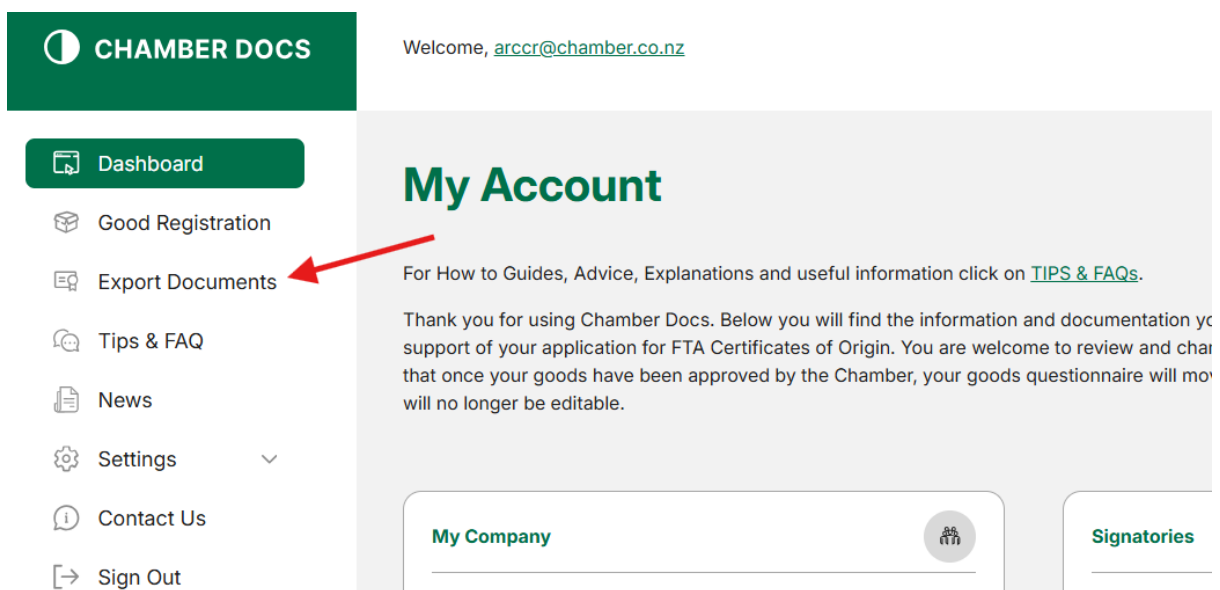# How to upload a PDF Certificate of Origin

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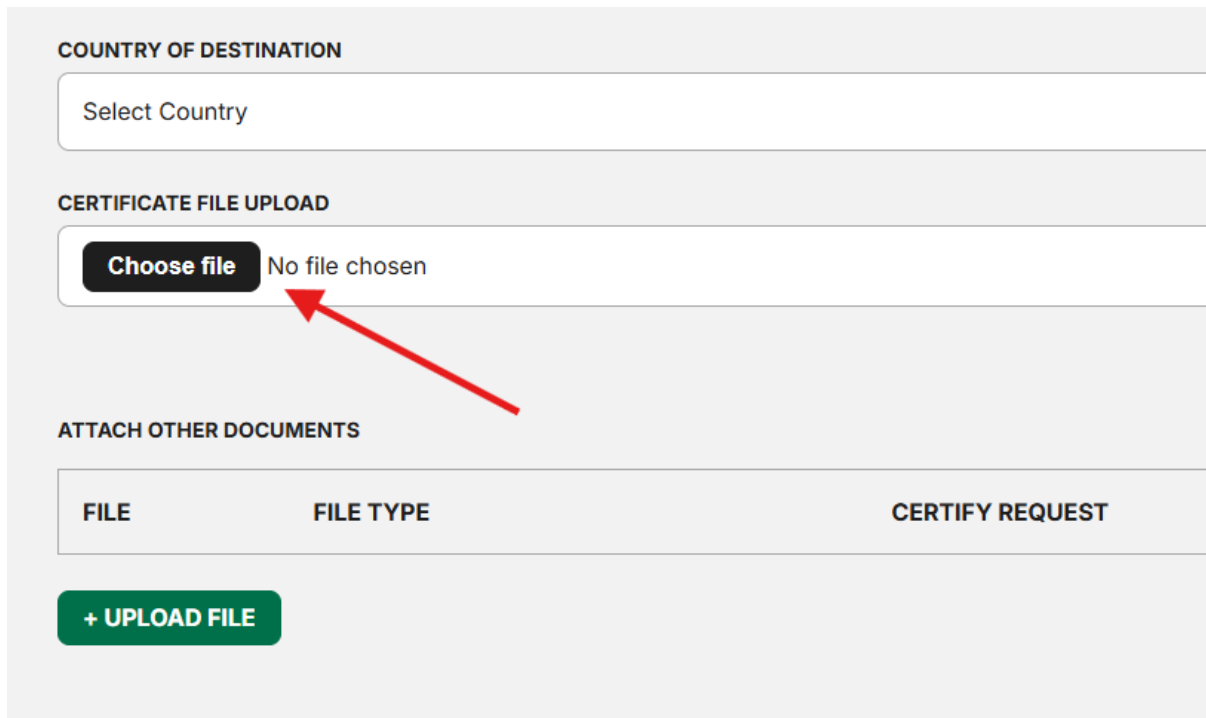
3: Select **+Upload PDF -> Non-Preferential Upload**.

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

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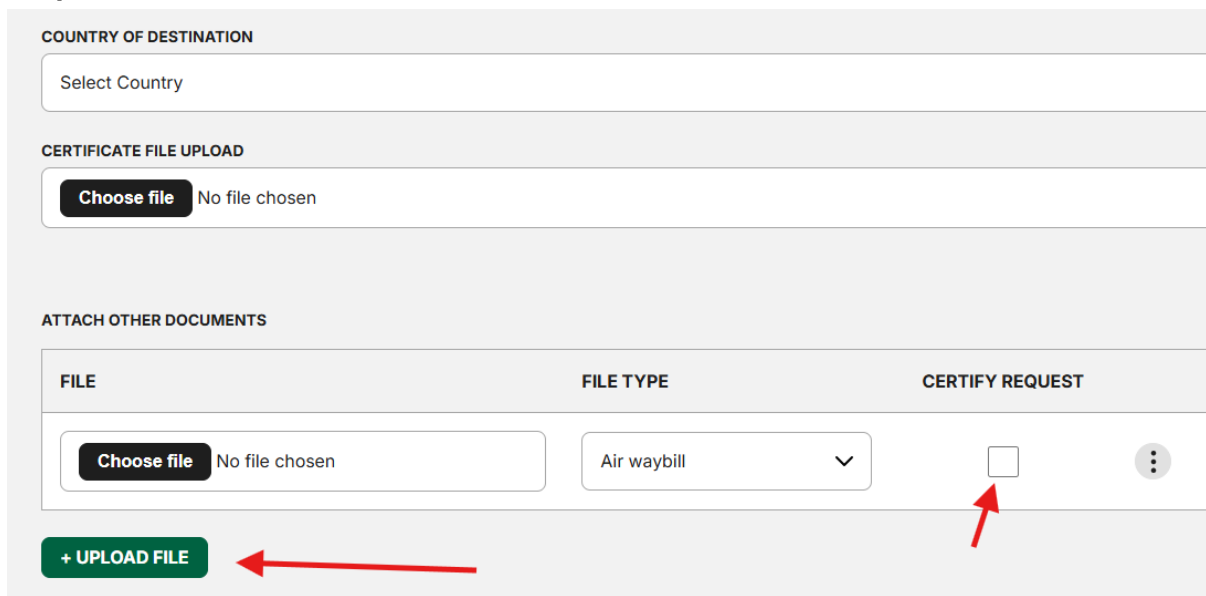

6: To upload supporting documents, click "Upload File" under **Attached Other Documents**. If these documents require Chamber certification, check the **Certify Request** box.

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

+ UPLOAD FILE

CONSIGNOR/EXPORTER EMAIL

SPECIAL INSTRUCTIONS TO CHAMBER

SAVE DRAFT   SUBMIT   CANCEL