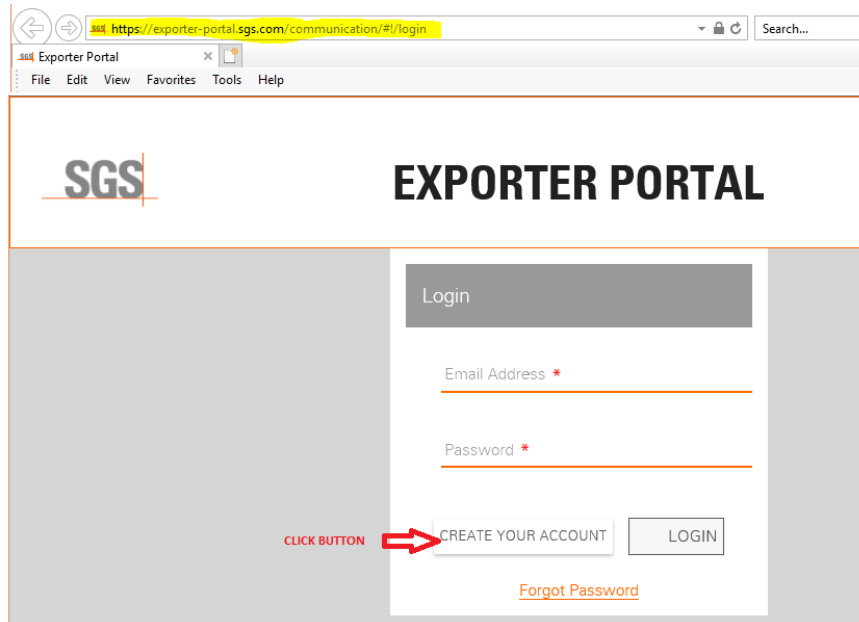


# EXPORTER PORTAL GUIDELINES

### STEP 1 CREATING AN ACCOUNT

- Create an account through exporter's portal  
<https://exporter-portal.sgs.com/communication/#!/home>



- Fill-in all the required details and **REGISTER**

## EXPORTER PORTAL

- Once account have been registered an auto-email will be sent to your personal e-mail and a link will be provided to complete your registration process. **Note that the link provided will only be valid for 10 minutes.** Hence, please access it immediately upon receipt of e-mail.

Dear user,

You receive this e-mail because you have requested a registration on SGS exporter portal. Please click on the link below to finish the process and define your password:

<https://test-exporter-portal.sgs.com/communication/user/reset?token=534a1968-b2ba-4314-ab78-f82a7a2baa41>  "CLICK" the link provided

This link is valid only for 10 minutes.

If you did not request this registration, then please ignore this email.

SGS

SGS exporter portal


Information in this email and any attachments is confidential and intended solely for the use of the individual(s) to whom it is addressed or otherwise directed. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email. All SGS services are rendered in accordance with the applicable SGS conditions of service available on request and accessible at <http://www.sgs.com/en/Terms-and-Conditions.aspx>

- Complete the registration process as shown below.


# EXPORTER PORTAL

Define your password

Email Address \*



REGISTERED E-MAIL

Password \*


.....

Minimum 8 characters, at least 1 uppercase letter, 1 lowercase letter and 1 number

Confirm password \*

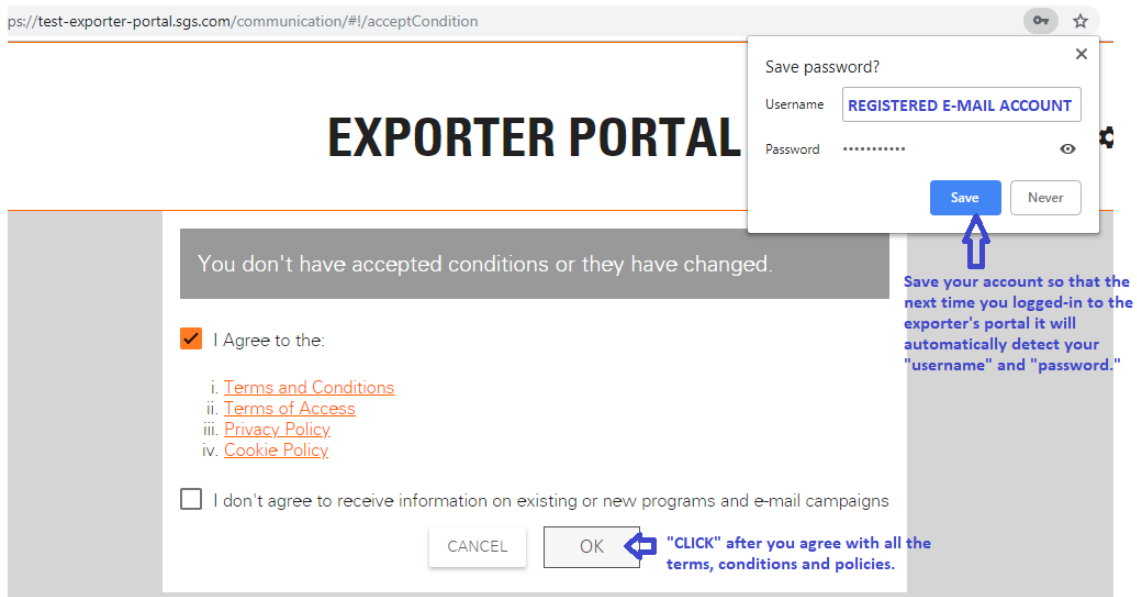

.....

Required field  
Passwords don't match.

CANCEL

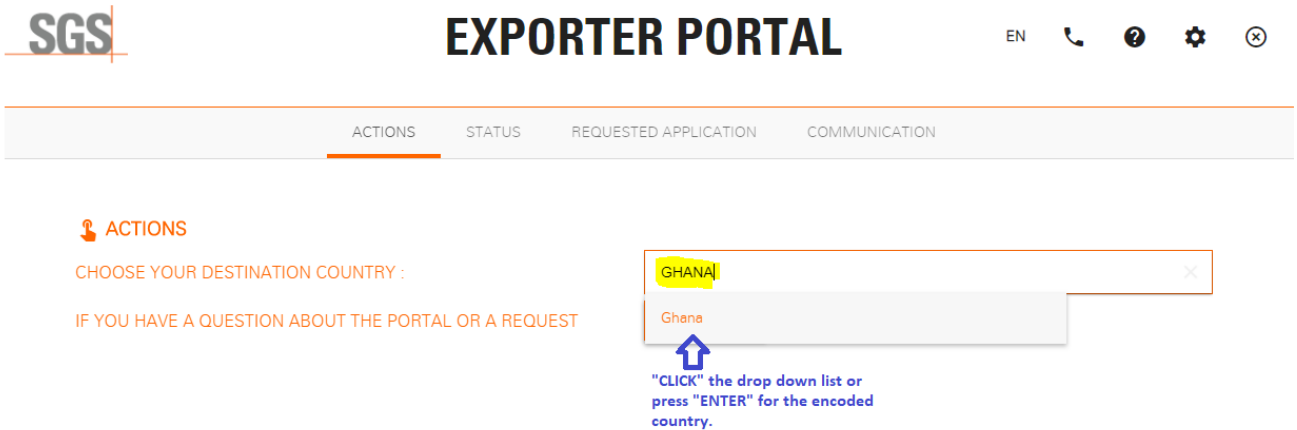
OK

 Note to fulfill the password requirements.



## STEP 2: CREATING AN ORDER

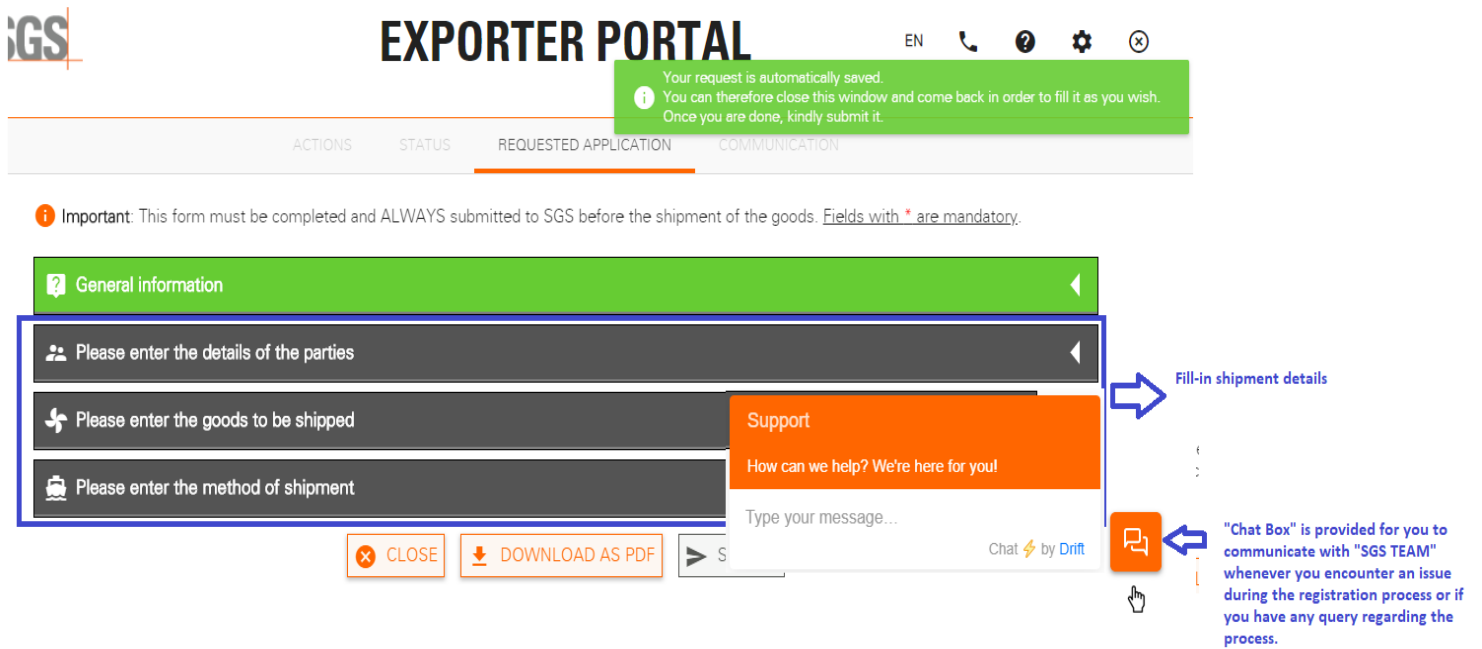
- Choose your destination country



- Select the application for Ghana.



- You will be re-directed to the “REQUESTED APPLICATION” module wherein the details of the transaction or shipment order are to be encoded.



**GOODS CONDITION: NEW ITEMS**

- Fill-in required all required details for each module. **ALL fields with \* are mandatory.**
  - First module is for the details of “seller” and “buyer”



**Important:** This form must be completed and ALWAYS submitted to SGS before the shipment of the goods. Fields with \* are mandatory.

General information

Please enter the details of the parties

Choose to add new parties.

Seller	Buyer
Name *	Name *
Country *      City *	Country *      City *
ZIP code      Address *	Address *
Email *	Email *
Phone *	Phone *      Fax *
Contact Name *      Contact Last Name *	Contact Name      Contact Last Name
Client Special Code	
<input type="button" value="CREATE NEW"/>	<input type="button" value="CREATE NEW"/>

- The second module is for the details of goods to be shipped.

Please enter the goods to be shipped

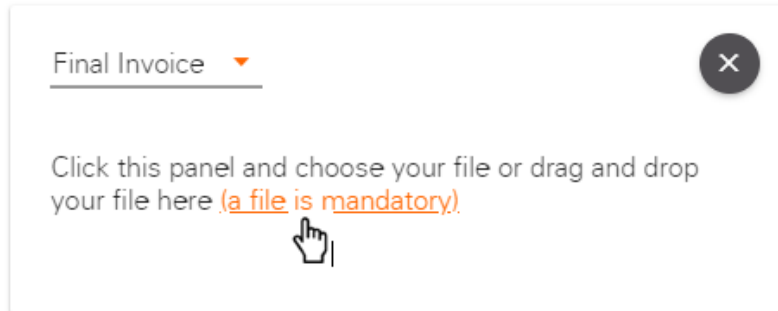
Documents

**Final Invoice or Proforma is mandatory** ← NOTE TO UPLOAD EITHER "FINAL INVOICE" OR "PROFORMA INVOICE"

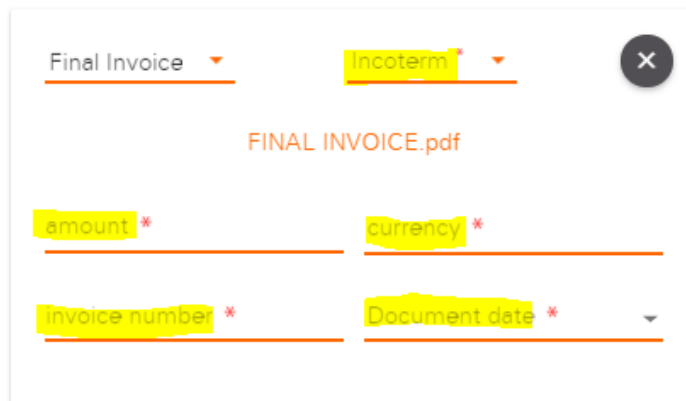
Document type \*

- Final Invoice
- Photograph of item
- Proforma Invoice or Similar
- Serial numbers

- Once “Final Invoice” has been selected, click the hyperlink to upload a file.



- Once Final Invoice has been uploaded, fill-in all the mandatory fields.

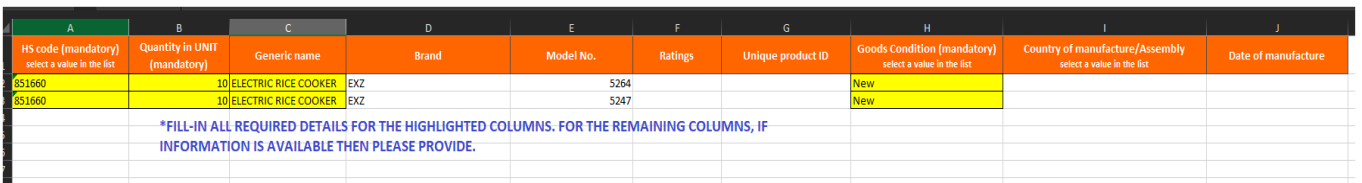
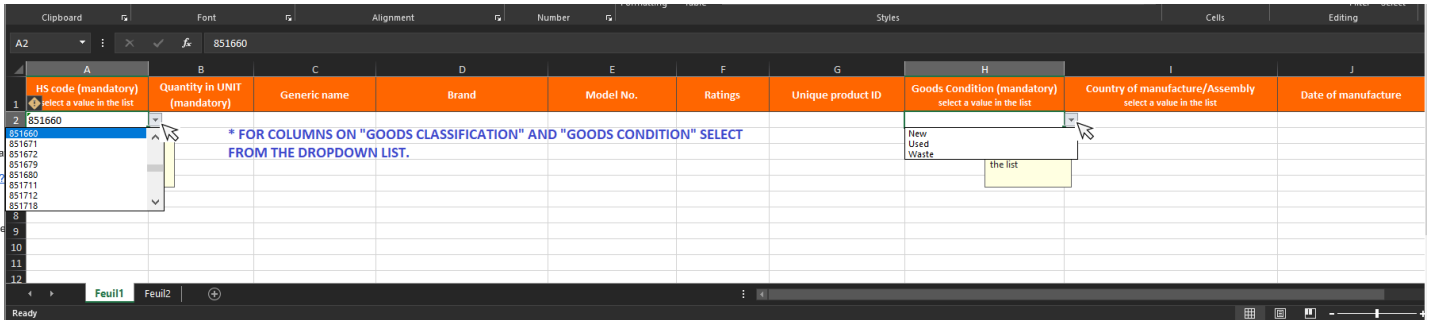


- Once all fields have been filled-in, an additional field will be generated for uploading the details of the goods to be shipped.

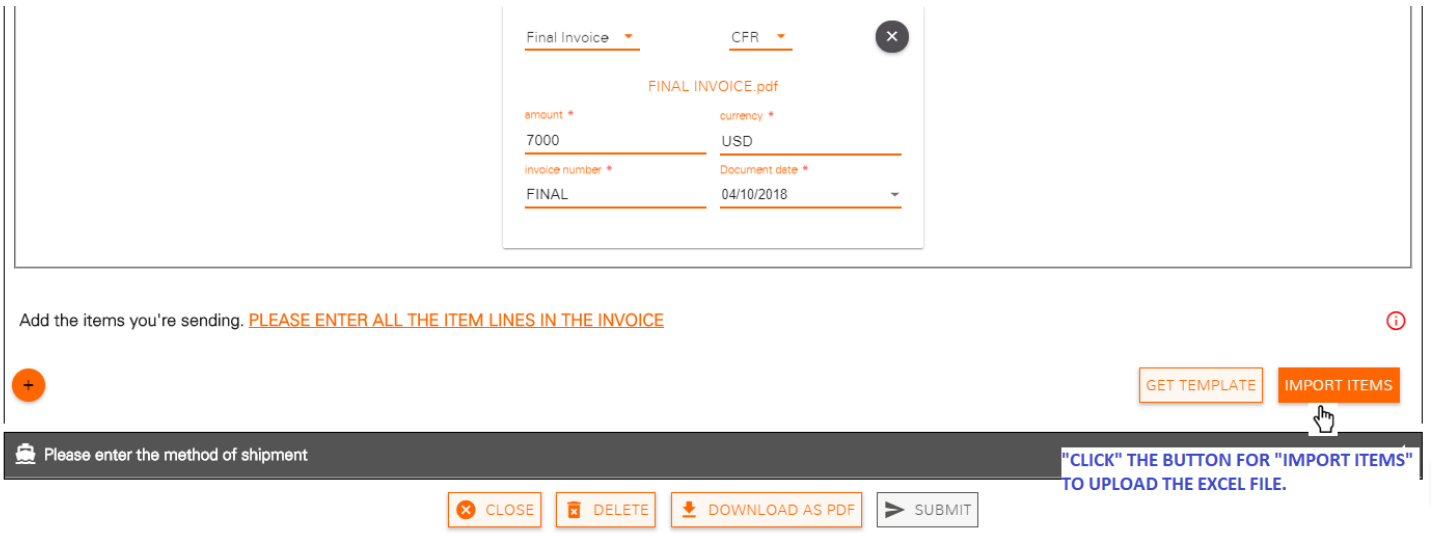
- For **SINGLE** line item, below window will appear for encoding the details of the goods to be shipped.



- For **MULTIPLE** type of goods, **“GET TEMPLATE”** and fill-in all the required details.



- “Save” the excel file then upload it on the exporter’s portal.



- For the third module, enter all the details of the method of shipment

Please enter the method of shipment

Enter information about the shipment : \* FILL-IN ALL FIELD DETAILS

Travel

Enter the information about the travel:

Shipment method \*

Category \*

Gross weight (kg) \*

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 \*

Ghana

Place of Discharge

Shipping Documents

Packing list or Similar is mandatory

+   
 "CLICK" TO ADD A SHIPPING DOCUMENT

Add the items you're sending. PLEASE ENTER ALL THE ITEM LINES IN THE INVOICE

DETAILS ENCODED ON THE EXCEL SHEET

GET TEMPLATE IMPORT ITEMS

HS code	Quantity	Generic name	Brand	Model No.	Ratings	Unique product ID	Goods Condition	Country of manufacture/assembly	Date of manufacture	Actions
851660	10	ELECTRIC RICE COOKER	EXZ	5264			New			"CLICK" IF THERE ARE THINGS THAT NEEDS TO BE EDITED ON THE LINE ITEM.
851660	10	ELECTRIC RICE COOKER	EXZ	5247			New			"CLICK" IF YOU NEED TO REMOVE THE LINE ITEM.

Page: 1 1 - 2 of 2

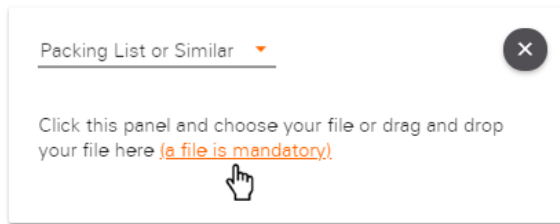
- "Click" the **PACKING LIST OR SIMILAR** from the dropdown list.

Shipping Documents

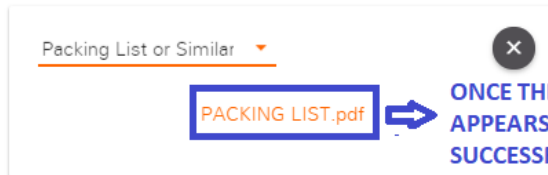
Packing list or Similar is mandatory

+   
 CLOS

- Air Way Bill
- Bill of lading
- Movement Doc. Trans-boundary movements shipments of Waste
- Notification Doc. Trans-boundary movements shipments of Waste
- Other Transport Document
- Packing List or Similar**
- Payment rec



"CLICK" HYPERLINK TO UPLOAD A FILE

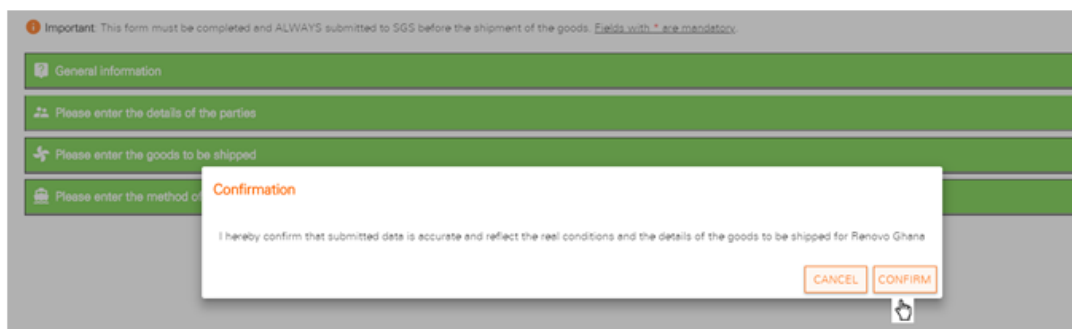


ONCE THE DOCUMENT'S REFERENCE NUMBER APPEARS IT INDICATES THAT DOCUMENT HAS BEEN SUCCESSFULLY UPLOADED.

- When all modules are already in “**GREEN**” color it signifies that all fields are complete. Proceed to submit the documents.



"CLICK" TO PROCEED



"CLICK" TO COMPLETE THE REGISTRATION PROCESS

**GOODS CONDITION: USED ITEMS**

- The procedure is the same in filling-in the modules for “**goods to be shipped**” and “**method of shipment.**” However, there will be an additional field that needs to be filled-in which is the “**PLACE OF INSPECTION.**”

General information

Please enter the details of the parties

Choose to add new parties. (Place Of Inspection is mandatory)

<p><b>Seller</b></p> <p>Name * ANDAYA TRADING</p> <p>Country *                      City * United Arab Emirates                      Dubai</p> <p>Address * ZIP code                      PASEO DE ROXAS</p> <p>Email * cherrymaeear@gmail.com</p> <p>Phone</p> <p>Contact Name *                      Contact Last Name * bureche                      che</p> <p>Client's Special Code</p> <p style="text-align: right;">USE PREVIOUS    CREATE NEW</p>	<p><b>Buyer</b></p> <p>Name * ZARAGOZA TECHNOLOGIES</p> <p>Country *                      City * Ghana                      Tema</p> <p>Address * PASEO DE ROXAS</p> <p>Email * cherrymaeear@gmail.com</p> <p>Phone                      Fax</p> <p>Contact Name                      Contact Last Name</p> <p style="text-align: right;">USE PREVIOUS    CREATE NEW</p>
---	--

Place Of Inspection
▼

← IF ITEMS ARE "USED," AN ADDITIONAL FIELD NEEDS TO BE FILLED-IN

Please enter the goods to be shipped

**Place Of Inspection**

Name \*

Country \*                      City \*

ZIP code                      Address \*

Email \*

Phone \*                      Fax \*

Contact Name \*                      Contact Last Name \*

Goods available for inspection as from \*

ENTER TARGET DATE OF INSPECTION

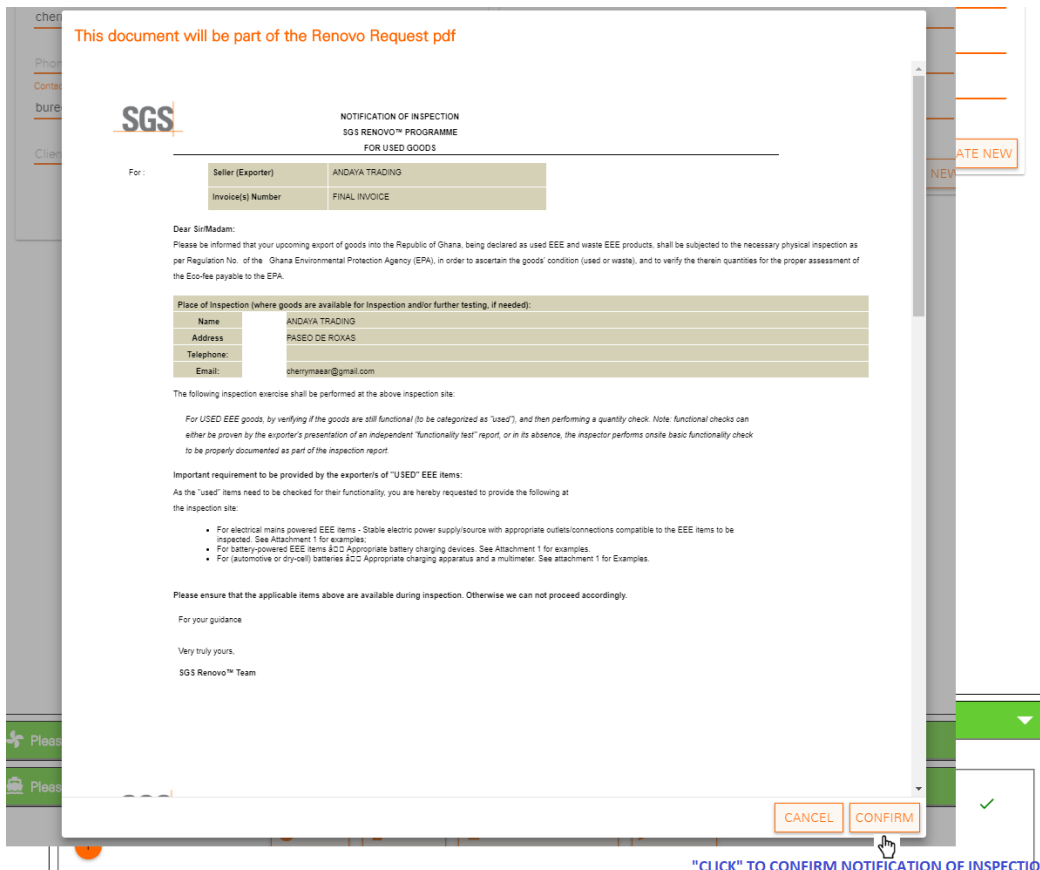
Same as seller                      REATE NEW

IF PLACE OF INSPECTION IS ON THE LOCATION OF SELLER.

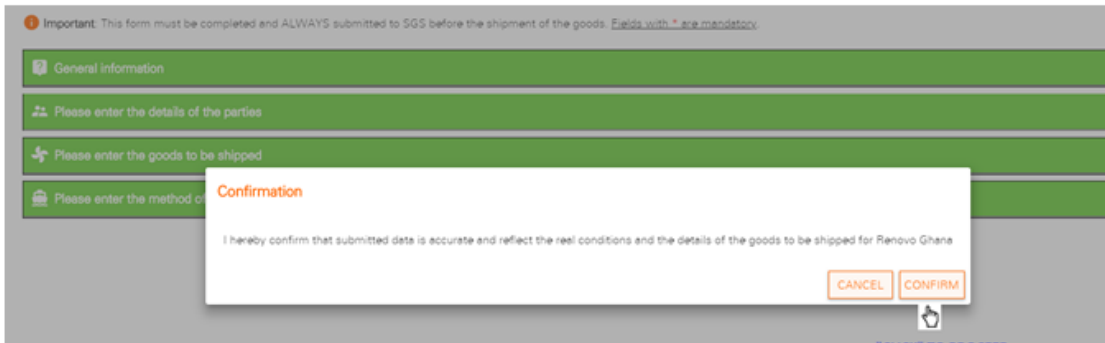
- After completely filling-in all the required fields for the “PLACE OF INSPECTION” all the modules will change to color GREEN then click “SUBMIT” to proceed.



- “NOTIFICATION FOR INSPECTION OF USED GOODS” will appear then click “confirm” to proceed.



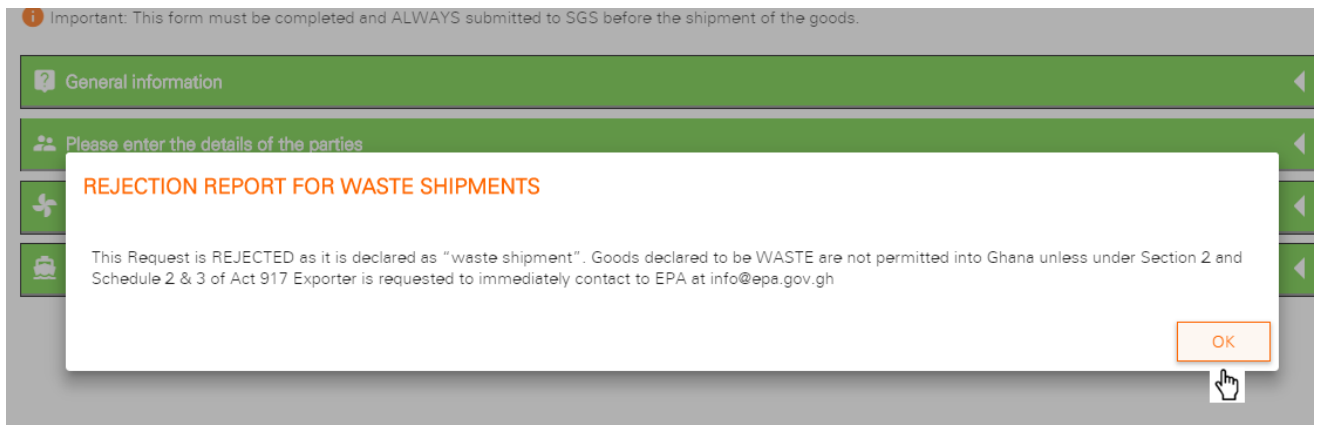
- Complete the registration process by clicking the “**CONFIRM**” button.



**"CLICK" TO COMPLETE THE REGISTRATION PROCESS**

**GOODS CONDITION: WASTE ITEMS**

- Waste items will be directly **REJECTED** by the exporter’s portal once documents have been submitted.



MODULES

**ACTIONS MODULE**

**EXPORTER PORTAL**

EN [Phone] [Help] [Settings] [Close]

ACTIONS STATUS REQUESTED APPLICATION COMMUNICATION

**22 PENDING TASKS**

Task type	Referenc(s)	Access
Upload your payment receipt	Sep 28, 2018 GH70/2018/00252	[Icon]
Upload your payment receipt	Oct 5, 2018 GH70/2018/00445	[Icon]
Rejected Renovo request	Sep 27, 2018 7890	[Icon]
Rejected Renovo request	Sep 28, 2018 uindskheda	[Icon]

**MY 5 MOST RECENT REQUESTS**

Document nb	Value	Currency	SR reference	Buyer	Destination	Description	Submission date	Actions
invoice2	54000	USD	GH70/2018/00445	UGMAD SUPPLIES	GH	TYRES	Oct 5, 2018	[Icon]
boahbfiasurh	8000	USD	GH70/2018/00433	DECORION MEDICAL	GH	tyres	Oct 4, 2018	[Icon]
FINAL	7000	USD	GH70/2018/00423	UGMAD SUPPLIES	GH	ELECTRIC RICE COOKER	Oct 4, 2018	[Icon]
BDHKBFKDSFG	5000	USD	GH70/2018/00386	DON ALEJANDRO GROUP OF COMPANIES	GH	TYRES	Oct 4, 2018	[Icon]

CHOOSE YOUR DESTINATION COUNTRY : [Input Field]

IF YOU HAVE A QUESTION ABOUT THE PORTAL OR A REQUEST [CONTACT US](#)

[Terms and Conditions](#) [Terms of Access](#) [Privacy Policy](#) [Cookie Policy](#)

**Callouts:**

- WHEN "SGS RENOVO TEAM" HAVE CALCULATED THE FEES FOR THE REQUEST. NOTIFICATION FOR UPLOADING THE PAYMENT RECEIPT WILL APPEAR.
- WHEN A REQUEST FOR WASTE ITEMS HAS BEEN CREATED, EXPORTER'S PORTAL WILL DIRECTLY REJECT THE REQUEST.
- CLICK TO ACCESS THE UPLOADING MODULE FOR THE PAYMENT RECEIPT.
- CLICK TO ACCESS THE DOWNLOADING MODULE FOR THE "REJECTION REPORT FOR WASTE."
- CLICK TO ACCESS THE DOWNLOADING MODULE FOR THE PDF COPY OF THE DETAILS OF THE SHIPMENT.
- CLICK TO COPY THE SAME DETAILS OF REQUEST. CLIENT WILL ONLY HAVE TO UPLOAD A "FINAL INVOICE" AND "PACKING LIST" TO COMPLETE THE REGISTRATION PROCESS.

➤ Uploading of "Payment Receipts"

ACTIONS STATUS PARTIAL SHIPMENT REQUESTED APPLICATION COMMUNICATION

Reference	SR Number	Exporter Name	Importer Name	Importer Country	Global Value	Invoice date	Main Status	Missing documents
invoice2	GH70/2018/00445	ANDAYA TECHNOLOGIES	UGMAD SUPPLIES	GH	USD54,000.00	05.10.2018	Waiting for Fee Payment	

Select a document category

Type	Doc. category	Document date	Document Reference	Submit/Reception date	Attached file
Received	Proforma Invoice for Eco Fee	Oct 5, 2018	462722106	Oct 5, 2018	462722106.PDF
Sent	Final Invoice	Oct 5, 2018	invoice2	Oct 5, 2018	FINV [Icon]
Sent	Packing List or Similar			Oct 5, 2018	PACKING LIST.pdf

Payment receipt [Close]

Click this panel and choose your file or drag and drop your file here [file is mandatory]

Reference number \* [Input Field] [CLICK TO UPLOAD THE PAYMENT RECEIPT](#)

Date \* [Dropdown]

[CANCEL] [SUBMIT]

**Callouts:**

- CLICK TO ADD MORE DOCUMENTS
- CLICK TO DOWNLOAD ECO LEVY FEE ASSESSMENT.
- CLICK ONCE "PAYMENT RECEIPT" HAS BEEN UPLOADED AND DETAILS HAVE BEEN ENCODED ON THE REQUIRED FIELDS.

➤ Downloading the “REJECTION REPORT FOR WASTE SHIPMENT.”

ACTIONS STATUS **REQUESTED APPLICATION** COMMUNICATION

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

**⚠** The request was rejected (please correct it and resubmit the request):ORDER HAS BEEN CANCELLED AS GOODS BEEN DECLARED WASTE

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

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

[CLICK TO DOWNLOAD THE "REJECTION REPORT FOR WASTE SHIPMENT."](#)

➤ Downloading the PDF copy of the details of the request

ACTIONS STATUS **REQUESTED APPLICATION** COMMUNICATION

**i** Sent Request for Certificate, not editable

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

Download the form as PDF

**✖** CLOSE **↓** DOWNLOAD AS PDF

[CLICK TO DOWNLOAD THE COPY OF THE REQUEST IN PDF FORM](#)



## STATUS MODULE

ACTIONS STATUS REQUESTED APPLICATION COMMUNICATION

On this page you can find a list of all your shipments. Use filter or search below to find a specific shipment:

Choose the shipment status: **All status**

SGS number, reference or importer name

SR Number	Exporter Name	Importer Name	Importer Country	Global Value	Status date	Main Status	Missing documents	Actions
GH70/2018/00445	ANDAYA TECHNOLOGIES	UGMAD SUPPLIES	GH	IF "PAYMENT RECEIPT" RECEIPT STILL NOT UPLOADED.	10/2018	Waiting for Fee Payment		CLICK TO ACCESS THE MODULE FOR UPLOADING PAYMENT RECEIPT.
GH70/2018/00429	VILLAFLORES SHIPMENTS	UGMAD SUPPLIES	GH	USD6,000.00	05.10.2018	Rejected (Renovo)		
GH70/2018/00423	VILLAFLORES SHIPMENTS	UGMAD SUPPLIES	GH	USD7,000.00	05.10.2018	Final Documents Submitted		
GH70/2018/00431	VILLAFLORES SHIPMENTS	UGMAD SUPPLIES	GH	IF "PAYMENT RECEIPT" ALREADY UPLOADED.	11/2018	Final Documents Submitted		CLICK TO VERIFY IF PAYMENT RECEIPT ALREADY UPLOADED.
GH70/2018/00386	WOMI MERCHANDISE	DON ALEJANDRO GROUP OF COMPANIES	GH	null0.00	04.10.2018	Processing...		
GH70/2018/00374	expreso trading	DON ALEJANDRO GROUP OF COMPANIES	GH	ECO LEVY CERTIFICATE ALREADY AVAILABLE.	11/2018	Certificate Issued		CLICK TO VIEW TRANSMITTED "ECO LEVY CERTIFICATE."
GH70/2018/00380	DUBAI GENERAL TRADING LLC	ZARAGOZA TECHNOLOGIES	GH	USD2,600.00	03.10.2018	Certificate Issued		
GH70/2018/00378	DUBAI GENERAL TRADING LLC	DECORION MEDICAL	GH	USD7,000.00	03.10.2018	Certificate Issued		
GH70/2018/00381	DUBAI GENERAL TRADING LLC	DON ALEJANDRO GROUP OF COMPANIES	GH	REQUEST FOR WASTE ITEMS DIRECTLY REJECTED BY EXPORTER'S PORTAL AND REJECTION REPORT ALREADY AVAILABLE.	03/2018	Rejected (Renovo)		
GH70/2018/00320	DUBAI GENERAL TRADING LLC	ANCIRO CATERING	GH		02/2018	Waiting for Fee Payment		

## REQUESTED APPLICATION MODULE

ACTIONS STATUS REQUESTED APPLICATION COMMUNICATION

On this page you can find a list of all your certificates requests. Use filter or search below to find a specific certificate request:

Choose the certificate request status: **All status**

SR Reference

Document nb	Value	Currency	SR reference	Buyer	Destination	Description	Submission date	Status	Actions
invoice2	54000	USD	GH70/2018/00445	UGMAD SUPPLIES	GH	TYRES	Oct 5, 2018	Processed	
bzahbfasurh	8000	USD	GH70/2018/00433	DECORION MEDICAL	GH	tyres	Oct 4, 2018	Processed	CLICK TO DOWNLOAD PDF COPY OF THE DETAILS OF THE REQUEST
1bsdubvsejd	7800	USD	GH70/2018/00431	DECORION SUPPLIES	GH	TYRES	Oct 4, 2018	Processed	
FINAL INVOICE	6000	USD	GH70/2018/00429	UGMAD SUPPLIES	GH	TYRES		WASTE SHIPMENT Rejected	CLICK TO DOWNLOAD COPY OF THE "REJECTION REPORT FOR WASTE SHIPMENTS."
FINAL	7000	USD	GH70/2018/00423	UGMAD SUPPLIES	GH	ELECTRIC RICE COOKER	Oct 4, 2018	Processed	
BDHKBFKDSFG	5000	USD	GH70/2018/00386	DON ALEJANDRO GROUP OF COMPANIES	GH	TYRES	Oct 4, 2018	Processed	
SDFATAD	7500	USD	GH70/2018/00381	DON ALEJANDRO GROUP OF COMPANIES	GH	TYRES	Oct 3, 2018	Rejected	
SFBKAJDBF	2600	USD	GH70/2018/00380	ZARAGOZA TECHNOLOGIES	GH	ELECTRIC RICE COOKER	Oct 3, 2018	Processed	CLICK TO COPY THE SAME DETAILS OF REQUEST. CLIENT WILL ONLY HAVE TO UPLOAD A "FINAL INVOICE" AND "PACKING LIST" TO COMPLETE THE REGISTRATION PROCESS OF A NEW REQUEST.
NMASBFBAS	2300	USD	GH70/2018/00379	RAFOLS FOUNDATION	GH	OVEN	Oct 3, 2018	Processed	
NFKBASDKJGF	7000	USD	GH70/2018/00378	DECORION MEDICAL	GH	THERMOMETER	Oct 3, 2018	Processed	
ADAJLFBKJAW	89203	USD	GH70/2018/00374	DON ALEJANDRO GROUP OF COMPANIES	GH	DRY CLEANING MACHINE	Oct 3, 2018	Processed	
DONATION	600	USD	GH70/2018/00331	DECORION MEDICAL	GH	MEDICAL DEVICE	Oct 2, 2018	Processed	
90hjademik	900	USD	GH70/2018/00330	MARK & COMPANIES	GH	tyres	Oct 2, 2018	Processed	
hdajfwæmfik	1000	USD	GH70/2018/00328	PROSUMA	GH	tyres	Oct 2, 2018	Rejected	
jfnaksjfk	8990	USD	GH70/2018/00320	ANCIRO CATERING	GH	taps	Oct 2, 2018	Processed	

## COMMUNICATION MODULE

ACTIONS STATUS REQUESTED APPLICATION **COMMUNICATION**

On this page you can find a list of all your communications. Use filter or search below to find a specific communication:

Choose the communication status: All status ▾

🔍 SR number, contract code or subject

# ↑ SR Number ↑ Subject From Created ↑ Updated ↑ Actions

NEW MESSAGE

CLICK TO CREATE A NEW MESSAGE

Page: 1 ▾

ACTIONS STATUS PARTIAL SHIPMENT REQUESTED APPLICATION **COMMUNICATION**

Recipients ▾ Subject SGS Number (optional)

Rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, bulleted list, numbered list, and insert image.

Attach Files

Click this panel and choose your file or drag and drop your file here

CANCEL SEND

CLICK ONCE QUERY CREATED

[WWW.SGS.COM](http://WWW.SGS.COM)

WHEN YOU NEED TO BE SURE

