

User Manual

FTA Portal

Prepared for:

Cambodia Australia Partnership for Resilient Economic Development (CAPRED) Program

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1 Introduction

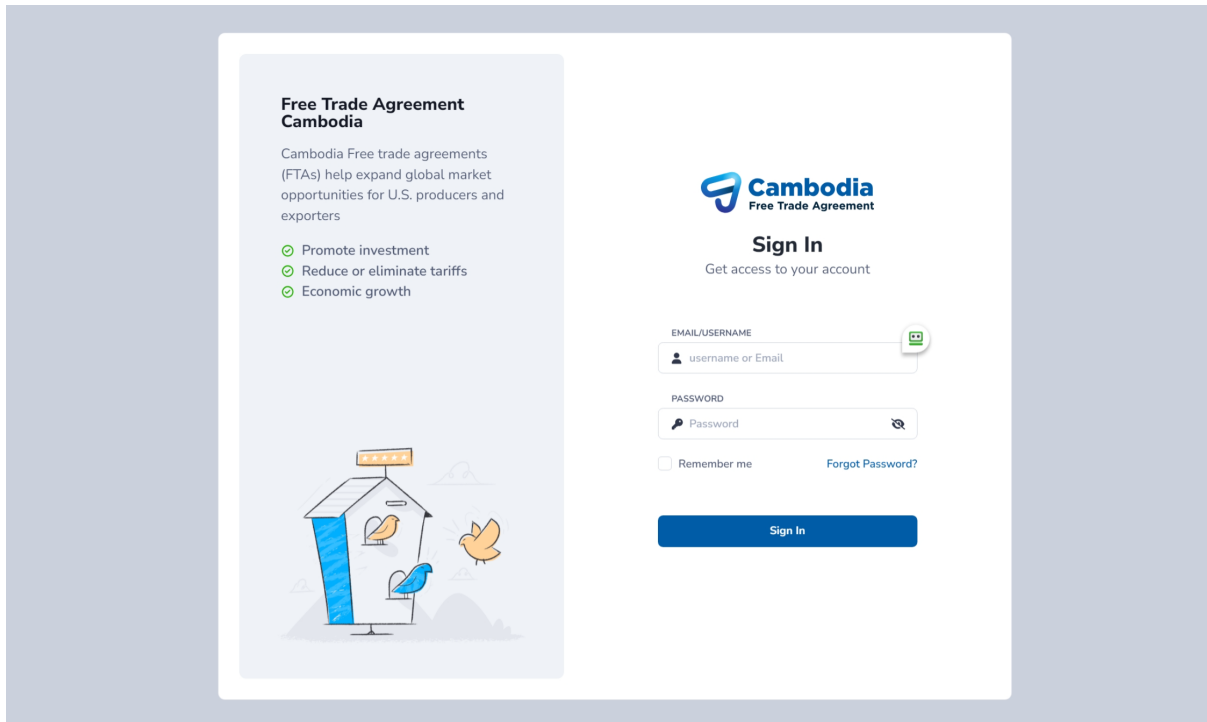
Welcome to the FTA Portal User Guide for Cambodia. This guide provides clear and concise instructions to help you navigate and utilize the portal effectively. The FTA Portal is designed to support businesses, government agencies, and other stakeholders in accessing key information, managing trade processes, and ensuring compliance with the regulations under Cambodia's Free Trade Agreements (FTAs). Whether you're submitting applications, tracking trade-related activities, or accessing important documents, this guide will walk you through each step to ensure a smooth and efficient experience. We hope this resource helps you maximize the benefits of the FTA Portal and supports your engagement with Cambodia's international trade initiatives.

This user guide is organized into the following sections to facilitate easy navigation for back-office users:

1. Login Page
2. Free Trade Agreement
3. Content Management System
4. User Management
5. Settings

2 Login Page

Admin users can log in to the system to access detailed information about the FTA, manage content, oversee user accounts, and update their settings and profiles. The login page for the Cambodia FTA Portal is displayed below.



3 Free Trade Agreement

This section allows you to manage all FTA-related contents.

3.1 FTA List

Admin users can view the list of all FTAs by clicking on "FTA List" in the sidebar menu.

The screenshot shows the Cambodia Free Trade Agreement (FTA) portal interface. On the left is a sidebar menu with categories: FREE TRADE AGREEMENT (FTA List, Add New FTA, Country), CONTENT MANAGEMENT SYSTEM (Pages, Home, Agreements, First Time Exporter, Preferential Treatment), USER MANAGEMENT (User List), and SETTINGS (General Settings, Profile). The main content area is titled "FTA List" and includes a "+ Add New FTA" button. It displays six FTA cards:

- ASEAN Trade In Good Agreement - ATIGA**: Cambodia, Indonesia, Laos, Myanmar, Malaysia, Philippines, Singapore, Thailand, Vietnam, Brunei Darussalam. Status: N/A Free Trade Agreement.
- ASEAN – Australia – New Zealand Free Trade Agreement - AANZFTA**: Australia, New Zealand, Cambodia, Indonesia, Laos, Myanmar, Malaysia, Philippines, Singapore, Thailand, Vietnam, string. Status: N/A Free Trade Agreement.
- ASEAN – China Free Trade Area - ACFTA**: China, Cambodia, Indonesia, Laos, Myanmar, Malaysia, Philippines, Singapore, Thailand, Vietnam, string. Status: N/A Free Trade Agreement.
- ASEAN – Japan Comprehensive Economic Partnership - AJCEP**: Cambodia, Indonesia, Laos, Myanmar, Malaysia, Philippines, Singapore, Thailand, Vietnam, string, Japan. Status: N/A Free Trade Agreement.
- ASEAN – Hong Kong, China Free Trade Area - AHKFTA**: Hong Kong, Cambodia, Indonesia, Laos, Myanmar, Malaysia, Philippines, Singapore, Thailand, Vietnam, string. Status: N/A Free Trade Agreement.
- ASEAN – India Free Trade Area - AIFTA**: India, Cambodia, Indonesia, Laos, Myanmar, Malaysia, Philippines, Singapore, Thailand, Vietnam, string. Status: N/A Free Trade Agreement.

3.2 Add New FTA

To add a new FTA, click on the **Add New FTA** button in the top right corner. A form will appear, and admin users can add all the details of the FTA. Click on **Publish Now** to save the data and publish it.

FREE TRADE AGREEMENT

- ➔ FTA List
- ➊ Add New FTA
- 🌐 Country

CONTENT MANAGEMENT SYSTEM

- 📄 Pages
- 🏠 Home
- 📑 Agreements
- 👤 First Time Exporter
- 🔗 Preferential Treatment

USER MANAGEMENT

- 👥 User List

SETTINGS

- ⚙️ General Settings
- 👤 Profile

⌵ Collapsed View

Add New FTA

✕ Cancel

📄 Publish Now



NAME * ABBREVIATION *

Agreements

INFORCE INFORCE DATE SCOPE TYPE

Certificate Provisions

CERTIFICATION None	EXEMPTION OF CERTIFICATION None	APPROVED EXPORTER None
COMPETENT AUTHORITY None	PERIOD OF VALIDITY None	RECORD KEEPING PERIOD None
THIRD PARTY INVOICING None	VERIFICATIONS None	PENALTIES None
ADVANCE RULINGS None	MINOR ERRORS None	APPEALS None
REFUND OF EXCESS DUTIES None	SUPPORTING DOCUMENTS None	

Origin Provisions

ACCUMULATION None	DI MINIMIS/TOLERANCE RULE None	ROLL UP None
DUTY DRAWBACK None	OUTWARD PROCESSING None	ACCESSORIES, SPARE PARTS AND TOOLS None
WHOLLY OBTAINED PRODUCTS None	NON-QUALIFYING OPERATIONS None	VALUE-ADDED CALCULATION None
INDIRECT MATERIALS None	DIRECT TRANSPORT None	PRINCIPAL OF TERRITORIALITY None
PACKAGING None	FUNGIBLE MATERIALS None	SETS None
		EXHIBITIONS None

FTA Description

[About This Agreement](#) [Key Benefits](#) [Information](#)

↩️ ↪️ B I U

Write a description here...

Resources

+ Add New

3.3 Edit FTA

Admin users can edit the FTA as well. To edit it, go to the FTA List and click on any one of the FTA. Users can click on the **Edit** button to edit the FTA and re-publish it.

The screenshot shows the Cambodia Free Trade Agreement portal. The header includes the logo and navigation icons. The sidebar on the left lists menu items under 'FREE TRADE AGREEMENT', 'CONTENT MANAGEMENT SYSTEM', 'USER MANAGEMENT', and 'SETTINGS'. The main content area features the title 'ASEAN Trade In Good Agreement - ATIGA' with a status bar indicating 'In Force', 'Free Trade Agreement', 'IN FORCE', and a date '2022-06-07'. Below this, there are three main sections: 'Certificate Provisions', 'Origin Provisions', and 'Resources'. Each section contains a table of specific provisions. A 'Delete' button is located in the top right corner of the main content area.

Certificate Provisions		
Exemption of Certification Included (Less Than \$200)	Approved Exporter Not Included	Period of Validity 12 Months
Record Keeping Period 3 Years	Third Party Invoicing Provided	Verifications Combined
Penalties Provided	Advance Rulings Provided	Minor Errors Provided

Origin Provisions		
Accumulation Diagonal	Di Minimis/Tolerance Rule Included (10%)	Accessories, spare parts and tools Included
Wholly Obtained Products Provided	Non-Qualifying Operations Provided	Value-Added Calculation Build Up/Build Down
Indirect Materials	Direct Transport	Principle of Territoriality

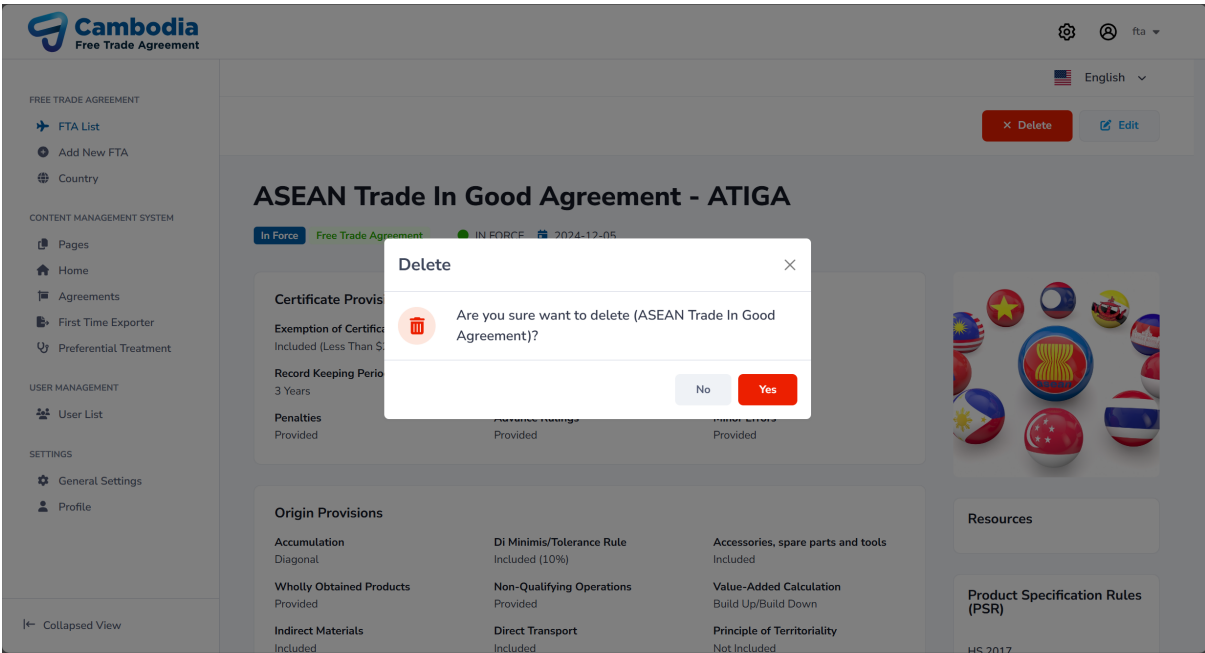
Resources

- ATIGA Legal Text
- ATIGA Trade In Good Full Legal Text
- ITA products_in_AHTN_2022
- Product Specific Rules

3.4 Delete FTA

Admin users have the option to delete the FTA as well. Users can click on the **Delete** button to delete it, and a confirmation dialog box will appear. Click **Yes** to confirm the deletion.

This screenshot is identical to the one above, showing the 'ASEAN Trade In Good Agreement - ATIGA' details page. The 'Delete' button in the top right corner is highlighted in red, indicating it is the focus of this section.



3.5 Country

List of Countries

Admin users can see a list of all the countries added to the FTA. Click on the Country to see the list of countries.

FREE TRADE AGREEMENT

- ➔ FTA List
- ➕ Add New FTA
- 🌐 Country

CONTENT MANAGEMENT SYSTEM

- 📄 Pages
- 🏠 Home
- 📑 Agreements
- 👤 First Time Exporter
- 🔗 Preferential Treatment

USER MANAGEMENT

- 👥 User List

SETTINGS









































- ⚙️ General Settings
- 👤 Profile

⌵ Collapsed View

Country List

🔍 Search By Name

+ Add New

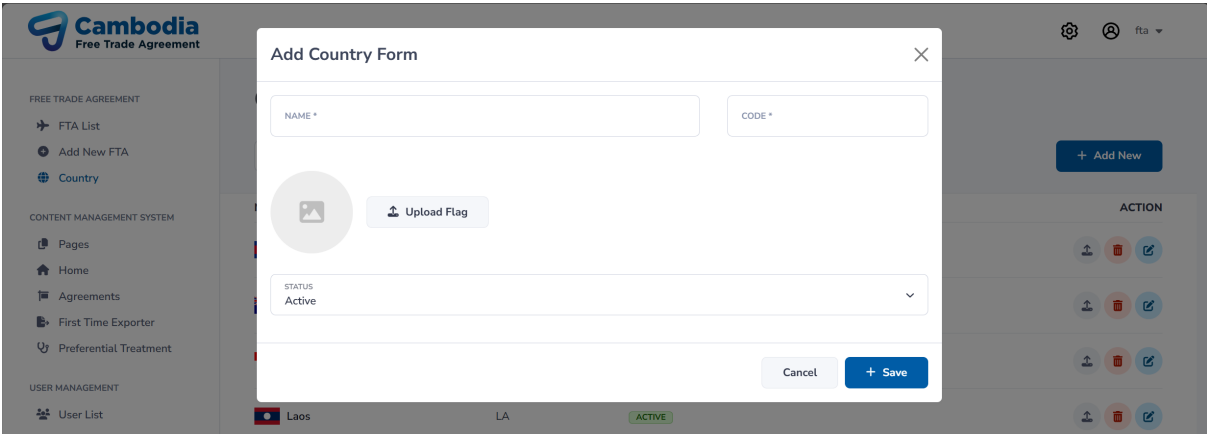
NAME	CODE	STATUS	ACTION
 Cambodia	KH	ACTIVE	  
 Australia	AU	ACTIVE	  
 Indonesia	ID	ACTIVE	  
 Laos	LA	ACTIVE	  
 Myanmar	MM	ACTIVE	  
 Malaysia	MY	ACTIVE	  
 New Zealand	NZ	ACTIVE	  
 Philippines	PH	ACTIVE	  
 Singapore	SG	ACTIVE	  
 Thailand	TH	ACTIVE	  

1 to 10 items of 21 [View all >](#)

< 1 2 3 >

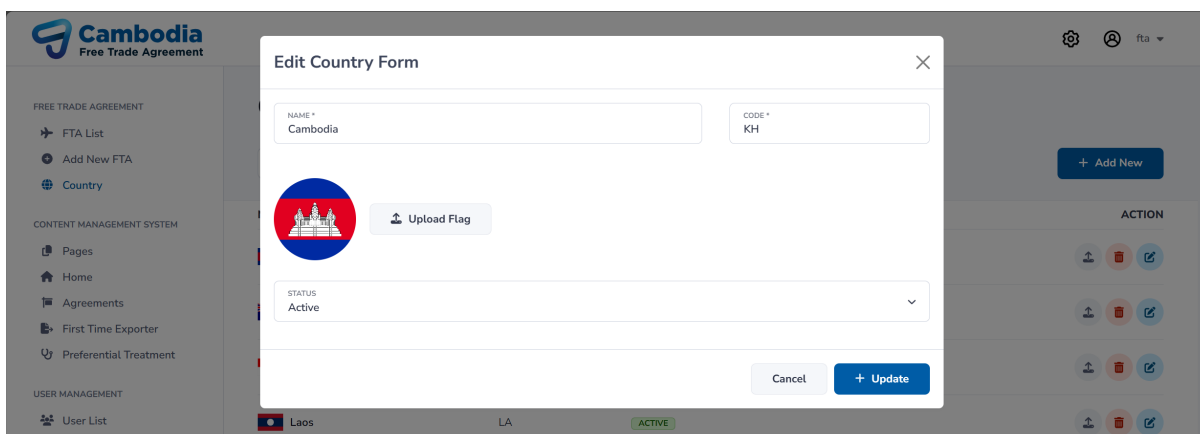
Add Country

Click on the Add New button to add a new country. Admin users can add a Name, Code, Upload Flag, and set the status of the country. Click on **Save** to add it.



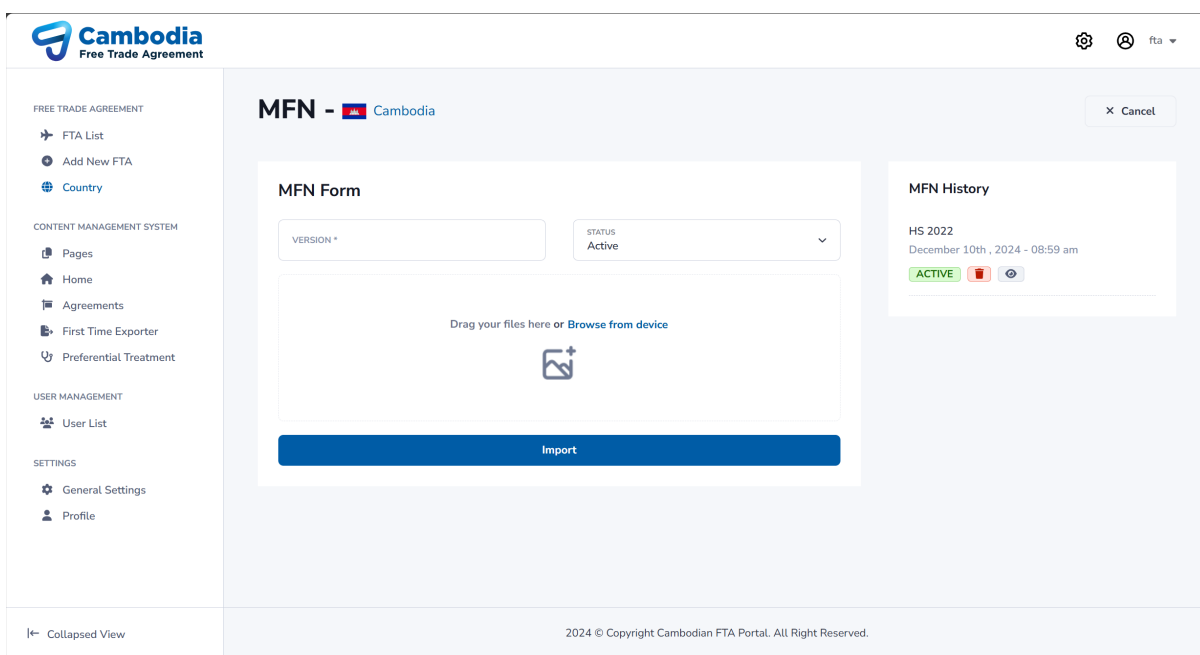
Edit Country

Click on the Edit icon on the list of countries to edit the country. Update the necessary fields and click on **Update**.



Upload MFN

To upload MFN, Click on the **Upload MFN** icon from the list of countries screen. Upload the necessary details and click on **Import** to save it. The MFN history will be shown on the right side of the screen.



Delete Country

Admin users can delete the country. Click on the **Delete** icon on the list of countries page, and a confirmation dialog box will appear. Click **Yes** to confirm the deletion.

Cambodia
Free Trade Agreement

Settings Profile fta

Country List

Search By Name + Add New

NAME	CODE	STATUS	ACTION
Cambodia			
Australia			
Indonesia			
Laos			
Myanmar	MM	ACTIVE	
Malaysia	MY	ACTIVE	
New Zealand	NZ	ACTIVE	
Philippines	PH	ACTIVE	

Delete ×

Are you sure want to delete?

No Yes

Navigation: FTA List, Add New FTA, Country, Pages, Home, Agreements, First Time Exporter, Preferential Treatment, User List, General Settings, Profile, Collapsed View

4 Content Management System

This section allows you to manage all content-related tasks.

4.1 Pages

Pages List

Admin users can see a list of all the pages on this screen. Click on the **Pages** menu on the sidebar to see it.

The screenshot shows the 'Pages' management interface. On the left is a sidebar with navigation menus: 'FREE TRADE AGREEMENT' (FTA List, Add New FTA, Country), 'CONTENT MANAGEMENT SYSTEM' (Pages, Home, Agreements, First Time Exporter, Preferential Treatment), 'USER MANAGEMENT' (User List), and 'SETTINGS' (General Settings, Profile). The main content area is titled 'Pages' and features a search bar 'Search By Title' and a '+ Add New Page' button. Below is a table listing pages with columns for 'TITLE', 'SLUG', and 'ACTION' (delete and edit icons). The table contains 10 entries: About Us, Frequently Asked Questions, Basic Information, User Guide, Rules of Origin, Cambodia Custom Guides, Site Glossary, Disclaimer, Privacy Policy, and Terms of Use. At the bottom, it shows '1 to 10 items of 10' and a pagination control with '1' selected. A footer note reads '2024 © Copyright Cambodian FTA Portal. All Right Reserved.'

TITLE	SLUG	ACTION
About Us	about-us	
Frequently Asked Questions	frequently-asked-questions	
Basic Information	basic-information	
User Guide	user-guide	
Rules of Origin	rules-of-origin	
Cambodia Custom Guides	cambodia-custom-guides	
Site Glossary	site-glossary	
Disclaimer	disclaimer	
Privacy Policy	privacy-policy	
Terms of Use	terms-of-use	

Add New Page

To add a new page, Click on the **Add New Page** button on the list page. Add the necessary details and press the **Save** button.

FREE TRADE AGREEMENT

- FTA List
- Add New FTA
- 🌐 Country

CONTENT MANAGEMENT SYSTEM

- 📄 Pages
- 🏠 Home
- 📁 Agreements
- 👤 First Time Exporter
- 🔄 Preferential Treatment

USER MANAGEMENT

- 👤 User List

SETTINGS


- ⚙️ General Settings
- 👤 Profile

⌵ Collapsed View

Add New Page

Cancel

Save



TITLE *

SLUG *

The title field is required.

↶ ↷ **B I U S** [List icons] [Link icon] **A** [Color picker] [Font size]

Write a description here...

Accordion Section

+ Add New

TITLE

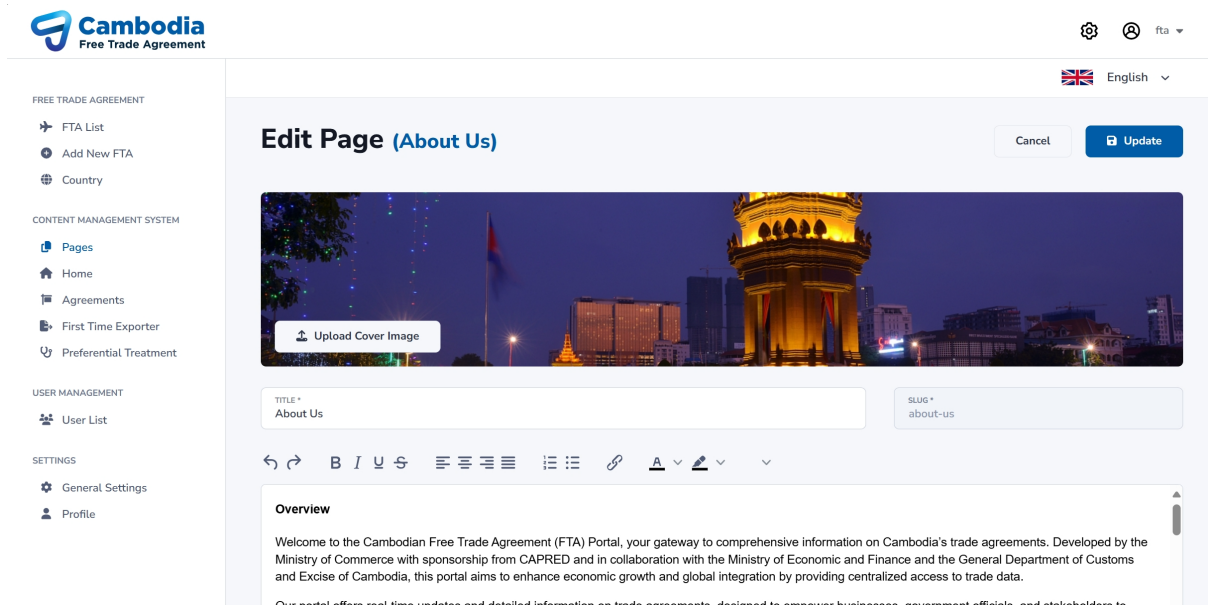
↶ ↷ **B I U S** [List icons] [Link icon] **A** [Color picker] [Font size]

Write a description here...

 Delete

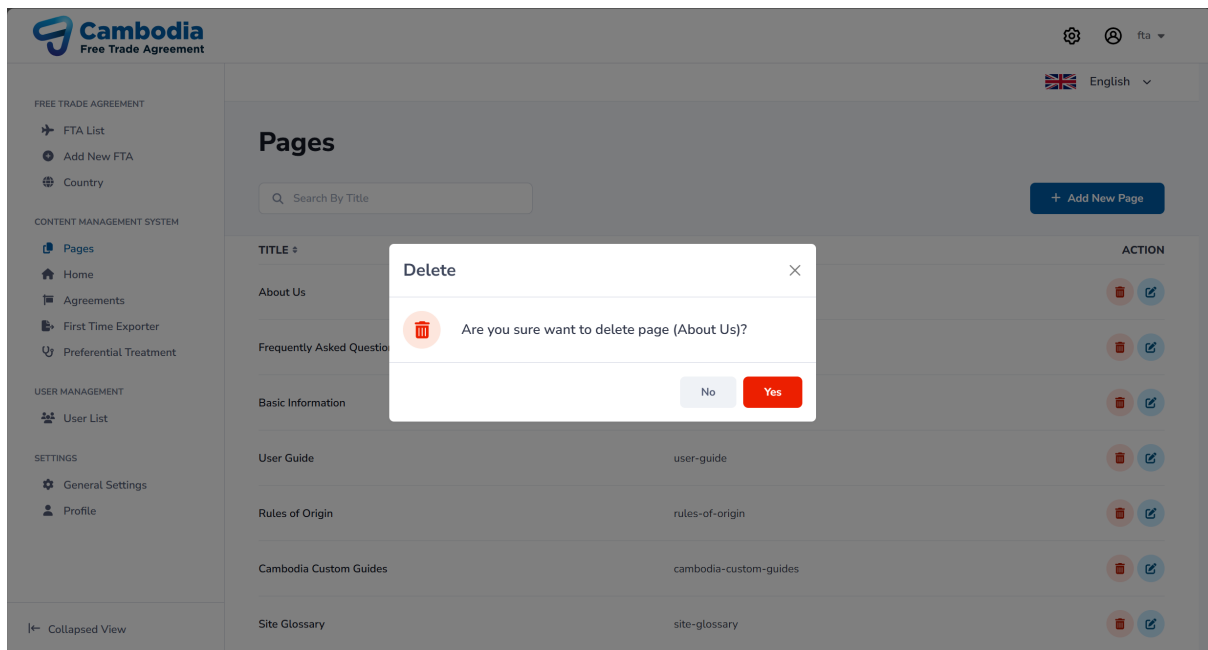
Edit Page

To edit the page, click on the Edit icon on the list of pages screen. Update necessary details and press the **Update** button.



Delete Page

Admin users can delete the page. Click on the **Delete** icon on the list of pages, and a confirmation dialog box will appear. Click **Yes** to confirm the deletion.



4.2 Home

Click on the **Home** menu on the left sidebar to change the home page contents. Users can edit the banner section, Keynote section, Platform Assistance Section, Video Section, and Export Section. Click on Update to save the contents.

FREE TRADE AGREEMENT

- FTA List
- Add New FTA
- 🌐 Country

CONTENT MANAGEMENT SYSTEM

- 📄 Pages
- 🏠 Home
- 📁 Agreements
- 📄 First Time Exporter
- 📄 Preferential Treatment

USER MANAGEMENT

- 👤 User List

SETTINGS

- ⚙️ General Settings
- 👤 Profile

← Collapsed View

Home Page

Update

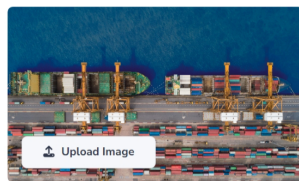
TITLE *
Home

SLUG *
home

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, text color, and background color.

Write a description here...

Banner Section



Upload Image

TITLE
Facilitating import and exports in Cambodia Free Tr

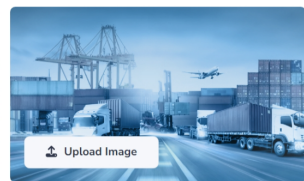
Delete



Upload Image

TITLE
Facilitating import and exports in Cambodia Free Tr

Delete



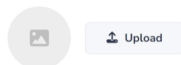
Upload Image

TITLE
Facilitating import and exports in Cambodia Free Tr

Delete

+ Add New

Keynote Section



Upload

TITLE
Empowering Cambodia's Global Reach: A Message from the Minister of Commerce

DESIGNATION
Her Excellency, Mrs CHAM Nimul

ORGANIZATION
Minister of Commerce

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, and more options.

Welcome to the Cambodian Free Trade Agreement Portal. This platform represents a significant step towards increasing our nation's global competitiveness and ensuring that all stakeholders—from small businesses to policymakers—have convenient, up-to-date access to vital trade information.

By bringing together resources on tariffs, rules of origin, and product-specific requirements, this portal empowers Cambodian enterprises to confidently navigate international markets and make informed decisions. It

Delete

+ Add New

4.3 Agreements

Click on the **Agreements** menu on the left sidebar to change the Agreement page contents. Users can update the FTA News and Updates section, FTA Partners, and Download section from this page. Click on Update to save the contents.

FREE TRADE AGREEMENT

- FTA List
- Add New FTA
- Country

CONTENT MANAGEMENT SYSTEM

- Pages
- Home
- Agreements
- First Time Exporter
- Preferential Treatment

USER MANAGEMENT

- User List

SETTINGS

- General Settings
- Profile

Collapsed View

Agreement Page

Update

TITLE *
Agreement

SLUG *
agreement

Write a description here...

FTA News and Updates

Upload

STATUS
News

TITLE

URL

Description

Write a description here...

Delete + Add New

FTA Partners

Upload

TITLE

URL

Description

Write a description here...

Delete + Add New

Downloads

TITLE

URL

Delete + Add New

4.4 First Time Exporter

Click on the **First Time Exporter** menu on the left sidebar to change the First Time Exporter page contents. Users can update the description and list of Steps with the necessary images and details from this page. Click on **Update** to save the contents.

FREE TRADE AGREEMENT

- FTA List
- ➕ Add New FTA
- 🌐 Country

CONTENT MANAGEMENT SYSTEM

- 📄 Pages
- 🏠 Home
- 📁 Agreements
- 📄 **First Time Exporter**
- 🔗 Preferential Treatment

USER MANAGEMENT

- 👤 User List

SETTINGS

- ⚙️ General Settings
- 👤 Profile

⏪ Collapsed View

First Time Exporter Page

🔄 Update

TITLE*
First Time Exporter

SLUG*
first-time-exporter

↶ ↷ B I U S [List Icons] [Link Icon] [Color Icon] [Font Icon]

The Free Trade Agreement Portal makes it easier for you to get information about Cambodia's FTAs, including how to use them and their benefits, especially for current or future exporters and importers of goods and services. Step by step guidance is on how to use this site is available here.

Cambodia currently has free trade agreements in force with Brunei, Australia, Canada, Chile, China, Cook Islands, Hong Kong, Indonesia, Japan, Kiribati, Laos, Malaysia, Mexico, Myanmar, Nauru, New Zealand, Niue, Peru, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Thailand, Tonga, Tuvalu, United States, Vanuatu, and Vietnam.

List of Steps



📄 Upload

STEP NO
1

TITLE
Register Your Business

URL
<https://www.w3.org/WAI/ER/tests/xhtml/testfiles/resources/pdf/dummy.pdf>

Description

↶ ↷ B I U S [List Icons] [Link Icon] [More Icon]

5. Obtain decision in 4 working days maximum. You may be asked for additional documents.
6. If approved, download and print 5 digital licenses/certificate and patent tax.
Please refer to the user guide:
How to Register Your Business Online via
<https://www.registrationsservices.gov.kh/wp-content/uploads/2020/06/User-Guide-Eng-1.pdf>

🗑️ Delete + Add New



📄 Upload

STEP NO
2

TITLE
Register for Exporting Under Preferences

URL
<https://www.w3.org/WAI/ER/tests/xhtml/testfiles/resources/pdf/dummy.pdf>

Description

↶ ↷ B I U S [List Icons] [Link Icon] [More Icon]




All exporters are required to manually register for exporting under preferences including FTA, GSP, and MFN Frameworks with the Department of Export Import, Directorate General of Trade Support Services, Ministry of Commerce.
For Qualified Investment Project (QIP) - The following documents are required:
1. Application Form
2. Letter from Council for the Development of Cambodia (CDC) on record of QIP (Certified Copy)
3. A Copy of the Application for QIP (with Company's Stamp)

🗑️ Delete + Add New






4.5 Preferential Treatment

Click on the **Preferential Treatment** menu on the left sidebar to change the Preferential Treatment page contents. Users can update the description and list of steps with the necessary images and details from this page. Click on **Update** to save the contents.

FREE TRADE AGREEMENT

-  FTA List
-  Add New FTA
-  Country



CONTENT MANAGEMENT SYSTEM

-  Pages
-  Home
-  Agreements
-  First Time Exporter
-  Preferential Treatment

USER MANAGEMENT

-  User List

SETTINGS

-  General Settings
-  Profile

Collapsed View

Preferential Treatment Page

 Update

TITLE *
Preferential Treatment

SLUG *
preferential-treatment



Guide to Obtain One

Duo Reges: constructio interrete. Ad corpus diceret pertinere-, sed ea, quae dixi, ad corpusne refert?

List of Steps



 Upload

STEP NO
1

TITLE
Determine the Relevant FTAs for Your Market

URL
Do ut odio eligendi

Description



Search for your target market in the Agreement tab or use the search tool at home page to find your product.

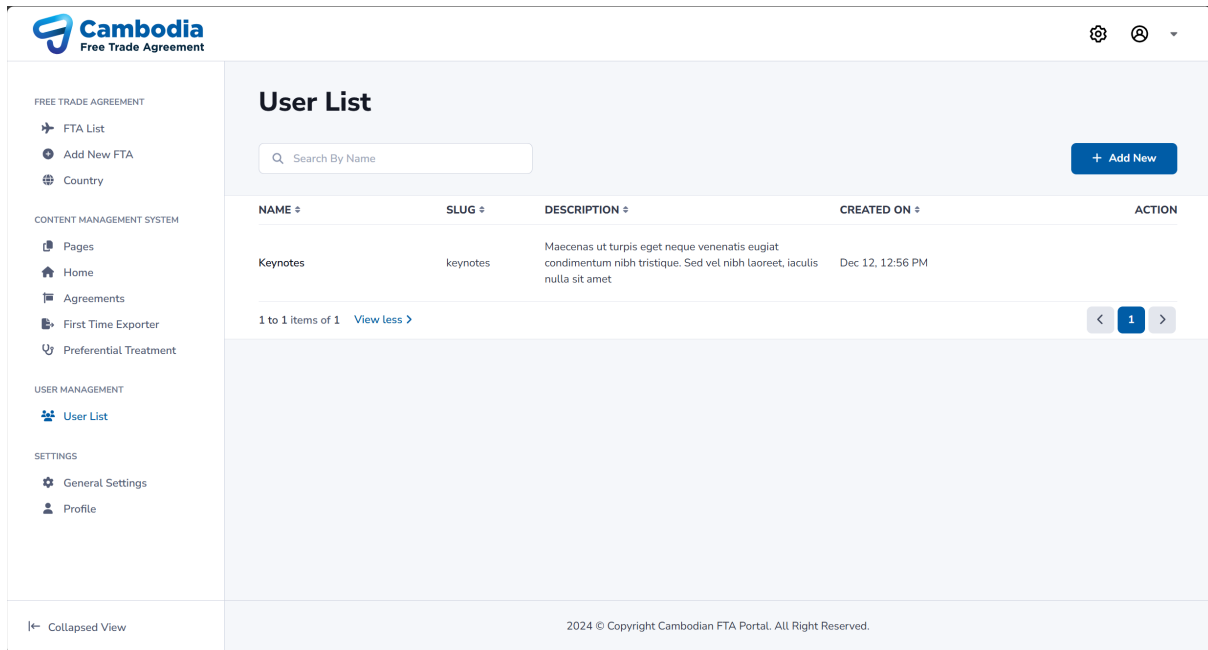
 Delete  Add New

Description

5 User Management

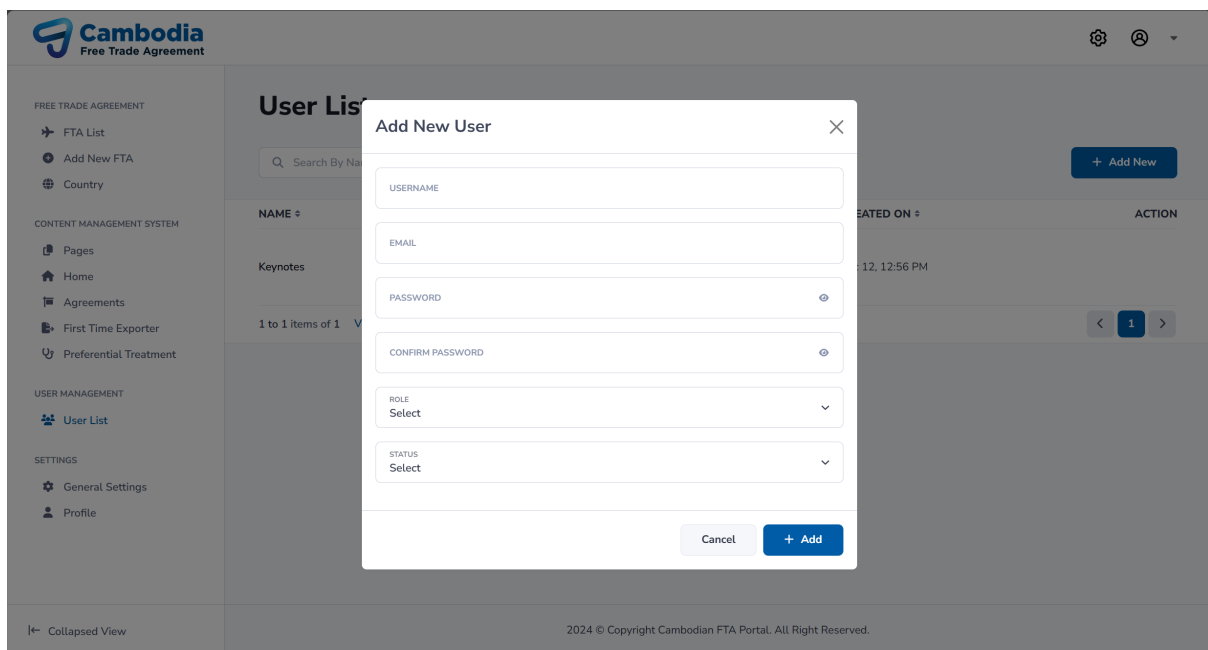
5.1 User List

Click on the **User List** menu on the left sidebar to see the list of all the users.



5.2 Add New User

Click on the **Add New** button to add a new user. Add username, email, password, roles, and status, then press the **Add** button to save it.



6 Settings

Various settings can be updated from this page.

6.1 General Settings

Click on the **General Settings** on the left sidebar menu, to see and update the general things of the pages. Admin users can update the company information, footer information, contact and support information, and social link information from this page. Click on **Save** once finalized, it will update on the frontend.

The screenshot shows the 'Settings' page for the Cambodia Free Trade Agreement portal. The page is divided into several sections for configuration:

- Company Information:** Includes a logo upload field (currently showing the Cambodia Free Trade Agreement logo) and a text field for 'COMPANY NAME' with the value 'Cambodia Free Trade Agreement'. A 'Save' button is located in the top right corner of this section.
- Footer Information:** Includes a logo upload field (currently showing a small logo) and a text field for 'COMPANY LOCATION' with the value 'Lot 19-61, MoC Road (113B Road), Turn in from Russian Blvd, Phum Teuk Thla'.
- Contact and Support:** Includes a text field for 'ADDRESS' with the value 'info-fta@moc.gov.kh' and a text field for 'PHONE' with the value '(+855)23 866 425'. A 'Delete' button is located to the right of the phone field.
- Social Links:** Includes two rows of social link configuration. Each row has a dropdown for 'SOCIAL TYPE' (currently 'Facebook' and 'LinkedIn') and a text field for 'URL' (both with the value 'https://www.facebook.com/'). A 'Delete' button is located to the right of each row.

The left sidebar menu contains the following items:

- FREE TRADE AGREEMENT
 - FTA List
 - Add New FTA
 - Country
- CONTENT MANAGEMENT SYSTEM
 - Pages
 - Home
 - Agreements
 - First Time Exporter
 - Preferential Treatment
- USER MANAGEMENT
 - User List
- SETTINGS
 - General Settings (selected)
 - Profile

The footer of the page contains the text: '2024 © Copyright Cambodian FTA Portal. All Right Reserved.'

6.2 FTA Setting

Click on the **FTA Settings** tab at the top of the General Settings page to see all the FTA and PSR types.

Cambodia
Free Trade Agreement

Settings

General Settings **FTA Settings** Language

FTA Type

+ Add FTA Type

Name	Status		
Bilateral, Country to Country	ACTIVE		
Plurilateral, Country to Country	ACTIVE		
Plurilateral, Country to Group	ACTIVE		
Plurilateral, Group to Group	ACTIVE		

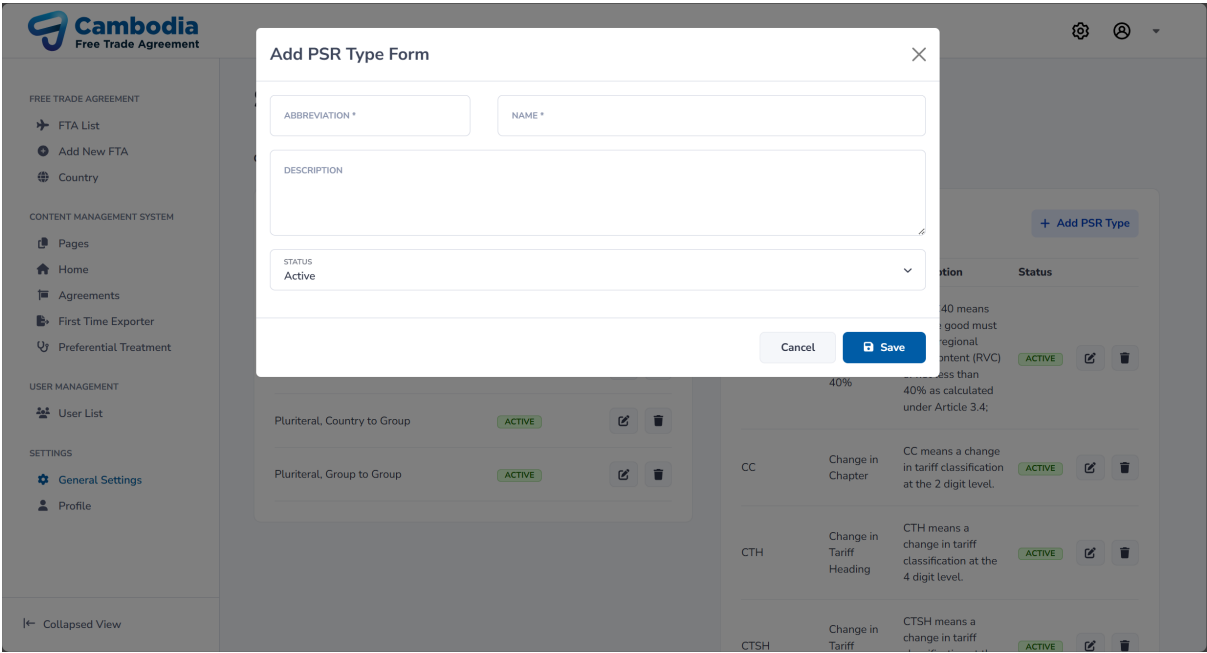
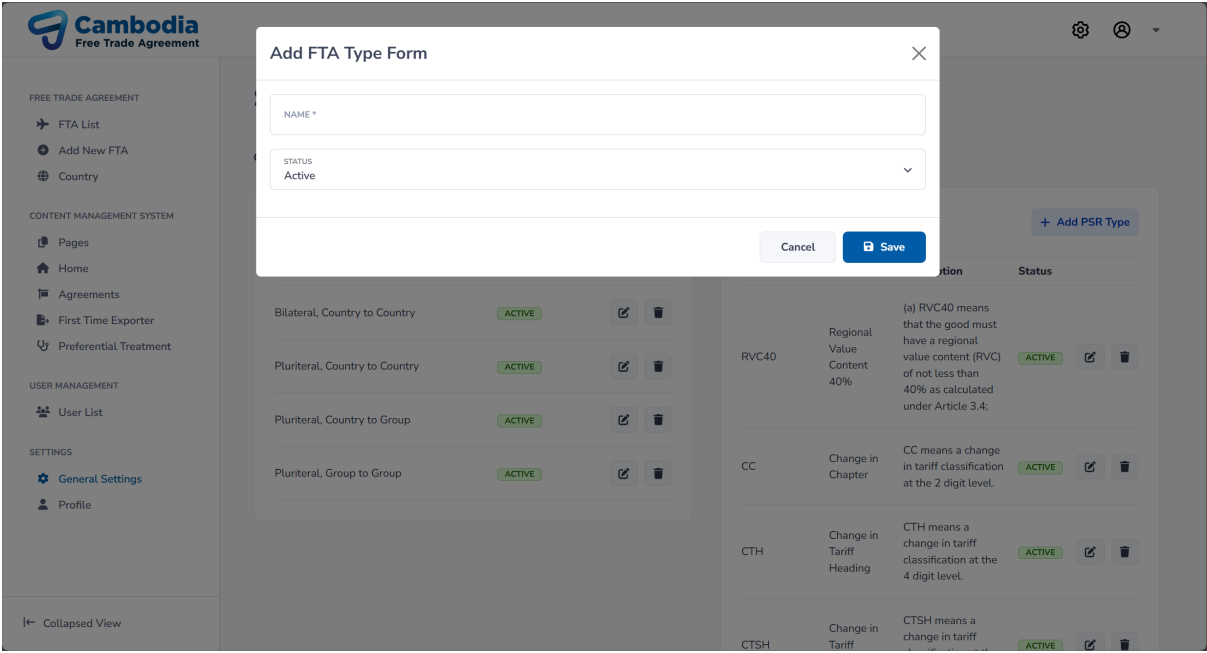
PSR Type

+ Add PSR Type

Abbreviation	Name	Description	Status		
RVC40	Regional Value Content 40%	(a) RVC40 means that the good must have a regional value content (RVC) of not less than 40% as calculated under Article 3.4;	ACTIVE		
CC	Change in Chapter	CC means a change in tariff classification at the 2 digit level.	ACTIVE		
CTH	Change in Tariff Heading	CTH means a change in tariff classification at the 4 digit level.	ACTIVE		
CTSH	Change in Tariff Subheading	CTSH means a change in tariff classification at the 6 digit level.	ACTIVE		
WO	Wholly Obtained	(e) WO means wholly obtained or produced in a Party as provided in Article 3.3. For greater certainty, where the rule for a good is WO, the good can still meet the requirements to be treated as an originating good by being produced in the territory of the exporting Party exclusively from originating materials, as provided Article 3.2.1(b).	ACTIVE		

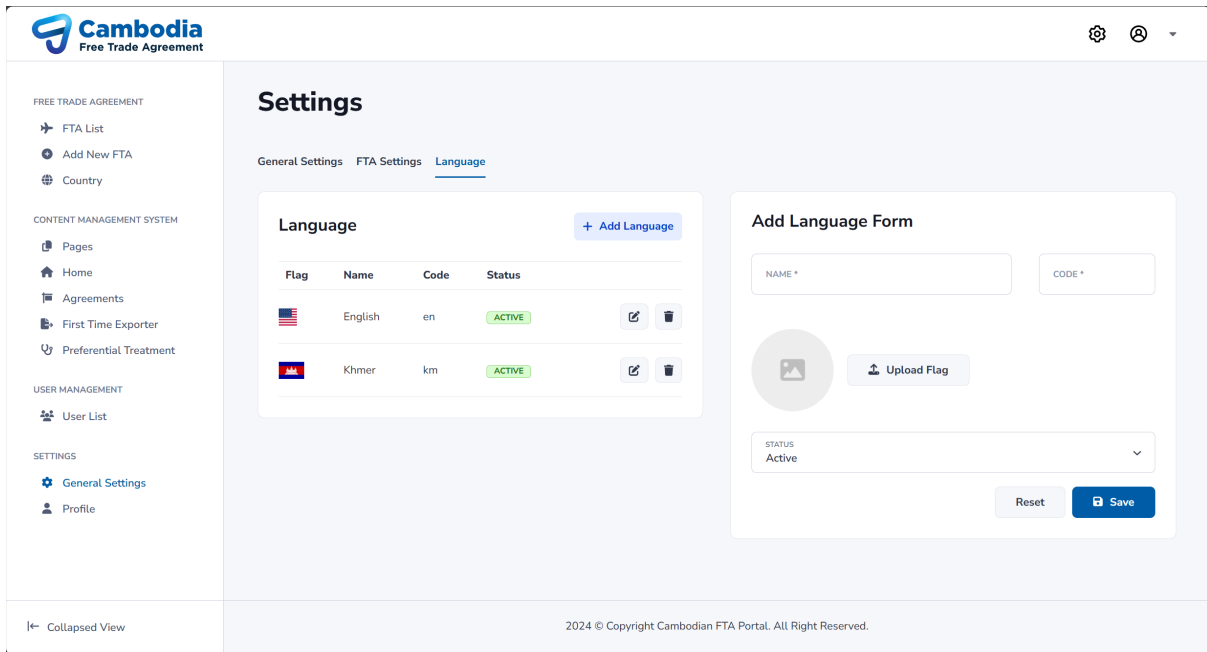
2024 © Copyright Cambodian FTA Portal. All Right Reserved.

User can add/edit/delete the FTA types and PSR types from this screen.



6.3 Language

Click on the Language tab at the top of the General Settings page to see all the languages added to the FTA portal.



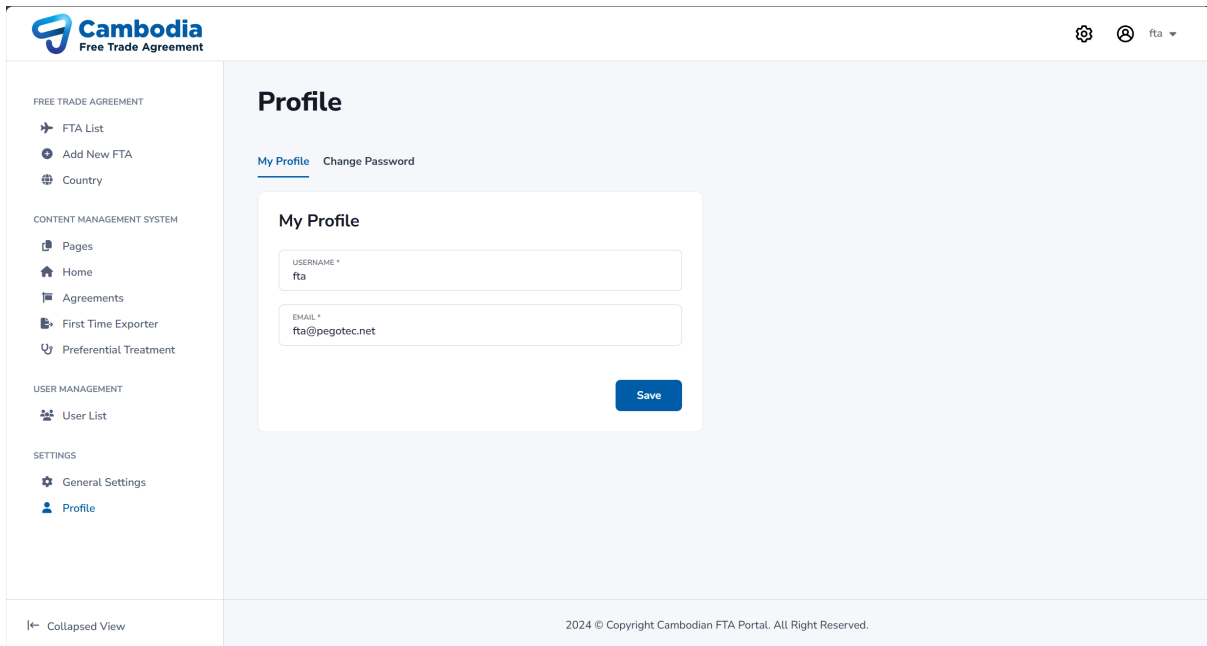
Users can add/edit/delete the languages from this page if necessary.

6.4 Profile

Users can update their profile and change their password from this section.

Update Profile

Click on the **Profile** menu on the left sidebar to see and update the current user profile information.



Change Password

Click on the **Change Password** tab on the top of the profile page to change the current user password. Click **Save** to update it.

The screenshot displays the user interface of the Cambodia Free Trade Agreement portal. The top left corner features the logo for 'Cambodia Free Trade Agreement'. The top right corner contains a settings icon, a user profile icon, and the text 'fta'. A left-hand navigation menu is visible, categorized into 'FREE TRADE AGREEMENT', 'CONTENT MANAGEMENT SYSTEM', 'USER MANAGEMENT', and 'SETTINGS'. The main content area is titled 'Profile' and includes a sub-tab for 'Change Password'. The form contains three input fields: 'CURRENT PASSWORD *', 'NEW PASSWORD *', and 'CONFIRM PASSWORD *'. A blue 'Save' button is positioned at the bottom right of the form. The footer of the page includes a copyright notice: '2024 © Copyright Cambodian FTA Portal. All Right Reserved.' and a URL: 'https://backoffice.capedfta.pegotec.dev/profile#'. A 'Collapsed View' button is located in the bottom left corner of the page.