



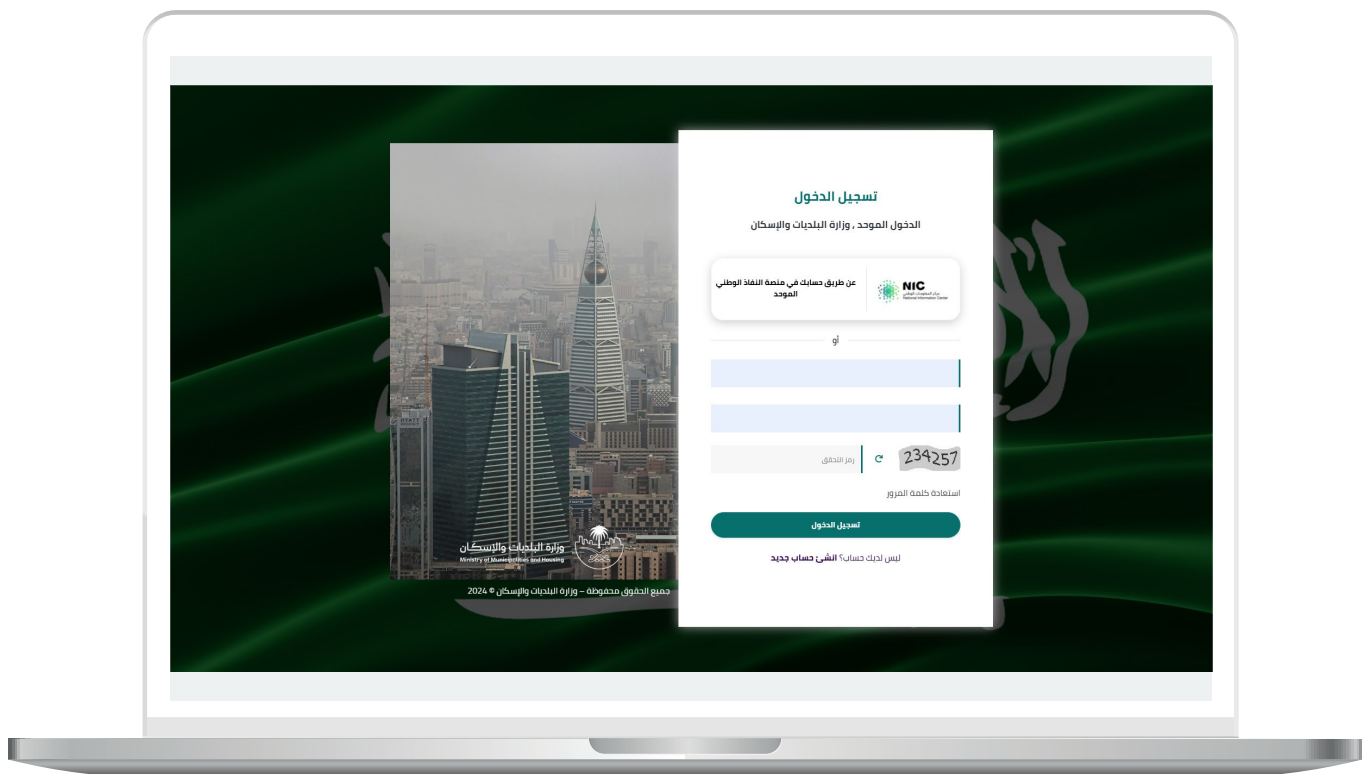
وزارة البلديات والإسكان
Ministry of Municipalities and Housing

User Guide for the
Non-Food Mobile Cart Permit Service

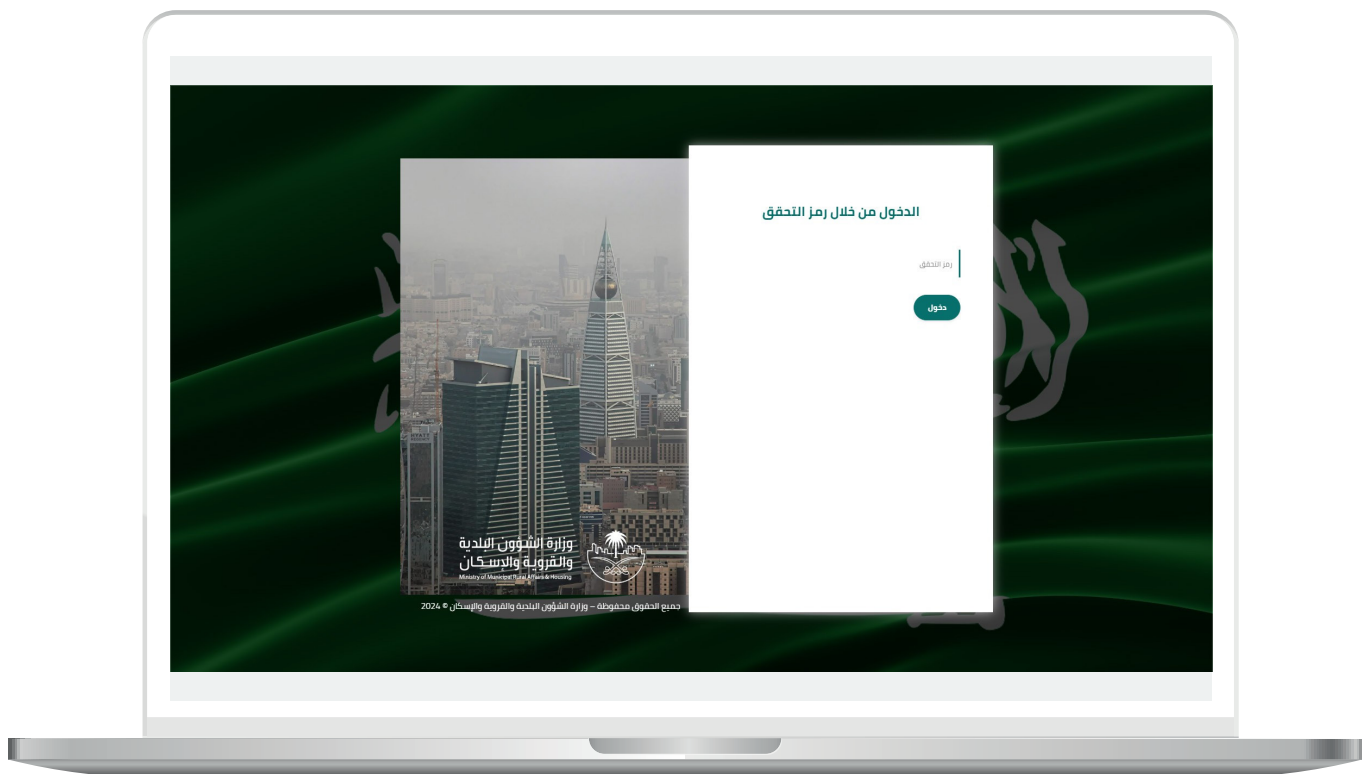
Beneficiary's
Copy

Logging into the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password, Security Code**) and then clicks the (**Login**) button. The security code can be changed by clicking the circular arrow icon.



2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



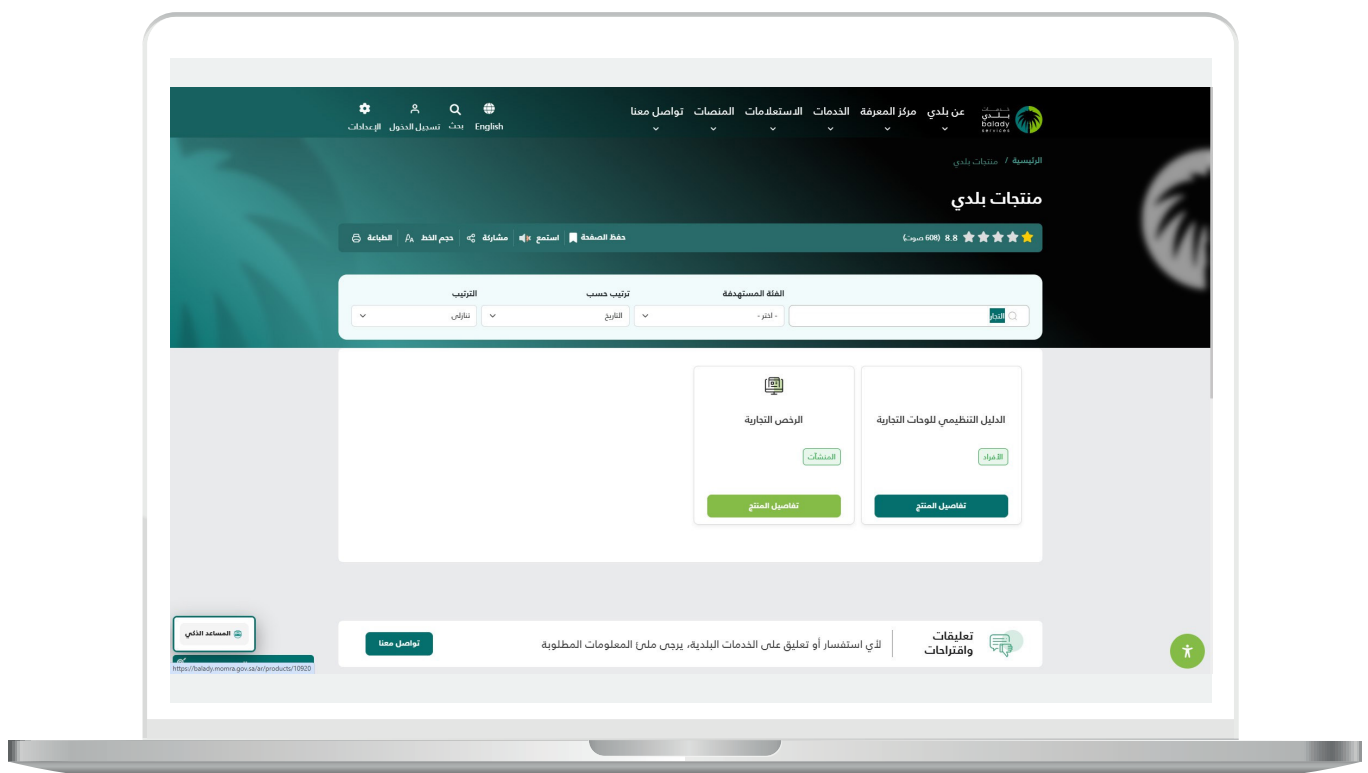
Steps to Request the Service

1) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

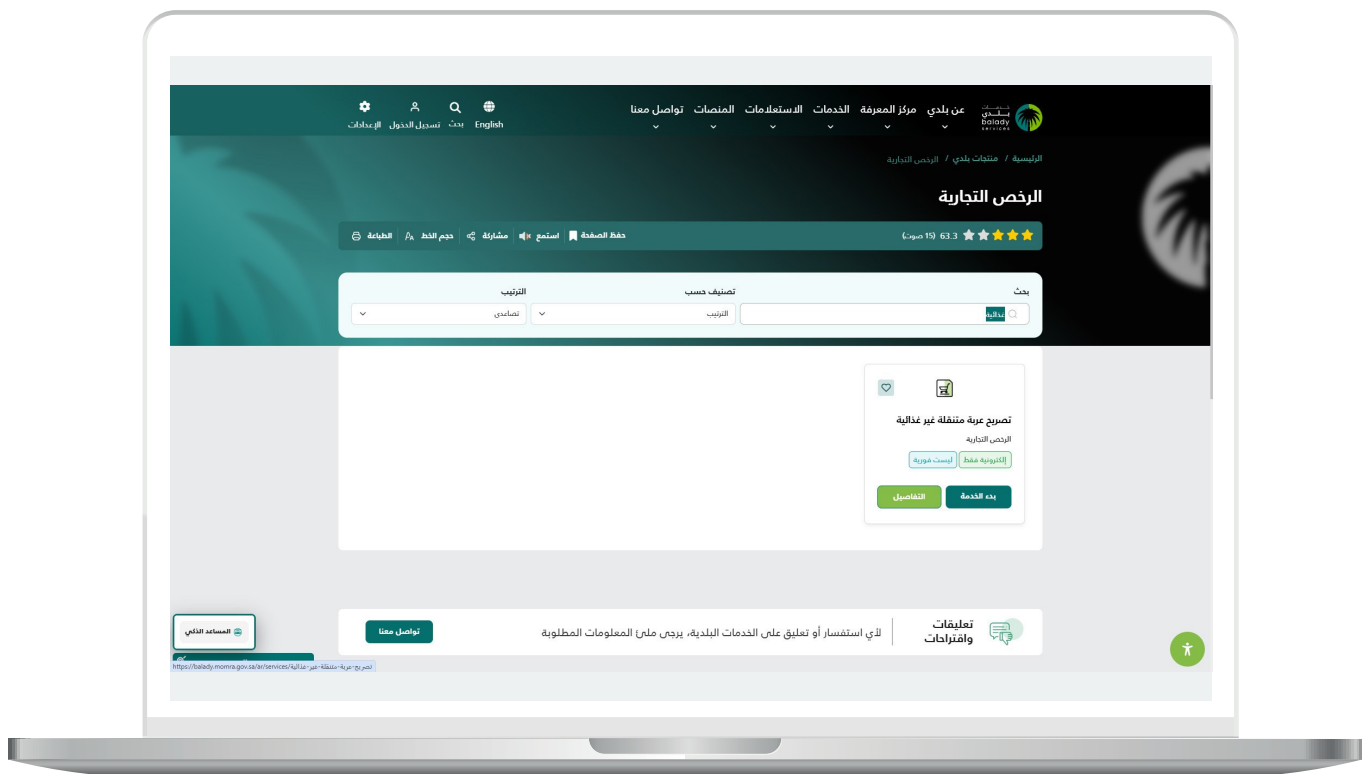
The user then clicks the **(View All Products)** button.



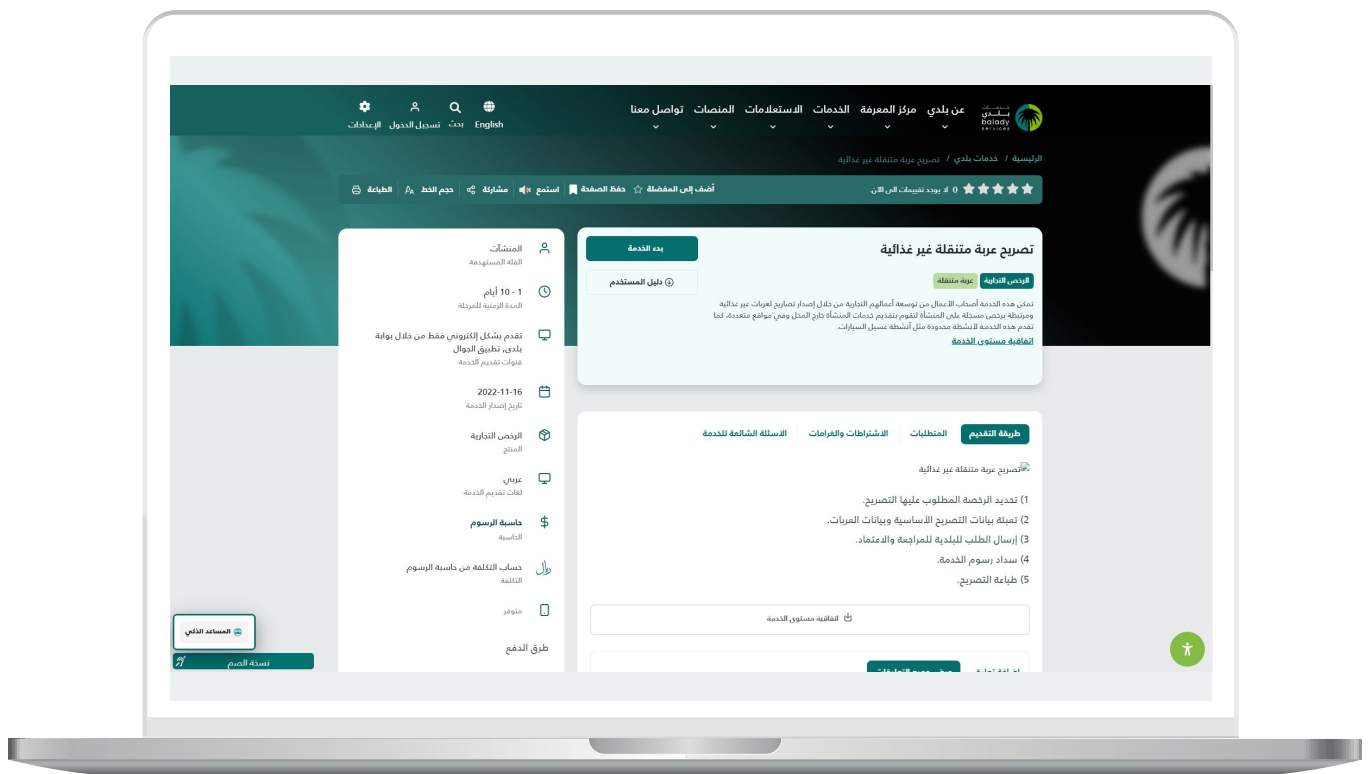
2) To start the service application, the user searches for (Commercial Licenses) as shown below.



3) The user then searches for **(Non-Food Mobile Cart Permit)** as shown on the next screen.

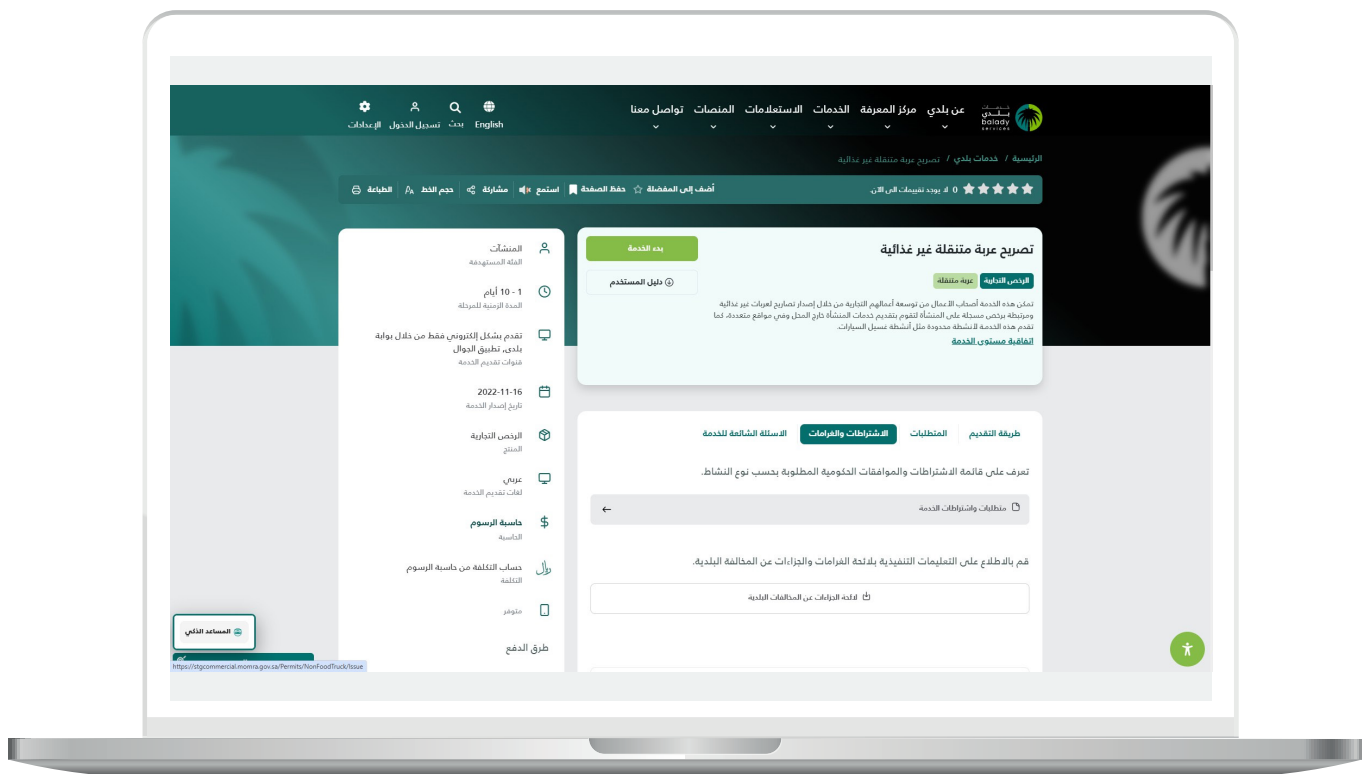


4) The next screen appears, allowing the user to view (How to Apply, Requirements, Conditions and Fines, etc.).

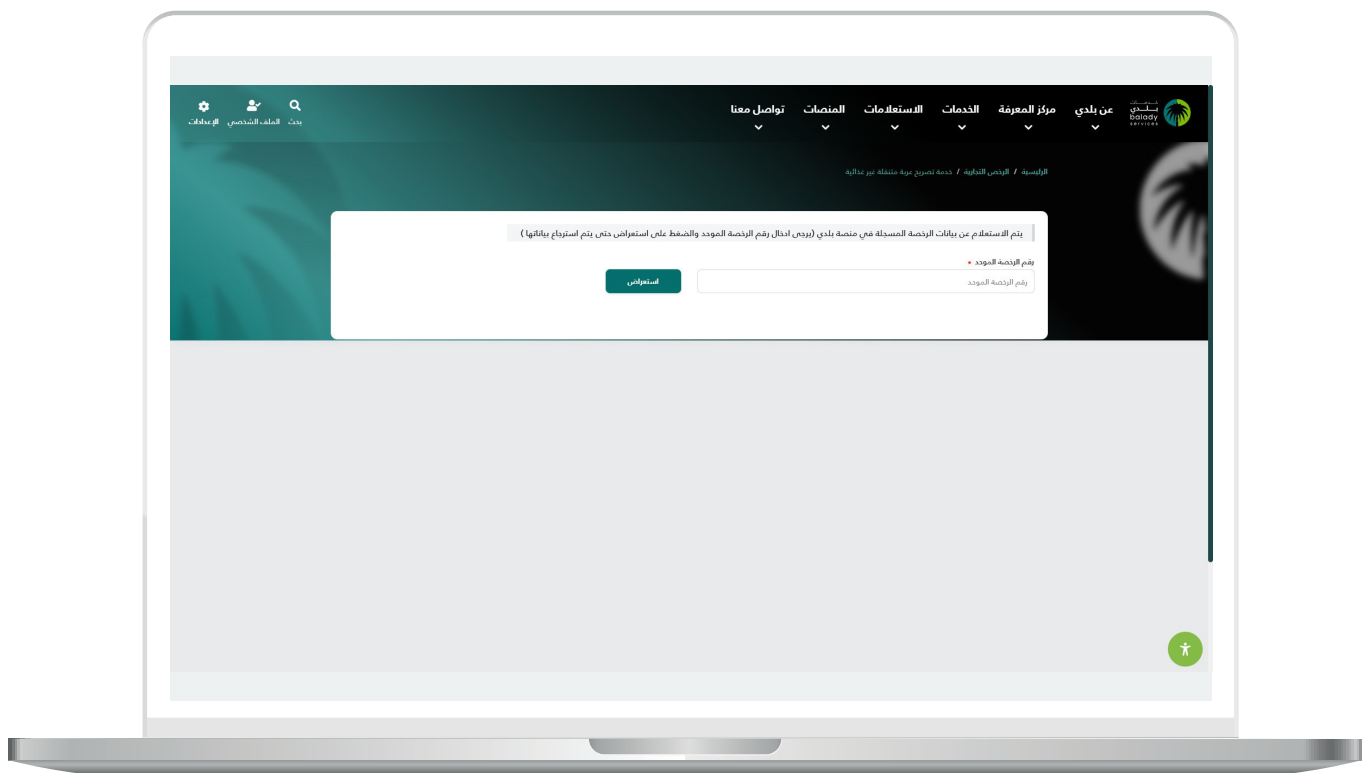


5) The following screen represents the **(Conditions and Fines)** section.

To start the application process, the user clicks the **(Start Service)** button.



6) The following screen appears, where the **(Unified License Number)** is entered, followed by clicking **(Browse)**.



7) If the entered (**Unified License Number**) is correct, the system retrieves the basic license information as shown below. The user clicks (**Proceed with Request**).

The screenshot displays a web application interface for the Non-Food Mobile Cart Permit Service. The header includes navigation links: "الرئيسية" (Home), "عن بلدي" (About My City), "مركز المعرفة" (Knowledge Center), "الخدمات" (Services), "الاستعلامات" (Inquiries), "المنتجات" (Products), "تواصل معنا" (Contact Us), and "الخدمات" (Services). A search bar and user profile icon are also present.

The main content area shows a form for retrieving license information. At the top, a message states: "يتم الاستعلام عن بيانات الرخصة المسجلة في منصة بلدي (يرجى إدخال رقم الرخصة الموحد والضغط على استعراض حتى يتم استرجاع بياناتها)". Below this, there is a text input field for the license number, which contains "4607986829", and a green button labeled "استعرض" (View).

The retrieved information is organized into two sections:

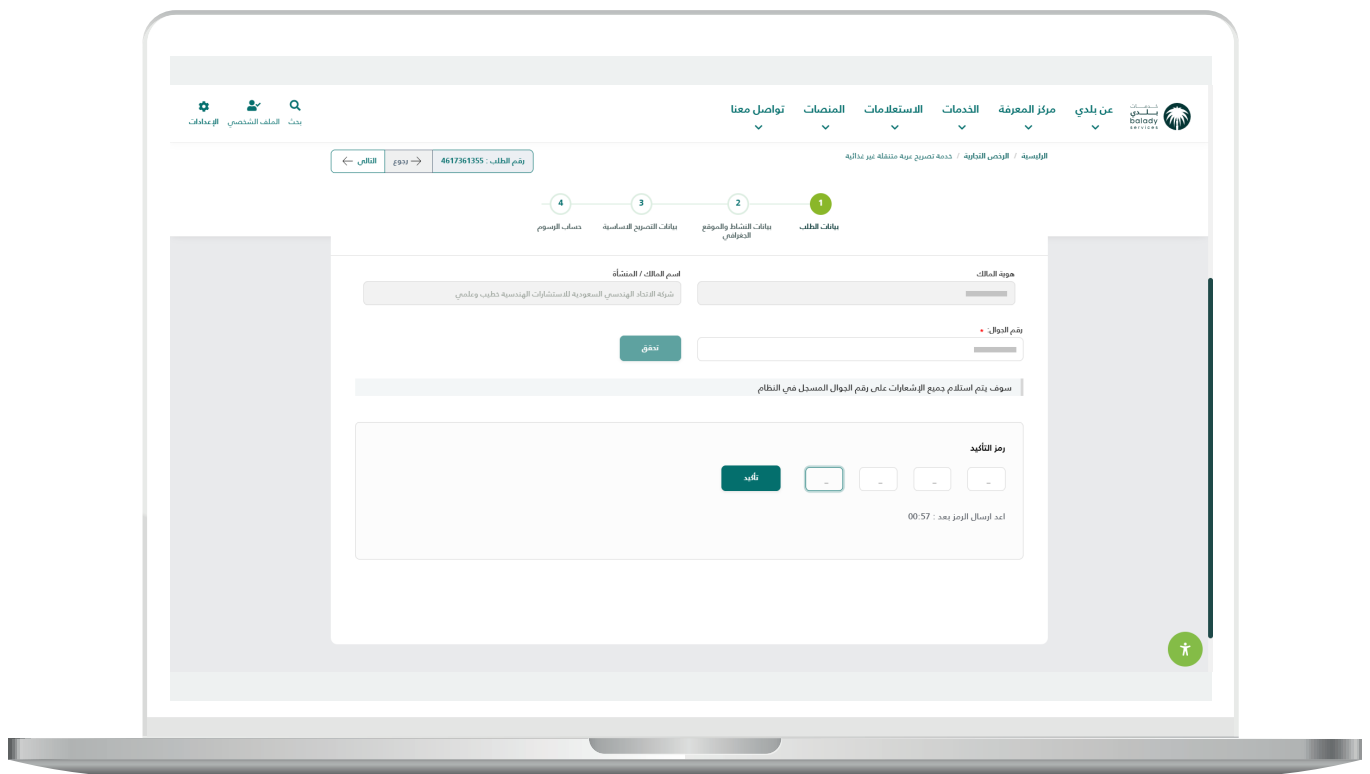
- بيانات الرخصة الاساسية** (Basic License Data):
 - البلدية** (Municipality): بلدية عرعر (Erعر Municipality)
 - الرقم الموحد** (Unified Number): 4607986829
 - تاريخ بداية الرخصة** (License Start Date): 1446/07/22
 - تاريخ انتهاء الرخصة** (License End Date): 1447/07/22
- بيانات المالك الرئيسية** (Main Owner Data):
 - اسم المالك / المنشأة** (Owner Name / Establishment): شركة الاتحاد الهندسي السعودية للاستشارات الهندسية ب.م.س. (Saudi Union Engineering Company for Engineering Consultancy P.S.C.)
 - هوية المالك** (Owner ID): [Redacted]

At the bottom right, there is a green button labeled "الرجوع للطلب" (Return to Request) and a green circular icon with a person silhouette.

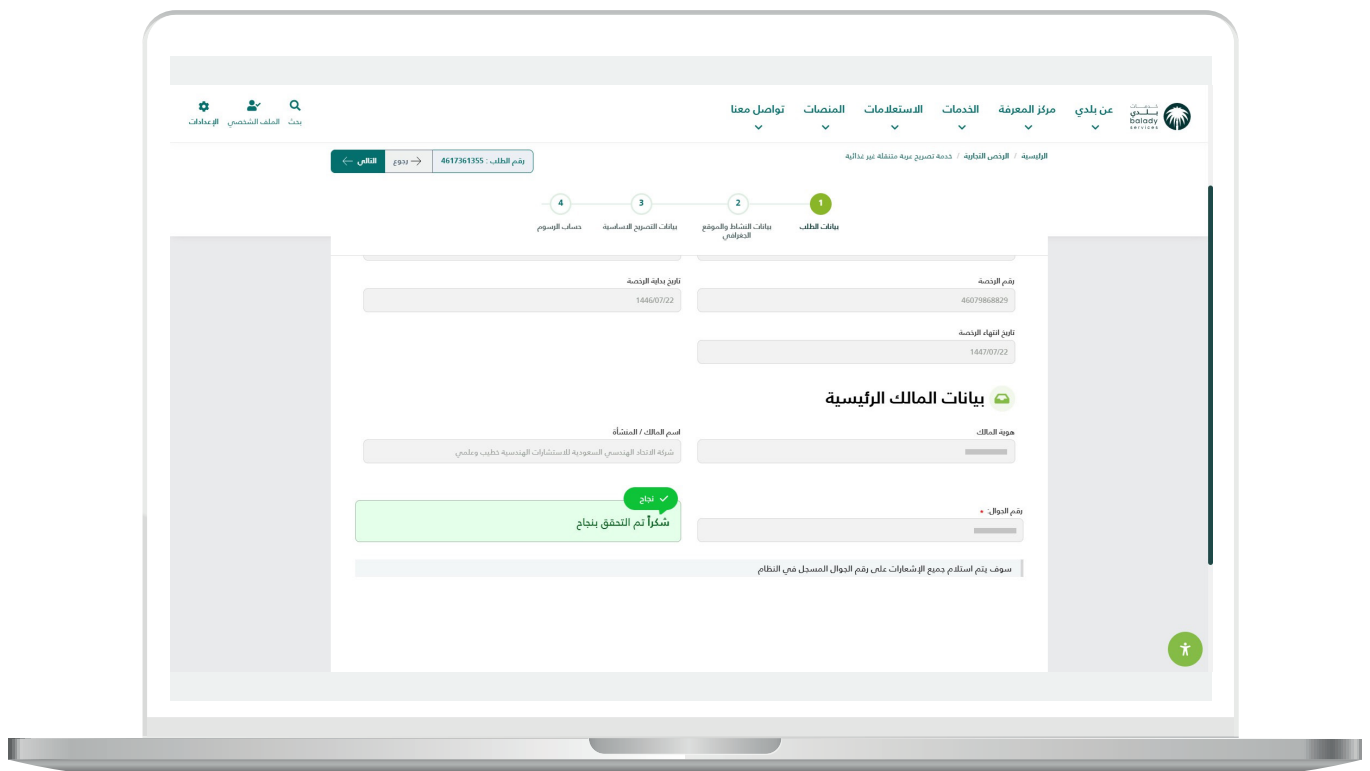
8) The following screen will then appear, representing the first stage of the application process, which is (**Application Data**). Here, the applicant's details are verified by entering the value in the (**Mobile Number**) field and clicking the (**Verify**) button.

The screenshot displays the 'Application Data' screen on a laptop. The interface includes a top navigation bar with a search icon, a user profile icon, and a 'تواصل معنا' (Contact Us) button. Below the navigation bar, there is a progress bar with four steps: 1. بيانات الهاتف (Mobile Number), 2. بيانات المنشأة والموقع (Business and Location Data), 3. بيانات المنشأة (Business Data), and 4. حساب الرسوم (Account Information). Step 1 is highlighted with a green circle. The main content area is divided into two sections: 'بيانات الرخصة الاساسية' (Basic License Data) and 'بيانات المالك الرئيسية' (Main Owner Data). Each section contains input fields for various details. In the 'Basic License Data' section, there are fields for 'البلدية' (Municipality) with the value 'بلدية عنتاب', 'رقم الرخصة' (License Number) with the value '46079868829', and 'تاريخ انتهاء الرخصة' (License Expiry Date) with the value '1447/07/22'. In the 'Main Owner Data' section, there are fields for 'اسم المالك / المنشأة' (Owner Name / Business Name) with the value 'شركة افتاد الهندسي السعودية للاستشارات الهندسية خليج وعلمي', 'رقم الدوال' (Mobile Number), and 'سوف يتم استخدام جميع الإشعارات على رقم الدوال المسجل في النظام' (All notifications will be sent to the registered mobile number in the system). A green 'تحقق' (Verify) button is located at the bottom left of the form area.

9) A code will then be sent to the user's mobile, which they must enter in the (**Verification Code**) field and click the (**Confirm**) button, as shown in the following screenshot.

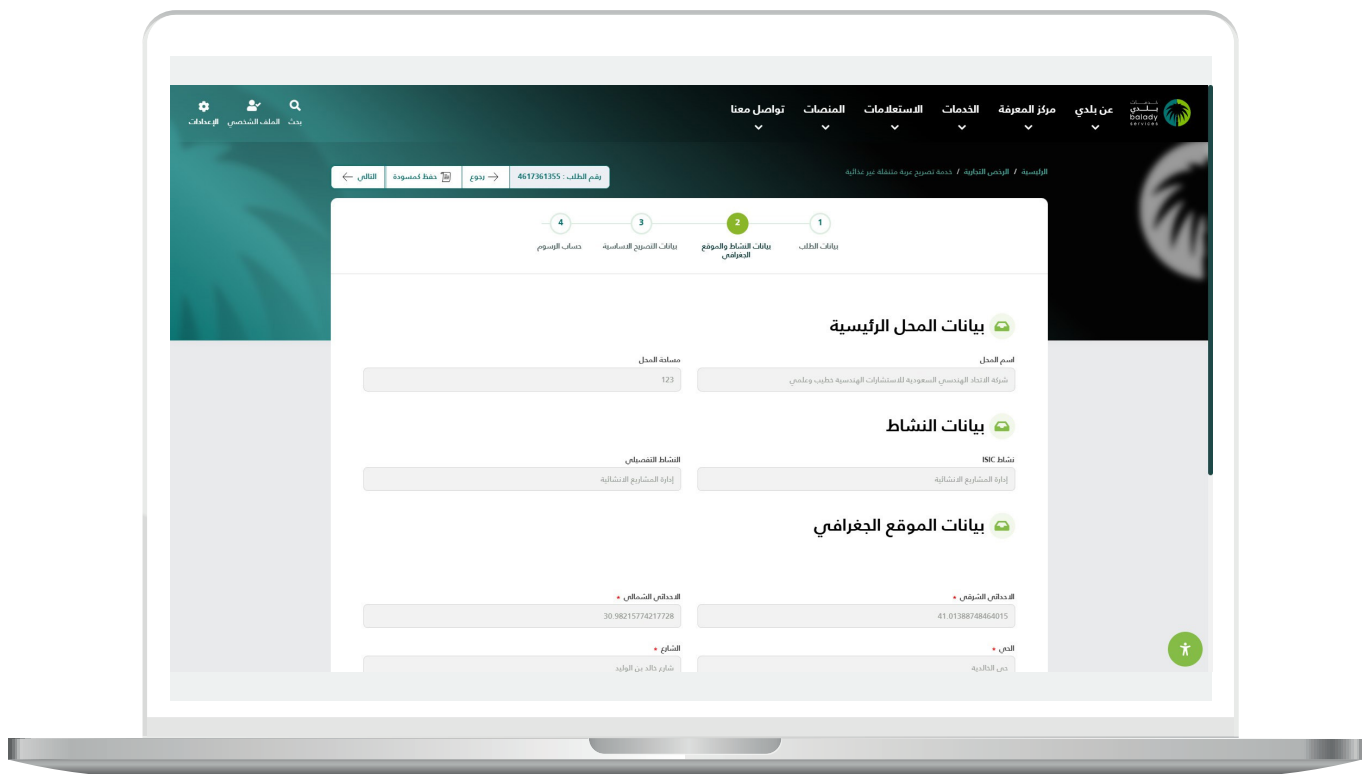


10) A message appears stating (Thank you, verification was successful) as shown below. The user then clicks the (Next) button to proceed to the second stage.



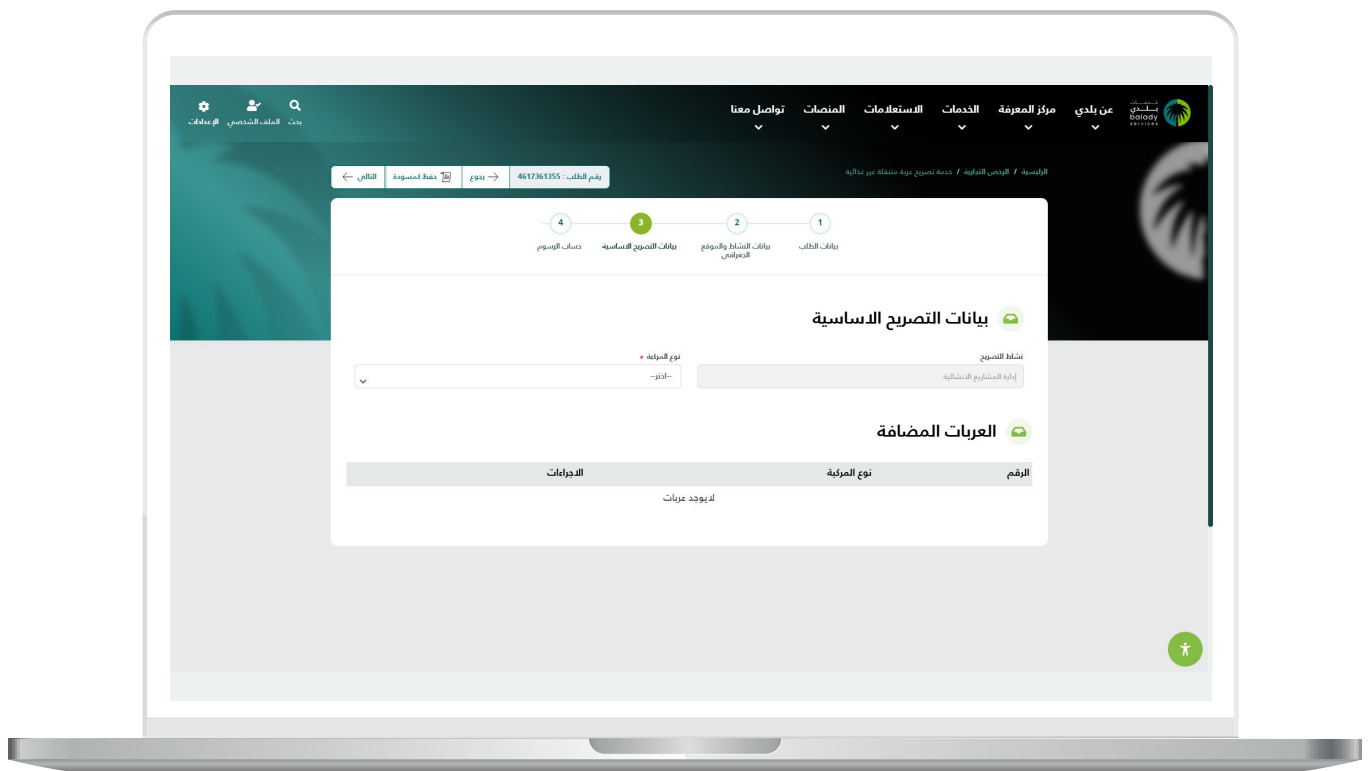
11) The system navigates the user to the next step: **(Business Activity and Geographic Location Information)** as shown below. The system displays the main store details and geographic location data on the map.

The user clicks **(Next)** to continue, with options to save the request as a draft by clicking **(Save as Draft)** or go back by clicking **(Back)**.



12) The user proceeds to the **(Basic Permit Information)** step, where the basic permit details must be entered. The user selects a value from the **(Vehicle Type)** dropdown and fills in the additional fields based on the selected vehicle type.

There are three vehicle types: **(Trailer, Semi-Trailer, Vehicle)**.



13) If **(Trailer)** is selected, the **(Trailer Information)** section appears, where the following fields must be entered: **(Length, Width, Height)**. The user then selects whether the cart is registered under their name by choosing **(Yes, No)**.

The screenshot displays a web application interface for applying for a mobile cart permit. The interface is in Arabic. At the top, there is a navigation bar with links for 'Home', 'About Us', 'Services', 'Contact Us', and 'FAQ'. Below the navigation bar, there is a header section with a progress indicator showing four steps: 1. Basic Information, 2. Trailer Information, 3. Payment, and 4. Confirmation. The current step is 2, 'Trailer Information'. The form contains the following sections:

- بيانات التصريح الاساسية** (Basic Information): Includes a dropdown for 'نوع القربة' (Type of Cart) with 'مقطورة' (Trailer) selected, and a text field for 'إدارة المشاريع التشغيلية' (Operational Projects Management).
- بيانات المقطورة** (Trailer Information): Includes text fields for 'الطول' (Length), 'العرض' (Width), and 'الارتفاع' (Height).
- هل القربة مسجلة باسمك؟** (Is the cart registered under your name?): A radio button selection with 'نعم' (Yes) selected.
- المرفقات** (Attachments): A section for uploading documents.

14) If (Yes) is selected, only one attachment is required: **(External Image of the Vehicle)**. If (No) is selected, two attachments are required: **(Lease Agreement and External Image of the Vehicle)**.

الرجوع → رقم الطلب: 4617361555 ← حفظ كمشودة التالي ←

الرئيسية / الترخيص التجارية / خدمة تصاريح بيع متجولة غير تجارية

1 بيانات الطلب 2 بيانات الترخيص والموقع 3 بيانات الترخيص الأساسية 4 حساب الرسوم

هل الترخيص مسجلة باسمك؟ * ☐ نعم

المرفقات

صورة دليمة الترخيص (المحموعة) *

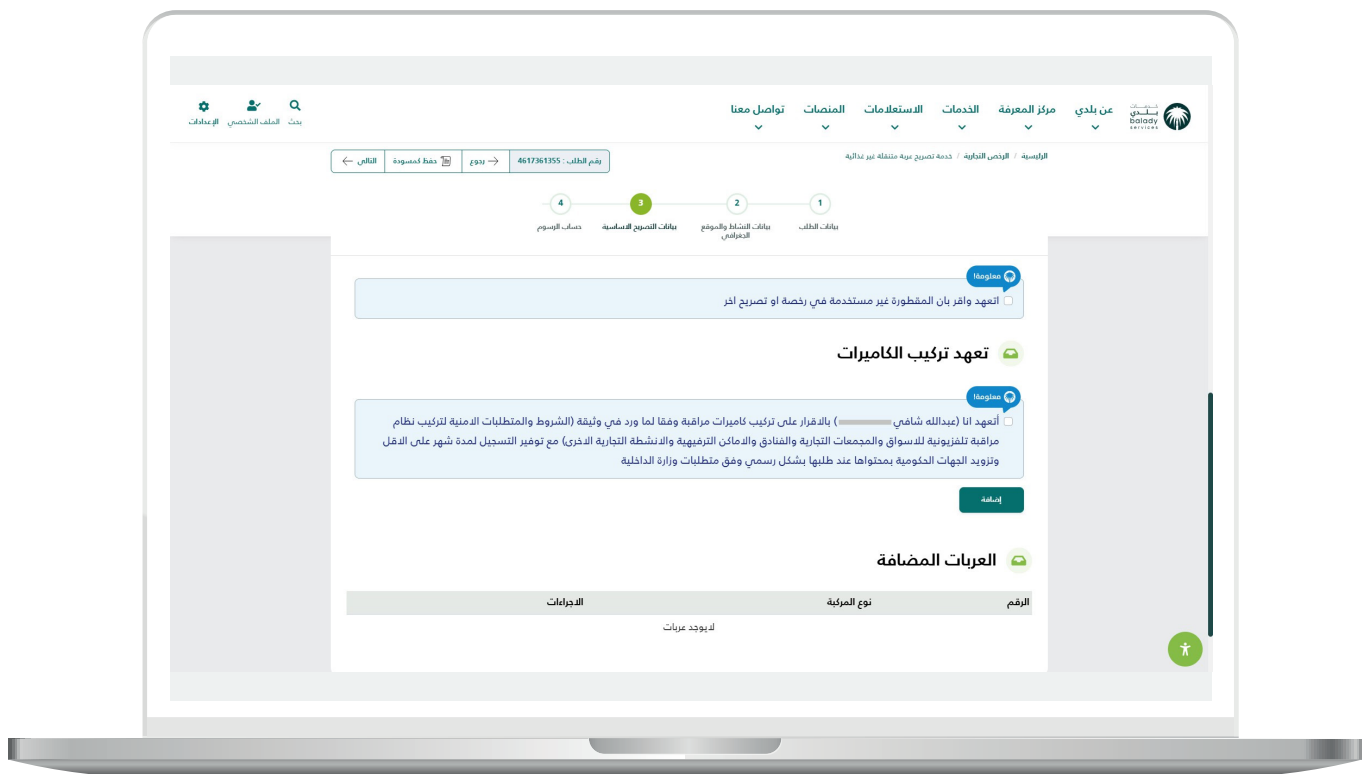
عقد إيجار (المحموعة)

إقرار من هيئة المواصلات

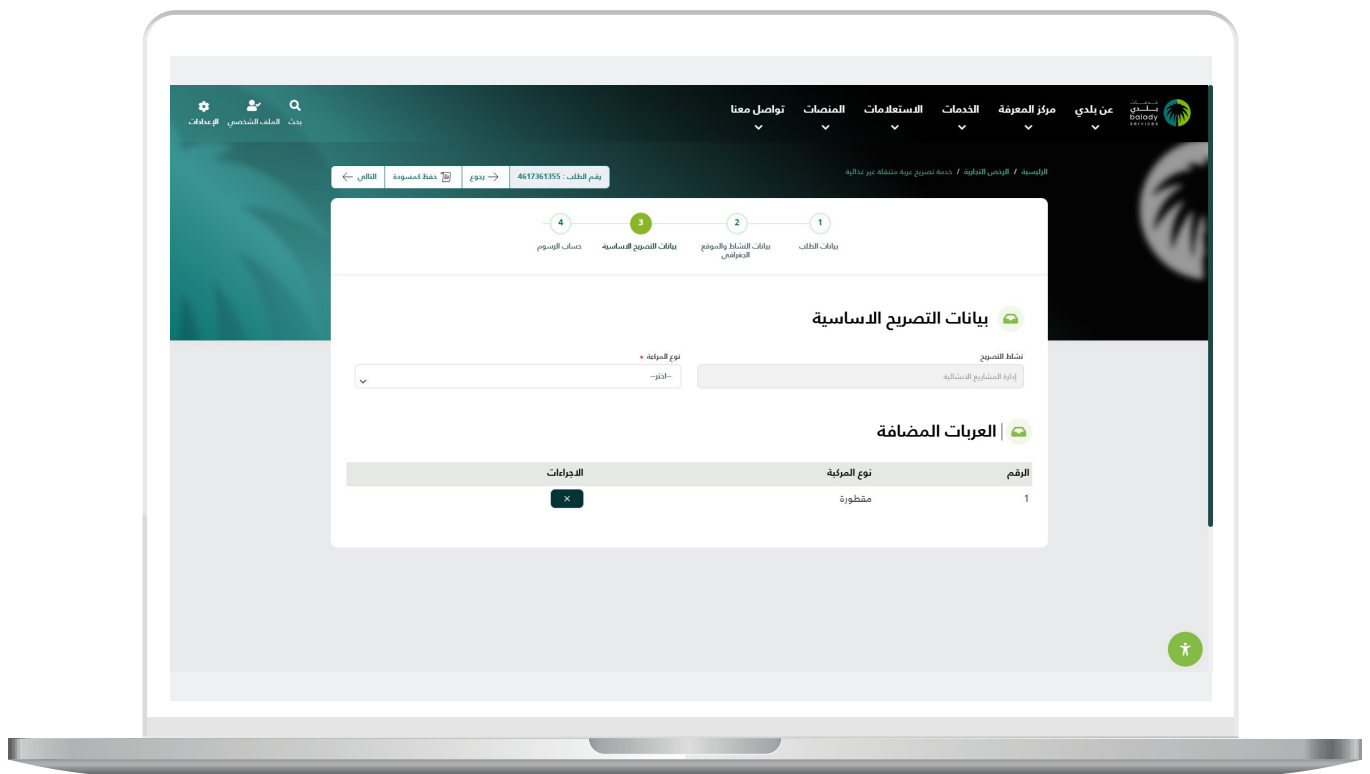
أعهد أنا / (عبدالله شافي) بالالتزام بالاشتراطات الموضحة في اللائحة الفنية للمقطورات الصادرة من الهيئة السعودية للمواصفات والمقاييس والجودة لترخيص المقطورة ونصف المقطورة. *

تعهد

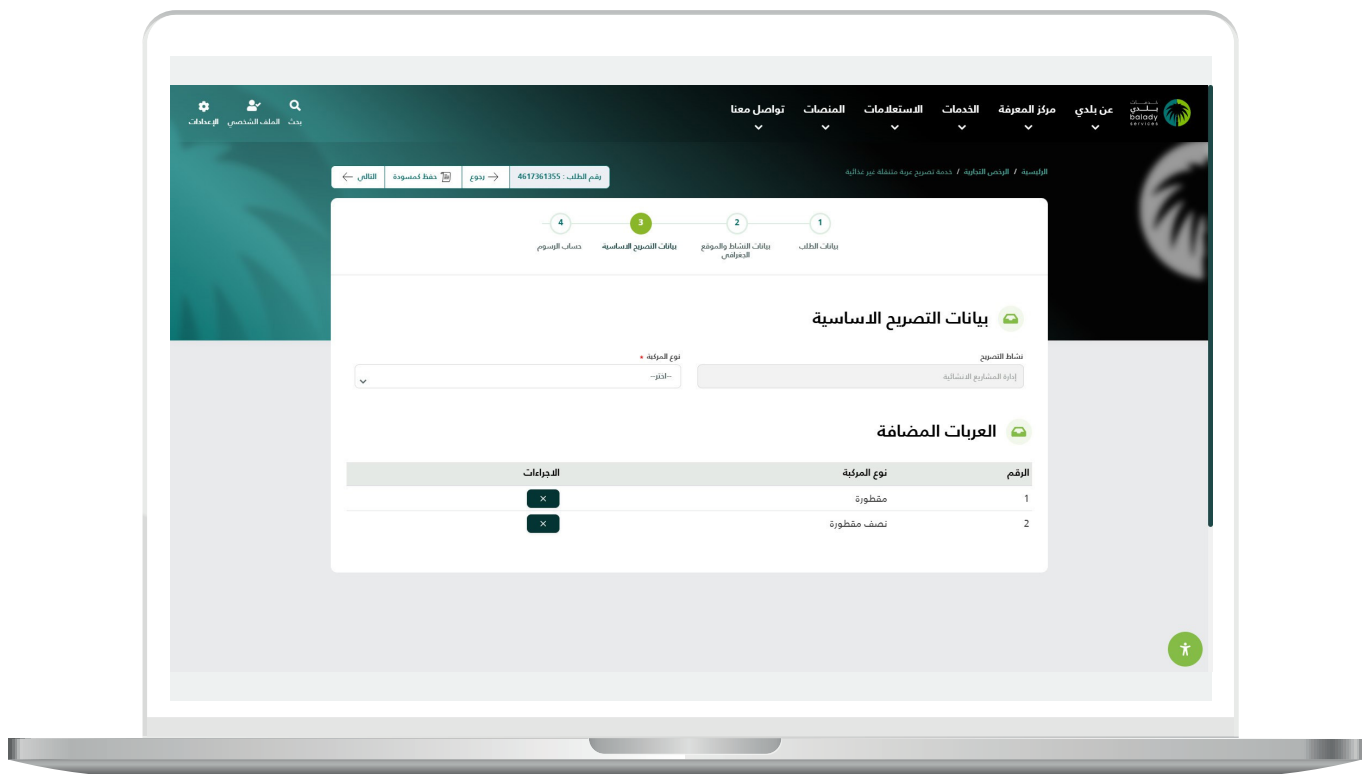
15) The user agrees to the required acknowledgments and clicks (Add) to register the cart.



16) After clicking **(Add)**, the cart is added to the **(Added Carts Table)** as shown below.



17) The same process applies when adding a (Semi-Trailer).



18) If **(Vehicle)** is selected, the **(Vehicle Information)** section appears, where the user must enter the following details: **(Length, Width, Height, Model, Year of Manufacture, Plate Number, and Chassis Number)**. The user selects whether the cart is registered under their name by choosing **(Yes. No)**.

The screenshot shows the Bology mobile application interface. At the top, there is a navigation bar with icons for settings, profile, and search. Below the navigation bar, there is a header section with the text 'بيلوجي Bology' and 'عن بلدي'. The main content area displays a progress bar with four steps: 1. بيانات المركبة (Vehicle Information), 2. بيانات الترخيص والتأمين (License and Insurance), 3. بيانات التسجيل (Vehicle Registration), and 4. حساب المستخدم (Account Creation). The current step is 1, 'Vehicle Information'. The form includes the following fields:

- نوع المركبة (Type of Vehicle): A dropdown menu.
- علامة (Make): A text input field.
- الطول (Length): A text input field.
- العرض (Width): A text input field.
- الارتفاع (Height): A text input field.
- الموديل (Model): A text input field.
- سنة التصنيع (Year of Manufacture): A text input field.
- رقم اللوحة (Plate Number): A text input field.
- رقم الهيكل (Chassis Number): A text input field.
- هل المركبة مسجلة باسمك؟ (Is the vehicle registered under your name?): A checkbox.

At the bottom right, there is a green circular button with a white icon of a person walking.

19) If (Yes) is selected, four attachments are required: (External Image of the Vehicle, Vehicle Registration, Periodic Inspection, and Insurance Document).

البلدية
Baldy
CITY

عن بلدي مركز المعرفة الخدمات الاستعلامات المنتجات تواصل معنا

رقم الطلب: 4617361555 | ربيع | خدمة للعمولة | التالي ← | ←

1 بيانات الطلب 2 بيانات الترخيص والرسوم 3 بيانات الترخيص الأساسية 4 حساب الرسوم

هل الحرية مسجلة باسمك؟

لا نعم

المرفقات

صورة خلفية للمركبة (الصور: 1024x768, 300KB)

تحميل

وثيقة التأمين (الصور: 1024x768, 300KB)

تحميل

وثيقة الترخيص الأساسية (الصور: 1024x768, 300KB)

تحميل

وثيقة الترخيص (الصور: 1024x768, 300KB)

تحميل

تعهد تركيب الكاميرات

متاح

أتعهد أنا (بمعدله شافي) (بالقرار على تركيب كاميرات مراقبة وفقا لما ورد في وثيقة الشروط والمتطلبات الامنية لتركيب نظام مراقبة الترخيص الاساسي للمركبات التابعة لبلدية الدوحة) من تعهد التسجيل لمدة شهر على الأقل.

20) If (No) is selected, five attachments are required: (Lease Agreement, External Image of the Vehicle, Vehicle Registration, Periodic Inspection, and Insurance Document).

الرجوع
4617361555
رقم الطلب: 4617361555
التالي

1. بيانات الطلب
2. بيانات الترخيص والوثائق
3. بيانات الترخيص الأساسية
4. حساب الرسوم

هل الحرية مسجلة باسمك؟
نعم ☐ لا ☒

المرفقات

صورة خارجية للمركبة (السيارة/الدراجة)
اختر ملف

صورة داخلة للسيارة (السيارة/الدراجة)
اختر ملف

رخصة القيادة
اختر ملف

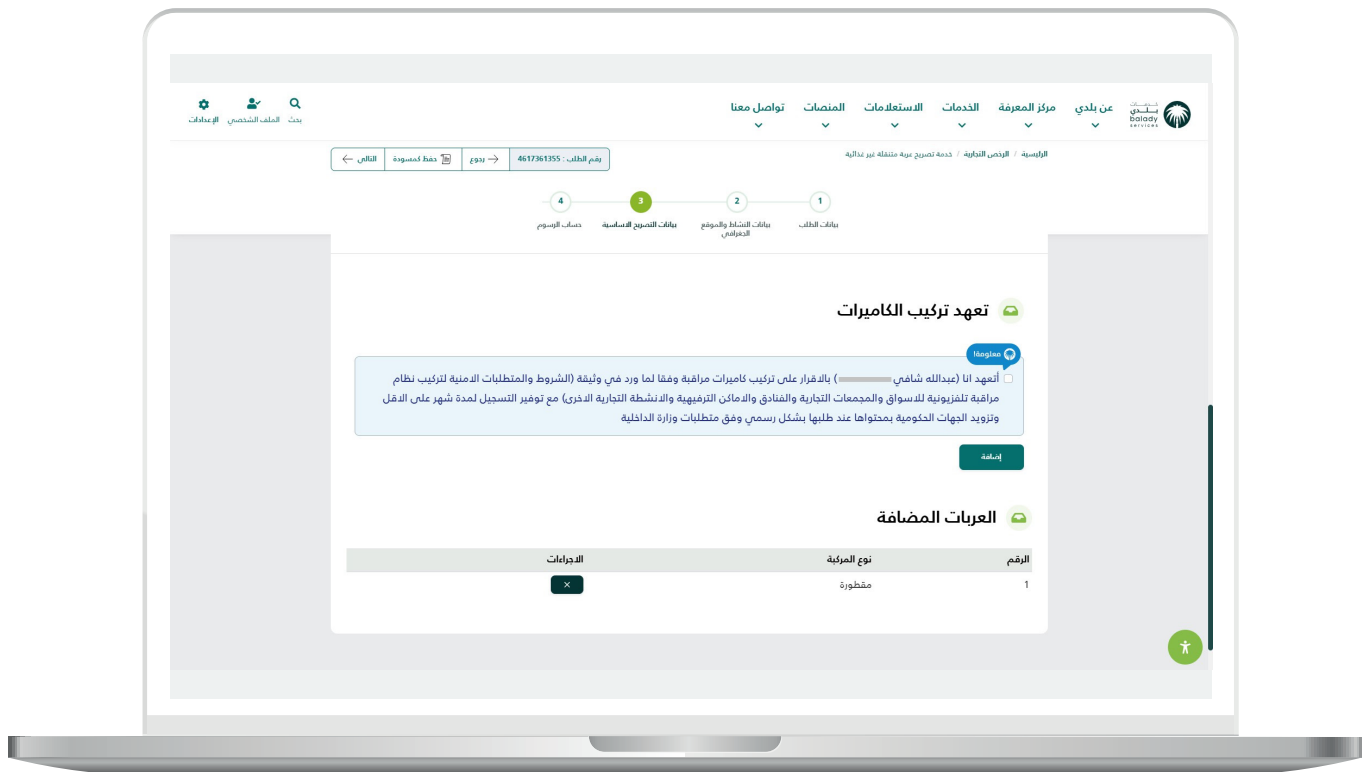
وثيقة التأمين
اختر ملف

وثيقة الفحص الدوري
اختر ملف

وثيقة التسجيل
اختر ملف

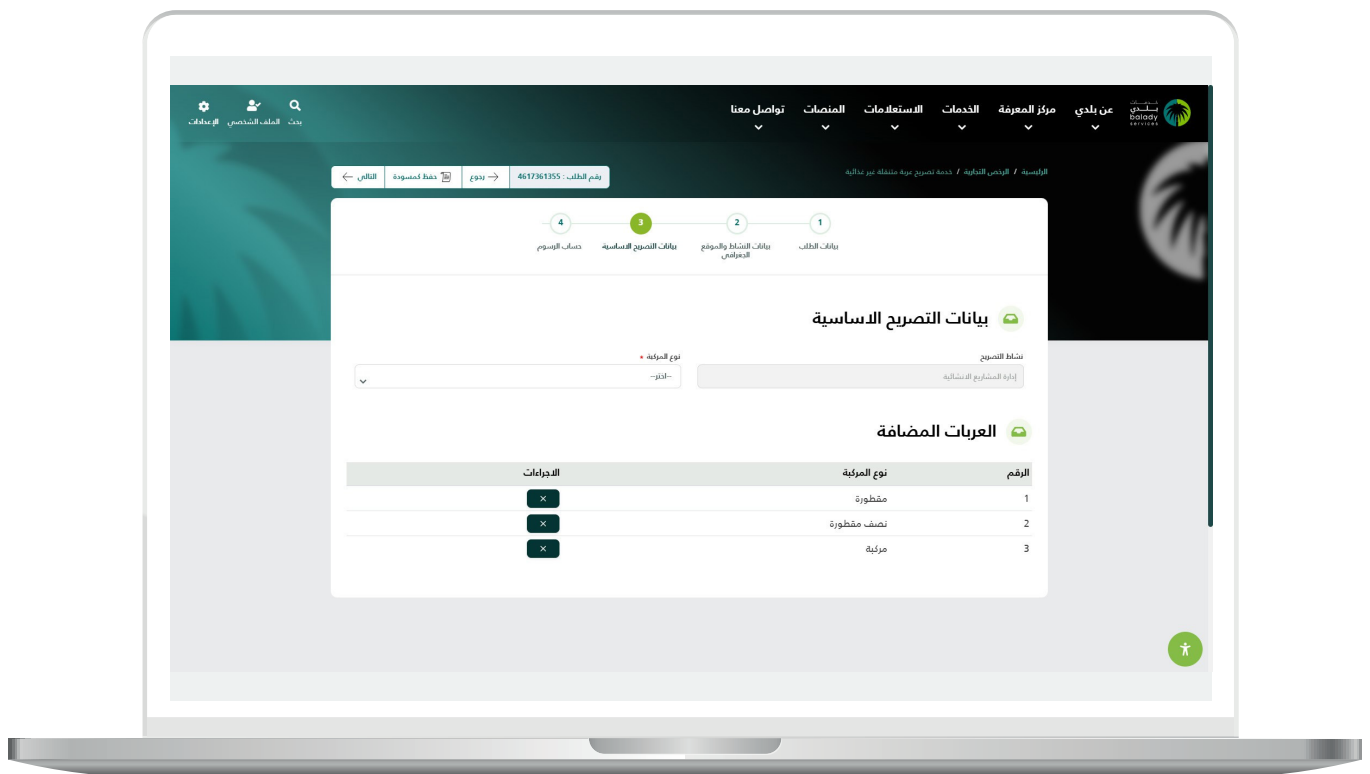
تعهد تركيب الكاميرات

21) The user must acknowledge the **(Camera Installation Commitment)** before clicking **(Add)** to register the vehicle.

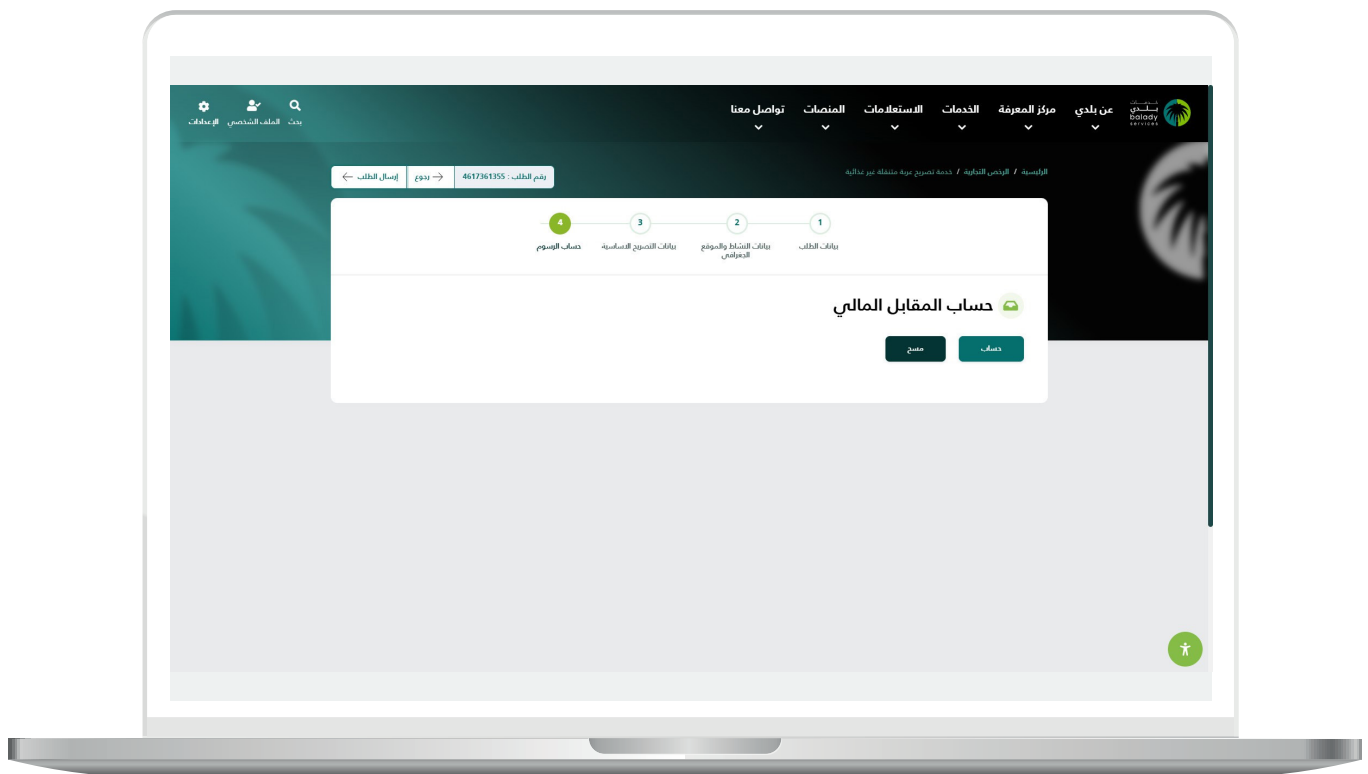


22) After clicking **(Add)**, the cart is added to the **(Added Carts Table)** as shown below.

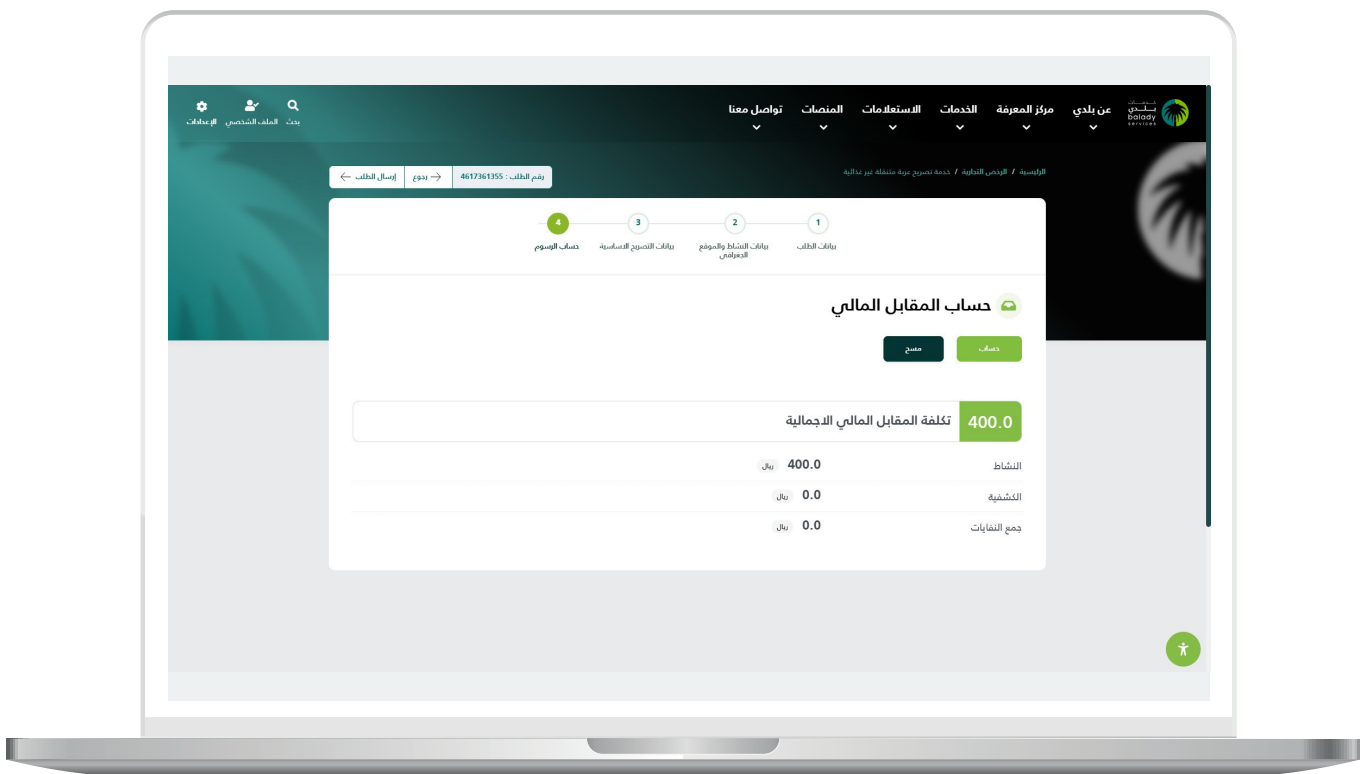
The user clicks **(Next)** to continue, with options to save the request as a draft by clicking **(Save as Draft)** or go back by clicking **(Back)**.



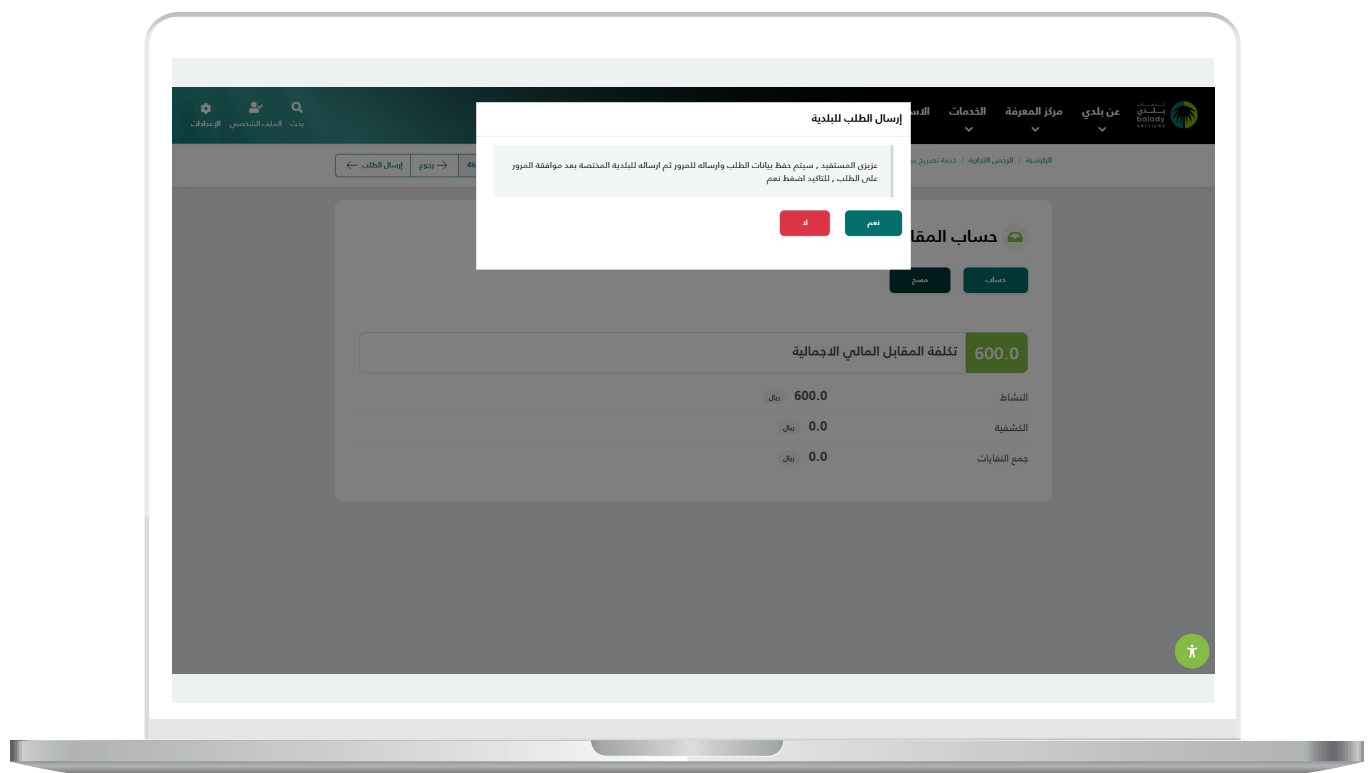
23) The final step, (**Fee Calculation**), appears, where the user clicks (**Calculate**) to determine the total service fee.



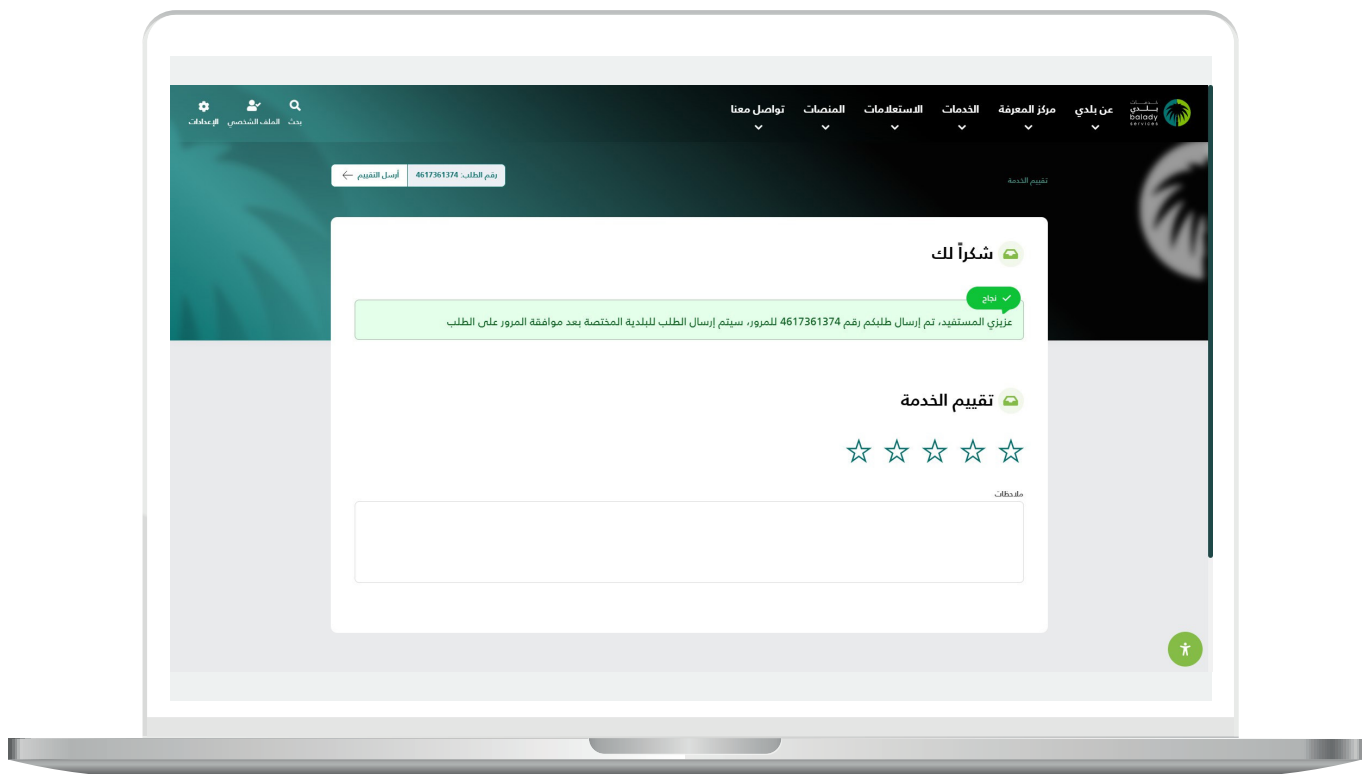
24) The total service fee is displayed, as shown below. The user clicks **(Submit Request)** with the option to return to the previous step by clicking **(Back)**.



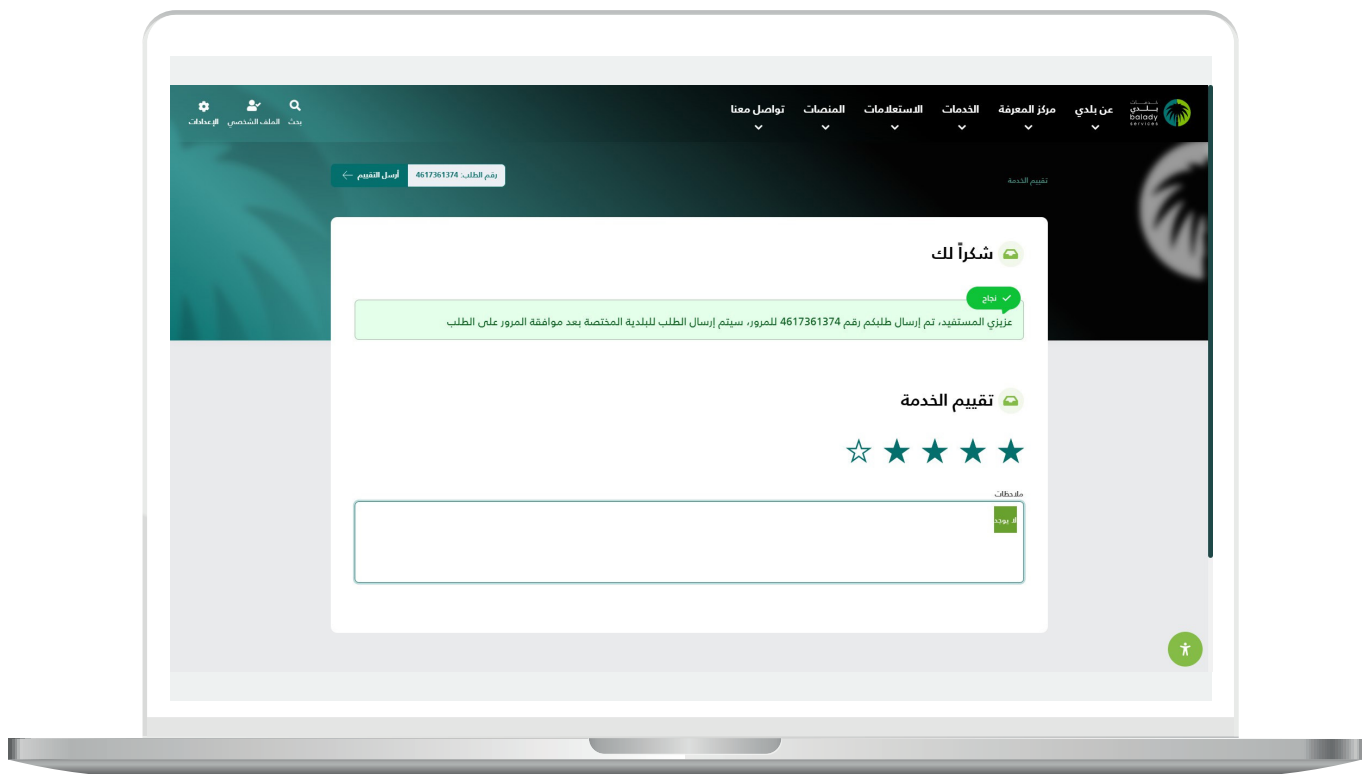
25) A confirmation message appears, prompting the user to click **(Yes)** to submit the request or **(No)** to cancel the operation.



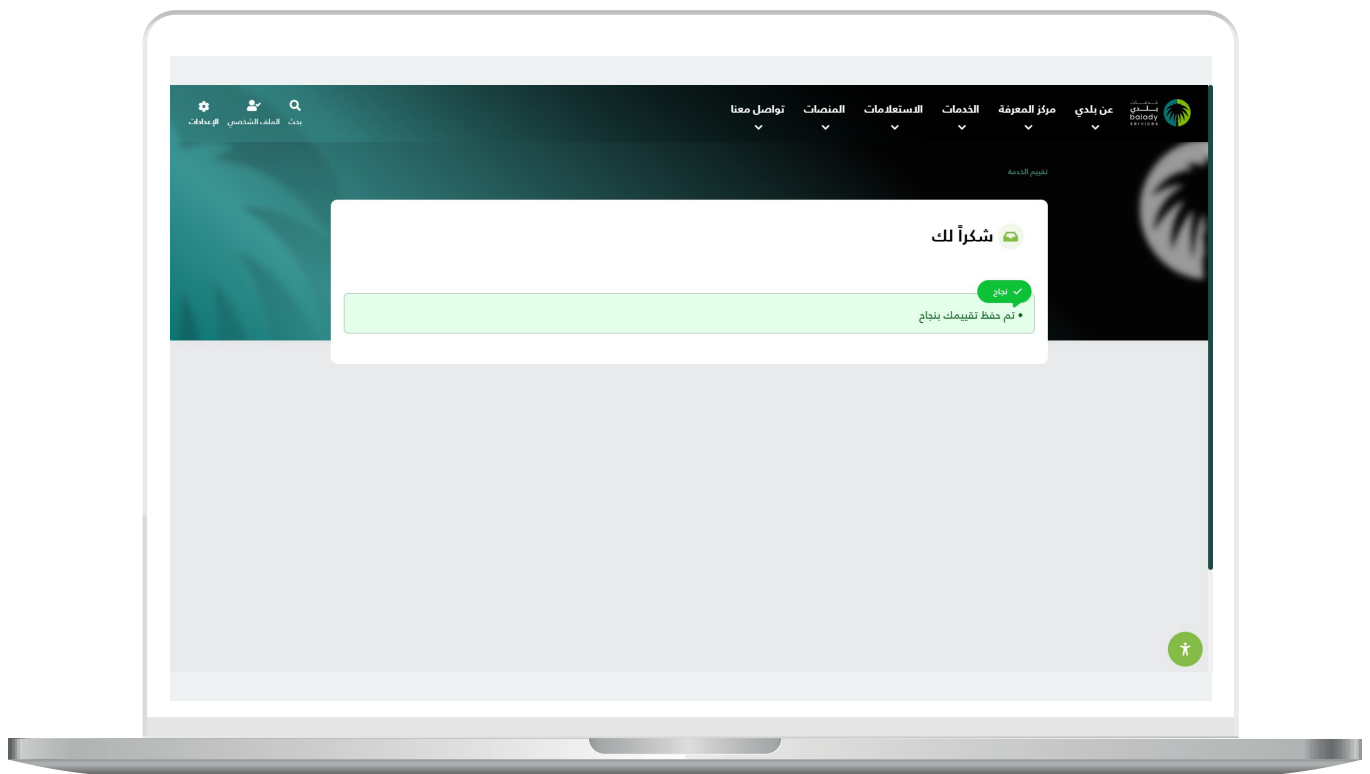
26) The system submits the request and displays a confirmation message, as shown below.



27) The system allows the user to evaluate the service by selecting a star rating and entering comments in the **(Comments)** field, then clicking **(Submit Evaluation)**.



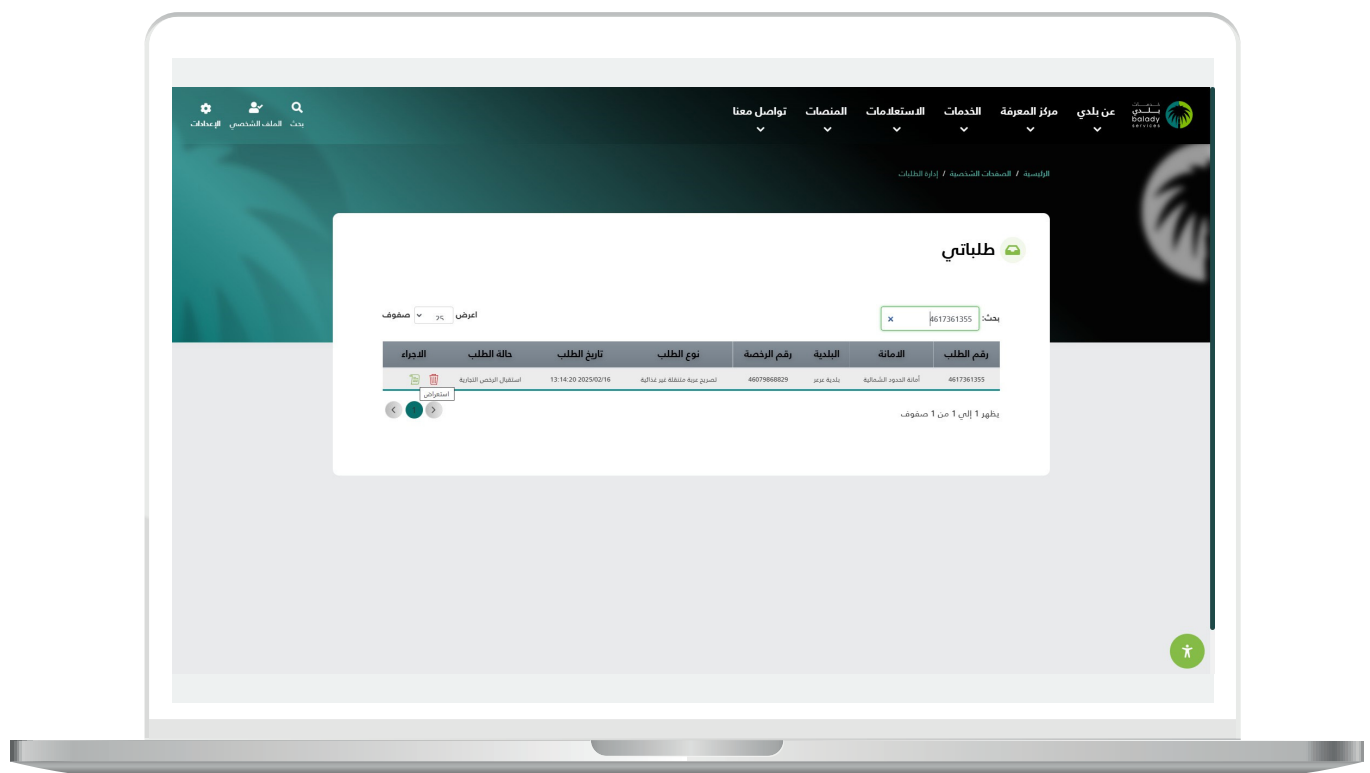
28) The evaluation is successfully saved, and a confirmation message is displayed.



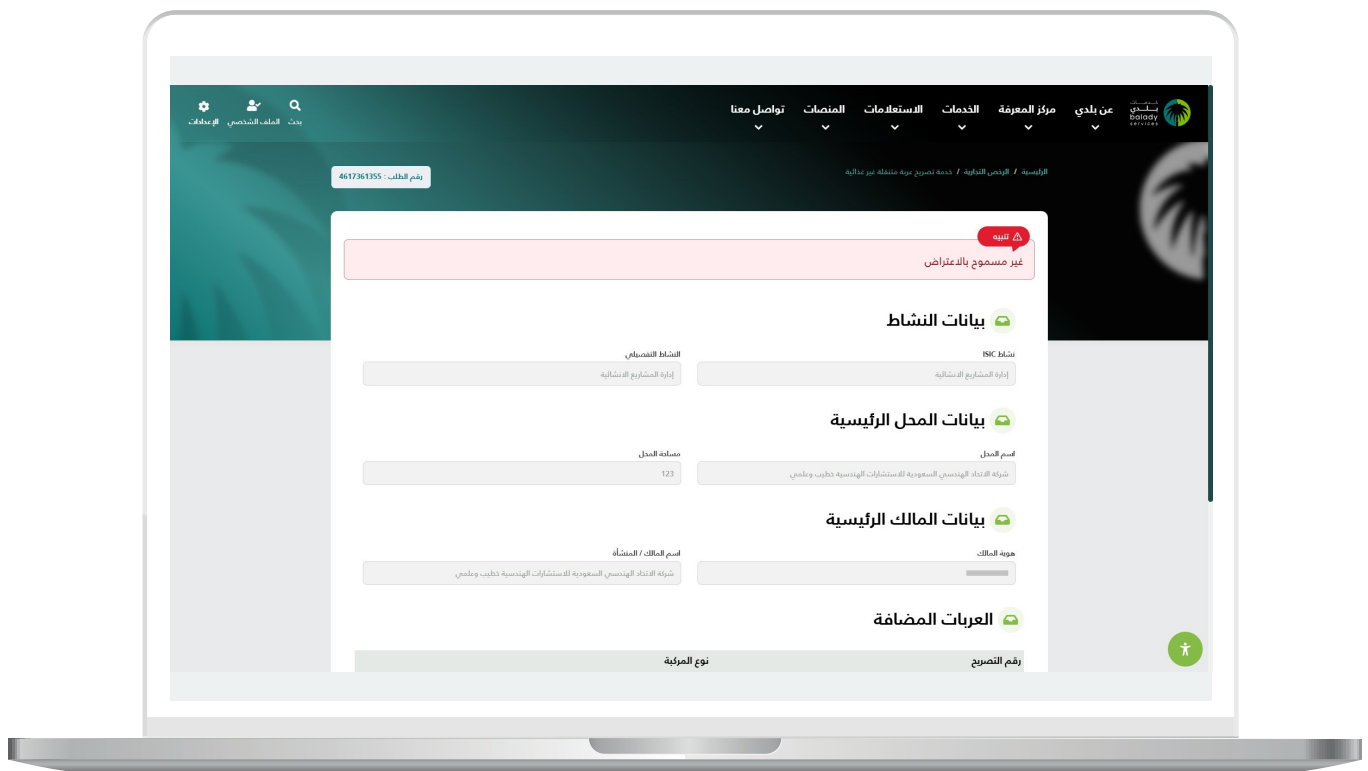
29) The system redirects the user to the **(My Requests)** screen.

Note:

If a **(Commercial License Cancellation Request)** is approved, the **(Non-Food Mobile Cart Permit)** will be canceled automatically.



30) By clicking the **(Browse)** icon in the **(Action)** column, the request details are displayed, as shown below.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

