

# How to Upload a PDF NP CO Application

Step-by-step guide for uploading a Non-Preferential Certificate of Origin PDF application via ChamberDocs

## Overview

This guide walks you through submitting a Non-Preferential Certificate of Origin (COO) application by uploading an existing PDF certificate directly into ChamberDocs. Use this method when you have a pre-prepared COO document to submit for Chamber certification.

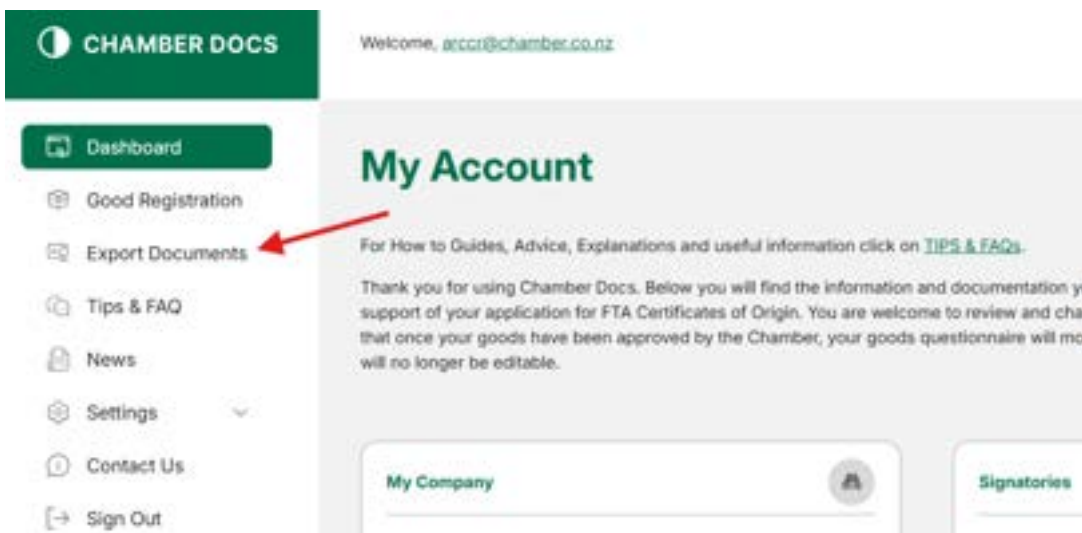
### 1 Log In to ChamberDocs

Navigate to [chamberdocs.co.nz](https://chamberdocs.co.nz) and click Login in the top-right corner of the homepage.



### 2 Navigate to Export Documents

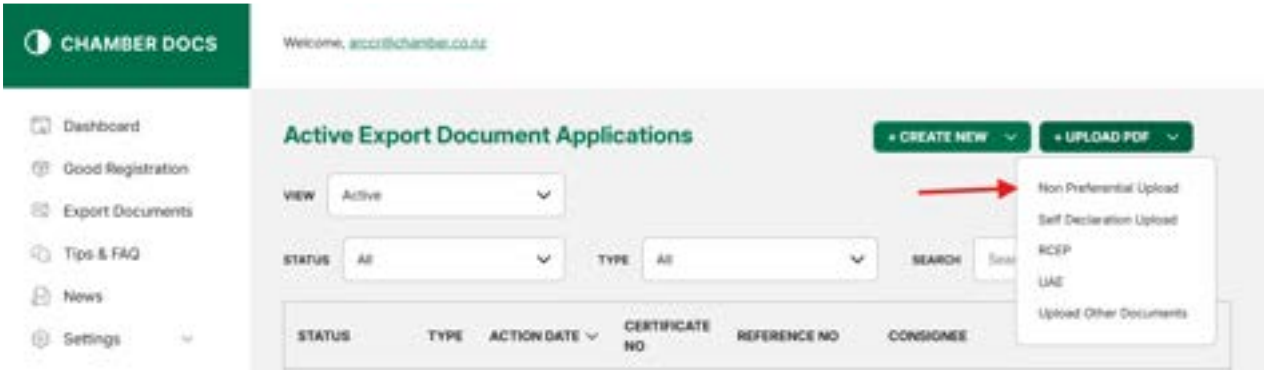
Once logged in, locate the left-hand navigation menu and click Export Documents.



3 Select Non-Preferential Upload

Click the + Upload PDF button and select Non-Preferential Upload from the dropdown menu.

*i Other upload options in this menu include Self Declaration Upload, RCEP, UAE, and Upload Other Documents. Ensure you select Non-Preferential Upload for this process.*



4 Enter Reference Number & Confirm Company Details

Complete the following fields at the top of the upload form:

Field	Notes
Reference Number	Enter a unique reference number for this shipment (e.g. invoice number or internal reference).
Consignor / Exporter	Your company details will pre-populate. Confirm the correct company name and address are shown. Select a different company from the dropdown if you represent multiple.

The screenshot displays the Chamber Docs user interface. On the left is a dark green sidebar with the 'CHAMBER DOCS' logo and a list of navigation items: Dashboard, Good Registration, Export Documents, Tips & FAQ, News, Settings, Contact Us, and Sign Out. The main content area is light grey and features the heading 'Certificate of Origin: Non Preferential Upload' and 'Certificate Type: First-Time Submission'. Below the heading are three input fields: a text box for 'REFERENCE NUMBER', a dropdown menu for 'CONSIGNOR/EXPORTER' with 'My Company' selected, and a text box containing 'Auckland Chamber of Commerce - test'. A welcome message 'Welcome, arccr@chamber.co.nz' is visible at the top right of the main area.

5 Select Country of Destination & Upload COO PDF

Scroll down to complete the remaining fields:

Field	Notes
Country of Destination	Select the country the goods are being exported to from the dropdown.
Certificate File Upload	Click Choose File and select your Certificate of Origin PDF from your computer. This is the document that will be submitted to the Chamber for certification.

**COUNTRY OF DESTINATION**


Select Country

**CERTIFICATE FILE UPLOAD**

Choose file No file chosen

**ATTACH OTHER DOCUMENTS**

FILE	FILE TYPE	CERTIFY REQUEST
<span style="background-color: #336633; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">+ UPLOAD FILE</span>		



**6 Attach Supporting Documents (Optional)**

If you need to include additional supporting documents with your application, use the Attach Other Documents section:

Field	Notes
<b>File</b>	Click Choose File to select the supporting document from your computer.
<b>File Type</b>	Select the document type from the dropdown (e.g. Air Waybill, Invoice, Packing List).
<b>Certify Request</b>	Tick this box if you require the attached document to also be certified by the Chamber.

Click + Upload File to add additional supporting documents as needed.

The screenshot displays the 'ATTACH OTHER DOCUMENTS' section of the application form. It includes a 'COUNTRY OF DESTINATION' dropdown menu with 'Select Country' as the placeholder. Below it is the 'CERTIFICATE FILE UPLOAD' section, which features a 'Choose file' button and the text 'No file chosen'. A red arrow points to the 'Choose file' button. Underneath is a table with three columns: 'FILE', 'FILE TYPE', and 'CERTIFY REQUEST'. At the bottom of the section is a green '+ UPLOAD FILE' button.

**7 Add Special Instructions & Submit**

Review the final section before submitting:

Field	Notes
<b>Consignor/Exporter Email</b>	Confirm your email address is correct — correspondence regarding this application will be sent here.
<b>Special Instructions to Chamber</b>	Optional. Enter any notes or special instructions for Chamber staff processing this application.

When you are ready, choose one of the following actions:

## PDF Non-Preferential CO Upload

Client Guide

- Save Draft — save your progress and return later to complete and submit.
- Submit — submit your application to the Chamber for processing.



You can click Save Draft at any time during this process and return to complete your submission at a later date.

The screenshot shows a web form for uploading a PDF. At the top left is a green button labeled '+ UPLOAD FILE'. Below it is a text input field for 'CONSIGNOR/EXPORTER EMAIL' containing a redacted email address. Underneath is a larger text area for 'SPECIAL INSTRUCTIONS TO CHAMBER', which is currently empty. A red arrow points from the right side of the 'SPECIAL INSTRUCTIONS TO CHAMBER' label to the text area. At the bottom, there are three buttons: 'SAVE DRAFT' (green), 'SUBMIT' (green), and 'CANCEL' (red). A red arrow points from the right side of the 'SUBMIT' button to the left.