

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

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 *

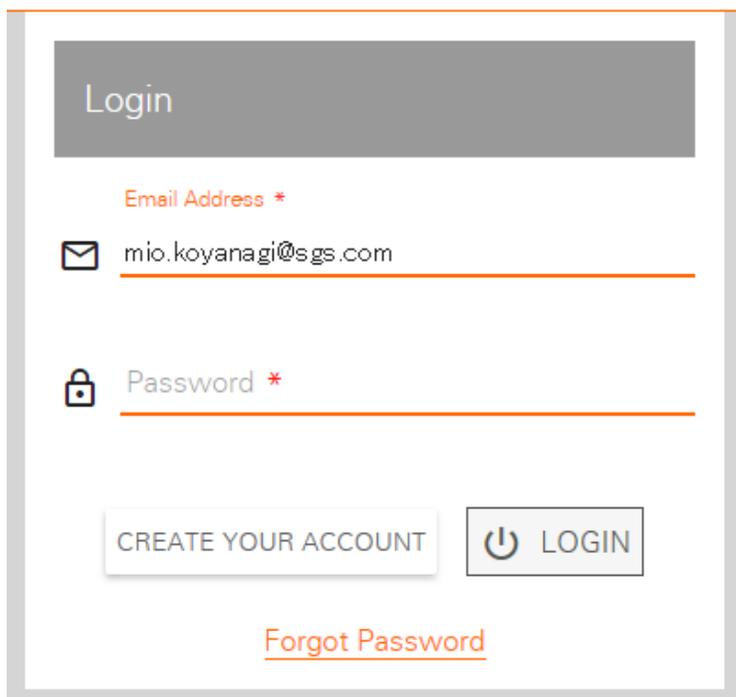
Required field

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

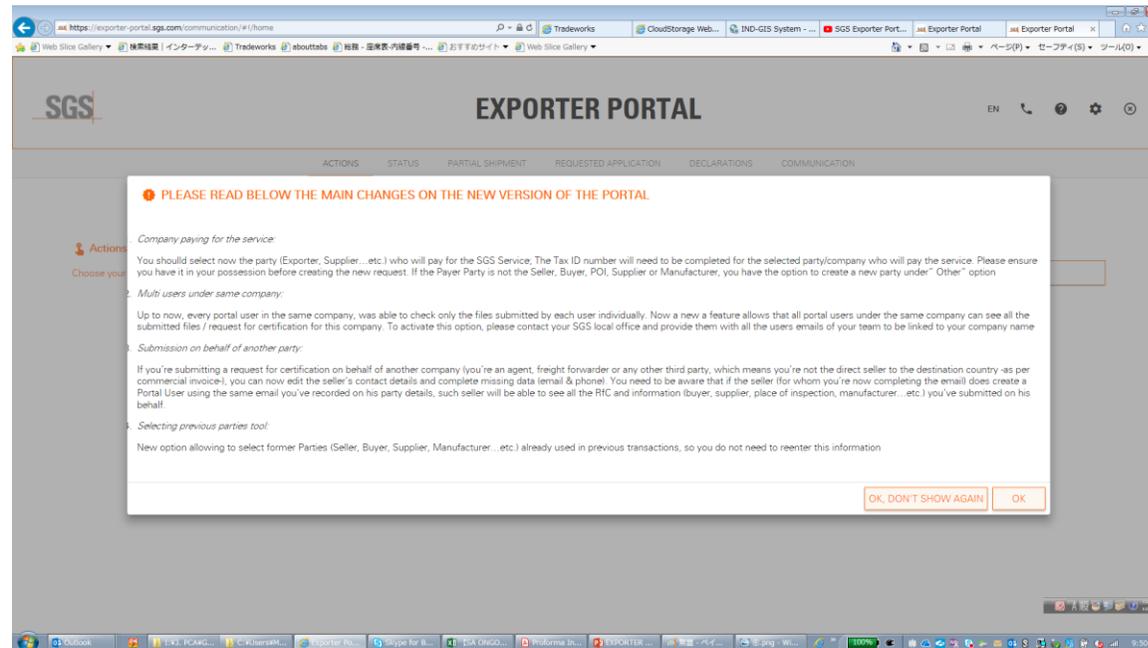
CANCEL OK

- 上の段のポリシーの欄にチェック
(下段は任意)

NOTICE画面

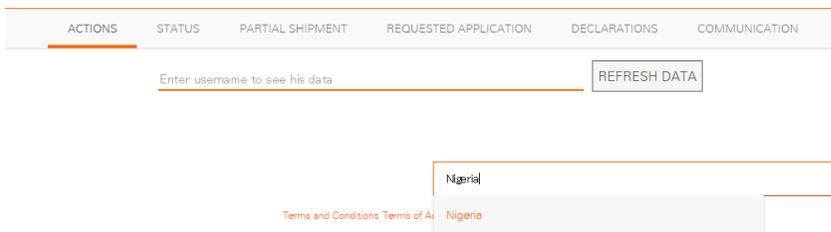
システムの変更点について

確認後、OKを押す



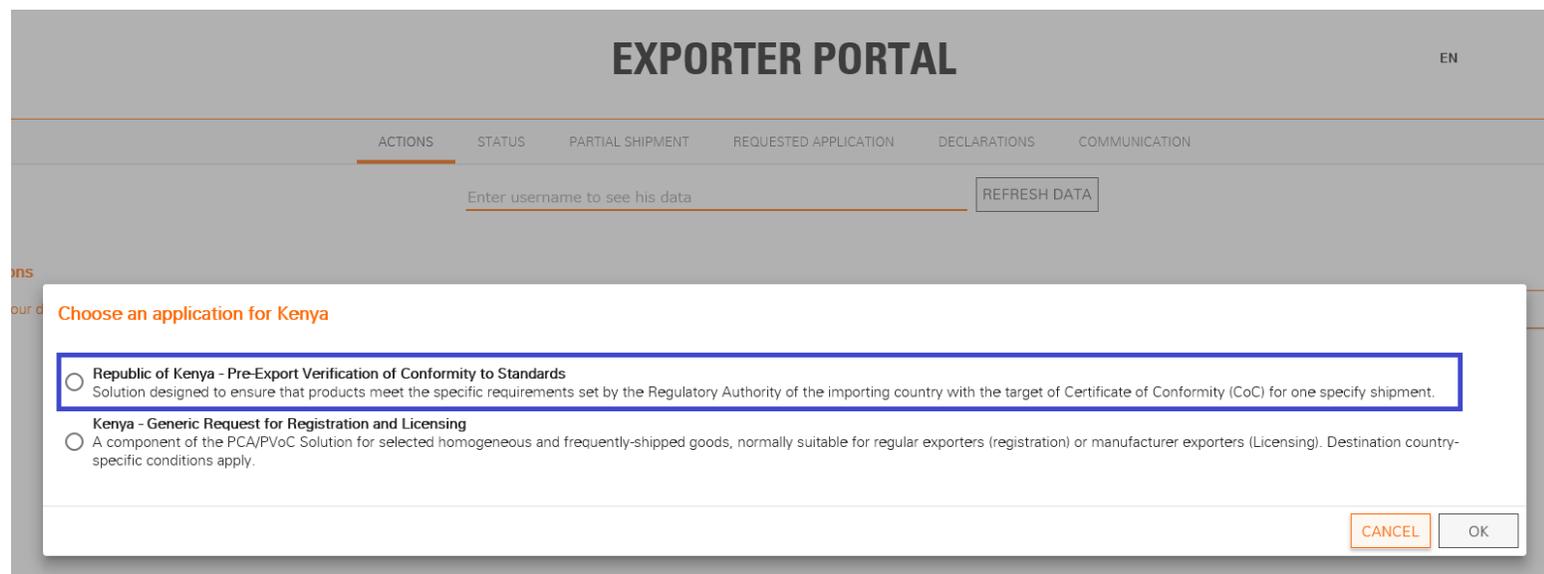
申請

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

Create an item

Add the it

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.

PLEASE

Enter information about the shipment

CANCEL SAVE

①

GET TEMPLATE

②

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 * Place of Discharge

Kenya

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

SGS 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

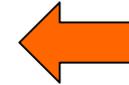
Create an item

| HS code | Quantity | Unit | Goods description * |
|---------|----------|------|---------------------|
| | 1 | | switch |

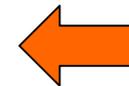
| Brand | Model No. | Manufacturer's name / ... | Country of Origin |
|----------|-----------|---------------------------|-------------------|
| no brand | | | |

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

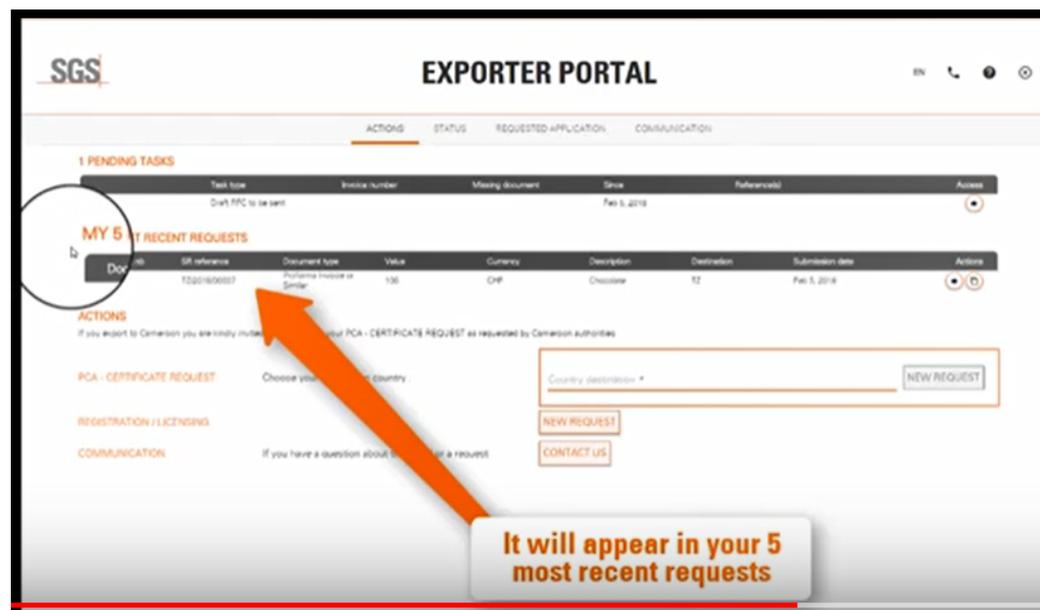
全ての記入・アップロードが完了すると4つバーがグレーから緑に変わる

- 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'. A green bar indicates the current status is 'REQUESTED APPLICATION'. Below this, a list of four steps is shown, each with a green bar and a right-pointing arrow, indicating they are all completed. The steps are: '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 dropdown for 'Mode' set to 'Air' and 'Country of Origin' set to 'Switzerland'. Below this are two boxes: 'Loading' and 'Discharge'. The 'Loading' box has 'Country of Loading' set to 'Switzerland' and 'Place of Loading' set to 'Zurich'. The 'Discharge' box 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 from a callout box saying 'You can submit your application' to the 'SUBMIT' button at the bottom right. The 'SUBMIT' button is highlighted in orange.

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 Single | 136 | 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

If you have a question about the status of a request

CONTACT US

It will appear in your 5 most recent requests