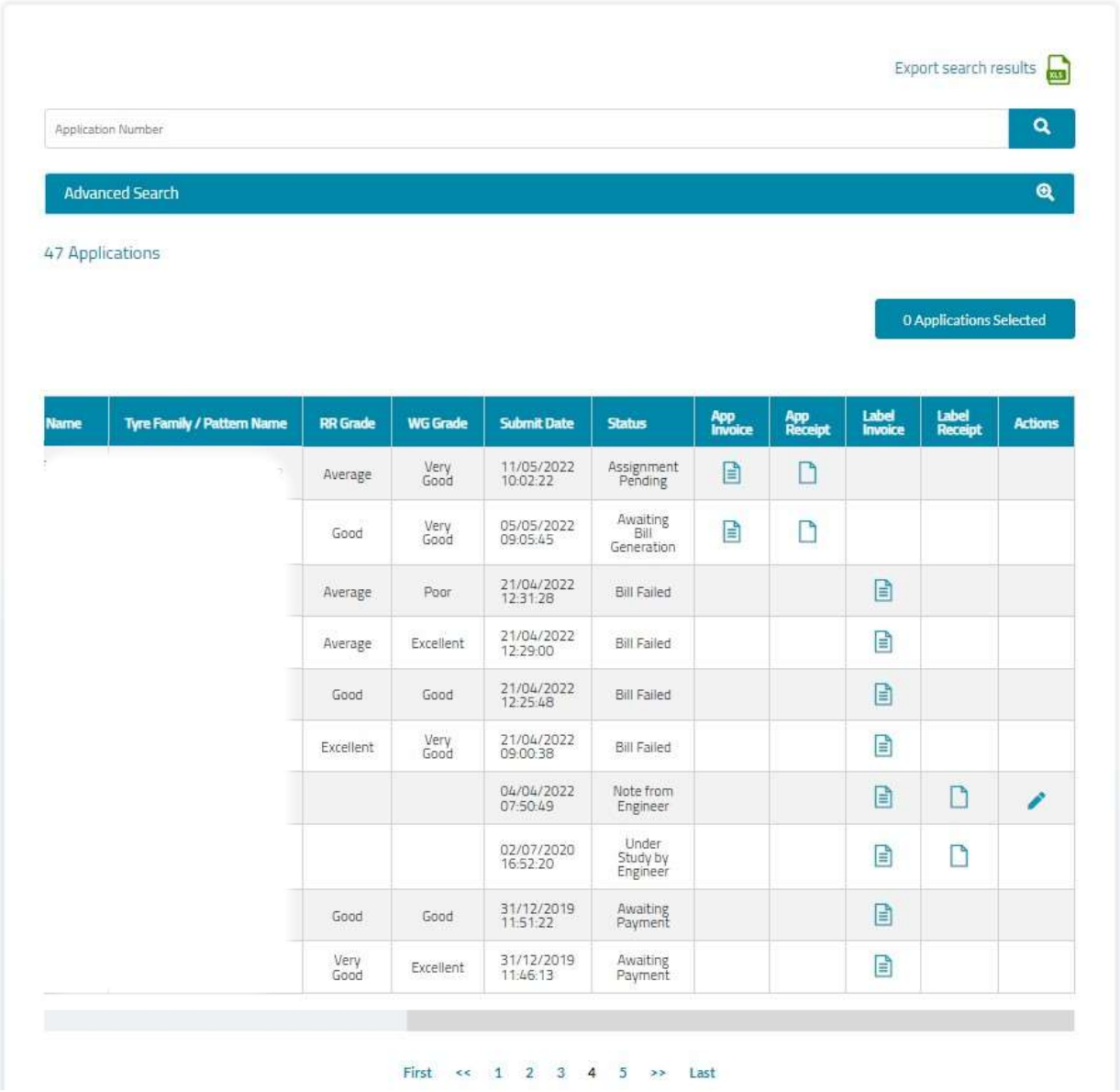


Renewal Requests

By clicking on "Renewal Requests", System previews renewal requests with their statuses.

- User can display request details by pressing on request number.
- User can display invoice by pressing on label invoice icon.
- User can display Label Receipt by pressing Receipt icon.

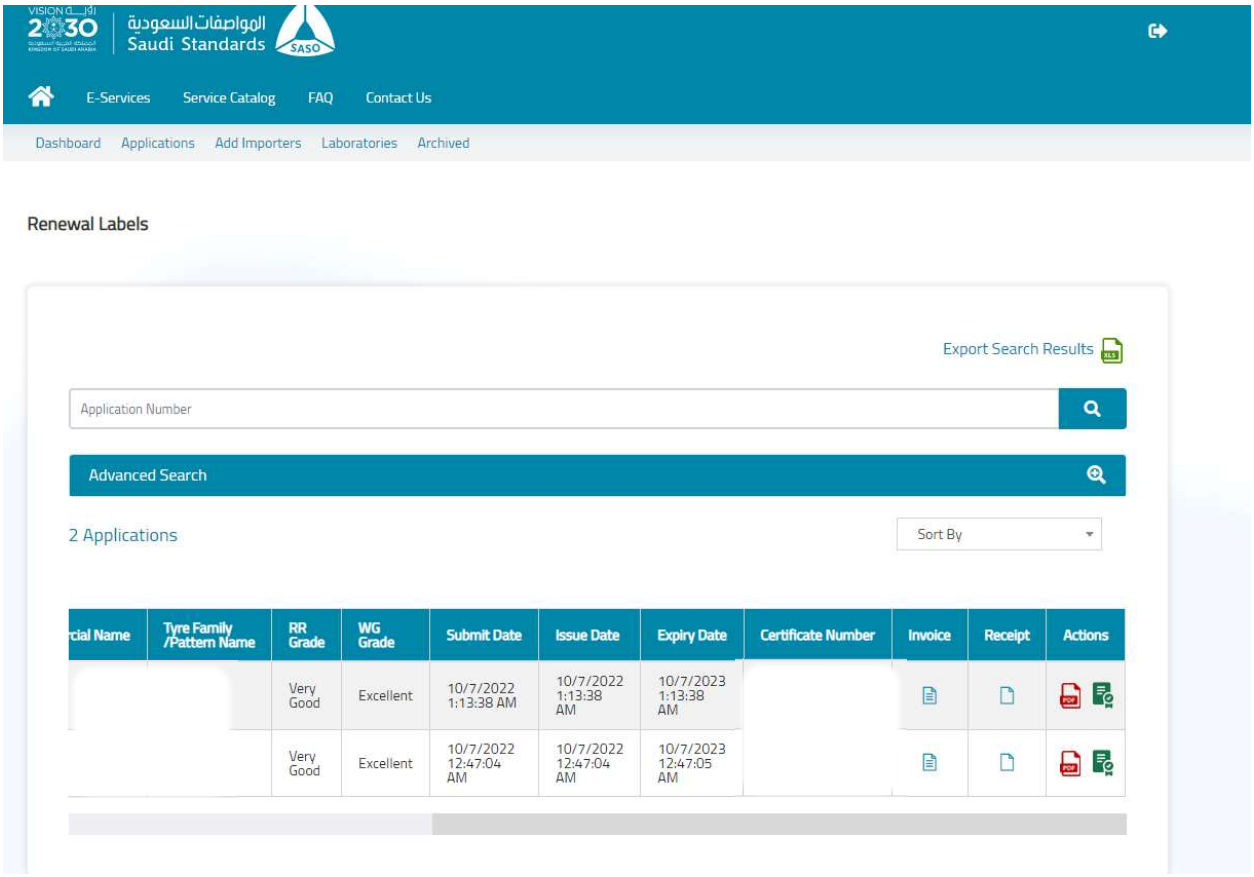
Renewal applications



Renewal Labels

In the “Renewal Labels” section, the system displays applications with renewed certificates and their associated labels.

- User can edit request if the status is “Note by SASO” by pressing edit icon.
- User can display application details by pressing on the request number.
- User can display invoice by pressing on the invoice icon.
- User can display Label Receipt by pressing Receipt icon.
- User can download certificate for the active and expiring soon certificate by pressing certificate icon.
- User can download label for the active certificate by pressing label icon.

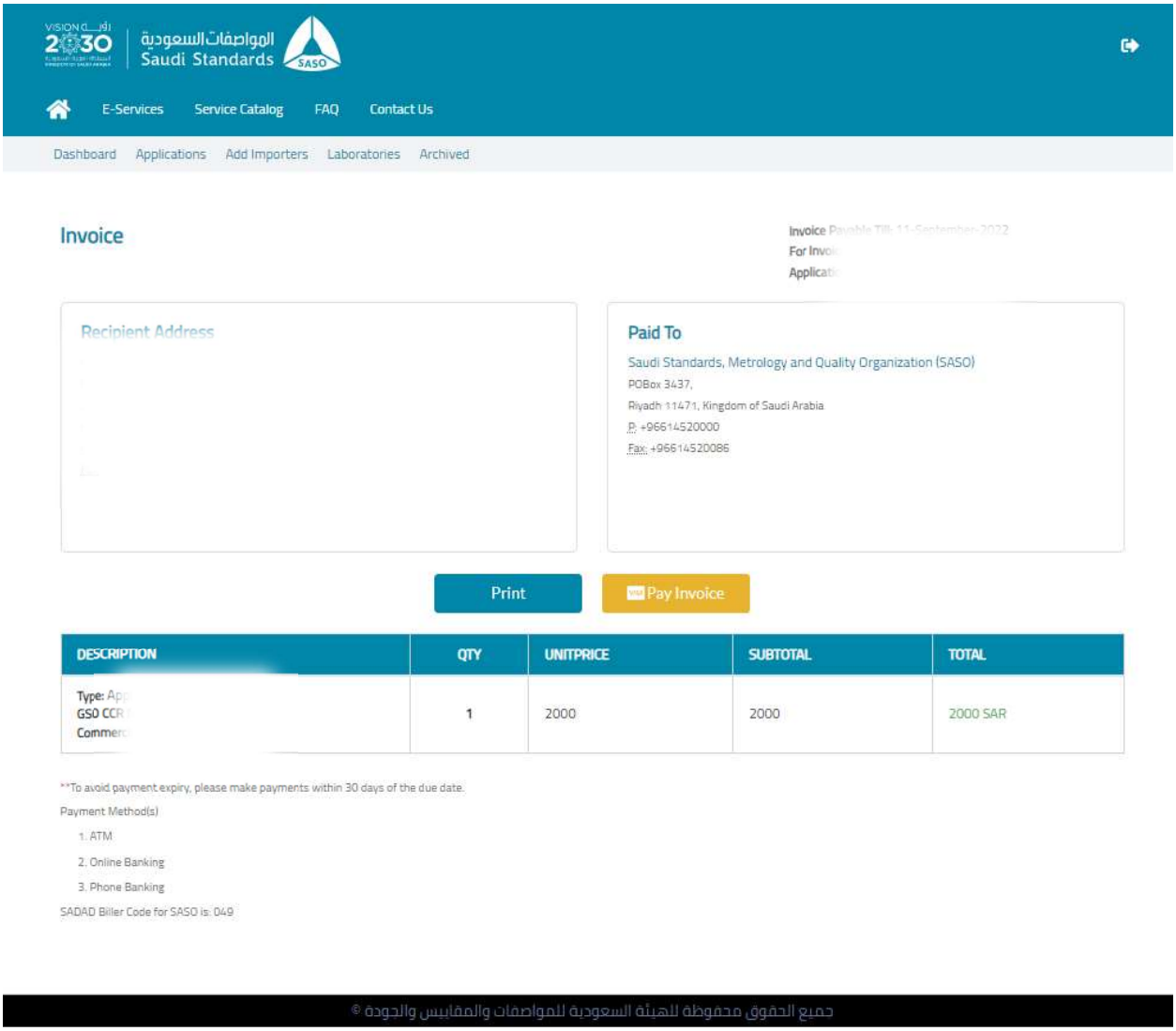


Manage Invoices & Receipts

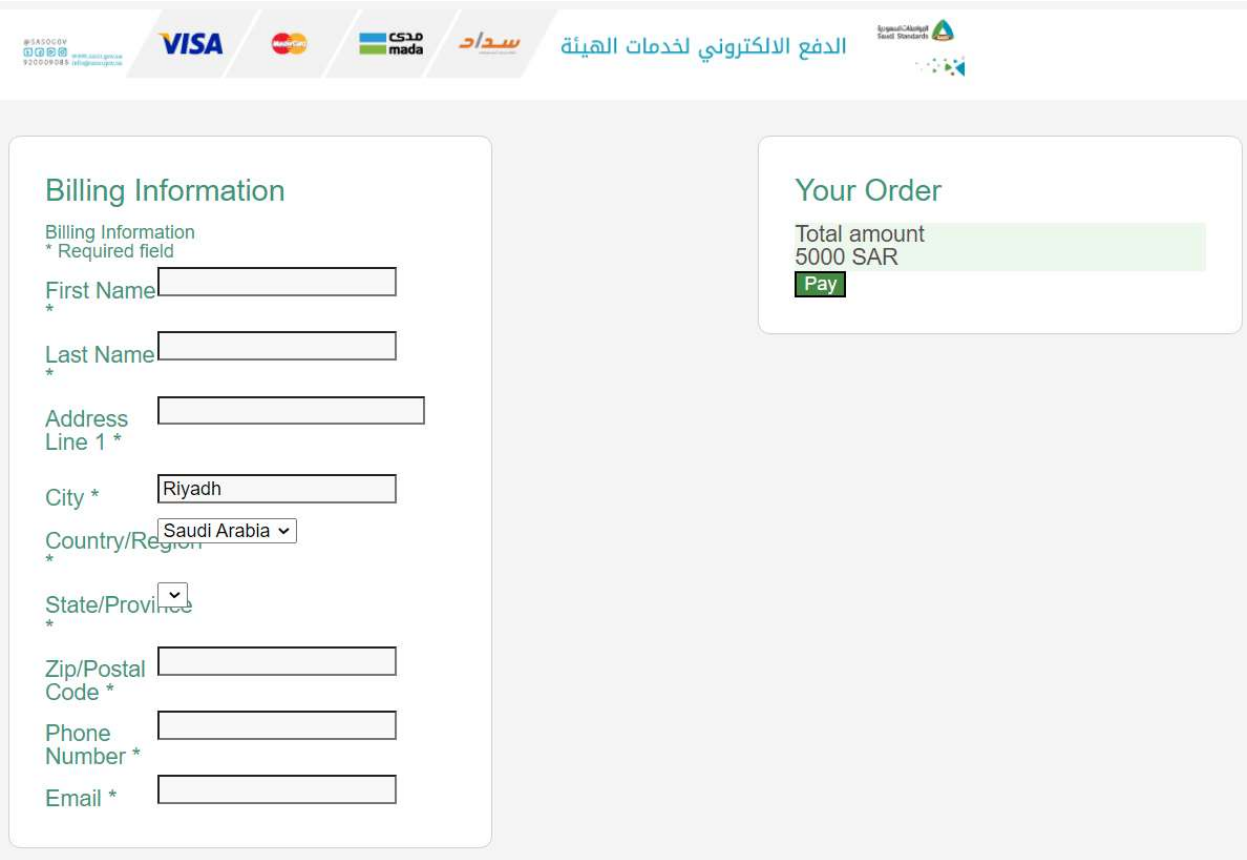
Manage Invoices & Receipts

You can manage the invoice which status is “Awaiting the payment” and has invoice number from (Applications/ Labels requests) by clicking “invoice”.

User Can print invoice by clicking “Print”.

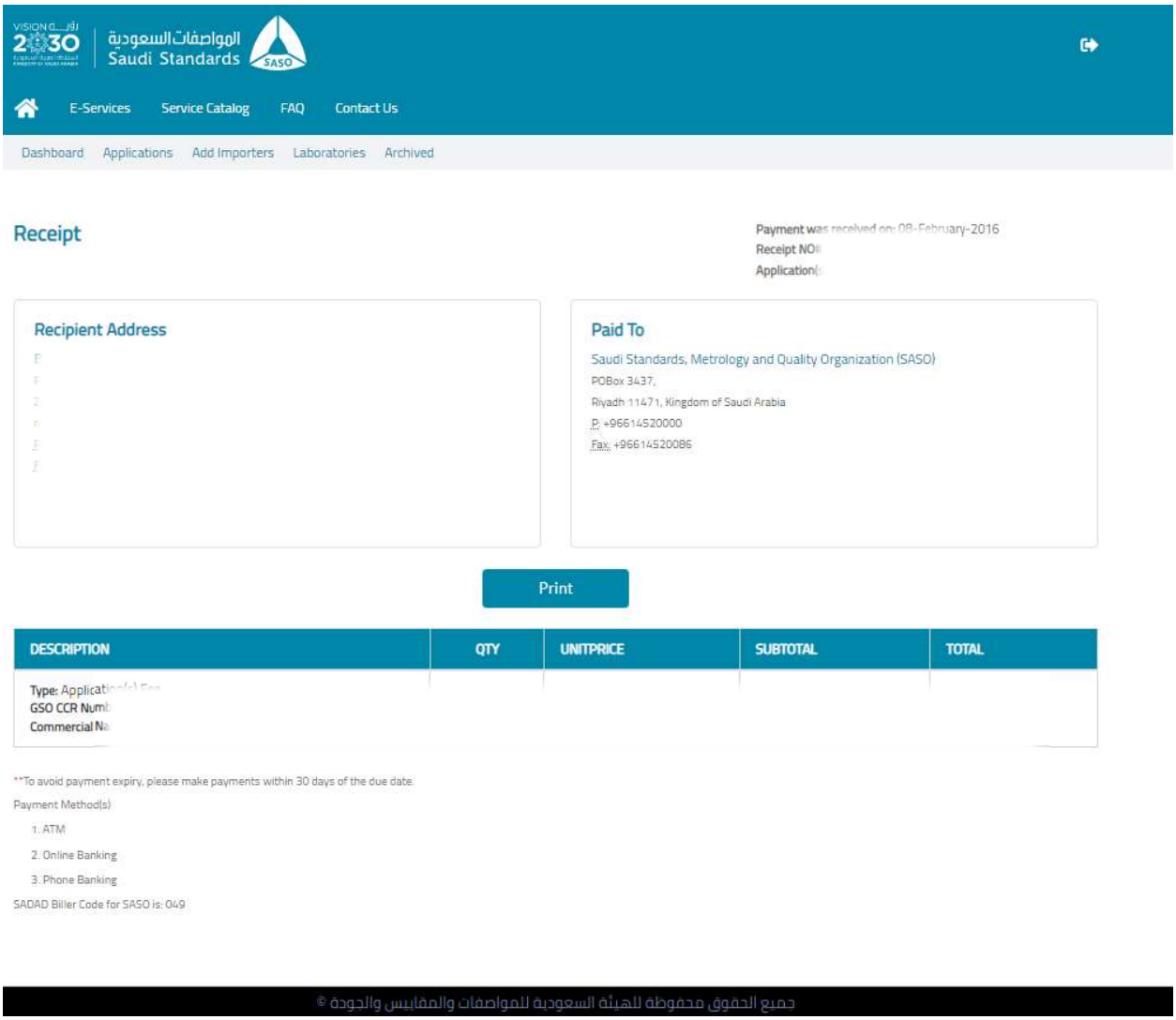


After user clicks “Pay Invoice”, user can enter Billing information to complete payment process.



Display Receipt:

After user pay invoice, user can preview receipt by pressing Receipt icon.

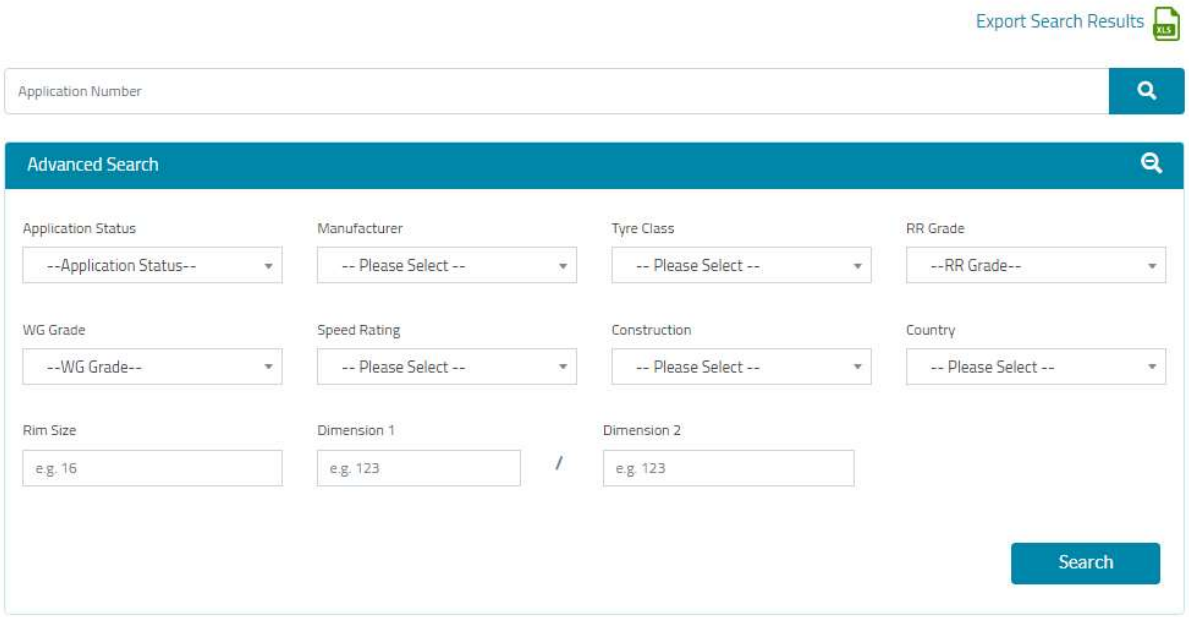


Search for Applications

Search for Applications (Submitted\ Renewal)

You can search for applications with the different search criteria, the system will display the related fields to the Applications

User can search by Application number or by tire information/specifications.



Once the user provides tire information/specifications, then clicks on search, the system will display the search results based on the provided information and specification.

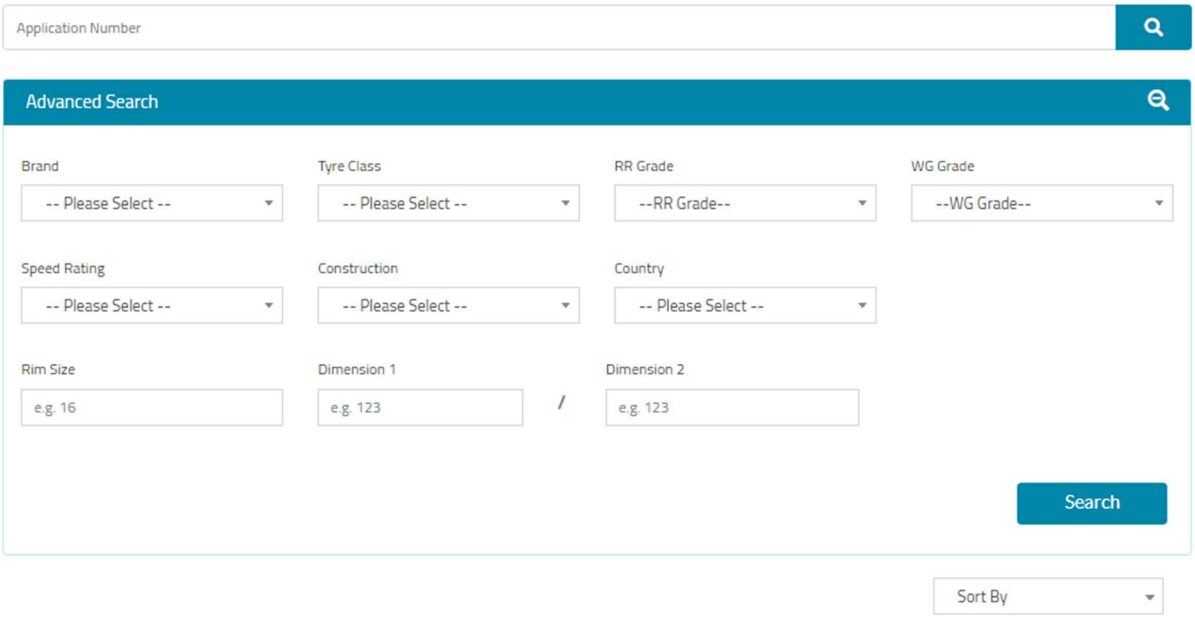
- The system will display the number of search results
- The system will allow the user to view the application details.
- The system will allow the user to preview the invoice and receipt.

Search for Approved Applications \ Label Requests

Search for Approved Applications \ Labels Requests

You can search for applications with the different search criteria, the system will display the related fields to the application.

User can search by Application number or by tire information/specifications.



Once the user provides tire information/specifications, then clicks on search, the system will display the search results based on the provided information and specification.

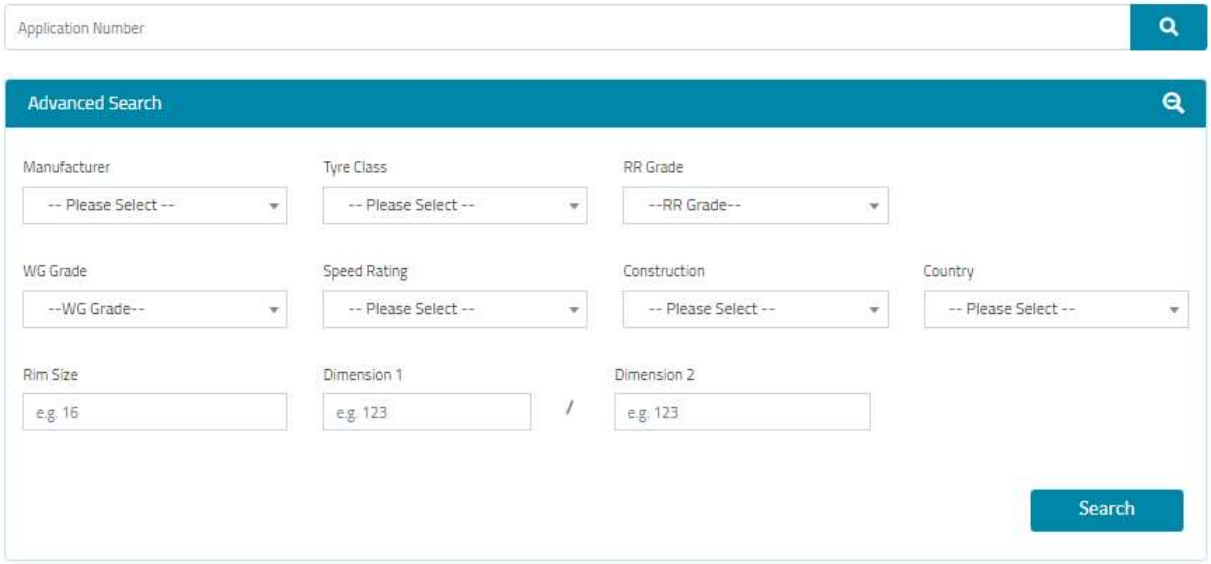
- The system will display the number of search results
- The system will allow the user to view the application details.
- The system will allow the user to preview the invoice and receipt.

Search for Generated Labels\Renewal Labels

Search for Generated Labels\Renewal Labels

You can search for labels with the different search criteria, the system will display the related fields to the label.

User can search by Application number or by tire information/specifications.



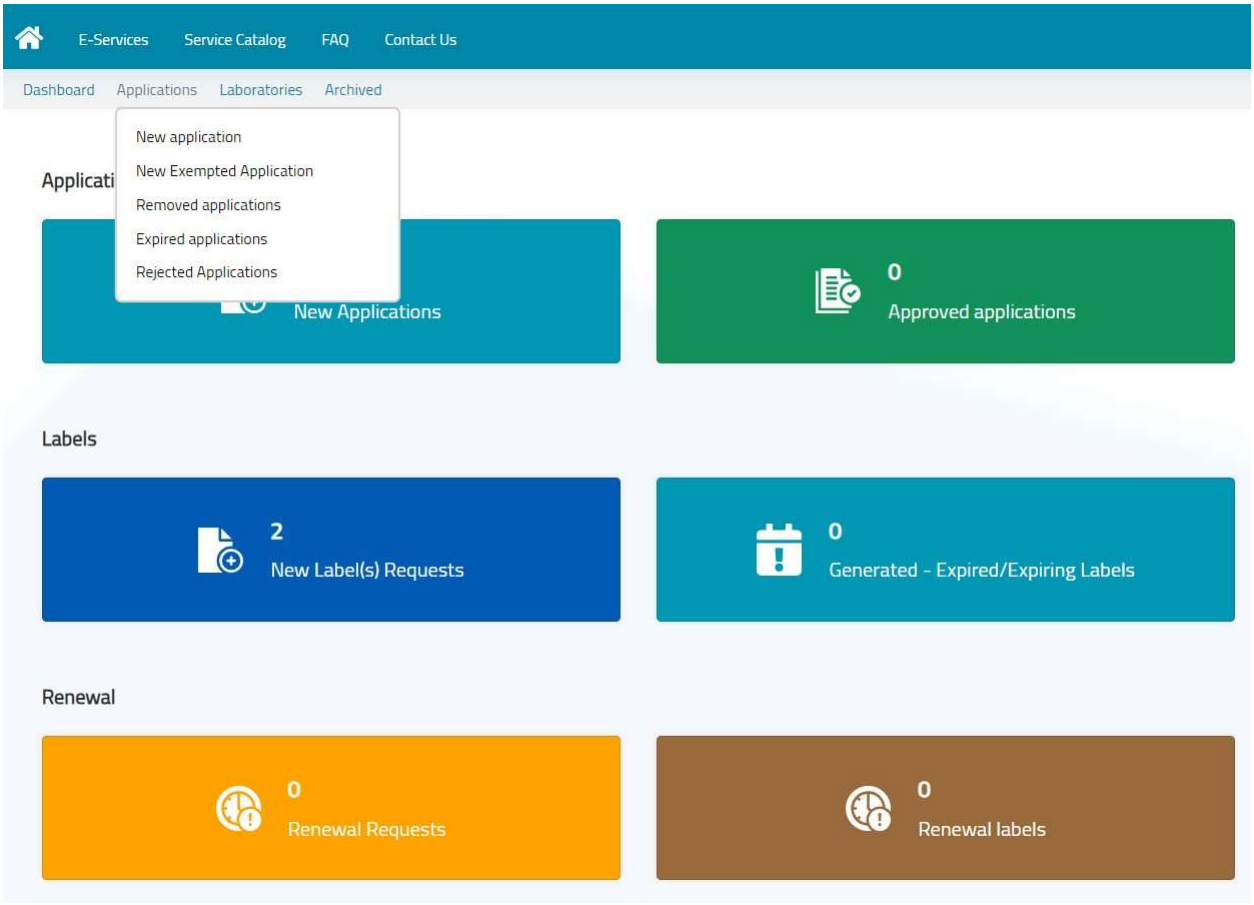
Once the user provides tire information/specifications, then clicks on search, the system will display the search results based on the provided information and specification.

- The system will display the number of search results
- The system will allow the user to view the application details.
- The system will allow the user to preview the invoice and receipt.

Removed, Expired, and Rejected Applications

Removed, Expired, and Rejected Applications

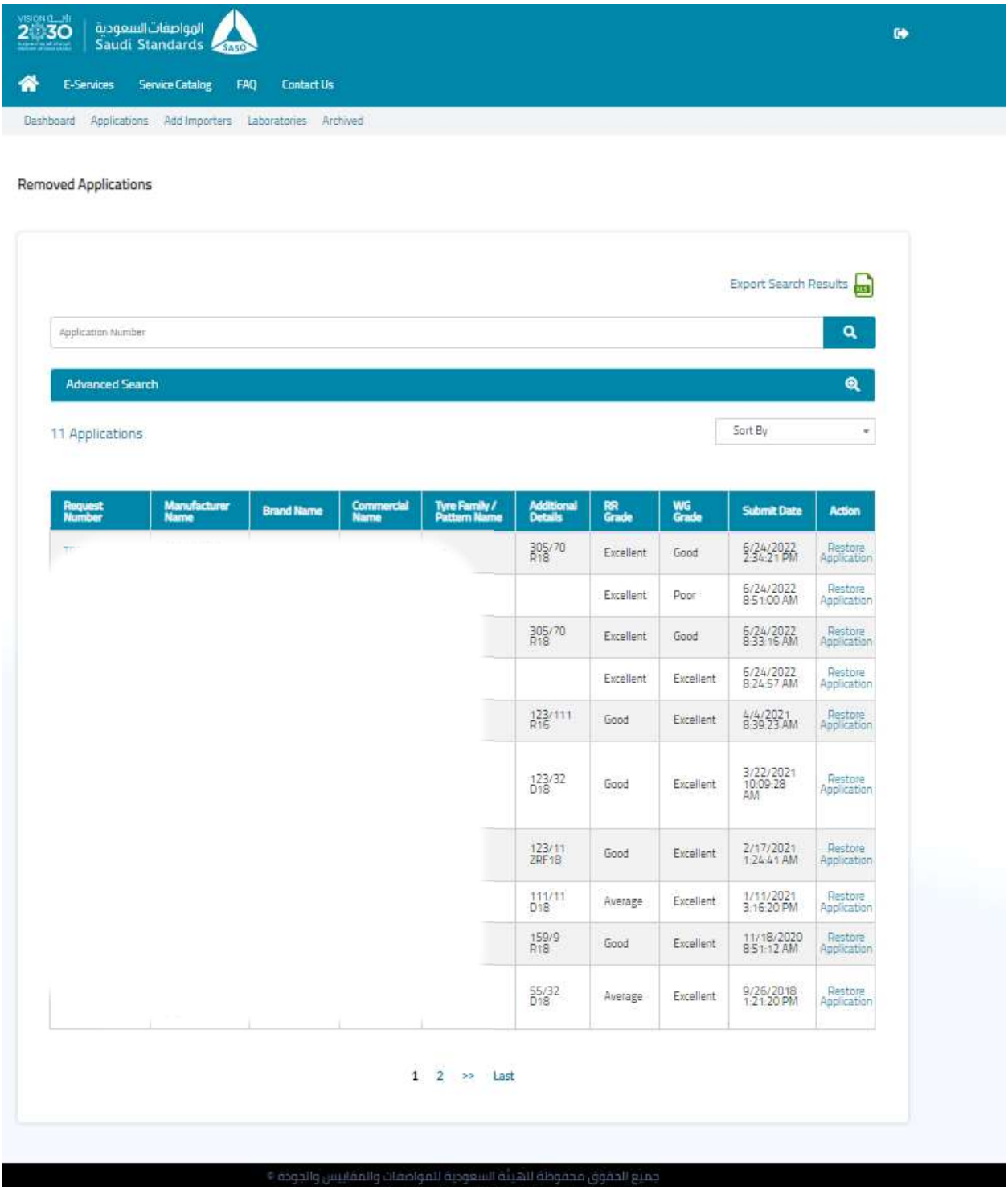
By clicking on “Applications”, a menu that includes (Removed Applications, Expired Applications and Rejected Applications) will be displayed.



Removed Application

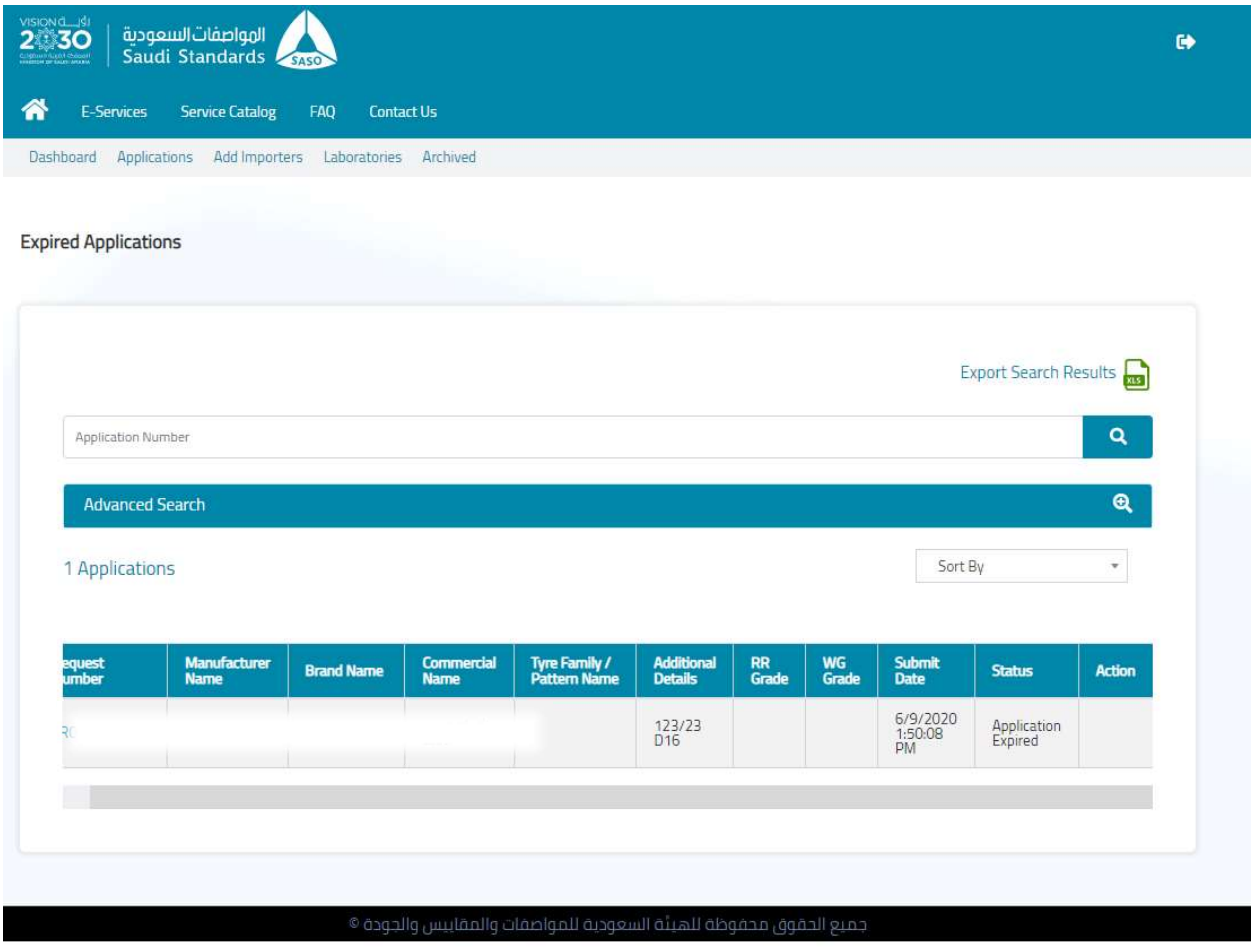
By clicking on “Removed Applications”, the system displays applications that have been removed by the user.

User can restore application by pressing “Restore Application”.



Expired Application

When the user clicks on “Expired Applications” from “Applications” menu, system displays applications that were submitted back with comments, and the applicant didn't respond within 30 days.



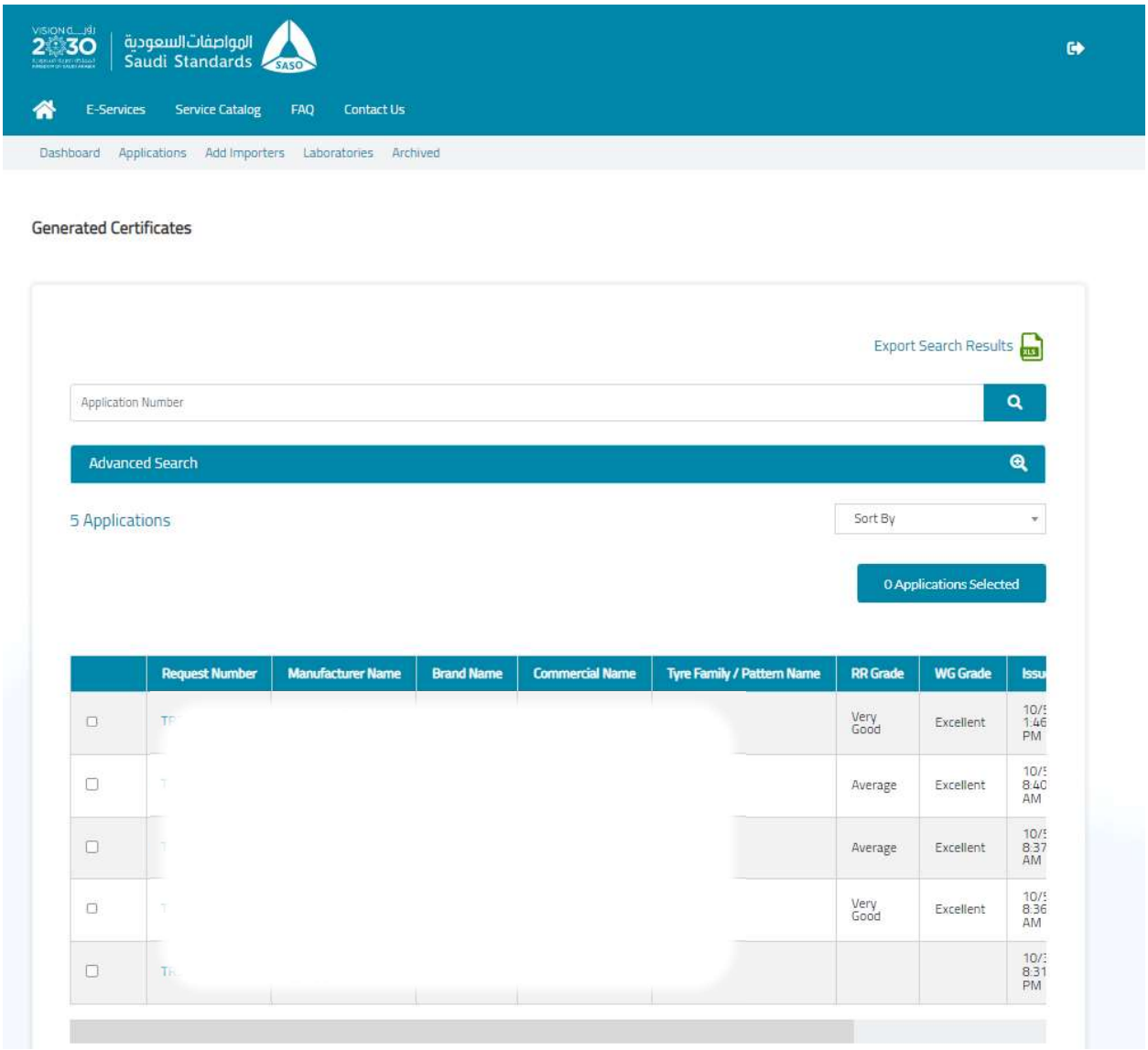
Rejected Applications

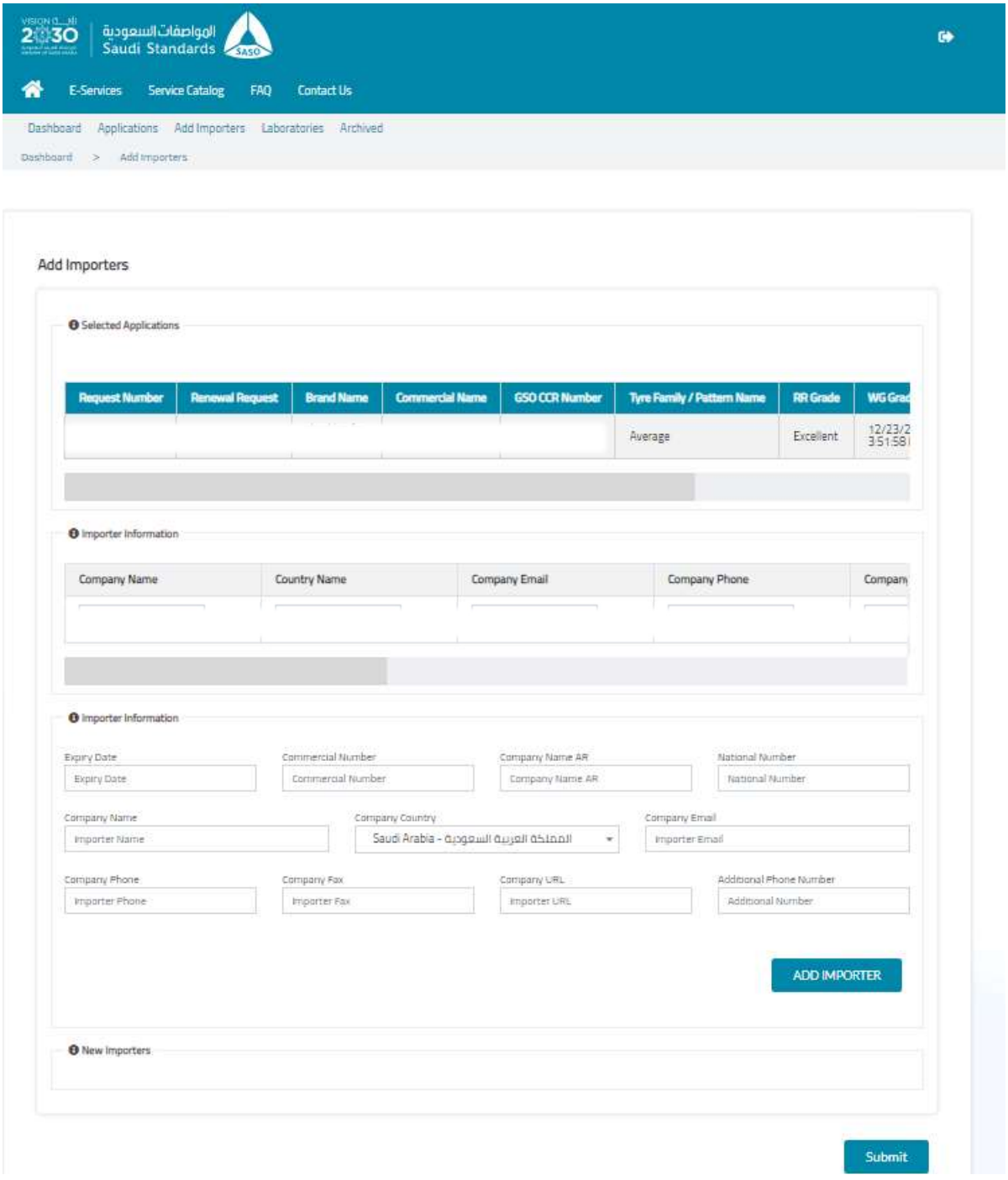
When the user clicks on “Rejected Applications” from “Applications” menu, system displays applications that were rejected by SASO because of resubmitting the application without correction according to Engineer’s notes.

Add Importers

Add Importer

The manufacturer can link importers to applications by clicking on “Add importers”. The system then displays a list of valid generated certificates.



The user selects application and press “Application Selected”.

User fills importer data then clicks “add importer” then “Submit”.