

Global Trade Payment Platform

GTPP

User Manual

for Buyers





Global Trade Payment Platform

GTPP User Manual

-
- 01 Signing Up GTPP
 - 02 Payment through GTPP

 **1544-5024**

01

Signing Up GTFP



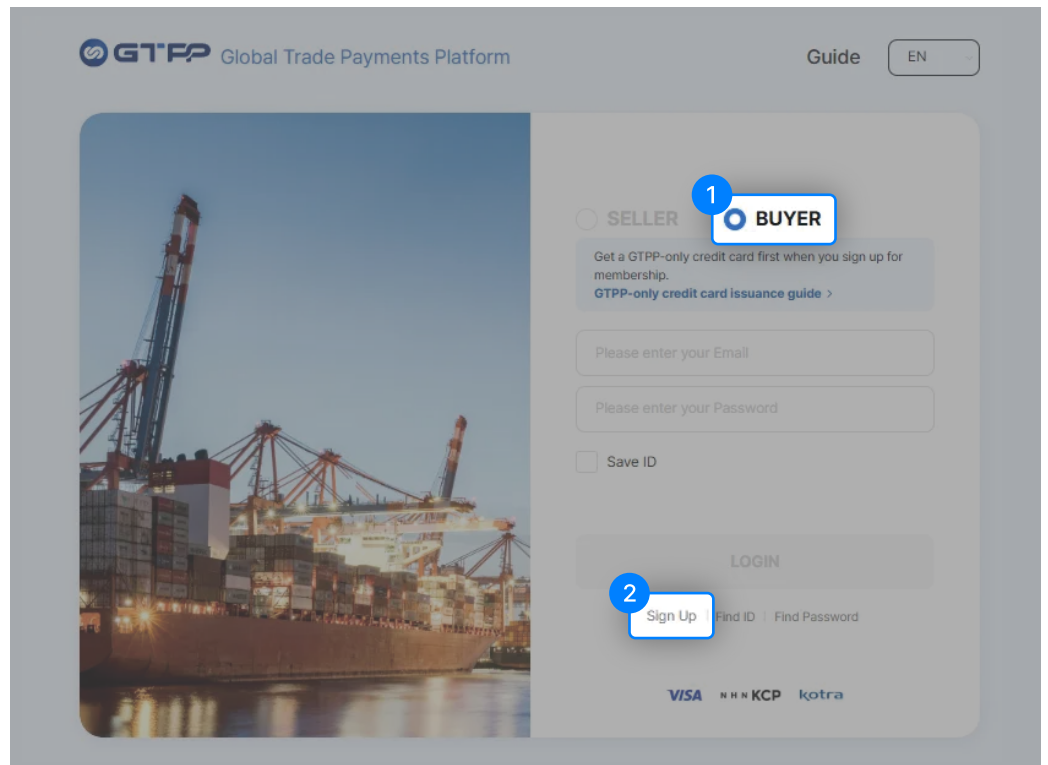
01

Signing Up GTPP

STEP 01

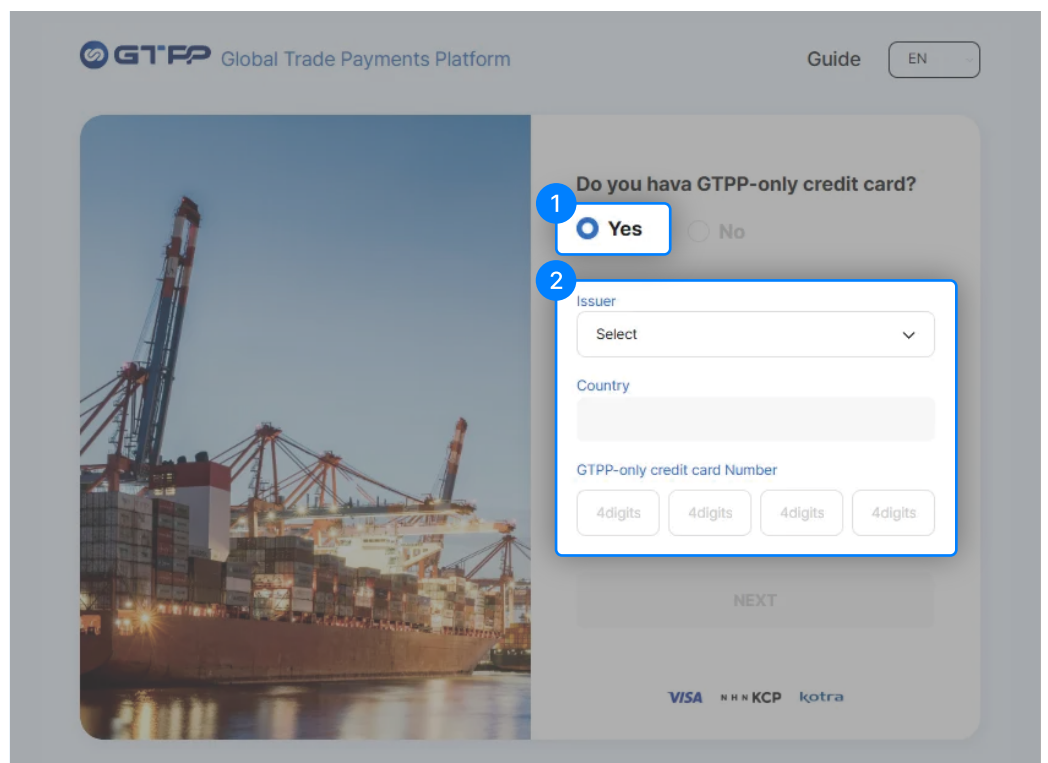
LOG IN

Select **BUYER** and click the **Sign Up** button at the bottom.



STEP 02

If you have a GTPP credit card, enter the **Issuer information** and **card number**.



01

Signing Up GTFP

STEP 03

Accept terms and conditions

Agree to the presented terms and conditions.

The screenshot shows a navigation bar with tabs: Agree (active), Identity Verification, Member Information, Business Information, Owner Information, About Us, and Document. Below the navigation bar is a white box titled "Terms and Conditions" containing three checkboxes: "Full agreement", "Terms of Service" (with a "View" link), and "Consent for collection and use of personal information" (with a "View" link). A "NEXT" button is located at the bottom right of the white box.

STEP 04

Identity verification

The screenshot shows a navigation bar with tabs: Agree, Identity Verification (active), Member Information, Business Information, Owner Information, About Us, and Document. Below the navigation bar is a white box titled "Identity verification" containing four input fields: "Enter your email" (with a "Request" button), "Authentication number" (with a "Confirm" button), "Enter your password" (with a password strength note: "Please create a password that is 10 to 20 characters long (minimum 10 bytes, maximum 15 bytes) and contains English uppercase and lowercase letters (case sensitive), numbers, and special characters."), and "Verify password". A "Before" button is on the left and a "NEXT" button is on the right at the bottom of the white box.

01

Signing Up GTPP

STEP 05

Member Information

The screenshot shows a registration form titled "Member Information" with a progress bar at the top containing: Agree, Identity Verification, Member Information (highlighted), Business Information, Owner Information, About Us, and Document. The form fields include: English name (First/Last), Gender (male/female), phone number (country dropdown and three input boxes), Birth date (YYYY, MM, DD), nationality (dropdown), Address (zip code, address, detailed address), and navigation buttons "Before" and "NEXT".

STEP 06

Business Information

Input additional details such as company information.

The screenshot shows a registration form titled "Business Information" with a progress bar at the top containing: Agree, Identity Verification, Member Information, Business Information (highlighted), Owner Information, About Us, and Document. The form fields include: Company name, Business Number (with example 123-45-67890), Business type, Sectors, Country (radio buttons for USA, Japan, Republic of Singapore, Taiwan, Mexico), Phone Number (country dropdown and three input boxes), Company email, Address (zip code, address, detailed address), and Fax (country dropdown and three input boxes). Navigation buttons "Before" and "NEXT" are at the bottom.

01

Signing Up GTPP

STEP 07

Representative Information

Configure profile settings, including profile picture.

The screenshot shows the 'Representative Information' form within a registration flow. The flow includes steps: Agree, Identity Verification, Member Information, Business Information, Owner Information (highlighted), About Us, and Document. The form fields are:

- English name: [First name]
- English last name: [Last name]
- Gender: male female
- CEO Birthdate: [YYYY] [MM] [DD]
- Nationality: [Select]
- Country of residence: [Select]
- Address: [zipCode], [Address], [Detailed address]

Navigation buttons: Before, NEXT

STEP 08

About Us

Enter additional information about your company.

The screenshot shows the 'About Us' form within the registration flow. The flow includes steps: Agree, Identity Verification, Member Information, Business Information, Owner Information, About Us (highlighted), and Document. The form fields are:

- Official URL: [Text input]
- Buyer Introduction: [Text area, 6,000 byte limit]
- Other documents: Please register other related documents. [Select file] [Select]

Footnote: Only *.pdf, *.jpg, and *.png files can be uploaded. Times: 10/24/18

Navigation buttons: Before, NEXT

01

Signing Up GTFP

STEP 09

Required documents

Upload necessary documents.

The screenshot shows a web interface for the 'Required documents' step of a registration process. At the top, there is a navigation bar with tabs: 'Agree', 'Identity Verification', 'Member Information', 'Business Information', 'Owner Information', 'About Us', and 'Document' (which is highlighted in blue). Below the navigation bar, the main content area is titled 'Required documents'. It includes the following text: 'Only *.pdf, *.jpg, and *.png files can be uploaded. 1 max 100MB'. There are three document upload sections: 1. 'Business registration certificate / unique number certificate' with a 'Select file' button and a 'Select' button. 2. 'Representative's ID card' (with a sub-note: 'A photocopy or scanned copy of your ID (driver's license/resident registration card/passport)') with a 'Select file' button and a 'Select' button. 3. 'Other documents' (with a sub-note: 'Please register other related documents.') containing an 'Additional' button, a 'Delete' button, and a 'Select file' button with a 'Select' button. At the bottom right of the form area, there are 'Before' and 'NEXT' buttons.

• Required documents

- Business registration certificate/ unique number certificate
- Representative's ID card
- Other document

02

Payment through GTFP

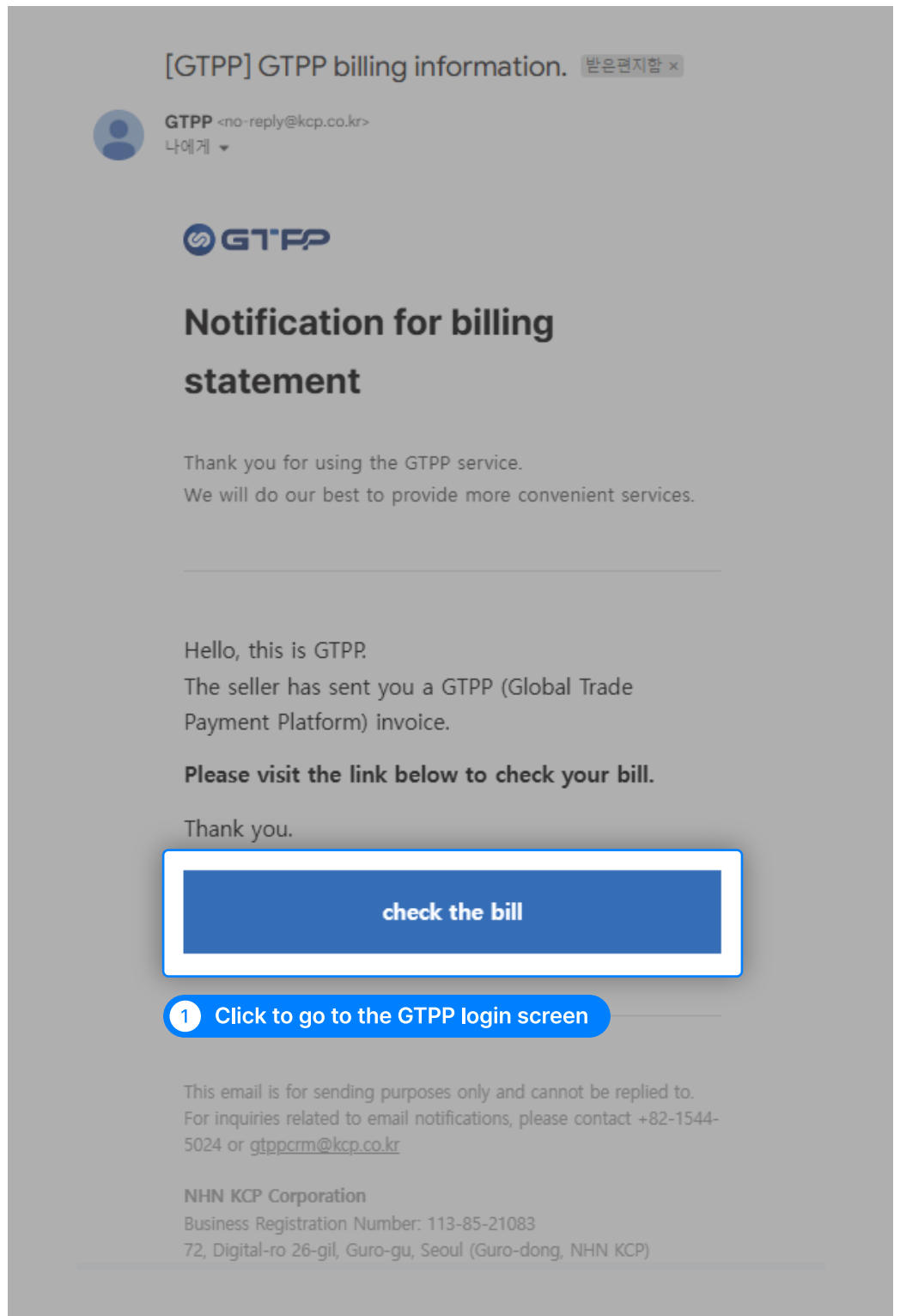


02

Payment through GTPP

- My page >
- Order sheet >
- Payment inquiry >
- Customer service >

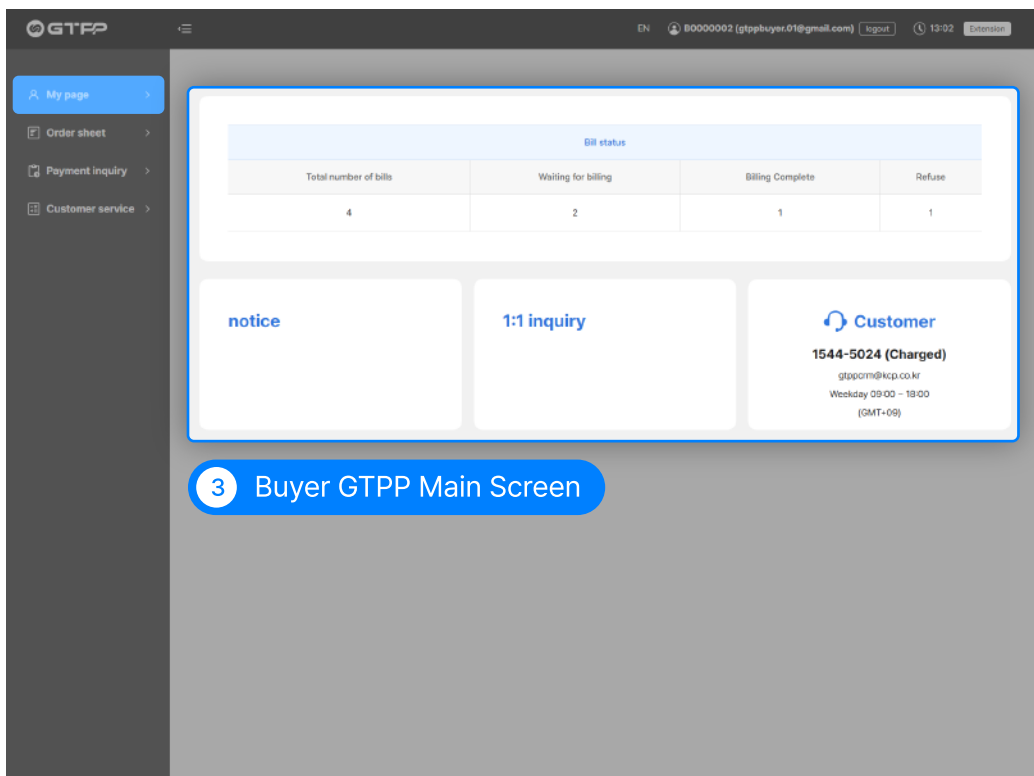
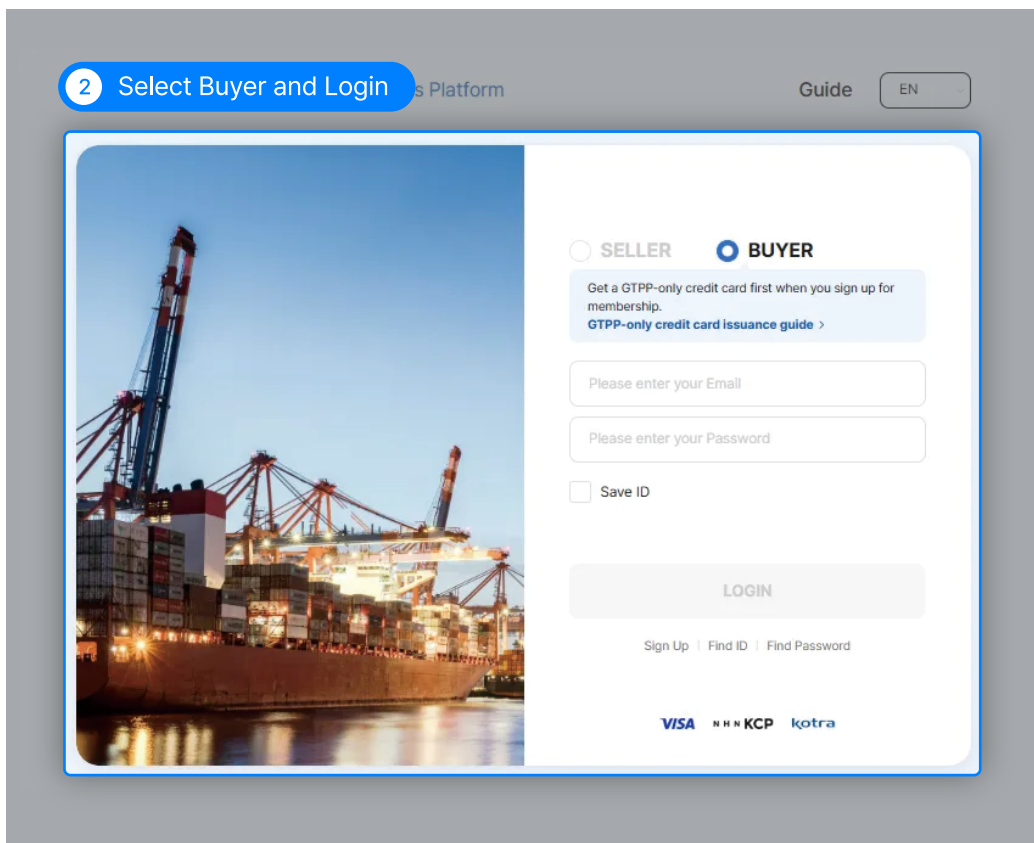
Invoice dispatch notification email



02

Payment through GTFP

- My page >
- Order sheet >
- Payment inquiry >
- Customer service >



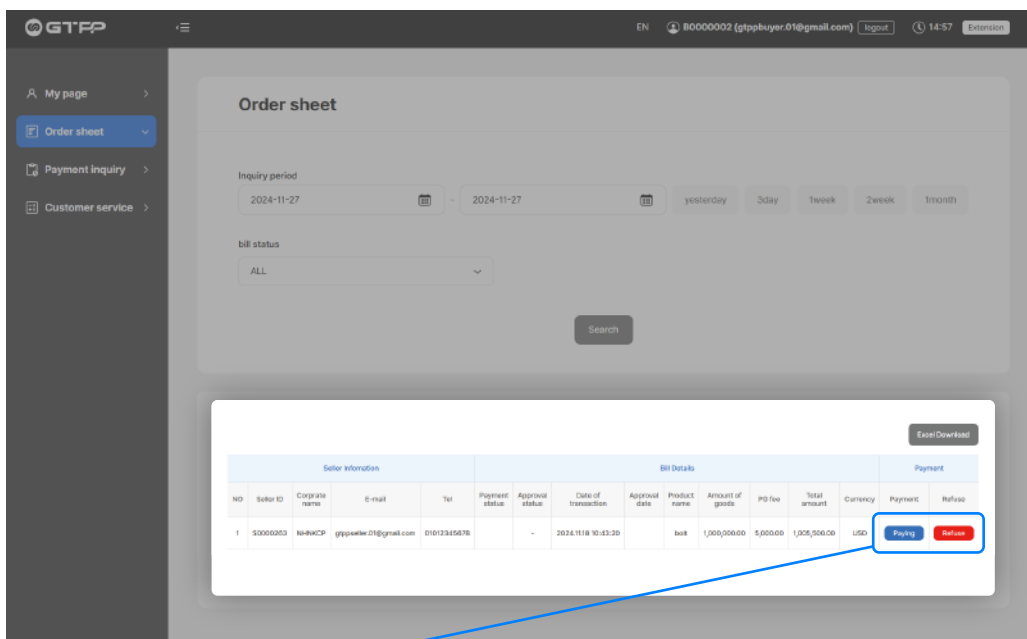
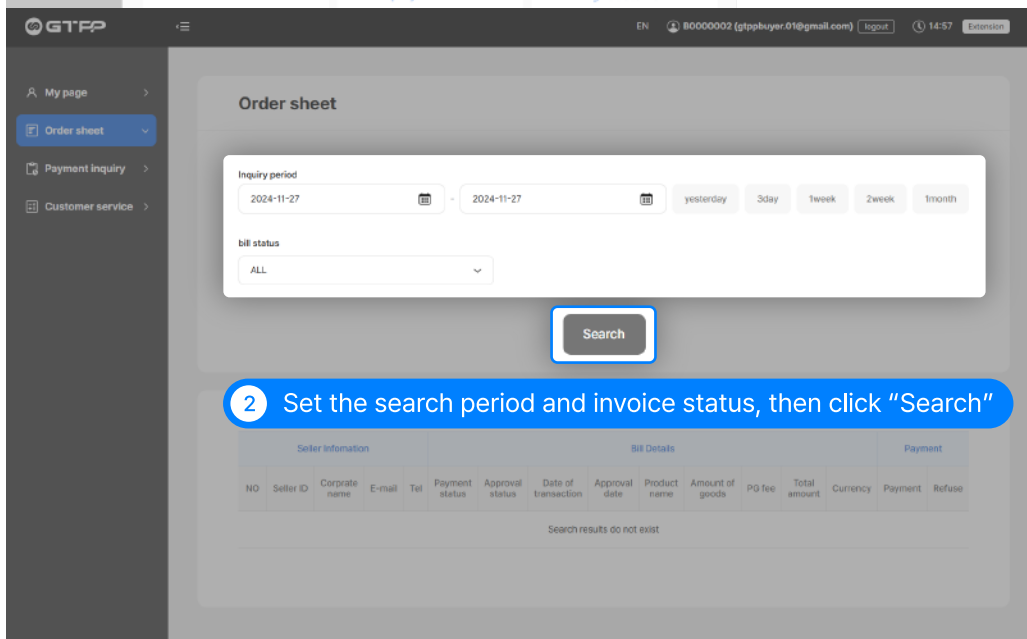
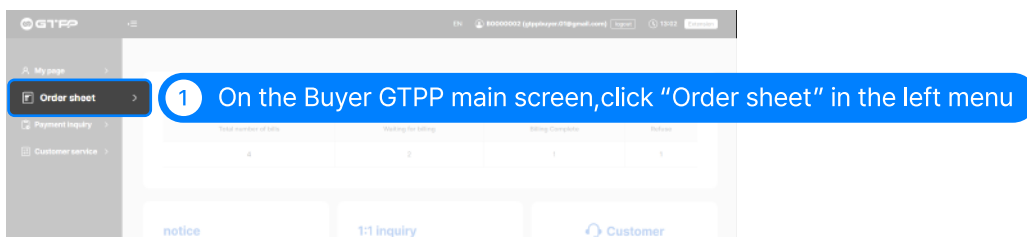
3 Buyer GTFP Main Screen

02

Payment through GTPP

- My page >
- Order sheet >
- Payment inquiry >
- Customer service >

Buyer GTPP Invoice Search



- Paying
- Refuse

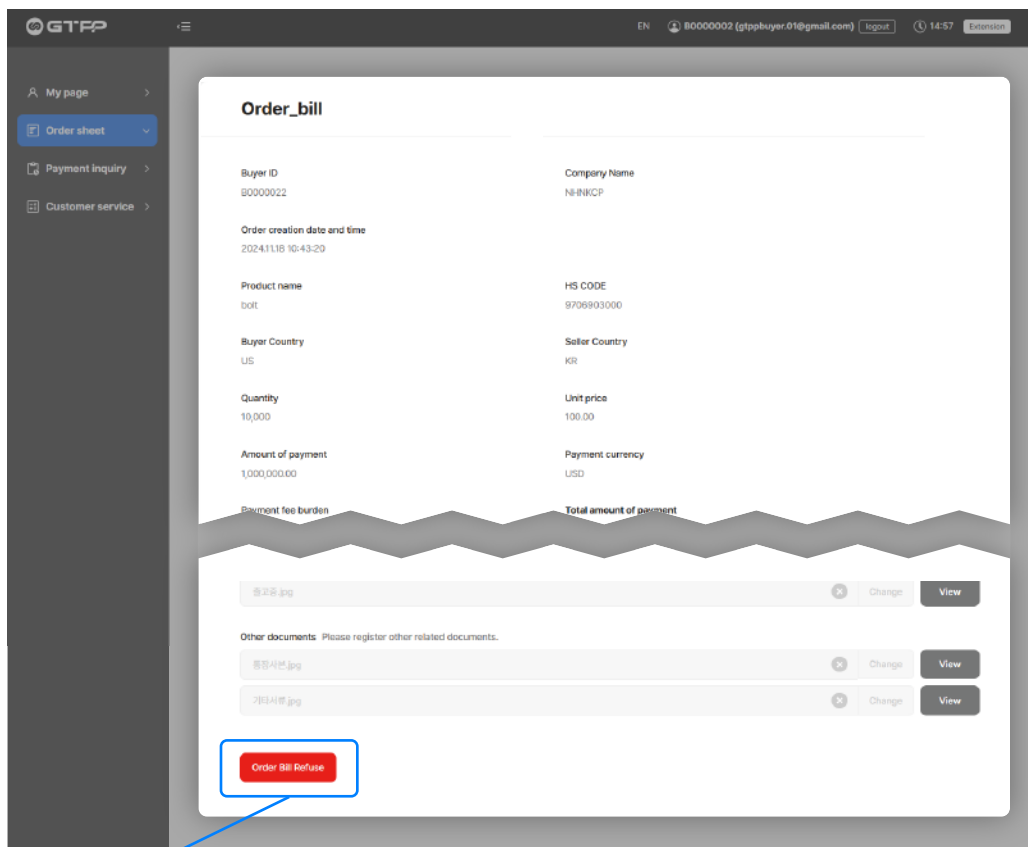
click "Paying", you will be directed to the invoice details and payment screen

click "Refuse", the seller can modify the invoice, and the buyer will be unable to make a payment

02

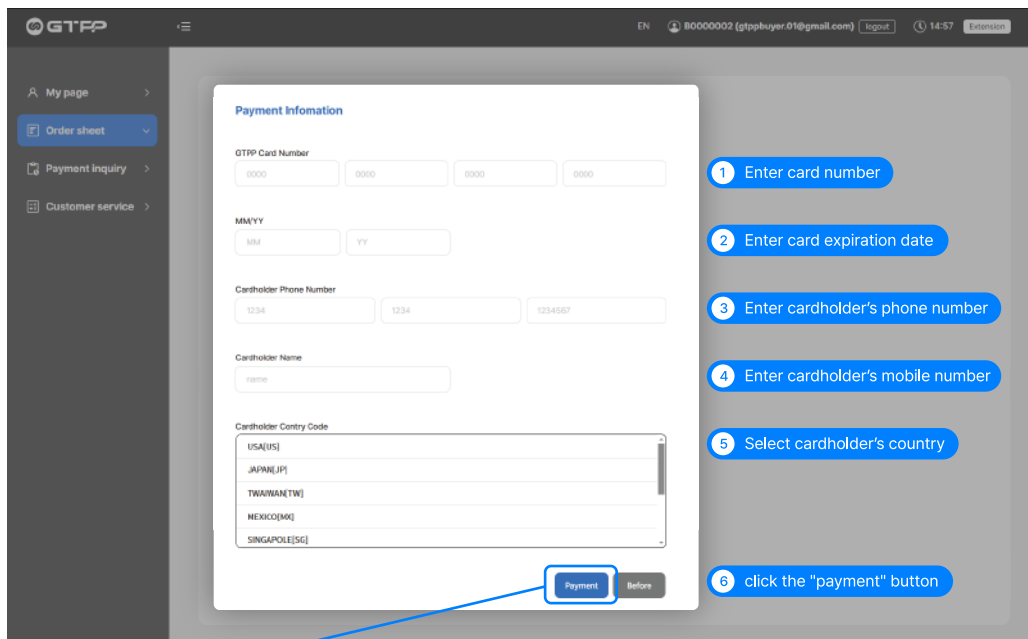
Payment through GTPP

- My page >
- Order sheet >
- Payment inquiry >
- Customer service >



Order Bill Refuse

After reviewing the invoice details, click "Order Bill Refuse" to reject it. To proceed with payment, scroll down



Payment

click the "payment" button, a VISA 3DS authentication popup will appear.

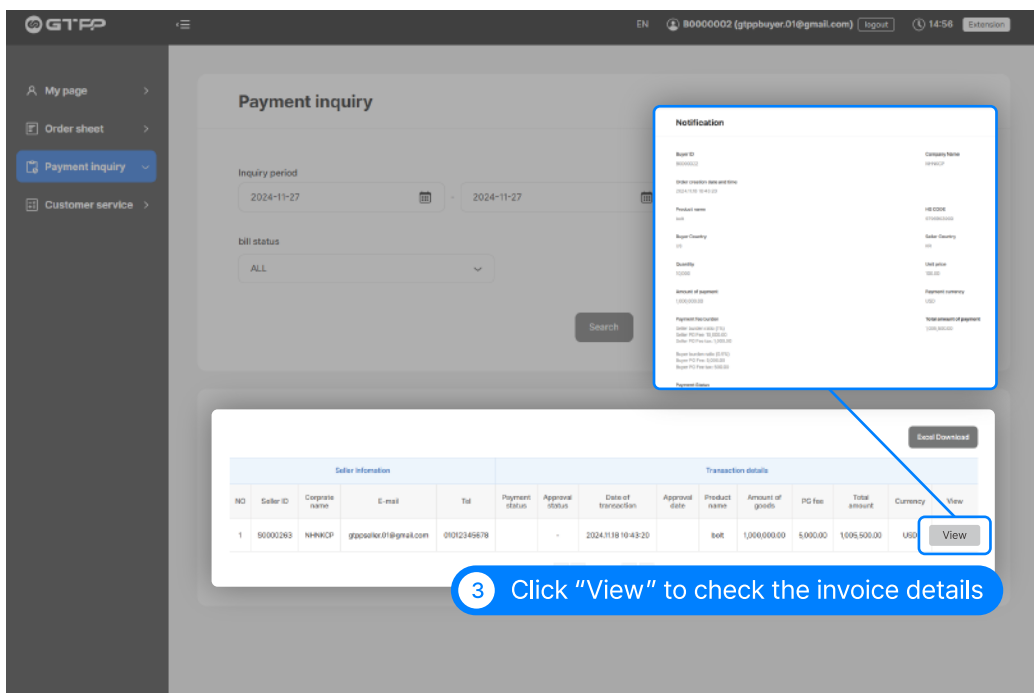
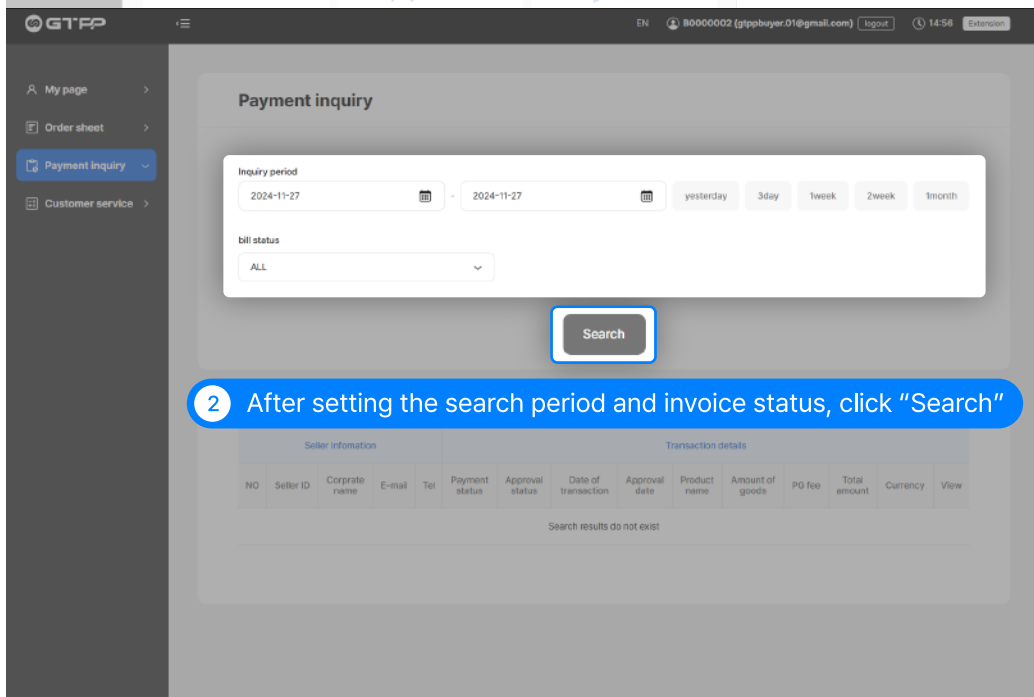
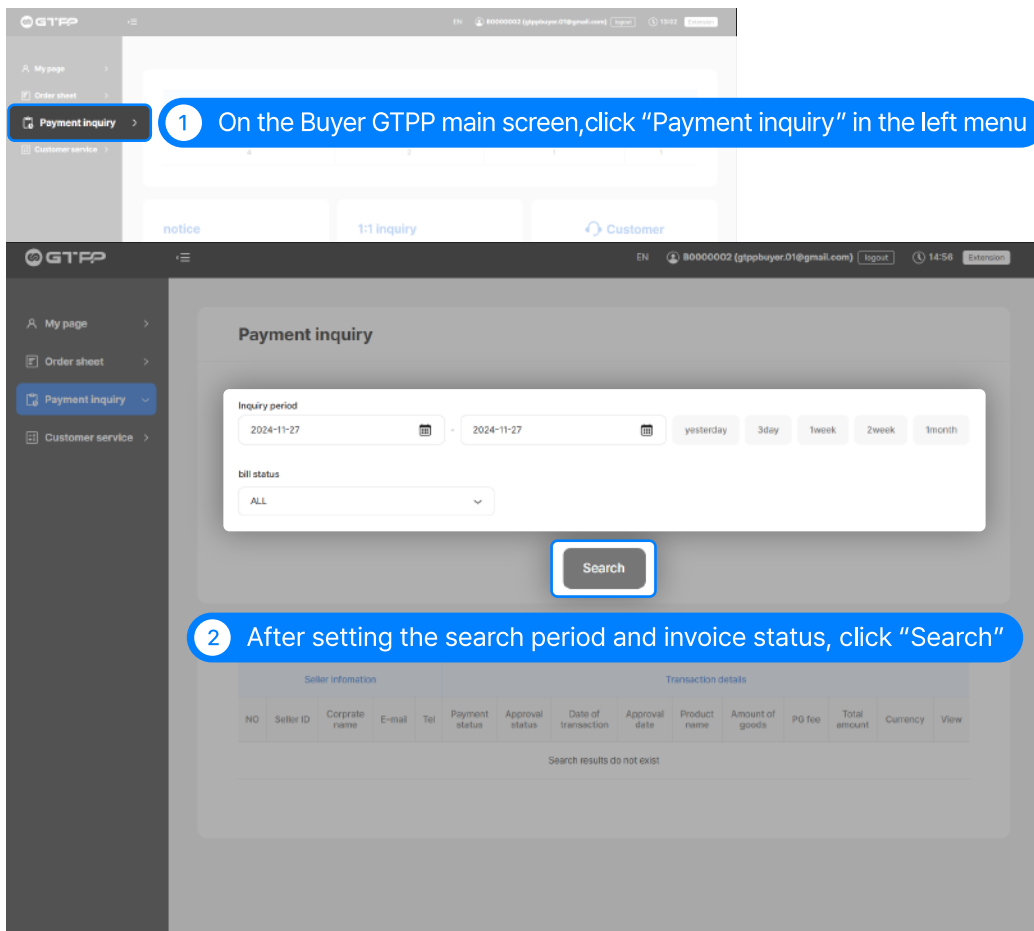
- The buyer must enter the 3DS password they set when they issued their GTPP card to complete the payment.
- After payment is completed, a confirmation email will be sent to both the seller and the buyer (15p/16p).

02

Payment through GTPP

- My page >
- Order sheet >
- Payment inquiry >
- Customer service >

View Buyer GTPP Invoice Payment Details



Payment through GTPP

My page >

Order sheet >

Payment inquiry >

Customer service >

GTPP Payment Notification Mail (Buyer)



Payment details information

Thank you for using the GTPP service.
We will do our best to provide more convenient services.

This is your safe payment history from GTPP.

Payment information

Orderer's name	
Payment date	2024.11.15 16:13
Payment amount	603.30 USD
Card Type	VISA Card
Approval number	00799476
Order Number	O4QI7C1ZVO3K231DB8664
Installment period	Single Payment

Seller store information

Company Name	개인사업자(단독대표)(외화)
Product Name	stg test
Site Address	www.kcp.co.kr
Contact Us	www.kcp.co.kr

- For inquiries regarding delivery, cancellation, refund, tax invoice, etc. of items you have purchased, please contact the store where you made the purchase.
- When paying by credit card, the merchant name on your bill will appear as 'GTPP'.
- This email is for sending only and will not be replied to. For inquiries regarding e-mail guidance, please contact 1544-5024 or gtpprm@kcp.co.kr.

This email is used only for the purpose of confirming payment details for KCPpay, an electronic payment service of NHNKCP Co., Ltd., separately from the relevant store, in accordance with Article 8, Paragraph 3 of the Act on Consumer Protection in E-Commerce, etc. The customer's email address cannot be used for any purpose other than to notify payment details.
Any arbitrarily forged or modified use of this email may be subject to criminal punishment.

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Business Registration Number: 113-85-21083
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