TSW FACT SHEET
ADMINISTRATOR OF ORGANISATION

In Trade Single Window (TSW) the organisation administrator can manage link requests and maintain details for their organisation.

An organisation can have one or more administrator. An organisation administrator is able to:

- Manage permissions of linked users (what people working on behalf of the organisation can do in TSW)

- edit the organisation and any client types and premises the organisation has

- apply for new client types for the organisation

- apply for new TSW privileges for the organisation which determines what all users linked to that organisation can potentially do on the organisation's behalf.

WHO SHOULD HAVE AN ORGANISATION ADMINISTRATOR

Typically, the organisations that will benefit most from an organisation administrator are freight forwarders, customs brokers, shipping companies and excise clients.

Organisations that have been registered just for a client code, and do not submit registrations or lodgements, do not normally need an organisation administrator.

WHAT ARE ORGANISATION LINKS

Organisation links are relationships between an organisation and TSW users that grant permission for the TSW users to perform certain functions on behalf of the organisation.

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ORGANISATION LINK PERMISSIONS

The following table describes the permissions that can be granted to a TSW user via an organisation link.

	Permissions	What linked TSW user can do
Lodgement	Permissions for each of following lodgement types submitted on behalf of the organisation can be set to either **None**, **View** or **Manage**: • Import Declaration • Export Declaration • Cargo Report Export • Outward Cargo Report • Advance Notice of Arrival • Inward Cargo Report • Excise Declaration	• **None** - The linked user is restricted from viewing, submitting and managing lodgements of this type submitted on behalf of the organisation • **View** - The linked user can view lodgements of this type that were submitted on behalf of the organisation • **Manage** - The linked user can view, submit and update* lodgements of this type on behalf of the organisation *users must also have the appropriate privileges and client code to submit certain lodgement types*
Registration	Manage Person Registration Information	Register and maintain client code registrations submitted on behalf of persons (e.g. individuals that are clients of a brokerage)
	Manage Organisation Registration Information	Register and maintain client code registrations submitted on behalf of organisations (e.g. businesses that are clients of a brokerage)
	Manage Premises Registration Information	Maintain registration information for specified premises belonging to the organisation (eg Customs Controlled Areas)
	Organisation administrator	Act as an organisation administrator

HOW TO APPLY TO BE AN ORGANISATION ADMINISTRATOR

The process to apply to be organisation administrator is:

1.	**Become a TSW user**	See the *Registering to use TSW Factsheet*
2.	**Register the organisation in TSW (if it doesn't already exist)**	Complete the organisation registration form in TSW online.

3. Apply for "admin of org" Organisation Link	Submit the organisation administrator link request online in TSW.
	
	You will need:
	
	• the TSW registration number for the organisation
	• if there is no existing organisation administrator, a company link approval document/letter authorising you to be the organisation administrator
	    ▪ The letter should be on organisation letterhead and signed by a named person within company such as a director, owner, partner, CEO or CFO.
	    ▪ The letter should also include the organisation client code or TSW registration number.
	
	!Note: The Company link approval document is not required if you are a director, owner, partner, CEO or CFO of the organisation.

RESPONSIBILITIES OF AN ORGANISATION ADMINISTRATOR

The organisation administrator is responsible for:

• actioning all link requests to the organisation in TSW in a timely fashion? (the organisation administrator will be notified of new link requests)

• maintaining the organisation registration details in TSW

• actively maintaining all organisation links, including removing/modifying links to users that no longer require permissions to perform certain functions on behalf of the organisation.

Note: See the *Administrator of Organisation Guide for more information.*

REMOVING ORGANISATION ADMINISTRATOR STATUS

TSW users wishing to cease their status as organisation administrator will need to remove the "organisation administrator" organisation link permission to the organisation. This can be done by any TSW user with appropriate organisation administrator permissions or by emailing clientupdate.request@customs.govt.nz.

MORE INFORMATION

Lodgements page

Registering to use TSW Facsheet

Websites: www.customs.govt.nz and www.mpi.govt.nz

Email: tswusersupport@customs.govt.nz, Phone: 0800 BORDER (0800 267 337)

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