



SG-HSA eCTD Portal User Manual

Contents

1. Introduction	4
1.1. Overview	4
1.2. To Transmit a Sequence.....	4
1.2.1. What you will need:	4
1.3. Terminology	4
1.3.1. eCTD Sequence (“Sequence”)	4
1.3.2. Submission Package (“Package”)	4
1.3.3. Submission Package:	5
2. Step 1 – Login	5
2.1. Login.....	5
2.1.1. Portal (https://ectd.hsa.gov.sg/).....	5
2.1.2. Before Login	6
2.1.3. Corppass Login	7
2.1.4. Dashboard	8
3. Step 2 - Generating and Viewing SG eCTD IDs.....	9
3.1. Generating and Viewing SG eCTD IDs	9
3.1.1. SG eCTD ID - Module	9
3.1.2. SG eCTD ID - Overview	9
3.1.3. SG eCTD ID – Generate New eCTD IDs	10
3.1.4. SG eCTD ID – eCTD IDs Listing	12
3.1.5. SG eCTD ID – eCTD ID Detail Page.....	14
3.1.6. SG eCTD ID – Export eCTD IDs.....	14
4. Step 3 - Submitting a Transmission.....	15
4.1. Submitting a Transmission	15
4.1.1. Transmission - Module.....	15
4.1.2. Transmission – Overview	16
4.1.3. Transmission – Additional information.....	17
4.1.4. Transmission – Part 1 (Application Information)	17
4.1.5. Transmission – Part 2 (Upload Package)	18
4.1.6. Transmission – Part 2 (Package Scan)	19
4.1.7. Transmission – Part 2 (Upload Failed)	20
4.1.8. Transmission – Part 2 (List of Available Error Codes)	21
4.1.9. Transmission – Part 2 (Upload Success).....	22

4.1.10.	Transmission – Part 3 (Confirmation)	22
4.1.11.	Transmission – Part 4 (Submit)	24
4.1.12.	Transmission – Part 4 (Transmission Receipt)	25
5.	Step 4 - Viewing Transmission Records	26
5.1.	Viewing Transmission Records.....	26
5.1.1.	Transmission Records - Module	26
5.1.2.	Transmission Records – Listing	27
5.1.3.	Transmission Records – Detail Page	29
5.1.4.	Transmission Records – Typical Transmission Flow	31
5.1.5.	Transmission Records – List of Available Statuses	32
5.1.6.	Transmission Records – Export	34
6.	Version History.....	35

1. Introduction

1.1. Overview

1.1.1. The eCTD Internet Portal is used to transfer eCTD sequences to HSA for review.

- Multiple users from the same company (Applicant) can use the Portal at the same time.
- Each user is permitted a single session at one time.
- Each user can transmit only one package at a time.
- Once submitted, the Sequence Package cannot be cancelled or recalled.
- Users cannot retrieve or download the package (i.e. the Sequence) from the Portal.
- Any user can retrieve Transmission Receipts for transmissions submitted by anyone within their company (i.e., under the same UEN) from the Portal.

1.2. To Transmit a Sequence

1.2.1. What you will need:

- Access to the Internet via a standard web browser
- Corppass account (Applicant)
- An eCTD ID – This can be generated from the Portal
- An eCTD Submission Package to upload Sequence to HSA for review

1.3. Terminology

1.3.1. eCTD Sequence (“Sequence”)

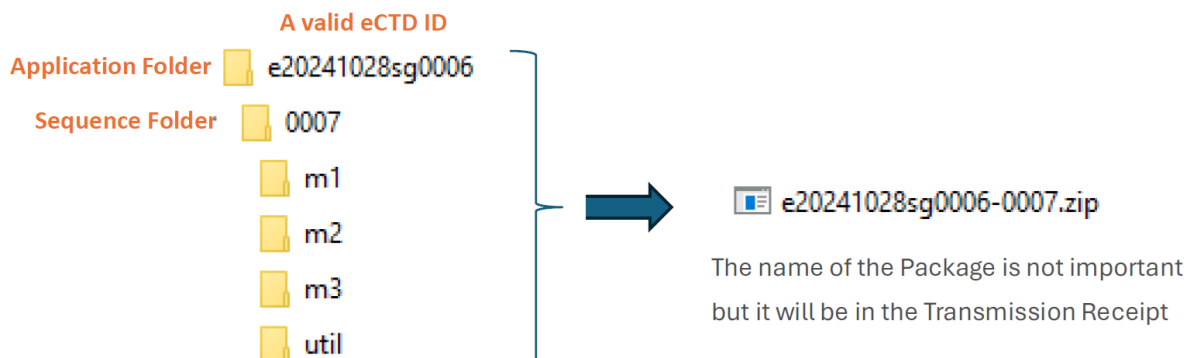
- An eCTD Sequence is one unit of an eCTD Application.
- A Sequence belongs to a Submission which belongs to an Application.
- Sequences are created by the Applicant and subsequently reviewed by HSA as part of the regulatory submission process.

1.3.2. Submission Package (“Package”)

- A Package is what is filed through the Portal by the Applicant.
- The Package is a single eCTD Sequence nested under the Application Folder and stored in a ZIP format.

1.3.3. Submission Package:

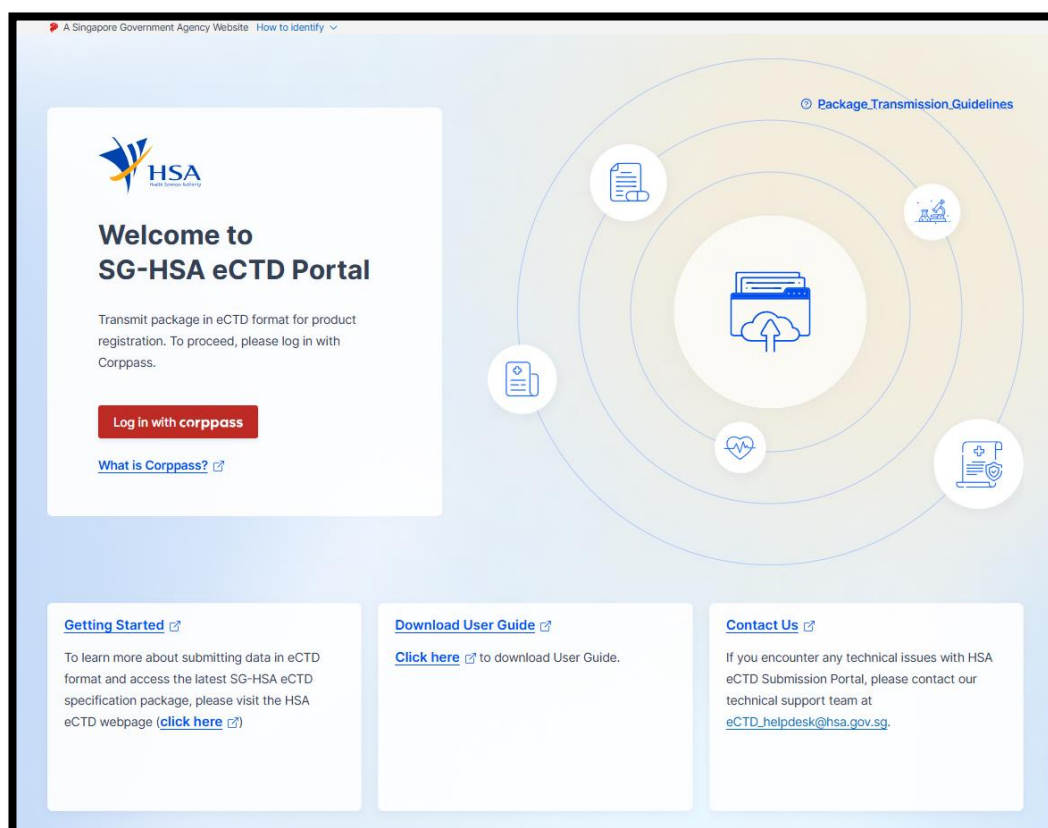
- A single eCTD Sequence folder for a single eCTD Application, stored in a ZIP file.



2. Step 1 – Login

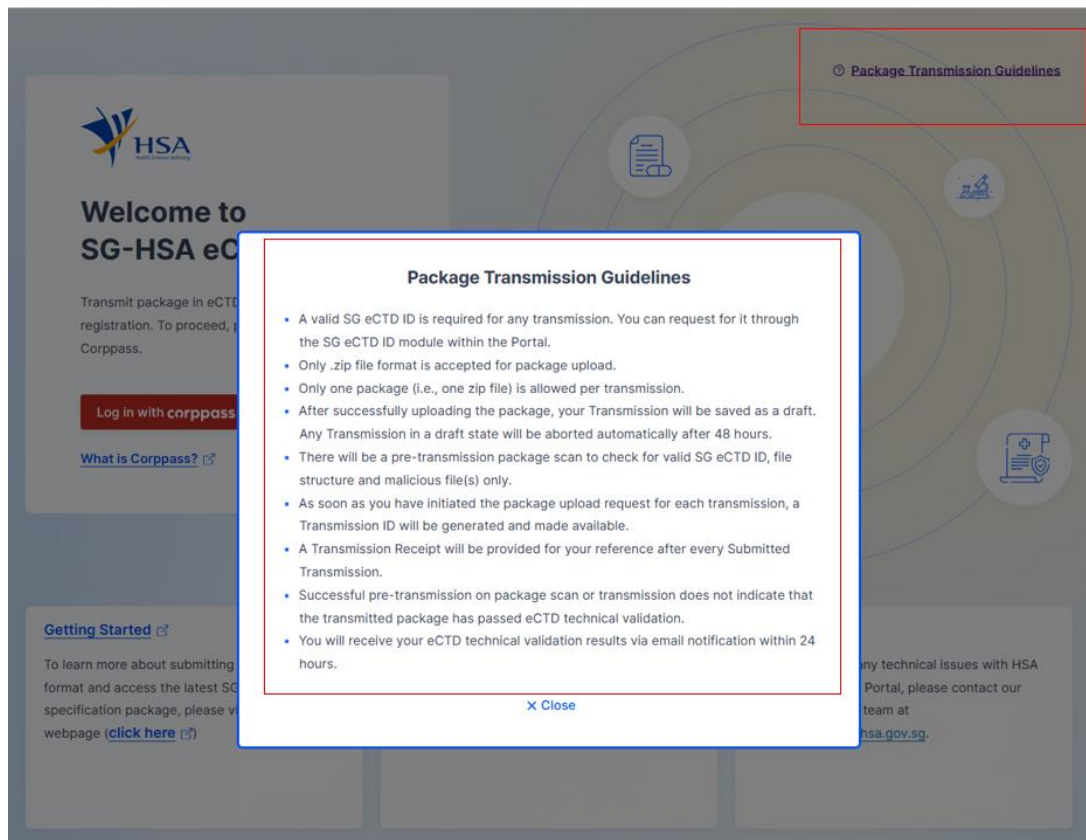
2.1. Login

2.1.1. Portal (<https://ectd.hsa.gov.sg/>)

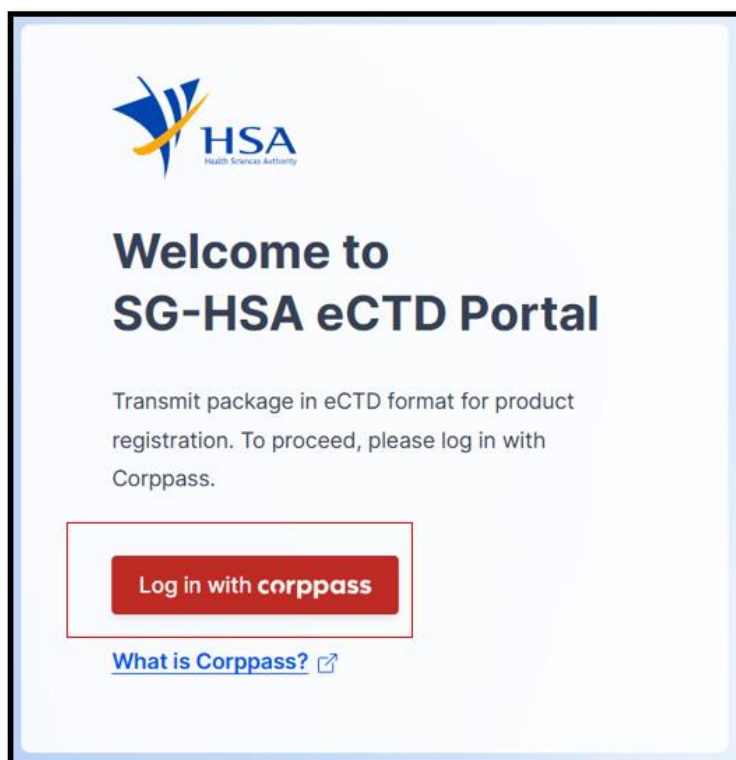


2.1.2. Before Login

Before login, you can find the Package Transmission Guidelines located at the top right corner of the page.

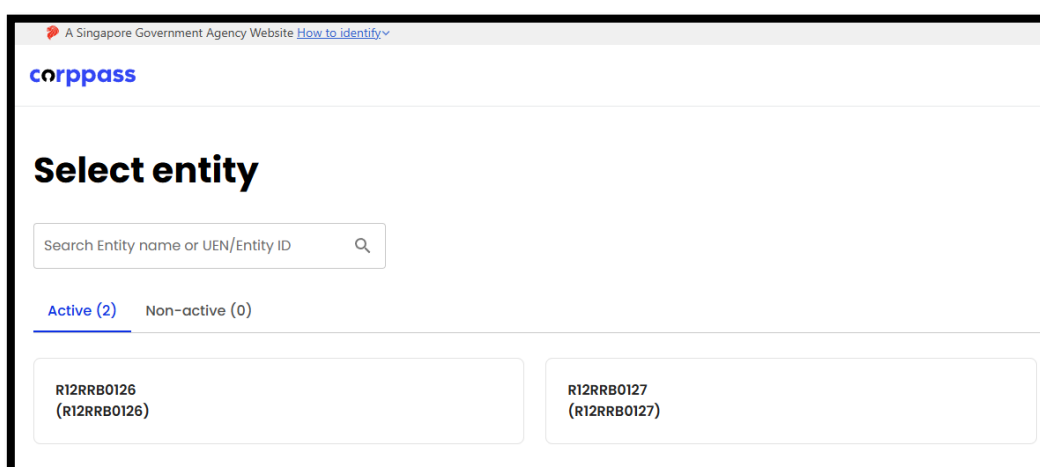


2.1.3. Corppass Login



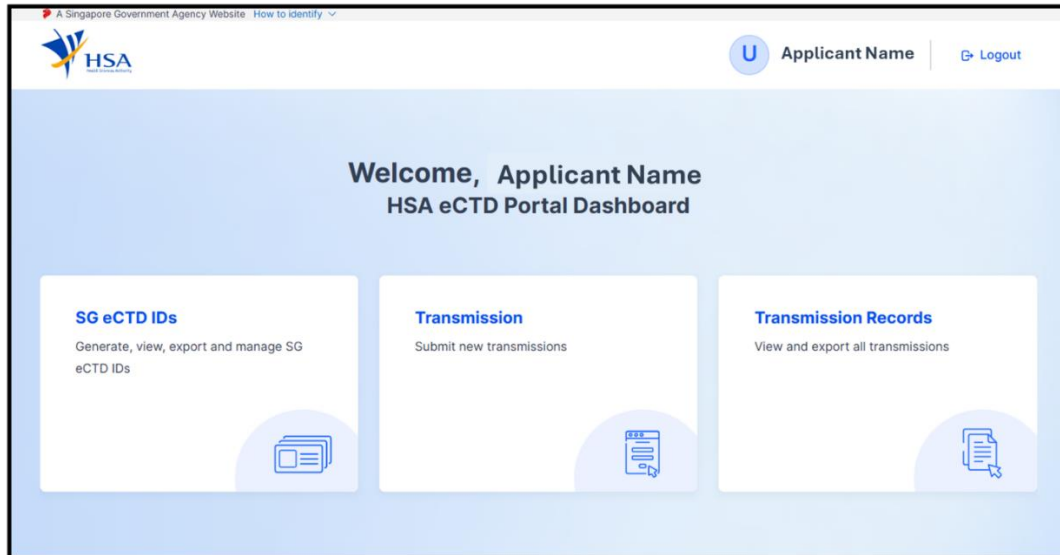
- Corppass is the authorisation system for entities to manage digital service access of employees who need to perform business transactions on behalf of the entity.
- Corppass is a Whole-of-Government (WOG) service and is not managed by HSA.
- Corppass is available for Singapore Registered Entities (both NRIC/FIN users and Foreign ID users) and Foreign Registered Entities.
- Entities that transact with the Government should register for and set up Corppass.

Note: If you have access to multiple companies, you will need to log in to Corppass and select the specific company for which you intend to submit a transmission.



2.1.4. Dashboard

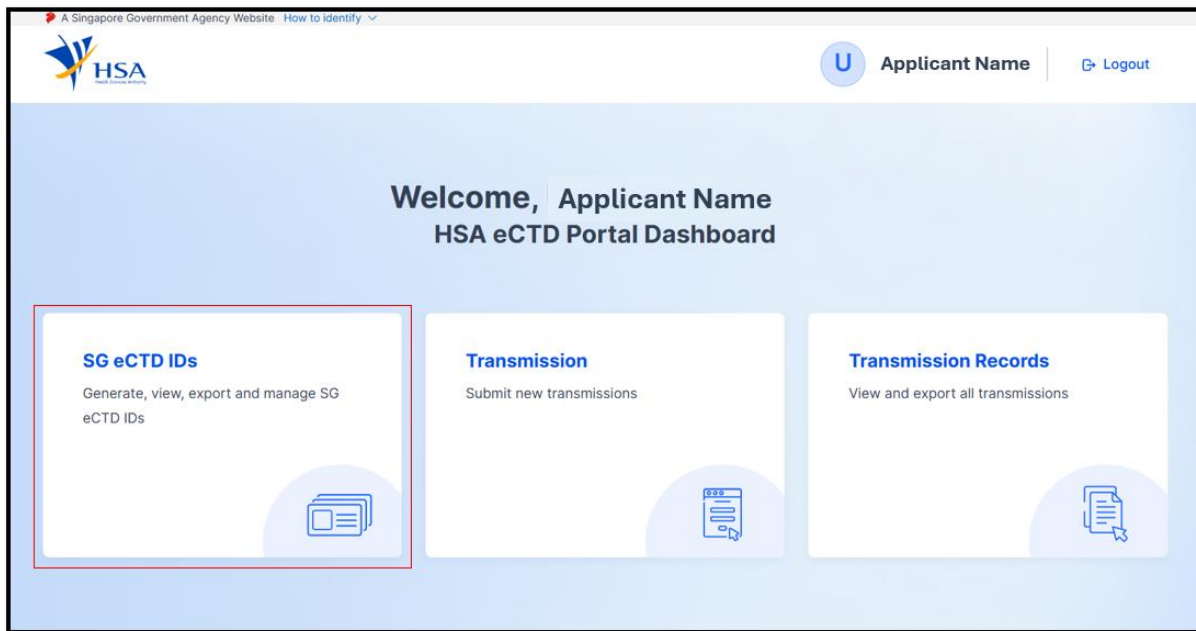
Once you have logged in, you will be redirected to the Portal Dashboard.



3. Step 2 - Generating and Viewing SG eCTD IDs

3.1. Generating and Viewing SG eCTD IDs

3.1.1. SG eCTD ID - Module

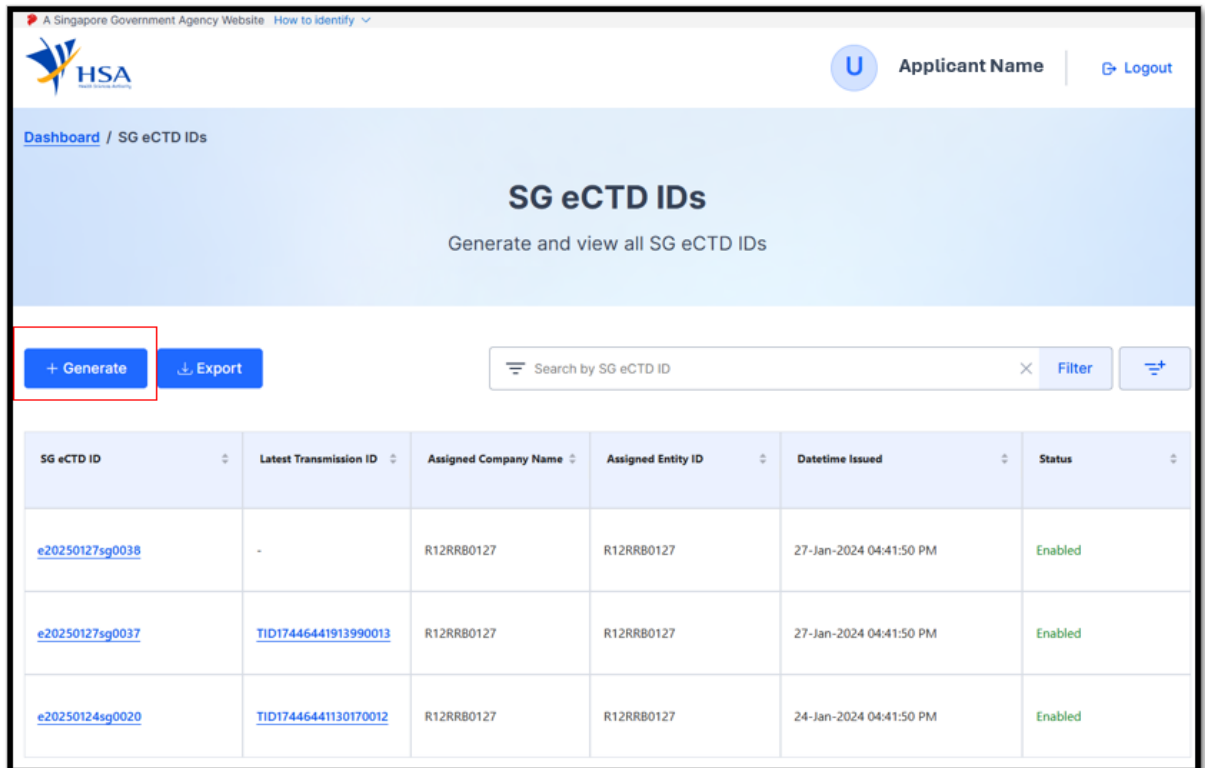


3.1.2. SG eCTD ID - Overview

- The applicant is responsible for maintaining a record of the eCTD ID and its associated product(s).
- There can be only one eCTD ID per eCTD Application.
- Once the eCTD ID has been used for an Application, you cannot change the eCTD ID.
- eCTD IDs do not expire, but they can be disabled by HSA.
- eCTD IDs are also transferrable by HSA.
- eCTD IDs that have been transferred will no longer be visible in the entity's eCTD ID listing, but their historical transmission records will remain available.

3.1.3. SG eCTD ID – Generate New eCTD IDs

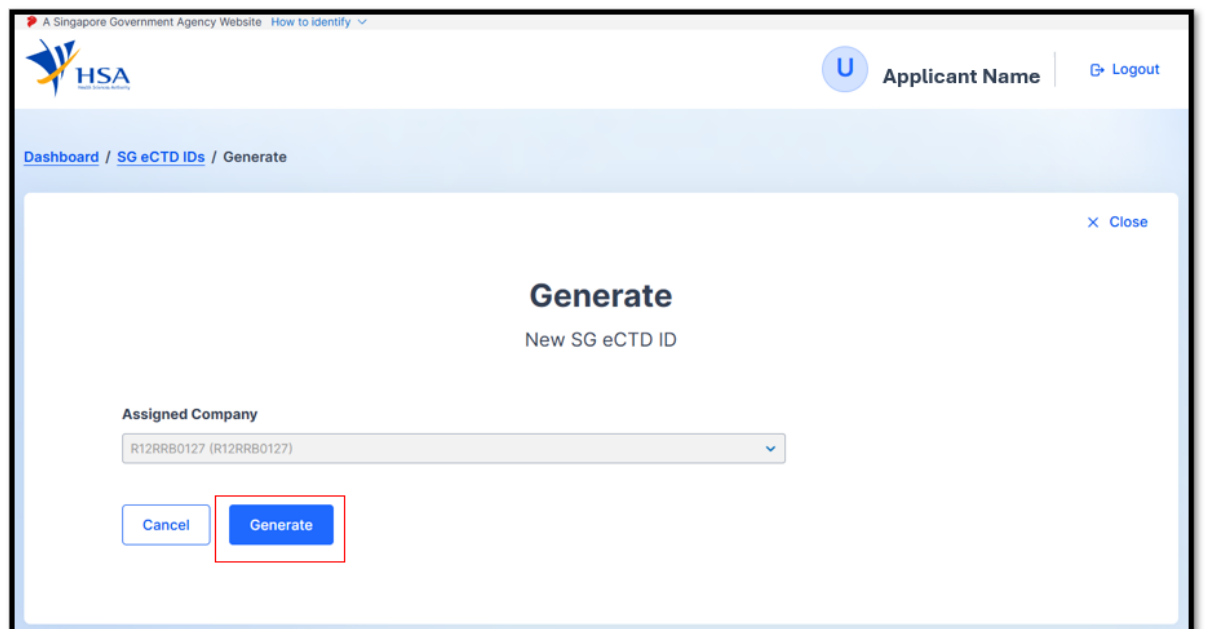
- Click on the **Generate** button to be redirected to the eCTD ID generation page.



The screenshot shows the 'SG eCTD IDs' page in the HSA portal. The page header includes the HSA logo, a user profile icon with the letter 'U', and the text 'Applicant Name' and 'Logout'. The breadcrumb trail is 'Dashboard / SG eCTD IDs'. The main heading is 'SG eCTD IDs' with the subtitle 'Generate and view all SG eCTD IDs'. Below this, there are two buttons: '+ Generate' (highlighted with a red box) and 'Export'. To the right of these buttons is a search bar labeled 'Search by SG eCTD ID' with a 'Filter' button and a plus icon. Below the buttons and search bar is a table with the following columns: 'SG eCTD ID', 'Latest Transmission ID', 'Assigned Company Name', 'Assigned Entity ID', 'Datetime Issued', and 'Status'. The table contains three rows of data, all with a status of 'Enabled'.


SG eCTD ID	Latest Transmission ID	Assigned Company Name	Assigned Entity ID	Datetime Issued	Status
e20250127sg0038	-	R12RRB0127	R12RRB0127	27-Jan-2024 04:41:50 PM	Enabled
e20250127sg0037	TID17446441913990013	R12RRB0127	R12RRB0127	27-Jan-2024 04:41:50 PM	Enabled
e20250124sg0020	TID17446441130170012	R12RRB0127	R12RRB0127	24-Jan-2024 04:41:50 PM	Enabled

- Your Assigned Company will be auto populated. Click on the **Generate** button to confirm.



The screenshot shows the 'Generate' page for creating a new SG eCTD ID. The page header is the same as the previous screenshot. The breadcrumb trail is 'Dashboard / SG eCTD IDs / Generate'. The main heading is 'Generate' with the subtitle 'New SG eCTD ID'. Below this, there is a dropdown menu labeled 'Assigned Company' with the value 'R12RRB0127 (R12RRB0127)' selected. At the bottom, there are two buttons: 'Cancel' and 'Generate' (highlighted with a red box). A 'Close' button is located in the top right corner of the main content area.

- After the eCTD ID is successfully generated, you will be redirected to the eCTD ID listing page with a notification confirming the new ID.

 The SG eCTD ID **e20250618sg2025** has been generated successfully.

+ Generate

Export

Search by SG eCTD ID

Filter

SG eCTD ID	Latest Transmission ID	Assigned Company Name	Assigned Entity ID	Datetime Issued	Status
e20250618sg2025	-	R12RRB0127	R12RRB0127	18-Jun-2025 11:20:22 AM	Enabled

3.1.4. SG eCTD ID – eCTD IDs Listing

- The eCTD IDs Listing displays the company's full list of available eCTD IDs.

Dashboard / SG eCTD IDs

SG eCTD IDs

Generate and view all SG eCTD IDs

[+ Generate](#)
[↓ Export](#)

×
[Filter](#)

SG eCTD ID	Latest Transmission ID	Assigned Company Name	Assigned Entity ID	Datetime Issued	Status
e20250804sg0006	-	R12RRB0127	R12RRB0127	04-Aug-2025 05:11:43 PM	Enabled
e20250717sg0005	-	R12RRB0127	R12RRB0127	17-Jul-2025 01:06:16 PM	Enabled
e20250711sg0004	-	R12RRB0127	R12RRB0127	11-Jul-2025 11:41:58 AM	Enabled

- To filter the listing, you can either use the **simple search**, or the **advanced filter** for more specific criteria. Click on the advanced filter **icon** to reveal the advanced filter.

Note: The simple search function is limited to **SG eCTD IDs** and supports partial matches.

Dashboard / SG eCTD IDs

SG eCTD IDs

Generate and view all SG eCTD IDs

[+ Generate](#)
[↓ Export](#)

×
[Filter](#)

SG eCTD ID	Latest Transmission ID	Assigned Company Name	Assigned Entity ID	Datetime Issued	Status
e20250804sg0006	-	R12RRB0127	R12RRB0127	04-Aug-2025 05:11:43 PM	Enabled
e20250717sg0005	-	R12RRB0127	R12RRB0127	17-Jul-2025 01:06:16 PM	Enabled
e20250711sg0004	-	R12RRB0127	R12RRB0127	11-Jul-2025 11:41:58 AM	Enabled

- The advanced filter supports searching across one or more fields and allows for partial word searches. To reset the search results, click on the “Reset” and then “Filter” button.

Dashboard / SG eCTD IDs

SG eCTD IDs

Generate and view all SG eCTD IDs

[+ Generate](#) [↓ Export](#)

Search by SG eCTD ID [Filter](#)

Datetime Issued From To

SG eCTD ID

Latest Transmission ID

Status

[Reset](#) [Filter](#)

SG eCTD ID	Latest Transmission ID	Assigned Company Name	Assigned Entity ID	Datetime Issued	Status
e20250804sg0006	-	R12RRB0127	R12RRB0127	04-Aug-2025 05:11:43 PM	Enabled
e20250717sg0005	-	R12RRB0127	R12RRB0127	17-Jul-2025 01:06:16 PM	Enabled

3.1.5. SG eCTD ID – eCTD ID Detail Page

- **Details:** The eCTD ID Detail Page displays details about the eCTD ID.
- **Transmission IDs:** The Transmission IDs Listing displays a list of Transmissions associated with the eCTD ID.

Dashboard / SG eCTD IDs / e20230804sg5678

e20230804sg5678

SG eCTD ID detailed information

SG eCTD ID Details

Assigned Company Name
R12RRB0127

Assigned Entity ID
R12RRB0127

Datetime Issued
20-May-2024 03:35:31 PM

Status
Enabled

Transmission IDs

Transmission ID	Status	Datetime Submitted
TID17479715581270285	Duplicate Sequence	23-May-2025 11:40:42 AM
TID17479706659050282	Passed Validation	23-May-2025 11:29:55 AM
TID17478162517990276	Passed Validation	21-May-2025 04:33:00 PM

Items per page: 10 Showing 1-3 of 3

[< Previous](#)
[1](#)
[Next >](#)

3.1.6. SG eCTD ID – Export eCTD IDs

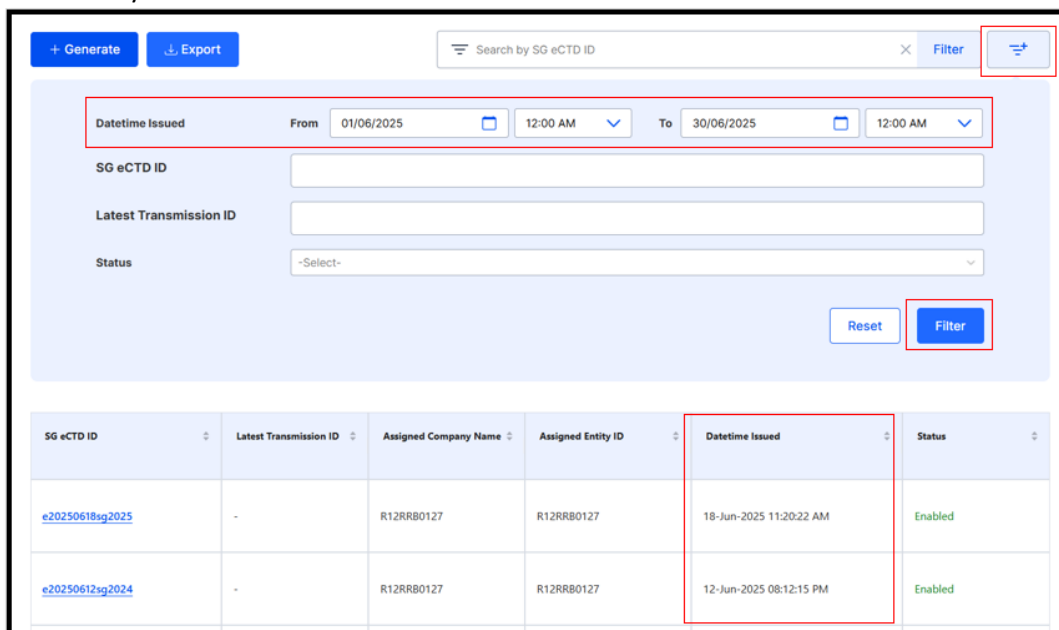
- Click on the **Export** button to export all eCTD IDs that have been created for the day.

[+ Generate](#)
[↓ Export](#)

[Filter](#)

SG eCTD ID	Latest Transmission ID	Assigned Company Name	Assigned Entity ID	Datetime Issued	Status
e20250618sg2025	-	R12RRB0127	R12RRB0127	18-Jun-2025 11:20:22 AM	Enabled
e20250612sg2024	-	R12RRB0127	R12RRB0127	12-Jun-2025 08:12:15 PM	Enabled

- To export eCTD IDs by their issue date, first specify your desired date range using the **advanced filter**, then click the **Filter** button. After filtering, click the **Export** button to download your results.



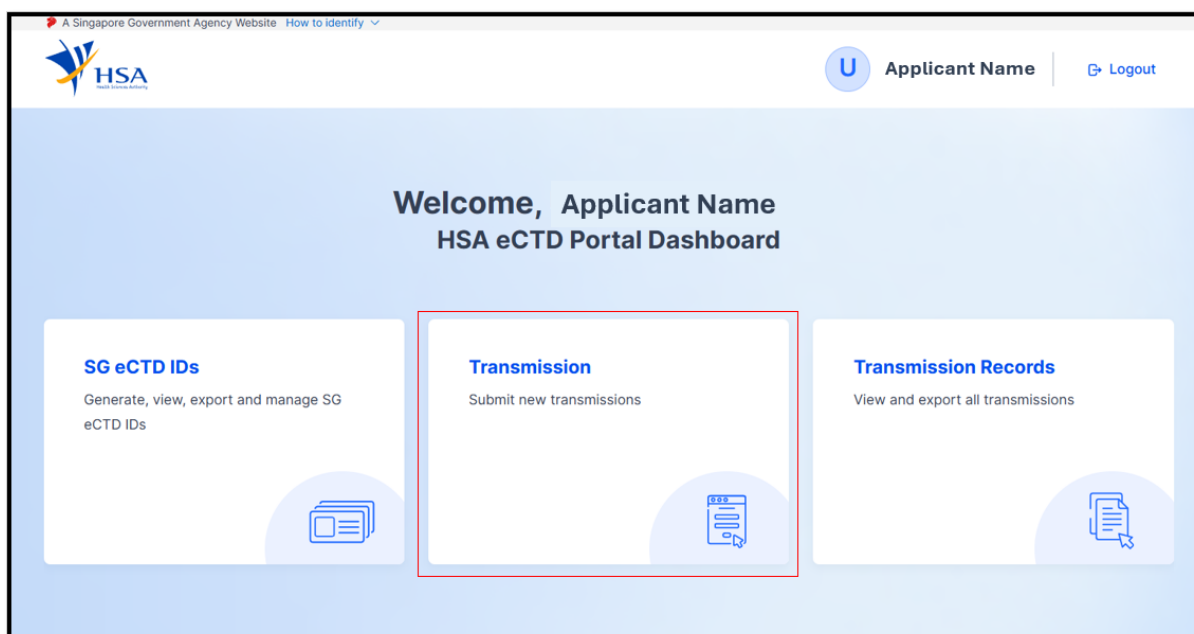
Advanced Filter and Results Table:

SG eCTD ID	Latest Transmission ID	Assigned Company Name	Assigned Entity ID	Datetime Issued	Status
e20250618sg2025	-	R12RRB0127	R12RRB0127	18-Jun-2025 11:20:22 AM	Enabled
e20250612sg2024	-	R12RRB0127	R12RRB0127	12-Jun-2025 08:12:15 PM	Enabled

4. Step 3 - Submitting a Transmission

4.1. Submitting a Transmission

4.1.1. Transmission - Module



Dashboard Overview:

- SG eCTD IDs**: Generate, view, export and manage SG eCTD IDs
- Transmission**: Submit new transmissions (highlighted)
- Transmission Records**: View and export all transmissions

4.1.2. Transmission – Overview

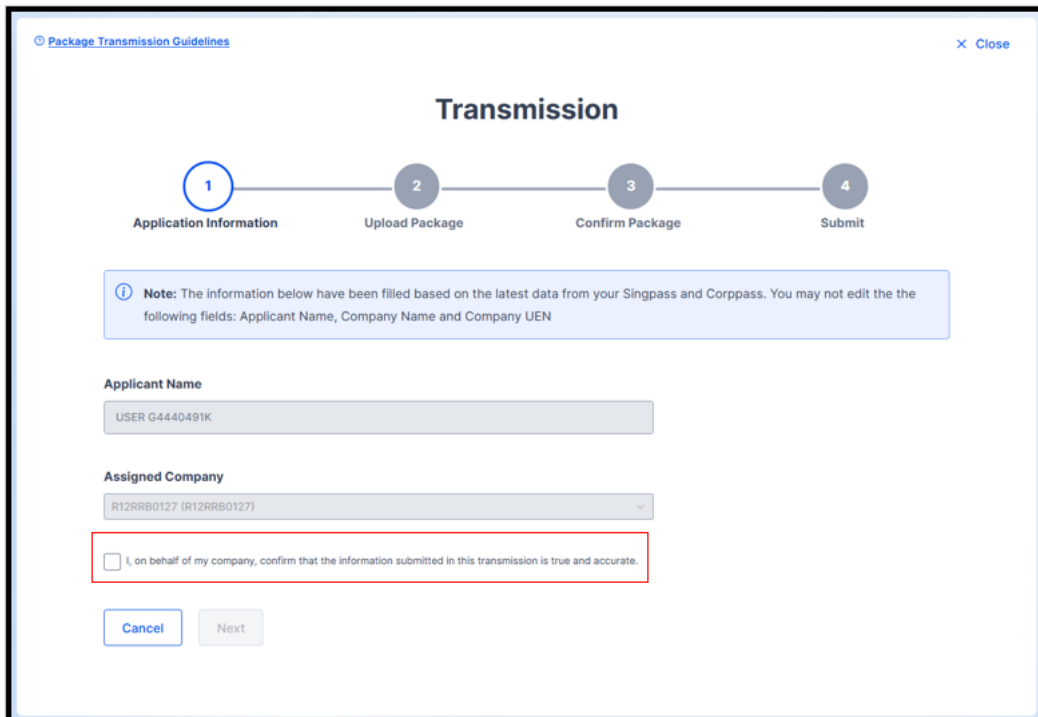
- Once you start a Transmission, you cannot exit unless you abort by closing it.
- Once a Transmission is aborted, it cannot be resumed.
- A Transmission ID will be generated after the package has completed the package scan.
- After successfully uploading the package, your Transmission will automatically be saved as a draft.
- You can replace an uploaded package by removing the existing one and uploading a new package within the same Transmission.
- Draft Transmissions will be automatically aborted if not submitted within 48 hours.
- For aborted Transmissions with a Transmission ID, the details of the uploaded package (e.g., eCTD ID, Sequence Number, File Name, and File Size) are recorded in the Transmission Records, provided they have not been replaced.
- Once submitted, the Transmission cannot be cancelled or aborted.
- You cannot retrieve your Package from the Portal.

4.1.3. Transmission – Additional information

- The validation report is not available via the Portal. Instead, an email detailing the validation outcome will be sent to each contact listed in the Sequence's envelope. This email will originate from the HSA eCTD Systems Team (eCTD_Systems@hsa.gov.sg).
- If the Sequence passes validation, the email will not include a validation report.
- If the Sequence fails validation, the validation report will be attached to the email.

4.1.4. Transmission – Part 1 (Application Information)

- The Applicant Name and Assigned Company will be auto populated based on the information retrieved from your Corppass account.
- You will need to **agree** to the terms before proceeding to Part 2.



The screenshot shows the 'Transmission' interface with a progress bar at the top indicating four steps: 1. Application Information (active), 2. Upload Package, 3. Confirm Package, and 4. Submit. Below the progress bar, a note states: 'Note: The information below have been filled based on the latest data from your Singpass and Corppass. You may not edit the the following fields: Applicant Name, Company Name and Company UEN'. The form contains two auto-populated fields: 'Applicant Name' with the value 'USER G4440491K' and 'Assigned Company' with the value 'R12RRB0127 (R12RRB0127)'. Below these fields is a checkbox labeled 'I, on behalf of my company, confirm that the information submitted in this transmission is true and accurate.' At the bottom, there are 'Cancel' and 'Next' buttons.

4.1.5. Transmission – Part 2 (Upload Package)

- Click “Select a Zip file to upload” and locate the package you intend to upload.
- Max upload file size is 50GB, 1GB = 1024MB
- **Note:** Completing the package upload and scan does not transfer the package to HSA. You must complete the entire transmission process, which includes confirming (step 3) and submitting (step 4) the transmission.

[Package Transmission Guidelines](#) Close

Transmission

1

2


3

4

Application InformationUpload PackageConfirm PackageSubmit

Note:

1. The average duration of uploading and scanning a .ZIP package size of 1GB to 5GB may take around 1 to 2 hours. However, for larger package sizes of 15GB to 25GB, the process may take about 24 hours.
2. The pre-transmission file scan will check for valid eCTD ID, file structure and malicious files only.
3. Do not close this browser until you have successfully submitted the transmission.
4. Max file size of 50 GB, only .zip format is allowed.



Select a ZIP file to upload
or drag and drop it here

Back

Next

4.1.6. Transmission – Part 2 (Package Scan)

- The Portal will automatically begin to **upload** the package.
- Once upload is complete, the Portal will automatically begin the **package scan**.
- You **cannot stop the package scan** process after the upload has been completed.

[Package Transmission Guidelines](#) Close

Transmission

1

2

3


4

Application InformationUpload PackageConfirm PackageSubmit

Note:

1. The average duration of uploading and scanning a .ZIP package size of 1GB to 5GB may take around 1 to 2 hours. However, for larger package sizes of 15GB to 25GB, the process may take about 24 hours.
2. The pre-transmission file scan will check for valid eCTD ID, file structure and malicious files only.
3. Do not close this browser until you have successfully submitted the transmission.
4. Max file size of 50 GB, only .zip format is allowed.

e20250412sg0004.zip
(34 KB)



Pre-Transmission package scanning in progress...
Depending on the size of the package, it may take anything from a few minutes to an hour for the scan to be completed.

Back

Next

4.1.7. Transmission – Part 2 (Upload Failed)

- After the package scan is complete, if you encounter the “**Upload failed: package verification step is not completed!**” message, look at the error code(s) displayed and their descriptions.
- Refer to 4.1.8 Transmission – Part 2 (List of Available Error Codes) for the list of Error Code.
- After you have rectified your package, you may click on the **Replace File** button to reupload the new package and restart the package scan.
- You can replace the Package as many times as needed.

e20250412sg0004.zip
(34 KB)

Upload failed: package verification step is not completed!

Error code 1003: Package scan failed. Your .zip package folder structure is incorrect. Please check folder structure again and refer to the Singapore eCTD Specification for guidance.

Error code 2002: Package verification failed. You are not authorized to submit the package. Please check that your CorpPass login is for the correct company and that the Application Folder is a valid eCTD ID (requested and issued through the Portal).

[Replace File](#)

General Details

Transmission ID
TID17502347071340480

Package Details

SG eCTD ID
e20250412sg0004

Sequence Number
0003

File Name
e20250412sg0004.zip

File Size
34 KB

[Back](#) [Next](#) [Print this page](#)

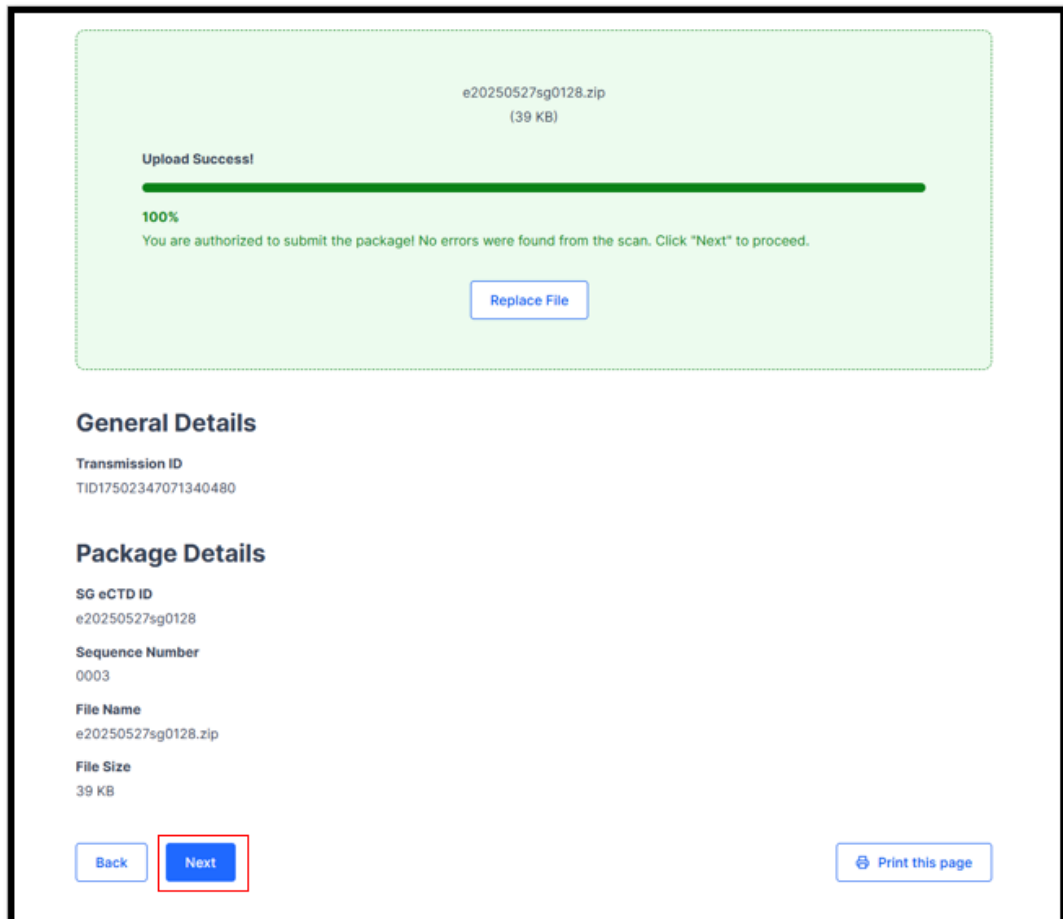
4.1.8. Transmission – Part 2 (List of Available Error Codes)

No.	Error Type	Error Code	Error Description
1.	File-related	1001	Package scan failed. Your .zip package contains hidden file(s). Please remove hidden files from the package.
2.	File-related	1003	Package scan failed. Your .zip package folder structure is incorrect. Please check folder structure again and refer to the Singapore eCTD Specification for guidance.
3.	File-related	1004	Package scan failed. Your .zip package is empty. Please check your .zip package again.
4.	File-related	1007	Package scan failed. Your .zip package has been flagged as potentially having malicious or suspicious content. Please conduct a virus and malicious file scan locally, correct the issue and upload a clean package.
5.	File-related	1008	Package scan failed. Your .zip package contains more than one sequence. Please upload only one sequence per package.
6.	File-related	1009	Package scan failed. Checksum mismatch in .zip package after the pre-transmission malicious scan. You may attempt to resubmit once. Otherwise, kindly contact HSA for assistance and reference the Transmission ID.
7.	File-related	1010	Package scan failed. Your .zip package contains more than one application. Please upload only one application per package.
8.	File-related	1011	Package scan failed. An unknown error has occurred during Malicious Package Scan, please try again later. If the problem persists, please contact HSA for assistance.
9.	File-related	1012	Package scan failed. Your .zip package appears to be empty, require a password to open, and/or contains password-protected files. Please remove any passwords and ensure the .zip file contains the necessary files before resubmitting.
10.	Permission-related	2001	Package verification failed. The Application Folder does not exist or is not an eCTD ID. Please check the structure and naming of your Application Folder.

11.	Permission-related	2002	Package verification failed. You are not authorized to submit the package. Please check that your Corppass login is for the correct company and that the Application Folder is a valid eCTD ID (requested and issued through the Portal).
12.	Permission-related	2003	Package verification failed. The eCTD ID has been disabled. Please ensure you are using the correct eCTD ID or contact HSA for assistance.

4.1.9. Transmission – Part 2 (Upload Success)

- After the package scan is complete with the “Upload Success!” with no issues found, you may click on the **Next** button to proceed.
- You can replace the Package as many times as needed.



e20250527sg0128.zip
(39 KB)

Upload Success!

100%

You are authorized to submit the package! No errors were found from the scan. Click "Next" to proceed.

Replace File

General Details

Transmission ID
TID17502347071340480

Package Details

SG eCTD ID
e20250527sg0128

Sequence Number
0003

File Name
e20250527sg0128.zip

File Size
39 KB

Back Next Print this page

4.1.10. Transmission – Part 3 (Confirmation)

- After confirming the package details, click on the **Submit** button to submit the package.

[Package Transmission Guidelines](#)
Close

Transmission

1 — 2 — 3 — 4

Application Information
Upload Package
Confirm Package
Submit

GENERAL DETAILS

Transmission ID
TID17502347071340480

Application Information

Applicant Name
Applicant Name

Applicant Company
R12RRB0127

Entity ID
R12RRB0127

Submitted By
USER G4440491K

Package Details

SG eCTD ID
e20250527sg0128

Sequence Number
0003

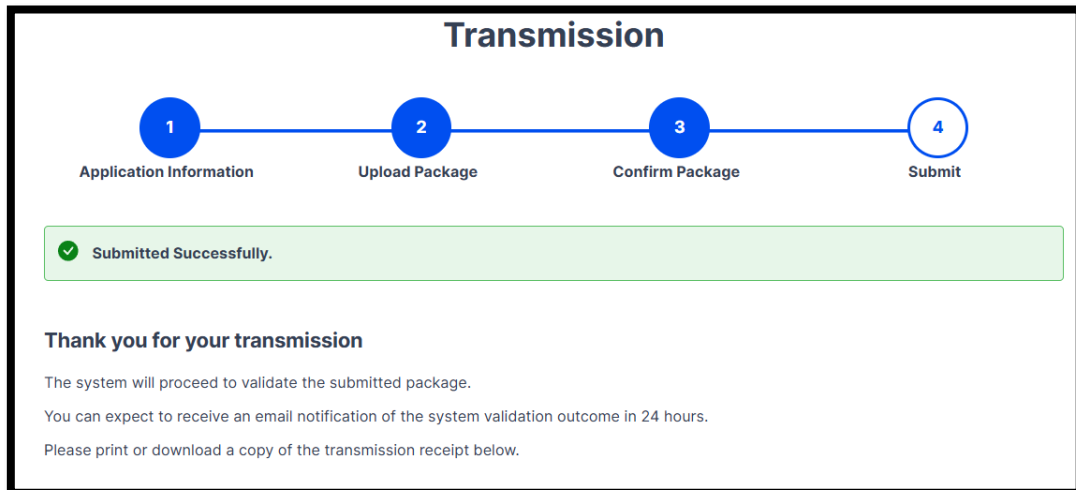
File Name
e20250527sg0128.zip

File Size
39 KB

Back
Submit


4.1.11. Transmission – Part 4 (Submit)

- After submitting the package, a notification will be displayed indicating that submission is successful. You can expect to receive an email notification of the system validation outcome in 24 hours.



4.1.12. Transmission – Part 4 (Transmission Receipt)

- Please **print** or **download** a copy of the transmission receipt via the Download options below.

Transmission Receipt 

Applicant Name

Applicant Name

Company Name

R12RRB0127

Entity ID

R12RRB0127

Transmission ID

TID17502347071340480

SG eCTD ID

e20250527sg0128

Sequence Number

0003

File Name

e20250527sg0128.zip


File Size


39 KB


Date & Time Submitted

18-Jun-2025 05:56:19 PM

Back to Dashboard

 Print this page

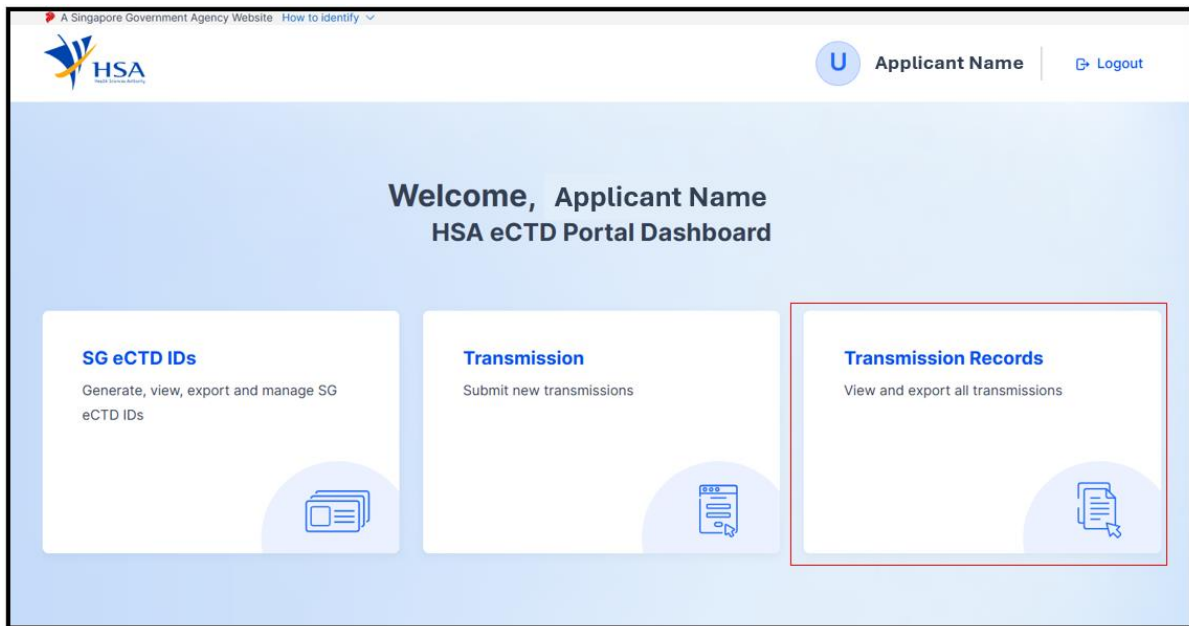
 Download (PDF)

 Download (XML)

5. Step 4 - Viewing Transmission Records

5.1. Viewing Transmission Records

5.1.1. Transmission Records - Module




5.1.2. Transmission Records – Listing

- The Transmission Records Listing displays the company's full list of available Transmission records submitted by their users.

Dashboard / Transmission Records

Transmission Records

View all transmissions

[Export](#) [Filter](#) 


Transmission ID	SG eCTD ID	Sequence Number	Company Name	Entity ID	Applicant Name	Status	Datetime Submitted	Status Last Updated
TID17548964682970625	-	-	R12RRB0127	R12RRB0127	USER S4001172B	Aborted Transmission	-	11-Aug-2025 04:58:47 PM
TID17544493279620623	-	0001	R12RRB0127	R12RRB0127	USER S4001174I	Aborted Transmission	-	08-Aug-2025 11:08:41 AM
TID17542987090580622	e20250627sg2029	0003	R12RRB0127	R12RRB0127	USER G4440491K	Failed Delivery to the eCTD System	04-Aug-2025 05:59:17 PM	05-Aug-2025 07:36:34 PM

- To filter the listing, you can either use the **simple search**, or the **advanced filter** for a more specific criteria. Click on the advanced filter icon to reveal the advanced filter. **Note:** The simple search function is limited to **Transmission IDs** and supports partial word searches.

Dashboard / Transmission Records

Transmission Records

View all transmissions

[Export](#) [Filter](#) 

Transmission ID	SG eCTD ID	Sequence Number	Company Name	Entity ID	Applicant Name	Status	Datetime Submitted	Status Last Updated
TID17548964682970625	-	-	R12RRB0127	R12RRB0127	Applicant Name	Aborted Transmission	-	11-Aug-2025 04:58:47 PM
TID17544493279620623	-	0001	R12RRB0127	R12RRB0127	Applicant Name	Aborted Transmission	-	08-Aug-2025 11:08:41 AM
TID17542987090580622	e20250627sg2029	0003	R12RRB0127	R12RRB0127	Applicant Name	Failed Delivery to the eCTD System	04-Aug-2025 05:59:17 PM	05-Aug-2025 07:36:34 PM

- The advanced filter supports searching across one or more fields and allows for partial word search. To reset the search results, click on the “Reset” and then “Filter” button.

Dashboard / Transmission Records

Transmission Records

View all transmissions

[Export](#)

Filter by Transmission ID [Filter](#)

Datetime Submitted From To

Status Last Updated From To

Transmission ID

SG eCTD ID

Sequence Number

Applicant Name

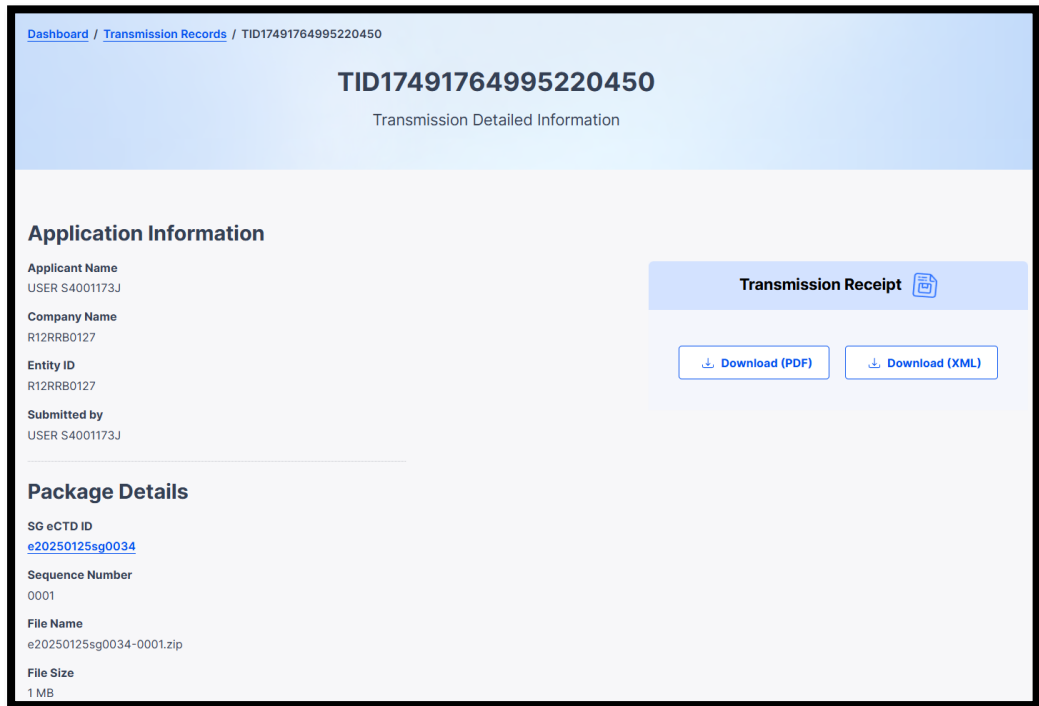
Status

[Reset](#) [Filter](#)

Transmission ID	SG eCTD ID	Sequence Number	Company Name	Entity ID	Applicant Name	Status	Datetime Submitted	Status Last Updated
TID1754896468 2970625	-	-	R12RRB0127	R12RRB0127	US Applicant Name	--- orted mission	-	11-Aug-2025 04:58:47 PM

5.1.3. Transmission Records – Detail Page

- **Details:** The Transmission Record Detail Page displays details about the Transmission.
- **Transmission Receipt:** You can also download the Transmission Receipt here if you did not download it right after submission.



The screenshot shows the 'Transmission Detailed Information' page for TID17491764995220450. The page is divided into two main sections: 'Application Information' and 'Package Details'. The 'Application Information' section lists fields such as Applicant Name, Company Name, Entity ID, and Submitted by. The 'Package Details' section lists fields such as SG eCTD ID, Sequence Number, File Name, and File Size. On the right side, there is a 'Transmission Receipt' section with two download buttons: 'Download (PDF)' and 'Download (XML)'.

Dashboard / [Transmission Records](#) / TID17491764995220450

TID17491764995220450

Transmission Detailed Information

Application Information

Applicant Name
USER S4001173J

Company Name
R12RRB0127

Entity ID
R12RRB0127

Submitted by
USER S4001173J

Package Details

SG eCTD ID
[e20250125sg0034](#)

Sequence Number
0001

File Name
e20250125sg0034-0001.zip

File Size
1 MB

Transmission Receipt

[Download \(PDF\)](#) [Download \(XML\)](#)

- **Transmission Tracker:** The Transmission Tracker monitors and displays your transmission's status, listing the most recent updates first.

Transmission Details

Transmission ID
TID17491764995220450

Datetime Submitted
06-Jun-2025 10:26:39 AM

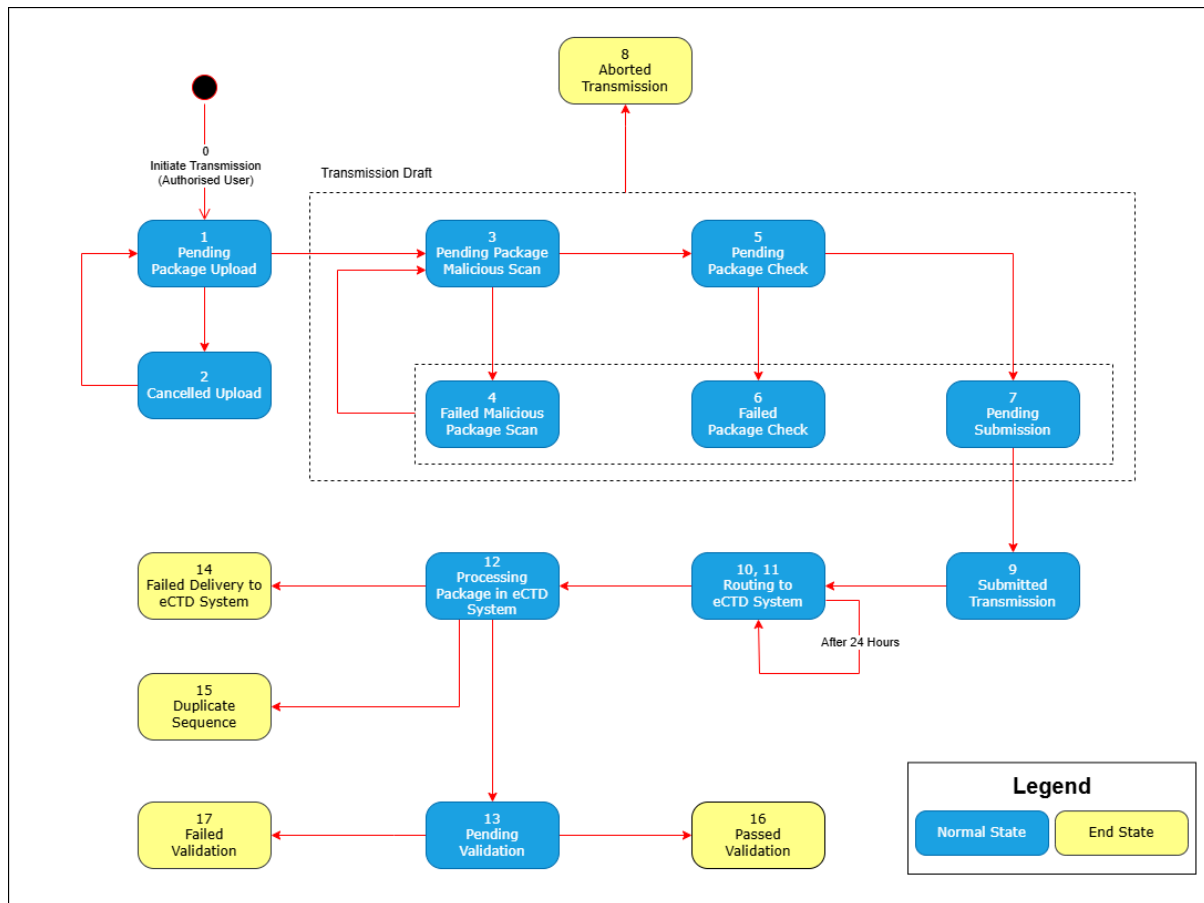
Time Taken To Transmit
0hour(s) 03minute(s) 41second(s)

Transmission Receipt

[Download \(PDF\)](#) [Download \(XML\)](#)

Time	Status	Description
06-Jun-2025 01:14:10 PM	Passed Validation	The package has passed eCTD technical validation.
06-Jun-2025 01:12:55 PM	Pending Validation	The package has successfully been downloaded to the eCTD system and unpacked. The system will now perform the technical validation.
06-Jun-2025 11:21:18 AM	Processing Package in eCTD System	The package has successfully been routed to the eCTD System and is currently undergoing processing.
06-Jun-2025 10:26:39 AM	Routing to eCTD System	The package is now available to the eCTD system for routing.
06-Jun-2025 10:26:39 AM	Submitted Transmission	The Transmission has been submitted.
06-Jun-2025 10:26:24 AM	Pending Submission	The package check has successfully been completed and passed with no error found. The System is currently pending the Authorised User to submit the Transmission.

5.1.4. Transmission Records – Typical Transmission Flow



5.1.5. Transmission Records – List of Available Statuses

No.	Status Name	Status Description
1.	Pending Package Upload	The Transmission has been initiated and is pending the Authorised User to upload a package.
2.	Cancelled Upload	The upload has been cancelled.
3.	Pending Package Check	The upload has successfully been completed. The system will now perform the package check.
4.	Failed Package Check	<Error Type>, <Error Code>, <Error Description> (Information: The package check has failed. Refer to Pre-transmission Package Scan Error Types)
5.	Pending Package Malicious Scan	The package check has successfully been completed and passed with no error found. The System will now perform the package malicious scan.
6.	Failed Malicious Package Scan	<Error Type>, <Error Code>, <Error Description> (Information: The malicious package scan has failed. Refer to Pre-transmission Package Scan Error Types)
7.	Pending Submission	The malicious package scan has successfully been completed and passed with no error found. The System is currently pending the Authorised User to submit the Transmission.
8.	Aborted Transmission	The Transmission has been aborted.
9.	Submitted Transmission	The Transmission has been submitted.
10.	Routing to eCTD System	The package is now available to the eCTD system for routing.

11.	Routing to eCTD System (After 24 Hours)	Package delivery is taking longer than expected. Please contact HSA Support and provide the Transmission ID.
12.	Processing Package in eCTD System	The package has successfully been routed to the eCTD System and is currently undergoing processing.
13.	Pending Validation	The package has successfully been downloaded to the eCTD system and unpacked. The system will now perform the technical validation.
14.	Failed Delivery to the eCTD System	Package delivery has failed. Please contact HSA Support and provide the Transmission ID.
15.	Duplicate Sequence	A Duplicate Sequence is detected. The Package will not be routed for eCTD Validation.
16.	Passed Validation	The package has passed eCTD technical validation.
17.	Failed Validation	The package has failed eCTD technical validation. Please consult the SG-HSA Specification and Validation Criteria, correct Errors, and resubmit your sequence.

5.1.6. Transmission Records – Export

- Click on the **Export** button to export all Transmission Records that have been created for the day.

Dashboard / Transmission Records

Transmission Records

View all transmissions

[Export](#)

Filter

Transmission ID	SG eCTD ID	Sequence Number	Company Name	Entity ID	Applicant Name	Status	Datetime Submitted	Status Last Updated
TID17502347071340480	e20250527sg0128	0003	R12RRB0127	R12RRB0127	Applicant Name	Routing to eCTD System	18-Jun-2025 05:56:19 PM	18-Jun-2025 05:56:19 PM
TID17494484077560470	e20250430sg0123	0001	R12RRB0127	R12RRB0127	Applicant Name	Routing to eCTD System	09-Jun-2025 02:01:34 PM	10-Jun-2025 02:01:37 PM

- To export Transmission Records by their submitted date, first specify your desired **Datetime Submitted** date range using the **Advanced Filter**, then click the **Filter** button.
- After filtering, click the **Export** button to download your results.

[Export](#)

Filter

Datetime Submitted From To

Status Last Updated From To

Transmission ID

SG eCTD ID

Sequence Number

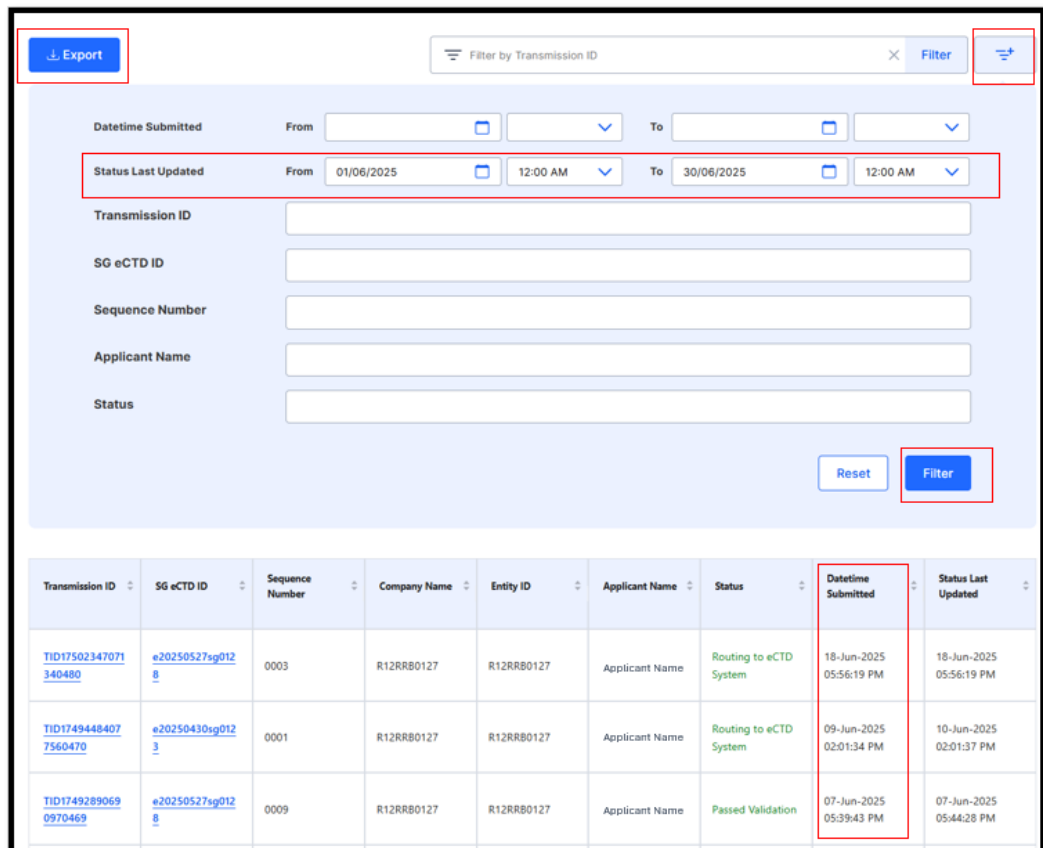
Applicant Name

Status

[Reset](#)
[Filter](#)

Transmission ID	SG eCTD ID	Sequence Number	Company Name	Entity ID	Applicant Name	Status	Datetime Submitted	Status Last Updated
TID17502347071340480	e20250527sg0128	0003	R12RRB0127	R12RRB0127	Applicant Name	Routing to eCTD System	18-Jun-2025 05:56:19 PM	18-Jun-2025 05:56:19 PM
TID17494484077560470	e20250430sg0123	0001	R12RRB0127	R12RRB0127	Applicant Name	Routing to eCTD System	09-Jun-2025 02:01:34 PM	10-Jun-2025 02:01:37 PM
TID17492890690970469	e20250527sg0128	0009	R12RRB0127	R12RRB0127	Applicant Name	Passed Validation	07-Jun-2025 05:39:43 PM	07-Jun-2025 05:44:28 PM

- To export Transmission Records by their **last updated status**, first specify your desired **Status Last Updated** date range using the **Advanced Filter**, then click the **Filter** button.
- After filtering, click the **Export** button to download your results.



Advanced Filter

Filter by Transmission ID

Datetime Submitted From To

Status Last Updated From 01/06/2025 12:00 AM To 30/06/2025 12:00 AM

Transmission ID

SG eCTD ID

Sequence Number

Applicant Name

Status

Transmission ID	SG eCTD ID	Sequence Number	Company Name	Entity ID	Applicant Name	Status	Datetime Submitted	Status Last Updated
TID17502347071340480	e20250527sg0128	0003	R12RRB0127	R12RRB0127	Applicant Name	Routing to eCTD System	18-Jun-2025 05:56:19 PM	18-Jun-2025 05:56:19 PM
TID17494484077560470	e20250430sg0123	0001	R12RRB0127	R12RRB0127	Applicant Name	Routing to eCTD System	09-Jun-2025 02:01:34 PM	10-Jun-2025 02:01:37 PM
TID17492890690970469	e20250527sg0128	0009	R12RRB0127	R12RRB0127	Applicant Name	Passed Validation	07-Jun-2025 05:39:43 PM	07-Jun-2025 05:44:28 PM

6. Version History

Revision No.	Revision Date	Summary of Changes
1.0	30 Sep 2025	Initial version