

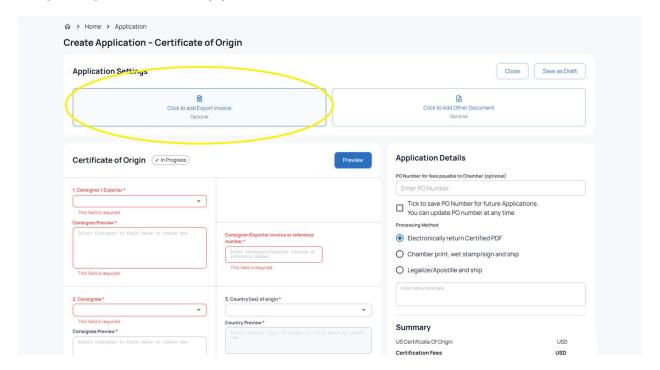
# **Certificate of Origin Guide**

# Step 1. Start a New Application



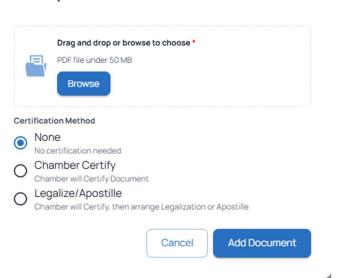
 From your Active applications screen, select the + Certificate of Origin application

# Step 2. Upload Invoice(s)



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

### Add Export Invoice



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

X

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

(Please note: additional services incur extra charges. For fee details, contact <a href="mailto:support@awtcc.org">support@awtcc.org</a>)

Select Add Document.

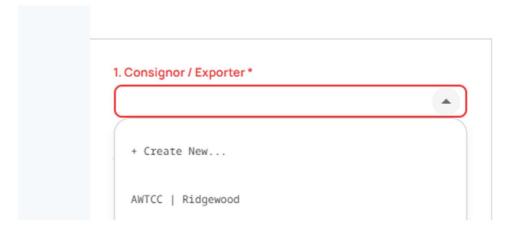
If you need to upload additional files (packing list, bill of lading, etc.), use **Click** to add **Other Document** at the top right.

# **Step 3. Complete Application Details**

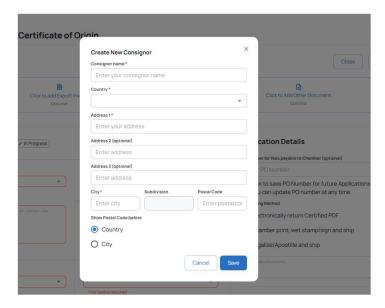
• Box 1 – Consignor Exporter



- 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.
- 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:



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



A new window will appear, fill in the Consignor/ Exporter Name, Country,
 Address, City, State and Post Code, select Save

### • Box 2 - Consignee/Importer

- Use the same steps as Box 1 to input Consignee/Importer information, select
  Save
- Consignor/Exporter invoice or reference number



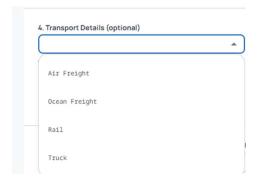
 This can be any number you choose (often an invoice or shipment reference number).

#### • Box 3 – Country of Origin



- 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



- o Leave blank unless your shipment requires special notes.
- o Example: Letter of Credit number, importer-specific requirements.

#### Box 6 – Product Details

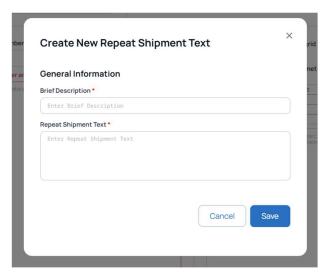


- o Enter full description of goods and quantity.
- o Details must match the uploaded invoice.

- o If you only need certification for one item, list that item specifically.
- 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.
- 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:

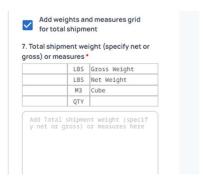


Click once in the small box, a dropdown menu will appear, select +Create
 New to save product details you will reuse in the future



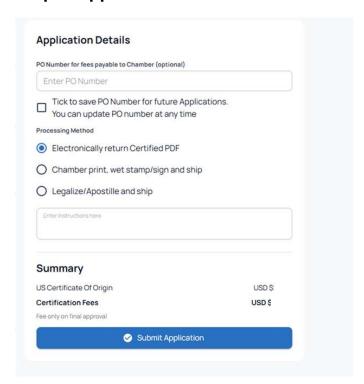
o **Important:** If you type directly in the small box without creating new or saving, the information will disappear.

### 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:

- Electronically return Certified PDF: Same-day service, electronic delivery only.
- 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 <a href="mailto:legalization@awtcc.org">legalization@awtcc.org</a> or <a href="mailto:support@awtcc.org">support@awtcc.org</a>.

### Step 6: Preview

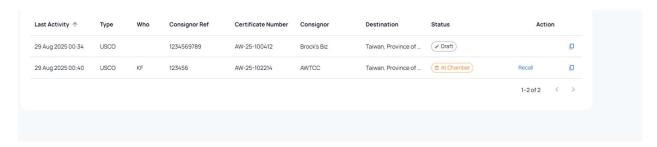


- Use the **Preview** button near the top of the application to review your document(s) for any errors before submission.
- Especially helpful for any instances where you require approval or additional review from any necessary parties on your end.

### **Step 7: Submit Application**

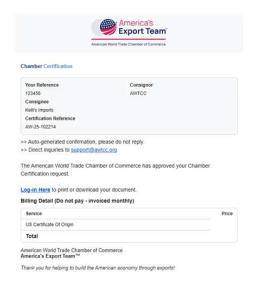
- Select Submit Application
- If you chose Chamber Print or Legalization/Apostille, enter your shipping details.
- Save shipping information for future use with the checkbox at the bottom of the window.
- Enter payment details, select Submit Application.

# **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**:
  - o Log into your account (via the email link or your Active Applications screen).
  - O Select the blue Issue link in the Action column.
  - o Your certified color PDF will open in a new window.