

# EXPORTER PORTAL 使い方ガイド

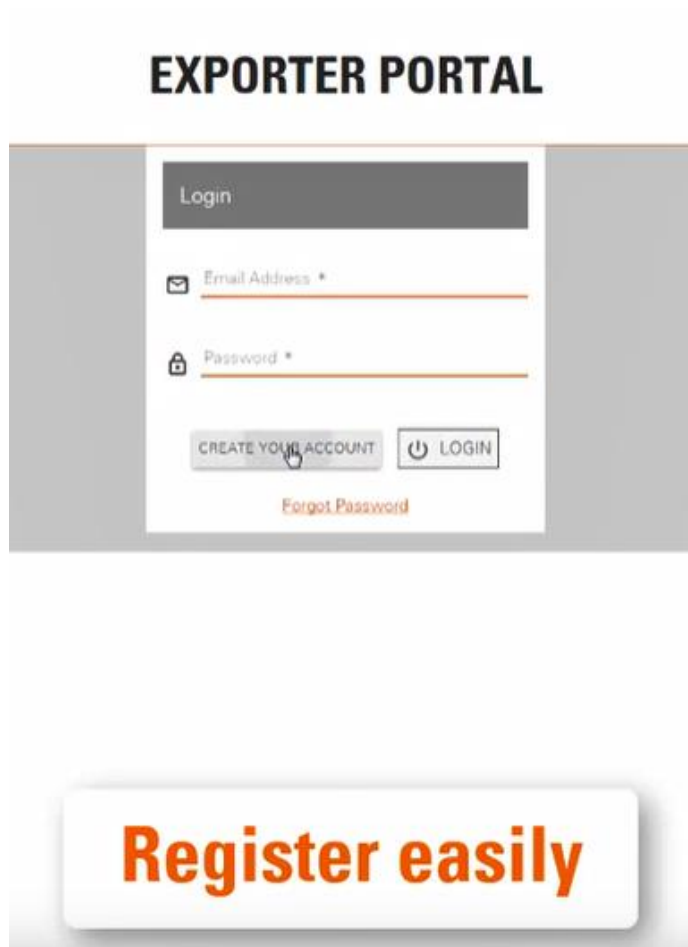
動画URL : <https://www.youtube.com/watch?v=6ybPDUMzLK8>

WHEN YOU NEED TO BE SURE



## EXPORTER PORTALアカウントを作成する

**EXPORTER PORTAL**



Login

Email Address \*

Password \*

CREATE YOUR ACCOUNT LOGIN

[Forgot Password](#)

**Register easily**

- Exporter Portal 下記URL
- <https://exporter-portal.sgs.com/>
- Email アドレスとパスワードを記入
- “Create your account” をクリック

### EXPORTER PORTAL

Registration

Fill some information, we will send you an email containing a link to create an account

Your email Address \*

---

Exporter name \*

---

Exporter country \*

---


Exporter address \*

---

Phone \*

---

I'm not a robot


  
reCAPTCHA  
Privacy - Terms

BACK TO LOGIN
REGISTER

- Email Address
  
- 輸出者名（三国間貿易の場合は書類上の輸出者）
  
- 輸出者の所在国・都市名（所在国を記入後に表示されます）
  
- 輸出者住所
  
- 電話番号

## EMAIL受領

**Check your mailbox**

- [do-not-reply-exporter-portal@sgs.com](mailto:do-not-reply-exporter-portal@sgs.com)

からメールが配信される。

URLをクリック。

Dear

You receive this e-mail because you have requested a password reset. Please click the link below to reset your password:

<https://exporter-portal.sgs.com/communication/user/reset?token=e020f245-1fba-456b-9ee1-02f71275a0c9>

This link is valid only for 30 minutes.

If you did not request this password reset, then please ignore this email (your password will remain unchanged).

## EXPORTER PORTAL

### ■ アカウント作成時のパスワードを再入力

(8文字以上・アルファベット大文字・小文字・数字含む)

Define your password

Email Address \*

✉

Password \*

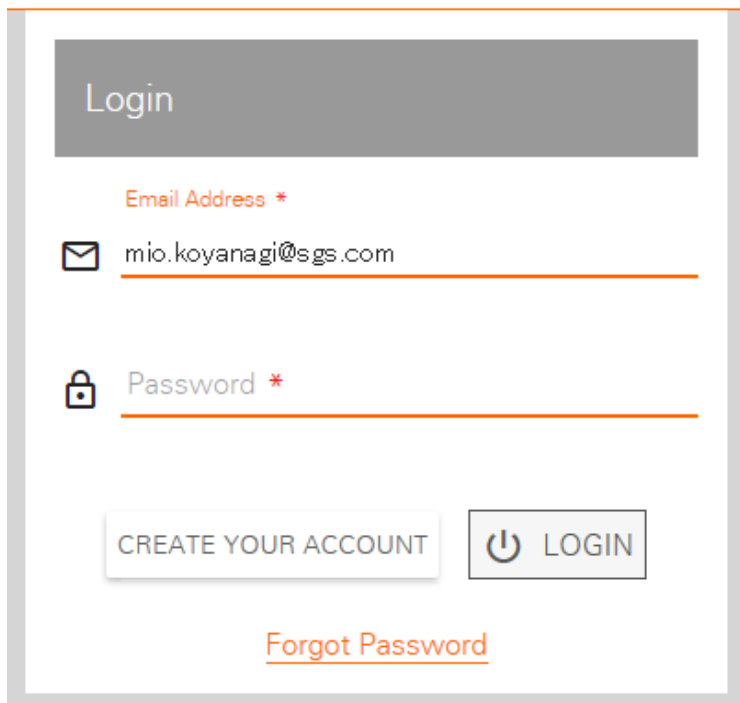
Required field

Confirm password \*

CANCEL OK

# EXPORTER PORTAL

- Email (自動入力) とパスワードを入力



The screenshot shows a login form titled "Login" with a grey header. Below the header, there are two input fields. The first is labeled "Email Address \*" and contains the text "mio.koyanagi@sgs.com". The second is labeled "Password \*" and is empty. Below the input fields, there are two buttons: "CREATE YOUR ACCOUNT" and "LOGIN". At the bottom of the form, there is a link labeled "Forgot Password".

## ポリシーの表示

### EXPORTER PORTAL

You don't have accepted conditions or they have changed.

I Agree to the:

- i. [Terms and Conditions](#)
- ii. [Terms of Access](#)
- iii. [Privacy Policy](#)
- iv. [Cookie Policy](#)

I do agree to receive information on existing or new programs and e-mail campaigns

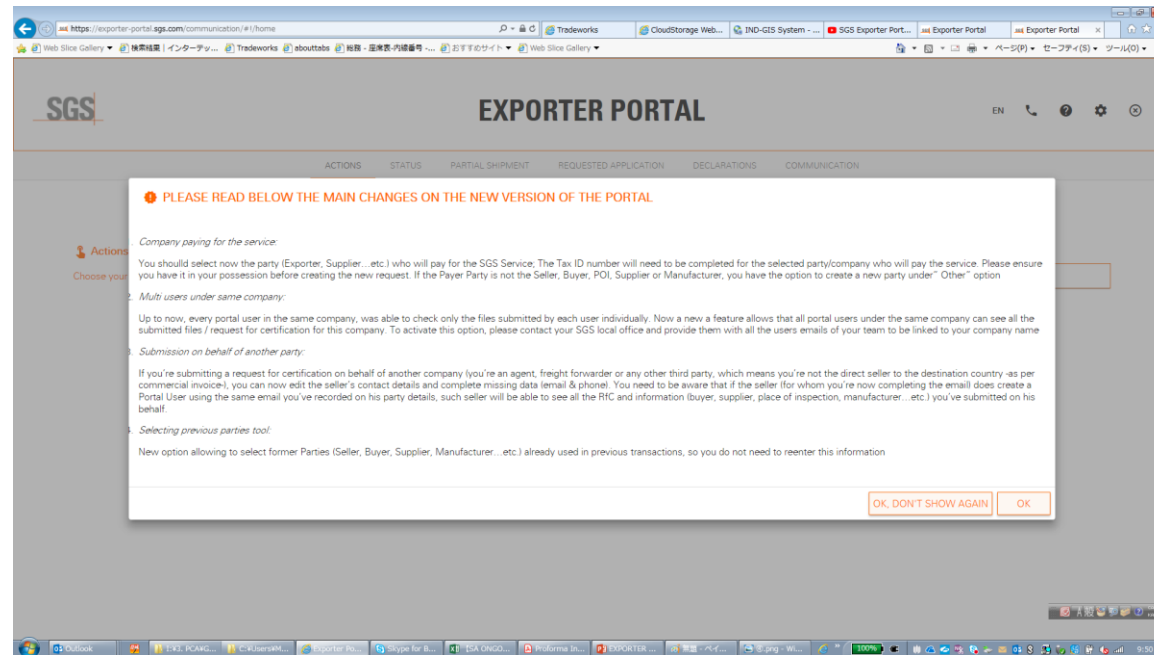
CANCEL OK

- 上の段のポリシーの欄にチェック  
(下段は任意)

# NOTICE画面

## システムの変更点について

確認後、OKを押す





# 申請

## EXPORTER PORTAL

- ACTION タブの空欄ボックスに国名（仕向地）を入力

- ケニア向けは下記の表示、1番目を選択

Your request is automatically saved.  
You can therefore close this window and come back in order to fill it as you wish.  
Once you are done, kindly submit it.

ACTIONS STATUS **REQUESTED APPLICATION** COMMUNICATION

Important: This form must be completed and ALWAYS submitted to SGS before the shipment of the goods.

Important message for Exporter Portal Users submitting a "Request for Certificate (RFC)" on behalf of other company (you're an agent, a freight forwarder, a supplier, a manufacturer or any other party than the direct seller to the country of destination): If the Portal User provides the Seller email when fulfilling the RFC, this seller will be able to see all the RFC's & information (buyer, supplier, place of inspection, manufacturer...etc) submitted by the Portal User on his behalf, provided that such Seller creates a Portal user account using the same email address

- General question
- Please enter the details of the parties
- Please enter the goods to be shipped
- Please enter the method of shipment

CLOSE DOWNLOAD AS PDF

## 申請の記入欄に

- General Question ・ Please enter the details of the parties
- Please enter the goods to be shipped
- Please enter the methods of shipment を記入

# GENERAL QUESTION

## General question

Please give us the following information to help us identify the documentation you all need for your export:

Country destination Republic of Kenya - Pre-Export Verification of Conformity to Standards

Who will collect the Certificate of Conformity ?  Importer  Exporter

IDF No. (ex: A#####) \*

IDF number not yet available

UCR No. \*

- IDF NO, UCR NO  
を入力

## ✦ Please enter the goods to be shipped

Documents

Final Invoice or Proforma is mandatory

+ Add an invoice + Add transaction document

Add the items you're sending. (At least one item is mandatory).

- プロフォーマインボイスを  
アップロード

## PLEASE ENTER THE DETAILS OF THE PARTIES

Please enter the details of the parties

Choose to add new parties. Please select the Party who will pay for SGS service (only one Party can be selected)

**Seller**

Name \*

Country \* City \*

ZIP code Address \*

Email \*

Phone \*

Contact Name \* Contact Last Name \*

Client's Special Code

Pay for SGS service Tax ID# \*

CREATE NEW

- Please enter the details of the partiesの箇所のSeller欄のPay for SGS Serviceにチェック

- TAX ID#に法人番号を入力

- 法人インフォ

<https://hojin-info.go.jp/hojin/TopPage>

# PLEASE ENTER THE GOODS TO BE SHIPPED①

Please enter the goods to be shipped

Documents

Final Invoice or Proforma is mandatory

Add an invoice
  Add transaction document

Document type \*

- Final Invoice
- Proforma Invoice or Similar

- Add an invoiceにてProforma Invoice またはFinal Invoiceをアップロード

Please enter the goods to be shipped

Documents

Final Invoice or Proforma is mandatory

Add an invoice
  Add transaction document

TRANSACTION

- IDF
- Letter Of Credit
- Packing List or Similar
- Quality documents
- UCR

Add the items you're sending. (At least one item is mandatory).

- Add transaction documentにIDF,LC (LC取引の場合),Packing listをアップロード
- ISO, テストレポートはQuality documentsとしてアップロード

## PLEASE ENTER THE GOODS TO BE SHIPPED②

### Create an item

HS code *	Quantity	Unit price	Unit	Goods description *
Brand	Model No.	Manufacturer's name / Address	Country of Origin	
Goods Condition	Assembly State	Applicable standard(s) or Normative referencels)	Registration/License/Product Cert. No.	

CANCEL SAVE

①

②

GET TEMPLATE

IMPORT ITEMS

- 申請品の入力
- Create an itemを入力
- アイテム数が多い場合①のGet  
TEMLATEよりエクセルを出力・記入
- ②エクセルをIMPORT ITEMSへアップ  
ロード

## PLEASE ENTER THE METHOD OF SHIPMENT

Please enter the method of shipment

Enter information about the shipment :

Shipment method \* ▾ Cargo type \* ▾ Country of Supply \*

**Loading**

Enter where you'll load the shipment:

Country of Loading \*  Place of Loading

**Discharge**

Enter where you'll discharge the shipment:

Country of Discharge \*  Kenya Place of Discharge

Shipping Documents

Add transport document

TRANSPORT

- Air Way Bill
- Bill of lading
- Road Way Bill

- 上記の青い枠内をご入力ください
- ケニア向けは証明書発行後の、出荷になるためBLなどは発行されていないはずですので赤い枠内は無記入でお願いします。

# 保存機能/SAVE FUNCTION

Exporter Portal

Your request is automatically saved.  
You can therefore close this window and come back in order to fill it as you wish.  
Once you are done, kindly submit it.

ACTIONS STATUS REQUESTED APPLICATION COMMUNICATION

**i** Important: This form must be completed and ALWAYS submitted to SGS before the shipment of the goods.

**i** Important message for Exporter Portal Users submitting a "Request for Certificate (RFC)" on behalf of other company (you're an agent, a freight forwarder, a supplier, a manufacturer or any other party than the direct seller to the country of destination): If the Portal User provides the Seller email when fulfilling the RFC, this seller will be able to see all the RFC's & information (buyer, supplier, place of inspection, manufacturer...etc) submitted by the Portal User on his behalf, provided that such Seller creates a Portal user account using the same email address

**?** General question

**+** Please enter the details of the parties

**+** Please enter the goods to be shipped

**+** Please enter the method of shipment

**X** CLOSE **↓** DOWNLOAD AS PDF **▶** SUBMIT

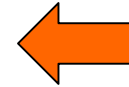
Create an item

HS code	Quantity	Unit	Goods description *
	1		switch

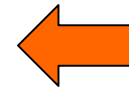
Brand	Model No.	Manufacturer's name / ...	Country of Origin
no brand			

Goods Condition **▼** Assembly State **▼** Applicable standard(s) ... Registration/License/Pr...

**CANCEL** **SAVE**



- 申請時の入力は自動保存機能で保存される。



- ご出荷品/ITEMの入力箇所のみ別途SAVEボタンあり
- 保存が必要な際はこちらをクリックしてください。



## 全ての記入・アップロード完了

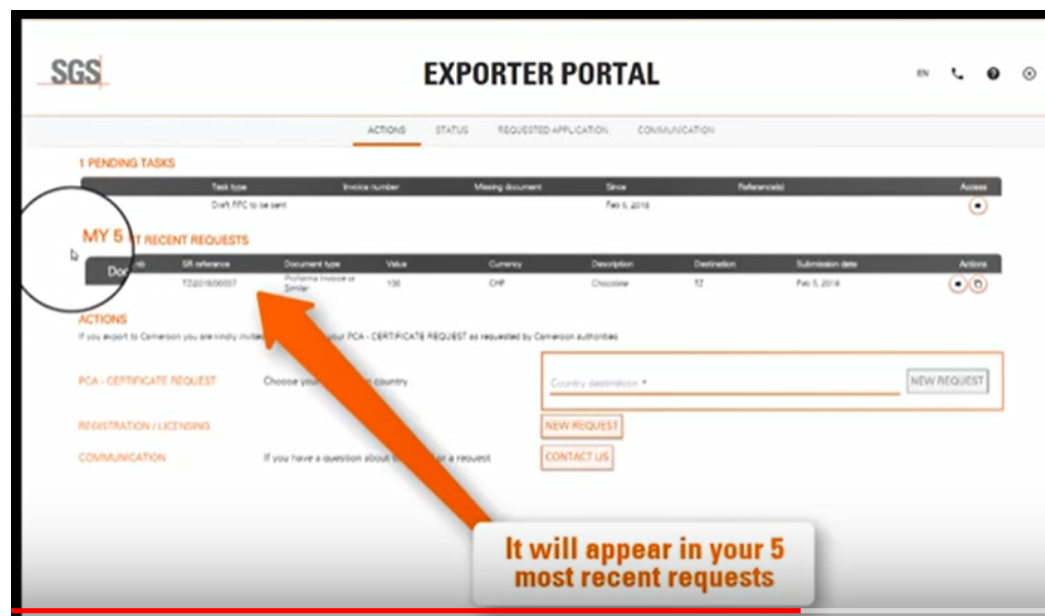
全ての記入・アップロードが完了すると4つバーがグレーから緑に変わる

- SUBMITをクリック

The screenshot displays a web application interface for a shipping request. At the top, there are tabs for 'ACTION', 'STATUS', 'REQUESTED APPLICATION', and 'COMMUNICATIONS'. Below the tabs, a green bar indicates the current status: 'REQUESTED APPLICATION'. A message states: 'Important: This form must be completed and ALWAYS submitted to SGS before the shipment of the goods.' The form is divided into four sections, each with a green bar and a left arrow, indicating completion: 'General question', 'Please enter the details of the parties', 'Please enter the goods to be shipped', and 'Please enter the method of shipment'. The 'Please enter the method of shipment' section is expanded, showing 'Enter information about the shipment :'. It includes a 'Shipment' section with 'Mode' set to 'Air' and 'Country of Origin' set to 'Switzerland'. Below this are two sections: 'Loading' and 'Discharge'. The 'Loading' section has 'Country of Loading' set to 'Switzerland' and 'Place of Loading' set to 'Zurich'. The 'Discharge' section has 'Country of Discharge' set to 'Tanzania, United Republ' and 'Place of Discharge' set to 'Dar Es Salaam'. At the bottom, there is a 'Shipping Documents' section with an 'Add transport document' button. A red arrow points to the 'SUBMIT' button at the bottom right, with a callout box that says 'You can submit your application'. Other buttons at the bottom include 'CLOSE' and 'DOWNLOAD AS PDF'.

## 提出後の表示

提出後の案件ファイルはACTIONの下に表示される



**EXPORTER PORTAL**

1 PENDING TASKS

Task type	Invoice number	Meeting document	Date	Reference(s)	Action
Draft PFC to be sent			Feb 5, 2018		

**MY 5 MOST RECENT REQUESTS**

Doc ref	SR reference	Document type	Value	Country	Description	Destination	Submission date	Action
Draft	T2201000007	Advance Invoice of Goods	135	CHF	Chocolate	EE	Feb 5, 2018	

**ACTIONS**

If you export to Cameroon you are kindly invited to submit your PCA - CERTIFICATE REQUEST as requested by Cameroon authorities

PCA - CERTIFICATE REQUEST Choose your destination country

Country destination \*

**NEW REQUEST**

REGISTRATION / LICENSING **NEW REQUEST**

COMMUNICATION **CONTACT US**

If you have a question about the status of a request

**It will appear in your 5 most recent requests**