



# V A N U A T U

## ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

### PREFERENTIAL COUNTRY OF ORIGIN MODULE

#### TERMS AND REFERENCE

#### Applicant – Submission of Applications for Certificates of Origin

<b>Job Summary</b>	<ul style="list-style-type: none"><li>• Prepare and submit applications for Certificates of Origin (CoO), if required, prior to the shipment of the products from Vanuatu.</li><li>• To ensure products to be exported meet the specific Rules of Origin (RoO) applicable to the Free Trade Agreement (FTA) in the application.</li><li>• Respond to any queries from the Customs regarding the particulars of the applications.</li><li>• To comply with the signed Memorandum of Agreement “Relating to the Security and Use of the Vanuatu Electronic Single Window (VeSW) System”.</li></ul>
<b>Location</b>	Anywhere on the Internet.
<b>Specific RoO Guidelines</b>	<ul style="list-style-type: none"><li>• <a href="#">ROO Compendium</a></li><li>• <a href="#">ROO Handbook</a></li><li>• <a href="#">ROO Procedures Manual</a></li><li>• <a href="#">MSGTA ROO Handbook</a></li><li>• PACER Plus Summary Rules of Origin Final Draft 10.09.20</li></ul>
<b>PCO Reference Guidelines</b>	<ul style="list-style-type: none"><li>• <a href="#">Flowchart: Application process for Certificates of Origin</a></li><li>• <a href="#">SOP Preferential Country of Origin Module</a></li><li>• PCO Module “How To” Notes</li></ul>
<b>Procedure</b>	<p>The Authorized VeSW User should log into the VeSW system using their dedicated username and password to conduct any system procedure. <b>(S)</b></p> <p><b>Note: Failure to provide all the required and correct information, with required documents, is not only in breach of the law, but may result in a delay in the processing of the application.</b></p> <p><b>1. <u>Submission of CoO applications</u></b></p> <ol style="list-style-type: none"><li>1.1 Fill out the CoO application, capturing as much information as possible. <b>(S)</b></li><li>1.2 Make sure comply with RoO guidelines.</li><li>1.3 Attach required documents to the application. <b>(S)</b></li><li>1.4 Submit application. <b>(S)</b></li></ol>

	<p><b>2. <u>Responding to queries from Customs</u></b> Should there be a query from Customs, the Applicant will receive an email to check the application in the system and respond to query from Customs. <b>(S)(M)</b></p> <p><b>3. <u>Receiving Certificate</u></b> Once the application is approved, either by Customs or automatically by the system, the Applicant can print the Certificate directly from the system. <b>(S)</b></p> <p><b>4. <u>Application amendment</u></b> Should, at any stage after the application is submitted, but is yet to be accepted or approved, and the Applicant identifies an error in the application, they should contact Customs immediately requesting the amendment on the application. <b>(M)</b></p>
<b>Legend</b>	<p><b>(M)</b> = Manual action <b>(S)</b> = System action</p>