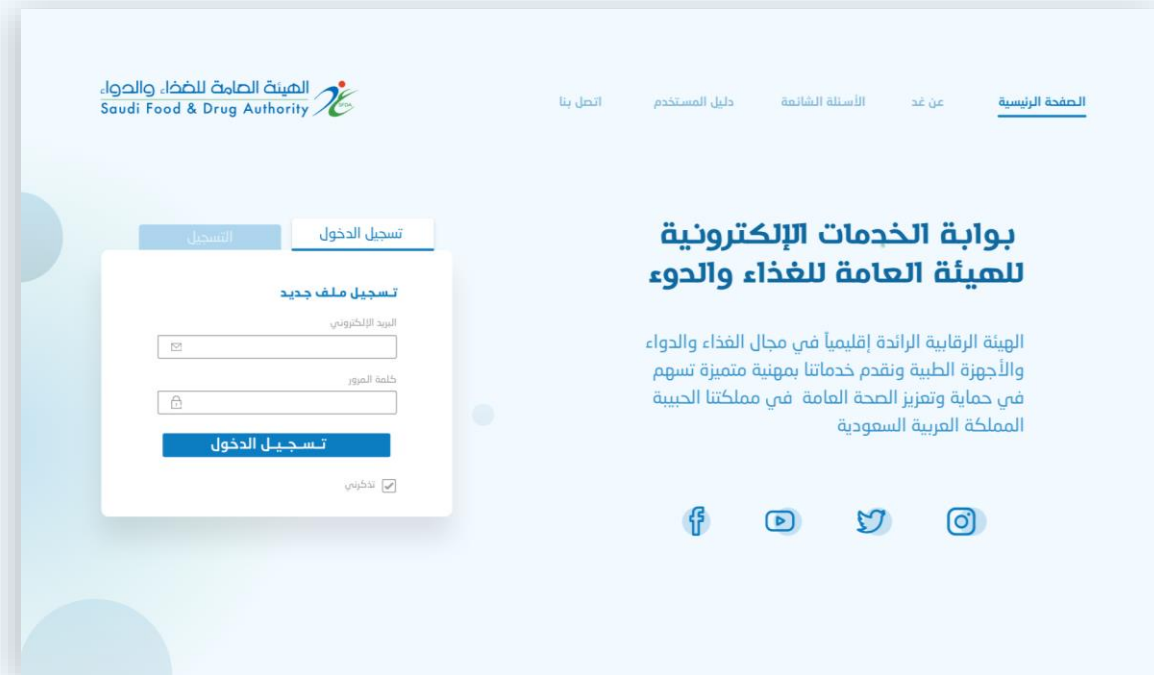


User Guide for GHAD System

This Guide is for the User to Register in GHAD System

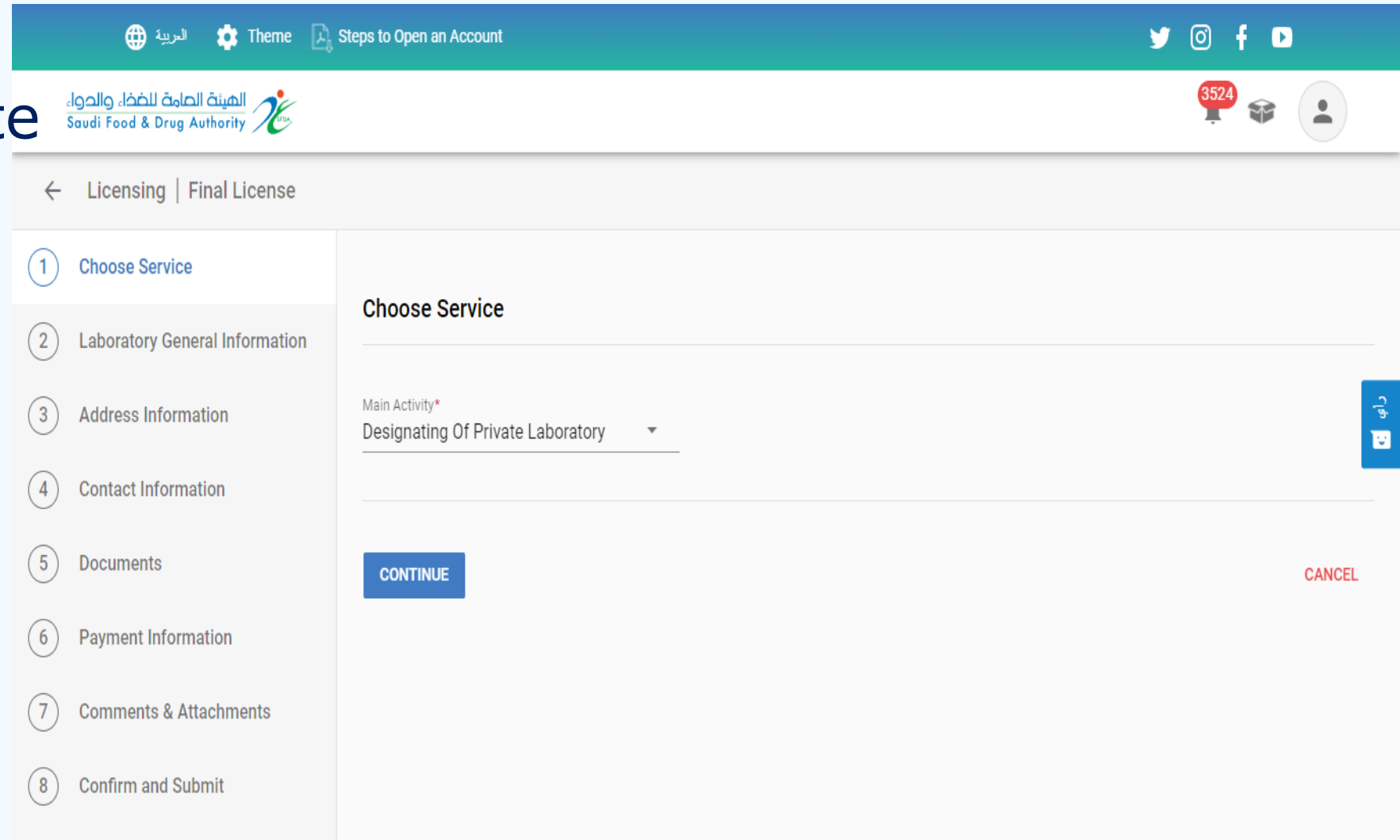
Login Page



To enter, sign in or sign up

Designating of Private Laboratory

Choose Services :
Account > eligible services > licensing services > office and laboratory licenses > private laboratory appointment service.



The screenshot shows the SFDA mobile app interface. At the top, there is a navigation bar with a globe icon, the text 'العربية', a gear icon for 'Theme', and a document icon for 'Steps to Open an Account'. On the right side of the navigation bar are social media icons for Twitter, Instagram, Facebook, and YouTube. Below the navigation bar is the SFDA logo and name in Arabic and English. A notification bell icon shows '3524' notifications, and a user profile icon is visible. The main content area is titled 'Licensing | Final License' and contains a vertical list of steps: 1. Choose Service, 2. Laboratory General Information, 3. Address Information, 4. Contact Information, 5. Documents, 6. Payment Information, 7. Comments & Attachments, and 8. Confirm and Submit. The 'Choose Service' step is selected and expanded, showing a 'Main Activity*' dropdown menu with the option 'Designating Of Private Laboratory'. At the bottom of the expanded step, there are 'CONTINUE' and 'CANCEL' buttons. A 'رأي' (Feedback) button is also visible on the right side of the screen.

- 1 Choose Service
- 2 Laboratory General Information
- 3 Address Information
- 4 Contact Information
- 5 Documents
- 6 Payment Information
- 7 Comments & Attachments
- 8 Confirm and Submit

Laboratory General Information

Laboratory Arabic Name: شركة ال مجنص المحدودة

Laboratory English Name : Test Account for Belal

Laboratory License*

BACK

CONTINUE

SAVE AND CONTINUE LATER

CANCEL

Laboratory General Information

On this page, the laboratory information appears. Select laboratory license that required to be appointed. (The laboratory must obtain a license by SFDA)



Address Information

On this page, select the establishment address.

- Choose (yes) if the establishment address matches the entered address when you created your account.

- Choose (no) if the address is different

← Licensing | Final License

- 1 Choose Service
- 2 Laboratory General Information
- 3 Address Information
- 4 Contact Information
- 5 Documents
- 6 Payment Information
- 7 Comments & Attachments
- 8 Confirm and Submit

Address Information

Section 1: Address Information

Same As the account address information?*

Yes

No

BACK CONTINUE

SAVE AND CONTINUE LATER CANCEL



Address Information

If the establishment's address does not match the account address, the address information will be filled out on this page

The screenshot shows the 'Address Information' form in the SFDA web portal. The form is titled 'Section 1: Address Information' and includes a sidebar with navigation steps: 1. Choose Service, 2. Laboratory General Information, 3. Address Information (selected), 4. Contact Information, 5. Documents, 6. Payment Information, 7. Comments & Attachments, and 8. Confirm and Submit.

The form fields are as follows:

- Same As the account address information?*: Yes, No
- City*: Abu 'Arish
- District*: waha
- Street*: abi bakir
- Building Number
- Postal Code
- P.O.Box

A Google Maps error message is displayed over the map area, stating: 'Google This page can't load Google Maps correctly. Do you own this website? OK'. The map shows a location in Riyadh, Saudi Arabia, near King Fahd Security College.

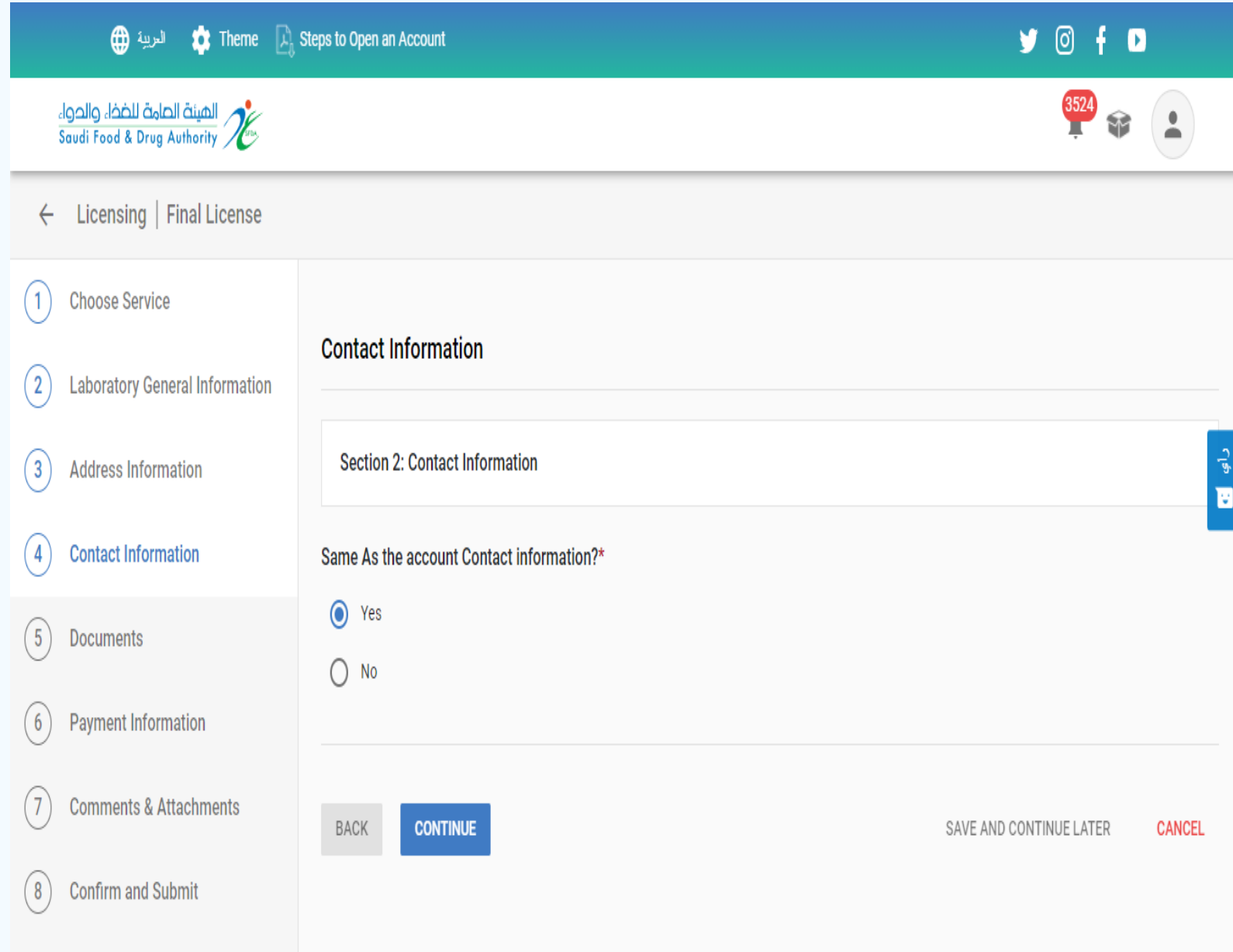
At the bottom of the form, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

Contact Information

On this page, select the contact information of the establishment

- Choose (yes) if it matches the entered information when you created your account

- Choose (no) if it is different



The screenshot shows the 'Final License' step in the SFDA mobile application. The interface is in Arabic. At the top, there is a navigation bar with the SFDA logo and the text 'الهيئة العامة للغذاء والدواء Saudi Food & Drug Authority'. Below the navigation bar, there is a header with 'Licensing | Final License'. The main content area is divided into two sections: a left sidebar with a list of steps and a main form area. The sidebar steps are: 1. Choose Service, 2. Laboratory General Information, 3. Address Information, 4. Contact Information (highlighted), 5. Documents, 6. Payment Information, 7. Comments & Attachments, and 8. Confirm and Submit. The main form area is titled 'Contact Information' and contains a section labeled 'Section 2: Contact Information'. Below this section, there is a question: 'Same As the account Contact information?*' with two radio button options: 'Yes' (selected) and 'No'. At the bottom of the form, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER'. A 'CANCEL' button is also visible on the right side of the screen.



Contact Information

If the establishment contact information does not match the account's contact information, it will be filled out on this page

The screenshot displays the SFDA web application interface. At the top, there is a navigation bar with a globe icon, a gear icon labeled 'Theme', and a document icon labeled 'Steps to Open an Account'. Social media icons for Twitter, Instagram, Facebook, and YouTube are also present. Below the navigation bar, the SFDA logo and name are displayed. A notification bell icon shows '3524' notifications. A user profile icon is visible in the top right corner.

The main content area is titled 'Licensing | Final License'. On the left, a vertical list of steps is shown, with step 4, 'Contact Information', highlighted. The steps are: 1. Choose Service, 2. Laboratory General Information, 3. Address Information, 4. Contact Information, 5. Documents, 6. Payment Information, 7. Comments & Attachments, and 8. Confirm and Submit.

The 'Contact Information' section is titled 'Section 2: Contact Information'. It contains a question: 'Same As the account Contact information?*' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below this, there is an 'Email Address*' field with the value 'r@gmail.com'. There are two sets of number fields: 'Country Code*' and 'Phone Number*', and 'Country Code' and 'Mobile Number'. The 'Country Code*' is set to '(+966) Saudi Arabia' and 'Phone Number*' is '22'. The 'Country Code' and 'Mobile Number' fields are empty. At the bottom, there are four buttons: 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.



Documents

Add the following documents :

- A copy of the laboratory license certificate by SFDA.
- A plan of Saudization within (3) years for technical jobs gradually by (50 %) as minimum.
- Policy details of laboratory privacy and arrangements to maintain the security and confidentiality of information.
- Laboratory liability insurance details.
- Product analysis template .

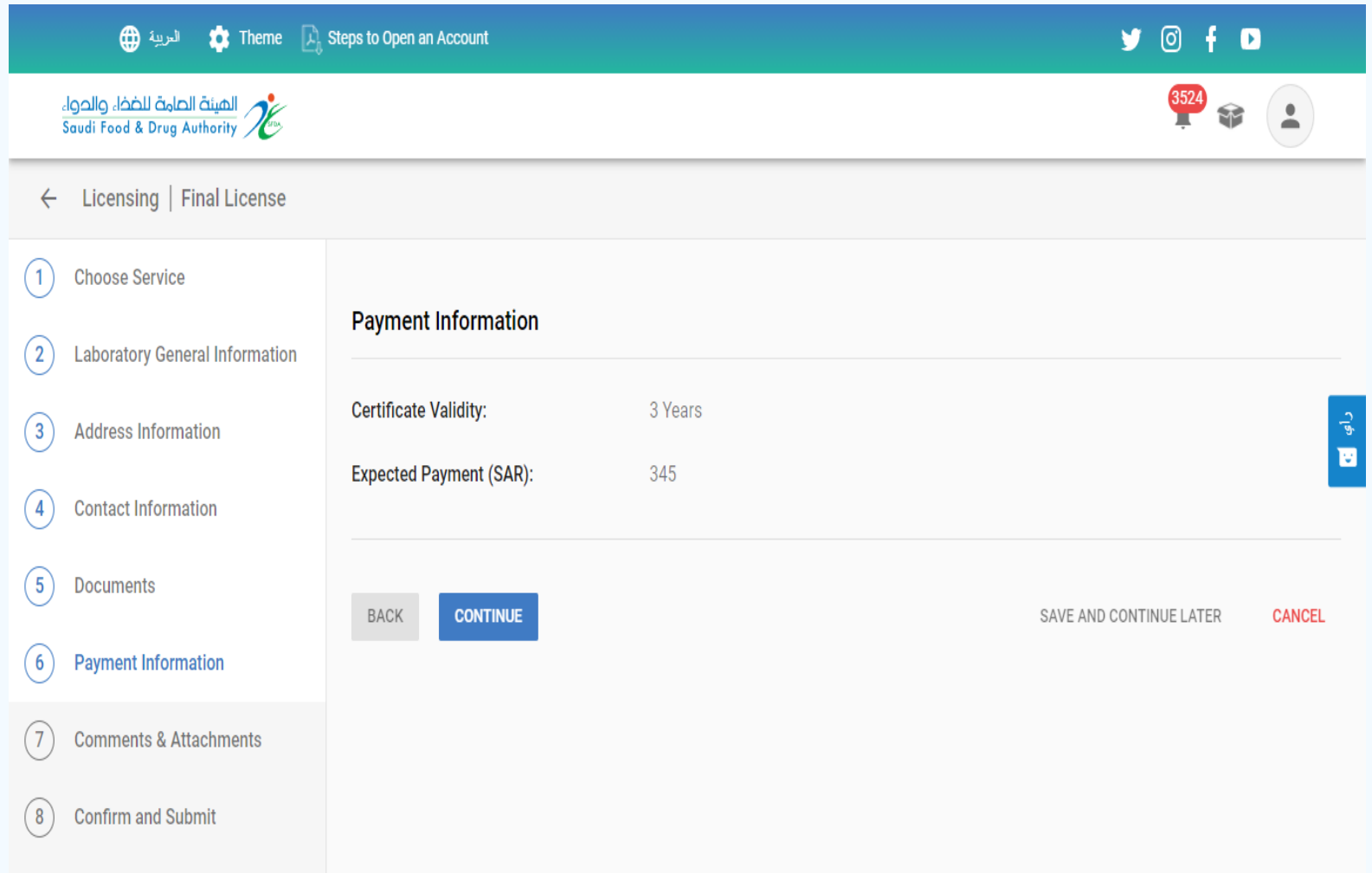
The screenshot shows the 'Final License' page in the SFDA portal. The page is titled 'Licensing | Final License' and features a sidebar with a progress indicator for steps 1 through 8. Step 5, 'Documents', is currently active. The main content area is titled 'Documents' and lists five required documents, each with an upload button and a note: 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png'.

- Laboratory License Certificate***
- Laboratory Saudization Plan***
- Laboratory Privacy and Confidentiality Policy***
- Laboratory Liability Insurance***
- Product Analysis Template***

Below these is an 'Other Documents' section with a total size limit of 50MB and a list of allowed file types. It includes a text input for 'Name Of Document' and an upload button. At the bottom, there are buttons for '+ ADD ANOTHER', 'UPLOAD', 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

Payment Information

On this page, the fee is charged according to the entered fields.



العربية Theme Steps to Open an Account

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

3524

← Licensing | Final License

- 1 Choose Service
- 2 Laboratory General Information
- 3 Address Information
- 4 Contact Information
- 5 Documents
- 6 **Payment Information**
- 7 Comments & Attachments
- 8 Confirm and Submit

Payment Information

Certificate Validity:	3 Years
Expected Payment (SAR):	345

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL



Comments & Attachments

If the office wants to add any additional comments or attachments, add them on this page

The screenshot displays the SFDA web portal interface. At the top, there is a navigation bar with the Saudi Food & Drug Authority logo and name in Arabic and English, along with social media icons and a notification bell showing 3524 alerts. Below the navigation bar, the breadcrumb trail reads 'Licensing | Final License'. A vertical sidebar on the left contains a numbered list of steps: 1. Choose Service, 2. Laboratory General Information, 3. Address Information, 4. Contact Information, 5. Documents, 6. Payment Information, 7. Comments & Attachments (highlighted in blue), and 8. Confirm and Submit. The main content area is titled 'Comments & Attachments' and features a large text input field with the placeholder 'Add Your Notes'. Below this is an 'Add Attachment' section with a maximum total size of 50MB and allowed file types of jpeg, jpg, pdf, and png. A dashed box contains an upload icon and the text 'Attach the supporting document'. A '+ ADD ANOTHER' link is positioned below the attachment area. At the bottom of the form, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER', with a 'CANCEL' button on the far right.

Confirm and Submit

Please read and agree the terms and conditions and submit the request

العربية Theme Steps to Open an Account

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

3524

← Licensing | Final License

- 1 Choose Service
- 2 Laboratory General Information
- 3 Address Information
- 4 Contact Information
- 5 Documents
- 6 Payment Information
- 7 Comments & Attachments
- 8 **Confirm and Submit**

Confirm and Submit

1. I certify that I have read and understood all the requirements and conditions of SFDA mentioned in the system and regulations for each submitted application, and I pledge my commitment to it and any previous and future regulations and decisions approved by SFDA or relevant government agencies.
2. I hereby declare that the data and information provided are correct, and in the event it is proven otherwise, SFDA has the right to take any criminal or systematic action in accordance with its regulations and regulations.
3. This service is subjected to update, so I will continue to follow it and match it.
4. I pledge to use the license or certificate granted according to its purpose and not to violate any of the relevant requirements
5. I pledge to inform SFDA immediately after any change in the data has been made or previously submitted pursuant to this request, and within a maximum period of (10) ten days after the change occurred.
6. The user (the account holder) is fully responsible for the contents of the information that is loaded or included in the application submitted or in any of the services.
7. SFDA has the right, according to the laws and regulations, to terminate, restrict or stop the user's right to enter the system, submit applications, suspend or cancel the license.
8. I pledge to be strictly confidential in all dealings with the SFDA.

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL