



الهيئة السعودية للمواصفات والمقاييس والجودة
Saudi Standards, Metrology and Quality Org.

User Guide for Conformity Certificate Services

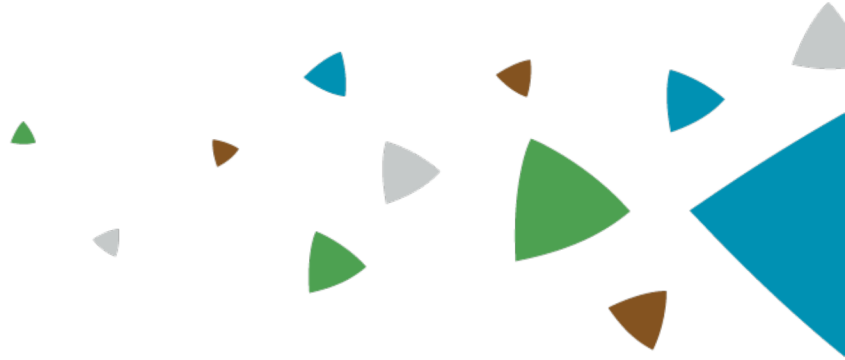


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Objective

This guide explains the steps and procedures for using the “Manih” platform to submit requests for conformity certificates and cards, and to follow them through until the certificate or card is issued electronically, with a simplified explanation of every stage the request passes through.

Target Audience

- Establishment
 - Domestic establishment
 - Manufacturer
 - Importer
 - Company / institution
 - Non-profit establishment
 - Foreign establishment
 - Manufacturer
- Government entity
- Individual

Service Description

The conformity-certificate and card granting service, offered through the “Manih” platform, enables establishments and entities to apply for accredited conformity certificates or cards and manage them electronically in a fully integrated manner — from submitting the request through to issuing the certificate or card — with post-issuance services available such as renewal, modification, scope extension, suspension, or cancellation.

Certificate types covered:

- Conformity certificate for electric motorcycles
- World Manufacturer Identifier (WMI) certificate
- Type-approval certificate based on a standard
- Type-approval conformity certificate for electric-vehicle chargers
- Gulf conformity mark for electrical appliances (G-Mark)
- Gulf conformity mark for toys (G-Mark)
- Environmental performance label for paints and varnishes
- Type-approval conformity certificate for hydrogen vehicles
- Product export certificate
- Type-approval conformity certificate for electric vehicles
- Conformity certificate for petroleum-product transport tanks
- Water-consumption rationalization card
- Conformity certificate for lifting equipment
- Conformity certificate for vehicle recovery and transport trucks (flatbeds)
- Conformity certificate for textile products
- Conformity certificate for truck and trailer underrun guards
- Conformity certificate for trailers and semi-trailers
- Conformity certificate for biodegradable plastics

- Saudi Quality certificate for beneficiary service centers (Hayyak)
- Conformity certificate for volunteer management in organizations
- Social responsibility conformity certificate
- Production-line conformity certificate based on a standard
- Conformity certificate for personal protective equipment and clothing
- Conformity certificate for paper and cardboard

Card types covered:

- Trailer identity card (new)
- Trailer identity card (used)
- Trailer identity card (imported)
- Electric-vehicle identity card (locally manufactured)
- Hydrogen-vehicle identity card (locally manufactured)
- Internal-combustion vehicle identity card (locally manufactured)
- Underrun-guard unique-number card

Definitions and Abbreviations

Term	Definition
System	The electronic certificate-granting system of the Saudi Standards, Metrology and Quality Organization.
Certificate	A conformity certificate is an attestation document issued by the granting body — based on proof of conformity — relating to products, services, processes, systems, or individuals.
Card	An official document issued for each unit of a conforming product in accordance with a conformity certificate or an inspection report.
Applicant	The establishment or entity that applies for the certificate or card.
Production line	The manufacturing location of the products — Production Line.
Brand	The commercial brand of the product — Brand.
Test report	A technical report proving the product's conformity with the standards — Test Report.
Manufacturer	The entity that owns the product and defines its specifications.

Steps to Submit a Conformity-Certificate Request

Process Overview

The conformity-certificate granting process goes through the following stages:

1. Create a new request
2. Select the certificate type
3. Enter the establishment data
4. Add the product
5. Add the production line (when required)
6. Add the importer (if any)
7. Enter the test reports (some services, such as Hayyak, have no test reports)
8. Attach the required documents
9. Pay and submit the request
10. Review the request and issue the certificate

Note:

- Submission steps and issuance stages differ depending on the certificate type.

Detailed Procedures

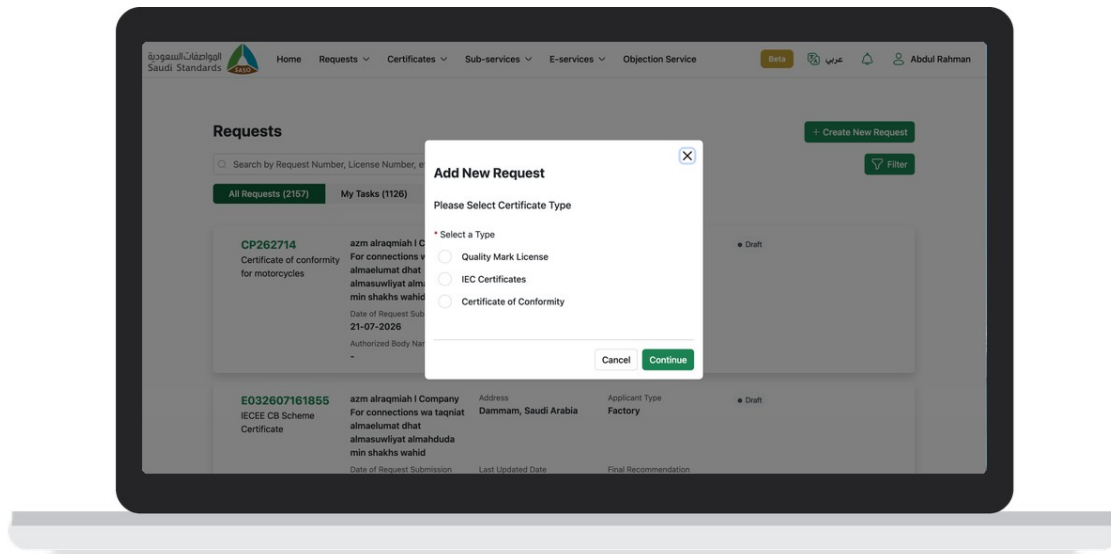
1. Starting a new request

Purpose:

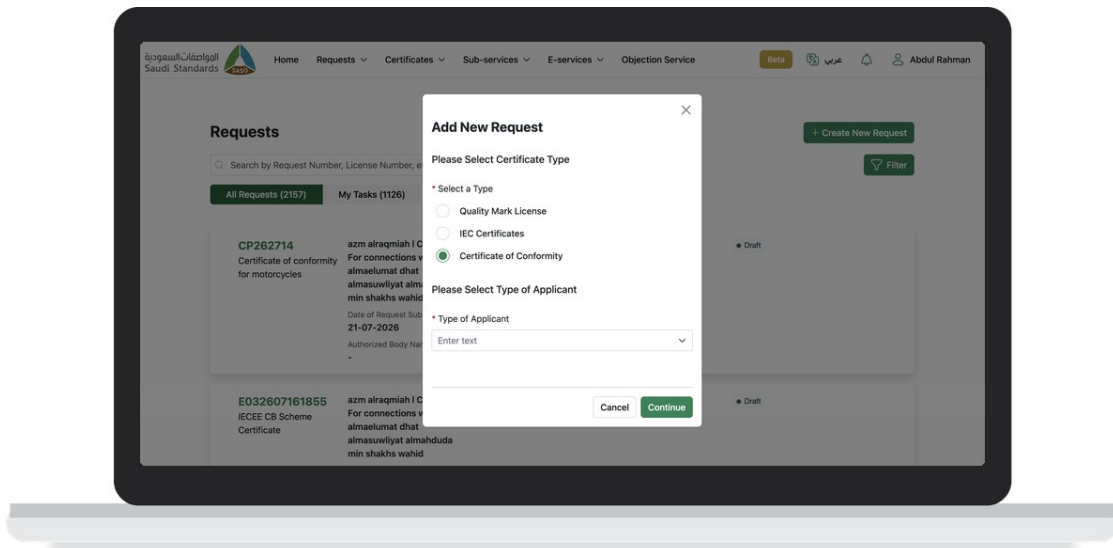
Create a new request for one of the conformity certificates and specify the certificate type and the applicant type.

Steps:

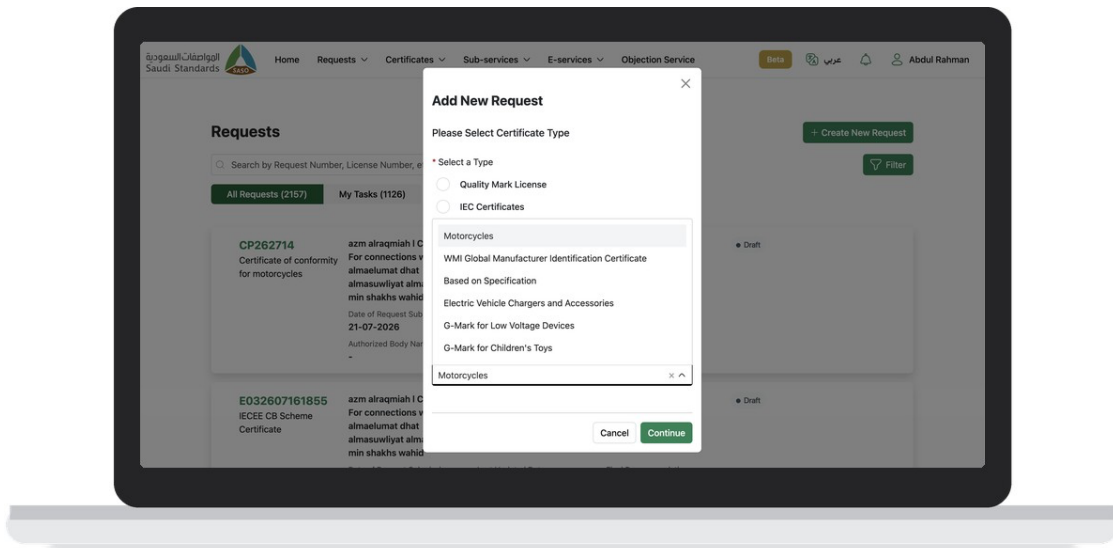
1. After signing in to the platform using the national ID through “Nafath,” the “Requests” page appears, listing all previous requests and their status.
2. Click the “Create new request” button to open the new-request window.



1. In the “Add new request” window, select the certificate type “Conformity certificates” from the list of available services.
2. Select the applicant type (manufacturer / importer / company / non-profit / foreign establishment).



1. Select the required certificate from the list of conformity certificates available to the applicant (for example: conformity certificate for electric motorcycles), then click “Continue.”



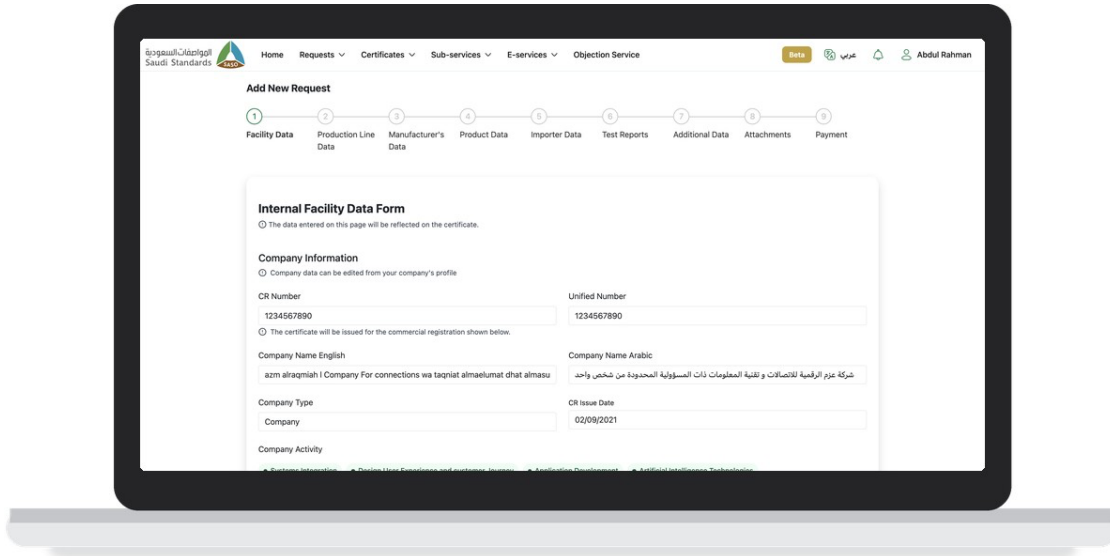
Note:

- The request can be saved as a draft at any stage.

2. Domestic-establishment data

Purpose:

Display the data of the company submitting the request (read-only): commercial-registration number (1234567890), the Arabic and English name, company type, commercial-registration issue date, and the company's activity.



The screenshot shows the 'Add New Request' form in the SASO system. The form is titled 'Internal Facility Data Form' and includes a progress bar with steps 1 through 9. The current step is 1, 'Facility Data'. The form contains the following fields:

- Company Information:**
 - CR Number: 1234567890
 - Unified Number: 1234567890
 - Company Name English: azm alraqmiah I Company For connections wa taqniat almaelumat dhat almasu
 - Company Name Arabic: شركة عمر الرقمية للاتصالات وتقنية المعلومات ذات المسؤولية المحدودة من شخص واحد
 - Company Type: Company
 - CR Issue Date: 02/09/2021
 - Company Activity: (empty field)

This step applies to all certificates.

Note:

This data is display-only and cannot be edited on this screen.

- The data is fetched automatically from the company file registered in the system.
- To edit this data, go to the company file from the main menu.

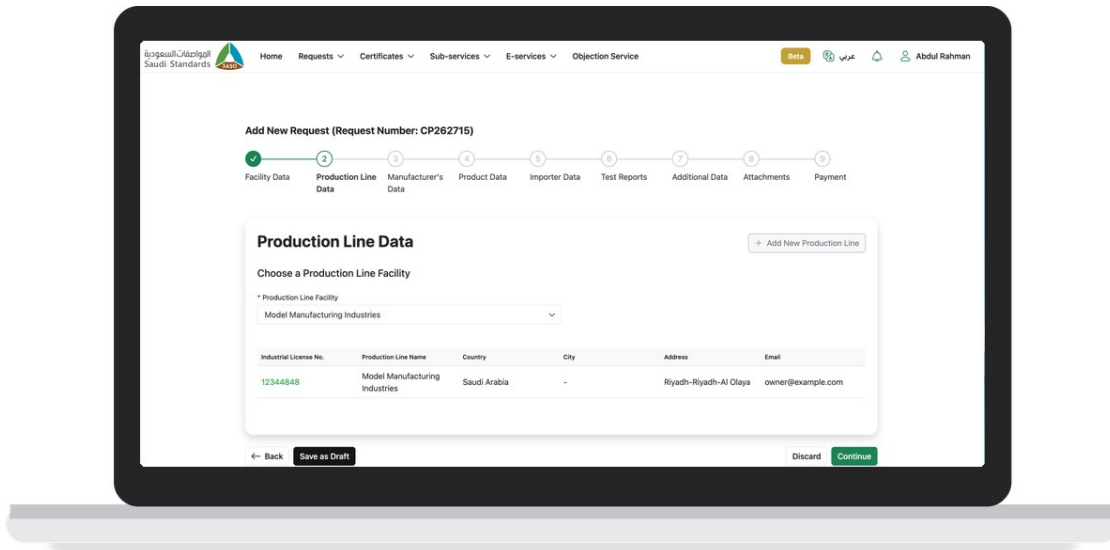
3. Production-line data

Purpose:

Specify the production lines associated with the request.

Options:

1. Select a production line from the personal profile.
2. Add a new production line: industrial-license number, production-line name, country, city, address, email, mobile number, contact-person name, website page, and attach the industrial license.



The screenshot shows the 'Add New Request' form for request number CP262715. The form is divided into several steps: Facility Data, Production Line Data, Manufacturer's Data, Product Data, Importer Data, Test Reports, Additional Data, Attachments, and Payment. The 'Production Line Data' step is currently active. It includes a dropdown menu to 'Choose a Production Line Facility' with 'Model Manufacturing Industries' selected. Below this is a table with the following data:

Industrial License No.	Production Line Name	Country	City	Address	Email
12344548	Model Manufacturing Industries	Saudi Arabia	-	Riyadh-Riyadh-Al Olaya	owner@example.com

At the bottom of the form, there are buttons for 'Back', 'Save as Draft', 'Discard', and 'Continue'.

This step does not apply to the following certificates:

- Conformity certificate for volunteer management in organizations
- Saudi Quality certificate for beneficiary service centers (Hayyak)
- Social responsibility conformity certificate

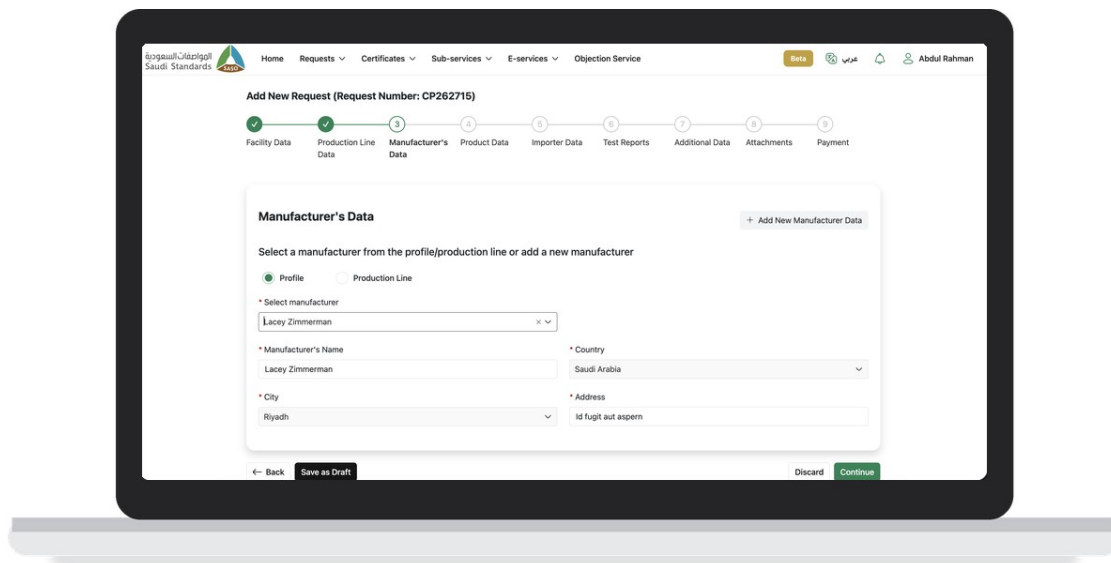
4. Manufacturer data

Purpose:

Specify the manufacturer that produces the item.

Options:

1. Select from the production line: choose a specific production line when the manufacturer data matches the production-line data.
2. Select from the personal profile: choose a manufacturer already registered in the personal profile.
3. Add a new manufacturer: register a new manufacturer (manufacturer name, country, city, address).



The screenshot shows a web application interface for adding a new request. The top navigation bar includes links for Home, Requests, Certificates, Sub-services, E-services, and Objection Service. A user profile for Abdul Rahman is visible in the top right. The main heading is 'Add New Request (Request Number: CP262715)'. Below this is a progress bar with steps: Facility Data, Production Line Data, Manufacturer's Data (current step), Product Data, Importer Data, Test Reports, Additional Data, Attachments, and Payment. The 'Manufacturer's Data' form has two radio buttons: 'Profile' (selected) and 'Production Line'. Under 'Profile', there is a dropdown menu for 'Select manufacturer' with 'Lacey Zimmerman' selected. Below this are input fields for 'Manufacturer's Name' (Lacey Zimmerman), 'Country' (Saudi Arabia), 'City' (Riyadh), and 'Address' (Id fugit aut asper). At the bottom of the form are buttons for 'Back', 'Save as Draft', 'Discard', and 'Continue'.

This step does not apply to the following certificates:

- Conformity certificate for volunteer management in organizations
- Saudi Quality certificate for beneficiary service centers (Hayyak)
- Social responsibility conformity certificate

Notes:

- Entered data is saved in the personal profile for future use.

5. Product data

Purpose:

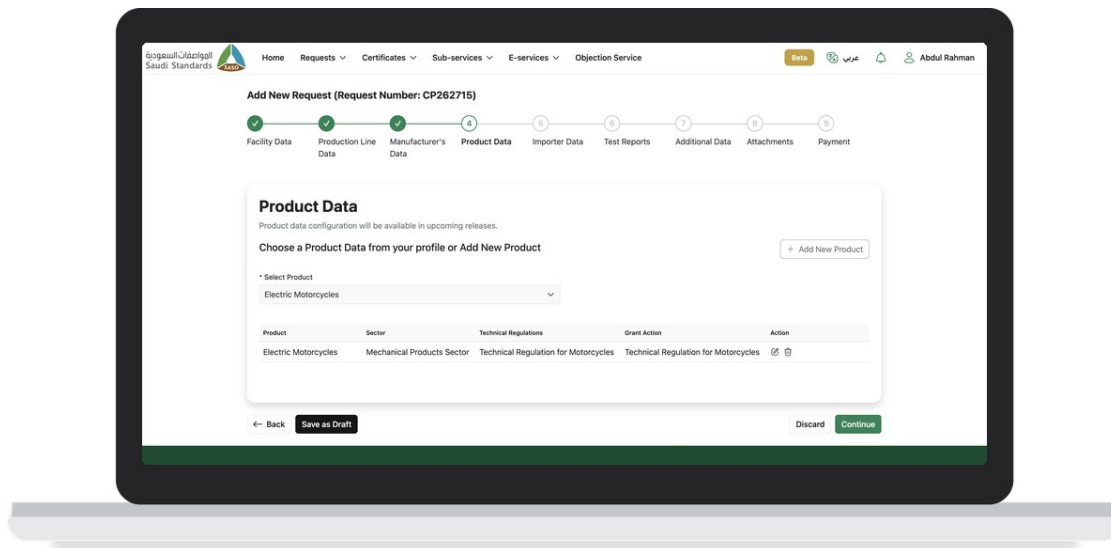
Specify the product to be granted the certificate.

Options:

1. Select a product from the personal profile.
2. Add a new product: product name, sector, technical regulations, and the granting program.

Sub-product data:

- Sub-product and the applied standard.
- Harmonized System (HS Code) description.
- Product images (up to 8 MB, in the formats: pdf, png, jpg, jpeg).
- Product commercial name in Arabic and English.
- Brand name in Arabic and English, and its logo.



This step does not apply to the following certificates:

- World Manufacturer Identifier (WMI) certificate
- Conformity certificate for volunteer management in organizations
- Saudi Quality certificate for beneficiary service centers (Hayyak)
- Social responsibility conformity certificate

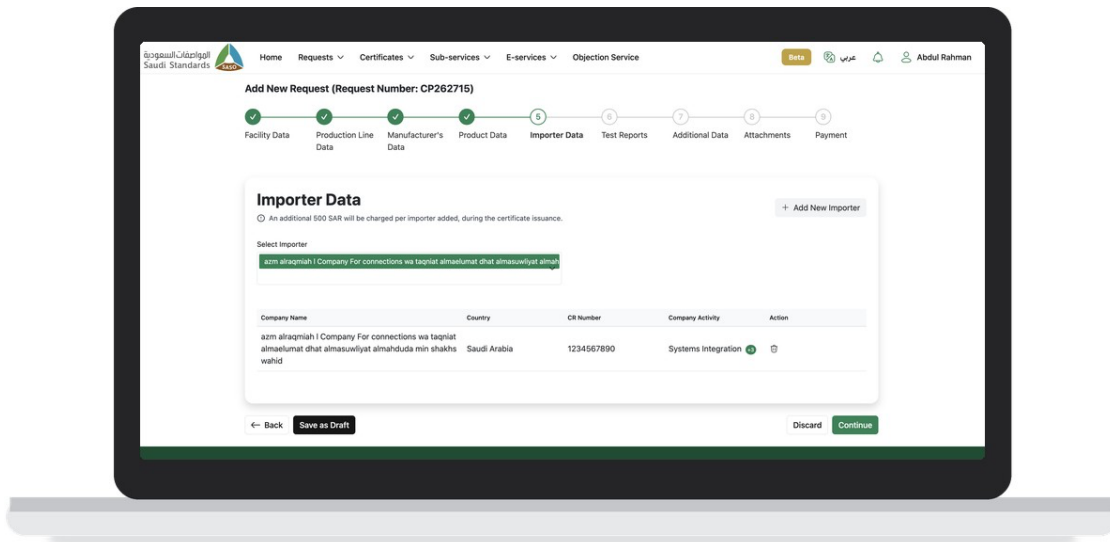
6. Importer data (optional)

Purpose:

This section appears when the applicant is a manufacturer and wishes to add an importer or a local agent.

Required fields:

- Commercial-registration number
- Country
- Establishment name
- Main activity per the commercial registration



Add New Request (Request Number: CP262715)

Facility Data | Production Line Data | Manufacturer's Data | Product Data | **Importer Data** | Test Reports | Additional Data | Attachments | Payment

Importer Data

☐ An additional 500 SAR will be charged per importer added, during the certificate issuance. [Add New Importer](#)

Select Importer

azm alraqmah I Company For connections wa taqiat almaelumat dhat almasuwiyyat almahd min shakhs

Company Name	Country	CR Number	Company Activity	Action
azm alraqmah I Company For connections wa taqiat almaelumat dhat almasuwiyyat almahd min shakhs	Saudi Arabia	1234567890	Systems Integration	Edit

[Back](#) [Save as Draft](#) [Discard](#) [Continue](#)

This step does not apply to the following certificates:

- Product export certificate
- Conformity certificate for volunteer management in organizations
- Saudi Quality certificate for beneficiary service centers (Hayyak)
- Social responsibility conformity certificate

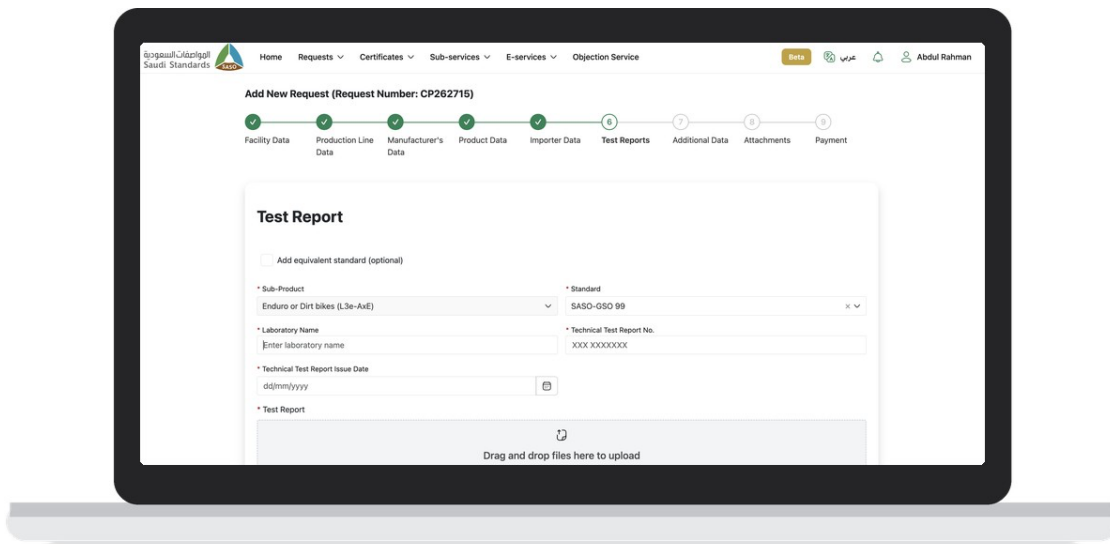
7. Test report

Purpose:

Upload the technical test reports for the products.

Required fields:

- Sub-product and the standard (for example: SASO-GSO 99).
- Technical test-report number (for example: 2026001) and its issue date.
- Testing-body (laboratory) name.
- Option to add an equivalent standard (optional) with its number and the laboratory name.
- Attach the test-report file.



The screenshot shows the 'Add New Request' form on the SASO portal. The form is titled 'Add New Request (Request Number: CP262715)' and features a progress bar with steps: Facility Data, Production Line Data, Manufacturer's Data, Product Data, Importer Data, Test Reports (current step), Additional Data, Attachments, and Payment. The 'Test Report' section includes the following fields:

- ☐ Add equivalent standard (optional)
- * Sub-Product: Enduro or Dirt bikes (L3e-AxE)
- * Standard: SASO-GSO 99
- * Laboratory Name: Enter laboratory name
- * Technical Test Report No.: XXX XXXXXXX
- * Technical Test Report Issue Date: dd/mm/yyyy
- * Test Report: Drag and drop files here to upload

This step does not apply to the following certificates:

- World Manufacturer Identifier (WMI) certificate
- Conformity certificate for volunteer management in organizations
- Saudi Quality certificate for beneficiary service centers (Hayyak)
- Social responsibility conformity certificate

Note:

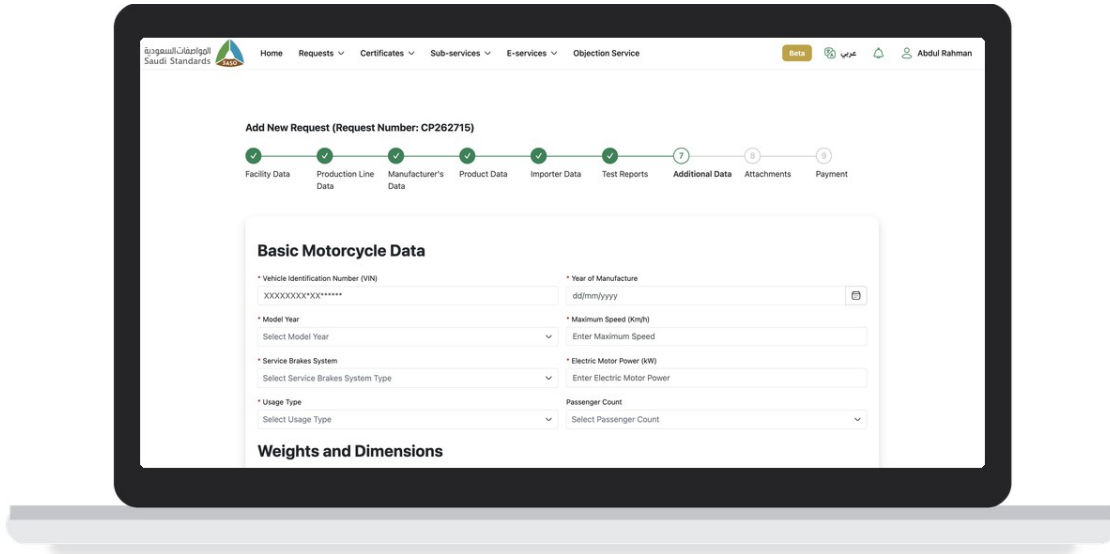
- Some services, such as Hayyak, have no test reports, and this step does not appear when applying for them.

8. Basic and additional product data

Purpose:

Enter the detailed technical data for the product to be granted the certificate.

In the illustrated example (conformity certificate for electric motorcycles), the fields include: chassis number (VIN), year of manufacture, model, top speed (180 km/h), brake type (disc), engine power (15), in addition to weights and dimensions.



Add New Request (Request Number: CP262715)

Facility Data | Production Line Data | Manufacturer's Data | Product Data | Importer Data | Test Reports | **Additional Data** | Attachments | Payment

Basic Motorcycle Data

* Vehicle Identification Number (VIN) XXXXXXXXXX*****	* Year of Manufacture dd/mm/yyyy
* Model Year Select Model Year	* Maximum Speed (km/h) Enter Maximum Speed
* Service Brakes System Select Service Brakes System Type	* Electric Motor Power (kW) Enter Electric Motor Power
* Usage Type Select Usage Type	Passenger Count Select Passenger Count

Weights and Dimensions

This step does not apply to the following certificates:

- Type-approval certificate based on a standard
- Type-approval conformity certificate for electric-vehicle chargers
- Conformity certificate for textile products
- Conformity certificate for paper and cardboard
- Conformity certificate for personal protective equipment and clothing

Note:

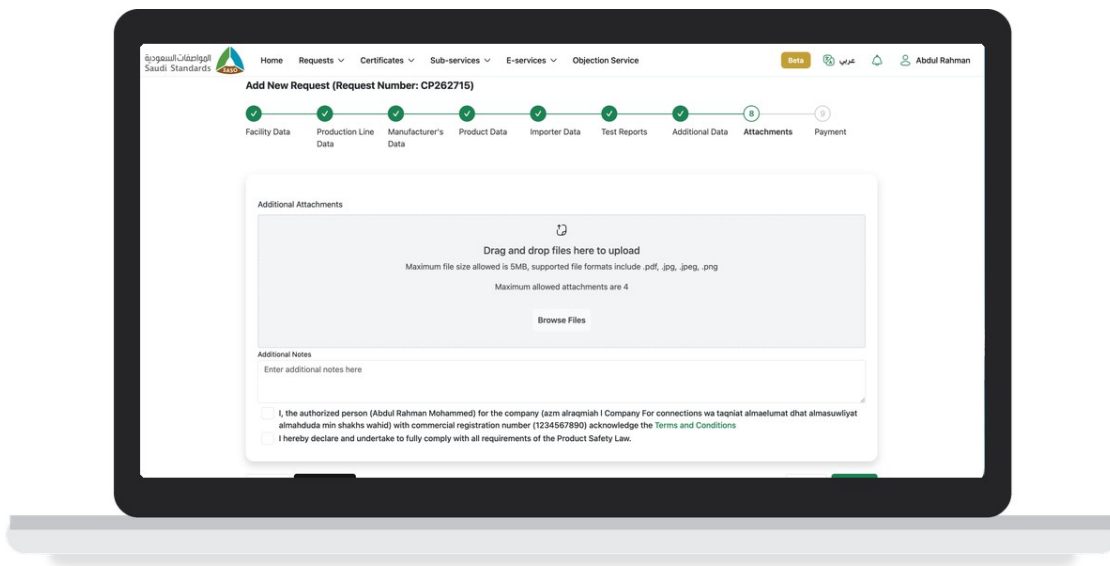
- The required technical fields differ depending on the certificate type and the product type.

9. Required attachments and declarations

Purpose:

Attach the required documents and confirm the legal declarations before moving on to the payment step.

- The maximum allowed file size is 2 MB, and supported file formats include: pdf, jpeg, png, jpg.
- Option to add additional notes to the request.
- Agree to the declaration confirming the accuracy of the entered data.
- Agree to the declaration of compliance with the Saudi regulations, technical regulations, and standard specifications.



This step applies to all certificates.

10. Payment and submission

Purpose:

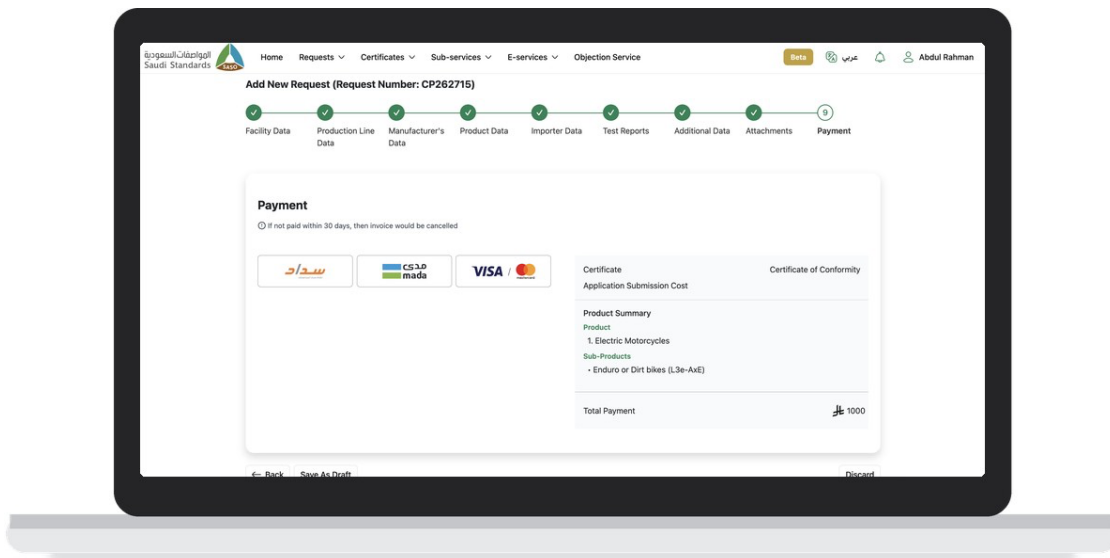
Pay the request fees and submit it to the Organization for review.

Available payment options:

1. Credit card (Visa / Mastercard).
2. Mada card.
3. SADAD.
4. Government entities: the payment method is determined when the request is submitted, through the “Etimad” platform and the approved payment channels (SADAD, Visa, Mada).

Payment steps:

1. Review the request summary.
2. Select the payment method.
3. Confirm the payment.
4. Receive the reference number.



The screenshot displays the 'Add New Request' interface on the SASO portal. A progress bar at the top shows steps from Facility Data to Payment, with 'Payment' being the current step. Below the progress bar, the 'Payment' section includes a warning: 'If not paid within 30 days, then invoice would be cancelled'. Three payment methods are available: SADAD, Mada, and VISA. To the right, a 'Certificate of Conformity' section shows the 'Product Summary' for '1. Electric Motorcycles' and 'Sub-Products: Enduro or Dirt bikes (L3e-AxE)'. The 'Total Payment' is listed as SAR 1000. At the bottom, there are buttons for 'Back', 'Save As Draft', and 'Discard'.

This step does not apply to the following certificates:

- World Manufacturer Identifier (WMI) certificate

In the illustrated example, the total payment was SAR 1,000 using “Mada.” After the payment is completed, the request is submitted and its status changes from “Draft” to “Initial review,” and the request number (CP260028) appears to confirm completion of the operation.

Note:

- If payment is not made within 30 days, the request is canceled automatically.

11. Tracking the request status

The user can:

- View the request status.
- Receive notifications of updates.
- Download the certificate after the request is approved.

Card Issuance Steps

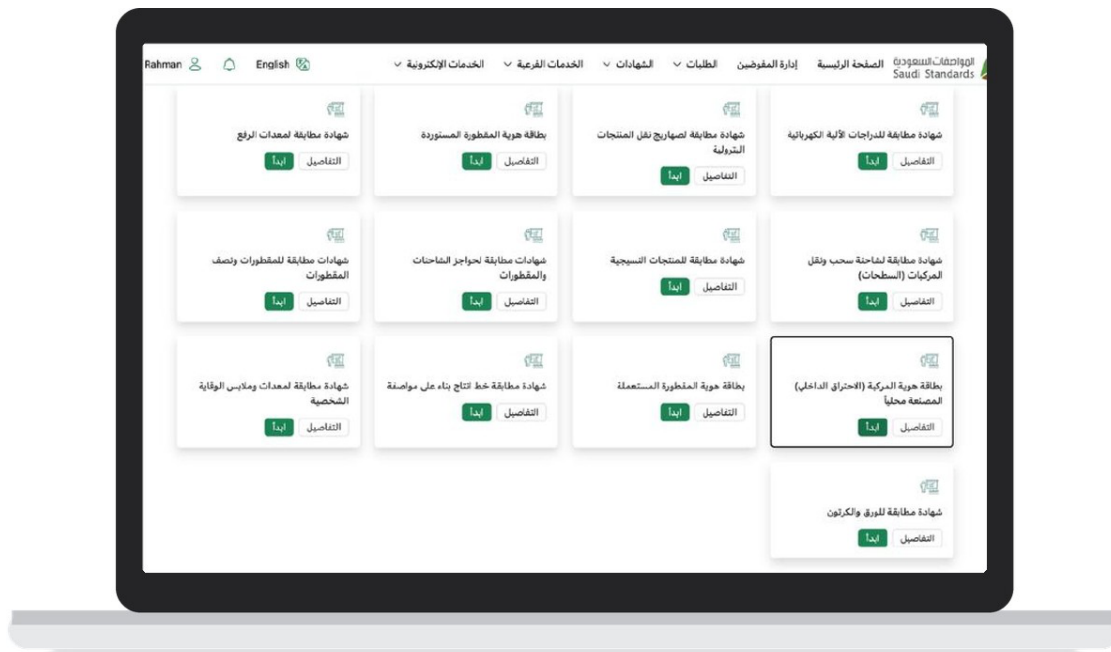
Process Overview

The card-issuance process goes through the following stages:

Note:

- Submission steps and issuance stages differ depending on the card type.

1. Select the card type.



1. Verify that a valid associated certificate exists.
2. Create the invoice.
3. Pay.
4. Issue the card.

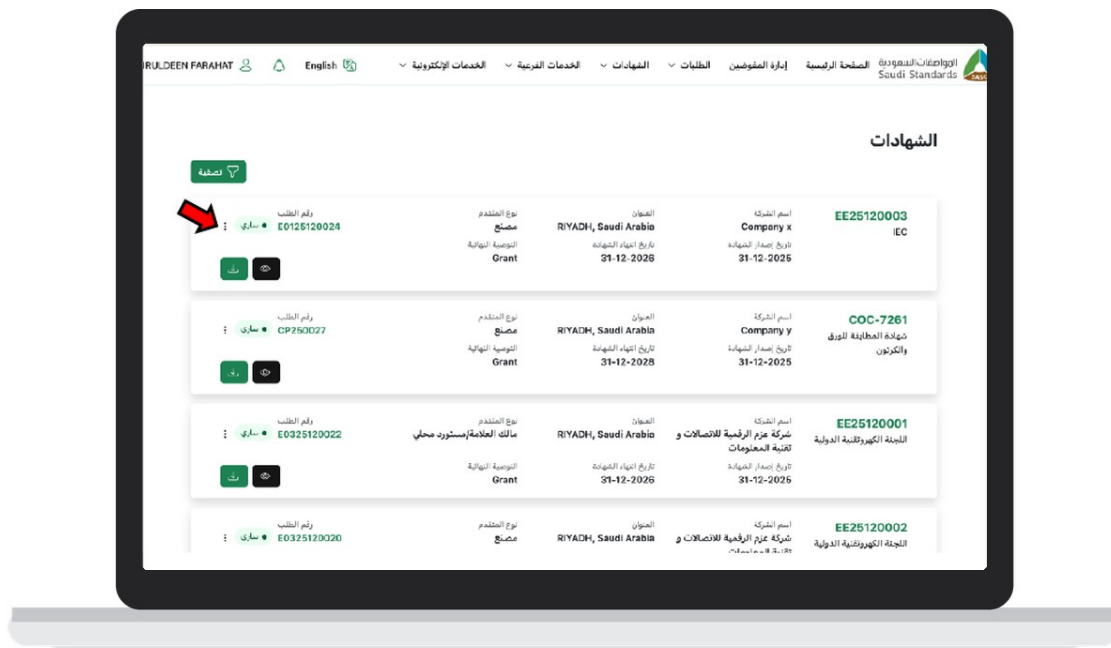
Post-Issuance Services

1. Sub-services

- **Certificate renewal:** The procedure for renewing the conformity certificate after confirming compliance with the required criteria. Once all requirements are met, the establishment can renew the certificate.
- **Certificate scope extension:** The procedure for extending the scope of the conformity certificate after confirming compliance with the required criteria. Once all requirements are met, the establishment can extend the certificate.
- **Certificate modification:** The procedure for modifying the data of the conformity certificate after confirming compliance with the required criteria. Once all requirements are met, the establishment can modify the certificate.
- **Certificate cancellation:** The procedure for canceling the conformity certificate after confirming compliance with the required criteria. Once all requirements are met, the establishment can cancel the certificate.
- **Lifting a suspension:** The procedure for submitting a request to lift a suspension on the certificate by the applicant to ensure the certificate remains valid.

Steps to request one of the sub-services:

1. Open the “Certificates” page and click the options (:) icon on one of the certificates.



1. Select the required service from the menu.



Contact Information

Technical Support:

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