

Verification of the Validity of an Electronic Licence/Permit

1

Trade Single Window

Verification of the Validity of an Electronic Licence/Permit

Electronic User Manual

2

Registered Trade Single Window user can verify the validity of the electronic licence/permit via the following methods:

- (i) input the Validation Code; or
- (ii) scan the QR code.

3

(i) Input the Validation Code

4

Click the “search” icon or search bar to check licence validity after login

5

Input the 8-digit alphanumeric Validation Code and click “Submit”

(Note: the Validation Code is case sensitive)

6

(ii) Scan the QR code

7

Scan the QR code by using electronic device such as mobile phone

8

Log in to the system

9

The Validation Code will be read automatically.

Click “Submit”.

10

Case 1: Valid Validation Code

The trade document will be opened for checking

(Note: the Validation Code is case sensitive)

11

Case 2: Incorrect Validation Code

An alert message will be shown.

User should check the input Validation Code.

(Note: the Validation Code is case sensitive)

12

Case 3: Expired Validation Code

An alert message will be shown if the trade document has expired

(Note: the Validation Code is case sensitive)

13

Case 4: Invalid Validation Code

An alert message will be shown if the trade document is cancelled in the system

(Note: the Validation Code is case sensitive)

14

Trade Single Window

End of Chapter

Electronic User Manual