

Product Management

Overview

Product management module allows all Feed Establishments that were already registered using establishment registration service to register their products as well in SFDA. The registration is an important process that should be taken periodically for any Feed Product in the Kingdom of Saudi Arabia. The process is considered as an official recognition of the product validity for consumption and usage.

Through this module the user could benefit from the main product registration process. The user can start registering the product by filling the specified registration form and submitting it. Once the product 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 rejecting the product registration request because of its need for update, the establishment who registered the product should make the desired updates in order to get their products registered correctly and legally.

Any completed registration would be considered as a legal registration for a limited period of time. Once the product registration process has been expired, then it should be renewed using the renewal service which is available in this module. Moreover, the establishment could follow up the registration requests for its products 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, renewal and follow up services will be explained in details in the sections below.

Product Registration

Product Registration service is a significant provided service in Feed System. It can be accessed via its specified link on the Home Page of the system as shown in figure 22 below. The service requires from the user filling four different groups of information before submitting the registration request.

In this section of the user guidance we will explain the registration groups along with its pages in the following paragraphs.



Figure 21 : Feed Subsystem Home Page with Register Product link

Product Registration process requires from the user inserting some detailed information about the registered product. This information is divided into four main categories that exist mainly in the online registration request which we will discuss in this section. The user has to specify initially the product type by selecting that among the available product categories, and based on the product group he should insert the product details.

I) Product Information

The first group of the product registration process concerned with inserting some detailed information about the registered product. These group fields will change based on the selected product group. The figures 23-28 illustrate the different selected product groups:

- *Feed Stuff Product Group*

If the user selects “Feed stuff” product Group as shown in the red rectangle 1 in figure 23 below, then the user should insert the following information:

- Feed group

- Feed subgroup
- Feed by product
- Arabic Name
- English Name
- Country of origin
- Factory
- Description of feed stuff
- Processing method

The screenshot shows the 'Animal Feed National Registry' website. At the top, there is a navigation bar with the logo of the Kingdom of Saudi Arabia and Saudi Food & Drug Authority, and the text 'Animal Feed National Registry'. A user is logged in as 'Bashar'. Below the navigation bar is a 'Home' button. The main content area is titled 'Feed Registration Information' and contains three radio buttons: 'Feed Stuff' (selected), 'Compound Feed', and 'Non Medicated Feed Additives'. Below this is a 'Product Information' section with a minus sign icon. It contains several fields: 'Feed Group *' (dropdown), 'Country Of Origin *' (dropdown with 'Saudi Arabia' selected), 'Feed Subgroup *' (dropdown), 'Factory (optional)' (dropdown), 'Feed By product' (dropdown), 'Description Of Feed Stuff *' (text area), 'Arabic Name *' (text input), 'English Name *' (text input), and 'Processing Method *' (text area). Below the 'Product Information' section are three expandable sections: 'Specification', 'Supporting Documents', and 'Ratification', each with a plus sign icon. At the bottom left of the form is a 'Submit' button.

Figure 22 : The first group of Product Registration form (Feed stuff)

- ***Compound Feed Product Group***

If the user selects “Compound Feed” product Group as in figure 24 below, then the user should insert the following information:

- Product Name in Arabic and English
- Product Country of Origin

- factory
- The Factory name for the foreign product or the Agency name of the local product as shown in the red rectangle 6.
- A brief description of the compound feed
- Processing method
- Feed from

Feed Registration Information

Feed Stuff
 Compound Feed
 Non Medicated Feed Additives

Product Information -

Arabic Name *

English Name *

Country Of Origin *

Saudi Arabia

Factory (Optional)

Select

Description and Composition Compound Feed

Processing Method

Feed Form

Select

Other (Specify)

Specification +

Supporting Documents +

Ratification +

Submit

Figure 23 : The first group of Product Registration form (Complementary Feed Product)
 - ***Non medicated feed additives***

If the user selects “Non medicated feed additives ” product Group as shown in figure 25 below, then the user should insert the following information:

- Product Name in Arabic and English as shown in the red rectangles 2 and 3 respectively.
- Product Country of Origin as shown in the red rectangle 4.
- Product Location (i.e. a local or foreign one) as shown in the red rectangle 5.
- The Factory name for the foreign product or the Agency name of the local product as shown in the red rectangle 6.
- A brief description of the manufacturer /compound feed as shown in the red rectangle 7.
- A brief description of the processing method as shown in the red rectangle 8.

- The nature of the feed by selecting it from the available list or inserting it explicitly if it does not exist in the list by selecting the option “Others” as shown in the red rectangle 9.

Feed Registration Information

Feed Stuff
 Compound Feed
 Non Medicated Feed Additives

Product Information -

Feed Additives Category	International Code *
Feed Additives sub Category	Factory (Optional)
Feed Additives third category	Concentration
Arabic Name *	method Of use
English Name *	Aim of use
Scientific Name *	
Country Of Origin *	

Saudi Arabia +

Specification +

Supporting Documents +

Ratification +

Submit

Figure 24 : The first group of Product Registration form (Compound Feed Product)
 - ***Non Medical Feed Additives Product Group***

If the user selects “Non Medical Feed Additives” product Group as shown in the red rectangle 1 in figure 26 below, then the user should insert the following information:

- Feed Additives category
- Feed Additives sub category
- Feed Additives third category
- Arabic name
- English name
- Scientific name
- Country of origin
- International code
- Factory
- Concentration
- Method of use
- Aim of use

II) Feed Specification

The second group of the product registration process concerned with inserting some detailed specifications of the registered Feed product. This would require from the user to select among 11 different groups of specifications.

Feed Registration Information

Feed Stuff Compound Feed Non Medicated Feed Additives

Product Information +

Specification -

- Cattle
- Sheep
- Goats
- Camels
- Others
- Poultry
- Fish
- Rabbits
- Equines
- Pet birds
- Pet animals

Precaution (Optional)

Withdrawal Period (Optional)

Storage Conditions *

Supporting Documents +

Ratification +

Submit

Figure 25 : The second group of Product Registration form

III) Supporting Documents

The third group of the product registration process concerned with uploading ninth required supporting documents for the registered product. These documents are: Health Certificate, certificate of analysis, certificate of origin, GMO Feed Certificate, Test Methods, Photo Copy of Product Label ,free sale certificate and technical file . 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).

Feed Registration Information

Feed Stuff
 Compound Feed
 Non Medicated Feed Additives

Product Information +

Specification +

Supporting Documents -

<p>Health Certificate * <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/></p> <p>Certificate of Analysis * <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/></p> <p>Certificate Of Origin * <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/></p> <p>GMO Feed Certificate * <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/></p> <p>Test Methods * <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/></p> <p>Photo Copy of Product Label * <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/></p> <p>Free Sale Certificate * <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/></p> <p>Scientific File * <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/></p> <p>Technical File * <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/></p>	<p>Comment <input type="text"/></p> <p>Comment <input type="text"/></p> <p>Comment <input type="text"/></p> <p>Comment <input type="text"/></p> <p>Comment <input type="text"/></p> <p>Comment <input type="text"/></p> <p>Comment <input type="text"/></p> <p>Comment <input type="text"/></p>
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Ratification +

Figure 26 : The third group of Product Registration form

IV) Ratification

The final group of the registration service 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. 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 product registration request.

Feed Registration Information

Feed Stuff Compound Feed Non Medicated Feed Additives

Product Information +

Specification +

Supporting Documents +

Ratification -

Ratification

أقر أنا الموقع أدناه بأن المعلومات والوثائق المقدمة صحيحة ، وأن أتحمّل كامل المسؤولية النظامية إذا حصل خطأ أو تعديل لتلك المعلومات والوثائق المقدمة.

I Hereby Certify that Submitted information and documents are correct and accurate, and I will take full responsibility for any forgery or incorrect information Submitted.

I Agree

Submit

Figure 27 : The fourth group of Product Registration for

Product Renewal

By the end of the product 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. Product Registration Renewal page follow the same procedures described previously in the product registration service. The service could be accessed using the service link (Product Renewal) that is located on the system Home Page as shown in Figure 32 below. Once the user clicks on this link, similar registration groups of the product 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 of approving the renewal request, the registration period of the product 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 of a product 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.

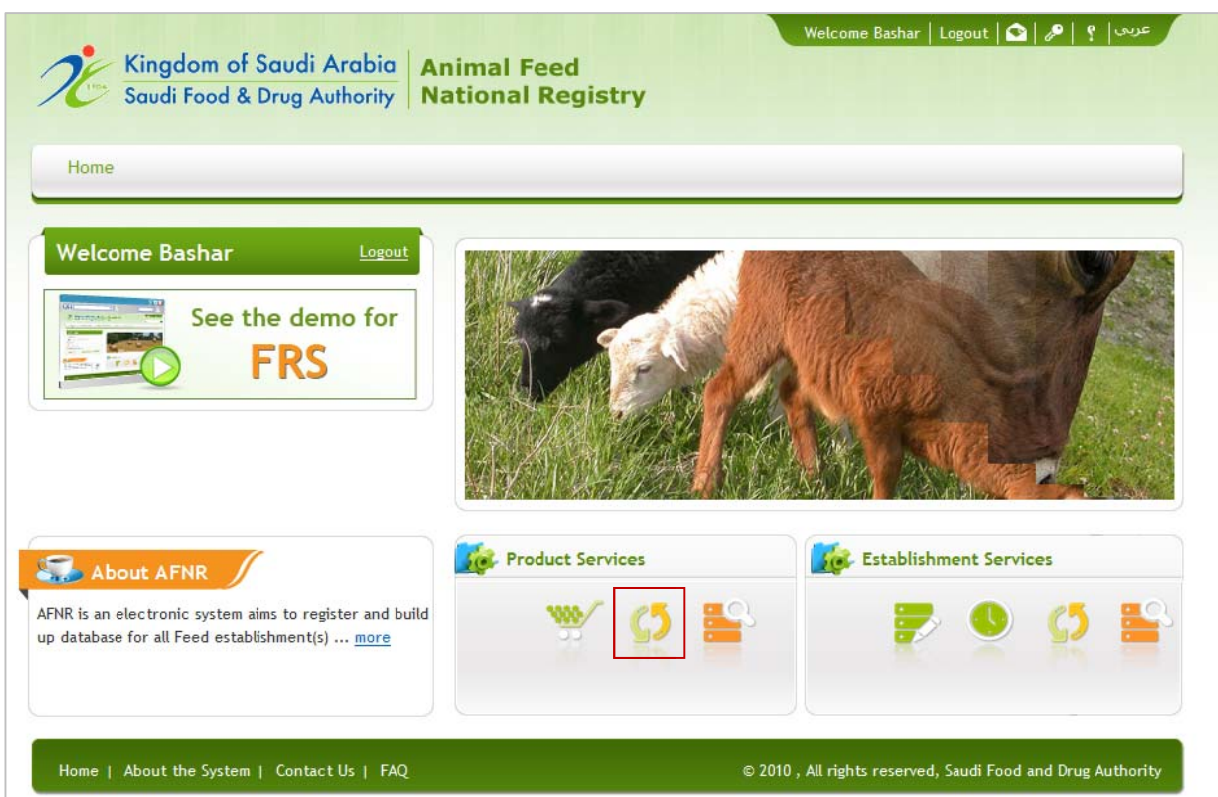


Figure 28 : Feed Subsystem Home Page with Renew Product Registration link

Follow up Product Registration

Follow up Product Registration Requests service could be accessed via its specified link in the Home Page as can be noticed in figure 33 below.

The screenshot shows the Saudi Food & Drug Authority Animal Feed National Registry Home Page. The header includes the logo and navigation links. A 'Home' button is visible. A 'Welcome Bashar' section includes a 'Logout' link and a 'See the demo for FRS' button. A large image of cows is displayed. Below are sections for 'About AFNR', 'Product Services', and 'Establishment Services'. The 'Product Services' section has a red box around a specific icon. The footer contains navigation links and copyright information.

Figure 29 : Feed Subsystem Home Page with Product Requests Follow up link

This form would allow the user to navigate out the product 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 the red rectangles 1, 2, 3 and 4 in figure 34 below, these controls are: Request Reference Number, Request Status, Product Type and the duration during which the request was created / submitted. 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 as mentioned in the red rectangle 5 below.

Home

Follow up Products Request

Request Reference Number

Request Status

Product Type

Request Reference Data

From



To



Search

Request Reference Number	Submitted Date	Request Status
P-1-N-300411-3	26/05/1432	New

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Figure 30 : Follow up Product Registration Requests