Victorian Chamber of Commerce and Industry



ChamberCERTIFY®

Certificates of Origin Application Guide

Updated as of August 2024

Table of Contents

INTRODUCTION 1

What to Know Before Applying for a Certificate of Origin 1

System Overview 2

SECTION 1: Create Certificate of Origin Application 3

SECTION 2: Fill in Certificate of Origin Application 4

Provide Details of Shipment and Goods 4-5

2A: TAFTA 'Goods' 6

SECTION 3: Other Export Documents for Certification 7

SECTION 4: Declaration 8

SECTION 5: Payment and Submission 8

SECTION 6 Application Review and Issue Procedure 9-11

SECTION 7: Reports 12-13

SECTION 8: Additional System Features 14

Clone Applications 14

Edit Drafts 14

Preview 14

Application History 15

Sort Documents 16

Change Exporter Address or Name 16

ChamberCERTIFY
Certificates of Origin Application Guide

Victorian Chamber of Commerce and Industry

INTRODUCTION

What to Know Before Applying for a Certificate of Origin:

Understand How Certificates of Origin Work

> There are multiple different Certificates of Origin (CoO) that VCCI can issue. The importing country and product type determine which CoO is required. Visit our website for an introduction to Certificates of Origins.
> If using a Free Trade Agreement, read through the relevant sections.

Determine Which Certificate of Origin is Required

Determine the Certificate of Origin (CoO) that is required for this shipment. Confirm with your importer before applying.
Australian Made Goods:
> Understand the difference between preferential vs non-preferential CoO
> Use the DFAT FTA Portal to see if your product is included in any Free Trade Agreement (FTA) that Australia is a signatory to and to determine which provides the most beneficial tariff rate reduction. If your product is not included in any FTA, the Non-Preferential CoO (CO6) can be used.

Foreign Made Goods:
>Use the Non-Preferential CoO (CO9).
If a shipment contains a mixture of Australia and foreign made goods, please contact VCCI for advice.

If Exporter is Registered

Check to see if your company is registered for the CoO type that you wish to apply for. To determine which registration is required for your CoO type, visit our website.

If You are a Registered Signatory on the Approved Registration Form

If your company is registered for the CoO type that you require, check to see if you are a signatory.
For assistance, click 'Help' to view registration guide

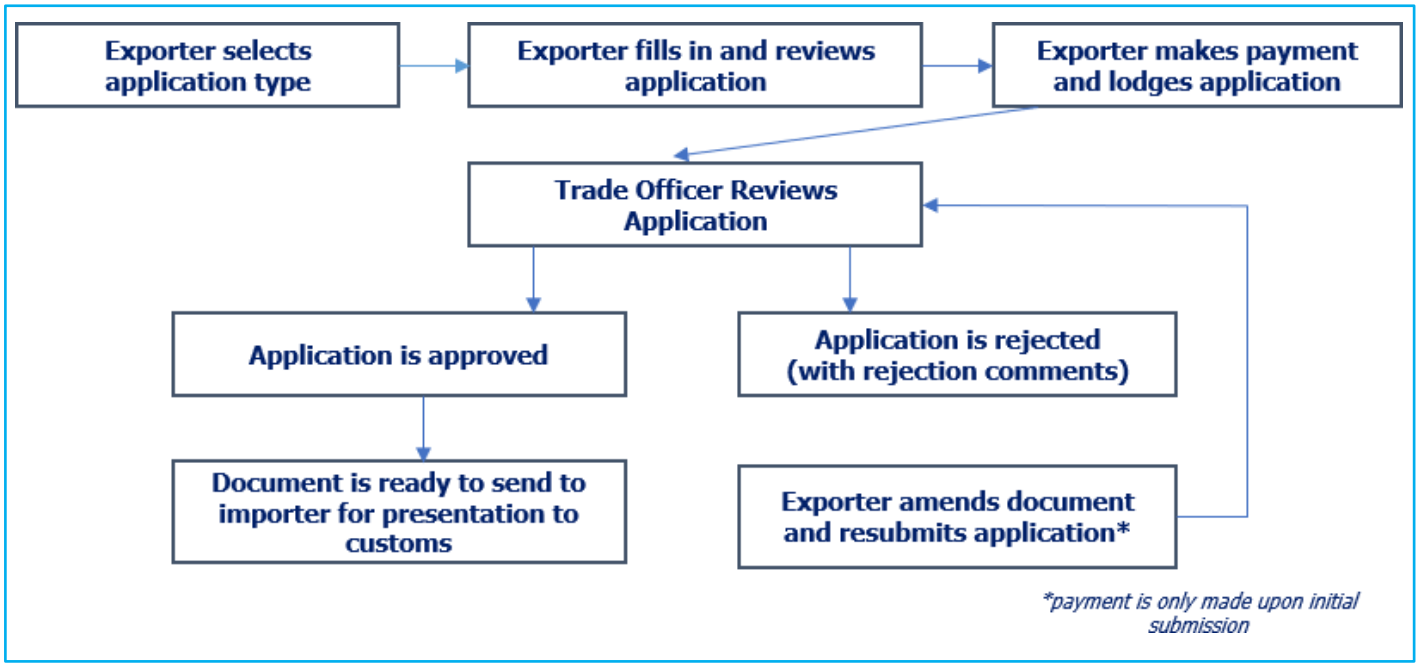
Pre-Application Check List	
Understand how certificates of origin work	☐
Determine which certificate of origin is required for the shipment	☐
Determine if the exporter is registered for the corresponding registration type	☐
Determine if you are a signatory for the corresponding registration type	☐

System Overview

System Features

> Data validation
> Help text
> Fields auto-populate CoO PDF Template
> PDF can be previewed at any time by clicking on the 'Preview' button
> System will warn users where mandatory field are not filled in

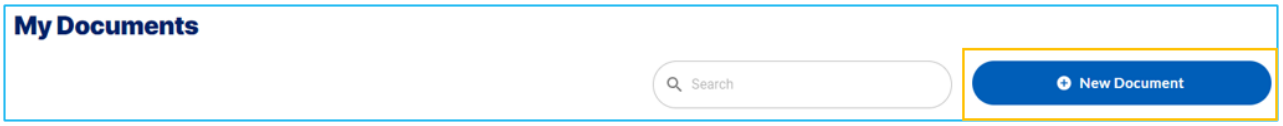
System Process Overview



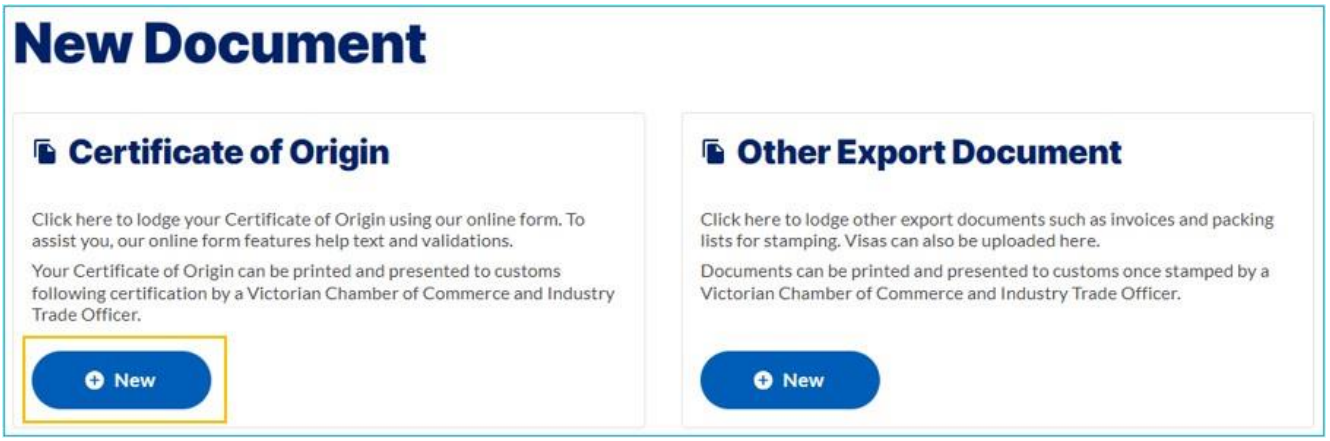
Application Options	Certificate of Origin	Other Document for Certification
Select when you have:	A CoO	Another Export Document for Certification
	Another Export Document for Certification	

SECTION 1: CREATE CERTIFICATION OF ORIGIN APPLICATION

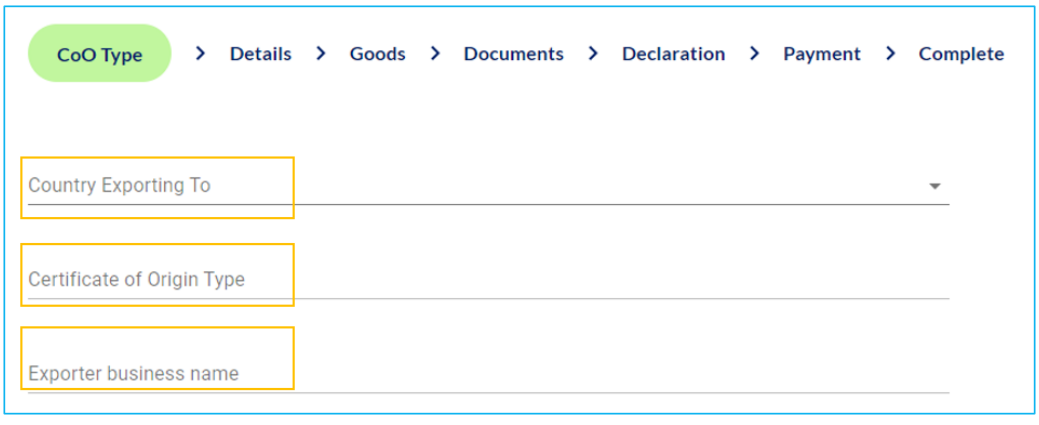
1. Once login to ChamberCERTIFY, select 'New Document':



2. Select 'New' under Certificate of Origin:



3. To create the CoO application type that you require, select the below from drop down menu:
   a. The country you are exporting to, type the first few letters to search
   b. Certificate of Origin Type you wish to apply for (see introduction for more information)
   c. Export Business Name



SECTION 2: FILL IN CERTIFICATE OF ORIGIN APPLICATION

Provide Details of Shipment and Goods

You are now in the Certificate of Origin (CoO) application. The fields filled in will auto-populate the CoO template. You can view the template at any time by selecting 'Preview'.

Note: A message will appear at the top of the screen if any mandatory fields are not filled in. Fields requiring information will appear in red if not filled in

1. Add Shipment details:

Details should be filled in based on the Bill of Lading and other shipping documents for the export. Requirements are specific to each CoO type.

Sample:



2. Add Goods:

Enter the goods that are being shipped. Details required are specific to each CoO type.

Goods are grouped by type and goods must be added *individually.* A general description of the shipment is not accepted.

How to use 'Goods' interface:

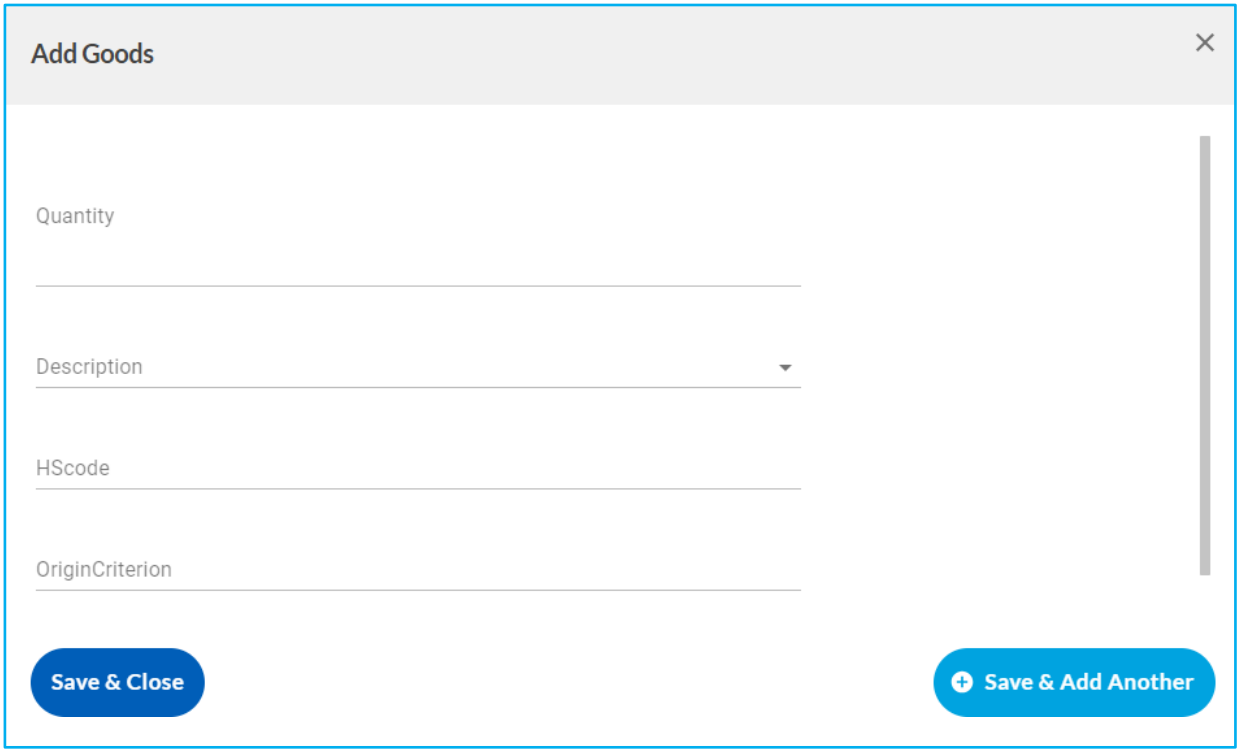


SECTION 2A: TAFTA 'GOODS'

Adding Goods to TAFTA CoO:

Only registered items can be added to a TAFTA CoO as per the FTA rules. Therefore, the applicant will be required to select items from a list of registered items.

1. Type in name of good and select good from list of registered items
    a. HS Code and Origin Criterion will auto-populate based on the registration.



Note: Only registered items can be added to a TAFTA CoO as per the FTA rules. If an item is not registered or the information is out-of-date or contains errors, go back to 'Registrations' and select CO4B to manage registered items.

Instructions can be found by selecting 'Help' and navigating to the guide: 'Exporter Registration Guide Step by Step'

SECTION 3 – OTHER EXPORT DOCUMENTS FOR CERTIFICATION
OPTIONAL

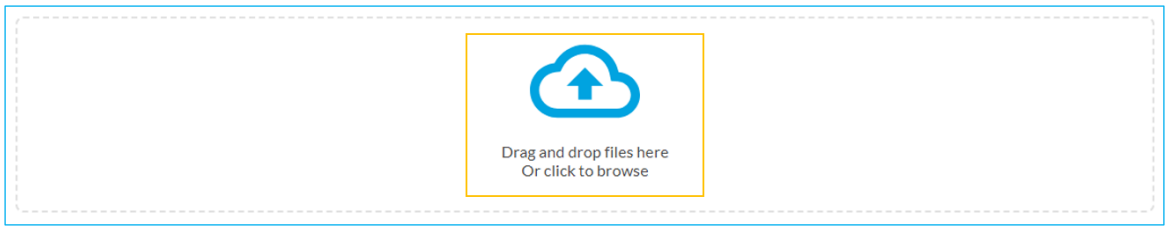
Other Export Documents are documents, in addition to the CoO that require stamping. Examples of other documents are invoices and packing lists. Importers can confirm what their customs requires stamped.

When to Upload Other Documents:
When required by customs or the importer

How to Upload Other Documents:

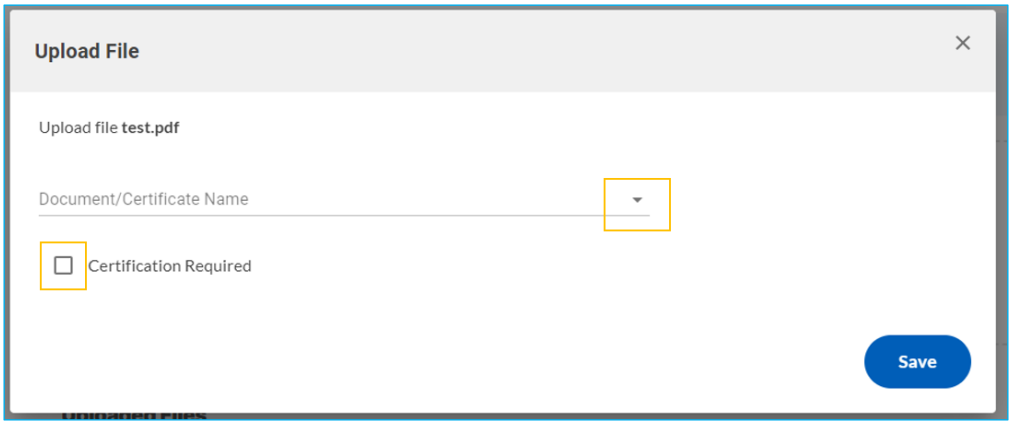
1. Drag or upload file into field
2. Select document name
3. Select if document is to be stamped

Note: Some documents can only be uploaded if they require stamping



Supporting Documentation

The system will prompt you to upload a declaration if it is required.
Email export@victorianchamber.com.au if you are unsure of the declaration required.

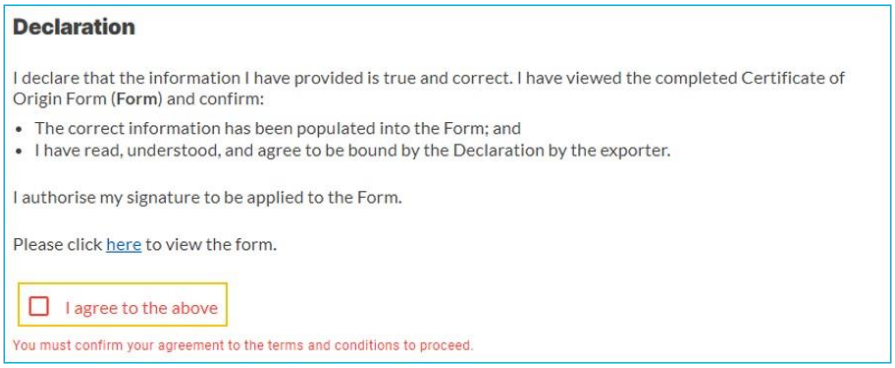


SECTION 4: DECLARATION

Read and Action Declaration Components:

To lodge the application, the declaration must be agreed to.

Review CoO template prior to lodgment



SECTION 5: PAYMENT AND SUBMISSION

1. Summary of Purchase

Summary of Purchase confirms the documents that are being **stamped and charged for.**

Payment is taken at the time of initial lodgment. If your application is rejected, you will not be charged upon resubmission.



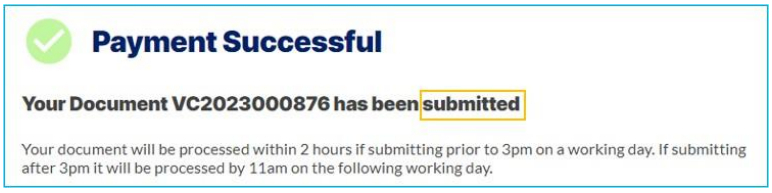
2. Customer Reference Number

List number that the applicant uses to refer to this document. The receipt will reflect this number.



3. Confirmation of Submission

Once 'Submit' is selected, the screen will confirm that your application has been submitted



SECTION 6: APPLICATION REVIEW AND ISSUE PROCEDURE

1. Application is Processed by VCCI Trade Officer

Applications are assessed and marked as 'Approved' or 'Rejected'.
Applications are processed within 2 hours if lodged by 3.00 PM each working day. Any documents lodged after this time or at the weekend are processed the following business day.

2. Applicant Notified of Outcome of Application

Once the application is processed, the applicant will receive a notification in ChamberCERTIFY and via email.

Approved Application:

Applicant Action Required: Document has met requirements to be Approved.
Print documents from the portal or email, according to the instructions. Provide CoO to importer for presentation to customs.
For an example see the screenshot 7A below.

Rejected Application:

Applicant Action Required: Application must be amended per the instructions and resubmitted for processing.

Note: Do not create a new application as this will result in a new charge.

There are 3 ways to view a rejection message:
1. Email Notification: Click on the link which will redirect to the rejection notice
2. Message Centre: View the rejection notice via the message centre
3. The Application Itself: Enter the rejected document to view the rejection notice

For an examples, see screenshots 7B, 7C and 7D

Status of Document

> The status of the document can be viewed at any time under 'My Documents'

For an example see screenshot 7E

Examples of Notifications and Rejection Comments:

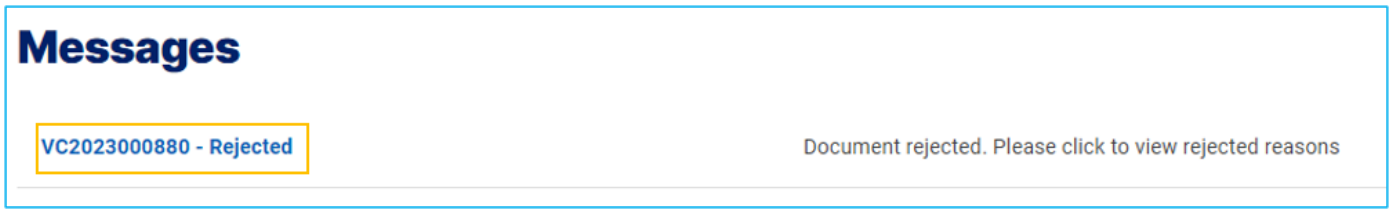
7A. Approved Email Notification:



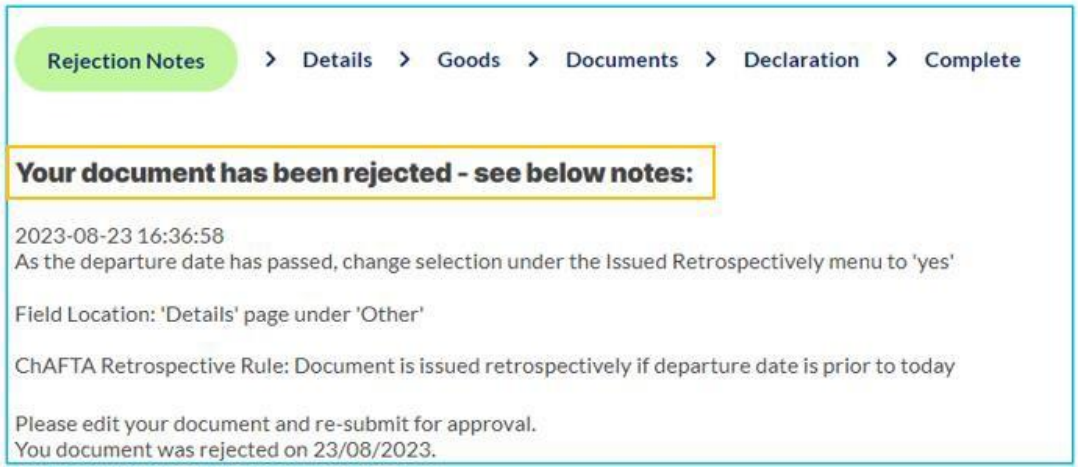
7B. Rejected Email Notification:



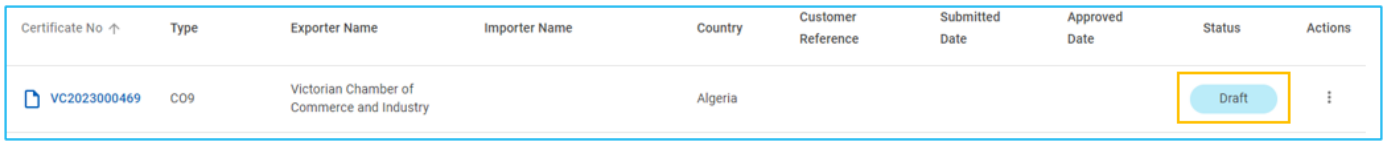
7C. Message Centre Notification:



7D. Rejected Comments in Submission:



7E. Status of Document:



SECTION 7: REPORTS

Export Report

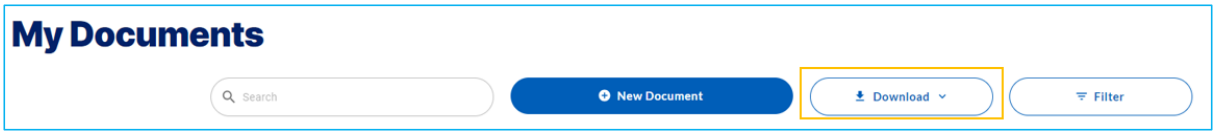
Data on your applications are available for export.

Instructions:

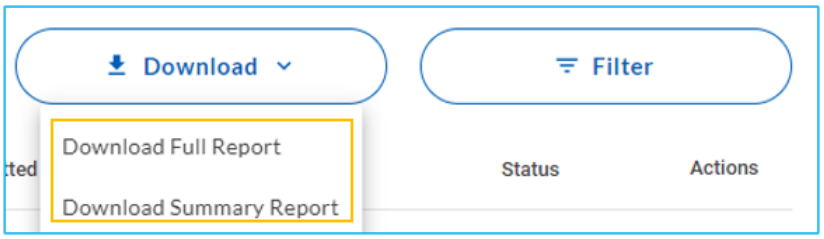
1. Select 'See All My Documents' in 'My Documents' Section. Full screen view will appear.



2. Select 'Download'



3. To download, select either 'Full Report' or 'Summary Report'



In-System Filtering

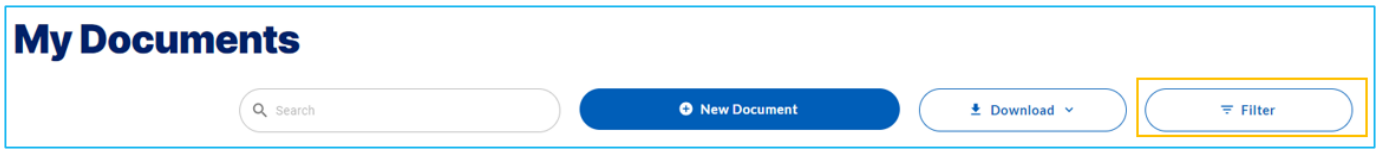
You can filter your document list to show documents that meet certain chosen criteria.

Instructions:

1. Select 'See All My Documents' in 'My Documents' Section. Full screen view will appear.

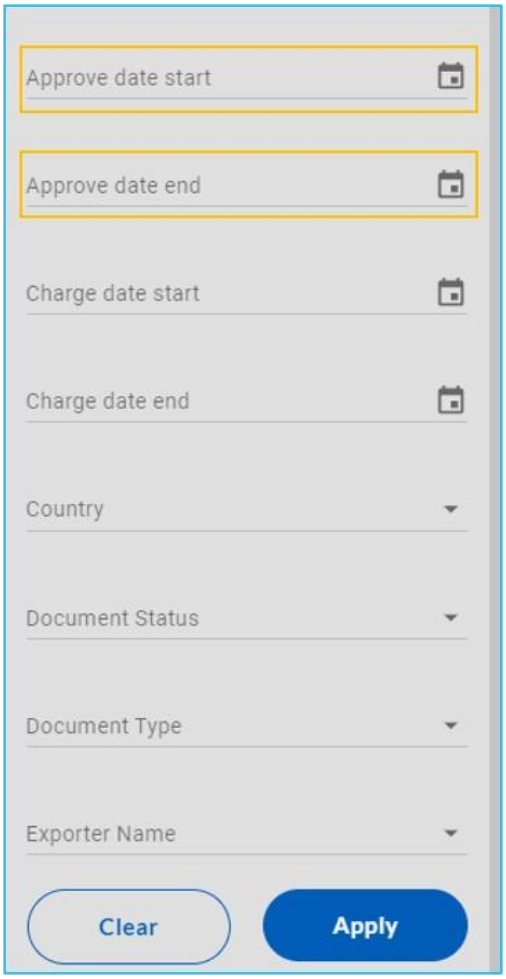


2. Select 'Filter'



2. The below box will appear on the left-hand-side of the screen. Input criteria.

E.g. To filter documents approved in a certain month, select the 'Approve Date Start' and 'Approve Date End' select the relevant dates and click apply.



SECTION 8: ADDITIONAL SYSTEM FEATURES

CLONE APPLICATIONS

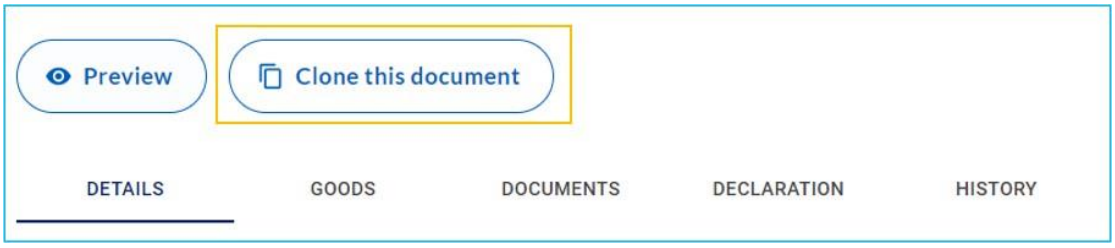
Documents can be cloned by selecting the 3 dots menu and selecting 'Clone this document'.

Only certain fields clone



or

Documents can be cloned within the application



EDIT DRAFTS

Only the user who creates the application can edit it. When the CoO is created, the signature and name are applied to the application. Therefore, if another user needs to submit the CoO, the draft must be cloned by the new user.

PREVIEW

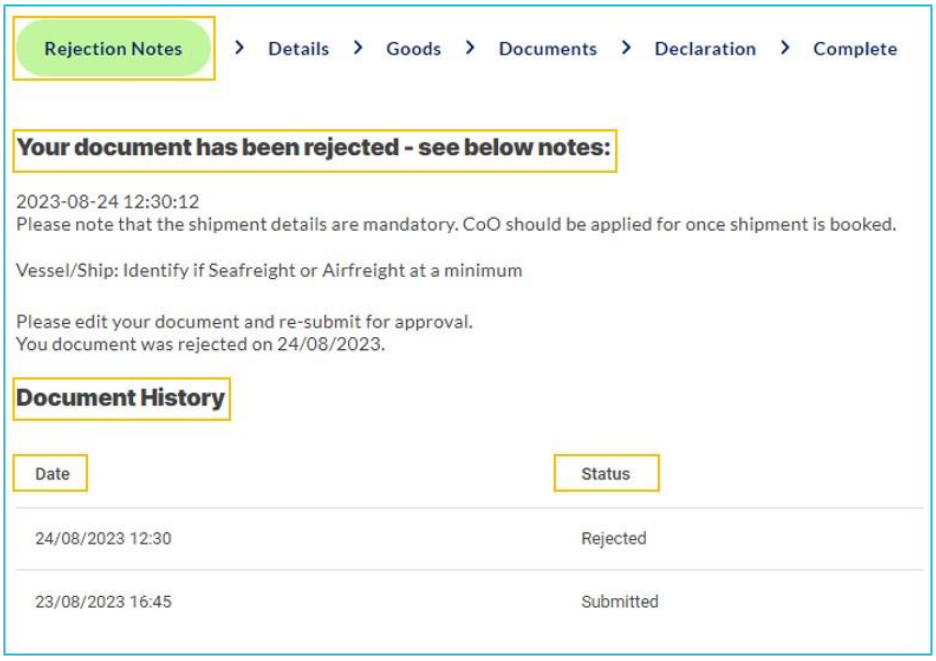
Fields auto-populate CoO PDF Template. To preview the PDF at any time during the application process click preview.



VIEW APPLICATION HISTORY

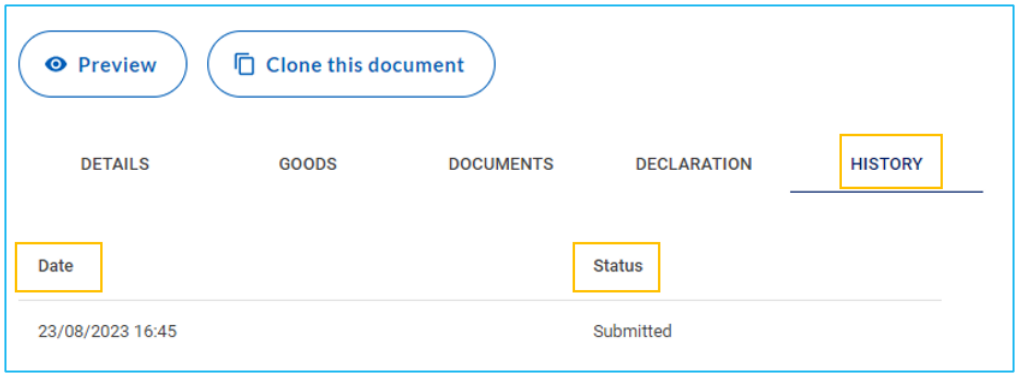
Rejected Status

The application history and the rejection comment history are available within application, on the first page. The rejection comment is available at the top of each tab.



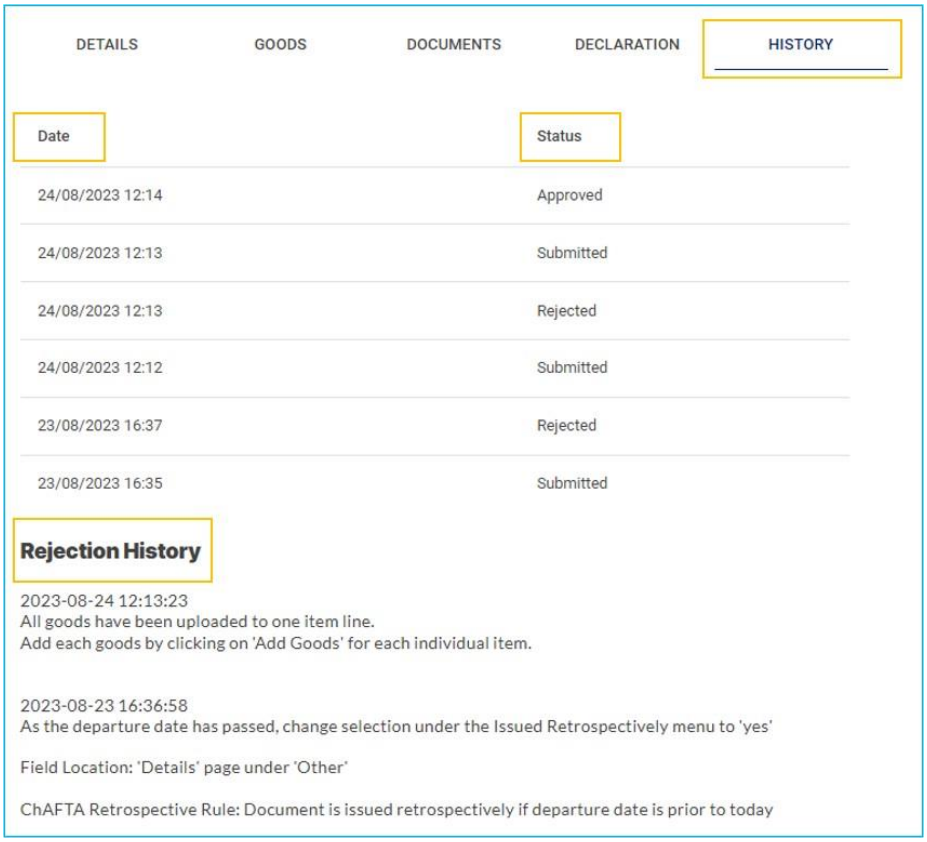
Submitted Status

The application history and the rejection comment history are available within application.



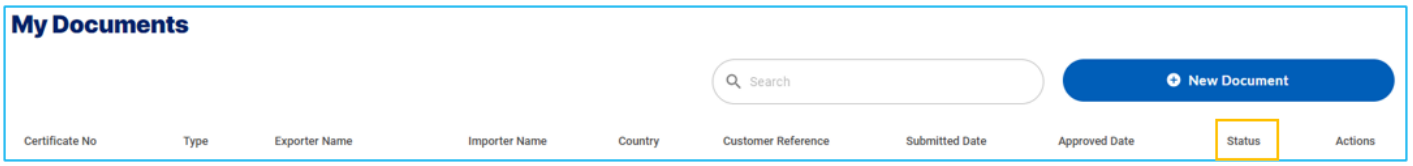
Approved Status

The application history and the rejection comment history are available at the 'History' tab within application.



SORT DOCUMENTS

Documents can be sorted by clicking on the field name that you wish to sort the documents by.
E.g. Click on the field name 'Status' to sort documents by their status.



CHANGE TO EXPORTER ADDRESS OR NAME

Contact VCCI by email to update the below:
> To update the exporter address permanently
> If the exporter has undergone a change of name, email the new name and the ASIC Change of Business Name



victorianchamber.com.au