Kia ora!

We are currently experiencing an error with Resubmission and with Copied Applications in ChamberDocs.

If you are trying to submit a certificate of origin, but are running into an error message, Please follow the below steps to ensure your submission will go through to our side for certification.

Please follow these instructions as closely as possible, keeping in mind there will be slight formatting differences for different types of Certificates of Origin.

Please do not use an Exporter Reference that has already been used in the past.

Please get in touch if you experience any error messages; and be sure to provide a screenshot and a description of what you were trying to do.

To Submit a Certificate of Origin

Please Navigate to Export Documents on the left column and Create a New Application, from the below button

Then, make sure it says First-Time Submission, ignore the text below that header, and continue to the Web form

Do not click any of the "Click-here" buttons, these are not functional.

Then: fill out box 1, 2,3 and four with the web form.

Then, Add your goods. Complete the below table, using the information from your Goods registration, and your positive knowledge of the consignment.

marks and numbers on packages must be physically present on the package shipped, or leave the field blank.
The description of goods must be the verbatim name of the item as it was registered

with the chamber, please **check your goods registrations under your company profile**.
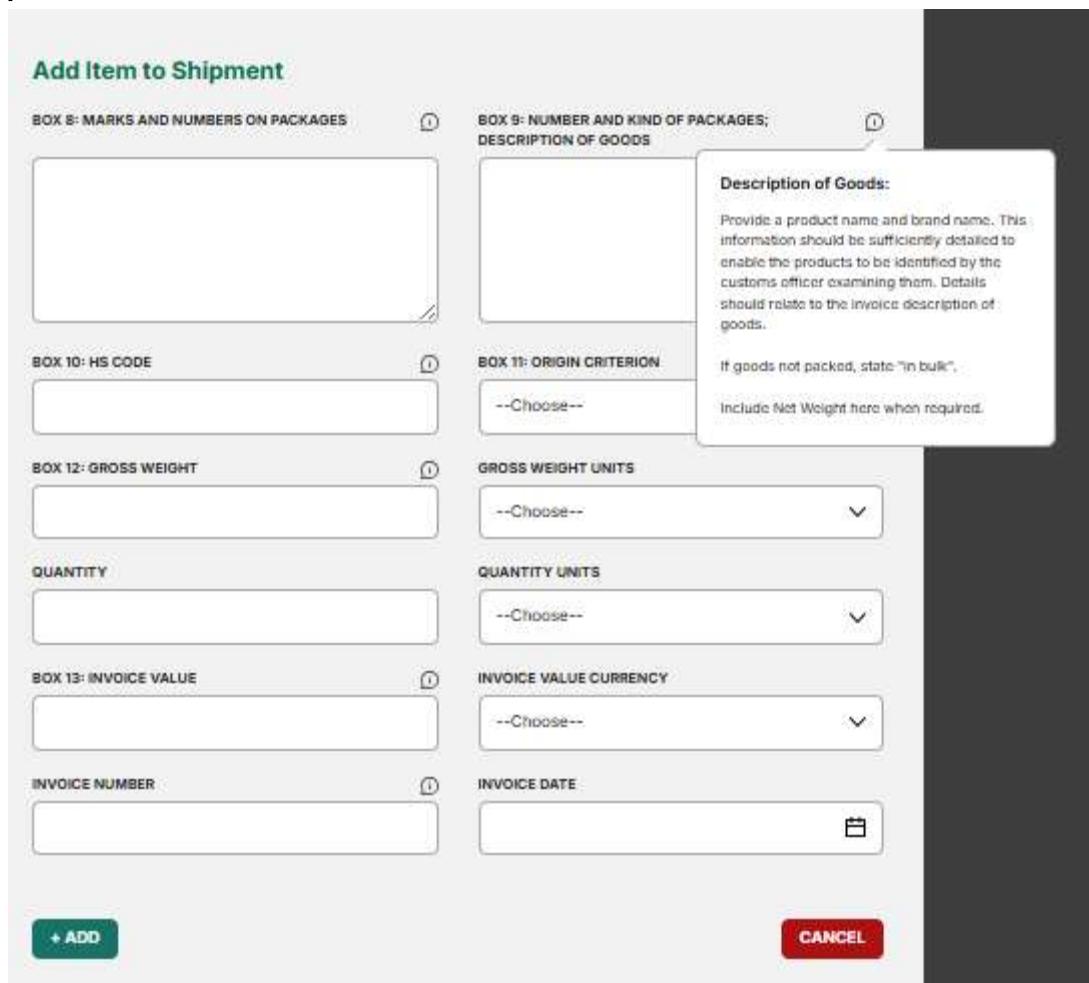
then click ADD.

Repeat the process for **EACH GOOD**.

Then click Save Draft,

It will take you back to your Active Export Document Applications

Then enter the same application again by clicking the three dots, and Edit

Active Export Document Applications

IF YOU HAVE ALREADY SENT CO TO IMPORTER AND NOW NEED TO UPDATE:

Follow the steps as above to **create a new webform from scratch**.

Add the Below text in your Remarks field,

BOX 6: REMARKS

This Certificate Cancels and Replaces Certificate XX.XXXX.XXXX dated DD.MMM.YYYY

This Certificate Cancels and Replaces Certificate XX.XXXX.XXXX dated DD.MMM.YYYY
The xxx's are you old certificate number, and the DD.MMM.YYY is your date of approval, (not todays date if certificate approved before today).

Also add your resubmission reason to the comments to chamber field.

SPECIAL INSTRUCTIONS TO CHAMBER

Resubmission Reason: updated shipment date / updating weight / updating transport details / etc.