

1. Login

Login at www.tradecert.com/mississauga. Enter your username and password where indicated.

2. Tradecert.com Navigation

After login, you will be taken to the Active Applications page where you will see a navigation bar near the top of your screen showing links to different areas of the site. Click on the link of your choice:



Active Applications

Apply for new documents in this section. View Applications you are currently working on – drafts or Applications submitted.

Archive

View all your applications, including a history of all issued Applications. You can search for old applications by date range, reference, client etc. Any attachments you upload with your Applications are stored as well.

Data Library

Manage your consignor and consignee profiles, and store repetitive text. (Note: You will also be able to add consignors, consignees and repetitive text as you go when you enter a new Application).

Reporting

View statistical information on all your activity.

My Account

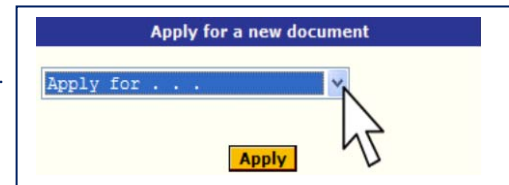
Manage your own personal and company information, including password management. The primary user (Super User) can set up additional users, and can change the passwords of other company users.

Logout

Click here to logout from your account. **For maximum security, always remember to logout when finished.**

3. How to apply for a Certificate of Origin

To apply for a new Certificate in Active Applications, click on the lookup tool under apply for a new document. Select Canadian Certificate of Origin and click on the Apply button. You will see an online form that looks just like the actual Certificate making it easy and quick to complete your Application.



4. How to Complete a Certificate of Origin

Note any additional comments or instructions that you would like followed should be entered in the Comments/Special Instructions box.

You can attach supporting documentation, such as Invoices, etc, by using the attach buttons in the Attachments section (see below). We can accept documents in all major formats – PDF, MS Word or MS Excel. If scanning, set the scanner to create a PDF if possible. You can optionally have the Invoice certified if required by clicking the certify box next to the attachment.

Select Consignor and Consignee where indicated. If a consignor or consignee is not yet set up in your Data Library, you add them by selecting Add New in the lookup. Then add full details of the consignor / consignee. Once you have added the details, they will remain in your company's account profile, and you will never have to type them again! Once a Consignor or Consignee is selected, you can edit, if needed, for a particular Application right on screen.

A Consignor Reference must be added – such as your invoice number, order number, etc.

Select one or more Countries of Origin, and then click the orange Select button to confirm your choice.

Optionally select (or enter) Transport Details and Remarks where indicated.

Complete bottom portion of the Application with the relevant shipment details including Shipping Marks and Numbers, Quantity, Description of goods and a Weight. Note that there is a Repetitive Text facility which you can use to store, and then later insert, text that you will use again and again on your Certificates.

When you have finished, simply click the orange Submit button at the upper right; the application is then sent to your Chamber of Commerce who will approve the certificate and attachment if requested. You will then be notified by email that your application is certified and ready to print. (Details on printing are overleaf).

The Save button allows you to save and continue. The Save Draft button saves the Application in the draft format; you can continue work on it later. If you need assistance, simply call your chamber.

5. How to print a copy of your application

After Application has been Saved or Submitted, you can print a copy of your application (uncertified) at any stage; click Print at upper right of Application screen to generate a PDF copy which you can print, save or email.

6. What is the status of my application?

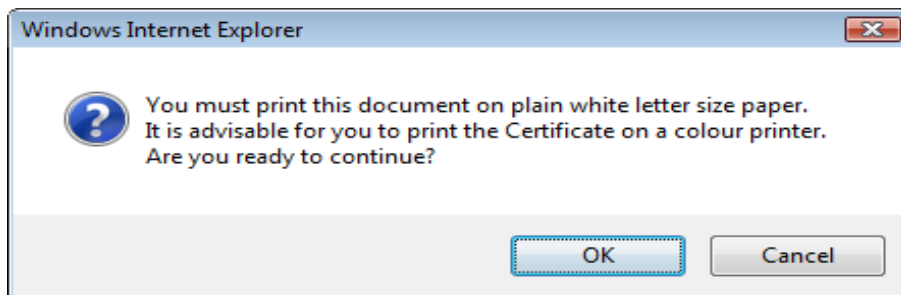
When you review lists of Applications, the Status of each is indicated by the appropriate colour coded icon:

- A** Approved by Chamber
- I** Issued by Exporter
- A** Submitted to Chamber, Awaiting processing and issuance
- R** Rejected By Chamber (we will email the reason). You can edit and resubmit.
- D** Draft Application which can still be edited (has *not* been submitted to Chamber)
- V** Certificate Voided after issuance

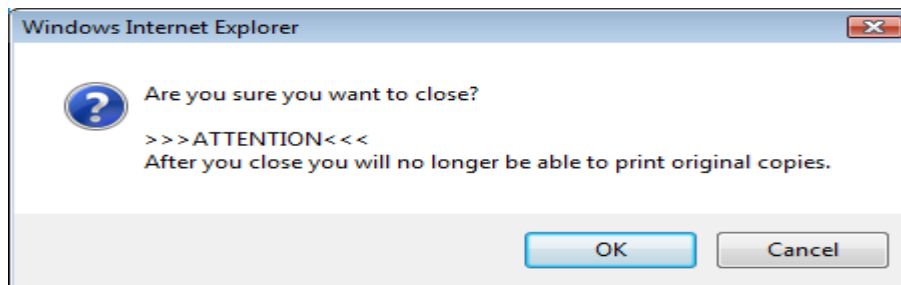
7. How to print your Approved Certificate of Origin

- You must print your certificate of origin application on plain white letter size paper. It is advisable for you to print the certificate of origin application on a colour printer.
- After receiving an Approved email from the Chamber, login at www.tradecert.com. Enter your username and password where indicated.
- In Active Applications, click on the green Issue link on the far right hand column next to relevant Application:

Status	Who	Type	Action Date	Agent Ref. No	Client Ref. No	Consignor	Consignee	Review	Action
D	C		13 Nov 2007 23:32 GMT		11	Demo Client, City/Town	Import Company ..., Jeddah	Review	Edit
A	DIY		18 Nov 2007 04:46 GMT	0709241434	inv 006	Demo Client, City/Town	Consignee Limit..., Kowloon	Review	Issue



Insert plain white letter size paper in you color printer. The system will print the Original, a Copy and finally the invoice if you have requested it to be certified. For printing simply click the Print icon on the PDF window. 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 simply close the printing PDF window