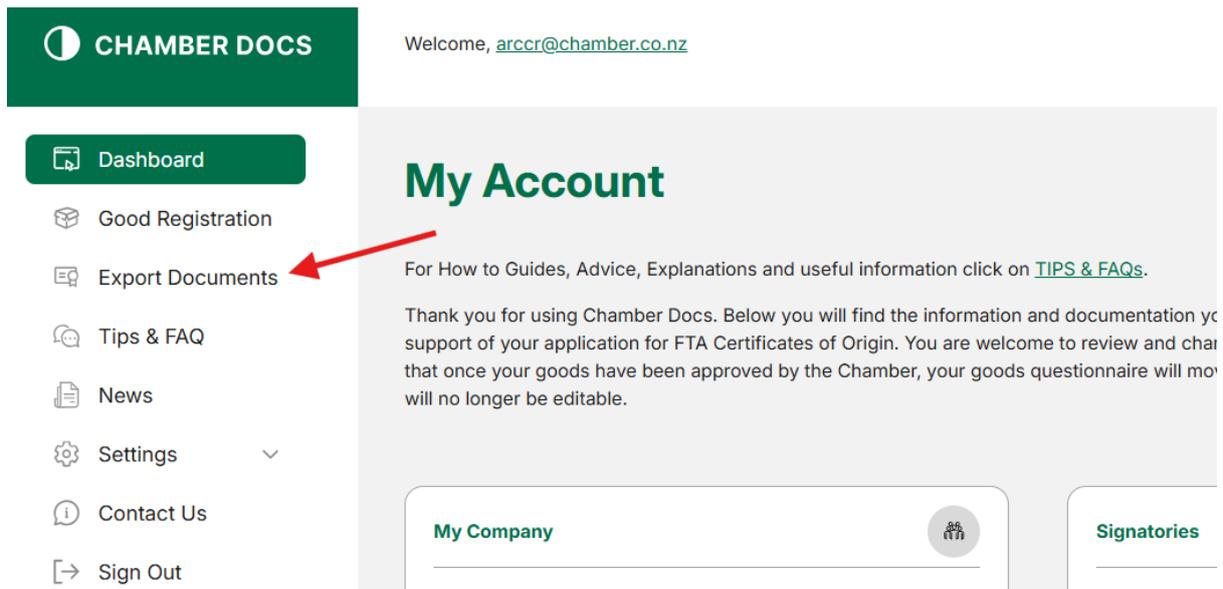


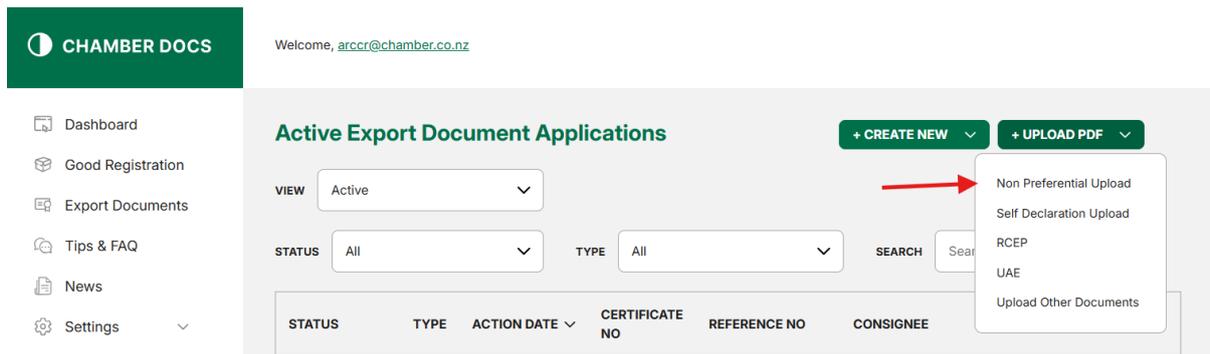
1: Navigate to [chamberdocs.co.nz](http://chamberdocs.co.nz) and click “Login” in the top-right corner.



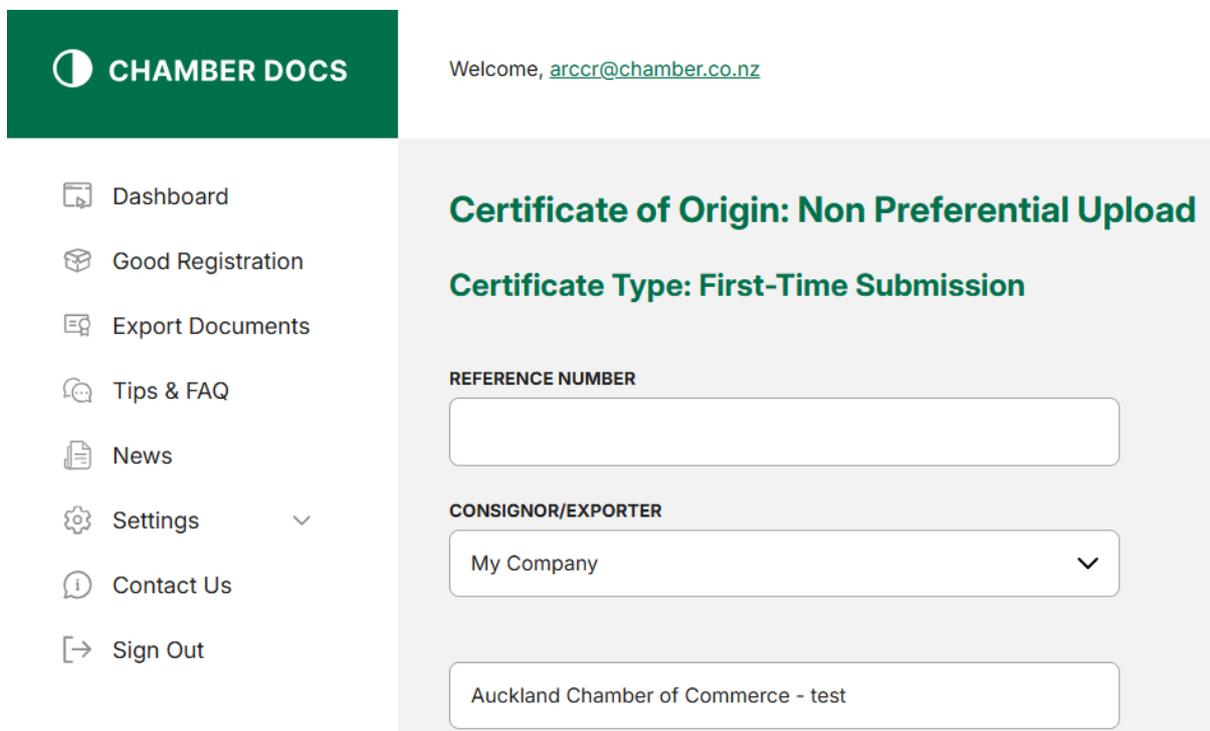
2: Once logged in, navigate to **Export Documents** in the left-hand navigation menu.



**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

**COUNTRY OF DESTINATION**

Select Country

**CERTIFICATE FILE UPLOAD**

**Choose file** No file chosen

**ATTACH OTHER DOCUMENTS**

FILE	FILE TYPE	CERTIFY REQUEST
<b>+ UPLOAD FILE</b>		

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

**COUNTRY OF DESTINATION**

Select Country

**CERTIFICATE FILE UPLOAD**

**Choose file** No file chosen

**ATTACH OTHER DOCUMENTS**

FILE	FILE TYPE	CERTIFY REQUEST
<b>Choose file</b> No file chosen	Air waybill	<input type="checkbox"/>

**+ UPLOAD FILE**

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

The form is contained within a light gray rectangular box. At the top left, there is a green button with a white plus sign and the text '+ UPLOAD FILE'. Below this is a text input field labeled 'CONSIGNOR/EXPORTER EMAIL' containing a redacted email address. Underneath is a larger text area labeled 'SPECIAL INSTRUCTIONS TO CHAMBER', which is currently empty. At the bottom of the form, there are three buttons: 'SAVE DRAFT' and 'SUBMIT' are green with white text, while 'CANCEL' is red with white text. Two red arrows point to the 'SPECIAL INSTRUCTIONS TO CHAMBER' field and the 'SUBMIT' button.

+ UPLOAD FILE

CONSIGNOR/EXPORTER EMAIL

SPECIAL INSTRUCTIONS TO CHAMBER

SAVE DRAFT SUBMIT CANCEL