

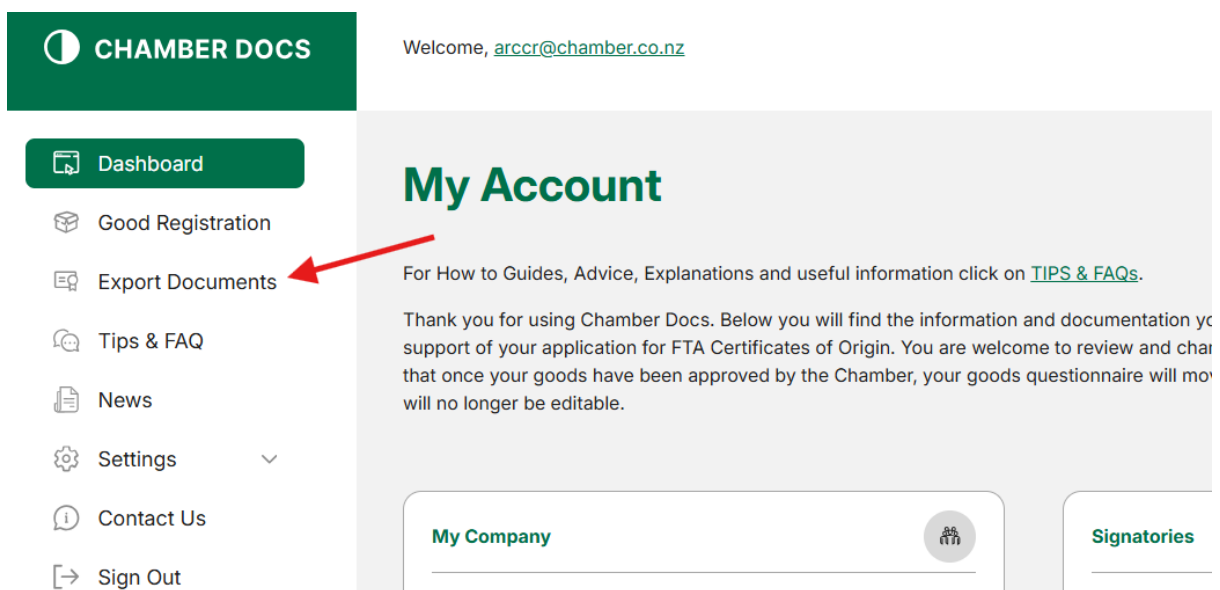
GUIDE:

How to upload a PDF Certificate of Origin

1: Navigate to chamberdocs.co.nz and click “Login” in the top-right corner.



2: Once logged in, navigate to **Export Documents** in the left-hand navigation menu.



3: Select +Upload PDF -> Non-Preferential Upload.

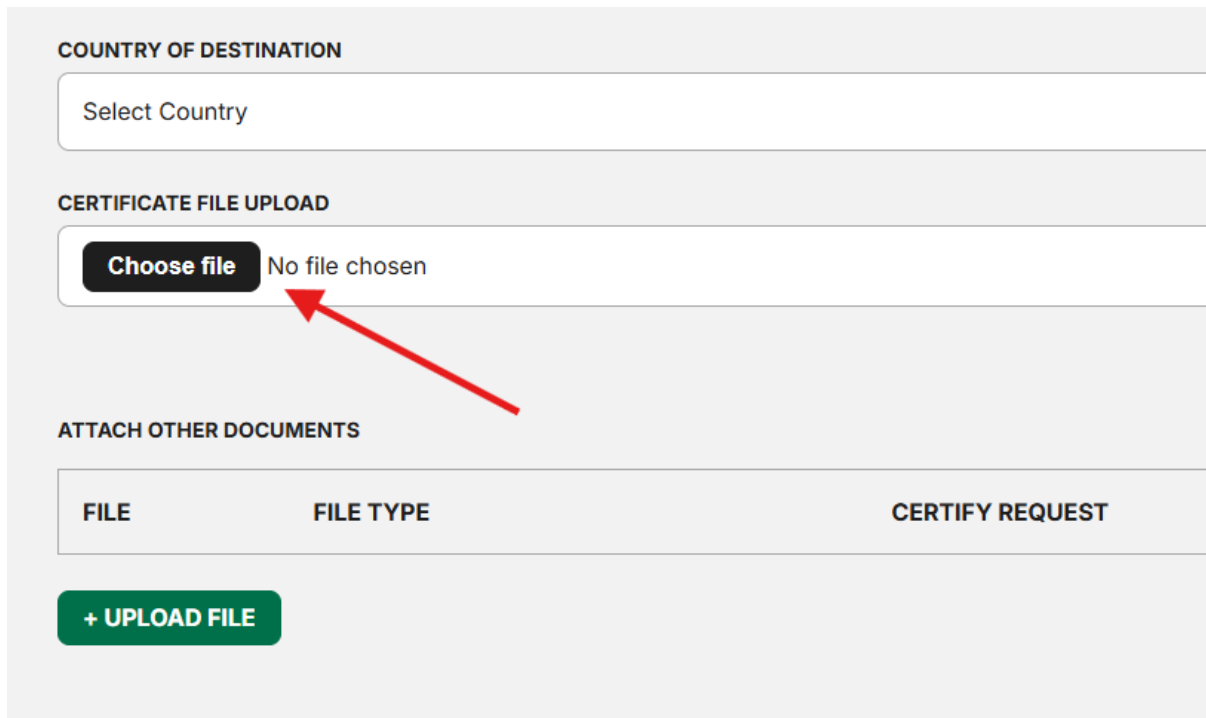
The screenshot shows the CHAMBER DOCS dashboard. On the left is a sidebar with navigation links: Dashboard, Good Registration, Export Documents, Tips & FAQ, News, and Settings. The main header area says 'Welcome, arccr@chamber.co.nz'. The main content area is titled 'Active Export Document Applications'. It features filters for VIEW (Active), STATUS (All), and TYPE (All), along with a SEARCH bar. Two buttons are visible: '+ CREATE NEW' and '+ UPLOAD PDF'. A red arrow points to the '+ UPLOAD PDF' button, which has a dropdown menu open. The dropdown menu contains the following options: 'Non Preferential Upload', 'Self Declaration Upload', 'RCEP', 'UAE', and 'Upload Other Documents'. Below the filters is a table with columns: STATUS, TYPE, ACTION DATE, CERTIFICATE NO, REFERENCE NO, and CONSIGNEE.

4: Enter a unique reference number for this shipment and ensure your company name and address is correct.

The screenshot shows the CHAMBER DOCS dashboard with the sidebar on the left. The main content area is titled 'Certificate of Origin: Non Preferential Upload' and 'Certificate Type: First-Time Submission'. The form contains the following fields:

- REFERENCE NUMBER**: A text input field.
- CONSIGNOR/EXPORTER**: A dropdown menu with 'My Company' selected.
- Address**: A text input field containing 'Auckland Chamber of Commerce - test'.

5: Once address is confirmed, scroll down to select the import country and to upload your Certificate of Origin PDF



COUNTRY OF DESTINATION

Select Country

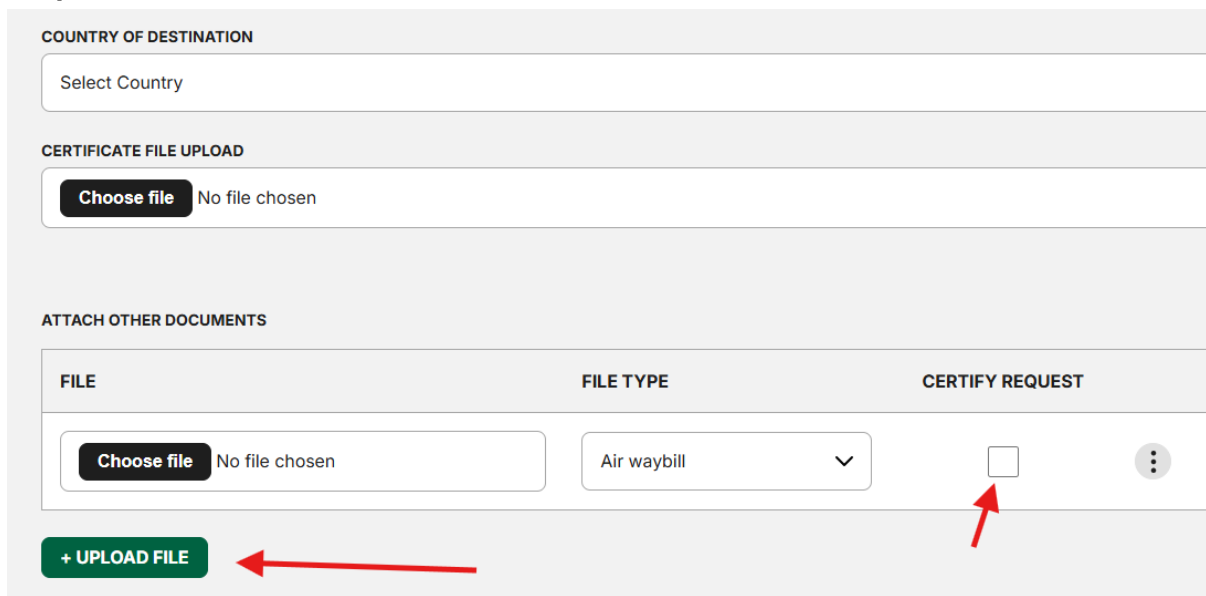
CERTIFICATE FILE UPLOAD

Choose file No file chosen

ATTACH OTHER DOCUMENTS

FILE	FILE TYPE	CERTIFY REQUEST
+ UPLOAD FILE		

6: To upload supporting documents, click “Upload File” under **Attached Other Documents**. If these documents require Chamber certification, check the **Certify Request** box.



COUNTRY OF DESTINATION

Select Country

CERTIFICATE FILE UPLOAD

Choose file No file chosen

ATTACH OTHER DOCUMENTS

FILE	FILE TYPE	CERTIFY REQUEST
Choose file No file chosen	Air waybill	<input type="checkbox"/>
+ UPLOAD FILE		

7: Add any special instructions or comments to the Chamber here, and submit.

The screenshot shows a web form with a light gray background. At the top left is a green button with a white plus icon and the text '+ UPLOAD FILE'. Below this is a label 'CONSIGNOR/EXPORTER EMAIL' followed by a text input field containing a redacted email address. Underneath is a label 'SPECIAL INSTRUCTIONS TO CHAMBER' followed by a large, empty text area. A red arrow points from the right towards this text area. At the bottom, there are three buttons: 'SAVE DRAFT' (green), 'SUBMIT' (green), and 'CANCEL' (red). A red arrow points from the right towards the 'SUBMIT' button.