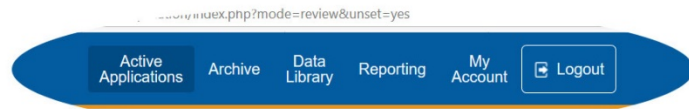## Login to essCert at www.esscert.com

Arrive at the **Active Applications** page, your center for Chamber certification processing activity,

Select a submission method

Create online Application allows you to complete an online Certification of Origin template.

Upload completed PDF CO template allows you to upload your own fully completed Certificate of Origin template for Chamber certification.
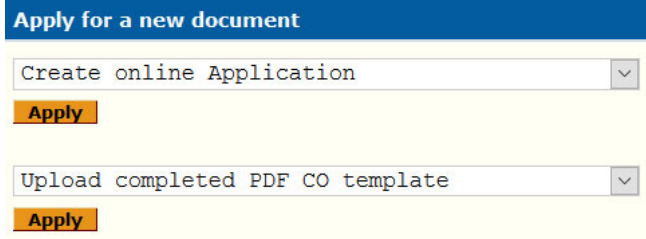
If you choose Create online Application
(if you are uploading your own Completed PDF CO template, see page two for a guide to that process)

Attachment documents

Upload your export invoice and/or other attachments your Chamber needs to verify your Application. If you wish to have your Chamber certify your invoice or other attachments, simply check the "Certify" box.
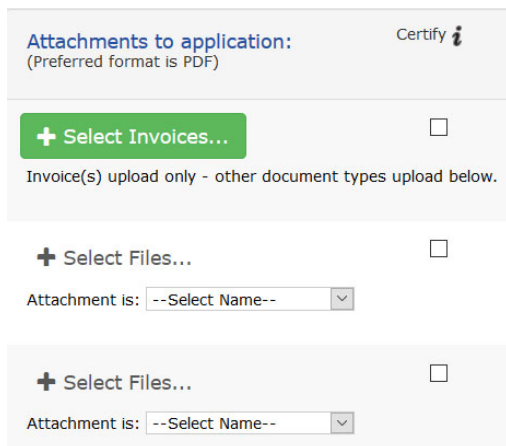
Add invoice details and comments

Enter invoice reference details, and amount. Have a purchase order for fees payable to the Chamber? Enter it here. If you have any comments or special instructions for the Chamber (optional), enter those here.
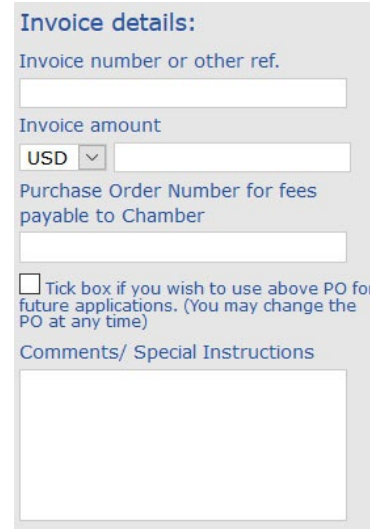
Scroll down, and complete online template

A **Glossary of Certificate of Origin terms** on page two of this document will help guide you in completing the online template form.

Submit Application online to the Chamber

Clicking **Submit** will bring you to the pricing form

Chamber fees will be displayed to you prior to submission.

Clicking to submit your Application accepts these fees.

Chamber approval of your Application

On Approval by your Chamber, you will receive an email confirming your Application has been approved. Simply log back in to essCert (or, if you are still logged in, click on "Active Applications" to refresh your screen) and click the **Issue** link to print your completed and approved Certificate of Origin.

If you are uploading your own completed PDF Certificate of Origin template
(if you are creating an online Application, see page one for a guide to that process)

Click the **Select PDF Template** button to navigate to your *completed* PDF template on your own computer, and upload it to the system. Add in your reference number and select the country of destination for this shipment.

Attachment documents

Upload your export invoice and/or other attachments your Chamber needs to verify your Application. If you wish to have your Chamber certify your invoice or other attachments, simply check the "Certify" box.

Add invoice details and comments

Enter invoice reference details, and amount. Have a purchase order for fees payable to the Chamber? Enter it here. If you have any comments or special instructions for the Chamber (optional), enter those here.

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Glossary of Certificate of Origin terms

Consignor – The export shipper; typically, the party who is issuing the export invoice.

Consignee – Typically, the importer; the party to whom the shipment is being sent.

Country of Origin – The country(ies) of manufacture of the goods. It is very important that the exporter understands rules of origin (manufacture or substantial transformation) before declaring the origin of goods.
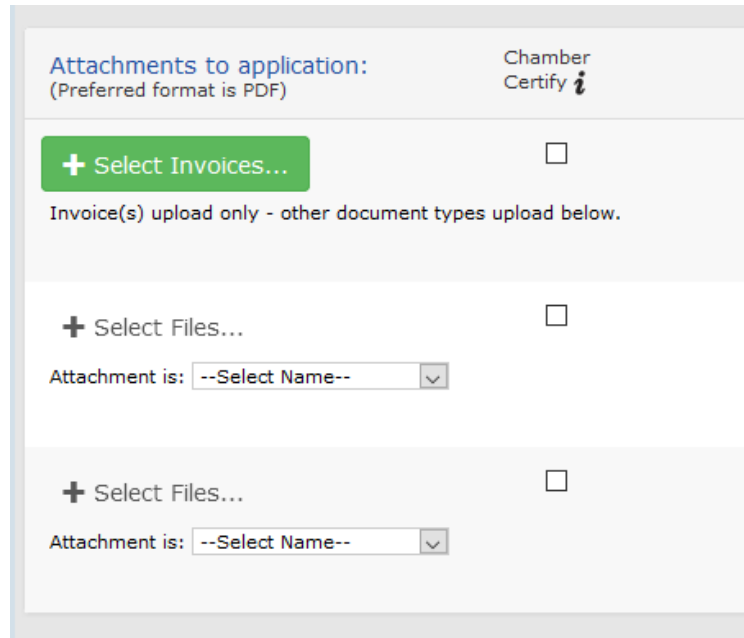
Transport Details – Air, ocean, rail, etc. as a means of shipment. Optionally included on a Certificate of Origin.

Remarks – Optional notations on the Certificate of Origin itself related to the shipment, most often Letter of Credit numbers or import license numbers (provided by your importer).

Item numbers, marks, number & kind of packages, description of goods – A general description of the goods is typically all that is required, and not full invoice details, unless otherwise specified by your importer or in a bank letter of credit.

Quantity – The gross and/or net weight or any measures and quantities. Gross and or Net weight(s) must be specified, as well as unit of measure (i.e., KG or LBS).

The Attachment section of the application allows you to upload up to 3 different types of documents (10 files per type of document).
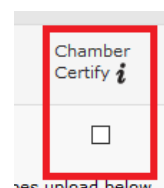

To attach a file:

1) Click the green button
2) Select the file to upload from your computer
3) Once uploaded, repeat the process to upload the next file (if necessary)

The preferred and recommended format to use for the uploaded files is PDF. Other formats can be used too.

To upload different types of documents, different sections can be used. The first upload button is for Invoices and it is enabled by default. The second and third upload buttons become enabled once you select the type of document from the "Select Name" dropdown.

If the document type you need is not listed, you can select the option "Other document".

If the document attached needs to be certified with a stamp by the Chamber, tick the CHAMBER CERTIFY box.

Scenarios

Uploading multiple attachments, some of them require certification – e.g.: you need to attach 1 Commercial Invoice, 1 Packing List and 1 Supplier's Invoice – the two invoices require certification.

1) Upload the Commercial Invoice using the first upload button
2) Tick the Chamber Certify box next to the first upload button
3) Select Packing List in the dropdown menu using the second upload button
4) Upload the Packing List
5) Select Supplier's Invoice in the dropdown menu
6) Upload the Supplier's Invoice using the third upload button
7) Tick the Chamber Certify box next to the third upload button

Uploading more than 3 different types of attachments – e.g.: you need to upload 1 Commercial Invoice, 1 Packing List, 1 Bill of Lading and 1 Supplier's Invoice

1) Upload the Commercial Invoice using the first upload button
2) Select Packing List in the dropdown
3) Upload the Packing List using the second upload button
4) Select Other Document in the dropdown menu
5) Upload the other Bill of Lading and the Supplier's Invoice using the third upload button

Uploading 2 documents of the same type, only one require Chamber Certification – e.g.: you need to upload 2 Commercial Invoices, but only one of them needs to be certified.

1) Upload the Commercial Invoice that needs to be certified using the first upload button
2) Tick the Chamber Certify box next to the first upload button
3) Select Other Document in the dropdown menu
4) Upload the other Commercial Invoice using the second upload button

ADDING ADDITIONAL USERS

1) Log in to your essCert.com account

2) Click on the 'My Account' tab.
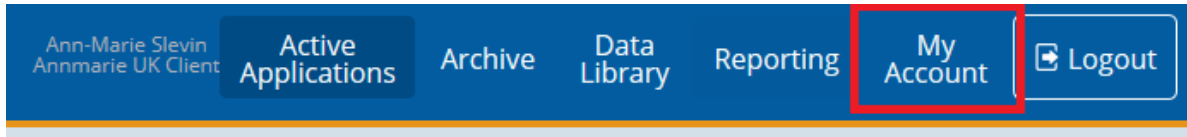
3) Click the 'Manage Users' button.

4) Click the 'Add New Client User' button.

5) You can now enter the new user's details.

- ADMIN users can process applications (create, edit, delete, submit, issue)
- VIEW ONLY users can only view the Archive, but can't take action on applications

There can be only one Super User per Client's profile, and Super Users can also add, edit, activate/deactivate profiles for other users. The permission to add other users can also be given to other Admin users by enabling the option "Allow user to set up new users".

6) When you have finished entering the details press the 'Submit & Send Additional User Email' button at the bottom of the page.

7) To deactivate a user, check the tick box to the left hand side of their name, then go to the Activate dropdown list at bottom of the table and select Deactivate and press Go.
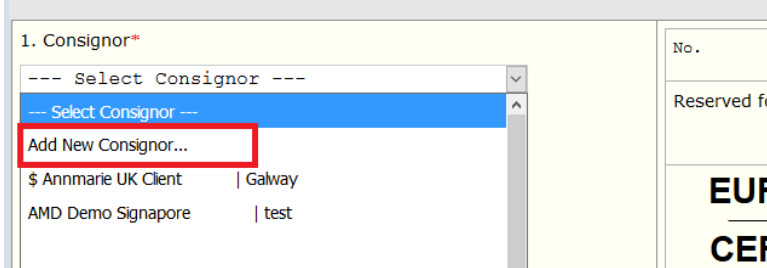

8) To edit an existing user, click the Edit link to the right hand side of their name, when their profile opens make the necessary changes and then press Submit to save the changes.
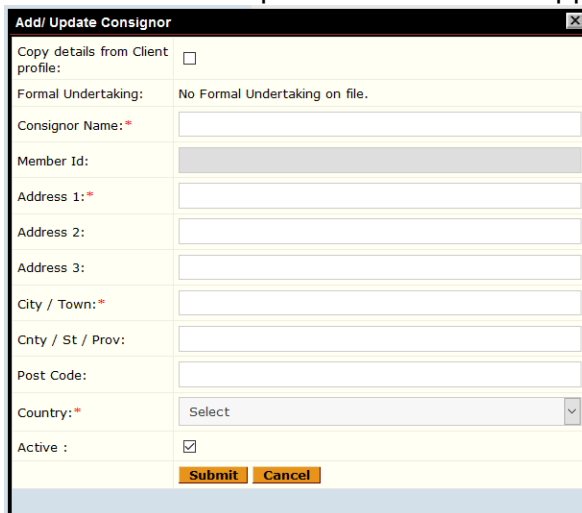
1) If you need to use a new Consignor or Consignee to your application it is <u>very</u> important you follow the steps below:

2) In the Consignor box, open the dropdown menu and select, Add New Consignee

3) When the New Consignor box opens you can enter the necessary details. When you have finished, press Submit to save the details. They will automatically be entered in the Consignor field and will also be available in the dropdown list for future applications.

4) Use the same steps for adding a new Consignee.

5) It is **<u>extremely</u>** important that if you need to use a new Consignor or Consignee, you do **not** select and existing Consignor or Consignee and then manually edit it in the box, this will result in false information being sent to your Chamber and may result in your application being rejected.

6) To deactivate a Consignor or Consignee, go to the Data Library page, select Consignors or Consignees.

7) Identify the record you want to disable from the list. There will be a tick box to the left hand side of the record, tick this box and then scroll to the end of the list. Here you will see a drop down list with the options Active and Deactivate. Select the Deactivate option and press Go.