



Jurong Port

No.80 of 2021

05 October 2021

Dear Port Users

REGISTRATION OF EMAIL ADDRESS TO ACCESS ELECTRONIC INVOICES

Kindly verify if you have registered the correct email addresses to ensure timely access to your electronic invoices. It is quick to register, and you will be able to access your invoices securely from JP-Online Portal. All e-invoices will be sent via jpinvoice@jp.com.sg to the registered email address.

To manage the email address associated with your account, kindly follow the procedures below.

Procedure to update email address (refer to Appendix A)

- (i) Download the Customer Account - Addition/Amendment form from JP Website URL: <https://www.jurongportonline.com/JPPASS/>
- (ii) Fill in the required information in the e-form (note: please contact JPCS if you need assistance)
- (iii) Submit the e-form via JP Website

You can also view and re-print your invoice and statement, up to the past 12 months, by accessing our JP-Online Portal at <https://www.jurongportonline.com/JRPA/> using your JP-Online ID and password.

Procedure to retrieve invoice and statement (refer to Appendix B)

- (i) Log in to our Portal using your JP-Online ID and password
- (ii) Go to E-account and select invoice or statement
- (iv) Retrieve your invoice or statement (note: please contact JPCS if you need assistance)

RELY ON US

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Reg No. 200007468N
GST Reg No. 20-0007468N



Please contact our JP Customer Service Officers for further assistance or clarification.

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Thank you.

JP Customer Service
For Jurong Port Pte Ltd

(This is a computer generated circular and does not require a signature.)



Jurong Port

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APPENDIX A - PROCEDURE TO UPDATE EMAIL ADDRESS

- (i) Download the Customer Account - Addition/Amendment form from JP Website
 URL: <https://www.jurongportonline.com/JPPASS/>



eForms > Download Application Forms		
Department	eForm Template	Description
Customer Service	Customer Account - Addition / Amendment Version 1	Application for Addition Account / Amendment of Address and Contacts
Customer Service	JP-ONLINE Access / Subscription Amendment Version 2	Application / Amendment for JP-Online Access / Subscription
Customer Service	New Account Version 4	Application for New Account

- (ii) Fill in required information in the e-form (note: please contact JPCS if you need assistance)

New Information

Registered Address			
Name of Accounts Payable Officer		Name of Other Officer 1	
Designation		Designation	
Contact No.		Contact No.	
Email Address		Email Address	
Name of Other Officer 2		Name of Other Officer 3	
Designation		Designation	
Contact No.		Contact No.	
Email Address		Email Address	



- (iii) Submit the e-form via JP Website
URL: <https://www.jurongportonline.com/JPPASS/>

IMPORTANT: Please read this carefully.
By accessing this web site, you are deemed to have proper notice of and agree to be bound by the provisions set out in the JP-Online Terms of Use and the General Rules and Regulations for Jurong Port and the Terms for Inter-Gateway Haulage (IGH) Scheme which may be amended from time to time. (Adobe Acrobat Reader is required to view these terms and regulations).
Thank you for using this web site.

Pass Application	Pass User Guide	Forms
Apply Short Term Pass Online (STP)	Pass Application Guide And FAQ	JP-Pass Sponsor User Account Application Form
Apply Long Term Pass Online (LTP)		Terms and Conditions - LTP & STP
Check Pass Application Status		LTP Medical Examination Form
		LTP Special Appointment Letter Template
		Letter of Sponsorship / Undertaking for Stevedore Workers
		Employer's Letter of Declaration
		Download Application Forms
		Submission

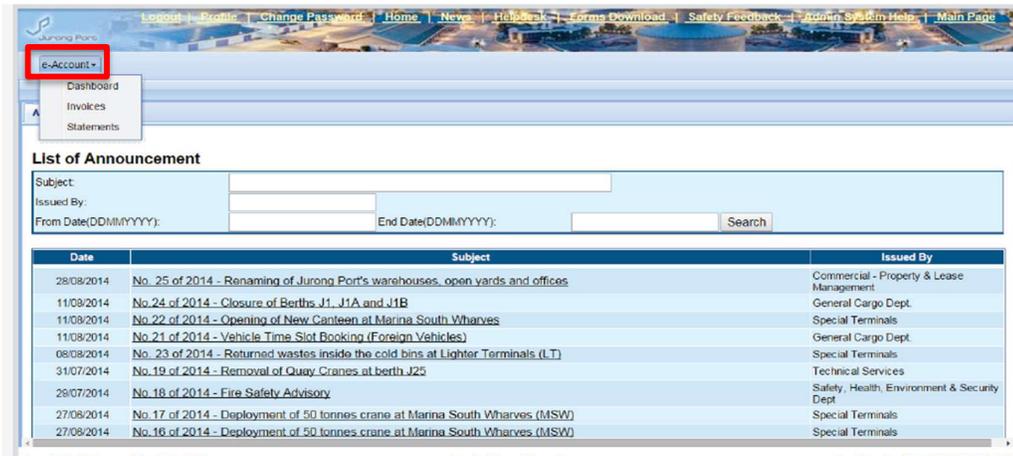
Vehicle Entry Permit (VEP)	Car Park	eForms
Daily Vehicle Entry (For Vehicle Without IU)	Car Park Terms & Conditions	
Season Parking Application		
Season Parking - Vehicle Transfer		

APPENDIX B - PROCEDURE TO RETRIEVE INVOICE AND STATEMENT

- (i) Log-in to our Portal using your JP-Online ID and password
URL: <https://www.jurongportonline.com/JRPA/>



- (ii) Go to E-account and select invoice or statement



- (iii) Retrieve your invoice or statement (note: please contact JPCS if you need assistance)