

# Online Short Term Pass Application Endorsement Guide

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## 1 Logging in

On Jurong Port home page, click on menu "Contact Us"  $\rightarrow$  "JP-Online" and you will be directed to screen as indicated in "Figure 2 JP Online Entry Point".



Figure 1 – Jurong Port Home Page

	About Us The Port General Cargo Bulk Cargo Containers Systems/Equipment Our Partners Contact U
CONTACT US	JP – Online Click here to login to JP-Online Click here to access JP-Pass.
Home	
JP - Online	JP-Online is a front-end portal that provides customers the ease and convenience to carry out online electronic transactions. These include container tracking, berth applications, vessel scheduling, bookings and
Feedback	listings, among others.
Job Opportunities	
Contacts	The portal is linked to PSA Corporation's Portnet which allows integration and flow of necessary information and containers between the two port operators. It is also hyperlinked to relevant government offices. Shipping lines enjoy expanded facilities on JP-Online with a three-way information exchange (Maritime and
	Port Authority of Singapore - Jurong Port - PSA Corporation) of Dangerous Goods (DG). This streamlines the DG approval process and enhances the Inter-Terminal Haulage transfers of DG containers between the two Singapore port operators.
	JP-Online allows customers quick and easy access, placing our entire logistics and transportation resources at the partners' fingertips. EDI solutions are also available for customers who require better integration with their systems. Available 24 hours a day, JP-Online allows customers to be in better control of shipments, from planning to vessel operations and departure, with just a click of the mouse.

Figure 2 – JP Online Entry Point

Click on the "Click here to login to JP-Online" link and you will be directed to JP Online home page.

	1		
	MELC	OME TO JP-ONLINE	
LOGIN HERE			
			FIRE & SAFETY DEPT
LOGIN HERE	ANNOUN	ICEMENTS:	FIRE & SAFETY DEPT FIRE & SAFETY DEPT
	ANNOUN 15/08/2008	ICEMENTS: No. 52 of 2008 - SAFETY BULLETIN NO 13	
	ANNOUN 15/08/2008 15/08/2008	ICEMENTS: No. 52 of 2008 - SAFETY BULLETIN NO 13 No. 51 of 2008 - PM4 DECLARATION	FIRE & SAFETY DEPT

Figure 3 – JP Online Home Page

To log in JP Online, please enter your account and password and click the "Submit" button. Please note that the password is case sensitive.

To acquire a JPOnline account, please contact Jurong Port Pass Office.

## 2 Retrieve Short term pass applications

Upon logging into JPOnline, you will be directed to a list of announcement. To retrieve STP applications, please go to menu item Pass→Endorse Application as following:



Figure 4 – Endorse Pass Application Menu

Page 4

You will be directed to Endorse Pass Application query screen.

ID No. :	NRIC -		Application No :		
Pass Type :*	Please select	•	Company :	Please select	-

#### Figure 5 – Endorse Pass Application Query Screen

Please select "Short term pass" from the dropdown list of "Pass Type". You can also enter ID Number, Application Number or Company to narrow the result list.

Pass	Application - List							
	Application No	Name of Applicant	ID No.	Employer Name	Pass Type	Purpose of Entry	Start Date	End Date
	STP091100650	TE	S4303998E	FSD	STP	OTHERS: test	12112009	23112009
Che	ck All Approve Reject							

Figure 6 – Endorse Pass Application List Screen

## **3** Approve one application

There are two ways to approve a single application.

### 3.1 Option 1. View Details and then Approve

By clicking the link of Application No, you will be directed to Endorse Pass Application screen. All the information filled in by applicant shall be displayed. **Endorsement Guide** 

#### Endorse Pass Application

• Pass Applicant Information Type of Identity :* NRIC : Name : Date of Birth :(DDMMYYYY) Age: Have you been convicted of any	NRIC S00011234F RTEST 01011987 22 No	Display Name : Nationality : Gender :	Application Status: New Application Prior Expiry RTEST ANDORRA Male
criminal offence? : Contact Details Contact No : HP No : Home Address :	1	Pager No : Email Address : Fostal Code:	JADEHUANG@JP.COM.SG

#### Figure 7 – Endorse Pass Application View Detail Screen

On the bottom of this screen is the Other Information section. You can amend following information:

- Days
- Valid From Time
- Valid To Time

Other Information	
Duration Required :	4 🗸 day(s)
Valid From Date and Time :(DDMMYYYY HHMM)	07122009 1410
Valid To Date and Time :(DDNMYYYY HHMM)*	11122009 1410
Sponsor Action: *	Agree to Endorse O Do not agree to Endorse
	<b>^</b>
Sponsor Remarks :	
	Ψ.
(* Subject to approval by Pass Office)	
Both the sponsored company and the applicant are res	ponsible and reliable for using the Pass for all the Cargo-SST on-line transaction or activities
O Upload Documents	
There is no uploaded documents.	
Submit Undo Cancel	

#### Figure 8 – Endorse Pass Application Other Information Section

To approve the application, please check the radio button in front of "Agree to Endorse", key in remarks and click the "Submit" button.

For your convenience, you can click the "Undo" button to reset the fields you just filled in and the "Cancel" button to return to the list screen.

Upon approving, the applicant will be informed via email, similarly hereinafter.

## 3.2 Option 2. Approve on the list screen

On the list screen, you can approve an application by ticking the check box in front of it and clicking the "Approve" button.

Upon clicking the "Approve" button, a prompt message shall be displayed for you to confirm the action:

Pass	Pass Application - List							
	Application No	Name of Applicant	ID No.	Employer Name	Pass Type	Purpose of Entry		
	STP091200110	James Lim	Message from webpag	e 🛛 🔀	STP	Delivery		
<b>V</b>	STP091200120	Chin Wee			STP	Delivery		
Chec	Check All Approve Reject Are you sure to approve the application?			approve the application?				
			ОК	Cancel				

Figure 9 – Endorse Pass Application Prompt Message

The application shall be approved by clicking the "OK" button. By clicking the "Cancel" button, you'll be directed to the list screen without approving any application.

## 4 Approve several applications in a batch

You can also choose to approve several applications each time. On the list screen, you can do it by ticking several checkboxes in front of the applications to be approved and clicking the "Approve" button.

Upon clicking the "Approve" button, a prompt message shall be displayed for you to confirm the action:

	Application No	Name of Applicant	ID No.	Employer Name	Pass Type	Purpose of Entry
<b>V</b>	STP091200110	James Lim	Message from webpag	e 🛛	\$ STP	Delivery
<b>V</b>	STP091200120	Chin Wee	9		\$ STP	Delivery
Check All Approve Reject		Are you sure to				
			ОК	Cancel		

Figure 10 – Endorse Pass Application Prompt Message

The applications shall be approved by clicking the "OK" button. By clicking the "Cancel" button, you'll be directed to the list screen without approving any application.

For your convenience, you can click the "Check All" button to tick all the checkboxes and click the "Uncheck All" button to undo the ticking.

## 5 Reject one application

There are two ways to reject a single application, which are similar to the ways to approve.

## 5.1 Option 1. View Details and then Reject

By clicking the link of Application No, you will be directed to Endorse Pass Application screen.

To reject the application, please check the radio button in front of "Do not agree to Endorse", key in remarks and click the "Submit" button.

For your convenience, you can click the "Undo" button to reset the fields you just filled in and the "Cancel" button to return to the list screen.

Upon rejecting, the applicant will be informed via email, similarly hereinafter.

## 5.2 Option 2. Reject on the list screen

On the list screen, you can reject an application by ticking the check box in front of it and clicking the "Reject" button.

Upon clicking the "Reject" button, a prompt message shall be displayed for you to confirm the action:

	Application No	Name of Applicant	ID No.	Employer Name	Pass Type	Purpose of Entry
	STP091200110	James Lim	Message from webpag	e 🛛 🔀	STP	Delivery
<b>~</b>	STP091200120	Chin Wee	9		STP	Delivery
Chec	k All Approve Reject		Are you sure to	reject the application?		
			ОК	Cancel		

Figure 11 – Endorse Pass Application Prompt Message

By clicking the "Cancel" button, you'll be directed to the list screen without rejecting any application.

A new window shall pop up if the "OK" button is clicked. Please enter the remarks indicating the reason of rejection and click the "Submit" button to finish the action.

1 433	Application - List					
	Application No	Name of Applicant	C Reject Remarks - Windows Internet Explorer		Start Date	End Date
	STP091200110	James Lim		A	20122009	21122009
<b>V</b>	STP091200120	Chin Wee	Reject Remarks		25122009	27122009
Chec	k All Approve Reject		Remarks. :" Submit Clear	< X		

Figure 12 – Endorse Pass Application Reject Remarks Screen

## 6 Reject several applications in a batch

You can also choose to reject several applications each time. On the list screen, you can do it by ticking several check boxes in front of the applications to be rejected and clicking the "Reject" button.

Upon clicking the "Reject" button, a prompt message shall be displayed for you to confirm the action:

	Application No	Name of Applicant	ID No.	Employer Name		Pass Type	Purpose of Entry
<b>V</b>	STP091200110	James Lim	Message from webpag	ge 🛛	S	TP	Delivery
<b>~</b>	STP091200120	Chin Wee	<b>9</b>		S	TP	Delivery
Chec	k All Approve Reject		Are you sure to	reject the application?			
		ОК	Cancel				

Figure 13 – Endorse Pass Application Prompt Message

By clicking the "Cancel" button, you'll be directed to the list screen without rejecting any application.

A new window shall pop up if the "OK" button is clicked. Please enter the remarks indicating the reason of rejection and click the "Submit" button to finish the action.

Fass Application - List						
	Application No	Name of Applicant	C Reject Remarks - Windows Internet Explorer	🗖 🗖 🔀 V	Start Date	End Date
	STP091200110	James Lim			20122009	21122009
	STP091200120	Chin Wee	Reject Remarks		25122009	27122009
Chec	k All Approve Reject		Remarks. :" Submit Clear	× ×		

Figure 14 – Endorse Pass Application Reject Remarks Screen

For your convenience, you can click the "Check All" button to tick all the checkboxes and click the "Uncheck All" button to undo the ticking.

## 7 FAQ

## 7.1 How can I know if there are applications for me to endorse?

Each time an applicant submits an application needing endorsement from you, you will be informed via email. Please check your mail box regularly.