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**Guidelines for establishing single submission portal of  
international trade**

国际贸易单一提交门户建立指南

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### Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

Please note that some of the contents of this document may involve patents. The issuing organization of this document does not assume the responsibility for identifying patents.

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### Introduction

The Single Submission Portal (SSP) enables traders to communicate with governments and other parties in a unified format, including transportation, logistics, finance and other inter-enterprises.

It also facilitates small and medium-sized enterprises to submit transaction data, enhances their compatibility with the single window, and helps enterprises and governments save costs.

This document mainly refers to Recommendation No. 37, "Single A submission portal.

Guidelines for establishing a single submission portal for international trade

## 1 Scope

This document provides the relationship between the International Trade Single Submission Portal and the Single Window, their main functions, the services they provide, and the main factor.

This document is applicable to the construction of a single submission portal by China's international trade service providers, such as port community systems, cargo manifest automation systems, system, customs clearance management system, freight forwarding system, and comprehensive international trade service system for small and medium-sized enterprises.

## 2 Normative references

This document has no normative references.

## 3 Terms and definitions

The following terms and definitions apply to this document.

### 3.1

A single access point that allows traders to exchange information related to specific activities in a standard format with interested parties, including government agencies.

### 3.2 Single window singlewindow; SW

All parties involved in trade and transport submit standard information and documents that meet all import, export and transit regulatory requirements at a single registration point. A measure of proof.

Note. If it is an electronic message, all data only need to be submitted once.

[Source. GB/T 36597-2018, 2.1, modified]

### **3.3 [Source. GB/T 39458-2020, 2.22]**

A party involved in the international transport of goods that has been approved by domestic customs agencies as meeting World Customs Organization or equivalent supply chain security standards.

Note. AEOs may include manufacturers, importers, exporters, brokers, carriers, aggregators, middlemen, ports, airports, terminal operators, integrated operators, Warehouses, distributors and freight forwarders. AEO operates within the WCOSAFE standard framework.

## **4 Relationship between the Single Submission Portal and the Single Window**

The Single Submission Portal (SSP) covers business-to-business (B2B) processes such as contracting for transport, logistics and financial services.

Users can usually cooperate with a single window (SW) or carry out business-to-government (B2G) information exchange within the scope of a single window to further serve trade.

The single submission portal and the single window should exchange information through B2G, and establish a interconnected.

Figure 1 shows the difference between a single window and a single submission portal. The single window provides information exchange for B2G, G2B and G2G transactions.

The single submission portal provides services for B2B transactions, as well as B2G and G2B transactions.