



## DOCUMENTS UPLOAD QUICK GUIDE FOR MANUFACTURERS

Please use this as a general guide for uploading documents through the Export Portal.

### TYPES OF DOCUMENTS

Standard Documents

- Passport or Government issued ID
- Business License
- Tax ID Number
- Export/ Import Permit

### SUPPORTED FILE TYPES

- PDF
- JPG
- JPEG
- PNG

### FILE REQUIREMENTS

Maximum File Size

- 2MB
- Please reduce the file size if your file is larger than maximum limit.
- Documentation may be uploaded individually by category.
- Please make sure to upload all documents. Your account won't be verified if you will upload only one document out of more.

## VERIFICATION PROCESS USUALLY TAKES 2-3 BUSINESS DAYS.

When uploading your document, please have a look at it and pay attention to the following points:

- Correct and real
- Your Name needs to coincide with the name indicated in your documents
- Your Company Name needs to coincide with the company name indicated in your documents
- The copies of your documents should be clear and easily read
- The documents should not be expired. In case your document is expired, please provide us with a certificate of renewal.
- Your address should match the one indicated in your documents
- Make sure that your company is registered in your country's Business Registry.

If one of the above mentioned points will not be followed, your document will be declined.



## 1. ENTER YOUR ACCOUNT

After finishing the registration process (by clicking on your confirmation link) you will be asked to log in to your account once again by inserting the email address and password you just used to sign up with Export Portal.

## 2. VERIFICATION PAGE

Once you log in to your account, you will instantly see a new window opening. This window includes 4 steps of completing your profile successfully:

- Account Verification
- Company Main Information
- Add Items
- Personal Info

We suggest you to start from “**Account Verification**” and submit the required documents. Thus, you will be able to fill in the other information while your documents will be processing.

## 3. BEFORE UPLOADING YOUR DOCUMENTS

After accessing the “Account Verification” button, you will be moved to the verification page.

Here, as a “Verified Manufacturer” you need to upload 4 types of documents:



Passport or  
Government Issued ID



Business License



Tax ID  
Number



Export/ Import  
Permit

In case you are sure that your document is in order but still some details do not coincide, please contact our Customer Support and let us know about your situation.



## 4. DOCUMENT SUBSTITUTION

You can substitute some of the documents with other ones which Export Portal accepts, these are:

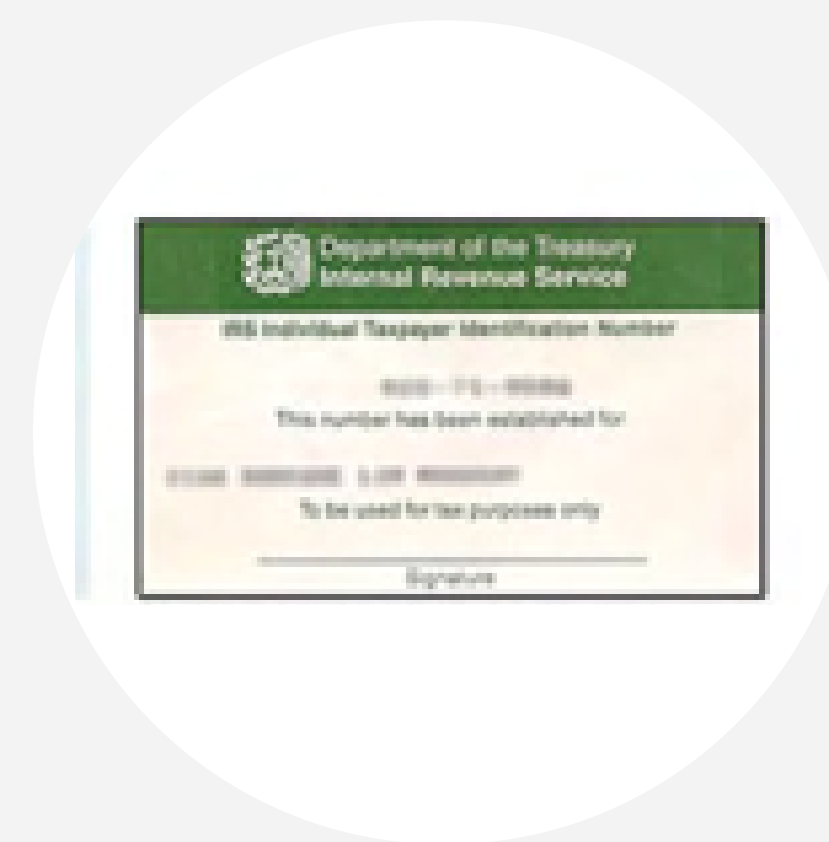
Passport or government issued ID or:



Driver's Licenses



ID Card



Tax ID Card



Residence Permit Card

Business License or:

- Certificate of Registration
- Certificate/ Article of Incorporation
- Certificate of Formation
- Deed of Incorporation

Tax ID Number  
Export/ Import Permit

We suggest you to start from “Account Verification” and submit the required documents. Thus, you will be able to fill in the other information while your documents will be processing.

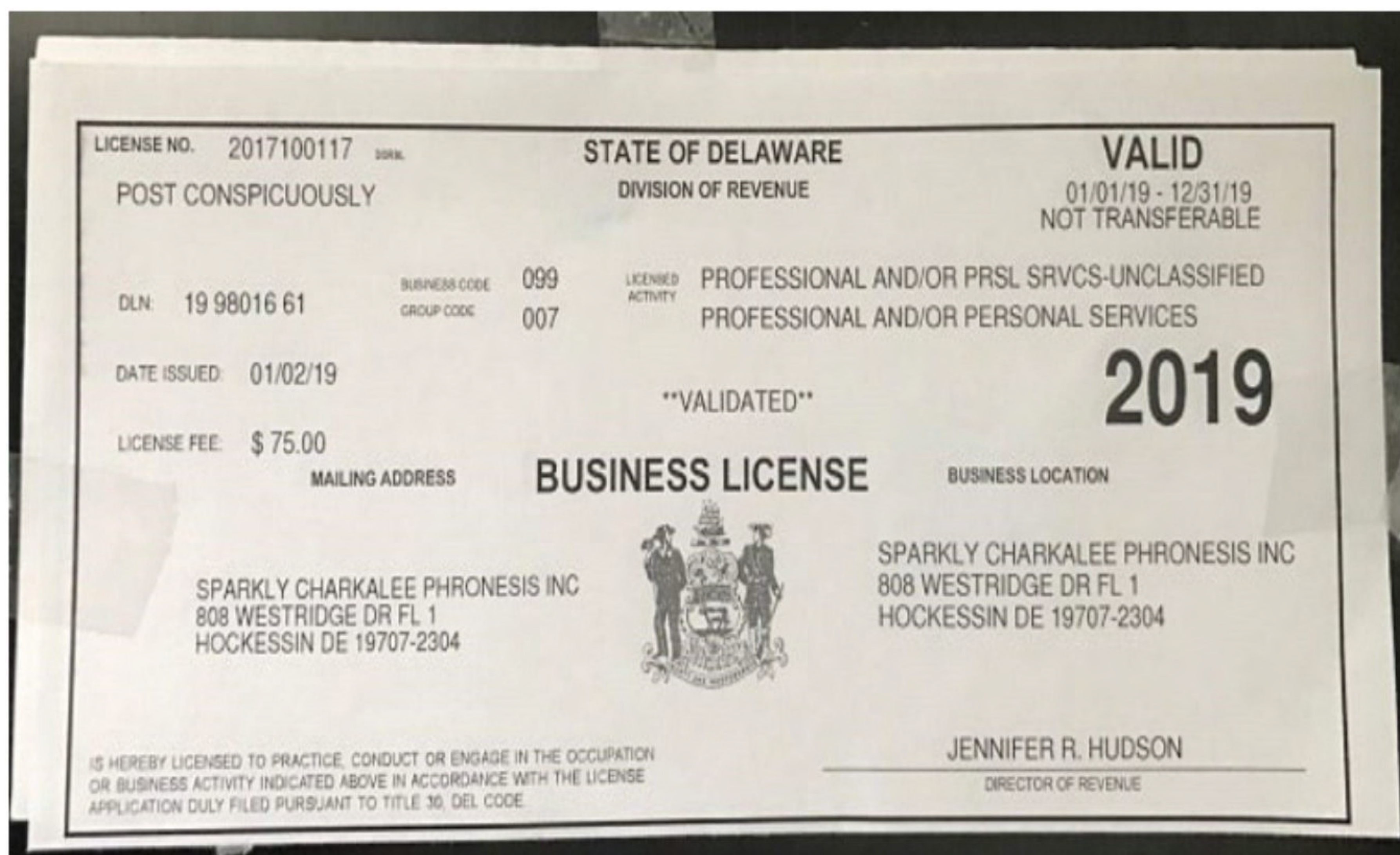
## 5. UPLOADING THE DOCUMENTS

1. First click on the “Upload file” Button for choosing the file from your computer.
2. Then press “Confirm” for introducing this document into our system.

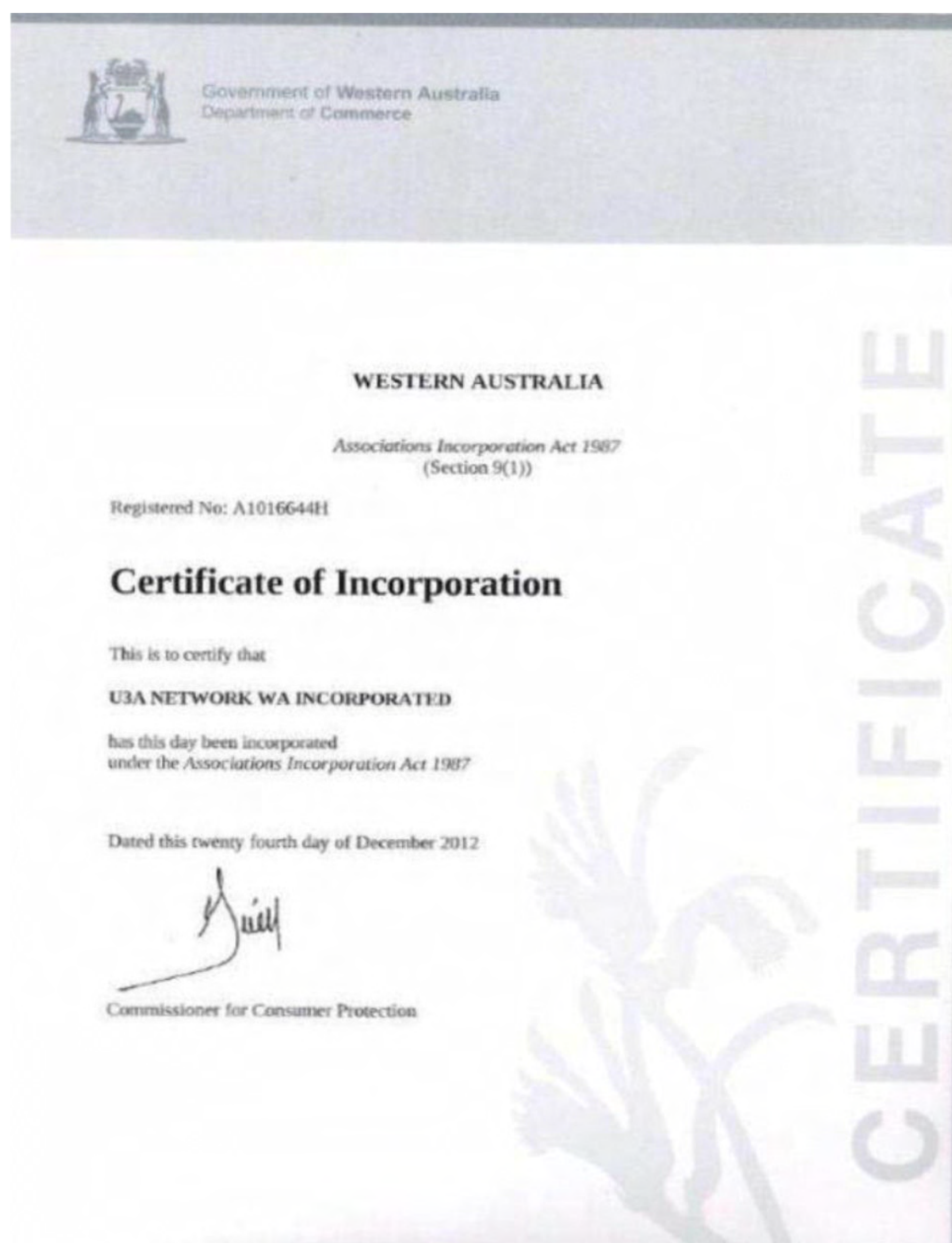


## HERE ARE SOME EXAMPLES OF DOCUMENTS FROM DIFFERENT COUNTRIES WHICH WE ACCEPT AS BUSINESS LICENSES:

### United States of America (The Registrar of Companies for USA)



### Australia (Australian Securities and Investments Commission)







# EXPORT PORTAL USER GUIDE: MANUFACTURERS

Here are examples of Tax ID:

United States of America:



**BRIAN SANDOVAL**  
Governor  
**JOAN LAMBERT**  
Chair, Nevada Tax Commission  
**DEONNE E. CONTINE**  
Executive Director

STATE OF NEVADA  
**DEPARTMENT OF TAXATION**  
Web Site: <http://tax.nv.gov>  
1550 College Parkway, Suite 115  
Carson City, Nevada 89706-7937  
Phone: (775) 684-2000 Fax: (775) 684-2020  
Call Center: (866) 962-3707

**LAS VEGAS OFFICE**  
Grant Sawyer Office Bldg, Suite 1300  
555 E. Washington Avenue  
Las Vegas, Nevada 89101  
Phone: (702) 486-2300 Fax: (702) 486-2373

**RENO OFFICE**  
4600 Kietzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 687-9999 Fax: (775) 688-1303

**HENDERSON OFFICE**  
2550 Pegasus Verde Parkway, Suite 180  
Henderson, Nevada 89074  
Phone: (702) 486-2300 Fax: (702) 486-3377

EXAMPLE BUSINESS ENTITY LLC  
100 E MAIN LN STE 1  
RENO NV 89502-1111

**Taxpayer ID:** 1111111111  
**NV Business ID:** NV2222222222  
**Correspondence ID:** 1234567890987

**WELCOME TO NEVADA COMMERCE TAX**  
Attention Tax Preparers: This notice must be forwarded to the Taxpayer.

Dear Taxpayer:

Effective July 1, 2015 the law SB483, enacted by the 78<sup>th</sup> (2015) Nevada Legislature, imposes an annual commerce tax on

South Africa:



South African Revenue Service

**Tax Clearance Certificate Number**  
0002/2/2015/0007397129

**Tax Clearance Certificate - Good Standing**

**Enquiries**  
0800 00 7277  
**Approved Date**  
2015-07-31  
**Expiry Date**  
2016-07-30

Company Registration Number	2014/092748/07
Income Tax	9029418242 - DTP TRANSPORTATION (PTY)LTD
Trading Name	DTP TRANSPORTATION
Tender Number	GoodStanding

It is hereby confirmed that, on the basis of the information at my disposal, the above-mentioned taxpayer has complied with the requirements as set out in section 256(3) of the Tax Administration Act.  
This certificate is valid for a period of 12 months unless otherwise communicated by SARS.

Verification of this certificate can be done at any SARS Revenue office nationwide.

Photo copies of this certificate are not valid.

SARS reserves the right to withdraw this certificate at any time should any taxes, levies or duties become due and outstanding by the above taxpayer during the one year period for which the certificate is valid.

*This certificate is issued free of charge by SARS.*



## 6. PROCESSING

After confirmation you will see that your document is being processed.

Please do not hesitate to address questions to our Customer Support team if you need.

In case you want to resubmit your document before having it checked, click on “Re-upload” button.

## 7. CONFIRMED DOCUMENTS

Once you will pass the verification step you will achieve 50% of Profile Completion already!

All that is left to do for activating your account is to simply fill in “Personal Info”, “Company Info”, and “Add Item”.

## 8. ACTIVE STATUS

After adding the necessary data to “Company Info”, “Personal Info”, and “Add Item” sections, the admin will activate your account. You will be able to use Export Portal in its full potential!

