

## MODULE (B)

# Establishment Management

### Overview

Establishment management module allows all Feed Establishments to be legally registered in SFDA. The registration is an important process that should be taken periodically for any Feed Establishment in the Kingdom of Saudi Arabia. The process is considered as an official recognition of the establishment eligibility to exercise its works.

Through this module the user could benefit from the main establishment registration process. The user can start registering an establishment by filling the specified registration form and submitting it. Once the establishment registration request was submitted, it could be followed up by the responsible employee of SFDA who will take care of processing it as either an approved or rejected one. In case of registration request approval, the establishment will be allowed to register its products. Products registration process will be discussed in details in module (C) of this manual.

Any completed registration would be considered as a legal registration for a limited period of time. Once the registration process has been expired, then it should be renewed using the renewal service which is available in this module. In addition to that, the system has an update service which would allow the registered establishment to update its registration information at any time. Last but not least, each establishment could follow up its registration requests using a specific search page in the module that was mainly designed for this purpose.

In this part of the user manual we will take care of discussing the details of these services along the specified pages for them. The main registration, update, renewal and follow up services will be explained in details in the sections below.

### Register Establishment

Establishment Registration service is one of the most important provided services in Feed System. It can be accessed via its specified link on the Home Page of the system as shown in figure 7 below. The service includes six steps which require from the user to pass by all of them and fill their data before reaching the point of sending the request. The service is designed in a specific manner that would give the user a comfortable usage of its six steps in order to encourage the user to apply for the service at any required time. Using the service wizard the user can move between its steps and make the necessary adjustments to their data. Furthermore; the user can also save the entered information at any step and complete the registration process later. In cases of beginning the registering process and not completing it

fully, the system will allow the user to review what has been previously entered before the resuming the data entry process later on.

In this section of the user guidance we will explain the registration six steps along with its pages as described later.



**Figure 1** : Home Page with New Registration link

### Step 1: Establishment Information

The first step of registering the establishment requires from the user to insert full profile information about the registered establishment. The contents of the establishment profile are initially entered during the account creation, however; in this step the user should provide more detailed information.

This step contains two sections: Request Information and Establishment Information. The Request Information section contains non-editable information about the created registration request. This section would appear as an empty one until the user inserts the first step of the request. At that time this section will be filled with some auto generated information about the submitted request. This would include: The starting date of creating the request, the request status (i.e. not submitted, submitted, approved, or return for update), the initiator of submitting the request (i.e. the logged in member who is trying to create the request) and a generated

reference number for the request (this would be used to follow up the registration request). This section is illustrated in the red rectangle 1 in figure 8 below.

The second section of the page is the Establishment Information section; which can be noticed in the red rectangles 2 and 3 in the figures 8 and 9 below. The user has to insert some required data in the Establishment Profile and Establishment Address groups. This can be accomplished as in the following points:

### ***1) Establishment Profile***

As the red rectangle 2 in figure 8 below demonstrates, the user will find in this group that some information is displayed as they were already inserted in the account creation process. This would include: Establishment Name in Arabic, Establishment Name in English and Trade Registration Number.

The user has to insert some additional details, such as:

- A) Trade Registration Date: the date of registering the establishment in the Trade Registration Department.
- B) Establishing Date: the starting date of establishing the establishment works.
- C) Establishment Function(s): the functional domains of the establishment works.
- D) Capital Investment: the initial capital of issuing the establishment.

All of the additional information is required except the capital investment. In case the user forgets to insert anything, an appropriate message will be displayed to notify him about that.

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Step 1 Establishment Information | Step 2 Authorized People | Step 3 Business Activities Form | Step 4 Related Entities | Step 5 Supporting Documents | Step 6 Ratification

**Request Information**

Submission Date:

Reference Number:

Assigned to Role:

Status:

Request Initiator:

**Establishment Information**

**Establishment Profile**

Establishment Name (Arabic) \*:

Establishment Name (English) \*:

Trade Registration Number \*:

Trade Registration Date \*:

Establishing Date \*:

Capital Investment (Optional):

Establishment Functions: \*

- import Raw Feedstuffs
- import Complementary Feed

Establishment Address:

**Figure 2** : The first step of Register Establishment Wizard

## ***II) Establishment Address***

As the red rectangle 3 in figure 9 below demonstrates, the user has to insert some detailed information about the establishment address, such as:

- A) Country: The user has to select the establishment country among the available list of countries.

- B) City: The user has to select the establishment city. The value of the cities will be filtered based on the user selection of the establishment country.
- C) Area: The user has to insert a brief description of the establishment corresponding area.
- D) Street Name and Number: The user has to specify the street name and number if exist.
- E) Building Number: The user has to specify the establishment building number.
- F) Apartment Number: If the establishment building has an apartment number, then this number should be specified.
- G) Wasel: The user has to specify the Wasel information
- H) Zip Code: The user has to specify the Zip Code of the establishment.
- I) P.O.Box: The user has to specify the P.O.Box of the establishment.
- J) Telephone1: The user has to specify the establishment main telephone number along with its extension if exists.
- K) Telephone2: In case the establishment has an additional telephone line, then the user could insert it along with its extension if exists.
- L) Fax1: The user has to specify the establishment main fax number along with its extension if exists.
- M) Fax2: In case the establishment has an additional fax line, then the user could insert it along with its extension if exists.
- N) Email: The user has to specify the main email of the establishment.
- O) Website: If the establishment has a specific website, the user could insert it also.
- P) GPS (X, Y, Z): The user could specify the detailed GPS information if exist.

In case the user forgets to insert any of these required address information, an appropriate message will be displayed to notify him about that.

Once the user has filled all of the establishment profile and address information, he can save the inserted information using the “Save” button which is illustrated in the red rectangle 4 in the figure 9 below. As the user has saved the inserted data, he can go to the next step. In case the user logged out from the system, then his inserted information will be kept to be used once he returned back to the registration wizard again.

The final thing which we need to give the user attention about is that the “Next” button which is illustrated in the red rectangle 5 in the figure 9 below would also save the user information. Thus, If the user moved directly to the next step without selecting the “Save” button, then his information would be saved also.

**Establishment Address**

Country \*  
Saudi Arabia

City \*

Area (Optional)

Street Name \*

Street Number (Optional)

Building Number (Optional)

Apartment Number (Optional)

Wasel \*

Zip Code \*

P.O.Box \*

Telephone 1 \*

Telephone 2 (Optional)

Fax 1 \*

Fax 2 (Optional)

Email \*

Website (Optional)

GPS - X Coordinate (Optional)

GPS - Y Coordinate (Optional)

GPS - Z Coordinate (Optional)

Save

Next

**Figure 3 : The first step of Register Establishment Wizard**

## Step 2: Authorized People

Once the user inserts the establishment information in the first step, he will be directed through the registration wizard to the second step which is concerned of inserting the related information of the establishment authorized people. During the account creation process, the user was asked to insert the related information of one authorized person in order to be used for contact purpose. This step will allow the user to insert the related information of other employees in the establishment for the same purpose. The step will display initially the inserted information of the authorized person that was inserted in the account creation process.

The page would allow the user to insert new authorized person as illustrated in figure 10 below

Step 1 Establishment Information    **Step 2 Authorized People**    Step 3 Business Activities Form    Step 4 Related Entities    Step 5 Supporting Documents    Step 6 Ratification

**Request Information**

Submission Date: 05/11/1432      Status:

Reference Number: E-1-N-031011-1      Request Initiator: Ahmad Ali Hatem

Assigned to Role:

---

**Authorized People**

Person Arabic First Name \*

Person Arabic Middle Name \*

Person Arabic Last Name \*

Person English First Name \*

Person English Middle Name \*

Person English Last Name \*

Position \*  
   
 Other Position

Mobile \*

Email \*

Telephone \*

Fax \*

Identity Document

Authorization Letter

First Name	Email	Mobile	
Ahmad Ali Hatem	ahmadh@sssprocess.com	079884848	<input type="button" value="edit"/>

**Figure 4 :** The second step of Register Establishment Wizard

The page contains two main parts as shown in the red rectangles 1 and 4 in figure 10 above; the first part represents the main components of the authorized person information and the second one represents a grid of the inserted authorized people.

In case the user has to define a new authorized person, then he should insert the following information:

- 1) Person Name in Arabic: the user should insert the employee three syllables name in Arabic.
- 2) Person Name in English: the user should insert the employee three syllables name in English.
- 3) position: the authorized person role (position) should be specified by selecting it from the available list of roles.
- 4) Mobile: the user should insert the authorized person mobile number.
- 5) Email: the user should insert the authorized person email.
- 6) Telephone: the user should insert the authorized person telephone number.
- 7) Fax: the user should insert the authorized person fax number.
- 8) Identity document
- 9) Authorization Letter: the user can upload a copy of the establishment authorization letter.

Regarding to the uploaded files, their format should be non-editable ones (i.e. either images or PDF files).

The identity document and the Authorization Letter are not required for inserting a new person, however; if they were exist then it is preferable to be uploaded. The other pieces of information are required, if the user forgets to insert any of them, an appropriate message will be displayed to notify him about that.

Once the user finishes the information filling process, he should press the Add button that is encircled in the red rectangle 2 in figure 10. The new inserted authorized person will be displayed in the authorized people grid that is encircled in the red rectangle 4 in the same figure. The user could insert as many authorized person as he wish using this step.

In case the user wants to save the inserted information in this step, then he could use the "Save" button. The user could navigate to the next third step using the "Next" button or return back to the first step using the "Previous" button. All of these buttons are encircled in the red rectangle 5 in figure 10 above.

The last thing which we need to mention regarding to the addition mode of this step is that the user will notice a disabled button "Save" encircled in the red rectangle 3 in figure 10. This button will be enabled only in update mode which we will discuss in the following section.

In case the user wants to update the inserted information of a specific inserted authorized person, then the user should:

- 1) Press on the update button of that person record in the grid
- 2) Update the authorized person information that will be displayed in their controls.
- 3) Viewing the uploaded identity document and Authorization Letter documents by pressing on their displayed links
- 4) Updating the uploaded documents as needed by pressing on the pen icons



- 5) Pressing on the “Save” button. This would save the made updates on the selected authorized person information.

Once the user makes the intended updates, the updated record will be displayed in the authorized people grid. Once the updates were saved, the “Add” button will be enabled again and the “Save” button will be disabled.

### **Step 3: Business Activities**

The third step of the registration wizard requires from the user to specify the main business activities of the registered establishments. This can be done as in the following:

- 1) The user has to navigate the available list of business activities which are shown in the red rectangle 1 of figure 11 below.
- 2) The user has to use the selection keys which are encircled in the red rectangle 3 of figure 11 below to move the intended items from the red rectangle 1 to the red rectangle 2. These buttons allow the user to select all of the business activities items, select a specific business activity item, return the selected business activity item from rectangle 2 to rectangle 1 or return all of the selected business activities back to the red rectangle 1.

The selection process of the establishment business activities is a mandatory step. The user has to specify at least one business activity of the registered establishment before moving on to the next registration steps. Once the user specifies the intended business activities of the establishment, he can save the insertion or shift to the next step.

Step 1 Establishment Information   Step 2 Authorized People   **Step 3 Business Activities Form**   Step 4 Related Entities   Step 5 Supporting Documents   Step 6 Ratification

**Request Information**

Submission Date: 05/11/1432   Status: Not Submitted

Reference Number: E-1-N-031011-1   Request Initiator: Ahmad Ali Hatem

Assigned to Role: [Empty]

**Activities Form**

- Feed manufacturing
- Non-medicated Feed additive manufacturing
- Packaging & labeling
- Mineral and salt block manufacturing
- Feed Importation
- Feed additive Importation**
- Mineral and salt block Importation
- Milk replacer Importation
- Feed Exportation

Back Save   Next

**Figure 11:** The third step of Register Establishment Wizard

#### Step 4: Related Entities

The fourth step of the registration wizard is an optional step. It demands from the user to insert the related information of any related business entities to the registered establishment. This would include any other factories or business agencies. The user can insert full detailed information of these entities and view the inserted information in the specified grid as shown in the red rectangle 1 of figure 12 below. If the user wants to insert a new related entity then this can be accomplished using the “Add Related Entity” button that is shown in the red rectangle 2.

**Figure 12** : The fourth step of Register Establishment Wizard

In order to add a new related entity, then the user has to do the following:

- 1) The user should press “Add Related Entity” button which is shown in figure 12 above in the red rectangle 2.
- 2) A popup window will appear for the user to display the wizard of adding new Related Entity. The wizard contains two main steps; “Related Entity Information” step
- 3) The user has to insert the related entity information in the first step. The insertion could be summarized as in the following:
  - a) The user should insert some required fields in the first group of this step. This information represents the ‘Business Entity Profile’ information. This include:
    - Business Entity Name in Arabic and English.
    - Business Entity Type (i.e. factory or agency).
    - Trade Registration Number.
    - Trade Registration Date.
  - b) The user should insert some detailed information about the business entity address. This would include the following:

- Country: The user has to select the entity country among the available list of countries.
  - City: The user has to select the entity city. The value of the cities will be filtered based on the user selection of the establishment country.
  - Area: The user has to insert a brief description of the business entity corresponding area.
  - Street Name and Number: The user has to specify the street name and number if exist.
  - Building Number: The user has to specify the entity building number.
  - Apartment Number: If the entity building has an apartment number, then this number should be specified.
  - Wasel: The user has to specify the Wasel information
  - Zip Code: The user has to specify the Zip Code of the establishment.
  - P.O.Box: The user has to specify the P.O.Box of the establishment.
  - Telephone1: The user has to specify the business entity main telephone number along with its extension if exists.
  - Telephone2: In case the entity has an additional telephone line, then the user could insert it along with its extension if exists.
  - Fax1: The user has to specify the entity main fax number along with its extension if exists.
  - Fax2: In case the entity has an additional fax line, then the user could insert it along with its extension if exists.
  - Email: The user has to specify the main email of the business entity.
  - Website: If the entity has a specific website, the user could insert it also.
  - GPS (X, Y, Z): The user could specify the detailed GPS information if exist.
- c) Once the user inserts all of the required information of the business entity profile and address, he can navigate to the next step of the wizard using the “Next” button which is encircled in the red rectangle (c) in figure 14 below.
- d) In case the user want to close the wizard and end up the addition process, he can use the “Close” button which is encircled in the red rectangle (d) in figure 14 below.
- 4) Once the user finishes the first step, he can navigate to the next step of the wizard which is specified for identifying the authorized persons of the business entity. The insertion process of the authorized person resembles completely in its behavior the second step of the establishment registration wizard.

Once the user inserts the business entity profile and authorized persons, the inserted entity will be viewed in the specified grid of the related entities that we have discussed before.

Add Business Related Entity
✕

## Step 1

Related Entity Information

## Step 2

Authorized People

### Business Entity Profile

Business Entity Name (Arabic) *	Trade Registration Number *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Business Entity Name (English) *	Trade Registration Date *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Business Entity Type *	
<input style="width: 95%;" type="text" value="select"/>	

### Business Entity Address

Country *	Telephone 1 *
<input style="width: 95%;" type="text" value="Saudi Arabia"/>	<input style="width: 95%;" type="text"/> / <input style="width: 20%;" type="text"/>
City *	Telephone 2 (Optional)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> / <input style="width: 20%;" type="text"/>
Area *	Fax 1 *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> / <input style="width: 20%;" type="text"/>
Community (Optional)	Fax 2 (Optional)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> / <input style="width: 20%;" type="text"/>
Street Name *	Email *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Street Number (Optional)	Website (Optional)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Building Number *	GPS - X Coordinate (Optional)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Apartment Number (Optional)	GPS - Y Coordinate (Optional)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Wasel *	GPS - Z Coordinate (Optional)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Zip Code *	
<input style="width: 95%;" type="text"/>	
P.O.Box *	
<input style="width: 95%;" type="text"/>	

Close
Next

**Figure 13:** The first step of adding Establishment Related Entity

**Add Business Related Entity**

**Step 1**      **Step 2**  
 Related Entity Information      Authorized People

**Authorized People**

Person Arabic First Name \*

Person Arabic Middle Name \*

Person Arabic Last Name \*

Person English First Name \*

Person English Middle Name \*

Person English Last Name \*

Role \*

Mobile \*

Email \*

Telephone \*

Fax \*

Trade Registration Document

Authorization Letter

**Figure 14 :** The second step of adding Establishment Related Entity

### Step 5: Supporting Documents

The fifth step of the registration wizard requires uploading two supporting documents for the registered establishment. These documents are: Copy of Trade Registration Certificate and Copy of Authorization Letter. The user has to:

- 1) Browse the physical location of these documents on the personal computer.
- 2) Upload the documents using the upload button beside the browse button
- 3) The user can insert some comments also beside each uploaded document.

The last point which we need to give the user attention to regarding the uploading process is the format of the uploaded files; it should be non-editable ones (i.e. either Images or PDF files).

Once the user press on the next button, this information will be saved and the wizard will move towards the last step; step 6.

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**Request Information**

Submission Date: 05/11/1432  
Reference Number: E-1-N-031011-1  
Assigned to Role:   
Status: Not Submitted  
Request Initiator: Ahmad Ali Hatem

**Supporting Documents**

Photo Copy of Trade Registration Document \*  
    
Comment:

Copy of Authorization Letter \*  
    
Comment:

Quality Certificate \*  
    
Comment:

**Figure 15 :** The fifth step of Register Establishment Wizard

## Step 6: Ratification

The sixth and final step of the registration service steps requires from the user to affirm the truth of the entered information, pledge its availability at the intended time and verify that by clicking on the specified option for that which is bounded by the red rectangle 2 in figure 16 below. The next required action from the user to be taken is to click the “Submit” button in order to send the registration request to the responsible employee for processing it. Once the user click on the submit button, a confirmation message will be displayed to inform the user of sending the request for processing in addition to displaying an auto generated reference number which is needed for the cases of following up the registration request.

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**Request Information**

Submission Date: 17/05/1432 | Status: Not Submitted  
Reference Number: E-1-N-210411-1 | Request Initiator: Ahmad Ai Hatem  
Assigned to Role:

**Ratification**

أنا الموقع أدناه، أقرّ بأن المعلومات الواردة في النموذج والوثائق المرفقة صحيحة هذا وأؤكد بأن المعلومات المشار إليها في ملف طلبي هي معلومات متاحة للتحقق

I, the undersigned do hereby confirm that all the information in this form and all accompanying documentation is correct. I further confirm that the information referred to in my application file is available for verification.

I Agree

Back Save Submit

Home | About the System | Contact Us | FAQ | © 2010 , All rights reserved, Saudi Food and Drug Authority

Figure 16 : The sixth step of Register Establishment Wizard



## Update Establishment Registration

The same procedure which we have discussed in the above section for registering an establishment can be followed to make any intended updates on the information of the approved registration request. The update service can be accessed using the link (Update Establishment) which exists in the system Home Page as we can notice that in figure 18 below. Once the user has pressed that link, the same establishment wizard will be displayed along with the information that has been inserted at the time of registering the establishment. The user will have an ability to update any portion of this information at any time.

The update process requires having the registration request to be already approved. In case the user tries to make an update where there are no previous registrations or if there is any registration request but not approved, then the system will display an appropriate message to tell the user that the service could not be started because there are no available registered establishments to be updated.



Figure 17 : Home Page with Update Service link

## **Renew Establishment Registration**

By the end of the establishment registration validity period or even a month before the expiration date, the renewal process becomes a necessity on the user to be taken as quickly as possible. Establishment Registration Renewal page follow the same procedures described previously in the registration and update services. The service could be accessed using the service link (Renewal) that is located on the system Home Page as shown in Figure 19 below. Once the user clicks on this link, similar registration steps of the establishment registration service will be displayed alongside the latest entered information in the registration service.

This page will give the user the ability to update any part of the registration information before sending the renewal request. Once the end user review the information, make the desired editing on, and send the request to the responsible employee who will follow-up the requests to decide whether to approve or reject it, the user will receive an appropriate email to know whether his request was approved or rejected. In case or approving the renewal request, the registration period will be renewed for another new period.

The user must take into account the fact that this process of renewal can be accessed and utilized only if there is pre-registration request that was approved and its validity was about to expire or already expired so it should be renewed. Thus, if the user tries to make the process of renewal without having precedent applications that has expired registration period, the system will display an appropriate message for the user to inform him that this service is not available due to the reasons mentioned.



Figure 18 : Home Page with Renew Service link

## Follow up Establishment Registration

Follow up Establishment Registration Requests service could be accessed via its specified link in the Home Page as can be noticed in figure 20 below.



**Figure 19** : Home Page with Follow up Registration Requests link

This form would allow the user to navigate out the establishment registration requests regardless its status. This would allow the user to view the created/submitted registration requests and review the entered information in.

The page would allow its users to perform a specific type of search on the created/submitted requests. The search process could be conducted based on four main parts of request information as specified in figure 21 below, these controls are: Request Reference Number, request status, product type and the request reference date . The page is designed to perform the search based on inserting any of these fields combination. Its results grid would allow the user to view the retrieved match requests and viewing the request completely by clicking on the underlined request reference number.


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### Follow up Products Request

Request Reference Number

Request Status

Product Type

Request Reference Data

From  

To  

Request Reference Number	Submitted Date	Request Status
No records to display.		






 Page size: 
0 items in 1 pages

**Figure 20:** Search Establishment Registration Requests Page

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