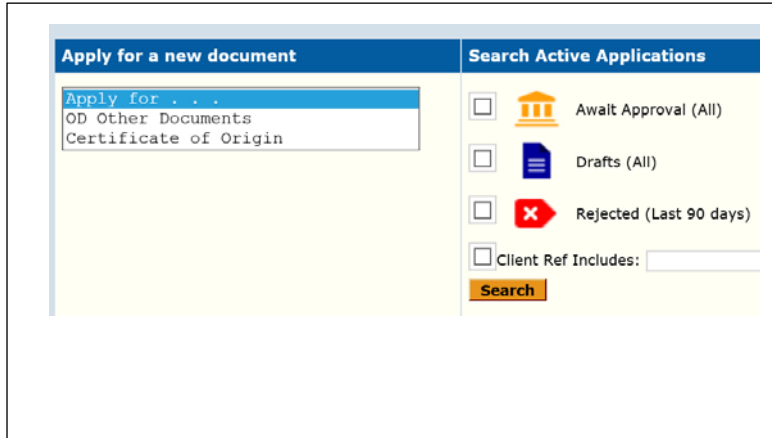


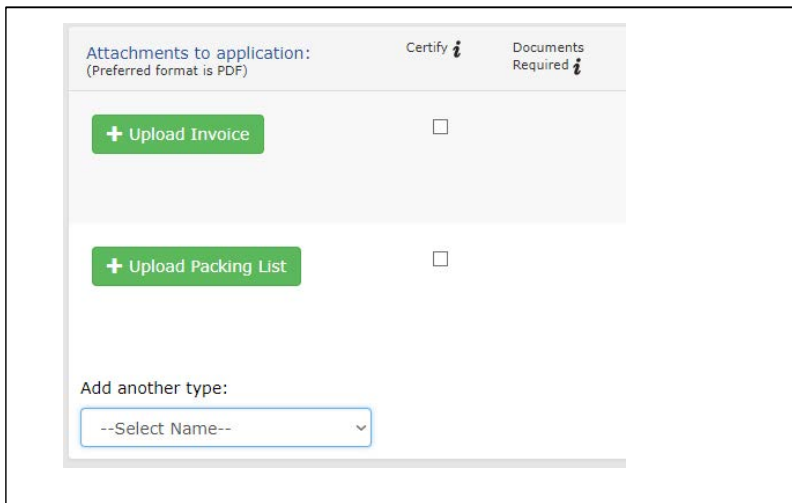
APPLYING FOR A CERTIFICATE OF ORIGIN

- On the **Active Applications** page under **Apply for a new document** select a document from the **Apply for** dropdown list e.g. Certificate of Origin.



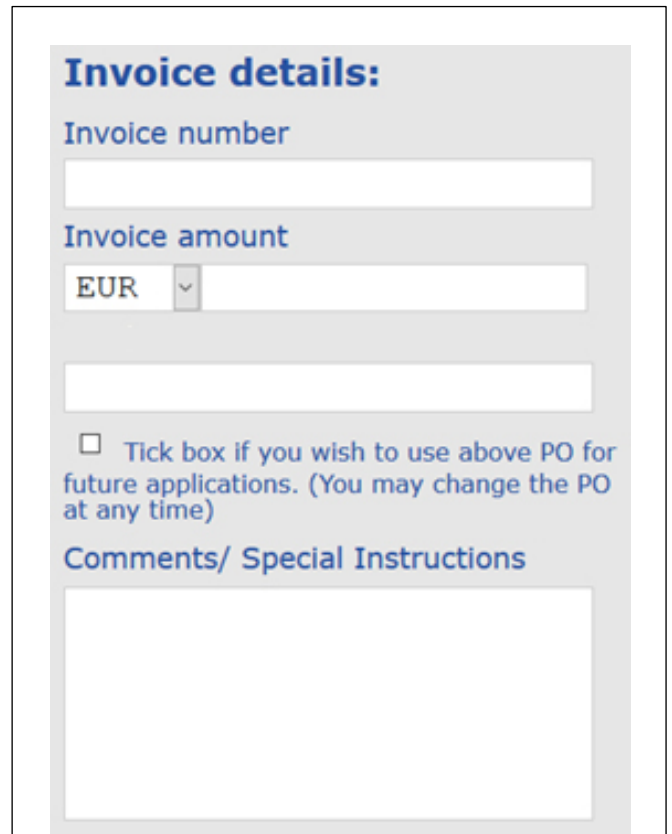
The screenshot shows the 'Apply for a new document' dropdown menu with options: 'Apply for . . .', 'OD Other Documents', and 'Certificate of Origin'. To the right is the 'Search Active Applications' section with checkboxes for 'Await Approval (All)', 'Drafts (All)', and 'Rejected (Last 90 days)', a 'Client Ref Includes:' field, and a 'Search' button.

- The Certificate of Origin application page will then open. Here you will complete all the required fields for your application (see pages 2 & 3 of guide).
- Scroll down the page and you will see the **Attachments to Application**, here you can attach any supporting documents to your application. If you need your documents certified by the Chamber you need to tick the Certify box to the right hand side of the attachment.



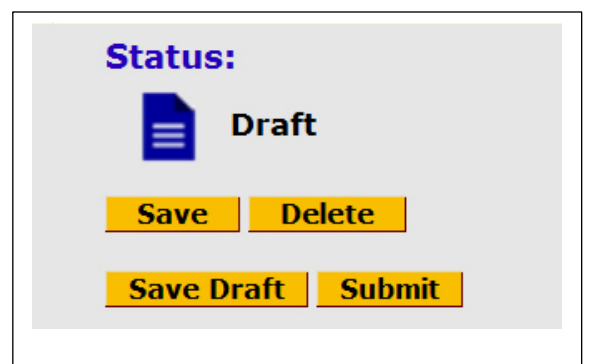
The screenshot shows the 'Attachments to application' section with a note '(Preferred format is PDF)'. It includes two rows for attachments: 'Upload Invoice' and 'Upload Packing List', each with a 'Certify' checkbox. Below these is a section 'Add another type:' with a dropdown menu showing '--Select Name--'.

- To the right hand side of the **Attachments to Application** you will see the **Invoice Details** section. Here you can enter:
 - Invoice number
 - The invoice amount (value of the shipment, if entered it may be used for statistical purposes by the Chamber)
 - Enter any Comments/Special Instructions for the Chamber



The screenshot shows the 'Invoice details' section with fields for 'Invoice number', 'Invoice amount' (with a currency dropdown set to 'EUR'), and a 'Comments/ Special Instructions' text area. A checkbox is present with the text: 'Tick box if you wish to use above PO for future applications. (You may change the PO at any time)'.

- Above the **Invoice Details** section you will see four action buttons:
 - **Save** – saves the application and allows you to keep working on the application
 - **Save Draft** – saves & closes the application (you will need to enter a minimum amount of information to use this, the system will prompt you)
 - **Delete** – will delete the application and all entered information
 - **Submit** – this will bring you to the processing options page in order to submit the application to your Chamber.



The screenshot shows the 'Status' section with a 'Draft' status icon and text. Below are four action buttons: 'Save', 'Delete', 'Save Draft', and 'Submit'.

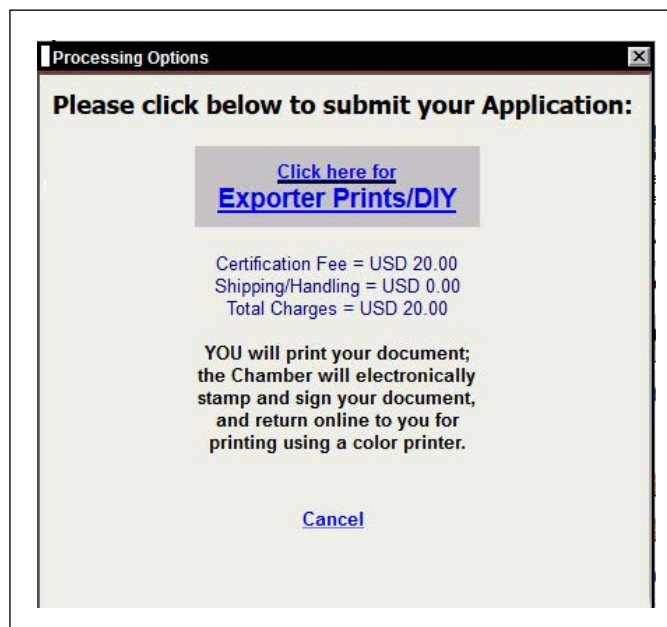
APPLYING FOR A CERTIFICATE OF ORIGIN

CERTIFICATE OF ORIGIN APPLICATION SCREEN

1. Consignor - Expéditeur* <div> <div>--- Select Consignor ---</div> <div>Select Consignor from drop-down list above or select 'Add New Consignor' if not already on list.</div> </div>		<div> <div>No.</div> <div>Reserved for Agent Ref</div> <div>Consignor ref*</div> </div>	
		<div> <div>CERTIFICATE OF ORIGIN</div> <div>CERTIFICAT D'ORIGINE</div> </div>	
2. Consignee - Destinataire* <div> <div>--- Select Consignee ---</div> <div>Select Consignee from drop-down list above or select 'Add New Consignee' if not already on list.</div> </div>		3. Country of Origin - Pays d'origine* <div> <div> <div>Click a country to select. Hold down Control key and click multiple countries to indicate multiple countries of origin.</div> <div> <div>--- Select Country(ies) ---</div> <div> CANADA UNITED STATES OF AMERICA UNITED KINGDOM AFGHANISTAN ALAND ISLANDS ALBANIA ALGERIA AMERICAN SAMOA ANDORRA </div> </div> <div> <div>Click 'Select button to confirm choices ></div> <div>Select</div> </div> </div> </div>	
4. Transport details (Optional) Informations relatives au transport (mention facultative) <div> <div>--- Select Transport Details ---</div> <div></div> </div>		5. Remarks - Remarques <div> <div>Bill of Lading (BOL) number required</div> </div>	
<div> <div>Insert Repetitive Text below (optional):</div> <div> <div>--- Select Repetitive Text ---</div> <div>Add New Repetitive Text...</div> </div> <div>Select</div> </div>			
6. Item number; marks, number and kind of packages, description of goods No. d'ordre; marques, numéros, nombre et nature des colis; désignation des marchandises * <div> <div>Describe goods by commercial description; indicate specific nature of goods - e.g. instead of 'spare parts' indicate 'motor vehicle spare parts' etc. Trade Names are not sufficient. Shipping marks REQUIRED. May show 'Addressed', 'In Bulk' or 'No Marks' if relevant.</div> <div></div> </div>		7. Quantity & Gross weight Quantité & Poids Brut * <div> <div>SPECIFY 'Gross Weight' or 'Net Weight'. Other measures or quantities may be used if relevant.</div> <div> <input type="checkbox"/> Insert weight tool </div> <div></div> </div>	

APPLYING FOR A CERTIFICATE OF ORIGIN

- **1. Consignor** – Here you will select a consignor or if it's your first time using the system you will add a new Consignor. Click Add New Consignor & complete the required fields, the system will then save this Consignor to your essCert database.
- **Consignor's ref** – invoice number.
- **2. Consignee** – Here you will select the consignee or if it's your first time using the system you will add a new Consignee. Click Add New Consignee and complete the required fields, the system will then save this Consignee to your essCert database.
- **3. Country of Origin** – Select the country of origin from the list and hit the Select button. To choose multiple Countries of Origin press the Ctrl button on your keyboard & use your mouse to select the countries then press the Select button.
- **4. Transport Details** – Select your transport details. (Optional)
- **5. Remarks** – The Seattle Metropolitan Chamber of Commerce require that you enter the Bill of Lading Number in this box. *If not entered, your application will be rejected.*
- **6. Items number, marks, number & kind of packages, description of goods** – You can type the descriptions directly into box 6 or if you ship the same goods repeatedly you can select the 'Add New Repetitive Text', complete the required fields and then press submit. The system will then save this Description to your essCert database.
- **7. Quantity** – Here you will enter the gross or net weight or any measures and quantities.
- When you have completed all of the required fields (the system will prompt you if you have forgotten a compulsory field).
- When you have completed the application, scroll to the top of the page and press the yellow Submit button. This will bring you to the Processing Options page.
- Here you will the processing option:
DIY/Exporter Prints – the application will be sent electronically to the Chamber, they will electronically stamp & sign it and it will be sent back to you via the system for you to print.
- Clicking the button will bring you to the Credit Card payment screen to pay for your documentation.



The screenshot shows a web browser window titled "Processing Options". Inside the window, there is a heading "Please click below to submit your Application:". Below this heading is a button labeled "Click here for Exporter Prints/DIY". Underneath the button, the following charges are listed: "Certification Fee = USD 20.00", "Shipping/Handling = USD 0.00", and "Total Charges = USD 20.00". Below the charges, there is a paragraph: "YOU will print your document; the Chamber will electronically stamp and sign your document, and return online to you for printing using a color printer." At the bottom of the window, there is a "Cancel" link.