

# Transmission and Receipt of Electronic Preferential of Origin via Networked Trade Platform

*Last Revised: Dec 2020*



**Guidelines on the Transmission and Receipt of Electronic Preferential Certificate of Origin via Networked Trade Platform (NTP)**

***Please take note of the following before proceeding.***

This document is intended for Singapore exporters and their authorised declaring agents transmitting and receiving electronic Preferential Certification of Origin (PCO) via NTP. The document shall not be circulated to a third party without the prior permission of Singapore Customs.

The screenshots shown in this document are for illustration purpose only and may not be the finalised version of the implemented User Interface. The screenshots are obtained at the last trial environment before system roll-out and there should not be any significant deviation. In the event that there are, we will amend the guidelines and indicate the new date of revision.

You are advised to comply accordingly with the guidelines provided. Singapore Customs shall not be held liable for any mismatch of information between the hardcopy and electronic PCO due to any non-compliance or non-action on the part of the entities concerned.

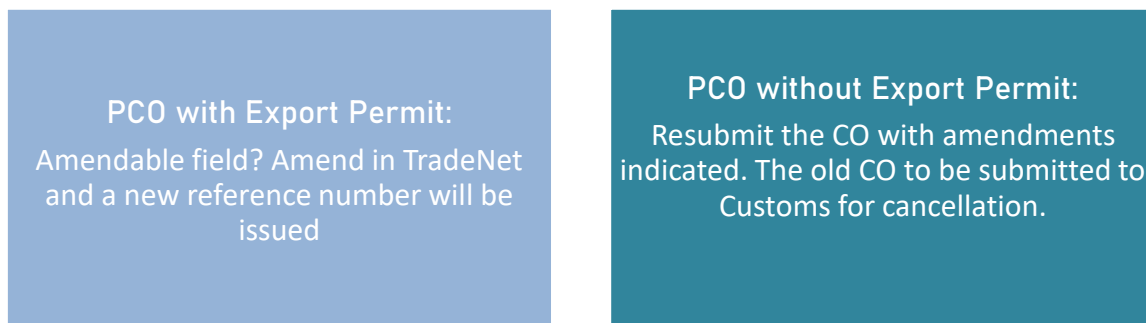
Prior to accessing the “NTP International Connectivity Preferential Certificate of Origin” service on NTP, both exporters and their designated declaring agent should sign up for an NTP account. In participation of the transmission of PCO to China, exporter should also have authorised their declaring agent(s) to perform the adjustments of the data and transmit the PCO to China on their behalf. This authorisation may be done through the following link: [go.gov.sg/eodesregform](https://go.gov.sg/eodesregform)

For exporters and their authorised declaring agents who wishes to make use of the service for receipt and transmission of electronic of PCO, each entity has to be separately subscribed to the “NTP International Connectivity Preferential Certificate of Origin” service on NTP.

## STEPS TO APPLY



## AMENDMENTS AND CANCELLATIONS

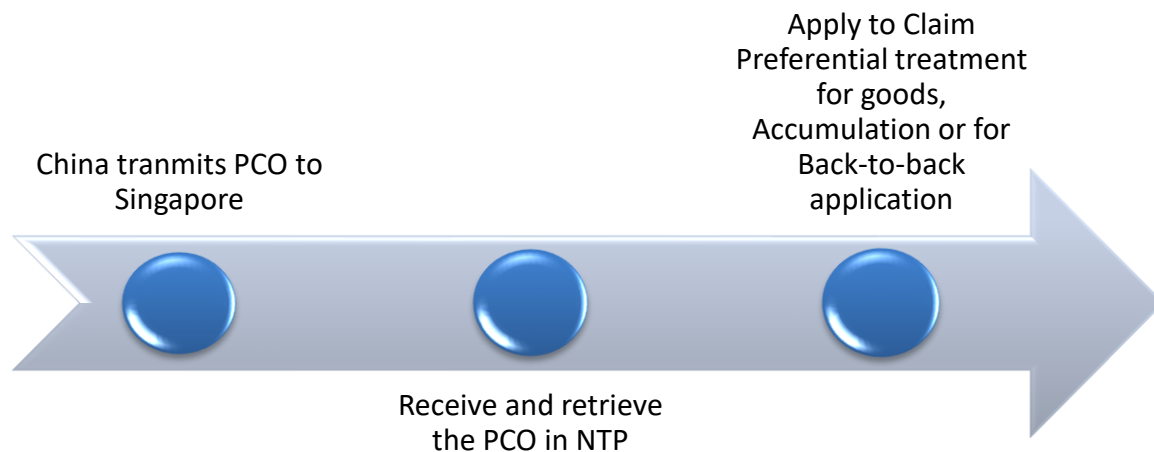


Note: You will not be able to make any amendments to the electronic PCO after you have successfully submitted to China. You should inform your importer not to quote the first PCO number in their import declaration. Instead, you should provide the new PCO reference number to your importer.

Next, please write in to Singapore Customs at [customs\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg), within 7 days of the transmission of the new PCO, with the following details:

- a) Electronic PCO reference number to be cancelled
- b) Reason for cancellation for the PCO
- c) New PCO reference number

## **RETRIEVAL OF ELECTRONIC PCO SENT BY CHINA**



Your supplier in China may also opt to transmit a PCO to you and thus, he/she need not provide any hardcopy PCO to you. In such a situation, you may retrieve the PCO consigned to you in NTP. Please refer to the steps outlined in **Annex B**. With the PCO from China, you can then either use them to claim preferential tariff treatment for goods imported into Singapore via the respective Free Trade Agreement, accumulate the value in your Manufacturing Cost Statement calculation or for the application of back-to-back PCO. To do so, you will only need to quote the PCO reference number in your correspondences with Singapore Customs instead of scanning a hardcopy PCO.



If you require further assistance, please contact us at [customs\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg).

**Annex A: Providing required adjustments to an approved preferential certificate of origin intended for electronic transmission via the NTP**


**Step 1**


Log in to the [Networked Trade Platform \(NTP\)](#) via Single Sign-On with your CorpPass.



**Step 1(a)**

For NTP users who have subscribed to the “NTP International Connectivity Preferential Certificate of Origin” service, you may access the service under “Your subscriptions” tab. To do so, click on “Government Services” > “Browse Government VAS” > Your subscriptions > Single Sign-On hyperlink.


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Business Account Data Tools & Services Government Services Partners & Networks News Support Admin

Home > Your Subscriptions

## NTP Value-Added Services (VAS)

All Value-Added Services

All Government VAS

All Digital Trade Services

**Your subscriptions**

Your business services

Your subscribers

Manage business services

Manage subscriptions

Register a new business service

---

### My subscriptions

Press 'Enter' to see search results

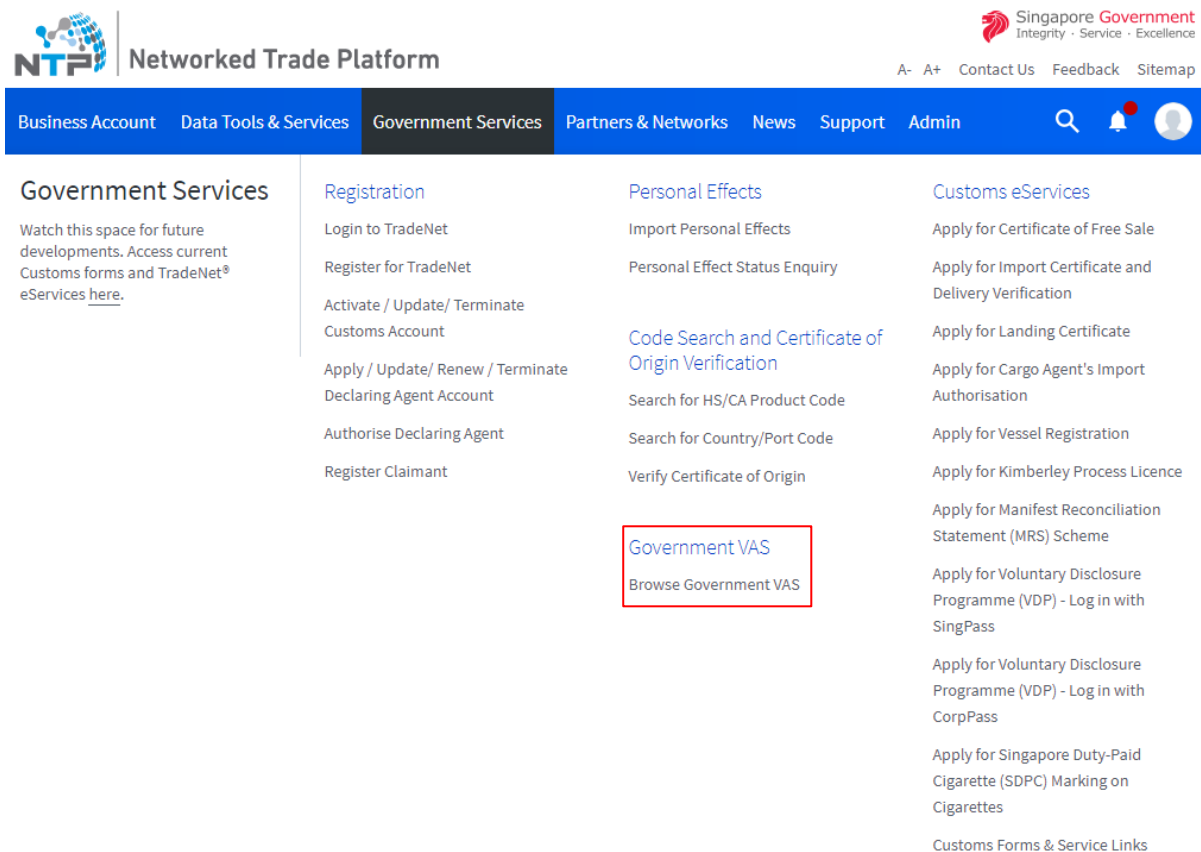
#	Business service	Provider	Single Sign-On	Subscription
1	<a href="#">NTP International Connectivity Certificate of Non-Manipulation (CNM)</a>	Singapore Customs	✓	Subscribed
2	<a href="#">NTP International Connectivity Preferential Certificate of Origin (CO) by Singapore Customs</a>	Singapore Customs	<b>✓</b>	Subscribed

Rows per page 10

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### Step 1(b)

For users who have yet to be subscribed on the “NTP International Connectivity Preferential Certificate of Origin” service, you may access the service by clicking on “Government Services” > “Browse Government VAS”. You may subscribe to the service by going to Government Services > Browse Government VAS and select the checkbox “Cross-Border Regulatory Transactions” in the categories list on the left. Alternatively, under “Browse Government VAS”, search for NTP International Connectivity Preferential Certificate of Origin (CO) Service and click on the icon to subscribe.



**Government Services**

Watch this space for future developments. Access current Customs forms and TradeNet® eServices [here](#).

**Registration**

- Login to TradeNet
- Register for TradeNet
- Activate / Update/ Terminate Customs Account
- Apply / Update/ Renew / Terminate Declaring Agent Account
- Authorise Declaring Agent
- Register Claimant

**Personal Effects**

- Import Personal Effects
- Personal Effect Status Enquiry

**Code Search and Certificate of Origin Verification**

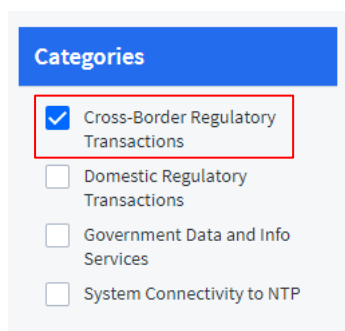
- Search for HS/CA Product Code
- Search for Country/Port Code
- Verify Certificate of Origin

**Government VAS**

[Browse Government VAS](#)

**Customs eServices**

- Apply for Certificate of Free Sale
- Apply for Import Certificate and Delivery Verification
- Apply for Landing Certificate
- Apply for Cargo Agent's Import Authorisation
- Apply for Vessel Registration
- Apply for Kimberley Process Licence
- Apply for Manifest Reconciliation Statement (MRS) Scheme
- Apply for Voluntary Disclosure Programme (VDP) - Log in with SingPass
- Apply for Voluntary Disclosure Programme (VDP) - Log in with CorpPass
- Apply for Singapore Duty-Paid Cigarette (SDPC) Marking on Cigarettes
- Customs Forms & Service Links




**Categories**

- ☒ Cross-Border Regulatory Transactions
- ☐ Domestic Regulatory Transactions
- ☐ Government Data and Info Services
- ☐ System Connectivity to NTP

## Step 2

After subscribing and clicking on the Single Sign-On hyperlink in Step 1(a), you will be directed to the “NTP International Connectivity Preferential Certificate of Origin” landing page.



**Networked Trade Platform**

International Connectivity (Certificate of Origin)


International Connectivity (Certificate of Origin)

Retrieve Certificate of Origin

Submit SG Certificate of Origin

### Step 3

To prepare for the transmission of PCO to China, please select “Submit SG Certificate of Origin”. Enter the relevant search criteria (as shown below) to retrieve your approved Preferential Certificate of Origin. You may search via the Certificate Reference Number or a range of dates based on the PCO Approval Dates (Do note that the date range should not exceed 31 days.). Select the Approved PCO that you intend to transmit electronically. Upon clicking of the particular PCO you wish to transmit electronically, you will be re-directed to confirm your submission of the selected Certificate.



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International Connectivity (Certificate of Origin) Close


[Home](#) > [Submit SG Certificate of Origin](#)

## Submit SG Certificate of Origin

\*Mandatory Field

Search for a certificate of origin via certificate no.

Certificate Approval Date From\*  

Certificate Approval Date To\*  

**SEARCH** **RESET**



Found 7 records.

Certificate No.	Certificate Approval Date	Status	Exporter Name	Declaring Age
<a href="#">20196000375</a>	14/08/2019	PENDING SUBMISSION	TITAN'S ESTATE	SINGAPORE C
<a href="#">20196000376</a>	14/08/2019	PENDING SUBMISSION	TITAN'S ESTATE	SINGAPORE C
<a href="#">20196000377</a>	14/08/2019	PENDING SUBMISSION	TITAN'S ESTATE	SINGAPORE C
<a href="#">20196000378</a>	14/08/2019	PENDING SUBMISSION	TITAN'S ESTATE	SINGAPORE C
<a href="#">20196000380</a>	14/08/2019	PENDING SUBMISSION	TITAN'S ESTATE	SINGAPORE C
<a href="#">20196000382</a>	14/08/2019	PENDING SUBMISSION	TITAN'S ESTATE	SINGAPORE C
<a href="#">20196000372</a>	13/08/2019	PENDING SUBMISSION	TITAN'S ESTATE	SINGAPORE C



Rows per page

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1

Next



&gt; Submit SG Certificate of Origin

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International Connectivity (Certificate of Origin)

Close



&gt; Submit SG Certificate of Origin

## Submit SG Certificate of Origin

This service allows you to make adjustments to specific fields as required by the Importing Customs authority before sending the electronic Preferential Certificate of Origin (PCO). It is highly recommended for you to confirm these details with your overseas consignee before sending the electronic PCO.

[SUBMIT SG CERTIFICATE OF ORIGIN](#)

This application might take up to 5 mins to complete

### Step 4

Review all the information within the approved PCO. Please note that there would be 6 fields that you could adjust the data to conform the requirements of the Importing authorities in China. The 6 fields are:

- i) CN HS Code
- ii) CN Item Description
- iii) CN Number and Kind of Package
- iv) CN Origin Criterion (Please indicate the symbol “%” if you have qualified product using RVC criterion)
- v) CN Quantity
- vi) CN Unit

Specifically, please check with your customers in China with regard to their intended import declarations for these 6 fields. In general, these 6 fields should be aligned to avoid the rejection of the electronic PCO in China.

## Submit SG Certificate of Origin

1

Certificate Information

2

Review and Submit

\*Mandatory Field

### Certificate Information

**Certificate No.**

CERTIFICATE NO. 1

**Status**

PENDING SUBMISSION

**Certificate Type**

18 - PREFERENTIAL CERTIFICATE OF ORIGIN (PCO) ISSUED UNDER JSEPA

**Issued In**

SG - SINGAPORE

**Certificate Approval Date**

30/06/2015

**Exporter Address**

1 SINGAPORE STREET 01, SINGAPORE 123456 SG

**Exporter Name**

BAN HENG SHIPPING LTD

**Manufacturer Address**

2 SINGAPORE STREET 01, SINGAPORE 123456 SG

**Manufacturer Name**

WAN HING GOODS LTD

**Consignee Name**

CONSIGNEE 1

**Declaring Agent Name**

DECLARER 1

**Consignee Address**

1 CHINA STREET 01, CHINA 654321 CN

**Date of Departure**

04/06/2017

**Outward Transport Identifier**

ABCDE12345

**Port of Discharge**

PORT1

**Country of Final Destination**

SINGAPORE

**Outward MAWB/ OUCR/ OBL Number**

BFG53368632653

**Total Gross Weight**

4567.9876

**Total Gross Weight Unit**

KG

**Traders Remarks**

REMARKS 1

### Item Details

**Serial No. of Item**

1

**HS Code**

HS001

**Country of Origin of Goods**

AU

**Marks and Numbers**

MARK 1 NUMBER 1

**Certificate Item Quantity**

405.55

**Certificate Item Quantity Unit**

KG

**Item Value**

5.50

Certificate of Origin Item Description

CERT OF ORIGIN 1

Invoice No.

ABCDE12345

Invoice Date

06/07/2016

Origin Criterion Text

ORIGIN CRITERION TEXT 1

Percentage Content

75

CN HS Code

Please enter the value

CN Item Description

CN Item Description 1

CN Number and Kind of Package

CN Number and Kind of Package

CN Origin Criterion (Please indicate the symbol '%' if you have qualified product using RVC criterion under ACFTA)

CN Origin Criterion

CN Quantity

55

CN Unit

Kg

Serial No. of Item

2

Country of Origin of Goods

AU

Marks and Numbers

MARK 2 NUMBER 2

Certificate Item Quantity

504

Item Value

10.50

Certificate of Origin Item Description

CERT OF ORIGIN 2

Invoice No.

ABCDE54321

Invoice Date

06/10/2014

Origin Criterion Text

ORIGIN CRITERION TEXT 2

Percentage Content

33

CN HS Code

4321

CN Item Description

CN Item Description 2

CN Number and Kind of Package

CN Number and Kind of Package

CN Origin Criterion (Please indicate the symbol '%' if you have qualified product using RVC criterion under ACFTA)

Please refer to Annex C1 for the list of UOM that you should use to transmit in your PCO to China. As a good practice, you should always align the UOM to that which would be declared by your customer in their import declaration to avoid rejection of the PCO.

**CN Origin Criterion** (Please indicate the symbol '%' if you have qualified product using RVC criterion under ACFTA)

CN Origin Criterion


**CN Quantity**  **CN Unit**


[Cancel](#) [SUBMIT](#)

[Home](#) > Submit SG Certificate of Origin

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Upon successful submission of the particular PCO, you will see the following information on the submission details.


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[Home](#) > Submit SG Certificate of Origin

## Submit SG Certificate of Origin

Your submission will be routed to the importing country on 25/02/2019 04:30PM

### Summary of Submission

Certificate Number	Exporter Name	Consignee Name	Status	Time/Date Sent
CERTIFICATE NO. 1	BAN HENG SHIPPING LTD	CONSIGNEE 1	SUBMITTED	22/06/2015 01:30PM

### You might want to..

[Return to Home](#)  
 Click here to return to Home and select e-Service

[Submit SG CO](#)  
 Click here to submit SG CO.

[Home](#) > Submit SG Certificate of Origin

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## Annex B: Retrieving a China-origin electronic PCO via NTP

### Step 1

Log in to the [Networked Trade Platform \(NTP\)](#) via Single Sign-On with your CorpPass

The screenshot shows the NTP homepage. At the top, there's a header with the NTP logo, the text 'Networked Trade Platform', and the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below this is a navigation bar with links: 'Get Started', 'Data Tools & Services', 'Government Services', 'Partners & Networks', 'News', 'Support', and a 'Sign in / Register' button highlighted with a red box. The main banner features the text 'THE ONE STOP TRADE PLATFORM THAT HELPS BUSINESSES DIGITALISE, CONNECT & GROW' and an illustration of various trade services like 'MARKET TRENDS & ANALYSIS', 'PERMIT PREPARATION', 'TRACK & TRACE', 'DOCUMENT PREPARATION', 'TRADE FINANCE', 'INSURANCE PURCHASE', and 'SUPPLY CHAIN MANAGEMENT'. Below the banner are three sections: 'Data Tools & Services' with a description to sign in to discover data tools; 'Partners & Networks' with a description to stay tuned for networking features; and 'Government Services' with a description to manage trade-related matters with Singapore Customs.

### Step 1(a)

For NTP users who have subscribed to the “NTP International Connectivity Preferential Certificate of Origin” service, you may access the service under “Your subscriptions” tab. To do so, click on “Government Services” > “Browse Government VAS” > Your subscriptions > Single Sign-On hyperlink.

The screenshot shows the 'Your Subscriptions' page in the NTP. The header is similar to the homepage but includes a 'Business Account' link. The main heading is 'NTP Value-Added Services (VAS)'. Below this is a grid of service tiles. The 'Your subscriptions' tile is highlighted with a red box. Other tiles include 'All Value-Added Services', 'All Government VAS', 'All Digital Trade Services', 'Your business services', 'Your subscribers', 'Manage business services', 'Manage subscriptions', and 'Register a new business service'.


## My subscriptions


Press 'Enter' to see search results <span></span>				
#	Business service	Provider	Single Sign-On	Subscription
1	<a href="#">NTP International Connectivity Certificate of Non-Manipulation (CNM)</a>	Singapore Customs	✓	Subscribed
2	<a href="#">NTP International Connectivity Preferential Certificate of Origin (CO) by Singapore Customs</a>	Singapore Customs	✓	Subscribed

Rows per page 10 Previous 1 Next

### Step 1(b)

For users who have yet to be subscribed on the “NTP International Connectivity Preferential Certificate of Origin” service, you may access the service by clicking on “Government Services” > “Browse Government VAS”. You may subscribe to the service by going to Government Services > Browse Government VAS and select the checkbox “Cross-Border Regulatory Transactions” in the categories list on the left. Alternatively, under “Browse Government VAS”, search for NTP International Connectivity Preferential Certificate of Origin (CO) Service and click on the icon to subscribe.


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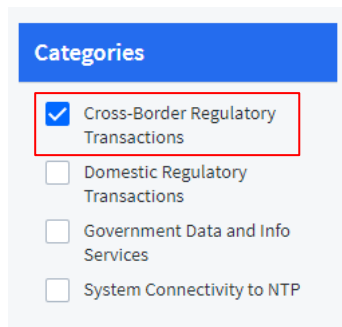
[Business Account](#) [Data Tools & Services](#) [Government Services](#) [Partners & Networks](#) [News](#) [Support](#) [Admin](#)

**Government Services**  
 Watch this space for future developments. Access current Customs forms and TradeNet® eServices [here](#).

**Registration**  
[Login to TradeNet](#)  
[Register for TradeNet](#)  
[Activate / Update/ Terminate Customs Account](#)  
[Apply / Update/ Renew / Terminate Declaring Agent Account](#)  
[Authorise Declaring Agent](#)  
[Register Claimant](#)

**Personal Effects**  
[Import Personal Effects](#)  
[Personal Effect Status Enquiry](#)  
**Code Search and Certificate of Origin Verification**  
[Search for HS/CA Product Code](#)  
[Search for Country/Port Code](#)  
[Verify Certificate of Origin](#)  
**Government VAS**  
[Browse Government VAS](#)

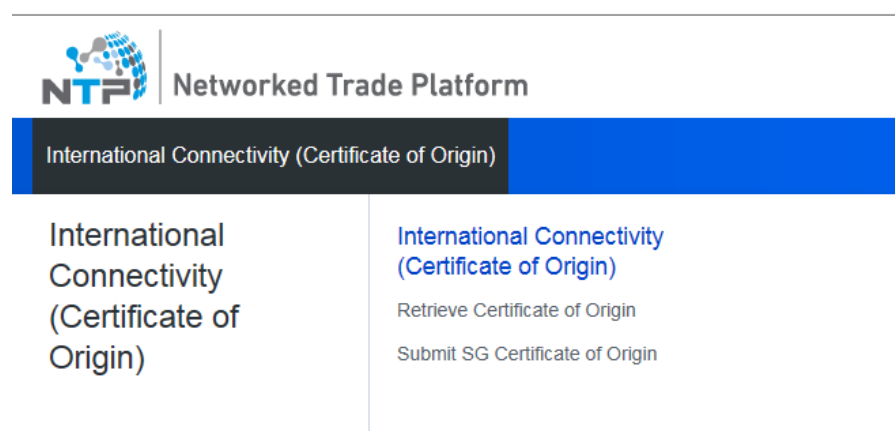
**Customs eServices**  
[Apply for Certificate of Free Sale](#)  
[Apply for Import Certificate and Delivery Verification](#)  
[Apply for Landing Certificate](#)  
[Apply for Cargo Agent's Import Authorisation](#)  
[Apply for Vessel Registration](#)  
[Apply for Kimberley Process Licence](#)  
[Apply for Manifest Reconciliation Statement \(MRS\) Scheme](#)  
[Apply for Voluntary Disclosure Programme \(VDP\) - Log in with SingPass](#)  
[Apply for Voluntary Disclosure Programme \(VDP\) - Log in with CorpPass](#)  
[Apply for Singapore Duty-Paid Cigarette \(SDPC\) Marking on Cigarettes](#)  
[Customs Forms & Service Links](#)



Categories	
<input checked="" type="checkbox"/>	Cross-Border Regulatory Transactions
<input type="checkbox"/>	Domestic Regulatory Transactions
<input type="checkbox"/>	Government Data and Info Services
<input type="checkbox"/>	System Connectivity to NTP

## Step 2

After subscribing and clicking on the Single Sign-On hyperlink in Step 1(a), you will be directed to the “NTP International Connectivity Preferential Certificate of Origin” landing page.




## Step 3


To retrieve a China-origin CO, please select “Retrieve Certificate of Origin” and click on “CN CO”. Enter all the following search criteria to filter the Preferential Certificate of Origin issued by China you wish to retrieve:

- i. Certificate Number; and
- ii. Date of Departure of the goods; and
- iii. Carrier Number

In order to retrieve the China-origin PCO, all information has to match. This is to prevent any unauthorised access of the PCO which is intended for your company.




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International Connectivity (Certificate of Origin)
Close

[Home](#) > Retrieve Certificate of Origin

## Retrieve Certificate of Origin

SG CO

CN CO

\*Mandatory Field

**Certificate No.\***

**Carrier No.\***

**Date Of Departure\***

SEARCH

RESET

Found 2 records.

Certificate No.	Issued Date	Status	Importer Name	Exporter Name
<a href="#">T12SS0184C</a>	22/06/2017	PROCESSED	RONALD CHOO	ABC EXPORTERS
G12SS0184B	22/06/2015	PENDING PROCESSING	AMY CHOO	DEF EXPORTERS

<

>

Rows per page

10

Previous

1

Next

[Home](#) > Retrieve Certificate of Origin

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#### Step 4

Click on the hyperlink on the Certificate Reference Number to access the China-origin PCO and review the details in the PCO. If you would like to print the information pertaining to the selected PCO, you may select “Print” under the “Please select” tab. Alternatively, you may select “Sent to NTP” under the “Please select” tab for a copy of the XML to be sent to your data repository.

Please note that prior to sending the China-origin PCO data to your data repository, you will have to be on-board NTP and have already been subscribed to the “NTP International Connectivity Preferential Certificate of Origin” service on NTP.

## Retrieve Certificate of Origin

Please select ▼

Please select

Print

Send to NTP

## Certificate Information

**Certificate No.**  
CERTIFICATE NO. 1**Status**  
PROCESSED**Agreement Code**  
CSFTA**Issued in**  
CN - CHINA**Issued Date**  
30/06/2015**Issuing Body**  
ISSUING BODY 1**Exporter Name**  
BAN HENG SHIPPING LTD**Exporter Address**  
1 SINGAPORE STREET 01, SINGAPORE 123456 SG**Consignee Name**  
CONSIGNEE 1**Consignee Address**  
1 CHINA STREET 01, CHINA 654321 CN**Producer Name**  
WAN HING GOODS LTD**Producer Address**  
2 CHINA AVENUE 01, CHINA 987654 CN**Date of Departure**  
04/06/2017**Carrier No.**  
ABCDE12345**Port of Loading**  
PORT OF LOADING 1**Port of Discharge**  
PORT OF DISCHARGE 1**Remark**  
REMARK 1

## Item Details

**Record No.**

1

**HS Code**

HS001

**Description of Goods**

DESCRIPTION OF GOODS 1

**Invoice No.**

ABCDE12345

**Invoice Date**

06/07/2016

**Pack No. and Pack Type**

PACK 1

**Origin Criterion**

ORIGIN CRITERION TEXT 1

**Item Quantity**

45

**Item Quantity Unit**

KG

**Record No.**

2

**HS Code**

HS002

**Description of Goods**

DESCRIPTION OF GOODS 2

**Invoice No.**

ABCDE54321

**Invoice Date**

06/10/2014

**Pack No. and Pack Type**

PACK 2

**Origin Criterion**

ORIGIN CRITERION TEXT 2

**Item Quantity**

66

**Item Quantity Unit**

007

**BACK**

Please refer to Annex C2 for the list of UOM that would be transmitted by China.

[Home](#) > [CN CO](#) > [Retrieve Certificate of Origin](#)

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### Annex C1: List of UOM code that Singapore exporter should indicate in your electronic PCO to China

<b>SG Code</b>	<b>SG Description</b>
007	NUMBER
030	METRE
035	KILOGRAM
070	TONNE
006	SET
120	CARTON
010	SHEET
032	SQUARE METRE
140	BOX
018	ROLL
071	LONG TON
095	LITRE
019	PAIR
086	YARD
036	GRAM
122	CAN
076	POUND
136	PACK
125	BAG
147	KILOMETRE
054	THOUSAND UNIT
142	BOTTLE
123	BARREL
127	DOZEN
111	SQUARE FEET
098	US GALLON
097	UK GALLON
033	CUBIC METRE

**Annex C2: List of UOM code that China would send to Singapore**

CN Code	Display
001	NMB
002	NMB
003	NMB
004	NMB
005	NMB
006	SET
007	NMB
010	SHEET
011	NMB
012	NMB
013	NMB
014	NMB
015	NMB
016	NMB
017	NMB
018	ROLL
019	PAIR
020	NMB
021	SET
023	NMB
026	PAIR
027	NMB
028	NMB
030	METRE
032	SQUARE METRE
033	CUBIC METRE
035	KGM
036	GRAM
037	NMB
039	NMB
048	NMB
050	UNIT OF ONE THOUSAND
051	UNIT OF ONE THOUSAND
052	UNIT OF ONE THOUSAND
053	UNIT OF ONE THOUSAND
054	UNIT OF ONE THOUSAND
058	UNIT OF ONE THOUSAND
070	TONNE
071	LONG TONNE
076	POUND
086	YARD

[illegible]