

## 进口特种设备型式试验证书管理系统使用指南

GUIDE FOR USE OF MANAGEMENT SYSTEM FOR TYPE TEST CERTIFICATE  
OF IMPORTED SPECIAL EQUIPMENT

## 一、环境准备

Windows 操作系统，推荐使用 Chrome 浏览器，其他支持 IE10 版本及以上、360 极速等主流浏览器。

## 二、登录方式

## 1. 申请端（境外生产单位）

## 登录方式一：www.singlewindow.cn

- ① 点击“标准版应用”
- ② 点击“许可证件”
- ③ 点击倒数第四项“特种设备生产许可证及型式试验证书”
- ④ 点击“进口特种设备型式试验证书”
- ⑤ 点击“立即注册”
- ⑥ 点击“境外企业注册”
- ⑦ 按要求注册完毕后返回⑤登录、填报申请。

## 三、登录方式二（快捷登录）

<https://swapp.singlewindow.cn/gioswebserver/stat>  
[ic/home.html](https://swapp.singlewindow.cn/gioswebserver/stat)

直接进入④~⑦

详见下图示例。

## I . Environmental Preparedness

For Windows, Chrome is recommended. Other browsers, such as Internet Explorer 10 or later and 360 Speed, are supported.

## II . How To login

## 1. Application end (overseas production unit)

## Login mode 1: www.singlewindow.cn

- ① Click "Standard Edition Application"
- ② Click "License"
- ③ Click on the fourth item from last : "Special Equipment Production License and Type Test Certificate"
- ④ Click "Special Equipment Type Test Certificate"
- ⑤ Click "Register now"
- ⑥ Click on "Foreign Business Registration"
- ⑦ Return after registration as required⑤ Login and fill in the application form.

## III. Login mode 2(quick Login)

<https://swapp.singlewindow.cn/gioswebserver/stat>  
[ic/home.html](https://swapp.singlewindow.cn/gioswebserver/stat)

Go Straight to ④~⑦

See the example below for details.

①②③



④



### 特种设备生产单位许可

Production Licensing of Special Equipment



### 进口特种设备型式试验证书

Special Equipment Type Test Certificate



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⑤



⑥



**⚠ 企业用户包括管理员与操作员两种账号。**  
一家企业只能注册一个管理员、可注册多个操作员；须先注册管理员才能注册操作员。

### 注册方式选择

#### 企业用户注册



从事国际贸易进出口环节各类业务的企业法人或其他组织

#### 个人用户注册



从事国际贸易进出口环节各类业务的自然人用户

#### 事业单位注册



从事国际贸易进出口环节各类业务的事业单位法人

#### 境外企业注册



从事国际贸易进出口环节各类业务的境外企业法人或其他组织

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Abroad Enterprise Registration

7

EN 中

### ENTERPRISE NAME/ADDRESS INFORMATION

*Username	<input type="text"/>
*Password	<input type="text"/>
*Confirm password	<input type="text"/>
*Located Country(Region)	<input type="text" value="请选择地区(Please select a country)"/>
Located Country(Region) Register Number	<input type="text"/> !
*Workplace	<input type="text"/>
Work Department	<input type="text"/>
Job Title	<input type="text"/>
*Contacts	<input type="text"/>
*Contact Mobile	<input type="text"/>
Contact Fax	<input type="text"/>
Mobile	<input type="text"/>

## 特种设备型式试验证书

## Special Equipment Type Test Certificate

构建特种设备型式试验证书“单一窗口”管理体系,该体系涵盖特种设备型式试验证书的申请、办理和查询等功能。申请人可以通过“单一窗口”提交符合主管部门要求的进口特种设备型式试验证书申请信息,申请人可在线查询处理结果。应用端的认证方法:统一的用户注册和国际贸易的“单一窗口”管理流程。注册成功后,用户可以通过用户名和密码登录系统。

Built a "single window" management system for special equipment type test certificate, which covers the application, handling and inquiry of special equipment type test certificate. The applicant can submit the application information of the type test certificate of imported special equipment that meets the requirements of the competent authorities through the "single window", and the applicant can inquire the processing results online. Application portal authentication method: unified user registration and international trade "single window" management process. After successful registration, the user can log in to the system using the user name and password.

该系统具有以下主要功能

- 证书申请;
- 查询申请信息;

### 1. 用户信息管理

#### 1.1 获取用户名和密码

采用国际贸易的“单一窗口”,统一用户注册和海外企业的管理流程。注册成功后,登录系统使用用户名和密码。

#### 1.2 用户登录

**步骤 1:**在浏览器中输入系统登录地址 [https://swapp.singlewindow.cn/deskserver/sw/deskIndex?menu\\_id=isetqapply](https://swapp.singlewindow.cn/deskserver/sw/deskIndex?menu_id=isetqapply). 登录页面是如下图1所示,或在浏览器中输入系统登录地址: <http://www.singlewindow.cn>

This system has the following main functions:

- Certificate Application;
- Query application information;

### 1. User information management

#### 1.1 Obtain user name and password

Adopt the "single window" of international trade to unify the user registration and management process of overseas enterprises. After successful registration, log in to the system with user name and password.

#### 1.2 User login

**Step 1:**Enter the system login address in the browser:[https://swapp.singlewindow.cn/deskserver/sw/deskIndex?menu\\_id=isetqapply](https://swapp.singlewindow.cn/deskserver/sw/deskIndex?menu_id=isetqapply). The login page is shown as the following Graph 1.

Or enter the system login address in the browser: <http://www.singlewindow.cn>



图1 Graph 1

**步骤 2:**在相应的框中分别输入用户名和密码。点击【登录】按钮，如果用户名和密码正确无误，则进入首页，如图 2 所示。

如果用户名或密码错误，它将返回登录页。

**Step2:**Input user name and password respectively in the corresponding box. Click the button【Login】and enter the homepage if the user name and password are correct, as shown in thegraph 2.

If the user name or password is wrong, it will return to the loginpage.



图2 Graph 2

## 2. 证书申请

登录后，用户可以看到两个功能菜单：证书应用程序和应用程序信息查询。

单击左侧的【应用程序】菜单，进入证书添加接口，如图3所示。

## 2. Certificate Application

After logging in, the user can see two function menus: Certificate Application and Query application information.

Click the 【Application】 menu on the left to enter certificate adding interface, as shown in the graph 3

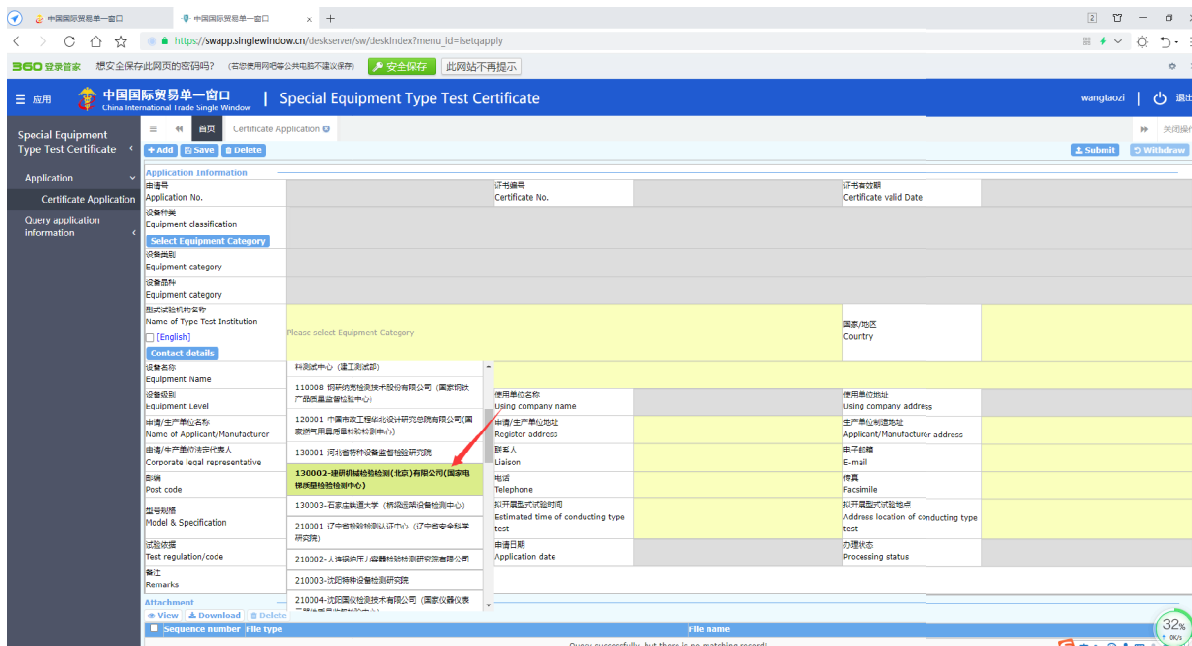


图3 Graph 3

在此界面中，您可以根据需要输入应用程序信息并上提交申请前的附件材料：

在此界面中，本中心型式试验机构名称是建研机械检验检测（北京）有限公司（国家电梯质量检验检测中心），代码是 130002。如果填写过程中遇到问题，联系电话：0316-2311414, 2632627

In this interface, you can enter the application information as needed and upload the attachment materials before submitting the application;

In this interface, the name of the central type test institution is NETEC Inspection and Testing (Beijing) Co., Ltd. (National Elevator Inspection and Testing Center),The code is 130002.If you encounter problems during filling, please contact Tel: +86 316 2311414, +86 316 2632627

## 3. 查询应用信息

进入【查询应用信息】界面，单击【查询】按钮查看当前登录用户临时提交的申请表。如图 4 所示。

## 3. Query application information

Enter the 【Query application information】 interface and click the 【Query】 button to see the application form temporarily submitted by the current login user.As shown in the Graph 4.

Special Equipment Type Test Certificate

Application No. Certificate No. Application Date Handle status

Name of Type Test Institution

中海关信息应用: Query application information

Application No.	Certificate No.	Name of Type Test Institution	Name of Applicant/Manufacturer	设备种类	设备类别	申请日期	申请状态
110002202100001		China National Construction Machinery Quality Supervision Testing Center	SSBB	passenger ropeway	passengers surface lifts	2021-11-29 15:14:09	To received
110001202100013		China Special Equipment Inspection and Research Institute (CSEI)	SSBB	safety appurtenance		2021-11-26 19:58:07	To received
130002202100008		Hebei Supervision & Inspection Institute of Boiler& Pressure Vessel	SSBB	lift		2021-11-26 15:44:09	To received
130002202100009		Hebei Supervision & Inspection Institute of Boiler& Pressure Vessel	SSBB	pressure piping component	pressure piping pipe,pressure pipeline fitting	2021-11-26 15:38:13	To received
610001202100001		China National Quality Supervision, Testing and Inspection	SSBB	pressure vessel	transportable pressure vessel		Save
130002202100004		Hebei Supervision & Inspection Institute of Boiler& Pressure Vessel	SSBB	safety appurtenance		2021-11-24 16:06:02	Received
130002202100007		Hebei Supervision & Inspection Institute of Boiler& Pressure Vessel	SSBB				Save
130002202100006		Hebei Supervision & Inspection Institute of Boiler& Pressure Vessel	SSBB	safety appurtenance		2021-11-24 16:12:17	Return
130002202100005		Hebei Supervision & Inspection Institute of Boiler& Pressure Vessel	SSBB	safety appurtenance		2021-11-24 16:08:40	No pass
130002202100003	CERTN01	Hebei Supervision & Inspection Institute of Boiler& Pressure Vessel	SSBB	lift	traction and positive drive lift,hydraulic lift,escalators and moving walks,other types of lift.	2021-11-24 15:58:15	Pass

图 4 Graph 4