

## Exporter Guide to Online stamping of EC Certificates of Origin

### Overview

When you submit DIY EC Certificate of Origin applications to London Chamber through ChamberCert, you can request that electronic attachment(s) be Certified. Currently, you can upload attachments in any of the following formats:

PDF (*preferred format*)

Microsoft Word file

Microsoft Excel file

.jpeg (or .jpg) image

.tif image

.gif image

PowerPoint

.png image

.bmp (bitmap)

*We recommend that, if you have the capability, you upload files in PDF format.* Many invoicing systems offer the option to generate an Invoice as a PDF file, and most scanners sold today allow the user to automatically generate PDF files when scanning.

When you receive your Approved DIY EC Certificate back for issuance, you can simply click a link to download your electronically stamped attachment documents as a PDF file. It really is that simple!

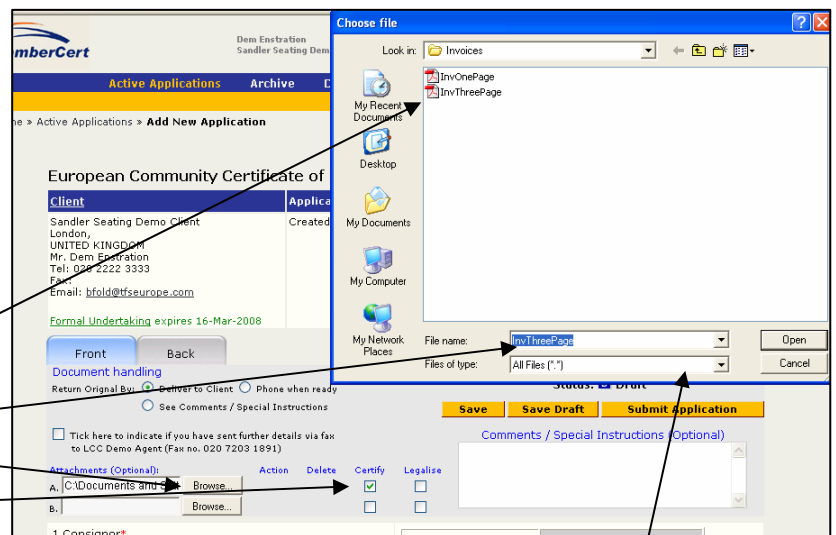
*A step by step guide is below:*

### CLIENT (Exporter) PROCESS

When you wish to attach a document for Chamber certification with your EC Certificate of Origin Application, simply upload the document in the “Attachments” section of the Application, and then tick “Certify”.

Click “Browse” to add attachment

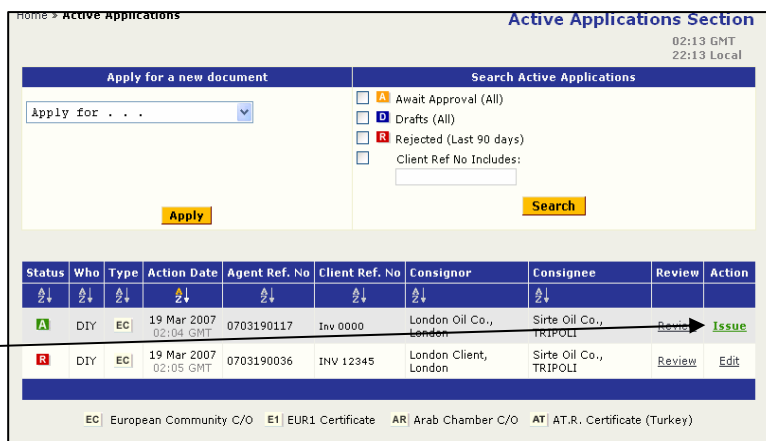
Tick “Certify”



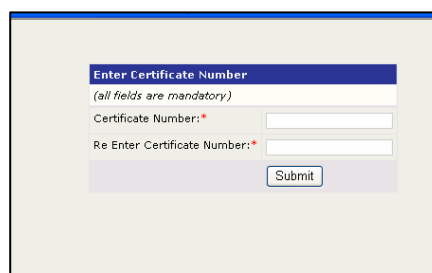
Then, complete the rest of the Application, Front and Back; click the “Submit” button, then chooses “DIY”.

After the Chamber has Approved your Application, you will receive an email confirming Approval, with instructions to log back in to ChamberCert and issue the certificate. On logging in, simply look for the green **Issue** link, click it and follow the on-screen instructions.

When the Chamber has Approved your Application, you will receive an email notifying you of this fact. When you log back in to ChamberCert, you will see a green Issue link next to the Application record. Simply click the Issue link and follow the directions given to print your EC Certificate of Origin and the Chamber certified attachment(s).



The first thing you will see after clicking the Issue link will be the box shown at right. Enter the number of the EC Certificate form you are about to put into your printer. You are asked to enter it twice to avoid errors. After entering the number, click the "Submit" button.

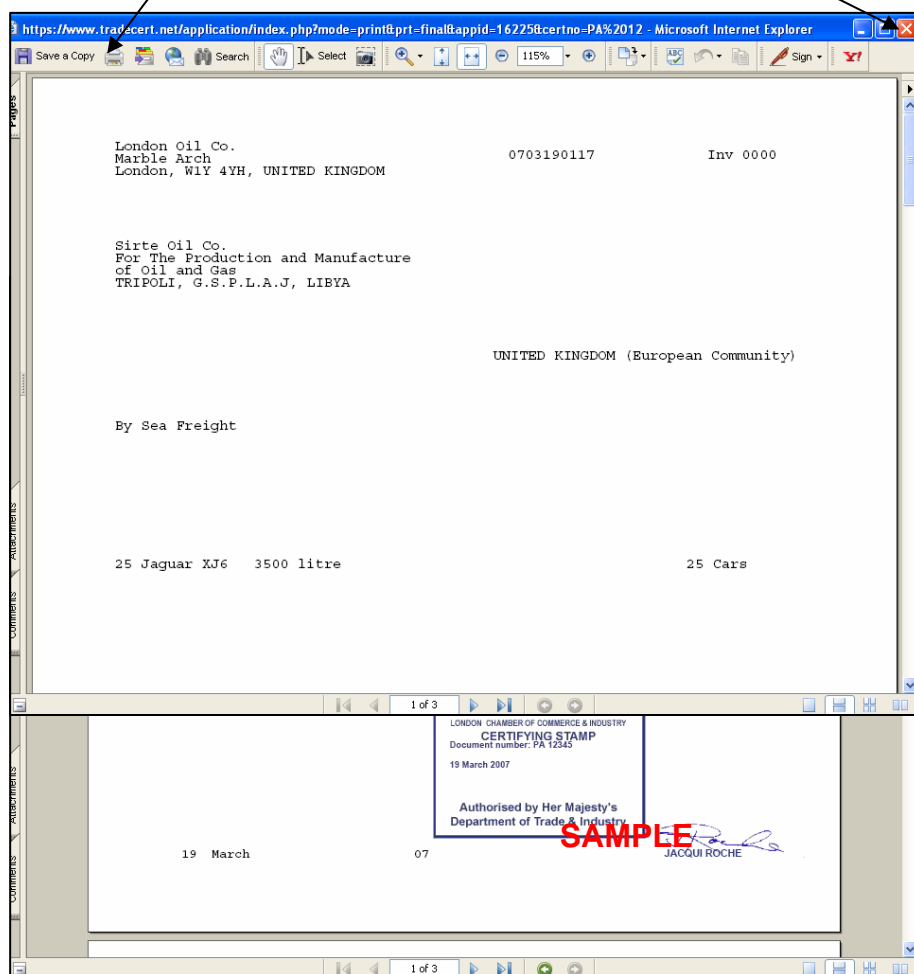


PDF print button

Close PDF window

After entering the Certificate number and clicking the Submit button, a PDF window will open with the Certificate details. Making sure you have put all three parts of the EC Certificate of Origin blank form into your printer, simply click the "Print" button on the PDF window to print the text and Chamber's stamp/signature on to the form.

After printing is complete, close this window by clicking the X in the red box at the upper right corner of the window.



Once printing is complete, and the PDF window has been closed, you will see the box to the right. This box is where the Certificate number is added to the database if the Certificate has been properly printed. The number will already appear in the box. Simply click the “Click if Printed OK” button if the Printing was OK. If the printing failed for any reason, including a misprint on the Certificate (form was in the printer upside down, etc.), then click on the link that says “Click to Cancel Print or if Print Failed”. By clicking this Cancel link, the Certificate record is placed back in Active Applications, with the green Issue link, and you can try printing again.

Canceled / failed print

Printed OK

When you have finished the *entire* process then simply click the “Close” button

After clicking the Printed OK button, you will be brought back to the Application page. Simply click the green “Download Authenticated Document” link to open a PDF of the Chamber stamped attachment.

PDF print button

The Attachment, complete with all stamps applied by the Chamber, is printed by you on plain white paper. Simply click the “Print” button on the PDF window. After printing the Attachment, the PDF can be closed by clicking the X in the red box at the upper right corner of the PDF window. Then, the Client simply closes the Application file, and the process is complete.

Product description:	Quantity	Unit Price	Total
Blue Widgets	100 sets	£10.00	£1,000.00
Green Widgets	100 sets	10.00	1,000.00
Large Gadgets	10 sets	150.00	1,500.00
Small Gadgets	50 sets	50.00	2,500.00
Blue Widgets	100 sets	£10.00	£1,000.00