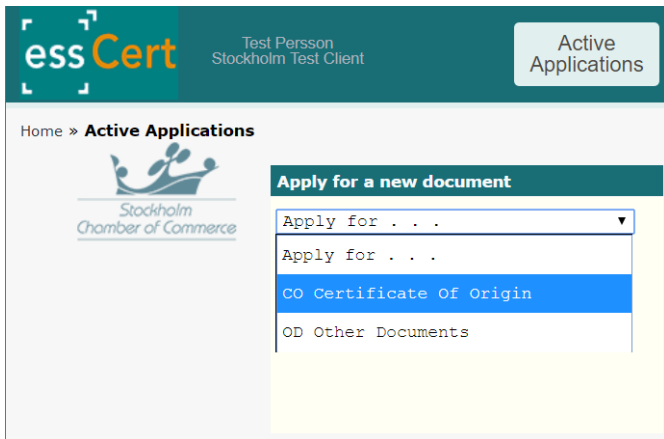



- On the **Active Applications** page under **Apply for document** select **Co Certificate of origin** from the **Apply for** dropdown list. If you only wish to have other documents certified, select **OD Other Documents**



- The Swedish CO 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.

Attachments to application: Certify 
 (Preferred format is PDF)

Invoice(s) upload only - other document types upload below.

Attachment is:

- If you need your documents certified by the Chamber you need to tick the Certify box to the right hand side of the attachment. You can upload up to 30 separate documents in each application (10 per document type).

Invoice details:

Invoice number

Invoice amount
 EUR

N/A

Tick box if you wish to use above PO for future applications. (You may change the PO at any time)

Comments/ Special Instructions

- To the right hand side of the **Attachments to Application** you will see the **Invoice Details** section, all of the fields in this section are **optional and you do not need to complete them**.

Status:

 **Draft**

- 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.

CERTIFICATE OF ORIGIN APPLICATION SCREEN

<p>1 Consignor *</p> <p>--- Select Consignor ---</p>	<p>Certificate No. SEA-18-107815</p> <p>Agent Ref: _____ Consignor Ref: _____</p> <p style="text-align: center;">CERTIFICATE OF ORIGIN</p> <p style="text-align: center;">CERTIFICATE OF ORIGIN</p>
<p>2 Consignee*</p> <p>--- Select Consignee ---</p>	<p>3 Country of Origin*</p> <p>Click a country to select. Hold down Control key and click multiple countries to indicate multiple countries of origin.</p> <p>--- Select Country(ies) ---</p> <ul style="list-style-type: none"> SE SWEDEN US UNITED STATES OF AMERICA AF AFGHANISTAN AX ALAND ISLANDS AL ALBANIA DZ ALGERIA AS AMERICAN SAMOA AD ANDORRA <p>"Select" to confirm > <input type="button" value="Select"/></p>
<p>4 Transport details (Optional)</p> <p>--- Select Transport Details ---</p>	<p>5 Remarks</p>
<p>Insert Repetitive Text below (optional):</p> <p>--- Select Repetitive Text ---</p> <ul style="list-style-type: none"> Add New Repetitive Text... A blabla blablabla <p style="text-align: center;"><input type="button" value="Select"/></p>	
<p>6 Item number; marks, number and kind of packages, description of goods*</p> <p>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.</p>	<p>7 Quantity*</p> <p>SPECIFY 'Gross Weight' or 'Net Weight'. Other measures or quantities may be used if relevant.</p> <p><input type="checkbox"/> Insert weight tool</p>

- **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.
- **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** – Include any special remarks. *(Optional)*
- **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.
- You will be given two options:
 - **DIY Service** – 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.
 - **Full Service** – the application will be sent electronically to the Chamber & they will print, manually stamp and sign it.

