

User Manual for the establishment registration platform

ESTABLISHMENT SPACE

Login Page



If the establishment, importer or competent authority already has an account, enter the login and password and click on Login to access the platform

For an establishment/importer that does not have an account on the Platform, please click on the CREATE AN ACCOUNT link to start creating the account.

Establishment account creation form

+ CREATE AN ACCOUNT

Login*

Password*

Confirm password*

Establishment

Importer

Name*

Approval (license) /authorization/registration number approved by country's competent authority

Class

Country*

Contact name*

Contact Phone*

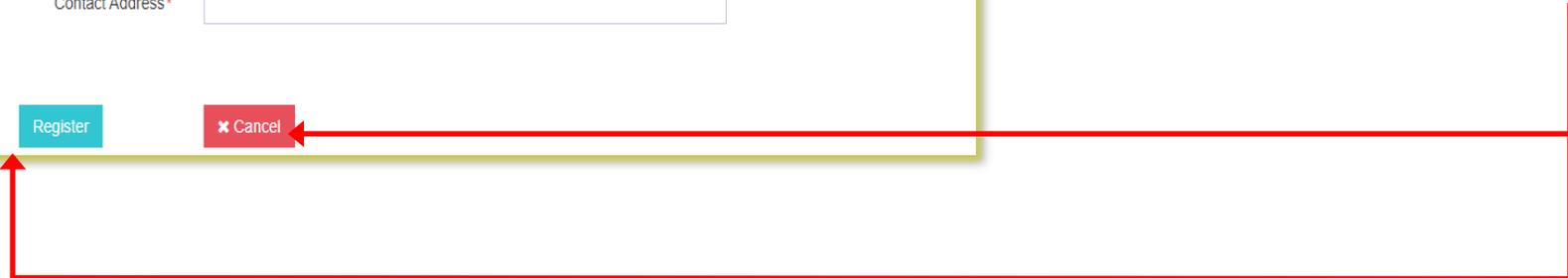
Contact Email*

Contact Address*

Fill in the mandatory fields of this form



To validate the account creation form, click on Send, or on Cancel to cancel the creation of the account



The account will be valid after approval of ONSSA

Adding an establishment registration request

Adding a registration request is done in 4 steps:

- Step 1 : Choose the product category**
- Step 2 : Enter the basic information concerning the establishment**
- Step 3 : Enter the production information**
- Step 4 : attach the necessary documents to add a request**

Adding an establishment registration request

Step 1: Choice of product category

Menu

Displaying the product category list

Display of the list of product subcategories: to choose a subcategory, click on the square containing the icon

Display of logged in user

Allows access to notifications

Language change

Adding an establishment registration request

Step 2: Information about the establishment

The screenshot shows the ONSSA web application interface. The top navigation bar includes the ONSSA logo, a user profile for 'user_manual', a notification bell with '0', and a language selector for 'en-US'. The left sidebar contains a menu with options: Home, Registration requests management, + New registration request (highlighted), View all current requests, Approved requests management, Notification list, Consulting the product repository, Instructions for use, and Contact us. The main content area is titled '+ ADD A REQUEST' and features four tabs: Product category, Basic information (selected), Production information, and Linking documents. The 'Basic information' tab contains a form with the following fields and values:

Field	Value
Establishment name	
Country	Spain
Approval (License) /authorization/registration number approved by country's competent authority	32134555
Name of country's competent authority	Ministerio de Industria, Comercio y Turis
Account creation date of the establishment	11/6/2023 7:49:48 PM
Contact Phone	+212690968386
Contact Email	rajaamallouki@gmail.com

At the bottom right of the form, there is a blue 'Next' button. A red arrow points from the 'Next' button to a text box below the screenshot. Another red arrow points from the 'Basic information' tab to a text box below the screenshot.

This step allows to confirm the establishment information entered previously during account creation, the user can modify the data displayed on the form

Click next to go to the next step

Adding an establishment registration request

Step 3: production information

The screenshot shows the 'ADD A REQUEST' form in the 'Production information' tab. The form is divided into several sections:

- Product category:** Basic information, Production information (selected), Linking documents.
- Product to be registered with Morocco:** A blue '+ Add' button is visible above a table.
- Table:** A table with columns: Product name, Product(s) type(s), SH/CIQ code, Specific treatment methods, and Production capacity tons/year.
- Specific treatment methods:** A text area for input.
- Export questions:** Radio buttons for 'Yes' and 'No' for 'Est-ce que vous exportez au Maroc?' and 'Est-ce que vous exportez à d'autres pays?'.
- Date du dernier export:** A date input field.
- Principal country:** A dropdown menu labeled '-- Select a country --'.
- Année de dernière exportation/pays:** A numeric input field.
- Product categories:** A dropdown menu labeled 'Product category'.
- Storage capacity:** Input fields for 'Capacité de stockage de la matière première (tonnes)' and 'Capacité de stockage totale du produit fini (tonnes)', both set to 0.
- Date de début de l'activité de l'établissement:** A date input field.
- Navigation:** A 'Next' button at the bottom right and a 'Back' button at the bottom left.

To add a product, click on Add: A pop-up for adding a new product is displayed

At the 3rd step Production information the user adds the list of products to be registered with Morocco

Adding an establishment registration request

Step 3: production information

The screenshot shows the 'Add Product' form with the following data:

Field	Value
Product group	Meat and meat products---Meat and edible offal
Product(s) type(s)	Meat of bovine animals, frozen.
Product name	In carcasses or half-carcasses
SH/CIQ code	0202.10
Production capacity tons/year	23

Below the form, there are two questions with radio buttons:

- Est-ce que vous exportez au Maroc ? (Yes selected)
- Est-ce que vous exportez à d'autres pays ? (Yes selected)

The 'Add' button is highlighted in blue, and the 'Close' button is in white.

Adding product information

Adding the product

Allows to cancel the addition of the product

Adding an establishment registration request

Step 4: Attaching documents

ONSSA

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en-US

Home

Registration requests management

+ New registration request

View all current requests

Approved requests management

Notification list

Consulting the product repository

Instructions for use

Contact us

+ ADD A REQUEST

Product category Basic information Production information Linking documents

Linking documents

Part no.	Document type	Mandatory	Attaché	Attachment name	Operation	Template
2	Declaration of conformity of establishment (Annex I)	<input checked="" type="checkbox"/>	No		Add attachment	Download
4	CERTIFICATE OF CONFORMITY BY THE COMPETENT AUTHORITY (ANNEX II)	<input type="checkbox"/>	No		Add attachment	Download
7	OTHER DOCUMENTS	<input type="checkbox"/>	No		Add attachment	

Tips: JPEG, JPG, PNG, PDF, DOCX can be attached, with a max size of 4 MB on each file.

Register Submit

Document attachment area

Registration of related documents

Submission of registration application

Allows to download the attached documents for verification

NB: If the establishment attaches the declaration of the competent authority in addition to the declaration of the establishment, the request will be submitted directly to the ONSSA (otherwise the request will be submitted to the Competent Authority of the country of origin)

EXPLANATION OF THE CONTENT OF THE MENU ON THE LEFT

Adding a new registration request

The screenshot displays the ONSSA web application interface. The top navigation bar includes the ONSSA logo, a user profile dropdown for 'user_manual', a notification bell with a '0' indicator, and a language dropdown for 'en-US'. The left sidebar menu contains the following items: Home, Registration requests management, **+ New registration request** (highlighted with a red arrow), View all current requests, Approved requests management, Notification list, Consulting the product repository, Instructions for use, and Contact us. The main content area is titled '+ ADD A REQUEST' and features a form with four tabs: 'Product category', 'Basic information', 'Production information', and 'Linking documents'. The 'Product category' tab is active, showing three expandable sections: 'ANIMAL PRODUCTS AND PRODUCTS OF ANIMAL ORIGIN', 'FISHERY AND AQUACULTURE PRODUCTS', and 'PLANT AND PLANT-BASED PRODUCTS'. A 'Back' button is located at the bottom left of the main content area.

Click on New registration request to add a new request and follow the same previous steps: Choose the product category, Enter the basic information of the establishment and the production information then attach the documents.

Viewing current registration requests:

ONSSA

user_manual 0 en-US

Home

Registration requests management

+ New registration request

View all current requests

Approved requests management

Notification list

Consulting the product repository

Instructions for use

Contact us

SEARCH

Request status: -- Select a status --

Type of request: -- Select a type--

Products class: -- Select a class--

From: []

On (date ?): []

Reset Search

LIST OF ALL CURRENT REQUESTS

+ New request

10 records Search: []

N°	Approval (license) /authorization/registration number approved by country's competent authority	Moroccan registration number	Date of registration in Morocco	Moroccan registration expiry date	Class	Type of request	Status	Intervention level	Observation/Remark	Operations
No data available in table										

Showing 0 to 0 of 0 entries

The Viewing link for all current requests allows to display the list of records submitted by the establishment

The multi-criteria search form allows to filter the list of current registration requests: By Status, Type of request, Product class and period

List of current recording requests

The Reset button allows to empty the search form

Viewing approved registration requests:

The screenshot displays the ONSSA web application interface. The sidebar on the left contains navigation links: Home, Registration requests management, Approved requests management, Viewing approved registrations (highlighted), Submit an extension request, Submit a cancellation request, Submit a modification request, Notification list, Consulting the product repository, Instructions for use, and Contact us. The main content area features a search form with filters for Request status (Demande Approuvée par l'ONSSA), Type of request (-- Select a type--), Products class (-- Select a class--), and From (date picker). Below the search form is a table titled 'LIST OF APPROVED REGISTRATIONS' with columns: N°, Approval (license) /authorization/registration number approved by country's competent authority, Moroccan registration number, Date of registration in Morocco, Moroccan registration expiry date, Class, Type of request, Status, Intervention level, Observation/Remark, and Operations. The table currently shows 'No data available in table'. A 'Reset' button is located to the right of the search form.

The Viewing link for all approved requests allows to display the list of records submitted by the establishment which are approved by ONSSA

The multi-criteria search form allows to filter the list of approved registration requests: By Status, Type of request, Product class and period

List of approved registration requests

The Reset button allows to empty the search form

Submit an extension request

The screenshot shows the ONSSA web application interface. The top navigation bar includes the ONSSA logo, a user profile dropdown for 'user_manual', a notification bell with '0' alerts, and a language dropdown for 'en-US'. The left sidebar contains a menu with items: Home, Registration requests management, Approved requests management, Viewing approved registrations, Submit an extension request (highlighted), Submit a cancellation request, Submit a modification request, Notification list, Consulting the product repository, Instructions for use, and Contact us. The main content area is titled 'SEARCH FOR REGISTRATION REQUESTS' and features a search form with a 'Products class' dropdown menu (currently showing '-- Select a class--') and a 'Request creation date' input field with a calendar icon. Below the search form are 'Reset' and 'Filter' buttons. The section below is titled 'REQUEST' and includes a '10 records' selector and a search input. A table with columns 'Request number', 'Creation date', 'Products class', 'Status', and 'Actions' is shown, but it is empty with the message 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries'. Three red arrows point from text boxes at the bottom to the 'Submit an extension request' link, the search form, and the table area.

The link allows to display the registration request extension screen

The multi-criteria search form allows to filter the list of approved registration requests: By product class and request creation date

List of registration requests to be prolonged

Submit a modification request

ONSSA ☰ user_manual 0 en-US 

[Home](#)

[Registration requests management](#) <

[Approved requests management](#) <

[Viewing approved registrations](#)

[Submit an extension request](#)

[Submit an extension request](#)

[Submit a cancellation request](#)

[Submit a modification request](#)

[Notification list](#)

[Consulting the product repository](#) <

[Instructions for use](#) <

[Contact us](#) <

MODIFICATION REQUEST

Please enter the new data requested from your registration

Establishment name

Approval (license) /authorization/registration number approved by country's competent authority

Contact name

Contact Phone

Contact Email

Contact Address

Name of legal representative

File

[← Back](#)

The link allows to submit a record amendment request

Enter the new data and submit the request

Viewing the product repository: List of product classes

- Home
- Registration requests management
- Approved requests management
- Notification list
- Consulting the product repository
- Products class**
- Products group
- Product(s) type(s)
- List of products
- Instructions for use
- Contact us

LIST OF CLASSES

Afficher 10 éléments

Rechercher :

Class name	Image
Animal products and products of animal origin	
Fishery and aquaculture products	
Plant and plant-based products	

Affichage de l'élément 1 à 3 sur 3 éléments

1

Back

The link allows to consult the product repository: List of product classes

List of product classes with pagination of -10- Per page for this case

Allows to search for product classes in the following list

Viewing the product repository: List of product groups

- Home
- Registration requests management
- Approved requests management
- Notification list
- Consulting the product repository
- Products class
- Products group**
- Products type(s)
- List of products
- Instructions for use
- Contact us

LIST OF GROUPS

Afficher 10 éléments

Rechercher :

Name	Class
Fishery and aquaculture products---Preparations of meat, fish, crustaceans, molluscs, other aquatic invertebrates or insects	Fishery and aquaculture products
Fishery and aquaculture products--Fish and crustaceans, molluscs and other aquatic invertebrates	Fishery and aquaculture products
Heat-treated vegetable preserves, including sauces and seasonings	Plant and plant-based products
Juice & Nectar	Plant and plant-based products
Meat and meat products---Meat and edible offal	Animal products and products of animal origin
Meat and meat products--Preparations of meat, fish, crustaceans, molluscs, other aquatic invertebrates or insects	Animal products and products of animal origin
Milk and dairy products	Animal products and products of animal origin

Affichage de l'élément 1 à 7 sur 7 éléments

< 1 >

← Back

The link allows to consult the product repository: List of product groups

List of product groups with pagination of -10- Per page for this case

Allows to search for the types of products in the following list

Viewing the product repository: List of product types

- Home
- Registration requests management
- Approved requests management
- Notification list
- Consulting the product repository
- Products class
- Products group
- Product(s) type(s)
- List of products
- Instructions for use
- Contact us

LIST OF NATURES

Afficher 10 éléments

Rechercher :

Name	Group
	Fishery and aquaculture products--Fish and crustaceans, molluscs and other aquatic invertebrates
	Fishery and aquaculture products--Fish and crustaceans, molluscs and other aquatic invertebrates
	Milk and dairy products
	Fishery and aquaculture products--Fish and crustaceans, molluscs and other aquatic invertebrates
	Fishery and aquaculture products--Fish and crustaceans, molluscs and other aquatic invertebrates
	Fishery and aquaculture products--Fish and crustaceans, molluscs and other aquatic invertebrates
	Fishery and aquaculture products--Fish and crustaceans, molluscs and other aquatic invertebrates

The link allows to consult the product repository: List of product types

List of product types with pagination of -10- Per page for this case

Allows to search for the types of products in the following list

Viewing the product repository: List of products

The screenshot displays the ONSSA product repository interface. The top navigation bar includes the ONSSA logo, a user profile for 'user_manual', a notification bell with '0' alerts, and a language selector set to 'en-US'. The left sidebar contains a menu with items: Home, Registration requests management, Approved requests management, Notification list, Consulting the product repository, Products class, Products group, Product(s) type(s), List of products (highlighted), Instructions for use, and Contact us. The main content area features a search form with fields for 'Type of request' (a dropdown menu), 'Product name', 'SH code', and 'At Risk'. Below the search form is a 'LIST OF PRODUCTS' section with a pagination control showing '10' items per page and a search input field. The product list table has columns for 'Product name', 'SH code', and 'Nature'. An 'Export' button is located in the top right corner of the product list area.

Product name	SH code	Nature
Abalone	1605.57	Crustaceans, mollusks and other aquatic invertebrates, prepared or preserved.
Alaskan hake (Theragra chalcogramma)	0302.55	Fish, fresh or chilled, excluding fish fillets and other fish meat of heading 03.04 --- Livers, roes, milt, fins, heads, tails, swim bladders and other edible fish offal
Alaskan hake (Theragra chalcogramma)	0303.67	Fish, frozen, excluding fish fillets and other fish meat of heading 03.04----Fish livers, roes, fins, heads, tails, swim bladders and other edible fish offal
Alaskan pollack (Theragra chalcogramma)	0304.75	
Alaskan pollack (Theragra chalcogramma)	0304.94	
Albacore tuna (Thunnus alalunga)	0302.31	Fish, fresh or chilled, excluding fish fillets and other

The link allows to consult the product repository: List of products

Multi-criteria search form

List of products with pagination -10- Per page for this case

The export button allows to export the list of products in PDF format