



TUTORIAL TO CAPTURE A SHIPMENT



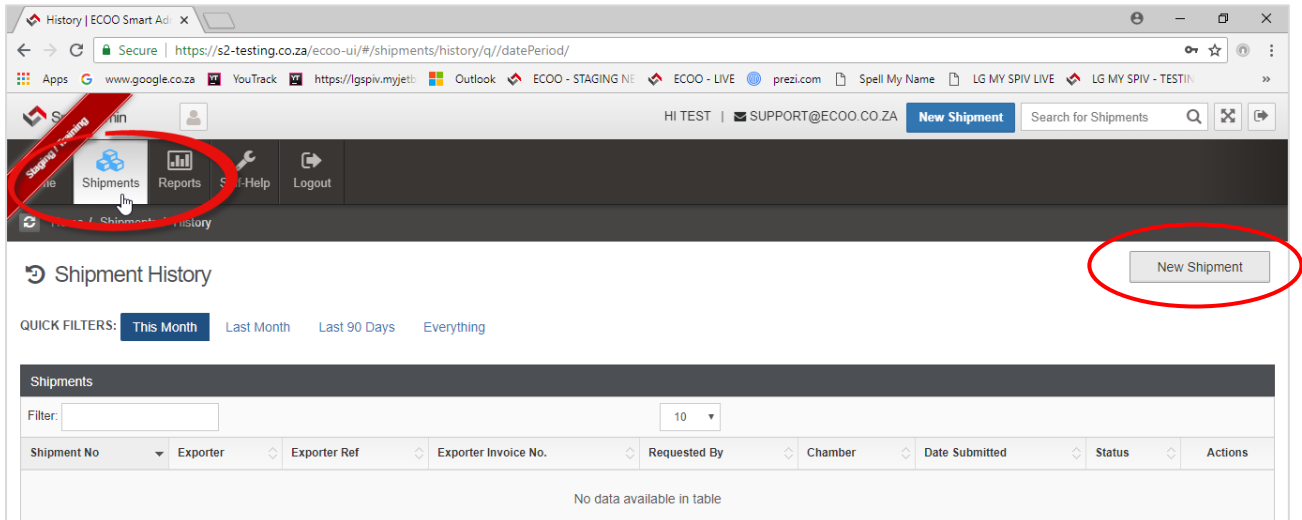
SmartAdmin

TABLE OF CONTENTS

New Shipment.....	3
1. Prepare New Shipment:.....	3
1.1 Select Chamber.....	3
1.2 Shipment Header Information	4
1.3 Exporter Details	7
1.4 Consignee Details	8
1.5 Buyer Details	9
1.6 Declaration	9
1.7 Select Sector(s)	10
1.8 Confirmation.....	11
Edit Shipment.....	12
2. Add Commercial Invoice	12
3. Add Certificate of Origin	14
3.1 Add Incoterms	17
3.2 Upload Certificate of Origin.....	21
Submit for approval	24
Clone Shipment.....	27

NEW SHIPMENT

Once Logged in and on the dashboard / home page. If you click on the “Shipments” Icon the following screen appears:



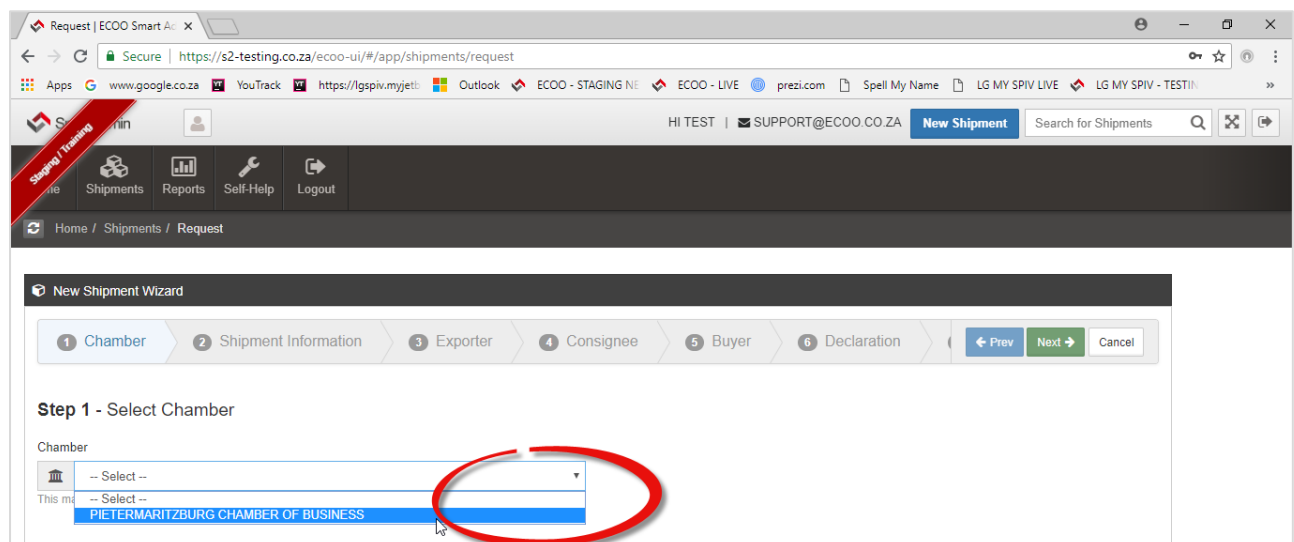
The Quick Filters to view all your Shipments defaults to “THIS MONTH” click on any of the others to view “LAST MONTH” “LAST 90 DAYS” or “EVERYTHING”

1. PREPARE NEW SHIPMENT:

Click on the New Shipment Button in the screenshot above. The following Wizard opens and you will start to capture your shipment information

1.1 SELECT CHAMBER

Select the Chamber you are affiliated to. Click next to progress through each step.



1.2 SHIPMENT HEADER INFORMATION

The Shipment Widget opens and you will complete the Shipment form as shown below.

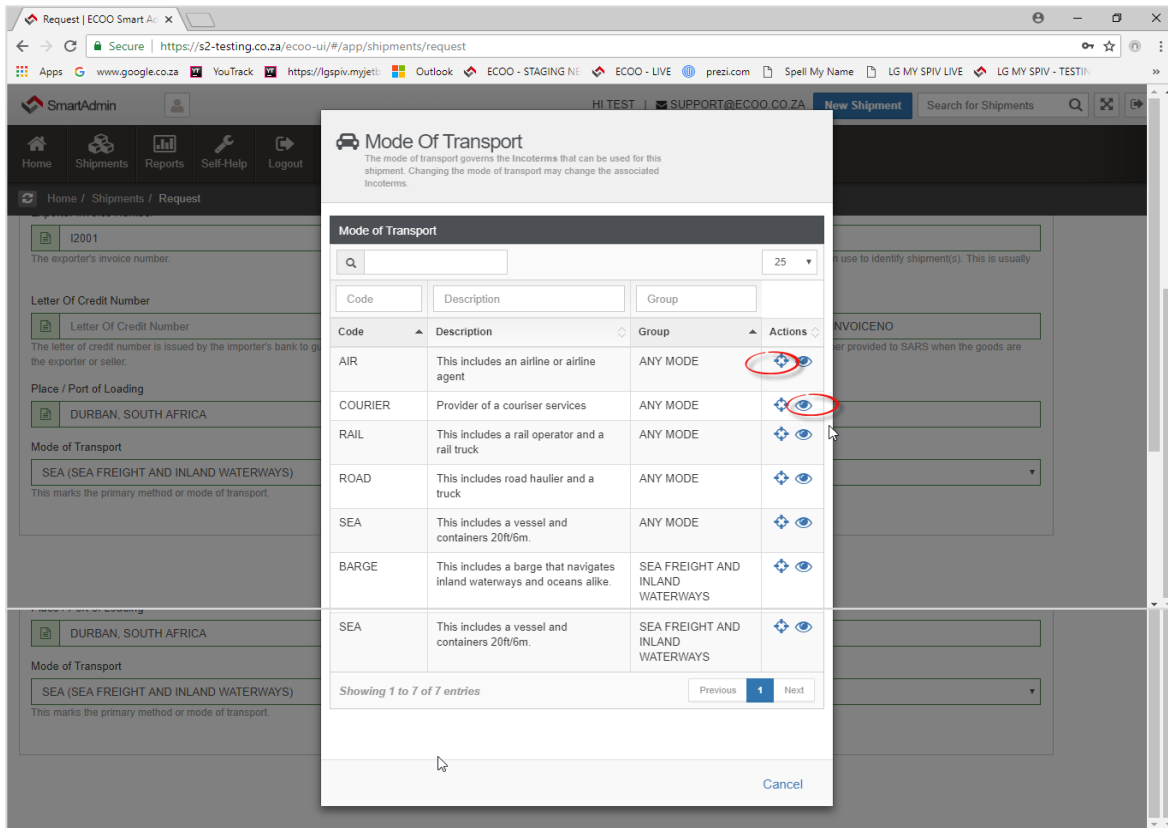
The screenshot shows a web browser window with the URL <https://s2-testing.co.za/ecoo-ui/#/app/shipments/request>. The page title is "Request | ECOO Smart Ac". The browser's address bar shows the URL. The page has a navigation bar with links: Home, Shipments, Reports, Self-Help, Logout. The main content area is titled "New Shipment Wizard" and shows a progress bar with steps: 1 Chamber, 2 Shipment Information, 3 Exporter, 4 Consignee, 5 Buyer, 6 Declaration. The current step is "Step 2 - Shipment Information". The form contains the following fields:

- Export Invoice Date: 2018/07/04
- Buyer Order Date: 2018/06/01
- Exporter Reference: EXP1234
- Buyer Reference: PO22222
- Exporter Invoice Number: I2001
- Freight Forwarder Reference: FILE ABC/2
- Letter Of Credit Number: [empty]
- UCR Number: 8ZA/EXPORTERSCUSTOMSREF/EXPORTERSINVOICENO
- Place / Port of Loading: DURBAN, SOUTH AFRICA
- Place / Port of Destination: SOUTH HAMPTON PORT, UNITED KINGDOM
- Mode of Transport: SEA (SEA FREIGHT AND INLAND WATERWAYS)
- Base Currency: UNITED KINGDOM POUND

Base Currency is selected by clicking on dropdown menu circled above.

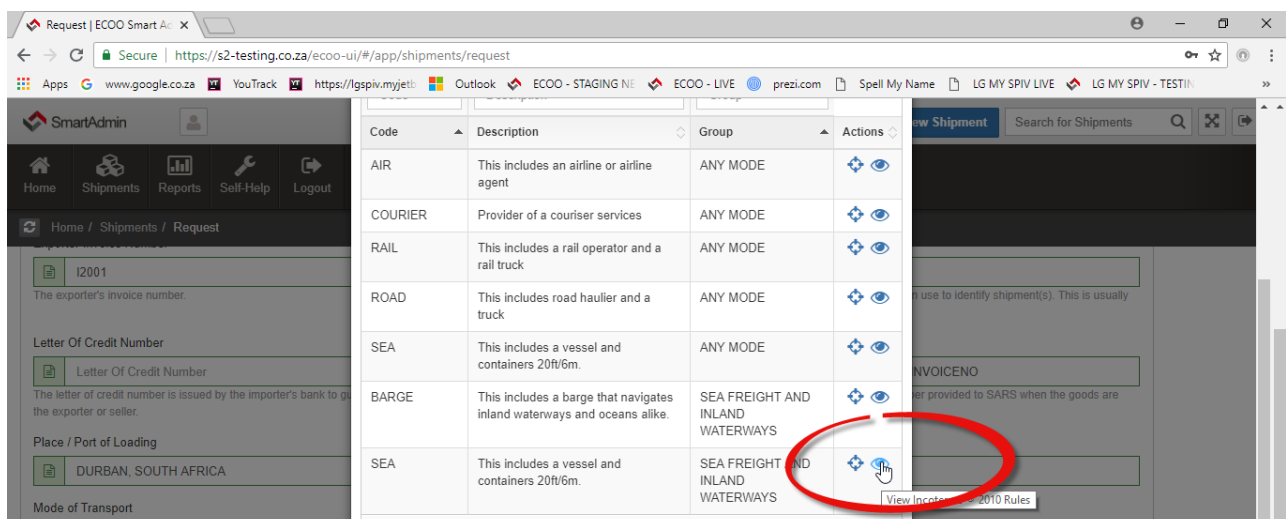
Mode of Transport is selected by clicking on the “Search” Icon encircled above.

a) Click on the Search Icon and the following sub-menu appears:

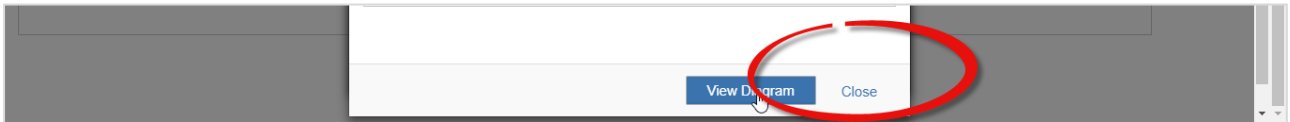


NOTE: The “Crosshair” selects the Mode of Transport and the “Eye” will give you more information on the Incoterm itself. (See both icons encircled in the screenshot above.)

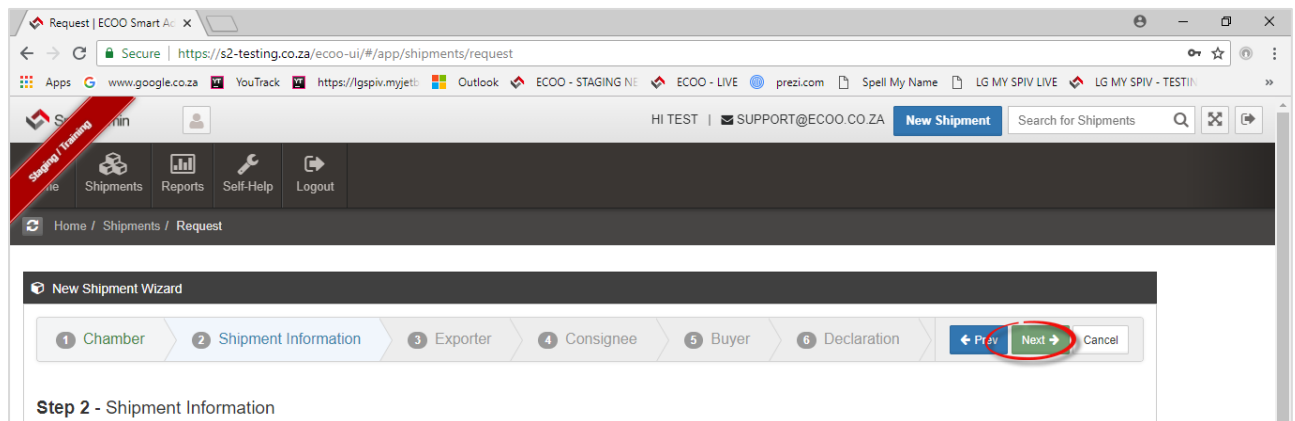
b) Click on the “Eye” to see the Incoterms affiliated to the Mode of Transport you have selected: (Sea – Sea Freight and Inland Waterways)



c) The following screen appears and you can view the Incoterms relevant for Sea Freight and Inland Waterways: (If the Incoterm is not found on this mode of transport, then go back and change to Sea (Any Mode) (You can also click on the “View Diagram” at the bottom of the screen for a diagram of the Incoterm.) Click “Close” Close, and Cancel when done in order to get back to the “Shipment” Widget.



Click 'Next' to progress to Step 3 of the wizard:



1.3 EXPORTER DETAILS

Enter the Exporter's Details. (If you click on the "Search" button encircled, you will be taken to the Address Library for your company. If you complete the Exporter's Details there, then in future you go fetch the Address and it will put it into the fields for you. All users within the Company can share this address library. Note that it is a copy and paste feature, so if you need to edit anything within a specific shipment you can copy it across and edit it in the Shipment only. If there is a permanent change to the Exporter's details, you will edit the information in the actual Address Library. (Address Library is accessed at any time by going to "Self-help" and then selecting "My Company" from the next Menu Bar and then selecting "Address Inventory."

The top screenshot shows the 'Request' page in the ECOO Smart Application. The 'Self-Help' button in the top navigation bar is circled in red. The bottom screenshot shows the 'My Profile' page. The 'My Company' dropdown menu is open, and 'Address Inventory' is selected. The '+ New' button in the top right corner of the 'Address Inventory' section is also circled in red. A red arrow points from the 'Self-Help' button in the top screenshot to the 'My Company' dropdown in the bottom screenshot.

Address Inventory

ID	Name	Address	Actions
155	LETS LEARN TOGETHER	SUITE 101 - HAMLEY'S OF LONDON, 1ST AVENUE, KNIGHT'S BRIDGE, LONDON, LN0000, UNITED KINGDOM	
156	READ AND WRITE PUBLISHERS	302 THE ZONE, APPLE ORCHARD LANE, PIETERMARITZBURG, KWAZULU-NATAL, 3201, SOUTH AFRICA	

Total of 2 addresses

Previous 1 Next

Back to **Step 3** of the Shipment: Enter the Exporter's information (search Address library or enter manually) Click NEXT to proceed to Step 4: Consignee's information.

Step 3 - Exporter

EXPORTER

READ AND WRITE PUBLISHERS

302 THE ZONE
APPLE ORCHARD LANE
PIETERMARITZBURG
3201
KWAZULU-NATAL
SOUTH AFRICA

1.4 CONSIGNEE DETAILS

Enter the Consignee's information (search Address library or enter manually)

Step 4 - Consignee

CONSIGNEE

LET'S LEARN TOGETHER

SUITE 101 - HAMLEY'S OF LONDON
1ST AVENUE, KNIGHT'S BRIDGE
LONDON
LN0000
Province / State
UNITED KINGDOM

1.5 BUYER DETAILS

Enter the Buyer's information if different to Consignee's info (search Address library or enter manually)

1.6 DECLARATION

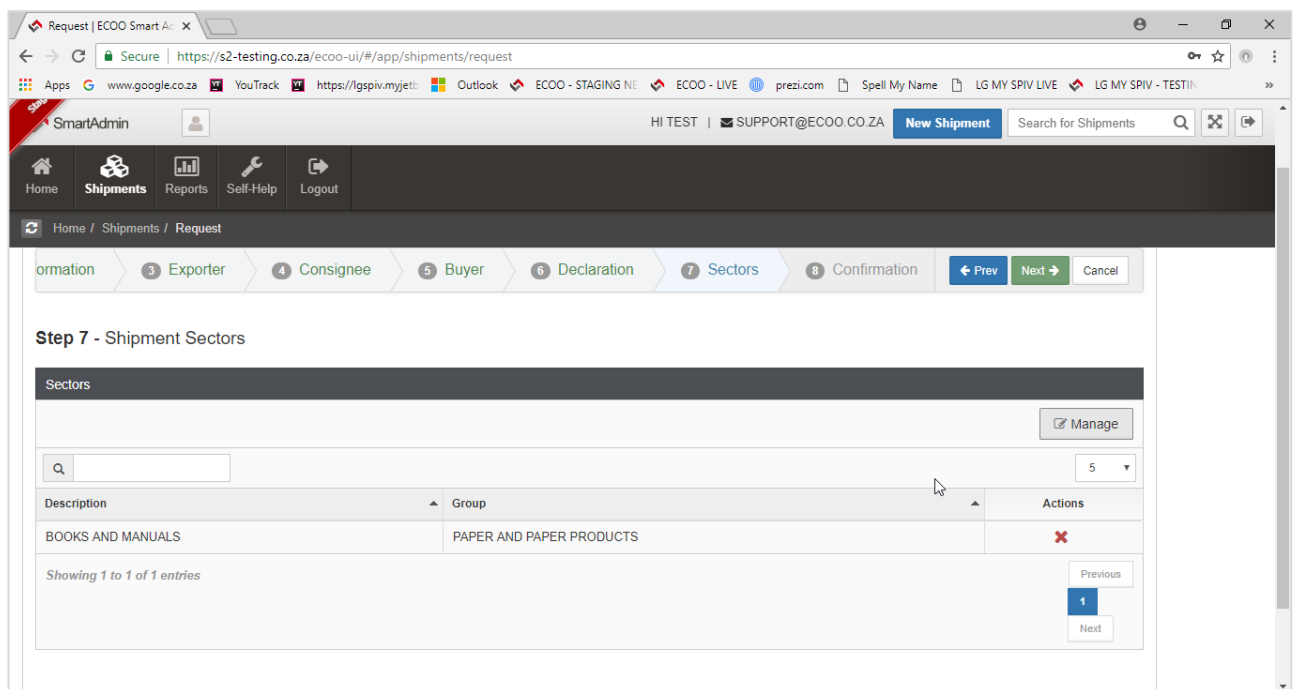
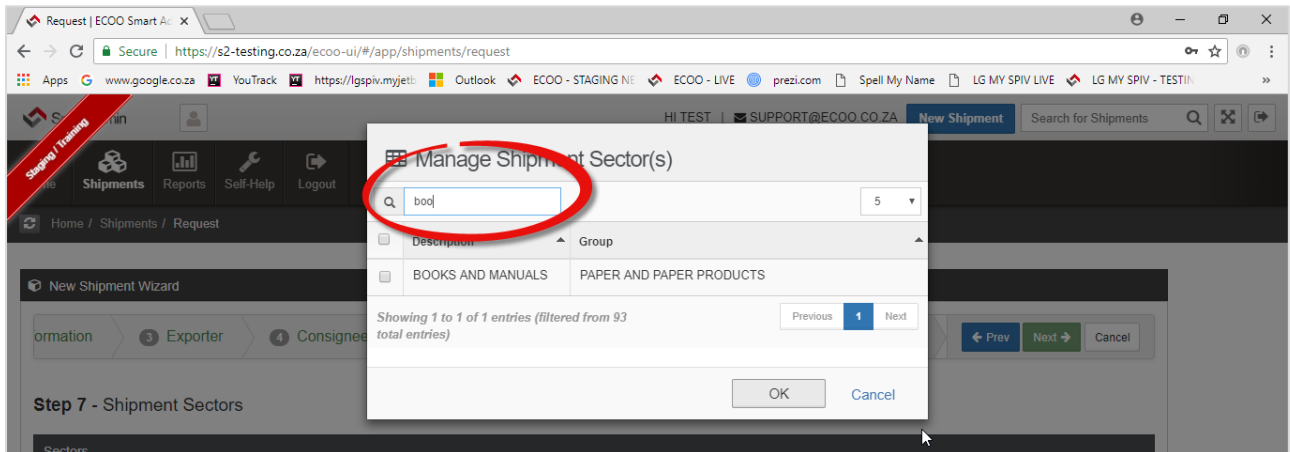
Enter the Place of the Business Chamber approving your Certificate of Origin.

The date is driven by the system and cannot be changed.

The screenshot shows a web browser window with the URL <https://s2-testing.co.za/ecoo-ui/#/app/shipments/request>. The browser's address bar and tabs are visible. The application interface includes a top navigation bar with links for 'Shipments', 'Reports', 'Self-Help', and 'Logout'. A red banner on the left side reads 'Shipment Training'. The main content area is titled 'New Shipment Wizard' and features a progress bar with steps: 1 Information, 2 Exporter, 3 Consignee, 4 Buyer, 5 Declaration (highlighted), 6 Sectors, 7 Confirmation, and 8 Cancel. Below the progress bar, the 'Step 6 - Declaration' form is displayed. It contains two input fields: 'Place of Issue' with the value 'PIETERMARITZBURG' and 'Date Of Issue' with the value '2018/07/04'. A red circle highlights the 'Place of Issue' field. A mouse cursor is visible over the 'Next' button.

1.7 SELECT SECTOR(S)

(This is a government request for Chambers to provide export analysis for them). If you cannot find the sector, please select “No Classification”. (Also a nice to have for reporting purposes.) (Also note, you may add more than one sector if more than one in the shipment. – Just click on “Manage” sector to select additional sectors.)



Click on NEXT to progress to Step 8.

1.8 CONFIRMATION

Confirmation of Shipment information: (Please note if any information is incorrect, you are able to edit on this screen instead of going to previous screens to correct.) Once you are happy with the information, click on FINISH to progress to the next widget i.e. THE COMMERCIAL INVOICE.

New Shipment Wizard

Information > 3 Exporter > 4 Consignee > 5 Buyer > 6 Declaration > 7 Sectors > 8 Confirmation > Prev Finish Cancel

Step 8 - Confirmation

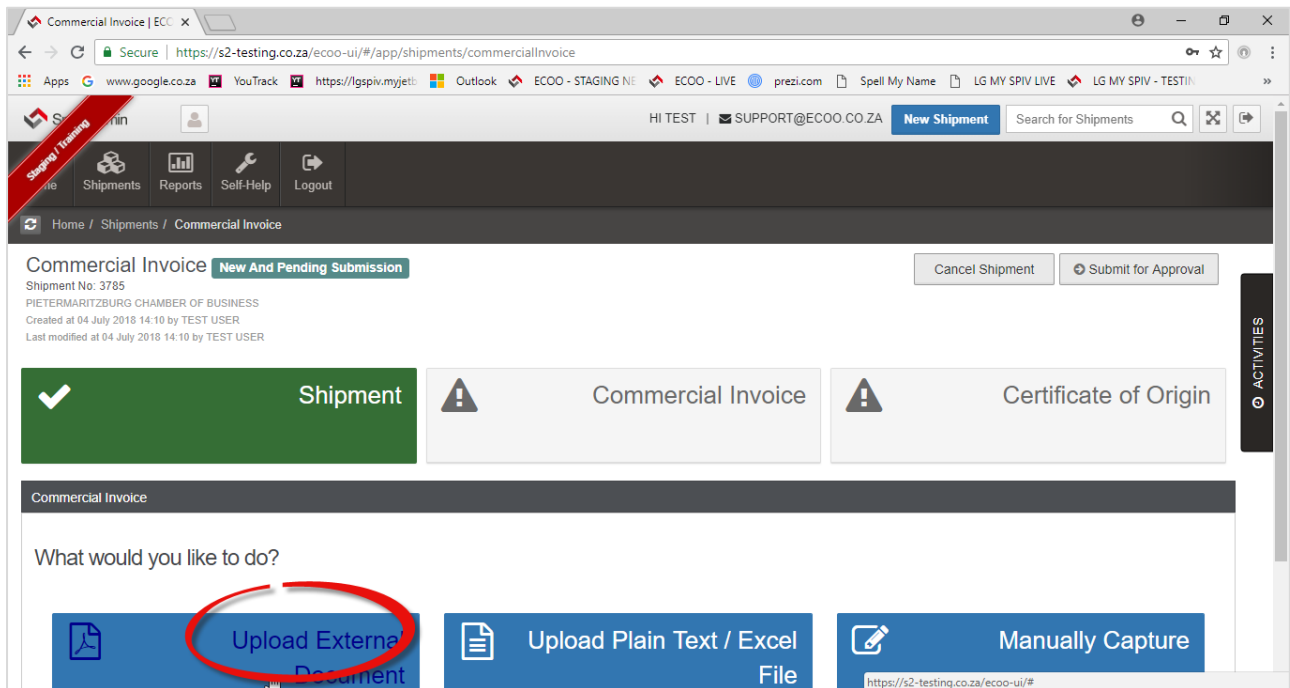
Exporter Reference EXP1234	Exporter Invoice Number 10001	Exporter Invoice Date 2018/07/04
Buyer Reference PO22222	Buyer Order Date 2018/06/01	Freight Forwarder Reference FILE ABC/2
Mode of Transport SEA (SEA FREIGHT AND INLAND WATERWAYS) <small>The shipment primary transport mode is set to SEA - SEA FREIGHT AND INLAND WATERWAYS (change the mode of transport)</small>	Letter of Credit Number Letter of Credit Number	UCR Number 8/ZA/EXPORTERSCUSTOMSNO/EXPORTERSINVNO

Place / Port of Loading DURBAN, SOUTH AFRICA	Place / Port of Destination SOUTH HAMPTON PORT, UNITED KINGDOM	Base Currency UNITED KINGDOM POUND
Exporter READ AND WRITE PUBLISHERS 302 THE ZONE APPLE ORCHARD LANE PIETERMARITZBURG 3201 KWAZULU-NATAL SOUTH AFRICA	Consignee LETS LEARN TOGETHER SUITE 101 - HAMLEY'S OF LONDON 1ST AVENUE, KNIGHT'S BRIDGE LONDON LN0000 Province / State UNITED KINGDOM	Buyer MRS BLYTON @ LETS LEARN TOGETHER SUITE 101 - HAMLEY'S OF LONDON 1ST AVENUE, KNIGHT'S BRIDGE LONDON LN0000 Province / State UNITED KINGDOM
Place of Issue PIETERMARITZBURG	Date Of Issue 2018/07/04	

EDIT SHIPMENT

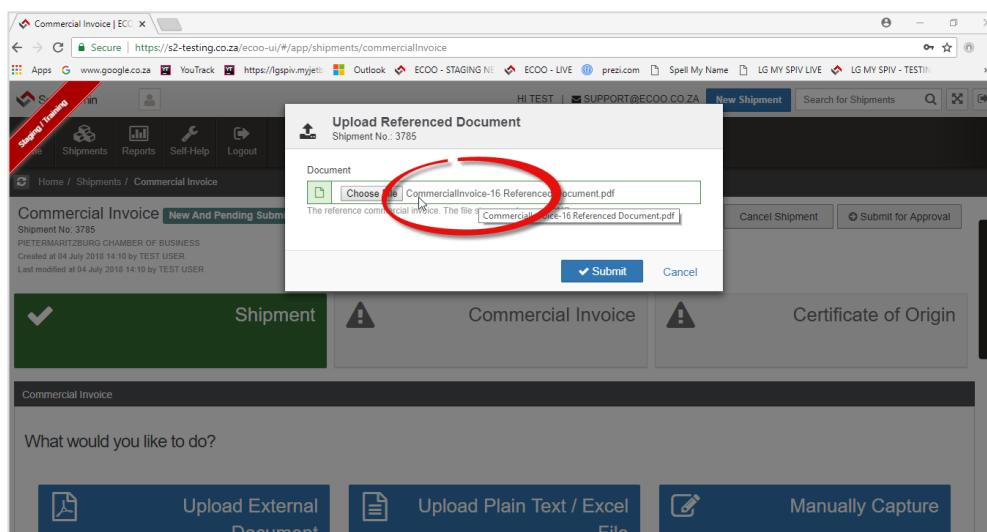
2. ADD COMMERCIAL INVOICE

Notice the Shipment you have just created now has a reference number (Shipment No. 3785) encircled below. (A good idea is to click on SAVE button before proceeding to capture the Commercial Invoice. Click on the Commercial Invoice Widget encircled below:

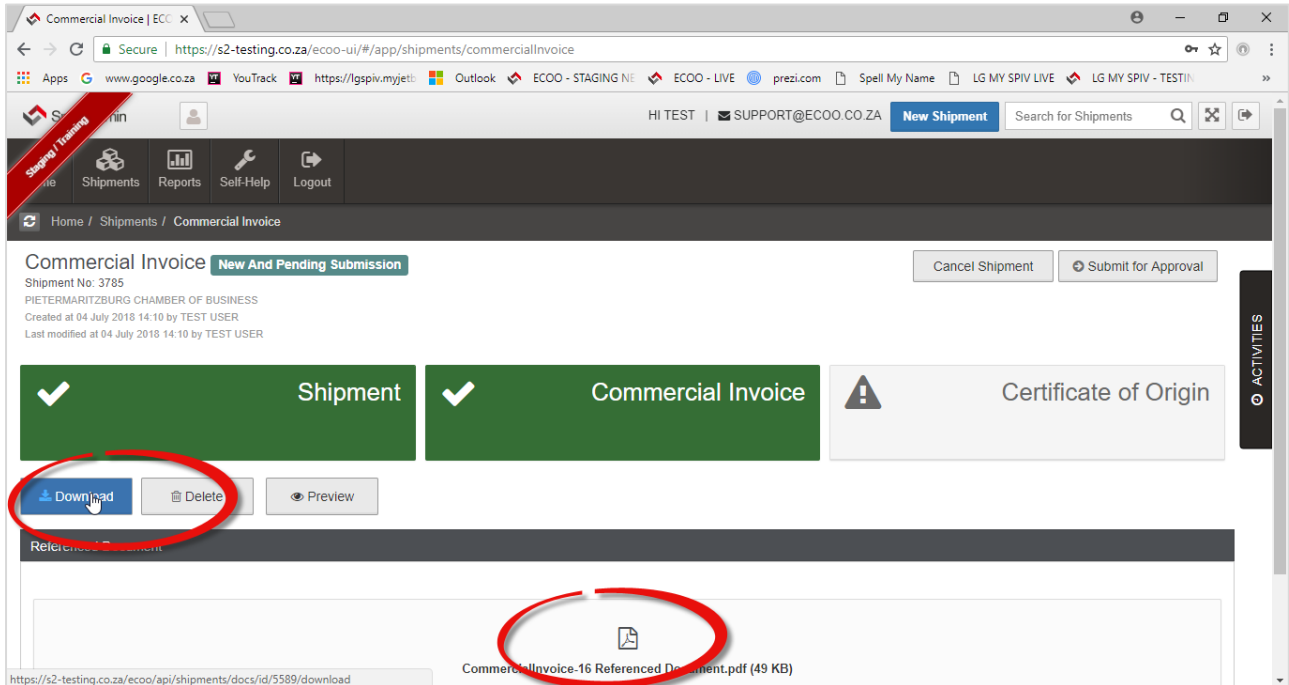


The Widget opens and you will be given options as to what you want to do. Most freight forwarders will upload the Exporter's Invoice which you will save and upload as a .pdf file only. (No Word documents will be uploaded.)

To upload the Commercial Invoice as a .pdf file – Click on the Upload External Document encircled above then browse for the file on your computer and Press Submit.



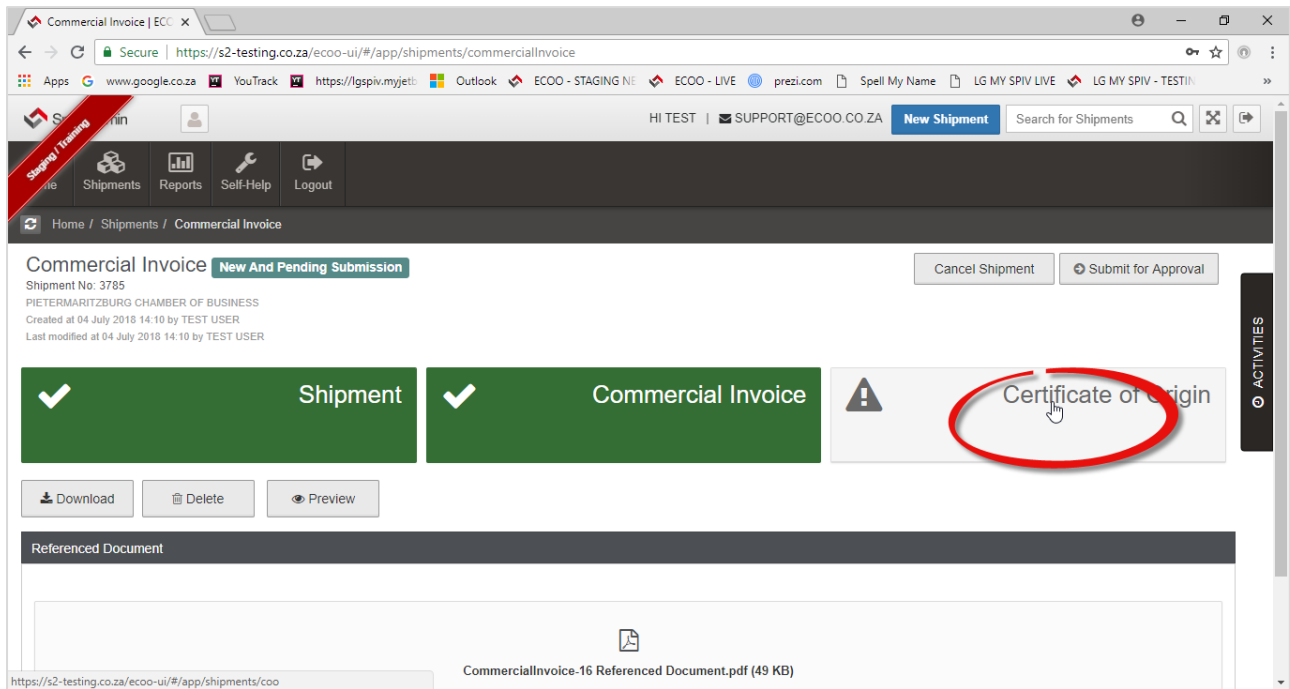
Notice the downloaded file encircled below and also notice the Download button encircled as well. The Chamber will download this Commercial Invoice to compare it with your Certificate of Origin:



Next you are going to capture your Certificate of Origin.

3. ADD CERTIFICATE OF ORIGIN

Click on the Certificate of Origin Widget:



Most Freight Forwarders will either:

- a) Capture the Certificate of Origin Manually, or
- b) Upload an Excel.csv (comma delimited) file.

(If there are many lines on the Certificate (with Country of Origin per line a pre-requisite as multiple Origins are allowed on one certificate) – then if the client has supplied the information in an excel.xlsx format you can convert the file to excel.csv (comma delimited) or excel.txt and import the file according to the ECOO template directly.)

It is purely a matter of choice and experience.

Capture the Certificate Manually

Click on the 'Capture Manually' Button and the following Wizard opens:

The screenshot displays the 'Certificate of Origin' wizard interface. The top navigation bar includes 'Home / Shipments / Certificate of Origin'. The main content area shows the 'Certificate of Origin' step with a 'New And Pending Submission' status. Below this, there are three tabs: 'Shipment', 'Commercial Invoice', and 'Certificate of Origin'. The 'Certificate of Origin' tab is active and shows a 'Remarks' section and a table for 'Lines'. The 'Lines' table is currently empty, showing 'No data available in table'. Below the table is a section for 'Incoterms © 2010 Amounts' with an 'Add Incoterms' button. At the bottom, there are 'Save' and 'Preview' buttons. Red circles highlight the 'Add' button in the 'Lines' table, the 'Add Incoterms' button, and the 'Preview' button.

- Click on "ADD" lines to the Certificate of Origin and the following screen appears: Complete and check the box at the bottom if you want to add extra lines to the Certificate of Origin. (Uncheck the box when done) Say OK.

The screenshot shows a web application interface for a 'Certificate of Origin' (COO) form. A modal window titled 'Commercial Invoice Line' is open, allowing users to input details for a shipment line. The form includes the following fields:

- Marks:** A text input field containing 'BOX 1'. Below it, a label reads 'The unique marks on the box.'
- Product Code:** A text input field containing 'J&JFIRSTGRADE'. Below it, a label reads 'The product code.'
- Description:** A text input field containing 'JANET&JOHN FIRST GRADE READERS'. Below it, a label reads 'The short description of the product.'
- Origin:** A text input field containing 'UNITED STATES OF AMERICA'. Below it, a label reads 'The country of origin.'
- Quantity:** A text input field containing '2000'. Below it, a label reads 'The number of products in the box.'
- Price:** A text input field containing '8.00'. Below it, a label reads 'The cost or unit price of the product.'

At the bottom of the modal, there are three buttons: a checked checkbox labeled 'Create another', an 'OK' button, and a 'Cancel' button. The 'Create another' checkbox and the 'OK' button are circled in red.

The lines are populated in the Certificate of Origin widget. The action buttons encircled below are the Edit or Delete buttons

3.1 ADD INCOTERMS

Add Incoterms: (Note not compulsory on the ECOO system as yet – but please note this is a global requirement and will be made compulsory going forward.)

The screenshot shows the 'Certificate of Origin' (COO) system interface. The top navigation bar includes 'Home', 'Shipments', 'Reports', 'Self-Help', and 'Logout'. The main content area displays a table with shipment details. Below the table, there is a section titled 'Incoterms © 2010 Amounts' with a button labeled '+ Add Incoterms' circled in red. The bottom of the interface has 'Save' and 'Preview' buttons.

1	BOX 1	J&J/FIRSTGRADE	JANET&JOHN FIRST GRADE READERS	UNITED STATES OF AMERICA	2000	8.00	16,000.00
					2,000	8.00	16,000.00

Showing 1 to 1 of 1 entries

Incoterms © 2010 Amounts

+ Add Incoterms

Save Preview

Let's assume the Incoterm is CFR:

The screenshot shows the 'Manage Sea Freight & Inland Waterways Incoterms © 2010' wizard. The 'Step 1 - Input Amounts' section is active, showing a table with input fields for various incoterms. The 'FREE ON BOARD (FOB)' and 'COST AND FREIGHT (CFR)' rows are highlighted with red circles. The 'CFR' row shows a value of 18000.00. The 'FOB' row shows a value of 16000.00. The 'Charges' field for 'CFR' is also circled in red.

Manage Sea Freight & Inland Waterways Incoterms © 2010

Shipment No.: 3785
Mode of Transport: SEA (SEA FREIGHT AND INLAND WATERWAYS)

Step 1 - Input Amounts

Amount Type	Charges	Named Place
EX WORKS (EXW)	Charges	Named Place
FREE ALONGSIDE SHIP (FAS)	Freight / Transport Cost	Port of Loading
FREE ON BOARD (FOB)	Charges	Port of Loading
COST AND FREIGHT (CFR)	Charges	Port of Destination
COST, INSURANCE AND FREIGHT (CIF)	Charges	Named Place

18000.00

16000.00

2000.00

DURBAN, SOUTH AFRICA

DURBAN, SOUTH AFRICA

Step 1 of the Incoterm Wizard: Enter the FOB Price, (lines total) then enter the Freight Cost and then manually add the two field to = CFR

Step 2: Validation of the Incoterm, if incorrect a warning appears – follow the instruction given in RED.
(Also make sure you manually enter the Port of Loading and Port of Destination before continuing to the end.)

Step 1 - Input Amounts

Validation Error
System cannot complete request. No insurance amount found for CFR. If you capture a CFR amount, you need to capture a insurance amount or if none applicable then capture "0.00".

Amount Type	Charges	Named Place
EX WORKS (EXW)	Charges	Named Place
FREE ALONGSIDE SHIP (FAS)	Freight / Transport Cost	Port of Loading
FREE ON BOARD (FOB)	Charges	Port of Loading
COST AND FREIGHT (CFR)	Insurance	Port of Destination
COST INSURANCE AND FREIGHT (CIF)	Charges	Named Place

If all correct, click FINISH – if not, go back to correct.

Manage Sea Freight & Inland Waterways Incoterms © 2010
Shipment No.: 3785
Mode of Transport: SEA (SEA FREIGHT AND INLAND WATERWAYS)

1 Step 1 Input Amounts 2 Step 2 Confirmation

Step 2 - Confirmation

Amount Type	Description	Amount
FREE ON BOARD (FOB)	DURBAN, SOUTH AFRICA	16,000.00
CHARGES		2,000.00
COST AND FREIGHT (CFR)	SOUTH HAMPTON, UNITED KINGDOM	18,000.00
INSURANCE		0.00
TOTAL		18,000.00 GBP

NOTES:

- a) You do have the option to mark the Certificate of Origin as “NDV” (No declared value.) To do so, enter all the prices as above, then click on the ‘ACTION’ button just under the Green Shipment Widget. Select “Hide Price” all prices will change to “NDV” and Incoterms 2010 will be removed as well. (To show the prices again, click on the ACTIONS then “Show Price” and it will bring it back again.)
- b) There are over 1000 characters allowed for free text in the “Remarks” box of the Certificate of Origin” where you can add any information that has not been captured on the Certificate of Origin but is required by your clients. E.g. If your client needs the Freight Forwarders file reference to be shown on the Certificate of Origin – it can be included in the Line item description of the Certificate, or free text typed in the Remarks box. (Note: The Freight Forwarders File Reference does not pull through to the Certificate of Origin from the Shipment wizard. It pulls through to the Shipment Statement only, once the Chambers have invoiced your shipments for any pre-determined period.)
- c) Preview the Certificate before submitting the Chamber for approval by clicking on PREVIEW screen on the Certificate of Origin Widget.

The screenshot shows a web application interface for 'Certificate of Origin'. The browser address bar displays 'https://s2-testing.co.za/ecoo-ui/#/app/shipments/coo'. The application header includes 'SmartAdmin' and a user profile icon. The main navigation bar contains 'Home', 'Shipments', 'Reports', 'Self-Help', and 'Logout'. The breadcrumb trail shows 'Home / Shipments / Certificate of Origin'. The main content area displays a table titled 'Incoterms © 2010 Amounts' with a 'Manage' button. The table has three columns: 'Amount Type', 'Description', and 'Amount'. The data rows are:


Amount Type	Description	Amount
FREE ON BOARD (FOB) CHARGES	DURBAN, SOUTH AFRICA	16,000.00 2,000.00
COST AND FREIGHT (CFR) INSURANCE	SOUTH HAMPTON, UNITED KINGDOM	18,000.00 0.00
TOTAL		18,000.00 GBP

At the bottom of the table, there are two buttons: 'Save' and 'Preview'. The 'Preview' button is circled in red, and a mouse cursor is pointing at it. The footer of the application shows the URL 'https://s2-testing.co.za/ecoo/api/shipments/coo/preview/3785'.

Certificate of Origin | ECC x CertificateOfOrigin x



file:///C:/Users/Jennifer%20Scott/Downloads/Preview-CertificateOfOrigin-3785.pdf

Apps www.google.co.za YouTrack https://lgsipiv.myjet... Outlook ECOO - STAGING NE ECOO - LIVE prezi.com Spell My Name LG MY SPIV LIVE LG MY SPIV - TESTIN

Goods consigned from (exporter's business name, full address, country) READ AND WRITE PUBLISHERS 302 THE ZONE APPLE ORCHARD LANE PIETERMARITZBURG KWAZULU NATAL 3201 SOUTH AFRICA		Certificate Number 3785 Page Page 1 of 1	
Goods consigned to (consignee's business name, full address, country) LETS LEARN TOGETHER SUITE 101 - HAMLET'S OF LONDON 137 AVENUE, KNIGHT'S BRIDGE LONDON UN0000 UNITED KINGDOM		Exporter's Reference EXP1234 Exporter's Invoice Number 0001 Buyer's Reference P032322	
Buyer (if no consignee) MRS BLTON @ LETS LEARN TOGETHER SUITE 101 - HAMLET'S OF LONDON 137 AVENUE, KNIGHT'S BRIDGE LONDON UN0000 UNITED KINGDOM		Certificate Of Origin  PIETERMARITZBURG CHAMBER OF BUSINESS CHAMBER HOUSE, ROYAL SHOWGROUND, PIETERMARITZBURG, KWAZULU NATAL, 3201, SOUTH AFRICA, +27(0)33 345 741, PCB@PCB.ORG.ZA	
Country of Destination	Currency	Issue Date	Letter of Credit Number
UNITED KINGDOM	GBP	2018-07-04	
Port / Place Of Loading	Port / Place Of Destination	Mode of Transport	UCR Number
DURBAN, SOUTH AFRICA	SOUTH HAMPTON PORT, UNITED KINGDOM	SEA (SEA FREIGHT AND INLAND WATERWAYS)	8/2A/EXPORTER/CUSTOMS/EXPORT ESRVING
Remarks			

#	Marks	Product Code	Description	Origin	Qty	Price	Amount
1.	BOX 1.	JBLFIRSTGRADE	JANETLOHN FIRST GRADE READERS	UNITED STATES OF AMERICA	2000.00	8.00	16,000.00
Incoterms @ 2010							
FREE ON BOARD (FOB)							16,000.00
CHARGES							2,000.00
COST AND FREIGHT (CFR)							18,000.00
INSURANCE							0.00
Total (GBP):							18,000.00

The undersigned, being an authorized representative of the Exporter and on the basis of the documents furnished and on the basis of the information and statements provided, and to the best of their knowledge that all the goods were obtained, produced or manufactured in the designated country of origin.

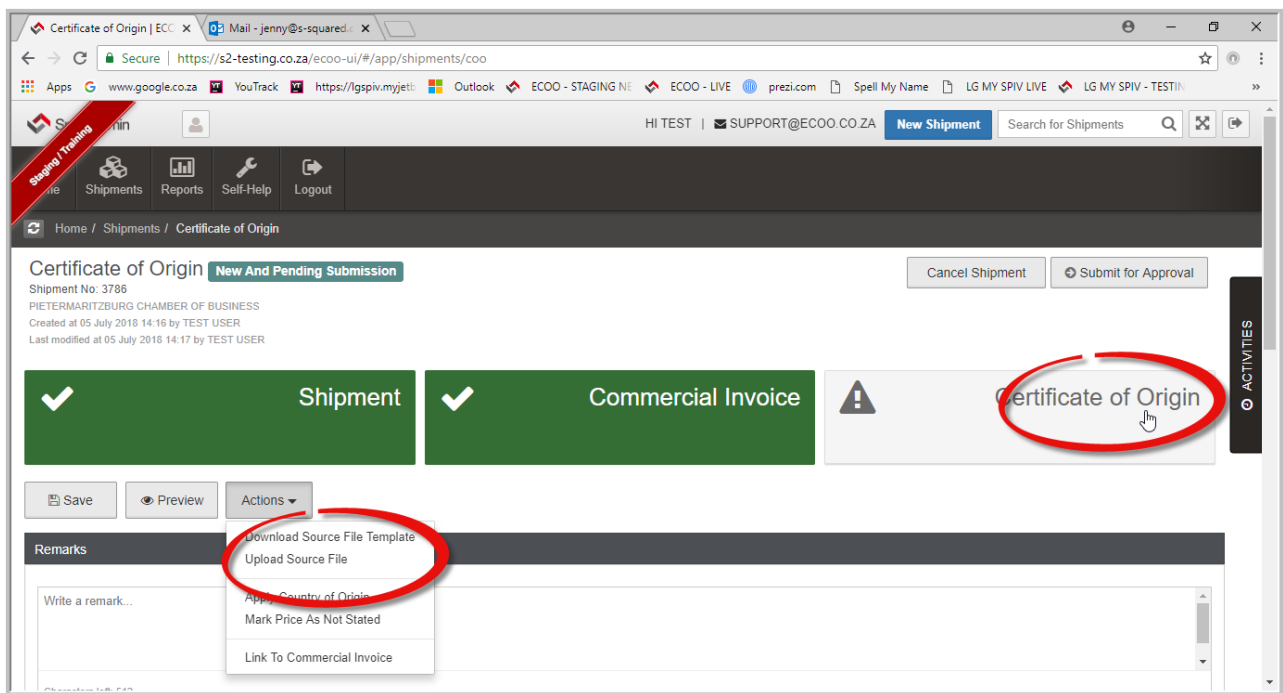
Signature of Authorized Signatory Date: 2018-07-04

3.2 UPLOAD CERTIFICATE OF ORIGIN

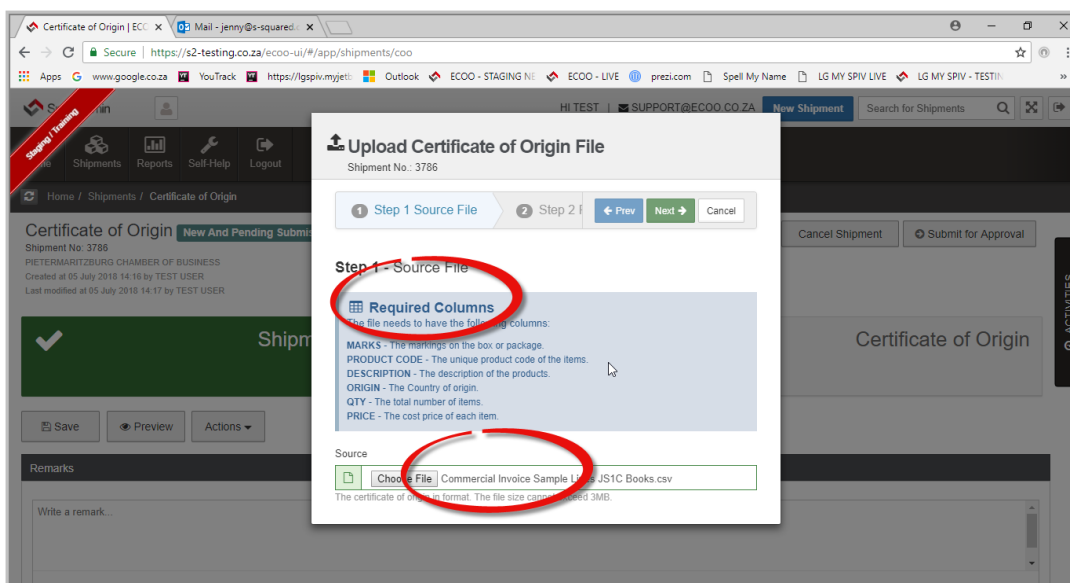
Capture the Certificate of Origin by importing an Excel.csv (comma delimited) or Excel.txt file or Excel.xls/xlsx file.

(The only difference between Option 1 and Option 2 is how you capture the lines of the Certificate of Origin. The remainder of the process remains exactly the same as option 1 above. I.e Adding remarks, adding Incoterms, Save, Preview etc.)

To upload an Excel.csv or Excel Text file, first click on the “Certificate of Origin” Widget and then on “Actions” and then click on “Upload Source File” (See below)

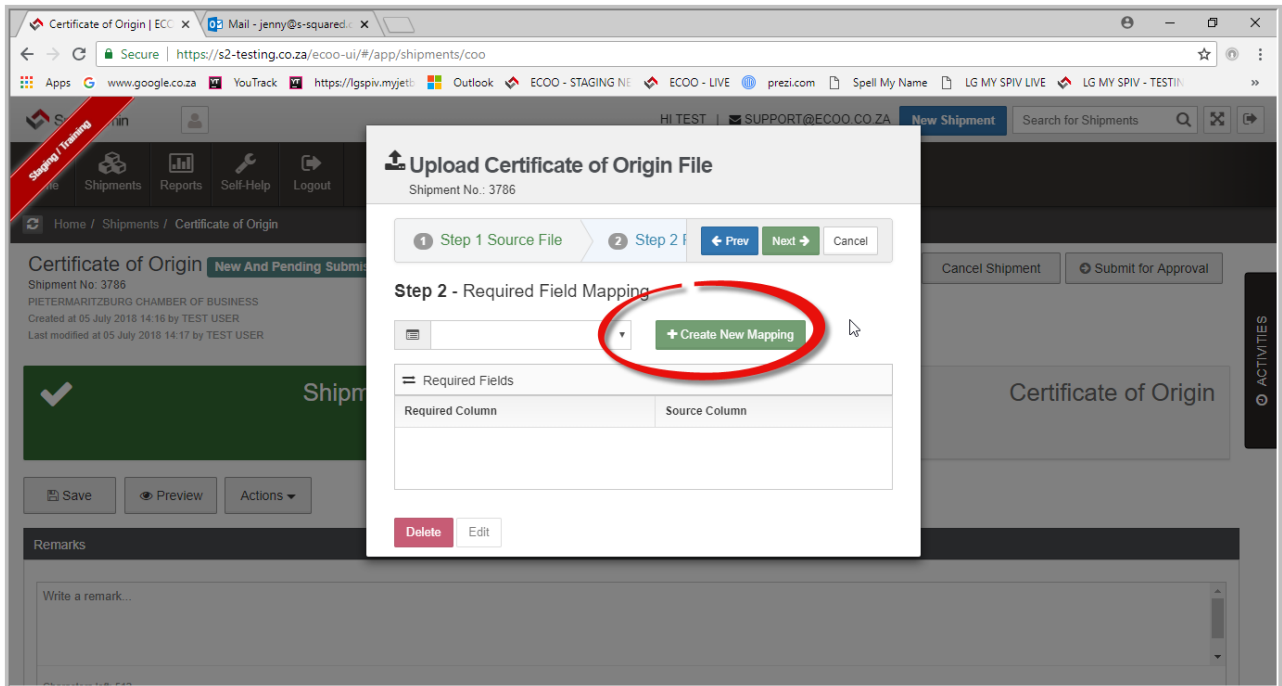


The following screen pops up below. Ensure that your .csv file has the required columns. Your file' headings may be different, but must be able to map to and match the information required by the system. Choose your source file saved on your computer.

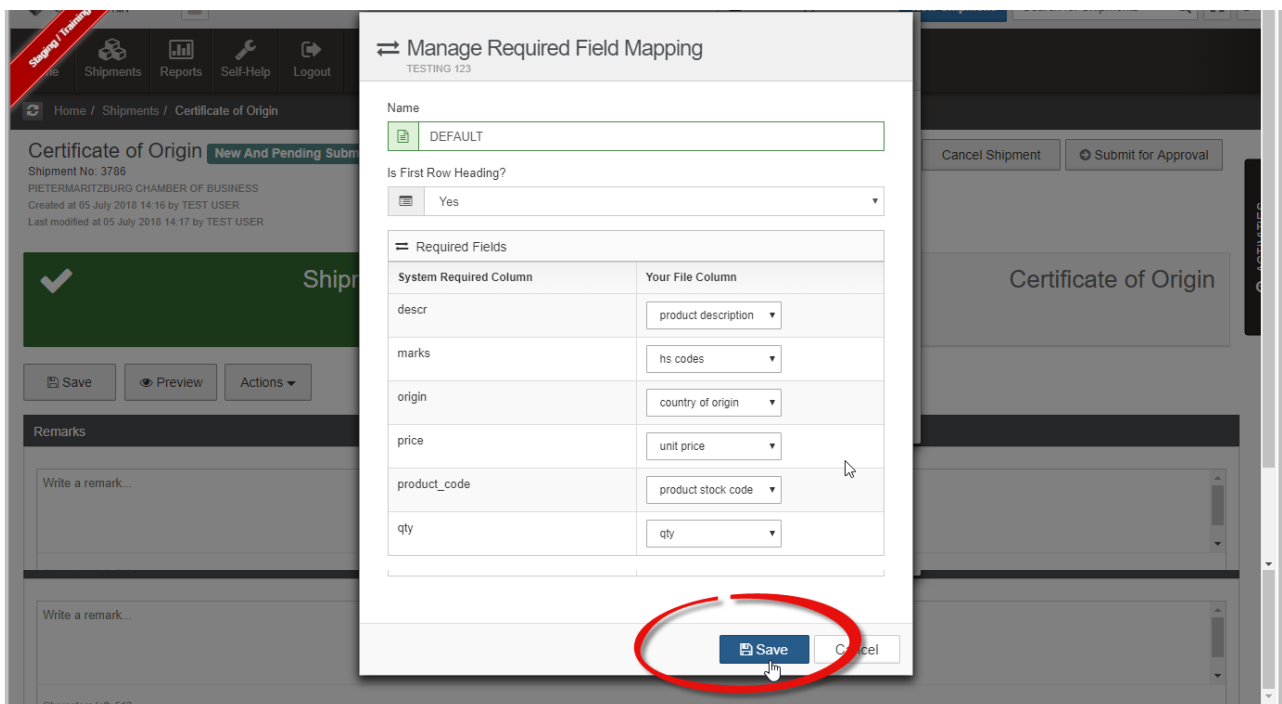


Once you have chosen your source file, click “NEXT”

The following screen pops to enable you to map the file. If the dropdown menu is empty, it means you have to “Create New Mapping”



Create the field mapping – Name your field map e.g. Default, Is your first row a heading? Yes/No from dropdown menu, then map your file columns to the System required columns. Info must match even though headings slightly different. (See screenshot below) Thereafter click “SAVE” button to continue.



A confirmation of the field mapping screen then pops up, if all ok, click the “NEXT” button, or you have the opportunity to edit/delete the mapping.

Step 2 - Required Field Mapping

DEFAULT + Create New Mapping

Required Column	Source Column
descr	product description
marks	hs codes
origin	country of origin
price	unit price
product_code	product stock code
qty	qty

Delete Edit

Once you have clicked “Next” the following screen gives you a PREVIEW and confirmation of what your imported file looks like. Before you click “FINISH” you can go back or cancel if the file looks ‘off’ in any way.

Step 3 - Confirmation

Preview

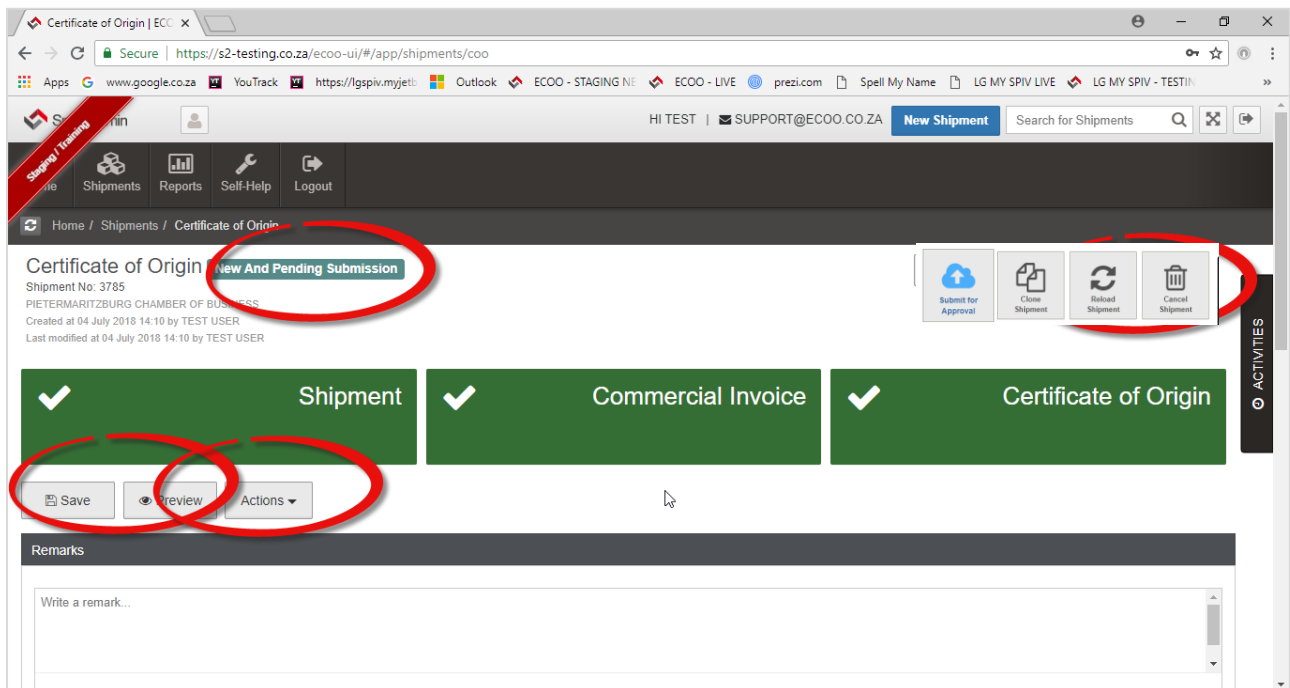
marks	product_code	descr	origin	qty	price
BOX1	Grade 1 Reading	Learning Days of Week	Great Britain	50	900
BOX2	Grade 1 Reading	Learning Months of the Year	Great Britain	60	950
BOX3	Grade 1 Reading	Learning Shapes	Great Britain	70	875
BOX4	Grade 1 Reading	Learning Numbers	Great Britain	80	875
BOX5	Grade 1 Reading	Learning Colours	United States of America	90	975
BOX2	Grade 1 Reading	Learning Seasons	United States of America	60	875
BOX3	Grade 1 Reading	Learning to count	United States of America	70	900
BOX4	Grade 1 Reading	Learning to Read 1	United States of America	80	900
BOX5	Grade 1	Learning to Read 2	United States of	90	880

Once you have clicked ‘FINISH’ you will return to your “Certificate of Origin” Wizard to complete the certificate as per Option 1 above, after you had manually captured you lines. Click on “Save” to save your COO, then PREVIEW before submitting to the Chamber for approval.

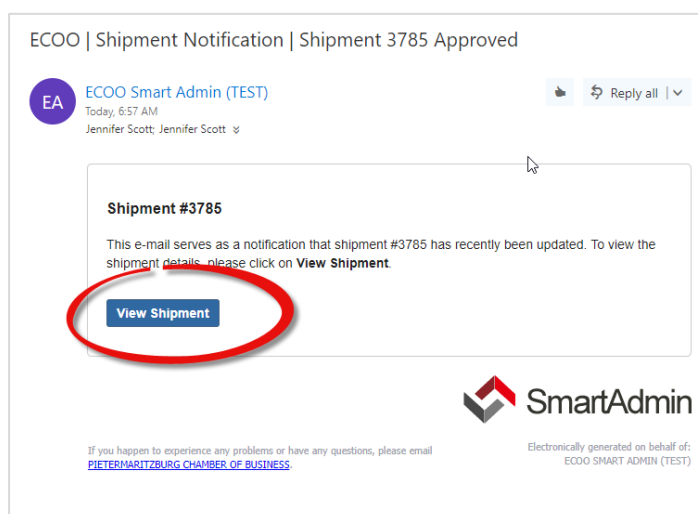
SUBMIT FOR APPROVAL

If all in order go back to the Shipment and then click on the “SUBMIT FOR APPROVAL BUTTON” You will receive an email advising you that your shipment was successfully sent through to the Chamber.

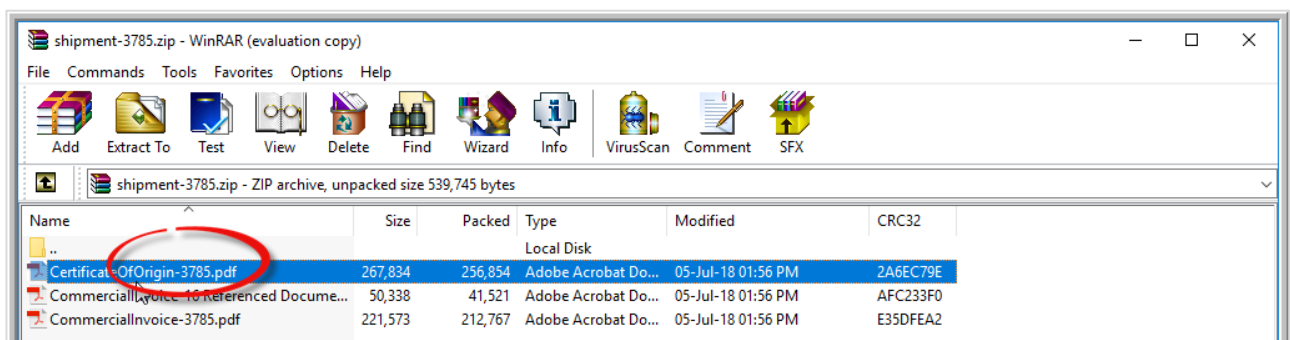
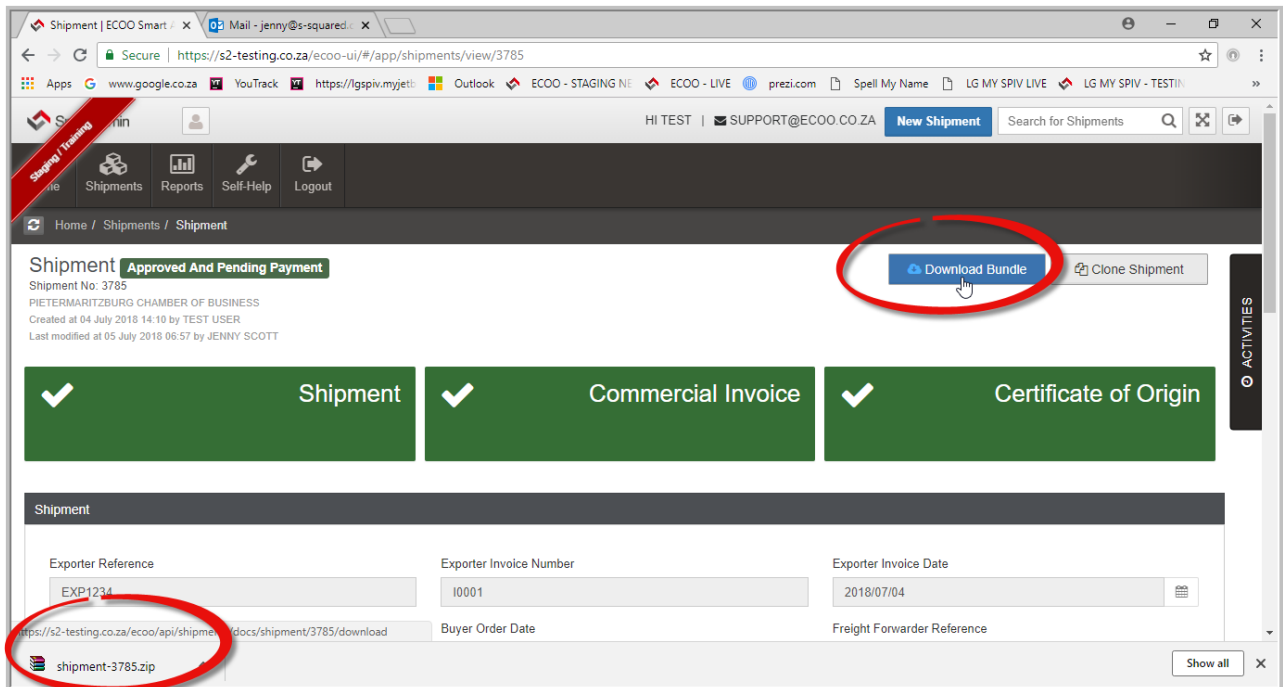
Also note the STATUS of your shipment is “NEW and PENDING SUBMISSION”. Once you submit for approval, the STATUS changes to “SUBMITTED AND PENDING CHAMBER APPROVAL” When they receive the email advising them that you are requesting approval, as soon as a person within the chamber takes ownership of approving the shipment, then the status will change to “UNDER CHAMBER REVIEW” and then “Approved and Pending Payment.”



As soon as the Chamber have approved the Shipment, you will receive an email advising that shipment updated. Click on view shipment in order to “Download Bundle” (Commercial Invoice and Certificate of Origin). Print COO in colour for originals and black and white for copies of the COO.



Click on the View Shipment button in the email above, and it will take you directly to the relevant Shipment # screen, (see below). Click on the “Download Bundle” button to download and open the .zip file containing the commercial invoice and certificate of origin. Print out the Certificate of Origin as explained above.




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Sign In



Goods consigned from (exporter's business name, full address, country) READ AND WRITE PUBLISHERS 302 THE ZONE APPLE ORCHARD LANE PIETERMARITZBURG KWAZULU-NATAL 3201 SOUTH AFRICA		Certificate Number 3785		Page Page 1 of 1	
Goods consigned to (consignee's business name, full address, country) LETS LEARN TOGETHER SUITE 101 - HAMLEY'S OF LONDON 151 AVENUE, KNIGHT'S BRIDGE LONDON LN0000 UNITED KINGDOM		Exporter's Reference EXP1234		Exporter's Invoice Number I0001	
Buyer (if no consignee) MRS BLYTON @ LETS LEARN TOGETHER SUITE 101 - HAMLEY'S OF LONDON 151 AVENUE, KNIGHT'S BRIDGE LONDON LN0000 UNITED KINGDOM		Certificate Of Origin  PIETERMARITZBURG CHAMBER OF BUSINESS CHAMBER HOUSE, ROYAL SHOWGROUNDS, PIETERMARITZBURG, KWAZULU-NATAL, 3201, SOUTH AFRICA, +27(0)33 345 2747, PCB@PCB.ORG.ZA			
Country of Destination	Currency	Issue Date	Letter of Credit Number		
UNITED KINGDOM	GBP	2018-07-04			
Port / Place Of Loading	Port / Place Of Destination	Mode of Transport	UCR Number		
DURBAN, SOUTH AFRICA	SOUTH HAMPTON PORT, UNITED KINGDOM	SEA (SEA FREIGHT AND INLAND WATERWAYS)	8/ZA/EXPORTERSCUSTOMSNO/EXPORT ERSINWNO		
Remarks					

#	Marks	Product Code	Description	Origin	Qty	Price	Amount
1	BOX 1	J&JFIRSTGRADE	JANET&JOHN FIRST GRADE READERS	UNITED STATES OF AMERICA	2000.00	8.00	16,000.00
Incoterms @ 2010							
FREE ON BOARD (FOB)							16,000.00
CHARGES							DURBAN, SOUTH AFRICA 2,000.00
COST AND FREIGHT (CFR)							18,000.00
INSURANCE							SOUTH HAMPTON, UNITED KINGDOM 0.00
Total (GBP):							18,000.00

I the undersigned, being an authorised representative of the Exporter and on the basis of controls carried out and based on the rules of origin of the country of destination and that of the International Chamber of Commerce, that all goods listed originate in that country as stated. I further declare that I will provide the Customs authorities of the importing country with the necessary proof for the purposes of verifying the authenticity of the goods.

The undersigned as authorised by PIETERMARITZBURG CHAMBER OF BUSINESS hereby declare that on the basis of the information and statements provided, and to the best of their knowledge that all the goods were obtained, produced or manufactured in the designated country of origin.


Signature of Authorised Signatory


Signature: 

Date: 2018-07-04

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CLONE SHIPMENT

(You have the option to clone shipments that are basically similar every time for the same exporter and line items. You must edit the shipment information on the “Shipment” wizard, as well as delete the old Commercial Invoice and upload the new one. Finally you need to import a new Excel.csv file, or amend the lines within the Certificate of Origin wizard. Remember to SAVE all changes in each wizard. Submit for approval as per normal processes above.)

To clone a shipment you can only choose shipments with the status “Approved and Pending Payment” or “Closed” (COO has been Invoiced by the Chamber.) You cannot clone shipments with status “New and Pending Submission” or “Cancelled.”

