



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the

Classification/Qualification Certificate Verification Service

Beneficiary's
Copy

Contents

Classification/Qualification Certificate Verification 03

Intended Users of This Document 03

Steps to Search for a Classified/Qualified Establishment 04



Classification/Qualification Certificate Verification

This document explains the details of the Classification/Qualification Certificate Verification service, which allows users to search for classified/qualified establishments on the City Service Providers Classification platform.

Intended Users of This Document

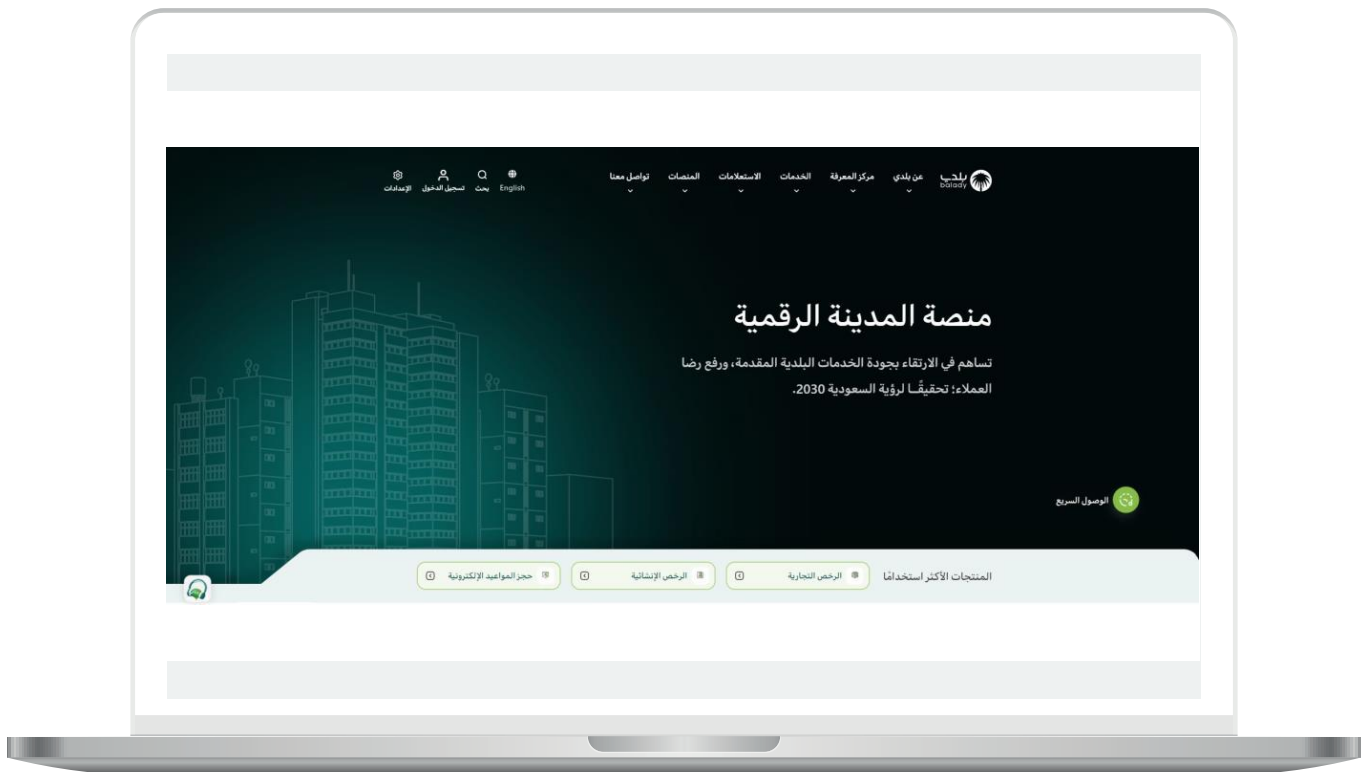
Users:

The service is designed for users who wish to search for classified/qualified establishments on the City Service Providers Classification platform.

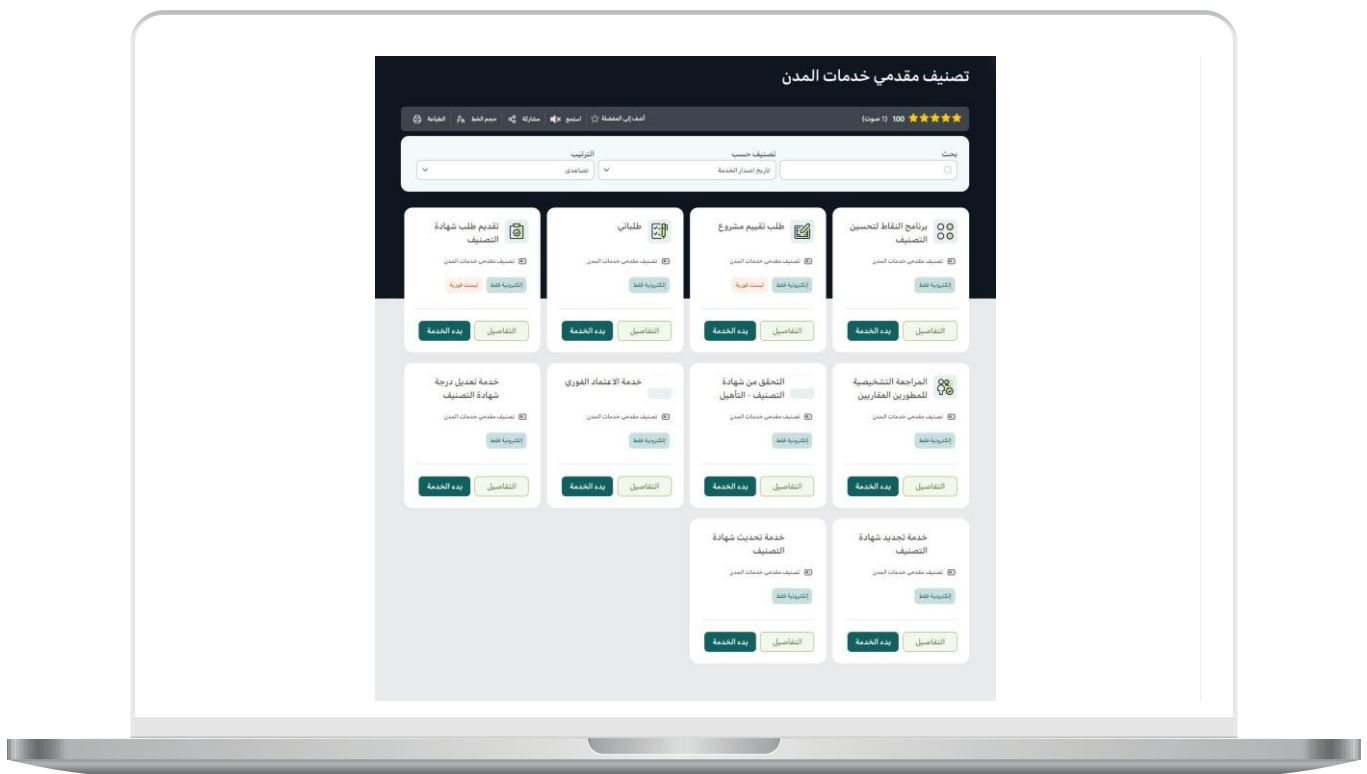


Steps to Search for a Classified/Qualified Establishment

- 1) The user accesses the Balady platform.



3) The user clicks on (Classification/Qualification Certificate Verification) and then clicks (Start Service) to proceed.



4) The system allows the user to search using basic search or advanced search.

The image shows a laptop screen with a web application interface. The interface is in Arabic and features two main sections for searching:

- نوع التصنيف/التأهيل** (Type of Classification/Qualification): This section has two input fields. The left field is labeled **بحث متقدم** (Advanced Search) and the right field is labeled **بحث** (Search).
- البحث بواسطة** (Search by): This section has four input fields for different search criteria:
 - رقم ترخيص المكتب (Office License Number)
 - اسم المقاول / اسم المكتب الهندسي (Contractor Name / Engineering Office Name)
 - رقم شهادة التصنيف/التأهيل (Classification/Qualification Certificate Number)
 - الرقم الوطني الموحد (Unified National Number)

نوع التصنيف/التأهيل

سيت مستخدم

سيت

نوع التصنيف / التأهيل *

إختيار

المدينة *

إختيار

نشاط التصنيف / التأهيل

القطاع *

إختيار

تاريخ انتهاء شهادة التصنيف / التأهيل إلى

تاريخ انتهاء شهادة التصنيف / التأهيل من

تاريخ

تاريخ

درجة التصنيف / التأهيل

رقم الهاتف

إختيار

حذف

بحث

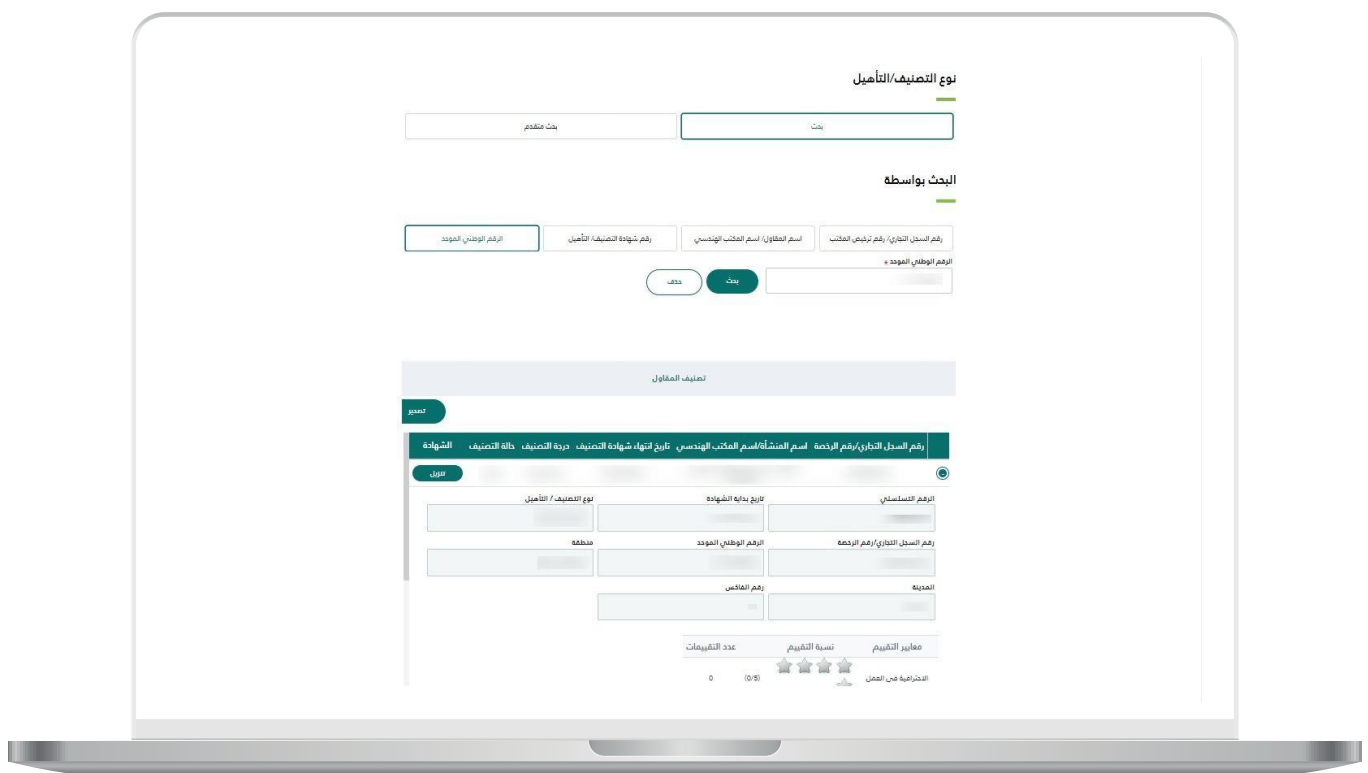
When the user selects (Search), it is possible to search using (Office License Number, Contractor/Engineering Office Name, Classification/Qualification Certificate Number, or Unified National Number) and then click (Search).

The screenshot displays a web application interface for searching classification/qualification certificates. The interface is presented on a laptop screen and includes the following elements:

- Search Type Selection:** A section titled "نوع التصنيف/التأهيل" (Classification/Qualification Type) with two radio buttons: "بحث متقدم" (Advanced Search) and "بحث" (Search). The "بحث" option is selected.
- Search Criteria Fields:** A section titled "البحث بواسطة" (Search by) containing four input fields:
 - الرقم الوطني الموحد (Unified National Number)
 - رقم شهادة التصنيف/التأهيل (Classification/Qualification Certificate Number)
 - اسم المقاول/ اسم المكتب الهندسي (Contractor/Engineering Office Name)
 - رقم السجل التجاري/ رقم ترخيص المكتب (Commercial Register Number/Office License Number)
- Search Action:** Below the input fields are two buttons: "حذف" (Delete) and "بحث" (Search). The "بحث" button is highlighted in green.
- Results Section:** A section titled "تصنيف المقاول" (Contractor Classification) with a "تصدير" (Export) button. Below this is a table with the following headers:

رقم السجل التجاري/رقم الرخصة	اسم المنشأة/اسم المكتب الهندسي	تاريخ انتهاء شهادة التصنيف	درجة التصنيف	حالة التصنيف	الشهادة
------------------------------	--------------------------------	----------------------------	--------------	--------------	---------

5) To view more details about an establishment, the user can click the first column in the results table. The system allows downloading the certificate, evaluating the establishment, and exporting search results to an Excel file.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service