

# Online issuance of Certificate of Origin

## Quick Reference – Exporter’s Guide

### 1 Register/Sign in

This section describes how to register on Online issuance of Certificate of Origin. Exporters can use this information to register or troubleshoot problems on login or register.

Exporter can use Online issuance of Certificate of Origin Web Access from <http://www.tccia.com/ceo>

- **Register** Exporter can register by supplying the required field requested by the system
- **Login** Once Exporter registers into the system; he/she will get confirmation email to activate their registration.

**Note:** Exporter can login into the system after registering and activation only.

#### ✓ Register New Exporter

From the home page of Certificate of Origin; In the down pane, click [Register New Exporter](#). **Register an Exporter** page will open. Depending on the information of your organization, you may be required to enter following information into the system:

- |                    |                                   |
|--------------------|-----------------------------------|
| • Exporter Name    | • Email                           |
| • Physical Address | • Website                         |
| • Postal Address   | • Country                         |
| • Contact Person   | • Region                          |
| • Telephone        | • District                        |
| • Fax              | • Username (Choose your username) |
| • Mobile           | • Password (5 character password) |

#### ✓ Sign In

In the home page, enter your **User name** and **Password** and click **Login button**.

Following are the options while you sign-in:

- Remember User Name – check if you wish to remember your user name by system
- Remember Password - check if you wish to remember your password by system
- Automatically Sign in check if you wish to automatically sign in.

✓ [Forgot your Password?](#)

In the home page, click **Forgot your password**. Enter the email address associated with your account to get the your password into your account.

**Note:** If you don't supply your email address which is associated with your account. The system will not able to send your password into your email.



# CERTIFICATE OF ORIGIN

electronic management, verification & issuance

## SIGN IN

Enter your user name and password to sign in.

User Name:

Remember User Name

Password:

Remember Password

[Forgot your password?](#) [Register New Exporter](#)

Automatically sign in

Login

Cancel

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## 2 Manage Exports

This section describes about the management of Exporters after sign in.

The user can view their exports, add new and view their importer, add new importer. They can also view some information like Product description, Customs Tariff Code, Products Origin Criteria etc.

✓ View Exports

Depending upon your permissions, you can view different levels of exports information.


In the left pane, click **My Exports**. On the **Show my Exports** page, you can see a list of all exports, including Exporter, Importer, Export, Destination, Country, Certificate, Type, Transport, Mode, Items, Package, Type, Export, Description, Product, Description, Customs, Tariff, Origin, Criterion, Weight, Weight, Measurement, Invoice, Number, Invoice, Date, Attached, InvoiceOther, Supporting, Documents, Exporter, Declaration, Date, Export, Status, Issued, Date.

In the **View** list, click the view that contains the information that you want

EXPORT INFORMATION																				
Search for <input type="text"/> <input type="button" value="Go"/>																				
Certificate Type <input type="text" value="All"/>																				
Transport Mode <input type="text" value="All"/>																				
Package Type <input type="text" value="All"/>																				
Origin Criterion <input type="text" value="All"/>																				
Issued Date <input type="text"/> to <input type="text"/> <input type="button" value="Go"/>																				
<div style="text-align: right;">1 of 10 / Page</div>																				
Export	Exporter	Importer	Export Destination Country	Certificate Type	Transport Mode	Items	Package Type	Export Description	Product Description	Customs Tariff	Origin Criterion	Weight	Weight Measurement	Invoice Number	Invoice Date	Attached Invoice	Other Supporting Documents	Exporter Declaration Date	Export Status	Issued Date
<input type="checkbox"/>	3	COMPANY ABC	TECHNORELIEF LIMITED	Kenya	EAC	BY ROAD	10 BUNDLES	10 Bundles of 250 Kgs each of Kilimanjaro Natural Water	Waters and other non alcoholic beverages	2202	P	250	KG	123IXZ/2013	23-Nov-2013	Quotation_Invoice_TACECA.pdf		23-Nov-2013	ISSUED	11/23/13 5:27 PM
<input type="checkbox"/>	4	COMPANY ABC	TECHNORELIEF LIMITED	Kenya	EAC	BY ROAD	10 BUNDLES		Waters and other non alcoholic beverages	2202	P	240	KG	Abbc123	06-Nov-2013	Image.jpg		25-Nov-2013	SUBMITTED	11/25/13 4:43 PM
<input type="checkbox"/>	10	COMPANY ABC	IMPORTER HOLDINGS	Kenya	EAC	BY ROAD	25 BAGS	25kgs of natural water	Waters and other non alcoholic beverages	2202	P	25	KG	123dcb	28-Nov-2013	Quotation_Invoice_GIZ.xlsx		28-Nov-2013	ISSUED	11/28/13 1:26 PM
<input type="checkbox"/>	11	COMPANY ABC	IMPORTER HOLDINGS	Uganda	EAC	BY ROAD	2 BUNDLES	Half a tonne of 2 Bundles of Natural drinking water	Waters and other non alcoholic beverages	2202	P	0	TONNES	123IBZ/2013	28-Nov-2013	Quotation_Invoice_GIZ.xlsx		28-Nov-2013	SUBMITTED	11/28/13 3:44 PM
<input type="checkbox"/>	12	COMPANY ABC	IMPORTER HOLDINGS	Burundi	EAC	BY ROAD	2 BUNDLES	2 tonnes of 2 bundles of Kilimanjaro natural drinking water	Waters and other non alcoholic beverages	2202	P	2	TONNES	1H-2013-AB-24	28-Nov-2013	Quotation_Invoice_GIZ.xlsx		28-Nov-2013	SUBMITTED	11/28/13 3:48 PM
<input type="checkbox"/>	13	COMPANY ABC	TECHNORELIEF LIMITED	Kenya	EAC	BY ROAD	8 BUNDLES	dsfsdfsdf/sdfsdf sd/sdfsdf	Waters and other non alcoholic beverages	2202	V	3	KG	123/ABCD	02-Dec-2013	Quotation_Invoice_GIZ.xlsx		02-Dec-2013	SUBMITTED	12/02/13 10:54 AM

✓ Record New Export

In the left pane, click **My Export**. Click **Record New Export**, and add following information:

- **Certificate Type:** Choose certificate type i.e. EAC, SADC etc.
- **Export Country Destination:** Choose country of Export destination.
- **Importer:** Choose Importer; if not listed click on  to add new importer.
- **Transport Mode:** Select Transport mode like By Air, By Road, By Rail and By Land etc.
- **Items:** Input no of items.
- **Package Type:** Select Package Type like Bags, Bundles and Cartons
- **Product Description:** Select product description.
- **Customs Tariff:** Select customs tariff.
- **Origin Criterion:** Select Origin Criterion.
- **Weight:** Input the weight of the exports.
- **Weight Measurement:** Choose Weight Measurement like KG, Tons etc.
- **Invoice Number:** Input the Invoice Number.
- **Invoice Date:** Choose the Invoice Date from the calendar.
- **Invoice Value:** Input the Invoice Value.
- **Currency:** Select the Currency like EUR, USD, TSH etc.
- **Attached Invoice:** Attach your invoice from browse button.
- **Other Supporting Documents:** Attach any supporting documents from browse button
- **Export Description:** Write down the description of the exports.

Format your text using this toolbar: i.e. Bold, Italic, Underline etc.



## NEW EXPORT INFORMATION

### Exporter

COMPANY ABC

### Export Destination Country

\*\* Please Select \*\*

### Transport Mode

\*\* Please Select \*\*

### Package Type

\*\* Please Select \*\*

### Customs Tariff

\*\* Please Select \*\*

### Weight

### Invoice Number

### Invoice Value

### Attached Invoice

No file selected.

### Certificate Type

\*\* Please Select \*\*

### Importer

\*\* Please Select \*\*

### Items

### Product Description

\*\* Please Select \*\*

### Origin Criterion

\*\* Please Select \*\*

### Weight Measurement

\*\* Please Select \*\*

### Invoice Date


### Currency

\*\* Please Select \*\*

### Other Supporting Documents

No file selected.

### Export Description

  
 Font default Size default



### Exporter Contact Person

MWENZE KABINDA

### Exporter Country

TANZANIA

### Exporter Physical Address

21 Ghana Avenue

### Exporter Declaration Date

06-Feb-2014

## 3 Manage Importers

This section describes about the management of Importers after sign in.  
The user can view their exports, add new and view their importers, add new importer.

✓ View Importers

Depending upon your permissions, you can view different levels of Importers information.

In the left pane, click **My Importers**. On the **Show my Importers** page, you can see a list of all Importers, including Consignee, Country, Consignee Address, Date Registered.

In the **View** list, click the view that contains the information that you want

IMPORTERS LIST					
Search for				Go	
Date Registered			to		Go
					1 of 1 10 / Page
<input type="checkbox"/>	Consignee	Country	Consignee Address	Date Registered	
	<input type="checkbox"/>	IMPORTER HOLDINGS	Canada	ABC123 25th Avenue 3rd Floor Ottawa Canada	11/21/13 12:00 AM
	<input type="checkbox"/>	TECHNORELIEF LIMITED	Kenya	6th Kenyatta Avenue MBARARA Building 5th Floor - Suite 3	11/21/13 12:00 AM
	<input type="checkbox"/>	NEW TEST IMPORTER	Nepal	34-New Baneshwor, Kathmandu, Nepal	11/27/13 12:00 AM

✓ Record New Importer

In the left pane, click **My Imports**. Click **Record New Import**, and add following information:

- **Consignee:** Enter the name of Importer.
- **Country:** Choose country of Importer.
- **Consignee Address:** Add the full address of the importer.
- **Date Registered:** Date registered will be automatically added by the system.

Format your text using this toolbar: i.e. Bold, Italic, and Underline etc.



## ADD IMPORTERS

**Consignee**

**Country**

**Consignee Address**

## 4 Basic Information

This section describes about the Basic information of Certificate of Origin.

The user can view Product description, Customs Tariff Code, Products Origin Criteria etc.

✓ Product description

In the left pane, click **Product description**. On the **Show Product description** page, you can see a list of all Product descriptions, including **Explanatory Notes**.

In the **Explanatory Notes** list, **mouse over** the view that contains the information that you want

The screenshot displays a web application interface for product descriptions. At the top, there is a header bar with the title "PRODUCT DESCRIPTION" and a search icon. Below the header, there is a toolbar with icons for document, word, excel, refresh, and delete. A pagination control shows "1 of 1" and "10 / Page".

<input type="checkbox"/>	Product Description	Explanatory Notes
<input type="checkbox"/>	Waters and other non alcoholic beverages	Waters, including mineral waters and ae...

An "EXPLANATORY NOTES" window is open over the first row of the table. It contains the following text:

Waters, including mineral waters and aerated waters, containing added sugar or other sweetening matter or flavoured, and other non alcoholic beverages, not including fruit or vegetable juices of heading No 2009.

Manufacture from materials of any heading except that of the product, in which the weight of sugar and of the materials of Chapter 4 used does not exceed 30% of the weight of the final product

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✓ Customs Tariff Code

In the left pane, click **Customs Tariff Code**. On the **Show Customs Tariff Code** page, you can see a list of all Customs Tariff Code, including **Production Descriptions**, Tariff Heading and Description


In the **Production Descriptions** list, **Click** to view that contains the information that you want

The screenshot shows a web interface titled "CUSTOMS TARIFF HEADING". It features a search bar with the text "Search for" and a "Go" button. Below the search bar is a toolbar with icons for document, Word, Excel, refresh, and delete. To the right of the toolbar is a pagination control showing "1 of 1" and "10 / Page". Below the toolbar is a table with the following data:

<input type="checkbox"/>	Product Description	Tariff Heading	Description
<input type="checkbox"/>	<u>Waters and other non alcoholic beverages</u>	2202	-

✓ Products Origin Criteria






In the left pane, click **Products Origin Criteria**. On the **Show Products Origin Criteria** page, you can see a list of all Products Origin Criteria, including Certificate Type, Criterion and Description

In the **Products Origin Criteria** list, Click on  to view that contains the information that you want






**ORIGIN CRITERION**

Search for

Certificate Type

◀ 1 of 1 ▶ 10 / Page

<input type="checkbox"/>	Certificate Type	Criterion	Description
 <input type="checkbox"/>	EAC	P	Goods which are Wholly produced
 <input type="checkbox"/>	EAC	M	Goods which Material Content Criterion applied
 <input type="checkbox"/>	EAC	V	Goods which the value added criterion applied
 <input type="checkbox"/>	EAC	X	Goods which are classified or become classified under tariff heading other than when imported
 <input type="checkbox"/>	SADC	S	Goods which value added criterion applied


## 5 My Account(Profile)

This section describes about the Profile Information.  
The user can view their profile, and can edit their profile.

### ✓ My Profile Information

In the left pane, click **My Account**. On the **My Profile Information** page, you can see following information of your profile:


- Exporter Name
- Physical Address
- Postal Address
- Contact Person
- Telephone
- Fax
- Mobile
- Email
- Website
- Country
- Region
- District
- Username (Choose your username)
- Password (5 character password)

In the **My Profile** page, click on  at the top of the page to edit your profile.

 **MY PROFILE** 

<b>Exporter Name</b>	COMPANY ABC	<b>Physical Address</b>	21 Ghana Avenue
<b>Postal Address</b>	P.O Box 9713	<b>Contact Person</b>	MWENZE KABINDA
<b>Telephone</b>	+255222119436	<b>Fax</b>	+255222119436
<b>Mobile</b>	+255786070762	<b>Email</b>	mwenze@hotmail.com
<b>Website</b>	http://www.companyabc.com	<b>Country</b>	TANZANIA
<b>Region</b>	DAR ES SALAAM	<b>District</b>	ILALA
<b>Username</b>	mwenze	<b>Password</b>	*****
<b>Account Status</b>	OPENED	<b>Date Registered</b>	11/19/13 4:07 PM

✓ [Edit your Profile](#)

In the **My Profile** page, click on  at the top of the page to edit your profile.

In this section you can change your information and when you fill all the information required by the system you can simply click on **SAVE** button to save you changes.

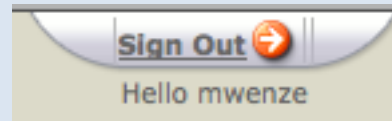
### EDIT EXPORTERS

**Exporter Name** COMPANY ABC  
**Postal Address** P.O Box 9713  
**Telephone** +255222119436  
**Mobile** +255786070762  
**Website** http://www.companyabc.com  
**Region** DAR ES SALAAM ▾  
**Username** mwenze  
**Account Status** OPENED

**Physical Address** 21 Ghana Avenue  
**Contact Person** MWENZE KABINDA  
**Fax** +255222119436  
**Email** mwenze@hotmail.com  
**Country** TANZANIA  
**District** ILALA ▾  
**Password**  
**Date Registered** 11/19/13 4:07 PM

✓ Sign Out

When you are done with your desired task with Online issuance of Certificate of Origin system, you can simply click on



at the top right to log out from the system.

**Note:** If you wish to forget your sign in information by the system simply click on **Forgot my sign in Information** button. Otherwise just click on **OK** button to sign out.



 **SIGN OUT**

You have successfully signed out.

Please close your browser window to completely log out.

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