



Account Setup Kit

(for Businesses)

Account Setup Kit (for Businesses)

As you take your first step to being part of our NTP trade ecosystem, we have put this kit together to provide you with an end-to-end view of the steps and information necessary to set up your account on the NTP.

For system/technical issues, you may contact the NTP Helpdesk at +65 6570 3053 or NTP_Helpdesk@ncs.com.sg.

For general enquiries/feedback, you may contact us at NTP_Operations@customs.gov.sg.

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PART 1

Setting Up Your Business Account

Setting Up Your Business Account

Overview

Creating a Business Account will grant you access to features such as the Data Repository, Value-Added Services (VAS) subscriptions and many more. It will allow you to maintain networks internally, within your Business by adding your employees to the NTP, as well as externally, by adding Business Partners.

Setting up a Business Account will require you to build a Business Profile. Your Business Profile will contain information about your business (e.g. business details, social profile, company logo) that will be visible to users who have logged into the NTP via CorpPass, providing your Business with greater exposure.

It consists of:

1. Onboarding with CorpPass
2. Nominating a Business Administrator
3. Completing your NTP profile
4. Inviting other users

NTP User Roles

1. **Key Personnel** refers to an individual whose particulars are registered with:
 - Accounting and Corporate Regulatory Authority (ACRA) for the purposes of a registration of a business entity; or
 - Issuance Agency of the Unique Entity Number for the purposes of an application for a unique entity number
2. **Business Admin** refers to an employee who is responsible for the administrative housekeeping of the business on the NTP and can act on its behalf
3. **Business Ops** refers to an employee who manages the subscription of Business Services and conducts business transactions on the NTP
4. **Technical Ops** refers to an employee who is responsible for the technical configurations on the NTP
5. **Business User** refers to an employee registered on the NTP

Setting Up Your Business Account



1. Onboarding with CorpPass

Signing into the NTP with your registered CorpPass account enables you to experience the full suite of services and functionalities enabled on the NTP. Before registering for an NTP Account via CorpPass, please note:

- i. You will need to have a CorpPass account. To sign up for a CorpPass account, click [here](#).
- ii. Your business' CorpPass Administrator has to assign the NTP as a digital service for you. To find out more about this process, click [here](#).

To onboard with CorpPass:

1. Go to www.ntp.gov.sg.
2. On the pre-login page, select **Sign in/Register** and click on **CorpPass**.
3. Login to CorpPass with your CorpPass details.
4. Verify that your entity details are correct.
5. Enter your Business contact details.
6. Enter your Personal details.
7. Select the checkbox to agree to the Terms & Conditions. You may download them for review.
8. Click **CREATE MY ACCOUNT** to complete the registration process. You will receive an email upon successful registration of your NTP account. The Key Personnel may proceed to login to the NTP to assign employees from your business access to the NTP.

Setting Up Your Business Account



2. Nominating a Business Administrator

A Business Administrator refers to an employee who is responsible for the administrative housekeeping of the business on the NTP and can act on its behalf. After onboarding to the NTP, the Key Personnel can nominate an employee of their Business to be the Business Administrator. The Business Administrator can then complete the setting up of the Business Account.

To nominate a Business Administrator:

1. Go to Business Account, under Account Management, click **Manage Users**.
2. Click on the **Add User** tab.
3. Enter the details of the new user.
4. Under the NTP role assignment section, assign the user the role of a **Business Administrator**.
5. Click **Submit**.

Setting Up Your Business Account

3. Completing Your NTP Profile



Your Business Profile contains information about your business (e.g. business details, social profile, company logo) that is visible to users who have logged into the NTP, via CorpPass. Regularly maintaining your business profile will help other NTP users find up-to-date information about your business and be able get a better understanding of your business.

To complete your NTP profile:

1. Go to Business Account, under Account Management, click **Manage Business Profile**.
2. Update your business details and click **Save**.

Setting Up Your Business Account



4. Inviting Other Users

You can add your business' employees as new users to the NTP. Before adding your business' employees as new users to the NTP, you will need to ensure that they have an CorpPass account. Once a new user has been added, a notification will be sent to the user's email to register for an NTP account.

To invite other users:

1. Go to Business Account, under Account Management, click **Manage Users**.
2. Click on the **Add User** tab.
3. Enter the details of the new user.
4. Under the NTP role assignment section, assign the user the relevant NTP user role.
5. Click **Submit**.

PART 2

Optimising Your Business

Optimising Your Business

Overview

The NTP hosts a variety of Value-Added Services (VAS). This includes services provided by the government (Government VAS) and a curated range of trade-related services provided by third party companies. In addition to the VAS, you can also find a list of Digital Trade Services (DTS) provided by third party companies to augment business efficiencies and performances.

You can form your own networks simply by adding the Service Providers under DTS as a business partner (Partners & Networks > Search Business > Search for name of service provider > Add as partner). For more information, please contact the service providers directly. Do note that separate charges may apply.

The screenshot shows the Networked Trade Platform (NTP) website. At the top left is the NTP logo, a globe with blue and grey nodes, and the text "Networked Trade Platform". To the right is the Singapore Government logo with the tagline "Integrity · Service · Excellence". Below the logo is a navigation bar with links: "A-", "A+", "Contact Us", "Feedback", "Sitemap", and "Sign in / Register". The main content area is divided into two columns. The left column is titled "Data Tools & Services" and contains the text "Explore data tools to manage your documents or discover services for your business today." The right column is titled "Services" and contains two links: "Browse Digital Trade Services" and "Browse Value-Added Services".

Optimising Your Business

Subscribing to a Value-Added Service



Applicable Role(s)

Business Admin, Business Ops

To subscribe to a Government VAS:

1. Go to Government Services, click **Browse Government VAS**.
2. Find the service you want to subscribe to and click on it to view the details.
3. Click **Subscribe**.
4. Select the **I AGREE** checkbox and click **Subscribe** to send a subscription request.
5. Once your subscription has been approved by Singapore Customs/ relevant agency, you will receive a notification that the subscription has been approved.

To subscribe to a Third Party VAS:

1. Go to Data Tools & Services, under NTP Value-Added Services, click **Browse Value-Added Services**.
2. Find the VAS you want to subscribe to and click on it to view the VAS details.
3. Click **Subscribe**.
4. Select the **I AGREE** checkbox and click **Subscribe** to send a subscription request to the VAS Provider. The VAS Provider will follow up with you directly.

Note: You may wish to contact the third party VAS Provider directly to find out more about the charges and the terms and conditions for the service provided before you subscribe. All VAS-related payments are made directly to the providers of the Value-Added Services.

PART 3

Expanding Your Network

Expanding Your Network

Overview

Partners & Networks provides you with the opportunity to connect and collaborate with other Business Partners on the NTP. Build your professional network by connecting with other businesses on the NTP. Adding other businesses as Business Partners also allows you to share documents with one another, increasing the ease at which you can conduct transactions.

Expanding Your Network

Adding Business Partners



Applicable Role(s)

Business Admin, Business Ops

Business Partners within your business network allows sharing of data between you and your Business Partners and helps you build your social network.

All businesses who are registered with the Accounting and Corporate Regulatory (ACRA) as an entity can be found via the Search Businesses function on the NTP. A search via the entity's name or Unique Entity Number (UEN) will allow you to view the details of the business, including whether they are on the NTP and if they are your Business Partner. If the business does not have an account on NTP, you can invite the business to create an account.

Once your Business Partner relationship has been established (i.e. your Business Partner has accepted your partner request), a Partner folder will be automatically created in both you and your Business Partner's Data Repository, to share documents with each other.

To add Business Partners:

1. Go to Partners & Networks, under Business Partners, click **Search Businesses**.
2. Search for a Business.
3. Select the checkbox of the Business that you would like to add or invite.
4. Click on the **Add as Partner** icon to send a partner request to your Business Partner. Your Business Partner must accept your partner request before successfully being added as your Business Partner.
5. If the Business does not have an NTP account, you can invite them to join the NTP by entering their email address and a message, and click **Send Invite**. *Note that only the Business Admin can invite other businesses to join the NTP.*

PART 4

Managing Your Data Repository

Managing Your Data Repository

Overview

Data Repository is an online cloud-based repository offering digitisation, uploading and storage services for documents. It is a capability offered on the NTP that allows users to store and share documents with co-workers and Business Partners. Your business' Data Repository, can help you manage the storage and organisation of your business' important documents as well as documents that need to be shared with your Business Partners.

Data Repository features such as Group Permissions and Document Shares seek to help you optimise your business processes. Group Permissions help you manage your employees access to your business' documents and documents shared with your Business Partners. You can also route documents automatically, internally within your business' Data Repository as well as to your Business Partners, using Document Shares.

Managing Your Data Repository



Applicable Role(s)

Business Admin, Business Ops

1. Setting Up Group Permissions

Group permissions allow your Business Administrator to manage access to documents in your Data Repository, both your documents and documents shared by your Business Partners. The Business Administrator can grant users access to download and upload documents based on Document Types and/or by Business Partners.

Users can be assigned to multiple Group Permissions, granting them access to documents as specified in all Group Permissions that he/she belongs to. If users are not assigned to any Group Permissions, they will have full access all documents within your Data Repository, including shared documents between you and your Business Partners.

To add a Group Permission:

1. Go to Data Tools & Services and click **Data Repository**.
2. Click **Configure**.
3. Click on the **Group Permission** tab.
4. Click on the **Add Group Permission icon**.
5. Name the Group and configure the group permissions by selecting the group's access rights to:
 - Document Types to restrict the document types that the group can read or write.
 - Partners to restrict the group to only the shared documents by selected Business Partners.
 - Business Users to assign which Business Users are to belong in this group and be bound by these permissions.
6. Click **Submit**.

Managing Your Data Repository

2. Setting Up Document Share Rules



Applicable Role(s)

Business Admin, Business Ops

Document Shares are configuration rules to support auto routing of documents (i.e. folder -based routing). Your Business Administrator can create Document Shares between you and your Business Partners, or within your business to organise your Data Repository automatically.

If you choose to delete a Document Share, existing documents and folders in your Data Repository or your Business Partner's Data Repository will not be affected by the deletion.

To create a Document Share:

1. Go to Data Tools & Services and click **Data Repository**.
2. Click **Configure**.
3. Click on the **Manage Document Shares** tab.
4. Click on the **Create Share** icon.
5. Enter a name for your Document Share Rule.
6. Do one of the following:
 - Select **Share to Folders** to route documents within your Data Repository Select the destination for your shared documents.
 - Select **Share to Partners** to route documents to your Business Partners. Select your Business Partners / VAS Subscriptions to share documents specific to this Document Share Rule.
7. Configure the Folders and Document Types of documents you want to share.
8. Click **Submit**.

About the Networked Trade Platform

The Networked Trade Platform is a trade info-ecosystem that provides the foundation for Singapore to be the world's leading trade, supply chain and trade financing hub. To find out more, visit www.ntp.gov.sg.