

TUTORIAL TO CAPTURE A SHIPMENT



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NEW SHIPMENT

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

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Open Shipments Reports C + Logout Image: Shipment state C + Logout				
Shipment History	N	lew Shipn	nent	
QUICK FILTERS: This Month Last Month Last 90 Days Everything				
Shipments				
Filter. 10 v				
Shipment No Exporter Exporter Ref Exporter Invoice No. Requested By Chamber Date Submitted State	us	Ac	tions	
No data available in table				

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.

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New Shipment With Chamber Chamber Step 1 - Select	ard 2 Shipment Info	ormation	Exporter	Consignee	6 Buyer	Declaration	(Frev	Next 🄶 Cancel		

1.2 Shipment Header Information

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

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Shipments Reports Self-Heip Logout						
Home / Shipments / Request New Shipment Wizard						1
Chamber Shipment Information Step 2 - Shipment Information	Cons	ignee S Buyer C Declaration C Cancel				
Export Invoice Date		Buyer Order Date				
2018/07/04		2018/06/01				1
This marks the date of the export's invoice date.		This marks the date of the buyer's order date.				
Exporter Reference	_	Buyer Reference				
■ EXP1234		P022222				
The exporter's reference.		The buyer's reference number.				
Exporter Invoice Number	_	Freight Forwarder Reference				
I2001		FILE ABC/2				
The exporter's invoice number.		This is the reference number or values that a freight forward can use to identify shipment(s). This is usually an external reference generated for another system.				,
Letter Of Credit Number		UCR Number				
Letter Of Credit Number		8/ZA/EXPORTERSCUSTOMSREF/EXPORTERSINVOICENO				
The letter of credit number is issued by the importer's bank to guarentee the payment will be completed to		The UCR number provided to the bank matches the UCR number provided to SARS when the goods are				
the exporter or seller.		cleared for export.				
Place / Port of Loading	_	Place / Port of Destination				
DURBAN, SOUTH AFRICA		SOUTH HAMPTON PORT, UNITED KINGDOM				
Mode of Transport		5 e Currency				
SEA (SEA FREIGHT AND INLAND WATERWAYS)	L.	UNITED KINGDOM POUND				
This marks the primary method or mode of transport.		The animary currency for this shipment.				

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:

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12001	Mode of Transpo	rt						Π.
The exporter's invoice number.	Q			25 🔻				
Letter Of Credit Number	Code	Description	Group					U:
Letter Of Credit Number	Code 🔺	Description	Group 🔺	Actions 🔿	VOICENO			
The letter of credit number is issued by the importer's bank to gu the exporter or seller.	AIR	This includes an airline or airline agent	ANY MODE	I	er provided to SARS when the goods are			
Place / Port of Loading DURBAN, SOUTH AFRICA	COURIER	Provider of a couriser services	ANY MODE	0				
Mode of Transport	RAIL	This includes a rail operator and a rail truck	ANY MODE	 <td>] ,</td><td></td><td></td><td>Ш</td>] ,			Ш
SEA (SEA FREIGHT AND INLAND WATERWAYS) This marks the primary method or mode of transport.	ROAD	This includes road haulier and a truck	ANY MODE	۵ 🗘	•			Ы
	SEA	This includes a vessel and containers 20ft/6m.	ANY MODE	\$ (10)				Ы
	BARGE	This includes a barge that navigates inland waterways and oceans alike.	SEA FREIGHT AND INLAND WATERWAYS	\$				
DURBAN, SOUTH AFRICA Mode of Transport	SEA	This includes a vessel and containers 20ft/6m.	SEA FREIGHT AND INLAND WATERWAYS	\$ @				
SEA (SEA FREIGHT AND INLAND WATERWAYS)	Showing 1 to 7 of	f 7 entries	Previous	1 Next	¥			
This marks the primary method or mode of transport.								
		N						
		\$		Cancel				
	_							
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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)

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SmartAdmin	Code	Description	Group	Actions 🗘	ew Shipment	Search for Shipments	Q	×	•
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li2001	RAIL	This includes a rail operator and a rail truck	ANY MODE	¢ @	_				
The exporter's invoice number.	ROAD	This includes road haulier and a truck	ANY MODE	¢ @	n use to identify s	shipment(s). This is usually			
Letter Of Credit Number	SEA	This includes a vessel and containers 20ft/6m.	ANY MODE	\$ (10)	NVOICENO				
The letter of credit number is issued by the importer's bank to g the exporter or seller. Place / Port of Loading	BARGE	This includes a barge that navigates inland waterways and oceans alike.	SEA FREIGHT AND INLAND WATERWAYS	\$ ®	per provided to Si	ARS when the goods are			
DURBAN, SOUTH AFRICA	SEA	This includes a vessel and containers 20ft/6m.	SEA FREIGHT UND INLAND WATERWAYS	ي 🗘	v Incoter - 2011	D Rules			

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.

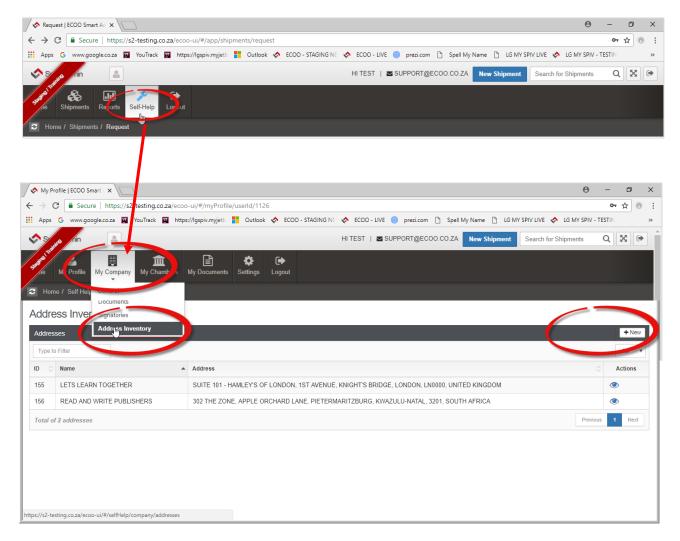


Click 'Next' to progress to Step 3 of the wizard:

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New Shipment Wizard				
1 Chamber 2 Shipment Information 3 Exporter 4 Consignee 5 Buyer 6 Declaration	Incel			
Step 2 - Shipment Information				

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."



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

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	2 Shipment Information 3 Exporter 4 Consignee 5 Buyer 6 Declaration 7 Sectors 8 ← Prev Next→	Cancel			
	Step 3 - Exporter				
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	3201				
	KWAZULU-NATAL				
	SOUTH AFRICA				÷

1.4 CONSIGNEE DETAILS

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

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Step 4 - Consignee					
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SUITE 101 - HAMLEY'S OF LONDON					
IST 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.

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Step 6 - Declaration					
Placed Issue					
Date Of Issue					
2018/07/04					
This marks the date of which the certificate was created.					
					-

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.)

Request ECOO Smart Ac 🗙	θ	-	٥	×
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Step 7 - Shipment Sectors				
Sectors				
	☑ Manage			
Q	5 •			
Description	Group Actions			
BOOKS AND MANUALS	PAPER AND PAPER PRODUCTS			
Showing 1 to 1 of 1 entries	Previous			
	1			
	Next			

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.

C Secure https://s2-testing.co.za	/ecoo-ui/#/app,	/shipments/request						ው ☆	2
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New Shipment Wizard	onsignee	6 Buyer 6 Decla	aration 🕜 Secto	rs	8 Confirmation	← Prev Finish →	Cancel		
ep 8 - Confirmation		Exporter Invoice Number			Exporter Invoice Date				
EXP1234		10001			2018/07/04		#		
Buyer Reference		Buyer Order Date			Freight Forwarder Reference				
P022222		2018/06/01			FILE ABC/2				
Node of Transport		Letter of Credit Number			UCR Number				
SEA (SEA FREIGHT AND INLAND WATERW	'AYS)	Letter of Credit Number			8/ZA/EXPORTERSCUSTON	ISNO/EXPORTERSINV	'NO		
The shipment primary transport mode is set to S REIGHT AND INLAND WATERWAYS (change ransport)									
Place / Port of Loading		Place / Port of Destination			Base Currency				
DURBAN, SOUTH AFRICA		SOUTH HAMPTON PORT, U	NITED KINGDOM		UNITED KINGDOM	POUND	*		
xporter		Consignee			Buyer				
READ AND WRITE PUBLISHERS	Q	LETS LEARN TOGETHER		۹	MRS BLYTON @ LETS LE/	ARN TOGETHER	Q		
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APPLE ORCHARD LANE		1ST AVENUE, KNIGHT'S BR	IDGE		1ST AVENUE, KNIGHT'S BI	RIDGE			
PIETERMARITZBURG		LONDON			LONDON				
3201		LN0000			LN0000				
		Province / State			Province / State				
KWAZULU-NATAL		UNITED KINGDOM			UNITED KINGDOM				
SOUTH AFRICA									
			Date Of Issue						

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:

Commercial Invoice J ECC X	Θ –	٥	×
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HITEST Z SUPPORT@ECO0.C0 ZA New Shipment Search for Shipment	nts Q	8	·
reference Shipments Reports Self-Help Logout			
Home / Shipments / Commercial Invoice			
Commercial Invoice New And Pending Submission Shipment No: 3785 Cancel Shipment PIETERMARITZBURG CHAMBER OF BUSINESS Created at 04 July 2018 14:10 by TEST USER Last modified at 04 July 2018 14:10 by TEST USER Cancel Shipment	nit for Approval		ACTIVITIES
Shipment Commercial Invoice Certificate	of Origin		Ø ACT
Commercial Invoice			
What would you like to do?			1
Upload External Description Internation International Inte	apture		

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.

Commercial Invoice ECC ×		e – a ×
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sugerifier Reports Self-Help	Lopout Upload Referenced Document Shipment No: 3785 Document Document	
3 Home / Shipments / Commercial Invoice	Choose if CommercialInvoice-16 Reference: ocument.pdf	
Commercial Invoice New And Pe Shipment No. 3785 PIETERMARITZBURG CHAMBER OF BUSINESS Created and A July 2016 14-10 by TEST USER Last modified al 04 July 2018 14-10 by TEST USER		Submit for Approval
~	Shipment A Commercial Invoice A Cer	tificate of Origin
Commercial Invoice		
What would you like to do?		
L Uploa	ad External 📄 Upload Plain Text / Excel 📝 Man Document File	nually Capture

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 you Certificate of Origin:

Commercial Invoice ECC ×	θ	-	٥	×
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Home / Shipments / Commercial Invoice				
Commercial Invoice New And Pending Submission Shipment No: 3785 PIETERNARIZEURG CHAMBER OF BUSINESS Created at 04 July 2018 14:10 by TEST USER Last modified at 04 July 2018 14:10 by TEST USER	for App	oroval		ACTIVITIES
Shipment Commercial Invoice Certificate o	f Ori	igin		O AC
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https://s2-testing.co.za/ecoo/api/shipments/docs/id/5589/download Commerci allnyoice-16 Referenced Document.pdf (49 KB)				

Next you are going to capture your Certificate of Origin.

3. ADD CERTIFICATE OF ORIGIN

Click on the Certificate of Origin Widget:

Commercial Invoice ECC ×	θ - α	×
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🔢 Apps G www.google.co.za 🕎 YouTrack 🕎 https://lgspiv.myjetb 🚦 Out	tlook 🚸 ECOO - STAGING NE 🚸 ECOO - LIVE 🥘 prezi.com 🗅 Spell My Name 🗅 LG MY SPIV LIVE 🚸 LG MY SPIV - TESTIN	>>
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Commercial Invoice New And Pending Submission Shipment No: 3785 PIETERMARITZBURG CHAMBER OF BUSINESS Created at 04 July 2018 14:10 by TEST USER Last modified at 04 July 2018 14:10 by TEST USER	Cancel Shipment O Submit for Approval	ACTIVITIES
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Referenced Document		
https://s2-testing.co.za/ecoo-ui/#/app/shipments/coo	ommercialInvoice-16 Referenced Document.pdf (49 KB)	Ţ

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:

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a) 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.

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	The country of origin.				
	Quantity				
	2000 The number of products in the box.		0.00		
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Showing 0 to 0 of 0 entries	✓ Create another OK Capital		Pi	revious N	ext
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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.

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Incole	erms @ 2010	Amounts											
							Add Incoterms						
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Let's assume the Incoterm is CFR:

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C Hom	Step 1 Input Amounts Step 2 Confirmation Step 1 - Input Amounts	La La	← Prev Next → Cancel	3 ×
Showing	Amount Type			Next
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Incoterm	EXW Amount	Charges	Named Place	
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	TAS Amount	Freight / Transport Cost	DURBAN, SOUTH AFRICA	
	FREE ON BOARD (FOB)	Charges	Port of Loading	
	16000.00	2000.00	DURBAN, SOUTH AFRICA	
	COST AND FREIGHT (CFR)		Port of Destination	
🖪 Sa	18000.00	Insurance	Port of Destination	
	COST INCOMPAGE AND FREIGHT (CIF)	Charges	Named Place	
	CIF Amount	Charges	Named Place	

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

<u>Step 2</u>: 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.

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Step 1 - Input Amounts			
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System cannot complete request. No	nsurance amount found for CFR. If you capture a CFRamount, you	need to capture a insurance amount or if none applicable then capture "0.00".	
Amount Type	L3		<u>s</u>
EX WORKS (EXW)	Charges	Named Place	
EXW Amount	Charges	Named Place	
FREE ALONGSIDE SHIP (FAS)	Freight / Transport Cost	Port of Loading	N
FAS Amount	Freight / Transport Cost	Port of Loading	
FREE ON BOARD (FOB)	Charges	Port of Loading	
16000.00	2000.00	DURBAN, SOUTH AFRICA	
COST AND FREIGHT (CFR)	Insurance	Port or Destination	
18000.00	Insurance	SOUTH HAMPTON, UNITED KINGD	
COST INSURANCE AND FREIGHT (C	CIF) Charges	Nameu Place	
	Charges	Named Place	

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

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TOTAL 18,000.00 GBP				
習 Save	_	_		

NOTES:

- a) <u>You do have the option to mark the Certificate of Origin as "NDV"</u> (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.

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Amount Type	Description	Amount		ACTIVITIES
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 GBF	5
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\$	Goods consigned from (exporters's READ AND WRITE PUBLISHERS	ousiness name, full address, country)	Certificate Number 3785	Page Page 1 of 1			
	302 THE ZONE APPLE ORCHARD LANE PIETERMARITZBURG		Exporter's Reference EXP1234	Exporter's Invoice Number			
	KWAZULU-NATAL 3201 SOUTH AFRICA		Buyer's Reference P022222				
	Goods consigned to (consignee's by LETS LEAR TOGETHER SUITE 10: - MARKY'S OF CONDON 15T AVENUE, INIGHT'S BRIDGE LONGON UNITED EINIGOOM UNITED EINIGOOM BUYEY (If no consignee) MIS BUYEN (# LTS LEARN TOOL 15			e Of Origin			
	SUITE 101 - HAMLEY'S OF LONDON 1ST AVENUE, INIGHT'S BRIDGE LONDON LINDOD UNITED EINGDOM	Currency	Issue Date	3) 345 P47, PCB@PCB.ORG.ZA			
	UNITED KINGDOM Port / Place Of Loading	GBP Port / Place Of Destination	2018-07-04 Mode of Transport	UCR Number			
	DURBAN, SOUTH AFRICA	SOUTH HAMPTON PORT, UNITED KINGDOM	SEA (SEA FREIGHT AND INLAND WATERWAYS)	8/ZA/EXPORTERSCUSTOMSNO/EXPORT ERSINVNO			
	Remarks						
	# Marks Produ	ct Code Description	Origin Qty Pri	ce Amount			
	1 BOX 1 J&JFRS		UNITED STATES OF 2000.00 AMERICA	8.00 16,000.00			
		Incoterms @ 2010		15.000.00			
		CHARGES COST AND FREIGHT (CFR)	DURBAN, SOUTH A	FRICA 2,000.00 18,000.00			
		INSURANCE	SOUTH HAMPTON, KINGDOM				
		Total (GBP):		18,000.00			
	I the undersigned, being an authorised represent corrects carried out and based on the rules of en- histernational Chamber of Commerce, that all goo further deciser that I all provide the Contom an necessary proof for the purposes of vertilying the	the of the Exporter and on the basis of in of the country of destination and that of the is listed orginate in that country as stated. I horitans of the important country as stated.	country of origin.	AANTZBURG CHAMEER OF BUSINESS haveby declare attenents provided, and to the best of their ed, produced or manufactured in the designated			
	pun	PIETERMARTIZ CHAMBER C BUSINESS	F	€ ,			
	V Signature of Authonised Signatory		Date: 2018-07-04				

3.2 UPLOAD CERTIFICATE OF ORIGIN

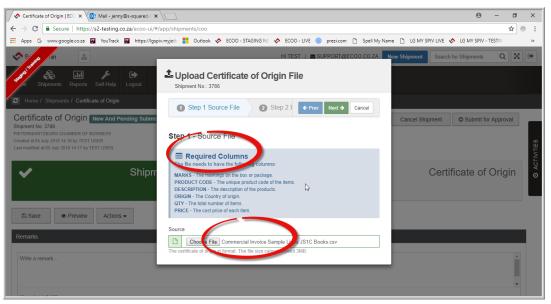
Capture the Certificate of Origin by importing an Excel.csv (comma delimited) or Excel.txt file or Excel.xls/xlsx file.

(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. Ie 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 the click on "Upload Source File" (See below)

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ender Shipments Reports Self-Help Logout			
Home / Shipments / Certificate of Origin			
Certificate of Origin New And Pending Submission Shipment No: 3786 PIETERMARITZBURG CHAMBER OF BUSINESS Created at 05 July 2018 14:16 by TEST USER Last modified at 05 July 2018 14:17 by TEST USER	Cancel Shipment Submit for a	Approval	ACTIVITIES
✓ Shipment	Commercial Invoice Commercial Invoice	Drigin	O ACT
🖺 Save 👁 Preview Actions 🗸			
Remarks Upload Source File			
Write a remark App, Sewatry of Origin Mark Price As Not Stated		<u>^</u>	
Link To Commercial Invoice		*	•

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.



Page | 21

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"

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Home / Shipments / Certificate of Origin Step 1 Source File Step 2 F Prev Next Cancel	
Certificate of Origin New And Pending Submit Shipment No: 3786 PrieTeckanArtzBurks CHAMBER OF BUSINESS Created at 65 July 2018 14:16 by TEST USER Last modified at 05 July 2018 14:17 by TEST USER	Cancel Shipment © Submit for Approval Certificate of Origin
Shipm Arrow Shipm Arrow Source Column Source Column	Certificate of Origin ⊚
Save • Preview Remarks Delete	
Write a remark	•

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.

Home / Shipments / Certificate of Origin entificate of Origin New And Pending Subm oment No: 3786 FERMARTIZEURG CHAMBER OF BUSINESS sted at 05 July 2018 14:16 by TEST USER modified at 05 July 2018 14:17 by TEST USER	DEFAULT Is First Row Heading?	•	Cancel Shipment O Submit for Approval
🖌 Shipr	Required Fields System Required Column descr	Your File Column product description	Certificate of Origin
🖺 Save 🖉 Preview Actions 🗸	marks origin	hs codes	
rmarks Vrite a remark	price product_code	unit price product stock code	
	qty		

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.

State from Commercial Invoice	Step 1 Source File Step 2 - Required Field M DEFAULT	Step 2 F Prec Next → ancel Apping Create New Mapping	New Shipment Search for Shipments Q
Commercial Invoice New And Pending Subr Shigment No: 3786 PIETERMARTZBURG CHAMERY OF BUSINESS Created at 05 July 2016 14:16 by TEST USER Last modified at 05 July 2016 14:17 by TEST USER	Required Fields Required Column descr	Source Column product description	Cancel Shipment O Submit for Approval
✓ Shipr	marks origin	hs codes	Certificate of Origin
Commercial Invoice	price	unit price V	
What would you like to do?	product_code qty	product stock code	
Upload Ext	Delete Edit		Manually Capture

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.

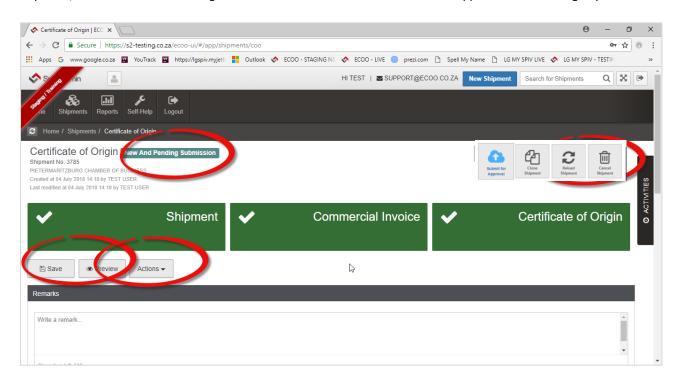
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Commercial Invoice New And Pending Subn	marks	product_code	descr	origin	qty	price	Cancel Shipment Submit for Approval			
Shipment No: 3786 PIETERMARITZBURG CHAMBER OF BUSINESS Created at 05 July 2018 14:16 by TEST USER	BOX1	Grade 1 Reading	Learning Days of Week	Great Britain	50	900				
Last modified at 05 July 2018 14:17 by TEST USER	BOX2	Grade 1 Reading	Learning Months of the Year	Great Britain	60	950				
🖌 Shipr	BOX3	Grade 1 Reading	Learning Shapes	Great Britain	70	875	Certificate of Origin			
	BOX4	Grade 1 Reading	Learning Numbers	Great Britain	80	875				
Commercial Invoice	BOX5	Grade 1 Reading	Learning Colours	United States of America	90	975				
What would you like to do?	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				
Dpload Exte	BOX4	Grade 1 Reading	Learning to Read 1	United States of America	80	900	Manually Capture			
Docui	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.

ECOO Shipment Notification Shipment 3785 Approved	
ECOO Smart Admin (TEST) Today, 6:57 AM Jennifer Scott, Jennifer Scott *	► \$ Reply all ✓
	2
Shipment #3785	
This e-mail serves as a notification that shipment #3785 has recently bee shipment details, please click on View Shipment.	en updated. To view the
View Shipment	
\$	SmartAdmin
If you happen to experience any problems or have any questions, please email PIETERMARITZBURG CHAMBER OF BUSINESS.	Electronically generated on behalf of: ECOO SMART ADMIN (TEST)

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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Home / Shipments / Shipment			
Shipment Approved And Pending Payment Shipment No: 3785 PIETERMARITZBURG CHAMBER OF BUSINESS Created at 04 July 2018 14:10 by TEST USER Last modified at 05 July 2018 06:57 by JENNY SCOTT		Clone Shipment	O ACTIVITIES
✓ Shipment	Commercial Invoice	 Certificate of Origin 	0
Shipment			
Exporter Reference	Exporter Invoice Number	Exporter Invoice Date	
EXP1234	10001	2018/07/04	
https://s2-testing.co.za/ecoo/api/shipmen_fdocs/shipment/3785/download	Buyer Order Date	Freight Forwarder Reference	-
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Add Extract To Test View Dele		Wizard	Info VirusScar	Comment SFX			
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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."

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