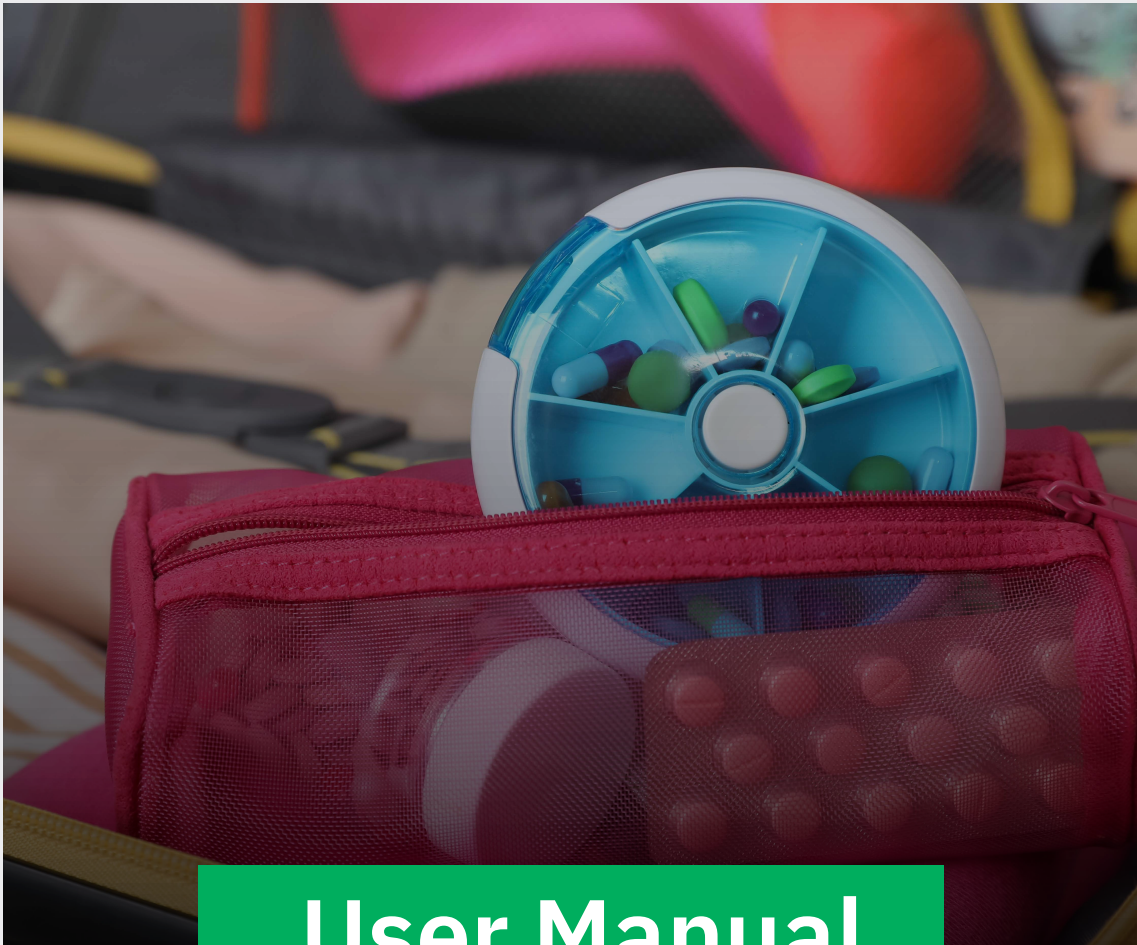




User Manual

for Traveler
Clearance
Controlled Drug



01

Create an Account

- 1 ■ To create a personal traveler account, click "Create Traveler User" located in the top left corner of the screen.
- 2 ■ Enter Your Information and fill out the required fields as displayed below.

First Name in English

Full Name in Arabic

Email

Type of ID

Country of Arrival/Departure

Gender

Phone Number

Enter the Code Shown Above

Family Name in English

Username

Confirm Email

ID Number

Nationality

Date of Birth

Confirm Password

Click to Create an Account

02

Login Steps

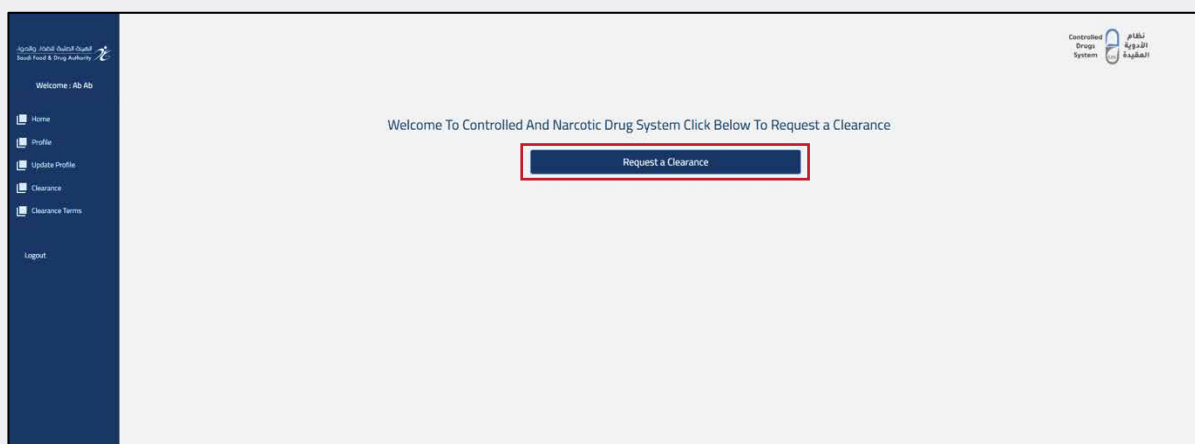
- 1 ■ Enter your username and password, then click "Login".

Enter the Code Shown Above

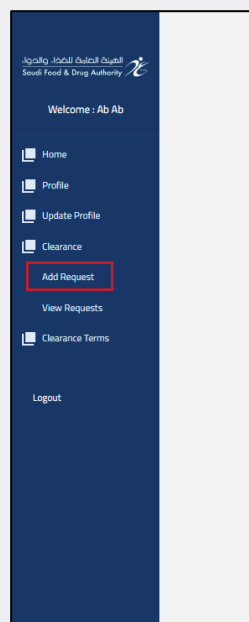
- 2 ■ A verification code will be sent to your email address.
- 3 ■ Check your email for a verification code and enter the code into the verification field.

Home Page

- 1 ■ Upon successful login, the home page will appear.
- 2 ■ Click the "Request a Clearance" button.



- 3 ■ You can also add a request by going to "Clearance" (located on the left side of the screen) and then clicking "Add Request".



03

Request a Clearance

1 ■ Are these medicines for someone other than yourself?

If yes, select "Yes" and input the patient's details:

The screenshot shows the 'Add Individual Clearance Request' form. The left sidebar contains navigation links: Home, Profile, Update Profile, Clearance, and Clearance Terms. The main form area is titled 'Add Individual Clearance Request' and contains a 'User Details' section with fields for User Name, First Name, Last Name, Arabic Name, Mobile, Email, Identity Number, and Country. Below this is a section for 'Are Carrying the medications on behalf another patient?' with a dropdown menu set to 'Yes'. To the left of this section, an annotation 'Are the Medicines for Another ?Patient' points to the 'Yes' option. Below the 'Yes' option is a 'Flight Details' section with fields for Name, Relation, Identity, Enter Date, Exit Date, Country, and Port. To the left of this section, an annotation 'Patient Name' points to the 'Name' field. Below the 'Flight Details' section is an 'Attachment' section with fields for 'Id Scan Attachment' and 'Description Attachment'. To the left of this section, an annotation 'Patient ID' points to the 'Id Scan Attachment' field. To the right of the 'Attachment' section, an annotation 'Relationship to Patient' points to the 'Relation' field.

The screenshot shows the 'Add Individual Clearance Request' form, identical to the one above. The 'Attachment' section, which includes the 'Id Scan Attachment' and 'Description Attachment' fields, is highlighted with a red box. The 'Flight Details' section is also visible, with its fields (Name, Relation, Identity, Enter Date, Exit Date, Country, Port) and the 'Attachment' section (Id Scan Attachment, Description Attachment) clearly visible.

If not, select "No". No additional information is required

2 ■ Indicate your travel direction: Arrival to or Departure from Saudi Arabia.

The screenshot shows the 'Add Individual Clearance Request' form. The 'User Details' section includes fields for User Name, Last Name, Mobile, Identity Number, First Name, Arabic Name, Email, and Country. Below this is the 'Flight Details' section with fields for Enter Date, Country, and Exit Date. The 'Attachment' section includes fields for Id Scan Attachment, Prescription Attachment, and Photo Of Medicament. A red box highlights the 'Direction' dropdown menu, which is open and shows two options: 'Arrival To Saudi Arabia' and 'Departure From Saudi Arabia'.

3 ■ Flight Details.

For arrivals to Saudi Arabia, enter the required information:

The screenshot shows the 'Add Individual Clearance Request' form with annotations. A red box highlights the 'Flight Details' section. Annotations include: 'Enter Date' pointing to the 'Enter Date' field, 'Departure Country' pointing to the 'Country' dropdown, and 'Exit Date * Not Required' pointing to the 'Exit Date' field.

For departure from Saudi Arabia, enter the required information:

The screenshot shows the 'Add Individual Clearance Request' form. A red box highlights the 'Flight Details' section, which includes 'Enter Date', 'Exit Date', 'Country', and 'Port'. Annotations with arrows point to 'Enter Date' (labeled 'Entre Date Not Required *'), 'Country' (labeled 'Destination Country'), and 'Exit Date'.

User Details

User Name Aljoharah, 1	First Name Ab
Last Name Ab	Arabic Name Ab
Mobile 0552938409	Email jerr@gmail.com
Identity Number 11111111264	Country Saudi Arabia

Are Carrying the medications on behalf another patient *
Select Option

Direction *
Select Option

Flight Details

Enter Date mm/dd/yyyy	Exit Date mm/dd/yyyy
Country * Choose	Port * Choose

Attachment

Id Scan Attachment * Choose File No file chosen	Prescription Attachment * Choose File No file chosen
Photo Of Medicament *	

■ 4 Attach the required documents.

The screenshot shows the 'Add Individual Clearance Request' form. A red box highlights the 'Attachment' section, which includes 'Id Scan Attachment', 'Prescription Attachment', and 'Photo Of Medicament'. Annotations with arrows point to 'Id Scan Attachment' (labeled 'Patient ID'), 'Photo Of Medicament' (labeled 'Photo of the Medicine'), and 'Prescription Attachment' (labeled 'Prescription or Medical Report').

User Details

User Name Aljoharah, 1	First Name Ab
Last Name Ab	Arabic Name Ab
Mobile 0552938409	Email jerr@gmail.com
Identity Number 11111111264	Country Saudi Arabia

Are Carrying the medications on behalf another patient *
Select Option

Direction *
Select Option

Flight Details

Enter Date mm/dd/yyyy	Exit Date mm/dd/yyyy
Country * Choose	Port * Choose

Attachment

Id Scan Attachment * Choose File No file chosen	Prescription Attachment * Choose File No file chosen
Photo Of Medicament * Choose File No file chosen	

5 ■ Fill in the medicine information.

To add another medicine, click the "Add" button:

The screenshot shows the 'Add Medicine' form with several annotations in boxes and arrows:

- Active Substance**: Points to the 'Active Substance *' field.
- Dosage Form**: Points to the 'Dosage Form *' field.
- Size**: Points to the 'Volume' field.
- Medicine Trade Name**: Points to the 'Trade Name *' field.
- Enter Concentration in Numbers**: Points to the 'Concentration *' field.
- Number of Packages**: Points to the 'Quantity *' field.
- Click to Add Another Medicine**: Points to the 'Add' button.

The form includes a sidebar with links: Home, Profile, Update Profile, Clearance, Clearance Terms, and Logout. The main form has fields for 'Active Substance *', 'Trade Name *', 'Dosage Form *', 'Concentration *', 'Volume', and 'Quantity *'. Below these is an 'Add' button, followed by 'Add Attachment/Comment', 'License Attachment (Images, pdf, or word document)', 'Choose Files', 'Justification', and a '3A1c8E' section with 'Enter Text On Image' and a text area. At the bottom are 'Cancel' and 'Submit' buttons.

6 ■ If the medicines are for another patient, supporting documents are required.

The screenshot shows the 'Add Medicine' form with annotations:

- Attach Proof of the Patient's Consent to Bring their Medicine, and Provide a Copy of the Patient ID**: Points to the 'patient's consent (Images, pdf, or word document)' section.

The form includes a sidebar with links: Home, Profile, Update Profile, Clearance, Clearance Terms, and Logout. The main form has fields for 'Select Option', 'Volume', and 'Quantity *'. Below these is an 'Add' button, followed by 'Add Attachment/Comment', 'patient's consent (Images, pdf, or word document)', 'Choose Files', 'Justification', and a 'bCEkb3' section with 'Enter Text On Image' and a text area. At the bottom are 'Cancel' and 'Submit' buttons.

7 ■ Enter your justifications in the field provided below.

The screenshot shows the 'Add Attachment/Comment' form in the 'Agdaky Medical Authority' system. The form includes a sidebar with navigation links: Home, Profile, Update Profile, Clearance, Clearance Terms, and Logout. The main content area has a 'Select Option' dropdown, 'Volume' and 'Quantity' input fields, and an 'Add' button. Below these is the 'Add Attachment/Comment' section, which includes a 'patient's consent (images, pdf, or word document)' upload area with a 'Choose Files' button. The 'Justification' field is a large text area, highlighted with a red rectangle. Below the justification field is a CAPTCHA image showing the code 'bCEkb3'. Underneath the CAPTCHA is a text input field labeled 'Enter Text On Image'. At the bottom, there are four radio button options for confirmation and two buttons: 'Cancel' and 'Submit'.

■ 8 Enter the verification code.

This screenshot is identical to the previous one, but with an additional annotation. A red rectangle highlights the CAPTCHA code 'bCEkb3'. A line points from this rectangle to the text 'Enter the Code Shown Above', which is positioned to the right of the CAPTCHA. The rest of the form, including the sidebar, input fields, and buttons, remains the same.

9 ■ Review and agree to the terms and conditions by completing the electronic pledge shown below.

The screenshot shows the 'Add Attachment/Comment' form. On the left is a dark blue sidebar with the following links: Home, Profile, Update Profile, Clearance, Clearance Terms, and Logout. The main form area includes a 'Select Option' dropdown, 'Volume' and 'Quantity *' input fields, an 'Add' button, and a section titled 'Add Attachment/Comment'. Below this is a 'patient's consent (images, pdf, or word document)' section with a 'Choose Files' button and a 'No file chosen' message. A 'Justification' text area follows. Below the justification is a grey box containing the text 'bCEkb3'. Underneath is a label 'Enter Text On Image' and a small image placeholder. A red rectangular box highlights the electronic pledge section, which contains four lines of text: 'I hereby confirm that all entered data is correct and the SFDA has the right to change drug details based on the prescription or the medical report', 'I hereby confirm that the cleared product will be in their original packing', 'I Pledge to use the drug only for the patient at his / her own risk', and 'I Pledge to comply with the provisions of Article (6) of Procedures and Controls for Narcotic drugs and Psychotropic Substances'. An annotation 'Agree to the Terms and Conditions' with an arrow points to the first line of the pledge. Another annotation 'Review the Terms and Conditions' with an arrow points to the last line of the pledge. At the bottom of the form are 'Cancel' and 'Submit' buttons.

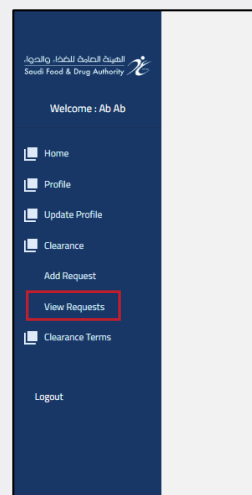
10 ■ Click “Submit” for successful submission.

This screenshot shows the same 'Add Attachment/Comment' form as in the previous image. The 'Submit' button at the bottom right is highlighted with a red rectangular box. The electronic pledge section is visible but not highlighted. The 'Cancel' and 'Submit' buttons are at the bottom of the form.

04

View the Clearance Request

- 1 ■ Click on "Clearance" menu
- 2 ■ Select "View Requests."



- 3 ■ A table listing all the account requests will be displayed.
- 4 ■ You can view the current status of your requests in the "Status" column.

The screenshot shows a table titled 'Clearance Requests' with a search bar and a 'Filter Requests' button. The table has 6 columns: #, Doc Number, Status, Requestor Name, Submission Date, and Action. The 'Status' column is highlighted with a red box. The table contains 9 rows of data. Below the table, it says 'Showing 1 to 9 of 9 entries'. On the right, there are 'Previous' and 'Next' buttons.

#	Doc Number	Status	Requestor Name	Submission Date	Action
1	TCL-2024-20	Submitted	Ali Alad	01/12/2024	View
2	TCL-2024-19	Completed	Ab Ab	26/11/2024	View
3	TCL-2024-18	Rejected	Ab Ab	26/11/2024	View
4	TCL-2024-16	Completed	Ab Ab	24/11/2024	View
5	TCL-2024-15	Completed	Ab Ab	21/11/2024	View
6	TCL-2024-14	Completed	Ab Ab	21/11/2024	View
7	RD-2024-12	Completed	Ab Ab	20/11/2024	View
8	RD-2024-11	Completed	Ab Ab	20/11/2024	View
9	RD-2024-10	Completed	Ab Ab	19/11/2024	View

5 ■ Click on 'View' next to the accepted request.

Agency Information Panel
 Head Office & New Additions

Welcome / Ab Ab

Clearance Requests Filter Requests

Show 10 entries

Search:

#	Doc Number	Status	Requester Name	Submission Date	Action
1	TCL-2024-20	Submitted	Ahamed	01/12/2024	<button style="background-color: #2c3e50; color: white; padding: 2px 5px;">View</button>
2	TCL-2024-19	Completed	Ab Ab	20/11/2024	<button style="background-color: #2c3e50; color: white; padding: 2px 5px;">View</button>
3	TCL-2024-18	Rejected	Ab Ab	26/11/2024	<button style="background-color: #2c3e50; color: white; padding: 2px 5px;">View</button>
4	TCL-2024-16	Completed	Ab Ab	24/11/2024	<button style="background-color: #2c3e50; color: white; padding: 2px 5px;">View</button>
5	TCL-2024-15	Completed	Ab Ab	23/11/2024	<button style="background-color: #2c3e50; color: white; padding: 2px 5px;">View</button>
6	TCL-2024-14	Completed	Ab Ab	21/11/2024	<button style="background-color: #2c3e50; color: white; padding: 2px 5px;">View</button>
7	RND-2024-12	Completed	Ab Ab	20/11/2024	<button style="background-color: #2c3e50; color: white; padding: 2px 5px;">View</button>
8	RND-2024-11	Completed	Ab Ab	20/11/2024	<button style="background-color: #2c3e50; color: white; padding: 2px 5px;">View</button>
9	RND-2024-10	Completed	Ab Ab	19/11/2024	<button style="background-color: #2c3e50; color: white; padding: 2px 5px;">View</button>

Showing 1 to 9 of 9 entries

Previous
1
Next

6 ■ Click 'View License' to see the traveler's personal clearance.

[illegible]

05

Open Clearance Terms and Conditions

- 1 ■ All terms and regulations pertaining to the traveler's personal clearance in Saudi Arabia are presented in the 'Clearance Terms' section.

المادة السادسة: إجراءات وضوابط الفسخ Article (6): Procedures and Controls for Clearance	
Procedures and Controls for Clearance	إجراءات وضوابط الفسخ
Procedures and controls for clearance of narcotic drugs or psychotropic substances that are in the possession of patients arriving to or departing the Kingdom for personal use, or in the possession of pilgrims missions or official Government Authorities (only) coming to or departing the Kingdom for use by patients of the mission.	إجراءات وضوابط الفسخ للمخدرات النفسية المتواجدة على مواد مخدرة أو مخدرات عقلية التي بدوارة المرضى الذين إلى المملكة أو الخارجين منها للاستخدام الشخصي، أو التي بدوارة حجاج الحج أو الوفود الحكومية الرسمية (فقط) القادمة إلى المملكة أو الخارجين منها للاستخدام الشخصي للمرضى.
Prohibition on clearance: It is prohibited to clear internationally and locally prohibited drugs and substances.	يمنع فسخ الأدوية والمخدرات المحظورة دولياً ومحلياً.
Drug categories prohibition: It is prohibited to clear drugs listed in category (B) of Schedule I, category (B) of Schedule II, or category (B) of Schedule III of the Law of Combating Narcotic Drugs and Psychotropic Substances, as well as the articles set forth in Paragraph (B) of Psychotropic Substances in the Schedule of the Law of Combating Narcotic Drugs and Psychotropic Substances.	يمنع فسخ الأدوية الواردة في فئة (ب) من الجدول الأول، وفئة (ب) من الجدول الثاني، وفئة (ب) من الجدول الثالث من قانون مكافحة المخدرات والنسبات العقلية، وكذلك الأدوية الواردة في الفقرة (ب) من الجدول الثاني من قانون مكافحة المخدرات والنسبات العقلية.
Clearance request submission: The reporter shall submit the clearance request to the branch of SAGIA at the customs port through which the medication will arrive, or to SIDA if there is no respective branch in the region or governorate.	يتم تقديم طلب الفسخ إلى فرع الهيئة العامة للغذاء والدواء بالمملكة العربية السعودية الذي ستمثل الدولة من خلاله في الهيئة العامة للغذاء والدواء في حال عدم وجود فرع الهيئة بالمملكة أو المنطقة.
Disclosure obligation: Drugs containing narcotic drugs or psychotropic substances in possession of incoming patients shall be disclosed.	يتم الإفصاح عن الأدوية المحتوية على مواد مخدرة أو مخدرات عقلية التي بدوارة المرضى القادمين.
Clearance conditions: It is allowed to clear drugs in possession of patients arriving to KSA for personal use in accordance with the following terms:	يسمح بفسخ الأدوية التي بدوارة المرضى القادمين إلى المملكة للاستخدام الشخصي وفقاً للشروط التالية:
Provide a detailed medical report approved by the therapeutic institution, issued within the last six months, containing personal information, medical diagnosis, treatment plan, medical recommendations, and the scientific name of the drug with dosage details. Alternatively, provide a medical prescription in the patient's name, approved by the therapeutic institution, issued within the last six months, containing diagnosis, drug details, usage method, and institution's seal. Pledge to use the drug only for the patient and at their own risk. Provide a copy of the patient's ID.	إرفاق تقرير طبي مفصّل ومصدق من المؤسسة العلاجية التي يعالج بها المريض، صادر في غضون ستة أشهر من تاريخ إصداره، على أن يتضمن التقرير ما يلي: التشخيص التفصيلي للمريض. الخطبة العلاجية والجرعة. التوصيات الطبية. اسم الدواء والعنصر النشط والجرعة العلاجية. أو إرفاق وصفة طبية باسم المريض مصحقة من نفس المؤسسة العلاجية وإمضاء الطبيب على تاريخ إصدارها، أكثر من ستة أشهر على أن تحتوي على المعلومات التالية: تشخيص المريض. اسم الدواء والعنصر النشط والجرعة العلاجية. طريقة الاستخدام ووقت العلاج. ختم المؤسسة العلاجية. التعهد باستخدام الدواء على المريض فقط وعلى مسؤوليته. إرفاق صورة من هوية المريض.

06

Update Profile Information

- 1 ■ Account details can be updated in the 'Update Profile' section, as shown below

The screenshot displays the 'Update Profile' interface. On the left is a dark blue sidebar with the Saudi Food & Drug Authority logo and a navigation menu including Home, Profile, Update Profile, Clearance, Clearance Terms, and Logout. The main content area is titled 'Update Profile' and contains several input fields: Family Name (Ab), Arabic Name (Ab), Email * (Jeen@gmail.com), PhoneNumber (055293409), Identity Type (a dropdown menu), Identity Number (11111111264), Border Number (a dropdown menu), and Country (Saudi Arabia, a dropdown menu). A blue 'Update Profile' button is located below the Country field. Two annotations are present: an arrow pointing to the button with the text 'Click to Update', and another arrow pointing to the Country dropdown with the text 'The Country of Arrival/Departure Can be Changed'.



Kingdom of Saudi Arabia
Saudi Food & Drug Authority

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