Certificate of Origin Guide

Step 1. Start a New Application

- From your **Active applications** screen, select the **+ Certificate of Origin application**

Step 2. Upload Invoice(s)

- At the top of the application, select **Click to add Export Invoice**

Add Export Invoice   ✕

Drag and drop or browse to choose *

PDF file under 50 MB

Browse

Certification Method

◉ None
No certification needed

○ Chamber Certify
Chamber will Certify Document

○ Legalize/Apostille
Chamber will Certify, then arrange Legalization or Apostille

Cancel   **Add Document**

- Upload your invoice by either:
  - Using the **Browse** button
    Or
  - Dragging and dropping the file.
- If you require additional services:
  - **Chamber Certify** ⟶ select this if you need a Chamber stamp on the invoice.

  - **Legalization/Apostille** ⟶ select this if you require additional authentication services.

    (*Please note: additional services incur extra charges. For fee details, contact* support@awtcc.org)

  - Select **Add Document.**

  If you need to upload additional files (packing list, bill of lading, etc.), use **Click to add Other Document** at the top right.

Step 3. Complete Application Details

- **Box 1 – Consignor Exporter**

- o **Smaller header only Text box (top):** Use for creating or selecting saved Consignor/Exporter information for routine use. Any information typed directly into the small box will not save or be added to the application.
- o **Large open text box (bottom):** Use for one-time Consignor/Exporter information that does not need to be saved.
- **How to add information for future use:**

- o Click once in the small box. A dropdown menu will appear. Select +**Create New**

- o A new window will appear, fill in the Consignor/ Exporter Name, Country, Address, City, State and Post Code, select **Save**
- **Box 2 – Consignee/Importer**
  - o Use the same steps as Box 1 to input Consignee/Importer information, select **Save**
- **Consignor/Exporter invoice or reference number**

- o This can be any number you choose (often an invoice or shipment reference number).
- **Box 3 – Country of Origin**

- o Select the Dropdown arrow.
- o Type the beginning of the country name or scroll to select.
- o To select multiple countries, hold **CTRL** while clicking.

- **Box 4 – Transportation Details**

  - This is how your shipment is arriving to its destination, while it is optional, it is very recommended.
- **Box 5 – Remarks**

  - Leave blank unless your shipment requires special notes.
  - Example: Letter of Credit number, importer-specific requirements.
- **Box 6 – Product Details**

  - Enter full description of goods and quantity.
  - Details must **match the uploaded invoice**.

- o If you only need certification for one item, list that item specifically.
- o **Smaller header only Text box (top):** Use for creating or selecting saved product information for routine use. Any information typed into the small box will not save or be added to the application.
- o **Large open text box (bottom):** Use for one-time product information that does not need to be saved.

- **How to add information for future use:**

- o Click once in the small box, a dropdown menu will appear, select **+Create New** to save product details you will reuse in the future

- o **Important:** If you type directly in the small box without creating new or saving, the information will disappear.

- **Box 7 – Shipment Weight**

- o Enter the total shipment weight (individual item weights not required).

Step 4: Application Details

- **PO Number (Optional):** Only required if your company needs a purchase order reference for tracking.
- **Instructions Box:** Use this for any special requests or notes to our team.

Step 5: Choose Print Type

We offer three service options:

1. **Electronically return Certified PDF**: Same-day service, electronic delivery only.
2. **Chamber Print & Ship**: Hard copy with wet seal stamp, courier to you. *(Shipping fees apply.)*
3. **Legalization/Apostille & Ship:** Please specify details in the Instructions Box. For questions, email legalization@awtcc.org or support@awtcc.org.

Step 6: Preview

- Use the **Preview** button near the top of the application to review your document(s) for any errors before submission.
- Especially helpful for any instances where you require approval or additional review from any necessary parties on your end.

Step 7: Submit Application

- Select **Submit Application**
- If you chose Chamber Print or Legalization/Apostille, enter your shipping details.
- Save shipping information for future use with the checkbox at the bottom of the window.
- Enter payment details, select **Submit Application.**

Step 8: After Submission

- You'll see on-screen confirmation once your application is sent.
- Status will show "**At Chamber**" while under review
- Need to make changes? Use the blue **Recall** link.

Once approved:

- You'll receive an **email confirmation** and a **receipt** within the body of the email.
- For print of **Electronically return Certified PDF:**
  - Log into your account (via the email link or your Active Applications screen).
  - Select the blue **Issue** link in the Action column.
  - Your certified color PDF will open in a new window.