

ePing系統通知文件製作教學

2025.12.9

TBT查詢單位

經濟部標準檢驗局

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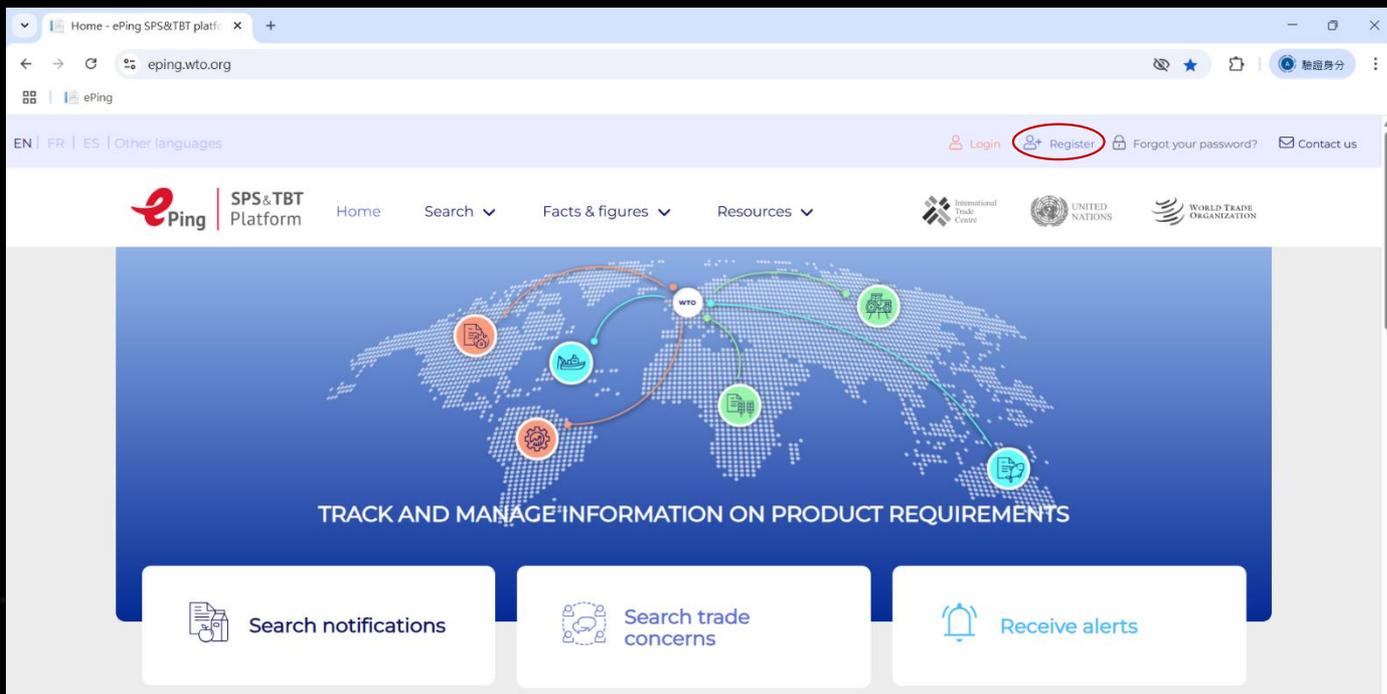
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一. 通知作業的流程



二. 如何建立ePing帳號(1/3)

- 1 前往ePing網站 (<https://eping.wto.org/>)
- 2 點選右上角 **Register**



二. 如何建立ePing帳號(2/3)

3 填寫基本個人資料

Personal information

If you have a WTO account, please use the same email address when filling out this form to facilitate navigating between different websites (e.g. eAgenda, Interprefy, Docs Online).

First name * 輸入英文名	Last name * 輸入英文姓
Email * 輸入電郵信箱	Gender 選擇性別
Sector * 主管機關選擇Public	Organization type * 主管機關選擇Government
Country/territory * 選擇Chinese Taipei	Organization name * 輸入機關名稱

*位於選單後段，以T排列的位置

4 選擇有興趣訂閱之通知文件(非必要)

5 點選 **Register**

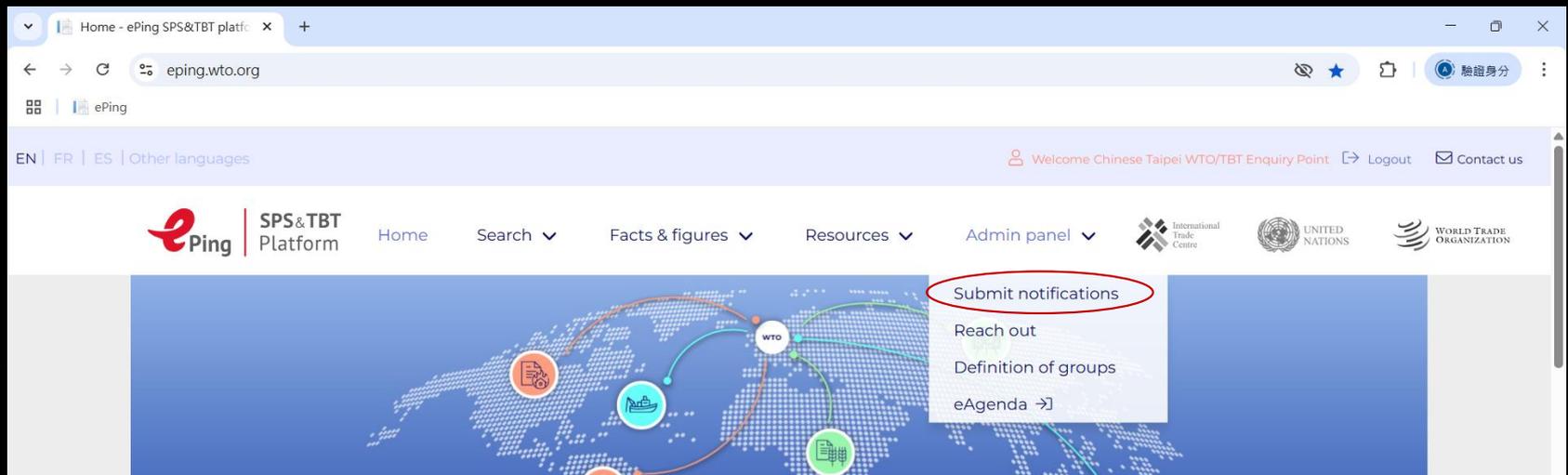
二. 如何建立ePing帳號(3/3)

- 6 打開電郵信箱，點選確認信之連結，設定密碼。
- 7 通知經濟部標準檢驗局TBT查詢單位 (tbtenq@bsmi.gov.tw) 開通製作通知文件之權限，電郵中請提供您申請ePing的英文姓名及電郵信箱。
- 8 TBT查詢單位會於開通權限後告知。

三. 如何製作通知文件 (1/26)

✦ 如何進入通知文件系統

- 1 進入ePing網站(<https://eping.wto.org/>)
- 2 點選右上角Admin panel>>Submit notifications
(需開通權限才有上述選項)



三. 如何製作通知文件 (2/26)

3 通知文件系統首頁

The screenshot displays the 'Submit notifications (TBT)' dashboard on the ePing website. The page is organized into four main sections, each with a table of notification statistics. The 'Regular notifications' section shows 5 drafts, 0 completed, 1 submitted, 0 approved, 569 issued, 0 templates, and 0 rejected. The 'Revision notifications' section shows 0 drafts, 0 completed, 0 submitted, 0 approved, 16 issued, 0 templates, and 0 rejected. The 'Addenda' section shows 4 drafts, 0 completed, 0 submitted, 0 approved, 372 issued, 4 templates, and 0 rejected. The 'Corrigenda' section shows 0 drafts, 0 completed, 0 submitted, 0 approved, 22 issued, 0 templates, and 0 rejected. A 'Manage users' button is located in the top right corner of the dashboard area.

Category	Notifications in progress (drafts)	Completed notifications	Submitted notifications	Approved notifications	Issued notifications	Templates	Rejected
Regular notifications (一般通知)	5	0	1	0	569	0	0
Revision notifications (修正通知)	0	0	0	0	16	0	0
Addenda (追加通知)	4	0	0	0	372	4	0
Corrigenda (更正通知)	0	0	0	0	22	0	0

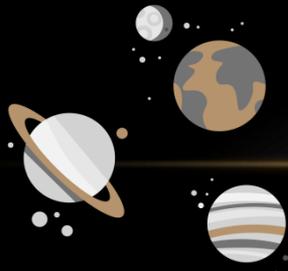
三. 如何製作通知文件 (3/26)

★ 我該使用哪種通知文件？

<p>Regular Notification (一般通知)</p> <p>首次預告法規制訂/修訂時使用，目的是提供WTO會員評論機會。</p>	<p>Revision Notification (修正通知)</p> <p>倘法規草案與之前提出之一般通知版本有重大改變，需再次供會員評論，或國內再次預告時使用。</p>
<p>Addenda (追加通知)</p> <p>法規公告後使用，目的是告知WTO會員法規施行日期及法規內容。或是延長評論期、補充法規英譯版。</p>	<p>Corrigenda (更正通知)</p> <p>當通知文件或是法規草案中有誤繕情形須修正時使用。</p>

三. 如何製作通知文件 (4/26)

Regular Notification 教學



	WORLD TRADE ORGANIZATION	G/TBT/N/[Member]/[Number]
(00-0000)		Date: Page:
Committee on Technical Barriers to Trade		
NOTIFICATION		
The following notification is being circulated in accordance with Article 10.6.		
1.	Notifying Member: If applicable, name of local government involved (Articles 3.2 and 7.2):	
2.	Agency responsible:	
3.	Notified under Article 2.9.2 [], 2.10.1 [], 5.6.2 [], 5.7.1 [], 3.2 [], 7.2 [], other:	
4.	Products covered (HS codes or national tariff lines. ICS numbers may be provided in addition, where applicable):	
5.	Details of notified document(s) (title, number of pages, means of access): Link to notified document(s) and/or contact details for agency or authority which can provide copies upon request:	
6.	Description of content:	
7.	Objective and rationale, including the nature of urgent problems where applicable:	
8.	Relevant documents: Relevant notifications:	
9.	Proposed date of adoption: Proposed date of entry into force:	
10.	Provision of comments: Final date for comments: [] 60 days from notification Contact details of agency or authority designated to handle comments regarding the notification:	

三. 如何製作通知文件 (5/26)

Regular Notification

點選Regular notifications右側「+」

Submit notifications (TBT) Manage users

"For information on TBT Agreement notification requirements, please consult the ITTC Notifications Handbook," [tbt_handbook_on_notifications_e.pdf](#)

Regular notifications

Notifications in progress (drafts)	5
Completed notifications	0
Submitted notifications	1
Approved notifications	0
Issued notifications	569
Templates	0
Rejected	0

Revision notifications

Notifications in progress (drafts)	0
Completed notifications	0
Submitted notifications	0
Approved notifications	0
Issued notifications	16
Templates	0
Rejected	0

Addenda

Notifications in progress (drafts)	4
Completed notifications	0
Submitted notifications	0
Approved notifications	0
Issued notifications	372
Templates	4
Rejected	0

Corrigenda

Notifications in progress (drafts)	0
Completed notifications	0
Submitted notifications	0
Approved notifications	0
Issued notifications	22
Templates	0
Rejected	0

三. 如何製作通知文件 (6/26)

Regular Notification

第1欄「發通知會員」

1. Notifying Member ⓘ

Internal Id

內部識別用，無需填寫

If applicable, name of local government involved (Articles 3.2 and 7.2)

我國不適用，無需填寫

三. 如何製作通知文件 (7/26)

Regular Notification

第2欄「權責機關」

2. Agency responsible ⓘ

Agency responsible 填入權責機關名稱(範例如下)

Bureau of Standards, Metrology and Inspection (BSMI)
Ministry of Economic Affairs

三. 如何製作通知文件 (8/26)

Regular Notification

第3欄 「通知依據」

3. Notified under article ⓘ

通常勾選1、3項

- Technical Regulation (Article 2.9.2) 技術性法規(規範特定產品特性或產製方法之強制性規定)
- Technical Regulation - urgent (Article 2.10.1) 技術性法規(因應緊急情況須立刻生效)
- Conformity Assessment Procedure (Article 5.6.2) 符合性評鑑程序(用來確認產品符合強制性規定的程序)
- Conformity Assessment Procedure - urgent (Article 5.7.1) 符合性評鑑程序(因應緊急情況須立刻生效)
- Technical Regulation - local government (Article 3.2)
- Conformity Assessment Procedure - local government (Article 7.2)
- Other

Other

三. 如何製作通知文件 (9/26)

Regular Notification

第4欄 「受影響產品範圍」

4. Products covered (HS codes or national tariff lines. ICS numbers may be provided in addition, where applicable) ⓘ

HS code(s)

HS 2022

受影響產品的HS code (可以用關鍵字搜尋，例如coffee maker)

Hide description in circulated notification

ICS code(s)

受影響產品的ICS code (可與HS code擇一使用)

Hide description in circulated notification

Free text ⓘ

Add selected HS and ICS codes to free text field

B *I*          

如果無法使用上述分類碼，則可在此直接寫上產品名稱

三. 如何製作通知文件 (10/26)

Regular Notification

第5欄「法規名稱、頁數、語言及取得途徑」

5. Details of notified document(s) (title, number of pages and language(s), means of access) ⓘ

Title

請填入法規草案名稱

Number of pages and languages ⓘ

Language Number of pages

點選Add new，選擇法規草案的語言及頁數

Means of access
(Uploading the pdf file of the notified document allows ePing users to request an unofficial translation)

Upload pdf file of notified document

Language **點選橘色按鈕Upload file，分別上傳法規草案中英文版**

Attachments

Weblink to notified document (if different from above)

Contact details for agency or authority which can provide copies upon request
(Add websites with additional information here.) **得應請求提供副本之主管機關聯絡資料(請填我國查詢單位)**

WTO TBT Enquiry Point, tbtenq@bsmi.gov.tw

三. 如何製作通知文件 (11/26)

Regular Notification

第6欄「內容描述」

6. Description of content ⓘ

Description of content

B *I*      

簡要說明法規內容，或是修訂方向，讓WTO會員可以快速了解

三. 如何製作通知文件 (12/26)

Regular Notification

第7欄 「法規目的及原因」

7. Objective and rationale, including the nature of urgent problems where applicable ⓘ

- National security requirements 國安要求
- Consumer information, labelling 消費者資訊(標示)
- Prevention of deceptive practices and consumer protection 預防欺騙行為及消費者保護
- Protection of human health or safety 保護人類健康或安全
- Protection of animal or plant life or health 保護動物生命或健康
- Protection of the environment 環境保護
- Quality requirements 品質要求
- Harmonization 調和(法規或標準等)
- Reducing trade barriers and facilitating trade 降低貿易障礙及促進貿易
- Cost saving and productivity enhancement 節省開支及強化生產力
- Not specified 未明訂
- Other 其他

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如選擇「其他」或無適當選項可勾選，可在此自行輸入適當文字

三. 如何製作通知文件 (13/26)

Regular Notification

第8欄 「相關文件及通知」

8. Relevant documents and relevant notifications ⓘ

Relevant documents

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填寫行政公報預告日期、卷數及期數及英文網頁連結；母法以及引用之國際標準，範例如下：
Government Gazette, Vol. xx, No. xx, dated xx xx xxxx
https://gazette.nat.gov.tw/egFront/e_detail.do?metaid=159665
The Commodity Inspection Act

Relevant notifications

如與先前通知措施相關，請填寫並選取通知文件編號

三. 如何製作通知文件 (14/26)

Regular Notification

第9欄 「預計公告/實施日」

9. Proposed dates of adoption and entry into force ⓘ

Proposed date of adoption

點擊日曆選擇預擬之公告日期，倘未確定可勾選To be determined

To be determined

Free text

Proposed date of entry into force

點擊日曆選擇預擬之實施日期，倘未確定可勾選To be determined

6 months from adoption To be determined

Free text

三. 如何製作通知文件 (15/26)

Regular Notification

第10欄 「評論提供方式」

10. Provision of comments ⓘ 下列擇一填寫或勾選(原則為60天)

Final date for comments
 特定評論截止日，請點選日曆

Number of days from notification
 60 days 評論期長度，原則勾選60天，若大於小於60天，則於60 days 下方欄位填日數

Not applicable 無評論期，勾選Not applicable

Free text

B I

上述情形以外，請填寫本欄

Contact details of agency or authority designated to handle comments regarding the notification 負責處理該通報意見之指定機關/主管機關聯絡方式
 請點左邊藍色按鈕+Retrive NEP，會自動代入我國TBT國家查詢單位聯絡資訊

三. 如何製作通知文件 (16/26)

Regular Notification

最後一步「存檔」

Save as template

將本通知文件存成範本，有大量通知需求時才需使用。

Save & Continue

將本通知文件存檔，未來還可再次打開修改。

Save & Complete

將本通知文件送出給查詢單位。(內容奉核後、發文前點選)

Cancel

不存檔

三. 如何製作通知文件 (17/26)

Regular Notification

匯出一般通知文件草稿

Save & Continue

Complete

Generate document

Cancel

通知文件儲存後，即可使用黑色按鈕產出Word檔草稿供下載。

三. 如何製作通知文件 (18/26)

Regular Notification

發函內容範例

主旨：檢送預告[訂定/修正]「0000(法規名稱)」草案之WTO/TBT通知文件，請惠予協助辦理後續通知事宜，請查照。

說明：依據WTO技術性貿易障礙協定辦理。

附件：

- (1)通知文件草稿。
- (2)通知文件所繫之法規草案中英文版。

三. 如何製作通知文件 (19/26)

Addenda 教學

 WORLD TRADE ORGANIZATION

G/TBT/N/[Member]/[Number]/Add.#

Date: _____
Page: _____

(00-0000)

Committee on Technical Barriers to Trade. Original: _____

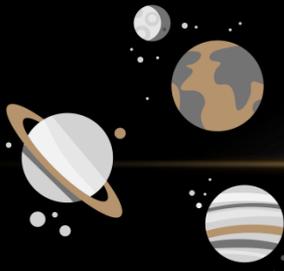
NOTIFICATION
Addendum

The following communication, dated _____, is being circulated at the request of the delegation of _____.

Title: [Notified measure]

Reason for Addendum:	
<input type="checkbox"/>	Comment period changed - date: _____
<input type="checkbox"/>	Notified measure adopted - date: _____
<input type="checkbox"/>	Notified measure published - date: _____
<input type="checkbox"/>	Notified measure enters into force - date: _____
<input type="checkbox"/>	Text of final measure available from ¹ : _____
<input type="checkbox"/>	Notified measure withdrawn or revoked - date: _____ Relevant symbol if measure re-notified: _____
<input type="checkbox"/>	Content or scope of notified measure changed and text available from ¹ : _____ New deadline for comments (if applicable): _____
<input type="checkbox"/>	Interpretive guidance issued and text available from ¹ : _____
<input type="checkbox"/>	Other: _____

Description: [Free text – brief summary]



三. 如何製作通知文件 (20/26)

Addenda

點選ADDENDA
右側「+」

Submit notifications (TBT) Manage users

"For information on TBT Agreement notification requirements, please consult the ITTC Notifications Handbook."
[tbt_handbook_on_notifications_e.pdf](#)

Regular notifications		Revision notifications	
Notifications in progress (drafts)	5	Notifications in progress (drafts)	0
Completed notifications	0	Completed notifications	0
Submitted notifications	1	Submitted notifications	0
Approved notifications	0	Approved notifications	0
Issued notifications	569	Issued notifications	16
Templates	0	Templates	0
Rejected	0	Rejected	0

Addenda		Corrigenda	
Notifications in progress (drafts)	4	Notifications in progress (drafts)	0
Completed notifications	0	Completed notifications	0
Submitted notifications	0	Submitted notifications	0
Approved notifications	0	Approved notifications	0
Issued notifications	372	Issued notifications	22
Templates	4	Templates	0
Rejected	0	Rejected	0

三. 如何製作通知文件 (21/26)

Addenda

第1欄 「一般資訊」

1. General Information (Chinese Taipei)

Symbol of the original notification	Internal Id
<input type="text"/>	<input type="text"/>
<input type="button" value="Retrieve title of the original notification"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

在此填入並選取原始通知文件編號(如G/TBT/N/TPKM/500) 內部識別用，無需填寫

點選左方按鈕，系統會自動在下方欄位帶出原始通知文件標題，因法規已公告，請刪除標題中的Proposal

B *I*        

. 如何製作通知文件 (22/26)

Addenda

第2欄 「追加通知的原因」

一般情況勾選此4項

2. Reason for addendum

- The comment period has been changed (e.g. extended or re-opened) 調整評論期(展延或重新徵求評論)
- The notified measure is adopted 通知的措施已被採認(勾選後選擇日期)
- The notified measure is published 通知的措施已被公告(勾選後選擇日期)
- The notified measure entered/will enter into force 通知的措施將在[日期]實施(勾選後選擇日期)
- The text of the final measure is available from 提供措施最終版文字(勾選後上傳pdf檔)
- The notified measure is withdrawn or revoked 措施已被廢止或撤銷
- The content or scope of the notified measure has changed and the text is available from 措施內容已被調整，提供新版文字
- Interpretive guidance has been issued and the text available from 提供解釋性文件供參
- Other 其他

Description

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三. 如何製作通知文件 (23/26)

Addenda

Description

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建議寫法：

The purpose of this notification is to provide the final texts of “法規名稱” and relevant dates of its implementation.

[選項一：法規最終版與前次通知內容相同]

The draft texts notified in “G/TBT/N/TPKM/xxx” were adopted without changes.

[選項二：法規最終版與前次通知內容不同]

The draft texts notified in “G/TBT/N/TPKM/xxx” were adopted with minor changes.

三. 如何製作通知文件 (24/26)

Addenda

最後一步「存檔」

Save as template

將本通知文件存成範本，有大量通知需求時才需使用。

Save & Continue

將本通知文件存檔，未來還可再次打開修改。

Save & Complete

將本通知文件送出給查詢單位。(內容奉核後、發文前點選)

Cancel

不存檔

三. 如何製作通知文件 (25/26)

Addenda

匯出追加通知文件草稿

Save & Continue

Complete

Generate document

Cancel

通知文件儲存後，即可使用黑色按鈕產出Word檔草稿供下載。

三. 如何製作通知文件 (26/26)

Addenda

發函內容範例

主旨：檢送公告[訂定/修正]「0000(法規名稱)」之
WTO/TBT通知文件，請惠予協助辦理後續通知
事宜，請查照。

說明：依據WTO技術性貿易障礙協定辦理。

附件：

- (1)通知文件草稿。
- (2)通知文件所繫之法規中英文版。

如有任何問題，歡迎與我們聯絡。

蔡夢萍

TBT查詢單位

經濟部標準檢驗局

電話：02-234319700#1566

電郵：tbtenq@bsmi.gov.tw