ePCO

Electronic Preferential Certificate of Origin

_____

ePCO User Manual for
Certificate Of Origin (CO) Module

Prepared by Dagang Net Technologies
Issue 1.0

Updated: 22 January 2013

Contents

Section 1.   Introduction

1.1.   What is ePCO?

ePCO is a web-based Certificate of Origin application and approval system, the Electronic Preferential Certificate of Origin (ePCO) is an online document that certifies the country of origin of a product. This is to satisfy customs or trade requirements and also can be used as a supporting document for the issuance of a corresponding Certificate of Origin by other authorized parties.

Its other functions include:

- Online application of Cost Analysis (CA) and Certificate of Origin (CO) forms

- Online approval by authorized party e.g. Ministry of International Trade and Industry (MITI)

- Allows online enquiry of application status

1.2.   Requirements to use ePCO

ePCO is a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net ePCO services

- Personal Computer / Laptop / Notebook installed with web browsers as follows:

  - Mozilla Firefox version 5 and above

  - Chrome version 10 and above

- Internet Connection

1.3.   Support Information

Should there are any issues arise from using ePCO, contact Dagang Net's Careline;

Call Us **1300 133 133**

Email Us **careline@dagangnet.com**

1.4. About this publication

This publication– documents is to provide overview on how to apply for **Certificate Of Origin** for Electronic Preferential Certificate of Origin (ePCO) on normal case application in which ePCO is a part of Dagang Net Exchange services.

1.5. Who Should Read This Publication

This publication (or topic collection) is intended for MAFTA

- Traders
- Manufacturers and
- Permit Issuing Agency

Also individuals who are responsible for

- Online application of Cost Analysis and Certificate of Origin forms

1.6. DNEX ePCO Publications

Get the right publications based on your ePCO service subscription by referring to the table 1.

Table 1 - DNEX Publications List

Publication Title	SCHEME	Document ID
MAFTA - ePCO User Manual (Cost Analysis)		
MAFTA - ePCO User Manual (Additonal Cost Analysis)		
MAFTA - ePCO User Manual (Certicate of Origin)		

Section 2.   Getting Started With ePCO

2.1.   Launch Browser

NOTE: ePCO - MAFTA is supported by Chrome and Mozilla Firefox.

Step 1   **Browser**

1. Double-click on the Google Chrome shortcut key on the desktop to launch the browser.

Step 2   **Enter Uniform Resource Locator (URL) on the address bar**

1. Enter **http://epcomafta.dagangnet.com.my** on the address bar.

2.2.   Log in

Before logging in, you must ensure that you have the correct username and password.

IMPORTANT:

For those having problem to login using your current User ID, kindly use 'Current User ID-nsw' example:

Current User ID: dnt

If above failed to login, Use User ID: dnt-nsw

(Password remain the same)

Step 1   Enter Username and password

1. Enter your Username into the textbox.

2. Enter your Password into the textbox.

3. Click [Sign In] button to proceed.

4. ePCO main screen is displayed as follows:

2.3. Change Password

1. Click Company Name at top of page in the right side.

2. Click CHANGE PASSWORD hyperlink to change your current password.

3. Change Password screen appear.

4. Enter new password in the textbox

5. Re-confirm your new password.

6. Click SUBMIT button to submit.

7. Window pop up screen appears.
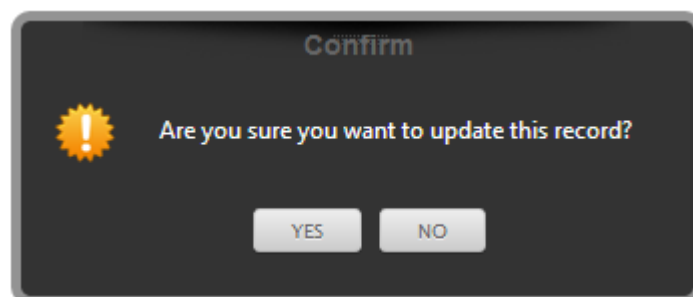
8. Click YES to confirm delete or Click NO to cancel delete.

2.4.   Sign Out
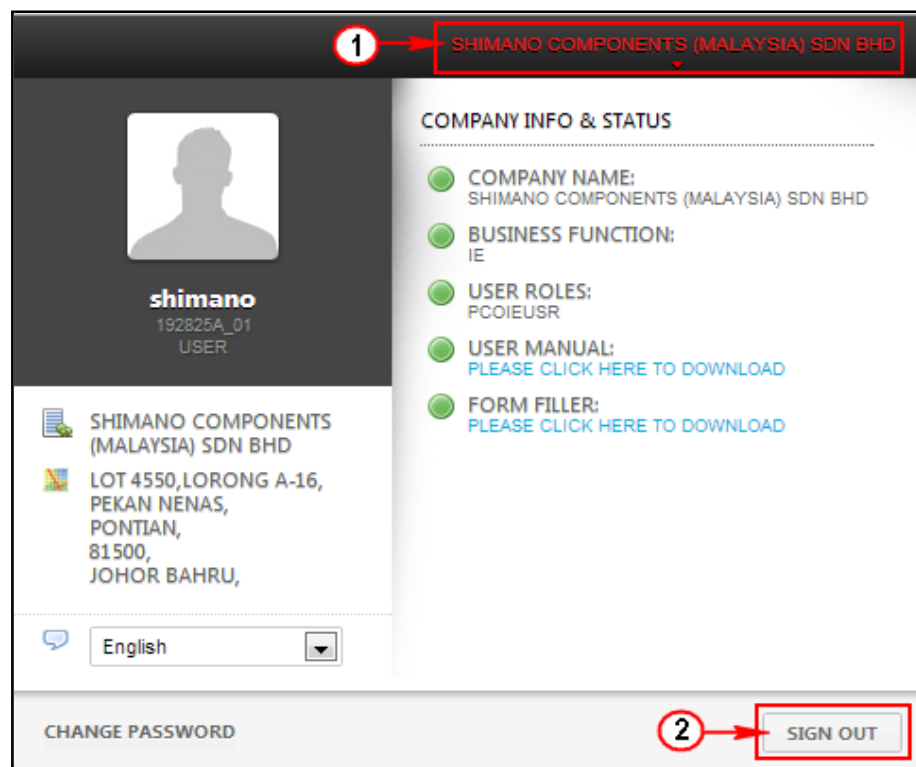
1. Click Company Name at top of page in the right side.

2. Click [SIGN OUT] button to log out

3. Window pops up screen appear.
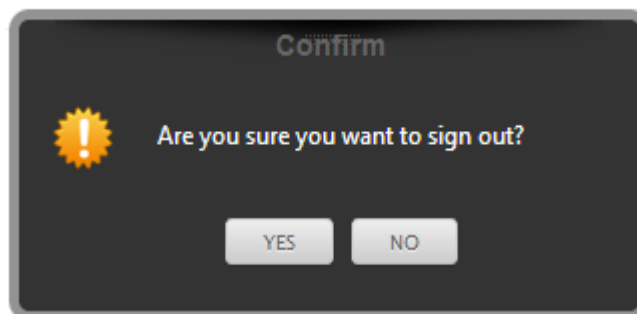
4. Click [YES] to confirm delete or Click [NO] to cancel delete.

Section 3.   Advance Search And Navigation

3.1.   Advance Search

To view ePCO Transaction, please follow the steps below:

3.1.1.   Main Menu

The main menu above is what ePCO contains. The menu is a drop down menu and it's up to 3rd level menu. In other words, to go to ePCO Transactions page, roll mouse pointer over;

NSW → ePCO → ePCO Transactions.

Step 1   Main Menu

1. Click "NSW" hyperlink to select dropdown menu.

2. Click "ePCO" hyperlink to view sub menu.

3. Select "ePCO Transaction" to view the transaction.

3.1.2.   CA/ CAA/ CO Screen

Step 1   Navigation Menu

1. Click ⨠ button to view the tabbed document.

2. Click ⨞ button to auto hide the screen.

3.1.3.   Filter Status

Step 1   **Filter Status**

1. Click the drop-down menu from Filter Status, as above and select option available eg: MY TASK.

2. Click [SEARCH] to display search result as follows:

3. Click [⌄] dropdown Listing to view the transaction.

3.1.4. Filter by Application Date

Step 1   Filter Application Date

1. Click icon [icon] to display the Calendar.

2. Click [<] or [>] to navigate to the previous or next month.

3. Click [<<] or [>>] to navigate to the previous or next month.

4. Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.

5. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.

6. Click [SEARCH] button to view the result.

3.1.5.   Filter By Scheme

Step 1   Filter by Scheme

1. Click the Scheme ⬇️ dropdown menu for options.

2. Choose any Scheme required eg: MAFTA

3. Click **SEARCH** button to search the result.

3.1.6. By Application Type

Step 1　　　　**Filter by Application Type**

1. Click the Application Type ▼ dropdown menu for options.

2. Choose any Application Type required eg: Cost Analysis.

   ▪ Cost Analysis (CA)

   ▪ Certificate of Origin (CO)

   ▪ Additional Cost Analysis (CAA)

3. Click **SEARCH** button to search the result

3.1.7. Filter By Reference No.

The Reference No. is system-generated after an application is submitted by the Trader.

Step 1   **Filter by Reference No.**

1. Enter the Reference No. at textbox field,
   e.g: FMA-FUN-W-130103-KL-000001

2. Click ▯SEARCH▯ to display search result as follows:

3.1.8. Filter By Endorsement No.

The Endorsement No. is system-generated after an application is approved by the Approver.

Step 1   **Filter by Endorsement No.**

1. Enter the Endorsement No. at By Endorsement No. text box, e.g., KL-201301-FUN-192825A-000014

2. Click [SEARCH] button to display search result as follows:

3.1.9. By Approved Date

Step 1   **Filter by Approved Date**

1. Click icon ⊞ to display the Calendar.

2. Click ◁ or ▷ to navigate to the previous or next month.

3. Click ≪ or ≫ to navigate to the previous or next month.

4. Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.

5. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.

6. Click **SEARCH** button to view the result.

3.1.10. By Prepared Date (From)

Step 1   **Filter by Prepared Date (From)**

1. Click icon ⊞ to display the Calendar.

2. Click ◄ or ► to navigate to the previous or next month.

3. Click << or >> to navigate to the previous or next month.

4. Pick any date that you required. Ensure Prepared Date (To) field is later than Prepared Date (From) field.

5. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.

6. Click SEARCH button to view the result.

3.1.11. To Reset Search Data

Step 1   **Reset Data**

1. Click [RESET] button to reset all the data in search panel.
2. Automatically all the data have been cleared.

3.2. Additional Features

There are 5 additional features in *View CA / CO Transactions* screen:

3.2.1. Number of transaction display
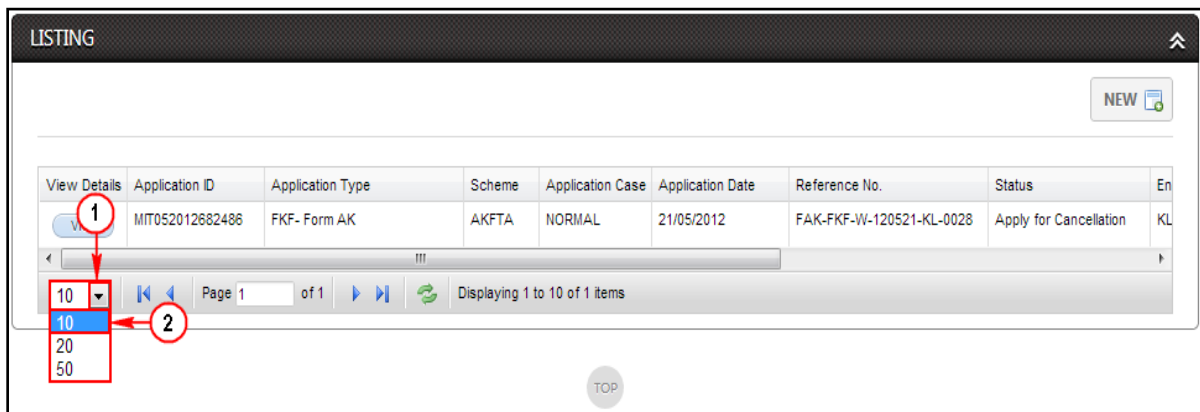
Step 1　　　　**Number of Transaction display**

1. Select a number from the [20 ▼] drop down list box. The above transactions are searched with the following criteria:
   - Click Filter *Scheme* drop down list and select **MAFTA**
   - Click Filter *Status* drop down list and select **My Tasks**

2. Select Number of transaction display

3. Click number to display search result as follows:

3.2.2. Page Number Layout

Step 1   **Page Number**

1. The above transactions are searched with the following criteria:

   ▪ Click Filter Scheme drop down list and select ATIGA.

   ▪ Click Filter Status drop down list and select My Tasks.

     i. Click [icon] dropdown to navigate to the early page number respectively.

     ii. Click [icon] dropdown to navigate to the previous number of page.

     iii. You may enter manually number of page at textbox field.

     iv. Click [icon] dropdown to navigate to the next number of page.

     v. Click [icon] dropdown to navigate to the last number of page.

     vi. Click [icon] dropdown to update the displaying page number.

     vii. You may view the [Displaying 31 to 40 of 56 items] record here.

3.2.3. Sort transaction columns in Ascending or Descending order

1. The columns available in the View Transactions screen are:

   - App. ID
   - Application Type
   - Application Case
   - Application Date
   - Trader Code
   - Company Name
   - Reference No.
   - Trader Reference No.
   - Status
   - Endorsement No.

2. Each column can be sorted in ascending or descending order.

3. To view transactions in ascending/increasing order (smallest to largest/earliest to latest), click ⏷; click ⏶ to view transactions in descending/decreasing order (smallest to largest/earliest to latest).

ePCO User Manual– Normal Case

3.2.4. Scroll horizontally

1. Click arrow to view to end of raw table transaction or click arrow to view the first line transaction.

2. You also can scroll arrow horizontally to view all the data.

3.2.5.   Top of Page

1.   Click [TOP] button to go to top of page.

2.   Automatically the page will directly go to top of page.

Section 4.   Preferential Certificate of Origin (CO)

4.1.   Certificate of Origin (CO)

Traders may submit 3 types of the applications to the MITI officers, this module will focus on:

- ■ Cost Analysis (CA)
- ■ Cost Analysis - Additional Brand / Model (CAA)
- ■ **Preferential Certificate of Origin (CO)**

4.2.   View Certificate of Origin (CO)

The applications with statuses below are for viewing only:

- ■ Application Submitted
- ■ Application Checked
- ■ Application Verified
- ■ Application Recommended for Approval
- ■ Application Approved
- ■ Application Rejected
- ■ Application Resubmitted
- ■ Application Cancelled

Step 1   View Certificate of Origin (CO)

1. Click filter Application Type ▼ dropdown to select application type requested.

2. Choose any Application Type. Eg: **Certificate of Origin**

3. Click filter scheme ▼ dropdown to select scheme requested.

4. Choose any scheme. Eg: **MAFTA**

5. Click fliter Status ▼ dropdown to select application status.

6. Select application Status. Eg: **Application Submitted.**

7. Click **SEARCH** button to view results.

8. Click **View** button to display view Certificate of Origin as screen below;

Certificate of Origin- MAFTA [MITI012013000629]

⇄ BACK TO MAIN

Company Details ⩢

Company Name	**ROC / ROB No.**
SHIMANO COMPONENTS (MALA	192825A

Company Address
Choose Branch Address

LOT 4550, LORONG A-16	PEKAN NANAS	81500, JOHOR

Postcode	**City**	**State**	**Country**
81500	PONTIAN	JOHOR	Malaysia

Telephone No. (Mobile)	**Telephone No. (Office)**	**Fax No.**	**Email**
07-6896062	07-6991599	07-6896391	901140@sem.shimano.com.sg

Trader Reference No.
FMA-FUF-W-130107-KL-000001

LC Address

Company Name
SHIMANO COMPONENTS (t

Company Address

LOT 4550, LORONG A-16, PEKAN t	81500 PONTIAN, JOHOR, MALAYS	

Finished Product ⩢

New ⊡

View Details	Finished Product ID	Tariff Desc	Tariff Code	Brand / Model	Manufacturer	Origin Criteria
View	FMA-FUN-FP-121231-000085	...Pure-bred breeding animals as	010121000	Click Here	SHIMANO COMPONEN	WO

Attached Document ⩢

ATTACH DOCUMENT ✐

Action	Document Name
View	Bill_of_Lading_or_Airway_Bill.pdf
View	Customs_Declaration_Form_(K2).pdf
View	Invoice.pdf

Good Consigned To (Consignee's Name,Address,Country) ⩢

Company Name	**ROC / ROB No.**
SHIMANO COMPONENTS (t	192825A

Company Address

LOT 4550, LORONG A-16,	PEKAN NENAS	

Postcode	**City**	**State**	**Country**
81500		JOHOR	AUSTRALIA

Telephone No. (Mobile)	**Telephone No. (Office)**	**Fax No.**	**Email**
	07-6896364	07-6896391	

Agent Profile (Agent Name,Address,Country) ⩢

Company Name	**ROC / ROB No.**
tshahhs	

Company Address
sssasas

Postcode	**City**	**State**	**Country**
		Choose State	

Telephone No. (Mobile)	**Telephone No. (Office)**	**Fax No.**	**Email**

Means of Transport and Route (As far as known) ⩢

Mode of Transport	**Vessel's Name / Air Craft, etc**	**Feeder Vessel's Name**	**Export Date**
AIR TRANSPORT	fsdgdg	gffdhg	08/01/2013

Port of Discharge	**Port of Discharge(For LC)**
AUAGW – AGNEW-QL	fgdgdf

Record of Certificate of Origin ⩢

Contact Person

Name	**Designation**	**IC / Passport No.**	**Telephone No.**
qaisara	manager	840923087851	0137074653

Declaration Details ⩢

Preferred Branch of Application Processing

Kuala Lumpur

Declaration Details

Name	**Designation**	**IC / Passport No.**	**Telephone No.**
CHONG YONG KEE	DIVISION HEAD	661112015063	0128904356

Email	**Date**	**K2 Registration No** 🔴
chong@gmail.com	07-01-2013	

Trader Remarks
try test

Undertaking by Exporter to Submit the bill of Lading / Airway Bill / Endorsed Custom Declaration Form For the Issuance of Form MAFTA Prior To Expecting Date to Submit the Bill of Lading / Airway Bill / Endorsed Custom Declaration Form K2 and The Copy of Issued Form MAFTA: 07/01/2013

The undersigned hereby declares that the above details and statements are correct;that all the goods were produced in MALAYSIA and that they comply with the origin requirements specified for those goods in the Generalized Preferential Tariff Schemes for goods exported to (Importing Country)

Transaction Type ⩢

☐ Third Party Invoicing	☑ Accumulation	☐ De Minimis	☐ Issue Retroactively

Transaction View ⩢

Date	Time	Action	Response Desc.	Reject Desc.	User Type
07/01/2013	11:32:05	Application Submitted			TRADER USER

Status
Application Submitted   UPDATE

Print Option ⩢

Print Importing Country HS Code	**Print Exporting Country HS Code**
☐	☐

PRINT

DagangaNet

Step 2   View Finished Product

1. Click button to view Finished Product details screen.

2. Click hyperlink to view the brand /model.

3. As you can see the pop up result will appear at center of page.

a) Finish Product Screen

Certificate of Origin- MAFTA [MITI012013000629]

⮌ BACK TO MAIN

Finished Product FMA-FUN-FP-121231-000085 (a)

⟲ Back | **Finished Product** | **Raw Material**

Tariff Code	Tariff Desc	Tariff UOM	Finished Product Ref ID
010121000	--Pure-bred breeding animals assf	UNT	

Origin Criteria
WO

Brand / Model
Brand 1

Approved Importing Country
AUSTRALIA

Applied Importing Country
AUSTRALIA

Importing Country - HS Code	Unit of Measurement (UOM)	FOB Value (MYR)
122	ANN - YEAR	676

Other FOB Value	Other FOB (Foreign Currency)
123	AUD - AUDOLLAR

Manufacturer ROB / ROC No.	Manufacturer
192825A	SHIMANO COMPONENTS (M) SDI

Address

LOT 4550, LORONG A-16	PEKAN NENAS	

Post Code	City	State	Country
81500		JOHOR	MALAYSIA

Contact Person	Email	Telephone No.	Fax No.
ZURAINI BINTI ABU TAHIR	zuraini@scm.shimano.com.sg	07-6896364	07-6896391

UPDATE

Invoice Details

Invoice Number	Invoice Date
24151	08-01-2013

Package Details

Mark of Package	Number of Package	Kind of Package	Quantity	Desc. of Goods
testing	12	BAG,LARGE	2312	good

b) **Raw Material**

Certificate of Origin- MAFTA [MITI012013000629]

🔁 BACK TO MAIN

Finished Product - FMA-FUN-FP-12?31-000085

🄑

◀ Back | Finished Product | **Raw Material**

Type	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%
F	ANGLE	CHINA	392690990	NANJING SPA	OIIN121018	IMPORTED	10.1860	28.4732
F	ANGLE COUPLER FE/I	CHINA	740200000	NANJING SPA	OIIN121018	IMPORTED	10.1860	28.4732
F	CHANNEL 55 X 36.5 R	VIETNAM	0101900000	NANJING SPA	OIIN121018	ASEAN	12.4910	34.9164
F	CHANNEL COVER CL	AUSTRALIA	392690990	NANJING SPA	OIIN121018	AUSTRALIA	2.5570	7.1476
F	CLIP RUNG SMARTLC	MALAYSIA	4001101100	SOLAR MOUL	SM-1371	LOCAL	0.3540	0.9895

Sub Total - Local	0.3540	0.9895
Sub Total - Asean	12.4910	34.9164
Sub Total - Imported	20.3720	56.9464
Sub Total - Australia	2.5570	7.1476
Sub Total	35.7740	99.9999

	Value	%
Total Material Cost (Local, ASEAN & Imported)	35.7740	99.9999
Labour Cost	23.0000	2.5562
Overhead Cost (Direct + Indirect)	34.0000	3.7787
Others Cost (If Available)	464.0000	51.5685
Total Product Cost	556.7740	157.9033
Profit	343.0000	38.1207
FOB Price	899.7740	196.0240

Remarks

Local - Raw material obtained from local company or manufacturer
Imported- Raw material obtained from the Importation from Non-ASEAN countries
ASEAN- Raw material obtained from the Importation from ASEAN countries using Form MAFTA or declaration of origin; (Brunei,Indonesia,Philippines,Singapore,Thailand,Vietnam,Laos,Myanmar,Cambodia)

Step 3   Attachment
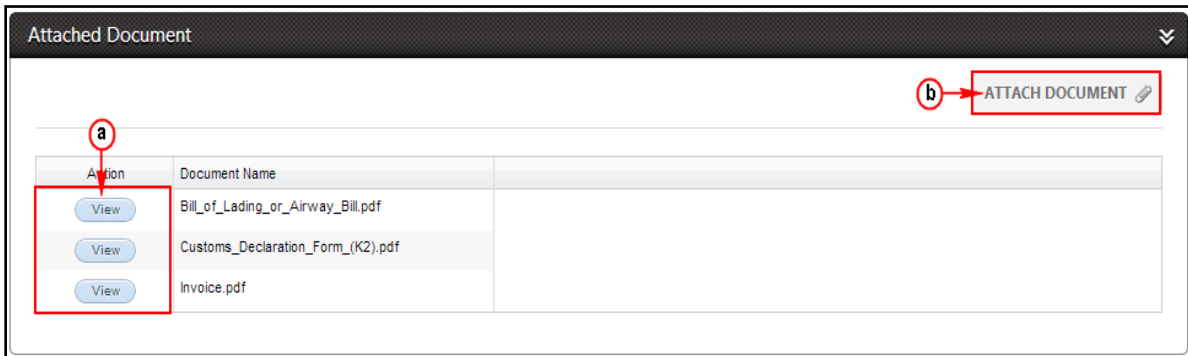
1. You can view the attachment by;

    a. Click [View] button to view the document.

    b. Click [ATTACH DOCUMENT] button to view the document.

2. The attachment automatically appears the preview.

3. You may view the document by click at hyperlink.

4. Click ⊗ button to close the screen.

Step 4   Transaction View
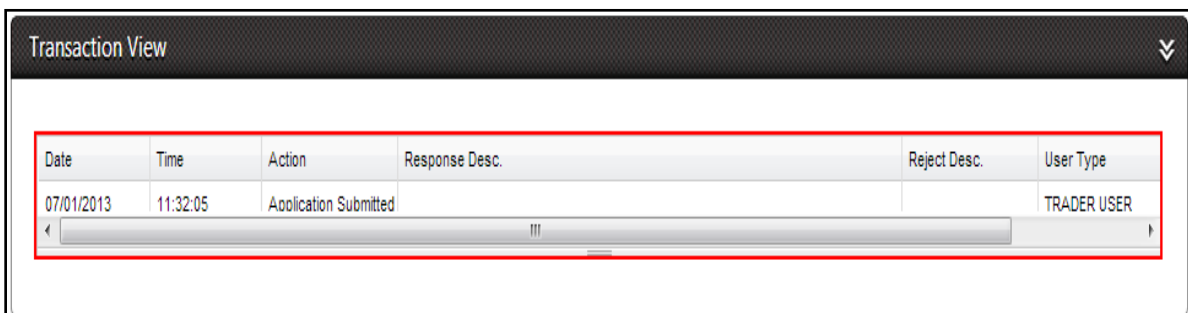
1. All the transaction will be view at this section.

Step 5   Print Section

1. Click [PRINT] button to print the application submitted.

2. Message alert screen appear.
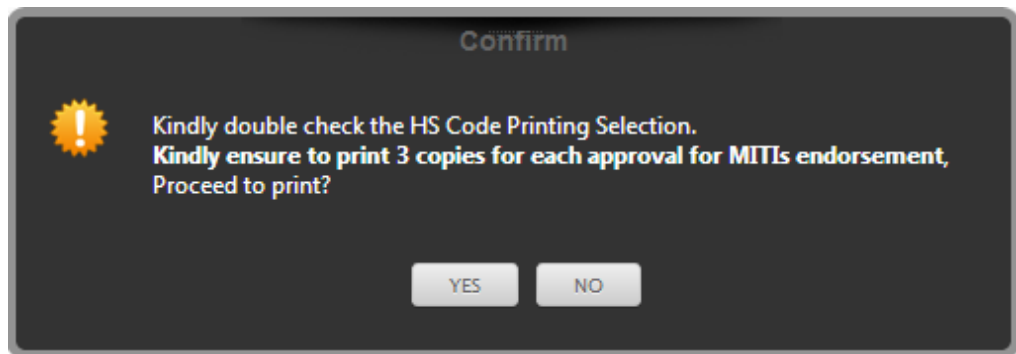
3. Click [YES] to proceed print or click [NO] to cancel.

4. DNEXT Print screen appear.

5. Click [Preview] button to view the Form E.

1 100%

1. Goods Consigned from Malaysia (Exporter's name, address)	Reference No.
SHIMANO COMPONENTS (M) SDN BHD LOT 4550, LORONG A-16, PEKAN NANAS, 81500 PONTIAN, JOHOR, MALAYSIA.	**MALAYSIA-AUSTRALIA FREE TRADE** **AGREEMENT (MAFTA)** **FORM MAFTA**
2. Goods Consigned to Australia (Importer's/Consignee's name, address) SHIMANO COMPONENTS (M) SDN BHD LOT 4550, LORONG A-16,, PEKAN NENAS, 81500, , JOHOR, AUSTRALIA	(FOR MALAYSIA ONLY)

3. Means of transport and route (as far as known)

Shipment Date:

08 January 2013 by AIR TRANSPORT

Vessel's name/Aircraft etc.:
   FSDGDG
   GFFDHG
Port of Discharge:
   FGDGDF

4. Item number	5. Marks and numbers on packages	6. Number and kind of packages; description of goods including HS Code (6 digits) and brand name (if applicable)	7. Origin Conferring Criterion	8. Quantity (Gross weight or other measurement) and FOB value	9. Number and date of invoice(s)
1.	testing	12 BAG,LARGE good IMPORTING COUNTRY HS CODE 122	WO	2312 ANN AUD123	24151 08/01/2013
		Page 1 of 1		TOTAL : 2312 ANN AUD123	

10. Declaration by the Malaysian exporter	11. Certification
The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in Malaysia and that they comply with the rules of origin, as provided by Part I (Rules of Origin) of the Malaysia-Australia Free Trade Agreement for the goods exported to Australia.	On the basis of control carried out, it is hereby certified that the information herein is correct and that the goods described comply with the origin requirements specified in the Malaysia-Australia Free Trade Agreement. **for Secretary Genaral** **Ministry of International Trade and Industry** **Malaysia**
JOHOR , 07 January 2013	Kuala Lumpur , 07 January 2013 [FMA-FUF-W-130107-KL-000001]
Place and date, name, signature and company of authorised signatory	Place and date, signature and stamp of Authorised Issuing Authority

12. ☐ Subject of third-party invoice   ☐ Issue retroactively
     ☐ De Minimis   ☑ Accumulation

Page 1 of 1

6. Click [Print] button to print the attachment.

4.3.   Applying for Certificate of Origin (CO)

Step 1   Create New Certificate of Origin

1. Click NEW button to apply new CO.

2. Click dropdown to select application Type. Eg: CO

3. Click ▾ dropdown to select Scheme. Eg: `MAFTA`

4. Click ▾ dropdown to select Application Case. Eg: **Normal**

5. Click **SUBMIT** to create CO.

6. **Finished Product** screen appear.

Step 2   Choose From Existing Finish Product

1. Click [CHOOSE FROM EXISTING FINISHED PRODUCT] to select existing finished product.

2. **Approved Finished Product** screen appears in shortly.

Step 3   Search Existing Finished Product

1. Tariff Code can be search / display by:

   a. **Scheme**: Dropdown scheme

   b. **Tariff Code**: Enter code of tariff here.

   c. **Tariff Description**: Enter tariff description.

   d. **Search**: Click search button to view details

   e. **Click Here Button**: View brand/ Model.

   f. **Page Navigation**: You may navigate to the previous or next page respectively.

a)   Scheme

1. Click [V] dropdown to select Scheme.

b) Tariff Code

1. Enter textbox field with Tariff Code. Eg: **010110100**

2. Click [SEARCH] button to search the result.

c) Tariff Description

1. Enter textbox field with Tariff Description. Eg: **-Pure-bred breeding animals.**

2. Click ![SEARCH] button to search the result.

Step 4   **Additional features in Certificate Of origin (CO)**

There are 4 additional features in Certificate of Origin screen:

     a.   View brand / Model

     b.   Number of Finished Products displayed

     c.   Page navigation

     d.   Sort finished products columns in Ascending or Descending order

a)   **Number of Finished Products Displayed**

1. Click ⟨Click Here⟩ button to view the **brand / Model** screen.

2. Brand / model pop up screen appear at center of page.

---

b) Number of Finished Products Displayed

1. Select a number from the 20 ▼ drop down list box.
2. The result will appear automatically.

c) Page Navigation

1. The above transactions are searched with the following criteria:

a. Click ◄ dropdown to navigate to the early page number respectively.

b. Click ◄ dropdown to navigate to the previous number of page.

c. You may enter manually number of page at textbox field.

d. Click ► dropdown to navigate to the next number of page.

e. Click ►I dropdown to navigate to the last number of page.

f. Click ⟳ dropdown to update the displaying page number.

g. You may view the | Displaying 1 to 10 of 6 items | record here.

d)   Sort transaction columns in Ascending or Descending order

1. The columns available in the *Certificate of Origin* screen are:

    a. Tariff Desc

    b. Tariff Code

    c. Finished Product ID

    d. Tariff UOM

    e. Manufacturer

    f. Address 1

2. Each column can be sorted in ascending or descending order.

3. Click once at the header of Tariff Desc column, the Tariff Desc will be displayed in **Ascending** order; click again and they will be displayed in **Descending** order as follows; the other columns work in the same manner.

4. The figure below show the Tariff Desc will be displayed in ascending order in alphabetical order.

5. The next figure show the Tariff Desc will be sorted in descending order in opposite alphabetical order.

Step 5   **Approved Finish Products**

a) Select approved finish product

1. Search Approved Finished Products by using the search options available on the *Certificate of Origin in Step 4 & Step 5* screens if necessary.

2. Click at a [Select] button to add a new Approved Finished Product.

3. The Finished Product text box is automatically filled once the Finish Product is selected. Otherwise, you can click [CHOOSE FROM EXISTING FINISHED PRODUCT] to select other existing finished product.

4. Before save the finish product, ensure data of HS Code and FOB are added.

5. Enter fill of **Importing Country – HS Code, FOB Value (MYR)** and **Other FOB Value** field.

Certificate of Origin- MAFTA

⮌ **BACK TO MAIN**

Finished Product ⩔

Finished Product   **Next** ➡

CHOOSE FROM EXISTING FINISHED PRODUCT

Tariff Code	Tariff Desc	Tariff UOM	Finished Product Ref ID
010110100	Horses	UNT	FMA-FUN-FP-130103-000001

Origin Criteria
WO

Brand / Model
samsung ✕

Approved Importing Country
AUSTRALIA

Applied Importing Country
AUSTRALIA

Importing Country - HS Code	Unit of Measurement (UOM)	FOB Value (MYR)
	Choose a UOM ▾	
Other FOB Value	**Other FOB (Foreign Currency)**	
	Choose a Country ▾	

④ Automatically fill in the textbox

⑤

Manufacturer ROB / ROC No.	Manufacturer
192825A	SHIMANO COMPONENTS (M) SDI

Address

| LOT 4550, LORONG A-16 | PEKAN NENAS | |

Post Code	City	State	Country
81500		JOHOR	MALAYSIA
Contact Person	**Email**	**Telephone No.**	**Fax No.**
ZURAINI BINTI ABU TAHIR	zuraini@scm.shimano.com.sg	07-6896364	07-6896391

⑥

SAVE

Invoice Details

Invoice Number	Invoice Date	Action

Package Details
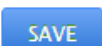
Mark of Package	Number of Package	Kind of Package	Quantity	Desc. of Goods	Action

6. Click ⊡ dropdown to select Unit **of measurement (UOM)** field.
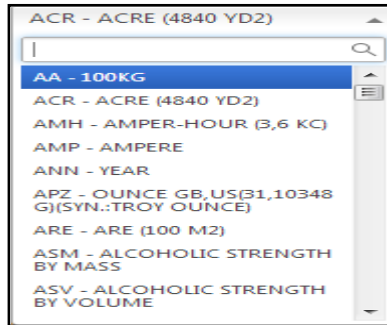
7. Click ⊡ dropdown to select **Other FOB (Foreign Currency)** field.
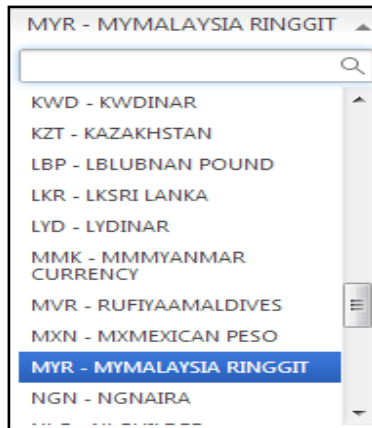
8. Click [SAVE] button to save all data information.

9. Just moment screen appear to save all your data.
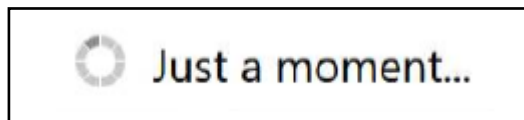
10. Message alert appear at the center of your screen to confirm data has been saved successfully.

Data has been saved successfully
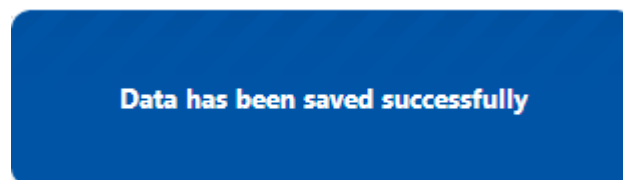
11. Additional screen appear below to fill in.

b)   **Invoice Details**

Step 1   **Add invoice Details**

1. Enter **Invoice Number** field.

2. Click ▦ calendar to select **Invoice Date**.
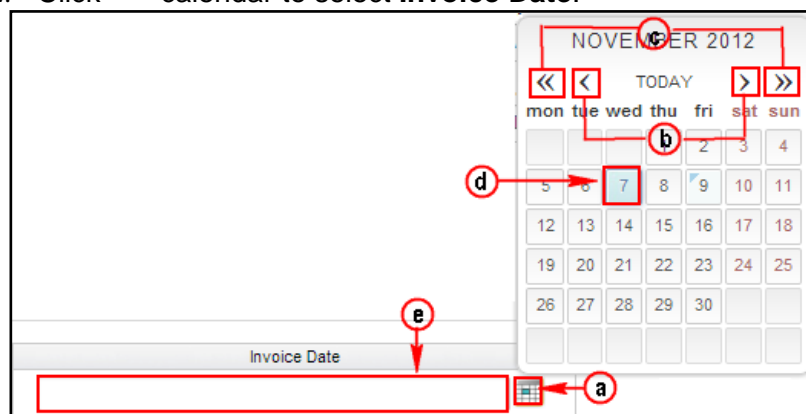
a.   Click icon to display the Calendar.

b.   Click or to navigate to the previous or next month.

c.   Click or to navigate to the previous or next month.

d. Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.

e. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.

3. Click ⊕ button to add the data of **Invoice Details** to table.

Step 2   Update Invoice Details

1. Click 🔄 button to update the **invoice Details**.

2. Wait until the data update.

Step 3   Delete Invoice Details

1. Click ⊖ button to delete invoice details.

2. Message alert screen appears.
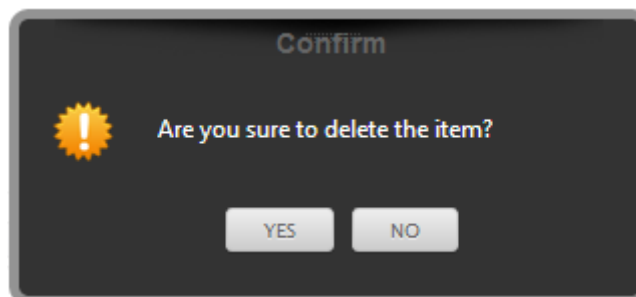
3. Click [YES] to confirm delete or Click [NO] to cancel delete.

c)   Package Details

<p style="text-align:center;">**Step 1   Add Package Details**</p>

1. Enter **Mark of Package** field.

2. Enter **Number of Package** field.

3. Click [V] dropdown to select **Kind of Package**.

4. Enter **Quantity** field.

5. Enter **Desc. Of Goods** field.

6. Click ⊕ button to add the data of **Package Details** to table.

<p style="text-align:center;">**Step 2   Update Package Details**</p>

1. Click 🔄 button to update the invoice Details.

2. Wait until the data update.
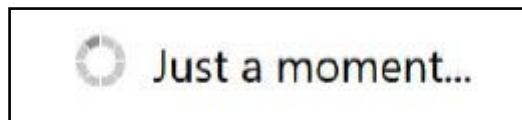
Step 3   Delete Package Details

1. Click ⊖ button to delete **package details**.

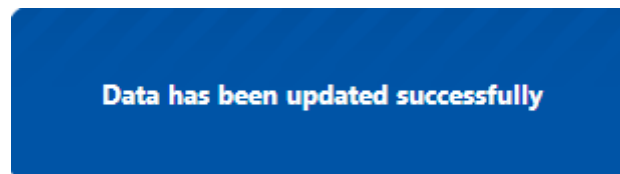2. Message alert screen appears.
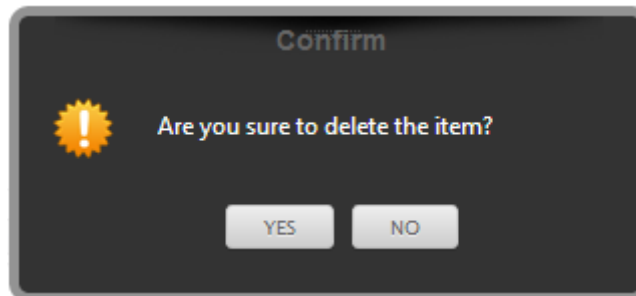
3. Click [YES] to confirm delete or Click [NO] to cancel delete.

d)   Update Finish Product

1. Click [UPDATE] button to update finish product.

2. Just moment screen appear at to update data.

3. Message screen appear at center of page to confirm data has been updated successfully.

Step 6   Raw Material

1. Click button to view Raw Material.

    Note: You only can view this raw material. This is approved raw material from existing approved finish product.

Type	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%
M	test1	AMERICAN TROPIC!	010110100	test2	inv1	IMPORTED	100.0000	7.0972
M	testing	NEW ZEALAND	010110200	roxino sdn bh	189232	IMPORTED	300.0000	21.2917
M	testing	NEW ZEALAND	010110200	roxino sdn bh	12345	IMPORTED	1009.0000	71.6111

Sub Total - Local	0.0000	0.0000
Sub Total - Asean	0.0000	0.0000
Sub Total - Imported	1409.0000	100.0000
Sub Total - Australia	0.0000	0.0000
Sub Total	1409.0000	100.0000

	Value	%
Total Material Cost (Local, ASEAN & Imported)	1409.0000	100.0000
Labour Cost	0.0000	0.0000
Overhead Cost (Direct + Indirect)	0.0000	0.0000
Others Cost (If Available)	0.0000	0.0000
Total Product Cost	1409.0000	100.0000
Profit	0.0000	0.0000
FOB Price	1409.0000	100.0000

Remarks

Local - Raw material obtained from local company or manufacturer
Imported- Raw material obtained from the Importation from Non-ASEAN countries
ASEAN- Raw material obtained from the Importation from ASEAN countries using Form MAFTA or declaration of origin; (Brunei,Indonesia,Philippines,Singapore,Thailand,Vietnam,Laos,Myanmar,Cambodia)

2. Click **BACK TO MAIN** button to go back main screen.

Step 7   View and enter necessary details in Listing Screen

1. Click [View] button to view CO screen.
2. Certificate of Origin screen appears.

Certificate of Origin- MAFTA [MITI012013000630]

⟳ BACK TO MAIN

Company Details — ⓐ ⌄

Company Name
SHIMANO COMPONENTS (MALA)

ROC / ROB No.
192825A

Company Address
Choose Branch Address ▾

LOT 4550,LORONG A-16 | PEKAN NENAS | PONTIAN

Postcode | **City** | **State** | **Country**
81500 | JOHOR BAHRU | JOHOR | Malaysia

Telephone No. (Mobile) | **Telephone No. (Office)** | **Fax No.** | **Email**

Trader Reference No.

LC Address

Company Name
🔍

Company Address

Finished Product — ⓑ ⌄

New 🗋

View Details	Finished Product ID	Tariff Desc	Tariff Code	Brand / Model	Manufacturer	Origin Criteria
View	FMA-FUN-FP-130103-000001	Horses	010110100	Click Here	SHIMANO COMPONEN	WO

Attached Document — ⓒ ⌄

ATTACH DOCUMENT 📎

☐	Action	Document Name	

Good Consigned To (Consignee's Name,Address,Country) — ⓓ ⌄

Company Name
🔍

ROC / ROB No.

Company Address

Postcode | **City** | **State** | **Country**
Choose Country ▾

Telephone No. (Mobile) | **Telephone No. (Office)** | **Fax No.** | **Email**

Agent Profile (Agent Name,Address,Country) — e

Company Name

ROC / ROB No.

Company Address

Telephone No. (Mobile)

Postcode

Telephone No. (Office)

City

Fax No.

State

Choose State

Email

Country

Means of Transport and Route (As far as known) — f

Vessel's Name / Air Craft, etc

Feeder Vessel's Name

Mode of Transport

Choose Transport Mode

Export Date

Port of Discharge

Choose a Port

Port of Discharge(For LC)

Record of Certificate of Origin — g

Contact Person

Name

Designation

IC / Passport No.

Telephone No.

Declaration Details — h

Preferred Branch of Application Processing

Choose Branch

Declaration Details

Name

Designation

IC / Passport No.

Telephone No.

Email

Date

K2 Registration No ❓

Trader Remarks

Undertaking by Exporter to Submit the bill of Lading / Airway Bill / Endorsed Custom Declaration Form For the Issuance of Form E Prior To Expecting Date to Submit the Bill of Lading / Airway Bill / Endorsed Custom Declaration Form K2 and The Copy of Issued Form E:

The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in MALAYSIA and that they comply with the origin requirements specified for those goods in the Generalized Preferential Tariff Schemes for goods exported to (Importing Country)

Transaction Type — i

☐ Third Party Invoicing   ☐ Exhibition   ☐ Issue Retroactively   ☐ Movement Certification

Update this application as

Draft

[UPDATE]   [PREVIEW]

3. There is 9 sections for *Complete*:

    a. Company Details section

    b. Finished Products section

    c. MITI Attachment section

    d. Goods Consigned To (Consignee's Name, Address and Country) section

    e. Agent Profile section

    f. Means of Transport and Route section

    g. Record for Certificate of Origin (CO) Contact Person section

    h. Declaration Details section

    i. Transaction Type section

    j. View, verify and / or enter necessary details in Company Details Section

1. You can edit **Company Name** and **ROB / ROC No.** Field.

2. Click **Company Address** dropdown to choose **Branch Address.**
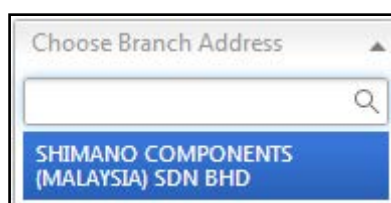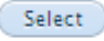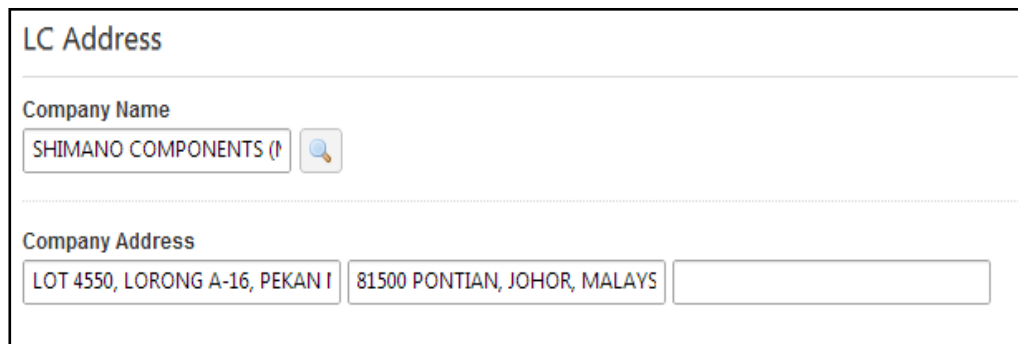
3. The Company Details text box is automatically filled once the Company Address is selected.

4. Click 🔍 at **LC Address**. Applicant Profile pop up will appear.

5. Click on the [Select] button to select **tariff code**.

6. The LC Address text box is automatically filled once the Applicant profile is selected.
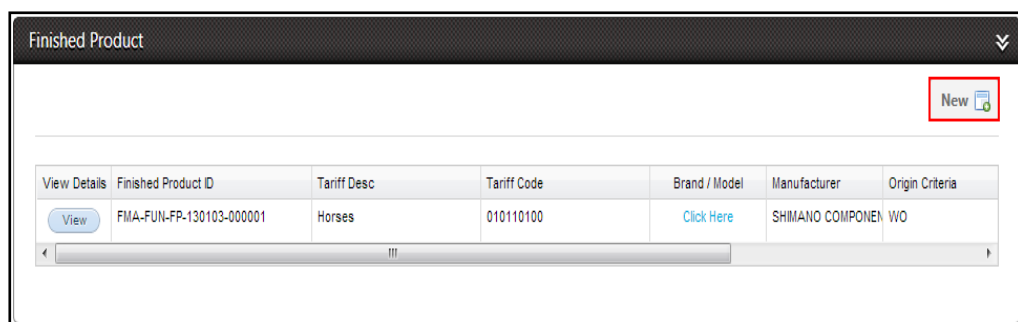
7. You may update further information in *Company Details* section if necessary.

e)   Add / Delete Finish Product in Certificate of Origin Screen

Note: 1 application can only have 5 finished products added.

1. Trader may add or delete more than 1 finished product in a new CO application.

   a.   Add another Finished Product in *Certificate Of Origin* Screen.

     1.   Click [New] button to add another finished product details. Repeat *Step 5.*

2. Delete 1 or more Finished Product in Certificate of Origin Screen.

3. Scroll horizontally to the right until end of data.
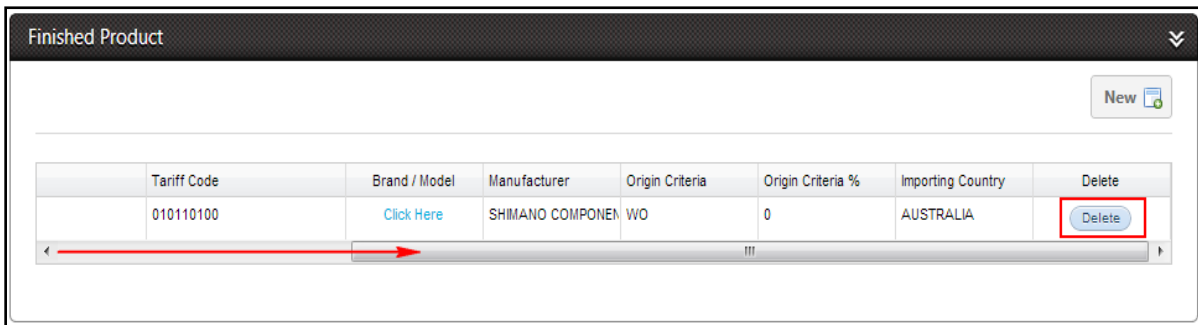
4. Click [Delete] button to delete the data.

5. Window pop up screen appear;
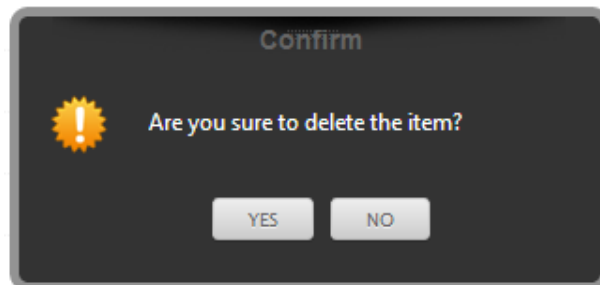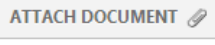
6. Click [YES] to confirm delete or Click [NO] to cancel delete.

f) Attachment Section

i. Attach Document
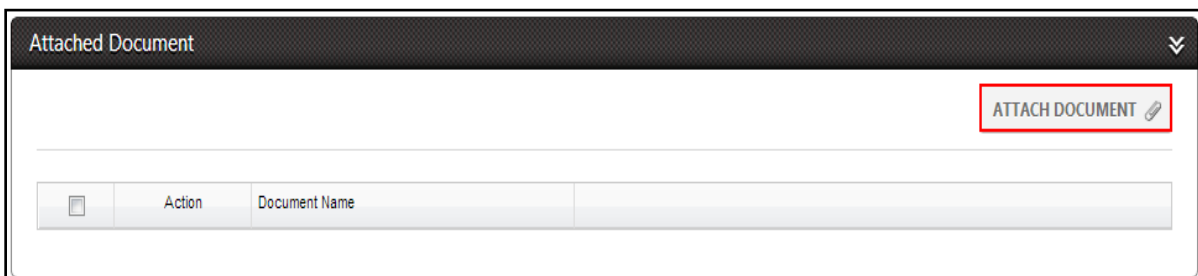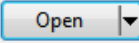
1. Click [ATTACH DOCUMENT] button to upload attachment to the application.

2. Upload Document screen appear.

Upload Document ⊗

+ Add files... IMPORTANT: Please make sure that the **first** (1st) file uploaded is the Invoice, the **second** (2nd) upload will be the Bill of Lading/Airway Bill the **Third** (3rd) upload will be the Customs Declaration Form (K2) while the rest will be treated as Additional Materials.

Notes

- The maximum file size for uploads is **2 MB**
- Attachments with following file extensions are supported (**.gif, .jpg, .jpeg, .tif, .pdf, .doc, .docx, .xls, .xlsx**)

3. Click **+ Add files...** button to add files.
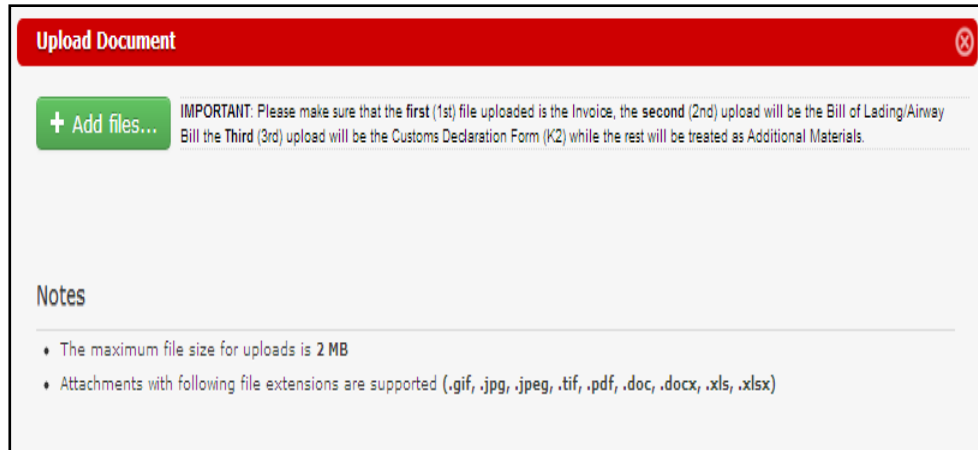
4. A window pop up to select files.

   Note: The file extension supported is .JPEG, .JPG, .GIF, .TIG, .PDF, .DOC, .XLS, .DOCX, .XLSX. The maximum file size for the attachment is 2MB.
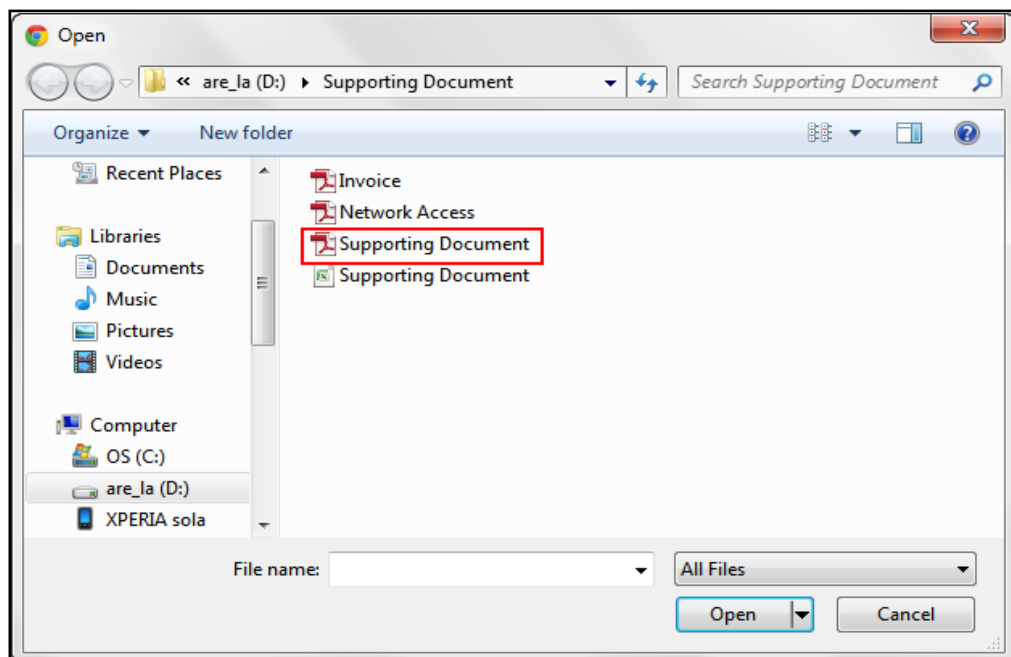
5. Select any file to upload then, click **Open** to attach a file and close pop-up window. Alternatively, click **Cancel** to exit pop-up window.

Note: At least 3 attachments are uploaded.
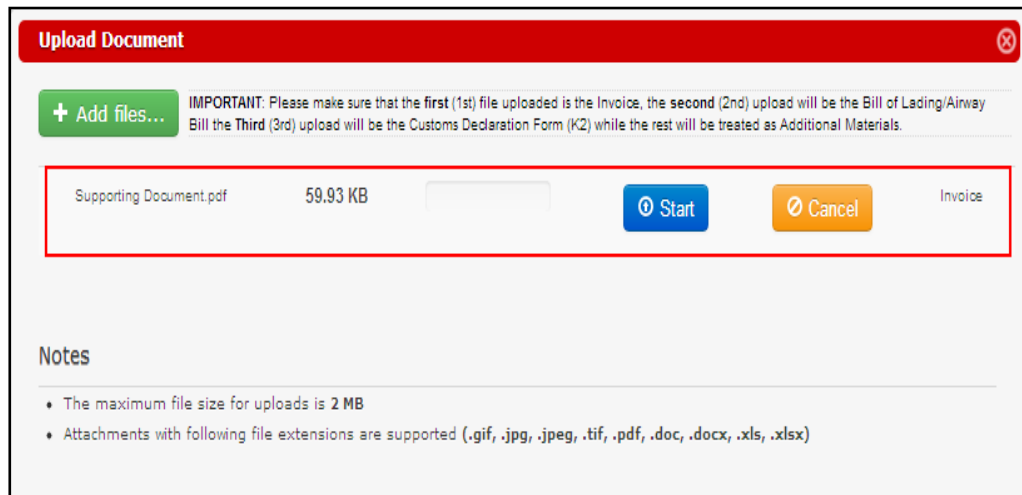
6. Click [Start] to upload the attachment or Click [Cancel] to cancel the attachment.

7. Alternately, you may click 🗙 to exit the screen.

ii. Cancel Attachment

1. Click [Delete] to delete attachment.

2. Click 🗙 to exit *Upload Document* screen without uploading any attachment

iii. View Attachment
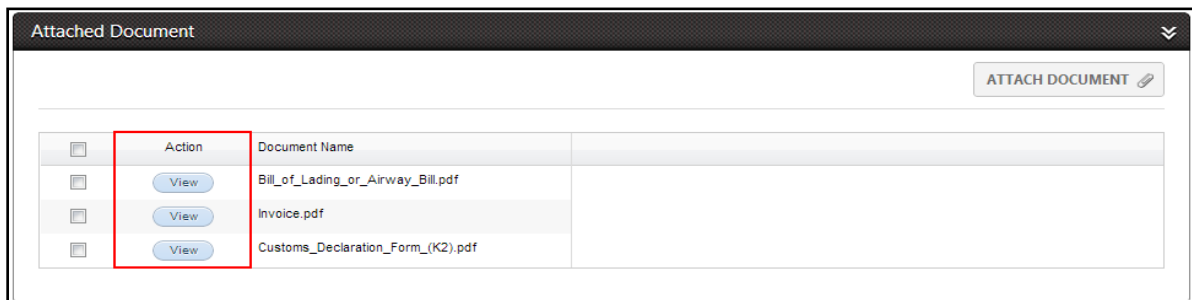
1. Click [View] button to view attachment.

2. The attachment will appear shortly.

    iv.   Delete Attachment
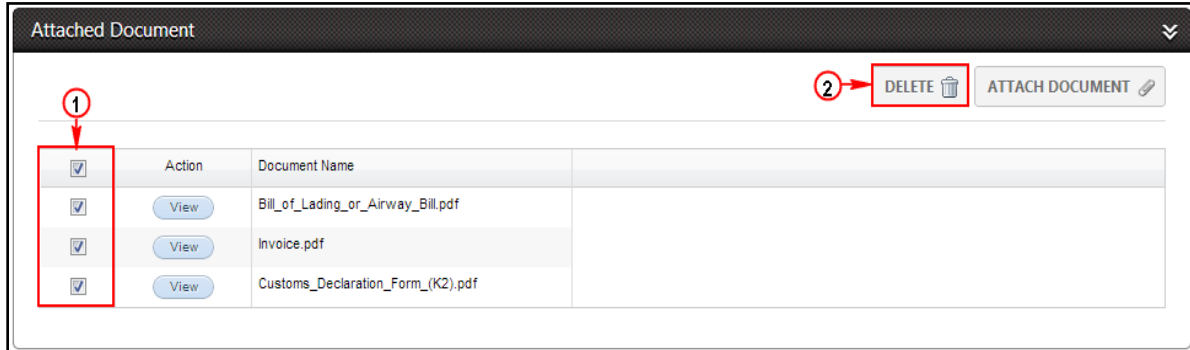
1. Another option to delete the attachment in front of application by tick at column to delete.

2. Automatically symbol appears for deletion. You may click delete to delete attachment.

g)   Good Consigned To (Consignee's Name, Address, Country)

1. Click [🔍] at **Company Name**. Applicant Profile pop up will appear.

1. Click [Select] button to select **Company Details**.

2. The Company Address and ROB / ROC text box is automatically filled once the Applicant profile is selected.

3. Click ⌵ dropdown to select Country. Eg: Australia.

4. Alternately, you can fill up entire textbox in Company Address section.

h)   Agent Profile (Agent Name, Address, Country)

1. Click 🔍 at **Company Name**. Applicant Profile pop up will appear.

1. Click 〈 Select 〉 button to select Company Details

2. The Company Address and ROB / ROC text box is automatically filled once the Applicant profile is selected.

3. Alternately, you can fill up entire textbox in Company Address details section.

ePCO User Manual – Normal Case

i) Means of Transport and Route (As far as known)

1. Enter **Vessel's Name / Air Craft, etc** field.

2. Enter **Feeder Vessel's Name** field.

3. Click ⬜dropdown to select **Mode of Transport** Eg: Air Transport.
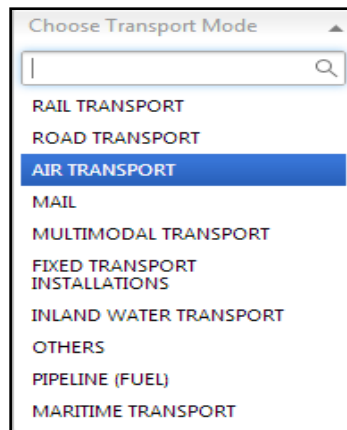
4. Click ▦calendar to select **Export Date**.
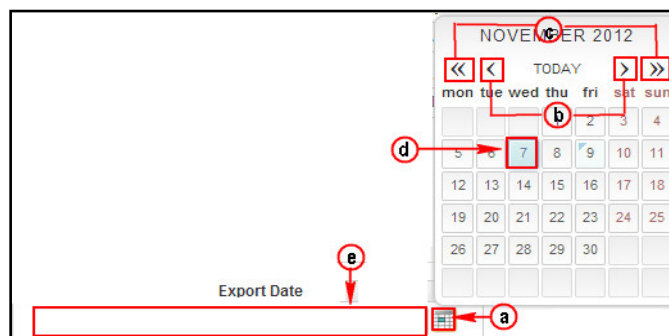
5. Click icon to display the Calendar.

   a. Click or to navigate to the previous or next month.

   b. Click or to navigate to the previous or next month.

   c. Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.

   d. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.

6. Click ☐ dropdown to select **Port of Discharge**.

   Note: Port of Discharge based on Country's consignee.
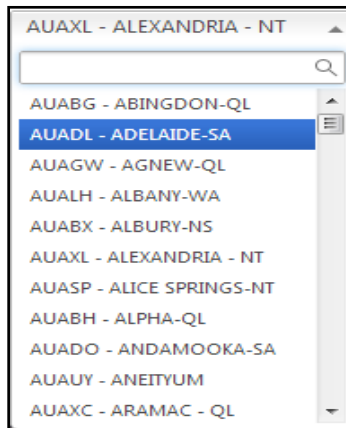
7. Enter **Port of Discharge (For LC)** field.

j)   Record of Certificate of Origin

1. Click 🔍 at **Name**. Manufacturer Profile pop up will appear.

2. Contact Person text box is automatically filled once the Authorised Applicant Profile is selected.

k)   **Declaration Details Section**

<p style="text-align:center;"><b style="color:red;">Step 1   Preferred Branch of Application Processing</p>
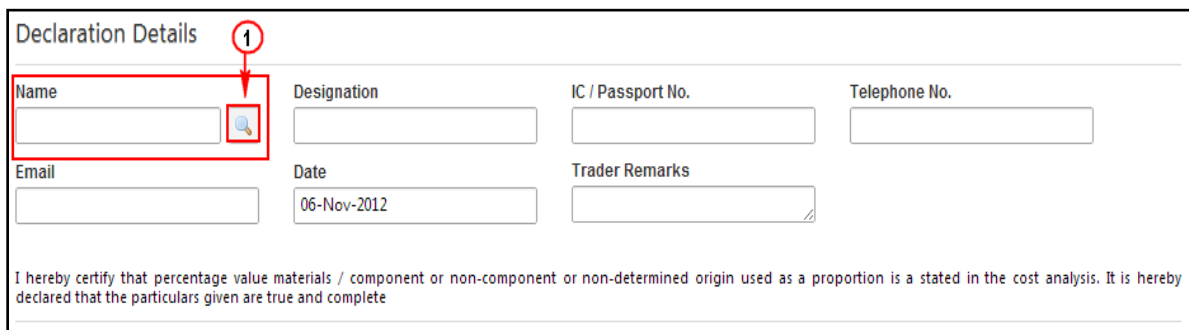
1. Click **branch** [▾] dropdown to choose branch.

2. Select any branch.

<p style="text-align:center;"><b style="color:red;">Step 2   Declaration Details</p>

3. Click [🔍]. Declaration Applicant profile pop up will appear.

4. Click on the [Select] button to select **Authorized Applicant**.

5. The Applicant Designation and IC Passport text box is automatically filled once the Applicant Name is selected.

6. User may change the telephone number if necessary.

7. *Date* is automatically set to current/today's date. User is not allowed to change.

8. Enter **Trader** and **Email** fields.

9. Enter **Trader remarks** field.

10. Click calendar to select declaration.

I)   Transaction Type Section

1. Tick check box under this section to include transaction type in the form.

4.4.   Submit Certificate of Origin

1. Click [▼] dropdown to update this application as:

   a. As Draft

   b. As Application Ready

   c. As Application Submitted

2. Click **PREVIEW** button to preview the form.

4.4.1. Update as a Draft

i. Save as Draft
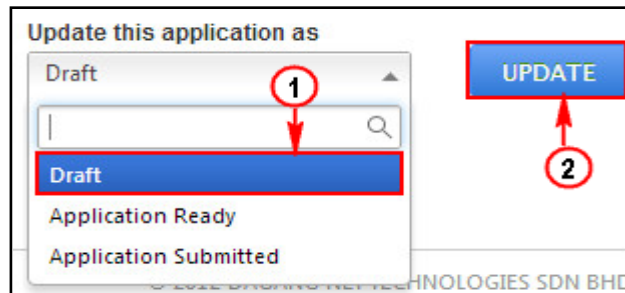
1. Click [▾] dropdown to select update as **draft**.

2. Click [UPDATE] button to save the application.

3. Window alert screen appear;
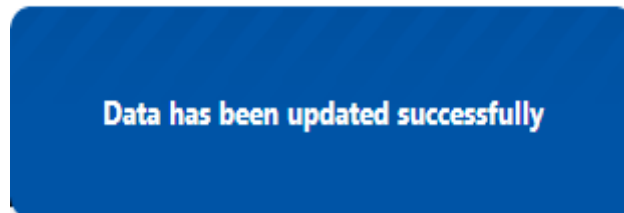
4. This CO application status remains as '**Draft**'.

5. The page automatically back to Listing screen.

ii.   Check Draft Status

1. Click filters Application Type and select Certificate of Origin.

2. Click filter Scheme and select MAFTA

3. Click Status and select MY TASK

4. Click [SEARCH] to display the filtered search results; take note that the transactions are for MAFTA.

5. Click [View] button to view FORM screen of this application.

4.4.2.   Preview Form

1. Click [PREVIEW] button to view the form.

2. Window alert screen appear;

3. Click [YES] button to print or click [NO] button to cancel

4. The sample of preview of application appears in shortly.

| 1. Goods Consigned from Malaysia (Exporter's name, address)			Reference No.		
SHIMANO COMPONENTS (M) SDN BHD LOT 4550, LORONG A-16, PEKAN NANAS, 81500 PONTIAN, JOHOR, MALAYSIA.			MALAYSIA-AUSTRALIA FREE TRADE AGREEMENT (MAFTA) FORM MAFTA (FOR MALAYSIA ONLY)		
2. Goods Consigned to Australia (Importer's/Consignee's name, address) SHIMANO COMPONENTS (M) SDN BHD LOT 4550, LORONG A-16,, PEKAN NENAS, 81500, , JOHOR, AUSTRALIA					
3. Means of transport and route (as far as known) Shipment Date: 15 January 2013 by MARITIME TRANSPORT Vessel's name/Aircraft etc.: MAS KARGO MAS Port of Discharge: YHHU					
4. Item number	5. Marks and numbers on packages	6. Number and kind of packages; description of goods including HS Code (6 digits) and brand name (if applicable)	7. Origin Conferring Criterion	8. Quantity (Gross weight or other measurement) and FOB value	9. Number and date of invoice(s)
1.	test	123 COMPOSITE PACKING,PLASTIC RECEPTACLE IN W/WORK HAM good IMPORTING COUNTRY HS CODE 12982.2	WO	1234 ACR MYR123	1234 08/01/2013
		Page 1 of 1		TOTAL : 1234 ACR MYR123	
10. Declaration by the Malaysian exporter The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in Malaysia and that they comply with the rules of origin, as provided by Part I (Rules of Origin) of the Malaysia-Australia Free Trade Agreement for the goods exported to Australia. JOHOR , 07 January 2013 Place and date, name, signature and company of authorised signatory			11. Certification On the basis of control carried out, it is hereby certified that the information herein is correct and that the goods described comply with the origin requirements specified in the Malaysia-Australia Free Trade Agreement. for Secretary Genaral Ministry of International Trade and Industry Malaysia Kuala Lumpur , 07 January 2013 Place and date, signature and stamp of Authorised Issuing Authority		
12. ☐ Subject of third-party invoice ☐ De Minimis			☐ Issue retroactively ☑ Accumulation		

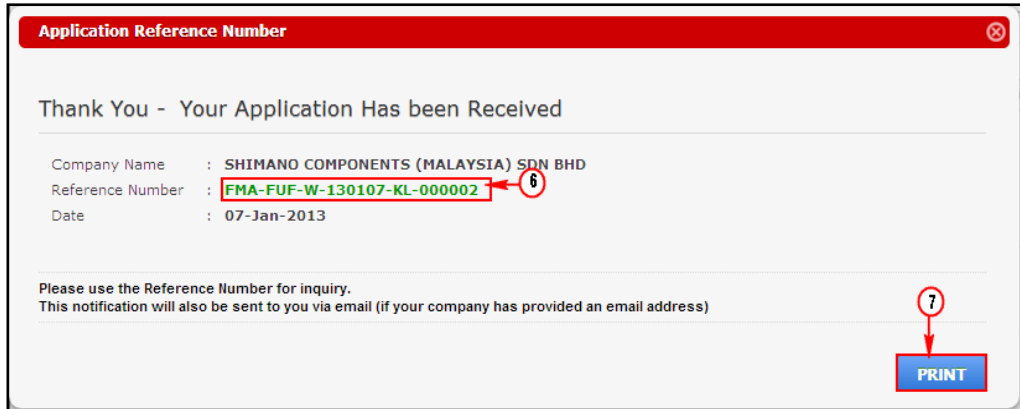## 4.4.3.   Update as Ready

i.   Save as Ready
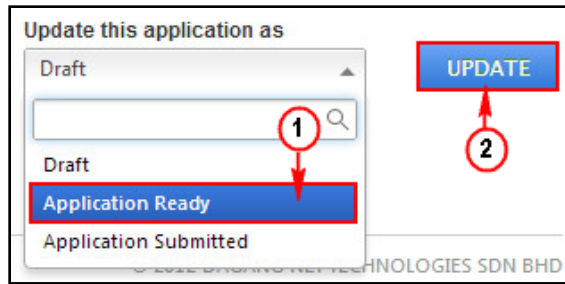
1.   Click [ ]dropdown to select update as Application Ready.

2.   Click [UPDATE] button to save the application.
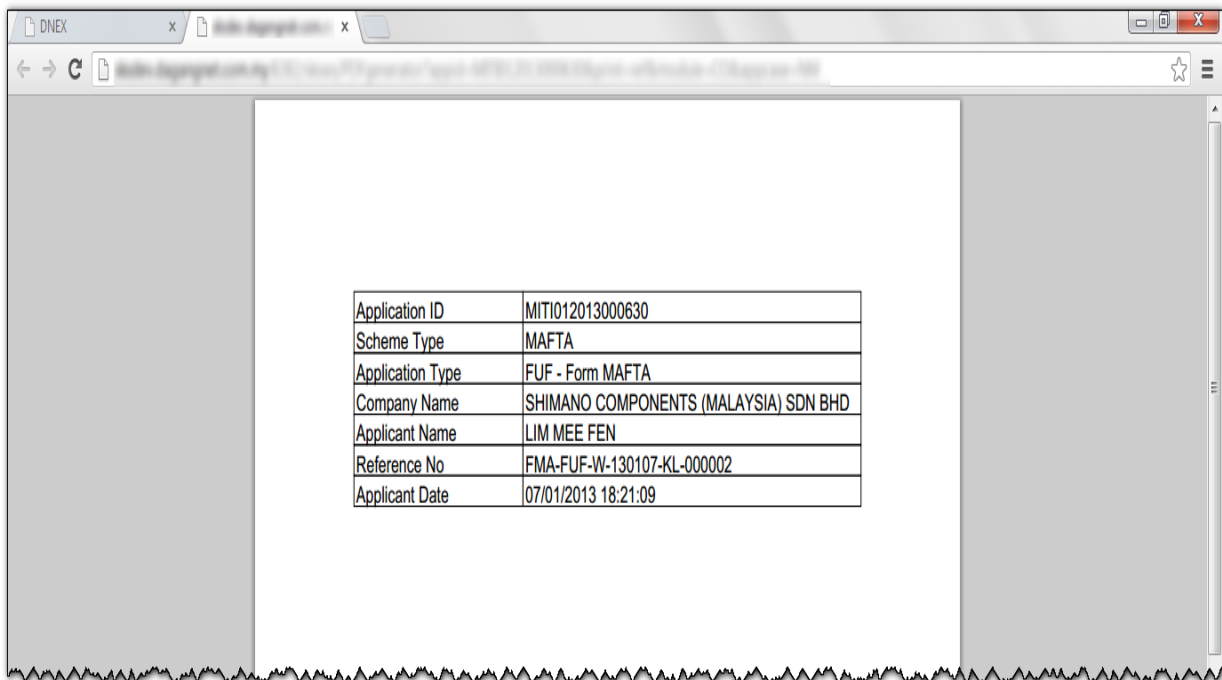
3.   Window alert screen appear at center of page;
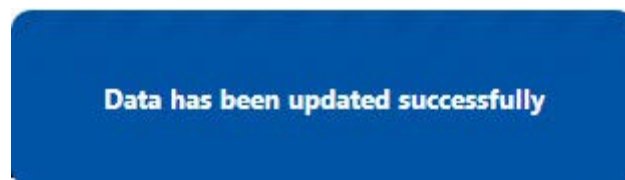
4.   This CO application status remains as '**Application Ready**'.

5.   The page automatically back to Listing screen.

ii.   Check Application Ready Status

1. Click filters Application Type and select Certificate of Origin

2. Click filter Scheme and select MAFTA.

3. Click Status and select MY TASK

4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA.

5. Click *View* button to view Form in application Ready status.

4.4.4.   Submit the CO Application

i.   Submit CO
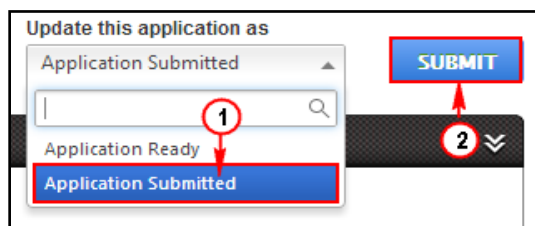
1. Click ☐ dropdown to select update as Application Submitted.

2. Click **UPDATE** button to save the application.

3. Window alert screen appear;
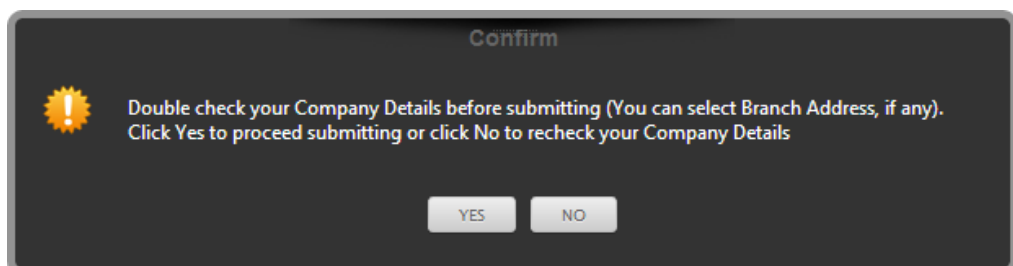
4. Click **YES** button to proceed submit or click **NO** button to cancel.

5. Application Reference Number screen automatically appear.

6. The *Reference Number* is system generated upon successful submission of a CO application.

Application Reference Number

Thank You - Your Application Has been Received

Company Name : SHIMANO COMPONENTS (MALAYSIA) SDN BHD
Reference Number : FMA-FUF-W-130107-KL-000002
Date : 07-Jan-2013

Please use the Reference Number for inquiry.
This notification will also be sent to you via email (if your company has provided an email address)

PRINT

Note: Please use this Reference Number for inquiry.

7. Click **PRINT** button to print Reference Number.

8. Click 🔴 button to close the screen.

9. Pop up print application reference number screen appear in a new tab window;

Application ID	MITI012013000630
Scheme Type	MAFTA
Application Type	FUF - Form MAFTA
Company Name	SHIMANO COMPONENTS (MALAYSIA) SDN BHD
Applicant Name	LIM MEE FEN
Reference No	FMA-FUF-W-130107-KL-000002
Applicant Date	07/01/2013 18:21:09

10. Click **X** button to close this screen.

11. This CO Application status has been updated from '**Draft**' to '**Application Submitted**'. The application is submitted to the MITI Verifier for verification.

12. Click **BACK TO MAIN** at top of page to view the application.

ii. Check Application Submitted Status

1. Click filters Application Type and select Certificate of Origin.

2. Click filter Scheme and select MAFTA

3. Click Status and select Application Submitted.

4. Click SEARCH to display the filtered search results; take note that the transactions are for MAFTA

5. Click View button to view Form in application Submitted status.

6. As you can see, Transaction View section appears the status at the bottom of application.

   Note: The update button for Application Submitted has been visible.
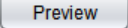
7. Click [PRINT] button to print the form.

8. Message alert screen appear. Click [YES] button to print or click [NO] button to cancel.

9. DNEXT Print screen appear.

10. Click [Preview] button to view the **Form**.

11. Click [Print] button to **print the attachment**.

4.5. Edit a CO Application

The CO applications with either one of the status below are pending for Trader's actions:

- **Draft** – Occurs after Trader clicked **UPDATE** in a new CO without submitting to MITI officers yet.

- **Application Ready** – Occurs after Trader clicked **UPDATE** in a new CO for Trader's manager / authorized personnel to submit the application to MITI officers.

- **Application Queried** – Occurs after MITI officers query the application (e.g., for further information, missing data etc). The MITI officers can be MITI Verifier, MITI Recommender or MITI Approver.

4.5.1. CO in draft Status

Step 1 **Go to Listing Panel**

1. Click filter Application Type and select Certificate of Origin

2. Click filter Scheme and select MAFTA

3. Click Status and select My Task

4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA

5. Click **View** button to view Certificate of origin with draft status of this application.

Step 2   Enter / Update Details in Certificate of Origin

1. Enter / update entire section if necessary.

Step 3   Update the application

1. Click either one of these buttons below for action:

Icon	Description
BACK TO MAIN	To return to *CA / CAA / CO Transaction* screen.
UPDATE	To save the CO application.
Application Ready ▼	To submit the CO application to Trader's administrator.
Application Submitted ▼	To submit the CO application to MITI Verifier.

4.5.2.   CO in Ready Status

Step 1   Go to Listing Panel

1. Click filters Application Type and select Certificate of Origin.

2. Click filter Scheme and select MAFTA

3. Click Status and select Application Ready

4. Click [SEARCH] to display the filtered search results; take note that the transactions are for MAFTA

5. Click [View] button to view Certificate of Origin with Application Ready status of this application.

Step 2 Enter / Update Details in *Certificate of Origin* Screens

1. Enter /update details in the respective field/s and sections if necessary.

Step 3   **Update the application**

1. Click either one of these buttons below for action:

Icon	Description
BACK TO MAIN	To return to *Certificate of Origin* screen.
UPDATE	To save the CO application.
Application Ready ▼	To submit the CO application to Trader's administrator.
Application Submitted ▼	To submit the CO application to MITI Verifier.

4.5.3. CO in Application Queried Status

Step 1   **Go to Search Panel**

1. Click Application Type and select Certificate of Origin.

2. Click Status and select Application Queried.

3. Click [SEARCH] to display the filtered search results.

4. Click [View] button to view Certificate of Origin with Application Queried status of this application.

Step 2   **Enter / Update Details in *Certificate of Origin* Screens**

1. Note that the screen displays Transaction View section of the queried application.

2. Refer to Response Description, User Type, and Response From columns to determine what is queried by the MITI officers. The response may be from any MITI officers below:

   - MITI Verifier
   - MITI Recommender
   - MITI Approver

3. Enter / update details if necessary.
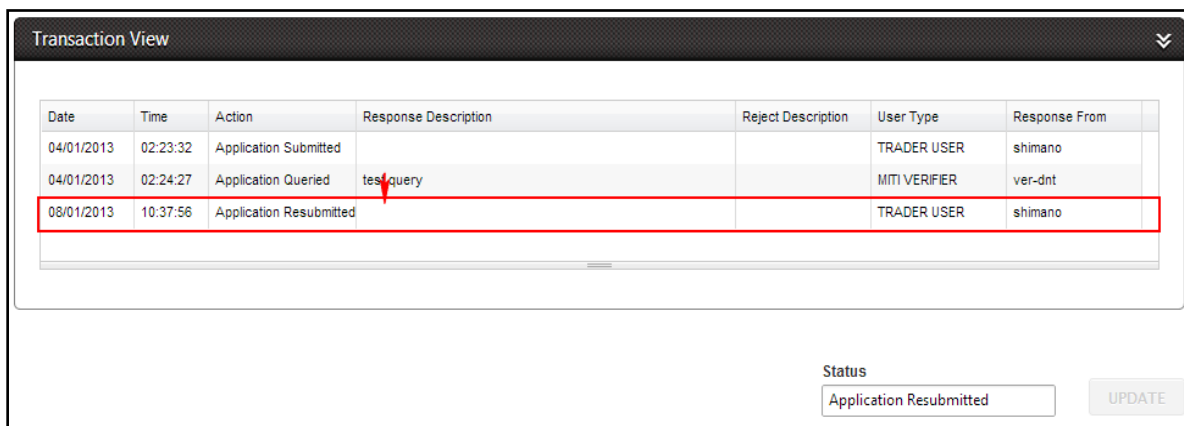

4. Click [▼] dropdown to select **Application Resubmitted** to resubmit application.

5. Click [UPDATE] button to update the application.

6. Pop up screen appear at top of your page ;
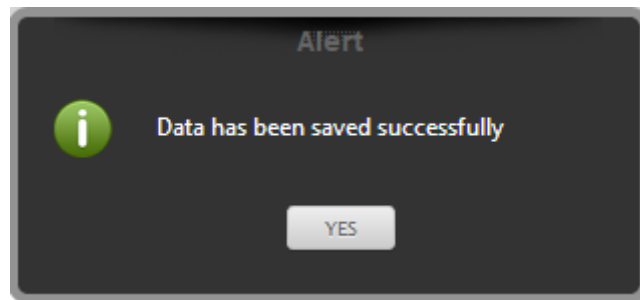
7. Added new data in transaction view.

4.6. Delete CO Application

Trader may delete a CO application in the *Listing* panel screen.

Note: Only draft status will be deleted.

Step 1   **Go to Search Panel**

1. Click filters Application Type and select Certificate of Origin.

2. Click filter Scheme and select MAFTA

3. Click Status and select Draft

4. Click [SEARCH] to display the filtered search results; take note that the transactions are for MAFTA, draft.

5. The draft result will appear in the listing panel.
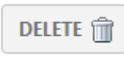
Step 2   Select Delete Applications

1. Point your mouse into the transaction and click at selected row table until it change colour to light blue.

2. Automatically button of DELETE 🗑 and COPY 📋 appear.

Step 3   Delete Applications

1. Click DELETE 🗑 button.

2. Window pops up to confirm deleting the application(s), as follows:

3. Click YES to confirm delete or Click NO to exit the pop-up window without deleting the application(s) and return to Listing Panel screen.

4. Deleted application(s) is removed from the Listing panel screen.

4.7.   Copy CO Application

Trader may copy CO application in the *Listing* panel screen.

Note: Only draft status will be copy.

Step 1   Go to Search Panel

1. Click filter Application Type and select Certificate of Origin.

2. Click filter Scheme and select MAFTA

3. Click Status and select Draft

4. Click [SEARCH] to display the filtered search results; take note that the transactions are for MAFTA, draft.

5. The draft result will appear in the listing panel.

Step 2   Select Copy Applications
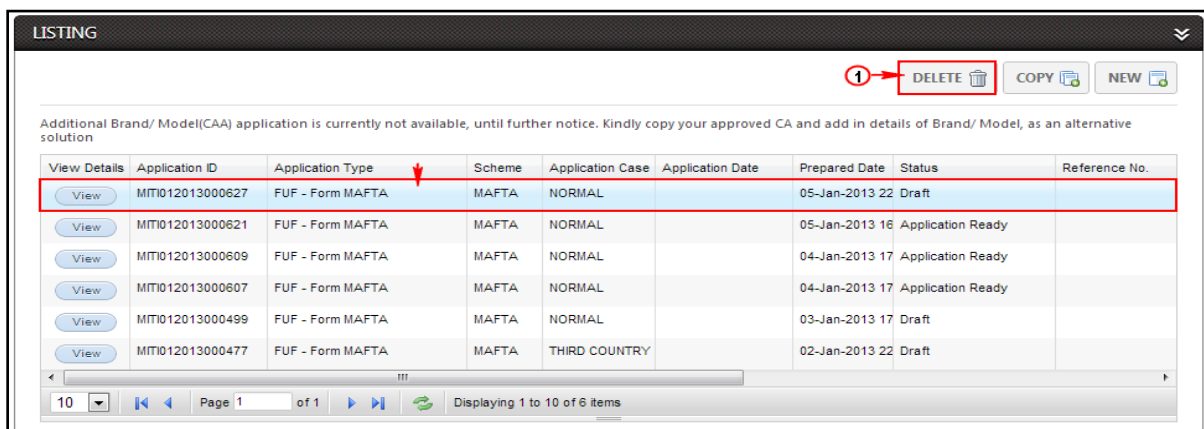

1. Point your mouse into the transaction and click at selected row table until it change colour to light blue.
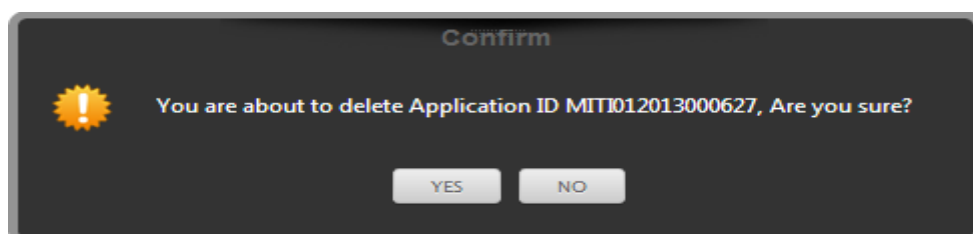
2. Automatically button of DELETE and COPY appear.

Step 3   Copy Applications

1. Click COPY button to copy the application.

2. Window pops up to confirm copy the application(s), as follows:

3. Click YES to confirm copy or Click NO to exit the pop-up window without copy the application(s) and return to Listing Panel screen.

4. Window pop up appear to confirm data has been successfully copied application.

Alert

Data has been successfully copied Application ID : MITI012013000631

YES
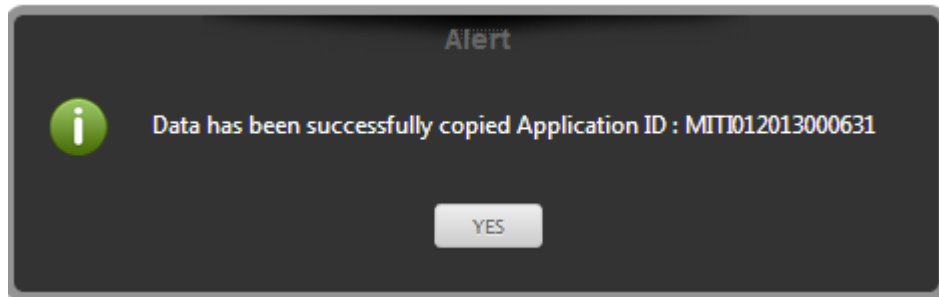
5. Click [YES] to proceed or Click [NO] to exit.

6. The screen automatically shows a certificate origin screen.

7. You may fill in the form.

Certificate of Origin- ACFTA [MIT112012001027]

↩ BACK TO MAIN ←

Company Details

Company Name   ROC / ROB No.

Company Address
Choose Branch Address ▼

Telephone No. (Mobile)   Postcode   Telephone No. (Office)   City

Fax No.   State   Email   Country

Trader Reference No.

8. Click [↩ BACK TO MAIN] button to see the listing panel.

CA/CAA/CO Transaction   Tips

PLEASE CLICK HERE TO SEARCH   ≫

LISTING   ≫

Copy application   NEW 📋

View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Status	Reference No.	En
View	MIT112012001027	FCF - Form E	ACFTA	NORMAL		Draft	FAC-FCF-W-121110-KL-000005	
View	MIT112012001024	FCF - Form E	ACFTA	NORMAL		Draft	FAC-FCF-W-121110-KL-000005	
View	MIT112012000884	FCF - Form E	ACFTA	NORMAL		Draft		
View	MIT112012000877	FCF - Form E	ACFTA	NORMAL		Draft		
View	MIT042012653090	FCF - Form E	ACFTA	NORMAL	24/04/2012	Draft		

10 ▼ |◀ ◀ Page 1 of 1 ▶ ▶| 🔄 Displaying 1 to 10 of 5 items

9. Copy application in the listing.

4.8.   Cancel Approved CO Application

Trader may cancel a Approved CO application in the *Listing* panel screen. However, only approved CO application is allowed.

Step 1   Go to Search Panel

1. Click filter Application Type and select `Certificate Of Origin`.

2. Click Status and select `Application Approved`

3. Click filter Scheme and select `MAFTA`

4. Click [SEARCH] to display the filtered search results; take note that the transactions are for `MAFTA`, Application Approved.

5. The Application Approved result will appear in the listing panel and click [View] to preview.

Certificate of Origin- MAFTA [MITI012013000468]

⤴ BACK TO MAIN

Company Details ⌄

Company Name
SHIMANO COMPONENTS (MALA

ROC / ROB No.
192825A

Pre-Export ⌄

ATTACH DOCUMENT 📎

☐	Action	Document Name	

Choose Status ▼   **SUBMIT**

Apply Cancellation ⌄

Cancel Reason

[   ]

SUBMIT

Transaction View ⌄

Date	Time	Action	Response Desc.	Reject Desc.	User Type
02/01/2013	10:00:00	Application Submitted			TRADER USER
02/01/2013	10:00:48	Application Checked			MITI CLERK
02/01/2013	10:16:15	Application Approved			MITI VERIFIER

Status
Application Approved   UPDATE

Print Option ⌄

Print Importing Country HS Code
☐

Print Exporting Country HS Code
☐

PRINT

DagangNet

Step 2   Apply Cancellation

1. Enter cancel reason field.

2. Click [SUBMIT] button to submit the cancellation.

3. The message alert will appear to inform application has been cancelled successfully.

Step 3   Check Application Cancelled

1. Click filter Application Type and select `Cost Analysis`

2. Click Status and select `Apply For Cancellation.`

3. Enter Application ID to quick search application cancelled.

4. Click **SEARCH** to display the filtered search results; take note that the transactions are for `MAFTA`, Apply for Cancellation.

5. Click **View** to preview the application.

Step 4   **Transaction View**

Date	Time	Action	Response Desc.	Reject Desc.	User Type
02/01/2013	10:00:48	Application Checked			MITI CLERK
02/01/2013	10:16:15	Application Approved			MITI VERIFIER
22/01/2013	03:16:46	Apply for Cancellation	Need to cancel this CO		TRADER USER

Status
Apply for Cancellation   UPDATE

1. You may refer the transaction for references.

2. Please wait until MITI Verifier approved the cancellation. If urgently required, please directly contact the MITI Verifier

4.9.   Pre Export CO Application

Trader may pre export an Approved CO application in the *Listing* panel screen. However, only approved CO application is allowed.

Step 1   Go to Search Panel

1. Click filter Application Type and select `Certificate Of Origin`.

2. Click Status and select `Application Approved`

3. Click filter Scheme and select `MAFTA`

4. Click `SEARCH` to display the filtered search results; take note that the transactions are for `MAFTA`, Application Approved.

5. The Application Approved result will appear in the listing panel and click `View` to preview.

Step 2   **Attach Document**

1. Click [ATTACH DOCUMENT] button to upload attachment to the application.

2. Upload Document screen appear.

Upload Document

Add files... IMPORTANT: Please make sure that the **first** (1st) file uploaded is the PCO_BL_IND_1, the **second** (2nd) upload will be the PCO_K2_IND_1 while the rest will be treated as Additional Materials.
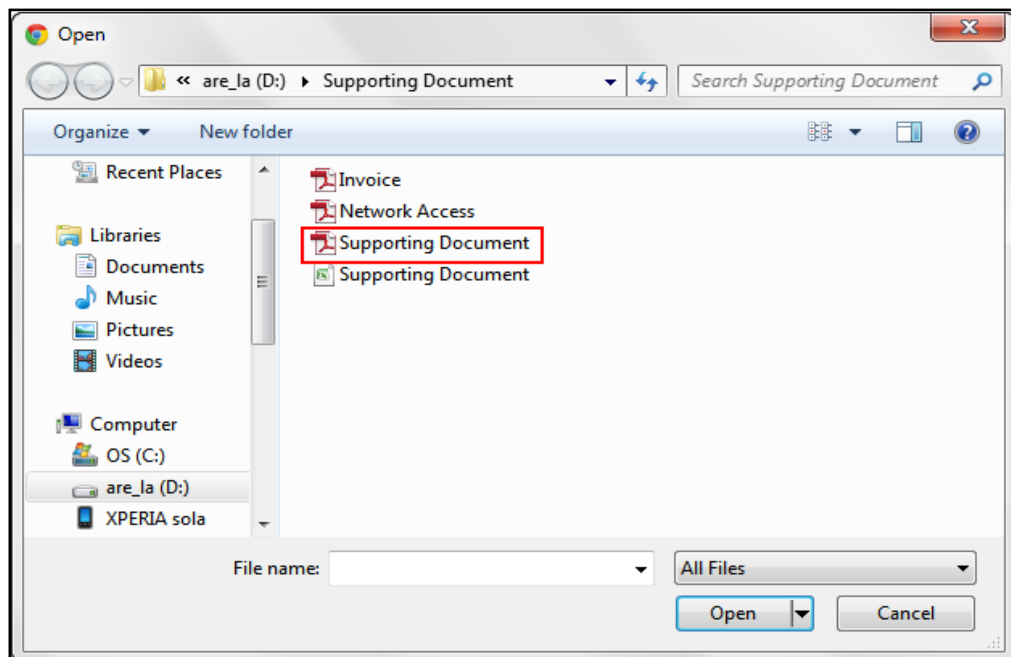
Notes
- The maximum file size for uploads is **2 MB**
- Attachments with following file extensions are supported (**.gif, .jpg, .jpeg, .tif, .pdf, .doc, .docx, .xls, .xlsx**)

✅ **We store your documents at a different server for better system performance.**
Kindly ensure your organization allows access to port 8080 to be able to attach your documents.

3. Click **+ Add files...** button to add files.
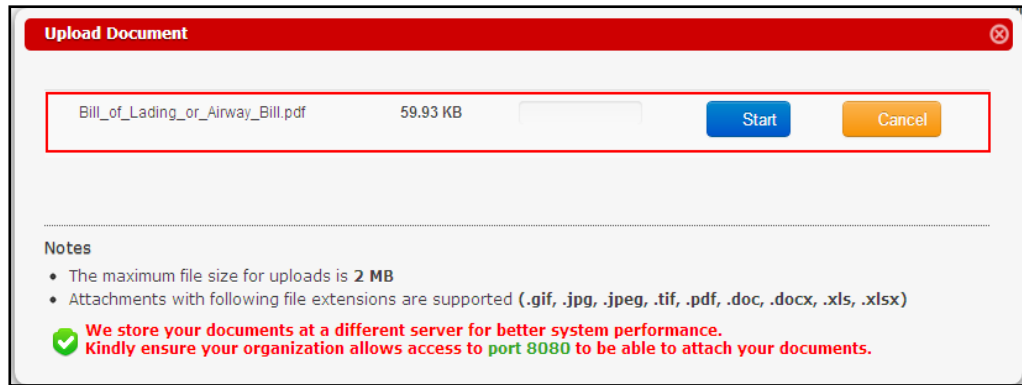
4. A window pop up to select files.

   Note: The file extension supported is .JPEG, .JPG, .GIF, .TIG, .PDF, .DOC, .XLS, .DOCX, .XLSX. The maximum file size for the attachment is 2MB.
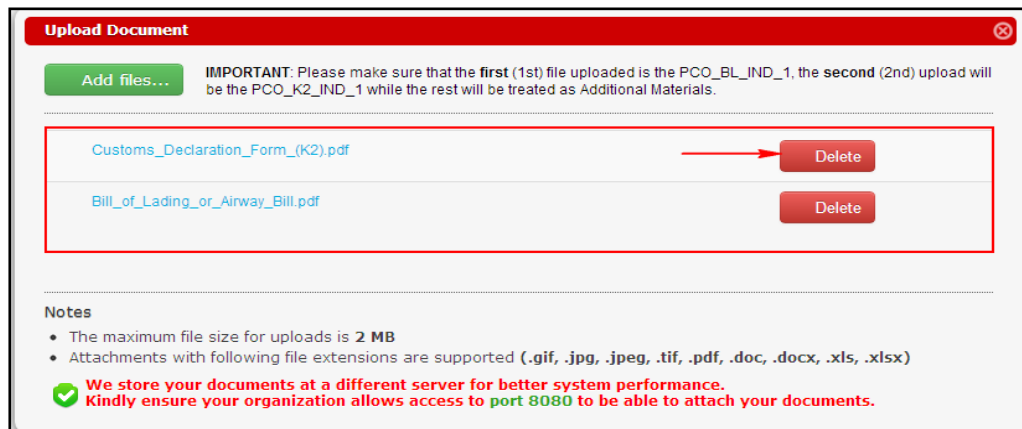

5. Select any file to upload then, click **Open** to attach a file and close pop-up window. Alternatively, click **Cancel** to exit pop-up window.

   Note: At least 2 attachments are uploaded.

6. Click [Start] to upload the attachment or Click [Cancel] to cancel the attachment.

7. Alternately, you may click ⊗ to exit the screen.

i.   Cancel Attachment

1. Click [Delete] to delete attachment.

2. Click ⊗ to exit *Upload Document* screen without uploading any attachment

3. Click ⊗ to exit *Upload Document* screen without uploading any attachment
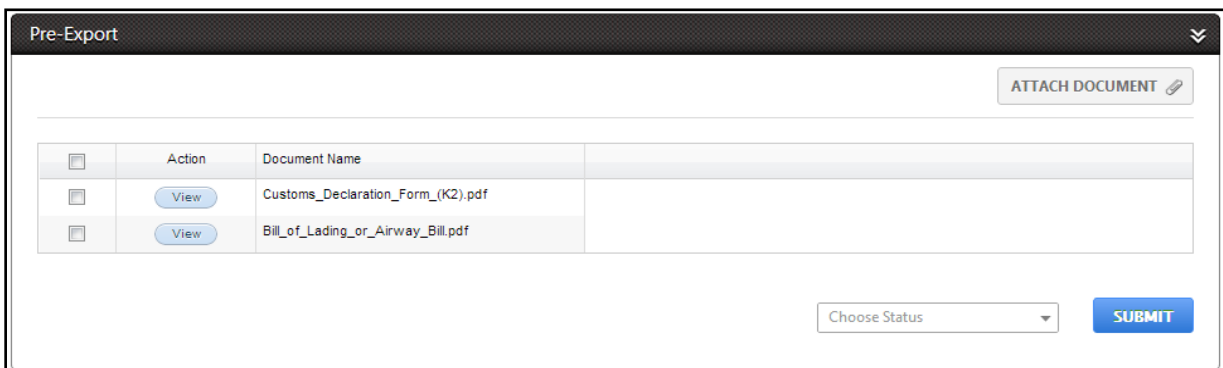
ii.   View Attachment
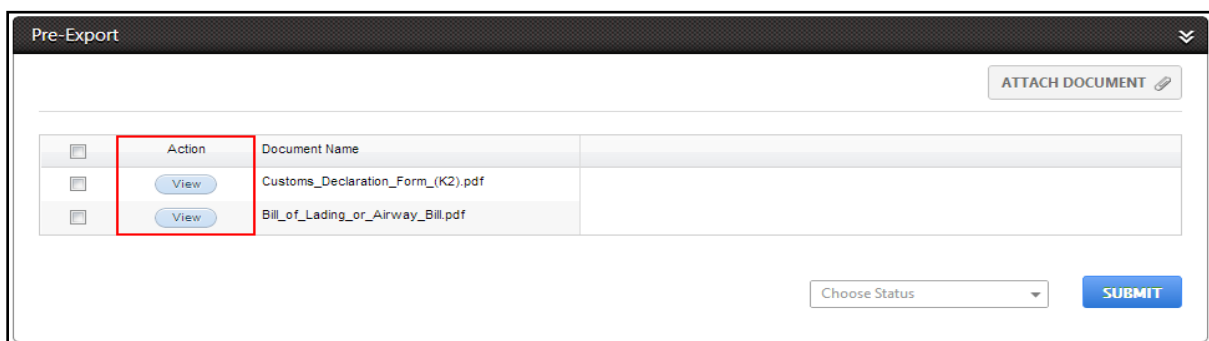
1. Click [View] button to view attachment.

2. The attachment will appear shortly.
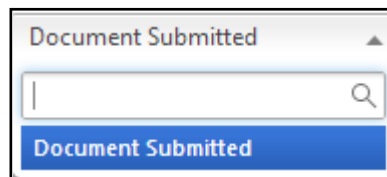
iii. Delete Attachment

1. Another option to delete the attachment in front of application by tick at column to delete.

2. Automatically symbol appears for deletion. You may click delete to delete attachment.

Step 3 **Pre Export**

1. Select Document Submitted dropdown to submit.

2. Click [SUBMIT] button to submit the Pre Export.

3. The message alert will appear to inform application has been updated successfully.