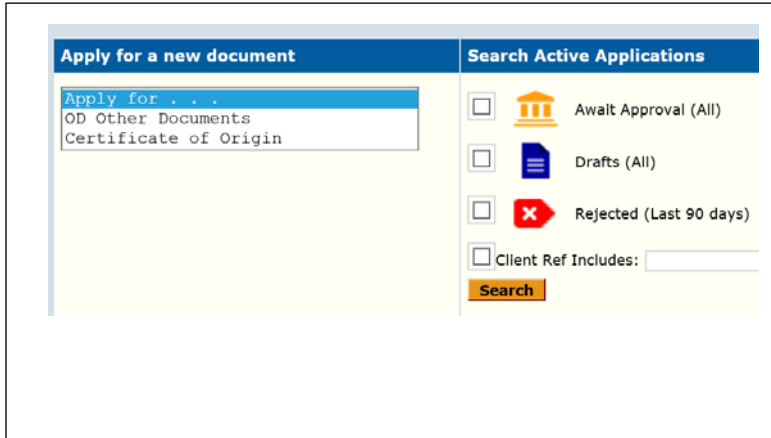
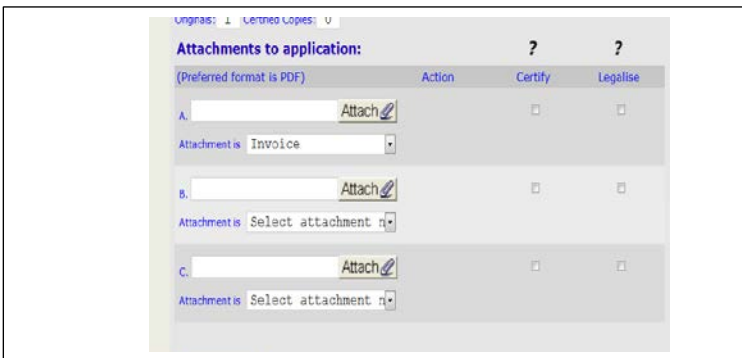


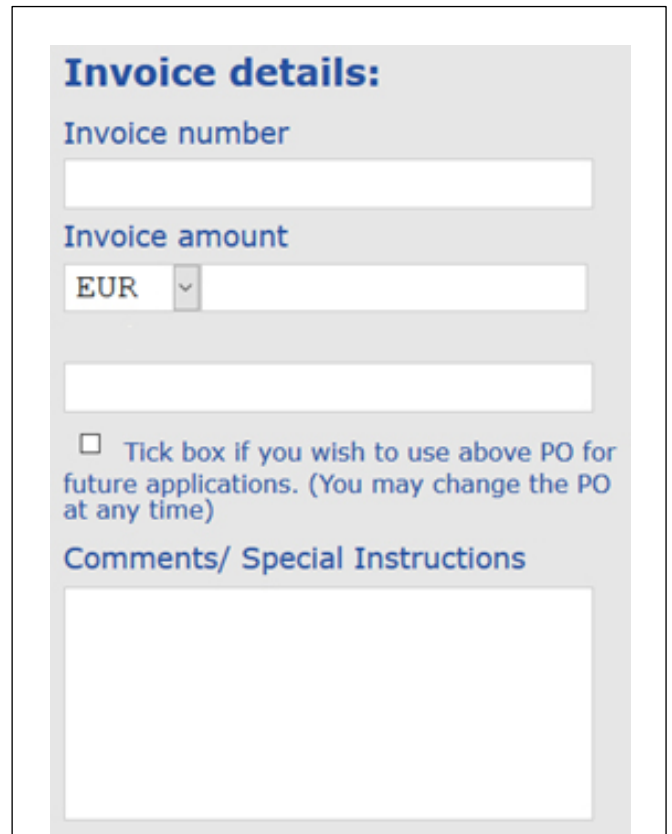
- On the **Active Applications** page under **Apply for a new document** select a document from the **Apply for** dropdown list e.g. Certificate of Origin.



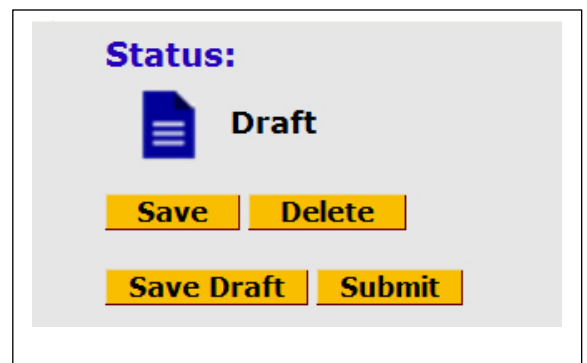
- The Certificate of Origin application page will then open. Here you will complete all the required fields for your application (see pages 2 & 3 of guide).
- Scroll down the page and you will see the **Attachments to Application**, here you can attach any supporting documents to your application. If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



- 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



- 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.



CERTIFICATE OF ORIGIN APPLICATION SCREEN

<p>1 Consignor *</p> <p>--- Select Consignor ---</p> <p>Select Consignor from drop-down list above or select 'Add New Consignor' if not already on list.</p> <p>--- Select Primary Goods Description ---</p> <p><small>* For statistics - does not appear on document</small></p>	<p>Certificate No.</p> <p>Agent Ref:</p> <p>Consignor Ref:*</p> <p>CERTIFICATE OF ORIGIN</p> <hr/> <p>CERTIFICATE OF ORIGIN</p>												
<p>2 Consignee*</p> <p>--- Select Consignee ---</p> <p>Select Consignee from drop-down list above or select 'Add New Consignee' if not already on list.</p>	<p>3 Country of Origin*</p> <p>Click a country to select. Hold down Control key and click multiple countries to indicate multiple countries of origin.</p> <p>--- Select Country(ies) ---</p> <ul style="list-style-type: none"> ZA SOUTH AFRICA US UNITED STATES OF AMERICA AF AFGHANISTAN AX ALAND ISLANDS AL ALBANIA DZ ALGERIA AS AMERICAN SAMOA AD ANDORRA <p>"Select" to confirm > <input type="button" value="Select"/></p>												
<p>4 Transport details (Optional)</p> <p>--- Select Transport Details ---</p>	<p>5 Remarks</p>												
<p>Insert Repetitive Text below (optional):</p> <p>--- Select Repetitive Text ---</p> <p>Add New Repetitive Text...</p> <p>Test</p> <p><input type="button" value="Select"/></p>													
<p>6 Item number; marks, number and kind of packages, description of goods*</p> <p>Describe goods by commercial description; indicate specific nature of goods - e.g. instead of 'spare parts' indicate 'motor vehicle spare parts' etc. Trade Names are not sufficient. Shipping marks REQUIRED. May show 'Addressed', 'In Bulk' or 'No Marks' if relevant.</p>	<p>7 Quantity*</p> <p>SPECIFY 'Gross Weight' or 'Net Weight'. Other measures or quantities may be used if relevant.</p> <p><input checked="" type="checkbox"/> Insert weight tool</p> <table border="1"> <tr><td></td><td>KG</td><td>GROSS</td></tr> <tr><td></td><td>KG</td><td>NET</td></tr> <tr><td></td><td>M3</td><td>CUBE</td></tr> <tr><td></td><td></td><td>QTY</td></tr> </table>		KG	GROSS		KG	NET		M3	CUBE			QTY
	KG	GROSS											
	KG	NET											
	M3	CUBE											
		QTY											

APPLYING FOR A CERTIFICATE OF ORIGIN

- **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.com 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.com 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.com 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 on plain white paper.

We provide you two different options to process your Application . .

<p>Click here for CHAMBER PRINTS</p> <p>Certification Fee = EUR 11.68 Shipping/Handling = EUR 0.00 Total Charges = EUR 11.68</p> <p>The Chamber of Commerce will print your Certificate of Origin and process for Chamber approval. We will arrange Embassy legalisation where necessary. Completed documents will be sent back to you by post.</p>	<p>Click here for EXPORTER PRINTS</p> <p>Certification Fee = EUR 11.68 Shipping/Handling = EUR 0.00 Total Charges = EUR 11.68</p> <p>Approval by the Chamber of Commerce will be actioned online, and you will be able to print off your certificate at your desk fully certified! Please note you will need a blank certificate to avail of this service.</p>
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[Cancel](#)