Global Trade Payment Platform

GTPP
User Manual

for Buyers

GTPP

GTPP

Global Trade Payment Platform

GTPP User Manual

📞 **1544-5024**

VISA Korea Brian Soh | brsoh@visa.com | **kotra** Jiun Jeong | jiunj@kotra.or.kr
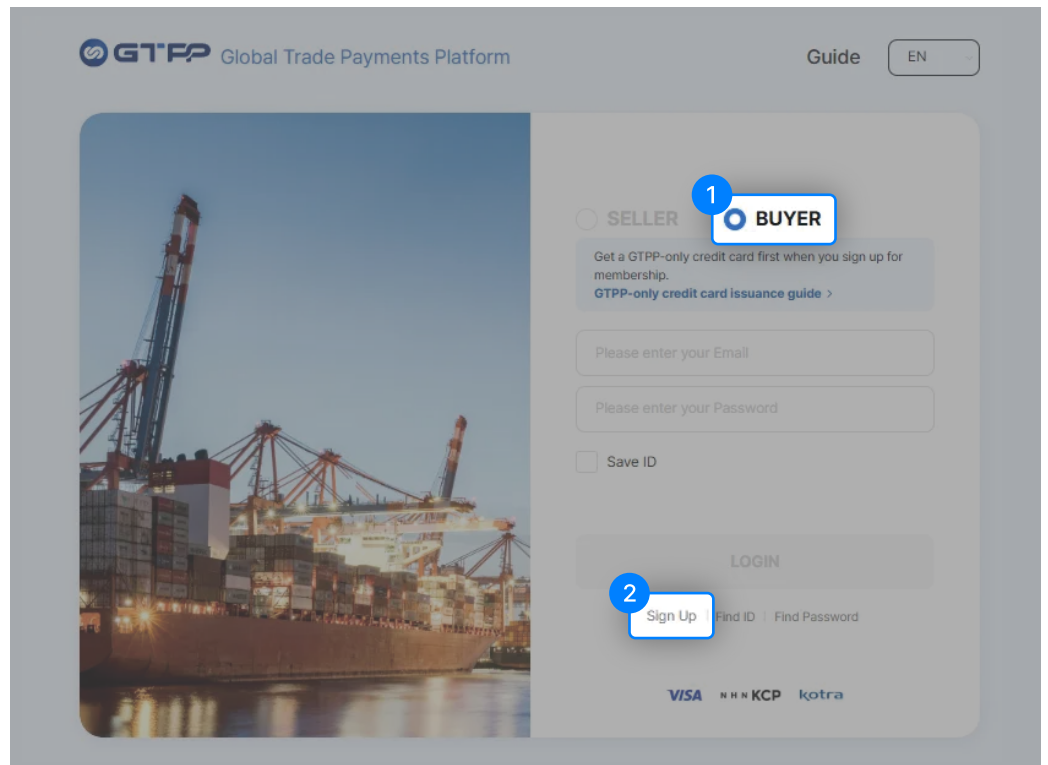
01

Signing Up GTPP

01
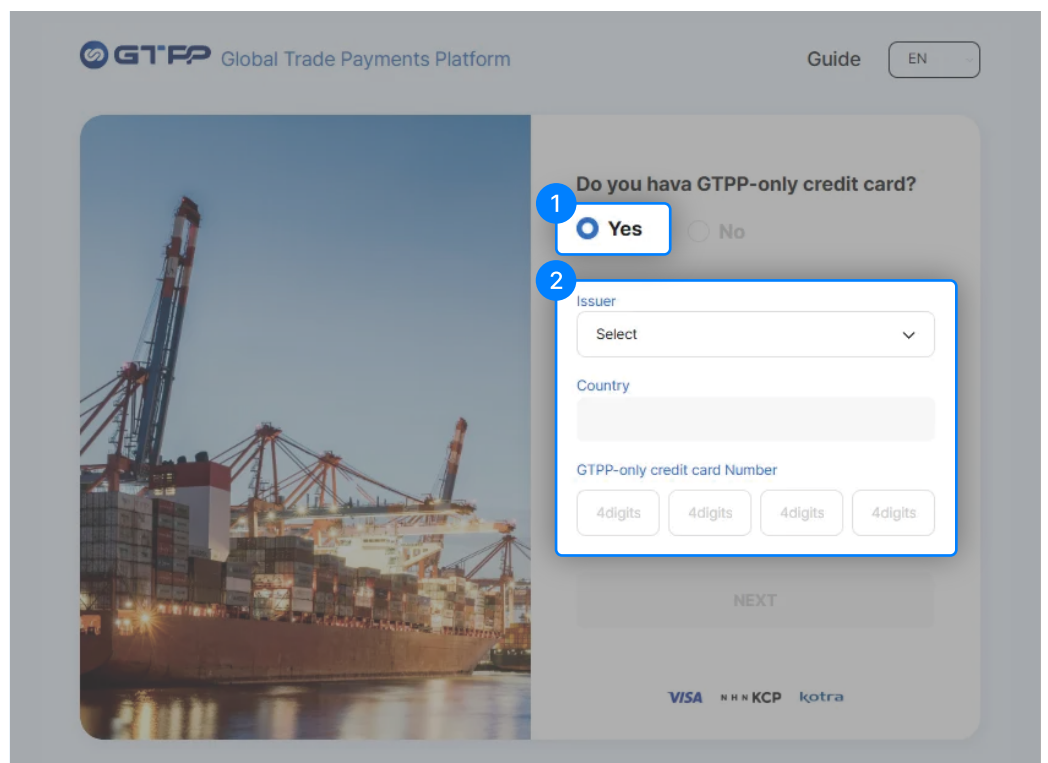
Signing Up GTPP

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 GTPP

STEP 03

Accept terms and conditions

Agree to the presented terms and conditions.

STEP 04

Identity verification

01

Signing Up GTPP

STEP 05

Member Information

STEP 06

Business Information

Input additional details such as company information.

01

Signing Up GTPP

Representative Information

Configure profile settings, including profile picture.

About Us

Enter additional information about your company.

01

Signing Up GTPP

Required documents

Upload necessary documents.

· **Required documents**

☑ Business registration certificate/ unique nember certificate

☑ Representative's ID card

☑ Other document

02

Payment through GTPP

02

Payment through GTPP

My page >

Order sheet >

Payment inquiry >

Customer service >

Invoice dispatch notification email

[GTPP] GTPP billing information. 받은편지함 ×

GTPP <no-reply@kcp.co.kr>
나에게 ▾

GTPP

Notification for billing statement

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

Hello, this is GTPP.
The seller has sent you a GTPP (Global Trade Payment Platform) invoice.

Please visit the link below to check your bill.

Thank you.

check the bill

(1) **Click to go to the GTPP login screen**

This email is for sending purposes only and cannot be replied to.
For inquiries related to email notifications, please contact +82-1544-5024 or gtppcrm@kcp.co.kr

NHN KCP Corporation
Business Registration Number: 113-85-21083
72, Digital-ro 26-gil, Guro-gu, Seoul (Guro-dong, NHN KCP)

Payment through GTPP

My page >

Order sheet >

Payment inquiry >

Customer service >

② Select Buyer and Login

③ Buyer GTPP Main Screen

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Payment through GTPP

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

Buyer GTPP Invoice Search

1 On the Buyer GTPP main screen, click "Order sheet" in the left menu

2 Set the search period and invoice status, then click "Search"
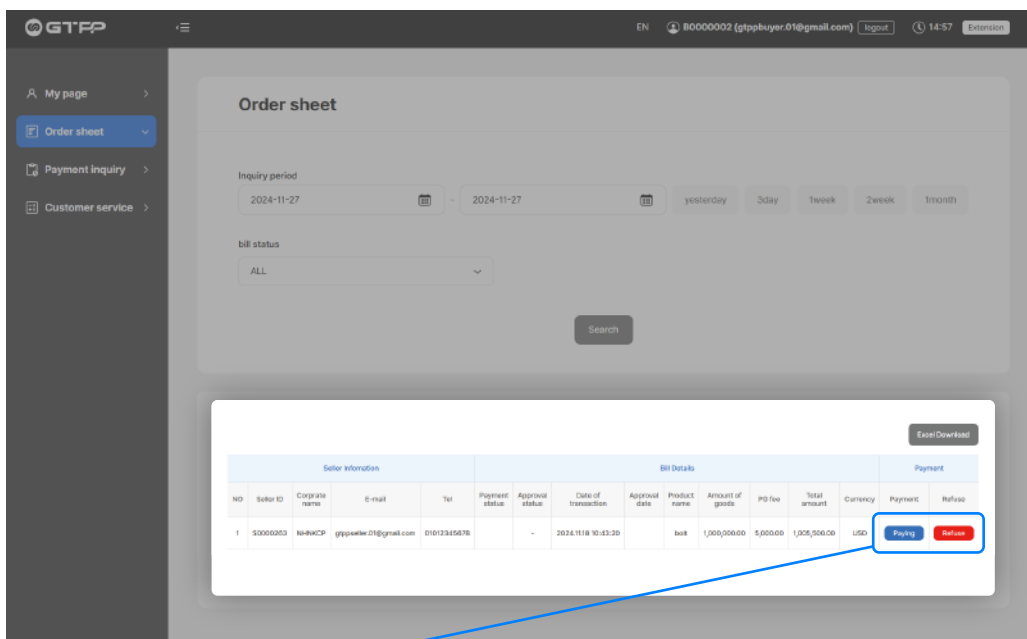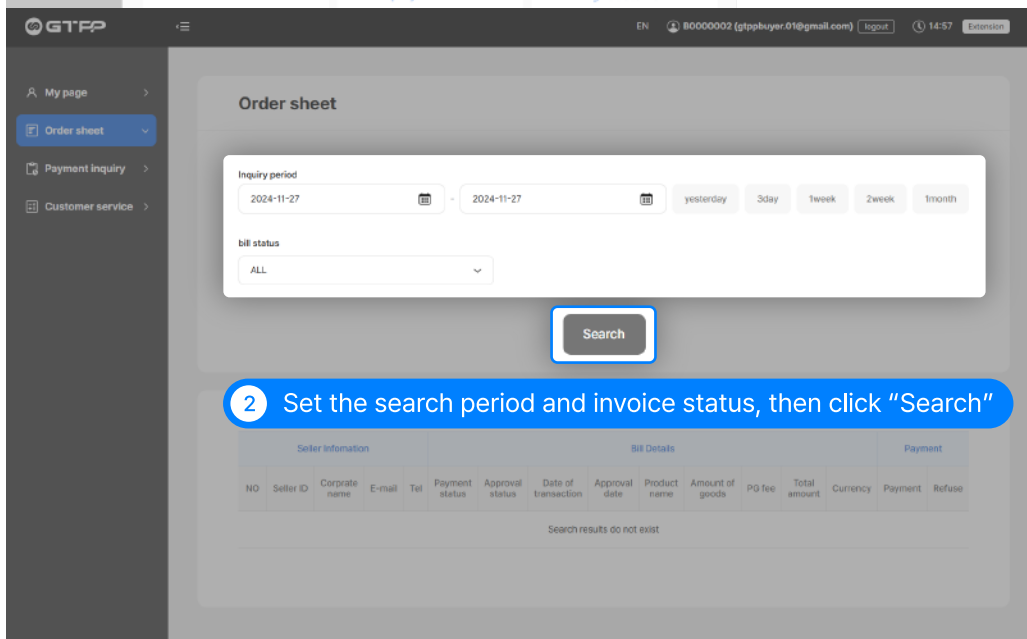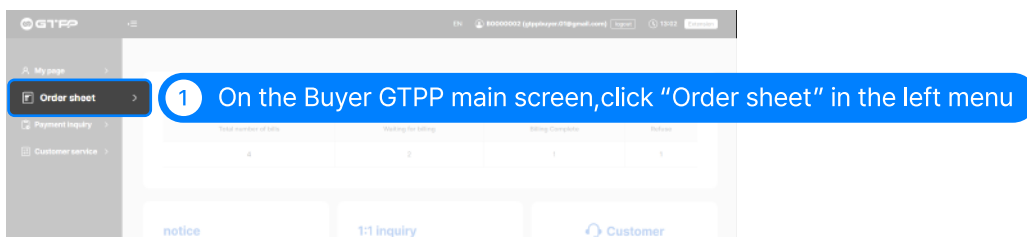
Paying	click "Paying", you will be directed to the invoice details and payment screen
Refuse	click "Refuse", the seller can modify the invoice, and the buyer will be unable to make a payment

02

Payment through GTPP

My page	›
Order sheet	›
Payment inquiry	›
Customer service	›
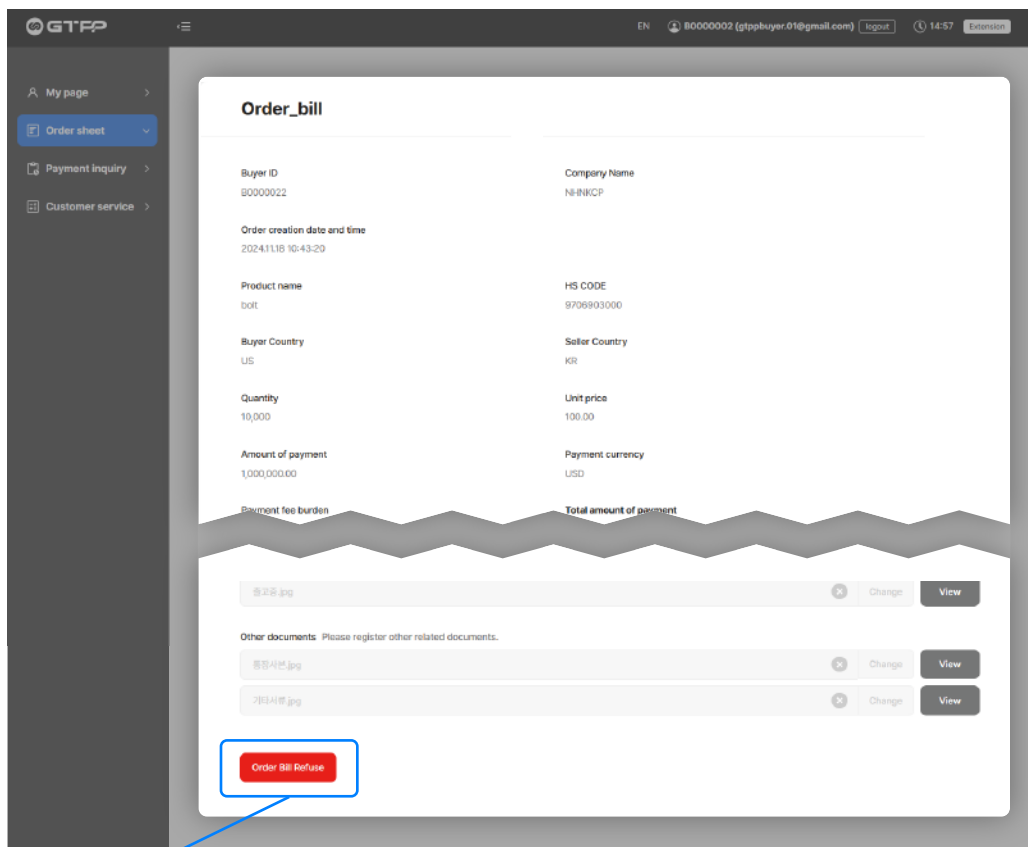
Order Bill Refuse

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

1. Enter card number
2. Enter card expiration date
3. Enter cardholder's phone number
4. Enter cardholder's mobile number
5. Select cardholder's country
6. click the "payment" button
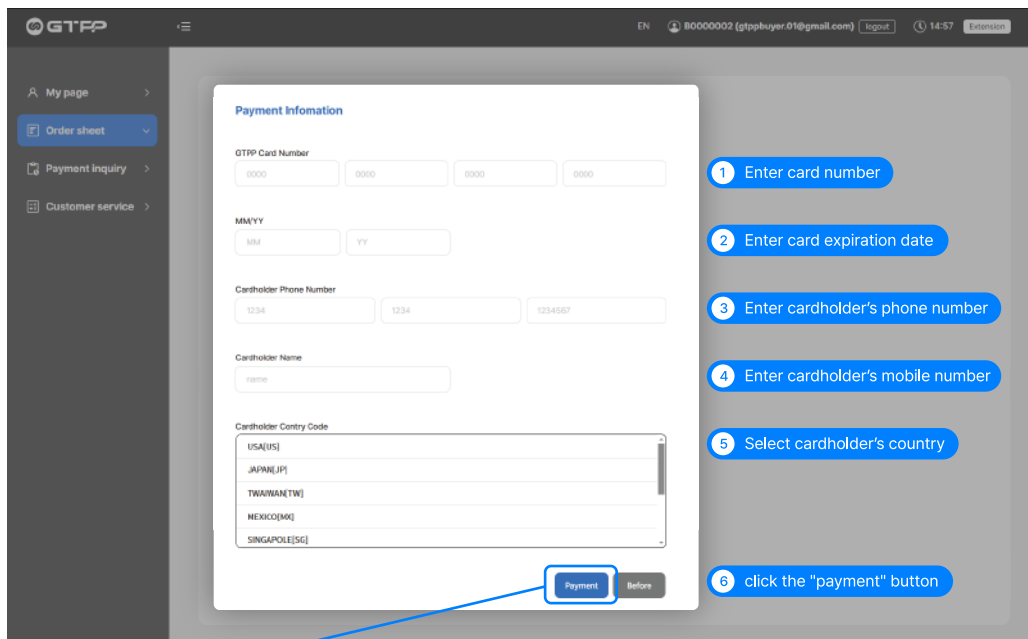
Payment

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
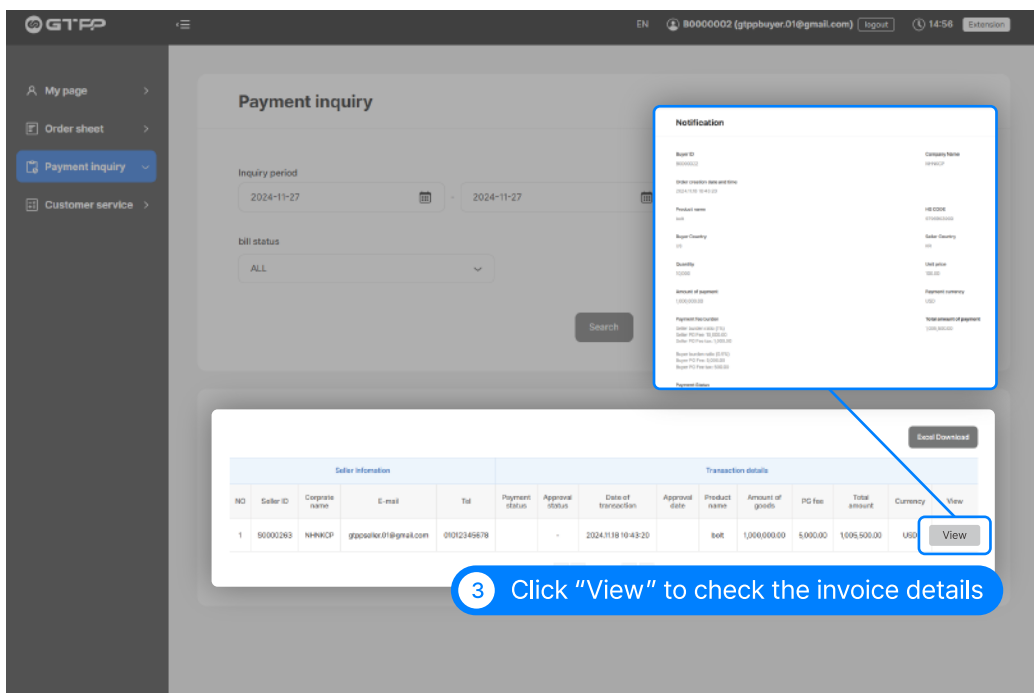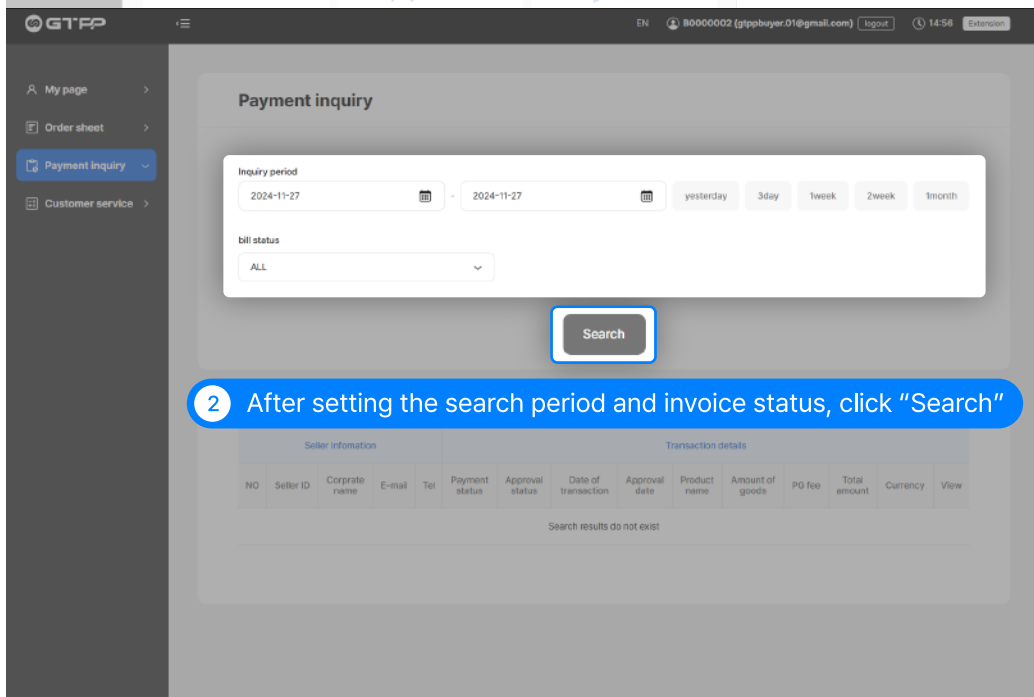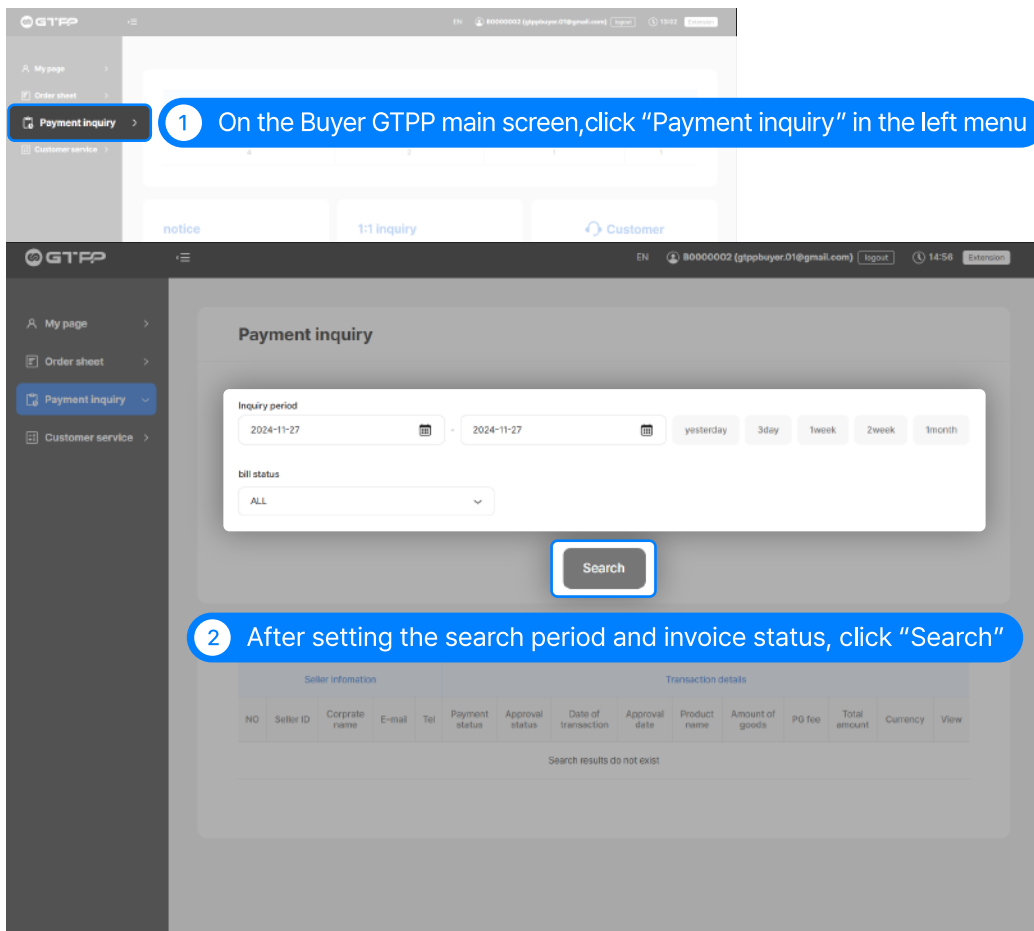
① On the Buyer GTPP main screen, click "Payment inquiry" in the left menu

② After setting the search period and invoice status, click "Search"

③ Click "View" to check the invoice details

02

Payment through GTPP

⊚ GTPP

GTPP Payment Notification Mail (Buyer)

⊚ GTPP

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	O4QI7C1ZVO3K231DB664
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 gtppcrm@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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