

Exporter account User's Guide



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About Exportal



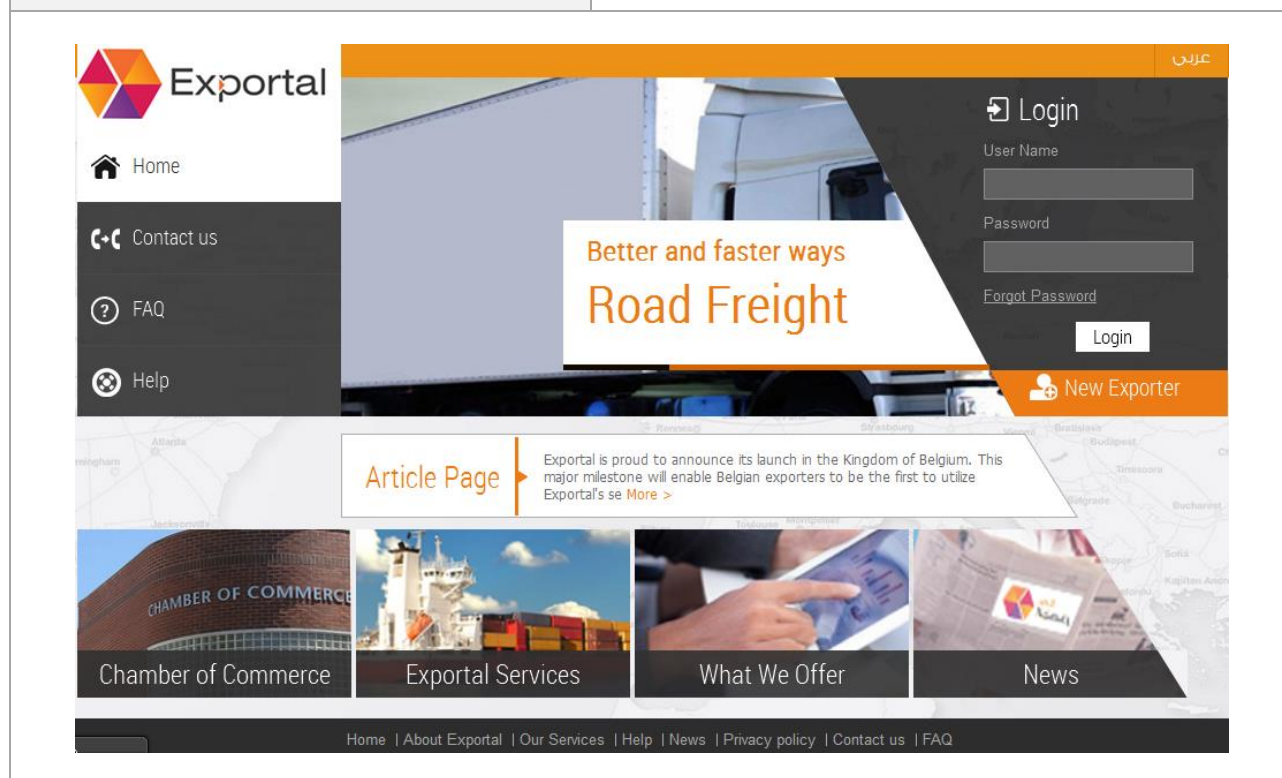
Exportal is a service created by the Government of the Kingdom of Saudi Arabia (Ministry of Foreign Affairs and Saudi Customs Authority) to enable exporters to pass-through (send) the information of the certificates of origin and invoices directly to the

Saudi Customs before the arrival of goods to Saudi ports, thus ensuring smooth entry and speedy clearance of exported goods.

- Exportal also enables Chambers of Commerce and other C/O issuing entities searching for a smart and efficient ways to serve the needs of their members to manage the issuance of electronic certificates of origin on behalf of exporters exporting to Saudi Arabia.
- Exportal for Exporters
 - To start using Exportal, exporters need to create a verified exporter account; [Click Here to Create your Account Now](#)
- Exportal for Chambers of Commerce and C/O issuing Authorities
 - Exportal enables chambers of commerce to convert C/O-related steps and procedures into complete electronic transactions, thus saving time and effort for exporters to KSA and alleviating all administrative and logistic burdens

Home Page

Figure 1: Home Page



Create an exporter account

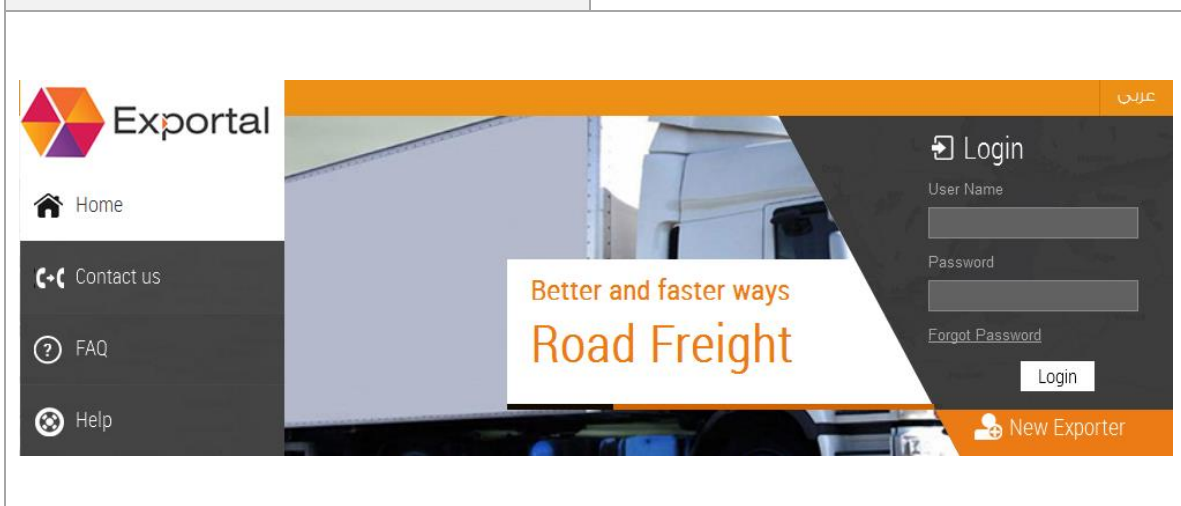
Exporter: exporters can create an official exporter-account and pass-through the information relating to their exports to the Kingdom of Saudi Arabia.

Note the Below Points:

- If exporter complete registration from Portal (before approve registration by agent) exporter user could login with his username and password without accessing services
- If exporter is belong to a chamber registered in system , so the chamber user or agent user could accept or reject registration so acceptance or rejection of one of them ends the request
- If exporter is not belong to a chamber registered in system , so Agent user only could accept or reject the exporter request

To register New Exporter Press “New Exporter” button as shown in the below screen


Figure 2: Sign up



- After pressing “ new exporter “ a sample contains of 4 continues screens as below:
 - 1- Exporter
 - 2- Applicant request
 - 3- Confirm mobile phone
 - 4- Register

Company Exporter

Figure 3: Exporter Registration_1


Exportal

[Exporters Login](#)
[Login](#)
[New Exporter](#)
[Forgot Password](#)

[Home](#) | [Registration](#) | [Create an exporter account](#)

[Home](#)
[Contact Us](#)
[FAQ](#)
[Help](#)

Create an exporter account

Instructions

To register as an exporter please register your details in this page. An email will be send to your email upon your registration. You have to activate your email to make sure of your email validity because it will be used in your own correspondence. Then go to the chamber of commerce of your country or state for matching it. Then go to the representation of the chamber of commerce of the kingdom of saudi arabia in order to match it. After activating your chambers of commerce and the approval and consent of representation You can take the advantages of the portal services.

1

2

3

4

Company Exporter
Applicant Commissioner
Mobile Verification
Registration

Required Fields(*)

Company Information

Company Name*

Short Name of the company

Country*

City*

Headquarter

Chamber of Commerce*

Chamber of Commerce Name*

Commercial Registration Number*

Company License Date*

Company Address

Street Address

Activities

Company Email*

Phone* +

Fax No +

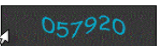
Company Managment

Manager full name*

Manager mobile* +

Manager email*

Numbers in Picture*



Cannot Read Numbers?
[Try Another One](#)

[Next](#)

[Reset](#)
[Cancel](#)

- Exporter user fills the data for exporter company as shown in screen
- After filling data then press “Next” user will redirect to next stem “request applicant data” as user could press “previous ” to return to previous screen
- Note that all fields contains "*" shape are mandatory fields , and this is on all data pages

Applicant commissioner

Figure 4: Exporter Registration_2

Exportal

Exporters Login | Login | New Exporter | Forgot Password

Home | Registration | Create an exporter account

Create an exporter account

Attention please

To register as a exporter please register your details in this page. A will be send to your email upon your registration. You have to activate email to make sure of your email validity because it will be used in y correspondence. Then go to the chamber of commerce of your cou state for matching it. Then go to the representation of the chamber commerce of the kingdom of saudi arabia in order to match it. After your chambers of commerce and the approval and consent of repre You can take the advantages of the portal services.

1 Company Exporter Registration | **2** Applicant Commissioner | **3** Mobile Verification

Required Fields(*)

Applicant Commissioner Full Name*

Job title

email*
Example: abc@xtz.com

Confirm Email*
Example: abc@xtz.com

Choose Username for accessing exportal services* **Check Availability** Av

Password* ☒ Show password
Between 8 and 17 digits, and contains at least one capital letter, and one number

Confirm your Password*

Phone* + 20
Choose country code then enter city code followed by number

Previous

Reset **Cancel**

- 1- exporter user fills Applicant commissioner
- 2- then press "Next" to redirect to mobile verification
- 3- user could press "previous to return to previous page"

Mobile Verification

Exporter user fills activation code

Figure 9: Exporter Registration_7

Exportal

Exporters Login Login New Exporter Forgot Password

Home | Registration | Create an exporter account

Create an exporter account

- 1 Company Exporter Registration
- 2 Applicant Commissioner
- 3 **Mobile Verification**

Dear user, to confirm entered mobile number, you should follow the following:

- Enter mobile number you want to confirm
- Press "send" button
- Activate number will be sent to entered mobile number
- Enter sent activation number to complete registration
- In case you didn't receive the activation code, you can receive it by pressing "Activation code" after five minutes.

Enter Mobile Number To Confirm:

Mobile* +

Choose country code then enter number without code

Send Mobile Activation

Enter Activation Code*

Previous

Reset Cancel

1. Exporter user fills the below fields :
 - Mobile :should be valid number to complete registration request
2. user could press “previous to return to previous page”
3. after press “send mobile activation” system will send “code activation” to applicant mobile

Exportal

Exporters Login | Login | New Exporter | Forgot Password

Home | Registration | Create an exporter account

Create an exporter account

1 2 3 4

Company Exporter Registration | **Applicant Commissioner** | **Mobile Verification**

i Dear user, to confirm entered mobile number, you should follow the following:

- Enter mobile number you want to confirm
- Press "send" button
- Activate number will be sent to entered mobile number
- Enter sent activation number to complete registration
- In case you didn't receive the activation code, you can receive it by pressing "Send Activation code" after five minutes.

Enter Mobile Number To Confirm:

Mobile* +

Choose country code then enter number without code

Send Mobile Activation

Enter Activation Code*

✓ Validation code sent to your mobile

◀ Previous **Next ▶**

Reset **Cancel**

Registration

- 1- Exporter should mark “accept” checkbox
- 2- Then press “register” to complete registration
- 3- Press cancel to abort registration

Figure 4:

portal


Exporters Login Login New Exporter Forgot Password

Home | Registration | Create an exporter account

Create an exporter account


1 2 3 4

Company Exporter Applicant Commissioner Mobile Verification **Registration**

 **Attention please**


In order to be able to use Exportal Services you need to do the following:

- Print the application
- Sign the application from your company
- Approve and sign the application by your chamber of commerce
- Then, approve and sign this application by certificate authority

 **Terms of Registration and Acceptance**

EXPORTAL TERMS OF SERVICE FOR EXPORTERS

The services offered to the exporter by Exportal (www.exportal.com) are subject to the following conditions:


 **Exportal**

1. Definitions

Applicant: is the person (or persons) in charge of registering in the Exportal service to create an exporter account, in his personal capacity as authorized and empowered by the Exporter to register in Exportal and use its services.

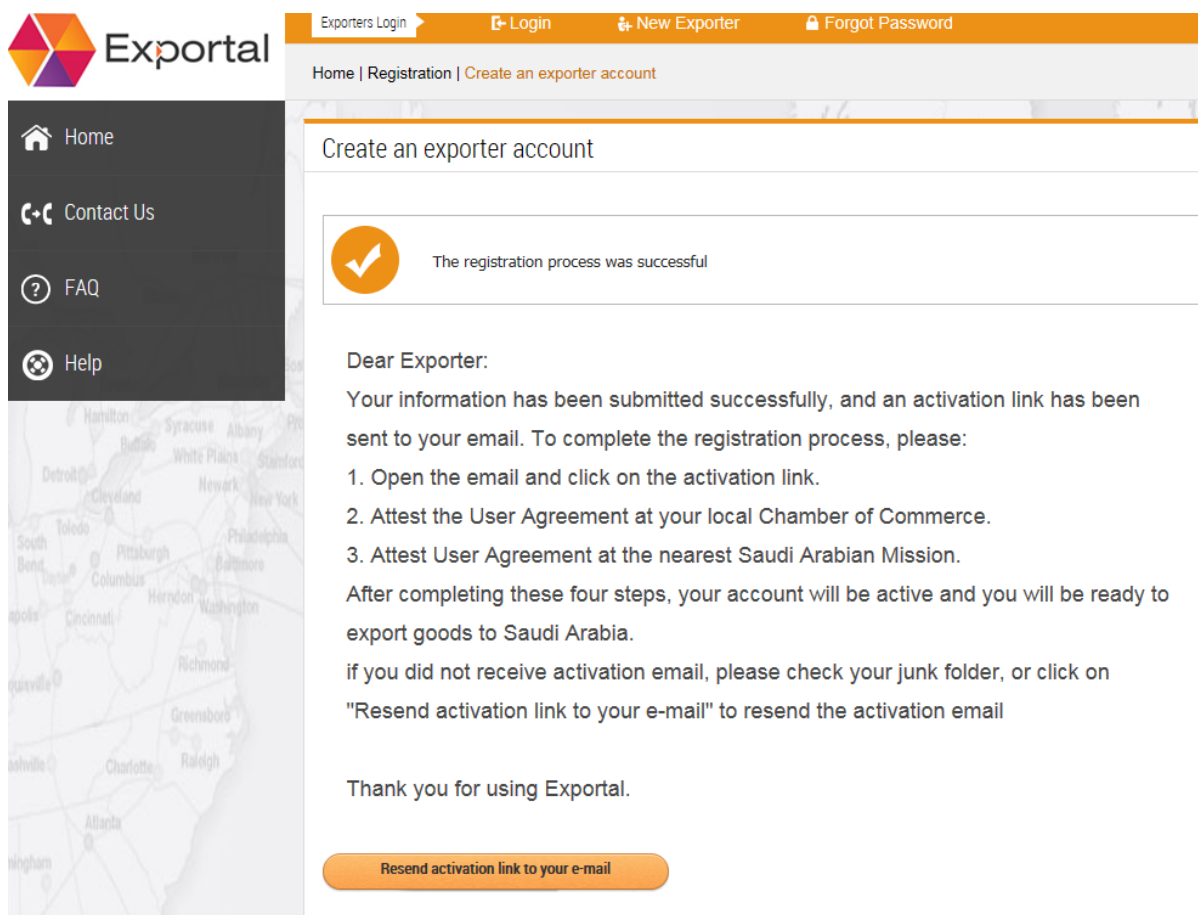
Applications to pass certificates of origin data, and commercial invoices data, and shipping data: One of

☐ I accept liscense of Exportal service

 **Previous**

Register Cancel

- After completing registration successfully system will send email with Activation URL
- The request send to the related Chamber or Agent to accept or reject registration request



The screenshot displays the 'Exportal' website interface. On the left is a dark sidebar with navigation links: Home, Contact Us, FAQ, and Help. The top navigation bar includes 'Exporters Login', 'Login', 'New Exporter', and 'Forgot Password'. The breadcrumb trail reads 'Home | Registration | Create an exporter account'. The main heading is 'Create an exporter account'. A success message box with a checkmark icon states: 'The registration process was successful'. Below this, the text reads: 'Dear Exporter: Your information has been submitted successfully, and an activation link has been sent to your email. To complete the registration process, please: 1. Open the email and click on the activation link. 2. Attest the User Agreement at your local Chamber of Commerce. 3. Attest User Agreement at the nearest Saudi Arabian Mission. After completing these four steps, your account will be active and you will be ready to export goods to Saudi Arabia. if you did not receive activation email, please check your junk folder, or click on "Resend activation link to your e-mail" to resend the activation email'. At the bottom, a button labeled 'Resend activation link to your e-mail' is visible.

Login

Figure 5: Login

The screenshot shows the 'Exporter Portal' login interface. On the left is a dark sidebar with a white 'Home' link and three circular icons for 'Contact us', 'FAQ', and 'Help'. The main area has a background image of a train with the text 'Secure shipping network Of trains'. On the right, the 'Login' section includes a 'User Name' field with 'exporterbel', a 'Password' field with masked characters, a 'Forgot Password' link, and a 'Login' button. At the bottom right, there is a 'New Exporter' link.

- 1- Exporter fills Username a password
- 2- Then press "Login"
- 3- If entered data is valid system will

Forgot Password

- Press “forgot password”

Figure 6:

Exportal

Exporters Login | Login | New Exporter | **Forgot Password**

Home | Registration | **Forgot Password**

Forgot Password

Instructions

Please, enter email address which you entered during registration, to send link for reset password to it.

(*) Required Fields

Email Address*


Numbers in Picture*

Send

- 1- Enter Email that Exporter registered with
- 2- Press “send” : system will send link to exporter email contains URL for reset password
- 3- Exporter opens the reset password URL link and enter
 - New password

Edit data profile

Figure 10: Update Account Info



[Home](#)
[Certificates](#)
[Invoices](#)
[Payment History](#)
[Sub-users](#)
[Profile Information](#)
[Help & Support](#)
[Log Out](#)

Welcome: [expoerterbel3](#) [Modify Profile](#) [Change password](#) [Log Out](#)

[Home](#) | [Services](#) | [Exporter Services](#) | [Update Profile](#)

Update Profile

(*)Required Fields

Company Exporter Data

Exporter Id*

7

Company Name*

expoerterbel3

Short Name of the company

Country*

BELGIUM

City*

Jette

Street Address

Activities

Company Email*

mohamed.alzefrawyhhh@naseej.com

Phone*

Egypt

+ 20

45678913456

Fax No

Please choose country code

+

Manager full name*

m aly mohamed

Manager mobile*

Please choose country code

+

123456546

Manager email*

mohamed.alzefrawyhhh@naseej.com

Chamber Name

chamberbel

State Headquarters

SAUDI ARABIA

Commercial Register*

100077

License Date*

01/05/2014

Applicant commissioner

Applicant Commissioner Full Name*

mohamed aly

job title

Email*

eng_doaakhiry@hotmail.com

Phone*

Egypt

+ 20

1001056382

Mobile*

201144473387

Save

Return

From previous figure

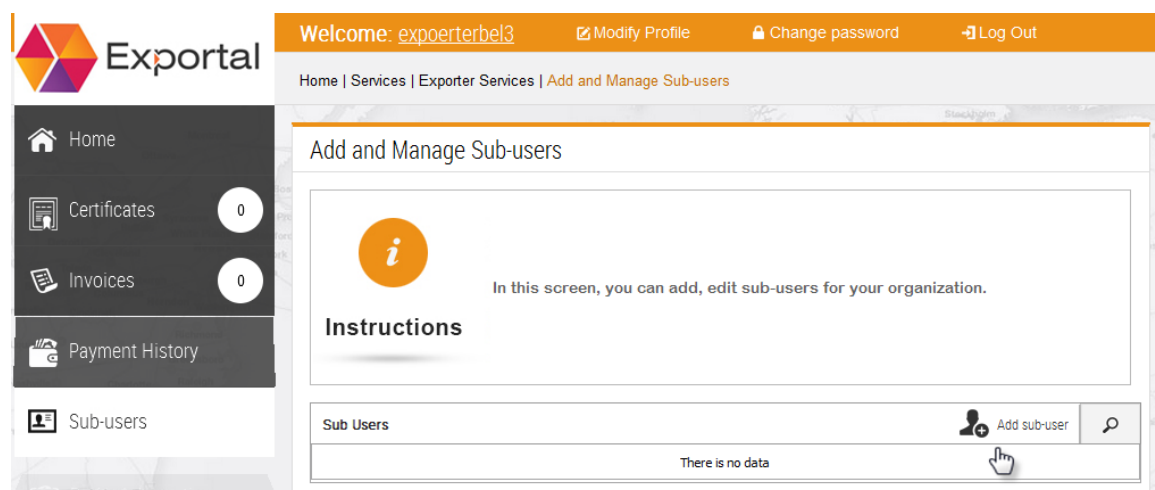
1. exporter user login
2. press link "edit my information"
3. exporter edit the desired fields
4. then press "save"
5. press "return" to go back previous page

Add sub-users accounts

Exporter has the ability to add accounts for sub-users

- 1-from sub-users page press "add sub-user"
- 2-the system displayed "register new sub-user"
- 3-exporter fills the data for new sub-user as below

Figure 11: Create Sub Users Account



After press "add sub-user" the system open the below page

Figure 12: Create Sub Users Account

Exportal

Welcome: [expoerterbel3](#) [Modify Profile](#) [Change password](#) [Log Out](#)

Home | Services | Exporter Services | **Add and Manage Sub-users**

Add and Manage Sub-users

Instructions

In this screen, you can add, edit sub-users for your organization.

Required Fields(*)

User Name* [Check Availability](#)
The user name that will be used to login to the portal

Password*

Re-enter Password*

Mobile Number*
Please choose country code Choose country code then enter number without code

Email Address*
Example: abc@xtz.com

[Save](#) [Cancel](#)

1-username

2-validate: when press system check for entered username is used before or available

3-password

4-show checkbox: when marked it shows the entered password

5-confirm password

6-mobile


7-E-mail

Search for sub-users accounts

Exporter has the ability to search for related sub-users added

Figure13: find Sub User Account



Add and Manage Sub-users



In this screen, you can add, edit sub-users for your organization.

Instructions

Sub Users

 Add sub-user 

User Name

Mobile Number

Example: 966500000000

Email Address

Example: abc@xtz.com

Search

Exporter search by enter the below fields:

1-name


2-mobile

3-Email

4-press "search" button









Figure 7: find Sub User Account

Add and Manage Sub-users



In this screen, you can add, edit sub-users for your organization.

Instructions

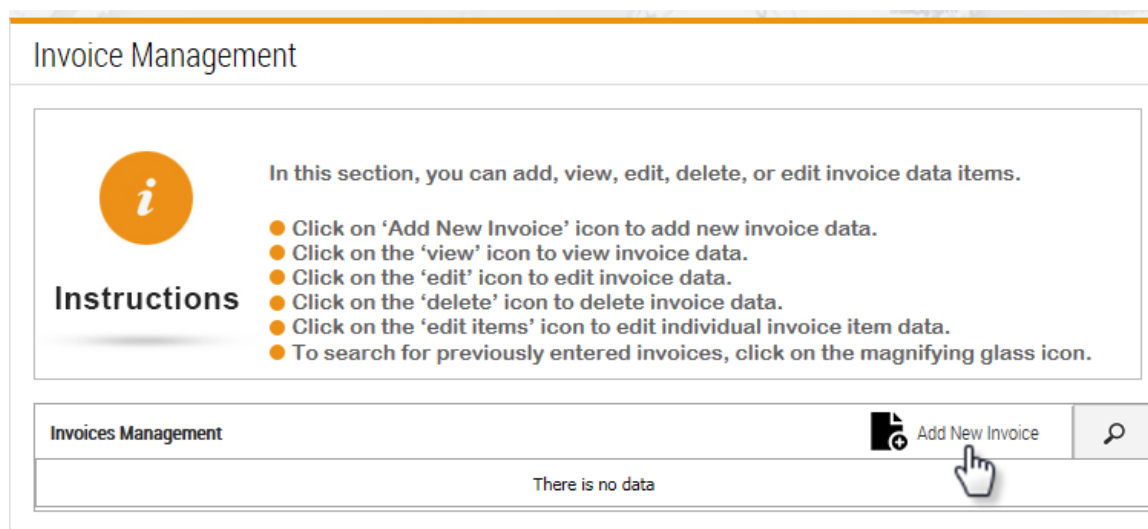
Sub Users				 Add sub-user 	
User Name	Email Address	Mobile Number	Status	Edit	Delete
exportersubstory	m@mm.zz	534534534534			
Exporter1Sub	eng_mhmd_me@yahoo.com	202121542121			

*exporter view sub-users and controls the below options

- username
- Email
- mobile
- status: activate/deactivate
- edit: when press system redirect to edit sub-user page
- delete: remove sub-user

Add new invoice

- from invoices page exporter press "add new invoice"



- system redirect to Add new invoice page

Exporter entered the below fields:

1-Invoice number

2-Invoice date

3-port type

4-Invoice type

5-currency

6-Invoice total amount

7-discount

- then press "Next"






1

2


3

Invoice InformationShipping InformationItem information

* Required Fields

Invoice Number*	<input type="text" value="100001"/>
Invoice Date*	<input type="text" value="01/06/2014"/>  <small>Example: dd/mm/yyyy</small>
Port Type*	<input type="text" value="Sea (Dry) Port"/> 
Invoice Type*	<input type="text" value="XFACTORY"/> 
Currency*	<input type="text" value="US DOLLAR"/> 
Invoice Total Amount*	<input type="text" value="1500"/>
Discount	<input type="text" value="5"/> %
Country	<input type="text" value="BELGIUM"/> 

The exporter country which entered at registering exporter, cannot be modified

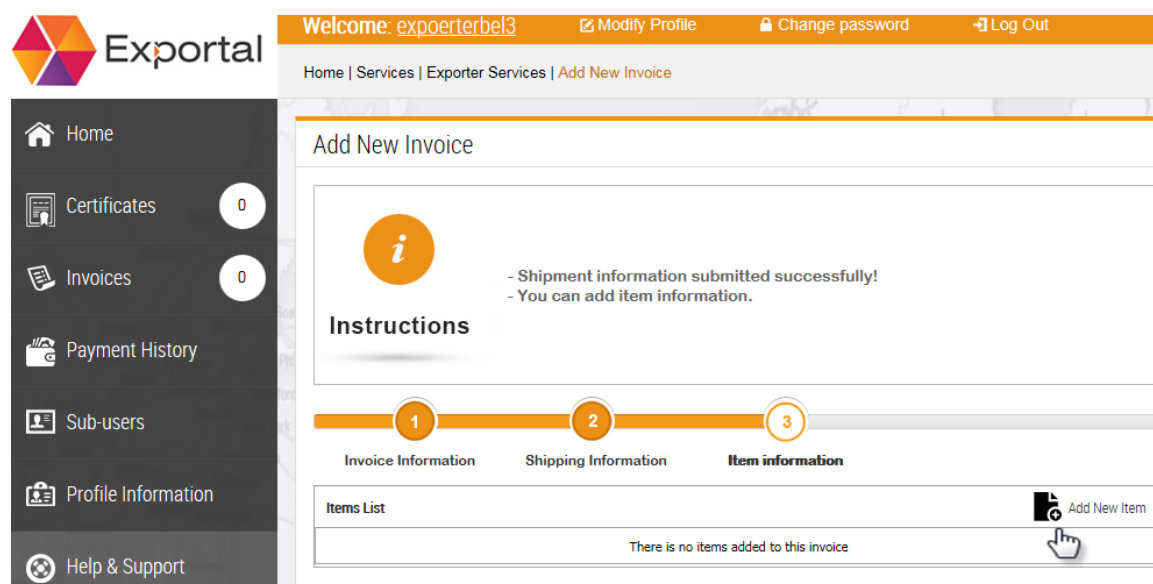
Next 

The system will redirect to next step "shipping information"

The screenshot shows the 'Exportal' web application interface. On the left is a dark sidebar with navigation links: Home, Certificates (0), Invoices (0), Payment History, Sub-users, Profile Information, Help & Support, and Log Out. Below the sidebar is a map of Florida with city labels. The top header bar is orange and contains the user welcome message 'Welcome: expoerterbel3', links for 'Modify Profile', 'Change password', and 'Log Out'. Below this is a breadcrumb trail: 'Home | Services | Exporter Services | Add New Invoice'. The main content area is titled 'Add New Invoice'. It features an 'Instructions' box with an information icon and a list of instructions: '- Invoice Information submitted successfully!', '- Please enter shipping information below.', '- Fields marked with (*) are mandatory.', '- Save the completed form by clicking "Save and Close"', and '- Go to Item Information form by clicking "Next"'. Below the instructions is a progress bar with three steps: 1 (Invoice Information), 2 (Shipping Information - currently active), and 3 (Item information). The 'Shipping Information' section contains the following fields: 'Shipping Currency' (dropdown menu showing 'US DOLLAR'), 'Shipping Rate*' (text input followed by a '%' symbol), 'Shipping Cost*' (text input), 'Shipping Discount' (text input), 'Insurance Currency*' (dropdown menu showing 'Select'), and 'Insurance Total Amount*' (text input). A small tooltip for the 'Shipping Rate' field reads 'Rate of shipping comparing to invoice value'. At the bottom of the form is a grey box with an information icon and text: 'Dear user, in this step you can do the following: Add items to invoice by clicking next, then the system will redirect to add items form. Save invoice, and in this case you can add items in other time. Return to previous form, by clicking "Previous". If you want to exit without saving, please click "Close" button'. At the very bottom are navigation buttons: 'Previous' (with a left arrow), 'Save and Close' (in a dark button), 'Close' (in a dark button), and 'Next' (with a right arrow).

- The fields entered will differ due to shipping type

- Exporter press "save & close" to view later and add items or press "next" to new item directly



Press "Add new item"

Exporter entered the fields then press "add item to invoice"

- Description
- Gross weight
- Unit net weight
- Quantity (number of units)
- Unit price
- Production date
- Country of origin (COO)
- Item price
- Expire date



Welcome: expoerterbel3

[Modify Profile](#)[Change password](#)[Log Out](#)[Home](#) | [Services](#) | [Exporter Services](#) | [Add New Invoice](#)[Home](#)[Certificates](#) 0[Invoices](#) 0[Payment History](#)[Sub-users](#)[Profile Information](#)[Help & Support](#)[Log Out](#)

Add New Invoice



Instructions

You can add item information below.

- Fields marked with (*) are mandatory.

- Add an item by clicking "Add Item to Invoice"

- After adding all required items, please click "Close" to go to the Invoice Management Screen

1

Invoice Information

2

Shipping Information

3

Item information

* Required Fields

Description*

Gross Weight*

Unit*

Net Weight*

Quantity(Number of units)*

Item Currency

Unit Price*

Production Date

Example: dd/mm/yyyy

(COO) Country of origin*

Number of Delivery units

Item Price*

Expire Date

Example: dd/mm/yyyy

Enter tariff item



- You can choose one of available options, choose "Enter Harmonized Tariff" if you know your Harmonized Tariff, or choose "Browse Harmonized Tariff" if you do not know your Harmonized Tariff *

☒ Enter Harmonized Tariff☐ Browse Harmonized Tariff☐ Search Harmonized Tariff

Customs Tariff



Check tariff item

Add item to invoice


Close

- Then exporter add Tariff as below

1-"enter harmonized tariff"


- Select radio button "enter harmonized tariff" then type customs tariff
- Press check tariff item
- Then press Add item to invoice

Enter tariff item

 - You can choose one of available options, choose "Enter Harmonized Tariff" if you know your Harmonized Tariff, or choose "Browse Harmonized Tariff" if you do not know your Harmonized Tariff *

☒ Enter Harmonized Tariff
☐ Browse Harmonized Tariff
☐ Search Harmonized Tariff

Customs Tariff


 Check tariff item

Add item to invoice
Close

2- Browse harmonized tariff

- When select "Browse harmonized tariff" the below selections appears
- Then press Add item to invoice

Enter tariff item

 - You can choose one of available options, choose "Enter Harmonized Tariff" if you know your Harmonized Tariff, or choose "Browse Harmonized Tariff" if you do not know your Harmonized Tariff *

☐ Enter Harmonized Tariff
☒ Browse Harmonized Tariff
☐ Search Harmonized Tariff

Select Section

Select

▼

Select Chapter

▼


Select Item

▼

3- Search harmonized tariff

- Select radio button "Search harmonized tariff"
- Select tariff number or tariff description
- Press search
- Then press Add item to invoice

Enter tariff item




- You can choose one of available options, choose "Enter Harmonized Tariff" if you know your Harmonized Tariff, or choose "Browse Harmonized Tariff" if you do not know your Harmonized Tariff *

☐ Enter Harmonized Tariff
 ☐ Browse Harmonized Tariff
 ☒ Search Harmonized Tariff

☒ Tariff Number
☐ Tariff Description

After Adding invoice successfully the system redirect to the below page



Exportal

[Home](#) | [Services](#) | [Exporter Services](#) | [Add New Invoice](#)

[Home](#) | [Certificates](#) | [Invoices](#) | [Payment History](#) | [Sub-users](#) | [Profile Information](#) | [Help & Support](#) | [Log Out](#)

Welcome: [expoerterbel3](#) [Modify Profile](#) [Change password](#) [Log Out](#)

Add New Invoice



- Shipment information submitted successfully!
- You can add item information.


Instructions

1

2


3

Invoice Information Shipping Information **Item information**



Item successfully added

Items List

 Add New Item


Customs Tariff	Description	Unit	Quantity (Number of units)	(COO) Country of origin	Gross Weight	Net Weight	Production Date	Number of Delivery units	Item Price
01019050	item1	GRAM	100	SAUDI ARABIA	1000	1000	15/5/2014	0	10000

Items Number 1 Rows Number Pages Number 1

Manage invoices

Exporter has the ability to search, edit, delete and edit invoice items already added on system


Invoice Management







Instructions

In this section, you can add, view, edit, delete, or edit invoice data items.


- Click on 'Add New Invoice' icon to add new invoice data.
- Click on the 'view' icon to view invoice data.
- Click on the 'edit' icon to edit invoice data.
- Click on the 'delete' icon to delete invoice data.
- Click on the 'edit items' icon to edit individual invoice item data.
- To search for previously entered invoices, click on the magnifying glass icon.


Invoices Management
Add New Invoice 

Invoice No	Invoice Date	Invoice Amount	Added By	Status	View	Edit	Delete
7007	01/05/2014 00:00:00	1000	exporterbel3				

Items Number 1
Rows Number
Pages Number 1

- 1- Exporter user press "Search " icon
- 2- User could search by below fields :
 - Invoice no.
 - From/to date
 - Status : Attached / unattached


Invoices Management
Add New Invoice 




Please, enter invoice to search

Invoice No

From Date







To Date



Status

☐ Attached
 ☒ Unattached

Invoice No	Invoice Date	Invoice Amount	Added By	Status	View	Edit	Delete
7007	01/05/2014 00:00:00	1000	exporterbel3				

Items Number 1
Rows Number
Pages Number 1


Add certificate

- Exporter opens manage certificate page then select new request or select added request doesn't completed
- Certificate which user could edit or delete- the status is (New or Rejected)
- Certificate which user can't edit or delete – the status is (Approved or Pending)

Add certificate to invoices

- Exporter user press “new certificate of origin”



Manage Certificates



Instructions

In this section, you may add, edit, or delete a certificate of origin data.

- Click on 'New certificate of origin' icon if you have recently added invoice data
- Click on the edit icon to edit C/O data
- Click on the delete icon to delete C/O data
- Click on 'Generate' to generate C/O

Certificate	 New certificate of origin	
No Data		


- Exporter select “Port type” as below

1

2

3


Select invoices
Add Shipment Info
Send C/O data to Saudi Custom




- Please select port type to view available invoices.
- You can search for invoices by clicking on the magnifying glass icon.
- When you find the invoice you want to add to the certificate of origin, click “select”
- You can select multiple invoices.
- After you have selected the invoice(s), click “Next”.

Port Type *

Sea (Dry) Port
Sea (Dry) Port
overland port
Air (Post) Port



Select	Added By	Invoice Amount	Invoice Date	Invoice Serial
<u>Select</u>	exporterbel3	1000	1/5/2014	7007

Next 

- Exporter selects desired invoices to add to certificate then press “Next”



- Please select port type to view available invoices.
- You can search for invoices by clicking on the magnifying glass icon.
- When you find the invoice you want to add to the certificate of origin, click “select”
- You can select multiple invoices.
- After you have selected the invoice(s), click “Next”.

Port Type *

Sea (Dry) Port

Available Invoices						
Select	Added By	Invoice Amount	Invoice Date	Invoice Serial		
Select	exporterbel3	1000	1/5/2014	7007		



Next



Shipping information

Exporter entered the below fields:

- Requested arrival date
- Port name
- Mode of transport
- Then search for importer (with name – mobile ...) then press select
- Press “Save and next”

1
2
3

Select invoices
Add Shipment Info
Send C/O data to Saudi Custom

Requested Arrival Date

Example: dd/mm/yyyy

Port Name

Mode of transport

Example Car, Ship, ...etc.

Importer Title

Arabic Importer Name	English Importer Name	Importer CR Number	Activity	MobileNumber	Choose
----------------------	-----------------------	--------------------	----------	--------------	--------

Send C\O data to Saudi custom

- 1- Exporter press “Pay online” : the system redirect to payment page
- 2- Press “save and close” for paying later
- 3- Press “return” to go back to previous page

Home

Certificates 0

Invoices 1

Payment History

Sub-users

Profile Information

Help & Support

Log Out

Welcome: [expoerterbel3](#)

 Modify Profile
 Change password
 Log Out

Home | Services | Exporter Services | [Manage Certificates](#)

Manage Certificates

Certificate information saved successfully.

Instructions

In this section, you may add, edit, or delete a certificate of origin data.

- Click on 'New certificate of origin' icon if you have recently added invoice data
- Click on the edit icon to edit C/O data
- Click on the delete icon to delete C/O data
- Click on 'Generate' to generate C/O

1
2
3

Select invoices
Add Shipment Info
Send C/O data to Saudi Custom

Dear Exporter,
 You are about to pass-through certificate of origin data for the following invoice / invoices:
Invoice Number:25058
 The fee for passing-through data is: **(10.5) Ten and half Dollars**
 Click on “Pay Online” to go to the payment gateway, or “Save and Close” to process the payment later.
 Please ensure that invoice and certificate of origin data are accurate. Exportal does not guarantee the approval of the data from your chamber of commerce.



Pay Online

Save and Close


Previous


New certificate or not yet complete


- Exporter user opens search page and select “status” then press “search”

Certificate  New certificate of origin 

Certificate ID

Certificate Date From 

Certificate Date To 

Status New 


Port Name

Search

Exporter takes the below actions:

- Press “generate” and complete the remained steps
- Press “edit” : to edit certificate data
- Press “delete” to remove certificate if not generated yet





Manage Certificates





Instructions

In this section, you may add, edit, or delete a certificate of origin data.

- Click on ‘New certificate of origin’ icon if you have recently added invoice data
- Click on the edit icon to edit C/O data
- Click on the delete icon to delete C/O data
- Click on ‘Generate’ to generate C/O

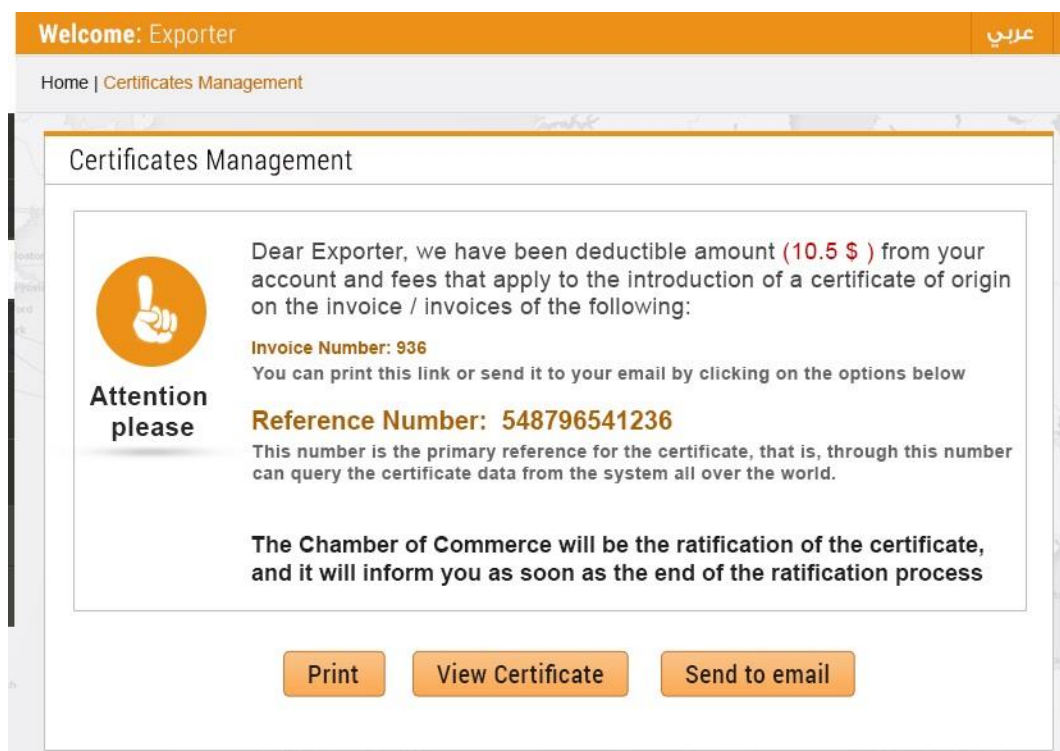
Certificate  New certificate of origin 						
Certificate Id	Port Name	Certificate of Origin Date	Status	PDF File	Send CO Data	Edit
24503	Rabigh Port		New		Generate	

Items Number 1 Rows Number 10  Pages Number 1 

Payment completed

Exporter view invoice and certificate

- 1- this page appears after payment is completed
- 2- exporter wait chamber user to approve the certificate then sending email to exporter
- 3- the system transfer request status from “new” to “waiting approval”



From previous screen exporter could do the below actions:

- 1- Print
- 2- View certificate
- 3- Send to email