

# Transmission and Receipt of Electronic Preferential of Origin to and from China in International Connectivity Service (ICS)

*Last Revised: Oct 2023*



## **Guidelines on Transmission and Receipt of Electronic Preferential of Origin to and from China in International Connectivity Service (ICS)**

*Please take note of the following before proceeding.*

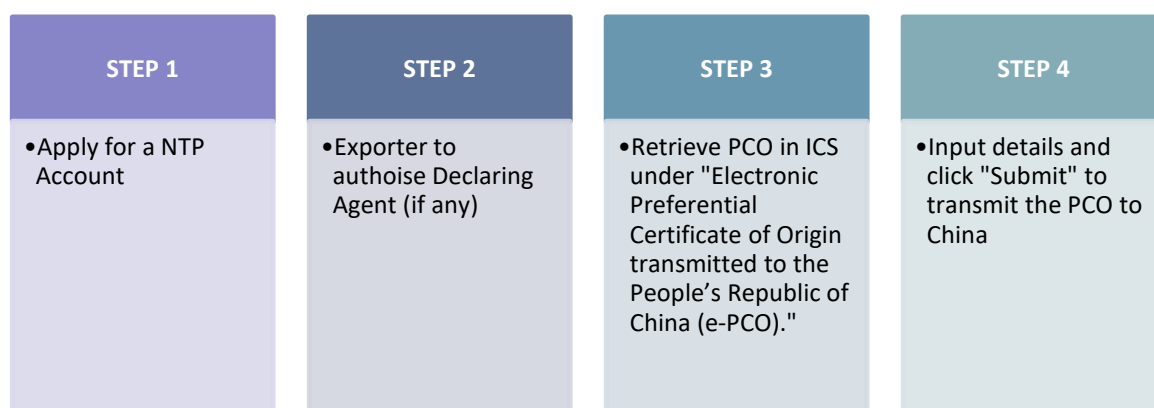
- The exporter and their authorised declaring agents **must have a Network Trade Platform (NTP) account** for the electronic submission and retrieval of electronic Preferential Certificate of Origin (ePCO). For more information on how to register for an NTP account, please refer to [www.ntp.gov.sg](http://www.ntp.gov.sg) > Support > Register an NTP Account.
- The screenshots shown in this document are for illustration purpose only. The screenshots are obtained from the last trial environment before implementing the finalised version of the system's User Interface and there should not be any significant deviation. If there are, we will amend the guidelines and indicate the new date of revision.
- You are advised to comply 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.
- This document is intended for Singapore exporters and their authorised declaring agents transmitting and receiving electronic Preferential Certification of Origin (PCO) to and from China via ICS. The document shall not be circulated to a third party without the prior permission of Singapore Customs.

### **1. LIVE OPERATION OF THE ELECTRONIC ORIGIN DATA EXCHANGE SYSTEM (EODES) WITH CHINA**

The EODES is an environment that allows the electronic exchange of PCO and Certificate of Non-Manipulation (CNM) between Singapore and China since 1 Nov 2019. This eliminates the need for hardcopy PCO or CNM to be despatched overseas, enabling companies to enjoy savings in cost and time. To benefit from the potentially faster Customs clearance, exporters and their appointed declaring agents/freight forwarders should leverage the International Connectivity Service (ICS) available on the Networked Trade Platform (NTP).

Apart from exporters, importers who wish to claim preferential treatment for import of goods from China to Singapore or to apply for a back-to-back PCO will be able to retrieve the electronic PCO issued by China via the ICS.

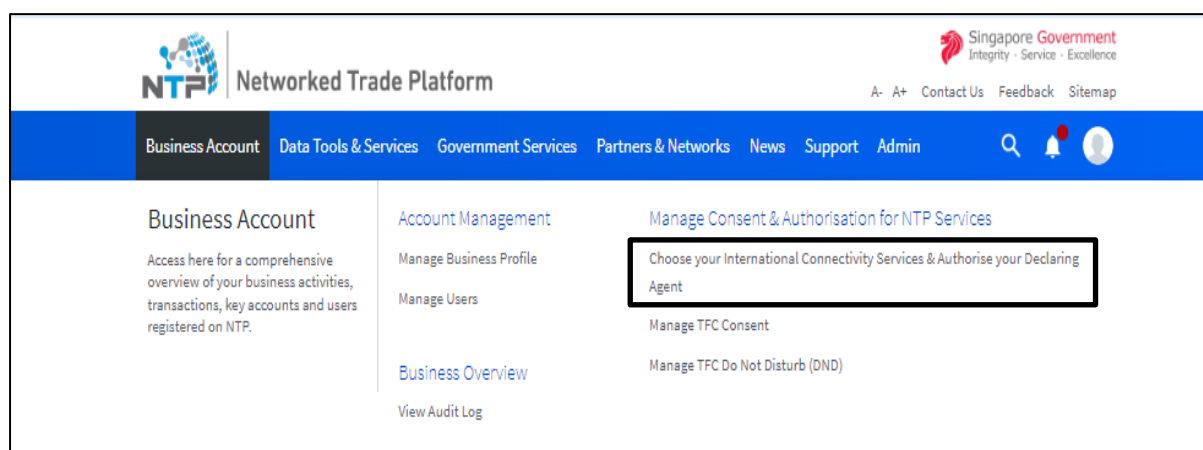
## 2. STEPS TO TRANSMIT AN APPROVED PREFERENTIAL OF ORIGIN (PCO) BOUND FOR CHINA UNDER ICS



Please refer to **Annex A** for Step-by-Step Guide in submitting PCO via ICS [Outgoing e-PCO (SG to China)]

## 3. AUTHOURISATION OF DECLARING AGENT TO PERFORM THE TRANSMISSION ON BEHALF OF THE EXPORTER

Exporters with a NTP account will automatically be registered in the new system. For exporter who wishes to engage a Declaring Agent to transmit ePCO via the EODES to China (i.e. ePCO-China) on his behalf, the exporter is to log in to NTP at [www.ntp.gov.sg](http://www.ntp.gov.sg) and access the Exporter-DA Form by clicking on > "Business Account" > "Manage Consent & Authorisation for NTP Services" > "Choose your International Connectivity Services & Authorise your Declaring Agent".



After your company had obtained the permission of your declaring agents, the exporter has to add the Unique Entity Number (UEN) of the declaring agents whom you had authorised to transmit ePCO via the EODES to China (i.e., ePCO-China). **Do note that the DA transmitting the ePCO must be the one who had declared the specific PCO in TradeNet.**

After submitting the form, the details will be auto registered in the system.

#### 4. RETRIEVAL OF ELECTRONIC PCO SENT BY CHINA

You can retrieve the ePCO sent from your supplier in China via ICS by following the steps below. Do refer to the **Annex B** for the step-by-step screenshots.

- Log in to [www.ntp.gov.sg](http://www.ntp.gov.sg) and select Government Services > Electronic Preferential Certificate of Origin transmitted to the People's Republic of China (e-PCO).
- Click on "Inbound Enquiry" > "Electronic Preferential Certificate of Origin" and fill in **all** the fields to do a search for the ePCO received.

With the ePCO from China, you can then use it to claim preferential tariff treatment for goods imported into Singapore via the respective Free Trade Agreement, accumulate the value of the originating goods shown in the ePCO in your Manufacturing Cost Statement calculation or for the application of back-to-back PCO on these goods. 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 in your submissions to Customs.

#### 5. AMENDMENTS AND CANCELLATIONS

**PCO with Export Permit:**  
Amendable field? Amend in TradeNet and a new PCO reference number will be issued.

**PCO without Export Permit:**  
Resubmit the CO with amendments indicated. The old CO is to be submitted to Customs for cancellation

**Note:** You will not be able to make any amendments to the electronic PCO **after you have successfully submitted it to China**. You should inform your importer in China not to quote the first PCO number in their import declaration to the Customs Authorities in China. Instead, you should provide the new PCO reference number to your importer in China. The PCO that has been previously issued under the export permit should be cancelled in accordance to the revised cancellation procedures found in Notice 19/2020.

#### 6. TRANSMISSION STATUS OF e-PCO

SG to China (Outgoing e-PCO)	
Status:	This means:
PENDING SUBMISSION	Draft, pending adjustments and submission by the exporter/DA
SUBMITTED	Transmission to China is successful

China to SG (Incoming e-PCO)	
Status:	This means:
PENDING PROCESSING	Received by Singapore Customs
PROCESSED	Received by Singapore Customs
DELETED	Deleted by China

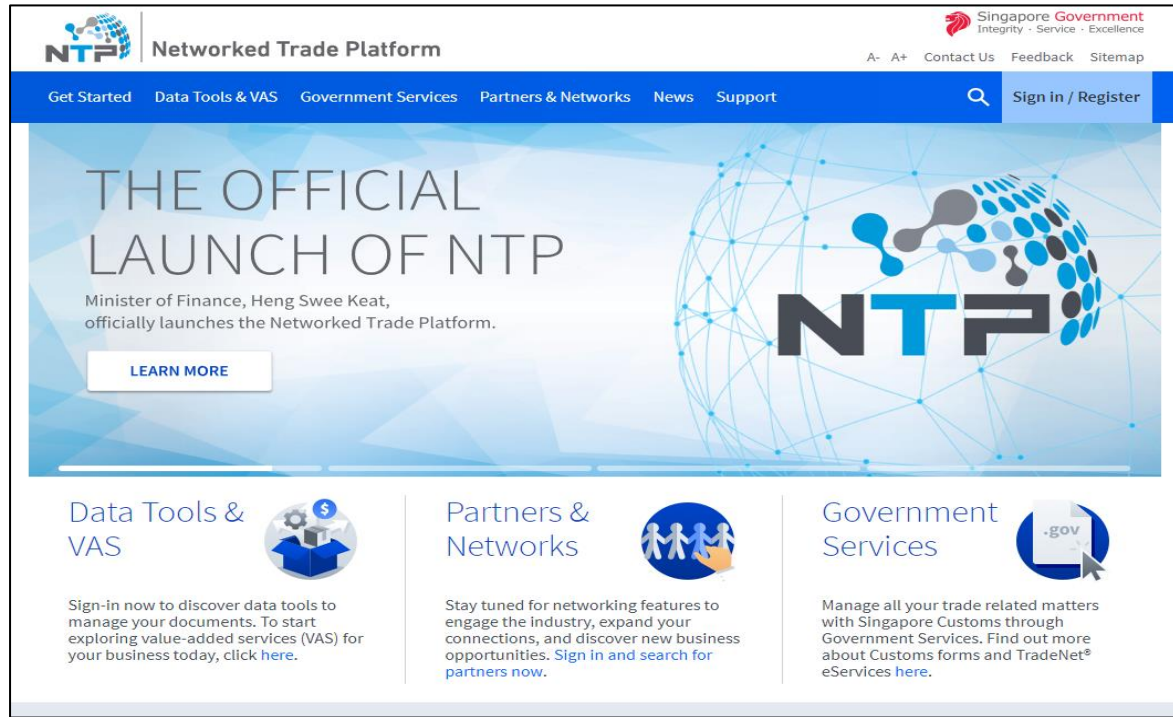
## **7. Contact Us**

If you require any assistance about the electronic transmission of your PCO, please email us at [customs\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg).

## Annex A: Step-by-Step Guide in submitting PCO via ICS (Outgoing ePCO (SG to China))

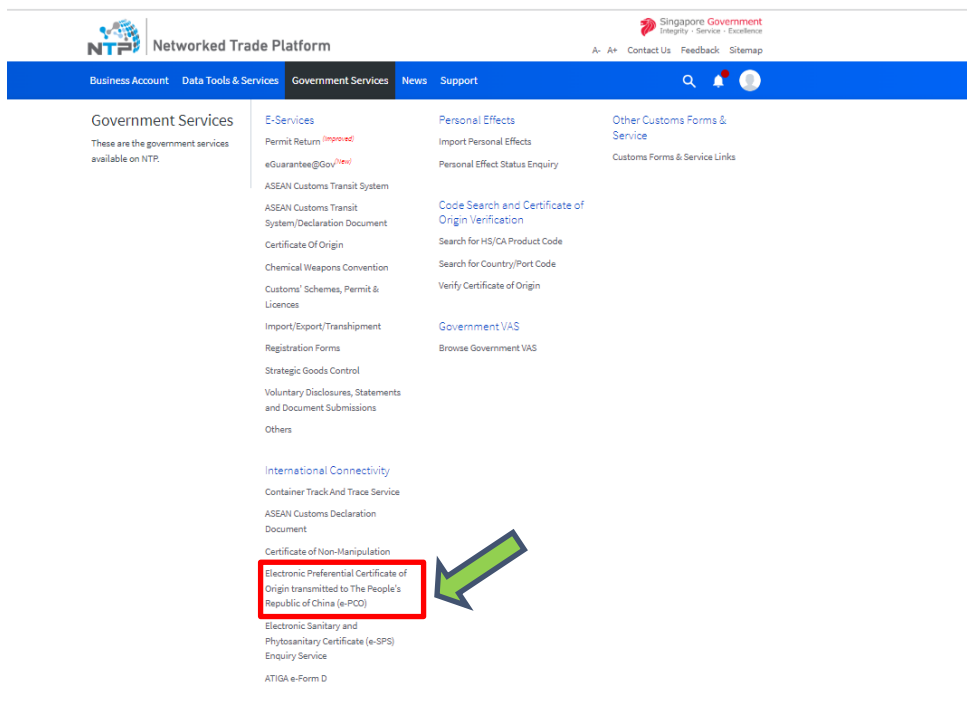
### Step 1

Go to [Networked Trade Platform \(NTP\)](#) and log in via Singpass.



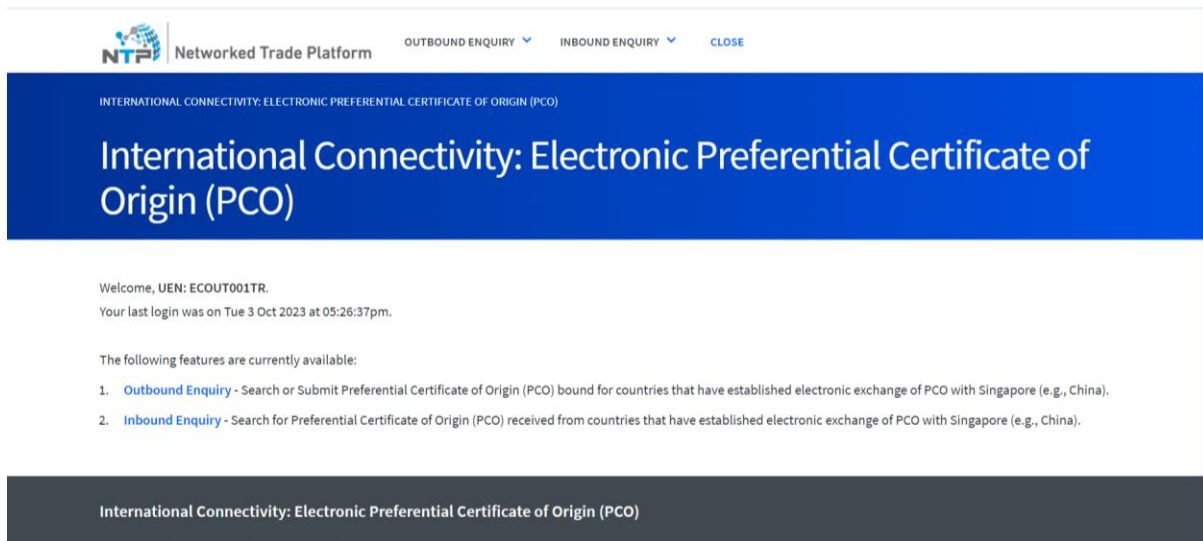
### Step 1(a)

Select “Government Services” > “Electronic Preferential Certificate of Origin transmitted to the People’s Republic of China (e-PCO)”.



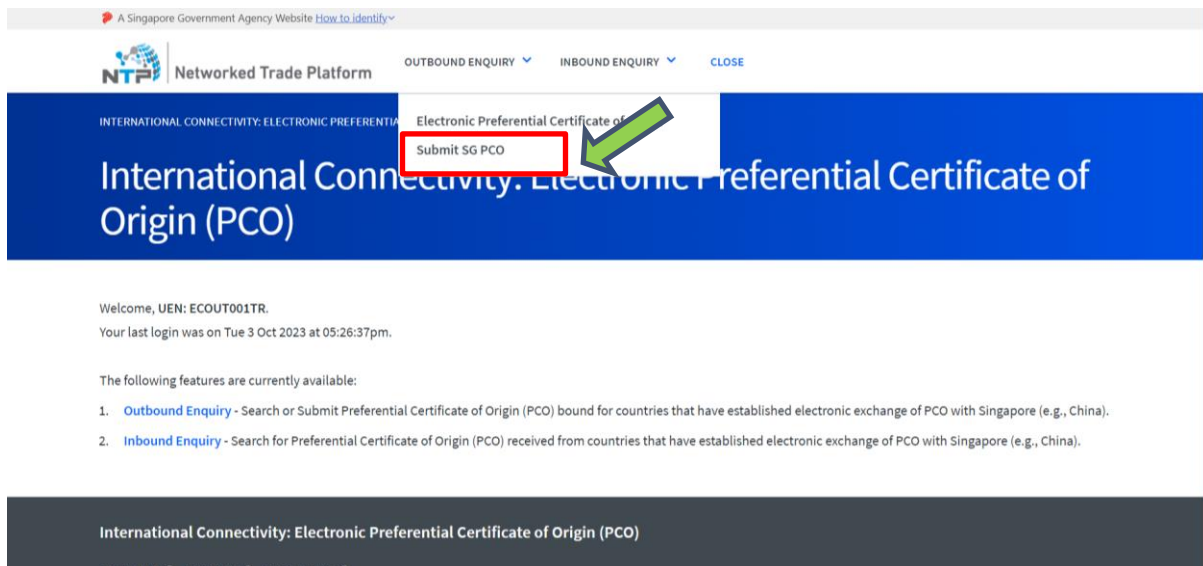
### Step 1(b)

You will be directed to ICS Electronic Preferential Certificate of Origin (PCO) landing page as shown below.



### Step 1(c)


To transmit PCO to China, click on "Submit SG PCO".



## Step 2

Enter the relevant search criteria (as shown below) to retrieve your approved Preferential Certificate of Origin. You may search via the Document Reference Number (i.e., Certificate Reference No.), or a range of dates based on the “Issuance Period” (i.e., PCO Approval Dates). Please note that the “Issuance Period” field is **mandatory**, and the date range should not exceed 31 days.).

Once done, click on “Start Search”.

 Networked Trade Platform

OUTBOUND ENQUIRY ▾INBOUND ENQUIRY ▾CLOSE

INTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERENTIAL CERTIFICATE OF ORIGIN (PCO) / SUBMIT SG PCO

## Submit SG PCO

SEARCH FORM ^

Please provide all mandatory information ( **\*** ) and applicable optional information.

### Search Criteria

**Importing Country / Region \***

CN - CHINA


**Document Reference Number**

Enter the Document Reference Number

**Issuance Period ⓘ \***

Click to load calendar


[Clear Search](#) [Start Search](#)





### Step 3

At the search results page, retrieve and select the specific approved PCO that you intend to transmit electronically. Click on the Document Reference Number (i.e., Certificate Reference No.) that you intend to transmit.

 Networked Trade Platform

OUTBOUND ENQUIRY ▾ INBOUND ENQUIRY ▾ CLOSE

INTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERENTIAL CERTIFICATE OF ORIGIN (PCO) / SUBMIT SG PCO

## Submit SG PCO

SEARCH FORM ▾

SEARCH RESULTS ^

To perform the electronic transmission, click on the Document Reference Number to review and make adjustments to specific fields as required by the Importing Authority. This process usually takes up to **5 minutes** to complete. It is highly recommended for you to confirm these details with your overseas consignee before transmitting the Preferential Certificate of Origin (PCO).

Filter:  Show **10** ▾ entries

S/No.	Document Reference Number	Issued Date	Status	Exporter's Name	Declaring Agent's Name	Consignee's Name
1	<a href="#">20236000194</a>	02-Oct-2023	PENDING SUBMISSION	SUNBEAM AQUARIUM PTE LTD	SINGAPORE CUSTOMS	STAR COMPANY
2	<a href="#">20236000195</a>	02-Oct-2023	PENDING SUBMISSION	SUNBEAM AQUARIUM PTE LTD	SINGAPORE CUSTOMS	STAR COMPANY
3	<a href="#">20236000192</a>	29-Sep-2023	PENDING SUBMISSION	SUNBEAM AQUARIUM PTE LTD	SINGAPORE CUSTOMS	TOP COMPANY
4	<a href="#">20236000193</a>	29-Sep-2023	PENDING SUBMISSION	SUNBEAM AQUARIUM PTE LTD	SINGAPORE CUSTOMS	TIPTOP COMPANY

Export to Excel Print Table

Showing 1 to 4 of 4 entries

Previous **1** Next



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 to 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 actual RVC percentage with the symbol “%” at the end if you have qualified product using RVC criterion under ACFTA (e.g., RVC45%))*
- v. CN Quantity
- vi. CN Unit *(Refer to Annex C1 for the list of UOM)*

Specifically, please check with your customers in China regarding 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.

Scroll down to “Item Details” section to make the adjustments for the 6 fields.

Outbound Electronic Preferential Certificate of Origin Details

[Expand All](#)[Collapse All](#)

Please review all the information within this approved PCO. Do make the necessary adjustments to the CN fields under [Item Details](#) to conform to the requirements of the importing Customs Authority before transmission.

CERTIFICATE INFORMATION

Document Reference Number

2023000193

Status

PENDING SUBMISSION

Type

13 - ASEAN-CHINA FREE TRADE AREA (ACFTA)(FORM E)

Issued In

SG - SINGAPORE

Importing Country / Region

CHINA PEO REP OF

Issued Date

29-Sep-2023

PARTY DETAILS

EXPORTER

Name

SUNBEAM AQUARIUM PTE LTD ADD A

Address

ADD 1 ADD 2

ADD 3

123456

SG

Declaring Agent's UEN

T08GA022H

Declaring Agent's Name

SINGAPORE CUSTOMS

MANUFACTURER

Name

SUNBEAM AQUARIUM PTE LTD ADD A

Address

ADD 1 ADD 2

ADD 3

123456

SG

CONSIGNEE

Name

TIPTOP COMPANY

Address

ADD 1 ADD 2

SHANGHAI

124567

CN

TRANSPORT DETAILS

Departure Date

09-Oct-2023

Outward Transport Identifier

123456789

Port of Discharge

CHINA

Outward MARKS / QUANTITY / OBL No. Date

ABCDEF

Total Gross Weight

2000

Trailer's Remark


(No value)

ITEM DETAILS

You can adjust the CN fields to confirm to the requirements of the importing authorities in China by clicking on  in the corresponding row.

Filter:

Show: 10 entries

S/No.	HS Code	Country / Region of Origin	Marks & Numbers	Quantity	Unit	Item Value	Description	Invoice No.	Invoice Date	Origin Criterion	% Content	CN HS Code	CN Number & Kind of Package	CN Quantity	CN Unit	CN Description	CN Origin Criterion	Action
1	39022040	SG - SINGAPORE		2000	KGM - KGM		POLYPROPYLENE GRANULES HS CODE: 390210	A001-2023	29-Sep-2023	PSR								

Showing 1 to 1 of 1 entries

Previous1Next


DECLARATIONS

☒ I am authorised to make adjustments to the specific fields and confirm that the declaration is performed to the best of my knowledge. I am also aware that no amendments to the PCO details are allowed after submitting this application. With this declaration, I authorise Singapore Customs to transmit the PCO data to the Importing Customs Authority.


Cancel

Submit

## Step 5


Click on the button  under the Action column in the “Item Details” section to make the adjustments for the 6 fields for **each product** declared in the PCO.

ITEM DETAILS

You can adjust the CN fields to conform to the requirements of the importing authorities in China by clicking on  in the corresponding row.

Filter:

Show: 10 entries

S/No.	HS Code	Country / Region of Origin	Marks & Numbers	Quantity	Unit	Item Value	Description	Invoice No.	Invoice Date	Origin Criterion	% Content	CN HS Code	CN Number & Kind of Package	CN Quantity	CN Unit	CN Description	CN Origin Criterion	Action
1	39021040	SG - SINGAPORE		2000	KGM - KGM		POLYPROPYLENE GRANULES HS CODE: 390210	A001-2023	29-Sep-2023	PSR								

Showing 1 to 1 of 1 entries

Previous 1 Next

DECLARATIONS

☒ I am authorised to make adjustments to the specific fields and confirm that the declaration is performed to the best of my knowledge. I am also aware that no amendments to the PCO details are allowed after submitting this application. With this declaration, I authorise Singapore Customs to transmit the PCO data to the Importing Customs Authority.

Cancel Submit

### Edit Item's Details

Expand All Collapse All

DECLARATION INFORMATION

CN HS Code \*

64031920

HS Code: 64031920

CN Number & Kind of Package \*

Enter the CN Number & Kind of Package

Marks & Numbers:

Field is required

CN Quantity \*

198.256

Quantity: 198.256

CN Unit \*

Select the CN Unit

Unit:

Field is required

CN Item Description \*

251 ARIES GOLD WATCHES DESC U01 DESC U02 DESC U03 DESC U04

Description: 251 ARIES GOLD WATCHES DESC U01 DESC U02 DESC U03 DESC U04

CN Origin Criterion \*

Please indicate the actual RVC percentage with the symbol '%' at the end if you have qualified product using RVC criterion under ACFTA (e.g. RVC45%).

RVC33%

HS Code: PC33%


Cancel Update Item

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.

## Step 6


Tick the checkbox under the declaration section and click submit.

ITEM DETAILS

You can adjust the CN fields to conform to the requirements of the importing authorities in China by clicking on  in the corresponding row.

Filter:

Show: 10 entries

S/No.	HS Code	Country / Region of Origin	Marks & Numbers	Quantity	Unit	Item Value	Description	Invoice No.	Invoice Date	Origin Criterion	% Content	CN HS Code	CN Number & Kind of Package	CN Quantity	CN Unit	CN Description	CN Origin Criterion	Action
1	39021040	SG - SINGAPORE		2000	KGM - KGM		POLYPROPYLENE GRANULES HS CODE: 390210	A001-2023	29-Sep-2023	PSR								

Showing 1 to 1 of 1 entries

Previous 1 Next


DECLARATIONS

☒ I am authorised to make adjustments to the specific fields and confirm that the declaration is performed to the best of my knowledge. I am also aware that no amendments to the PCO details are allowed after submitting this application. With this declaration, I authorise Singapore Customs to transmit the PCO data to the Importing Customs Authority.

Cancel Submit

## Step 7

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

 Networked Trade Platform

OUTBOUND ENQUIRY ▾ INBOUND ENQUIRY ▾ CLOSE

INTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERENTIAL CERTIFICATE OF ORIGIN (PCO) / SUBMIT SG PCO

## Submit SG PCO

SEARCH FORM ▾

SEARCH RESULTS ^


SG CO ODECOUTC204 has been successfully submitted. ✕

To perform the electronic transmission, click on the Document Reference Number to review and make adjustments to specific fields as required by the Importing Authority. This process usually takes up to **5 minutes** to complete. It is highly recommended for you to confirm these details with your overseas consignee before transmitting the Preferential Certificate of Origin (PCO).

Filter:  Show  entries

S/No.	Document Reference Number	Issued Date	Status	Exporter's Name	Declaring Agent's Name	Consignee's Name
1	<a href="#">ODECOUTC107</a>	03-Oct-2023	PENDING SUBMISSION	UAT TEST Trading (P) Ltd	TEST 1 Trading (P) Ltd	UAT 1 STEEL (PVT) LTD
2	<a href="#">ODECOUTC108</a>	03-Oct-2023	PENDING SUBMISSION	XYZ Trading (P) Ltd	UAT TESTING (P) Ltd	EFG STEEL (PVT) LTD

You may also check on the status of the submission under the Outbound Enquiry > Electronic Preferential Certificate of Origin using the “Document Reference Number” (i.e., Certificate Reference No.)

 Networked Trade Platform

OUTBOUND ENQUIRY ▾ INBOUND ENQUIRY ▾ CLOSE

INTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERENTIAL CERTIFICATE OF ORIGIN (PCO) / OUTBOUND PCO ENQUIRY

## Outbound PCO Enquiry

SEARCH FORM ▾

SEARCH RESULTS ^

Click on the Document Reference Number to see more information about the document.

Filter:  Show  entries

S/No.	Document Reference Number	Issued Date	Status	Exporter's Name	Declaring Agent's Name	Consignee's Name
1	<a href="#">ODECOUTC204</a>	04-Oct-2023	SUBMITTED	HUNDAI Trading (P) Ltd	HUNDAI Trading (P) Ltd	HUNDAI CARS (PVT) LTD

Export to Excel Print Table

Showing 1 to 1 of 1 entries

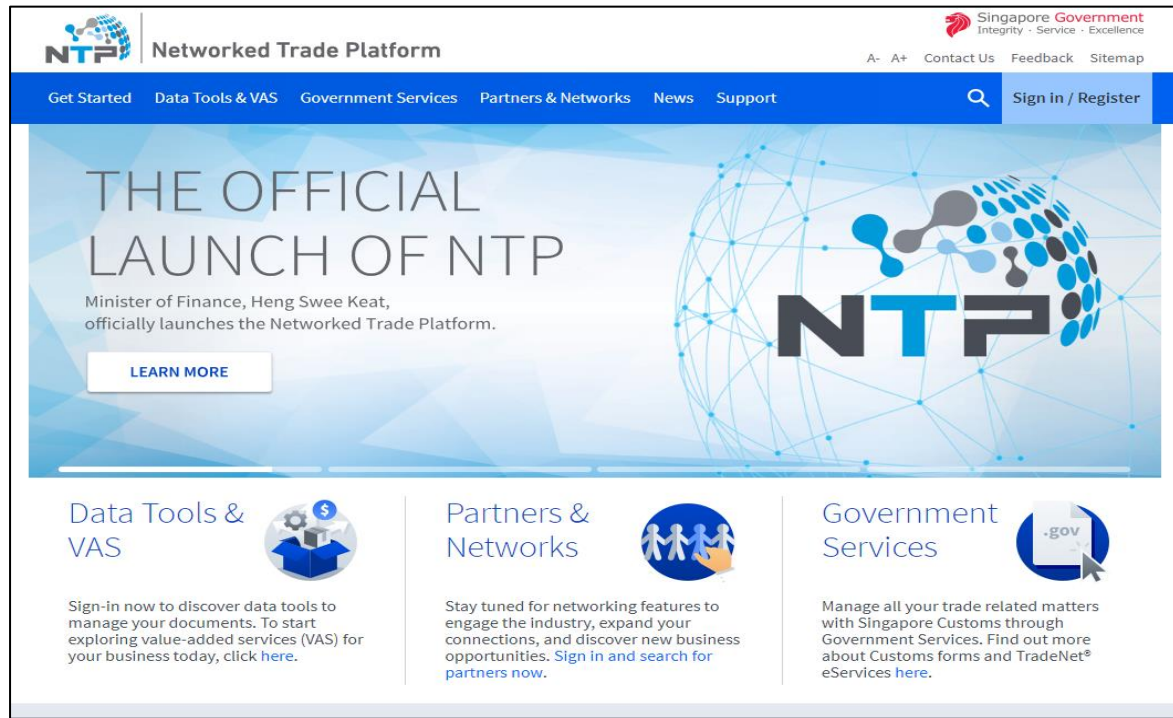
Previous [1](#) Next

[Start a New Search](#)

## Annex B: Step-by-Step Guide in retrieving ePCO transmitted from China to Singapore (Inbound CN-SG)

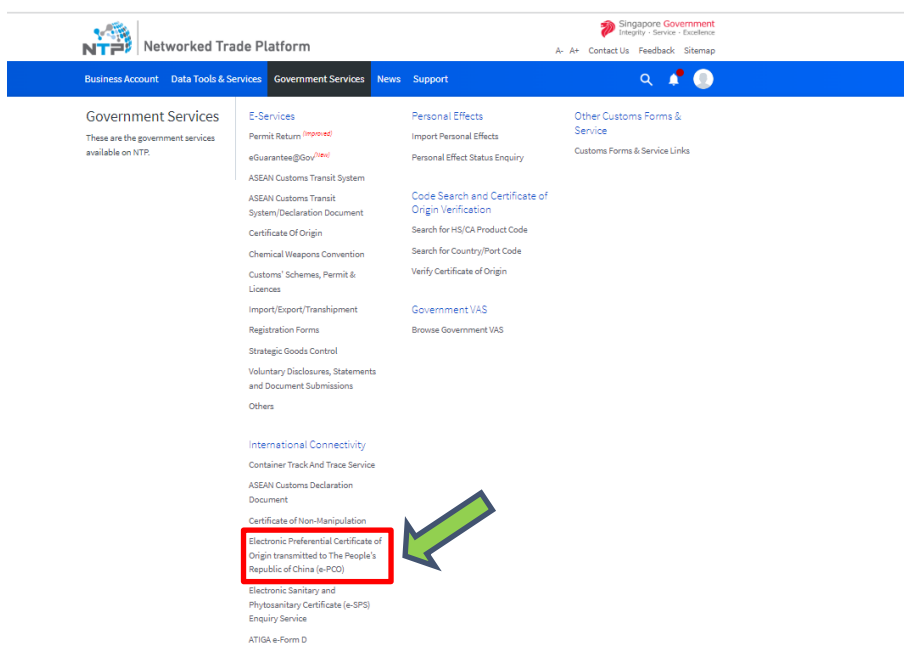
### Step 1

Go to [Networked Trade Platform \(NTP\)](#) and log in via Singpass.



### Step 1(a)

Select “Government Services” > “Electronic Preferential Certificate of Origin transmitted to the People’s Republic of China (e-PCO)”.



## Step 2

Select “Inbound Enquiry” > “**Electronic Preferential Certificate of Origin**”.

The screenshot shows the Networked Trade Platform (NTP) interface. At the top, there are navigation links: OUTBOUND ENQUIRY, INBOUND ENQUIRY, and CLOSE. Below these, a blue banner displays the title "International Connectivity: Electronic Preferential Certificate of Origin (PCO)". A red box highlights the "Electronic Preferential Certificate of Origin" link, with a green arrow pointing to it. Below the banner, a welcome message reads: "Welcome, UEN: ECOUT001TR. Your last login was on Wed 4 Oct 2023 at 02:53:31pm." Below this, a list of available features is shown: 1. Outbound Enquiry - Search or Submit Preferential Certificate of Origin (PCO) bound for countries that have established electronic exchange of PCO with Singapore (e.g., China). 2. Inbound Enquiry - Search for Preferential Certificate of Origin (PCO) received from countries that have established electronic exchange of PCO with Singapore (e.g., China). At the bottom, a dark grey bar contains the text "International Connectivity: Electronic Preferential Certificate of Origin (PCO)" and links for "Contact Us", "Feedback", and "Reach.gov.sg".


## Step 3

Key in **all** the Mandatory Information in the Search Form “Document Reference Number” (i.e. Certificate Reference No.), “Carrier Number” and “Departure Date” and click on “**Start Search**”.

The screenshot shows the "Inbound PCO Enquiry" search form on the Networked Trade Platform (NTP). The form is titled "SEARCH FORM" and includes a header with "INTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERENTIAL CERTIFICATE OF ORIGIN (PCO) / INBOUND PCO ENQUIRY". Below the header, a blue banner displays the title "Inbound PCO Enquiry". The form contains the following fields: "Issuing Country / Region" (with a dropdown menu showing "CN - CHINA"), "Document Reference Number" (with a text input field), "Carrier Number" (with a text input field), and "Departure Date" (with a date picker). A green arrow points to the "Start Search" button, which is highlighted with a red box. Below the "Start Search" button, there is a "Clear Search" link.

## Step 4

Click on the hyperlink on the Document Reference Number” (i.e., Certificate Reference No.) Field to access the China origin PCO.

 **Networked Trade Platform**

OUTBOUND ENQUIRY ▾ INBOUND ENQUIRY ▾ CLOSE

INTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERENTIAL CERTIFICATE OF ORIGIN (PCO) / INBOUND PCO ENQUIRY

## Inbound PCO Enquiry

SEARCH FORM ▾

SEARCH RESULTS ^

Click on the Document Reference Number to see more information about the document.

Filter:

Show 10 ▾ entries

S/No.	Document Reference Number	Issued Date	Status	Importer's Name	Exporter's Name
1	<a href="#">CNCOINU2001</a>	28-Sep-2023	PROCESSED	MR AND MRS CONSIGNEE	EXPORTER MR NAME

Showing 1 to 1 of 1 entries

Export to Excel Print Table

Previous 1 Next

[Start a New Search](#)

Step 5

You will be directed to the page where it will show the details in the PCO. If you would like to print the information pertaining to the selected PCO, please click on the “Print CO” button.

Inbound Electronic Preferential Certificate of Origin Details

Expand AllCollapse All

CERTIFICATE INFORMATION

Document Reference Number

CNCOIU2001

Status

PROCESSED

Agreement Code

CSFTA

Issuing Country / Region

CHINA PEO REP OF

Issuing Body

020 - CCPIT(BEIJING)

Issued Date

28-Sep-2023

PARTY DETAILS

EXPORTER

Name

EXPORTER MR NAME

Address

EXPORTER ADRSST355 EXPORTER ADRCITY POSTAL 222

CONSIGNEE

Name

MR AND MRS CONSIGNEE

Address

CONSIGNEE ADRSSTREET 123 CONSIGNEECITY POSTAL 567

PRODUCER

Name

IMPORTER NAME IMPORT AND COMPANY

Address

MANU\_ADRS ST111 MANUADRCITY SUBID POSTAL 555

TRANSPORT DETAILS

Departure Date

28-Sep-2023

Carrier Number

OUTCH0402

Port of Loading

SGP

Port of Discharge

DSCH

Remarks

Transport Remark and More

ITEM DETAILS

Filter:

Show10entries

S/No.	HS Code	Description	Invoice No.	Invoice Date	Pack No. & Type	Origin Criterion	Quantity & Unit
1	22030099	YOGA ACCESSORIES	INVCE035	24-Sep-2023	212 CARTON	ORIGIN CRITERION 41	2125 KILOGRAM
2	22089020	CHILDREN CLOTHING AND TOYS	INVCE036	24-Sep-2023	651 BOX	ORIGIN CRITERION 42	6501 LONG TONNE

Showing 1 to 2 of 2 entries

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Back

Print PCO





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

SG Code	SG Description
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