



# Periodic Verification Service

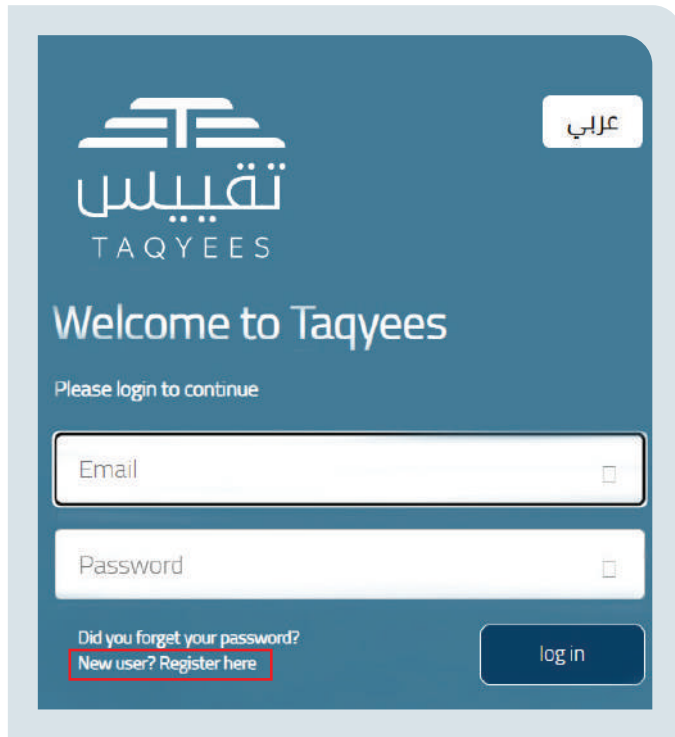


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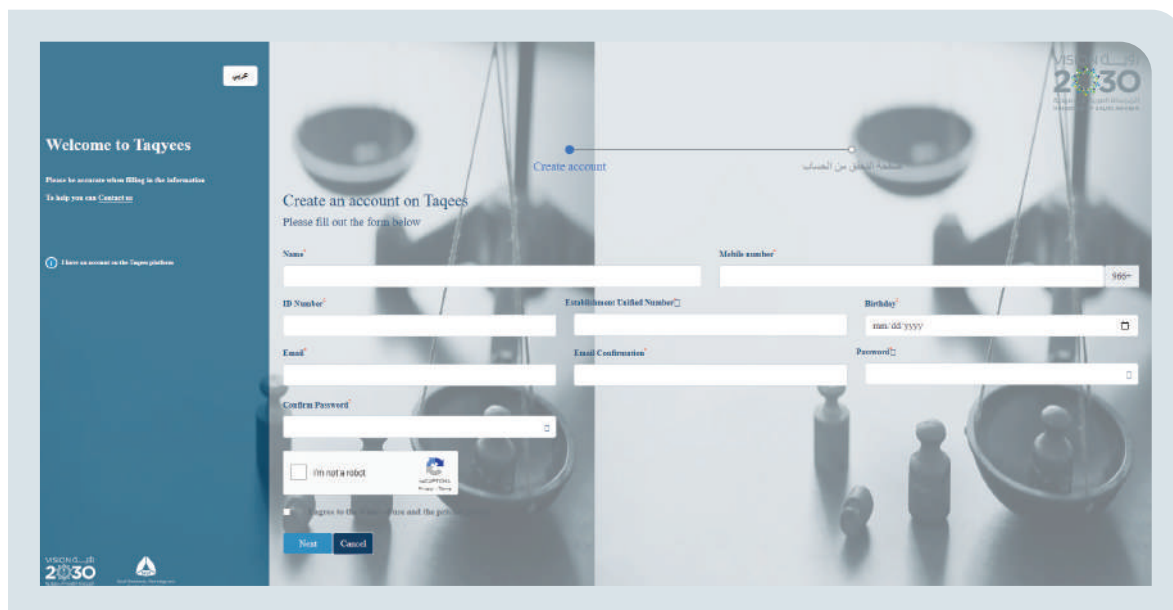
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# Registering as New User

Select **New User** button on the login screen.

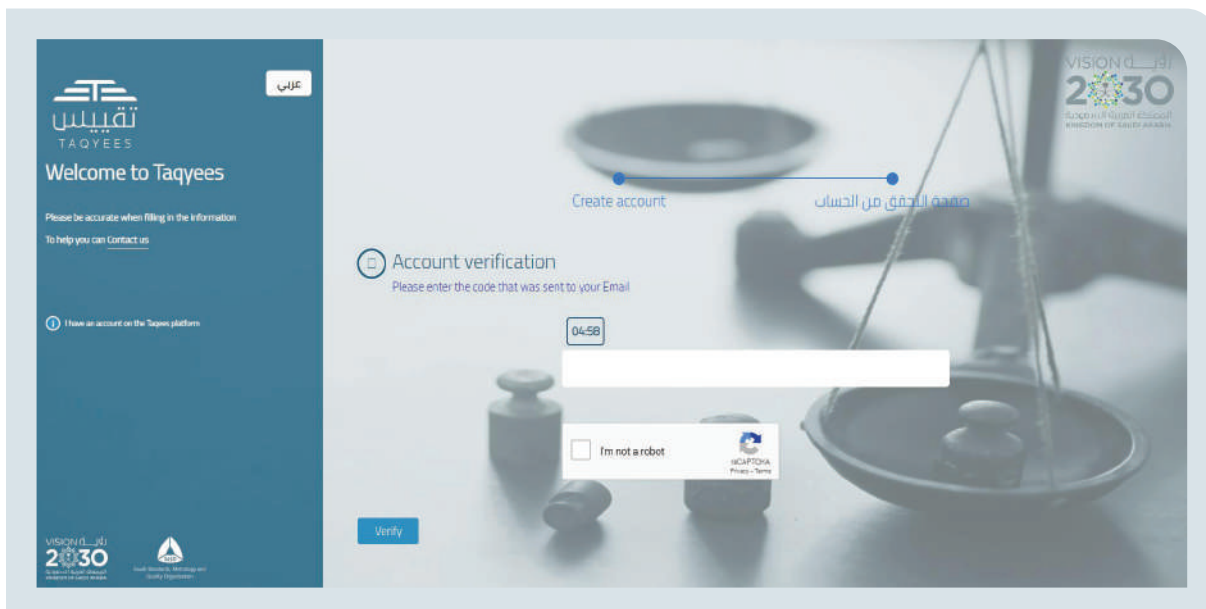


The website takes the user to the account creation screen, after which the user enters their required data, as follows:



1. Name as it is in the ID
2. Mobile telephone number registered in the name of the owner of the Entity, which will be used later for verification and correspondence purposes
3. Saudi ID number or residency number for Non-Saudis
4. Establishment unified number of the Entity wherein the account holder wishes to register
5. Date of birth as it is in the ID
6. Email, which will be used for correspondence and login purposes
7. Email confirmation
8. Password and password confirmation
9. Pass the Verification Test (reCaptcha)
10. Read and agree to the Privacy Policy and Terms of Use
11. Select the Next button

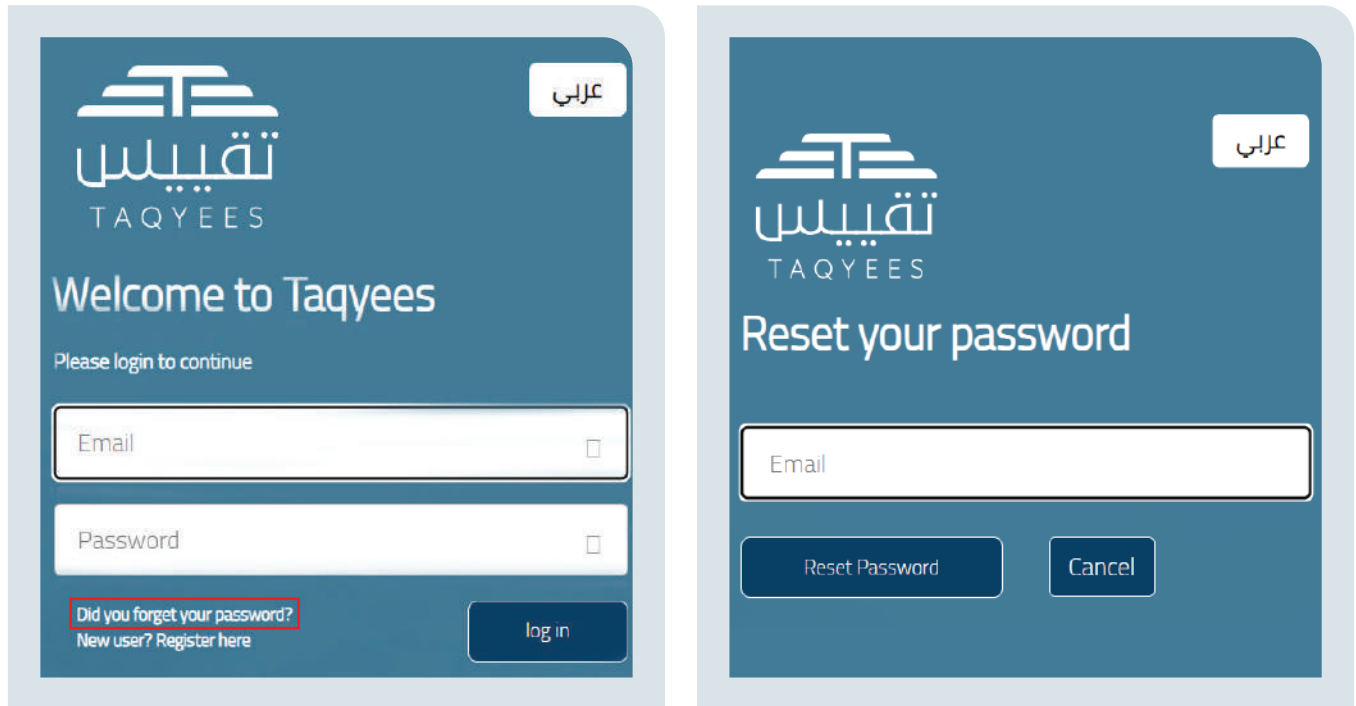
Then the website takes the user to the next step, which is entering the verification code sent to them on their email.



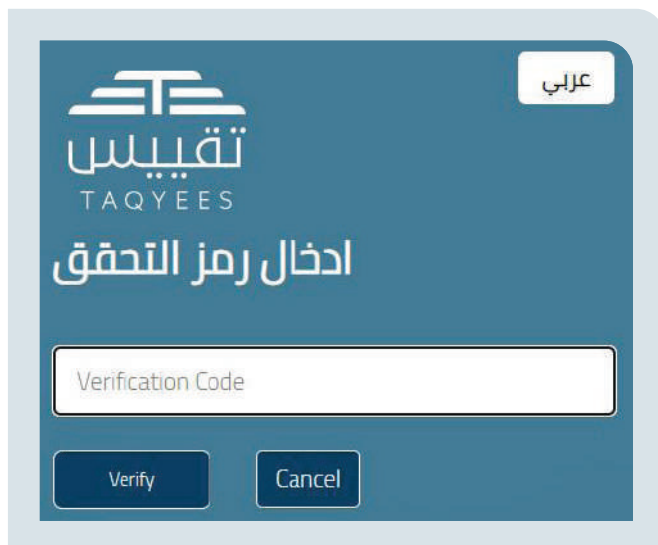
Here the user enters the verification code and selects the verification button, or requests that a new code be sent. After the verification process is complete, the website takes them to the login screen, to access the website based upon the data used to register.

## Resetting the Password

In the event the user forgets their password to log in to the platform, the user selects **Did you forget your password?** on the login screen to be taken to the recovery screen.



After entering the email registered in the website for the user, a verification code is sent to their email, for them to enter in the verification screen.



The website then takes the user to register and save a new password. After saving, the website takes the user back to the login page.

# Registering an Entity

After logging in to the website, the user can register an Entity and will complete the registration process by entering the Establishment unified number of the Entity to be registered.

**The user fills the mandatory fields marked with a red asterisk:**

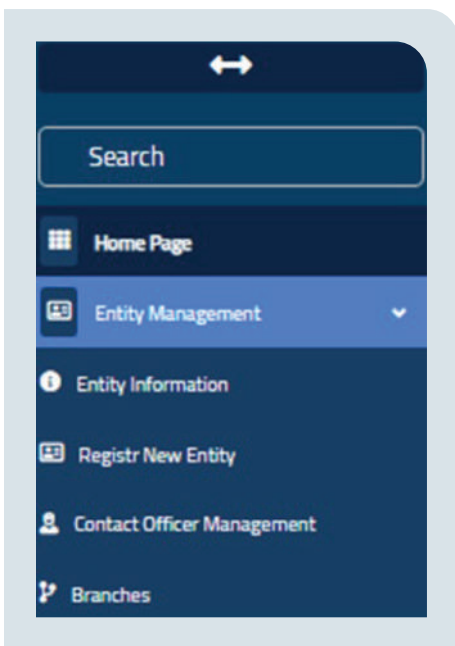
1. After entering the Establishment unified number, it is verified through the link with the Ministry of Commerce.
2. After entering the municipal license number, it is verified with the Ministry of Municipal and Rural Affairs and Housing.
3. The user will select the type of Entity to be registered from the following list:
  - **Commercial Entity**
  - **Manufacturer**
  - **Importer**
  - **Contractor (External Verification body)**
  - **Maintenance entity**
4. The user then selects the Entity's primary activity from the list of primary activities by Entity type.
5. The user will identify the Entity's location on Google Maps and copy the site access link in the Google Maps field.

6. The user reviews and agrees to the Terms of Use and Privacy Policy.
7. The user selects the Save button.
8. The website takes the user to their home page or takes the user back to the access page if this is the first time the user has logged in and registered an Entity.
9. The user will log in again each time they wish to work on an Entity they are not registered to access and select it from the list of Entities defined by the website.

## Home Page

From which the information about the Entity and the liaison officer responsible for it are viewed:

## Entity's Management

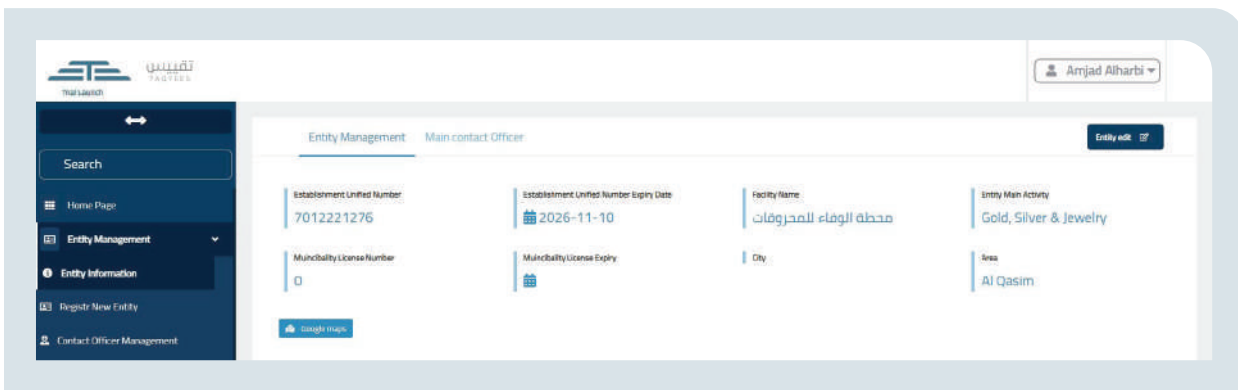


## Entity's Information

After logging in to the website, the user can view and modify the Entity's information.



## Entity's Management



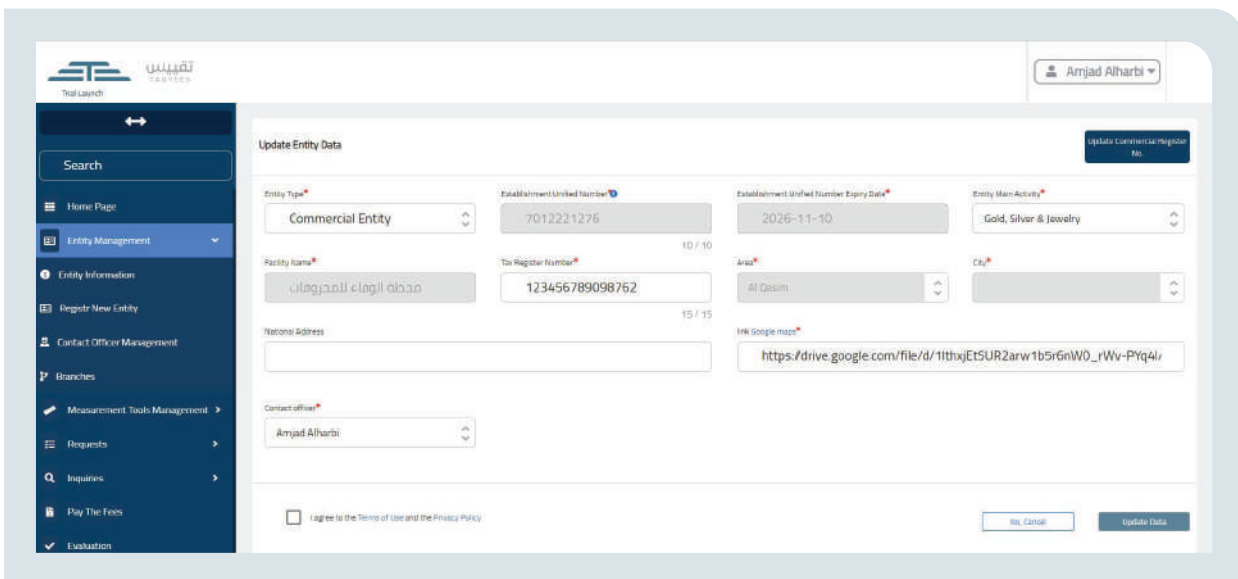
## Entity's Liaison Officer

The user can add and delete a liaison officer at the Entity level.



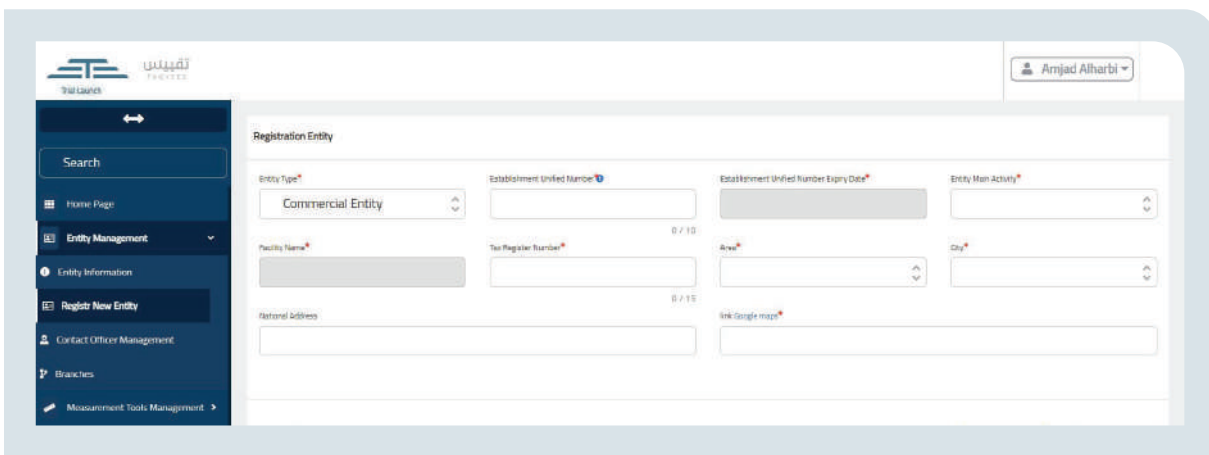
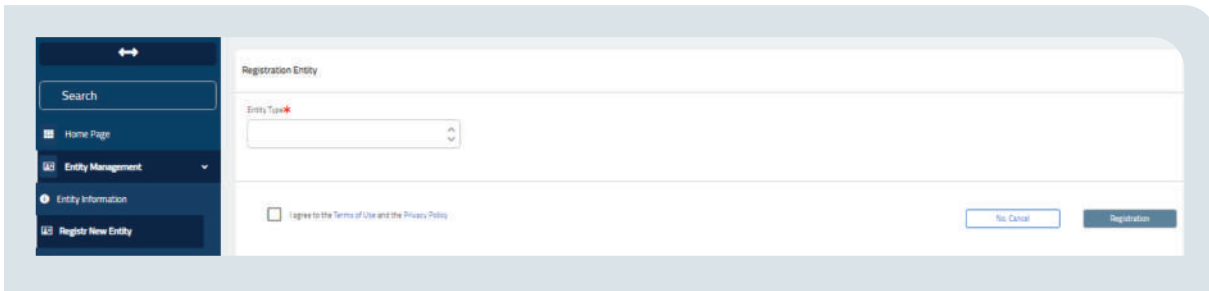
## Modifying an Entity

The user modifies the data in the fields they are allowed to modify.



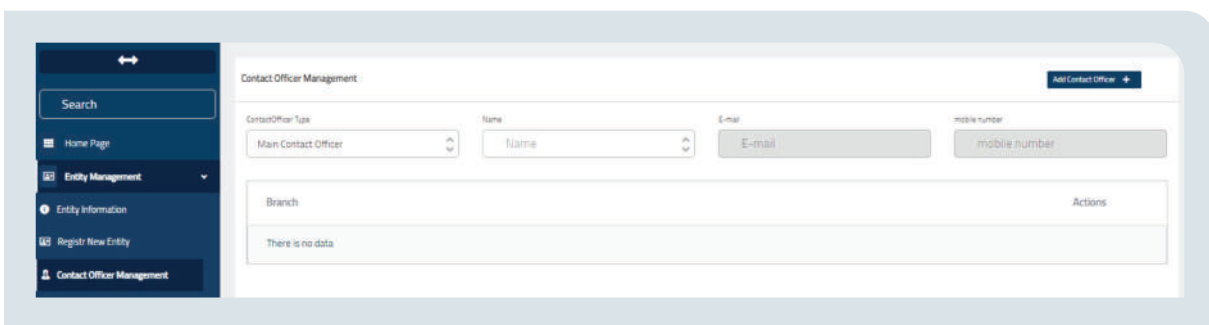
## Registering a New Entity

The user can register a new Entity for the account holder on the platform



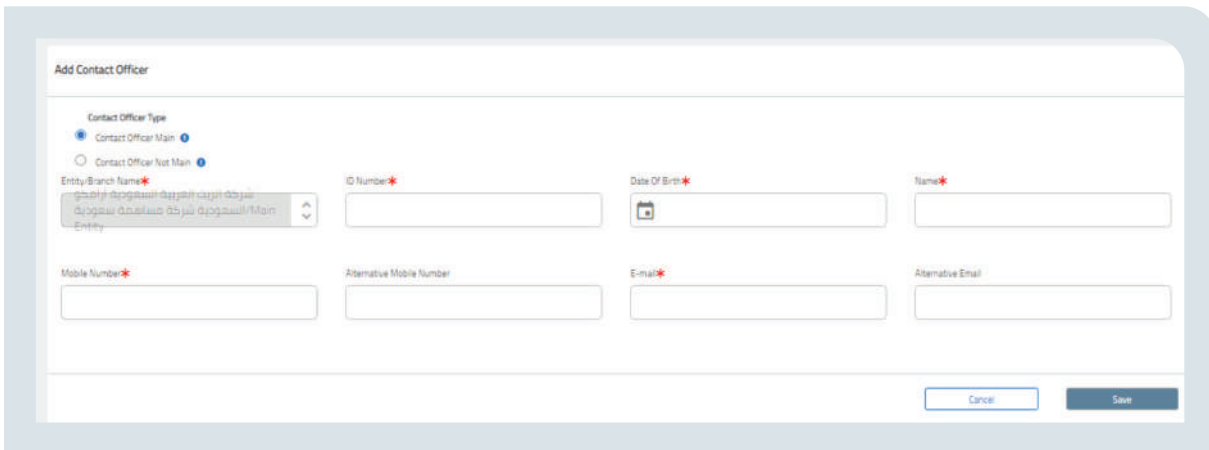
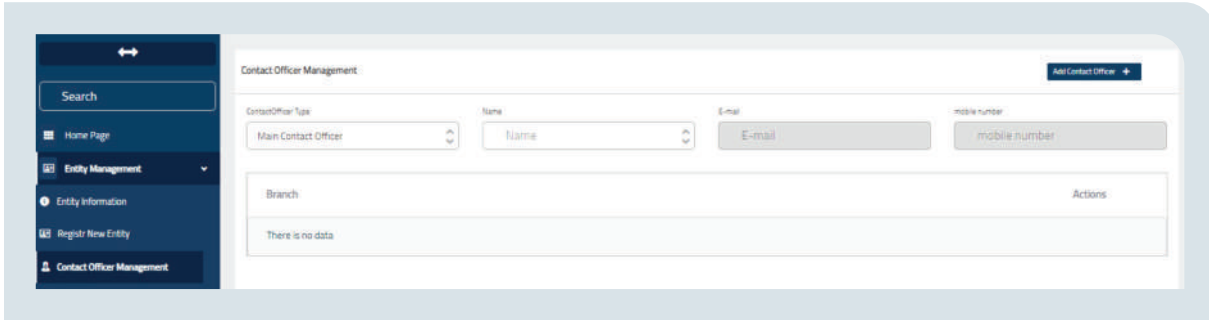
The user fills the mandatory fields marked with a red asterisk, and then reviews and agrees to the Terms of Use and the Privacy Policy.

## Managing Liaison Officers



The user can view the registered liaison officers at the Entity and branch level and update their data.

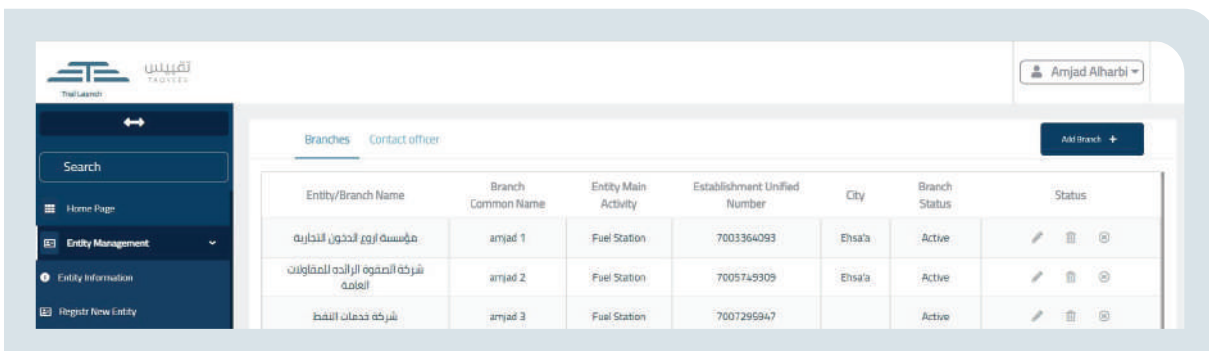
The user can register a liaison officer at the Entity level or the branch level by selecting the **Add Liaison Officer** in the top left portion of the page and can delete the liaison officer by selecting **Delete** from the website option or the **Delete from All Branches** option.



The user adds a new liaison officer by filling the mandatory fields marked with a red asterisk.

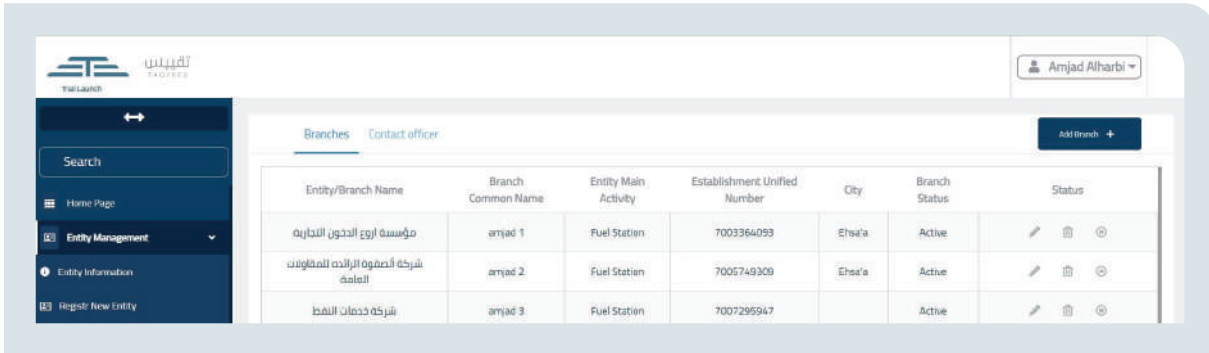
## Branches

The user can register and update the information for the Entity's branches.



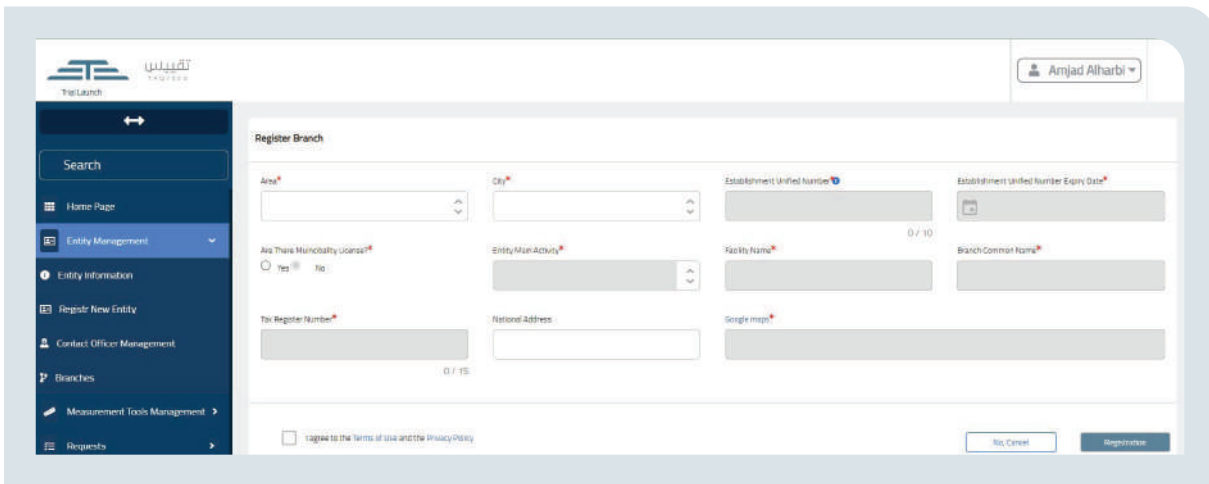
The user can also view the data about the branches and the liaison officer by selecting the option in the top right portion of the page.

The user can also add a new branch by selecting on the Add Branch option.

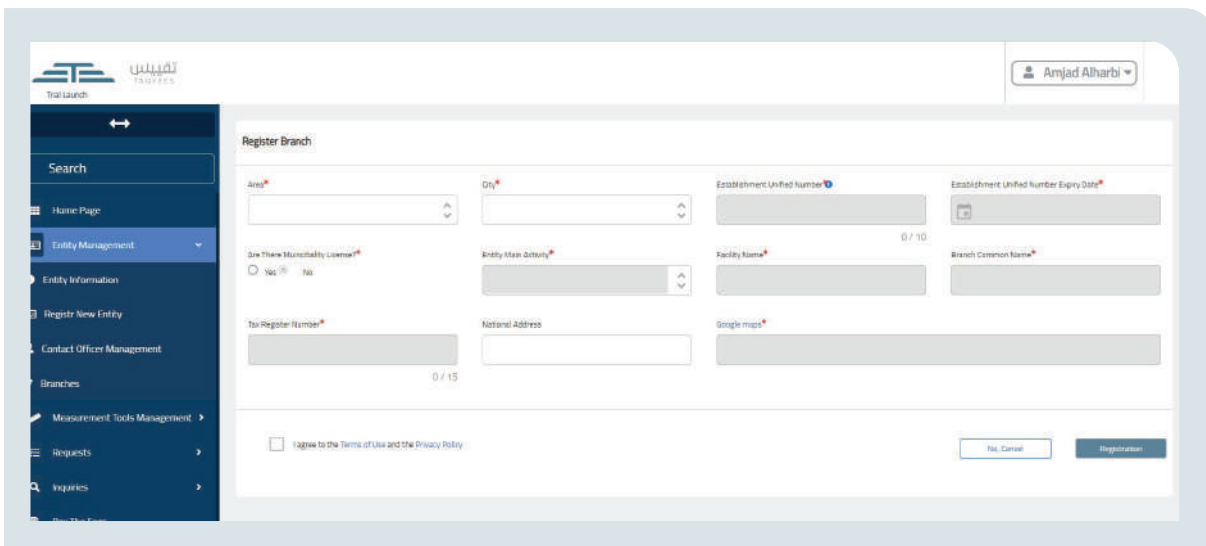


### Adding a Branch

The user registers the branch by filling the mandatory fields marked with a red asterisk.



The user adds a new branch by filling the mandatory fields marked with a red asterisk, because if the option remains No to the question: Is there a municipal license number? The fields remain as-is. If Yes is selected, the fields for the municipal license show the municipal license number, its expiry date, as well as the longitude and latitude coordinates.



## Managing Measurement Tools

### Measurement Tools

The user can view, add and update the measurement tools information registered at the Entity according to the branch name selection. Whereby: The user registers the measurement tools by selecting the branch name and specifying the type of measurement tool, and the measurement tool registration type.



### Registering a Scale

The user registers the measurement tool by filling the mandatory fields marked with a red asterisk.

Register New NAWI

شركة مجمع الدكتور الحسن النعمي الطبي الثالث

Model\* Manufacturer Serial No. Maximum Load\*

Maximum flow\* Minimum flow Type of Indicator Pump Make

Last Check\* Tool Status\* Date of Last Check\* Sticker Code\*

Cancel Save

## Registering a Pump

The user registers the measurement tool by filling the mandatory fields marked with a red asterisk and adding a handle so as to activate the **Save** button.

Register New Dispenser

شركة مجمع الدكتور الحسن النعمي الطبي الثالث

Manufacturer\* Model\* Maximum Flow\*

Serial No. Number of assets Pump Count

Here Data

sheared.hoseNumber	Fuel Type	Last Verification Type	Date of Last Check	In Service	Sticker Code
There is no data.					

Rows Per Page

Add Hose +

Cancel Save

## Quick Entry

Quick entry can be used to add a set of tools at once through the following:

Measurement Tools

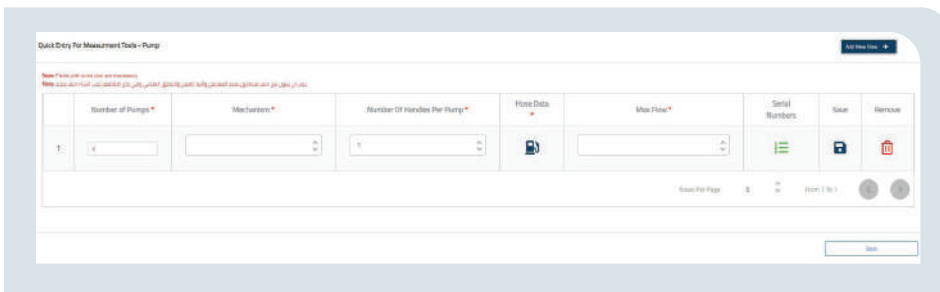
Entry/Branch Name

الحسن النعمي الطبي الثالث/فرم تعديل حالة الأدوات

Register New Dispenser + Quick Entry

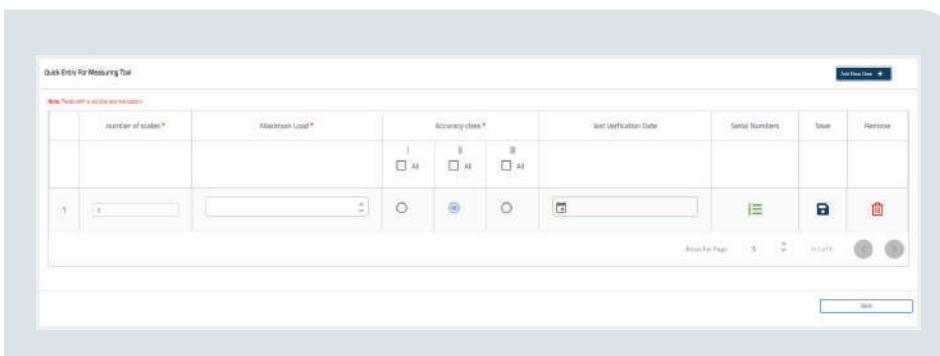
**It is used to quickly enter some performance data. In case of a pump:**

- Enter the number
- Select the work mechanism
- Enter the number of handles for the pump
- and specify the handle data through the type of gasoline
- Choose the maximum flow
- There is an option to enter the serial numbers
- Then select Save to create tools with the entered specifications
- If Delete is selected, the line is deleted



**It is used to quickly enter some performance data. In case of a Scale:**

- Enter the number.
- Select the maximum load.
- Enter the accuracy class.
- Enter the verification date
- Then select Save to create tools with the entered specifications
- If Delete is selected, the line is deleted



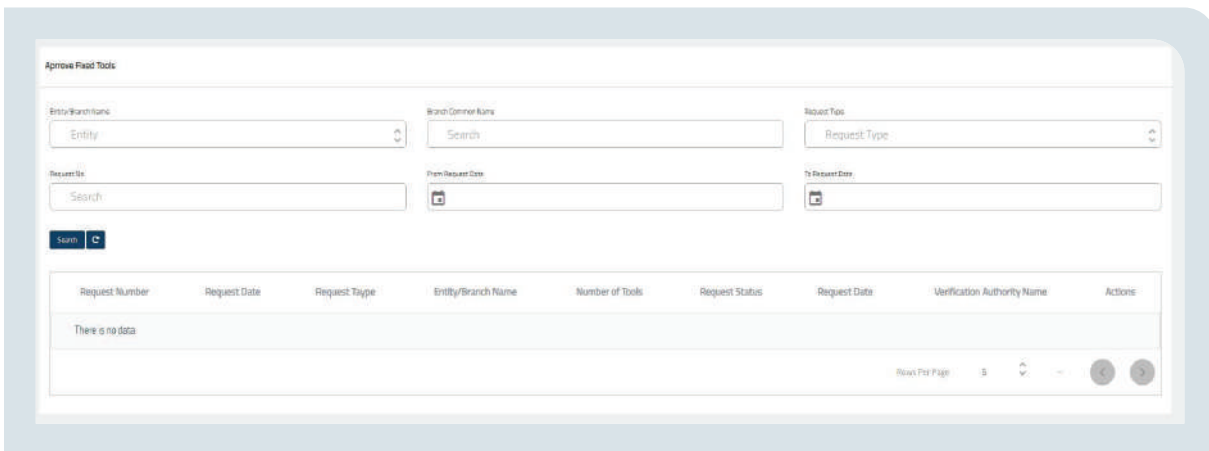
The user can then delete the measurement tool.



### Approving a Tool Correction

It is a service that allows the user to accept or reject the measurement tool information correction made by the inspector authorised to correct it. Only requests where there is a fee difference appear.

When Accept is selected, the request appears on the fee payment screen and the request is completed. If the request is rejected, the inspector will receive mail indicating the rejection.





## Requests

The user who owns the registered Entity can, by choosing the name of the branch, request a maintenance permit or make an initial verification request, a periodic verification request or an after maintenance verification request. Said user can also update initial verification requests and re-visit requests from the menu on the right of the page.

### Periodic Verification Request:

Submit a periodic verification request for the measurement tools registered on the platform after specifying the name of the branch, where the verification body is

specified and select Add to the basket of requests. The request is then sent and payment is made at that time or later, as it is processed in the event Taqyees specifies the verification body, and if an external verification body is specified, it goes to them after the invoices are paid. One can select all of the branch's tools or only the new tools.

**Periodic Verification Request**

Branch Name:

Branch Common Name:  Area:  City:

\*It is not possible to submit requests for periodic verification of scales or pumps that have been in condition (rejected - in maintenance - maintenance completed - imported)

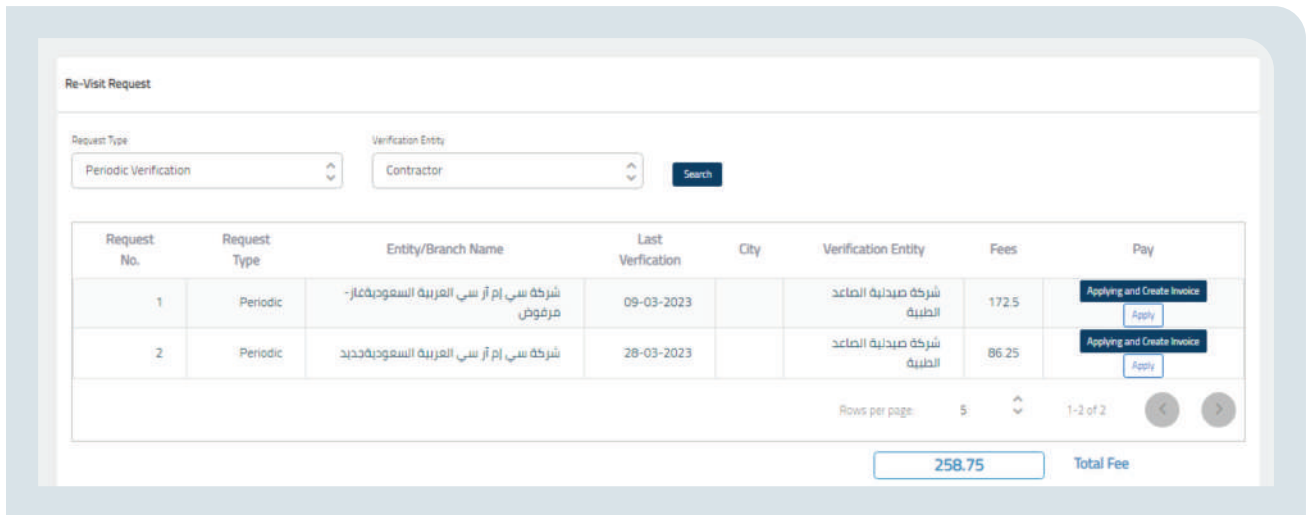
Branch Name	Branch Common Name	Branch Status	Number of Tools	Area	City	link Google maps
شركة مدمجو الدكتور الحسن النعمي الطبي الثالث/ فرع الدمام	فرع الدمام	Active	12	Riyadh	Riyadh	<a href="https://www.google.com/maps?">https://www.google.com/maps?...</a>
شركة مدمجو الدكتور الحسن النعمي الطبي الثالث/ فرع مكة المكرمة	فرع مكة المكرمة	Active	2	Riyadh	Riyadh	

Rows Per Page: 3 | From 1 To 2 out of 2 |

### Re-visit Request

Submitting a re-visit request for requests that have not been inspected by the verification body and are eligible for a revisit

1. Select the type of request
2. Select the verification body

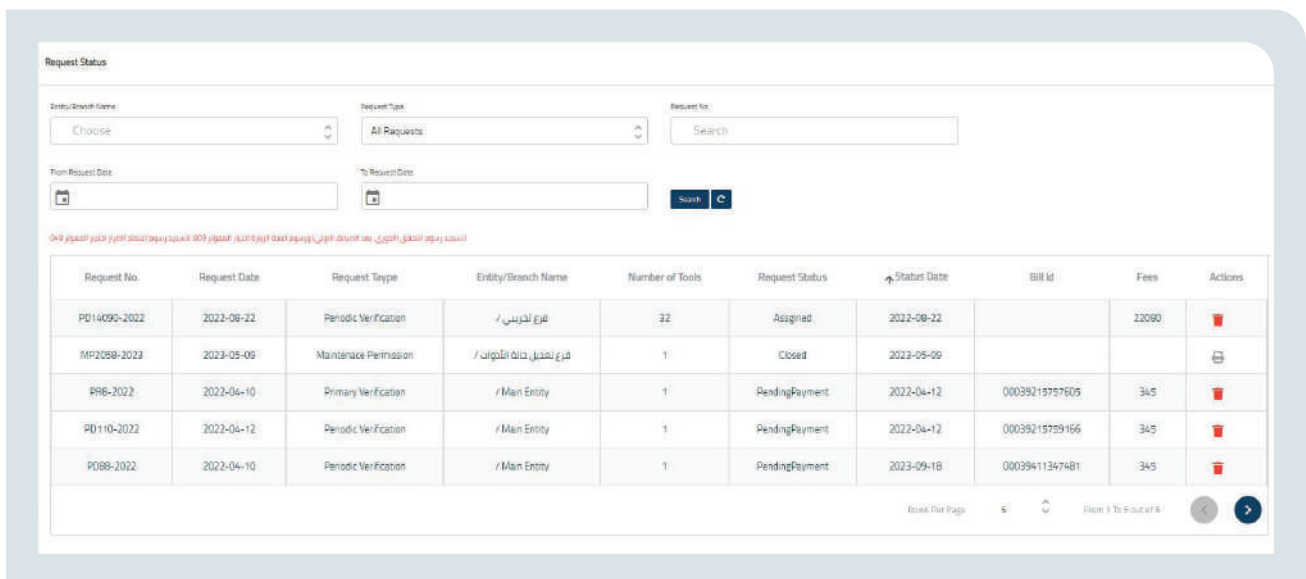


## Inquiries

The user who owns the registered Entity can, by request number and request type, enquire about the request box, view the measurement tool test results, view the approved types and print certificates.

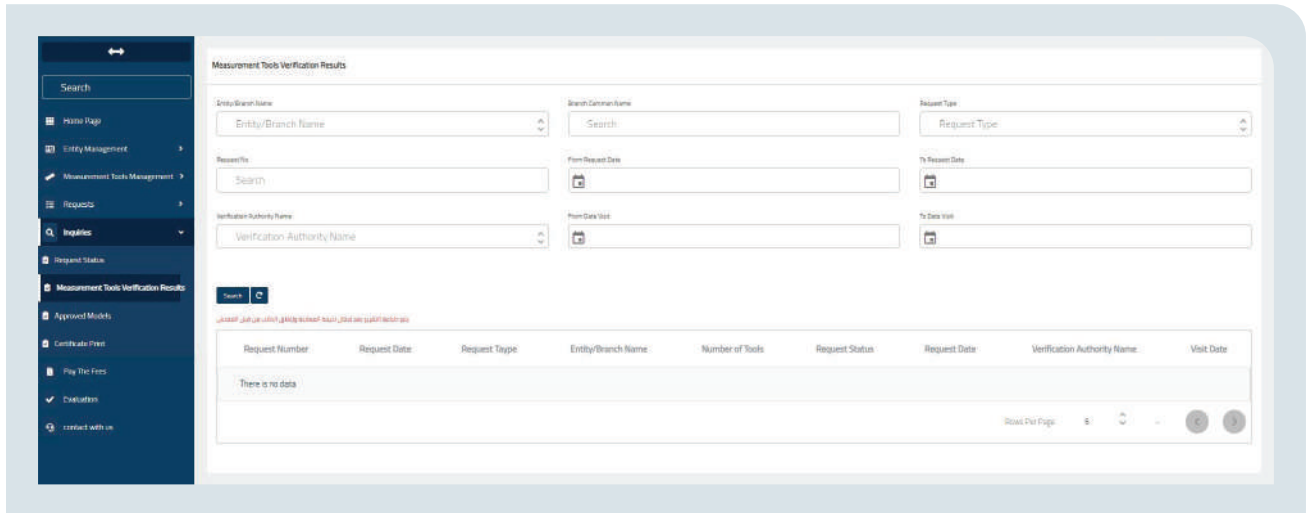
### Enquiring about the Status of a Request:

To enquire about the status of requests and print certificates and receipt voucher, if any, the user enters the request number, the request type, as well as the from and to dates, and performs a search.



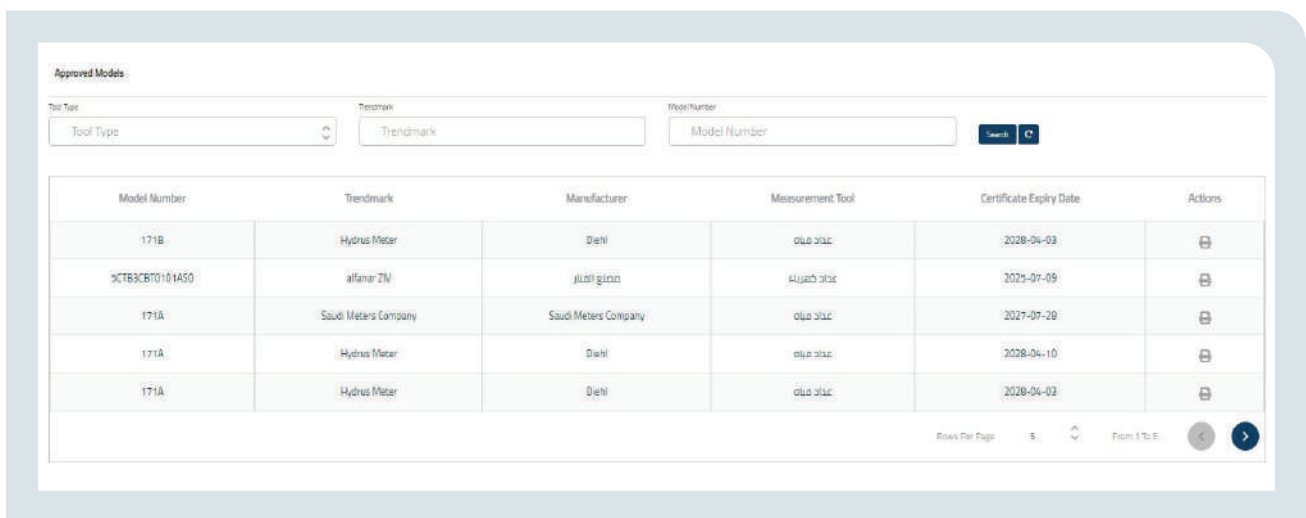
### Measurement Tools Verification Results:

To view the verification results for the measurement tools registered on the platform, the user enters the request number and request type and performs a search.



### Approved Types:

To view the types approved by Taqyees, the user selects the tool type, trademark and type number and performs a search.



### Printing Certificates:

To print certificates and the receipt voucher, if any, for requests, the user enters the request number, the request type as well as the from and to dates, and performs a search.

**Certificate Print**

Entity/Branch Name

Request Type

Request No

From Request Date

To Request Date

الرجاء إدخال رقم الطلب أو رقم الفاتورة أو رقم الطلب أو رقم الفاتورة أو رقم الطلب أو رقم الفاتورة

Request No.	Request Date	Request Type	Entity/Branch Name	Number of Tools	Request Status	Status Date	Bill Id	Fees	Actions
PD14090-2022	2022-08-22	Periodic Verification	الفرع الرئيسي /	32	Assigned	2022-08-22		22080	
MP2058-2023	2023-05-09	Maintenance Permission	الفرع الرئيسي كافة الفروع /	1	Closed	2023-05-09			
PRB-2022	2022-04-10	Primary Verification	/ Main Entity	1	PendingPayment	2022-04-12	00039215757605	345	
PD110-2022	2022-04-12	Periodic Verification	/ Main Entity	1	PendingPayment	2022-04-12	00039215759166	345	
PD88-2022	2022-04-10	Periodic Verification	/ Main Entity	1	PendingPayment	2022-04-18	00036411347481	345	

Rows per Page: 5 Page: 1 of 6

## Paying Fees

To pay the fees owed to Taqyees or the verification body, the user views the requests whose fees will be paid and which can be sorted by request number and/or request type.

The user then selects the request or group of requests whose fees are to be paid, and the website automatically calculates the required amount. When the user selects the Payment button, a pop-up window appears showing the invoice number provided by SADAD.

The screenshot shows a web interface titled "Pay The Fees". At the top, there are two input fields: "Request Code" (empty) and "Request Type" (set to "All"). Below these is a table with the following columns: "Request No.", "Request Type", "Request Date", and "Required amount".

	Request No.	Request Type	Request Date	Required amount
<input type="checkbox"/>	PD14090-2022	Periodic	2022-09-22	22080
<input type="checkbox"/>	0089-2022	Periodic	2022-04-10	345

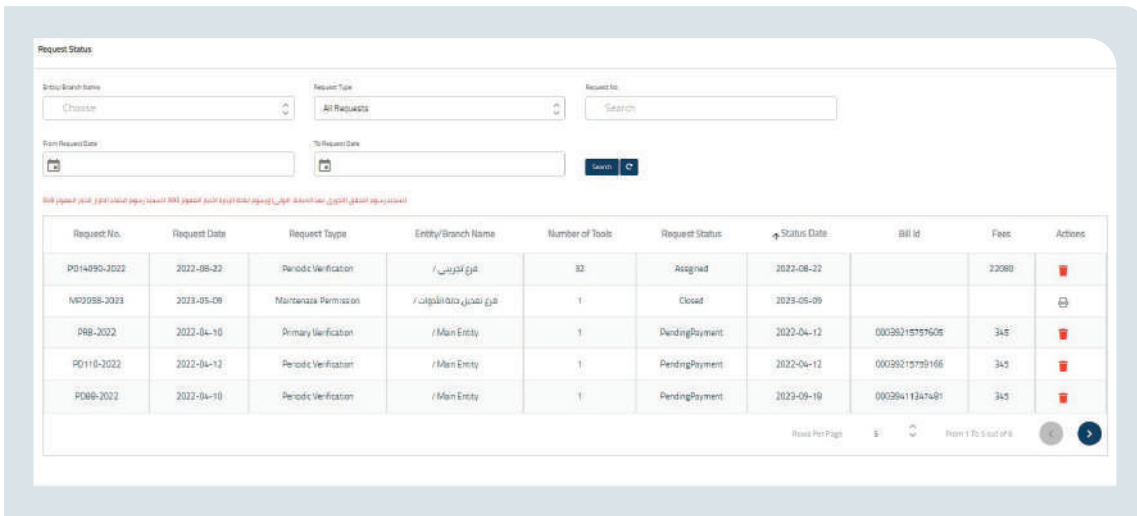
Below the table, there is a "Total Fee" field showing "0" and a "Cancel" button. The interface also includes pagination controls: "Rows per page" set to "3" and "From 1 To 2 out of 2".

The screenshot shows a pop-up window titled "Pay The Fees" with a close button (X) in the top right corner. The main content of the window is in Arabic:

تم إنشاء الفاتورة رقم 00039411385885 ببتاح  
الإجراء اختيار المقومز إيداعات 903 عبد سجاد الفاتورة

An "Ok" button is located in the bottom right corner of the pop-up window.

It can be queried on the Request Status Query screen.



## Services Evaluation

The beneficiary can assess the services available on the site.

