Training Guide for Products not intended for direct marketing to the consumer
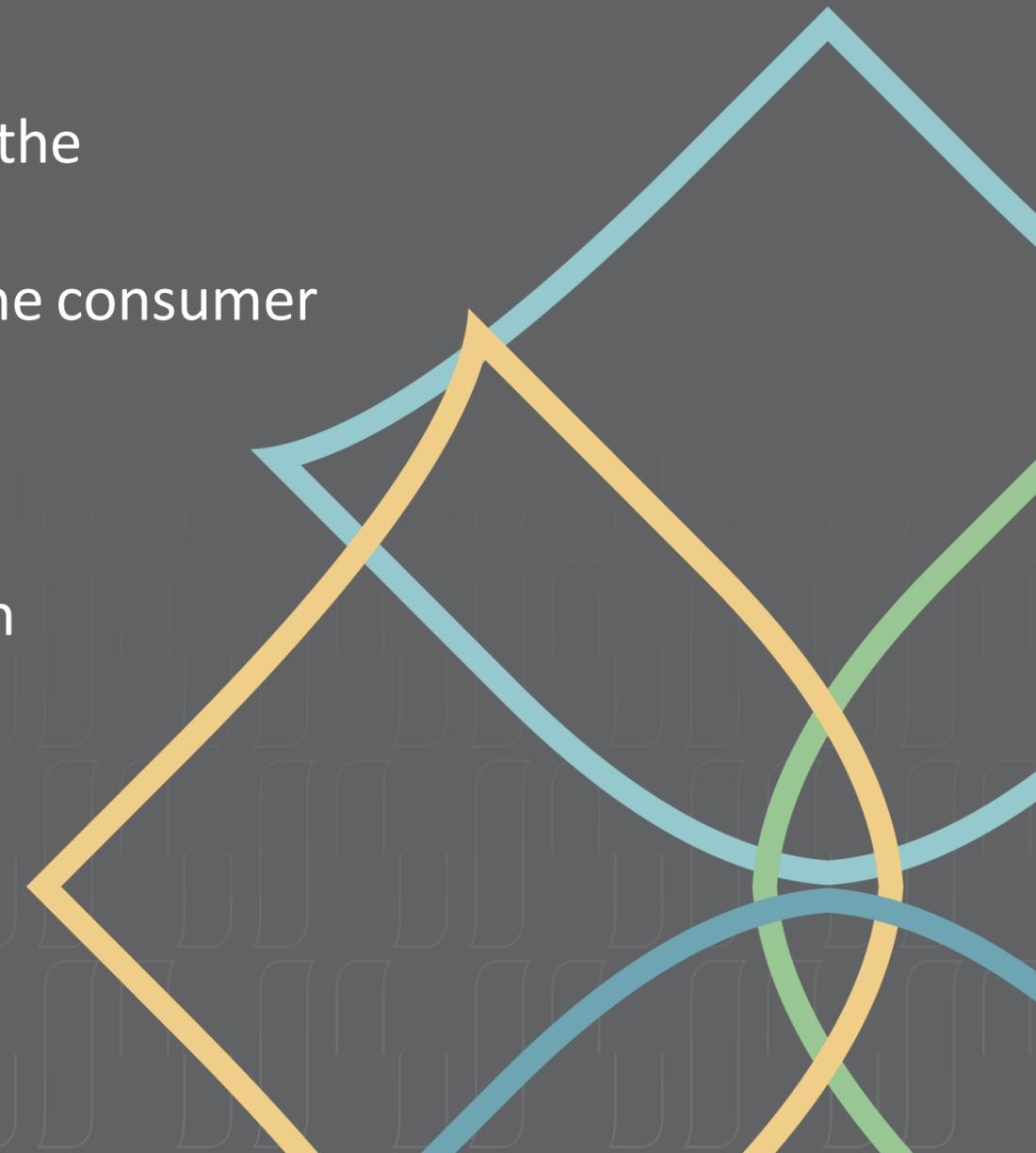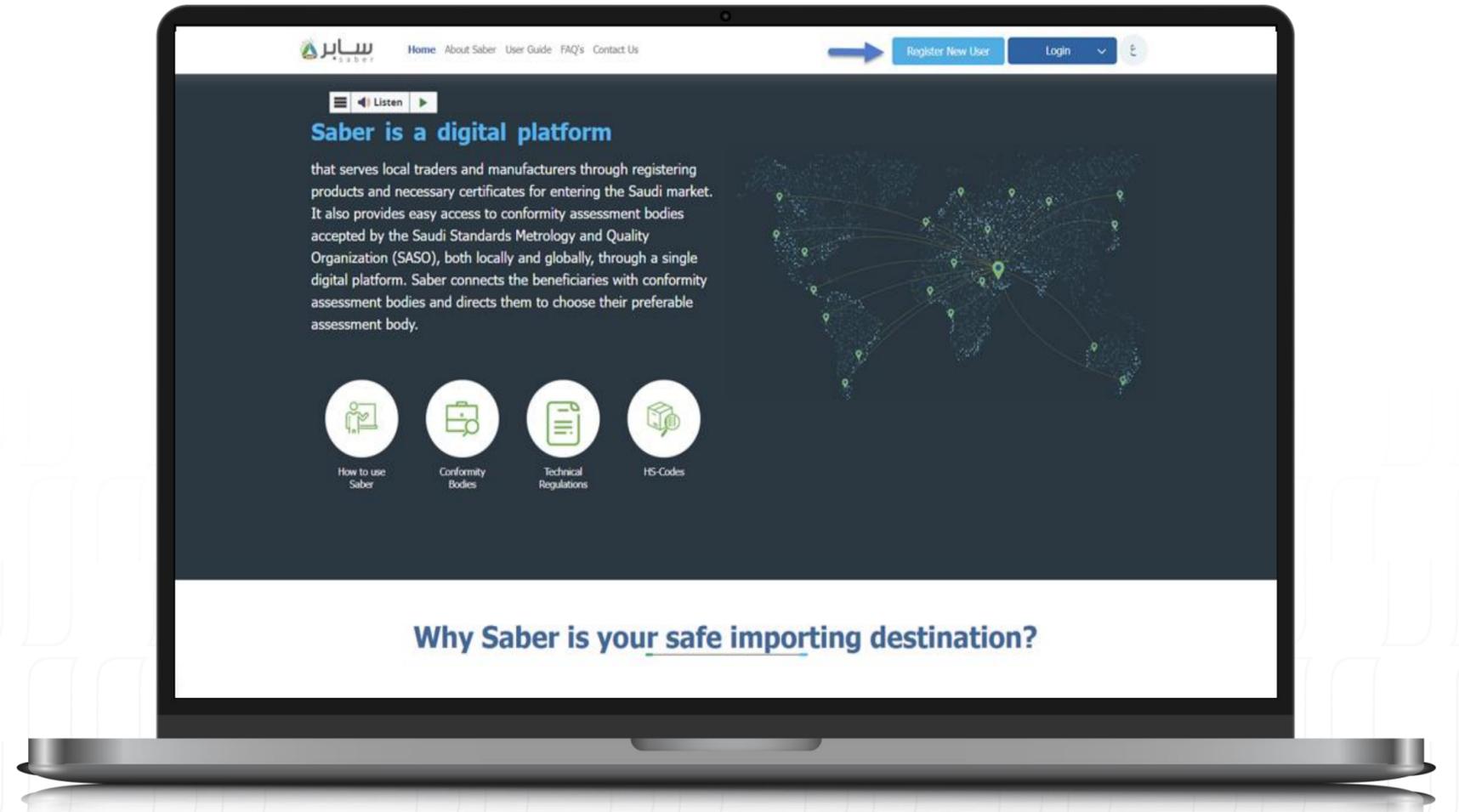
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Service Description

This platform helps to submit a Products not intended for direct marketing to the consumer request or for factories obtaining an industrial exemption for imported shipments that is not intended for sale or trade, 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 used in production lines, shipments that are supplied to government agency according to a purchase contract and product for national events.

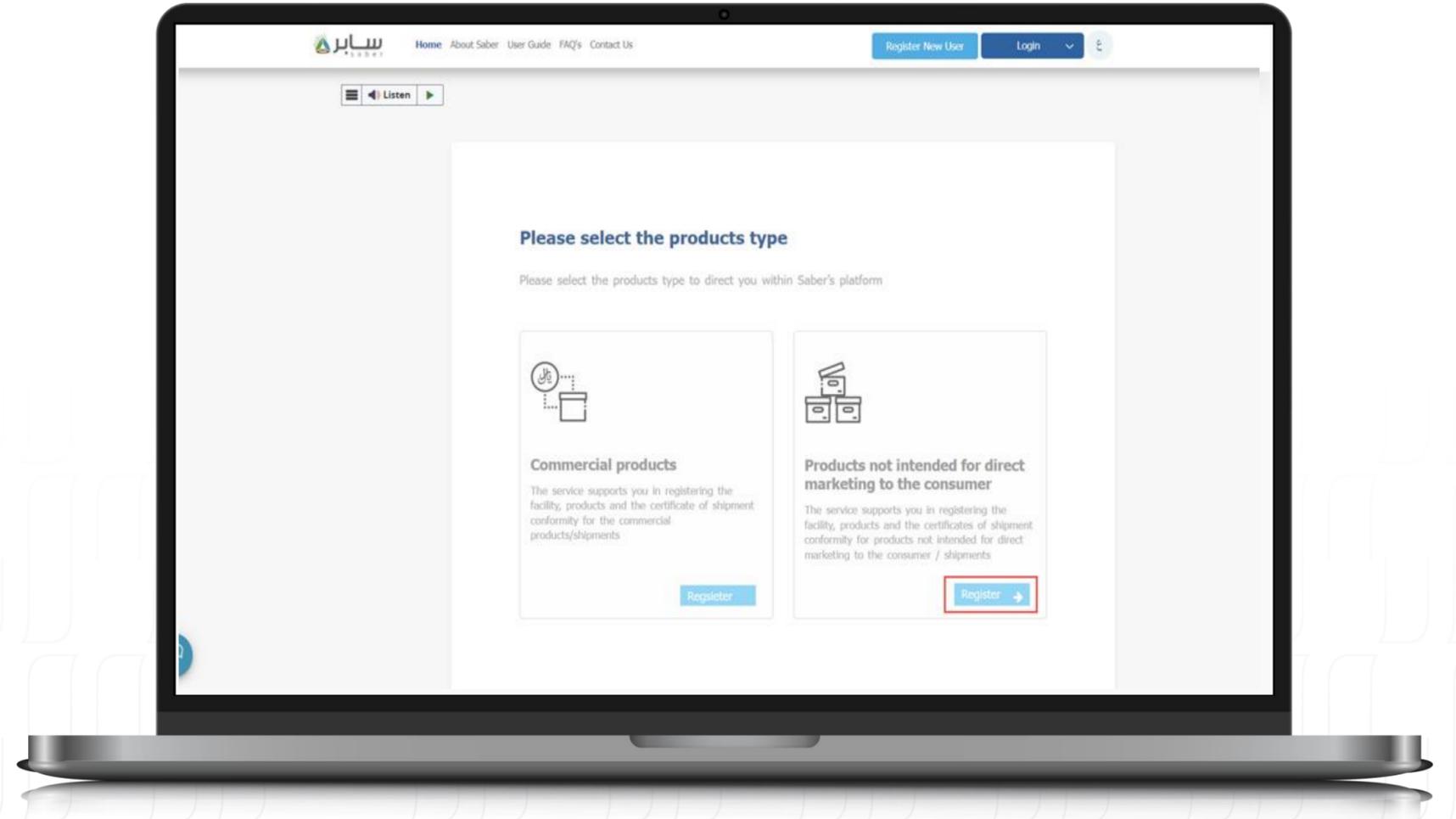### Register an account in the Products not intended for direct marketing to the consumer platform

Step One:

From the home page of the system click on "Register New User".

Step Two:

Choose the registration purpose as "Products not for direct consumer marketing".
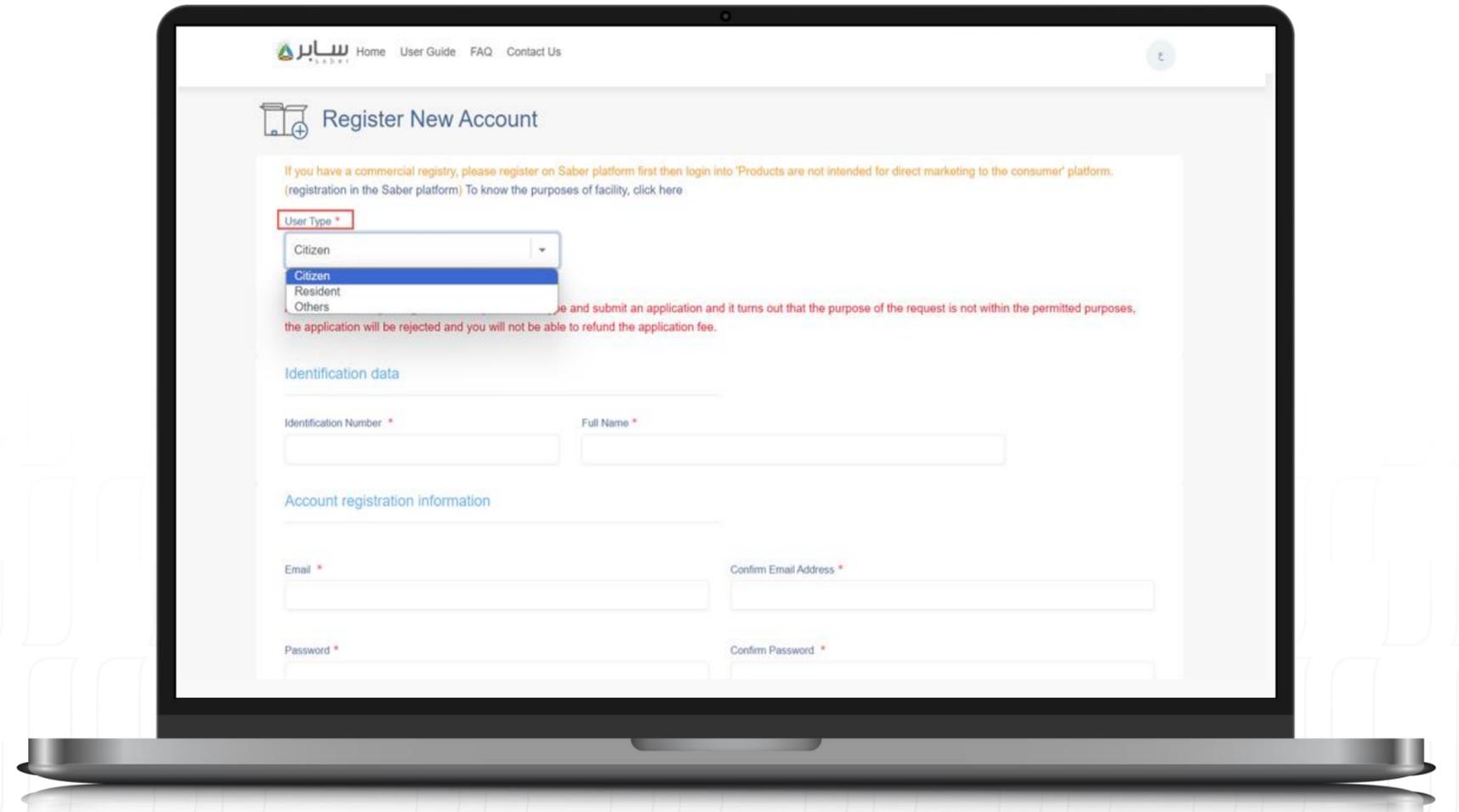
Step Three:

After being redirected to the registration page, you will need to select your user type from the available options.

These types include citizen, resident, and others such as government agencies, foreign companies, or any other types.

If you have a facility account in Saber for commercial products as a delegated user or contact officer, you can login directly to the Products not intended for direct marketing to the consumer platform using your existing login credentials.
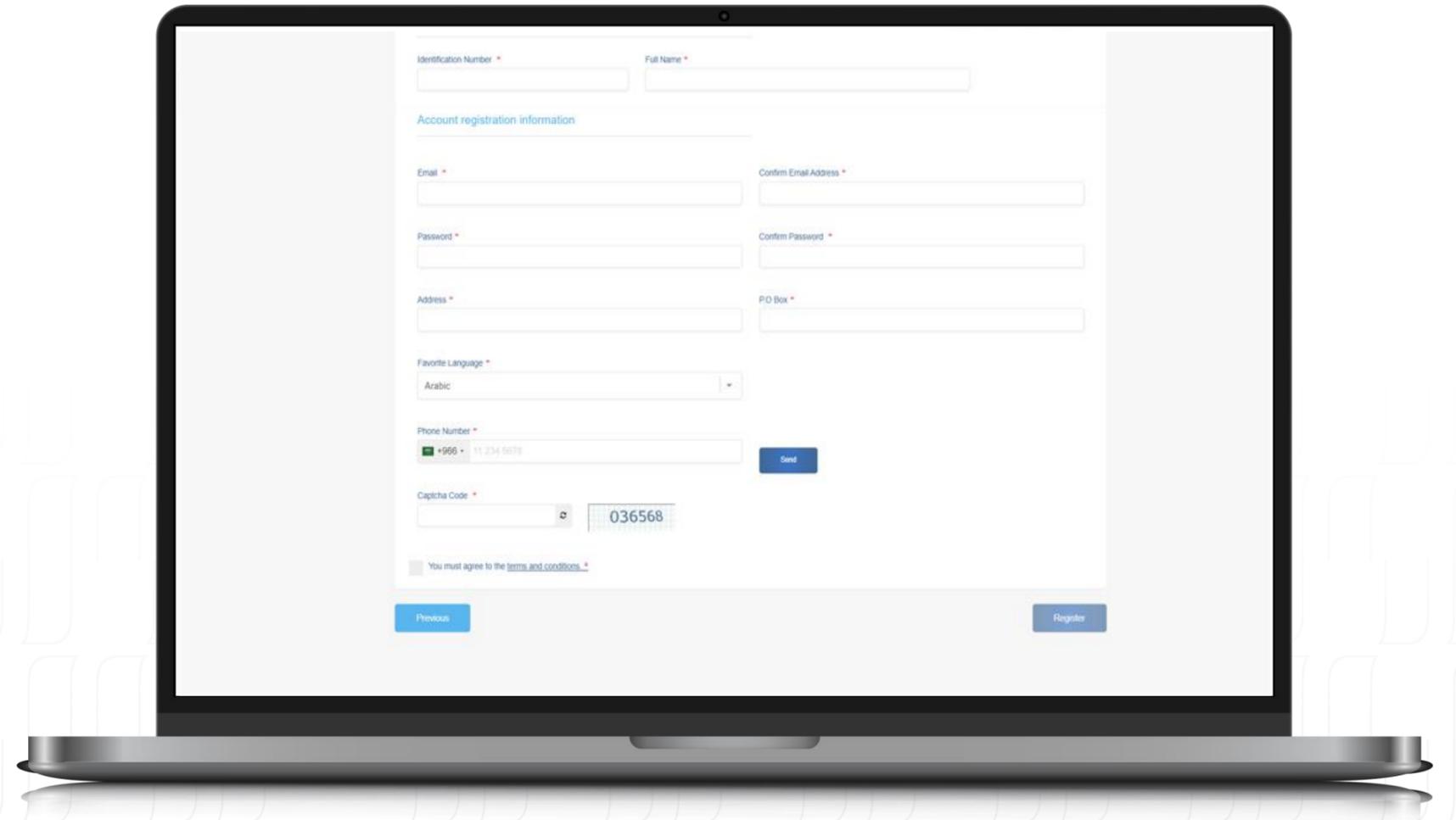
Step Four:

Fill in the required fields, attach the necessary files, and enter the phone number to receive the verification code .

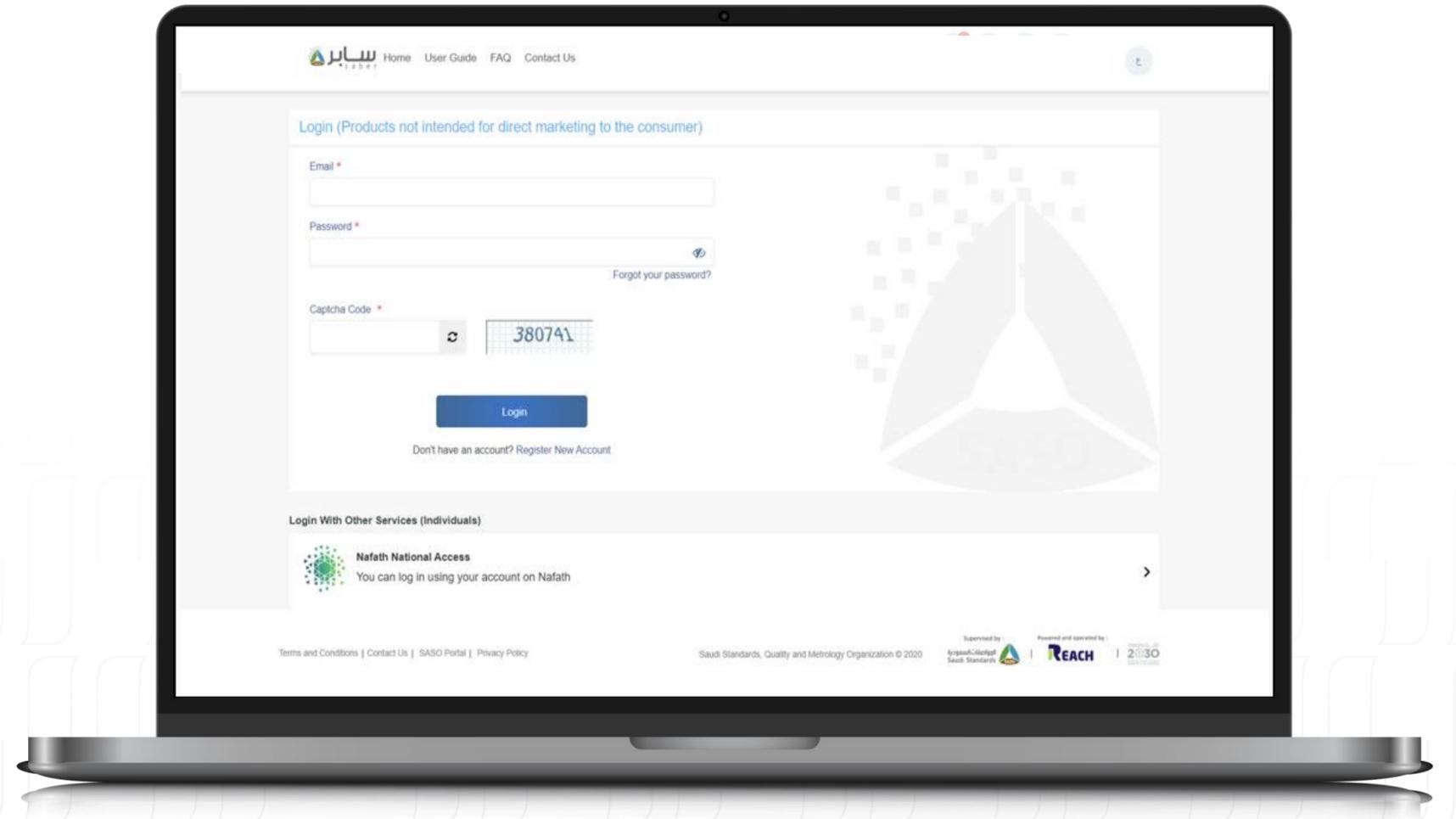Once you've accepted the terms and conditions, you can complete the registration process.

Next, verify your registration by clicking on the confirmation link that has been emailed to you.

Submit a request for the Products not intended for direct marketing to the consumer
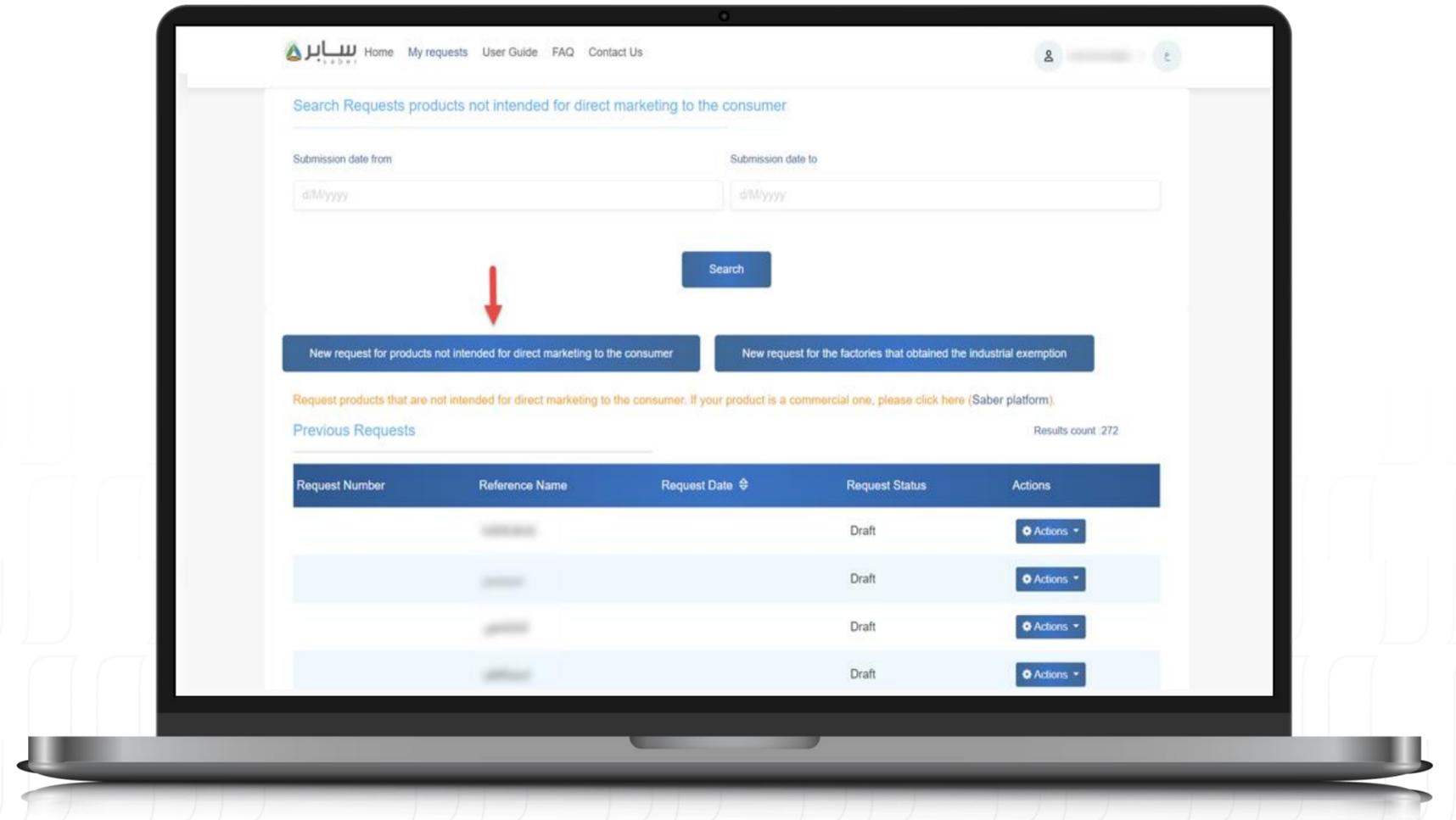
Step One:

Login to Saber for Products not intended for direct marketing to the consumer by clicking on the "Login" button from the home page and enter the login credentials or you can login through Nafath.
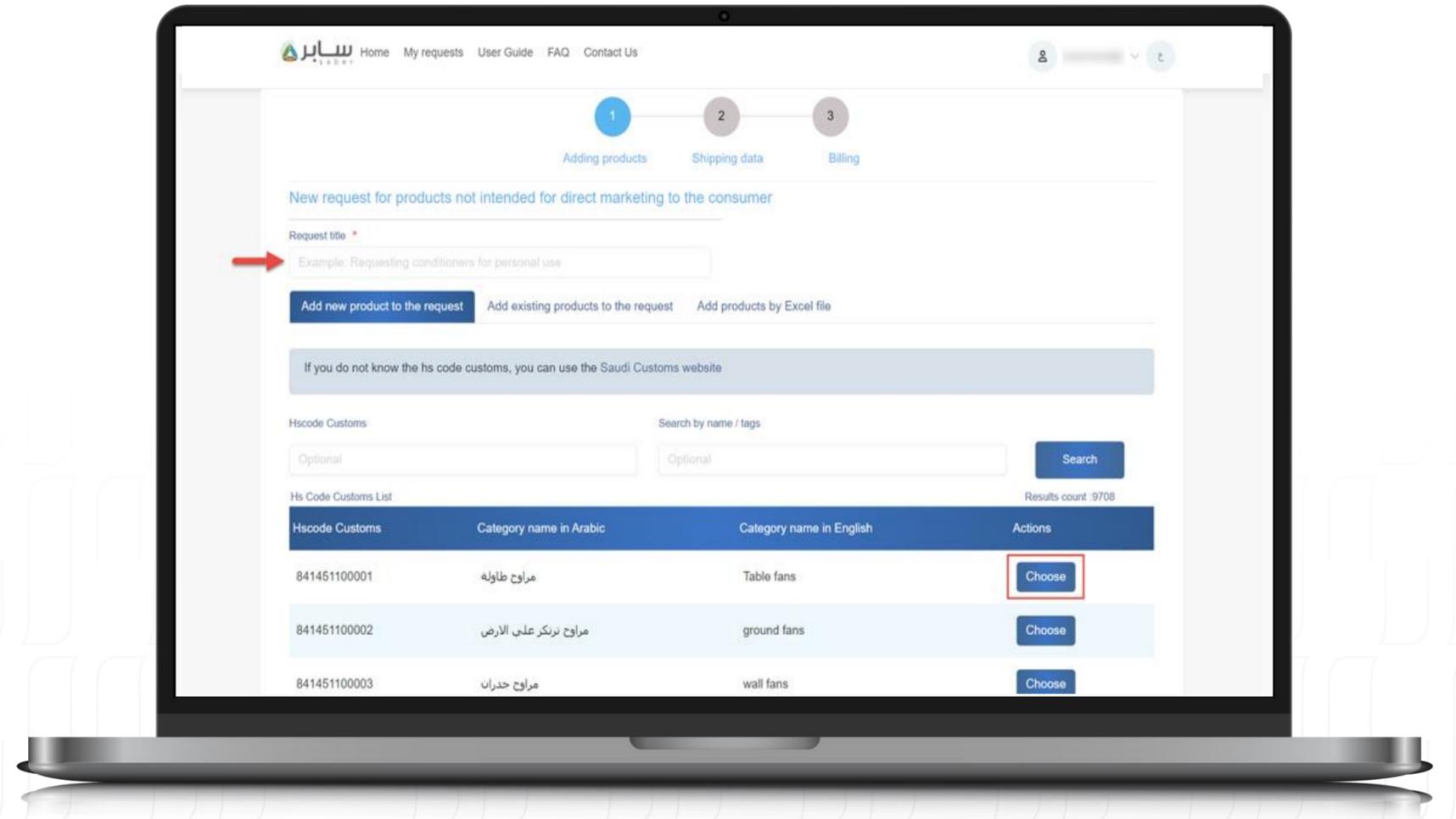
Step Two:

Click on "My Requests" from the menu bar, then click on "new request for Products not intended for direct marketing to the consumer" icon.
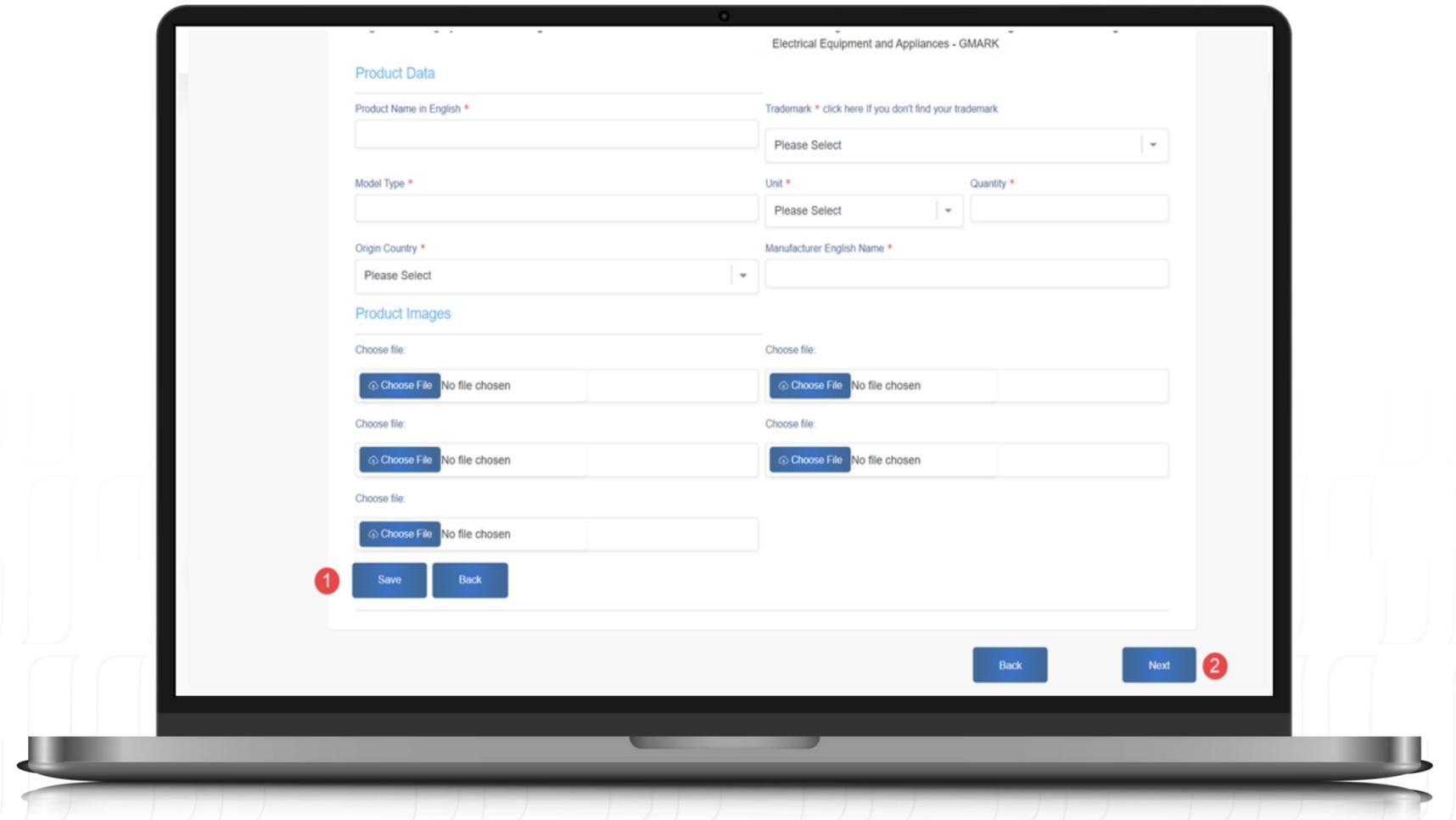
Step Three:

Add new product

Enter the request title and click on "Add a new product to request", you can search by using the HS code or product tags then click on "Choose" so the product will be added to the request.
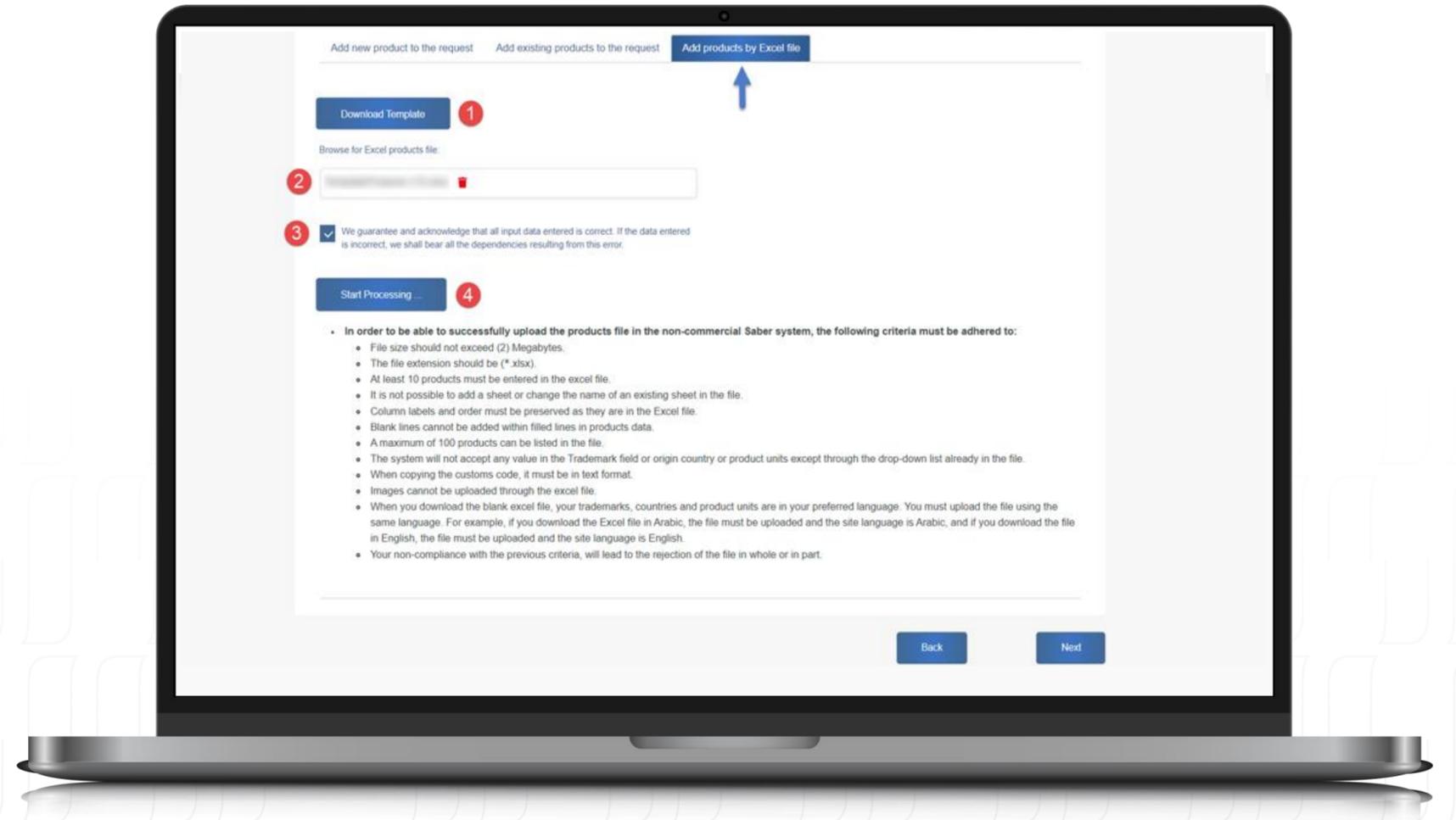
Step Four:

Fill in the product data and click on "Save" to add the product. To add another product, the same steps can be repeated, then move to the next page by clicking on "Next" button.

You can also add the products through using the bulk upload feature by excel.

Download the Excel template, fill in the product's data, and then upload the file back to the system, ensuring you follow the upload terms.

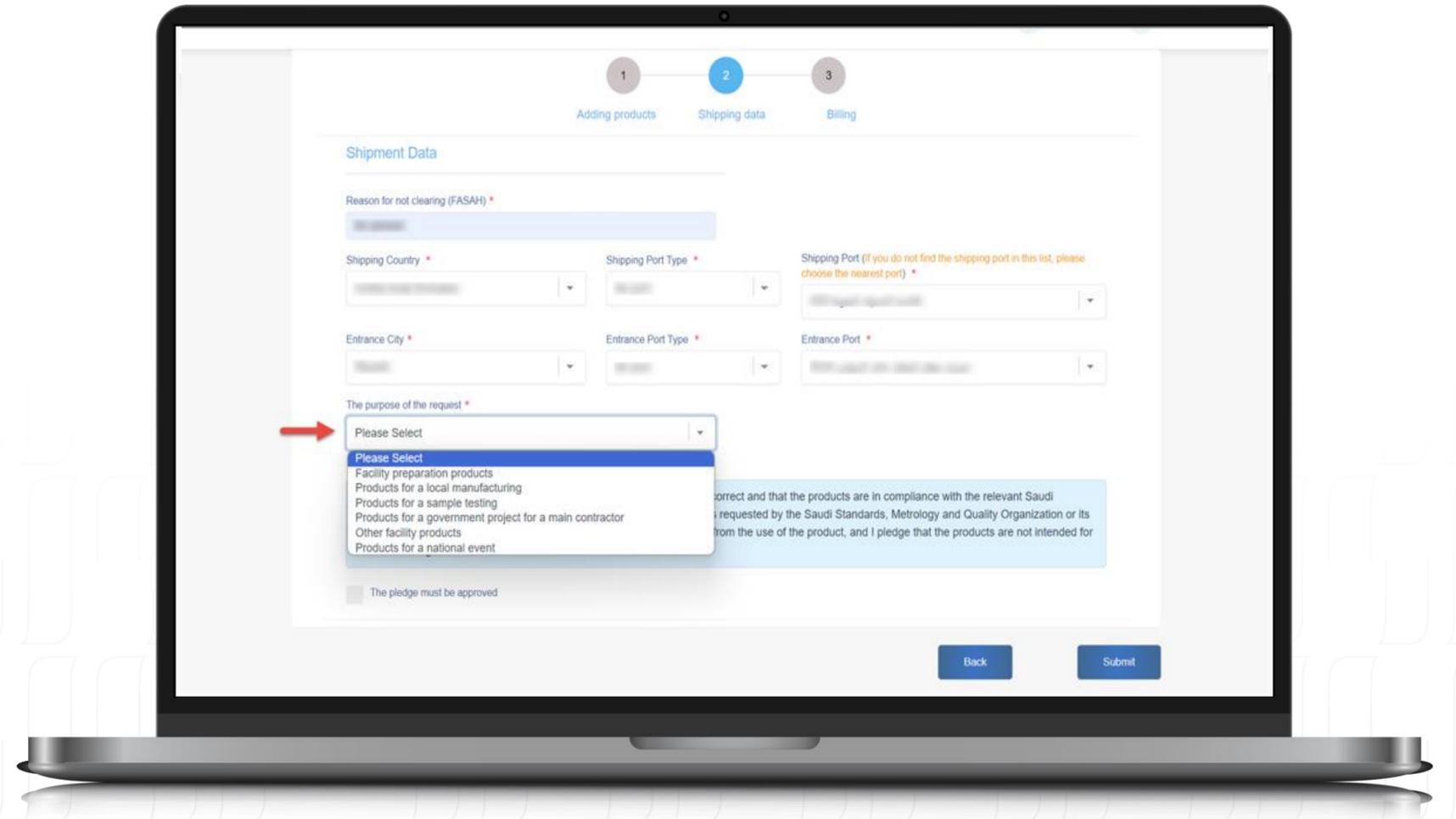After agreeing to the commitment, click "Start Processing" to proceed.

Step Five:

Shipping data

Enter the reason for not clearing the shipment and the shipping data.

Upon clicking the "Purpose of the request" icon, a drop-down list will be displayed. From this list, you can select and attach the necessary documents.
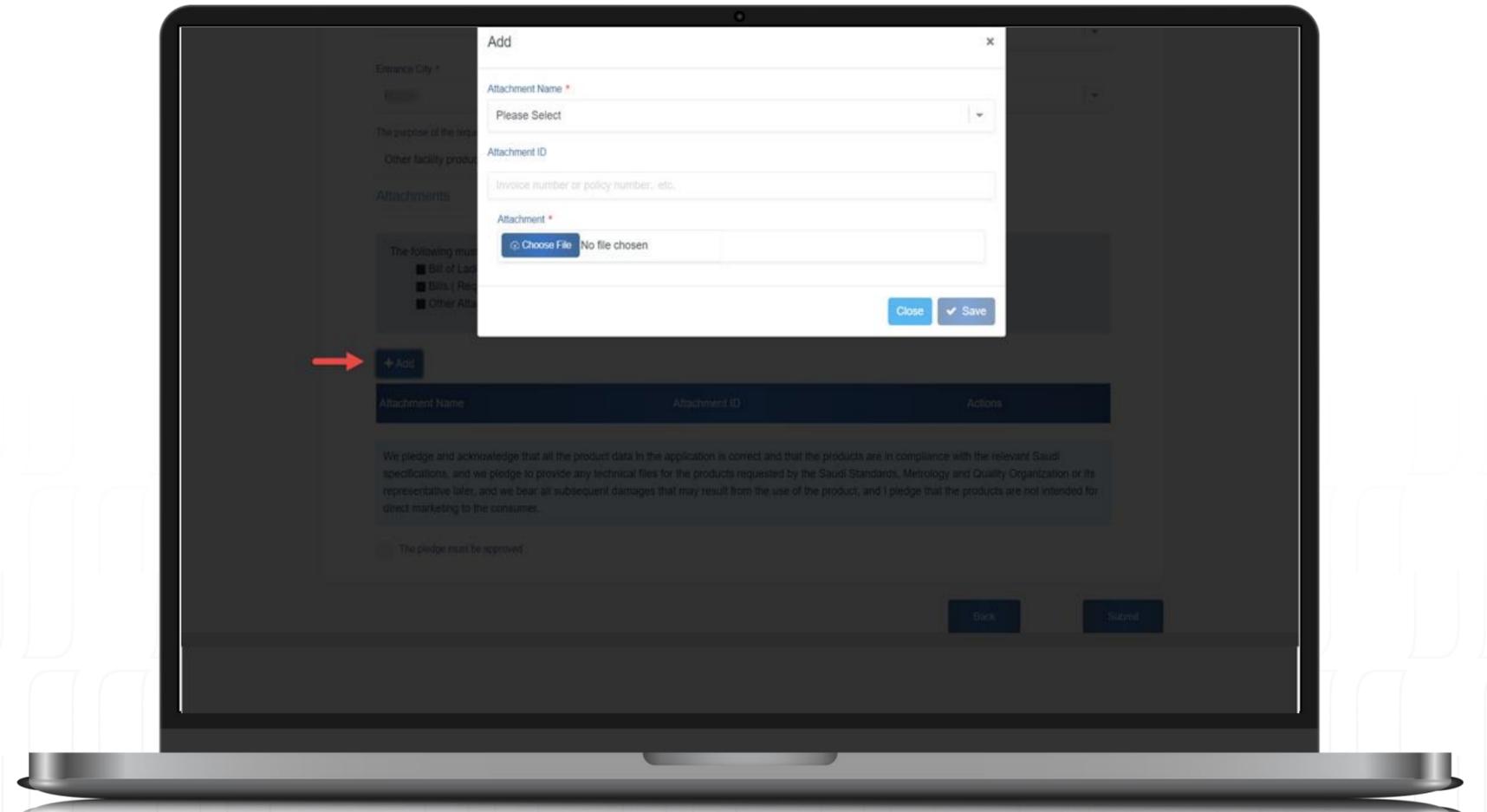
Step Six:

To add an attachment, click the "Add" button. A window will open for you to select the attachment type, input the corresponding ID.

After choosing the type, attach the necessary file and click "Save".

Repeat this process for any additional attachments you need to upload.

After agreeing to the pledge, click "Submit." A confirmation window will appear for request submission, and an invoice for your request will be generated.
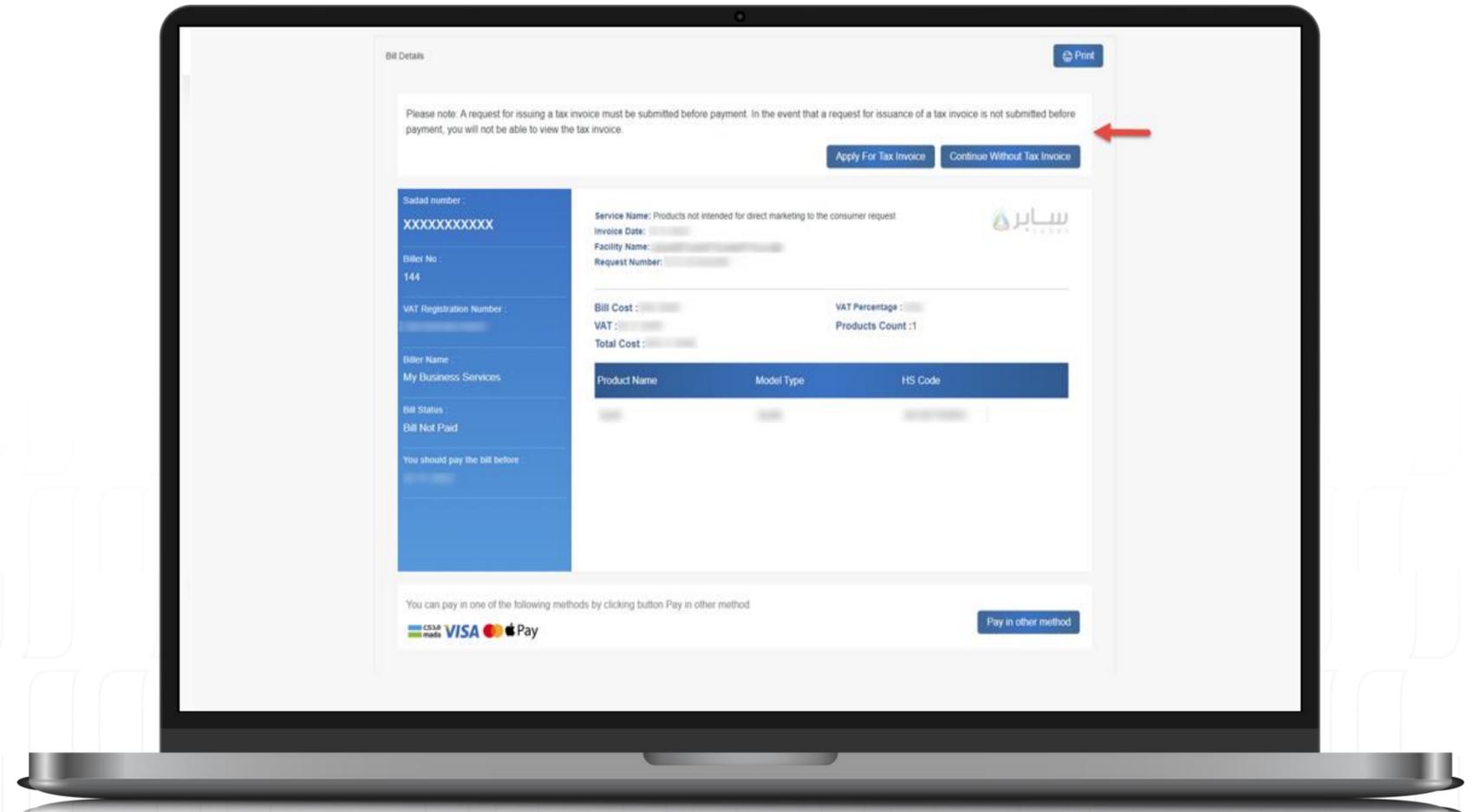
Payment of the request

Step Seven:

Before the payment and to view the SADAD number, you will have to choose whether to apply for a Tax invoice or continue without.

After selecting the "Apply for Tax invoice" option you will be redirected to Amaly portal to obtain a tax invoice.

Note: If the bill has already been paid, it is not possible to make any modification to the Tax invoice.

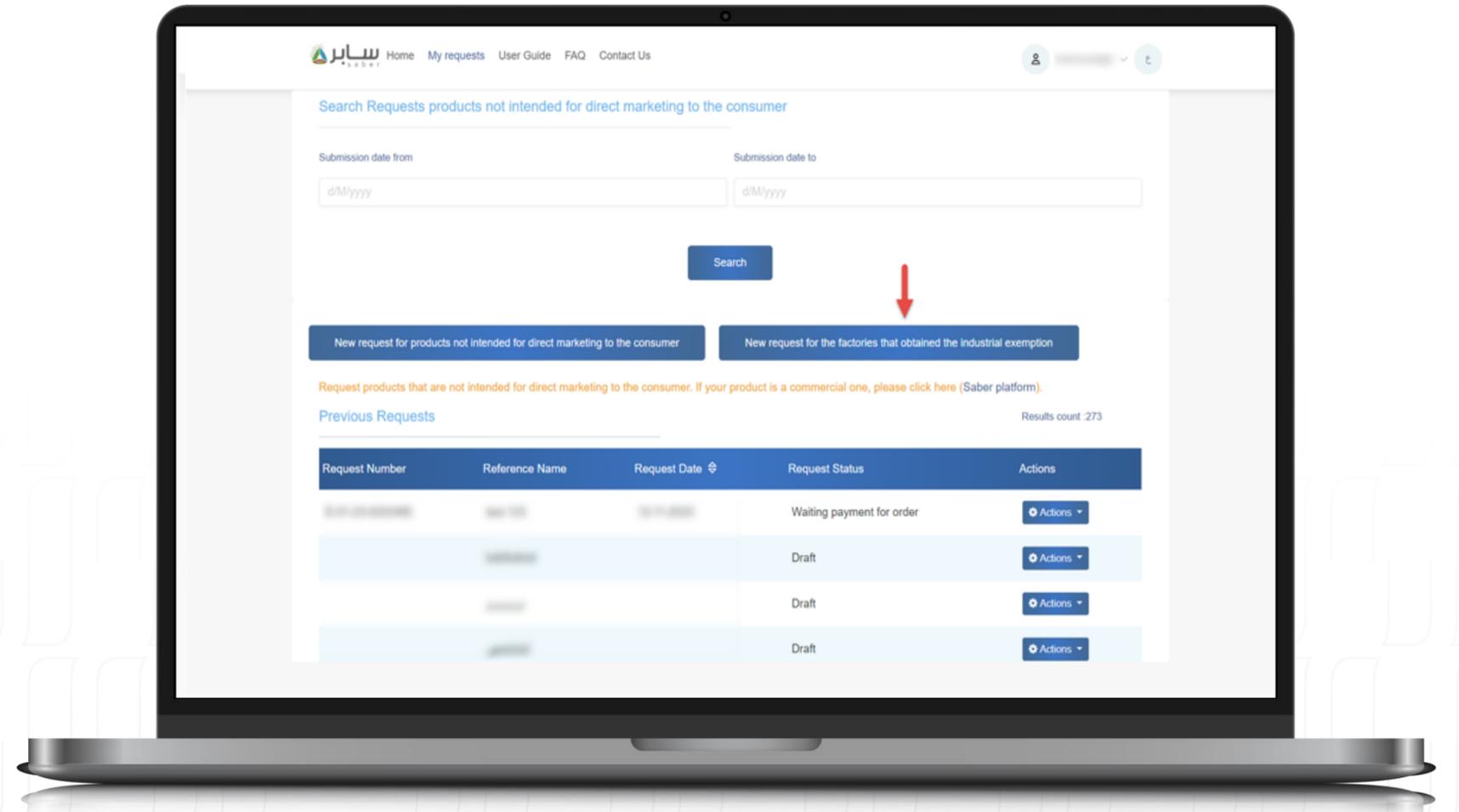Payment can be made through the available payment options (Sadad, Mada, Visa, MasterCard, Apple Pay).

After payment is done, the request will be sent to the Consumer Department of products not intended for direct marketing to study the request and make the decision, you can follow up the status through "My requests" page.

Submit a request for the factories that obtained the industrial exemption

Step One:

From the "My requests" page, click on "new request for the factories that obtained the industrial exemption".
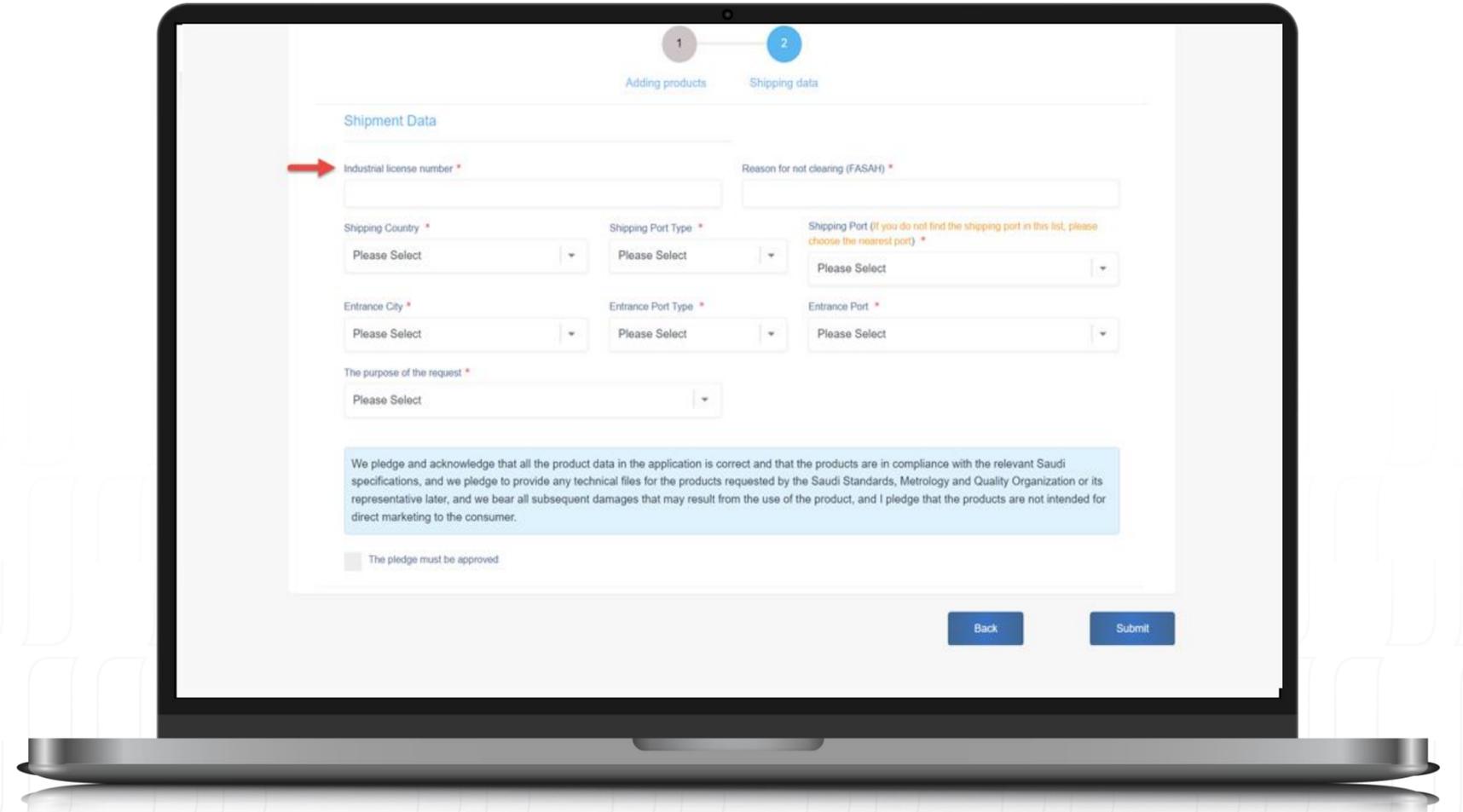
Step Two:

Add the products as shown in the earlier steps.

Step Three:

For shipping data, start by inputting your "Industrial license number", then proceed to fill in the remaining necessary information.

Once you've submitted your request, the status will be "Under processing".

If all information in the request is correct, the certificate will be issued immediately.

Thank you
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