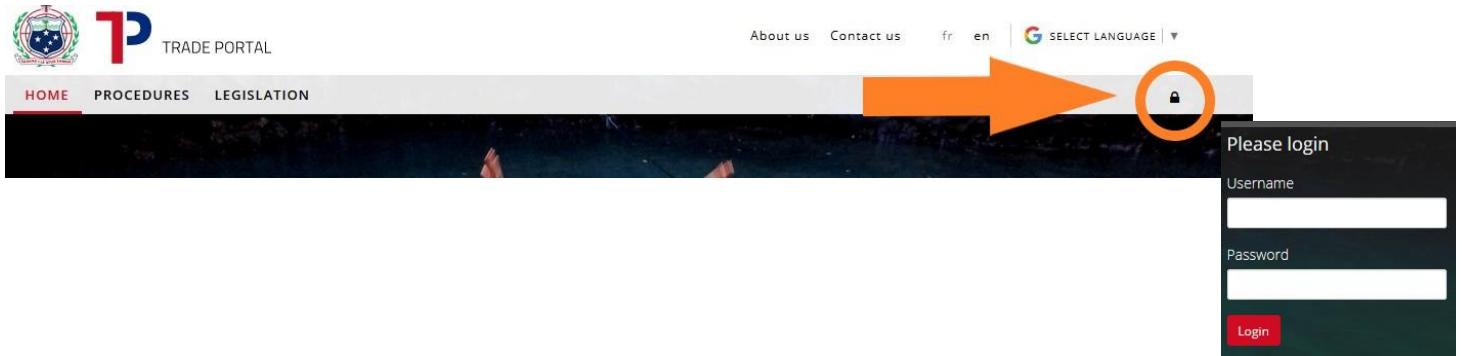
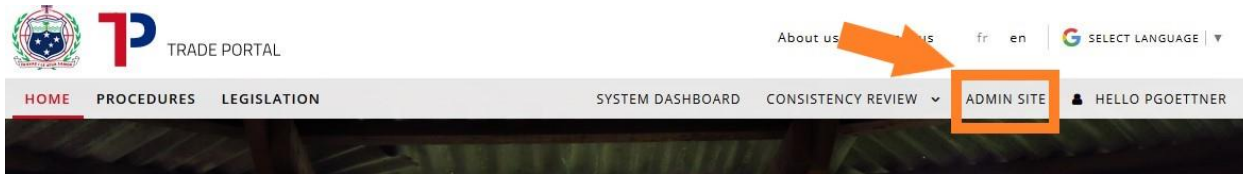


How to log-in to the trade portal?

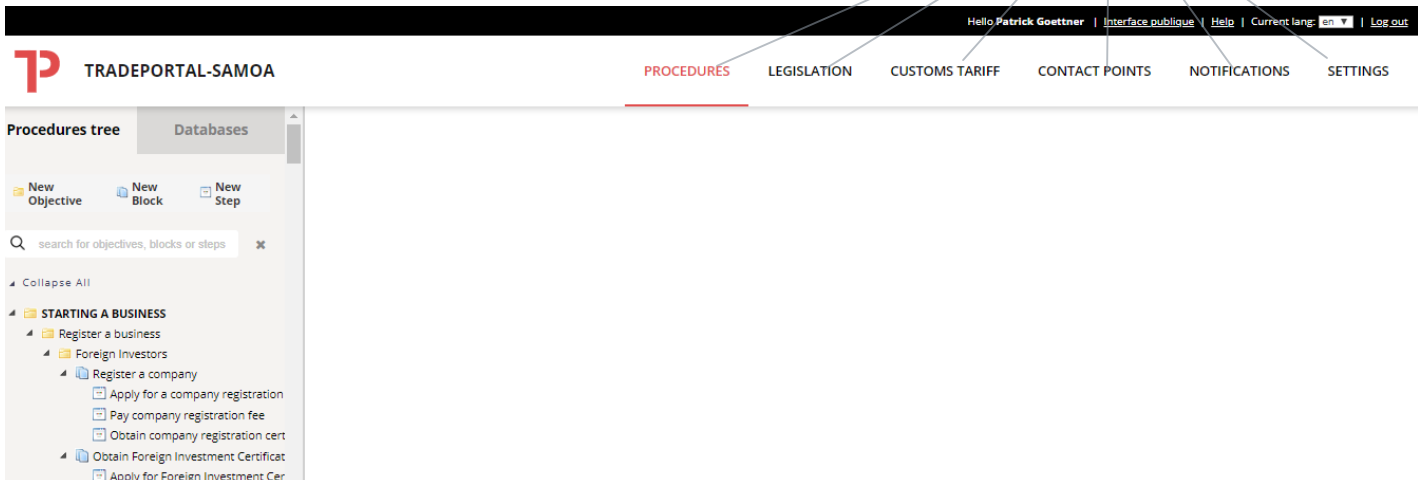
- 1) If you access the page of your national trade portal (<https://country.tradeportal.org>, <- substitute "country" with the name of your country, e.g. <https://nauru.tradeportal.org> or <https://kiribati.tradeportal.org>), click on the lock symbol in the upper right hand corner to enter your user name and password:



- 2) Once you clicked on “**Login**”, you will see that different options appear on the top of the page. Click on “**Admin Site**”, and the internal admin site will open up in a new tab of your web browser.

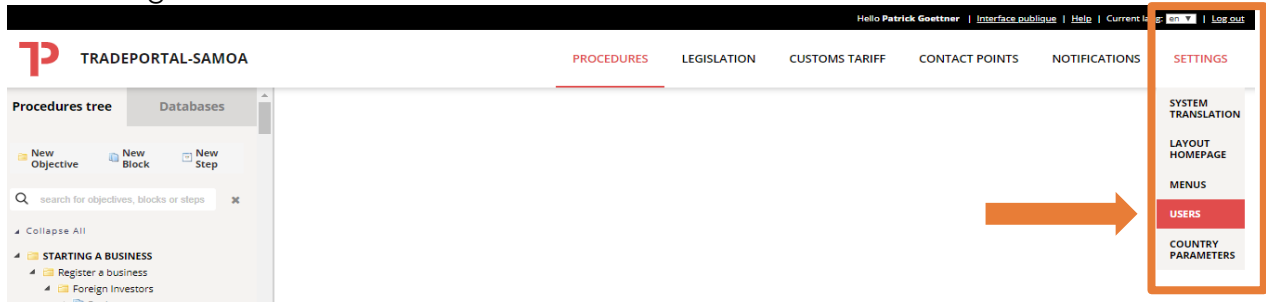


- 3) Once you’re logged in you will see the following start screen with the **different options** that give you access to the different parts of the trade portal.
(e.g. “Legislation” where you can upload/modify legislation)

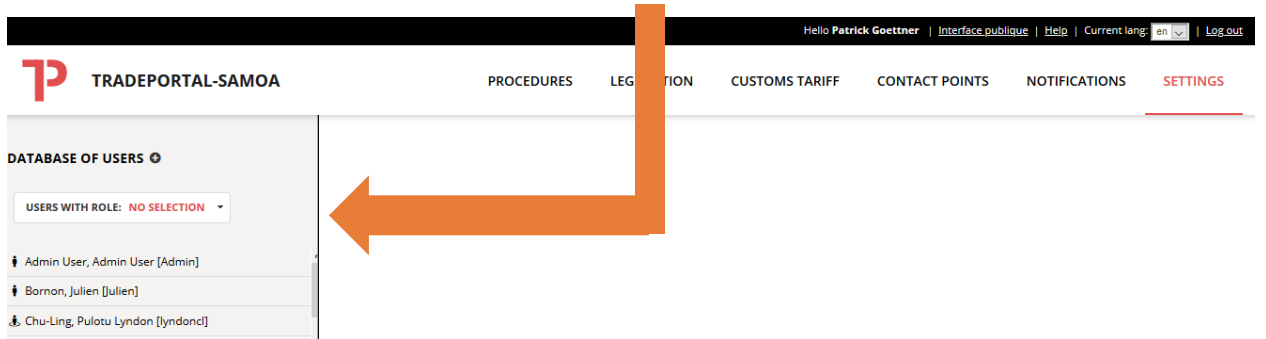


How to create/modify a user?

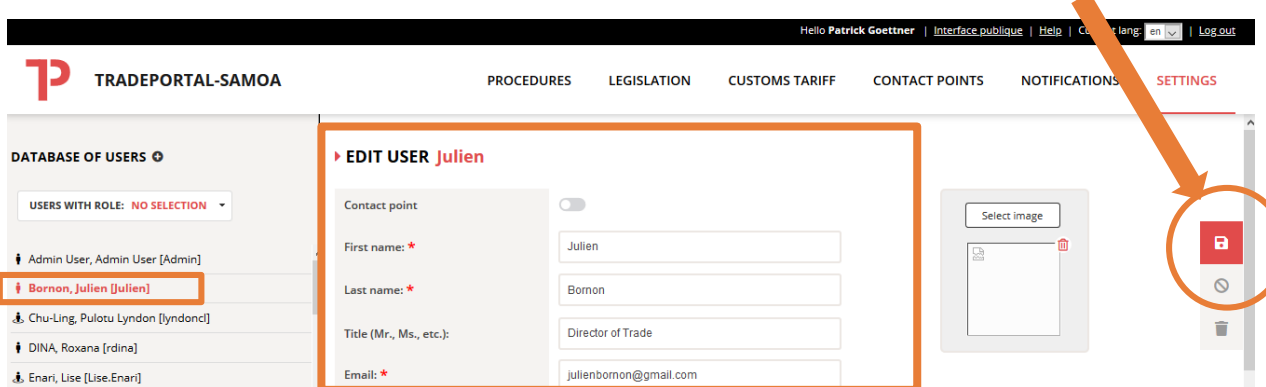
1) On the Admin main site, click on **“Settings”**, than **“Users”** to access the user management section on the right-hand side.



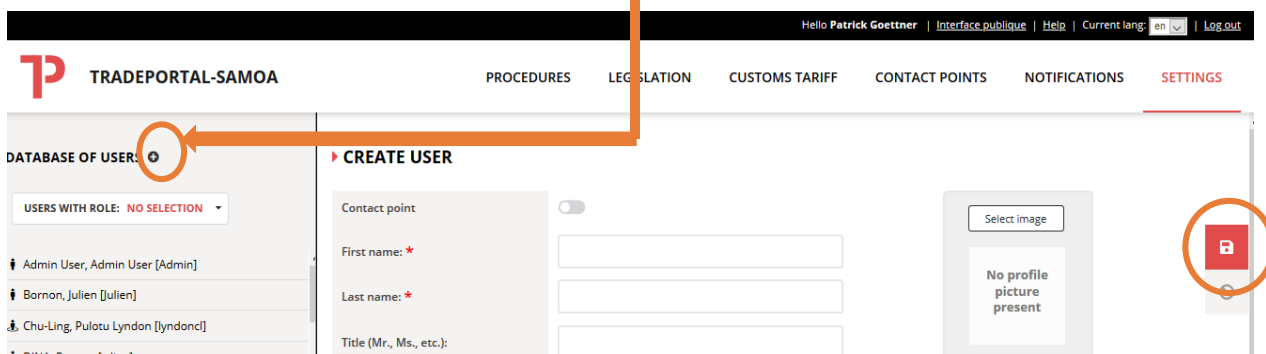
2) The following overview will show, with a *database of existing users* on the left-hand side



3) If you click on the name of one of the users, you can **modify the details** (e-mail, admin rights,...) of the respective user. To save your changes, click on the red disk button



4) To **create a new user**, click on the plus **+** on the left hand side. Fill in all the details and select **“Admin – Administrators”** as **“User Role”** if you want to give the user editing& uploading rights. Make sure to save your changes by clicking



How to modify an existing procedure?

- 1) If you click on **“Procedures”**, you will see an overview of the different procedures and steps on the left-hand side

Note: It is helpful to check on the public page which procedure/product/steps you want to modify. Choose the right category (e.g. *Import*), the right product (e.g. *Vehicles*) and the corresponding step you want to modify (e.g. *Obtain Customs Inspection*). Scroll down on the left-hand side and find the respective correct step

- 2) Click on the respective **Step** that you want to modify (e.g. *Pay company registration fee* or *Obtain Customs Inspection- Import Vehicles*)
- 3) Once you click on the step, you'll see on top of the page the **different categories** (*Contacts, Results, Requirements, etc.*) that you can modify. These **categories** correspond to the ones you see on the public page.

Public Page:

2 Pay company registration fee (last modified: 24/10/2019)

Contact details

Entity in charge: MINISTRY OF COMMERCE, INDUSTRY AND LABOUR
ACC House 3+4th Floor, Apia PO Box 862
Tel: +685/20441
Tel. 1: +685 20443
Email: mpal@mcil.gov.ws
Website: https://www.mcil.gov.ws/
Directions: Google maps

Unit in charge: CASHIER OFFICE- MINISTRY OF COMMERCE, INDUSTRY AND LABOUR (4TH FLOOR)
Mon: 09:00-16:00
Tue: 09:00-16:00
Wed: 09:00-16:00
Thu: 09:00-16:00
Fri: 09:00-16:00
Sat: closed
Sun: closed

- 4) **Choose the category** (e.g. *Contact*) you want to modify and click on it to see all the details

Entity In Charge

Ministry of Commerce, Industry and Labour

Address: ACC House 3+4th Floor
City: Apia
ZipCode: PO Box 862
Country: Samoa
Phone: +685/20441
Fax: +685 20443
Email: mpal@mcil.gov.ws
Website: https://www.mcil.gov.ws/
Working hours: Monday-Friday: 09:00-17:00
Saturday-Sunday: closed

Expected results

OFFICIAL RECEIPT
Payment Receipt (filled and stamped)

Requirements

1. Payment Form for RCIP Division (filled) (original)

5) You can modify any detail of your chosen step by clicking on **“Edit”** or **pencil symbol**

Example 1 (with pencil symbol)

▶ **EDIT STEP Pay Company Registration Fee**

NAME	CONTACT	RESULTS	REQUIREMENTS	COST	DURATION	LEGAL SOURCE	ADDITIONAL INFO	RI
Section visibility:		<input checked="" type="checkbox"/>						
Has costs:		<input checked="" type="checkbox"/>						
+ / or Value	Currency	Operator	Variable	Optional text	Average Value	Average value	Text	
↓ Local Company								
↓ +	250.0000	WST	none	Company Registration Fee	0.0000			
↓ Overseas Company								
↓ or	300.0000	WST	none	Registration Fee for Overseas Company	0.0000			

[add cost](#) [add separator](#)

Example 2 (with **“Edit”**)

TRADEPORTAL-SAMOA

PROCEDURES LEGISLATION CUSTOMS TARIFF CONTACT POINTS NOTIFICATIONS SETTINGS

▶ **EDIT STEP Pay Company Registration Fee**

NAME CONTACT RESULTS REQUIREMENTS **COST** DURATION LEGAL SOURCE ADDITIONAL INFO RECOURSE

Section visibility:

Entity In Charge

Ministry of Commerce, Industry and Labour

[edit](#) [remove](#) [select new](#)

Address : ACC House 3+4th Floor
 City : Apia
 ZipCode : PO Box 862
 Country : Samoa
 Phone : +685/20441
 Fax : +685 20443
 Email : mpal@mcil.gov.ws

6) **Save any changes** by clicking on Save (the red disk button on the right side)

7) To also **Publish the changes on the public website** and once you double checked that the modified information is correct, click on (thumbs-up button)



For more detailed information about each category and your modifying options, please have a look at the **Online Trade Portal Manual** - <https://help.eregulations.org/> (Log in with the following User: unctad, Password: simple)

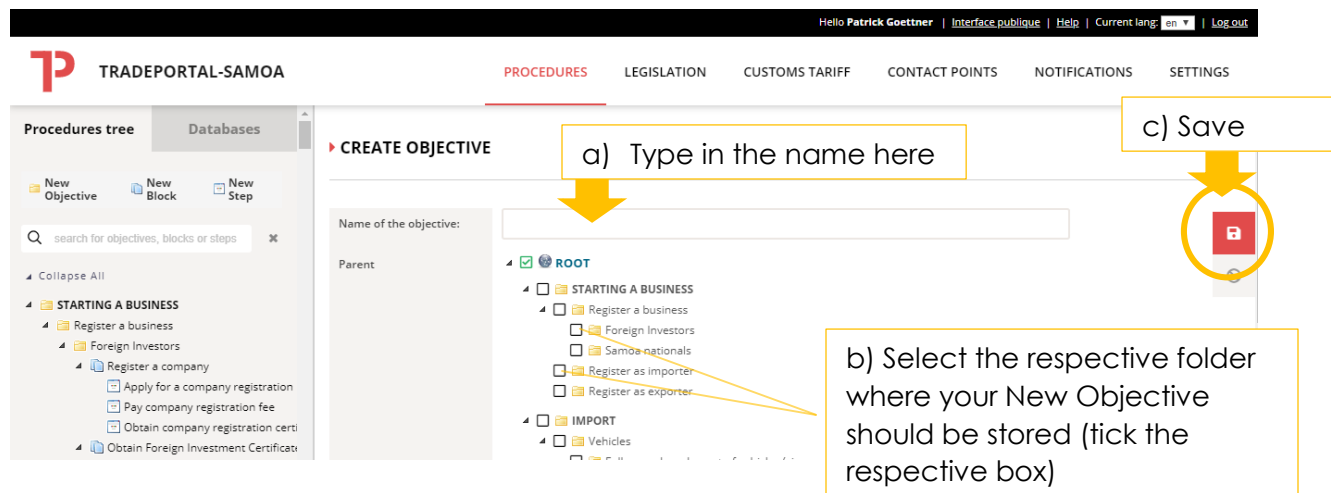
How to create a new procedure?


- 1) **Structure your procedure first** to make sure that you capture all the steps that a user has to do to achieve a certain objective (e.g. *Register a business*). Each procedure consists at least of one objective, one block and one step. First, click on the **Procedure tab**. On the left hand side you will see an overview of the existing procedures as well as the buttons to create new procedures





- 2) **Create a New Objective:** An **objective** is an overarching goal or operation that traders/investors want to achieve (e.g. *Register a business* or *Import plant products via the seaport*). In the system, an objective is a folder in the tree of objectives with sub-folders, blocks and steps.


In order to **Create a “New Objective”**, click on . Type in the name of the objective and select the folder (=tick the respective box) where your new objective should be stored (e.g. under “Starting a Business” or “Import”). Save by clicking on .



- 3) **Create a “New Block”**: Often there is a long list of steps to complete an objective, this makes it difficult to understand the procedure. **Blocks** group the steps that are related to each other (e.g. as they take place in the same institution) and make the procedure more easily understandable. In order to **Create a “Block”**, click on 


Type in the name of the objective and select the folder/procedure (=tick the respective box) where your new block should be stored (e.g. under “Starting a Business” or “Import”). Save by clicking on 

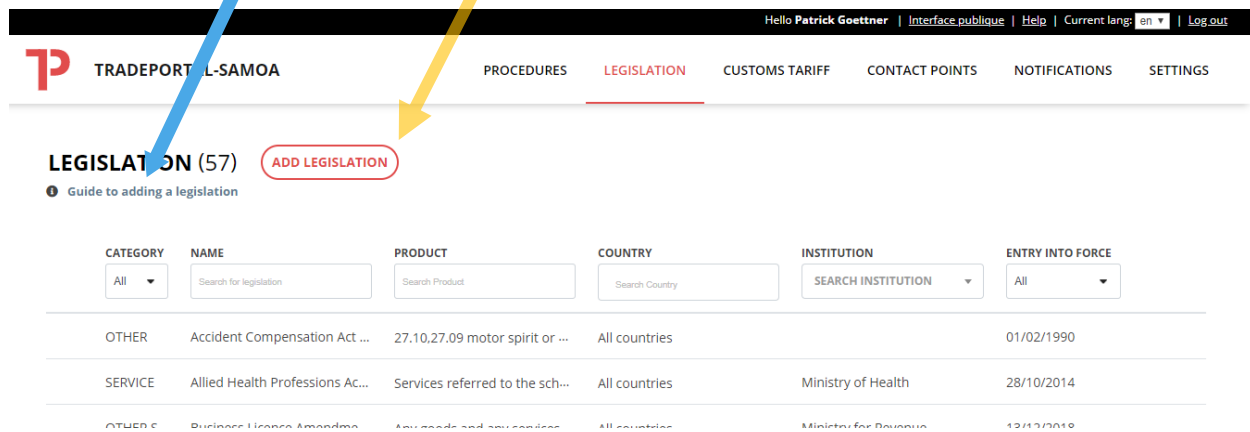
- 4) **Create a “New Step”**: A **step** is any necessary interaction between the user and the institution. In order to **Create a “New Step”**, click on 

Type in the name of the objective and select the corresponding block (=tick the respective box) where your new step should be stored (e.g. under “Obtain Customs Clearance” or “Pay Wharfage Fees”). Save by clicking on . If a procedure consists of several steps you can add any additional step in the same fashion (make sure to save it in the correct objective/block).

- 5) Once the step is created, you can **enter the details of the step**. Make sure to enter only steps that are important from a user perspective (not internal steps. To modify the steps, please have a look above on the information on "[How to modify an existing procedure?](#)". Make sure to **save** and **publish any changes** so that they appear on the public website of the trade portal

How to upload/modify legislation?

- 1) After log-in to the Trade Portal, click on the **Legislation** tab. You can **either modify existing legislation** by clicking on the pencil symbol close to the name () or **add new legislation** (click on the respective button). If you need further guidance, please look at the [guide](#) that gives you step-by-step support on how to upload




HELLO Patrick Goettner | Interface publique | Help | Current lang: en | Log out

TRADEPORTAL-SAMOA

PROCEDURES **LEGISLATION** CUSTOMS TARIFF CONTACT POINTS NOTIFICATIONS SETTINGS

LEGISLATION (57) [ADD LEGISLATION](#)

 [Guide to adding a legislation](#)

CATEGORY	NAME	PRODUCT	COUNTRY	INSTITUTION	ENTRY INTO FORCE
All	<input type="text" value="Search for legislation"/>	<input type="text" value="Search Product"/>	<input type="text" value="Search Country"/>	SEARCH INSTITUTION	All
OTHER	Accident Compensation Act ...	27.10.27.09 motor spirit or ...	All countries		01/02/1990
SERVICE	Allied Health Professions Ac...	Services referred to the sch...	All countries	Ministry of Health	28/10/2014
OTHER	Business Hours Amendme...	Amended business hours	All countries	Ministry for Revenue	12/12/2018