

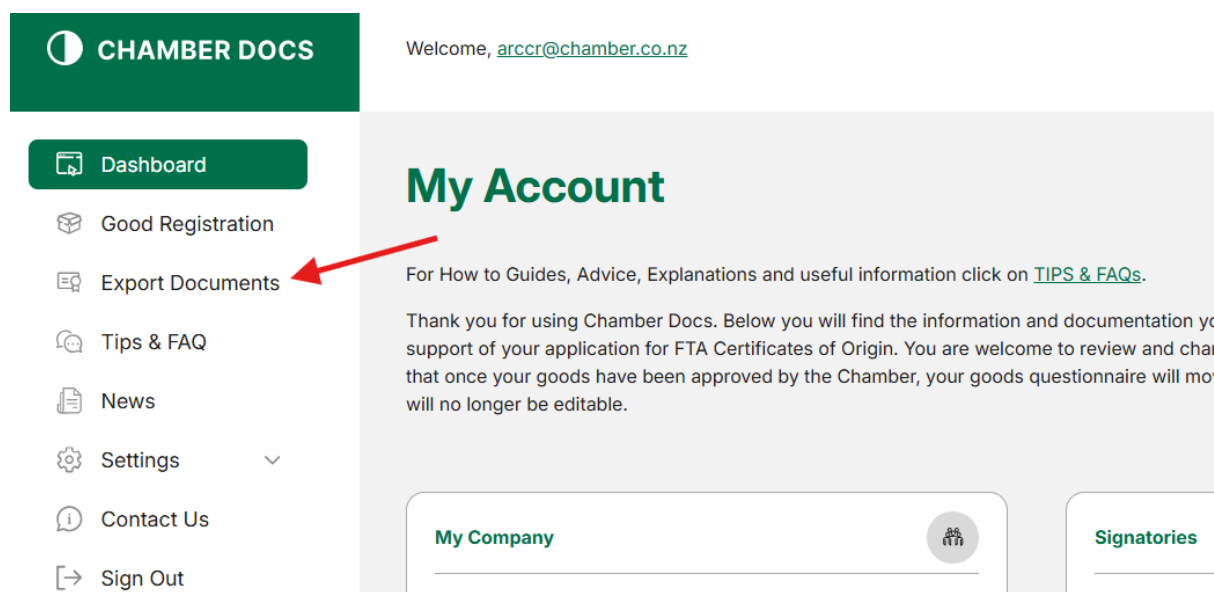
GUIDE:

How to complete the online CO Webform

1: Navigate to chamberdocs.co.nz and click “Login” in the top-right corner.



2: Once logged in, navigate to **Export Documents** in the left-hand navigation menu.



3: Select +Create New → Non Preferential

Welcome, arccr@chamber.co.nz

CHAMBER DOCS

Dashboard
Good Registration
Export Documents
Tips & FAQ
News
Settings

Active Export Document Applications

+ CREATE NEW + UPLOAD PDF

VIEW: Active
STATUS: All
TYPE: All
Non preferential

STATUS	TYPE	ACTION DATE	CERTIFICATE NO	REFERENCE NO	CONSIGNEE
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4: Enter a unique reference number for this shipment, the country of origin of the goods, and the country of destination; if goods are of mixed origin, tick “As stated below”.

Certificate of Origin: Non Preferential

Certificate Type: First-Time Submission

For new applications continue with this questionnaire.

- To apply using a saved draft [Click here](#).
- [Click here](#) to edit and resubmit a previously declined application or to cancel & replace a previously certified Certificate of Origin.

Note: You can "Save Draft" at any time and complete this questionnaire at a later date.

REFERENCE NUMBER

COUNTRY OF ORIGIN: New Zealand

COUNTRY OF DESTINATION: Choose a country

☐ As stated below

5: Ensure exporter and consignee company details are correct. Select the ETD of the shipment. Enter buyer/notify party name and address if required (**optional**).

CONSIGNOR/EXPORTER

My Company

Auckland Chamber of Commerce - test

Building/Street No

Street Address

Inner City

Auckland

1010

New Zealand

CONSIGNEE

Name

Building/Street No

Street Address

Suburb

City

Postcode

Choose a country

ETD

01/12/2025

NOTIFY PARTY

6: Select your New Zealand Port of Loading. If foreign port, please enter manually.

PORT OF LOADING <div> <div>Select Port</div> <div>Foreign port of loading?</div> </div>		
PORT OF DISCHARGE (PORT, COUNTRY) <div>Belfast - Northern Ireland</div>	VESSEL/VOYAGE NO/FLIGHT NO/COURIER <div></div>	FINAL DESTINATION <div></div>

7: Enter your Port of Discharge. Enter your Vessel name + Voyage number, or your flight code, or the name of the courier company (DHL, TNT, Fedex). Provide final destination where goods clear customs (optional).

PORT OF LOADING <div> <div>Select Port</div> <div>Foreign port of loading?</div> </div>		
PORT OF DISCHARGE (PORT, COUNTRY) <div>Belfast - Northern Ireland</div>	VESSEL/VOYAGE NO/FLIGHT NO/COURIER <div></div>	FINAL DESTINATION <div></div>

8: Enter any additional details that are required to be on the certificate but do not fit elsewhere in **Remarks. If you are making an additional declaration, such as to comply with a self-declaration free trade agreement, please enter it in **Exporter Declaration** field.**

REMARKS <div></div>		CONSIGNOR/EXPORTER DECLARATION <div></div>	
MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY
<div>+ ADD ROW</div>			

9: Click **Add Row** to enter your product details.

REMARKS		CONSIGNOR/EXPORTER DECLARATION	
<div></div>		<div></div>	
MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY
<div>+ ADD ROW</div>			

10: Enter product details including number & type of outer packaging and a clear description of the goods that are exported. Provide gross or net weight, and/or quantity. Provide HS code (**Optional**).

Add Item to Shipment

MARKS & NUMBERS	HS CODE
<div></div>	<div></div>
QUANTITY & DESCRIPTION	WEIGHT OR QUANTITY
<div></div>	<div></div>
<div>+ ADD</div>	
<div>CANCEL</div>	

11: Duplicate and edit your goods as required.

MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY
	100 x cases Sauvignon Blanc 12 x 750ml		10000kg gross
<div>+ ADD ROW</div>			
ATTACH OTHER DOCUMENTS			

Edit

Duplicate

Delete

12: Attach other documents as supporting evidence for your application as required. If you require the additional documents to be certified, tick **Certify Request**.

ATTACH OTHER DOCUMENTS		
FILE	FILE TYPE	CERTIFY REQUEST
<div><div>Choose file</div><div>No file chosen</div></div>	<div>Air waybill</div> <div>▼</div>	<div><input type="checkbox"/></div> <div>⋮</div>
<div>+ UPLOAD FILE</div>		

13: Provide any special instructions or notes to the Chamber, and submit your application.

CONSIGNOR/EXPORTER EMAIL	CONSIGNOR/EXPORTER SIGNATURE
<div></div>	<div><i>Test Signature</i></div>
SPECIAL INSTRUCTIONS TO CHAMBER	
<div></div>	
<div>PREVIEW</div>	<div>SAVE DRAFT</div>
<div>SUBMIT</div>	<div>CANCEL</div>