

Chamber account User's Guide

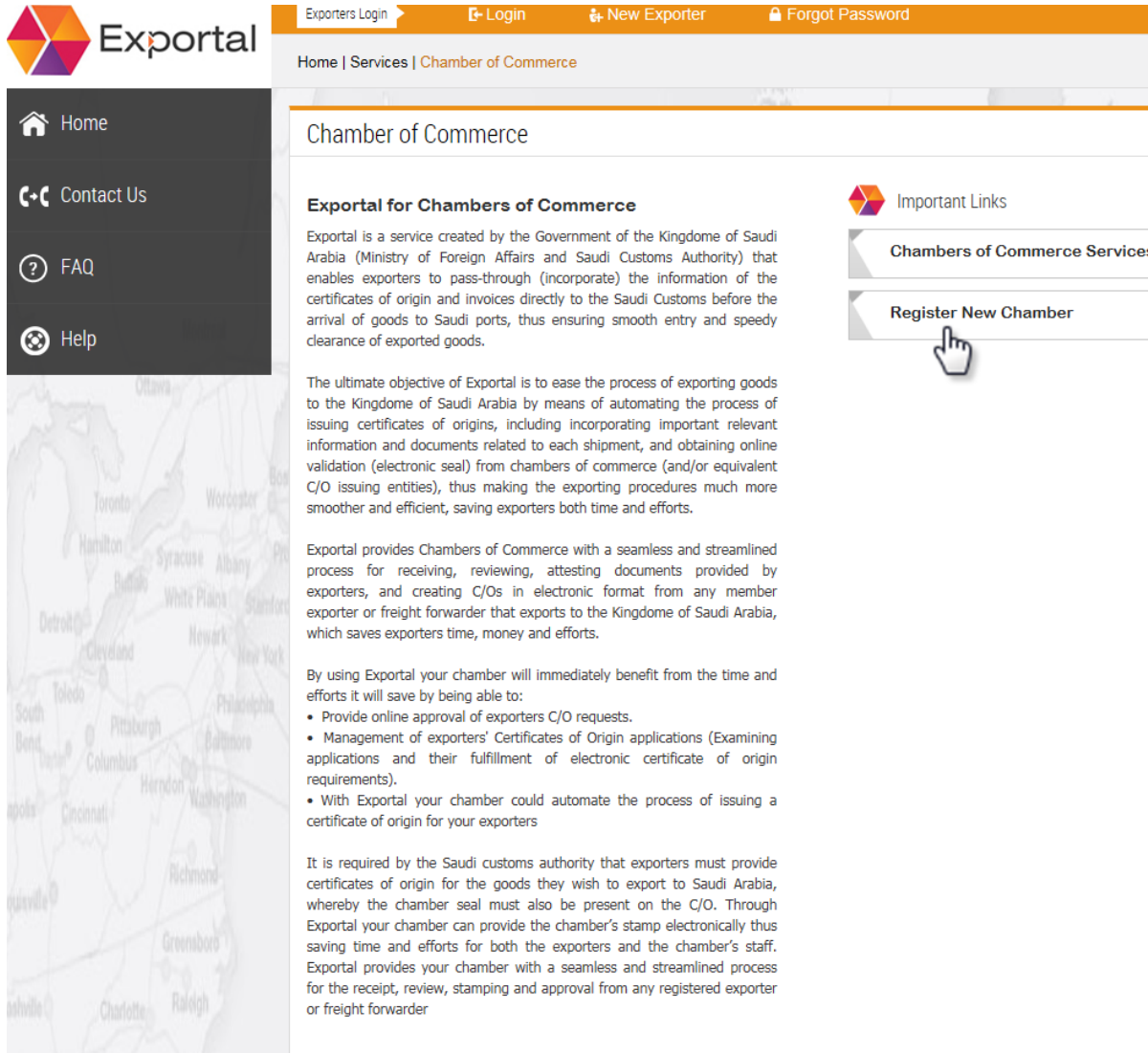


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Register new chamber

- User opens chamber of commerce page then press “Register new chamber” as below :



The screenshot displays the Exportal website interface. At the top, there is a navigation bar with links for 'Exporters Login', 'Login', 'New Exporter', and 'Forgot Password'. Below this is a breadcrumb trail: 'Home | Services | Chamber of Commerce'. A left-hand sidebar contains navigation options: 'Home', 'Contact Us', 'FAQ', and 'Help'. The main content area is titled 'Chamber of Commerce' and features a section for 'Exportal for Chambers of Commerce'. This section includes a detailed description of the service, its objectives, and the benefits for chambers of commerce. A list of benefits is provided, and a final paragraph explains the requirements for using the service. On the right side, under 'Important Links', there are two buttons: 'Chambers of Commerce Services' and 'Register New Chamber'. A mouse cursor is pointing at the 'Register New Chamber' button, which is highlighted with a white border and a shadow effect.

Exportal

Exporters Login | Login | New Exporter | Forgot Password

Home | Services | Chamber of Commerce

Chamber of Commerce

Exportal for Chambers of Commerce

Exportal is a service created by the Government of the Kingdom of Saudi Arabia (Ministry of Foreign Affairs and Saudi Customs Authority) that enables exporters to pass-through (incorporate) 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.

The ultimate objective of Exportal is to ease the process of exporting goods to the Kingdom of Saudi Arabia by means of automating the process of issuing certificates of origins, including incorporating important relevant information and documents related to each shipment, and obtaining online validation (electronic seal) from chambers of commerce (and/or equivalent C/O issuing entities), thus making the exporting procedures much more smoother and efficient, saving exporters both time and efforts.

Exportal provides Chambers of Commerce with a seamless and streamlined process for receiving, reviewing, attesting documents provided by exporters, and creating C/Os in electronic format from any member exporter or freight forwarder that exports to the Kingdom of Saudi Arabia, which saves exporters time, money and efforts.

By using Exportal your chamber will immediately benefit from the time and efforts it will save by being able to:

- Provide online approval of exporters C/O requests.
- Management of exporters' Certificates of Origin applications (Examining applications and their fulfillment of electronic certificate of origin requirements).
- With Exportal your chamber could automate the process of issuing a certificate of origin for your exporters

It is required by the Saudi customs authority that exporters must provide certificates of origin for the goods they wish to export to Saudi Arabia, whereby the chamber seal must also be present on the C/O. Through Exportal your chamber can provide the chamber's stamp electronically thus saving time and efforts for both the exporters and the chamber's staff. Exportal provides your chamber with a seamless and streamlined process for the receipt, review, stamping and approval from any registered exporter or freight forwarder

Important Links

- Chambers of Commerce Services
- Register New Chamber**

Send chamber request details

User entered information for chamber request membership

Exportal

Exporters Login | Login | New Exporter | Forgot Password

Home | Registration | Chamber Request Form

Chamber Request Form

New Chamber Request

Country *

City *

Name *

Postal Code

Address *

Mail Box *

Telephone * +

Choose country code then enter city code followed by number

Fax +

Choose country code then enter number without code

Mail *

Example : abc@xyz.com

Contact Person

Name *

Position *

Mobile * +

Choose country code then enter number without code

- Applicant user entered the fields as below
 - 1- Country : select country from dropdown list
 - 2- City : select city from dropdown list
 - 3- Name
 - 4- Address
 - 5- Postal code
 - 6- Mail box
 - 7- telephone
 - 8- Mail
 - 9- Contact person info

- User mark on "I accept license of Exportal service" checkbox
- Press "send"

- As shown below

Exportal

Exporters Login Login New Exporter Forgot Password

Home | Registration | Chamber Request Form

Chamber Request Form

New Chamber Request

Agreement

EXPORTAL TERMS OF SERVICE FOR CHAMBERS OF COMMERCE

The services offered by Exportal (www.exportal.com) under the following terms and conditions accepted by the Chamber of Commerce (CC) are legally binding to the CC and are subject to the following:

- Definitions**

Applications to pass certificates of origin data, and commercial invoices data, and shipping data: One of the conditions to export to the Kingdom of Saudi Arabia is for the Exporter to provide (pass through) the certificates of origin, commercial invoices and shipping information associated with the certificates in accordance with what is required at the Exportal website directly to the Saudi Customs before the arrival of the exported goods to Saudi ports.

I accept license of Exportal service

Send Cancel

Accept request

- When request accepted the chamber will be contact by phone to signature a certificate
Between new chamber and Agent

Complete registration

- The chamber user will activate account by the URL send by email



Chamber approved

Dear mohamed aly,

Thank you for registering with Exportal.

To select a username and password, please click on the link below.

[Please click the link to activate your account](#)

Your Chamber ID is: 187

Please do not reply to this email.

If you are facing any difficulty, please contact Exportal Customer Support at +966xxxxxxx, or admin@exportal.com.

Best regards,
Exportal



Exporters Login Login New Exporter Forgot Password

Home | Registration | Activate Chamber Account

Activate Chamber Account

(*) Required Fields

User Name: *

Password *

Re-Enter Password *

Email *



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

Numbers in Picture*

OK

Cancel

As shown in previous page user entered the below fields

- User name
- Password
- Re-enter password
- Enter code "numbers in picture"

After system admin or Agent activate the account the chamber user starts login as below

- 1- Username
- 2- Password then press “login”



- Chamber user press on username to enter “Dashboard” page as below :



- The dashboard page displayed as below :

The screenshot displays the 'Exportal' dashboard for a user named 'chamberbel1'. The interface includes a top navigation bar with 'Welcome: chamberbel1', 'Change password', and 'Log Out' options. A left sidebar contains navigation links for Home, Certificates (0), Invoices, Exporters (0), Sub Users Administration, Chamber Profile, Help & Support, and Log Out. The main content area features three summary cards: 'Exporter Accounts Waiting for Approval' (0), 'Pending Certificate Approvals' (0), and 'Announcements'. Below these is a search section with tabs for Certificates, Exporters, Invoices, and Sub Users. The search filters include Certificate ID, Importer Name, Certificate Date From, Certificate Date To, and Status, with a 'Search' button at the bottom.

ADD chamber sub-user

- Chamber user press “Add new sub-user chamber”

Exportal

Welcome: [chamber1](#) [Change password](#) [Log Out](#)

Home | Services | Chamber of Commerce Services | [Add and Manage Sub-users](#)

Add and Manage Sub-users

Sub Users [Add sub users](#)

User Number

User Name

Email Address

Mobile No
Example: 966500000000

Exportal

Welcome: [chamber1](#) [Change password](#) [Log Out](#)

Home | Services | Chamber of Commerce Services | [Add and Manage Sub-users](#)

Add and Manage Sub-users

(*) Required Fields

Mobile * +

Email *

Employee Name *


Job Title *

- Chamber account enters the below fields :
 - 1- Mobile
 - 2- Email
 - 3- Name
 - 4- Job

Welcome: [chamber1](#) [Change password](#) [Log Out](#)

Home | Services | Chamber of Commerce Services | [Add and Manage Sub-users](#)


Add and Manage Sub-users



New User Created Successfully.

[Add Another User](#) [Back](#)

- After register request is accepted by agent an email sent by system to activate the account

 **Exportal**

Welcome: [agentbel](#) [Change password](#) [Log Out](#)

Home | Registration | [Create Sub-user](#)

Create Sub-user

[Home](#)

[Certificates](#) 20

[Invoices](#)

[Exporters](#) 0

[Chamber Admin](#)

[Agent Profile](#)

[Help & Support](#)

[Log Out](#)


User Name: *

Password *

Re-Enter Password *

Email *

Digital Signature Picture *



Cannot Read Numbers?

[Try Another One](#)

Numbers in Picture*

- Sub-user chamber open the activation link sent by mail and fill
 - 1- Username
 - 2- Password
 - 3- Confirm password
 - 4- Email
 - 5- Numbers in picture

6- Then press “accept”

- After account activated and digital signature accepted sub-user chamber could login by registered account

Invoices

The screenshot displays the 'Exportal' web application interface. The top navigation bar shows the breadcrumb trail: Home | Services | Chamber of Commerce Services | Invoice Administration. The left sidebar contains menu items: Home, Certificates (0), Invoices, Exporters (0), Sub Users Administration, Chamber Profile, Help & Support, and Log Out. The main content area is titled 'Invoice Administration' and features an information icon and instructions: 'In this section, you can manage invoice data items.' The instructions specify: 'Click on the 'view' icon to view invoice data.' and 'To search for previously entered invoices, click on the magnifying glass icon.' Below the instructions is an 'Invoices Search' section with a search bar and a magnifying glass icon. The search form includes fields for 'Serial No', 'From Date', and 'To Date', each with a calendar icon. The 'Status' field has radio buttons for 'Attached' and 'Unattached', with 'Unattached' selected. A 'Search' button is located at the bottom of the search form.

- User could search by
 - 1- Invoice number
 - 2- Date
 - 3- Status : attached or unattached

- Press “view” which open invoice details which option to print the invoice

Home | Services | Certificate Authority | [View Invoice](#)

View Invoice

Invoice Information	
Serial No.	25044
Invoice Number	12121
Invoice Date	2/5/2014
Port Type	Sea (Dry) Port
Invoice Type	XFACTORY
Company Code	15409
Shipping Currency	UAE DIRHAM
Invoice Amount	10
Quantity of Items	1
Discount	
Country	BELGIUM
Currency	UAE DIRHAM

Shipping Information			
Shipping Currency	UAE DIRHAM	Shipping Cost	1
Shipping Rate	10	Shipping Discount	20
Insurance Currency	Pakistani RUPEE	Insurance Total Amount	10

Adding Items							
Customs Tariff	Description	Unit	Quantity(Number of units)	(C.O.O) Country of oroin	Gross Weight	Net Weight	Product Date

Manage certificates

- Chamber user view the available certificates on system by searching with the below field
 - Invoice Number
 - Invoice Status
 - Invoice Date
 - City

- View PDF file
 - When press on open certificate file if generated
 - If not generated but payment done : view certificate sample
 - If status no payment done yet : no file will be viewed



شهادة منشأ
Certificate Of Origin



Certificate Id: 9478

Date: 02/04/2014

Importer:	dghhj
address:	
exporter company name:	مصدر جديد
Requested Arrival Date:	02/04/2014
Port arrival:	Halat Ammar
Mode of transport:	overland port

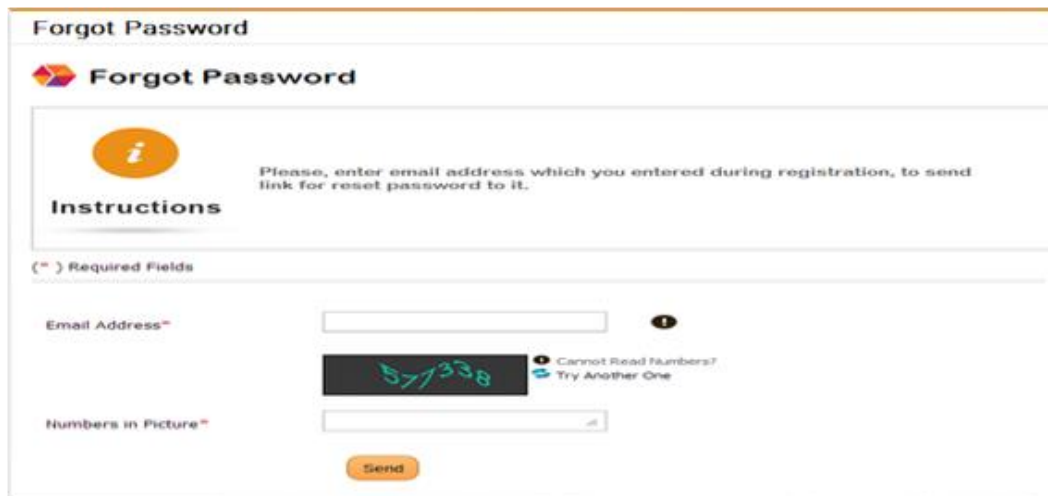
Details of exported items

Invoice No. : 78

Description	Unit	Quantity	Country	Net Weight	Item Price
هارمونيكا تعمل بالقرص-	KILOGRAM NET	321	BANGLADESH	231	68052

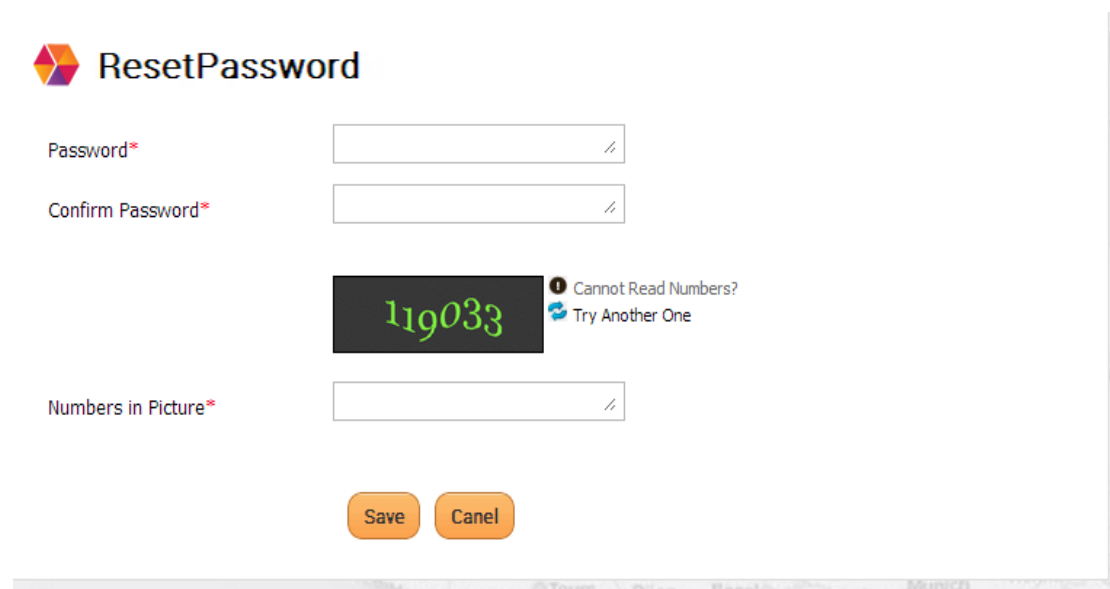
Forgot password

- Press “forgot password”



The screenshot shows a web form titled "Forgot Password". At the top, there is a logo and the text "Forgot Password". Below this, an information icon is followed by the instruction: "Please, enter email address which you entered during registration, to send link for reset password to it." Underneath, the word "Instructions" is displayed. A section labeled "(*) Required Fields" contains two input fields: "Email Address*" and "Numbers in Picture*". The "Numbers in Picture*" field is accompanied by a CAPTCHA image showing the numbers "577338" and a link that says "Cannot Read numbers? Try Another One". A "Send" button is located at the bottom of the form.

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



The screenshot shows a web form titled "ResetPassword". It features two input fields for "Password*" and "Confirm Password*", both with password icons. Below these is a CAPTCHA image showing the numbers "119033" and a link that says "Cannot Read Numbers? Try Another One". A "Numbers in Picture*" input field is positioned below the CAPTCHA. At the bottom, there are "Save" and "Cancel" buttons. The footer of the page includes navigation links for "Tours", "Dion", "Basel", and "Munich".

Change password

- The user could change the password by press “change password”

- Enter “old password” then “new password” and “confirm password” then press “change password”

The screenshot shows the 'Change Password' form in the Exportal portal. The page header includes the 'Exportal' logo, a welcome message for 'agentbel', and links for 'Change password' and 'Log Out'. The breadcrumb trail is 'Home | Registration | Change Password'. The form contains three required fields: 'Old password*', 'New password*', and 'Confirm password*', each with a password strength indicator. A 'Change password' button is located below the fields. The background features a map of Europe.

- The below page confirms that password is changed

The screenshot shows the confirmation page after the password change. The page header and breadcrumb trail are identical to the previous screenshot. The main content area displays a success message: a green checkmark icon followed by the text 'Password changed'. The background features a map of Europe.