

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

Active Export Document Applications

VIEW: Active

STATUS: All

TYPE: All

+ CREATE NEW

- NZ China
- AANZFTA
- Non preferential

STATUS	TYPE	ACTION DATE	CERTIFICATE NO	REFERENCE NO	CONSIGNEE
DRAFT	AANZ	30 Jan 2026			

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

NZ-China FTA Certificate of Origin Application

Certificate Type: First-Time Submission

For new applications continue with this questionnaire. Maximum text in each field limited to 250 characters. NZ Customs schema.

IGNORE Continue to complete form.

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

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.

BOX 1: CONSIGNOR/EXPORTER	BOX 2: PRODUCER	BOX 3: CONSIGNEE
<div>My Company</div>	<div>--Choose--</div>	<div>Name</div>
<div>NZCCI Test exporter</div>		<div>Building/Street No</div>
<div>Building/Street No</div>		<div>Street Address</div>
<div>Street Address</div>		<div>Suburb</div>
<div>Suburb</div>		<div>City</div>
<div>AUCKLAND</div>		<div>Postcode</div>
<div>1010</div>		<div>China</div>
<div>New Zealand</div>		

Box 4: Means Of Transport And Route

DEPARTURE DATE	VESSEL/VOYAGE NO/FLIGHT NO/COURIER	MEANS OF TRANSPORT
<div>30/01/2026</div>	<div>Vessel/Voyage No/Flight No/Courier</div>	<div>--Choose--</div>
<div>PORT OF LOADING</div>	<div>PORT OF DISCHARGE</div>	
<div>Akaroa</div>	<div>Anqing Pt</div>	

BOX 6: REMARKS

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

MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY	ORIGIN CRITERION
+ ADD ROW				

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.**

The screenshot shows a form titled "Add Item to Shipment" with two columns of input fields. The left column contains: "BOX 8: MARKS AND NUMBERS ON PACKAGES" (a large text area), "BOX 10: HS CODE" (a text field), "BOX 12: GROSS WEIGHT" (a text field), "QUANTITY" (a text field), "BOX 13: INVOICE VALUE" (a text field), and "INVOICE NUMBER" (a text field). The right column contains: "BOX 9: NUMBER AND KIND OF PACKAGES; DESCRIPTION OF GOODS" (a large text area), "BOX 11: ORIGIN CRITERION" (a dropdown menu showing "--Choose--"), "GROSS WEIGHT UNITS" (a dropdown menu showing "--Choose--"), "QUANTITY UNITS" (a dropdown menu showing "--Choose--"), "INVOICE VALUE CURRENCY" (a dropdown menu showing "--Choose--"), and "INVOICE DATE" (a date picker). A tooltip titled "Description of Goods:" is open over the "BOX 9" field, providing instructions on how to describe goods. At the bottom left is a green "+ ADD" button, and at the bottom right is a red "CANCEL" button.

Add Item to Shipment

BOX 8: MARKS AND NUMBERS ON PACKAGES ⓘ

BOX 9: NUMBER AND KIND OF PACKAGES; DESCRIPTION OF GOODS ⓘ

BOX 10: HS CODE ⓘ

BOX 11: ORIGIN CRITERION

BOX 12: GROSS WEIGHT ⓘ

GROSS WEIGHT UNITS

QUANTITY

QUANTITY UNITS

BOX 13: INVOICE VALUE ⓘ

INVOICE VALUE CURRENCY

INVOICE NUMBER ⓘ

INVOICE DATE ⓘ

Description of Goods:

Provide a product name and brand name. This information should be sufficiently detailed to enable the products to be identified by the customs officer examining them. Details should relate to the invoice description of goods.

If goods not packed, state "in bulk".

Include Net Weight here when required.

+ ADD CANCEL

then click ADD.

Repeat the process for ***EACH GOOD***.

Then click Save Draft,

The screenshot shows the bottom of the form with three green buttons: "PREVIEW", "SAVE DRAFT", and "SUBMIT". The "SAVE DRAFT" button is circled in red.

PREVIEW SAVE DRAFT SUBMIT

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 + CREATE NEW + UPLOAD PDF

VIEW: Active

STATUS: All TYPE: All SEARCH: Search

STATUS	TYPE	ACTION DATE	CERTIFICATE NO	REFERENCE NO	CONSIGNEE	
DRAFT	NP	30 Jan 2026				VIEW
DRAFT	NZC	30 Jan 2026			HEBEI HUILIN LEATHER TECH CO., LTD	<div> <div>Preview</div> <div>Edit</div> <div>Duplicate</div> <div>Delete</div> </div>
DRAFT	AANZ	30 Jan 2026				VIEW

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.