

# Apply for a certificate of origin

## General Information

### Description

This QRG provides step-by-step instructions on how to apply for a certificate of origin using the online system.

*Note. A certificate request can only be submitted for shipments that are approved in the WEA system.*

### Additional Support

Refer to troubleshooting section at the end of this document.

## How to apply for a certificate of origin

### 1. Check if your certificate has already been requested or issued by Export Assistance from a previous emailed request

- 1.1. Enter the **Export Permit Number** of the shipment needing a certificate of origin and click the **Search** button to find the matching certificates.

- 1.2. The search results will either show no results or will list the import certificates related to the Export Permit Number.

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 S	Importer TEST for China Limited	45274	

*Note. If a certificate has already been issued, then it can be edited and a reprint requested by clicking on the icon.*

### 2. Request a new import certificate

- 2.1. With the **Export Permit Number** still in the search box. Press the **+ Add** button on the **Import Certificates - Search** page.

### 3. Complete the details on the 'Import Certificates - add' page

- 3.1. Review the name next to **Exporter** and select your **Trading Name** if needed from the drop down list.

- 3.2. Select your contact name from the **Exporter Contact** drop down list.

- 3.3. Select **Certificate of Origin** from the **Certificate Type** drop down list.

- 3.4. Type the number of **Extra Certificates** needed. These extra certificates are in addition to the default number of certificates that are issued (5).

*Note: There is a charge for extra certificates*



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3.5. Type any special **Instructions** to do with collection or postage arrangements.

*Note: You can add an Alternate posting address later in the process.*

3.6. Tick the **Request Emailed Scanned Copy** check box if you need a copy emailed to you ahead of receiving the stamped, signed certificates by post.

*This is for your records only. China only accepts the posted versions.*

3.7. Click **Next** to proceed to the next page.



## 4. Add products to the Import Certificates

4.1. Select the number of certificates to be issued and their products on this page.

*Note. This page automatically calculates the minimum number of certificates that are needed for the number of shipping items on the selected shipment.*

*A maximum of 20 products can appear on each certificate of origin.*

4.2. If only 1 certificate is needed, then click on the '**Add all**' button.

4.3. If more than 1 certificate is needed, then use the '**Auto split**' button to split the products onto multiple certificates.

*Note. Shipping items can be also manually allocated to a certificate by left-clicking on the product (so it highlights) and then dragging it onto the heading of the certificate.*

4.4. Once all shipping items are allocated to certificates. Click on the **Next** button.



## 5. Confirm the certificate details

The **Import Certificates – Additional Information** screen will now be shown.

5.1. If an **Alternate certificate mailing address** is needed. Click on the checkbox and then enter the alternate address.

5.2. Confirm the address in the **Exporter's Address** field is the correct address that will appear on the import certificate.  
- Update the **Exporter's Address** if needed

5.3. Complete the **Producer's name and address (if known)** input field.

*Note. Hovering over the information icon ( i ) will provide instructions on how to complete this box.*

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5.4. Complete the Remarks input field.

Remarks:  

*Note. Hovering over the information icon (  ) will provide instructions on how to complete this box.*

## 6. Add the required product details to the certificate of origin

The Certificate(s) Product Details section will now need to be completed to add the required information that is not known to WEA. This includes:

- 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#
- Invoice date

Three options exist to update these details. You can either (a), update all certificates at one using the **Bulk update all items** option

Bulk update all items						
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#	Invoice date	
		WO				

Or (b), update a single certificate at once by using the **Update certificate items** option

Update certificate items						
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#	Invoice date	
		WO				

Or (c), update each line item of the certificate by clicking the **edit** button on a specific product

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 Directors		WO				

To make the updates

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

6.2. Click the save icon  to update the certificates with the entered information.

*Press Esc key to stop the edit process.*

6.3. Once the certificate product details are entered as needed. Click on the **Next** button



## 7. Confirm the import certificate request

The **Import Certificates - Confirm Request** page now appears. Use this page to view a preview of and confirm the details of the ChAFTA Certificate of Origin and (if needed) ChAFTA Certificate of Origin Continuation Sheet.

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

7.2. Check the sample certificate to ensure it is displayed exactly as you require.

*Refer to the **Trouble shooting** section (at the end of this document) for what to do if the certificate is not displaying correctly.*

*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.*



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## 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](#)

7.3. Click Confirm to submit the request for a certificate.



*The certificate details will be now saved and a Certificate ID will be issued.*

## 8. The Certificate of Origin has 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 issue and print it for you. Certificate print runs occur at least twice daily and are usually received within 2-4 business days of being submitted.*

## 9. Check the status of your certificate

9.1. Once submitted, you can search for the certificates (as described in step 1) to confirm their status or details.

-  **Print**  
Certificates that are awaiting printing will have a printer icon next to them.
-  **View**  
Certificates that have been printed will show a **date printed** value. They can also be viewed by clicking the eye icon.
-  **Edit and request reprint**  
Certificates can also be edited and requested for reprinting by clicking on the edit icon.

## 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.

