

How to Complete the Online CO (NP) Webform

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

Overview

This guide walks you through completing and submitting a Non-Preferential Certificate of Origin (COO) application using the online webform in ChamberDocs. Follow each step in order.

i You can click Save Draft at any time and return to complete the questionnaire at a later date.

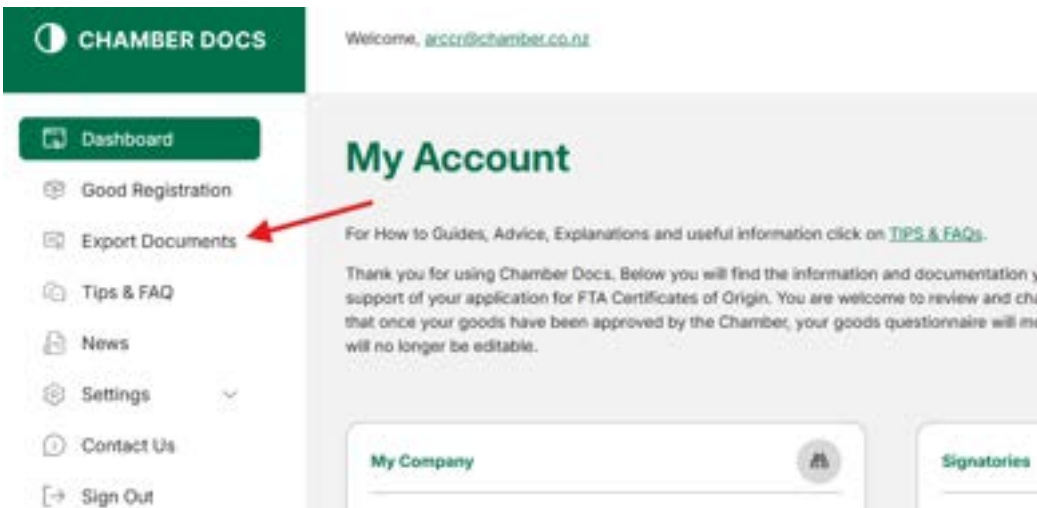
1 Log In to ChamberDocs

Navigate to chamberdocs.co.nz and click Login in the top-right corner of the homepage.



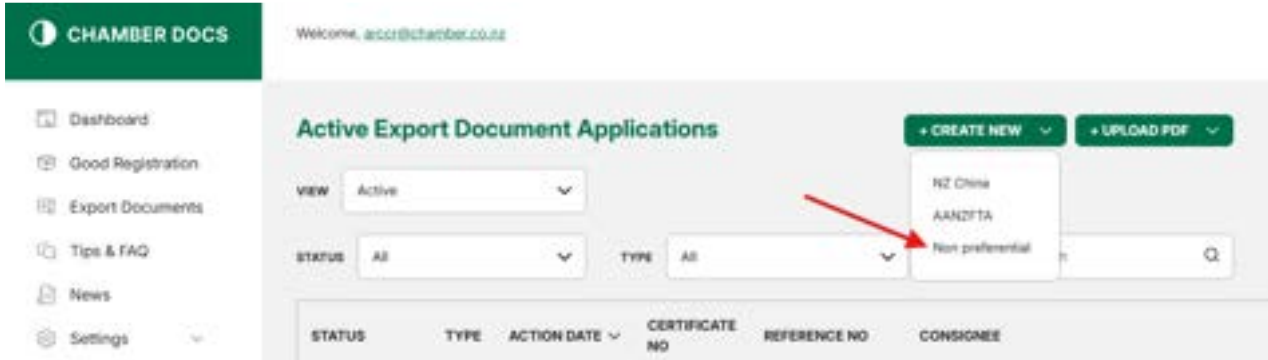
2 Navigate to Export Documents

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



3 Create a New Non-Preferential Application

Click the + Create New button and select Non Preferential from the dropdown menu.

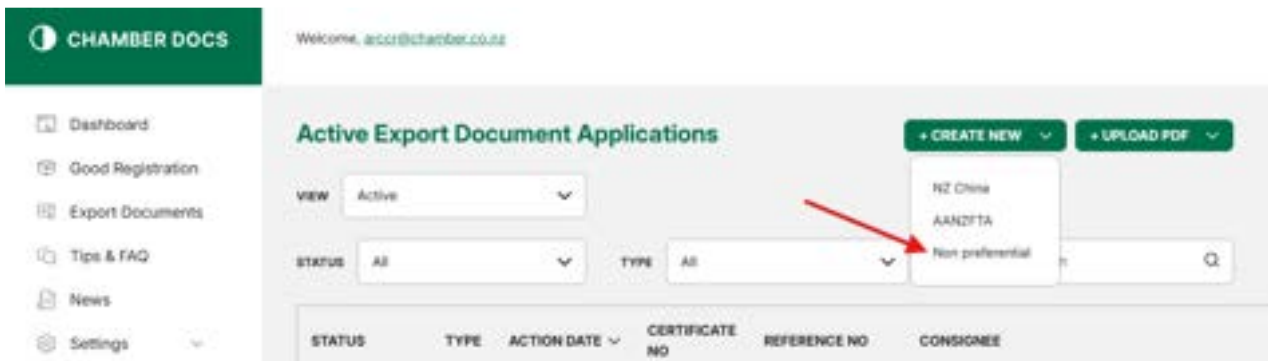


- For new applications, continue with this questionnaire. To apply using a saved draft, click the draft link.*
- To edit and resubmit a previously declined application or cancel and replace a certified COO, use the relevant link on that application.*

4 Enter Reference Number, Origin & Destination

Complete the following fields at the top of the form:

Field	Notes
Reference Number	Enter a unique reference number for this shipment (e.g. invoice number or internal ref).
Country of Origin	Select the country where the goods were manufactured. Defaults to New Zealand.
Country of Destination	Select the country the goods are being exported to.
As Stated Below	Tick this box if goods are of mixed origin — origin will be declared per product line.



5 Confirm Exporter, Consignee Details & ETD

Review and complete the following fields:

Field	Notes
Consignor / Exporter	Your company details will pre-populate. Select the correct company if you represent multiple.
Consignee	Enter the full name and address of the overseas buyer/recipient of the goods.
ETD (Estimated Time of Departure)	Select the departure date for this shipment.
Buyer / Notify Party	Optional. Enter name and address if required by your buyer or bank.

6 Select Port of Loading

Select your New Zealand Port of Loading from the dropdown list.

- If goods are departing from a foreign port, tick the Foreign port of loading? checkbox and enter the port details manually.

7 Enter Port of Discharge & Transport Details

Complete the remaining transport fields:

Field	Notes
Port of Discharge (Port, Country)	Enter the port and country where goods will be unloaded.
Vessel/Voyage No / Flight No / Courier	Enter the vessel name and voyage number, flight code, or courier company name (e.g. DHL, TNT, FedEx).
Final Destination	Optional. Provide the final destination where goods clear customs, if different from port of discharge.

PORT OF LOADING: Select Port (dropdown), Foreign port of loading? (checkbox)

PORT OF DISCHARGE (PORT, COUNTRY): Belfast - Northern Ireland

VESSEL/VOYAGE NO/FLIGHT NO/COURIER: [Empty]

FINAL DESTINATION: [Empty]

8 Add Remarks & Exporter Declaration

Field	Notes
Remarks	Enter any additional details required on the certificate that do not fit in other fields.
Consignor/Exporter Declaration	If making an additional declaration — such as to comply with a self-declaration free trade agreement — enter it here.

REMARKS: [Empty]

CONSIGNOR/EXPORTER DECLARATION: [Empty]

MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY
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+ ADD ROW

9 Add Product Rows

Click + Add Row to begin entering your product details. A new item entry form will open.

The screenshot shows a form with two large text input areas at the top: 'REMARKS' on the left and 'CONSIGNOR/EXPORTER DECLARATION' on the right. Below these is a table header with four columns: 'MARKS & NOS', 'QUANTITY & DESCRIPTION', 'HS CODE', and 'WEIGHT/QTY'. At the bottom left of the form is a green button labeled '+ ADD ROW', with a red arrow pointing to it from the right.

10 Enter Product Details

Complete the following fields for each product line:

Field	Notes
Marks & Numbers	Enter the marks and numbers appearing on the outer packaging (if applicable).
Quantity & Description	Enter the number and type of outer packaging and a clear description of the exported goods (e.g. '100 x cases Sauvignon Blanc 12 x 750ml').
HS Code	Optional. Enter the Harmonised System code for the goods if known.
Weight / Quantity	Provide the gross or net weight and/or quantity of the goods (e.g. '10000kg gross').

Click + Add to save the product row.

The screenshot shows a form titled 'Add Item to Shipment'. It has four input fields arranged in a 2x2 grid: 'MARKS & NUMBERS' (top left), 'HS CODE' (top right), 'QUANTITY & DESCRIPTION' (bottom left), and 'WEIGHT OR QUANTITY' (bottom right). Each field has a small information icon (i) to its right. At the bottom left is a green '+ ADD' button, and at the bottom right is a red 'CANCEL' button.

11 Duplicate or Edit Goods Lines

Once a product row has been added, you can manage it using the three-dot menu (:) to the right of the row:

- Edit — modify the details of an existing product line.
- Duplicate — copy an existing line and edit as needed (useful for similar products).
- Delete — remove a product line.

Use + Add Row to add further product lines as required.



12 Attach Supporting Documents

Under Attach Other Documents, upload any files required as supporting evidence for your application.

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

Click + Upload File to add additional documents.



13 Add Special Instructions & Submit


Review the final section before submitting:

Field	Notes
Consignor/Exporter Email	Confirm your email address is correct — correspondence will be sent here.
Consignor/Exporter Signature	Your saved signature will appear here automatically.
Special Instructions to Chamber	Optional. Enter any notes or special instructions for Chamber staff processing this application.

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

- Preview — review how the certificate will appear before submitting.
- Save Draft — save your progress and return later to complete and submit.
- Submit — submit your application to the Chamber for processing.

The screenshot shows a web form with three main input areas: 'CONSIGNOR/EXPORTER EMAIL' (with a redacted black bar), 'CONSIGNOR/EXPORTER SIGNATURE' (with a handwritten signature), and 'SPECIAL INSTRUCTIONS TO CHAMBER' (a large empty text box). At the bottom, there are four buttons: 'PREVIEW', 'SAVE DRAFT', 'SUBMIT', and 'CANCEL'.

 Once your application has been approved by the Chamber, your goods questionnaire will no longer be editable.