



Applicant User Manual

GHAD System



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Introduction

the purpose of this document is to explain how to request services for the external parties.

- Food Exporting Certificates
- Daily Consignment Certificates
- Free Sale Certificates

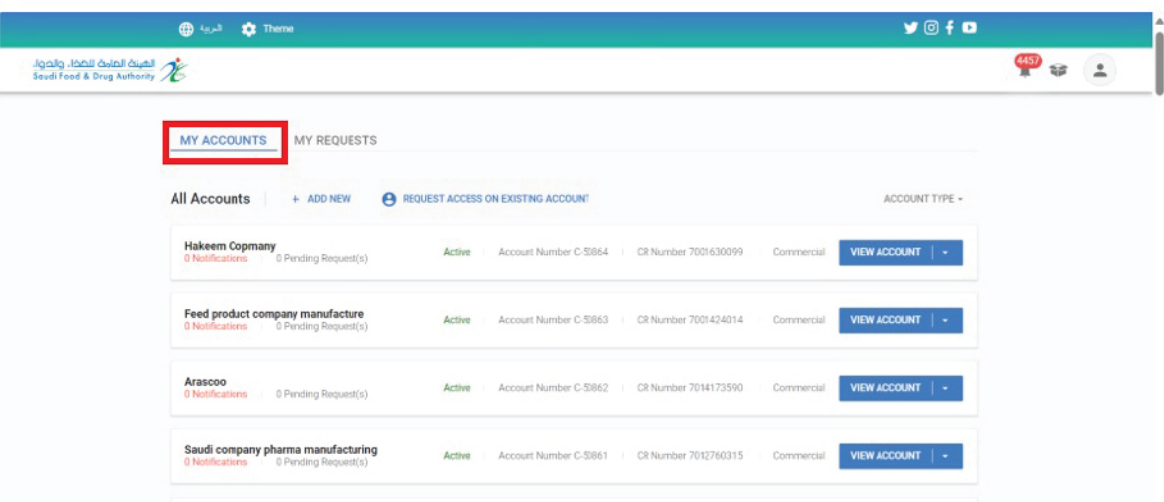
2. Main Dashboard

It is a general page that includes all accounts registered in the system, regardless of their account activities and the services available to them.

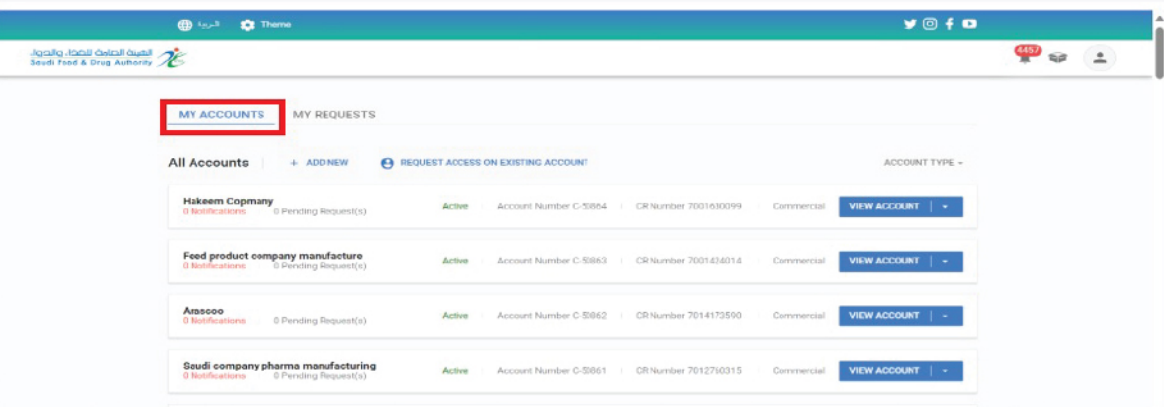
In this document, we will present the external user interface and how to apply to view the different customer accounts (individual account, commercial account, government account, customs clearance). If there is more than one account for this user, he can browse the types of accounts and choose the account he wants to use.

My accounts

The user can browse the available account types by choosing on “My Accounts” on the home page as shown below.

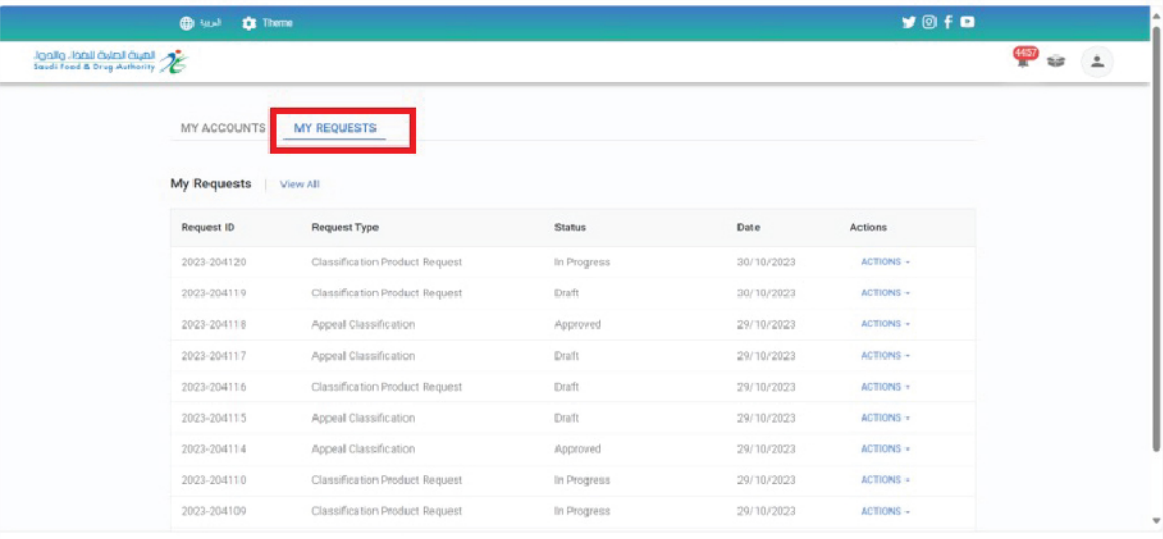


Also, you can click on “VIEW ACCOUNT” to enter the account details.



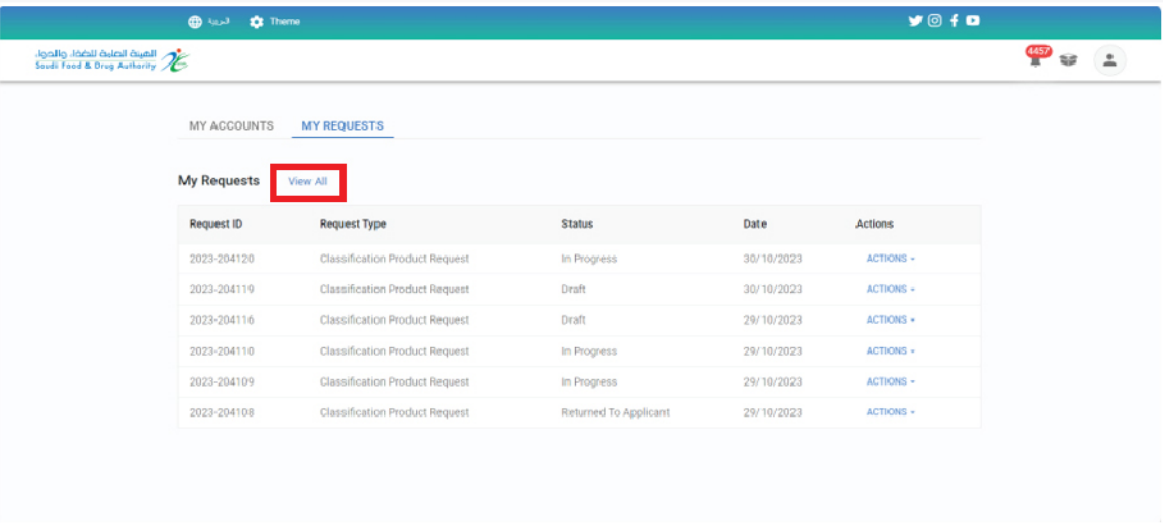
2.1 My request

In this section of the home page, the system will appear all requests for all accounts.



Also, when you click on "View All", the search feature will appear to help you to find the needed requests:

request number - request type - request status - Account name - Calendar type - request date



My Requests

Request Number

Request Type

Request Status

Account Name

Calendar TypeGregorian

Request Date

Request ID	Request Type	Status	Date	Actions
2023-6654	New Feed Product Registration	Approved	30/10/2023	ACTIONS
2023-6651	Renew MDMA-2 Request	In Progress	30/10/2023	ACTIONS
2023-6649	Renew MDMA-1 Request	In Progress	30/10/2023	ACTIONS
2023-6607	Cancel License	In Progress	23/10/2023	ACTIONS
2023-6570	New Feed Manufacturer License	In Progress	22/10/2023	ACTIONS
2023-6569	New Feed Manufacturer License	In Progress	22/10/2023	ACTIONS

2.2 Actions

you can take action according to the status of the request by clicking on Action:

- draft request: When you create a request without submitting it or by clicking “Save for later”.
- Action:
 - You can review the request.
 - You can review and update the request when you choose “Update request”.
 - You can delete the request.

My Requests

Request Number

Request Type

Request StatusDraft

Account Name

Calendar TypeGregorian

Request Date

Request ID	Request Type	Status	Date	Actions
2023-3339	New Cosmetic Space Warehouse License	Draft	06/06/2023	View Request
2023-3337	New Drugs Full Warehouse License	Draft	06/06/2023	Update Request
2023-3336	New Final Food Warehouse License	Draft	06/06/2023	Delete
2023-3335	New Final Food Warehouse License	Draft	06/06/2023	
2023-3334	New Final Food Warehouse License	Draft	06/06/2023	ACTIONS

- Approved: when final approval by the Food and Drug Authority
 - Action:
 - You can review the request “View request”.

My Requests

Request Number Request Type Request Status Approved Account Name X

Calendar Type Gregorian Request Date

Request ID	Request Type	Status	Date	Actions
2023-6654	New Feed Product Registration	Approved	30/10/2023	View Request
2023-6566	New Authorized Representative License	Approved	19/10/2023	View Request
2023-6490	New Cosmetic Product Notification	Approved	16/10/2023	ACTIONS +
2023-6435	New Cosmetic Product Notification	Approved	15/10/2023	ACTIONS +
2023-6430	New Food Manufacturer License	Approved	15/10/2023	ACTIONS +
2023-6417	New Cosmetic Product Notification	Approved	15/10/2023	ACTIONS +

- Rejected: When the request is rejected by the Saudi Food and Drug Authority
 - Action:
 - You can review the request “View request”.

My Requests

Request Number Request Type Request Status Rejected Account Name X

Calendar Type Gregorian Request Date

Request ID	Request Type	Status	Date	Actions
2023-5735	New Commercial Account	Rejected	04/09/2023	View Request
2023-5732	New Importer Distributor License	Rejected	04/09/2023	View Request
2023-5199	New Commercial Account	Rejected	10/08/2023	ACTIONS +
2023-4301	New Food Manufacturer License	Rejected	17/07/2023	ACTIONS +
2023-4069	New Food Manufacturer License	Rejected	13/07/2023	ACTIONS +
2023-3665	Change Food Manufacturer Address And Location	Rejected	19/06/2023	ACTIONS +

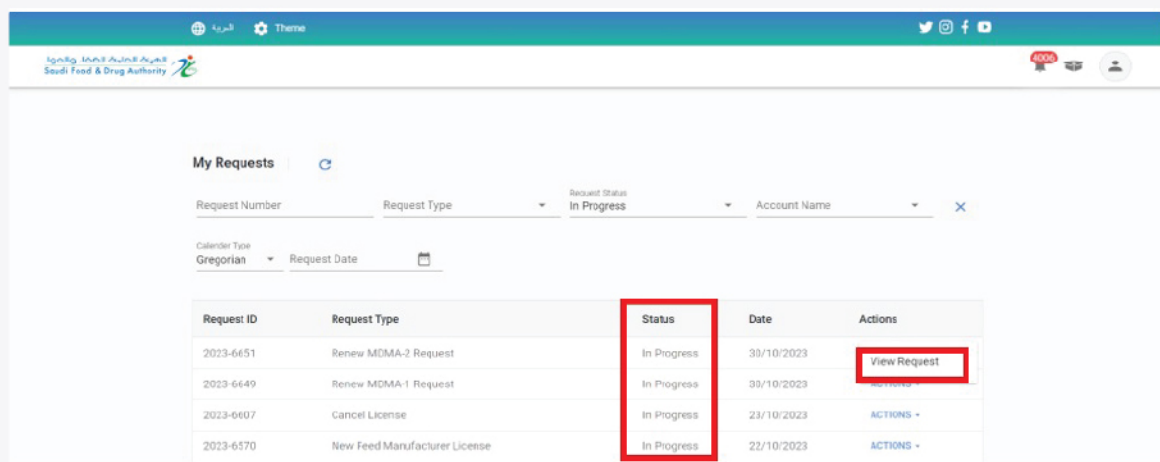
- **Make payment:** when the Food and Drug Authority needs to issue an invoice for the request.
 - **Action:**
 - You can review the request “View request”.
 - You can view payment information “Make payment”.
 - You can delete the request “Cancel request”.

Request ID	Request Type	Status	Date	Actions
2023-5389	New Cosmetic Products Full Warehouse License	Make Payment	17/08/2023	View Request
2023-5136	New Drugs Space From Warehouse License	Make Payment	07/08/2023	Make Payment
2023-4980	New MDMA-2 Permission	Make Payment	01/08/2023	Cancel Request
2022-0626	Fees Inspection	Make Payment	13/03/2022	

- **Cancelled:** When the request status is “Pay” and the invoice needs to be cancelled
 - **Action:**
 - You can review the request “View request”.


Request ID	Request Type	Status	Date	Actions
2023-3021	New Quality Assurance and Radiation Measurements Service Providers	Canceled	24/05/2023	View Request
2023-0935	Update Quality Assurance and Radiation Measurements Service Providers	Canceled	06/03/2023	
2022-2449	Renew Low Risk Device	Canceled	24/09/2022	ACTIONS +
2022-1959	New MDMA-1 Permission	Canceled	23/08/2022	ACTIONS +
2022-0875	New Low Risk Device	Canceled	06/04/2022	ACTIONS +

- In Progress: when “sending the request” to the Food and Drug Authority
 - Action:
 - You can review the request “View request”.



Request ID	Request Type	Status	Date	Actions
2023-6651	Renew MDMA-2 Request	In Progress	30/10/2023	View Request
2023-6649	Renew MDMA-1 Request	In Progress	30/10/2023	View Request
2023-6607	Cancel License	In Progress	23/10/2023	ACTIONS +
2023-6570	New Feed Manufacturer License	In Progress	22/10/2023	ACTIONS +

- Returned to the applicant: When the Food and Drug Authority needs more information from the applicant (where the employee’s comment appears at the top of the page and colored icons next to the field to be modified) to “update the application” and send it again to the Saudi Food and Drug Authority:
 - A green light means that if the request is returned, it cannot modify this field.
 - Orange light means optional field for modification.
 - Red light indicates that if the request is returned to the applicant, he must mandatorily modify this field.







الهيئة العامة للغذاء والدواء



Saudi Food & Drug Authority

العربية

Theme

4000

My Requests

Request Number

Request Type

Request Status

Account Name

Returned To Applicant

Calendar Type

Gregorian

Request Date

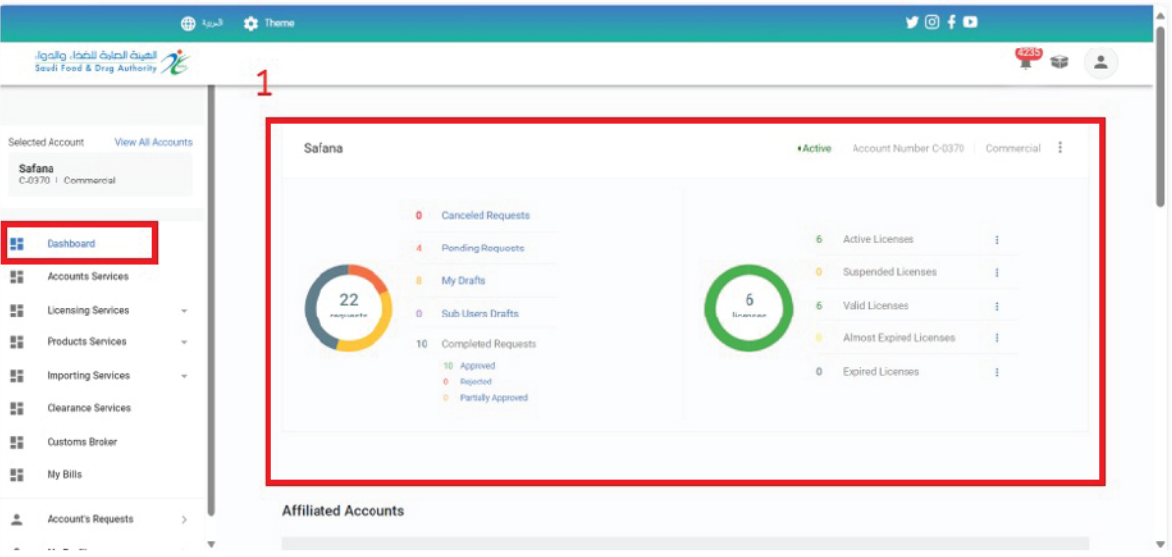
Request ID	Request Type	Status	Date	Actions
2023-6409	Cancel License	Returned To Applicant	12/10/2023	View Request Update Request
2023-6394	Renew MDMA-1 Request	Returned To Applicant	10/10/2023	
2023-6139	Update Cosmetic Product Notification	Returned To Applicant	21/09/2023	
2023-6128	Renew & Update Final Food Warehouse License	Returned To Applicant	19/09/2023	ACTIONS +

3. Dashboard

It is a general page that serves all accounts registered in the system, regardless of their account activities and the services available to them.

When you log in to the account and click on “View Account,” the “dashboard” appears on the first page, as shown below.

3.1 Account statistics: The name and statistics of the number of requests and licenses for the account appear.



3.2 Affiliated Accounts: Shows the Affiliated accounts added to the main account.

2

Affiliated Accounts

No Affiliated Accounts Found.

Account's Requests

Request ID	Request Type	Status	Date	Actions
2023-3796	New Importing Permission	Draft	21/06/2023	ACTIONS +
2023-3795	New Importer Distributor License	Approved	21/06/2023	ACTIONS +
2023-3793	New Importer Distributor License	Draft	21/06/2023	ACTIONS +
2023-3523	Fees Inspection	Approved	11/06/2023	ACTIONS +

3.3 Account's requests: In this section of the page, the system will display all requests for the specified account.

3

Account's Requests

Request ID	Request Type	Status	Date	Actions
2023-3796	New Importing Permission	Draft	21/06/2023	ACTIONS +
2023-3795	New Importer Distributor License	Approved	21/06/2023	ACTIONS +
2023-3793	New Importer Distributor License	Draft	21/06/2023	ACTIONS +
2023-3523	Fees Inspection	Approved	11/06/2023	ACTIONS +
2023-3513	Fees Inspection	In Progress	08/06/2023	ACTIONS +

Notifications

Your Suspend Account Request number 2023-2143 has been submitted successfully.
27/04/2023, 04:04 PM

DELETE

3.4 Notifications: In this section of the page, the system will display account notifications

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

4235

Selected Account

View All Accounts

Safana
C0370 | Commercial

Dashboard

Accounts Services

Licensing Services

Products Services

Importing Services

Clearance Services

Customs Broker

My Bills

Account's Requests

My Profile

2023-3795

New Importer Distributor License

Approved

21/06/2023

ACTIONS +

2023-3793

New Importer Distributor License

Draft

21/06/2023

ACTIONS +

2023-3523

Fees Inspection

Approved

11/06/2023

ACTIONS +

2023-3513

Fees Inspection

In Progress

08/06/2023

ACTIONS +

4

Notifications

Your Suspend Account Request number 2023-2143 has been submitted successfully.
27/04/2023, 04:04 PM

DELETE

We received payment for your Request,Inspection Fees Request number 2023-3523
11/06/2023, 06:55 AM

DELETE

Your Update Commercial Account request has been submitted successfully, and its review will take 1 working days
26/01/2023, 10:28 AM

DELETE

Your New Importer And Distributor License request has been submitted successfully, and its review will take 2.5 working days
08/06/2023, 12:20 PM

DELETE

Your Local Manufacturer request has been submitted successfully, and its review will take 6 working days
08/06/2023, 12:05 PM

DELETE

4. Account services

It is a general page that serves all accounts registered in the system, regardless of their account activities and the services available to them.

If you choose account services, you will also see the types of services (Update account, account user management, suspend account) depending on the account type. When you choose one of the options, the data related to the selected type appears.

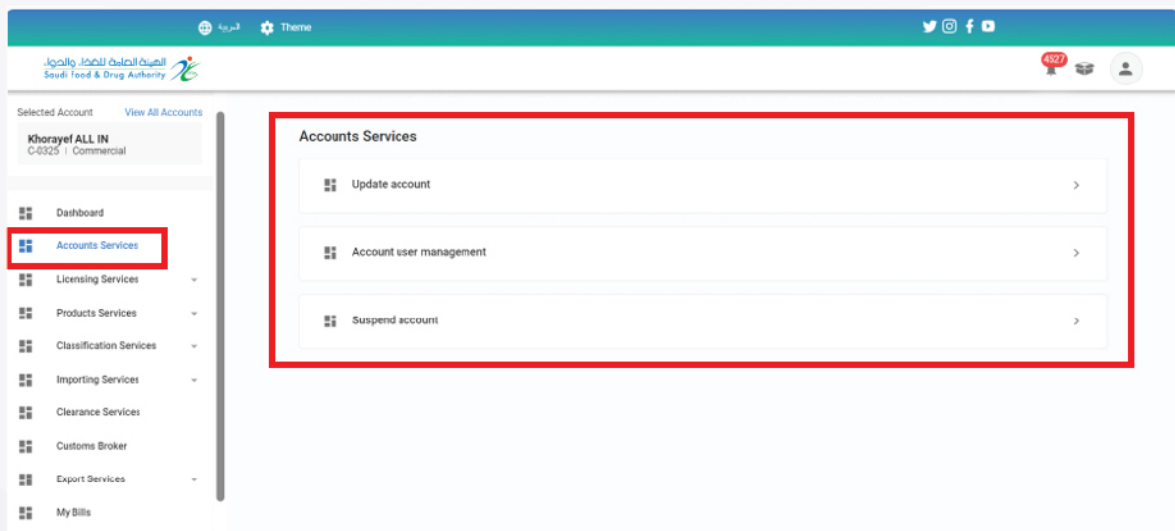
Services for each account type are as follows:

■ Commercial Account:

- Update Account: Through it you can submit a request to update current account data.
- Account user management: Through it you can manage the account permissions.
- Suspend account: Through this you can submit a request to suspend account services.

■ Government account – broker account – individual account:

- Account update: Through it you can submit a request to update current account data.



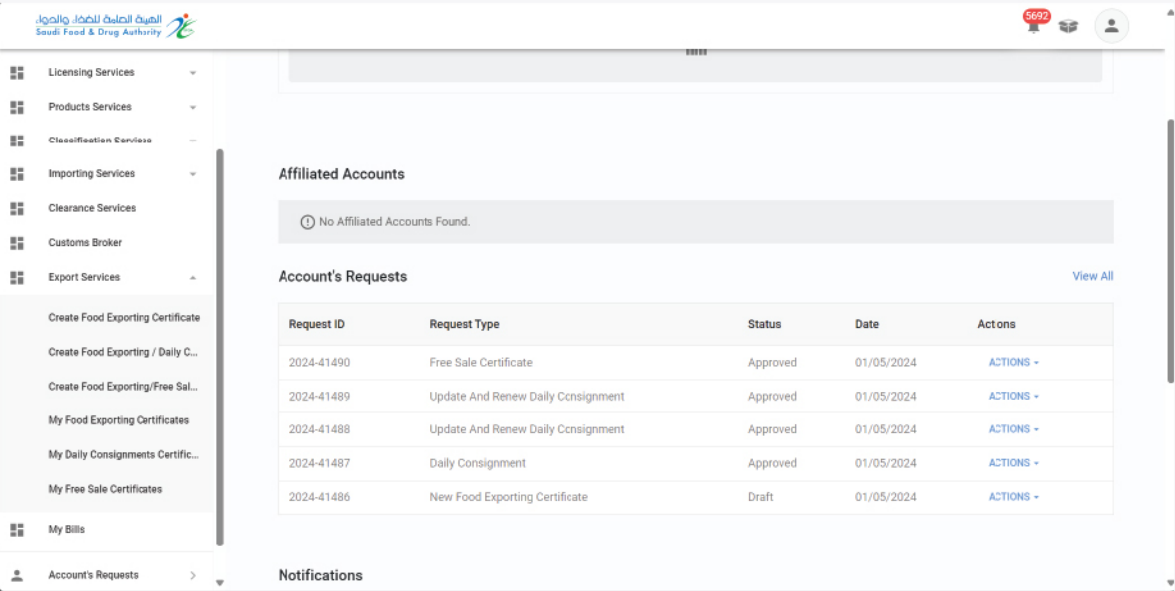
5 Licensing Services

5.1 Food Exporting Certificates

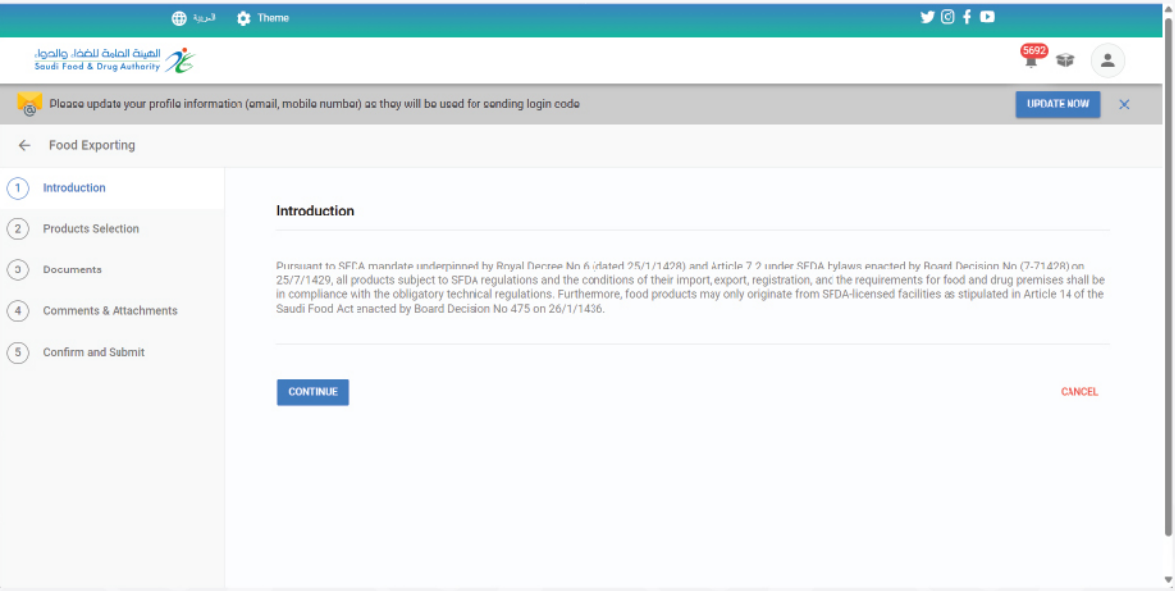
5.1.1 Create Food Exporting Certificates

To Request new Food Exporting Certificate at the Food and Drug Authority (the account must include a Food domain), follow the below steps:

- 1- Exporting services.
- 2-Create Food Exporting Certificates.



Then start filling the template of the new request, then click “Continue” until you reach the last section: “Confirm and Submit.”



الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

5692

Please update your profile information (email, mobile number, as they will be used for sending login code)

UPDATE NOW

← Food Exporting

1 Introduction

2 Products Selection

3 Documents

4 Comments & Attachments

5 Confirm and Submit

Products Selection

Section 1: Search for Products

+ SELECT PRODUCT

+

Please start by selecting at least one product

BACK

CONTINUE

SAVE AND CONTINUE LATER

CANCEL

To choose a food product previously added in the Ghad system.

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

5692

Please update your profile information (email, mobile number, as they will be used for sending login code)

UPDATE NOW

← Food Exporting

1 Introduction

2 Products Selection

3 Documents

4 Comments & Attachments

5 Confirm and Submit

Add Product

Filter Results By

Name

Registration Number

Brand Name

Trade Mark

CLEAR ALL

APPLY FILTERS

Products

<input type="checkbox"/>	Registration Number	Product Name	Brand Name	Trade Mark	Net Weight	Net Weight Unit	Manufacturer Name	Actions
<input type="checkbox"/>	FM-2019-0095-FOP-2632024-	T-Test Product	vdsfvd	Trad Mark 1	1234		fe	<div>SELECT VIEW</div>

DONE

CANCEL

BACK

CONTINUE

SAVE AND CONTINUE LATER

CANCEL

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

5692

Please update your profile information (email, mobile number, as they will be used for sending login code)

UPDATE NOW

← Food Exporting

1 Introduction

2 Products Selection

3 Documents

4 Comments & Attachments

5 Confirm and Submit

Products Selection

Section 1: Search for Products

+ SELECT PRODUCT

Registration Number:

FM-2019-0095-FOP-2632024-0007-C-0325-0005

Product Name:

T-Test Product 1902

Brand Name:

vdsfvd

Trade Mark:

Trad Mark 1

Net Weight:

1234

Manufacturer Name:

fe

Actions:

View Details | Delete

PREVIOUS PAGE

1

NEXT PAGE

BACK

CONTINUE

SAVE AND CONTINUE LATER

CANCEL

56992

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

Please update your profile information (email, mobile number) as they will be used for sending login code

UPDATE NOW

← Food Exporting

1 Introduction

2 Products Selection

3 Documents

4 Comments & Attachments

5 Confirm and Submit

Documents

Required Attachments

Maximum total size: 50MB. Allowed file types: jpeg, jpg, pdf, png

Document Name

Attach the supporting document

+ ADD ANOTHER

BACK

CONTINUE

SAVE AND CONTINUE LATER

CANCEL

56992

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

1 Introduction

2 Products Selection

3 Documents

4 Comments & Attachments

5 Confirm and Submit

Comments & Attachments

Add Your Notes

Add Attachment

Maximum total size: 50MB. Allowed file types: jpeg, jpg, pdf, png

Attach the supporting document

+ ADD ANOTHER

BACK

CONTINUE

CANCEL

After completing the form and arriving to the “Confirm and Submit” step, you must approve the pledge and then click Submit.

Food Exporting

1 Introduction

2 Products Selection

3 Documents

4 Comments & Attachments

5 Confirm and Submit

Confirm and Submit

I hereby certify that all the accompanying documents and the information herein are correct, and I pledge not to violate the Saudi Food law and SFDA regulations.

☒ I Agree on terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You can save the request to continue later when you click “Save and continue later.”

On click Save and continue later, you can access the request from “My request” page with status Draft, with access to view the request or update it.

Food Exporting

1 Introduction

2 Products Selection

3 Documents

4 Comments & Attachments

5 Confirm and Submit

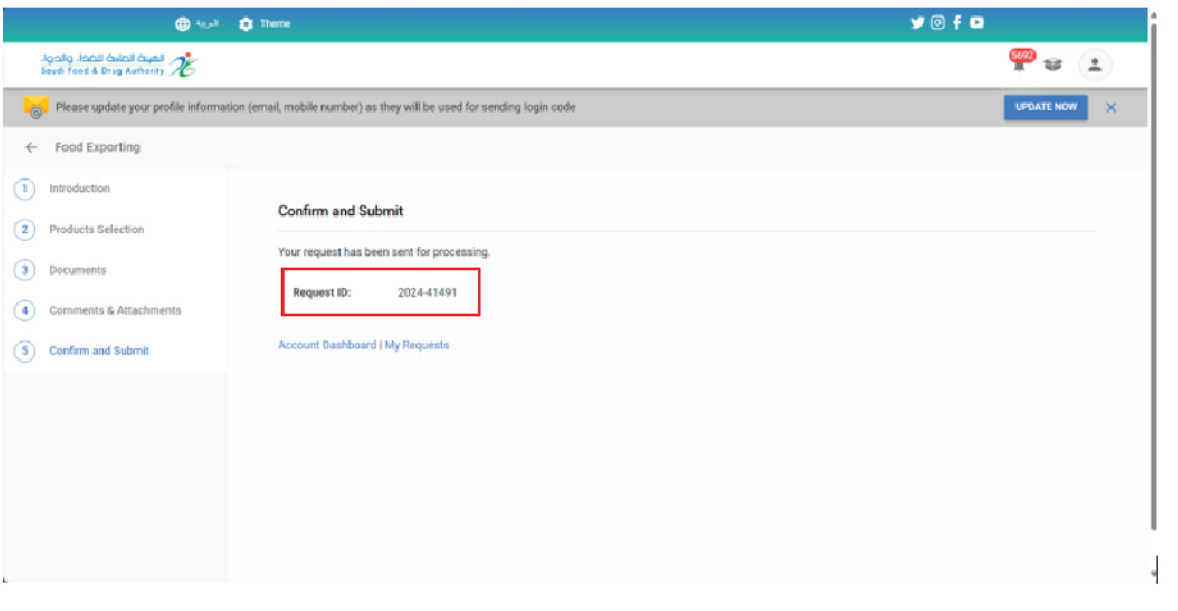
Confirm and Submit

I hereby certify that all the accompanying documents and the information herein are correct, and I pledge not to violate the Saudi Food law and SFDA regulations.

☒ I Agree on terms and conditions

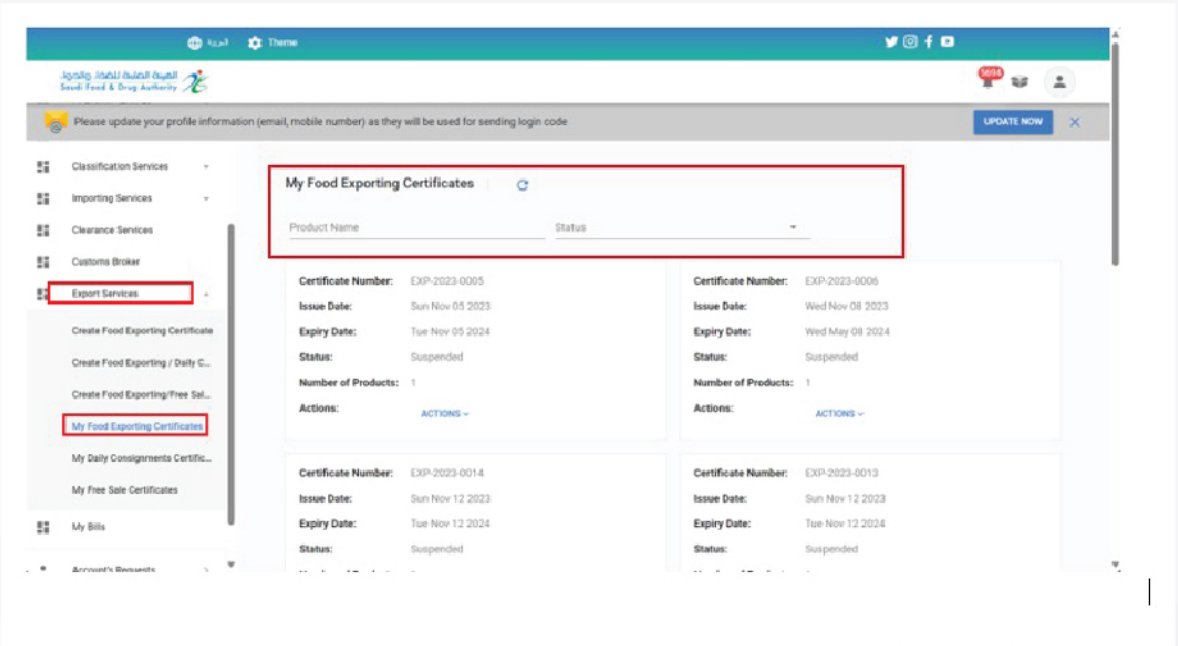
BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive an “request Number” after submitting your request.

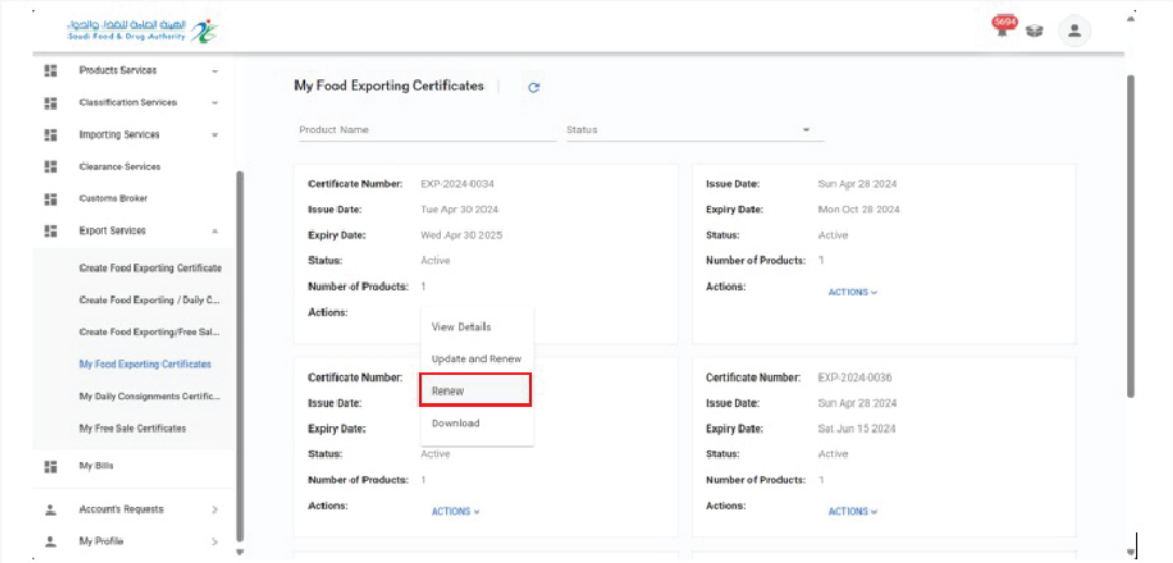


5.1.2 Renew Food Exporting Certificates

To Request Renew Food Exporting Certificates at the Saudi Food and Drug Authority, you can select “Exporting services.” then click on “My Food Exporting Certificates,” the obtained certificate will appear for you. It is permitted to submit the request before 45 days of the expiry date of the license or if the license status is “Expired” and you can get the license using search engines.

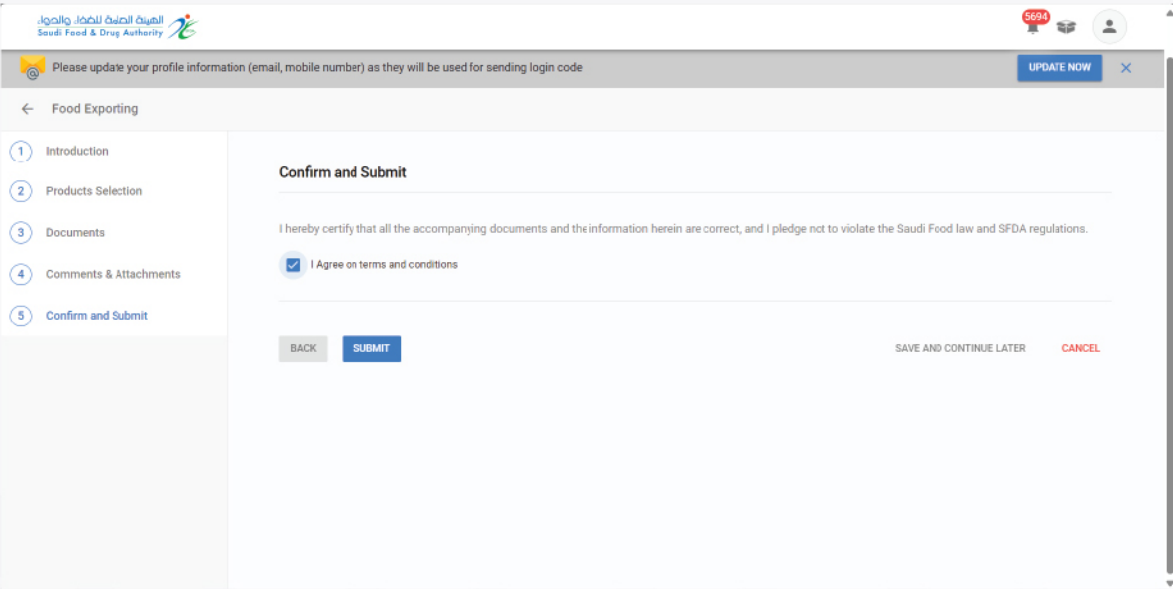


To Renew Food Exporting Certificates, click on “Actions”, and choose “Renew”.

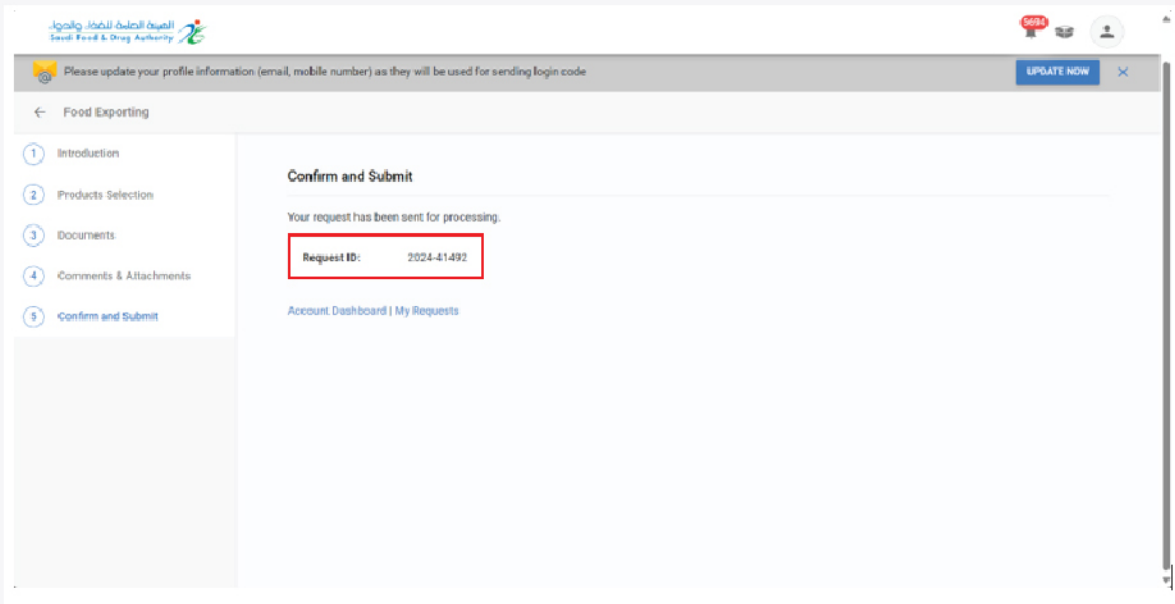


To Renew Food Exporting Certificate, you must click " Continue " and choose " Renew ", and then click “Continue” until you reach the final step, “Confirm and Submit.” and submit without the Permitted to modify any of the certificate information.

After completing the form and arriving to the “Confirm and Submit” step, you must approve the pledge and then click Submit.

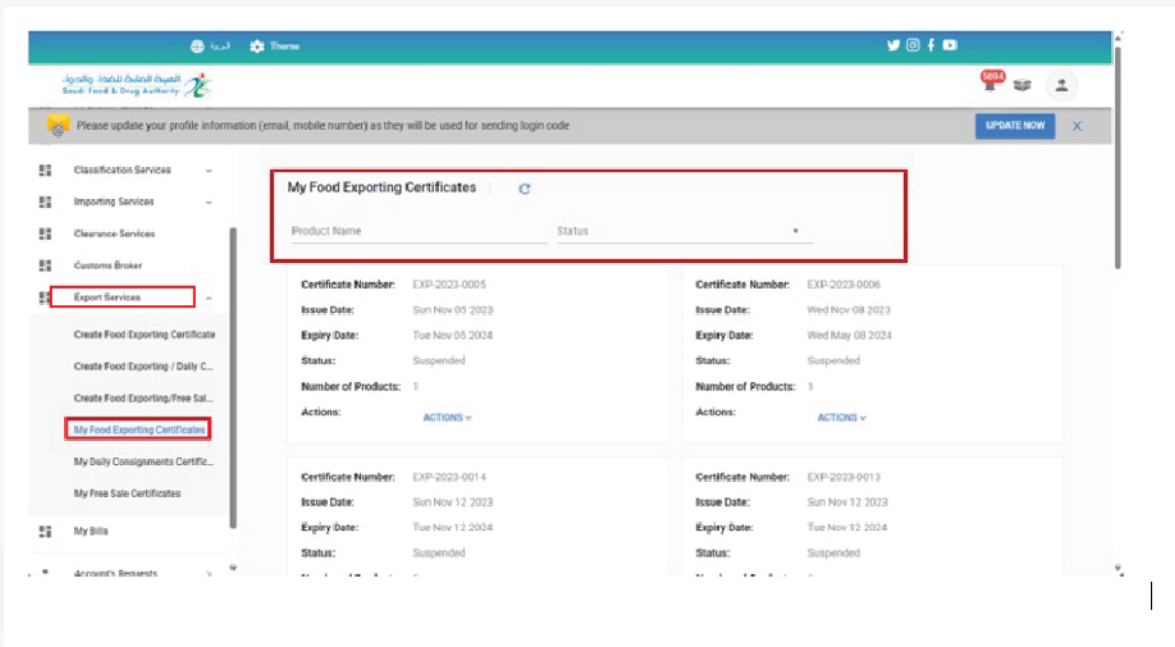


You will receive an “Request Number” after submitting your request.



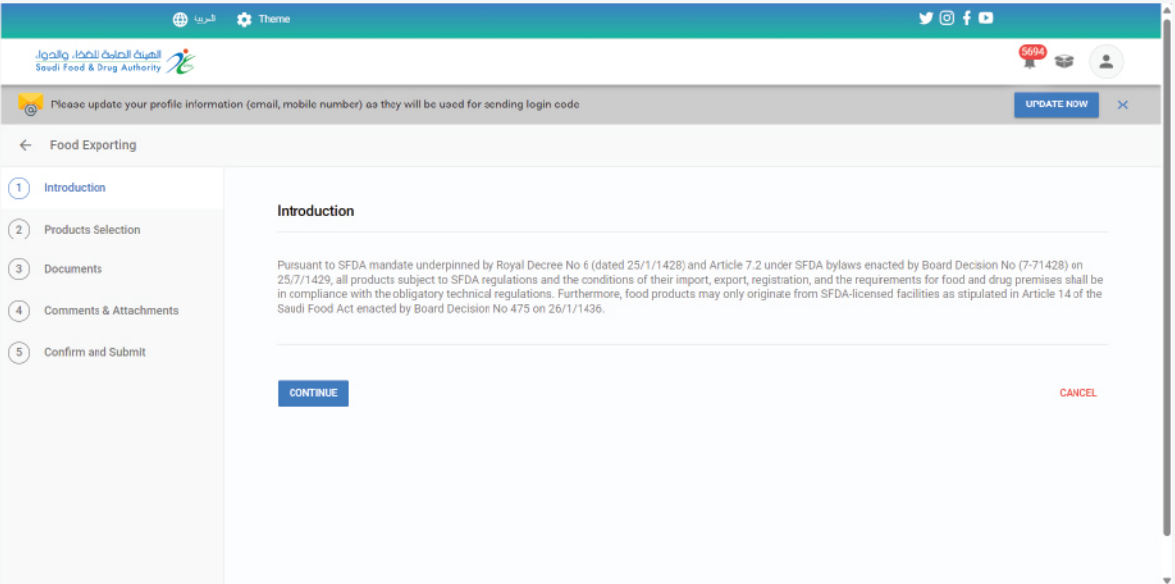
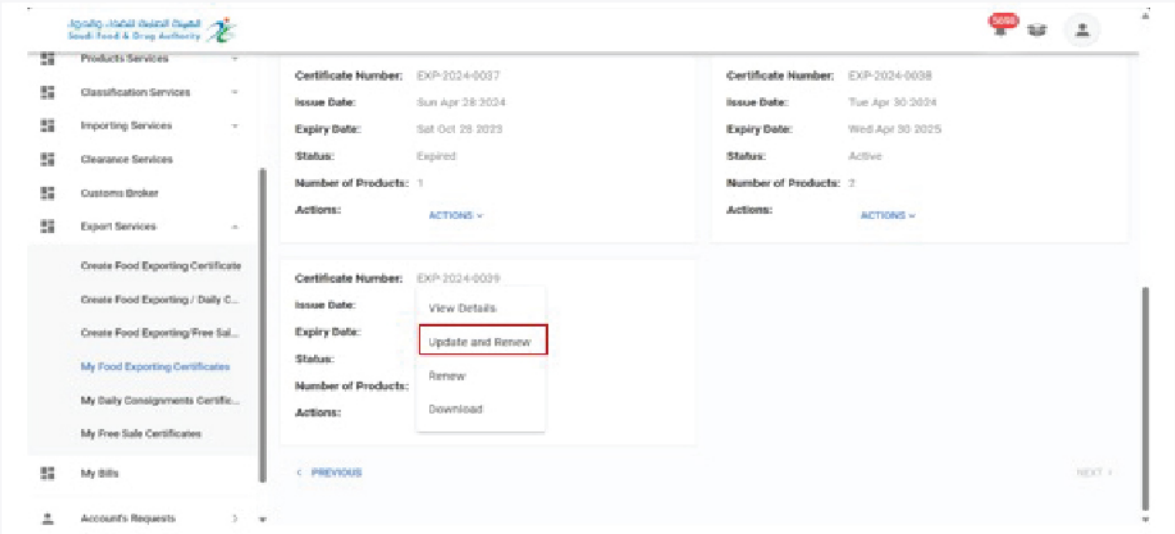
5.1.3 Renew and Update Food Exporting Certificate

To Request Update and Renew Food Exporting Certificates at the Saudi Food and Drug Authority, you can select “Exporting services.” then click on “My Food Exporting Certificates,” the obtained certificate will appear for you. It is permitted to submit the request before 45 days of the expiry date of the license or if the license status is “Expired” and you can get the license using search engines.



To Update and Renew Food Exporting Certificates, click on “Actions”, and choose “Update and Renew”.

To Update and Renew Food Exporting Certificate, you must click " Continue " and choose " Update and Renew ", and then click “Continue” until you reach the final step, you may need to modify all required fields.



After completing the form and arriving to the “Confirm and Submit” step, you must approve the pledge and then click Submit.

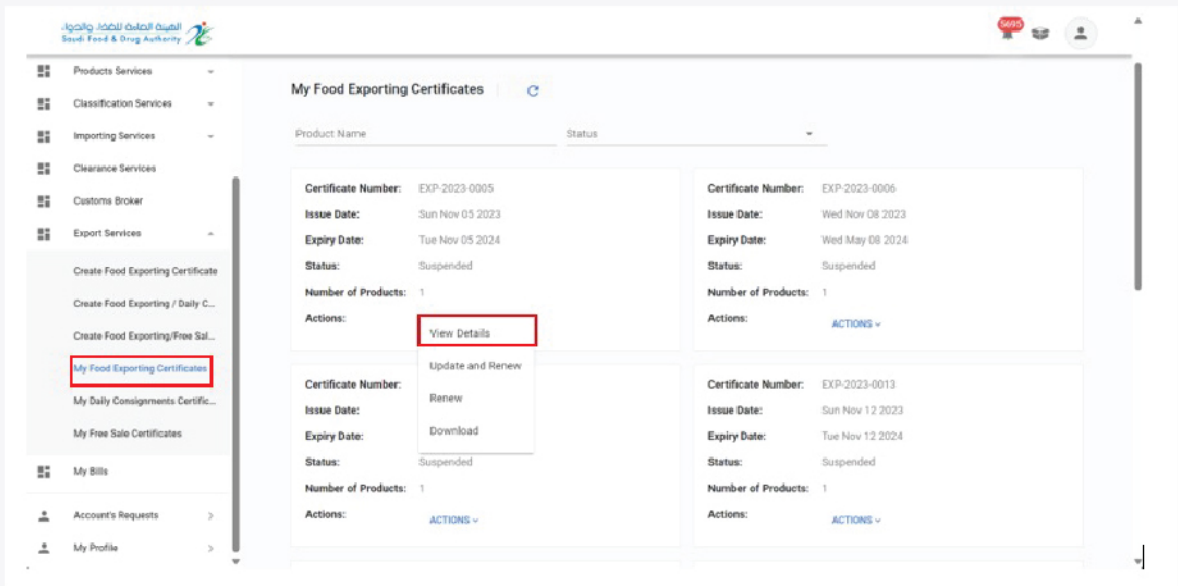
The screenshot shows the 'Confirm and Submit' step of the 'Food Exporting' process. On the left is a sidebar with a progress indicator showing five steps: 1. Introduction, 2. Products Selection, 3. Documents, 4. Comments & Attachments, and 5. Confirm and Submit (which is highlighted). The main content area has the title 'Confirm and Submit'. Below the title, there is a text block stating: 'I hereby certify that all the accompanying documents and the information herein are correct, and I pledge not to violate the Saudi Food law and SFDA regulations.' Below this text is a checkbox labeled 'I Agree on terms and conditions', which is checked. At the bottom of the main area, there are three buttons: 'BACK', 'SUBMIT', and 'SAVE AND CONTINUE LATER'. The 'SUBMIT' button is highlighted with a red box. In the top right corner, there is a notification banner that says 'Please update your profile information (email, mobile number) as they will be used for sending login code' with an 'UPDATE NOW' button.

You will receive an “Request Number” after submitting your request.

This screenshot shows the 'Confirm and Submit' step after the request has been submitted. The sidebar on the left remains the same, with the fifth step 'Confirm and Submit' highlighted. The main content area now displays the message 'Your request has been sent for processing.' Below this message, a box shows the 'Request ID: 2024-41492'. At the bottom of the main area, there is a link that says 'Account Dashboard | My Requests'. The top notification banner from the previous screenshot is still present.

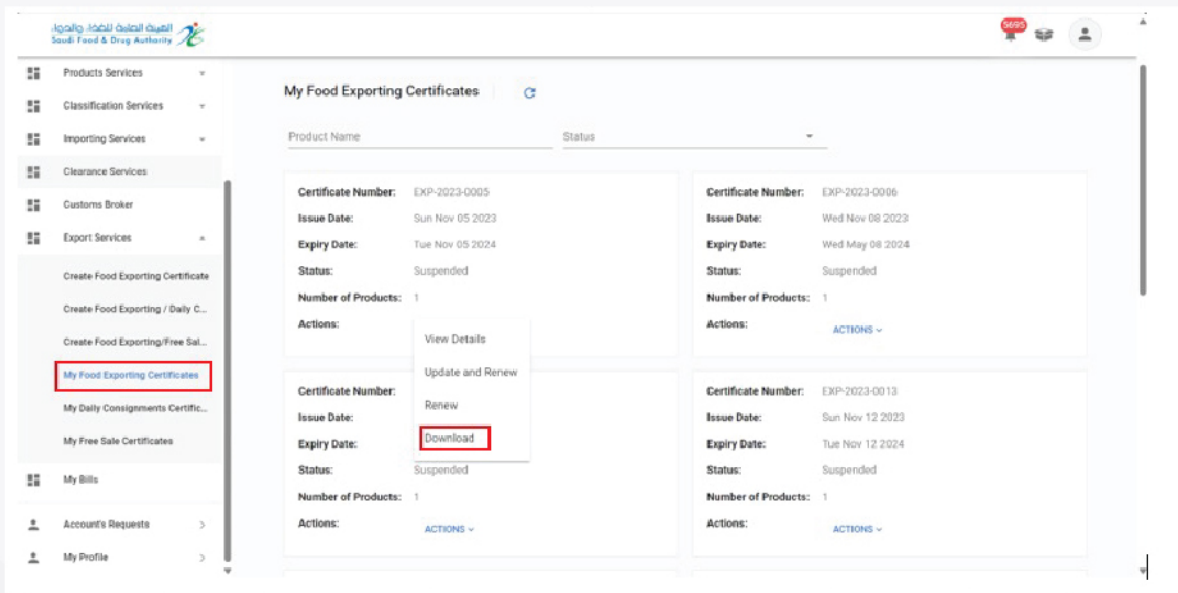
5.1.4 View Food Exporting Certificates

You may view the details of the food export certificate through the “My Food Export Certificate” by clicking on “Actions” and choosing “View Details”.



5.1.5 Download Food Exporting Certificates

You may download the certificate through “My Food Exporting Certificate” by clicking on “Actions” and choosing “Download”.



24

KINGDOM OF SAUDI ARABIA
Saudi Food & Drug Authority

VISION رؤية
2030

المملكة العربية السعودية
الهيئة العامة للغذاء والدواء

Executive Department of Product
Availability

شهادة صلاحية التصدير
Export Validity Certificate

إدارة الترخيصية لتوفر المنتجات

Expiry Date
30/04/2025

رقم الشهادة

تاريخ الانتهاء
03/11/1446

قائمة المنتجات المعالجة

الوحدة	الكمية	اسم المنتج	م
	1.254	Tab Product 1902	1

مدير إدارة أدوات الاستيراد والتصدير
Importation & Exportation Permits Director

مدينتك

م. نواف البراك
Attention:

This Certificate will be invalid in case of any deletion or modification. For more information:

<http://www.sfdanet.sa/Files/Import/Export/Certs.aspx>

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority
إدارة التوكيلات الاستيراد والتصدير

تصديقات:

يصرح هذه الشهادة بأنها في حالة أي تعديل أو تغيير عليها
للتحقق من صلاحيات الشهادة

<http://www.sfdanet.sa/Files/Import/Export/Certs.aspx>

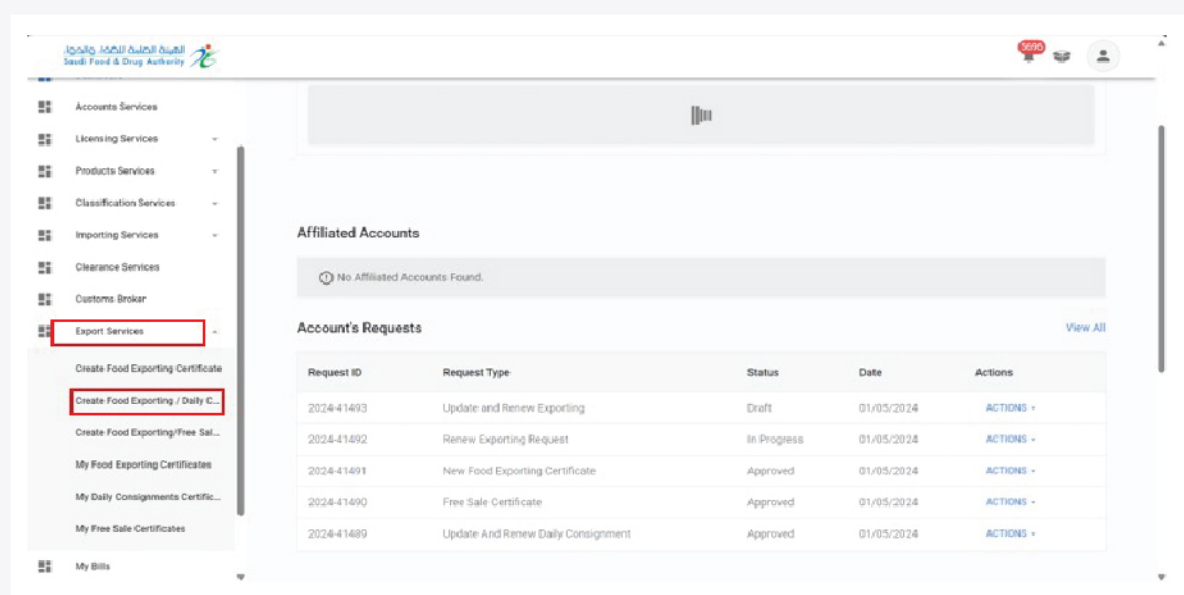
Page 2 of 2

5.2 Daily consignment Certificates

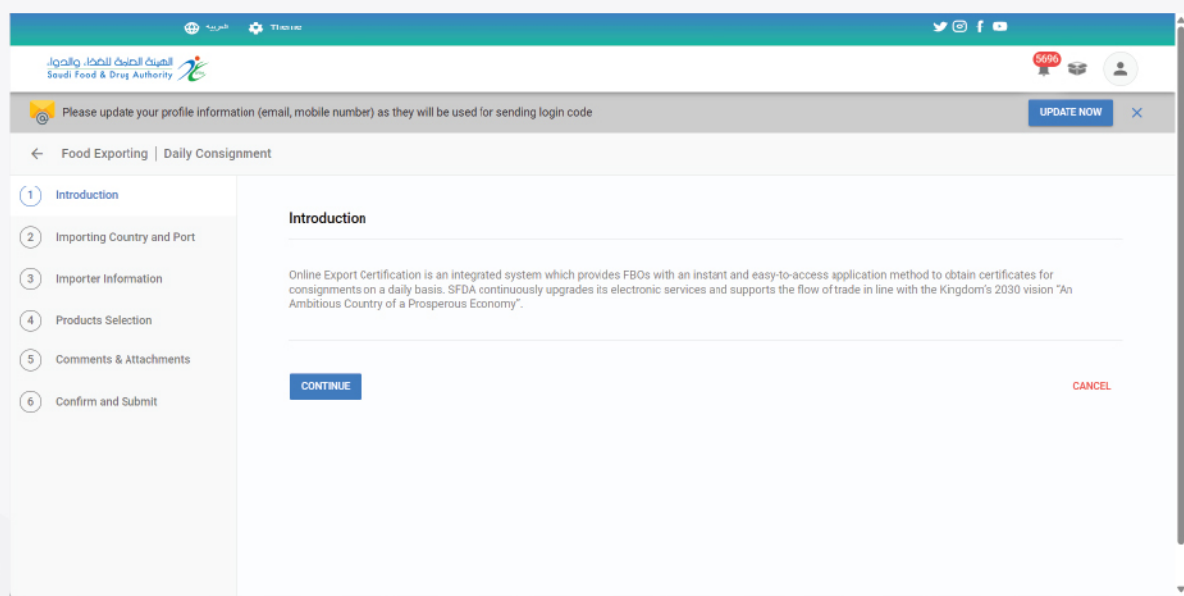
5.2.1 Create Daily Consignment Certificates

To Request new Daily Consignment Certificate at the Food and Drug Authority (the account must include a Food domain), follow the below steps:

- 1- Exporting services.
- 2- Create Food Exporting / Daily Consignment.



Then start filling the template of the new request, then click “Continue” until you reach the last section: “Confirm and Submit.”



Saudi Food & Drug Authority

3696

Please update your profile information (email, mobile number) as they will be used for sending login code

UPDATE NOW

X

< Food Exporting | Daily Consignment

1 Introduction

2 Importing Country and Port

3 Importer Information

4 Products Selection

5 Comments & Attachments

6 Confirm and Submit

Importing Country and Port

Importing Country*

Port*

BACKCONTINUE

SAVE AND CONTINUE LATERCANCEL

Saudi Food & Drug Authority

← Food Exporting | Daily Consignment

- Introduction
- Importing Country and Port
- Importer Information
- Products Selection**
- Comments & Attachments
- Confirm and Submit

Products Selection

Section 1: Search for Products + SELECT PRODUCT

+

Please start by selecting at least one product

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

To choose a food product previously added in the Ghad system.

Add Product

Filter Results By

Name _____ Number _____ Brand Name _____ Trade Mark _____ Registration Number _____

[CLEAR ALL](#) [APPLY FILTERS](#)

Products | [SELECT ALL](#)

Registration Number	Product Name	Brand Name	Net Weight	Net Weight Unit	Country of Origin	Country of Packing	Actions
FOM-2023-8524-FOP-12102023-25838-C-	123	123			Saudi Arabia	Saudi Arabia	SELECT

[CANCEL](#)

View Product

Note: All listed products will be selected and have these values.

Product Name (English)* _____

Quantity* _____

Configure The Production Expiry Date* _____

Calender Type* _____

[CANCEL](#) [ADD](#)

Products Selection

Section 1: Search for Products | [+ SELECT PRODUCT](#)

Product Name (Arabic): 123

Product Name (English): Test1

Quantity: 5

Net Weight: 123

Country of Origin: Saudi Arabia

Country of Packing: Saudi Arabia

Production Date: Thu Feb 29 2024

Expiry Date: Mon Mar 31 2031

Lot Number: 432

Actions: [Edit](#) | [Delete](#)

[PREVIOUS PAGE](#) [1](#) [NEXT PAGE](#)

After completing the form and arriving to the “Confirm and Submit” step, you must approve the pledge and then click Submit.

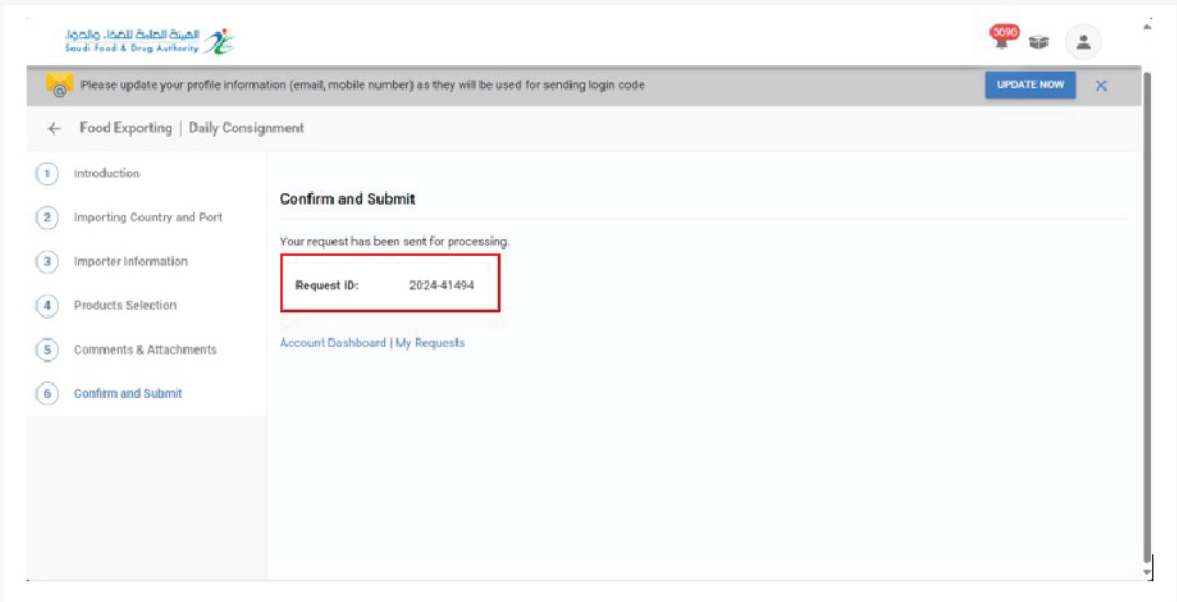
The screenshot shows the 'Confirm and Submit' step of the 'Food Exporting | Daily Consignment' process. The sidebar on the left lists steps 1 through 6, with step 6, 'Confirm and Submit', being the active step. The main content area contains a confirmation text: 'I hereby certify that all information is correct, and I pledge not to export products in violation to the Saudi Food Law and SFDA regulations.' Below this, it states 'The fees is 100 SAR for each Certificate' and 'I Agree on terms and conditions' with an unchecked checkbox. At the bottom, there are 'BACK' and 'SUBMIT' buttons, and 'SAVE AND CONTINUE LATER' and 'CANCEL' links.

You can save the request to continue later when you click “Save and continue later.”

On click Save and continue later, you can access the request from “My request” page with status Draft, with access to view the request or update it.

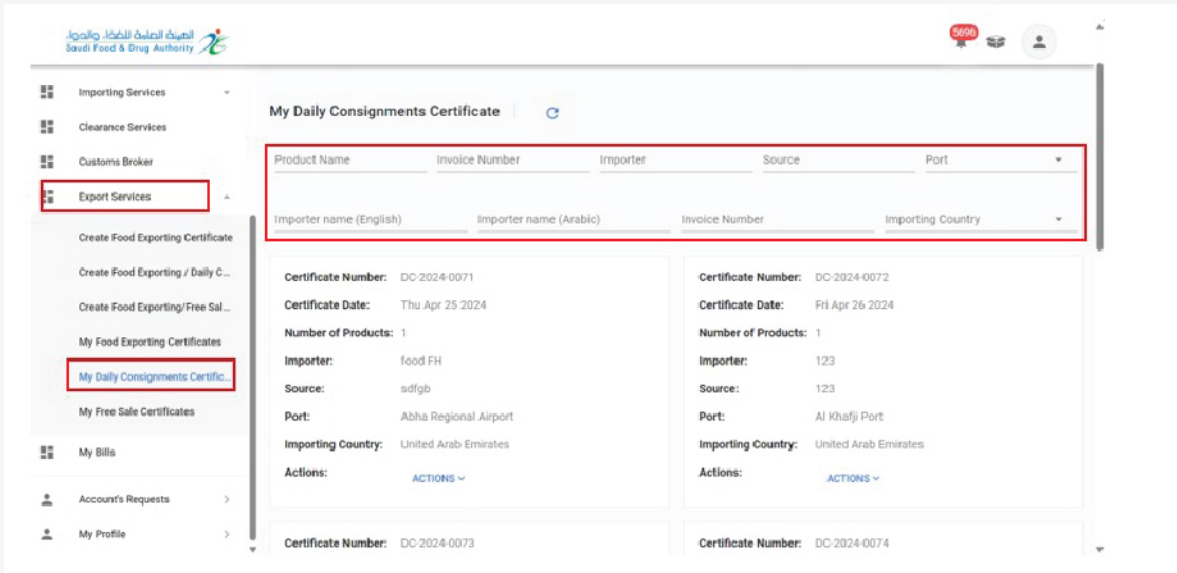
This screenshot shows the same 'Confirm and Submit' step, but with the 'I Agree on terms and conditions' checkbox checked. The 'SUBMIT' button is highlighted with a red box. The 'SAVE AND CONTINUE LATER' link is also visible, highlighted with a red box. The sidebar on the left shows steps 1 through 5, with step 5, 'Confirm and Submit', being the active step.

You will receive an “request Number” after submitting your request.

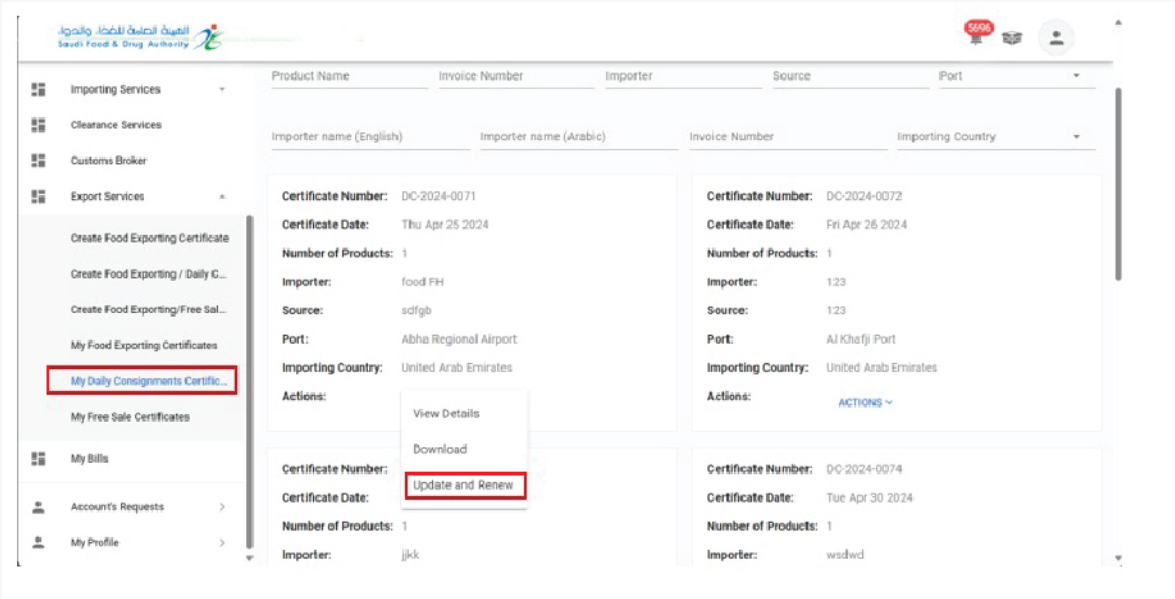


5.2.2 Update and Renew Daily Consignment Certificates

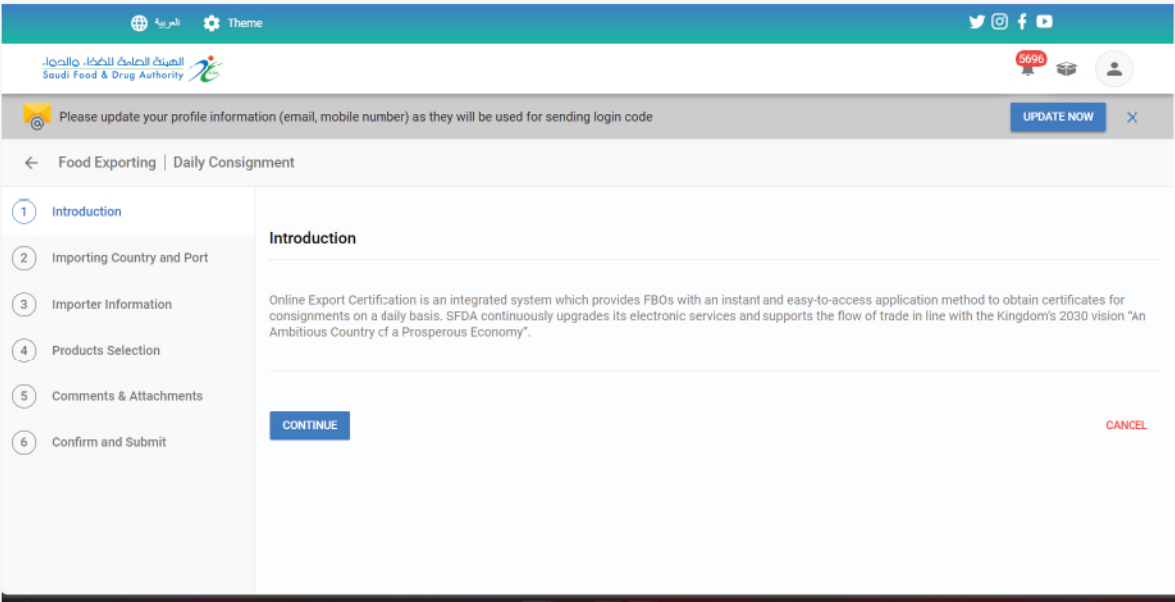
To Request Update and Renew Daily Consignment Certificates at the Saudi Food and Drug Authority, you can select “Exporting services.” then click on “My Daily Consignment Certificates,” the obtained certificate will appear for you. You can get the license using search engines.



To Update and Renew Food Exporting/ Daily Consignment Certificates, click on “Actions”, and choose “Update and Renew”.



To Update and Renew Food Exporting / Daily Consignment Certificates, you must click " Continue " and choose " Update and Renew", and then click “Continue” until you reach the final step, you may need to modify all required fields.



After completing the form and arriving to the “Confirm and Submit” step, you must approve the pledge and then click Submit.

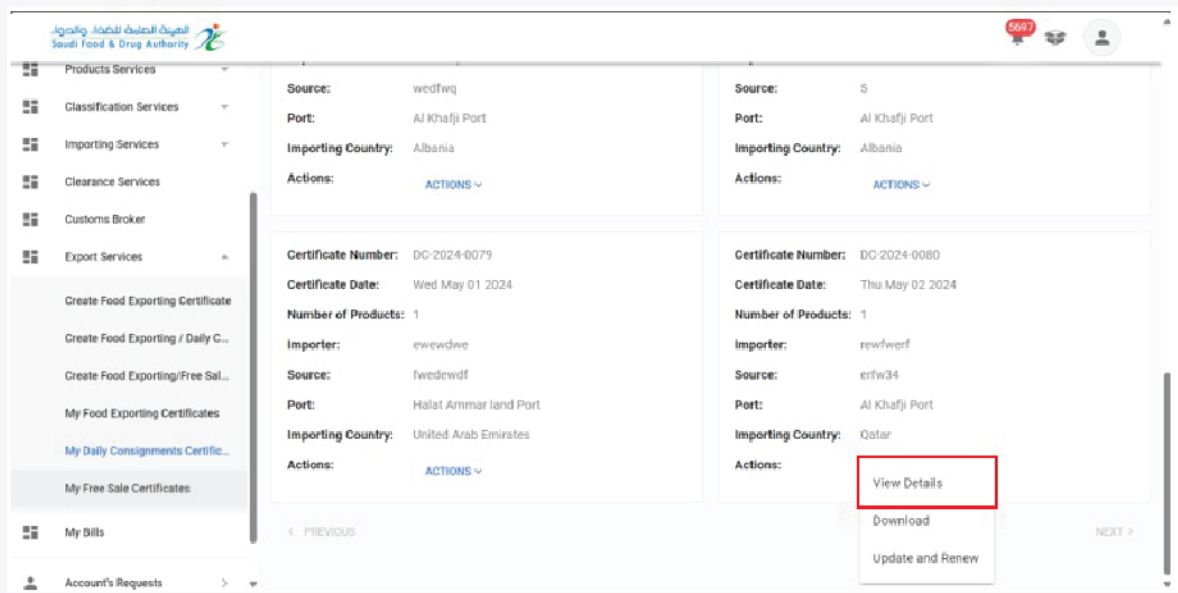
The screenshot shows the 'Confirm and Submit' step of the 'Food Exporting | Daily Consignment' process. On the left is a sidebar with a numbered list of steps: 1. Introduction, 2. Importing Country and Port, 3. Importer Information, 4. Products Selection, 5. Comments & Attachments, and 6. Confirm and Submit (which is highlighted). The main content area has the title 'Confirm and Submit'. It contains a certification statement: 'I hereby certify that all information is correct, and I pledge not to export products in violation to the Saudi Food Law and SFDA regulations.' Below this, it states 'The fees is 100 SAR for each Certificate'. There is a checkbox labeled 'I Agree on terms and conditions' which is currently unchecked. At the bottom, there are three buttons: 'BACK', 'SUBMIT' (highlighted with a red box), and 'SAVE AND CONTINUE LATER'. A 'CANCEL' link is also present on the right.

You will receive an “Request Number” after submitting your request.

This screenshot shows the 'Confirm and Submit' step after the request has been submitted. The sidebar on the left remains the same, with step 6 'Confirm and Submit' highlighted. The main content area now displays the message 'Your request has been sent for processing.' Below this message, a red box highlights the 'Request ID: 2024-41495'. At the bottom of the main content area, there is a link that says 'Account Dashboard | My Requests'.

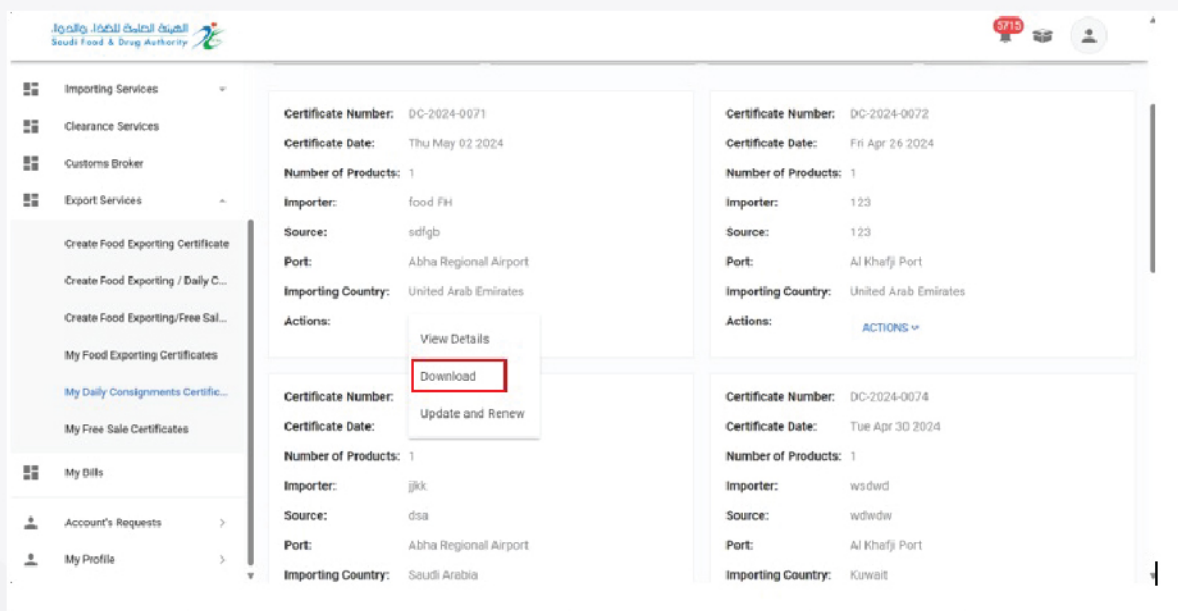
5.2.3 View Daily Consignment Certificates

You may view the details of the Food Export/Daily consignment certificate through the “My Daily Consignment Certificate” by clicking on “Actions” and choosing “View Details”.



5.2.4 Download Daily Consignment Certificates

You may download the certificate through “My Daily Consignment Certificate” by clicking on “Actions” and choosing “Download”.




KINGDOM OF SAUDI ARABIA
Saudi Food & Drug Authority

رؤية
2030

المملكة العربية السعودية
الهيئة العامة للغذاء والدواء

Executive Department of Product
Availability



الإدارة التنفيذية لتوفر المنتجات


شهادة صلاحية التصدير للمواد الغذائية
Food Stuff Export Certificate

Certification Date:	10/06/2024 - 04/12/1445	تاريخ الشهادة	Certification No:		رقم الشهادة
Importer Name:	SS				المستورد
Importer Address:	2		2		عنوان المستورد
Exporter Address:	2	2	Exporter Name:	dfw	المصدر بصنعى
Invoice Number:	2343214123	رقم الفاتورة	Mode of transport:	Land	وسيلة النقل بري


إضافة المواد الغذائية


رقم التسجيل Lot No.	تاريخ الانتهاء Exp. Date	تاريخ الإنتاج Pro. Date	بلد التغليف Country Of Packing	بلد المنشأ Country Of Origin	الوزن الصافي Item Net Weight	وحدة الوزن الصافي Net Weight Unit	طريقة التغليف PKG Method	الكمية Quantity	العلامة التجارية Brand	الوصف بالإنجليزية Item in English	الوصف Item	م
76543	7/2044	5/2024	السعودية	السعودية	123	271		2	123	123	123	1

رئيس قسم أذونات الغذاء
Head of Food Permission Section



أ. محمد بن صالح النقيشي





شهادة الهيئة العامة للغذاء والدواء بالمملكة العربية السعودية بأن المنتجات الموصى بها آمنة للاستخدام العام وفقاً للمواصفات المعتمدة والمطابقة للمواصفات الدولية المعمول بها.

تنبيهات:
يجب عدم الشهادة ثانية في حالة أي تعديل أو تعديل عليها.
التحقق من صلاحيات الشهادة
<http://verification.sfd.a.gov.sa/searchCerts.aspx>

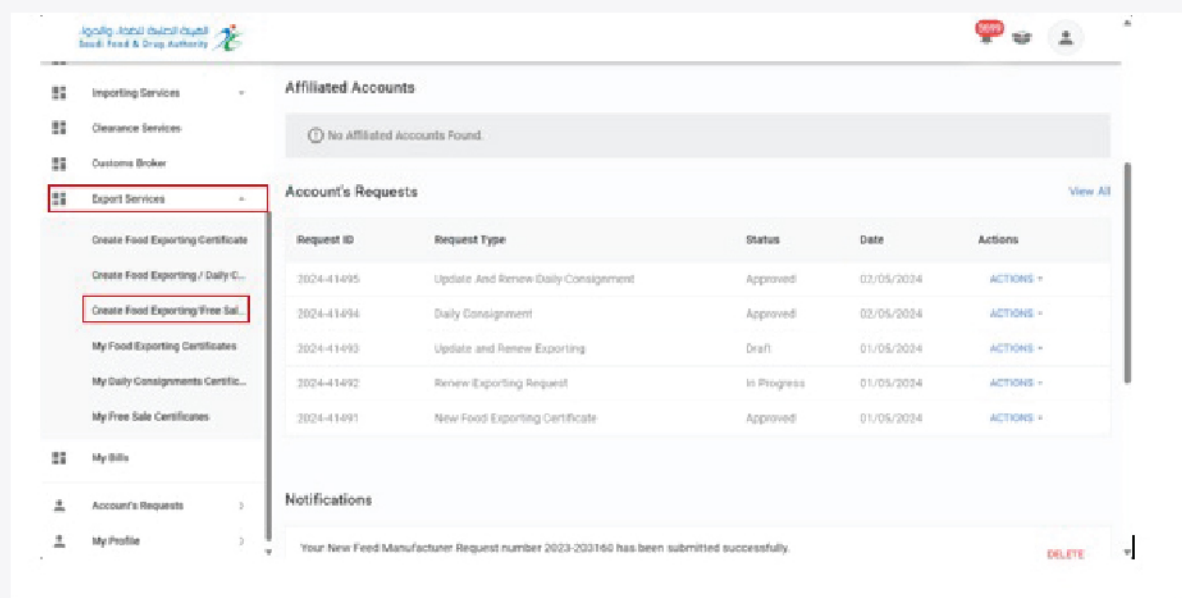
Page 1 of 1

5.3 Free Sale Certificate

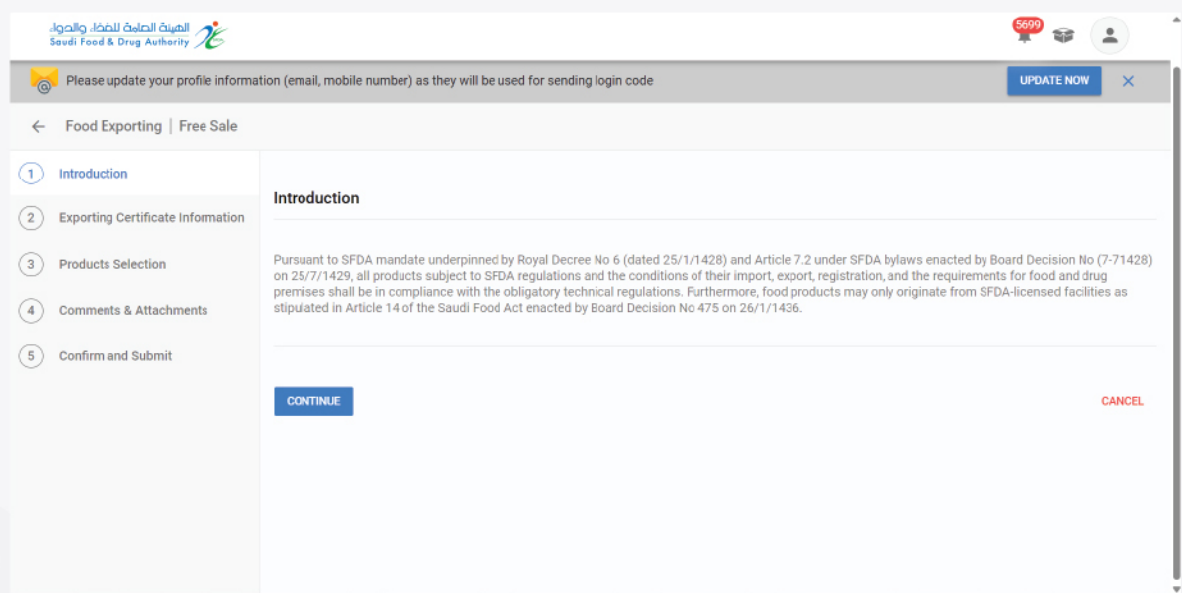
5.3.1 Create Free Sale Certificate

To Request new Free Sale Certificate at the Food and Drug Authority (the account must include a Food domain), follow the below steps:

- 1- Exporting services.
- 2- Create Food Exporting /Free Sale



Then start filling the template of the new request, then click “Continue” until you reach the last section: “Confirm and Submit.”



العربية

Theme

Twitter

Instagram

Facebook

YouTube

الهئية العامة للغذاء والدواء
Saudi Food & Drug Authority

5699

Please update your profile information (email, mobile number) as they will be used for sending login code

UPDATE NOW

Food Exporting | Free Sale

1 Introduction

2 Exporting Certificate Information

3 Products Selection

4 Comments & Attachments

5 Confirm and Submit

Exporting Certificate Information

Choose Exporting Certificate*

Importing Country

BACKCONTINUE

SAVE AND CONTINUE LATERCANCEL

العربية

Theme

Twitter

Instagram

Facebook

YouTube

الهئية العامة للغذاء والدواء
Saudi Food & Drug Authority

5699

Please update your profile information (email, mobile number) as they will be used for sending login code

UPDATE NOW

Food Exporting | Free Sale

1 Introduction

2 Exporting Certificate Information

3 Products Selection

4 Comments & Attachments

5 Confirm and Submit

Products Selection

Section 1: Search for Products | + SELECT PRODUCT

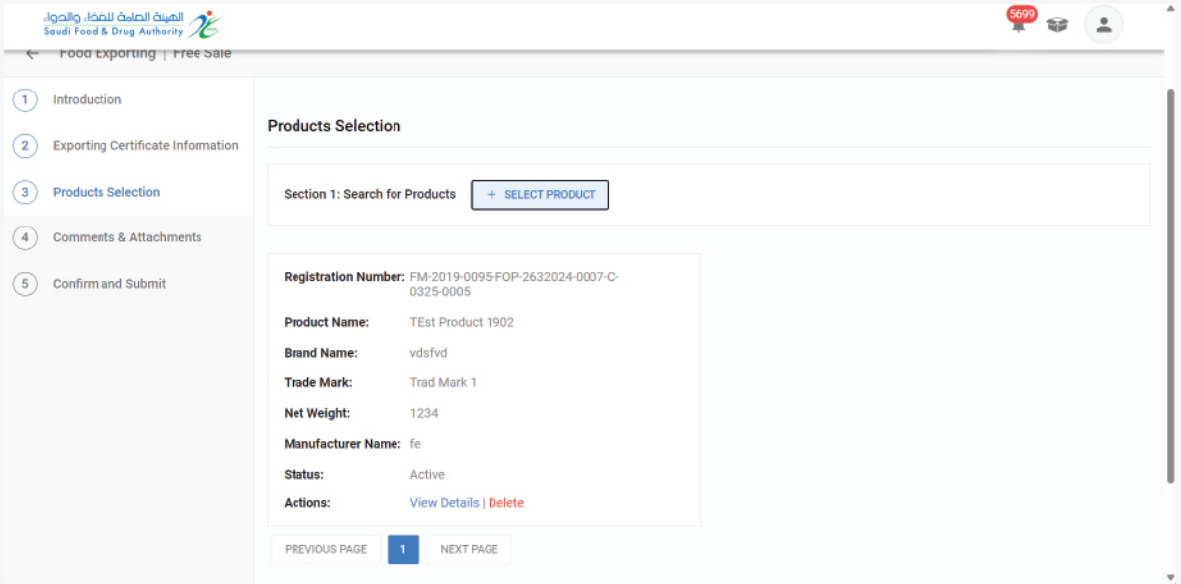
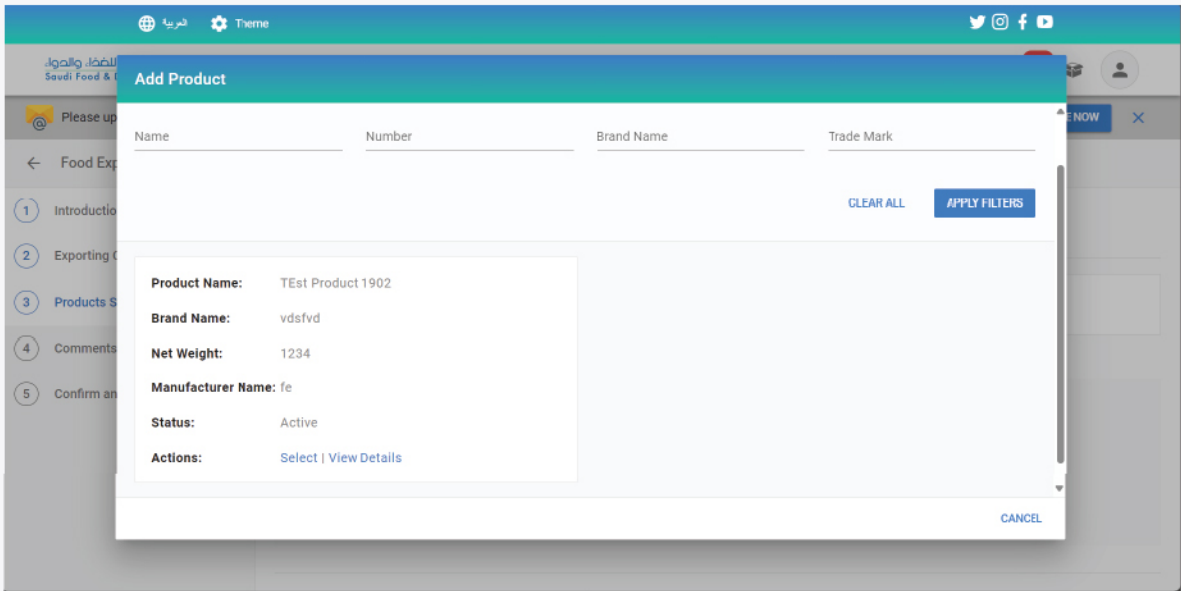
+

Please start by selecting at least one product

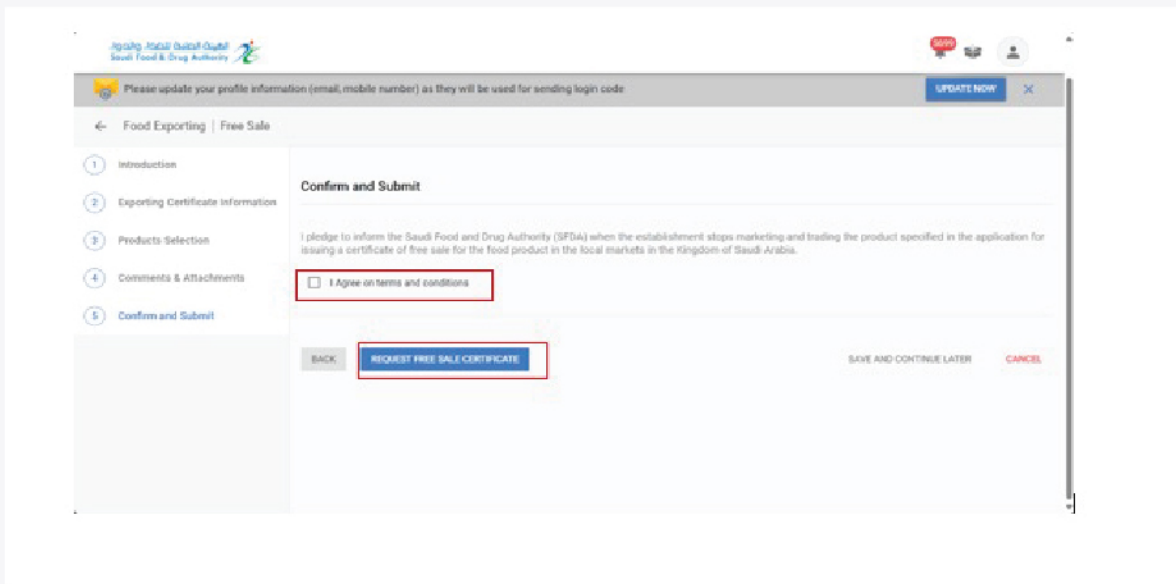
BACKCONTINUE

SAVE AND CONTINUE LATERCANCEL

To choose a food product previously added in the Ghad system.

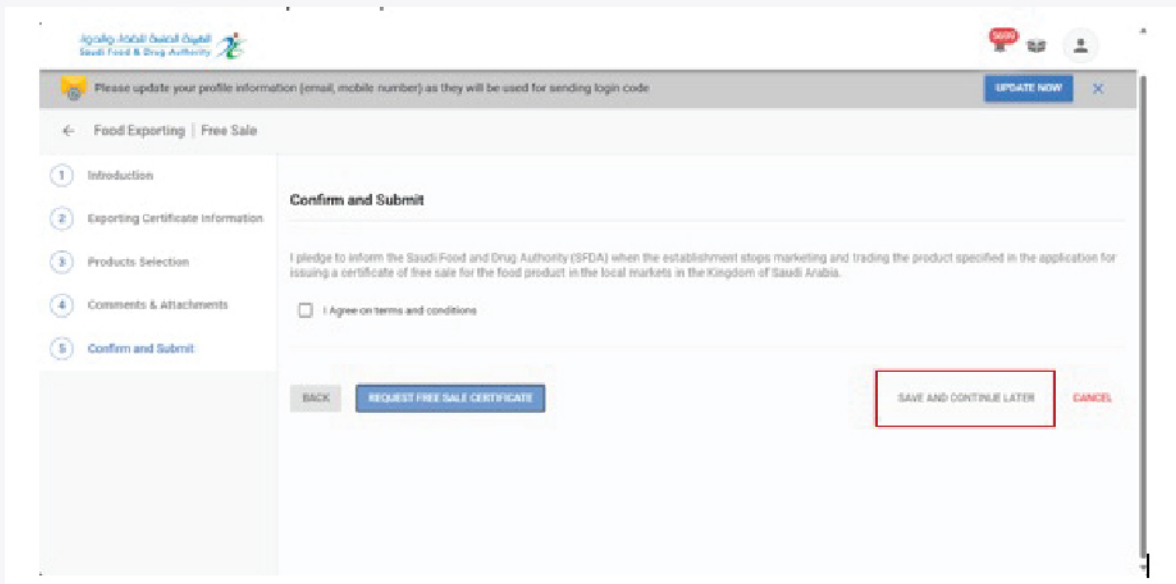


After completing the form and arriving to the “Confirm and Submit” step, you must approve the pledge and then click “Request Free Sale Certificate”.

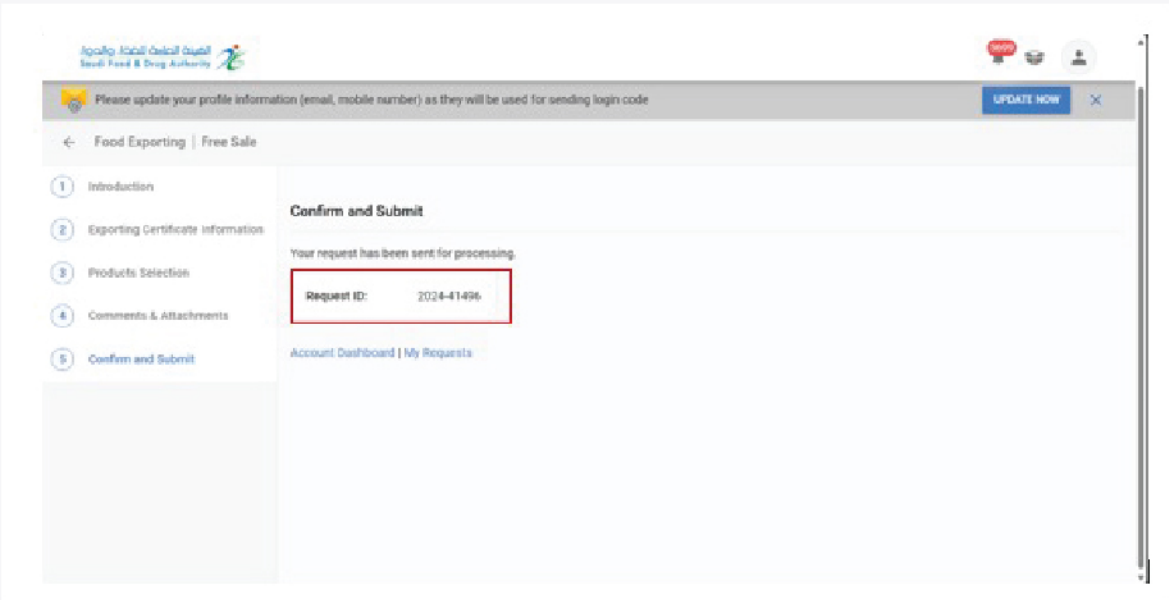


You can save the request to continue later when you click “Save and continue later.”

On click Save and continue later, you can access the request from “My request” page with status Draft, with access to view the request or update it.

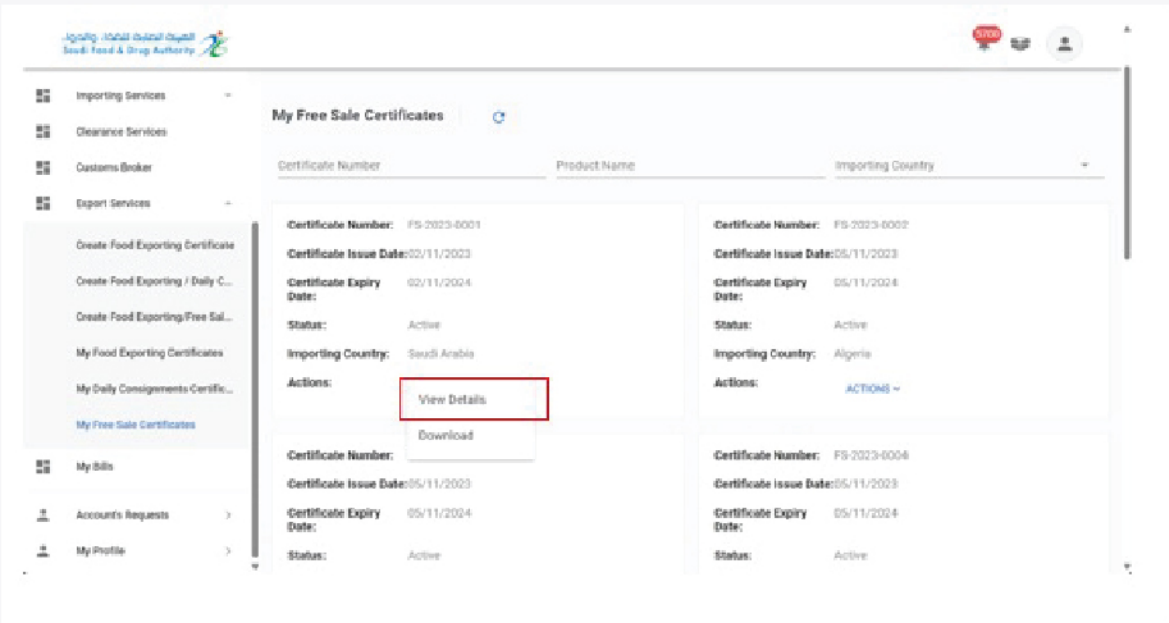


You will receive an “Request Number” after submitting your request.



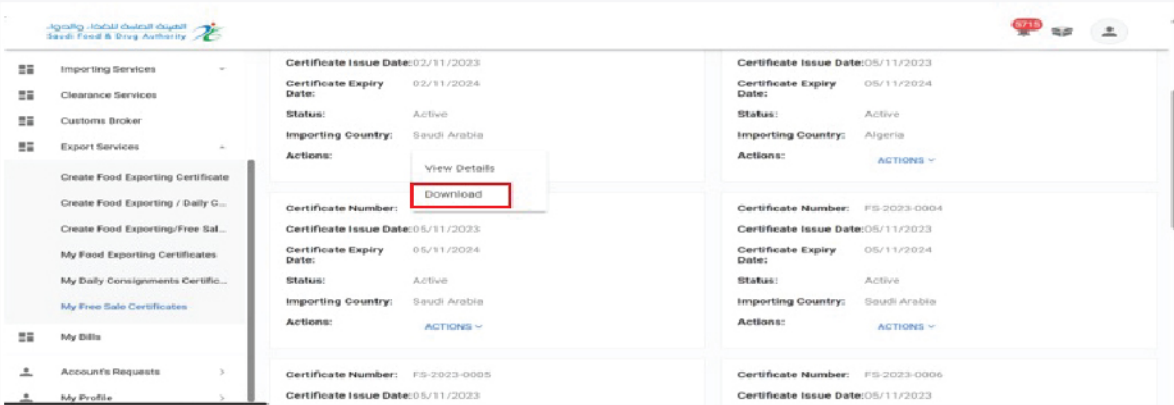
5.3.2 View Free Sale Certificate

You may view the details of the free sale certificate through the “My Free sale Certificate” by clicking on “Actions” and choosing “View Details”.



5.3.3 Download Free Sales Certificate

You may download the certificate through “My Free Sale Certificate” by clicking on “Actions” and choosing “Download”.



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