Activation of Customs Account Process Flow

Key Personnel / Authorized Personnel

Activation of Customs Account

- Activate / Update
- Activation of Customs Account

Detail Flow

- Terminate
- Activation of Customs Account

Manage DA / Declarant

- New / Update / Terminate DA / Declarant registration

Declarant

Declarant Confirmation eForm

- Declarant confirmation of Data and Terms and Conditions

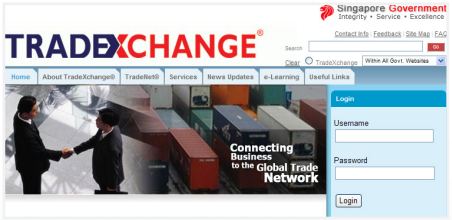
Detail Flow

Edit Declarant Information

- Declarant update / Terminate ID and read Terms and Conditions

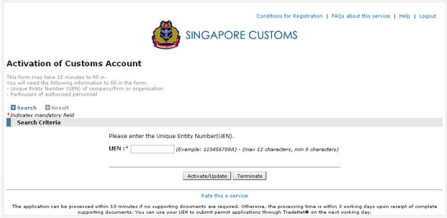
Detail Flow

New Account Activation



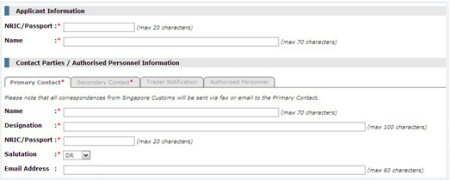
Launch Activation of Customs Account at TradeXchange Portal

Login through SingPass

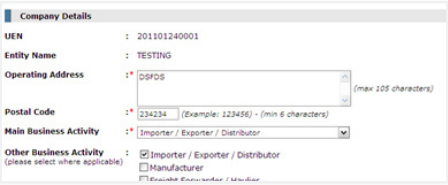


Key Personnel enter the required information for activation of UEN

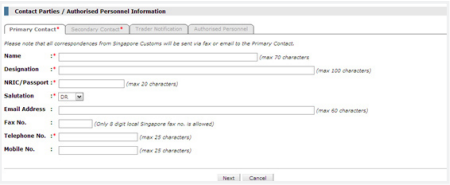
System sends email to new declarants with T&C attached



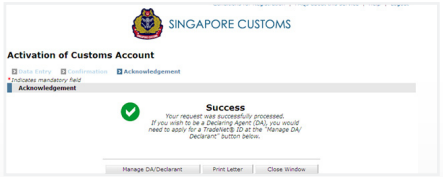
Key Personnel continue to register as Declaring Agent at Manage DA



Key Personnel enter Company Information (DA)

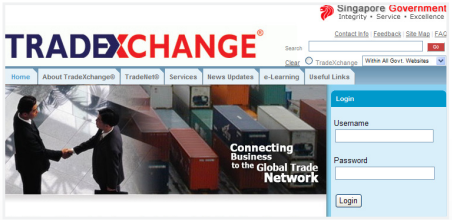


Key Personnel add new declarant information



Key Personnel continue to register as Declaring Agent at ORA system

Update Account Activation

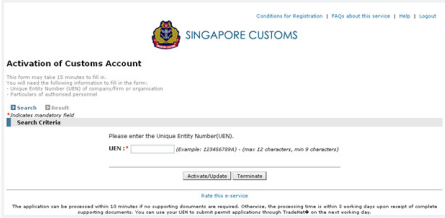


Launch Activation of Customs Account at TradeXchange Portal

1

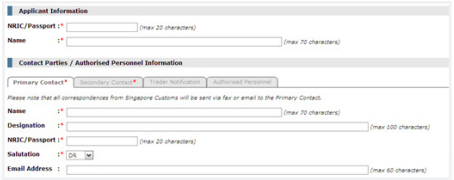
Login through SingPass

2



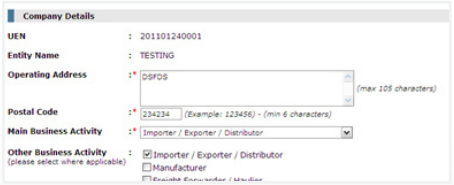
Key Personnel enter the required information for activation of UEN

3



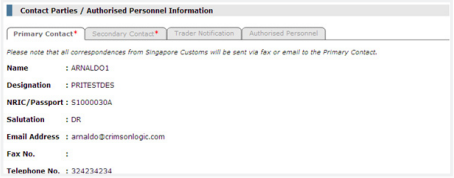
Key Personnel continue to register as Declaring Agent at Manage DA

4



Key Personnel enter Company Information (DA)

5



Key Personnel add new declarant information

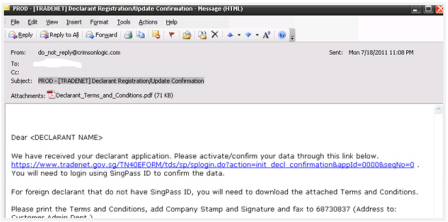
6

Key Personnel update existing declarant information

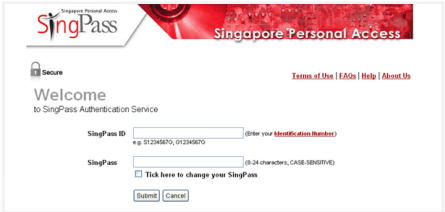
System sends email to new declarants with T&C attached

System sends email to existing declarants with T&C attached only during re-registration period and declarant has not yet confirmed on T&C

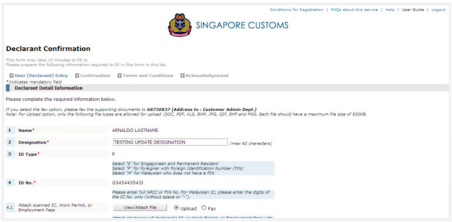
Declarant Confirmation of data and T&C



Declarants click on the link provided in the email

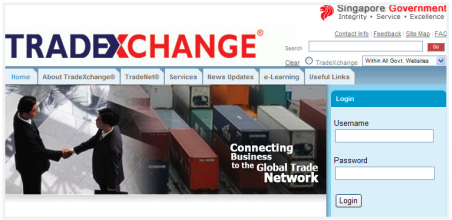


Login through SingPass



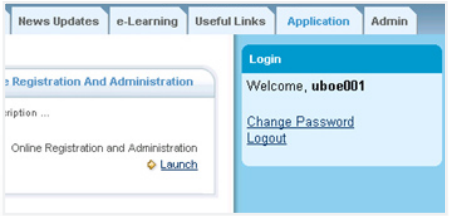
Declarants update/confirm data and read and agree on T&C

Declarant Update/Terminate ID and read T&C through TradeNet 4.0



Launch TradeXchange Portal

1

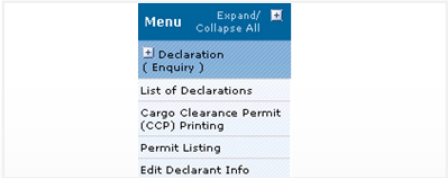


Login with CrimsonLogic TradeNet ID

2

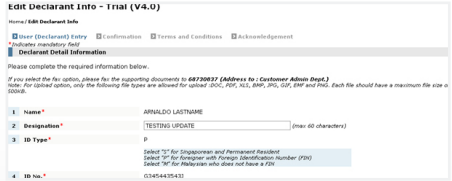
Launch TradeNet 4.0

3



Click on Edit Declarant Info from the menu

4



Declarant update Information or Terminate ID and confirm on T&C

System sends email to Key Personnel