

# Import certificates: How to search, view, amend and request a reprint

## General Information

### Description

This QRG provides step-by-step instructions on how to find an existing certificate using the online system, edit it (if required), and request a reprint.

The system can be found at:

<https://exports.awbc.com.au/certificates>

### 1. How to search for a certificate

The online import certificate system allows you to search for your certificates by Export Permit Number, Certificate ID or by Date Range.

- 1.1. Search for the certificate using the Export Permit Number, a Certificate id or a Certificate Date Range.

### Import Certificates - Search

Exporter: Australian Grape and Wine Authority

Export Permit No:

Certificate Id:

Certificate Date Range:  to

- 1.2. Click the Search button to find the matching certificates.



*This will display the certificates that match the Export Permit Number, Certificate ID or are within the searched data range.*

No certificates met the supplied search criteria.

or

Export Permit No.	Type	Date Requested	Date Printed	Certificate No.	Contact	Consignee	Certificate Id	Action
WBC9636146	CFS	23/01/2017		45294	Sandra Certificates	Importer TEST for China Limited	45294	
WBC9636146	CFS	23/01/2017		45295	Sandra Certificates	Importer TEST for China Limited	45295	
WBC9636146	CO	28/07/2016	11/01/2017	WBC9636146	Melissa Certificates 5	Importer TEST for China Limited	45274	

- The printer icon identifies the certificates that are waiting to be printed by the Export Assistance Team.

- The view icon allows you to check the details and see a preview of the certificate.

- The edit icon allows you to edit the details of a submitted certificate and then request a reprint.

### 2. How to view a certificate and request a reprint

- 2.1. After searching for and finding the certificate you were looking for. Click on the view icon to show the certificate details.

Export Permit No.	Type	Date Requested	Date Printed	Certificate No.	Contact	Consignee	Certificate Id	Action
WBC9636483	CO	23/09/2016	07/10/2016	WBC9636483	Sandra Certificates	Fuzhou Jibaixiang Trade Co., Ltd	45290	
WBC9636493	CO	05/10/2016	05/10/2016	WBC9636493	Melissa Certificates 5	Importer TEST for China Limited	45291	

- 2.2. From this screen you can view the certificate details (1), see a preview of the certificate (2) and request a reprint (3).

### Import Certificates - View

Exporter: WACO GLOBAL PTY LTD. 1

Request Date: 23/09/2016

Print Date: 07/10/2016

Export Permit No: WBC9636483

Consignee: Fuzhou Jibaixiang Trade Co., Ltd

Exporter Contact: Sandra Certificates

Certificate Type: Certificate of Origin

No of Extra Copies: 04/5 (included)

Invoice Description: WBC9636483, Fuzhou Jibaixiang Trade Co., Ltd

Email scanned copy: No

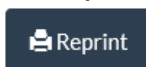
Mailing Address: WACO GLOBAL PTY LTD.  
Sandra Certificates  
c/o Wine Australia TEST Industry House

Instructions:

Click a link to view your certificate: [3-WBC9636483-WBC9636483-CHAI TA Certificate of Origin.pdf](#) 2


3



To request a reprint of the certificate, click on the Reprint button.



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## 3. How to amend a certificate and request a reprint

3.1. After searching for and finding the certificate you were looking for. Click on the edit icon  to edit the certificate details.

Export Permit No.	Type	Date Requested	Date Printed	Certificate No.	Contact	Consignee	Certificate Id	Action
WBC9636483	CO	23/09/2016	07/10/2016	WBC9636483	Sandra Certificates	Fuzhou Jilbaixiang Trade Co., Ltd	45290	
WBC9636493	CO	05/10/2016	05/10/2016	WBC9636493	Melissa Certificates 5	Importer TEST for China Limited	45291	

3.2. The **Import Certificates – Edit** page will now be displayed. From this screen you can update the following fields:

### Fields that can be changed:

- Exporter
- Exporter Contact
- Extra Certificates
- Instructions
- Request emailed scanned copy

### Import Certificates - Edit

**Exporter:**

**Request Date:**

**Print Date:**

**Export Permit No:**

**Exporter Contact:**

**Certificate Type:**

**No of Certificates:**

**Extra Certificates:**

**Invoice Description:**

**Instructions:**

**Request emailed scanned copy:**

Make changes as needed and click **Next** to proceed to the next Edit certificate page



3.3. Verify the **Certificate Details** for **Exporter’s Address** and **Alternate certificate mailing address**. For certificates of origin, also confirm the **Producer’s name and address (if known)** and **Remarks** fields.

### Import Certificates - Edit

WACO GLOBAL PTY LTD, WBC9636483, Certificate of Origin

Alternate certificate mailing address

Company Name	Contact Name	Address	Suburb, State, Postcode
<input type="text" value="Exporter Pty Ltd"/>	<input type="text" value="Exporter Name"/>	<input type="text" value="Exporter Alt Address"/>	<input type="text" value="Adelaide, SA, 5000"/>

Note: Address must be an Australian mailing address.


**Certificate Details:**


Exporter's Address:	<input type="text" value="c/o Wine Australia TEST, Industry House, Adelaide SA 5000"/>	<input type="checkbox"/>
Producer's name and address (if known):	<input type="text" value="SAME"/>	<input type="checkbox"/>
Remarks:	<input type="text" value="LOC# 534211"/>	<input type="checkbox"/>

Make changes as needed and click **Next** to proceed to the next Edit certificate page



3.4. For certificates of origin only, verify the **Product Details** for the export certificate. To make the updates

3.4.1. Click on the edit icon  to start an update.

3.4.2. Click the save icon  to confirm the updated information.

*Press Esc key to stop the edit process.*

Updates can be made either to:

(a) The entire certificate, by using the **Update certificate items** option

Update certificate items					1
Marks and numbers on packages	HS Code (6 digits)	Origin criterion	Gross or net weight or other quantity (e.g. Quantity Unit, litres, m <sup>3</sup> )	Invoice date	Invoice#
		WO			

Or



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(b) At the product level by clicking the **edit** button on a specific row

Item	Marks and numbers on packages	Number and kind of packages	Description of goods	HS Code (6 digits)	Origin criterion	Gross or net weight or other quantity (e.g. Quantity Unit, litres, m <sup>3</sup> )	Invoice#	Invoice date
1		1000 x 10 x 750ml	2013 MyWine Chardonnay		WO			
2		1000 x 10 x	The Diastoc		WO			

3.4.3. Once the certificate Product Details are updated as required, click **Next** to confirm the changes



3.5. The **Import Certificates - Confirm Request** page will then appear. Use this page to view a preview of the certificate.

### Import Certificates - Confirm Request

Australian Grape and Wine Authority, WBC9636156, Certificate of Origin

Please verify that the generated sample certificate(s) are as expected: ⓘ

- ✓ Is all the information you provided showing on the certificate?
- ✓ Has any detail been cut off?
- ✓ Is any detail missing?

**Mailing Address:** Australian Grape and Wine Authority  
Sandra Certificates  
c/o Wine Australia TEST Industry House Adelaide SA 5000

[5-WBC9636156-WBC9636156-ChAFTA Certificate of Origin.pdf](#)

[5-WBC9636156-WBC9636156-ChAFTA Certificate of Origin Continuation Sheet.pdf](#)

- Click on the link/s to view the sample certificate.

- Check the Sample certificate to ensure it is displayed exactly as you require.

*Note. This will open the certificate preview in a new window. This new window will need to be closed to return to the **Confirm Request** page and submit the certificate request.*

3.6. To confirm the amended certificate, click on the **Reprint** button. This will save the updates and submit a request for the certificate to be reissued and reprinted.



3.7. The amended certificate has now been submitted. A **Thank you** page will appear to confirm the certificate number and an email will be received by the nominated contact.

**Thank you!**

Your import certificate(s) request for Export Permit No: WBC9636156 have been submitted.

The following certificate numbers have been issued:

45296

[Back to search/add](#)

*The Export Assistance Team will now receive the submitted certificate and will reissue and reprint it for you. Certificate print runs occur at least twice daily and certificates are usually received within 2-4 business days of being submitted.*

## Troubleshooting

A link to a detailed user and troubleshooting guide can be found on the Import certificates page of the **Wine Australia Website**:

<https://wineaustralia.com/au/selling/further-information/exporting-wine/import-certificates>

The file name for this troubleshooting guide is: **Import Certificates - User Guide for Exporters**

Still having trouble? Contact the Export Assistance Team within Wine Australia on **(08) 8228 2000**.

For WEA Logins, Licences and Products:

[exports@wineaustralia.com](mailto:exports@wineaustralia.com)

Import Certificates: [certificates@wineaustralia.com](mailto:certificates@wineaustralia.com)

Shipping: [shipping@wineaustralia.com](mailto:shipping@wineaustralia.com)

Fax number: **(08) 8228 2066**.

**Note:** Export Assistance will endeavour to assist you as much as possible but they do NOT have access to the Import Certificates system that you use.

