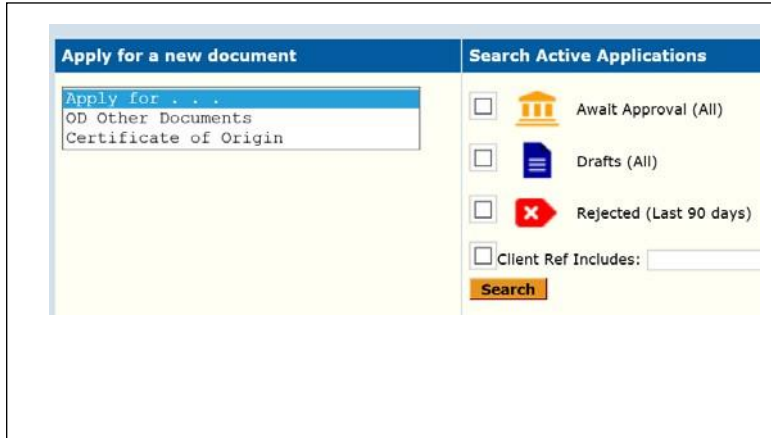


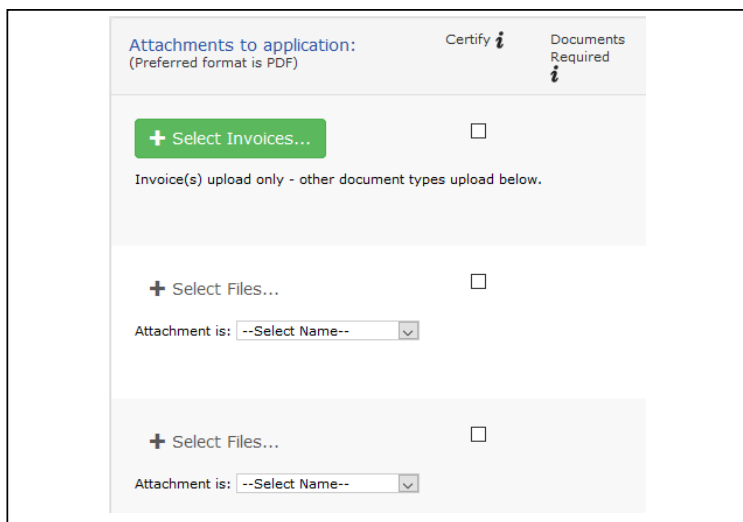


- On the **Active Applications** page under **Apply for a new document** select a document from the **Apply for** dropdown list e.g. Certificate of Origin.



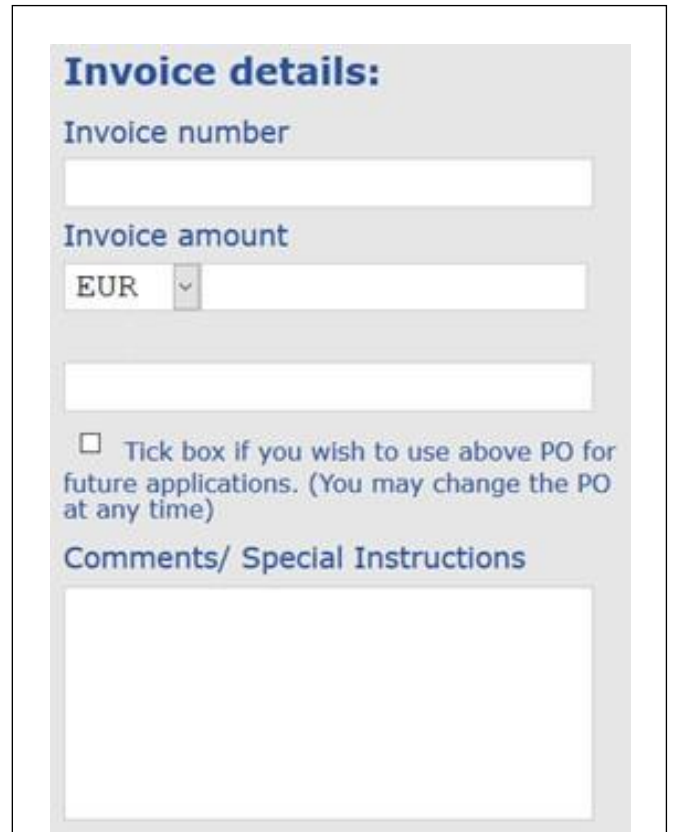
The screenshot shows a dropdown menu with options: 'Apply for . . .', 'OD Other Documents', and 'Certificate of Origin'. To the right is a 'Search Active Applications' section with filters: 'Await Approval (All)', 'Drafts (All)', 'Rejected (Last 90 days)', and 'Client Ref Includes:'. A 'Search' button is at the bottom.

- 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.



The screenshot shows the 'Attachments to application' section with a 'Certify' checkbox and 'Documents Required' indicator. It contains three rows for adding attachments, each with a '+ Select Files...' button and an 'Attachment is:' dropdown menu.

- 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



The screenshot shows the 'Invoice details' section with fields for 'Invoice number', 'Invoice amount' (with a currency dropdown set to 'EUR'), and a 'Comments/ Special Instructions' text area. A checkbox is present for 'Tick box if you wish to use above PO for future applications. (You may change the PO at any time)'.

- 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.



The screenshot shows the 'Status: Draft' section with a document icon and four buttons: 'Save', 'Delete', 'Save Draft', and 'Submit'.



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><i>* For statistics - does not appear on document</i></p>	<p>Certificate No.</p> <p>Agent Ref:</p> <p>Consignor Ref:*</p> <p style="text-align: center;">CERTIFICATE OF ORIGIN</p> <hr/> <p style="text-align: center;">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											



- **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 essCert 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.
- **Consignor Ref:** - The Consignor Ref is your reference number and can be anything you wish, for example, some exporters use the shipment Invoice number. Note: If you enter a number in the Invoice number field towards the top right hand side of the screen this number will automatically populate the Consignor Ref box, however, you can edit it if necessary.
- **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 the application, scroll to the top of the page and press the yellow Submit button. This will bring you to the Processing Options page. (the system will prompt you if you have forgotten a mandatory field.
- 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 style="font-size: small; color: blue;">Click here for CHAMBER PRINTS</p> <p style="font-size: x-small;">Certification Fee = EUR 11.68 Shipping/Handling = EUR 0.00 Total Charges = EUR 11.68</p> <p style="font-size: x-small;">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 style="font-size: small; color: blue;">Click here for EXPORTER PRINTS</p> <p style="font-size: x-small;">Certification Fee = EUR 11.68 Shipping/Handling = EUR 0.00 Total Charges = EUR 11.68</p> <p style="font-size: x-small;">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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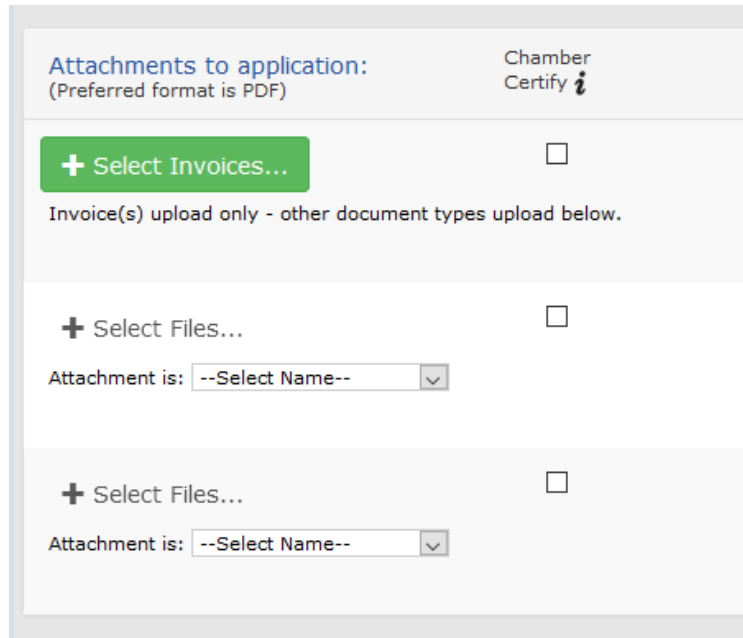
[Cancel](#)

Printing your Documents:

If you selected the Exporter Prints method you will receive an automated email from the Chamber when your application has been approved. To print your documents, click on the green Issue link beside the application on the Active Applications page. Follow the on screen instructions to print your documents.



The Attachment section of the application allows you to upload up to 3 different types of documents (10 files per type of document).



The screenshot shows the 'Attachments to application' section. At the top, it says '(Preferred format is PDF)' and 'Chamber Certify' with an information icon. There are three rows of upload options, each with a checkbox on the right. The first row has a green button labeled '+ Select Invoices...' and the text 'Invoice(s) upload only - other document types upload below.' The second and third rows have buttons labeled '+ Select Files...' and a dropdown menu labeled 'Attachment is: --Select Name--'.

To attach a file:

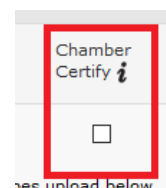
- 1) Click the green button
- 2) Select the file to upload from your computer
- 3) Once uploaded, repeat the process to upload the next file (if necessary)

The preferred and recommended format to use for the uploaded files is PDF. Other formats can be used too.

To upload different types of documents, different sections can be used. The first upload button is for Invoices and it is enabled by default. The second and third upload buttons become enabled once you select the type of document from the "Select Name" dropdown.

If the document type you need is not listed, you can select the option "Other document".

If the document attached needs to be certified with a stamp by the Chamber, tick the CHAMBER CERTIFY box.



A close-up of the 'Chamber Certify' checkbox, which is currently unchecked. The text 'Chamber Certify' and an information icon are visible above the checkbox.



Scenarios

Uploading multiple attachments, some of them require certification – e.g.: you need to attach 1 Commercial Invoice, 1 Packing List and 1 Supplier's Invoice – the two invoices require certification.

- 1) Upload the Commercial Invoice using the first upload button
- 2) Tick the Chamber Certify box next to the first upload button
- 3) Select Packing List in the dropdown menu using the second upload button
- 4) Upload the Packing List
- 5) Select Supplier's Invoice in the dropdown menu
- 6) Upload the Supplier's Invoice using the third upload button
- 7) Tick the Chamber Certify box next to the third upload button

Uploading more than 3 different types of attachments – e.g.: you need to upload 1 Commercial Invoice, 1 Packing List, 1 Bill of Lading and 1 Supplier's Invoice

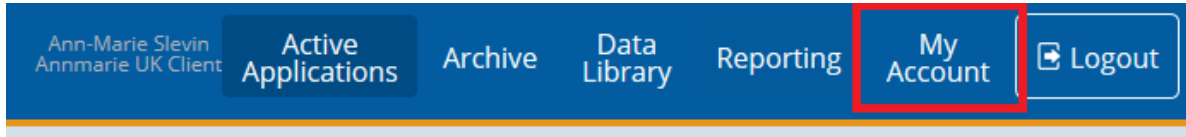
- 1) Upload the Commercial Invoice using the first upload button
- 2) Select Packing List in the dropdown
- 3) Upload the Packing List using the second upload button
- 4) Select Other Document in the dropdown menu
- 5) Upload the other Bill of Lading and the Supplier's Invoice using the third upload button

Uploading 2 documents of the same type, only one require Chamber Certification – e.g.: you need to upload 2 Commercial Invoices, but only one of them needs to be certified.

- 1) Upload the Commercial Invoice that needs to be certified using the first upload button
- 2) Tick the Chamber Certify box next to the first upload button
- 3) Select Other Document in the dropdown menu
- 4) Upload the other Commercial Invoice using the second upload button



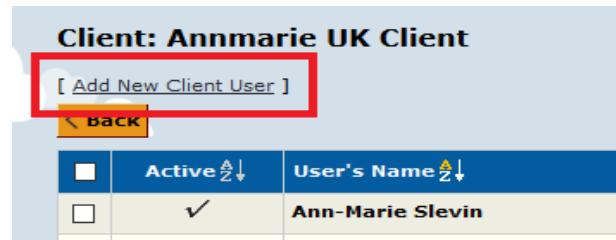
- 1) Log in to your essCert.com account
- 2) Click on the 'My Account' tab.



- 3) Click the 'Manage Users' button.



- 4) Click the 'Add New Client User' button.



- 5) You can now enter the new user's details.

- ADMIN users can process applications (create, edit, delete, submit, issue)
- VIEW ONLY users can only view the Archive, but can't take action on applications

There can be only one Super User per Client's profile, and Super Users can also add, edit, activate/deactivate profiles for other users. The permission to add other users can also be given to other Admin users by enabling the option "Allow user to set up new users".

- 6) When you have finished entering the details press the 'Submit & Send Additional User Email' button at the bottom of the page.
- 7) To deactivate a user, check the tick box to the left hand side of their name, then go to the Activate dropdown list at bottom of the table and select Deactivate and press Go.



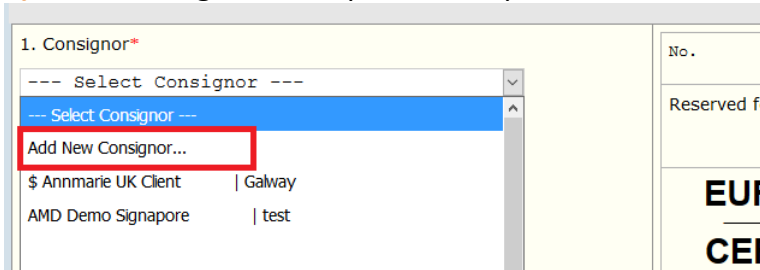
- 8) To edit an existing user, click the Edit link to the right hand side of their name, when their profile opens make the necessary changes and then press Submit to save the changes.

MANAGING CONSIGNORS AND CONSIGNEES

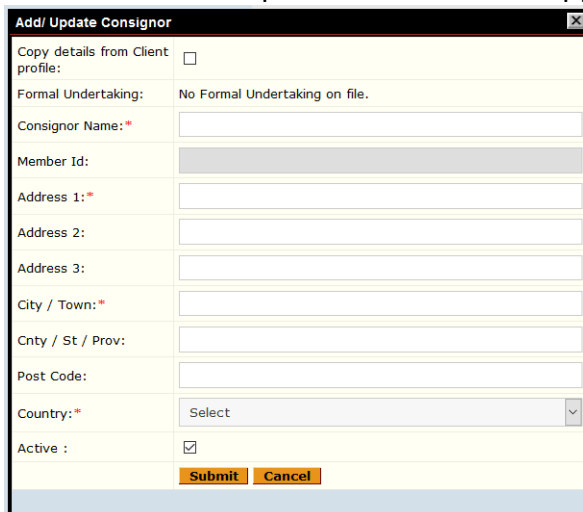


1) If you need to use a new Consignor or Consignee to your application it is very important you follow the steps below:

2) In the Consignor box, open the dropdown menu and select, Add New Consignee



3) When the New Consignor box opens you can enter the necessary details. When you have finished, press Submit to save the details. They will automatically be entered in the Consignor field and will also be available in the dropdown list for future applications.



4) Use the same steps for adding a new Consignee.

5) It is **extremely** important that if you need to use a new Consignor or Consignee, you do **not** select and existing Consignor or Consignee and then manually edit it in the box, this will result in false information being sent to your Chamber and may result in your application being rejected.

6) To deactivate a Consignor or Consignee, go to the Data Library page, select Consignors or Consignees.

7) Identify the record you want to disable from the list. There will be a tick box to the left hand side of the record, tick this box and then scroll to the end of the list. Here you will see a drop down list with the options Active and Deactivate. Select the Deactivate option and press Go.

24	<input type="checkbox"/>	✓	test	test
25	<input type="checkbox"/>	✓	Test Consignee	Test
26	<input type="checkbox"/>	✓	TEST CONSIGNEE	CITY
27	<input checked="" type="checkbox"/>	✓	UAE	ADDRESS

Activate	Go
Activate	
Deactivate	