



Kingdom of Saudi Arabia
Saudi Food & Drug Authority

Applicant User Manual

GHAD System

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1. Introduction

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

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

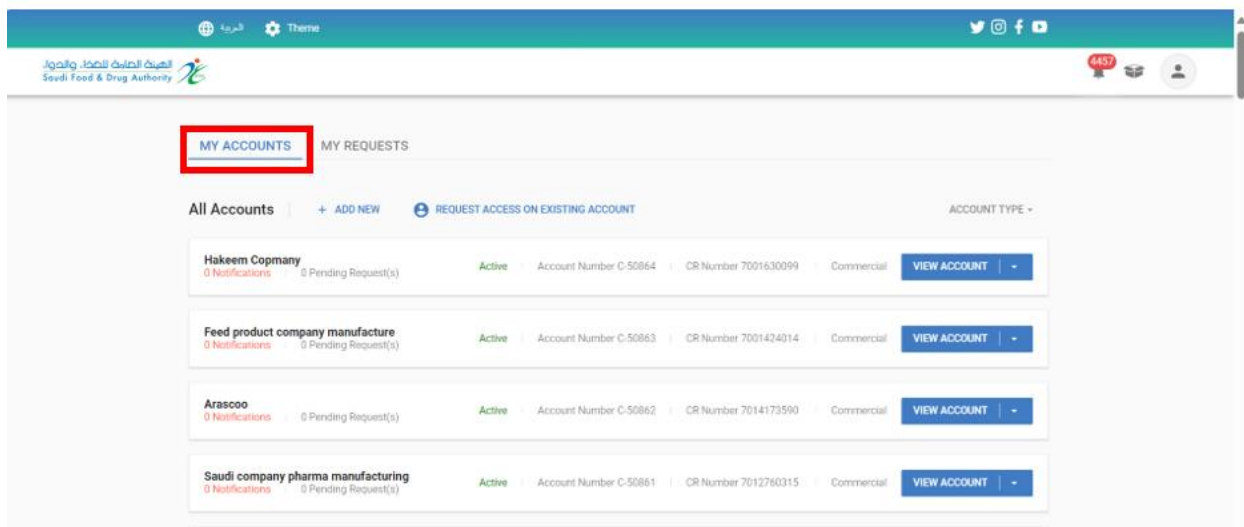
2. Main Dashboard

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.

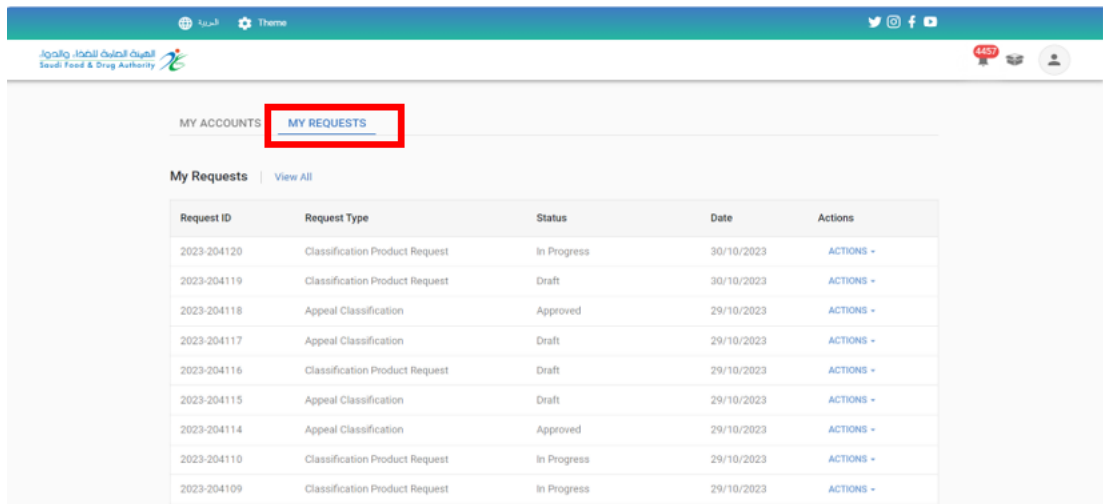
My accounts

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



2.1 My Request

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



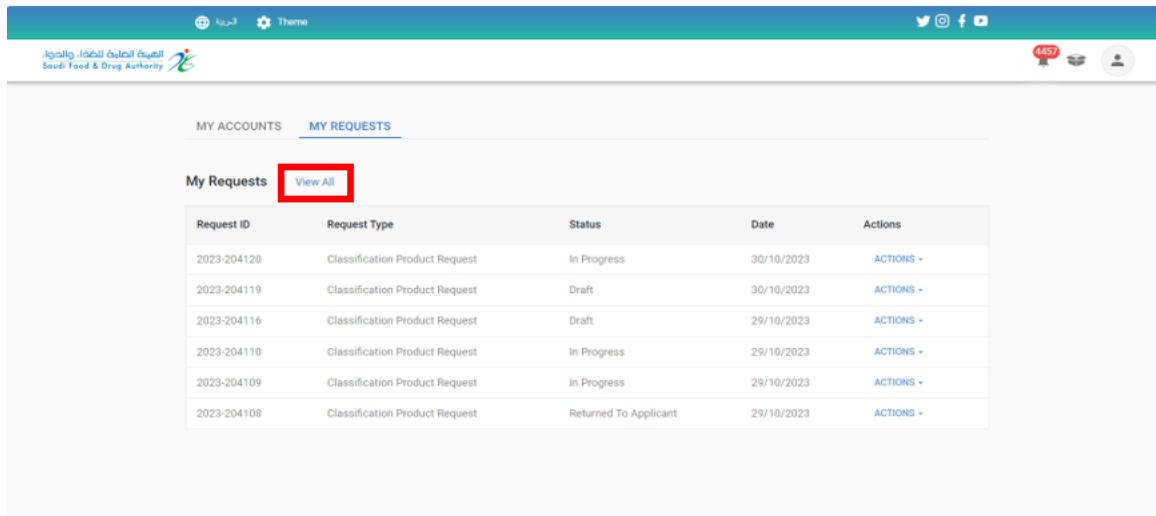
MY ACCOUNTS **MY REQUESTS**

My Requests | [View All](#)

Request ID	Request Type	Status	Date	Actions
2023-204120	Classification Product Request	In Progress	30/10/2023	ACTIONS +
2023-204119	Classification Product Request	Draft	30/10/2023	ACTIONS +
2023-204118	Appeal Classification	Approved	29/10/2023	ACTIONS +
2023-204117	Appeal Classification	Draft	29/10/2023	ACTIONS +
2023-204116	Classification Product Request	Draft	29/10/2023	ACTIONS +
2023-204115	Appeal Classification	Draft	29/10/2023	ACTIONS +
2023-204114	Appeal Classification	Approved	29/10/2023	ACTIONS +
2023-204110	Classification Product Request	In Progress	29/10/2023	ACTIONS +
2023-204109	Classification Product Request	In Progress	29/10/2023	ACTIONS +

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 ACCOUNTS **MY REQUESTS**

My Requests | **View All**

Request ID	Request Type	Status	Date	Actions
2023-204120	Classification Product Request	In Progress	30/10/2023	ACTIONS +
2023-204119	Classification Product Request	Draft	30/10/2023	ACTIONS +
2023-204116	Classification Product Request	Draft	29/10/2023	ACTIONS +
2023-204110	Classification Product Request	In Progress	29/10/2023	ACTIONS +
2023-204109	Classification Product Request	In Progress	29/10/2023	ACTIONS +
2023-204108	Classification Product Request	Returned To Applicant	29/10/2023	ACTIONS +

My Requests

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 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

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 Saudi Food and Drug Authority reject the request

- Action:
 - You can review the request "View request."

My Requests

Request Number Request Type Request Status: Rejected Account Name

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.”

My Requests

Request Number Request Type Request Status Make Payment Account Name

Calendar Type Gregorian Request Date

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

My Requests

Request Number Request Type Request Status Canceled Account Name

Calendar Type Gregorian Request Date

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	
2022-2469	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.”

My Requests

Request Number Request Type Request Status In Progress Account Name

Calendar Type Gregorian Request Date

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.

My Requests

Request Number Request Type Request Status Returned To Applicant Account Name

Calendar Type Gregorian Request Date

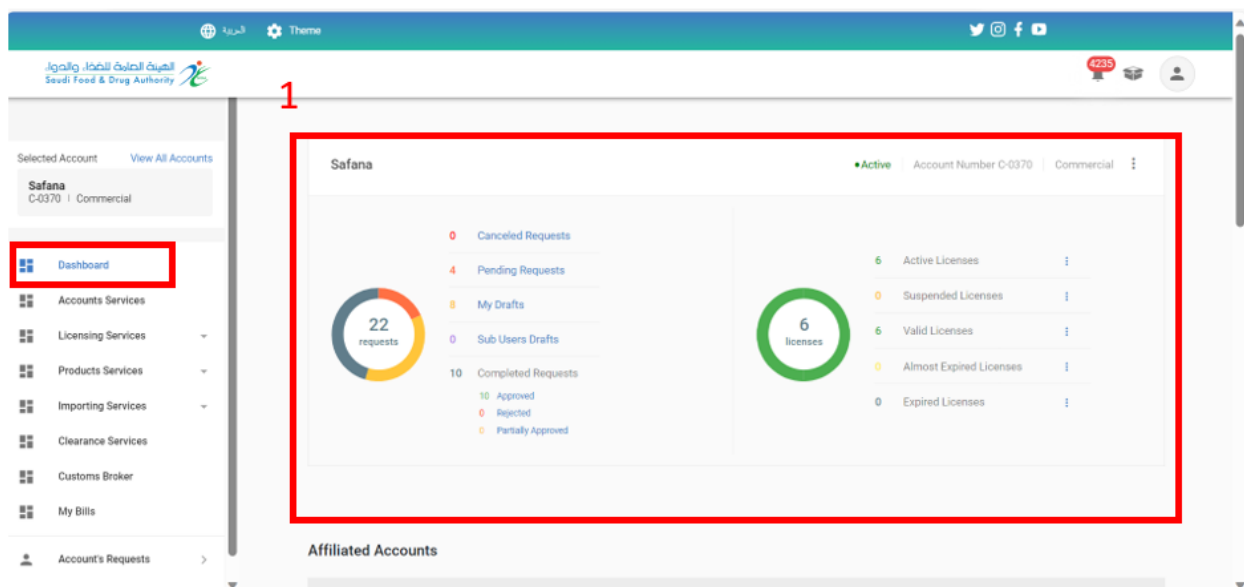
Request ID	Request Type	Status	Date	Actions
2023-6409	Cancel License	Returned To Applicant	12/10/2023	View Request
2023-6394	Renew MDMA-1 Request	Returned To Applicant	10/10/2023	Update Request
2023-6139	Update Cosmetic Product Notification	Returned To Applicant	21/09/2023	ACTIONS +
2023-6128	Renew &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

The screenshot shows the dashboard of the Saudi Food & Drug Authority. The left sidebar contains a menu with 'Dashboard' highlighted by a red box. The main content area shows a summary of requests and licenses. Below this, the 'Affiliated Accounts' section is highlighted by a red box and labeled with a red number 2. It displays a message: 'No Affiliated Accounts Found.' Below this, the 'Account's Requests' section is visible, showing a table of 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.

The screenshot shows the dashboard of the Saudi Food & Drug Authority. The left sidebar contains a menu with 'Dashboard' highlighted by a red box. The main content area shows a summary of requests and licenses. Below this, the 'Account's Requests' section is highlighted by a red box and labeled with a red number 3. It displays a table of requests. Below this, the 'Notifications' section is visible, showing a message about a successful request submission.

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 +

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
C-0970 | 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 +

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, 08:55 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](#)

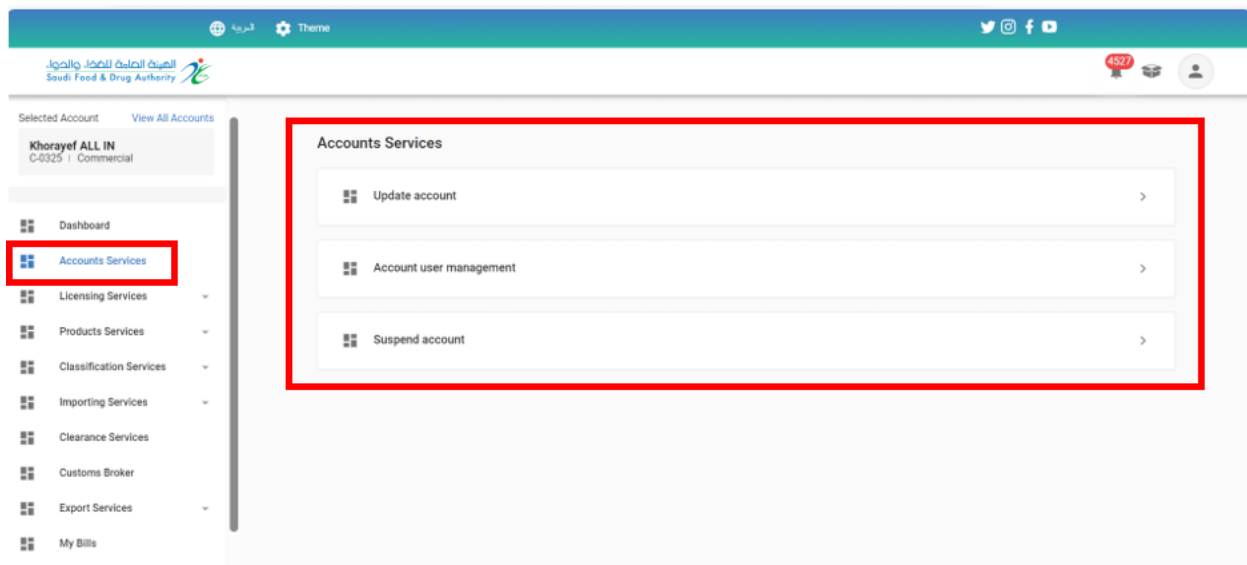
4 Account Services

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 Exporting Service

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.

The screenshot displays the Saudi Food & Drug Authority (SFDA) portal interface. On the left, a sidebar menu lists various services, with 'Export Services' highlighted in red. Below it, the option 'Create Food Exporting Certificate' is also highlighted in red. The main content area shows 'Affiliated Accounts' with a message 'No Affiliated Accounts Found.' Below this, the 'Account's Requests' section displays a table of requests. The table has columns for Request ID, Request Type, Status, Date, and Actions. The requests listed are:

Request ID	Request Type	Status	Date	Actions
2024-41490	Free Sale Certificate	Approved	01/05/2024	ACTIONS -
2024-41489	Update And Renew Daily Consignment	Approved	01/05/2024	ACTIONS -
2024-41488	Update And Renew Daily Consignment	Approved	01/05/2024	ACTIONS -
2024-41487	Daily Consignment	Approved	01/05/2024	ACTIONS -
2024-41486	New Food Exporting Certificate	Draft	01/05/2024	ACTIONS -

Below the table, there is a 'Notifications' section. The top right corner of the portal shows a notification bell icon with the number '5692' and a user profile icon.

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

The screenshot displays the Saudi Food & Drug Authority (SFDA) portal interface for the 'Food Exporting' process. The top header features the SFDA logo, navigation links, and a notification bar. The main content area is divided into two sections: 'Introduction' and 'Products Selection'.

Introduction Section:

- Section Header:** Introduction
- Text:** Pursuant to SFDA mandate underpinned by Royal Decree No 6 (dated 25/1/1428) and Article 7.2 under SFDA bylaws enacted by Board Decision No (7-71428) on 25/7/1429, all products subject to SFDA regulations and the conditions of their import, export, registration, and the requirements for food and drug premises shall be in compliance with the obligatory technical regulations. Furthermore, food products may only originate from SFDA-licensed facilities as stipulated in Article 14 of the Saudi Food Act enacted by Board Decision No 475 on 26/1/1436.
- Buttons:** CONTINUE (blue), CANCEL (red)

Products Selection Section:

- Section Header:** Products Selection
- Text:** Section 1: Search for Products | + SELECT PRODUCT
- Message:** Please start by selecting at least one product
- Buttons:** BACK (grey), CONTINUE (blue), SAVE AND CONTINUE LATER (grey), CANCEL (red)

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

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

5692

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

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

DONE

CANCEL

BACK

CONTINUE

SAVE AND CONTINUE LATER

CANCEL

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

5692

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:

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

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

- 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.

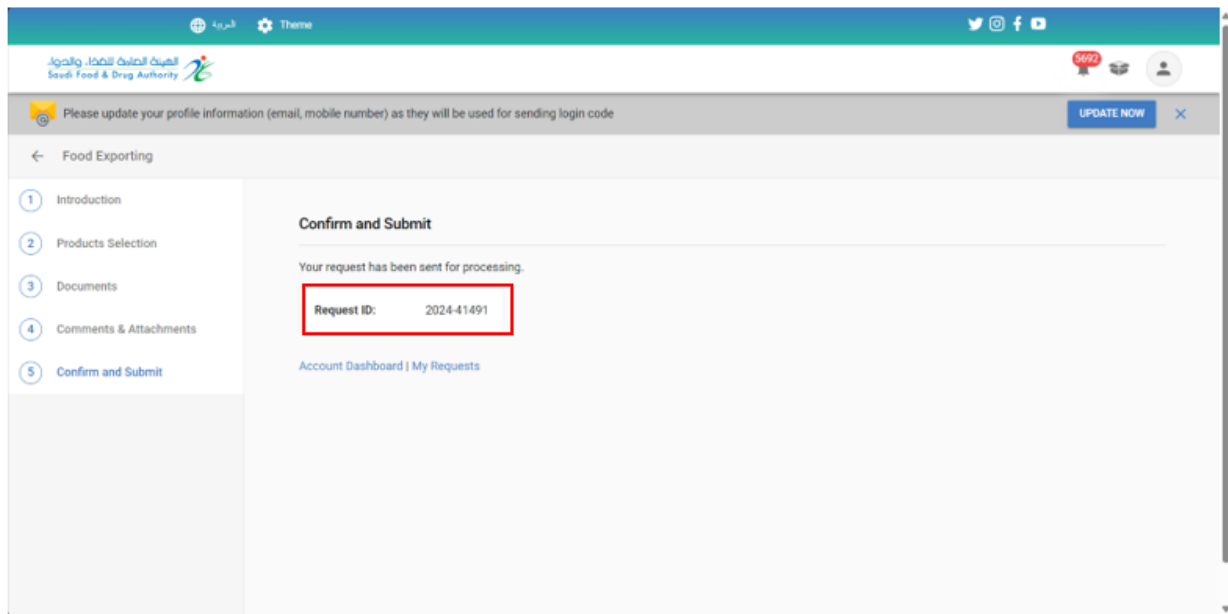
The screenshot shows the 'Confirm and Submit' step of the 'Food Exporting' process. On the left, a sidebar lists five steps: 1. Introduction, 2. Products Selection, 3. Documents, 4. Comments & Attachments, and 5. Confirm and Submit. The main content area has the title 'Confirm and Submit' and a certification statement: '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, there is a checkbox labeled 'I Agree on terms and conditions' which is checked. At the bottom, there are three buttons: 'BACK', 'SUBMIT', and 'SAVE AND CONTINUE LATER'. The 'SUBMIT' button is highlighted with a red rectangle. A notification banner at the top of the main content area says 'Please update your profile information (email, mobile number) as they will be used for sending login code' with an 'UPDATE NOW' button.

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.

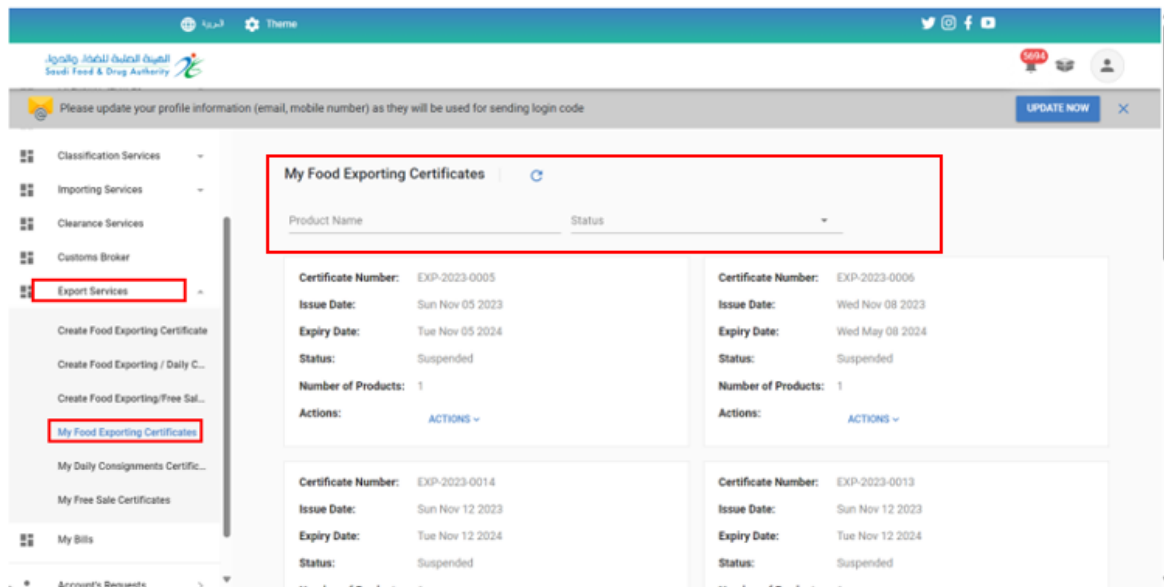
This screenshot is similar to the one above, showing the 'Confirm and Submit' step. However, in this view, the 'SAVE AND CONTINUE LATER' button is highlighted with a red rectangle. The 'SUBMIT' button is no longer highlighted. All other elements, including the sidebar, certification text, and checked checkbox, remain the same.

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

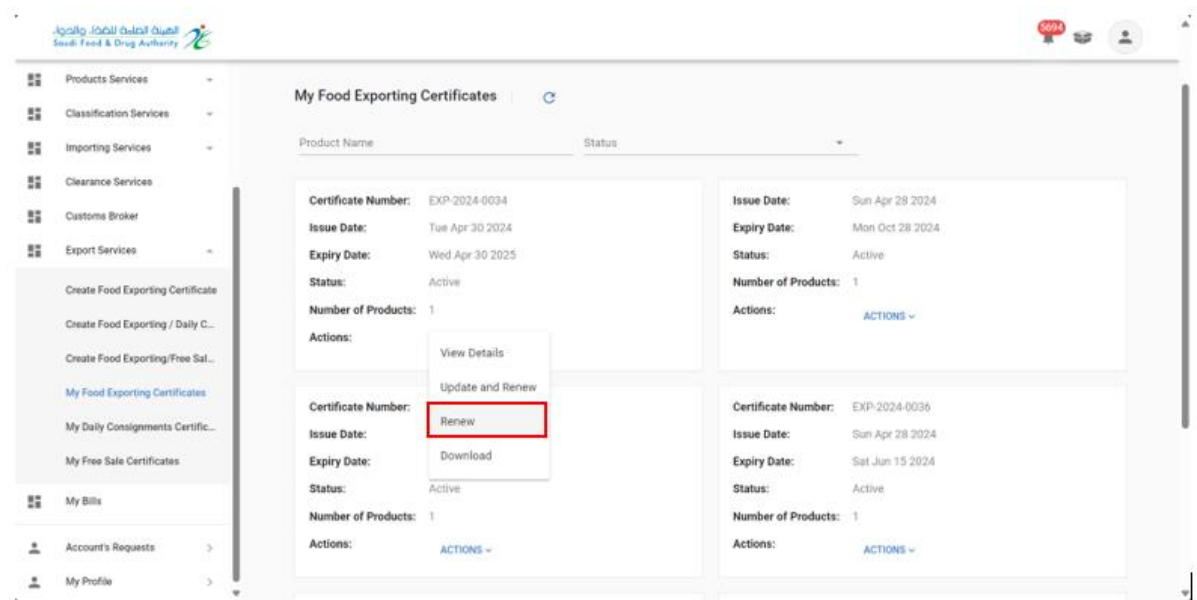


5.1.2 Renew Food Exporting Certificates

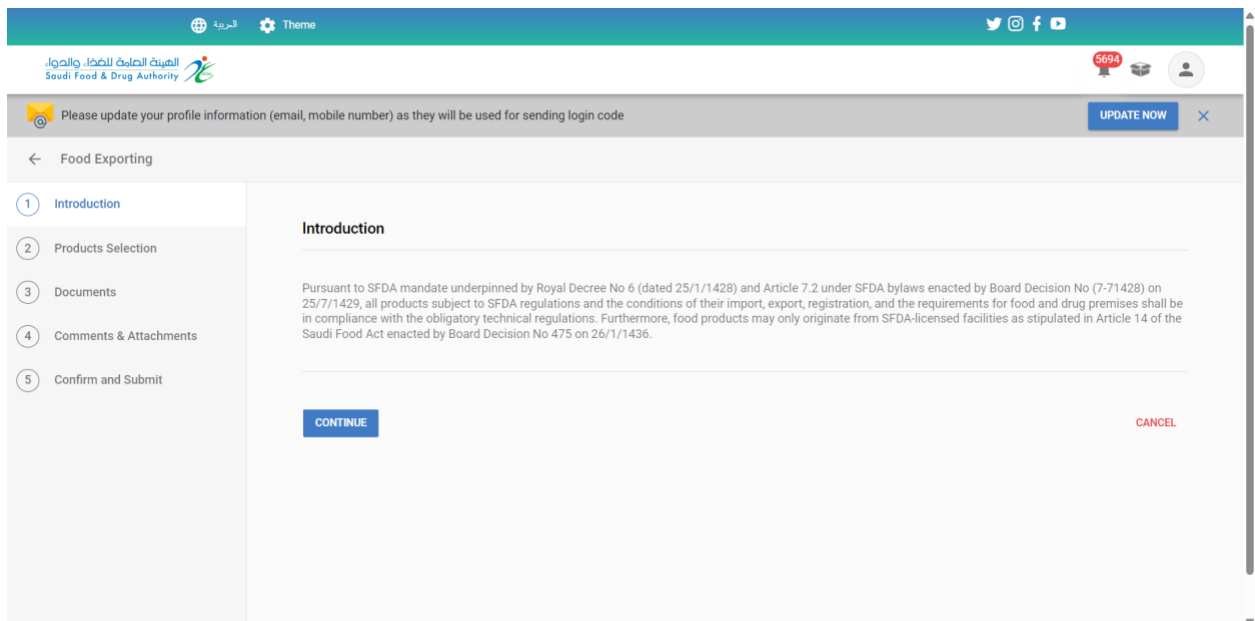
To Request Renew Food Exporting Certificates at the Saudi Food and Drug Authority, you can select “Exporting services.” then click on “My Food Exporting Certificates,” the obtained certificate will appear for you. It is permitted to submit the request before 45 days of the expiry date of the license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

The screenshot shows the Saudi Food & Drug Authority (SFDA) portal. At the top, there is a notification bar with the text "Please update your profile information (email, mobile number) as they will be used for sending login code" and an "UPDATE NOW" button. Below this, the breadcrumb "Food Exporting" is visible. On the left, a sidebar contains a list of steps: 1 Introduction, 2 Products Selection, 3 Documents, 4 Comments & Attachments, and 5 Confirm and Submit. The main content area is titled "Confirm and Submit". It contains a statement: "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 statement is a checkbox labeled "I Agree on terms and conditions", which is checked. At the bottom of the main content area, there are three buttons: "BACK", "SUBMIT", and "SAVE AND CONTINUE LATER". A "CANCEL" link is also present.

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

The screenshot shows the same Saudi Food & Drug Authority (SFDA) portal. The notification bar and breadcrumb are the same. The sidebar is also the same. The main content area is titled "Confirm and Submit". It contains a message: "Your request has been sent for processing." Below this message, a red box highlights the "Request ID: 2024-41492". At the bottom of the main content area, there is a link: "Account Dashboard | My Requests".

5.1.3 Renew and Update Food Exporting Certificate

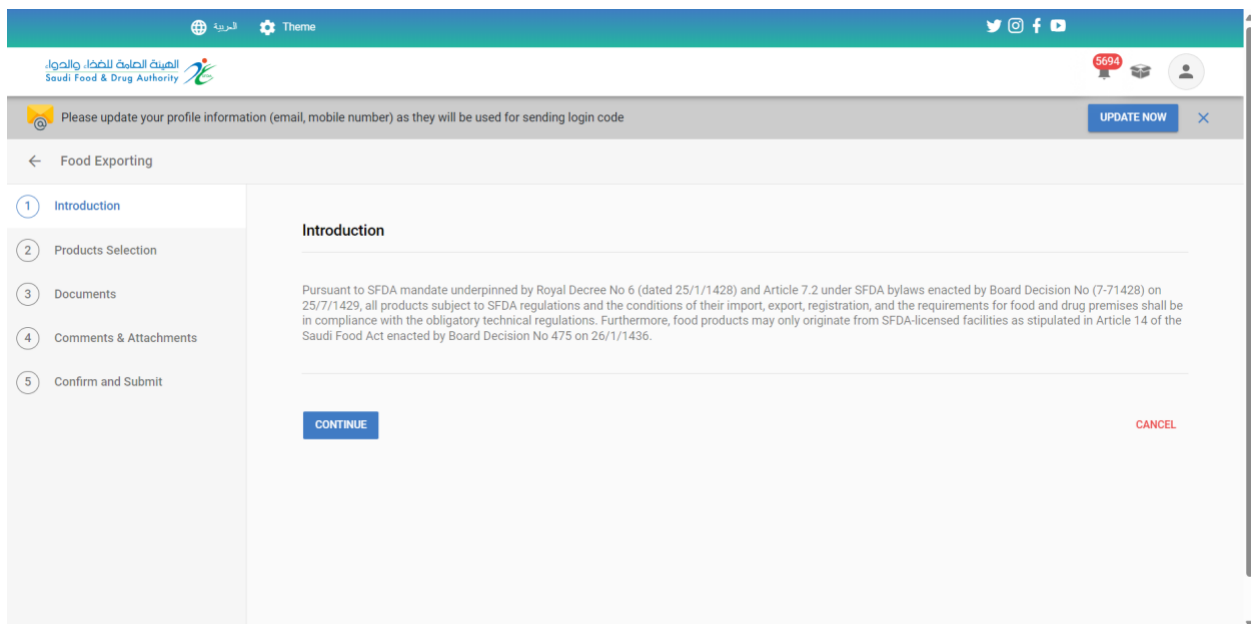
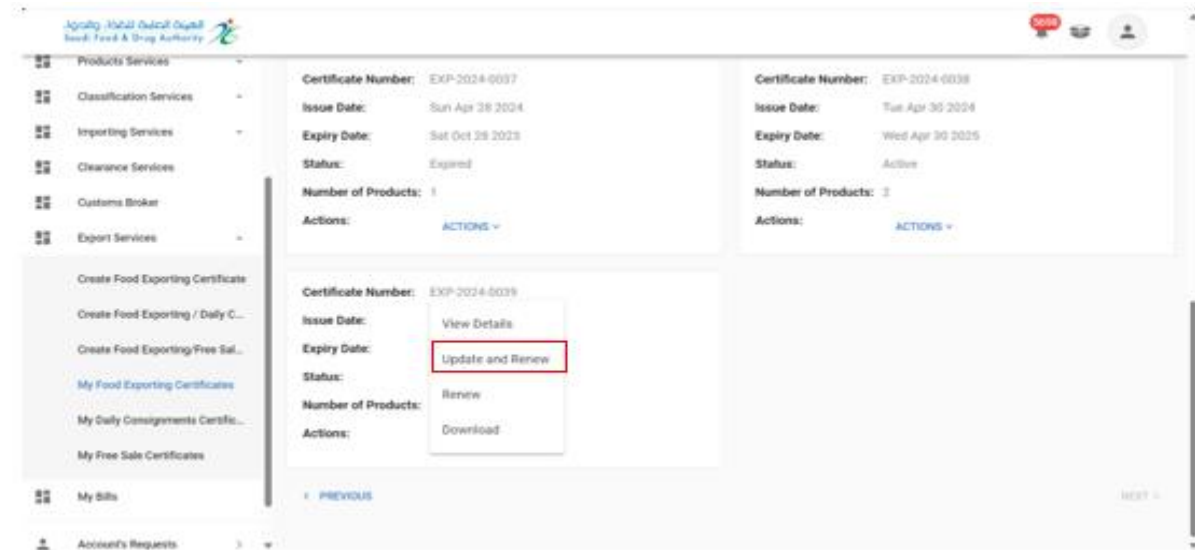
To Request Update and Renew Food Exporting Certificates at the Saudi Food and Drug Authority, you can select “Exporting services.” then click on “My Food Exporting Certificates,” the obtained certificate will appear for you. It is permitted to submit the request before 45 days of the expiry date of the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

The screenshot displays the SFDA portal interface. The left sidebar contains a menu with 'Export Services' and 'My Food Exporting Certificates' highlighted. The main content area shows a table of certificates. A red box highlights the 'My Food Exporting Certificates' header and search filters.

Product Name	Status
Certificate Number: EXP-2023-0005	
Issue Date: Sun Nov 05 2023	
Expiry Date: Tue Nov 05 2024	
Status: Suspended	
Number of Products: 1	
Actions: ACTIONS	
Certificate Number: EXP-2023-0006	
Issue Date: Wed Nov 08 2023	
Expiry Date: Wed May 08 2024	
Status: Suspended	
Number of Products: 1	
Actions: ACTIONS	
Certificate Number: EXP-2023-0014	
Issue Date: Sun Nov 12 2023	
Expiry Date: Tue Nov 12 2024	
Status: Suspended	
Certificate Number: EXP-2023-0013	
Issue Date: Sun Nov 12 2023	
Expiry Date: Tue Nov 12 2024	
Status: Suspended	

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.

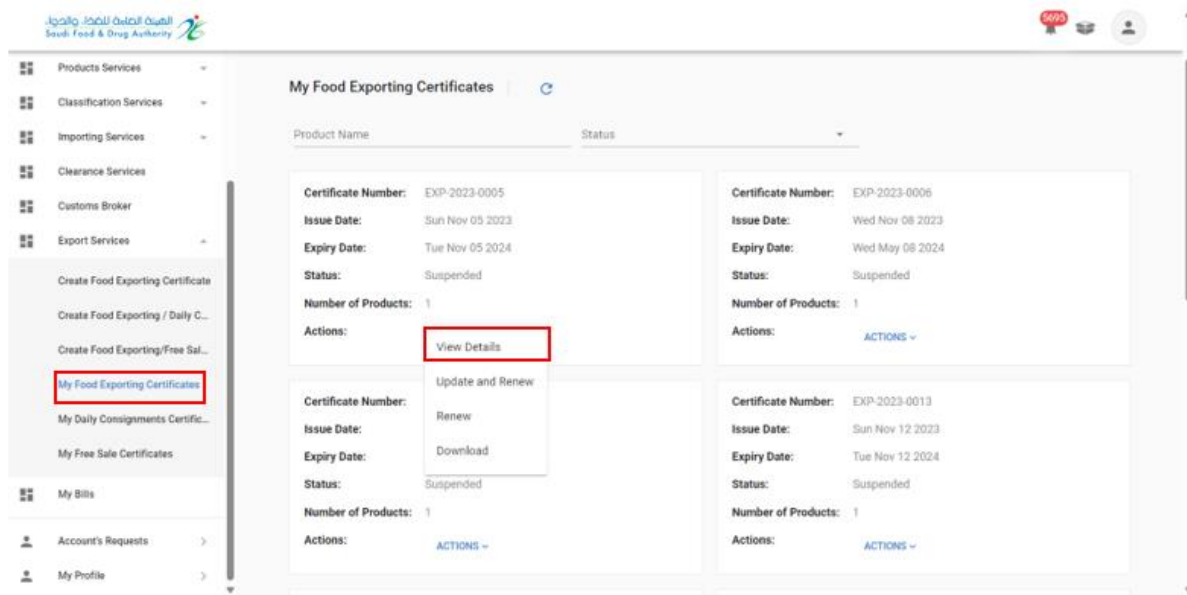
The screenshot shows the 'Confirm and Submit' step of the 'Food Exporting' process. On the left is a sidebar with five steps: 1. Introduction, 2. Products Selection, 3. Documents, 4. Comments & Attachments, and 5. Confirm and Submit. The main area is titled 'Confirm and Submit' and contains a confirmation statement: '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 is a checkbox labeled 'I Agree on terms and conditions', which is checked. At the bottom, there are three buttons: 'BACK', 'SUBMIT', and 'SAVE AND CONTINUE LATER'. The 'SUBMIT' button is highlighted with a red box. A top banner prompts the user to '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 a successful submission. The sidebar on the left remains the same. The main area now displays the message 'Your request has been sent for processing.' Below this, a 'Request ID:' is shown next to the value '2024-41492', with the entire pair enclosed in a red box. At the bottom, there is a link for 'Account Dashboard | My Requests'. The top banner and 'UPDATE NOW' button are also present.

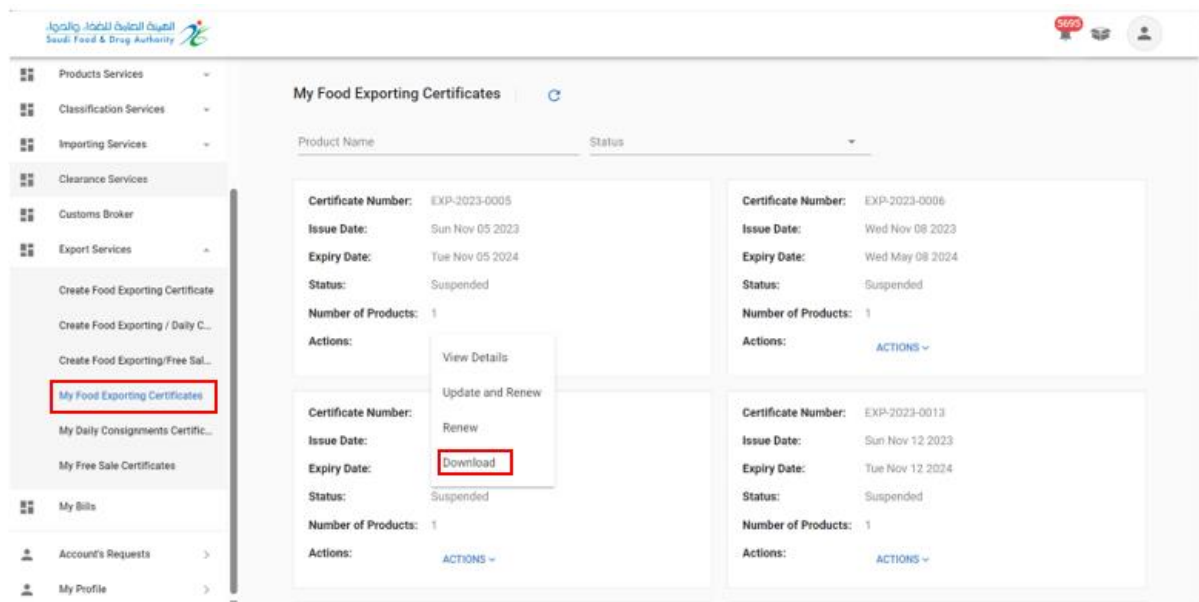
5.1.4 View Food Exporting Certificates

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”.



Executive Department of Product
Availability

الإدارة التنفيذية لتوفر المنتجات



إلى من يهمه الأمر
To whom it may concern

Date of Issue

12/06/2024

تاريخ الإصدار

06/12/1445

Expiry Date

12/06/2025

تاريخ الانتهاء

16/12/1446

Certificate No.

رقم الشهادة

The Saudi Food and Drug Authority, has inspected the facility

تشهد الهيئة العامة للغذاء والدواء بالمملكة العربية السعودية
بأن المنشأة

With commercial registration No.

رقم السجل التجاري

Which produces (According to the attached list)

والتي تقوم بإنتاج (حسب القائمة المرفقة)

Hereby certify that the above establishment has fulfilled the requirement of GSD technical regulation No. 21 "HYGIENIC REGULATIONS FOR FOOD PLANTS AND THEIR PERSONNEL" and the result of samples drawn from the products included in this certificate is in compliance with approve technical regulations, standards and health practices in the field of food safety systems, and the certificate is issued to the establishment at its request.

قد تم التفتيش عليها وأصبح تطبيقها لائحة الفنية الخليجية GSO 21 "الضوابط الصحية في مصانع الأغذية والعاملين بها" وأن نتائج العينات المسحوبة من المنتجات المضمنة في محال هذه الشهادة مطابقة للوائح الفنية والمواصفات القياسية والممارسات الصحية المعتمدة في محال نظم سلامة الأغذية. وقد أعطيت لها الصفة بناءً على طلبها

مدير إدارة أدوات الإستيراد والتصدير
Importation & Exportation Permits Director

م. نواف البركة



تنبيهات:

تعتبر هذه الشهادة لائبة في حاله أي ضبط أو تعديل عليها
لتتحقق من صلاحيات الشهادة
<http://verification.fda.gov.sa/SearchCerts.aspx>

م. نواف البركة
Attention:
This Certificate will be invalid in case of any deletion or
modification. For more verification:
<http://verification.fda.gov.sa/SearchCerts.aspx>

Executive Department of Product
Availability

الإدارة التنفيذية لتوفر المنتجات



شهادة صلاحية التصدير
Export Validity Certificate

Expiry Date
30/04/2025

رقم الشهادة

تاريخ الانتهاء
03/11/1446

قائمة المنتجات التالية

الوحدة	الكمية	اسم المنتج	م
	1234	Test Product 1902	1

مدير إدارة أذونات الاستيراد والتصدير
Importation & Exportation Permits Director

ملبقة

م. نواف البركة

Attention:
This Certificate will be invalid in case of any deletion or
modification. For more verification:
<http://verification.sda.gov.sa/SearchCerts.aspx>



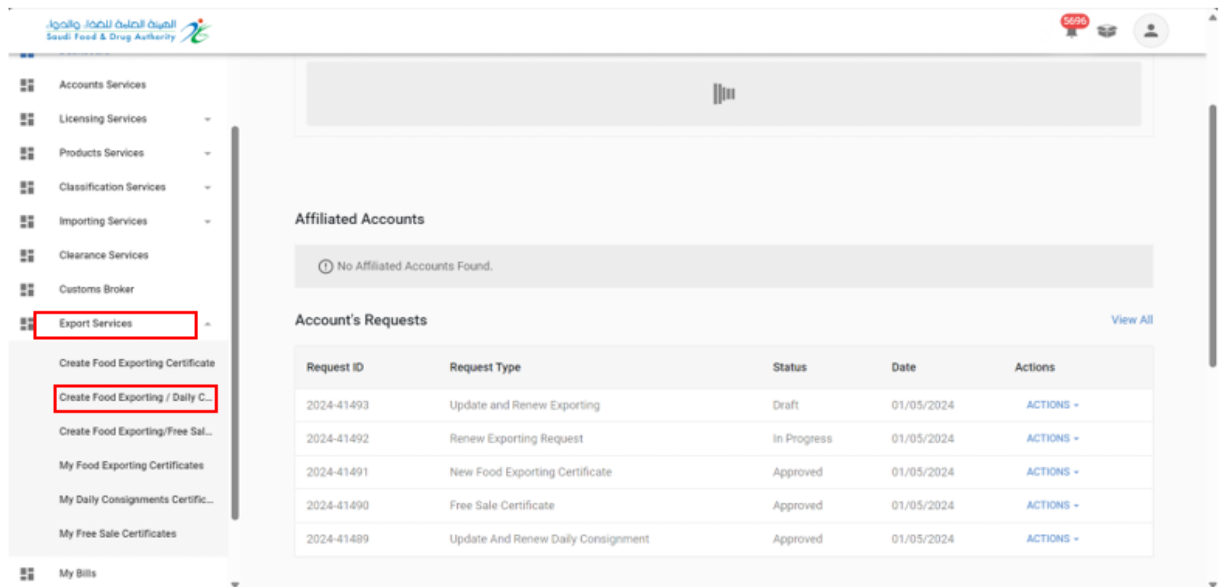
تنبيهات:
تعتبر هذه الشهادة لائقة في حالة أي حذف أو تعديل عليها
للتحقق من صلاحيات الشهادة
<http://verification.sda.gov.sa/SearchCerts.aspx>

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."

العربيةTheme

5696

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 | Daily Consignment

1 Introduction

2 Importing Country and Port

3 Importer Information

4 Products Selection

5 Comments & Attachments

6 Confirm and Submit

Introduction

Online Export Certification is an integrated system which provides FBOs with an instant and easy-to-access application method to obtain certificates for consignments on a daily basis. SFDA continuously upgrades its electronic services and supports the flow of trade in line with the Kingdom's 2030 vision "An Ambitious Country of a Prosperous Economy".

CONTINUE

CANCEL

العربيةTheme

5696

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 | 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*

BACK

CONTINUE

SAVE AND CONTINUE LATER

CANCEL

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

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2 Importing Country and Port

3 **Importer Information**

4 Products Selection

5 Comments & Attachments

6 Confirm and Submit

Importer Information

Importer Name (Arabic)*

Importer Name (English)*

Importer Address (Arabic)*

Importer Address (English)*

Source (Arabic)*

Source (English)*

Source Address (Arabic)*

Source Address (English)*

Invoice Number*

Transport Method*

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

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← Food Exporting | Daily Consignment

1 Introduction

2 Importing Country and Port

3 Importer Information

4 **Products Selection**

5 Comments & Attachments

6 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.

The image displays two screenshots of the Ghad system interface, showing the process of adding and viewing a food product.

Top Screenshot: Add Product Modal


The modal window is titled "Add Product". It features a "Filter Results By" section with input fields for Name, Number, Brand Name, Trade Mark, and Registration Number. Below this is a "Products" section with a "SELECT ALL" link. A table lists the products, with columns for Registration Number, Product Name, Brand Name, Net Weight, Net Weight Unit, Country of Origin, Country of Packing, and Actions. The table contains one row of data.

Registration Number	Product Name	Brand Name	Net Weight	Net Weight Unit	Country of Origin	Country of Packing	Actions
FOM-2023-8924-FOP-12102023-26838-C-	123	123			Saudi Arabia	Saudi Arabia	SELECT VIEW

Buttons for "CLEAR ALL", "APPLY FILTERS", "CANCEL", and "SELECT ALL" are present.

Bottom Screenshot: View Product Modal

The modal window is titled "View Product". It displays a note: "Note: All listed products will be selected and have these values." Below the note are input fields for "Product Name (English)*", "Quantity*", "Configure The Production Expiry Date*", and "Calender Type*". Buttons for "CANCEL" and "ADD" are at the bottom right.

 **الهيئة العامة للغذاء والدواء**
Saudi Food & Drug Authority

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Products Selection

2 Importing Country and Port

3 Importer Information

4 **Products Selection**

5 Comments & Attachments

6 Confirm and Submit

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.

 **الهيئة العامة للغذاء والدواء**
Saudi Food & Drug Authority

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

← Food Exporting | Daily Consignment

1 Introduction

2 Importing Country and Port

3 Importer Information

4 Products Selection

5 Comments & Attachments

6 **Confirm and Submit**

Confirm and Submit

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.

The fees is 100 SAR for each Certificate

☐ 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.

The screenshot shows the 'Confirm and Submit' page for 'Food Exporting'. The left sidebar contains a list of steps: 1 Introduction, 2 Products Selection, 3 Documents, 4 Comments & Attachments, and 5 Confirm and Submit. The main content area has a heading 'Confirm and Submit' and a confirmation message: '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 is a checkbox labeled 'I Agree on terms and conditions' which is checked. At the bottom, there are three buttons: 'BACK', 'SUBMIT', and 'SAVE AND CONTINUE LATER' (highlighted with a red box), and a 'CANCEL' button.

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

The screenshot shows the 'Confirm and Submit' page after submission. The left sidebar now includes a sixth step: 6 Confirm and Submit. The main content area displays the message 'Your request has been sent for processing.' Below this, a box highlights the 'Request ID: 2024-41494'. At the bottom, there is a link for 'Account Dashboard | My Requests'.

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.

The screenshot displays the Saudi Food & Drug Authority (SFDA) portal. On the left sidebar, 'Export Services' is highlighted. The main content area is titled 'My Daily Consignments Certificate'. It features a table with columns: Product Name, Invoice Number, Importer, Source, and Port. Below the table, there are details for three certificates. The first certificate (DC-2024-0071) has a date of Thu Apr 25 2024 and 1 product. The second certificate (DC-2024-0072) has a date of Fri Apr 26 2024 and 1 product. The third certificate (DC-2024-0073) has a date of Tue Apr 30 2024 and 1 product. Each certificate entry includes fields for Certificate Number, Certificate Date, Number of Products, Importer, Source, Port, and Importing Country. The 'Actions' column for each certificate has a dropdown menu.

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

The screenshot displays the Saudi Food & Drug Authority (SFDA) portal. On the left sidebar, 'Export Services' is highlighted. The main content area is titled 'My Daily Consignments Certificate'. It features a table with columns: Product Name, Invoice Number, Importer, Source, and Port. Below the table, there are details for three certificates. The first certificate (DC-2024-0071) has a date of Thu Apr 25 2024 and 1 product. The second certificate (DC-2024-0072) has a date of Fri Apr 26 2024 and 1 product. The third certificate (DC-2024-0073) has a date of Tue Apr 30 2024 and 1 product. Each certificate entry includes fields for Certificate Number, Certificate Date, Number of Products, Importer, Source, Port, and Importing Country. The 'Actions' column for each certificate has a dropdown menu. The 'Update and Renew' option is highlighted in the dropdown menu for the first certificate.

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.

The screenshot shows the SFDA portal interface. At the top, there is a header with the Saudi Food & Drug Authority logo and name in Arabic and English, along with social media icons and a user profile icon. Below the header, a notification bar prompts the user to update their profile information. The main content area is titled 'Food Exporting | Daily Consignment' and features a sidebar with a progress indicator showing six steps: 1. Introduction, 2. Importing Country and Port, 3. Importer Information, 4. Products Selection, 5. Comments & Attachments, and 6. Confirm and Submit. The 'Introduction' step is currently active, displaying a text block about the Online Export Certification system and a 'CONTINUE' button. A 'CANCEL' link is also visible at the bottom right of the main content area.

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 SFDA portal interface at the 'Confirm and Submit' step. The sidebar on the left indicates that step 6 is the current step. The main content area is titled 'Confirm and Submit' and contains a text block stating: '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. The fees is 100 SAR for each Certificate'. Below this text, there is a checkbox labeled 'I Agree on terms and conditions', which is highlighted with a red rectangle. At the bottom of the form, there are three buttons: 'BACK', 'SUBMIT' (highlighted with a red rectangle), and 'SAVE AND CONTINUE LATER'. A 'CANCEL' link is also visible at the bottom right of the main content area.

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

The screenshot shows the SFDA portal interface. At the top, there is a notification bar: "Please update your profile information (email, mobile number) as they will be used for sending login code" with an "UPDATE NOW" button. Below this, the breadcrumb navigation shows "Food Exporting | Daily Consignment". On the left, a vertical menu lists six 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 is titled "Confirm and Submit" and contains the message: "Your request has been sent for processing." Below this message, the "Request ID: 2024-41495" is displayed and highlighted with a red box. At the bottom of the main content area, there is a link: "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”.

The screenshot shows the SFDA portal interface for viewing certificates. On the left, a sidebar menu lists various services: Products Services, Classification Services, Importing Services, Clearance Services, Customs Broker, Export Services, Create Food Exporting Certificate, Create Food Exporting / Daily C..., Create Food Exporting/Free Sal..., My Food Exporting Certificates, My Daily Consignments Certificate (highlighted), My Free Sale Certificates, My Bills, and Account's Requests. The main content area displays two certificate cards. The first card has the following details: Source: wedfwq, Port: Al Khafji Port, Importing Country: Albania, Certificate Number: DC-2024-0079, Certificate Date: Wed May 01 2024, Number of Products: 1, Importer: ewewdwe, Source: fwedewdf, Port: Halat Ammar land Port, Importing Country: United Arab Emirates. The second card has the following details: Source: 5, Port: Al Khafji Port, Importing Country: Albania, Certificate Number: DC-2024-0080, Certificate Date: Thu May 02 2024, Number of Products: 1, Importer: newfwerf, Source: erfw34, Port: Al Khafji Port, Importing Country: Qatar. Both cards have an "ACTIONS" dropdown menu. In the second card, the "View Details" option is highlighted with a red box. Below the "View Details" button, there are two more options: "Download" and "Update and Renew". At the bottom of the main content area, there are "PREVIOUS" and "NEXT" navigation links.

5.2.4 Download Daily Consignment Certificates

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

The screenshot displays the Saudi Food & Drug Authority (SFDA) portal interface. On the left, a sidebar menu lists various services, including 'Importing Services', 'Clearance Services', 'Customs Broker', 'Export Services', and 'My Daily Consignments Certificate'. The main content area shows a list of certificates. The first certificate, DC-2024-0071, is selected, and its details are displayed. The 'Actions' dropdown menu is open, showing options: 'View Details', 'Download' (highlighted with a red box), and 'Update and Renew'. The details for the selected certificate include: Certificate Number: DC-2024-0071, Certificate Date: Thu May 02 2024, Number of Products: 1, Importer: food FH, Source: sdfgb, Port: Abha Regional Airport, and Importing Country: United Arab Emirates. Other certificates listed include DC-2024-0072 and DC-2024-0074.

Certificate Number	Certificate Date	Number of Products	Importer	Source	Port	Importing Country
DC-2024-0071	Thu May 02 2024	1	food FH	sdfgb	Abha Regional Airport	United Arab Emirates
DC-2024-0072	Fri Apr 26 2024	1	123	123	Al Khafji Port	United Arab Emirates
DC-2024-0074	Tue Apr 30 2024	1	wsdwd	wdwdw	Al Khafji Port	Kuwait



شهادة صلاحية المصدر 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	عنوان المصدر	Exporter Name:	dew	المصدر
Invoice Number:	2343214123	رقم الفاتورة	Mode of transport:	Land	وسيلة النقل

إضافة المواد الغذائية

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

رئيس قسم أدوية الغذاء
Head of Food Permission Section

أ. محمد بن صالح النفوس

The Saudi Food and Drug Authority (SFDA) certifies that the above mentioned products are subject to periodic inspection according to appropriate procedure and is safe for human consumption.

Attention:

This Certificate will be invalid in case of any deletion or modification. For more verification :
<http://certification.sfd.a.gov.sa/SearchCerts.aspx>



تعهد الهيئة العامة للغذاء والدواء بالمملكة العربية السعودية بأن المنتجات الموصى بها آمنة للاستخدام البشري.

تنبيهات:

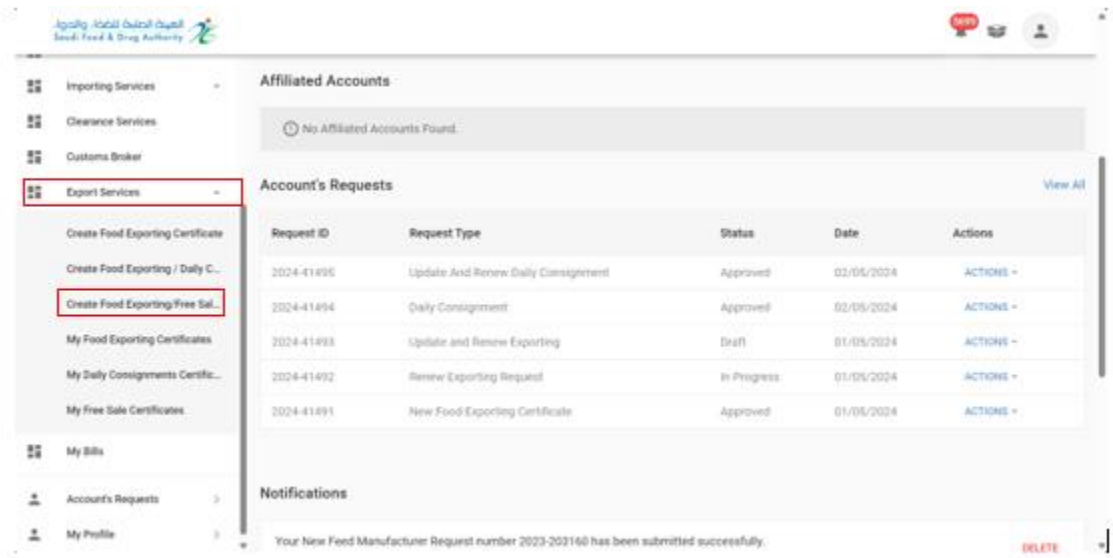
يصر هذه الشهادة لآنها في حالة أي حذف أو تعديل فيها
للتحقق من صلاحيات الشهادة
<http://certification.sfd.a.gov.sa/SearchCerts.aspx>

5.3 Free Sale Certificate

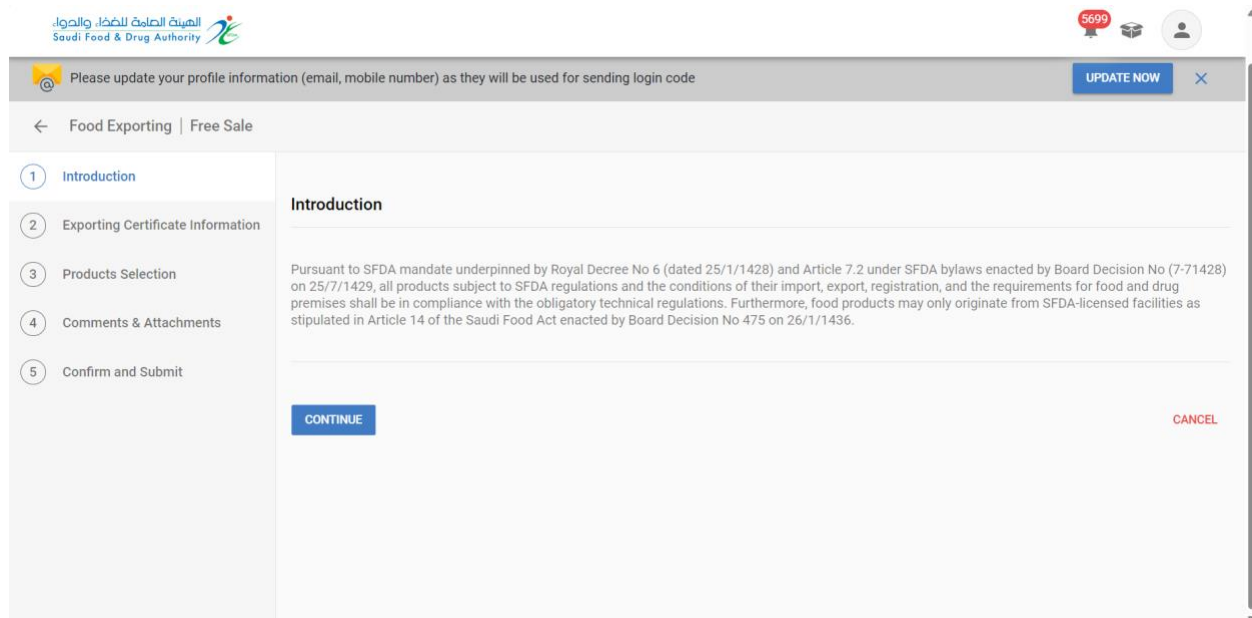
5.3.1 Create Free Sale Certificate

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.”



العربيةTheme

5699

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 | 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

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 | Free Sale

1 Introduction

2 Exporting Certificate Information

3 Products Selection

4 Comments & Attachments

5 Confirm and Submit

Products Selection

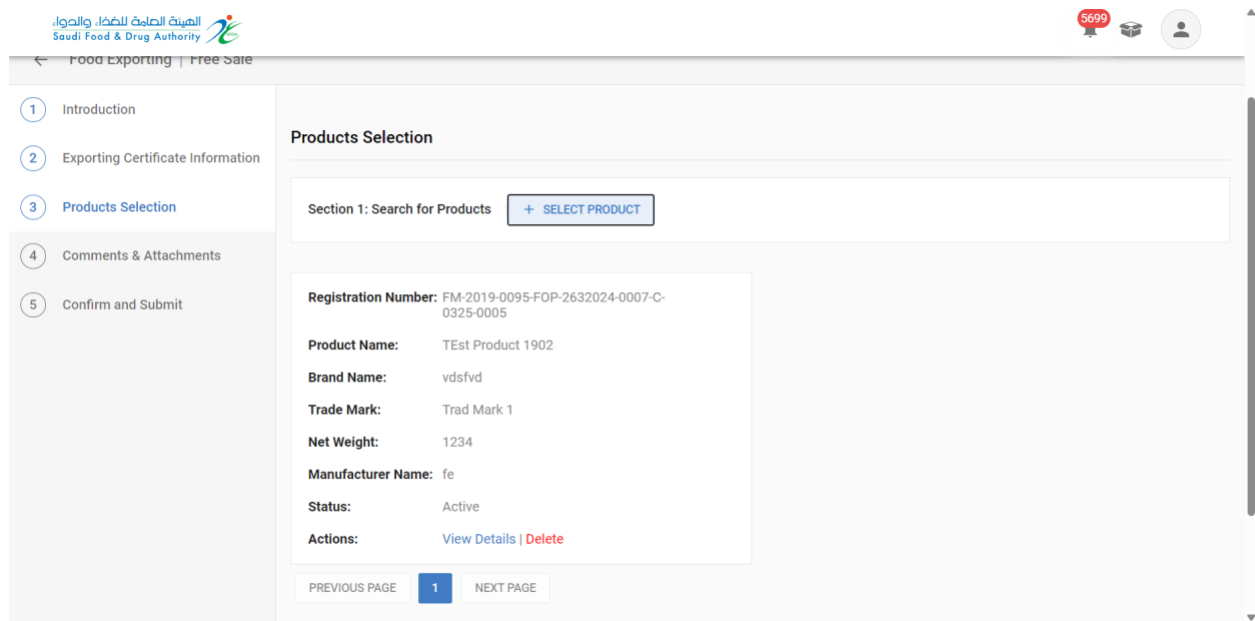
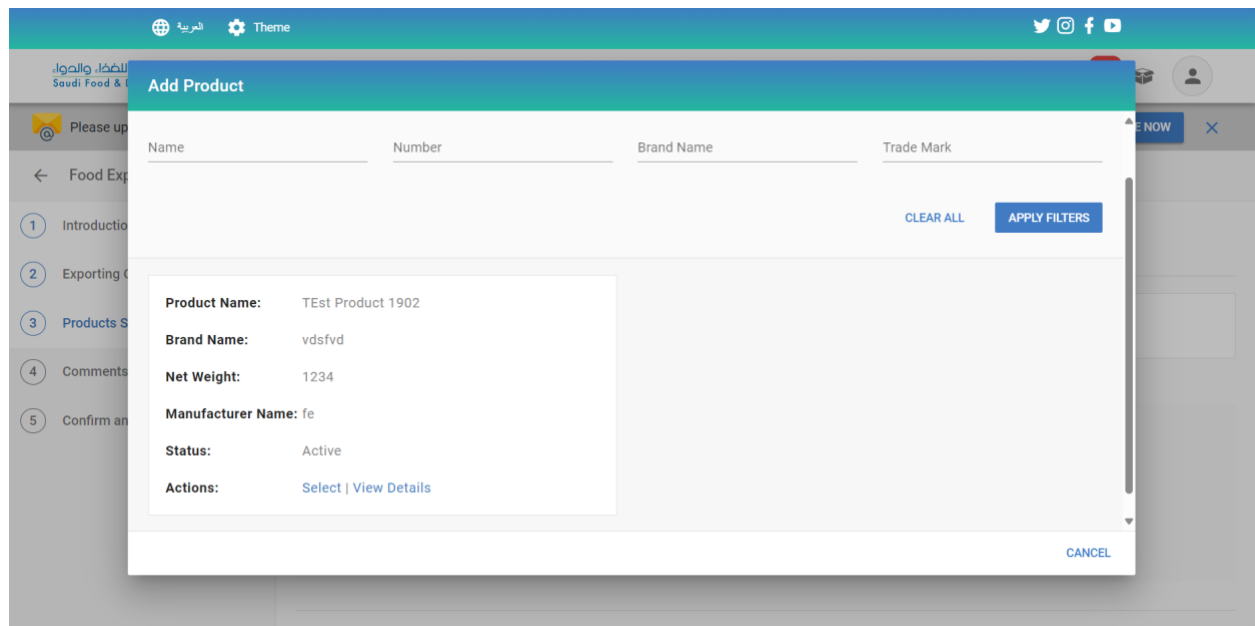
Section 1: Search for Products + SELECT PRODUCT

+
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”.

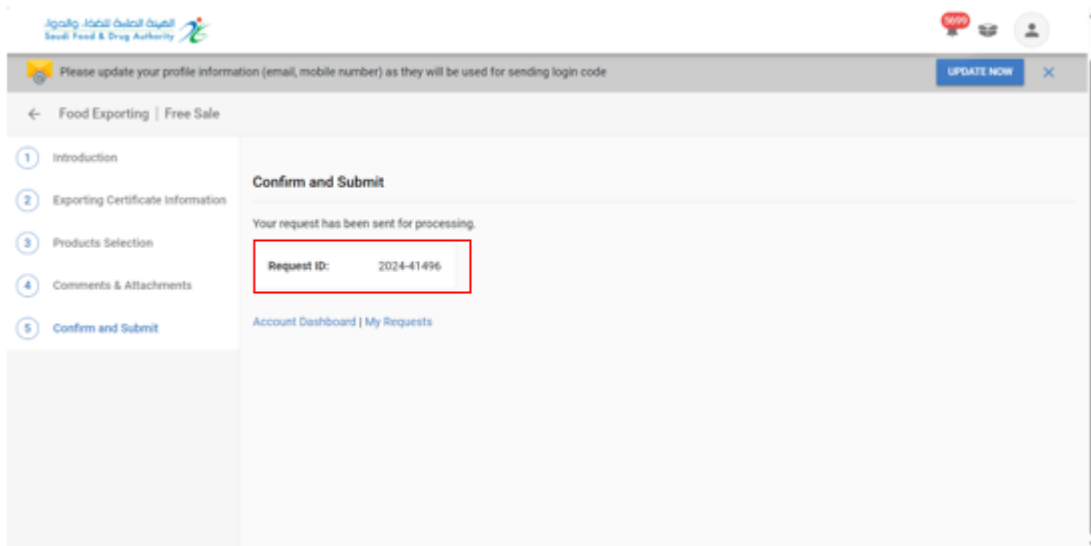
The screenshot shows the 'Confirm and Submit' step of the 'Food Exporting | Free Sale' process. On the left, a vertical list of steps is shown: 1. Introduction, 2. Exporting Certificate Information, 3. Products Selection, 4. Comments & Attachments, and 5. Confirm and Submit (highlighted in blue). The main content area has the title 'Confirm and Submit'. Below the title, there is a pledge statement: 'I pledge to inform the Saudi Food and Drug Authority (SFDA) when the establishment stops marketing and trading the product specified in the application for issuing a certificate of free sale for the food product in the local markets in the Kingdom of Saudi Arabia.' Below this, there is a checkbox labeled 'I Agree on terms and conditions'. At the bottom, there are three buttons: 'BACK' (disabled), 'REQUEST FREE SALE CERTIFICATE' (highlighted with a red box), and 'SAVE AND CONTINUE LATER' (disabled). A 'CANCEL' link is also present. At the top of the page, there is a notification bar 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 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.

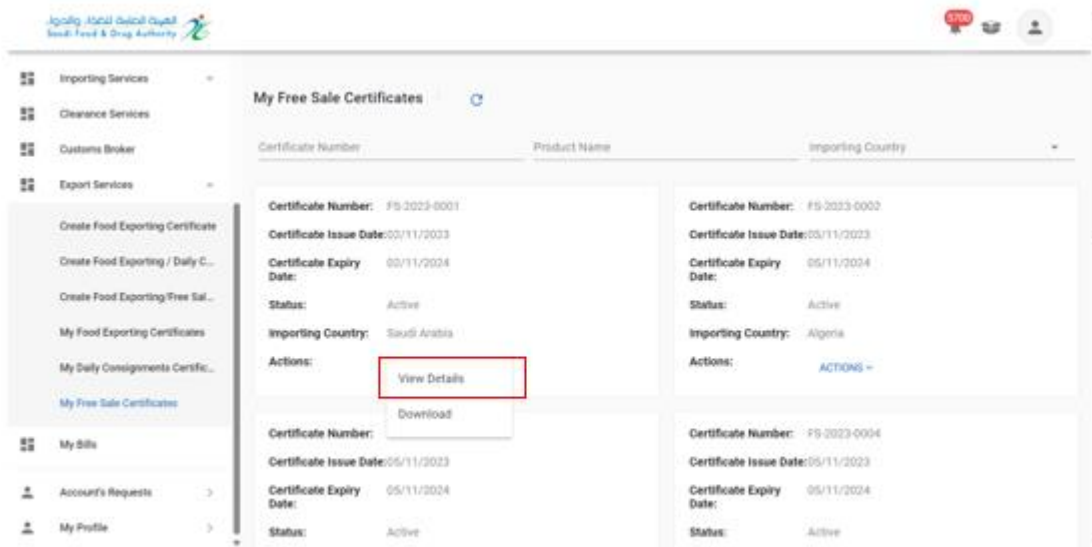
This screenshot is identical to the one above, showing the 'Confirm and Submit' step. However, in this version, the 'REQUEST FREE SALE CERTIFICATE' button is disabled, and the 'SAVE AND CONTINUE LATER' button is highlighted with a red box. The 'CANCEL' link remains visible. The rest of the interface, including the step list and the pledge text, is the same.

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”.

The screenshot shows the Saudi Food & Drug Authority (SFDA) portal. The left sidebar contains navigation options: Importing Services, Clearance Services, Customs Broker, Export Services, Create Food Exporting Certificate, Create Food Exporting / Daily C..., Create Food Exporting/Free Sal..., My Food Exporting Certificates, My Daily Consignments Certific..., My Free Sale Certificates (highlighted), My Bills, Account's Requests, and My Profile. The main content area displays a table of certificates. The first certificate is highlighted, and a red box is drawn around the 'Download' button in the 'Actions' column. The table columns include Certificate Number, Certificate Issue Date, Certificate Expiry Date, Status, Importing Country, and Actions.

Actions	Importing Country	Status	Certificate Expiry Date	Certificate Issue Date	Certificate Number
View Details Download	Saudi Arabia	Active	02/11/2024	02/11/2023	
ACTIONS	Algeria	Active	05/11/2024	05/11/2023	FS-2023-0004
ACTIONS	Saudi Arabia	Active	05/11/2024	05/11/2023	FS-2023-0005
ACTIONS	Saudi Arabia	Active	05/11/2024	05/11/2023	FS-2023-0006

Executive Department of Product
Availability



الإدارة التنفيذية لتوفر المنتجات

Certificate No.			رقم الشهادة
Date of Issue Valid for 1 year of the date of issuance	10/06/2024	1445/12/04	تاريخ الاصدار صالحة لغاية سنة وحدة من تاريخ الاصدار
Establishment Name	Khorayef ALL IN	شركة إيمان للرعاية الصحية	إسم المنشأة
Commercial Register No.			رقم السجل التجاري
Product Registration No.	FEM-2021-0049-FOP-342024-0009-C-0325-0007		رقم تسجيل المنتج
Product Name	123	123	إسم المنتج
Size/ Weight		CV/123	الحجم/ الوزن
Importing Country	Afghanistan	أفغانستان	الدولة المستوردة

As per the available information SFDA hereby
certifies that product described above is
traded and sold in the Saudi local markets.
This certificate was issued at the request of
the above indicated establishment.

تفيد الهيئة العامة للغذاء والدواء بالمملكة العربية
السعودية بأن المنتج الغذائي الموضح أعلاه يتم
تداوله وبيعه في الأسواق المحلية للمملكة العربية
السعودية بحسب المعلومات المتوفرة لدى الهيئة،
وقد منحت هذه الشهادة بناءً على طلب المنشأة
الموضحة بياناتها أعلاه.

رئيس قسم أذونات الغذاء
Head of Food Permission Section

أ. محمد بن صالح الفيعشي

Attention:
This Certificate will be invalid in case of any deletion or
modification. For more verification:
<http://verification.fda.gov.sa/SearchCerts.aspx>



تنبيهات:
تسري هذه الشهادة لآلية في حالة أي حذف أو تعديل عليها
لتتحقق من صلاحيات الشهادة
<http://verification.fda.gov.sa/SearchCerts.aspx>