



V A N U A T U
ELECTRONIC SINGLE WINDOW SYSTEM
PROJECT

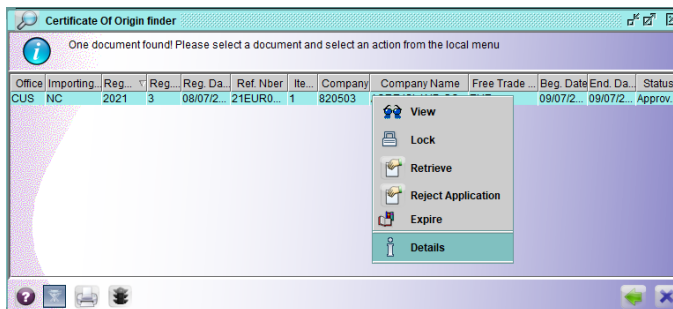
How to Apply for a Certificate of Origin (CoO)

Brief instructions for Exporters or their Agents

The following brief instructions are to guide Exporters or their Agents to submit an application for a Certificate of Origin in the Vanuatu electronic Single Window (VeSW) system for the preferential treatment of the goods being exported at the importing country, in accordance to the Rules of Origin (RoO) of the Free Trade Agreement (FTA) concerned.

Notes:

- i. Please refer to the relevant Flowcharts, Standard Operating Procedure and the Terms of Reference for guidance on the specific process of concerned.
- ii. Users are encouraged to take note on the system messages and instructions to complete the procedure.
- iii. To access any reference table, press F3 or right click on the field and select “Find”.
- iv. Alternatively, reference tables can be consulted at ASYCUDA→References.
- v. All Free Trade Agreements (FTA) that Vanuatu participates in are listed at ASYCUDA→Integrated Tariff→Tariff Components→Preferences, or on the [Customs website](#).
- vi. To know the name of a field or button, place the mouse over it to see its name.
- vii. Recommended to type in CAPS-LOCK.
- viii. Press the “tab” key on the keyboard to navigate through the fields of the application.
- ix. Details of the processes applied to an application and the different versions of the application can be seen by right clicking on an application and selecting ‘Details’:



- x. The application can be viewed by right clicking on it and selecting ‘View’.
- xi. The different tabs of the application can be printed by clicking on the ‘Screen Shot printout’ icon:
- xii. An Applicant will be informed via email about the different processes applied to their submitted application.

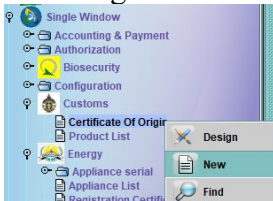


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Process:

1. Ensure that all relevant information, including required documentation, are available prior to the submitting the application in the VeSW system.
2. Ensure that application issued prior to shipment of products from Vanuatu.
3. Go to Single Window → Customs → <Right click> Certificate of Origin → New:



Note: If you already have a locally stored CoO application, retrieve it by clicking on the retrieving file ('Import from XML file') icon:

4. Complete the “General Information” tab of the application. Taking note of the following:
 - i. All applicants should use Exporter *TIN* numbers, and Producers, if available.
 - ii. Capture all relevant information relating to each field of the application template in VeSW.
 - iii. Add all routes for the shipment of the products to the importing country and add them to the application by clicking on the ‘Add Item’ icon:

Transportation Route					
#	Date	Mode of Transport	Vessel/Flight No.	Route Code	Route Name
1	22/07/2021	Sea Transport	CORAL SEA V56	FJSUV	SUVA

- iv. Add all item(s) to be exported under the FTA to the application by clicking on the ‘Add Item’ icon:

#	HS Code	Goods Description	Pck. Description	Pck. Nbr	Weight	Quantity
1	12119010	Piper metysticum (Kava) in drier 62	Cartons	5688	589.0	81818.0

- v. To modify, remove or view any of the added product, right click on it and select accordingly:

#	HS Code	Goods Description	Pck. Description	Pck. Nbr	Weight	Quantity
1	12119010	Piper metysticum (Kava) in d...	Cartons	5688	589.0	81818.0

Note: Once modified, re-add item by clicking on the update item icon:

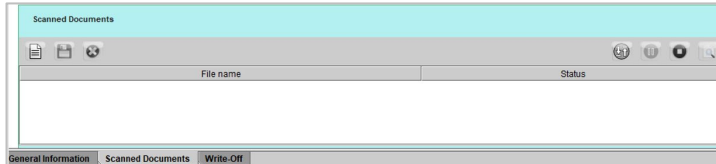
- vi. Ensure to capture any *REMARKS* to bring to the attention of Admin Officer as well as the Approving Officer.
5. Attach required documents, by going to the “Scanned Documents” tab and attach the soft copies of the required documents by clicking on the new icon:
- Taking note of the following:





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- i. Supporting documents such as;
 - Invoice
 - Photo samples
 - Shipping/flight related documents, if available
 - Other important documents related to application(s)
- ii. Only PDF and picture files can be attached to an application.¹




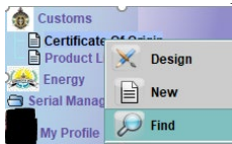
- iii. Once attached, select the attachment and click on the upload icon: 
- iv. Repeat this for all attachments to be attached to the application.


6. If required the application can be locally stored by clicking on the local store('Export to XML file') icon: 

7. Once complete, 'Verify the document' by clicking on this icon: 

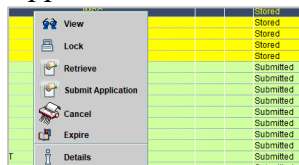
8. If no errors are detected (or after any errors are corrected) submit the application by clicking on the 'Direct Submit' icon: 


- i. The system will generate a registration number, which is unique per year and type of FTA.
- ii. The application can also be stored on the server by clicking on the 'Store' button to be submitted later: 
- iii. Find the stored² application in the system to either further edit or submit:



iv. From the Finder use relevant criteria to find the interested application and click on the 'Search' icon  to display the result of the search.

v. Right click on the application and select either 'Retrieve' or 'Submit Application':



vi. If the application was retrieved and edited, it can be further stored to be submitted later by clicking on the 'Modify Stored' icon: 

■ End

¹ It is recommended to keep file sizes to a minimal; large files will be rejected by the system.

² Submitted applications that have been queried by Customs will be stored in the system.