

## CERTIFICATE OF ORIGIN INSTRUCTIONS

Greater Kansas City Chamber of Commerce



To fill the document, set up an account on <a href="www.kcchamber.com">www.kcchamber.com</a> on the Certificate of Origin section of the website. The section is located under "Member Benefits > Certificates of Origin".

- Item 1. Exporter Enter the name and complete address of the company person who is exporting the good(s) detailed on the certificate.
- Item 2. Certificate No. Unique ID of the Certificate of Origin. The certificate number is assigned by The Chamber. In case it does not appear on the document, you can retrieve it on the "Process Submission" section of eCertify.
- Item 3. Exporter Reference Enter a number within the Exporter Reference field which will help you identify/reference your submission. Whatever internal reference the exporter wants to use to describe that particular shipment.
- Item 4. Letter of Credit No If the Certificate of Origin is linked to a letter of credit. Enter the letter of credit number here.
- Item 5. Consignee Enter the name and complete address of the company or person to whom the detailed goods are consigned.
- **Item 6. Buyer** If the consignee is not the buyer, enter the name and complete address of the company buying the goods.
- Item 7. Port of Loading Enter the US Port of Exit for your shipment.
- Item 8. Vessel/Voyage No Optional: Can be very detailed E.G: Giver Airline & Flight Number or can be left blank.
- Item 9. Date of Departure Enter the date the shipment is leaving your facility/ or Port of Loading.
- Item 10. Port of Discharge Enter the destination's Port of Entry.
- **Item 11.** Final Destination Enter the final destination of the goods, in the country of destination.
- Item 12. Marks & Numbers Enter any markings that are indicated on the shipping packages in which the good(s) are contained. Include any and all outside markings especially any specific handling instructions for the shipping packages or good(s).
- Item 13. Number and Kind of Packages Enter the <u>number</u> of shipping packages along with the <u>kind</u> of shipping packages (container, crate, box, barrel etc.).
- Item 14. Description of Goods Enter a complete description of the good(s) that the certificate covers. Be specific enough to allow authorities to determine the nature of the good(s). Each and every separate type of good(s) must be detailed on the certificate and must be described in such a way that a layman can determine the nature of the good(s). Enter the country of origin of each described items/goods if more than one origin. For each described good(s) indicate the unit quantity of the same.
- Item 15. Export Statistical Code Enter the export statistical code, if required by the customs authorities of the country of destination.
- **Item 16.** Gross Weight Enter the gross weight for the good(s) including the packaging and shipping containers.
- Item 17. The goods were produced/ manufactured at / Country Certification Enter the country of origin of the good(s) described. If multiple goods for multiple product and/or multiple origin of production, enter "See Above", and specify in the body of the document under *Description of Goods Item 14*.
- Item 18. Signature of Authorized Officer (Right) The signature of The Chamber officer who approved the form must be present.
- **Item 19. Signature of Authorized Officer (Left)** The signature of the Authorized agent, exporter, or freight forwarder who completed the form must be present.
- Item 20. Date The Chamber enters the date in which the certificate has been completed and signed unless otherwise requested.