ePCO™

Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

Trader Module
CO Application User Manual

Prepared by Dagang Net Technologies Sdn Bhd

Version 1.0

Statement of Confidentiality

Revision History

The release history of this document is as follows.

Document Category	User Manual
Document Title	CPTPP ePCO User Manual- Trader CO Application Module
Version No	1.0
Implementation Date	29 November 2022

Version	Date	Author	Description of Amendment
1.0	8 November 2022	Suryati	Initial Copy

Abbreviation

Abbreviation	Definition
CA	Cost Analysis
CAA	Additional Brand/ Model
CO/ COO	Certificate of Origin
CVS/ DVS	COO Verification System/ Digital Verification System
CPTPP	Comprehensive and Progressive Agreement for Trans-Pacific Partnership
DNT	Dagang Net Technologies Sdn Bhd
ePCO	Electronic Preferential Certificate of Origin
MITI	Ministry of International Trade and Industry Malaysia

Table of Content

Section 1. Introduction

1.1. What is ePCO System?

The Electronic Preferential Certificate of Origin (ePCO) is a web-based Certificate of Origin application and approval system. It is an online document that certifies the country of origin of a product. The ePCO is intended solely to prove the origin of goods to satisfy customs or trade requirements. It can be used also as supporting documents for the issuance of corresponding Certificate of Origin by another authorised party. It also provides other functions to users such as:

- Online application of Cost Analysis (CA), Additional Brand/ Model (CAA) and Preferential Certificate of Origin (CO)
- Online approval by Authorised party- MITI
- Online enquiry/ tracking of application status

Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) is the latest scheme to be made available in ePCO. Countries involved in this Free Trade Agreement are Australia, Brunei Darussalam, Canada, Chile, Japan, Malaysia, Mexico, New Zealand, Peru, Singapore, and Viet Nam.

1.2. How does ePCO System Benefit Me?

- Reduces Turnaround time – faster processing time
- It's convenient – ePCO is accessible from any computer that is connected to the internet.
- Ease of Use – user friendly even for non-PC savvy
- Multi-Tasking – access to various value-added services.

1.3. Who Should Read This Publication?

This user manual is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for;

- Traders- CO Application

1.4. About This Document

This publication is to provide an overview on how traders and manufacturers can create and track application for CO under CPTPP scheme and deeper understand on the system with step by step helps.

1.5. Support Information

Should there be any issues arising from the use of the system, please contact Dagang Net's Careline.

Call our CARELINE at **1300 133 133** or email to careline@dagangnet.com

Website: www.dagangnet.com/customer-service

CARELINE is available 24 hours daily, including public holidays

Section 2.   Getting Started

2.1. System Access

ePCO system is accessible via:

https://newepco.dagangnet.com.my/dnex/login/

Please follow the steps in the images below to access the system.
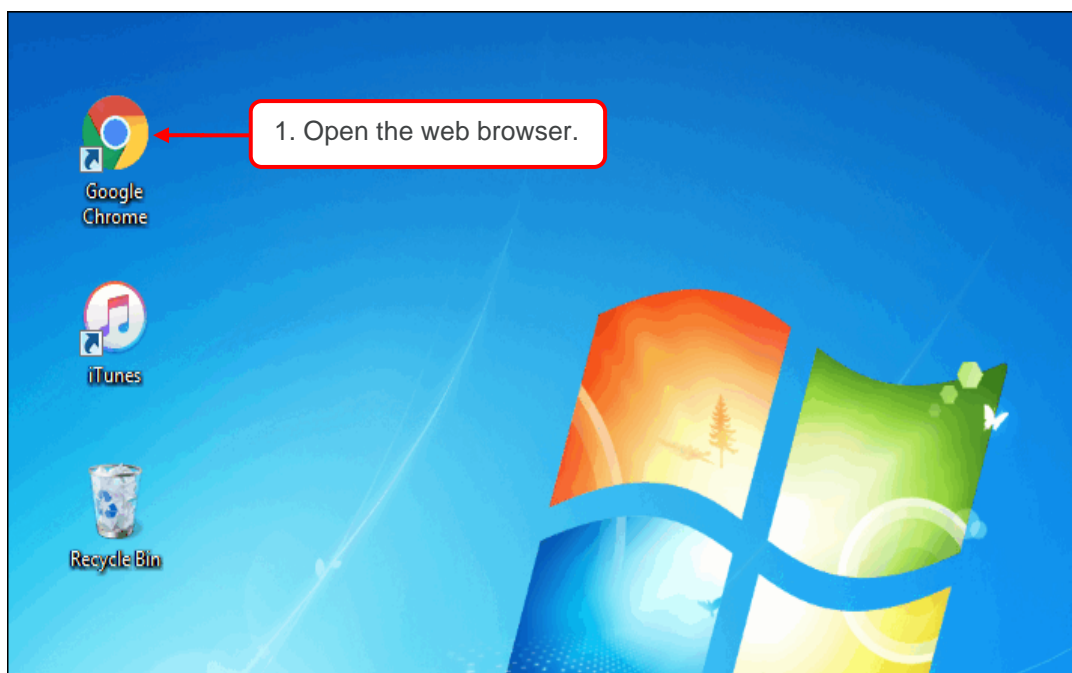
Figure 1

Figure 2

URL address: https://newepco.dagangnet.com.my/dnex/login/

2.2. Sign In
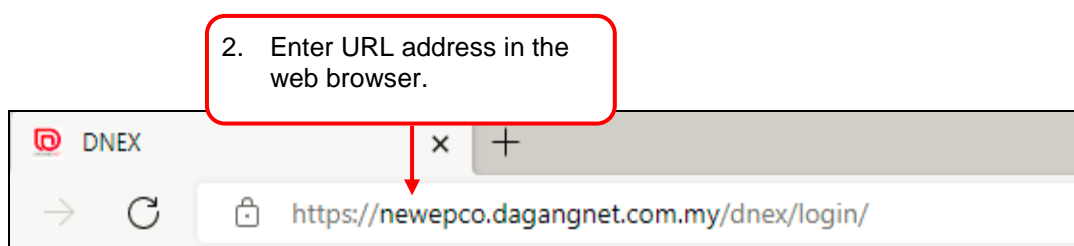
1. Enter Username and Password here. Then click on 'Sign in'

Figure 3

2.3. Sign out

1. Click here to view the user Profile details
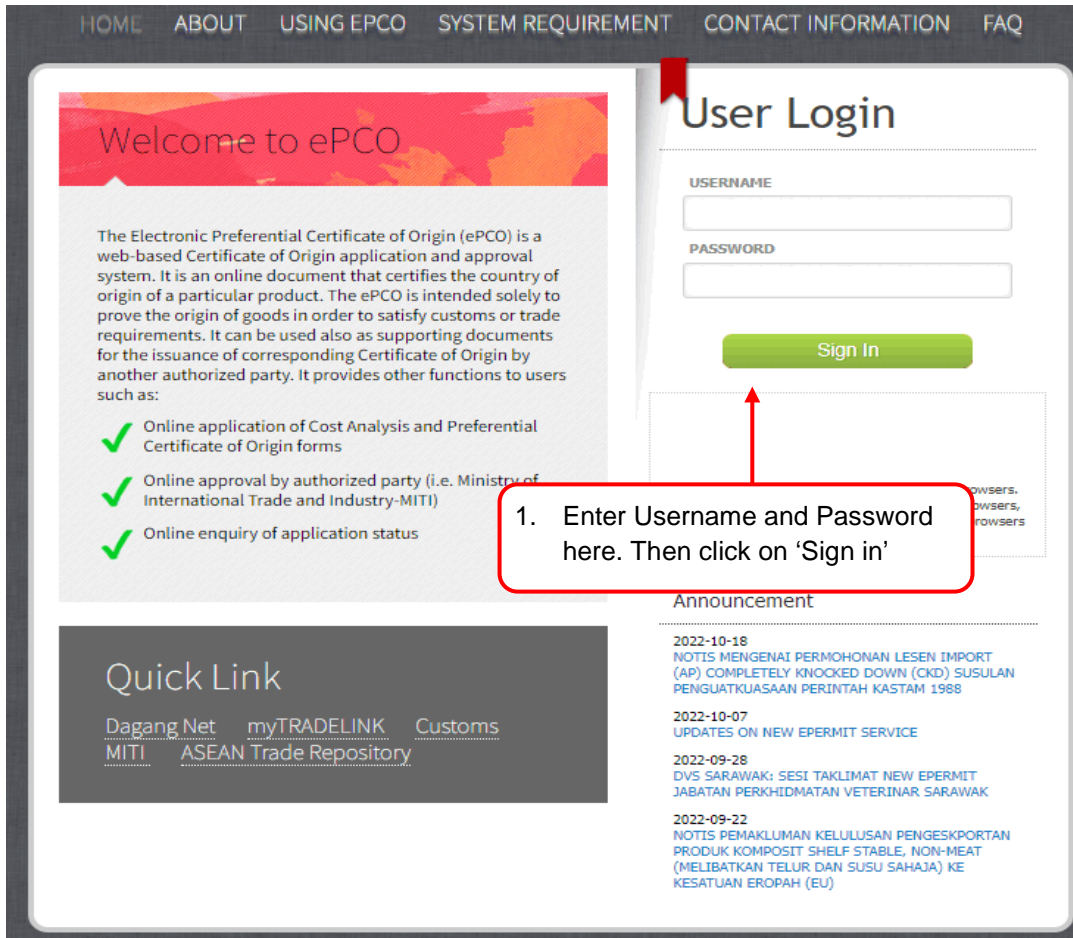
2. Then click here to sign out
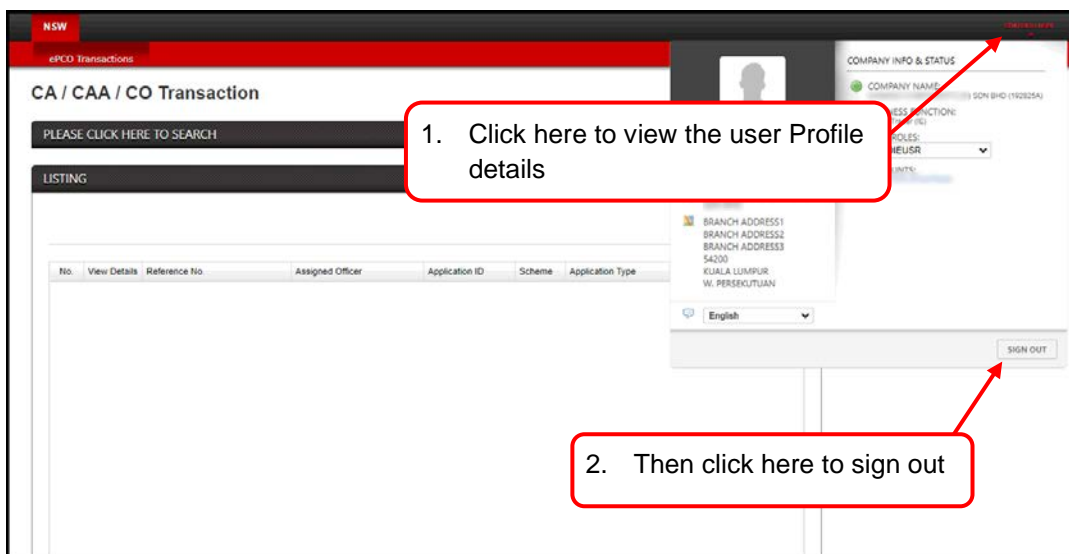
Figure 4

Section 3.   Listing

This section shows the steps to search and view application in the system.

3.1. Search and View Application

Figure 5

Figure 6

Figure 7

Section 4. New CO Application (Normal and Non-Party Invoicing)

This section will show the steps to apply for a new Certificate of Origin (CO) for CPTPP scheme from the system.

Certificate of Origin (CO) is an international trade document that certifies goods in a particular export shipment are wholly obtained, produced, manufactured, or processed in a particular country.

For Non-Party Invoicing, user will need to fill in the Non-Party details.

There are 3 types of Certificates of Origin (CO)

i. **Normal**

Sales Invoice is issued directly by Malaysian exporter to the consignee in a country that is a respective FTA party.

ii. **Non- Party Invoicing**

iii. **Back-To-Back**

CO issued by an intermediate exporting Party's Issuing Authority/ Body based on the PCO issued by the first exporting Party. No CA is required for Back-to-Back CO application. Documents from both the first exporting party and Malaysian Exporter is required for CO application.

Figure 8

Figure 9

4.1. Finished Product

For PPU user, approved finished product will only be available for selection in CO after payment (for CA) was made, and Endorsement No. (for CO) will be available once payment for the application completed.
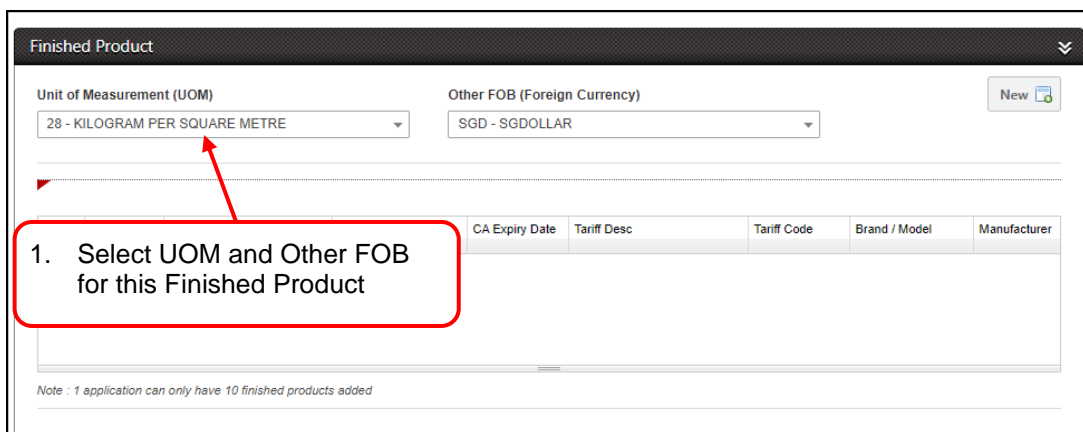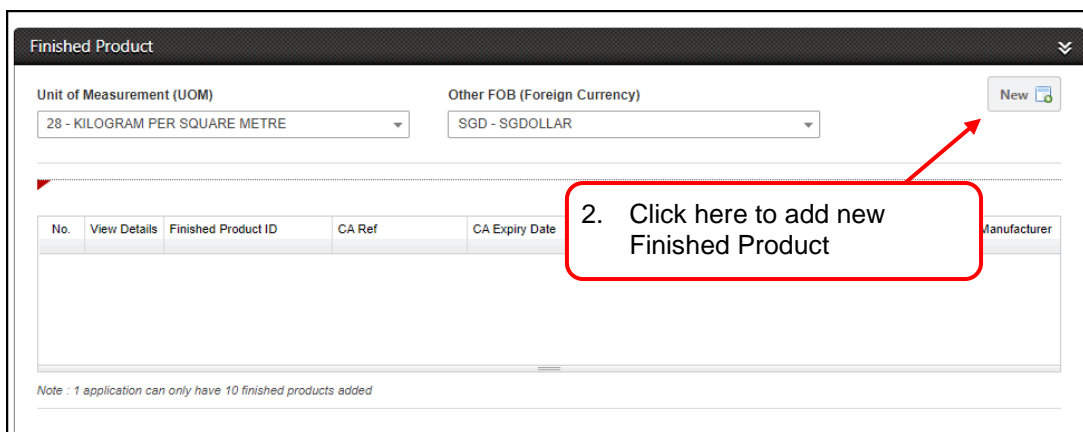

Figure 10

Figure 11

Figure 12

Finished Product

Figure 13

4. Enter Tariff Code details and click on Search button.

5. Click on this button to select and add this product

Finished Product

Figure 14

6. Finished Product details added here with its UOM.

7. Click to select Brand/ Model for this Product

Figure 15

Once user saved data, Packaging details will appear below the Product Details section as in image below, where system will auto calculate the Total Price once user add Other FOB Value.

Figure 16

Figure 17

CPTPP ePCO User Manual- Trader CO Application Module

Figure 18

Once the system saved this Finished Product, user need to go back to the CO details screen to add other required details.

4.1.1. View Raw Material

User can only view the Raw Material details when applying for CO as in the steps below.

Figure 19

CPTPP ePCO User Manual- Trader CO Application Module

Figure 20

Figure 21

Figure 22

4.2. Attached Document

All pre-exportation documents need to be submitted within 14 days. A reminder will be sent, if these documents are not submitted in 14 days traders/ manufacturers will be block from the system.

This system supported attachments with file extension of .gif, .jpg, .tif, .pdf, .doc, docx, .xls, and .xlsx only. The maximum size allowed for upload is 2 MB.

Please make sure that documents are uploaded on below sequence;

i.   Invoice
ii. Bill of Lading or airway Bill
iii. Customs Declaration Form (K2)
iv. Other additional documents

Figure 23

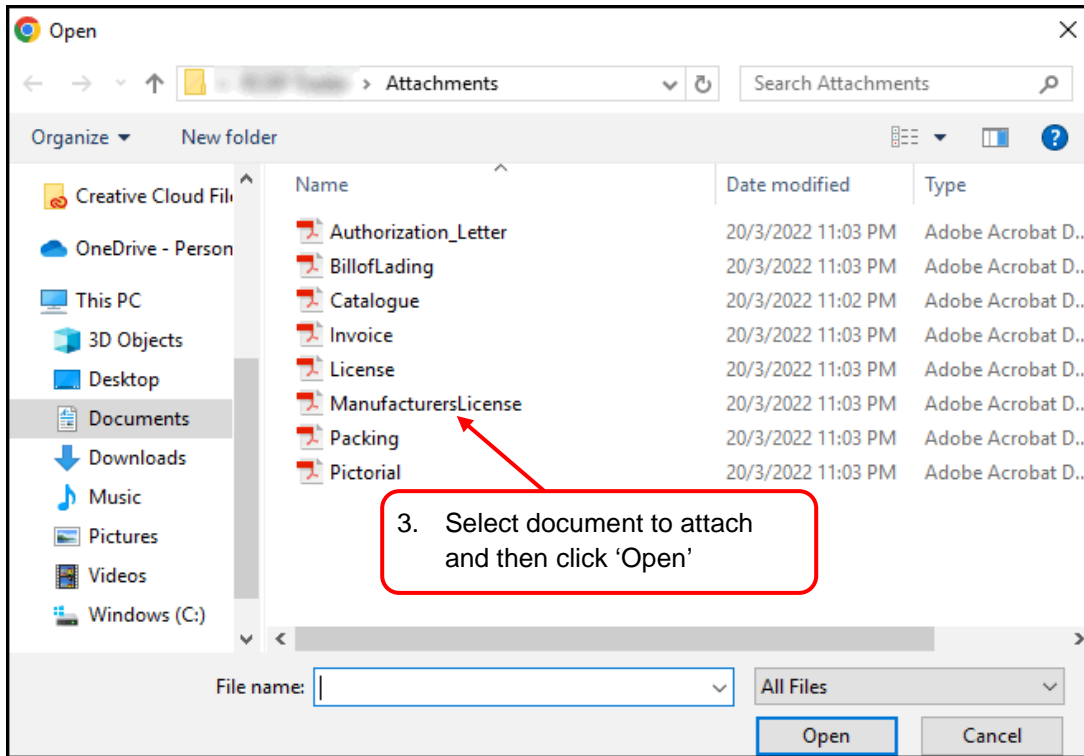**Figure 24**

Figure 25

Figure 26

CPTPP ePCO User Manual- Trader CO Application Module

Figure 27

4.3. Add Other Details

Please follow the same steps for all details below.

i. Good Consigned to (Consignee's Name, Address, Country)

ii. Means of Transport and Route (As far as known)

iii. Non- Party Details (only applicable for Non- Party Invoicing or Back-to Back plus Non--Party Invoicing)

iv. Agent Profile (Agent Name, Address, Country)
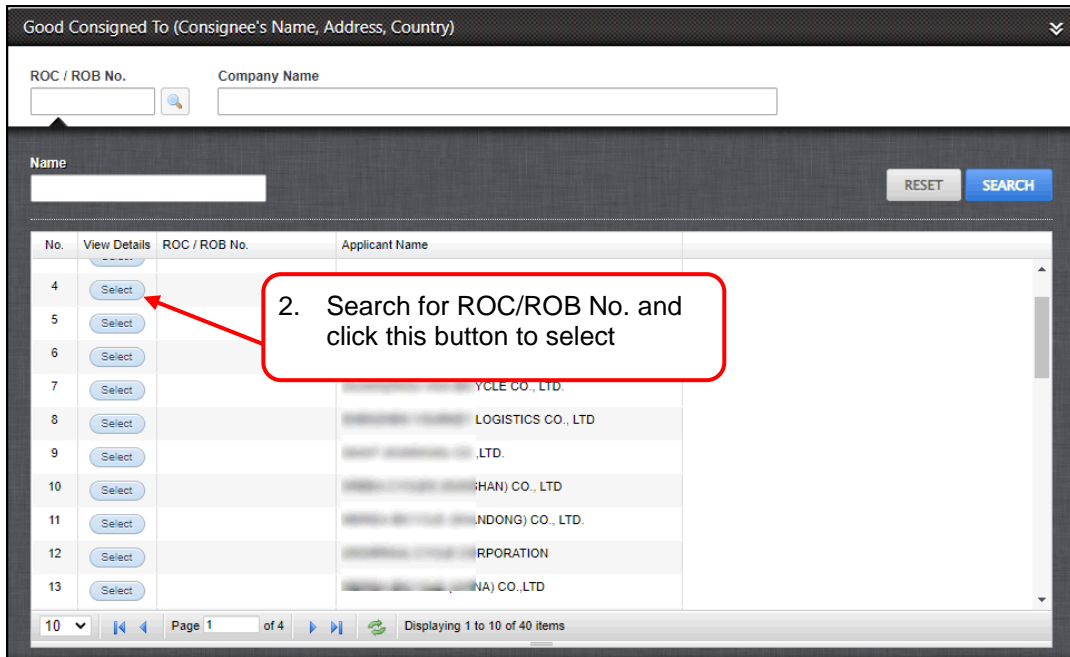
v. Record of Certificate of Origin

Figure 28
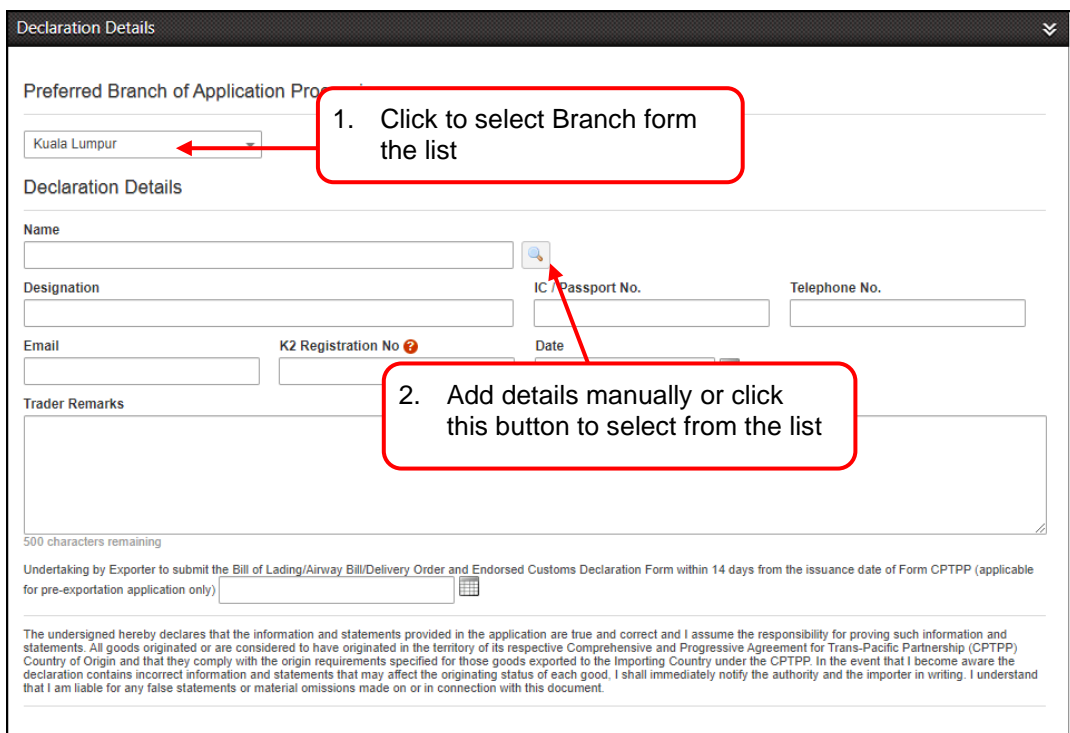
Figure 29

4.4. Declaration Details

Figure 30

Figure 31

4.5. Transaction Type

There are 3 selections for Transaction Type.

   i.   Non--Party Invoicing

        System auto-tick and disable when Non-Party Invoicing is selected when CO is created

   ii.   Back-to-Back

        System auto ticked and disable when Back-to-Back is selected when CO is created

   iii. Cumulation

Figure 32

4.6. Submit CO Application

This section shows the steps to preview the CO and how to submit the completed application.

Figure 33

PREVIEW

1. Exporter (Name, address, e-mail address and telephone number)	Reference No.
...N, MALAYSIA	**COMPREHENSIVE AND PROGRESSIVE AGREEMENT FOR TRANS-PACIFIC PARTNERSHIP** **CERTIFICATE OF ORIGIN** **FORM CPTPP** Issued in Malaysia
2. Importer (Name, address, e-mail address and telephone number)	
3. Producer (Name, address, e-mail address and telephone number) S (M) SDN BHD sg	4. For official use ☐ Preferential Treatment Given ☐ Preferential Treatment Not Given (Please state reason/s)

5. Item No.	6. Marks, numbers and kind of packages; and description of goods (including HS Code of Importing Country)	7. Origin criterion	8. Quantity of goods	9. Number and date of invoices
1.	PACKAGE XXX 100 DRUM,PLYWOOD XXXX IMPORTING COUNTRY HS CODE: 831000	PSR	150 KILOGRAM PER SQUARE METRE	
	Page 1 of 1	TOTAL :	150 KILOGRAM PER SQUARE METRE	

10. Declaration by the exporter	11. Certification
I certify that the goods described in this document qualify as originating and the information contained in this document is true and accurate. I assume responsibility for proving such representations and agree to maintain and present upon request or to make available during a verification visit, documentation necessary to support this certification.	It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.
......-, 28 OCTOBER 2022................... (Place and date, signature of authorised signatory)	for Secretary General Ministry of International Trade and Industry Malaysia -, 28 October 2022 .... (Place and date, signature and stamp of certifying authority)

Figure 34: CO Print Preview Sample
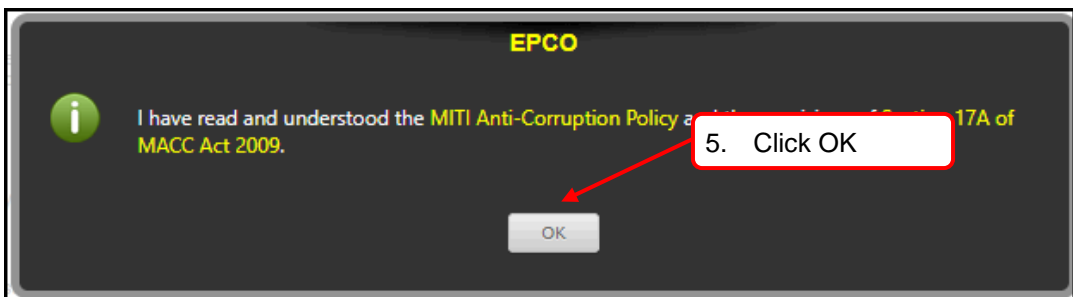
Figure 35

Figure 36

Figure 37
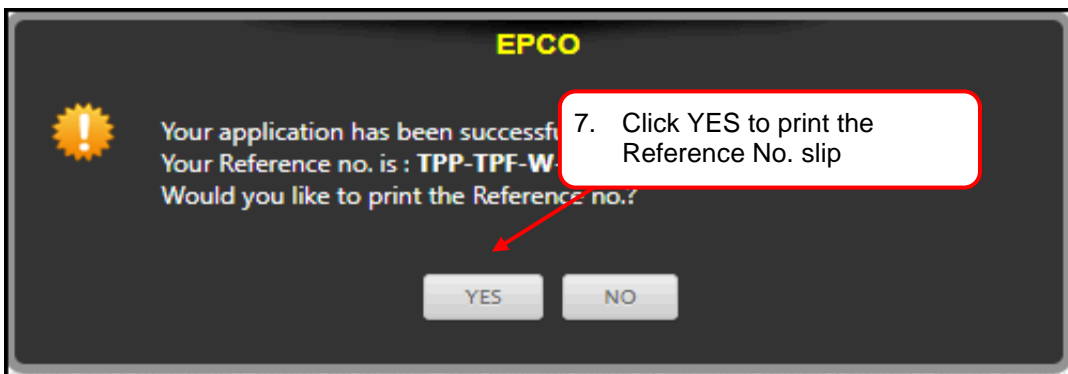
Figure 38
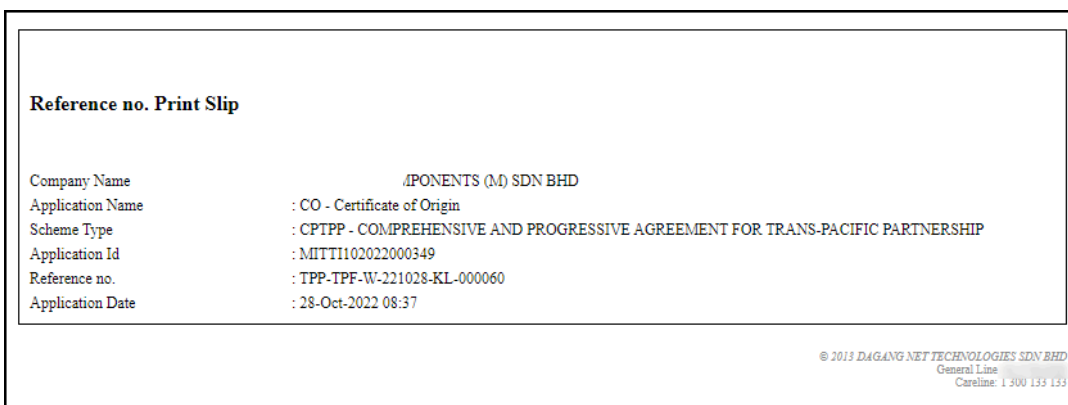
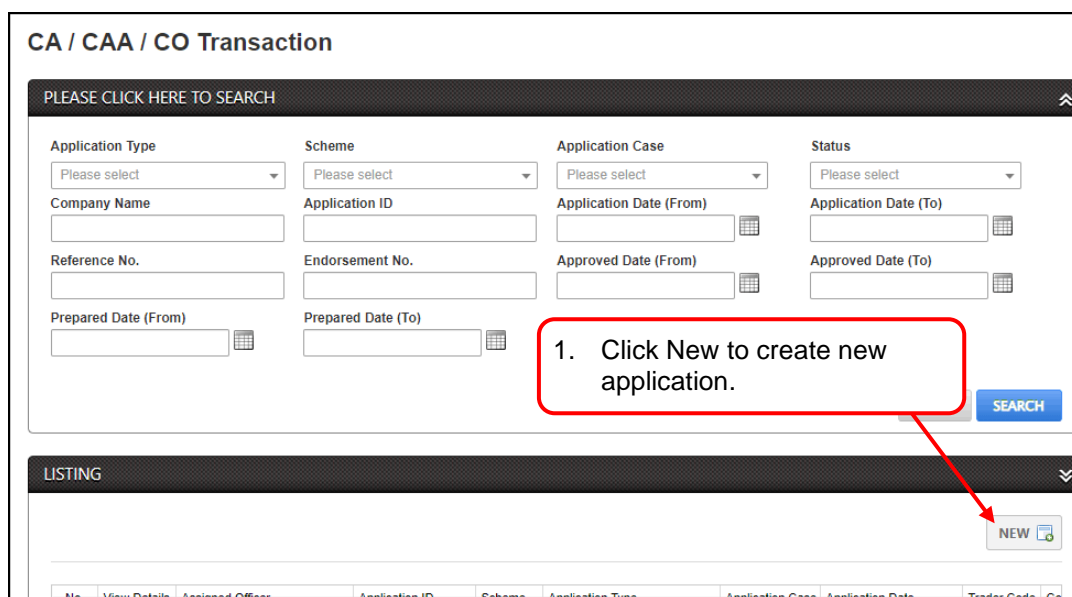**Figure 39: Sample of Reference No. Slip.**

Figure 40

CO application (NORMAL transaction type only), system will Auto Approve this application if it had met the pre-defined Origin Criteria.

Section 5. New CO Application (Back-to-Back)

Certificate of Origin (CO) is an international trade document that certifies goods in a particular export shipment are wholly obtained, produced, manufactured, or processed in a particular country.
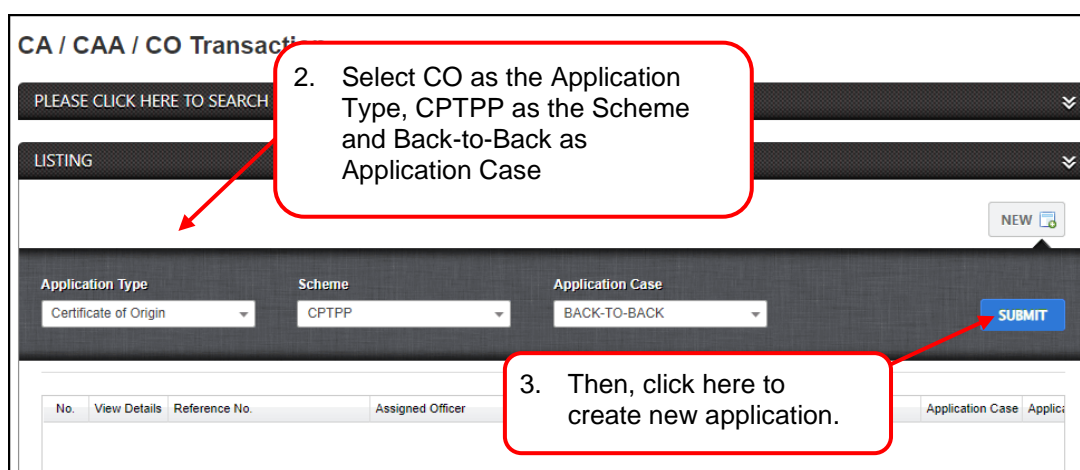
Back-to-Back CO issued by an intermediate exporting Party's Issuing Authority/ Body based on the PCO issued by the first exporting Party. No CA is required for Back-to-Back CO application. Documents from both the first exporting party and Malaysian Exporter is required for CO application.

User can choose from Original CO or enter information from related documents.

Figure 41

Figure 42

5.1. Finished Product

In CPTPP scheme, user can choose either to share Producer's Details and add its details when creating new Finished Product.

If the Producer's Details selected as confidential, its details will not be available in new Finished Product.

Figure 43

Figure 44

Figure 45

Figure 46

CPTPP ePCO User Manual- Trader CO Application Module

Figure 47

Once user saved data, Packaging details will appear below the Product Details section as in image below, where system will auto calculate the Total Price once user add Other FOB Value.

List of applied Back to Back

Bil.	Application ID	Status	Application Date	Approved Date	FOB Value	Used Quantity
1	MITTI102022000350	APPLIED	28/10/2022		12000	0

Total Quantity: 11	Total Processed: 0	Total Approved: 0	Total Used Quantity: 0

Product Detail

Importing Country - HS Code
871493 9000

Total FOB
12,000

12. Back-to-Back details listed here with its quantity details.

Other FOB (Foreign Currency)
SGD - SGDOLLAR   20 - TWENTY FOOT CONTAINER

Total Price ... of FOB Value at Package Details. Proceed by clicking Save and continue by filling up the Package Detail

13. Select Producer's Info and add Packaging details and Quantity here

Producer Inf...
Choose Pro...

Packaging

Kind of Package

Number of Package   **Quantity**   **Other FOB Value**

Mark of Package   **Description of Goods**

14. Click to add Invoice

Invoices - (Multiple invoice for single packaging detail)

⊕ Add More Invoice

SAVE

Figure 48

Producer Information
Yes

15. Add Producer's Info- known/ confidential. If known, tick if its same as Manufacturer's details.

Producer's Detail (If Kn...

☐ Same as Manufacturer's D...

Producer

Address

16. Click here to add

17. Added Producer's Detail listed here

Telephone No. (Office)   **Email**

⊕ Add

No.	Producer	Address	Telephone No. (Office)	Email
1	_____) SDN BHD	_____ , PEKAN NENAS, 81500,	07- _____	_____ com.sg

Figure 49

CPTPP ePCO User Manual- Trader CO Application Module

Figure 50

Figure 51

Once the system saved this Finished Product for user need to go back to the CO details screen to add other required details.
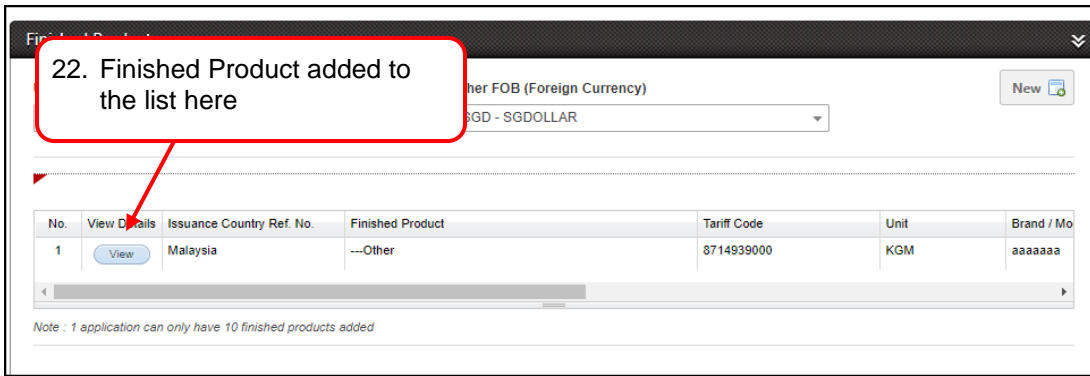
Figure 52

5.2. Attached Document

This system supported attachments with file extension of .gif, .jpg, .tif, .pdf, .doc, docx, .xls, and .xlsx only. The maximum size allowed for upload is 2 MB.

Please make sure that documents are uploaded on below sequence;

i. Original copy of Importing Country Certificate of Original
ii. Customs Declaration Form
iii. Other additional documents

Figure 53

Figure 54

Figure 55

Figure 56

© Dagang Net 2022   CPTPP ePCO User Manual- Trader CO Application Module
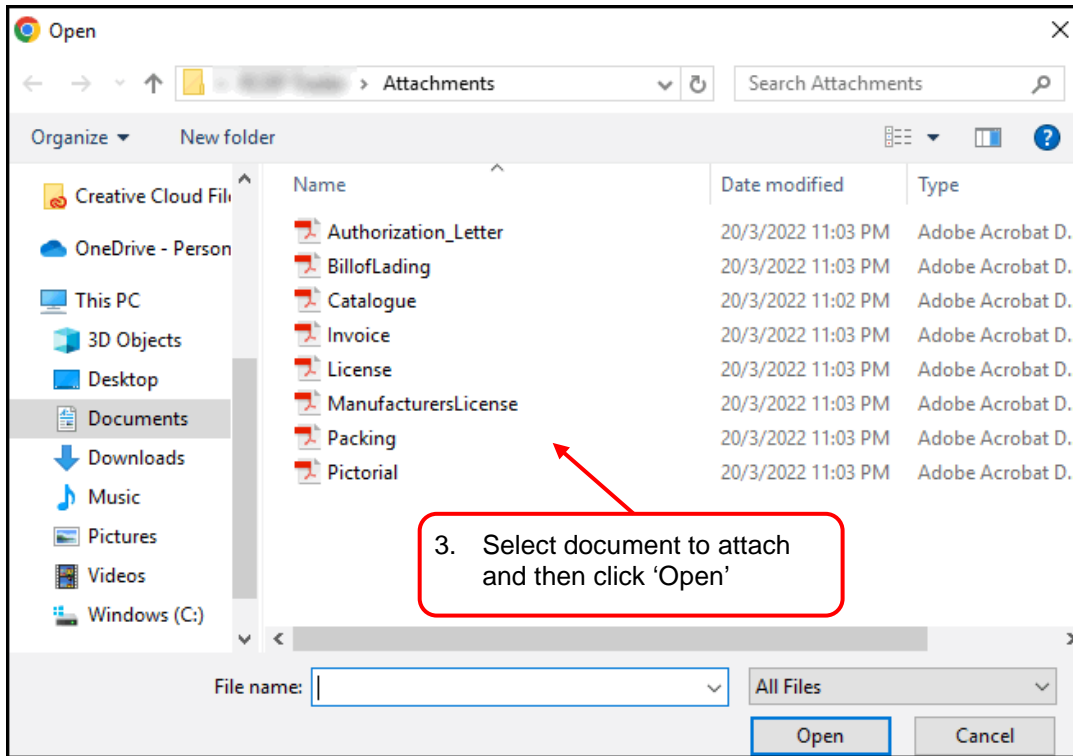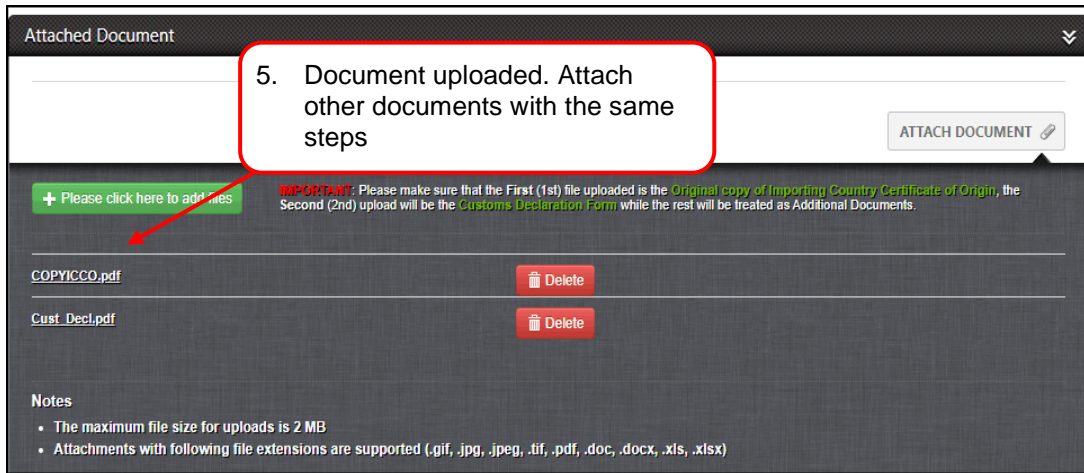
Figure 57

5.3. Add Other Details

Please follow the same steps as for all details below.

    i.   Good Consigned to (Consignee's Name, Address, Country)

    ii.   Means of Transport and Route (As far as known)

    iii.   Non- Party Details (only applicable for Non- Party Invoicing or Back-to Back plus Non--Party Invoicing)

    iv.   Agent Profile (Agent Name, Address, Country)

    v.   Record of Certificate of Origin (if applicable)
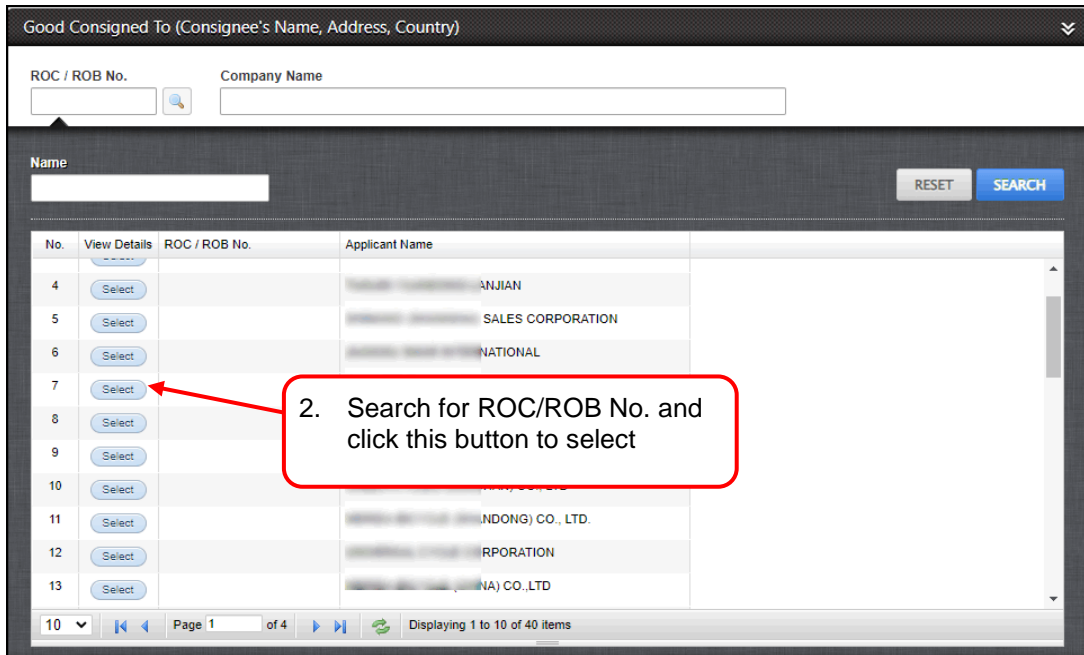
Figure 58

Figure 59

5.4. Declaration Details

Figure 60

Figure 61

5.5. Transaction Type

There are 3 selections for Transaction Type

    i.   Non--Party Invoicing

    System auto-tick and disable when Non--Party Invoicing is selected when CO is created.

    ii.   Back-to-Back

    System auto ticked and disable when Back-to-Back is selected when CO is created

    iii.   Cumulation

Figure 62

5.6. Submit CO Application

Figure 63

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PREVIEW

1. Exporter (Name, address, e-mail address and telephone number)	Reference No.
████████ ████ ██ ████SHD ████ ████████ ████ ████████ ████ ████ ████ █████ ██████UTUAN, MALAYSIA	COMPREHENSIVE AND PROGRESSIVE AGREEMENT FOR TRANS-PACIFIC PARTNERSHIP **CERTIFICATE OF ORIGIN** # FORM CPTPP Issued in Malaysia
2. Importer (Name, address, e-mail address and telephone number)	
3. Producer (Name, address, e-mail address and telephone number) Available upon request by the importing authorities	4. For official use ☐ Preferential Treatment Given ☐ Preferential Treatment Not Given (Please state reason/s)

5. Item No.	6. Marks, numbers and kind of packages; and description of goods (including HS Code of Importing Country)	7. Origin criterion	8. Quantity of goods	9. Number and date of invoices
1.	PACKAGE123444 100 DRUM,PLYWOOD GOODS XXXX IMPORTING COUNTRY HS CODE: 871493 BACK-TO-BACK: ORIGINAL CO REFERENCE NO: MALAYSIA ISSUANCE DATE: 22-SEP-2022 ISSUANCE COUNTRY: AUSTRALIA	PE	2 TWENTY FOOT CONTAINER	
	Page 1 of 1	TOTAL :	2 TWENTY FOOT CONTAINER	

10. Declaration by the exporter	11. Certification
I certify that the goods described in this document qualify as originating and the information contained in this document is true and accurate. I assume responsibility for proving such representations and agree to maintain and present upon request or to make available during a verification visit, documentation necessary to support this certification.	It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.
.............-, 28 OCTOBER 2022.............. (Place and date, signature of authorised signatory)	for Secretary General Ministry of International Trade and Industry Malaysia -, 28 October 2022 .... (Place and date, signature and stamp of certifying authority)

Figure 64: CO Print Preview Sample
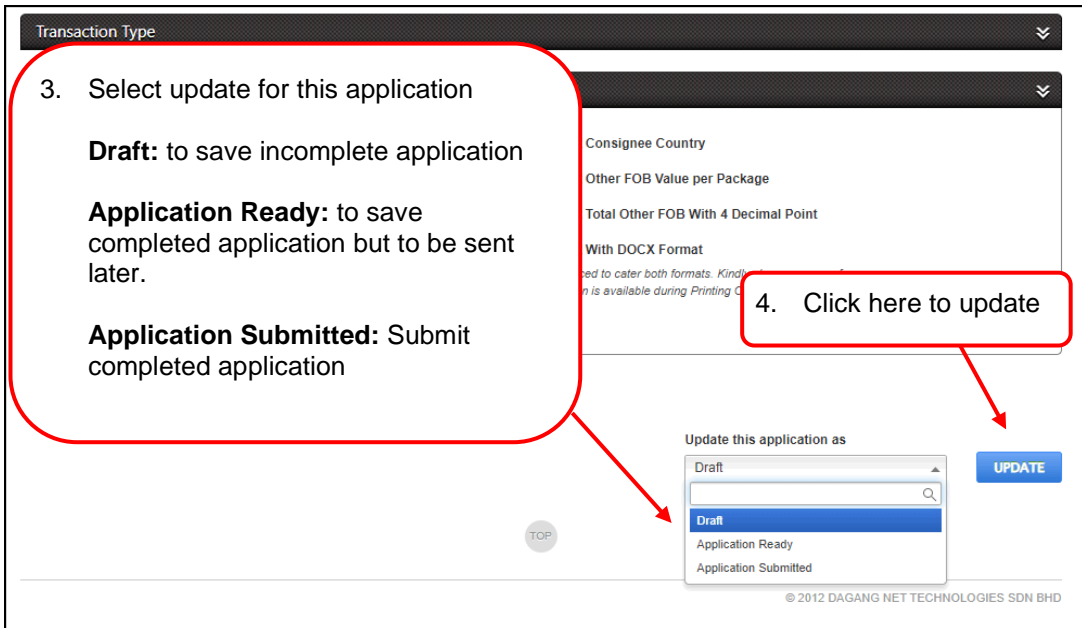
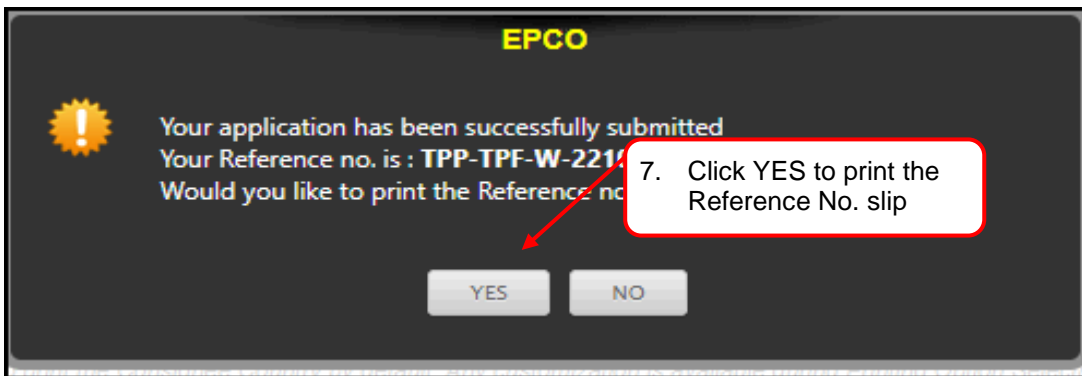**Figure 65**
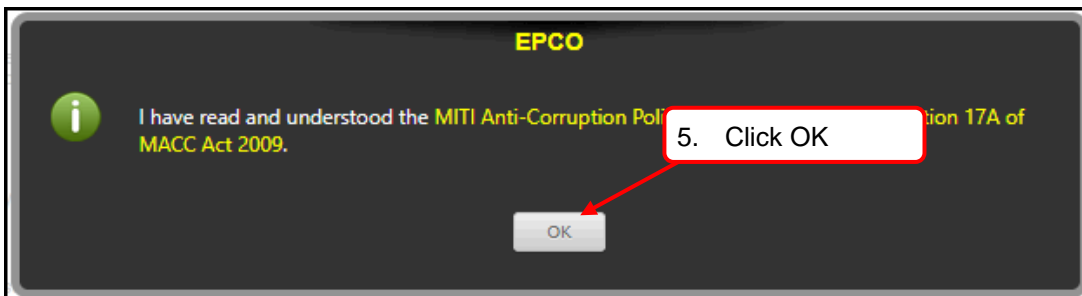
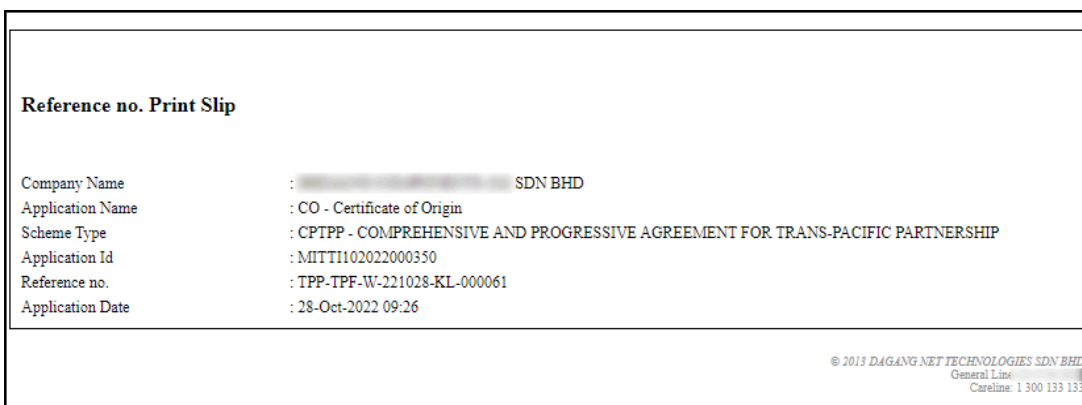**Figure 66**
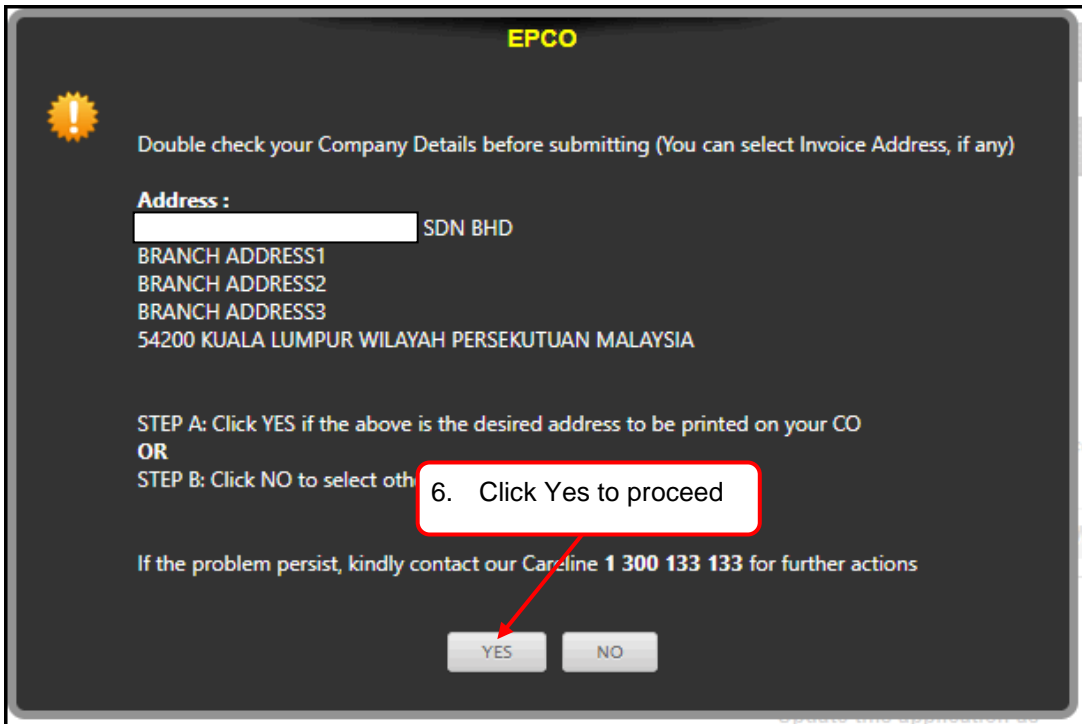
Figure 67

Figure 68

Figure 69: Sample of Reference No. Slip.

Section 6. Cancel Approved Application

This section shows the steps to cancel the approved application for CA and CAA. Each cancellation request will be review and approved by the same officer that approved the same application.

Figure 70

Figure 71

Figure 72

Figure 73

Figure 74

Section 7. Print Approved Application

This section shows the steps to preview and print approved application directly from the system.

7.1. Search and View Application

Figure 75

Figure 76

Figure 77

© Dagang Net 2022   CPTPP ePCO User Manual- Trader CO Application Module

Figure 78: Preview Sample

1. Exporter (Name, address, e-mail address and telephone number)	Reference No.
...'S (M) SDN BHD ..., W. PERSEKUTUAN, MALAYSIA ...et.com	KL-2022-CPTPP-31-000029 **COMPREHENSIVE AND PROGRESSIVE AGREEMENT FOR TRANS-PACIFIC PARTNERSHIP** **CERTIFICATE OF ORIGIN** **FORM CPTPP** Issued in Malaysia

2. Importer (Name, address, e-mail address and telephone number)	
...A BICYCLE CO., LTD. ...ZHOU ...OU AUSTRALIA	

3. Producer (Name, address, e-mail address and telephone number) Available upon request by the importing authorities	4. For official use
	☐ Preferential Treatment Given ☐ Preferential Treatment Not Given (Please state reason/s)

5. Item No.	6. Marks, numbers and kind of packages; and description of goods (including HS Code of Importing Country)	7. Origin criterion	8. Quantity of goods	9. Number and date of invoices
1.	11 2 DRUM,STEEL 11 IMPORTING COUNTRY HS CODE: 860712	PE	11 LIFT	IV1 06/10/2022
	Page 1 of 1	TOTAL :	11 LIFT	

10. Declaration by the exporter	11. Certification
I certify that the goods described in this document qualify as originating and the information contained in this document is true and accurate. I assume responsibility for proving such representations and agree to maintain and present upon request or to make available during a verification visit, documentation necessary to support this certification. KUALA LUMPUR, 21 OCTOBER 2022 .... (Place and date, signature of authorised signatory)	It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct. *[stamp: MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY MALAYSIA]* for Secretary General Ministry of International Trade and Industry Malaysia Kuala Lumpur, 21 October 2022 [TPP-TPE-W-221021-KL-0000541] .... (Place and date, signature and stamp of certifying authority)

Figure 79: Print Sample

Section 8.   Report: List of Finished Product

This section shows the steps to create report for list of finished products. This report will be downloaded in MS Excel file.
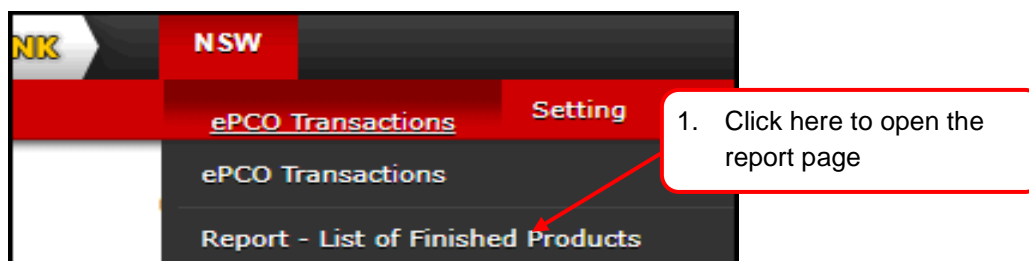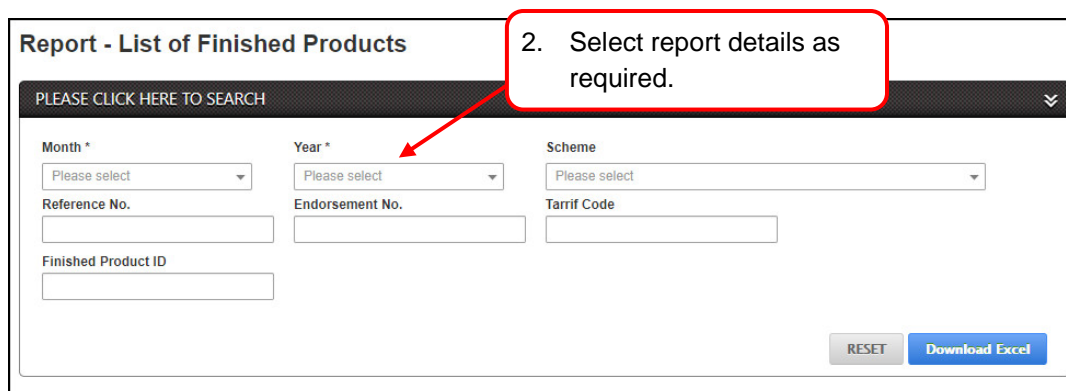

Figure 80

Figure 81

Figure 82

Figure 83: Report Sample

-End of Manual-

This user manual shall be updated as and when required.