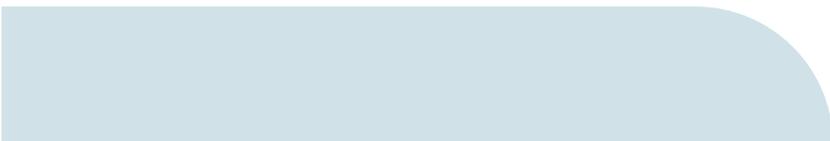




Type Approval Service

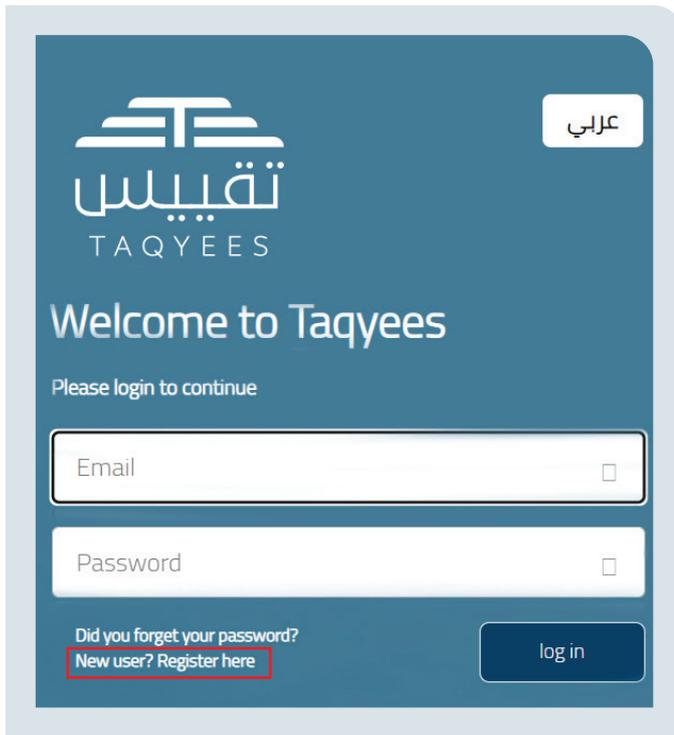


Contents

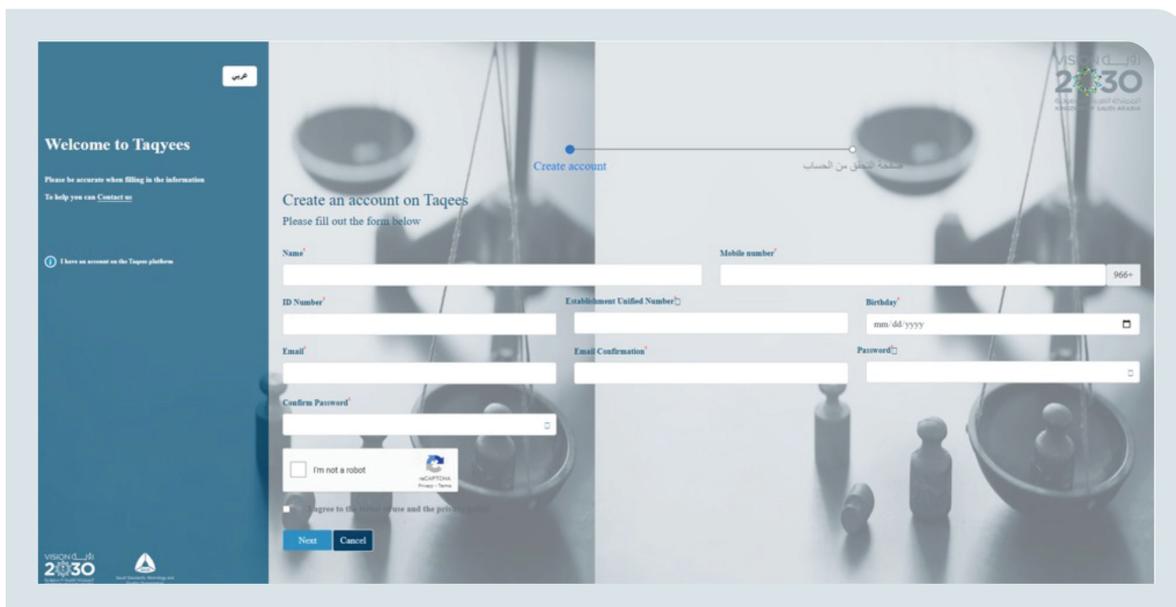
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Registering as New User

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

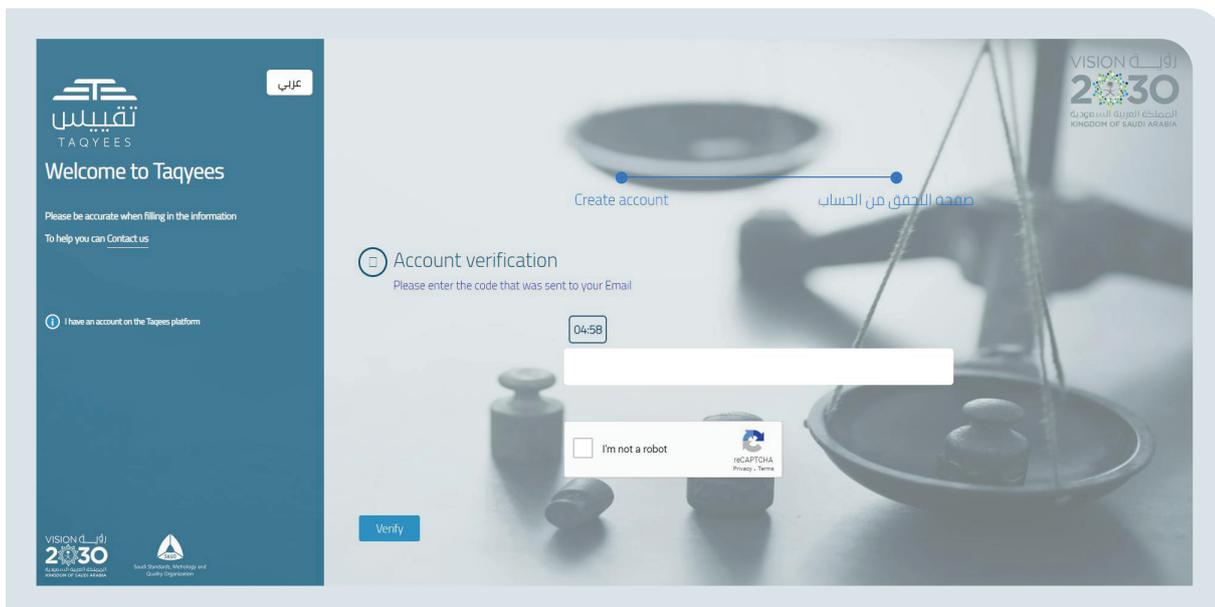


The website takes the user to the account creation screen, after which the user enters their required data, as follows:



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

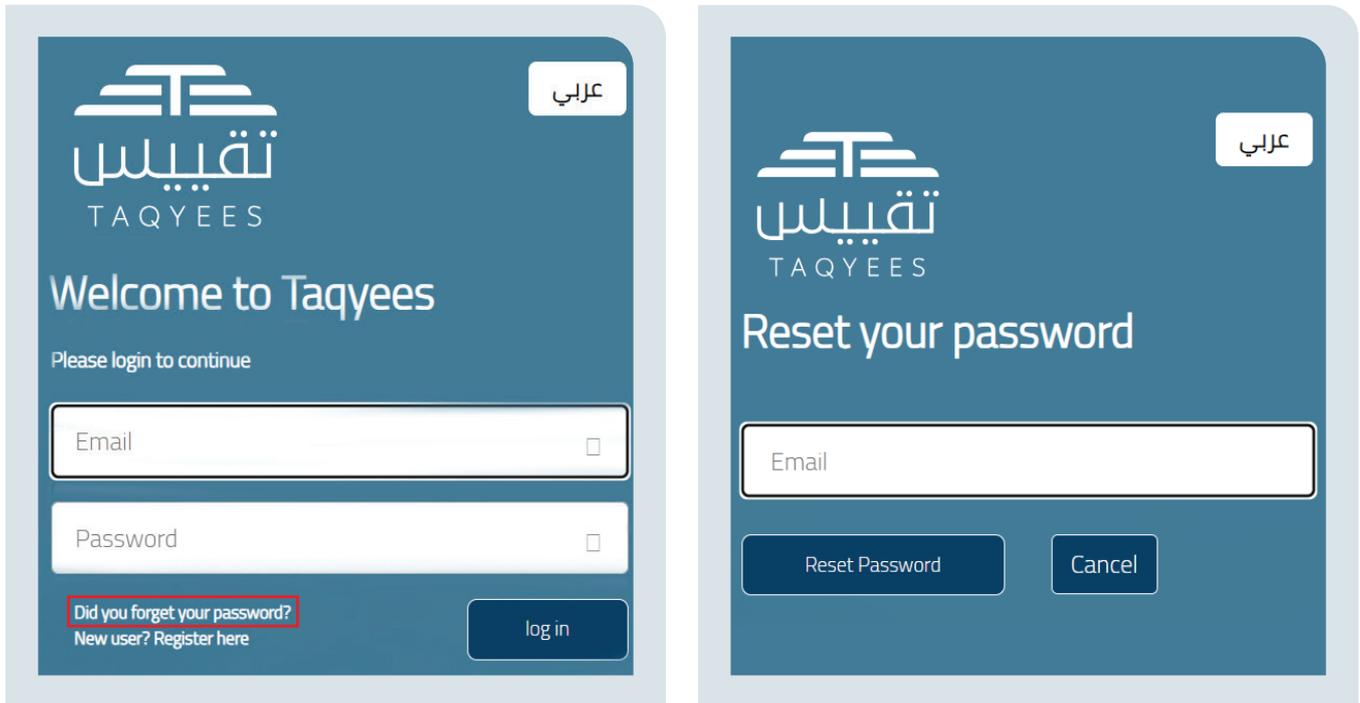
Then the website takes the user to the next step, which is entering the verification code sent to them on their email.



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 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.

Requests

Type Approval Request

The screenshot shows the 'Model Approval Request' form, specifically the 'Tool Information' section. The form is titled 'Model Approval Request' and has a breadcrumb 'Home > Model Approval Request'. The 'Tool Information' section contains several input fields:

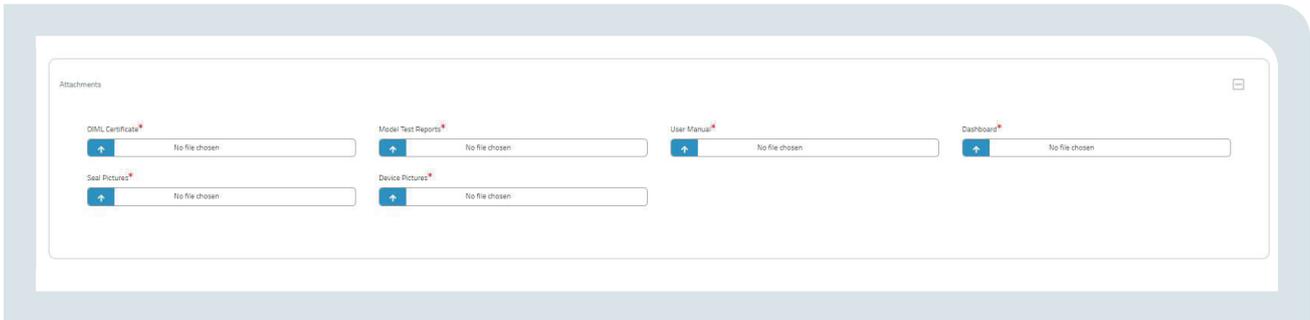
- Measurement Tool Type***: A dropdown menu with the selected value '-الرجاء الاختيار-'.
- Customs Class***: A dropdown menu.
- Model Number***: A text input field.
- Trendmark***: A text input field.
- Manufacturer***: A text input field.
- Manufacturer Country***: A dropdown menu with the selected value '-الرجاء الاختيار-'.
- Factory Address***: A text input field.
- Previous Accreditation Certificate Number (optional)**: A text input field.
- HS Code***: A text input field.

The screenshot shows the 'Preview Address' section of the form. It includes a checkbox and several input fields:

- The address of the facility is the same as the address of the inspection
- Area***: A dropdown menu.
- City***: A dropdown menu.
- Neighborhood***: A text input field.
- Building Number***: A text input field.
- Street***: A text input field.
- Address Notes**: A text input field.
- link Google maps***: A text input field containing a blue button with the text 'Google maps' and a location pin icon.

Enter all mandatory data located on:

- Performance supplies
- Inspection address
- Attachments to the request



Then select Acknowledgment and send the request:

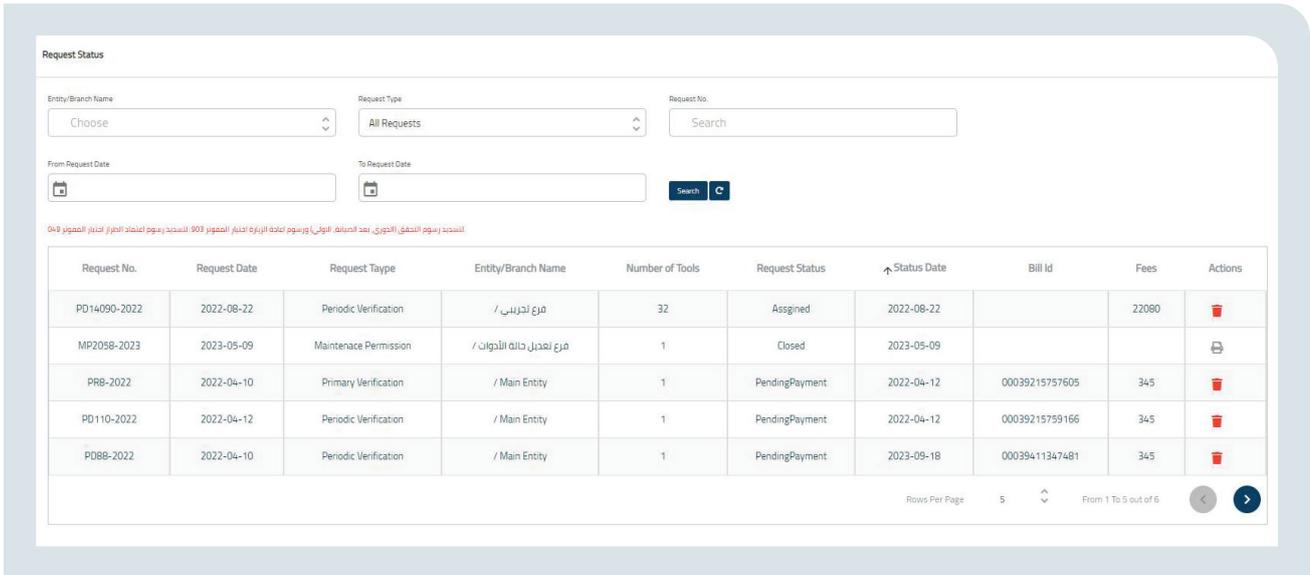
- The request may be revised if the request is returned for revision by the Division Director
- A fee may be repaid for the request if a fee is added by the inspector

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.

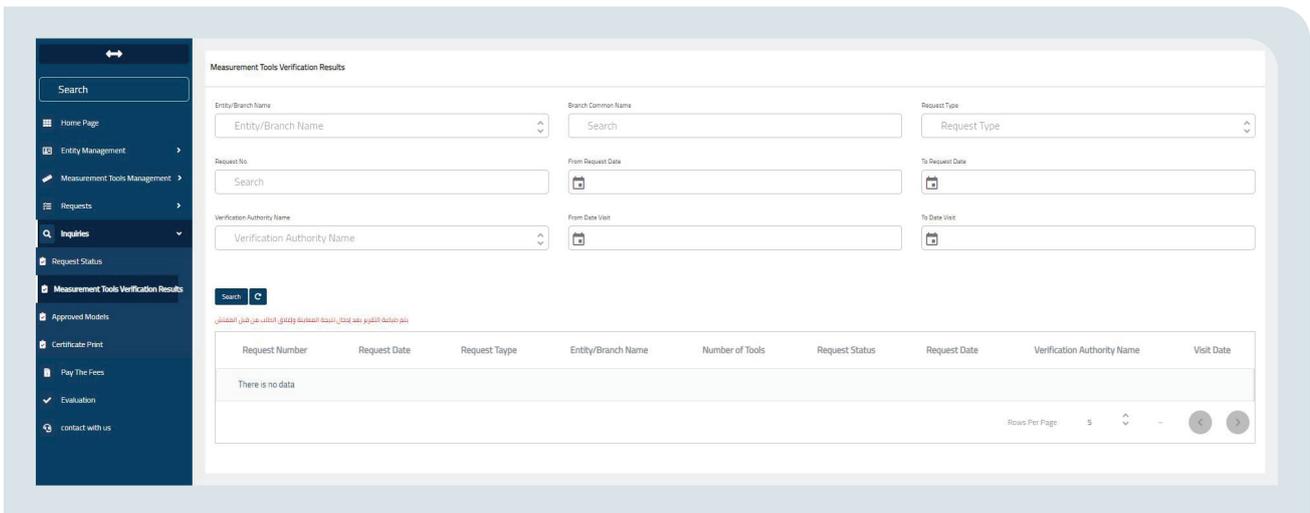
Enquiring about the Status of a Request:

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.

Approved Models

Tool Type: Trendmark: Model Number: Search

Model Number	Trendmark	Manufacturer	Measurement Tool	Certificate Expiry Date	Actions
171B	Hydrus Meter	Dehl	عداد مياه	2028-04-03	
5CTB3CBT0101A50	alfanar ZIV	مصنع الفانار	عداد كهرباء	2025-07-09	
171A	Saudi Meters Company	Saudi Meters Company	عداد مياه	2027-07-28	
171A	Hydrus Meter	Dehl	عداد مياه	2028-04-10	
171A	Hydrus Meter	Dehl	عداد مياه	2028-04-03	

Rows Per Page: 5 From 1 To 5

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: Search

البيانات يتم التحقق الدوري بعد الانتهاء، والبيانات عامة البرازة اعتبار المعيار 903 المصنوع بدمج اعتماد الجزار المعيار 909

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	فرع الخليلي /	32	Assigned	2022-08-22		22080	
MP2058-2023	2023-05-09	Maintenance Permission	فرع تعديل حالة الأدوات /	1	Closed	2023-05-09			
PR8-2022	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	2023-09-18	00039411347481	345	

Rows Per Page: 5 From 1 To 5 out 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 the 'Pay The Fees' interface. At the top, there are input fields for 'Request Code' and a dropdown for 'Request Type' set to 'All'. Below is a table with the following data:

	Request No.	Request Type	Request Date	Required amount
<input type="checkbox"/>	PD14090-2022	Periodic	2022-08-22	22080
<input type="checkbox"/>	PD89-2022	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: 5' and 'From 1 To 2 out of 2'.

The screenshot shows a pop-up window titled 'Pay The Fees'. The window contains the following text:

تم إنشاء الفاتورة رقم 00039411385885 يحتاج الإجراء اختيار المقوّنر إيداعات 903 عند سداد الفاتورة

An 'Ok' button is located at the bottom right of the window.

It can be queried on the Request Status Query screen.

The screenshot shows the 'Request Status' query interface. It includes filters for Entity/Branch Name, Request Type (set to 'All Requests'), Request No., From Request Date, and To Request Date. Below the filters is a table with the following data:

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	فرع تدريب /	32	Assigned	2022-08-22		22080	
MP2098-2023	2023-05-09	Maintenance Permission	فرع تعديل التولبات /	1	Closed	2023-05-09			
PR8-2022	2022-04-10	Primary Verification	/ Main Entity	1	PendingPayment	2022-04-12	00039215757605	345	
PD1110-2022	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	2023-09-18	00039411347481	345	

At the bottom right of the table, it indicates 'Rows Per Page: 5' and 'From 1 To 5 out of 6'.

Services Evaluation

The beneficiary can assess the services available on the site.

The screenshot shows the 'Evaluation Form' with a greeting: 'Dear All, In pursuit of the National Program for Standardization and Calibration (Naqeeq) to raise the efficiency and quality of services provided to its clients, Through your opinions and recommendations, we will work to develop our business to serve you better and meet your aspirations. This questionnaire takes a few minutes.'

The form contains a table for rating items on a scale of 1 to 5:

Items	1	2	3	4	5
	<input type="radio"/>				
	<input type="radio"/>				
	<input type="radio"/>				
	<input type="radio"/>				
	<input type="radio"/>				

