



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
- 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 document 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.



STEPS FOR MANUFACTURERS

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 four 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

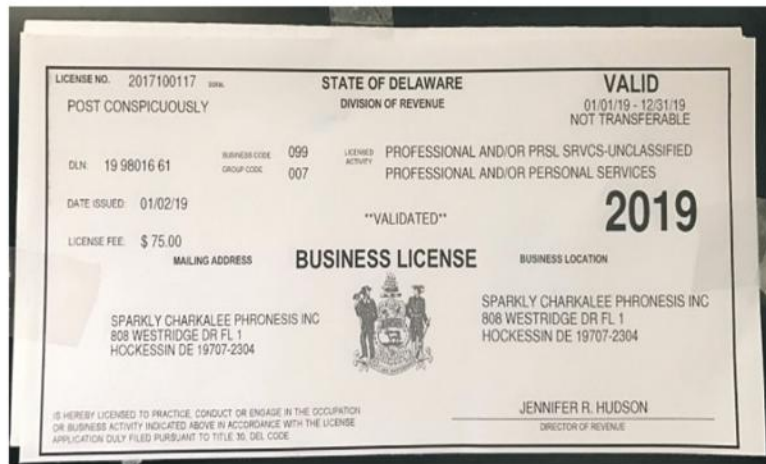
1. First click on the "Upload file" Button for choosing the file from your computer.
2. Then press "Confirm" for introducing this document into our system

EXPORT PORTAL USER GUIDE: MANUFACTURER



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)





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

RENO OFFICE
4600 Kietz Lane
Building L, Suite 225
Reno, Nevada 89502
Phone: (775) 687-9999 Fax: (775) 688-1303

HENDERSON OFFICE
2550 Passio 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 78th (2015) Nevada Legislature, imposes an annual commerce tax on

South Africa:



South African Revenue Service

Tax Clearance Certificate Number
0002/2015/0007387129

Tax Clearance Certificate - Good Standing

Enquiries
0800 00 7277

Approved Date
2015-07-31

Expiry Date
2016-07-30

Company Registration Number	2014/09274807
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!

