



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Accommodation Facilities

# Occupancy Fees Platform

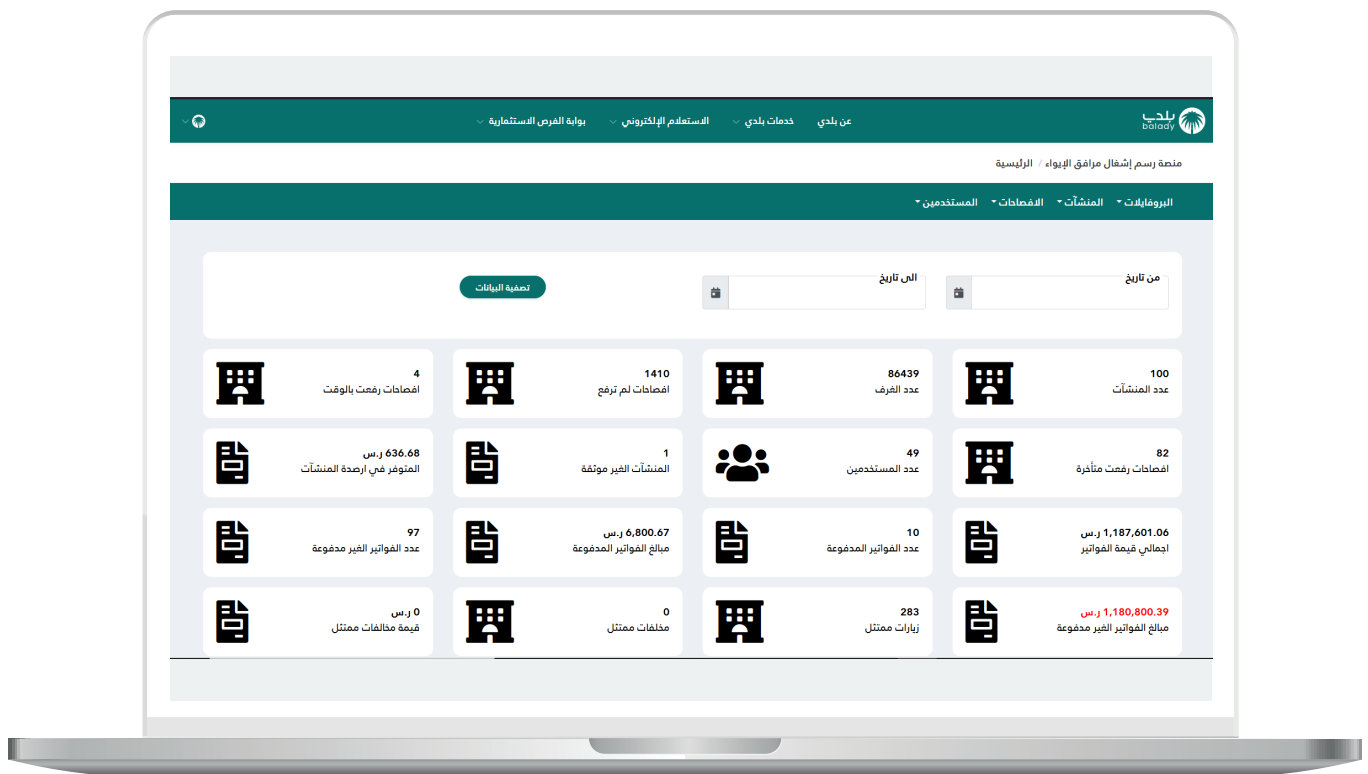
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Beneficiary's  
Copy

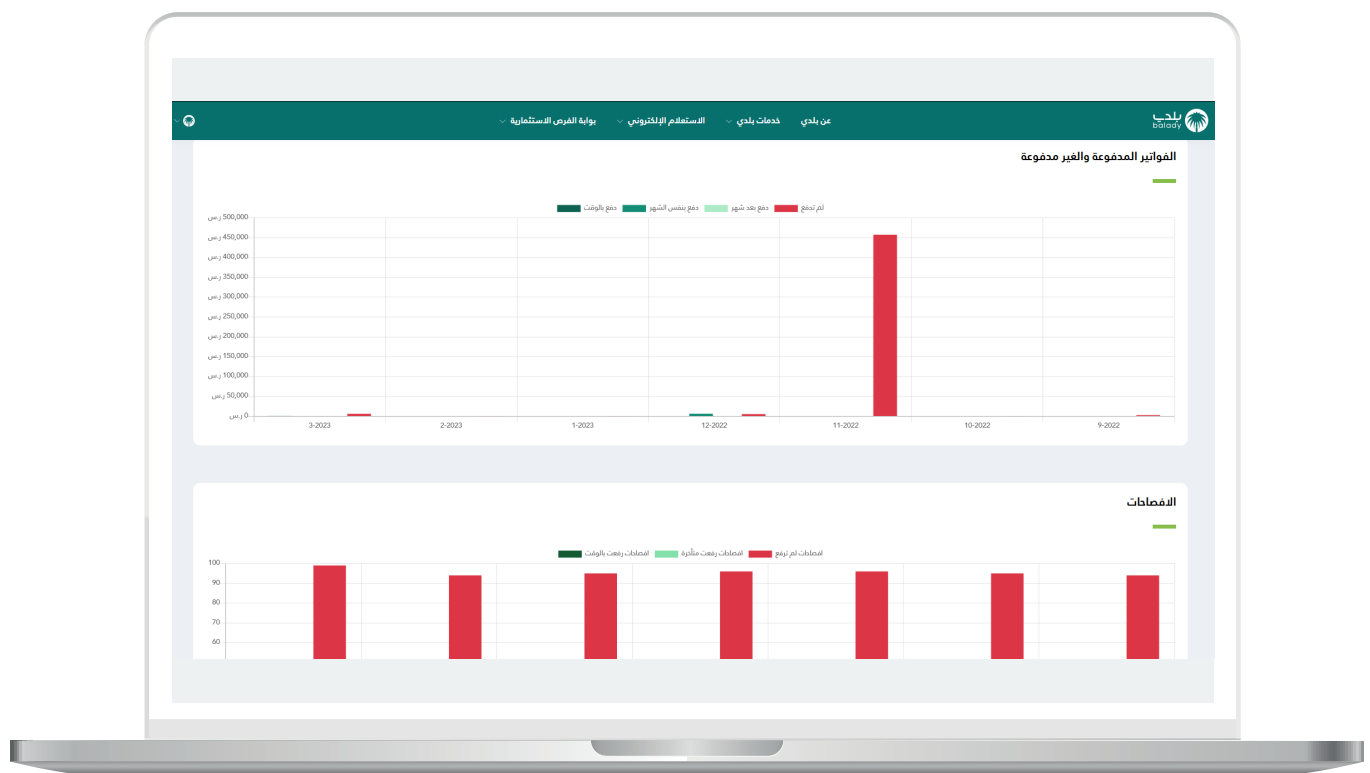
The Accommodation Facilities Occupancy Fees Platform offers multiple features that enable users to complete tasks efficiently and intelligently, including the following:

## Establishment Dashboard

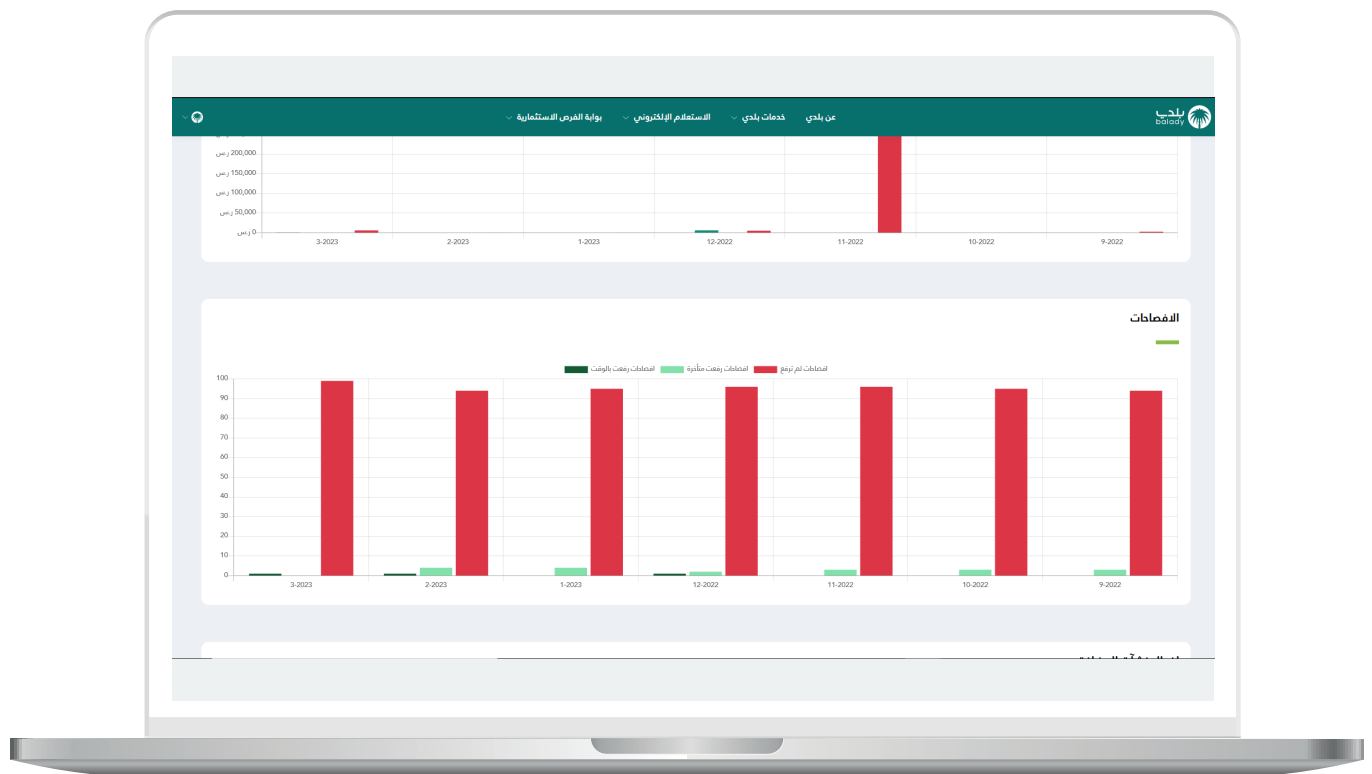
Through the Establishment Dashboard, users can access various details related to their establishments, including but not limited to: **(Number of facilities, Number of users, Invoice details).**



This step is related to the previous step.



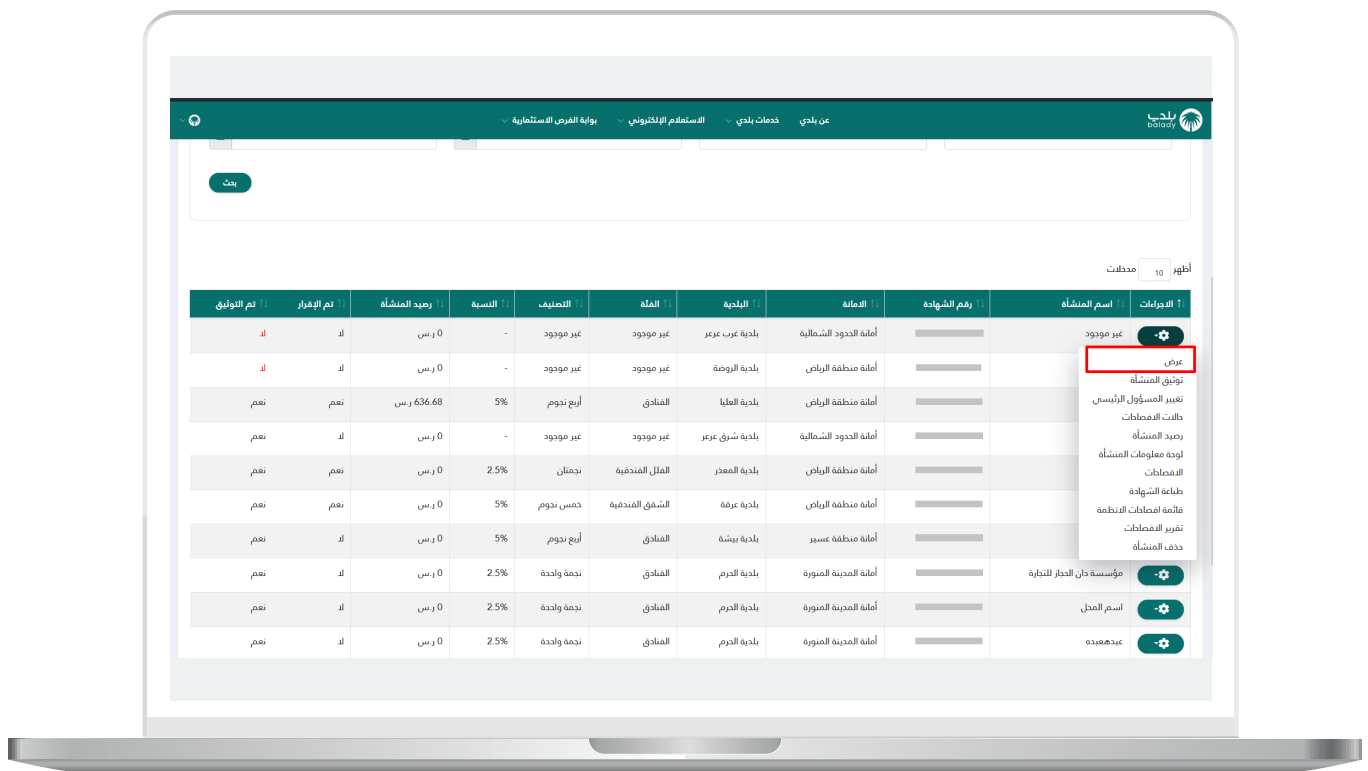
This step is related to the previous step.





## View

Users can view all relevant information about the establishment, including but not limited to: (Tourism Documentation Information, License Documentation Information, Administrator Details, Establishment Details....).



This step is related to the previous step.

The screenshot displays a web application interface for entering facility details. The header includes the logo and navigation links: "من يادى", "خدمات يادى", "الاستعلام الإلكتروني", and "بوابة الفرض الاستشارية". The main content area is titled "عرض المنشأة (نهار)" and contains a form with the following fields:

- البيانات الرسمية**
  - اسم المنشأة بالسجل: غير معرف
  - رقم السجل التجاري: غير معرف
  - اسم المنشأة بالرخصة الموحدة: منظم خالد عبدالرحيم عويضة للوجبات السريعة
  - رقم هوية المالك: غير معرف
  - نوع التوليق: رخصة موحدة
  - رقم الرخصة الموحدة: 3909386186
- بيانات المسؤول**
  - اسم المسؤول: عبدالجسسن
  - جوال المسؤول: \_\_\_\_\_
  - البريد الإلكتروني: \_\_\_\_\_
  - آخر دخول: 22 March 2023 1:31 PM

The interface is clean and modern, with a teal header and a light gray background for the form fields.

This step is related to the previous step.

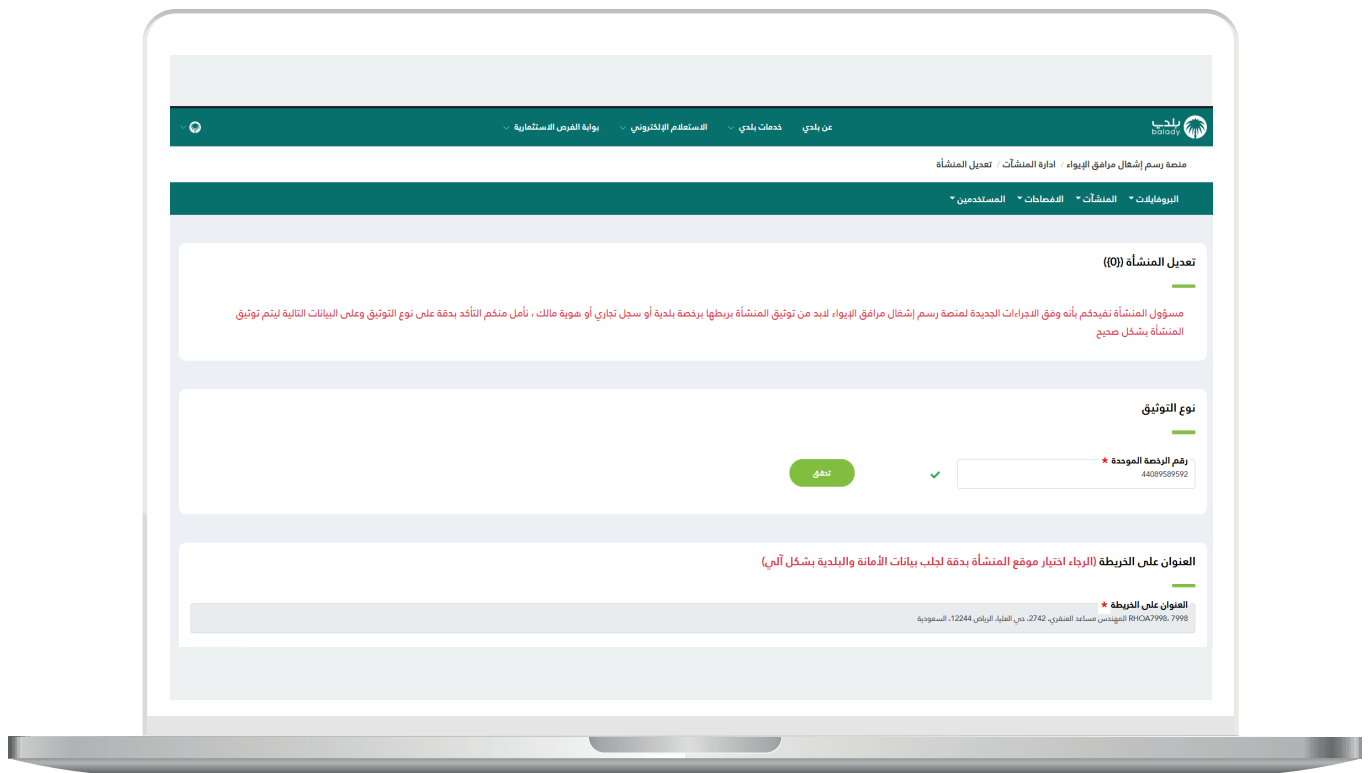
The image shows a laptop screen displaying a web application interface. The interface is in Arabic and appears to be a form for entering beneficiary information. The form is divided into several sections:

- نوع التوثيق** (Type of Documentation): This section contains a field for **رقم الرخصة الموحدة** (Unified License Number) with the value 3909386186.
- الامانة/البلدية** (Municipality/Security): This section contains a field for **البلدية** (Municipality) with the value بلدية المعذر.
- البيانات الأساسية** (Basic Information): This section contains a grid of input fields for various details:
  - الاسم بالعربي** (Name in Arabic): نهار
  - الاسم بالانجليزي** (Name in English): nehar
  - نوع المنشأة** (Type of Establishment): المنزل السكنية
  - التصنيف** (Classification): نوصلي
  - النسبة** (Ratio): 2.5
  - الحي** (District): حي الجديدة
  - عدد الغرف** (Number of Rooms): 22
  - الشارع** (Street): طريق الملك عبد الله الفرحي
  - الهاتف** (Phone): +966
  - البريد الإلكتروني** (Email): +966
  - الفاكس** (Fax): +966
  - الدوال** (Extension): +966

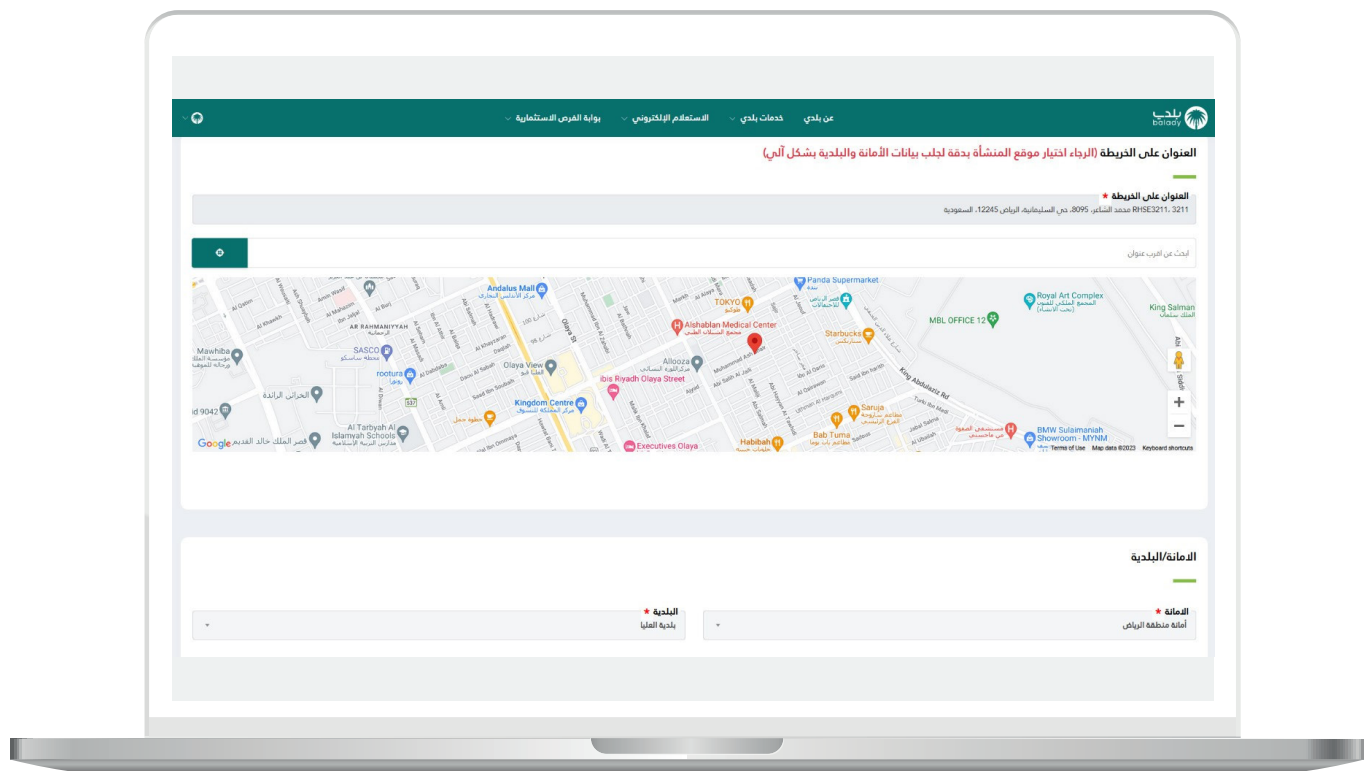


## Edit

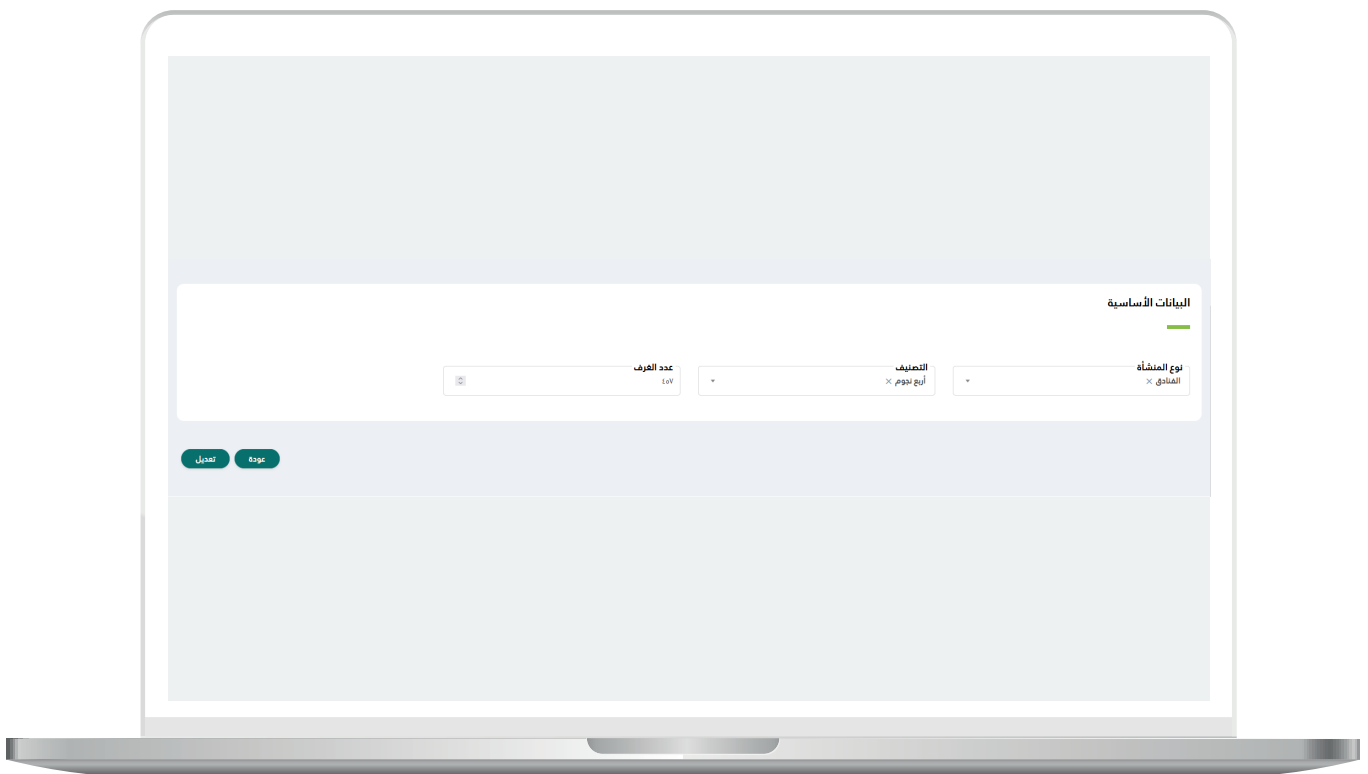
Through the Edit function, the establishment administrator can modify specific establishment information and verify it using the **(Unified License Number)**.



This step is related to the previous step.

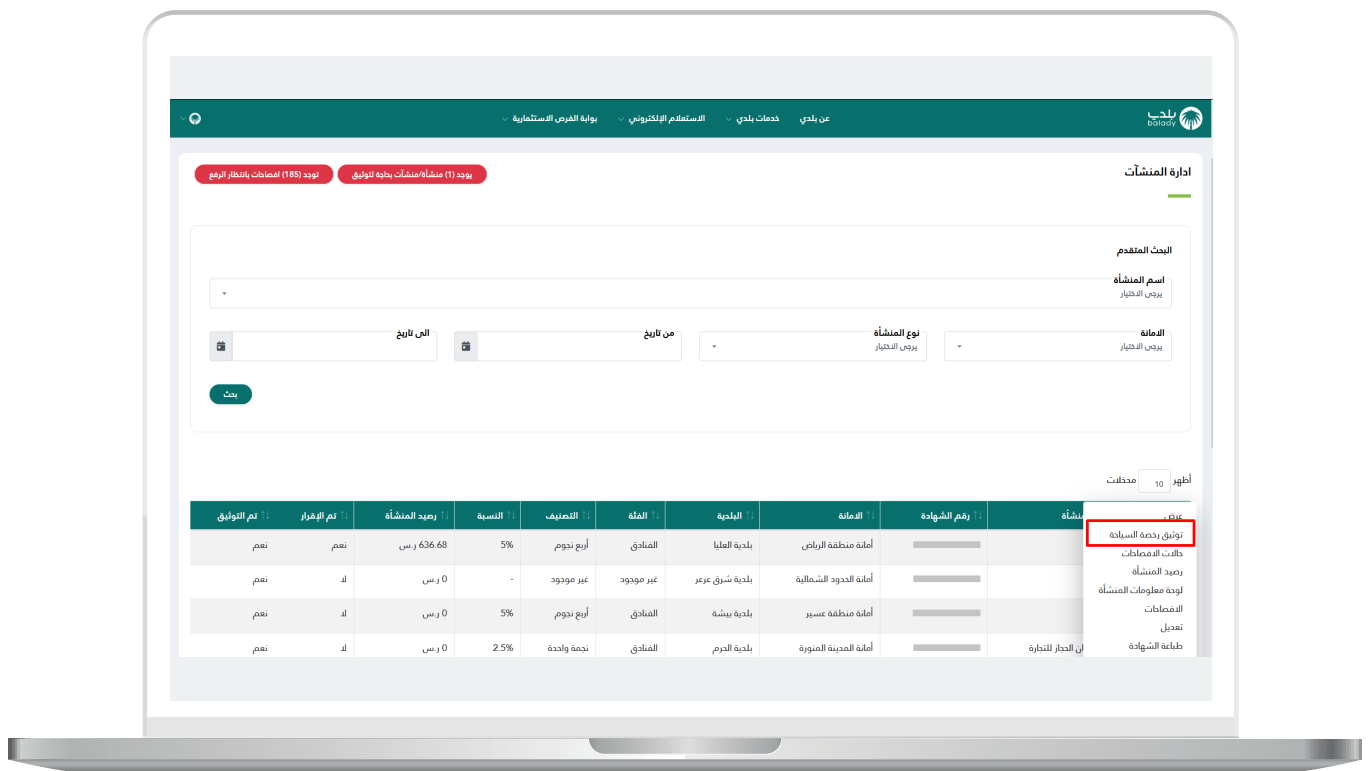


This step is related to the previous step.



## Establishment Verification with the Ministry of Tourism

Establishment verification can be completed by selecting (Link with Tourism License) from the (Actions) menu.



Users must then fill out the following form.

The image shows a laptop screen displaying a web application interface. The interface is in Arabic and features a dark green header with the logo 'بلدي body' and navigation links: 'عن بلدي', 'خدمات بلدي', 'الاستعلام الإلكتروني', and 'بوابة الفرض الانتخابية'. Below the header, a breadcrumb trail reads: 'منصة رسم إشغال مرافق الهواء / إدارة المنشآت / توثيق رخصة السياحة'. A secondary navigation bar contains links: 'البيانات', 'المنشآت', 'الفعاليات', and 'المستخدمين'. The main content area is titled 'توثيق رخصة السياحة' and contains a text input field labeled 'رقم الرخصة \*'. At the bottom left of the form, there is a button labeled 'توثيق الرخصة'.

## Disclosure Statuses

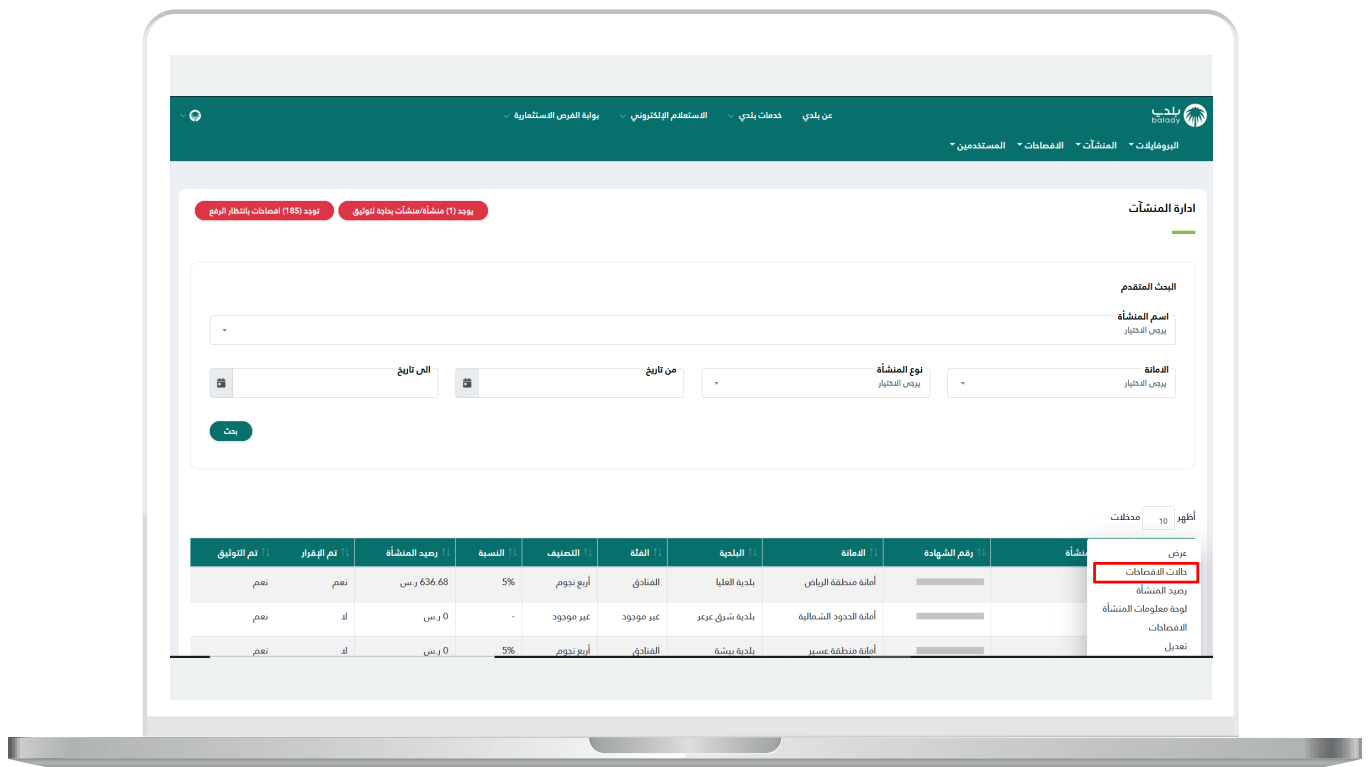
The Disclosure Statuses page facilitates access to a specific disclosure month, allowing users to check its status and perform certain actions based on that status.

Below are the different statuses, along with their descriptions and available actions:

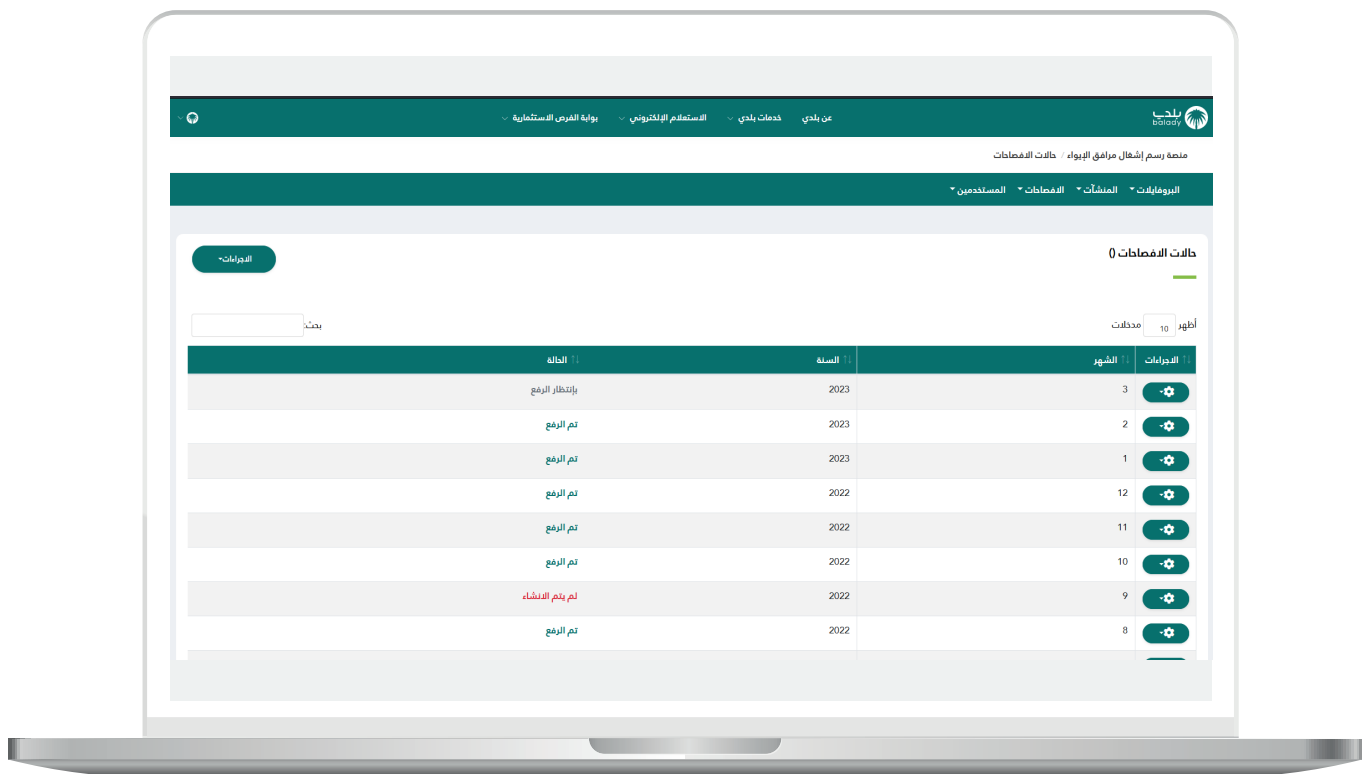
**Not Created:** This status appears when the establishment is not required to submit a disclosure for the specified month. The administrator can change the status to (**Pending Submission**) through the Actions menu.

**Submitted:** This means that the disclosure has been successfully submitted. Users can view the disclosure via the Actions menu or submit a modification request.

**Pending Submission:** This status indicates that the disclosure has not yet been submitted by the user. Users can select (Submit Disclosure) from the Actions menu to proceed with the submission.



This step is related to the previous step.



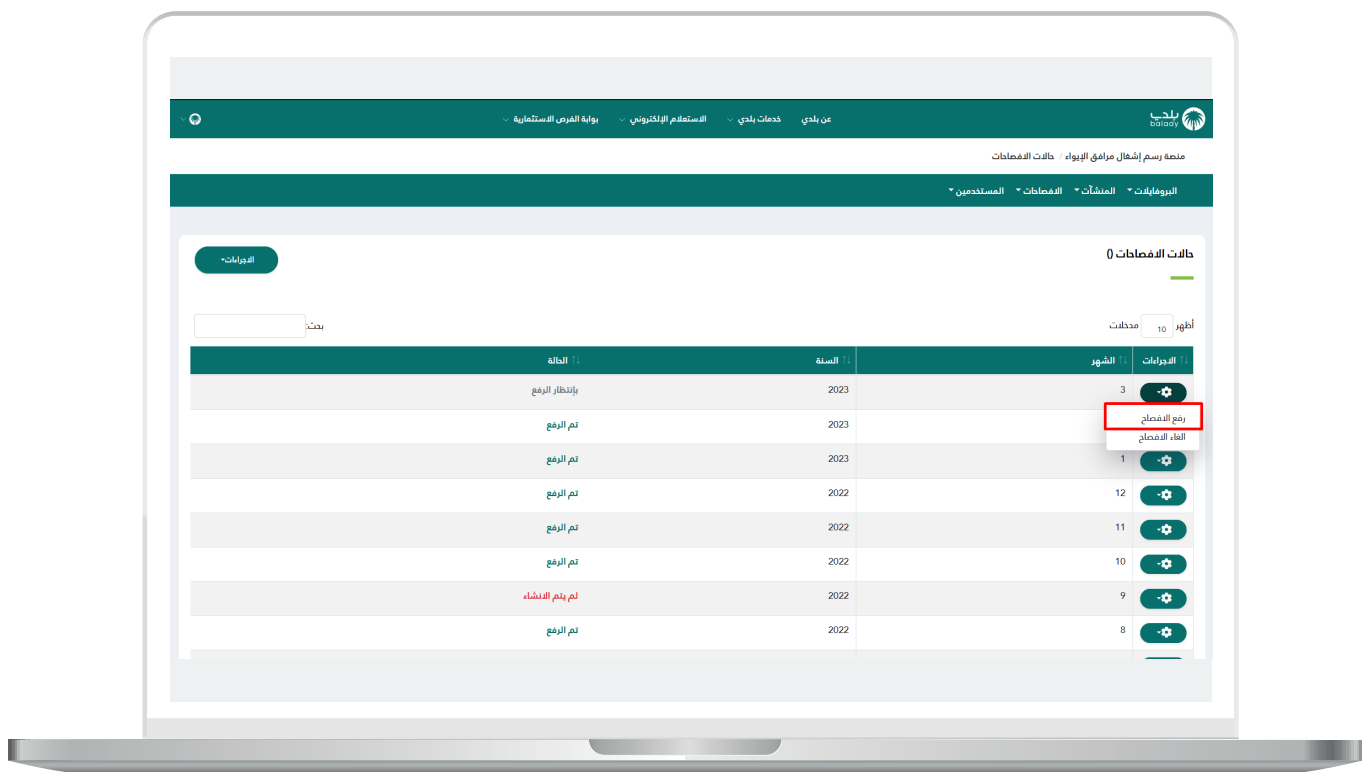
## Submitting a Disclosure

This is one of the most important features of the platform.

Submitting a disclosure refers to reporting the establishment's revenue for a specific month. At the beginning of each month, the previous month's disclosure is opened for submission, allowing users to report their earnings.

Disclosures are categorized based on Check-Out Date, not Check-In Date. For example, if a guest checks into the establishment on January 5 for a one-month stay until February 5, the entire stay will be included in February's Disclosure and will be completely ignored in January's disclosure.

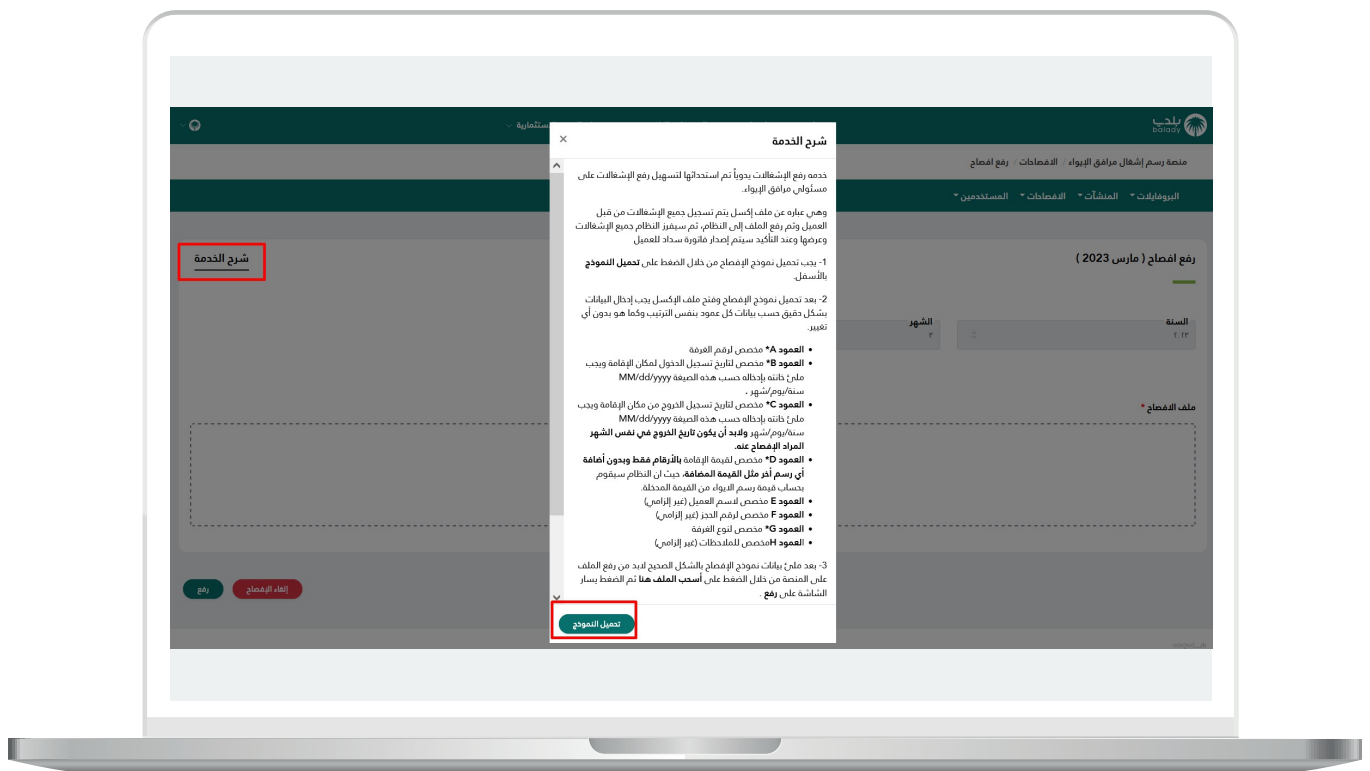
To submit a disclosure, navigate to the Disclosure Statuses page (**explained above**), select the month, and choose (**Submit Disclosure**) from the Actions menu.





Then follow these steps:

Download the Disclosure Template by clicking on **(Service Explanation)** and selecting **(Download Template)** at the bottom.



Open the Excel file and enter the required data accurately, ensuring each column is filled as per its designated format without any changes.

- Column A\*: Room Number.
- Column B\*: Check-In Date (must be entered in this format: YYYY/DD/MM).
- Column C\*: Check-Out Date (must be entered in this format: YYYY/DD/MM and should fall within the reporting month).
- Column D\*: Accommodation Cost (numbers only, without adding any additional charges such as VAT, as the system will calculate the accommodation fee based on the entered amount).
- Column E: Customer Name (Optional).
- Column F: Booking Number (Optional).
- Column G: Room Type.
- Column H: Notes (Optional).

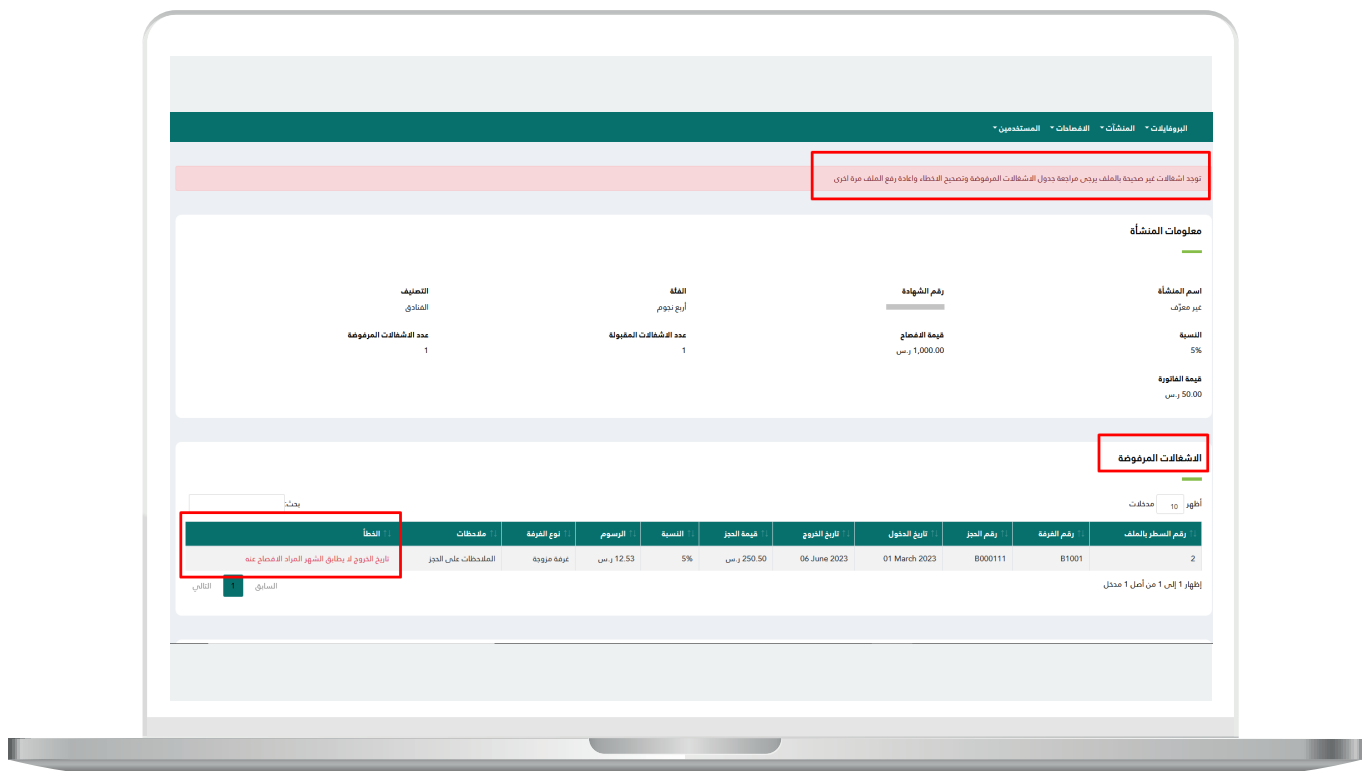
After filling in the Disclosure Template correctly, upload the file to the platform by selecting (Drag File Here) and clicking on (Upload) on the left side of the screen.

Once the file is successfully uploaded, confirm the accuracy of the submitted data by selecting (I Confirm) at the bottom left of the screen. A confirmation message will appear indicating that the disclosure and billing have been accepted. If the file is rejected, users will be redirected to another page displaying a table of Rejected Disclosures, with the reasons for rejection listed for each entry.



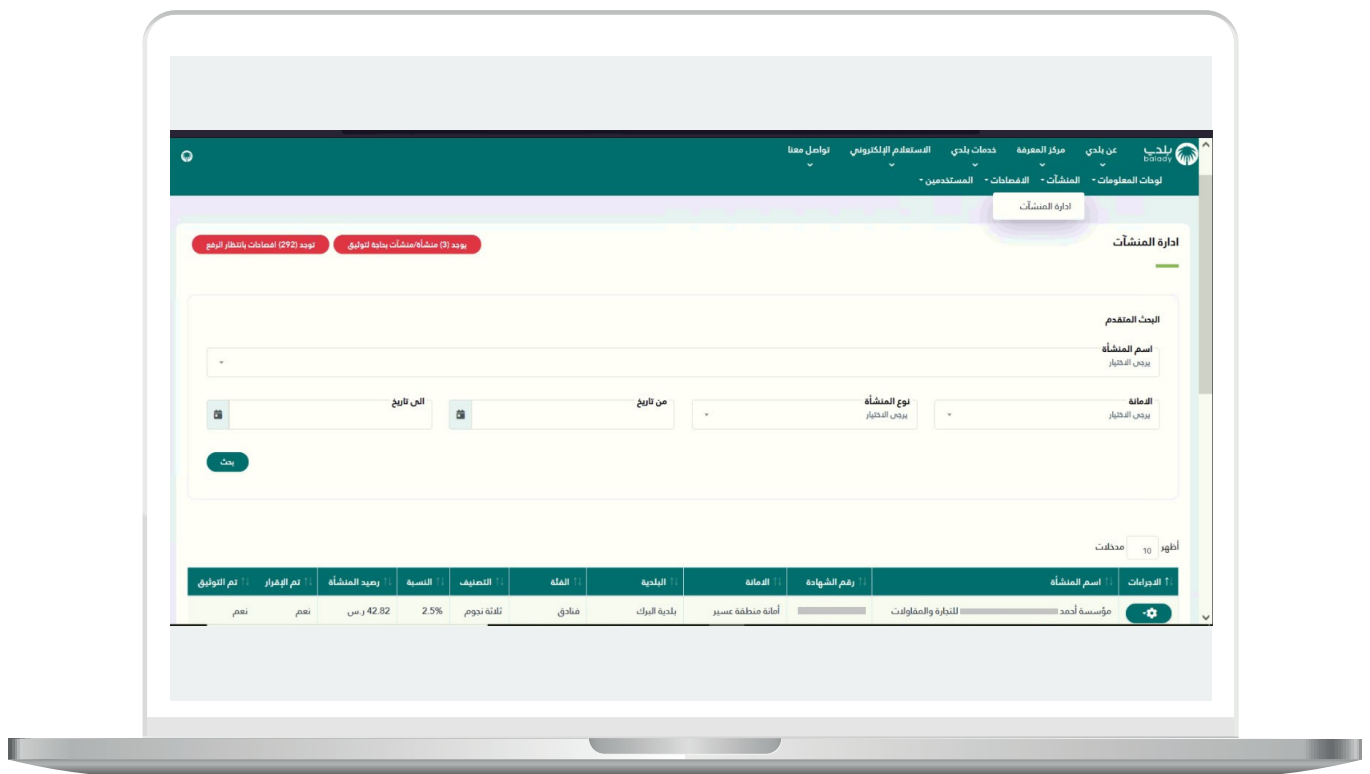
## Notes:

- Most hotel management software follows the same disclosure standards, allowing users to download the billing report from their system and upload it directly to the platform without modifications.
- Avoid making any changes to the original file, such as modifying tables, colors, or leaving empty rows.
- Each month should have a separate file and disclosure submission.
- Do not include multiple worksheets (sheets) in a single file.

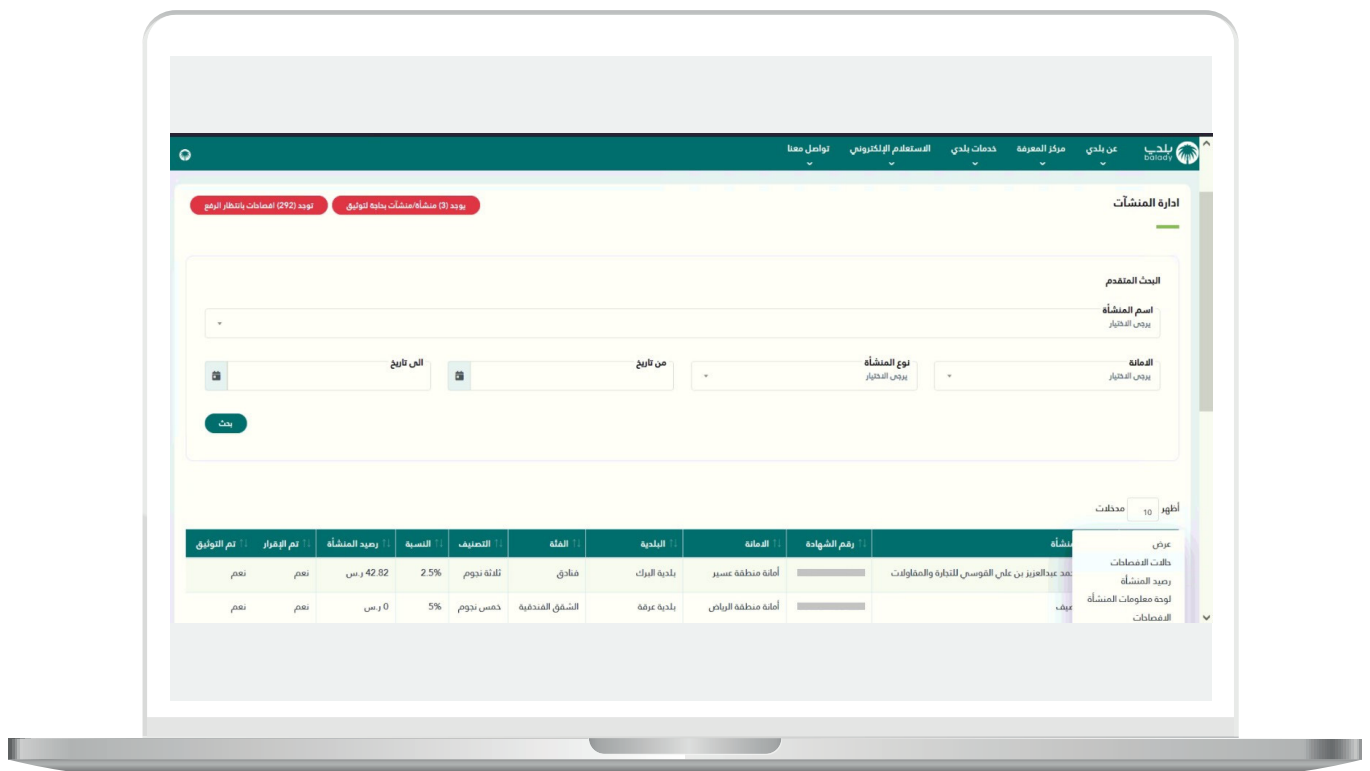


## Modifying a Disclosure Request

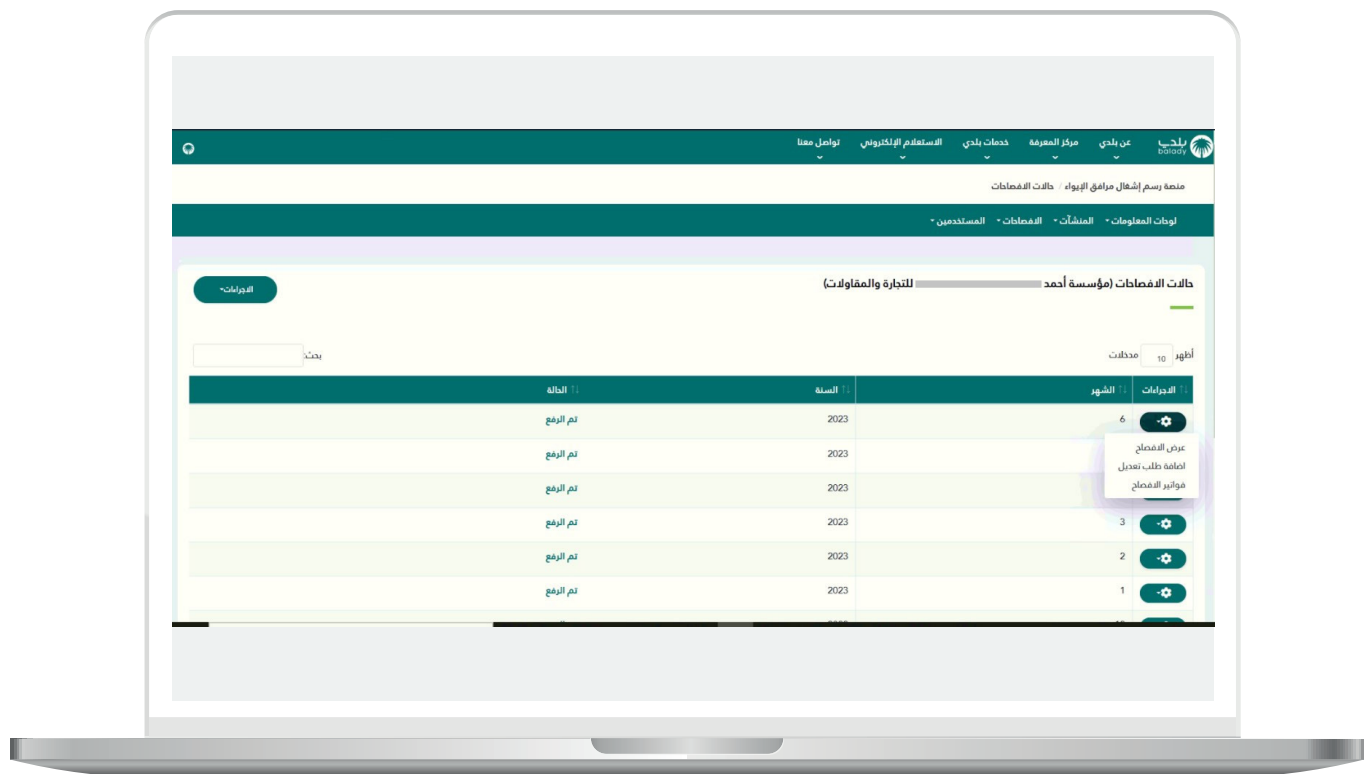
A Disclosure Modification Request can be submitted by navigating to the (Disclosure Statuses) page, selecting the required month, and choosing (Add Modification Request).



This step is related to the previous step.



This step is related to the previous step.

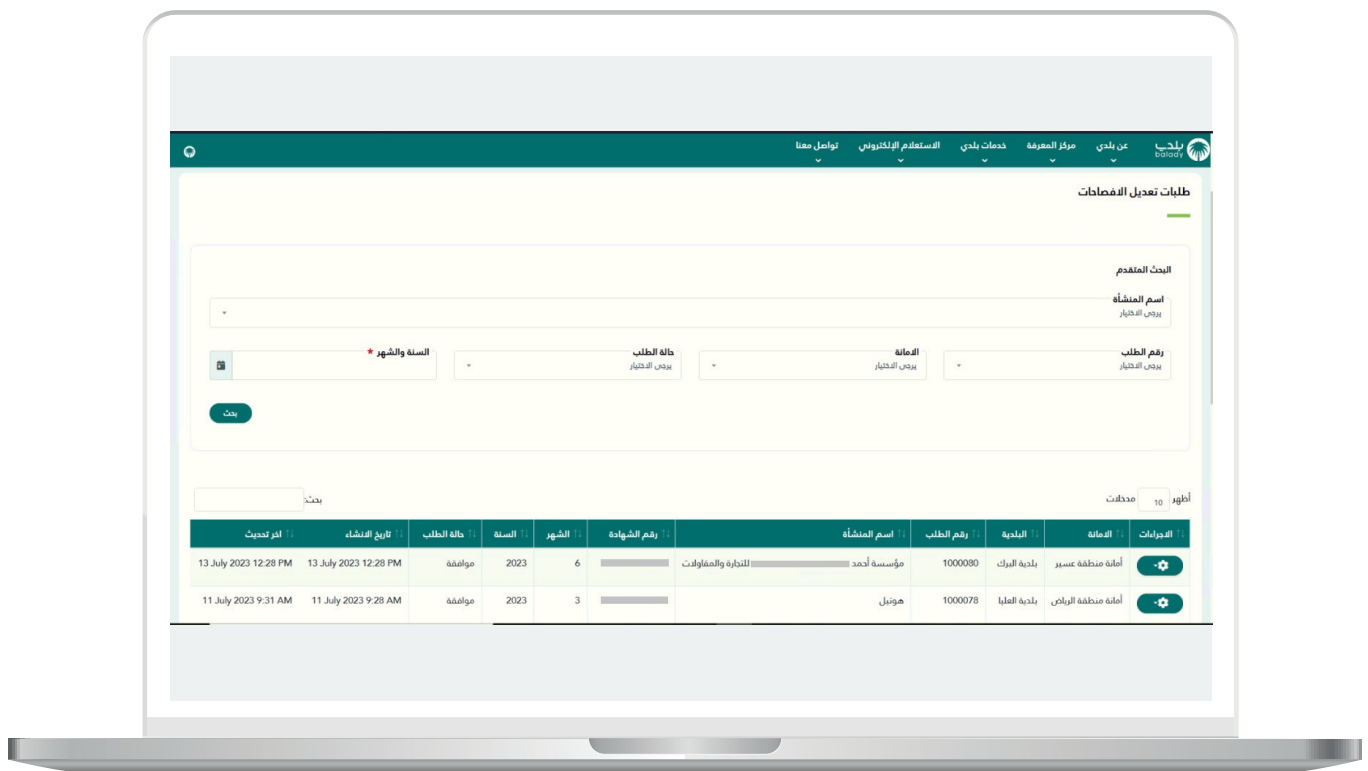


Once Add Modification Request is selected, the user must fill in the required fields, upload the updated disclosure file (**All new disclosures for the month must be included, not just the missing ones from the original disclosure**), specify the reason for the modification, add relevant notes, and click (**Add**).

The screenshot shows a web application interface for adding a modification request. The header is dark green with white text for navigation: 'الرئيسية', 'عن بنا', 'مركز المعرفة', 'خدمات بلدي', 'الاستعلام الإلكتروني', 'تواصل معنا'. The main content area has a light green background. At the top, it says 'إضافة طلب تعديل الإفصاح (مؤسسة أحمد)' and 'للتجارة والمقاولات يونيو 2023'. Below this, there's a section for 'إرفاق الإفصاح بجدول إرفاق ملف فارغ'. There are two required fields: 'المنصب' (Position) with a dropdown menu and 'ملف الإفصاح' (Disclosure File) with a file upload button labeled 'FacilityOccupancyGroupsTemplate(131).xlsx'. At the bottom, there's a 'ملاحظات' (Notes) section with a text area and a 'حفظ في سجل الإفصاح' (Save to Disclosure Log) button. A 'تأكيد' (Confirm) button is at the bottom left.

If the modification request is approved by the municipality, it will be processed automatically without any further action required from the user.

If the request is rejected, the user may submit a new modification request.

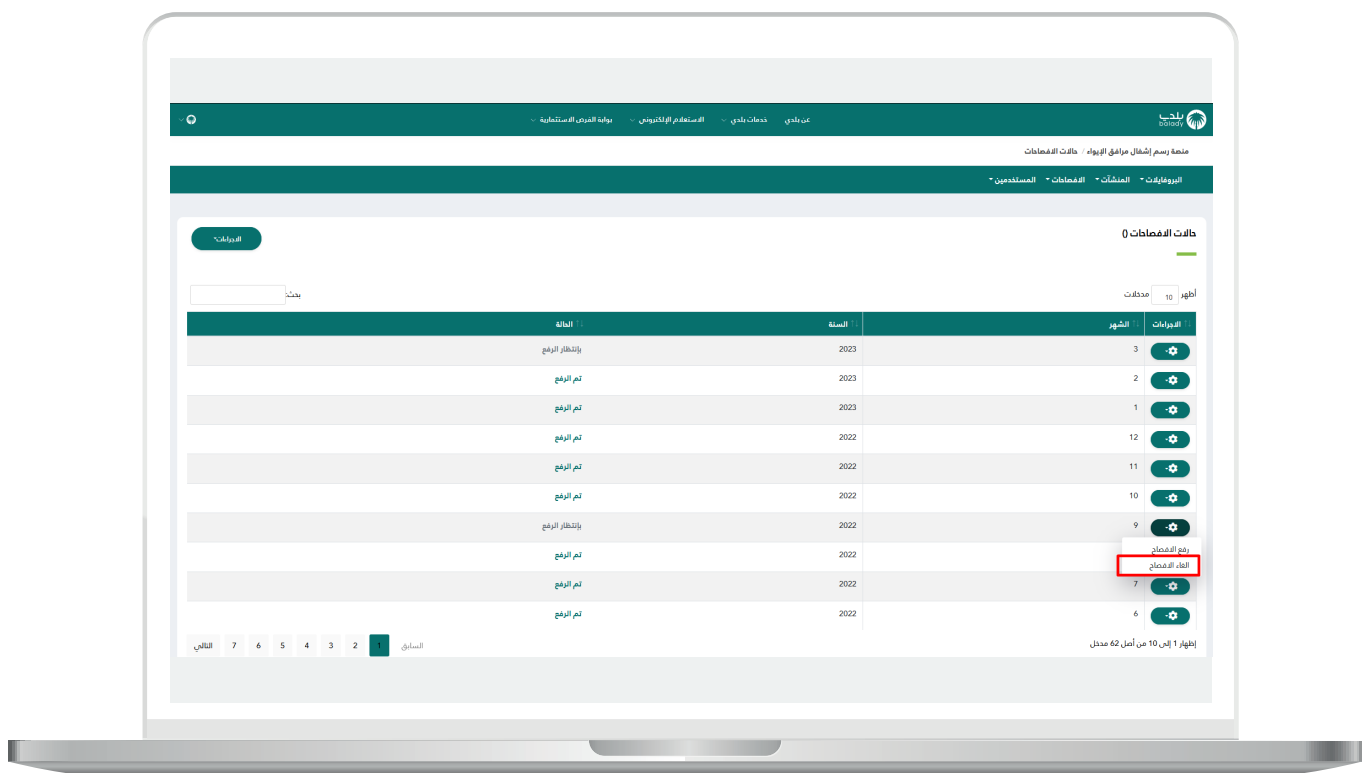




## Canceling a Disclosure

Disclosure cancellation serves as an alternative to Zero Disclosure, as submissions cannot be made with a zero amount. This process will be treated as a zero disclosure but handled differently.

First, navigate to the Disclosure Statuses page, select the month, then choose **(Cancel Disclosure)**.

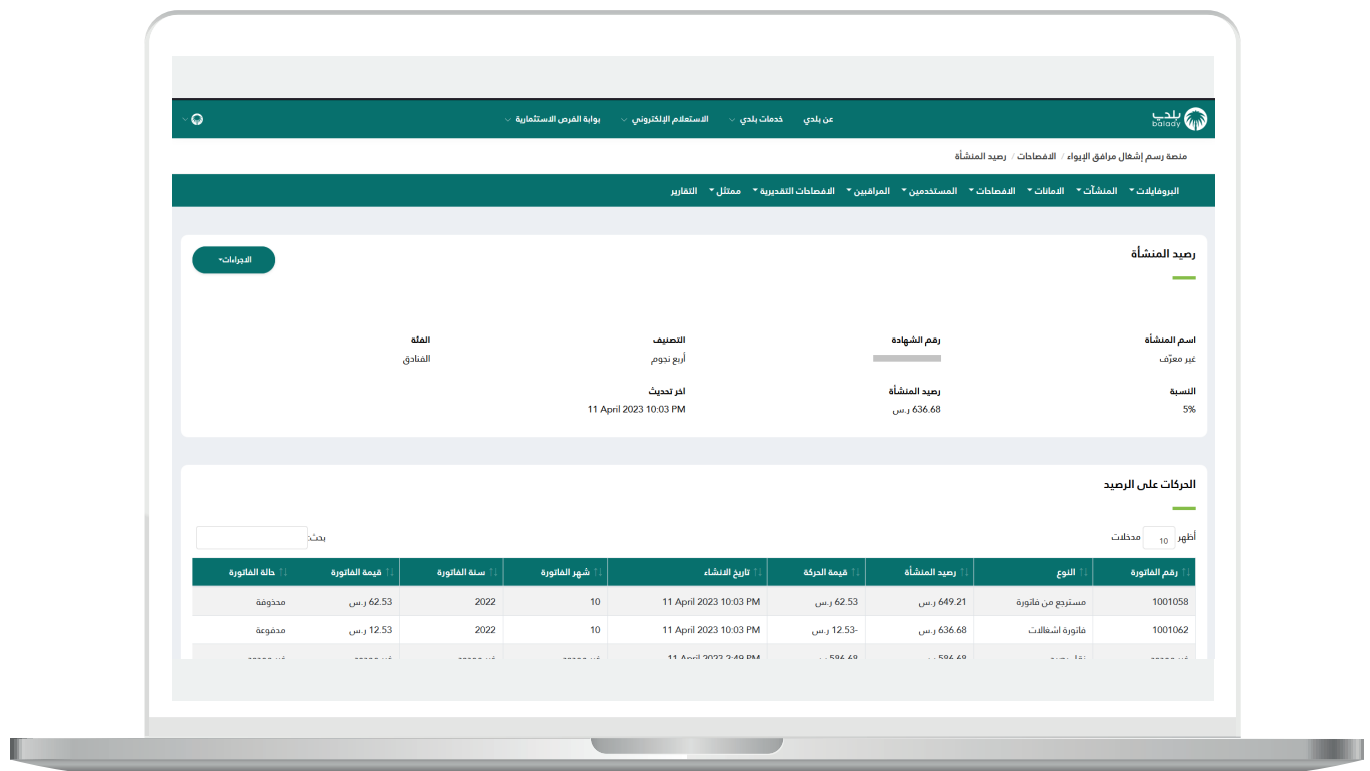


and fill out the required form.

The image shows a laptop screen displaying a web application interface. The interface is in Arabic and appears to be a form for recording occupancy fees. At the top, there is a header with the text "منحة رسم إقامات مزادق الزوار / الإقامات / إلقاء الإقامات" and a navigation bar with links: "البروتوكولات", "المعاملات", "الخدمات", "المستخدمين". Below the header, there is a section titled "إلقاء الإقامات ( سبتمبر 2022 )". This section contains a dropdown menu labeled "المبنى" with a red asterisk and a note "يرجى الاختيار". Below this, there is a table with columns for "ملاحظات" (Notes) and "المرافقات" (Accompanying). The table has a header row and several empty rows for data entry. At the bottom of the form, there is a button labeled "إلغاء" (Cancel).

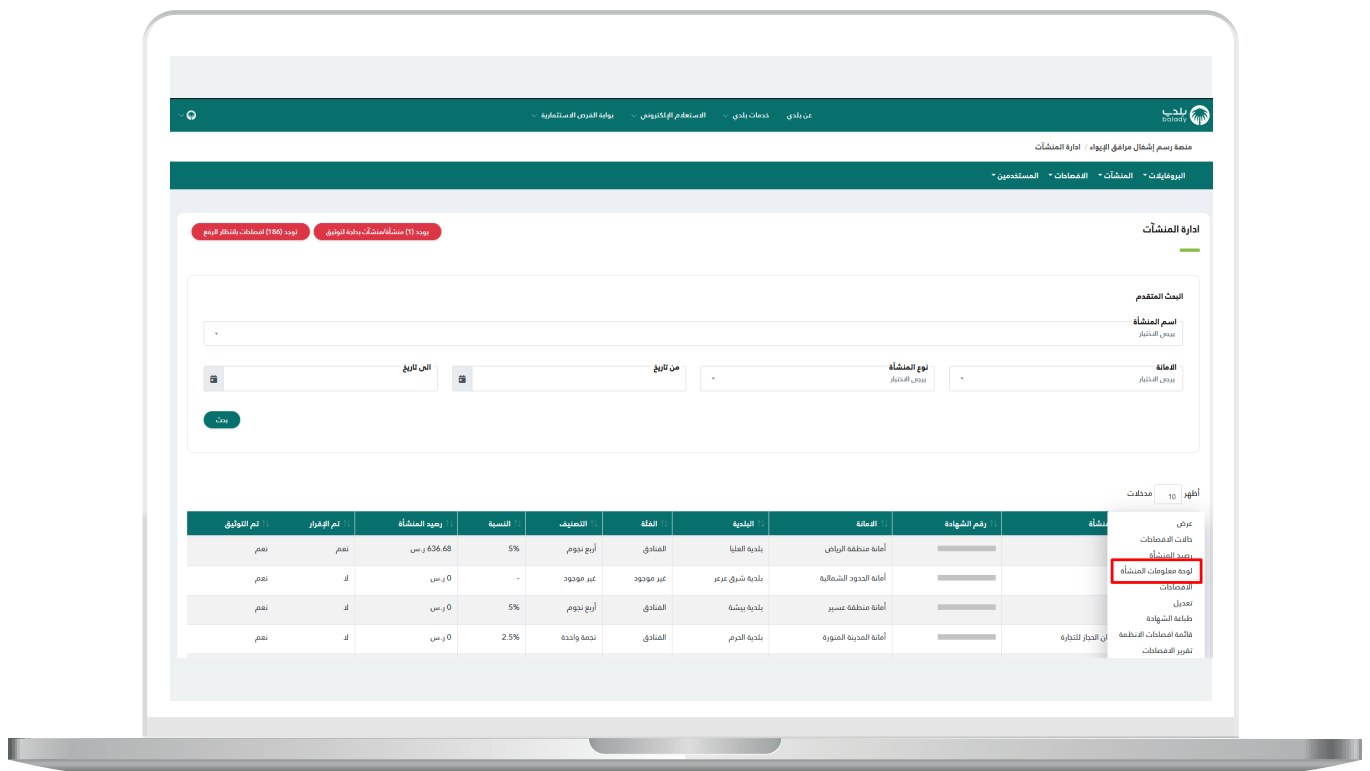


This step is related to the previous step.

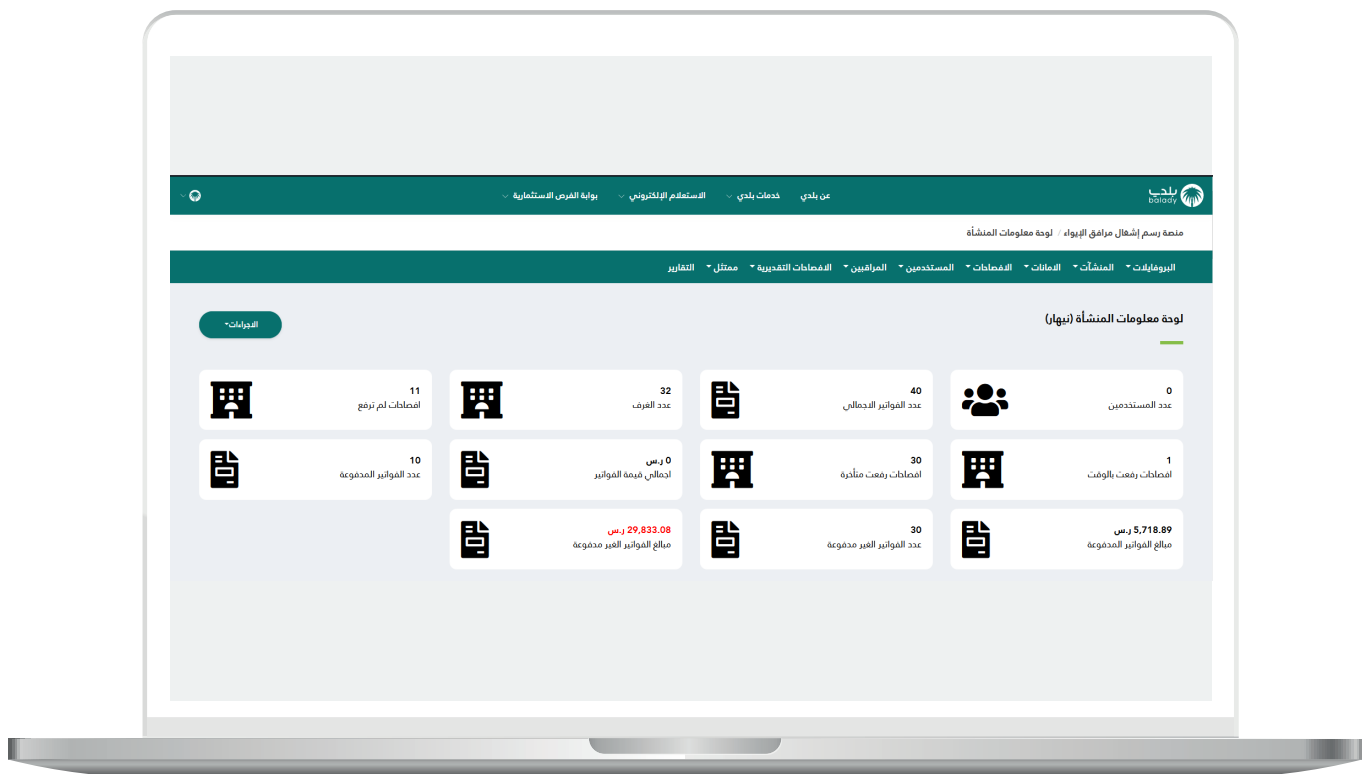


## Establishment Dashboard

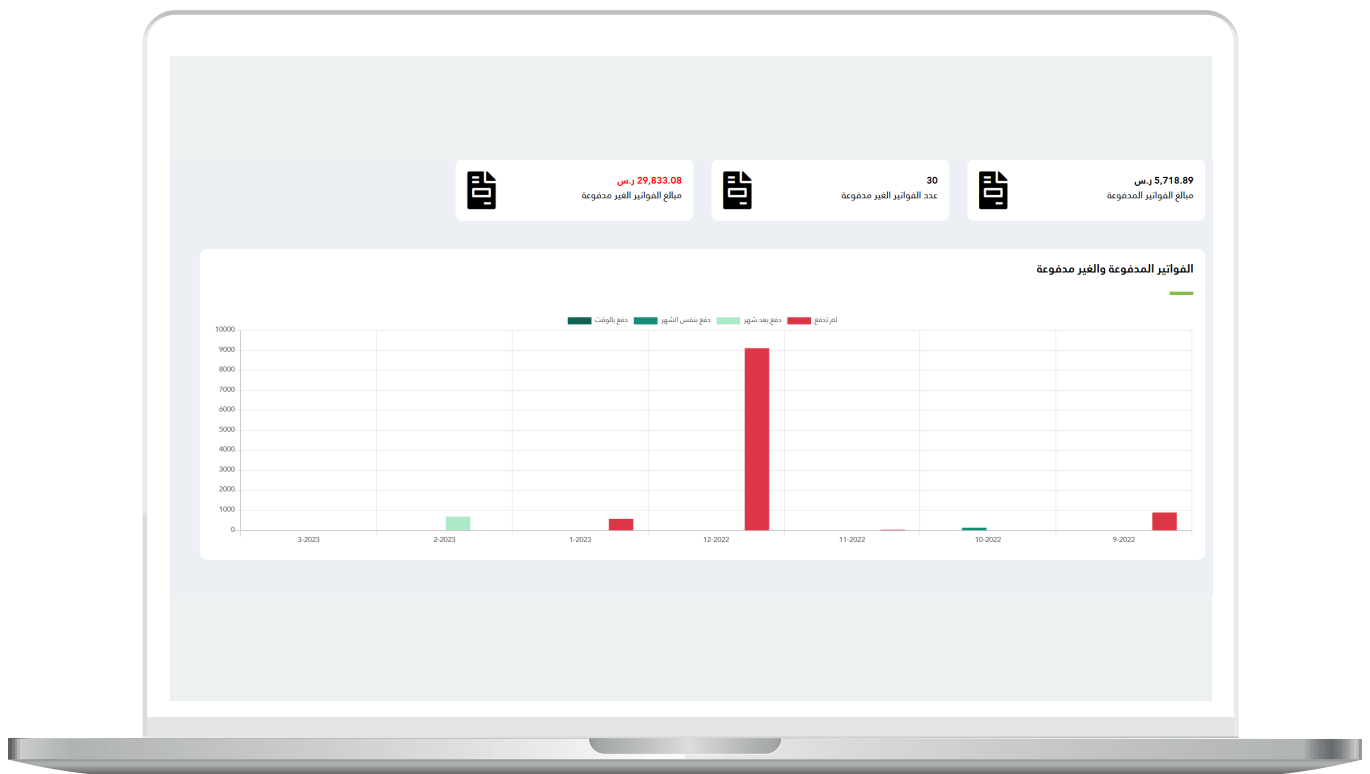
This section displays all information related to the establishment, including but not limited to (**Violations, Disclosures, Invoices, Payments, and Administrator Information**).



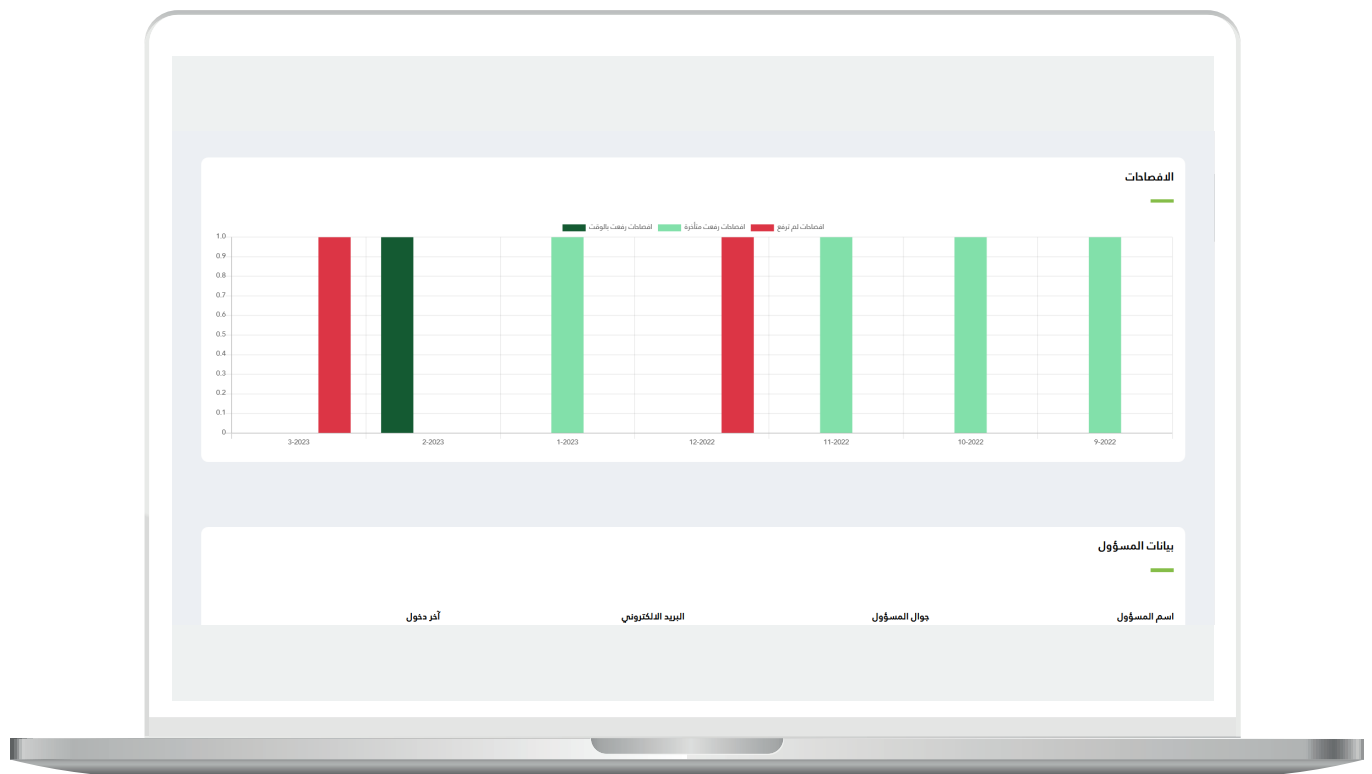
This step is related to the previous step.



This step is related to the previous step.

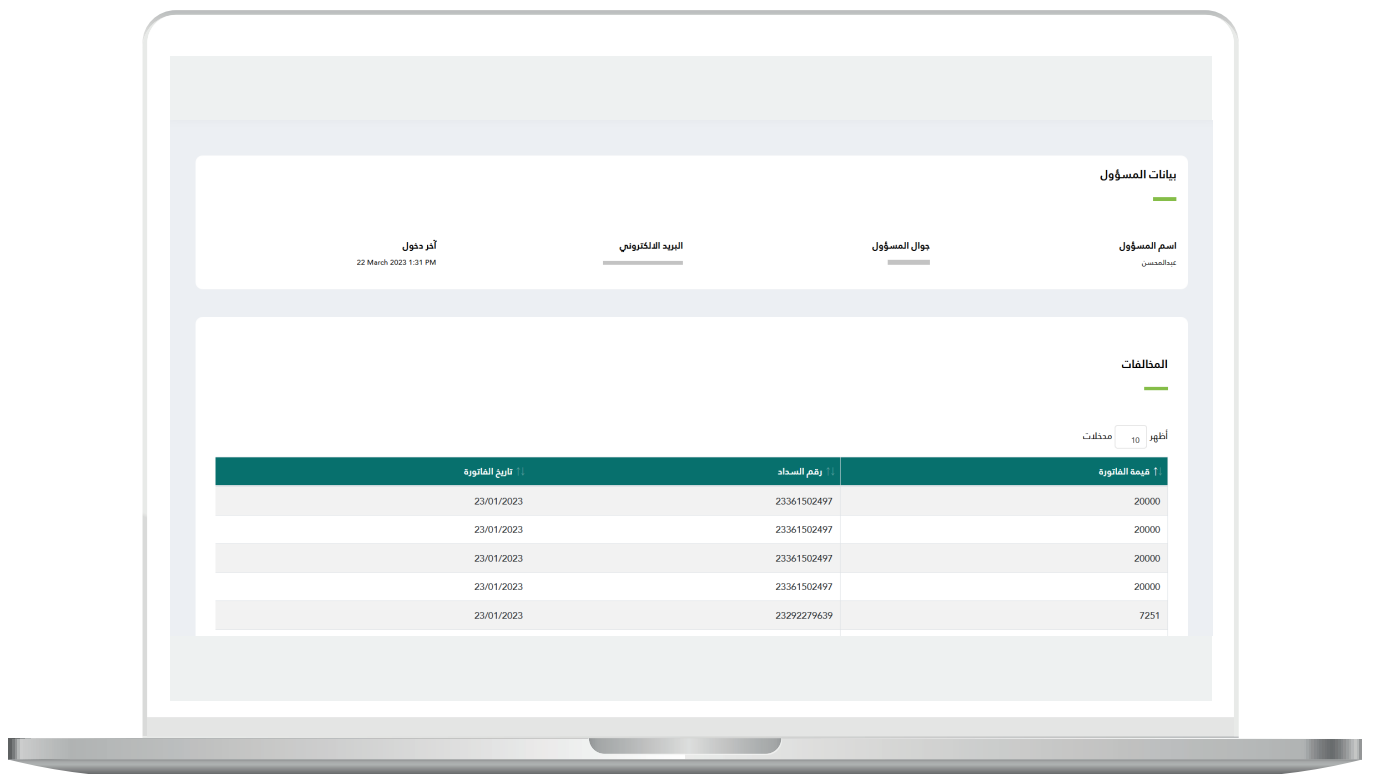


This step is related to the previous step.





This step is related to the previous step.

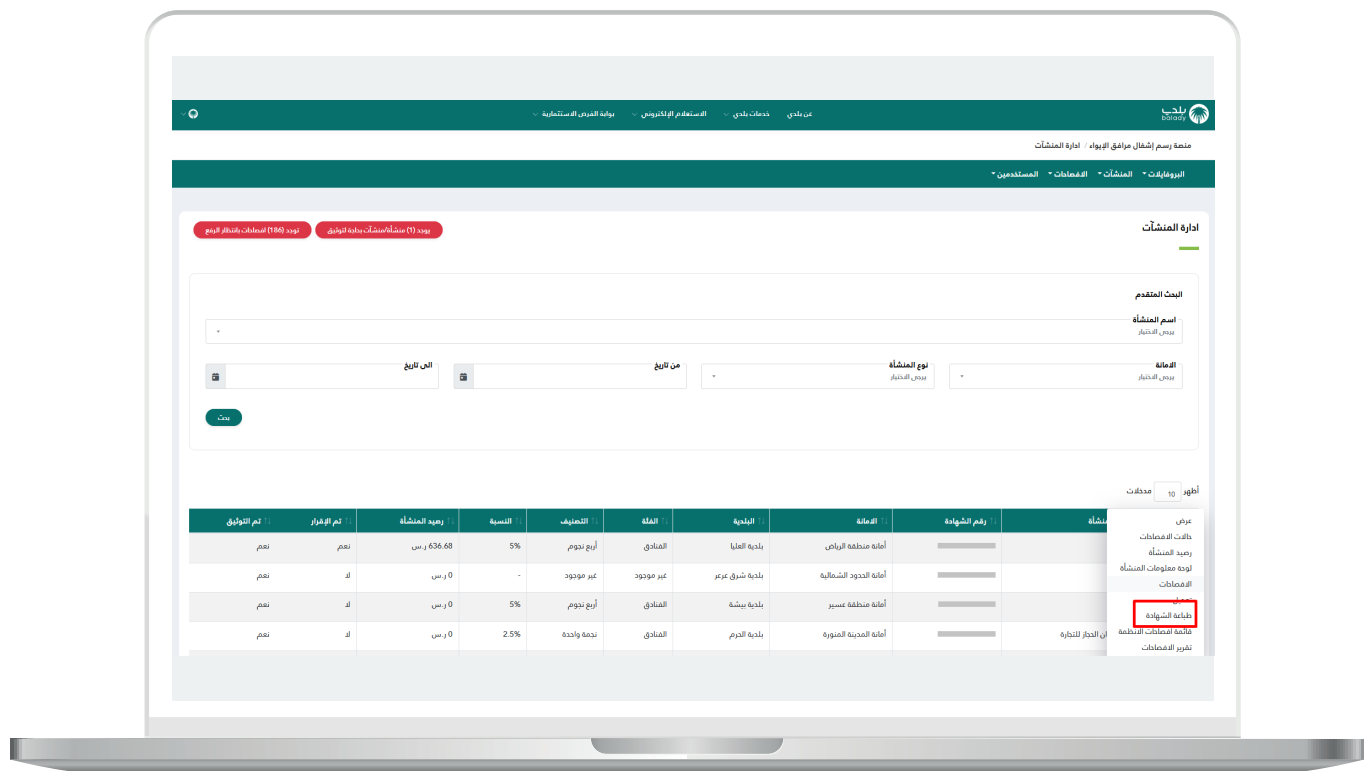


The screenshot shows a web application interface on a laptop. The interface is in Arabic and displays a table of occupancy fees. The table has three columns: 'تاريخ الماتورة' (Vehicle Date), 'رقم السداد' (Payment Number), and 'قيمة الماتورة' (Vehicle Value). The table contains five rows of data. The interface also includes a header with the title 'بيانات المسؤول' (Responsible Data) and a sidebar with navigation links: 'آخر دخول' (Last Entry), 'البريد الإلكتروني' (Email), and 'جوال المسؤول' (Responsible Mobile). The date '22 March 2023 1:31 PM' is displayed in the top right corner.

تاريخ الماتورة	رقم السداد	قيمة الماتورة
23/01/2023	23361502497	20000
23/01/2023	23361502497	20000
23/01/2023	23361502497	20000
23/01/2023	23361502497	20000
23/01/2023	23292279639	7251

## Printing the Certificate

The Print Certificate feature allows users to download a PDF file, which can then be printed. The certificate should be printed and displayed in the establishment, containing all establishment details and supported by a (QR Code) that enables anyone to verify the establishment's details by scanning it with a mobile device.

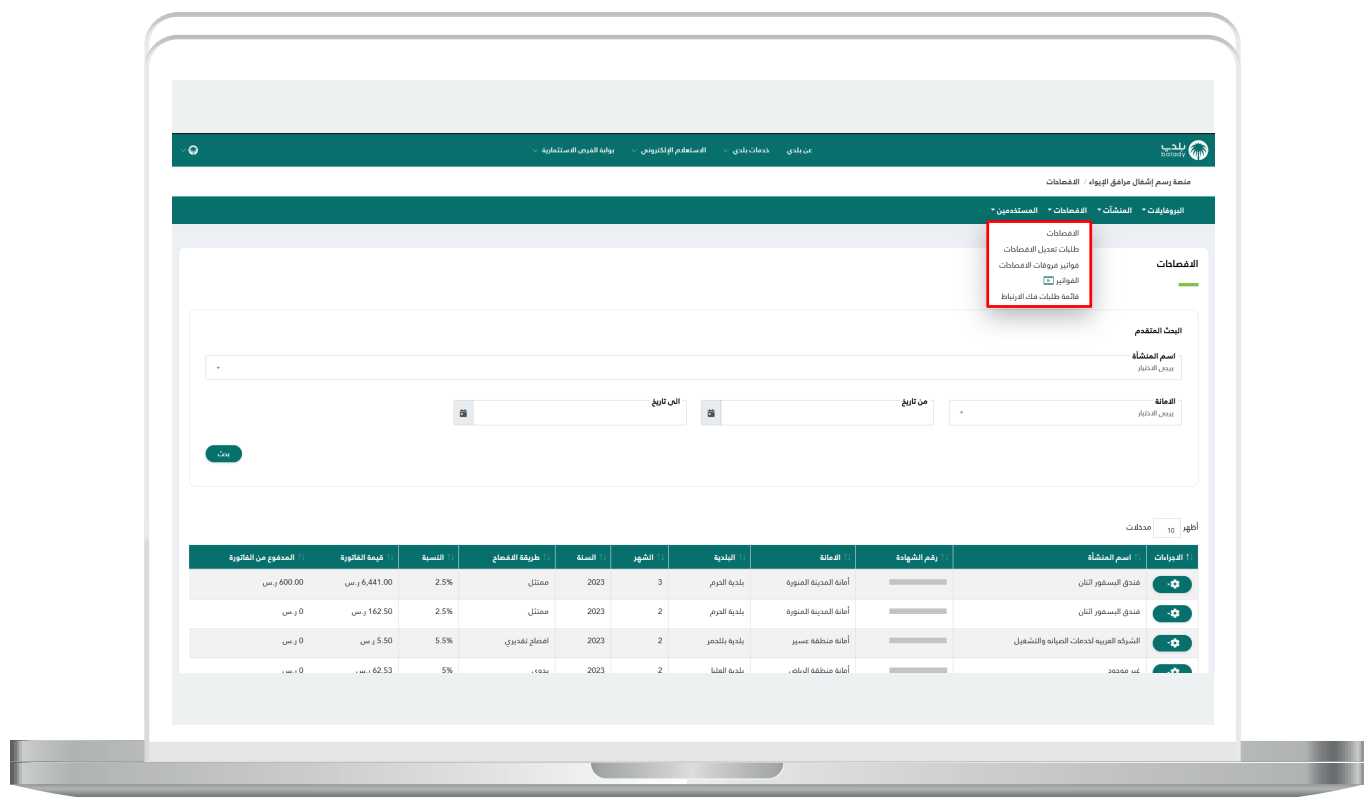


This step is related to the previous step.



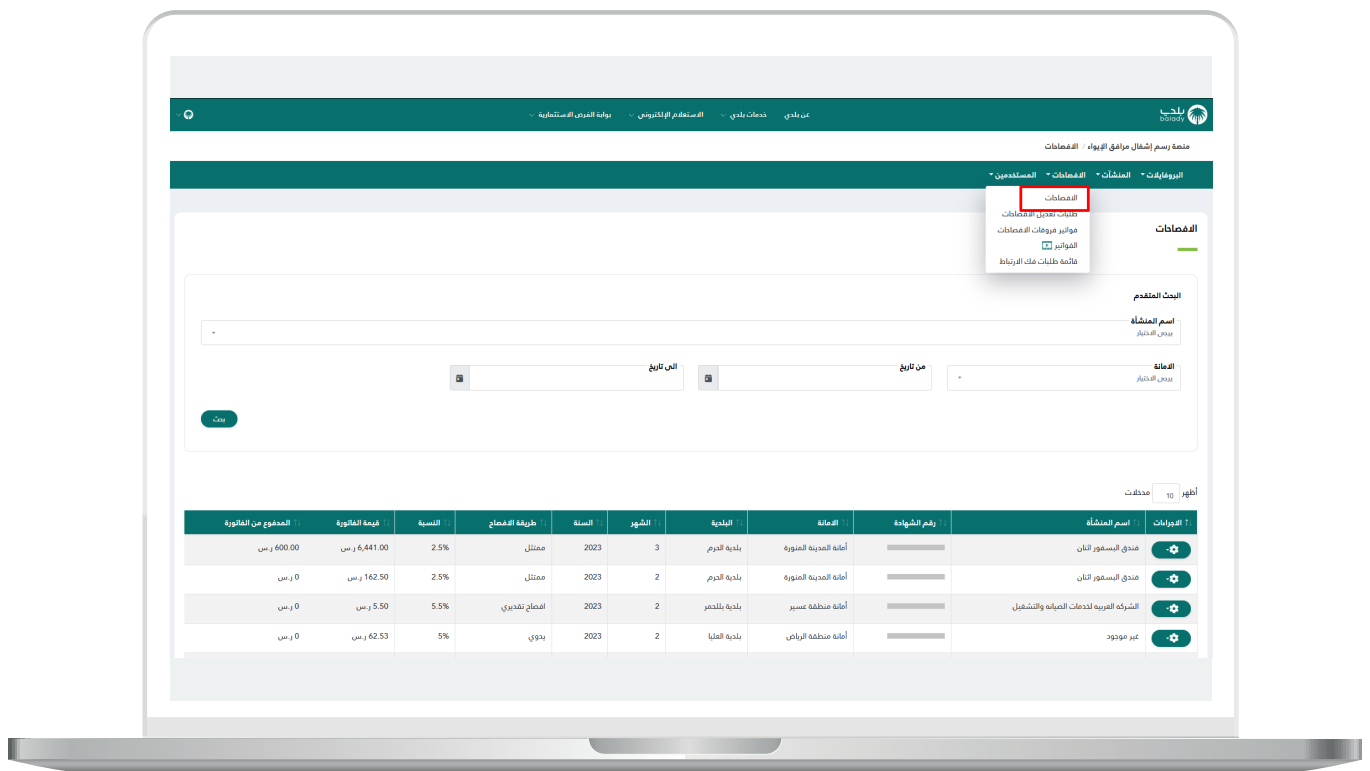
## Disclosures

Through the Disclosures tab, users can manage all disclosure-related processes, including but not limited to (**Viewing Disclosures, Invoices, and Disclosure Modification Requests**).



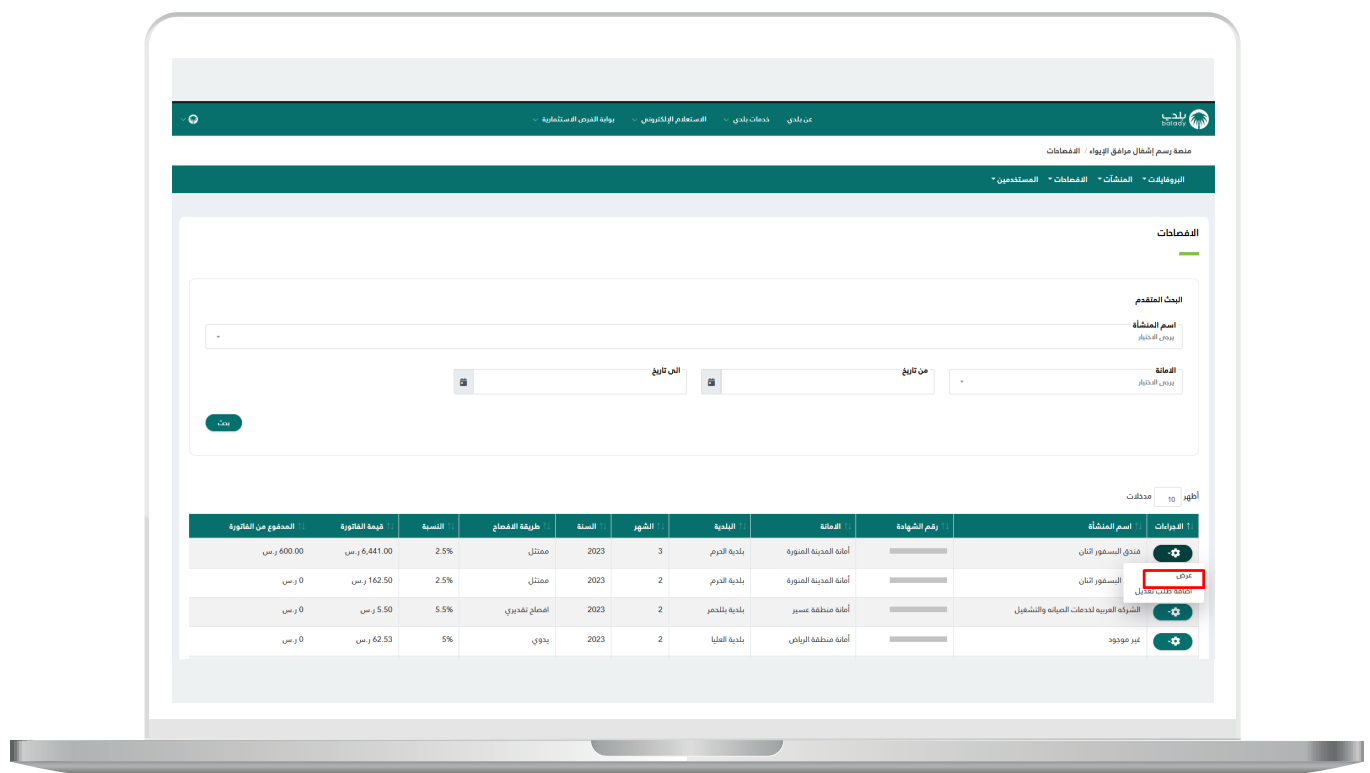
## Disclosures

This page displays all disclosures for all establishments and months, along with a summary of key details, allowing users to take necessary actions.

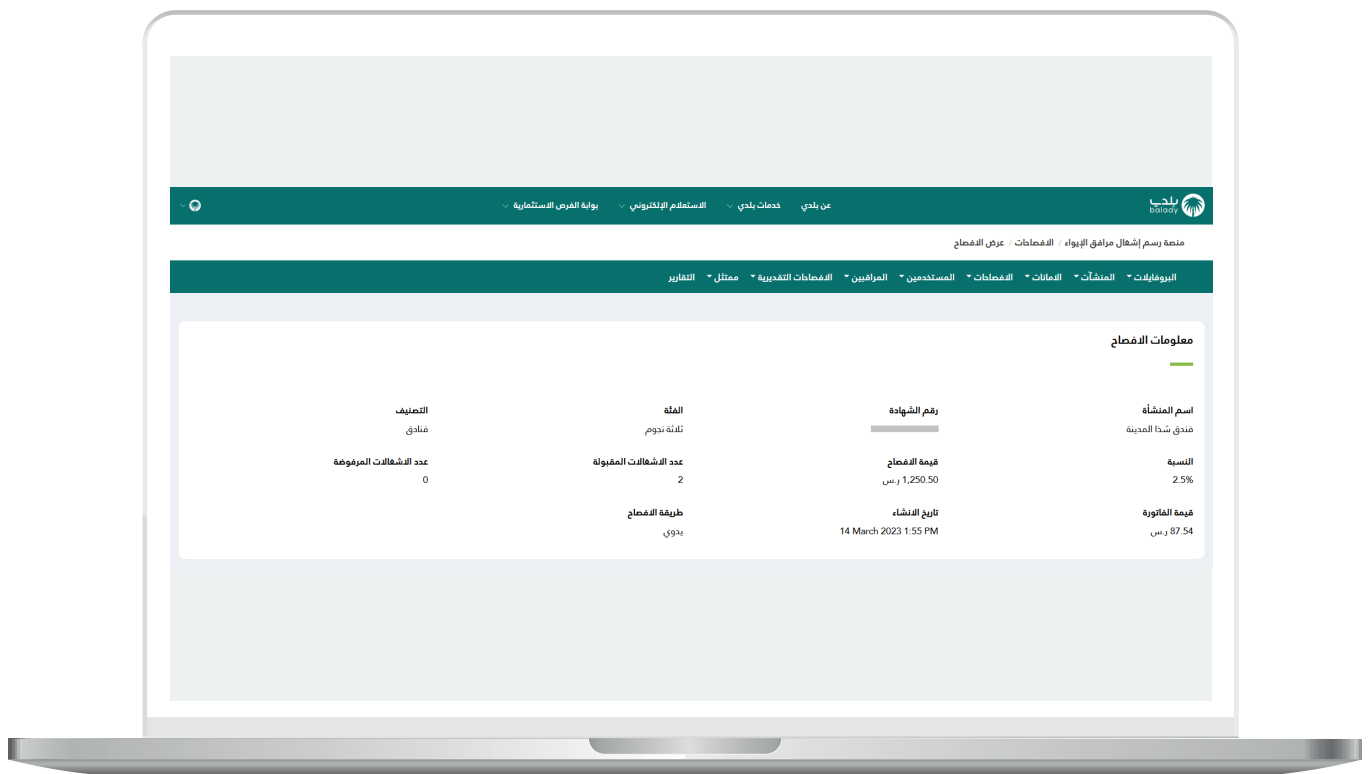


## View

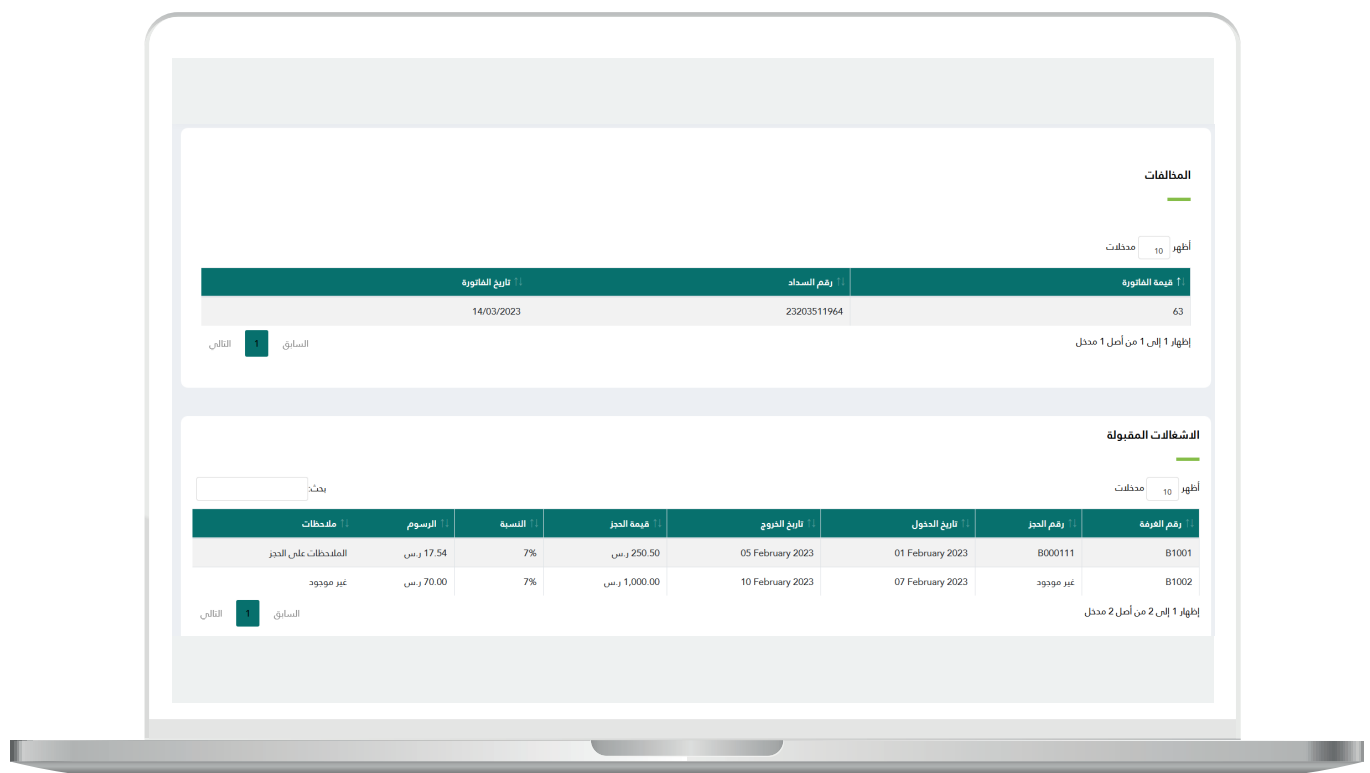
Selecting View provides more details about the disclosure, as shown in the images below.



This step is related to the previous step.

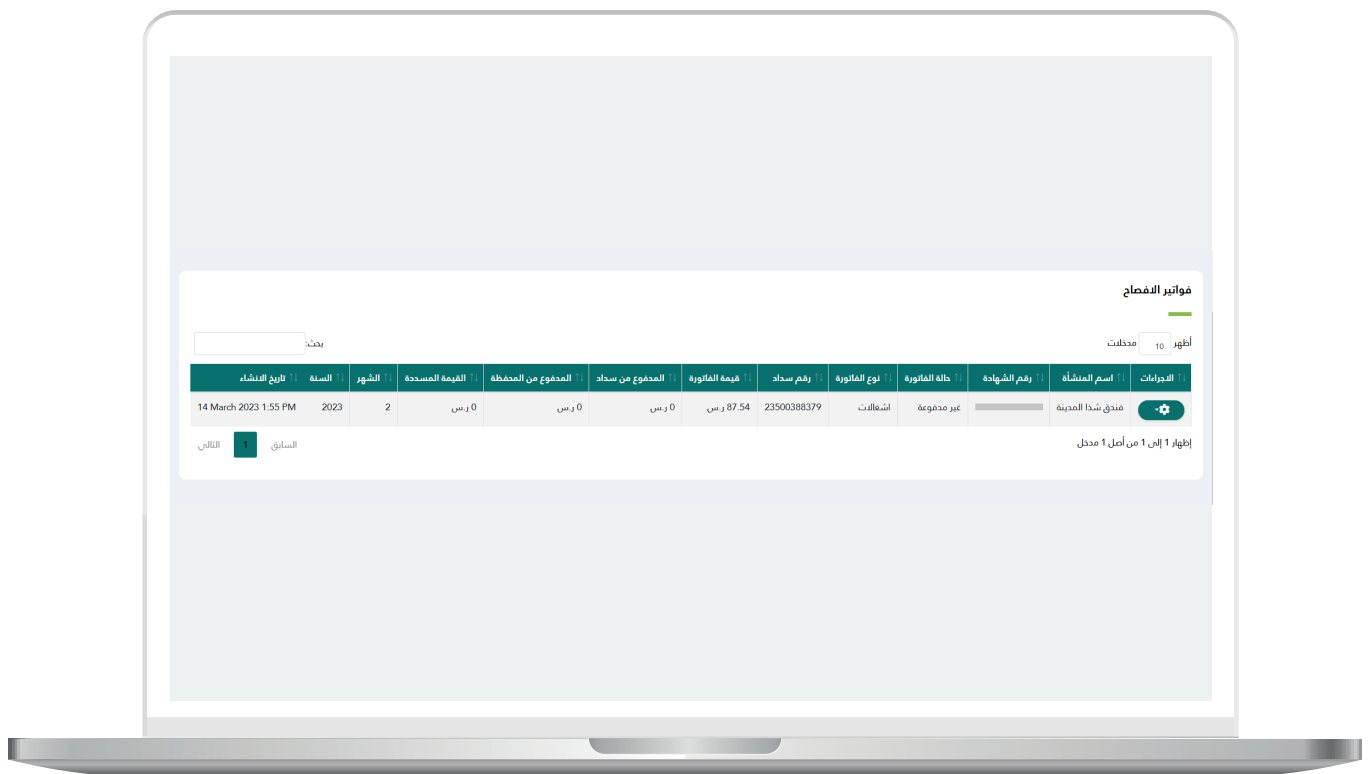


This step is related to the previous step.



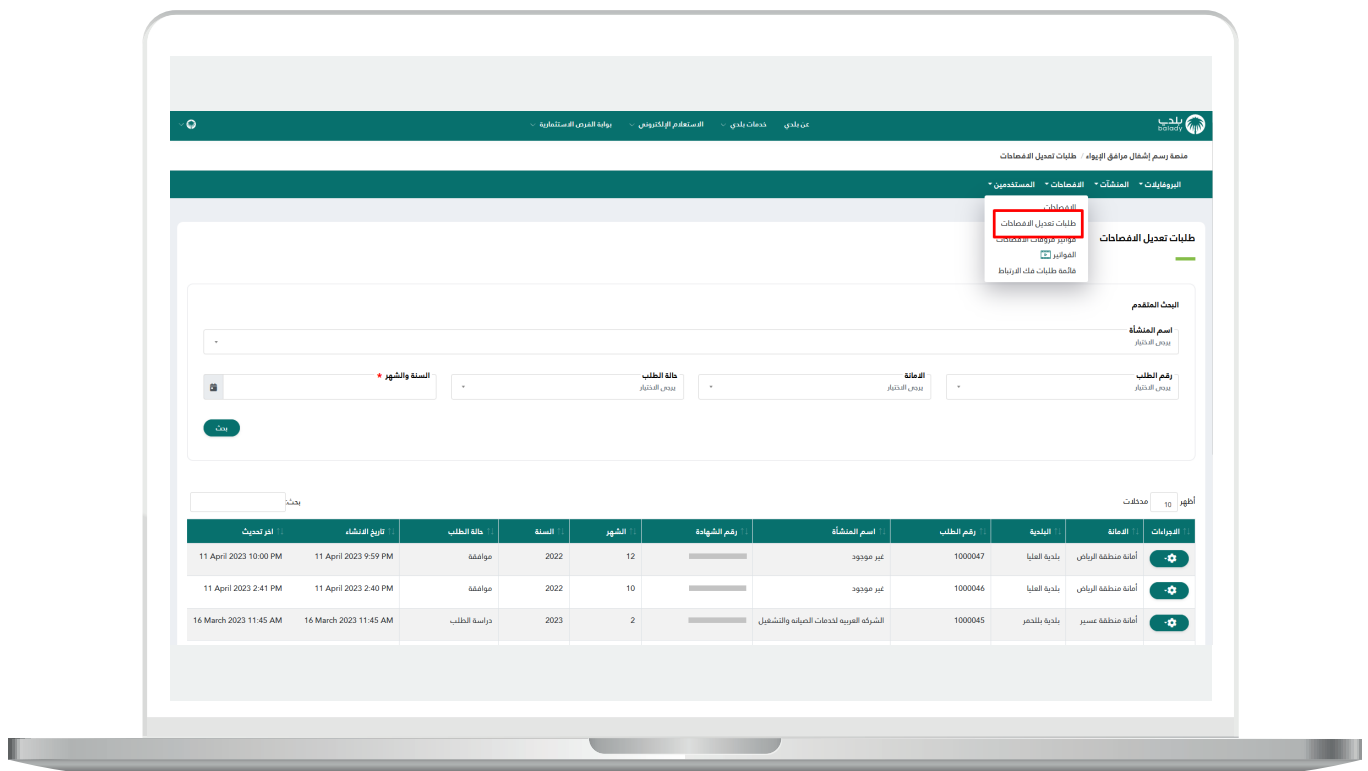


This step is related to the previous step.

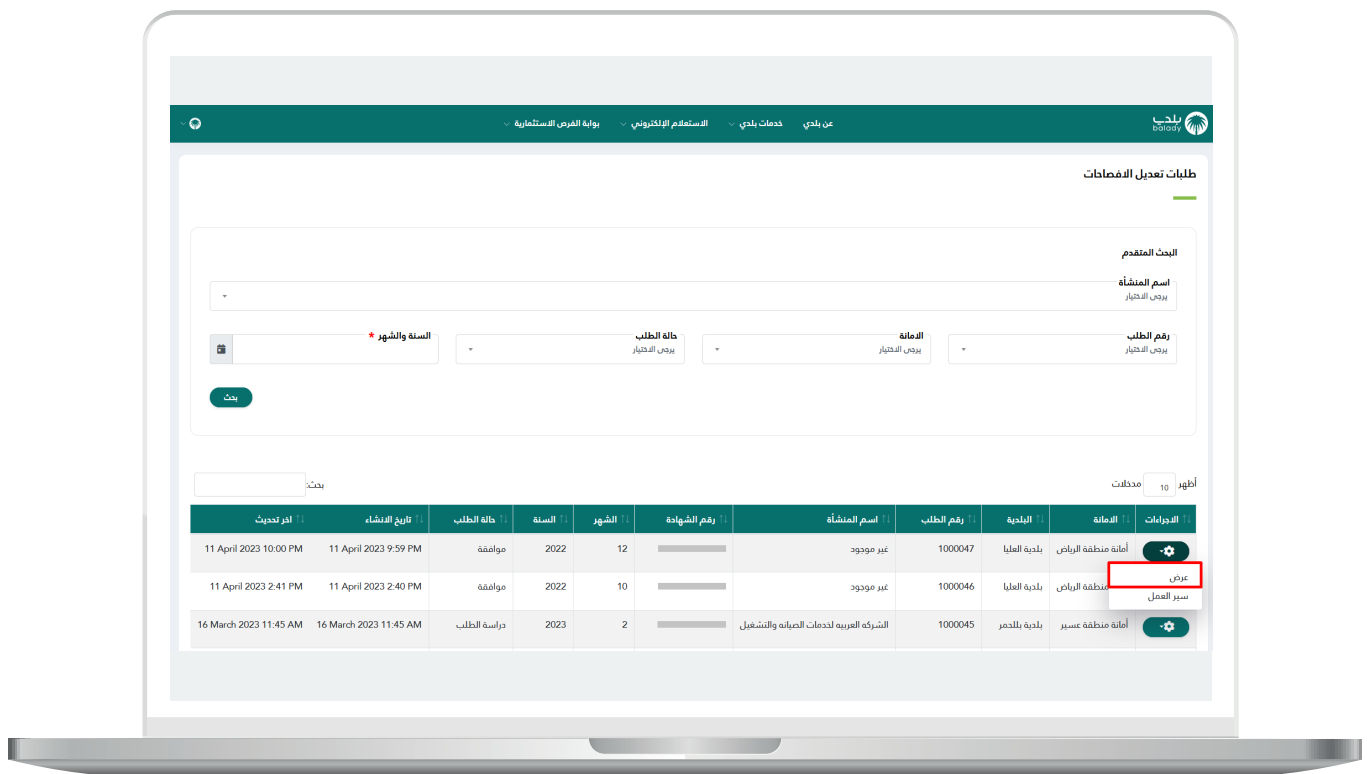


## Disclosure Modification Requests

Once a Modification Request is submitted, users can track its status in the designated section.



By selecting View, the following details will be displayed (Disclosure Month and Year, Notes, and Attached Files Provided by the Establishment).



A modification request can have one of the following statuses:

- Approved: Allows the user to modify the disclosure.
- Rejected: The modification request is denied, and the original disclosure remains unchanged.

**Municipality Review Required:** A notification is sent to the user requesting a visit to the municipality if additional clarification is needed before processing the request.

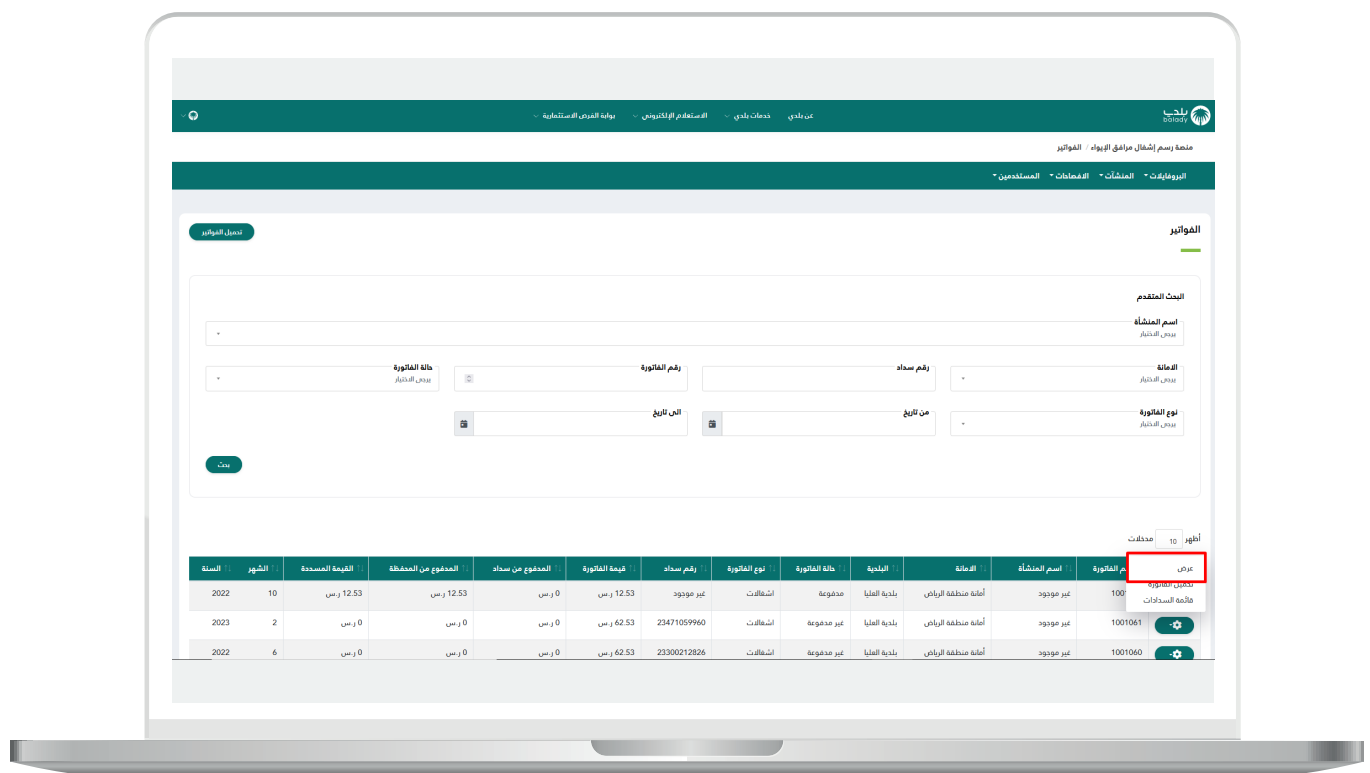
## Invoices

The Invoices page displays all invoices with summarized details, including but not limited to (Establishment Name, Payment Reference Number, Disclosure Month & Year, Invoice Amount, Amount Paid via SADAD, and Amount Paid from Wallet), allowing users to take further actions on each invoice.

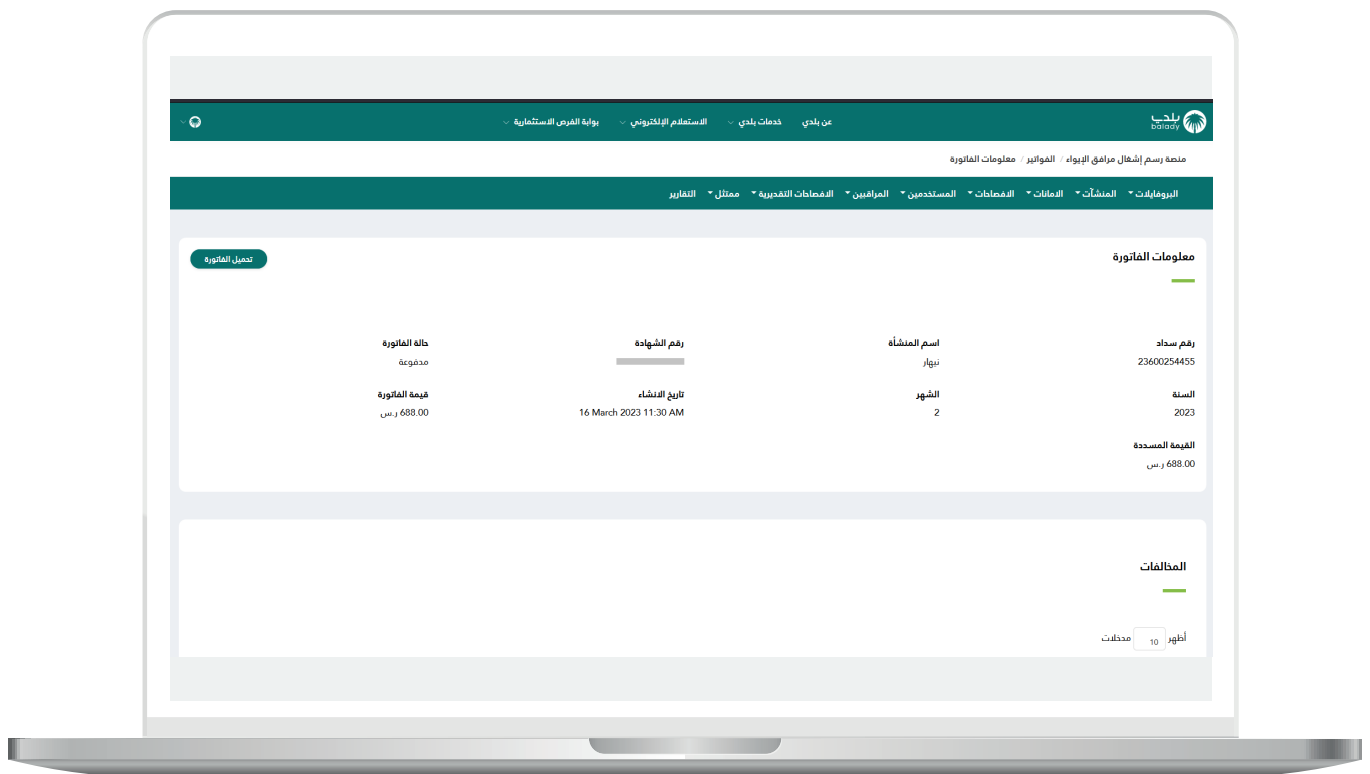
[illegible]

## View

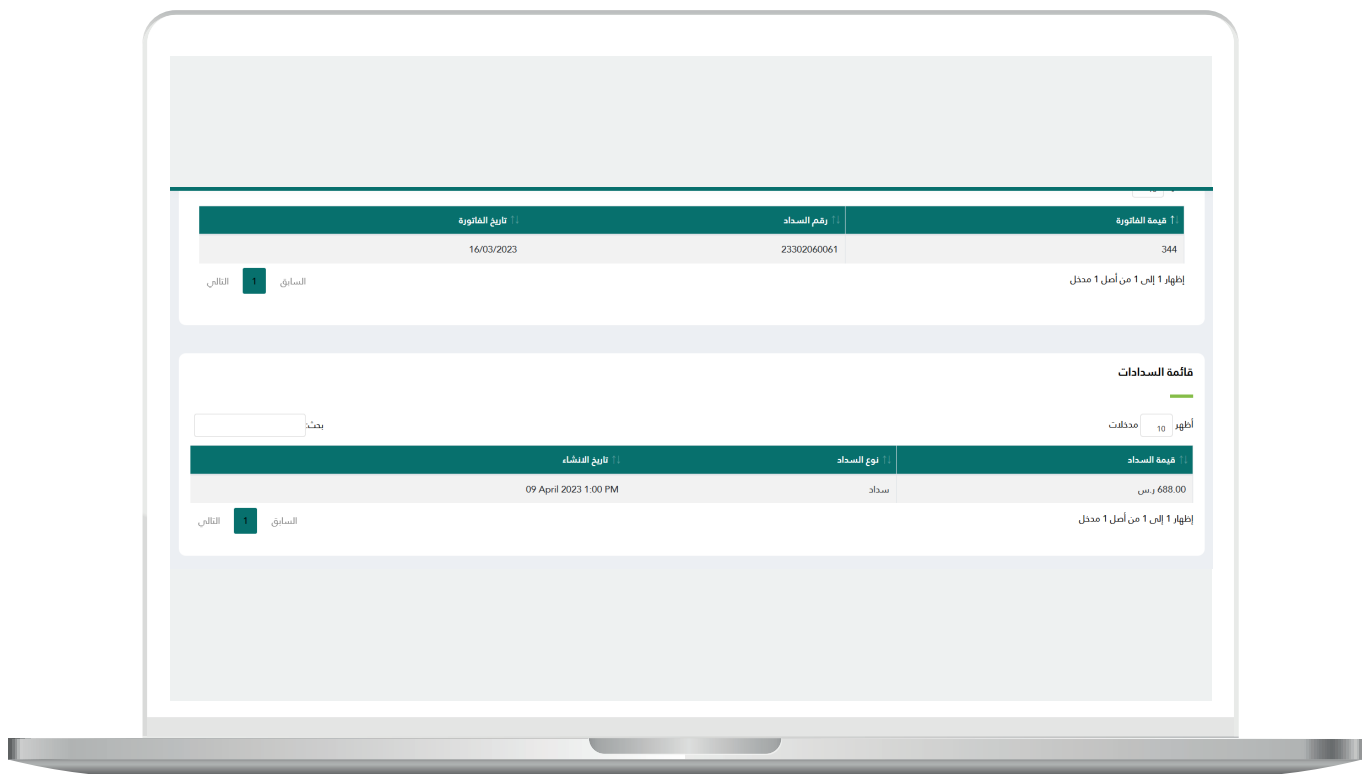
Users can view additional invoice details, including but not limited to (Payment Information, Violations, and Disclosure Information).



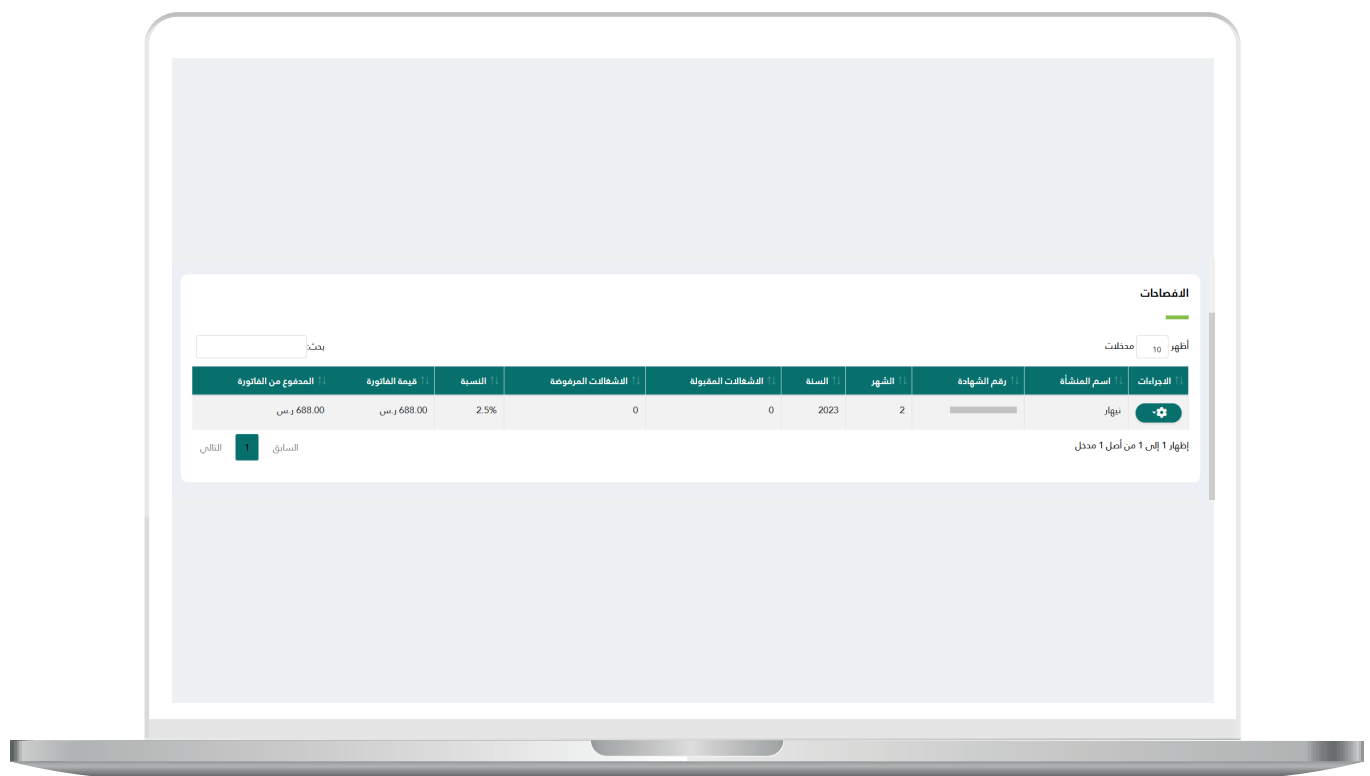
This step is related to the previous step.



This step is related to the previous step.



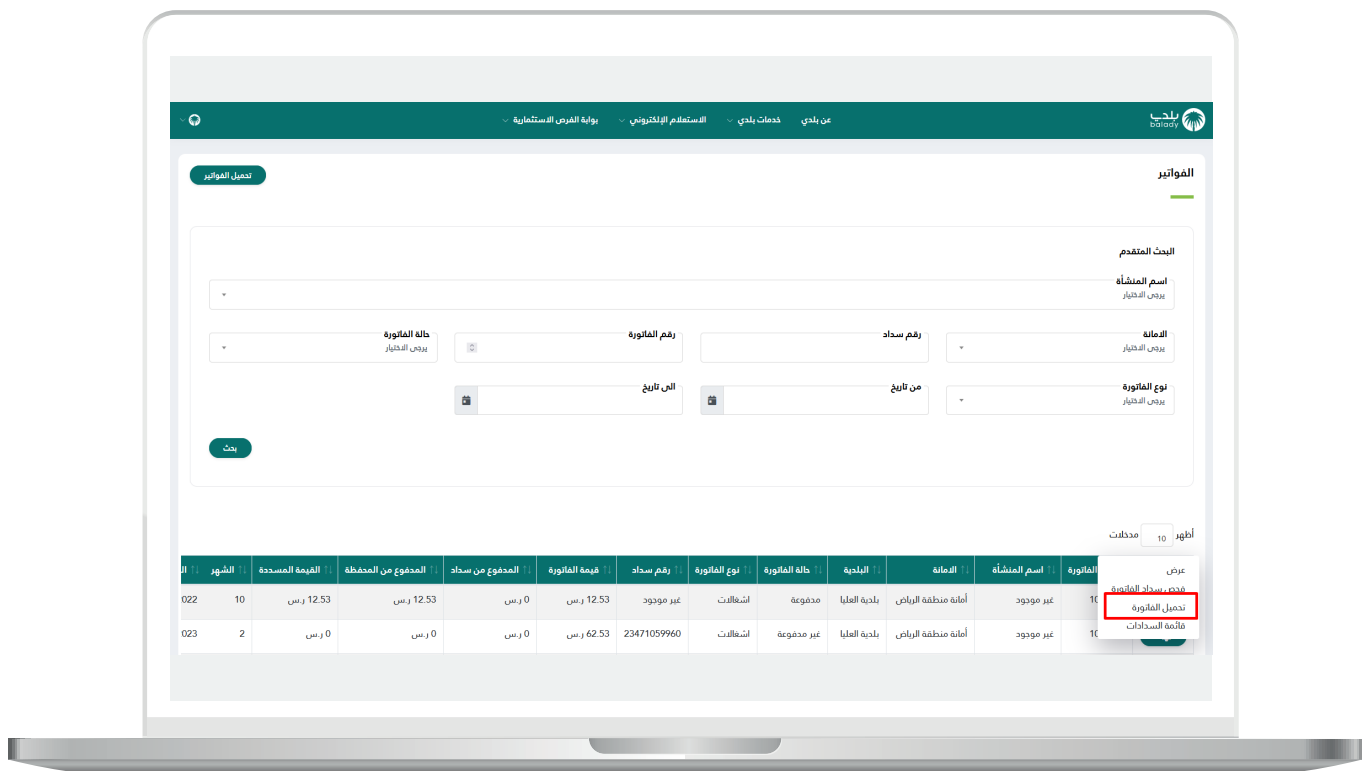
This step is related to the previous step.





## Downloading an Invoice

If a printed copy of an invoice is required for any transaction, users can download and print the invoice using the Download Invoice option.



This step is related to the previous step.

وزارة الشؤون البلدية والقروية والإسكان  
VISION 2030  
المملكة العربية السعودية  
Kingdom of Saudi Arabia

اسم المنشأة:

رقم الشهادة:

حالة الفاتورة: مدفوعة

رقم الفاتورة:

قيمة الفاتورة: 688.00

المدفوع من الفاتورة: 688.00

رقم شيكاد:

المدفوع من شيكاد: 688.00

المدفوع من المحفظة: 0.00

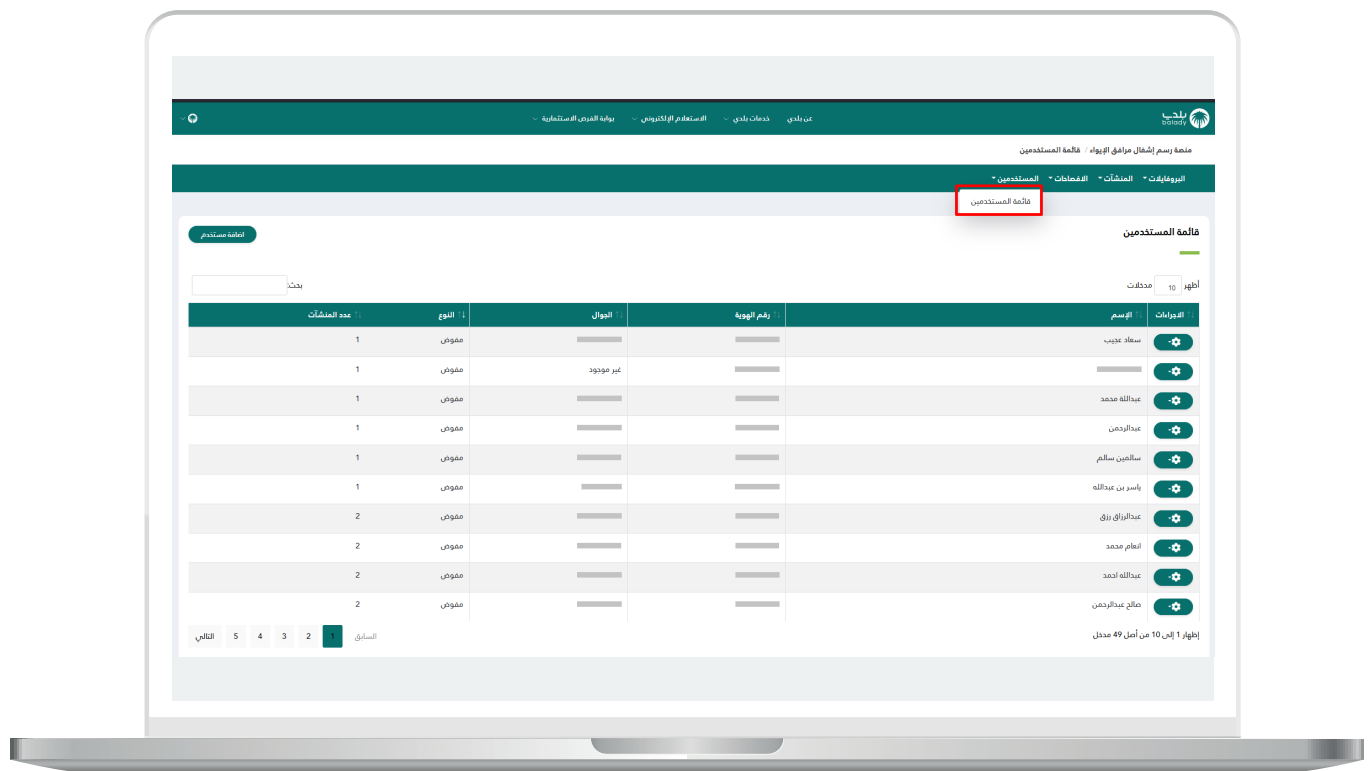
تاريخ إصدار الفاتورة: 2023-03-16

تاريخ الفاتورة: فبراير 2023

هذه الشهادة صادرة عن نظام رسم إشغال مرافق الإيواء بشكل آلي ولا تحتاج إلى توقيع

## Users List

Users can be managed through various actions, including (Adding a User, Deleting a User, and Editing a User).



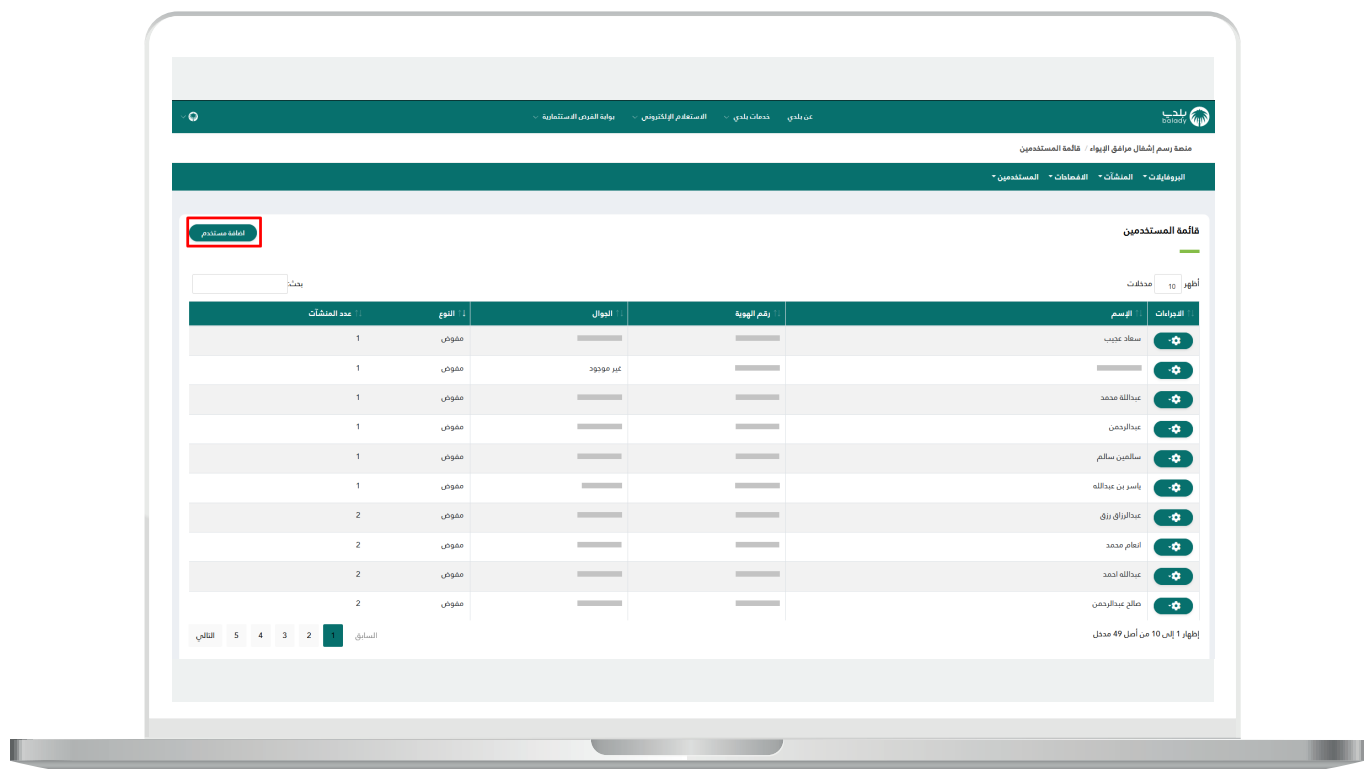
## Adding a User

There are two types of users that can be added (**Authorized User**, **Regular User**).

The difference between the two user types is that the (**Authorized User**) has full access to all establishments under the main administrator. If a new establishment is added in the future, the (**Authorized User**) will automatically have access to it and can also add or delete a (**Regular User**).

A (**Regular User**) has access to specific establishments only and does not have permission to add or delete users.

To add users, select (**Add User**).

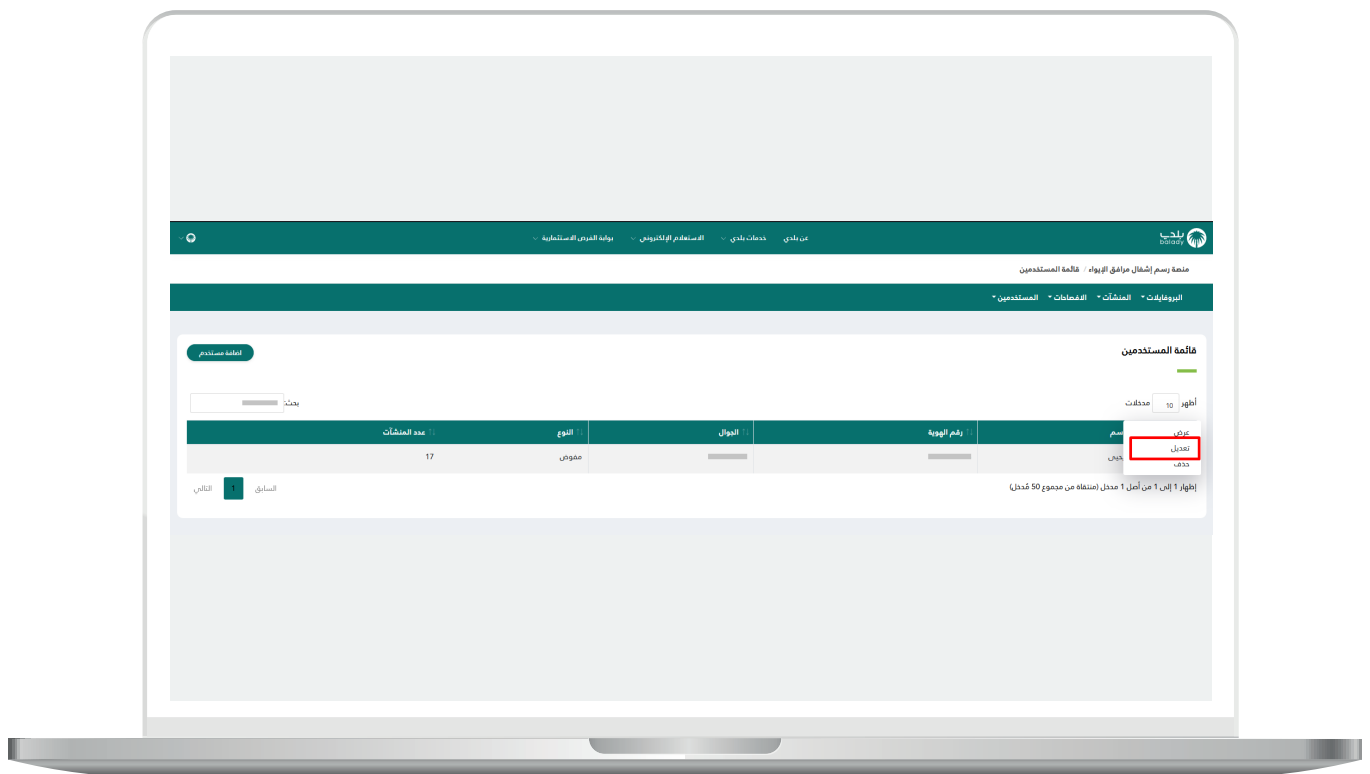


The user then fills out the required form.

The image shows a laptop screen displaying a web application interface. The browser's address bar shows the URL: <https://stg/fees.momra.gov.sa/ewaa/ar/facility/add-user>. The page has a dark green header with the Ministry of Municipalities and Urban Planning logo and navigation links in Arabic: 'من يدي', 'خدمات يدي', 'الاستعلام الإلكتروني', and 'بوابة الخدمات الإلكترونية'. Below the header, a breadcrumb trail reads: 'الرئيسية > إظهار مرافق الإيواء > قائمة المستخدمين > إضافة مستخدم'. The main content area is titled 'إضافة مستخدم' (Add User) and contains a form with four input fields: 'الدولة' (Country) with a dropdown menu showing '+966', 'الاسم' (Name), 'رقم الهوية' (ID Number), and 'النوع' (Type) with a dropdown menu showing 'نوع المأوى'. A green 'حفظ' (Save) button is located below the form fields.

## Editing Users

User permissions can be modified by changing the role from Authorized User to Regular User or vice versa. Additionally, for a (**Regular User**), establishments can be assigned or removed as needed.



This step is related to the previous step.

The screenshot shows a web application interface for editing a user profile. The interface is displayed on a laptop screen. The top navigation bar is dark green with white text. The main content area has a light gray background. The form is titled "تعديل المستخدم" (Edit User) and includes several input fields and a dropdown menu.

Navigation Bar: [الرئيسية](#) [عن بلدي](#) [خدمات بلدي](#) [الاستعلام الإلكتروني](#) [بوابة الخدمات الإلكترونية](#)

Breadcrumb: [الرئيسية](#) / [قائمة المستخدمين](#) / [تعديل المستخدم](#)

Menu: [البروفيلات](#) [المنشآت](#) [الفعاليات](#) [المستخدمين](#)

Form Title: تعديل المستخدم

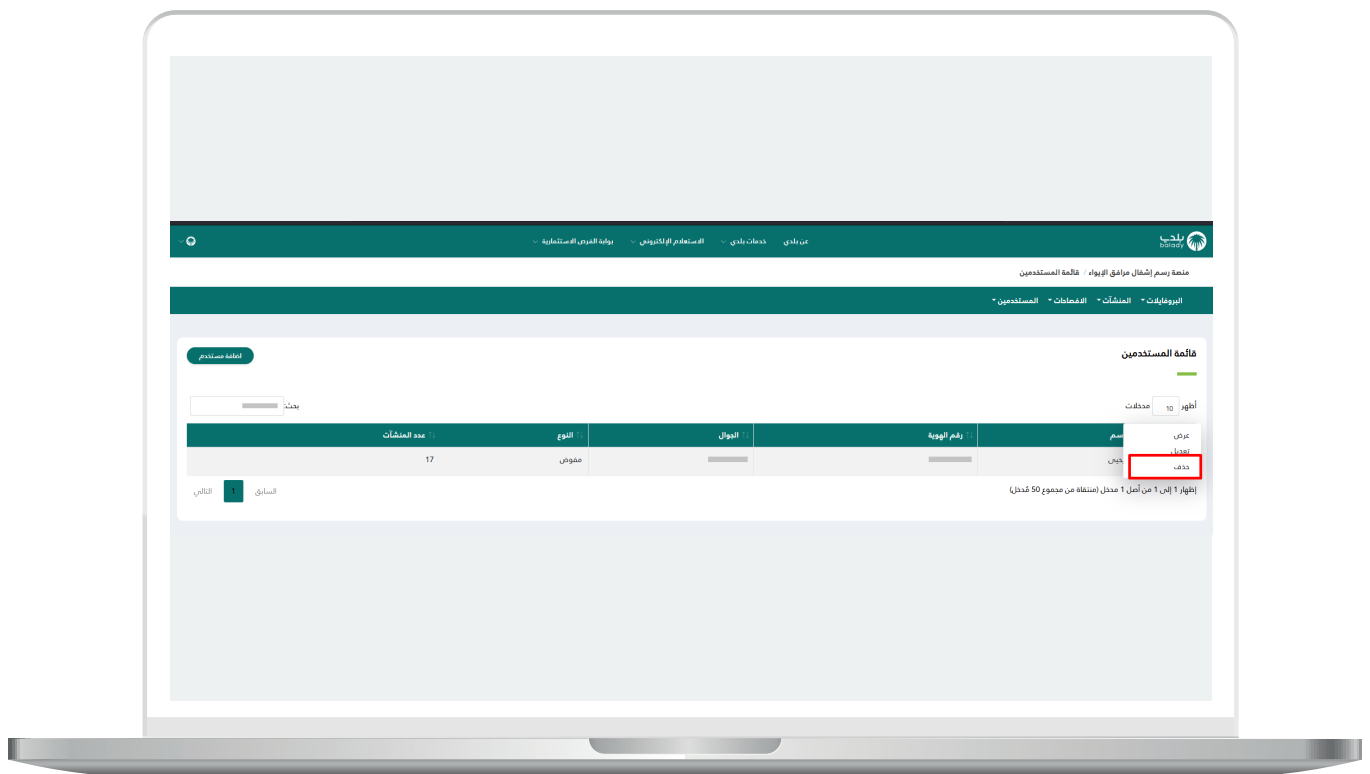
Form Fields:

- الرقم الهوي:
- الاسم:
- النوع:
- البريد الإلكتروني:

Buttons: [حفظ](#)

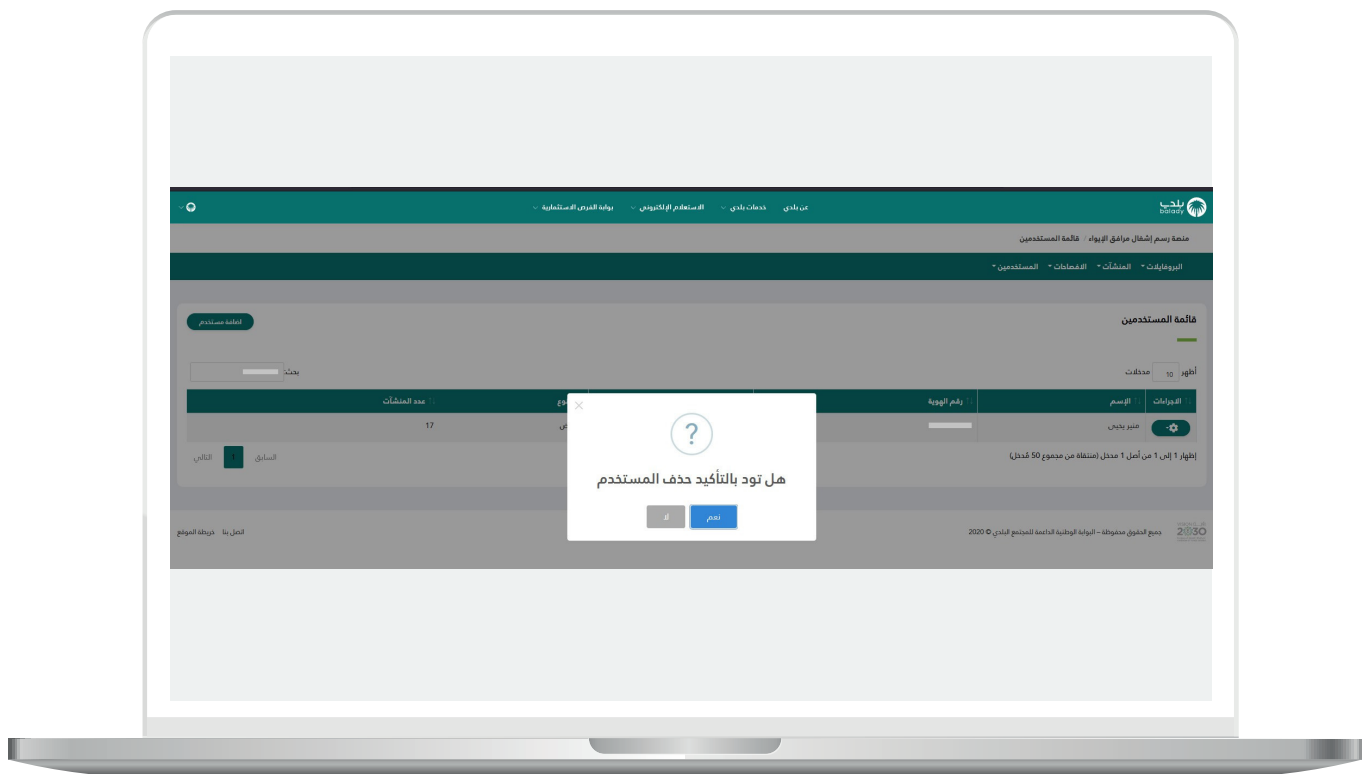
## Deleting Users

A user can be deleted through the Actions menu.



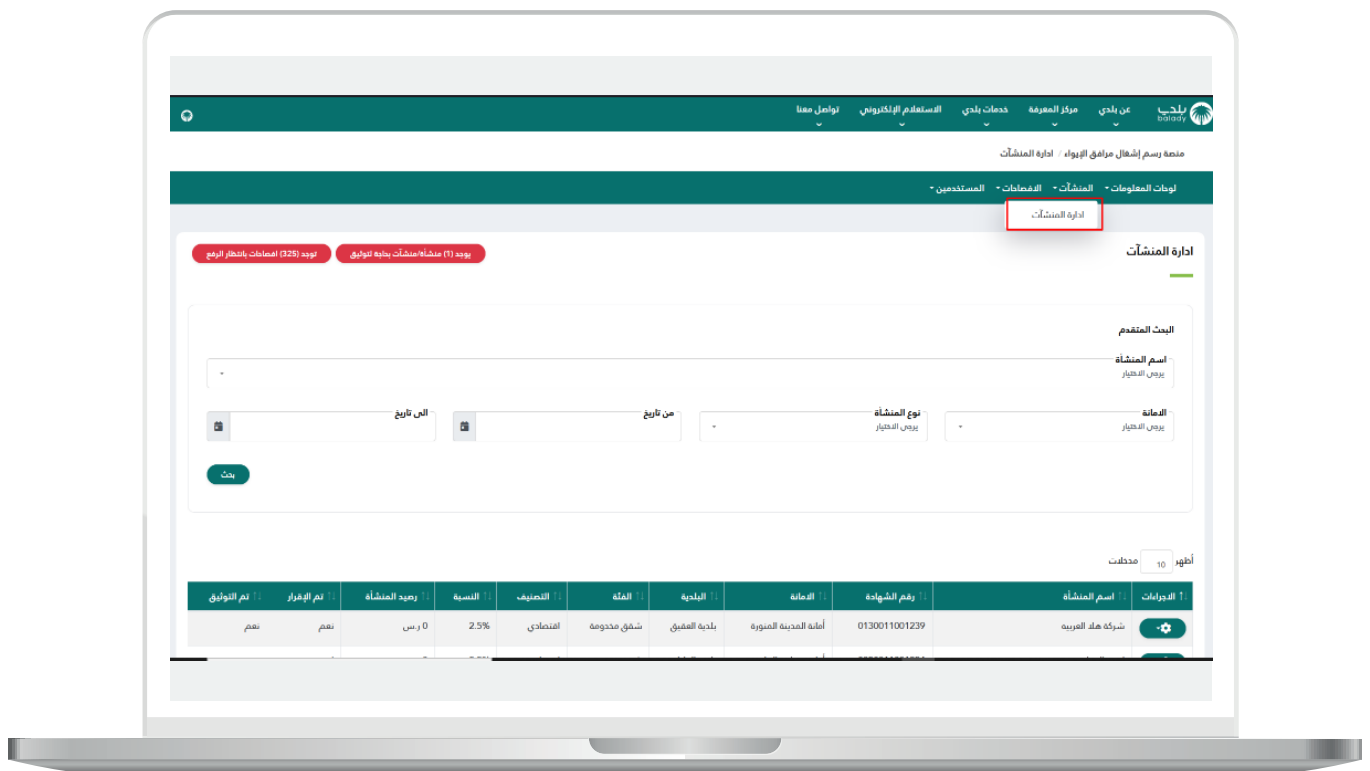


Then the user confirms the deletion.

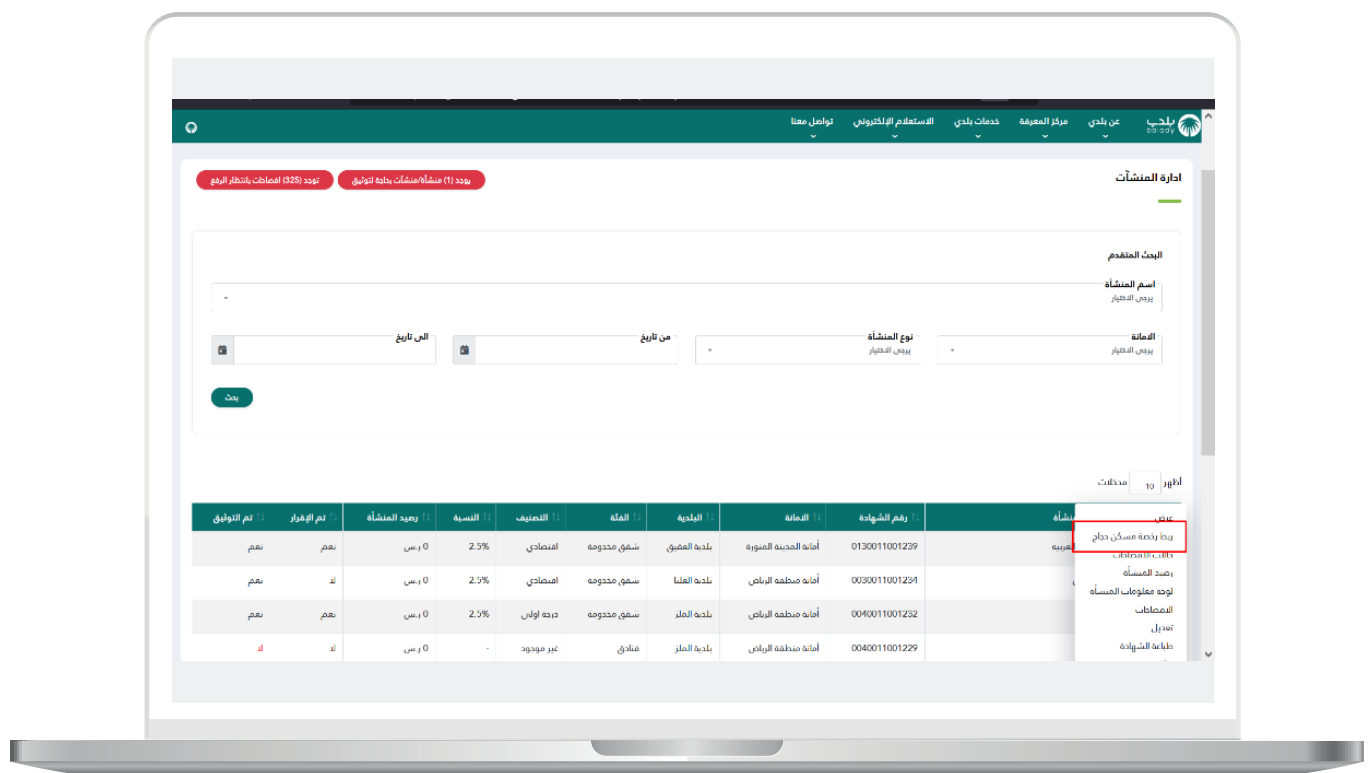


## Linking a Hajj Residence Permit to an Establishment

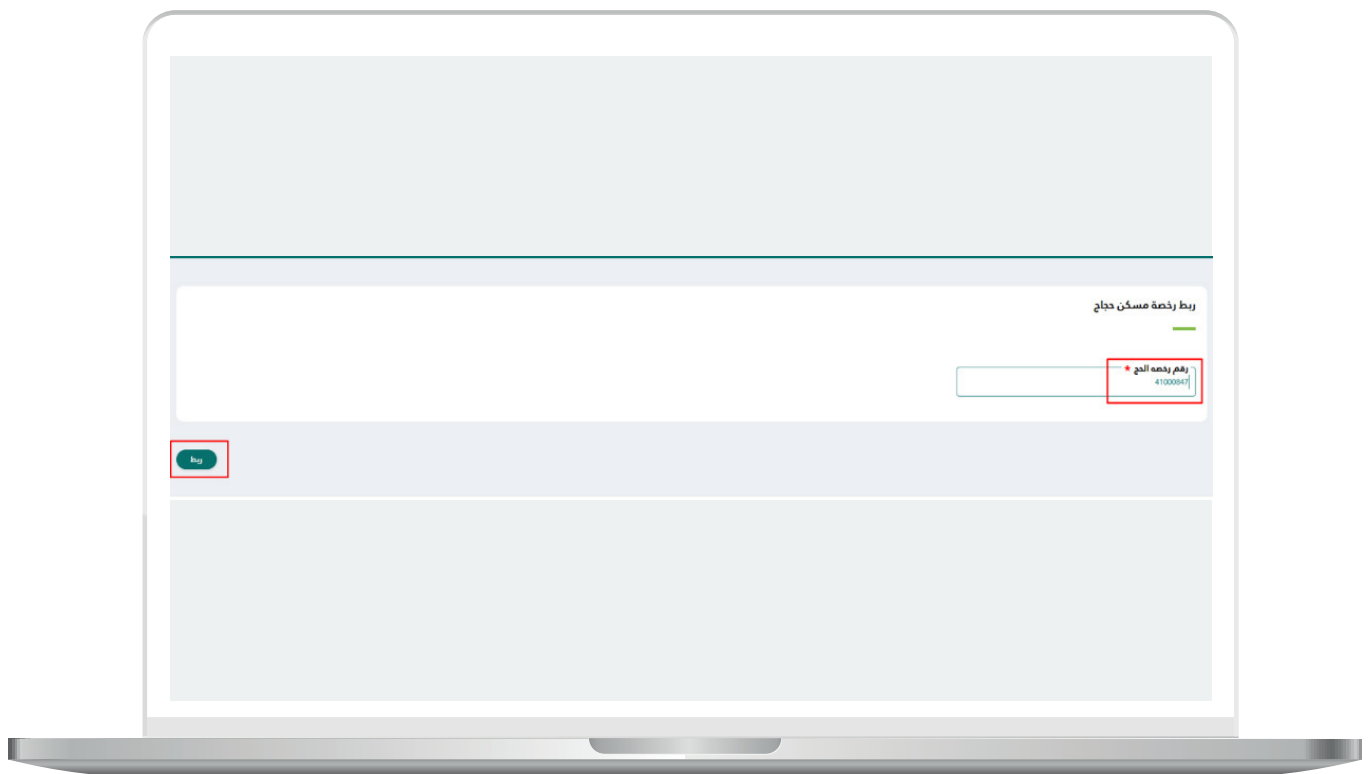
An establishment can be linked to a (Hajj Residence Permit) using the permit number. Once linked, the establishment will be displayed on the View Establishment page.



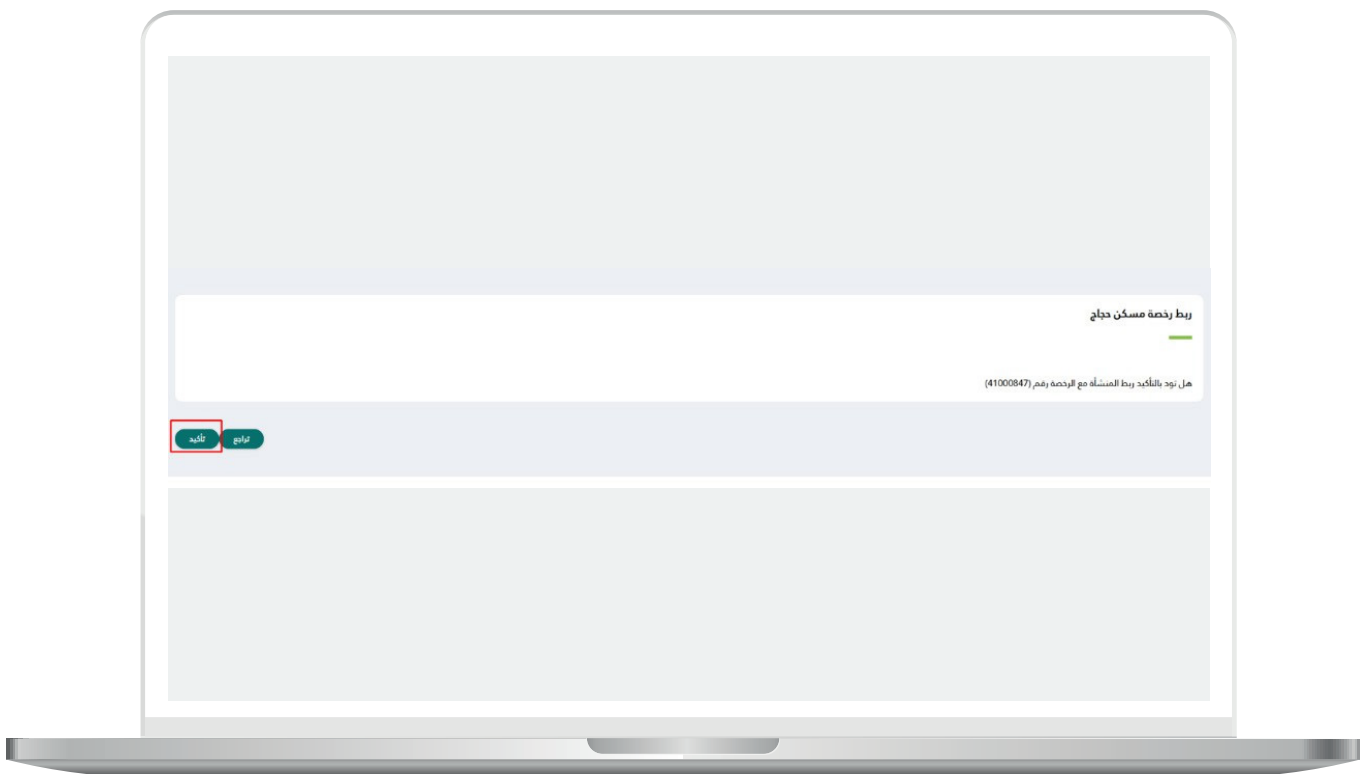
This step is related to the previous step.



This step is related to the previous step.



This step is related to the previous step.



 | 199040 Direct Contact Number

 | @Balady\_CS Customer Service

