

APPLYING FOR A CERTIFICATE OF ORIGIN

 On the Active Applications page under Apply for a new document select a document from the Apply for dropdown list e.g. Certificate of Origin.

Applu for			
OD Other Documents	Await Approval (All)		
Certificate of Origin	Drafts (All)		
	Rejected (Last 90 day		
	Client Ref Includes:		
	Search		

- The Certificate of Origin application page will then open. Here you will complete all the required fields for your application (see pages 2 & 3 of guide).
- Scroll down the page and you will see the Attachments to Application, here you can attach any supporting documents to your application. If you need your documents certified by the Chamber you need to tick the Certify box to the right hand side of the attachment.

Attachments to application: (Preferred format is PDF)	Certify i	Documents Required i
+ Upload Invoice		
+ Upload Packing List		
Add another type:	_	
Select Name	~	

- To the right hand side of the **Attachments to Application** you will see the **Invoice Details** section. Here you can enter:
 - Invoice number
 - The invoice amount (value of the shipment, if entered it may be used for statistical purposes by the Chamber)
 - Enter any Comments/Special Instructions for the Chamber

IU	voice details:
Invo	bice number
Invo	pice amount
EU	R ~
D futur at ar	Tick box if you wish to use above PO fo re applications. (You may change the PO ny time)
Con	nments/ Special Instructions

- Above the **Invoice Details** section you will see four action buttons:
 - Save saves the application and allows you to keep working on the application
 - Save Draft saves & closes the application (you will need to enter a minimum amount of information to use this, the system will prompt you)
 - Delete will delete the application and all entered information
 - Submit this will bring you to the processing options page in order to submit the application to your Chamber.





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CERTIFICATE OF ORIGIN APPLICATION SCREEN

1. Consignor - Expéditeur*	No.					
Select Consignor V	Reserved for Agent Ref		Consignor ref*			
Select Consignor from drop-down list above or select 'Add New Consignor' if not already on list.	CERTIFICATE OF ORIGIN CERTIFICAT D'ORIGINE					
2. Consignee - Destinataire*	3. Country of Ori	igin - Pays d	'origine*			
Select Consignee ~	Click a Select Country(ies) A					
Select Consignee from drop-down list above or select 'Add New Consignee' if not already on list.	<pre>country to select. Hold down Control key and click multiple countries to indicate multiple countries of origin. Click 'Select button to confirm choices ></pre>	CANADA UNITED S' UNITED K AFGHANIS' ALAND IS' ALBANIA ALBANIA AMERICAN ANDORRA	TATES OF AMERICA INGDOM TAN LANDS SAMOA			
4. Transport details (Optional)	5. Remarks - Remargues					
Informations relatives au transport (mention facultative) Select Transport Details ~						
Incert Repetitive Text hel	aw (antianal).					
Select Repetitive Text Add New Repetitive Text						
6. Item number; marks, number and kind of packages, description of goods 7. Quantity & Gross weight No. d'ordre; marques, numéros, nombre et nature des colis; désignation des marchandises * Quantité & Poids Brut * Describe goods by commercial description; indicate specific nature of goods - e.g. instead of 'sonse parts' indicate 'motor vehicle soare parts' etc. Trade Names are not sufficient SPECIFY 'Gross Weight' or 'Net						
Shipping marks REQUIRED. May show 'Addressed', 'In Bulk' or 'N	lo Marks' if relevant.	qui	antities may be used if relevant.] Insert weight tool			

CERTIFICATION MADE SIMPLE



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- 1. Consignor Here you will select a consignor or if it's your first time using the system you will add a new Consignor. Click Add New Consignor & complete the required fields, the system will then save this Consignor to your TradeCert database.
- 2. **Consignee** Here you will select the consignee or if it's your first time using the system you will add a new Consignee. Click Add New Consignee and complete the required fields, the system will then save this Consignee to your TradeCert database.
- 3. Country of Origin Select the country of origin from the list and hit the Select button. To choose multiple Countries of Origin press the Ctrl button on your keyboard & use your mouse to select the countries then press the Select button.
- 4. **Transport Details** Select your transport details. (Optional)
- 5. **Remarks** Include any special remarks. (*Optional*)
- 6. Items number, marks, number & kind of packages, description of goods You can type the descriptions directly into box 6 or if you ship the same goods repeatedly you can select the 'Add New Repetitive Text', complete the required fields and then press submit. The system will then save this Description to your TradeCert database.

- 7. **Quantity** Here you will enter the gross or net weight or any measures and quantities.
- When you have completed all of the required fields (the system will prompt you if you have forgotten a compulsory field).
- When you have completed the application, scroll to the top of the page and press the yellow Submit button. This will bring you to the Processing Options page.
- You will be given two options:
 - Chamber Prints the application will be sent electronically to the Chamber & they will print, manually stamp and sign & post it back to you.
 - Exporter Prints the application will be sent electronically to the Chamber, they will electronically stamp & sign it and it will be sent back to you via the system for you to print.

