

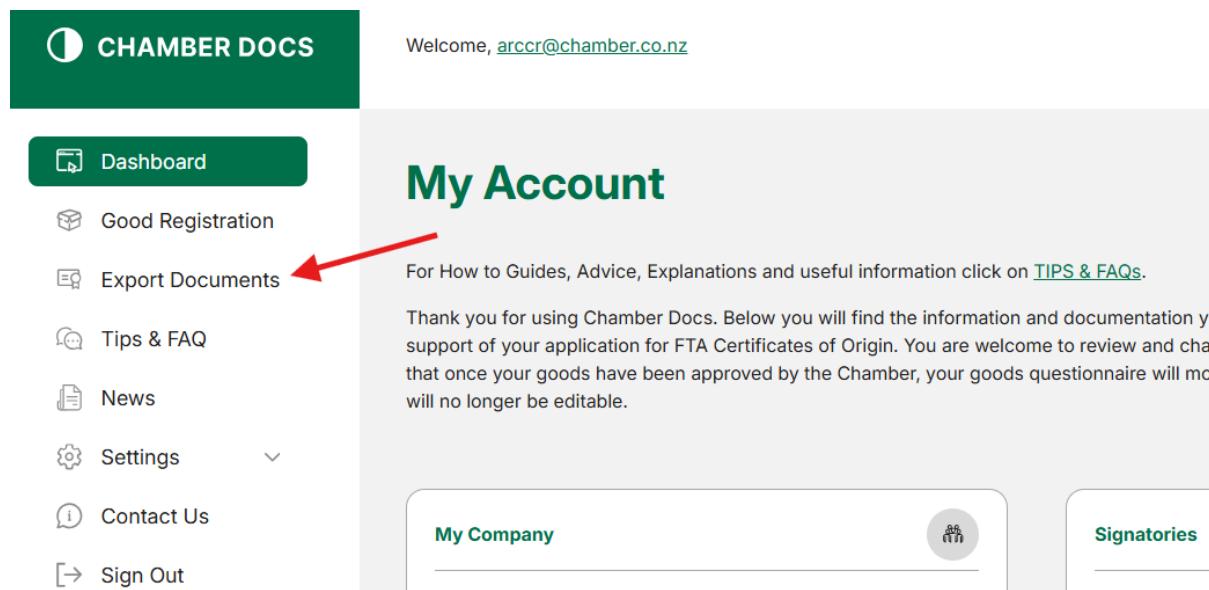
GUIDE:

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

Active Export Document Applications

VIEW Active

STATUS All

TYPE All

CERTIFICATE NO

REFERENCE NO

CONSIGNEE

+ CREATE NEW

+ UPLOAD PDF

Non preferential

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	CONSIGNEE	ETD
My Company	Name	01/12/2025
Auckland Chamber of Commerce - test	Building/Street No	
Building/Street No	Street Address	
Street Address	Suburb	
Inner City	City	
Auckland	Postcode	
1010	Choose a country	
New Zealand		

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

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



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).

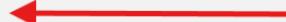
PORT OF LOADING		FINAL DESTINATION	
Select Port	<input type="checkbox"/> Foreign port of loading?		
PORT OF DISCHARGE (PORT, COUNTRY)		VESSEL/VOYAGE NO/FLIGHT NO/COURIER	
Belfast - Northern Ireland			



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	CONSIGNOR/EXPORTER DECLARATION		
<input type="text"/>			
MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY
+ ADD ROW			

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

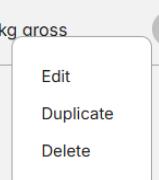
REMARKS		CONSIGNOR/EXPORTER DECLARATION	
MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY
+ ADD ROW 			

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
QUANTITY & DESCRIPTION	WEIGHT OR QUANTITY
+ ADD	CANCEL

11: Duplicate and edit your goods as required.

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

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
<input type="button" value="Choose file"/> No file chosen	Air waybill <input type="button" value="▼"/>	<input type="checkbox"/> 
<input type="button" value="+ UPLOAD FILE"/>		

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

<p>CONSIGNOR/EXPORTER EMAIL</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div>		<p>CONSIGNOR/EXPORTER SIGNATURE</p> <div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 10px;"></div>
<p>SPECIAL INSTRUCTIONS TO CHAMBER</p> <div style="border: 1px solid black; width: 100%; height: 150px; margin-bottom: 10px;"></div>		
PREVIEW	SAVE DRAFT	SUBMIT
CANCEL		