ePCO

Electronic Preferential Certificate of Origin

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MAFTA - ePCO User Manual for PIA Verifier Module

Prepared by Dagang Net Technologies
Issue 1.0

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Contents

Section 1. Introduction

1.1. What is ePCO?

ePCO is a web-based Certificate of Origin application and approval system, the Electronic Preferential Certificate of Origin (ePCO) is an online document that certifies the country of origin of a product. This is to satisfy customs or trade requirements and also can be used as a supporting document for the issuance of a corresponding Certificate of Origin by other authorized parties.

Its other functions include:

- Online application of Cost Analysis (CA) and Certificate of Origin (CO) forms
- Online approval by authorized party e.g. Ministry of International Trade and Industry (MITI)
- Allows online enquiry of application status

1.2. Requirements to use ePCO

ePCO is a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net ePCO services
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
    - Mozilla Firefox version 5 and above
    - Chrome version 10 and above
- Internet Connection

1.3. Support Information

Should there are any issues arise from using ePCO, contact Dagang Net's Careline;

Call Us **1300 133 133**

Email Us **careline@dagangnet.com**

1.4.   About this publication

This publication documents is to provide overview on how to verify for **Certificate Of Origin** for Electronic Preferential Certificate of Origin (ePCO).

1.5.   Who Should Read This Publication

This publication (or topic collection) is intended for

- ■   MITI Verifier

1.6.   DNEX ePCO Publications

Get the right publications based on your ePCO service subscription by referring to the table 1.

Table 1 - DNEX Publications List

Publication Title	SCHEME	Document ID
MAFTA - ePCO User Manual (Cost Analysis)	ALL	
MAFTA - ePCO User Manual (Additional Cost Analysis)	ALL	
MAFTA - ePCO User Manual (Certificate Of Origin)	ALL	
MAFTA - ePCO User Manual (PIA) – Clerk Module	Clerk	
MAFTA - ePCO User Manual (PIA) – Verifier Module	Verifier	
MAFTA - ePCO User Manual (PIA) – Approver Module	Approver	
MAFTA - ePCO User Manual (PIA) – Recommender Module	Recommender	

Section 2. Getting Started With ePCO

2.1.   Launch Browser

NOTE: ePCO - MAFTA is supported by Chrome and Mozilla Firefox.

Step 1   **Browser**

1. Double-click on the Google Chrome shortcut key on the desktop to launch the browser.

Step 2   **Enter Uniform Resource Locator (URL) on the address bar**
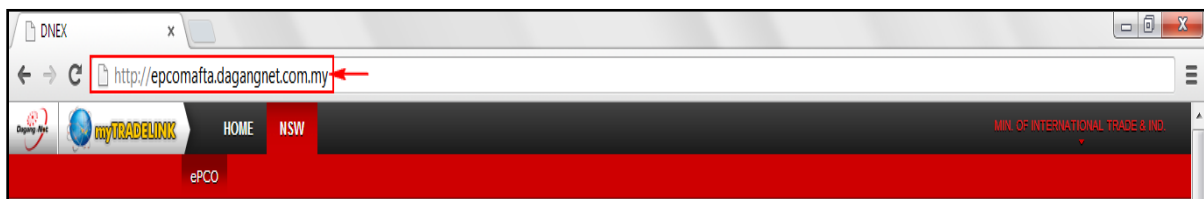
1. Enter **http://epco.dagangnet.com.my//** on the address bar.

2.2.   Log in

Before logging in, you must ensure that you have the correct username and password.

IMPORTANT:

For those having problem to login using your current User ID, kindly use 'Current User ID-nsw' example:
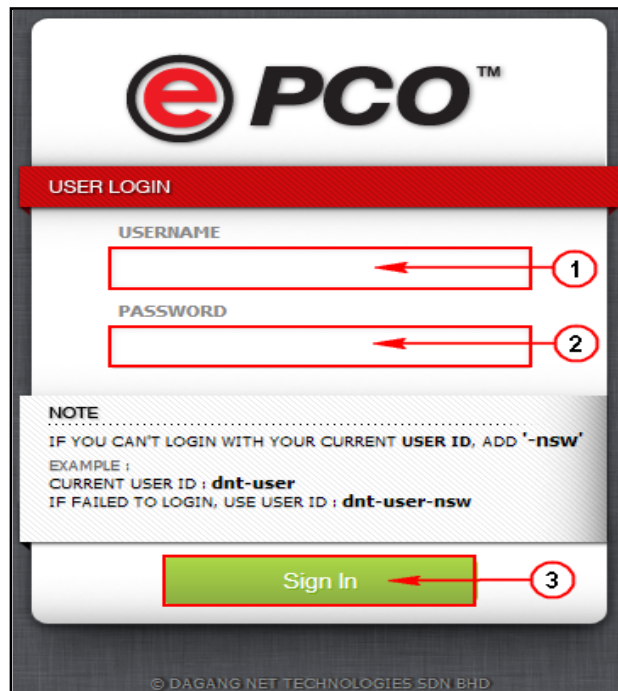
Current User ID: dnt

If above failed to login, Use User ID: dnt-nsw

(Password remain the same)
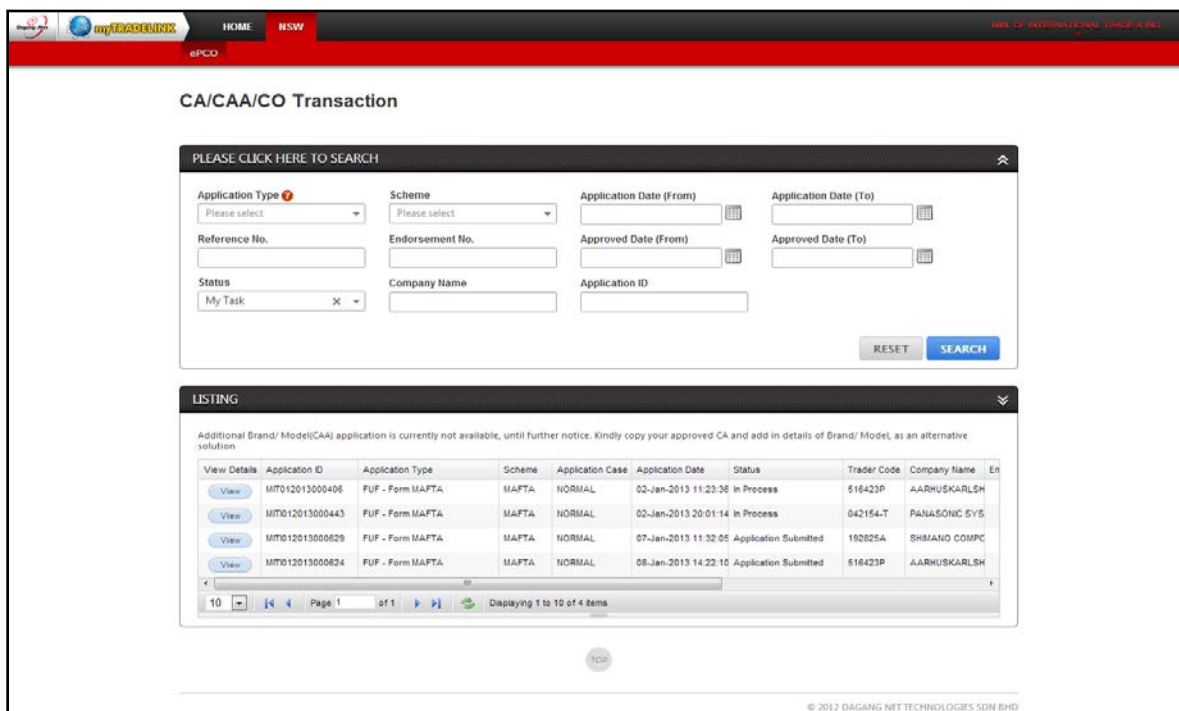
Step 1   Enter Username and Password

2. Enter your Username into the textbox.

3. Enter your Password into the textbox.

4. Click [Sign In] button to proceed.

5. ePCO main screen is displayed as follows:

6. This is general main screen for all ePCO schemes.

7. **Home ⟶ NSW ⟶ ePCO ⟶ ePCO Transaction**.

2.3.   Change Password
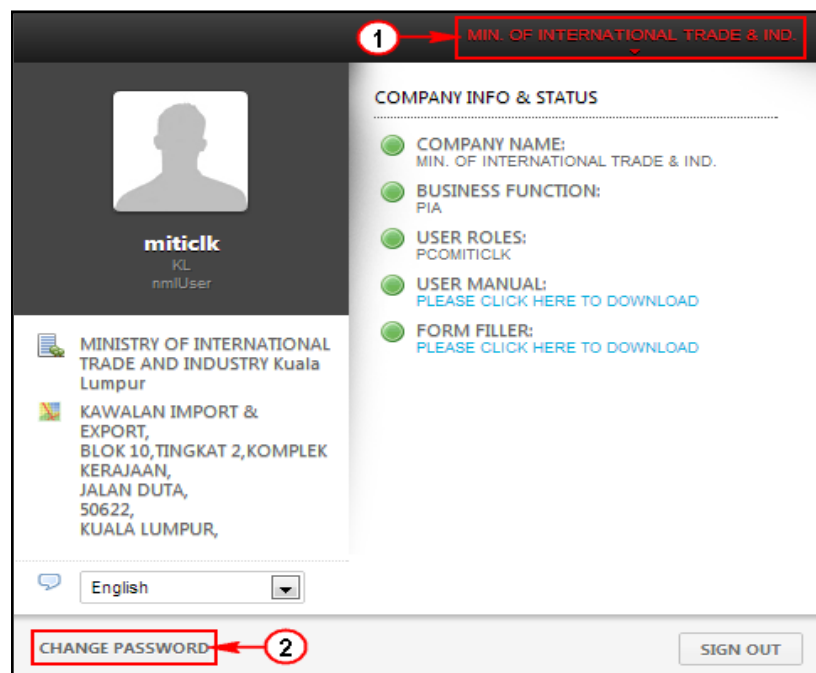
1. Click Company Name at top of page in the right side.

2. Click CHANGE PASSWORD hyperlink to change your current password.

3. Change Password screen appear.

4. Enter new password in the textbox

5. Re-confirm your new password.

6. Click SUBMIT button to submit.

7. Window pop up screen appears.
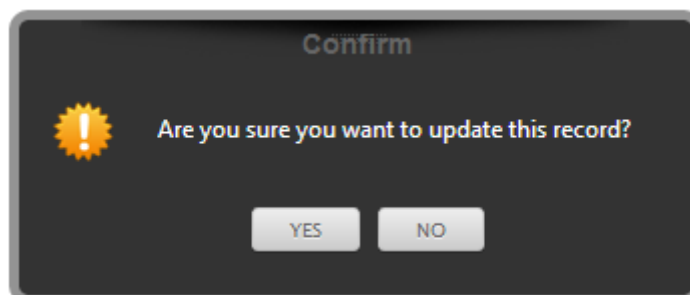
8. Click YES to confirm delete or Click NO to cancel delete.

2.4. Sign Out
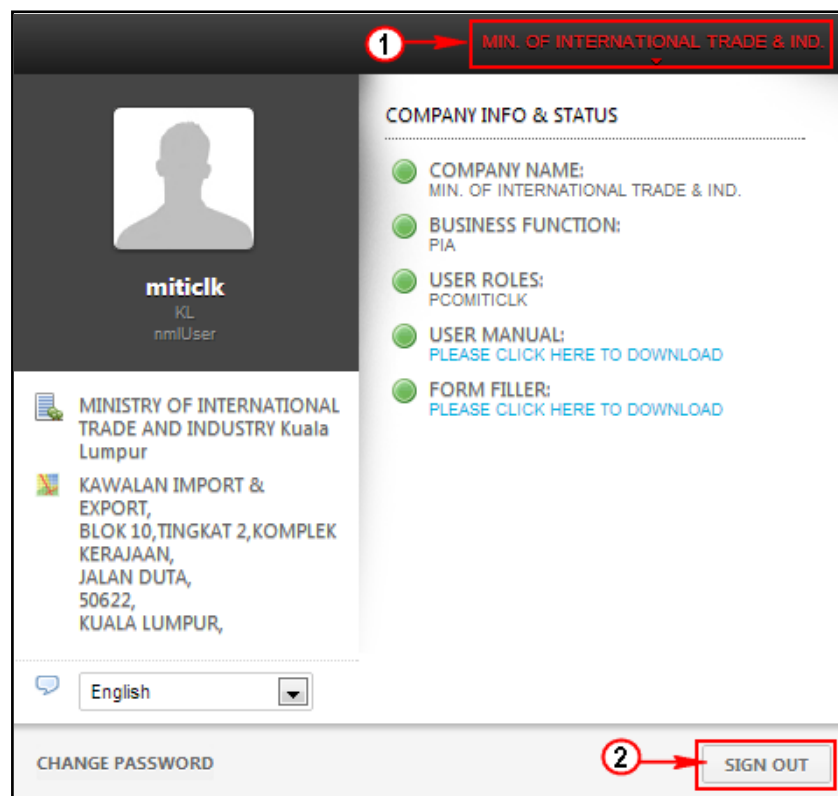
1. Click Company Name at top of page in the right side.

2. Click [SIGN OUT] button to log out

3. Window pops up screen appear.
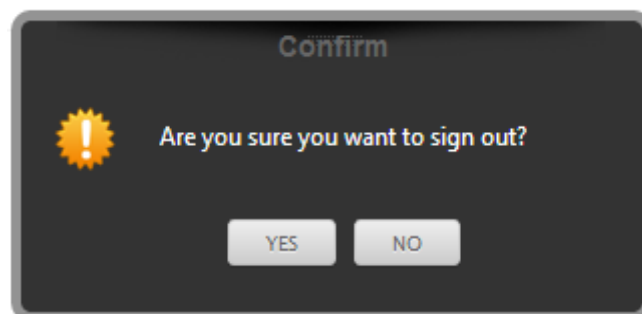
4. Click [YES] to confirm delete or Click [NO] to cancel delete.

Section 3. Advance Search And Navigation

3.1. Advance Search

To view ePCO Transaction, please follow the steps below:

3.1.1. Main Menu

The main menu above is what ePCO contains. The menu is a drop down menu and it's up to 3rd level menu. In other words, to go to ePCO Transactions page, roll mouse pointer over;

NSW → ePCO → ePCO Transactions.
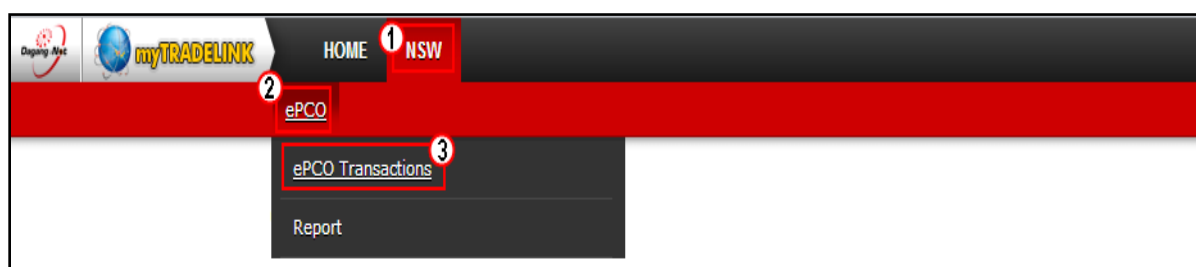
Step 1	Main Menu

1. Click "NSW" hyperlink to select dropdown menu.

2. Click "ePCO" hyperlink to view sub menu.

3. Select "ePCO Transaction" to view the transaction.

3.1.2. CA/ CAA/ CO Screen

Step 1	Navigation Menu

1. Click ⌄ button to view the tabbed document.

2. Click ⌃ button to auto hide the screen.

3.1.3. Filter Status

Step 1   **Filter Status**

1. Click the drop-down menu from *Filter Status*, as above and select option available eg: MY TASK.

2. Click [SEARCH] to display search result as follows:

3. Click [⌄] dropdown Listing to view the transaction.

3.1.4. Filter by Application Date

Step 1   Filter Application Date

1. Click icon ⊞ to display the Calendar.

2. Click ◁ or ▷ to navigate to the previous or next month.

3. Click ◁◁ or ▷▷ to navigate to the previous or next month.

4. Pick any date that you required. Ensure **Application Date (To)** field is later than **Application Date (From)** field.

5. Alternatively, manually enter the required dates. The format is `dd/MM/yyyy`.

6. Click SEARCH button to view the result.

3.1.5. Filter By Scheme

Step 1   **Filter by Scheme**

1. Click the Scheme [▼] dropdown menu for options.

2. Choose any Scheme required Eg: MAFTA

3. Click [SEARCH] button to search the result.

3.1.6. By Application Type

Step 1   **Filter by Application Type**

1. Click the Application Type ▼ dropdown menu for options.

2. Choose any Application Type required eg: **Cost Analysis**.

   - Cost Analysis (CA)
   - Certificate of Origin (CO)
   - Additional Cost Analysis (CAA)

3. Click **SEARCH** button to search the result

3.1.7.   Filter By Reference No.

The Reference No. is system-generated after an application is submitted by the Trader.

Step 1   **Filter by Reference No.**

1. Enter the **Reference No.** at textbox field, e.g: FMJ-FJN-W-121005-KL-000000

2. Click to display search result as follows:

3.1.8.   Filter By Endorsement No.

The Endorsement No. is system-generated after an application is approved by the Approver.

Step 1   **Filter by Endorsement No.**

1. Enter the *Endorsement No.* at *By Endorsement No.* text box, e.g., **KL-516423P-295514**

2. Click [SEARCH] button to display search result as follows:

3.1.9. By Approved Date

Step 1   **Filter by Approved Date**

1. Click icon ▦ to display the Calendar.

2. Click ◁ or ▷ to navigate to the previous or next month.

3. Click << or >> to navigate to the previous or next month.

4. Pick any date that you required. Ensure **Application Date (To)** field is later than **Application Date (From)** field.

5. Alternatively, manually enter the required dates. The format is `dd/MM/yyyy`.

6. Click SEARCH button to view the result.

3.1.10. To Reset Search Data
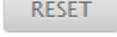
Step 1   **Reset Data**

1. Click [RESET] button to reset all the data in search panel.
2. Automatically all the data have been cleared.

3.2.   Additional Features

There are 5 additional features in *View CA / CO Transactions* screen:

3.2.1.   Number of transaction display
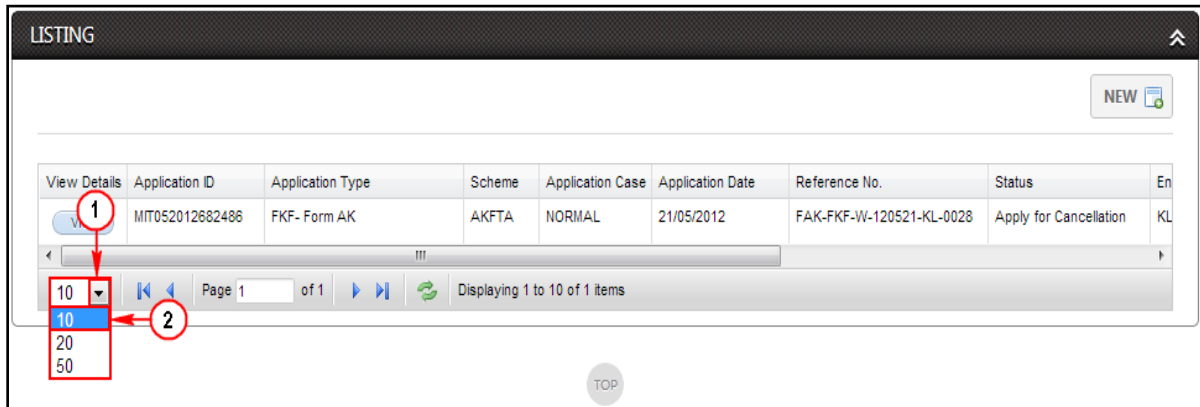
Step 1   **Number of Transaction display**

1. Select a number from the `20 ▼` drop down list box. The above transactions are searched with the following criteria:

   ■ Click Filter *Scheme* drop down list and select **AKFTA**

   ■ Click Filter *Status* drop down list and select **My Tasks**

2. Select Number of transaction display

3. Click `Show` to display search result as follows:

3.2.2. Page Number Layout

Step 1   **Page Number**

1. The above transactions are searched with the following criteria:

   - Click Filter Scheme drop down list and select `ATIGA.`

   - Click Filter Status drop down list and select `My Tasks.`

2. Click ⏮ dropdown to navigate to the early page number respectively.

3. Click ◀ dropdown to navigate to the previous number of page.

4. You may enter manually number of page at textbox field.

5. Click ▶ dropdown to navigate to the next number of page.

6. Click ⏭ dropdown to navigate to the last number of page.

7. Click 🔄 dropdown to update the displaying page number.

8. You may view the ┌─────────────────────┐ record here.
                      │ Displaying 31 to 40 of 56 items │
                      └─────────────────────┘

3.2.3. Sort transaction columns in Ascending or Descending order

1. The columns available in the *View Transactions* screen are:

   - App. ID
   - Application Type
   - Application Case
   - Application Date
   - Trader Code
   - Company Name
   - Reference No.
   - Trader Reference No.
   - Status
   - Endorsement No.

2. Each column can be sorted in ascending or descending order.

3. To view transactions in ascending/increasing order (smallest to largest/earliest to latest), click ▼; click ▲ to view transactions in descending/decreasing order (smallest to largest/earliest to latest).

3.2.4. Scroll horizontally

1. Click ⏵ arrow to view to end of raw table transaction or click ⏴ arrow to view the first line transaction.

2. You also can scroll arrow horizontally to view all the data.

3.2.5. Top of Page

1. Click ![TOP] button to go to top of page.

2. Automatically the page will directly go to top of page.

Section 4.   Verify Cost Analysis (CA)

4.1.   Cost Analysis

MITI Verifier only can **Verify** or **Query** the CA Application after successfully received from Traders.

4.1.1. View Cost Analysis

Step 1   **View Cost Analysis**

For brief features:

No.	Features	Description
1	My Task	All of the CO application submitted by trader will keep in MY TASK.
2	View	Click view button to preview any scheme in details.
2	In Process	Applications have not been check by Clerk yet.
3	Application Submitted	Applications have been viewed by clerk but did not process yet.
4	Application Resubmitted	Application resubmitted by traders after queries.

Cost Analysis- MAFTA [MITI012013000505]

↩ BACK TO MAIN

Company Details ⯆

Company Name
PANASONIC SYSTEM NETWORKS

ROC / ROB No.
042154-T

Company Address
Choose Branch Address

PLO 1 | KAWASAN PERINDUSTRIAN SENA | KB NO. 104

Postcode
81400

City
SENAI

State

Country
Malaysia

Telephone No. (Mobile)

Telephone No. (Office)

Fax No.

Email

Trader Reference No.

Finished Product ⯆

Reset 🔲

Finished Product ID	Tariff Description	Tariff Code	Unit	Brands	Manufacturer	Raw Material	Action
FMA-FUN-FF	Horses	010110100	UNIT	View	PANASONIC SYSTEM N	View	Click Here

Note : 1 application can only have 5 finished products added
Item highlighted in red does not fulfill the FOB 100% requirement

Attached Document ⯆

VIEW DOCUMENT 🖉

Action	Document Name	
View	Products_Photo_/_Catalogue.pdf	
View	Products_processing_flow_chart.pdf	

Authorised Applicant ⯆

Applicant Name	Applicant Designation	Applicant IC/Passport	Action	
dfgdg	dfh	3466364366		

Declaration Details ⯆

Preferred Branch of Application Processing

Kuala Lumpur

Declaration Details

Name
fhh

Designation
dfhdh

IC / Passport No.
456464

Telephone No.
4554

Email
kumaresan@dagangnet.com

Date
03-Jan-2013 19:38:04

Trader Remarks
5453455

I hereby certify that percentage value materials / component or non-component or non-determined origin used as a proportion is a stated in the cost analysis. It is hereby declared that the particulars given are true and complete

LETTER OF INDEMNITY (FORMAL UNDERTAKING)

☑ In consideration of the Ministry of International Trade and Industry from time to time granting or certifying Certificate of Origin or other documents. I / we hereby agree to accept and be bound by the Standard Rules for the issue of Certificate Of Origin, etc in force at the time of certification, of which I / we confirm having received a copy. Further that I / we will at all times keep the issuing body and its officials indemnified against any claims or demands whatsoever which may at any time be made against them, or any of them by reason of any fault, defect, omission or inaccuracy in the content of the Certificates or other documents, or in the manner of their issue, this indemnity being subjected to all statutory provisions to the contrary.
In the event of requests which stem from a legitimate enquiry from someone in possession of statutory authority, e.g. Police, Inland Revenue & Customs or officials acting with authority of a Court Order, I / we hereby permit the issuing Body to allow direct access, under the power of statutory authority, to such commercial information as may be required as part of the enquiry.

Transaction View ⯆

Date	Time	Action	Response Description	Reject Description	User Type	Response From
03/01/2013	07:38:04	Application Submitted			TRADER USER	AZHARI ISRAPIL

Recommendation ⯆

Type of Update
Choose Type ▼

Remarks / Query

UPDATE

Status
Application Submitted | UPDATE

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Step 2   **View Finished Product**

1. Click [View] button to view Brands details.

BRAND / MODEL

nike

2. As you can see the pop up result will appear at center of page.

3. Click [View] button at Raw Material to view finish product.

   a.   **Finish Product Screen**

b.   Raw Material

Cost Analysis- MAFTA [MITI012013000505]

BACK TO MAIN

Finished Product - FMA-FUN-FP-130103-000005

Back | Finished Product | Raw Material

Type	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached
M	Description of Raw	LOCAL	0101290000	Supplier	33333	LOCAL	200.0000	100.0000	View File

		Value	%
Sub Total - Local		200.0000	100.0000
Sub Total - Asean		0.0000	0.0000
Sub Total - Imported		0.0000	0.0000
Sub Total - Australia		0.0000	0.0000
Sub Total		200.0000	100.0000
		Value	%
Total Material Cost (Local, ASEAN & Imported)		200.0000	100.0000
Labour Cost		0.0000	0.0000
Overhead Cost (Direct + Indirect)		0.0000	0.0000
Others Cost (If Available)		0.0000	0.0000
Total Product Cost		200.0000	100.0000
Profit		0.0000	0.0000
FOB Price		200.0000	100.0000

Remarks

Local - Raw material obtained from local company or manufacturer|Imported- Raw material obtained from the Importation from Non-ASEAN countries|ASEAN- Raw material obtained from the Importation from ASEAN countries using Form MAFTA or declaration of origin; (Brunei,Indonesia,Philippines,Singapore,Thailand,Vietnam,Laos,Myanmar,Cambodia)

UPDATE

i.   Click **View File** to view attached file.

Type	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached
M	Description of Raw	LOCAL	0101290000	Supplier	33333	LOCAL	200.0000	100.0000	View File

ii.   Upload Document appear to view.

Upload Document

Invoice.pdf

Importing_Country_CO.pdf

Notes
- The maximum file size for uploads is **2 MB**
- Attachments with following file extensions are supported (**.gif, .jpg, .jpeg, .tif, .pdf, .doc, .docx, .xls, .xlsx**)

iii.   May view / download attach by click at the hyperlink.

iv.   Click **Back** to go back to Main Screen.

4. Click [Click Here] button to view Action.

5. The new table appear at below to show the status.

6. You may refer at Verify section.

Step 3   **View Attachment**

a.   **Click** [VIEW DOCUMENT 📎] **button to view the document.**

   i.   Upload document screens appear to preview the attachment.

   ii.   May view / download attach by click at the hyperlink.

b.   **Click** [View] **button to view the document.**

   i.   New tab screen appear to preview the attachment.

Step 4   Transaction View

1. You may view transaction of application.

4.2.   Verify Cost Analysis (CA)

Step 1   To verify CA Application

1. Click filter Application Type [dropdown icon] dropdown to select **Cost Analysis.**

2. Click filter Scheme [dropdown icon] dropdown to select **MAFTA**

3. Click filter Status [dropdown icon] dropdown to select **My Task**

4. Click [SEARCH] button to view results.

5. Click [View] button to view the application.

6. You may check new application by "*In process*" Status.

Step 2   Views the Cost Analysis

Cost Analysis- MAFTA [MITI012013000463]

↩ BACK TO MAIN

Company Details ⌄

Company Name
SHIMANO COMPONENTS (MALA

ROC / ROB No.
192825A

Finished Product ⌄

Click here to view brand

Click here to view action

Finished Product ID	Tariff Description	Tariff Code	Unit	Brands	Manufacturer	Raw Material	Action
FMA-FUN-FF	--Pure-bred breeding a	010121000	UNIT	View	SHIMANO COMPONEN	View	Click Here

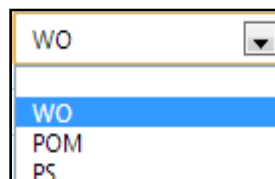Note : 1 application can only have 5 finished products added
Item highlighted in red does not fulfill the FOB 100% requirement

Click here to view finish product & raw material

Attached Document ⌄

VIEW DOCUMENT 📎

Click here to view document

Action	Document Name
View	Products_Photo_/_Catalogue.xlsx
View	Products_processing_flow_chart.xlsx

Transaction View ⌄

Date	Time	Action	Response Description	Reject Description	User Type	Response From
02/01/2013	09:49:21	Application Submitted			TRADER USER	shimano

Recommendation ⌄

Type of Update
Choose Type ▼

Remarks / Query

Update to verify or Query

UPDATE

Status
Application Submitted

UPDATE

Step 3   Finish Product – View Action

1. Click **View** button to view the action

2. Automatically Origin criteria section is appear below of the action table;

a.   **Select Origin Criteria**
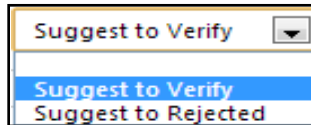
Note:

- **WO:** Wholly obtained good

- **POM:** Goods produces entirely from originating materials only

- **PS:** Goods produced from non-originating materials and satisfy the applicable product specific rules of origin requirements as listed in the MAFTA Regulations.

i.   Click ⎘ button to select Origin Criteria as follow;

b.   **Select status**

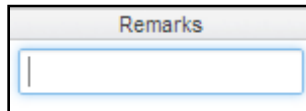   i.   Click [▼] button to select status;

Note:

• Approve – approve the details in a particular finished
         product.

• Reject – reject the details in a particular finished
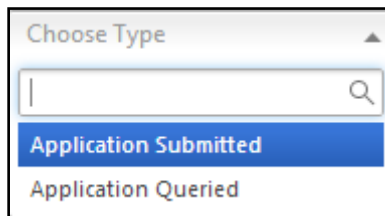   product.

c.   **Enter Remarks**

     i.   Remarks text box is mandatory if Status is Suggest to
Rejected as follows:

Step 4   **Recommendation**

1. Click [▼] dropdown to select **Application Submitted.**
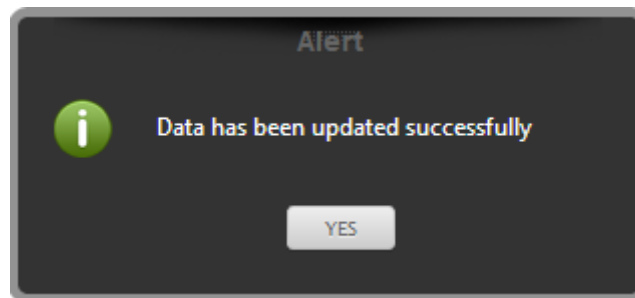

2. Once click Application Submitted, the screen will
automatically change to accept.

3. It's Compulsory to enter **Remarks / Query** field.

4. Click button to update application

5. Pop up screen automatically appear.

6. Click button to update this record or click button to cancel.

7. Pop up screen automatically appear.

8. Click button to proceed.

Step 5   **Check Status of application**

The CA application status has been updated from '**Application Submitted**' to '**Application Verified**'.

1. Click filter Application Type ⏷ dropdown to select **Cost Analysis.**

2. Click filter Status ⏷ dropdown to select **Application Verified**.

3. Click filter Application ID ⏷ dropdown to quick find the application.

4. Click **SEARCH** button to view results.

5. Click **View** button to view the application.

6. At *Transaction Details*, the transaction displays the actions involved as follows:

Date	Time	Action	Response Description	Reject Description	User Type	Response From
02/01/2013	09:49:21	Application Submitted			TRADER USER	shimano
16/01/2013	05:26:52	Application Verified	accept		MITI VERIFIER	dnt- ver

4.3.   Query Cost Analysis (CA)

Step 1   **To Query CA Application**

1. Click filter Application Type [▼] dropdown to select **Cost Analysis.**

2. Click filter Status [▼] dropdown to select **My Task**.

3. Click filter Scheme [▼] dropdown to select **MAFTA**.

4. Click [SEARCH] button to view results.

5. Click [View] button to view the application.

6. You may check new application by "*In process*" Status.

Step 2   Views the Certificate Of Origin.

Certificate of Origin- MAFTA [MIT012013000406]

⮌ BACK TO MAIN

Company Details

Company Name	ROC / ROB No.
AARHUSKARLSHAMN ASIA-PACIF	516423P

Finished Product

Click here to view Brand

Click to view

Finished Product ID	Tariff Desc	Tariff Code	Unit	Brands	Issuance Country	CO Detail	Action
FMA-FUN-FF	Horses	010110100	UNIT	View	cikmatnor	View	View

Click here to view finish product and raw material

Attached Document

Click here to view document

VIEW DOCUMENT 📎

Action	Document Name
View	Bill_of_Lading/Airway_Bill.JPG
View	Customs_Declaration_Form_(K2).JPG
View	Invoice.JPG

Transaction Type

☐ Third Party Invoicing   ☑ Accumulation   ☑ De Minimis   ☐ Issue Retroactively

Transaction View

Date	Time	Action	Response Desc.	Reject Desc.	User Type
02/01/2013	11:23:36	Application Submitted			TRADER USER

Recommendation

Type of Update

Choose Type ▼

Update to Accept or Queried

Remarks / Query

UPDATE

Status

Application Submitted   UPDATE

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Step 3   **Finish Product – View Action**

1. Click [View] button to view the action

2. Automatically Origin criteria section is appear below of the action table;

a.   **Select Origin Criteria**

         Note:

- **WO:** Wholly obtained good

- **POM:** Goods produces entirely from originating materials only

- **PS:** Goods produced from non-originating materials and satisfy the applicable product specific rules of origin requirements as listed in the MAFTA Regulations.

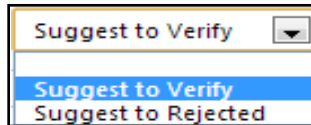   i.   Click [ ] button to select Origin Criteria as follow;

b. **Select status**

   i.   Click [▼] button to select status;
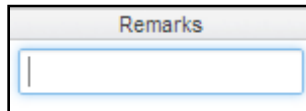

   Note:

   • **Approve** – approve the details in a particular finished product.

   • **Reject** – reject the details in a particular finished product.
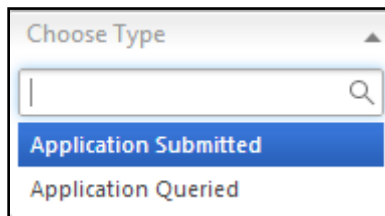
c. **Enter Remarks**

   i.   Remarks text box is mandatory if Status is Suggest to Rejected as follows:

Step 4   **Recommendation**

   1.   Click [▼] dropdown to select **Application Query.**

   2.   Once click Application Query, the screen will automatically change to query.
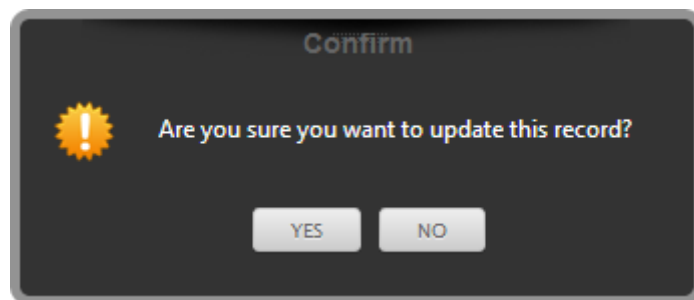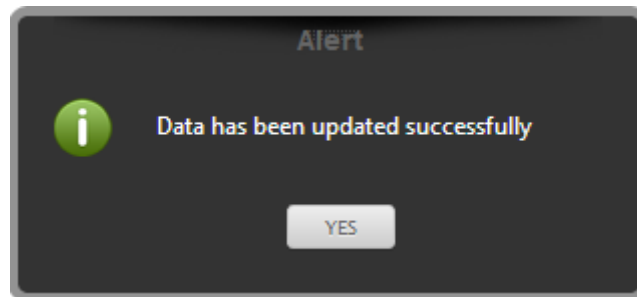
3. It's Compulsory to enter **Remarks / Query** field.

4. Click **QUERY** button to update application

5. Pop up screen automatically appear.

6. Click YES button to update this record or click NO button to cancel.

7. Pop up screen automatically appear.

8. Click YES button to proceed.

Step 5 **Check Status of application**

The CA application status has been updated from **'Application Submitted'** to **'Application Queried'**.

1. Click filter Application Type ▼ dropdown to select **Cost Analysis.**

2. Click filter Status ▼ dropdown to select **Application Queried**.

3. Click filter Application ID ▼ dropdown to quick find the application.

4. Click **SEARCH** button to view results.

5. Click **View** button to view the application.

6. At *Transaction view*, the transaction displays the actions involved as follows:

4.4.   Resubmitted Cost Analysis (CA)

Resubmitted application occurs after Trader resubmitted a queried CA application.

Step 1   **To Resubmitted CA Application**

1. Click filter Application Type ⏷ dropdown to select **Cost Analysis.**

2. Click filter Status ⏷ dropdown to select **Application Resubmitted.**

3. Click filter Scheme ⏷ dropdown to select **MAFTA**.

4. Click **SEARCH** button to view results.

5. Click **View** button to view the application.

Cost Analysis- MAFTA [MITI012013000638]

↩ BACK TO MAIN

Company Details ⤊

Company Name
SHIMANO COMPONENTS (MALA

ROC / ROB No.
192825A

Company Address
Choose Branch Address

LOT 4550, LORONG A-16 | PEKAN NANAS | 81500, JOHOR

Postcode
81500

City
PONTIAN

State
JOHOR

Country
Malaysia

Telephone No. (Mobile)
07-6896062

Telephone No. (Office)
07-6991599

Fax No.
07-6896391

Email
901140@sem.shimano.com.sg

Trader Reference No.

Finished Product ⤊

New 🗔

⑥

Finished Product ID	Tariff Description	Tariff Code	Unit	Brands	Manufacturer	Raw Material	Action
FMA-FUN-FF	--Pure-bred breeding a	010121000	UNIT	View	SHIMANO COMPONEN	View	Click Here

Note : 1 application can only have 5 finished products added
Item highlighted in red does not fulfill the FOB 100% requirement

Transaction View ⤊

⑦

Date	Time	Action	Response Description	Reject Description	User Type	Response From
16/01/2013	06:13:29	Application Submitted			TRADER USER	shimano
17/01/2013	11:43:29	Application Queried	query		MITI VERIFIER	dnt- ver
17/01/2013	02:55:59	Application Resubmitted			TRADER USER	shimano

Recommendation ⤊

Effective Date
17-01-2013

Expiry Date
16-01-2015

Type of Update
Choose Type

Remarks / Query

⑧

UPDATE

Status
Application Resubmitted

UPDATE

6. You can suggest to verify or rejected. Please refer step 3 to verify CA application.

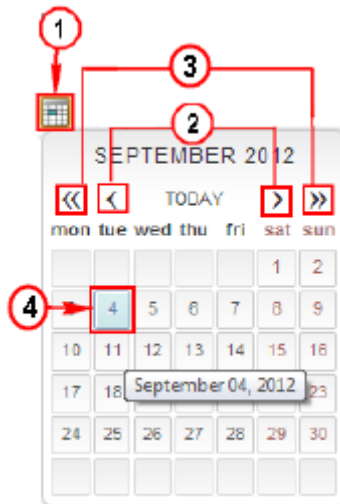7. At the *Transaction view* section, the transaction displays the actions involved as above:

8. Refer step 2 for references.

Step 2   **Recommendations for Verify / Query**
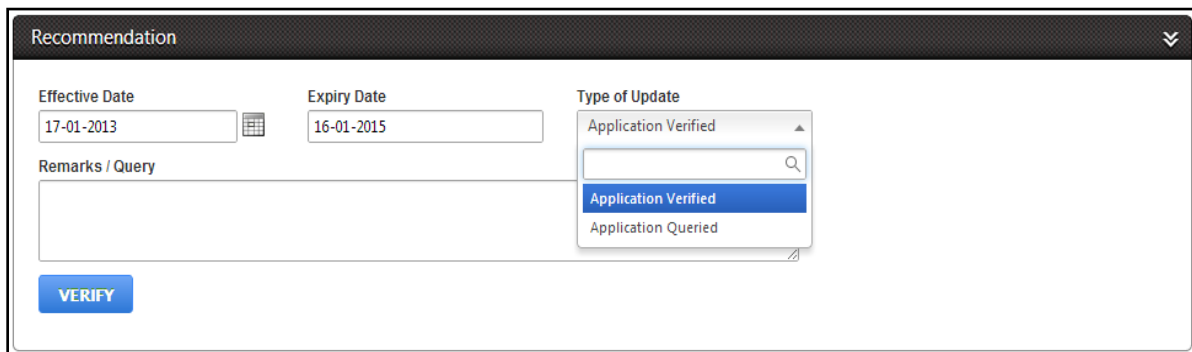

a.   Effective Date

1. Click icon ⊞ to display the Calendar.

2. Click ◁ or ▷ to navigate to the previous or next month.

3. Click ⟨⟨ or ⟩⟩ to navigate to the previous or next month.

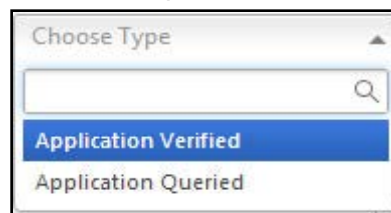4. Pick any date that you required.

5. Expiry Date will automatically adjust the date to expire in 2 years.

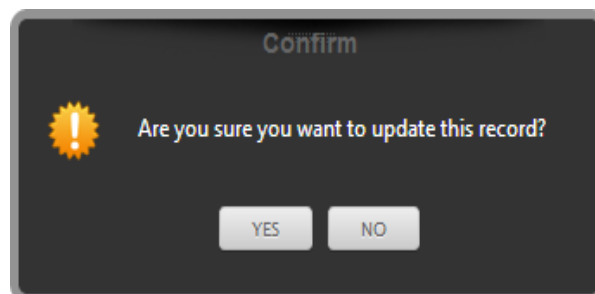   **Note:** Expiry date only for 2 years
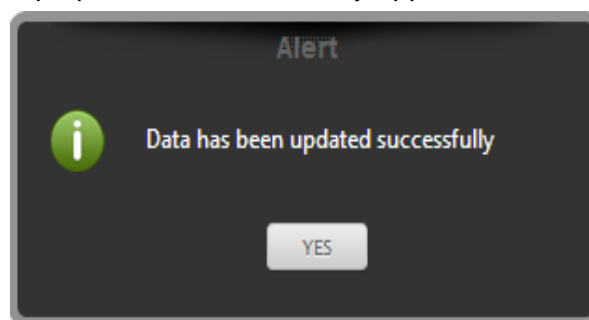
b.   Verify CA

1. Click ▾ dropdown to select **Application Verified.**

2. Once click Application Verified, the screen will automatically change to verified.

3. It's Compulsory to enter **Remarks / Query** field.

4. Click **VERIFY** button to update application

5. Pop up screen automatically appear.

6. Click YES button to update this record or click NO button to cancel.

7. Pop up screen automatically appear.

8. Click YES button to proceed.

Section 5.   Verify Certificate Of Origin (CO)

5.1.   Certificate of Origin

MITI Verifier only can **Query, Rejected** and **approved** the CA Application after successfully received from Clerk.

5.1.1. View Certificate Of Origin

Step 1   **View Certificate Of Origin**

For brief features:

No.	Features	Description
1	My Task ✕ ▾	All of the CO application submitted by trader will keep in MY TASK.
2	View	Click view button to preview any scheme in details.
2	In Process	Applications have not been check by Verifier yet.
3	Application Submitted	Applications have been submitted by trader
4	Application Checked	Application have been check by clerk.

Certificate of Origin- MAFTA [MITI012013000502]

⮐ **BACK TO MAIN**

Company Details ⌄

Company Name
PANASONIC SYSTEM NETWORKS

ROC / ROB No.
042154-T

Finished Product ⌄

New ▢

Finished Product ID	Tariff Desc	Tariff Code	Unit	Brands	Issuance Country	CO Detail	Action
FMA-FUN-FF	Horses	010110100	UNIT	View	PANASONIC SYSTEM N	View	View

Attached Document ⌄

VIEW DOCUMENT 📎

Action	Document Name
View	Customs_Declaration_Form_(K2).pdf
View	Invoice.pdf
View	Bill_of_Lading/Airway_Bill.pdf

Transaction View ⌄

Date	Time	Action	Response Desc.	Reject Desc.	User Type
03/01/2013	05:50:42	Application Submitted			TRADER USER
05/01/2013	02:00:51	Application Checked			MITI CLERK

Recommendation ⌄

Effective Date
18-01-2013

Expiry Date
17-01-2015

Type of Update
Choose Type ▾

Remarks / Query

UPDATE

Status
Application Checked

UPDATE

DagangNet

Step 2   View Finished Product

1. Click **View** button to view Brands details.

2. As you can see the pop up result will appear at center of page.

3. Click **View** button at Raw Material to view finish product.

    a.   Finish Product Screen

b.   Raw Material

Certificate of Origin- MAFTA [MITI012013000629]

⊃ BACK TO MAIN

Finished Product - FMA-FUN-FP-121231-000085

◉ Back   **Finished Product**   **Raw Material**

Type	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%
F	ANGLE	CHINA	392690990	NANJING SPA	OIIN121018	IMPORTED	10.1860	28.4732
F	ANGLE COUPLER FE/I	CHINA	740200000	NANJING SPA	OIIN121018	IMPORTED	10.1860	28.4732
F	CHANNEL 55 X 36.5 R	VIETNAM	0101900000	NANJING SPA	OIIN121018	ASEAN	12.4910	34.9164
F	CHANNEL COVER CL	AUSTRALIA	392690990	NANJING SPA	OIIN121018	AUSTRALIA	2.5570	7.1476
F	CLIP RUNG SMARTLC	MALAYSIA	4001101100	SOLAR MOUL	SM-1371	LOCAL	0.3540	0.9895

	Value	%
Sub Total - Local	0.3540	0.9895
Sub Total - Asean	12.4910	34.9164
Sub Total - Imported	20.3720	56.9464
Sub Total - Australia	2.5570	7.1476
Sub Total	35.7740	99.9999

	Value	%
Total Material Cost (Local, ASEAN & Imported)	35.7740	99.9999
Labour Cost	23.0000	2.5562
Overhead Cost (Direct + Indirect)	34.0000	3.7787
Others Cost (If Available)	464.0000	51.5685
Total Product Cost	556.7740	157.9033
Profit	343.0000	38.1207
FOB Price	899.7740	196.0240

Remarks

Local - Raw material obtained from local company or manufacturer
Imported- Raw material obtained from the Importation from Non-ASEAN countries
ASEAN- Raw material obtained from the Importation from ASEAN countries using Form MAFTA or declaration of origin; (Brunei,Indonesia,Philippines,Singapore,Thailand,Vietnam,Laos,Myanmar,Cambodia)

i.   Click **◉ Back** to go back to Main Screen.

4. Click [View] button to view Action.

5. The new table appear at below to show the status.

6. You may refer at Verify section.

Step 3   **View Attachment**

1. Click [View] button to view the document.

2. New tab screen appear to preview the attachment.

Step 4   **Transaction View**

1. You may view transaction of application.

2. You may verify the transaction after checked by clerk.

5.2.   Approve Certificate Of Origin (CO)

Step 1   **To approve CO Application**

1. Click filter Application Type ▼ dropdown to select **Certificate Of Origin**

2. Click filter Status ▼ dropdown to select **My Task**

3. Click filter Scheme ▼ dropdown to select **MAFTA**

4. Click **SEARCH** button to view results.

5. Click **View** button to view the application.

6. You may check new application by select "*Application Checked*" Status.

Step 2   Views the Certificate Of Origin

Certificate of Origin- MAFTA [MITI012013000449]

↩ BACK TO MAIN

Company Details ⤼

Company Name	ROC / ROB No.
SHIMANO COMPONENTS (MALA'	192825A

Finished Product ⤼

New 🗋

Click to view finish product & raw material

Finished Product ID	Tariff Desc	Tariff Code	Unit	Brands	Issuance Country	CO Detail	Action
FMA-FUN-FF	--Pure-bred breeding ar	010121000	UNIT	View	SHIMANO COMPONEN	View	View

Click to view Brand

Click to view action

Attached Document ⤼

VIEW DOCUMENT 🖉

Click to view attachment

Action	Document Name
View	Invoice.xlsx

Transaction Type ⤼

☐ Third Party Invoicing   ☑ Accumulation   ☑ De Minimis   ☐ Issue Retroactively

Transaction View ⤼

Date	Time	Action	Response Desc.		Reject Desc.	User Type
02/01/2013	09:06:07	Application Submitted		View this transaction		TRADER USER
02/01/2013	09:52:22	Application Checked	Abu Bakar			MITI CLERK

Recommendation ⤼

Effective Date	Expiry Date	Type of Update
18-01-2013	17-01-2015	Choose Type ▾

Remarks / Query

Process to Query, Reject, Approve

UPDATE

Status

Application Checked   UPDATE

Step 3   Finish Product – View Action

1. Click [View] button to view the action

2. Automatically Origin criteria section is appear below of the action table;

a.   Check Status to Approve / Reject

      i.   Recheck again status if any error.

      ii.   Click [▼] dropdown to select status either approve or reject;

Note:

- Approve – approve the details in a particular finished product.

- Reject – reject the details in a particular finished product.

b.   Enter Remarks

      i.   Mandatory to remarks this field if rejected.

Step 4   **Recommendation**

a.   **Effective Date**

1. Click icon [icon] to display the Calendar.

2. Click [<] or [>] to navigate to the previous or next month.

3. Click [<<] or [>>] to navigate to the previous or next month.

4. Pick any date that you required.

5. Expiry Date will automatically adjust the date to expire in 2 years.

    Note: Expiry date only for 2 years

b.   Approved CO

1. Click ⬇ dropdown to select **Application Approved.**
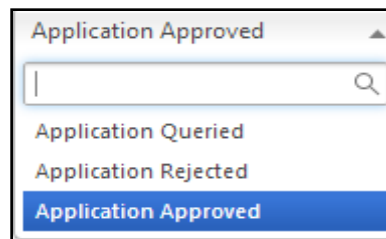
2. Once click Application Approved, the screen will automatically change to "Direct Approve".

3. It's Compulsory to enter **Remarks / Query** field.

4. Click **DIRECT APPROVE** button to update application

5. Pop up screen automatically appear.

6. Click YES button to update this record or click NO button to cancel.

7. Pop up screen automatically appear.

8. Click YES button to proceed.

Step 5   **Check Status of application**

The CO application status has been updated from '**Application Checked**' to '**Application Approved**'.

1. Click filter Application Type ⏷ dropdown to select **Certificate Of Origin.**

2. Click filter Status ⏷ dropdown to select **Application Approved.**

3. Click filter Application ID ⏷ dropdown to quick find the application.

4. Click [SEARCH] button to view results.

5. Click (View) button to view the application.

6. At *Transaction Details*, the transaction displays the actions involved as follows:

5.3. Reject Certificate Of Origin (CO)

Step 1   **To Reject CO Application**

1. Click filter Application Type [▾] dropdown to select **Certificate Of Origin**

2. Click filter Status [▾] dropdown to select **My Task**

3. Click filter Scheme [▾] dropdown to select **MAFTA**

4. Click **SEARCH** button to view results.

5. Click **View** button to view the application.

6. You may check new application by select "*Application Checked*" Status.

Step 2   Views the Certificate Of Origin

Certificate of Origin- MAFTA [MITI012013000449]

↩ BACK TO MAIN

Company Details ⌄

Company Name	ROC / ROB No.
SHIMANO COMPONENTS (MALA	192825A

Finished Product ⌄

Click to view finish product & raw material

New 🗋

Finished Product ID	Tariff Desc	Tariff Code	Unit	Brands	Issuance Country	CO Detail	Action
FMA-FUN-FF	--Pure-bred breeding ar	010121000	UNIT	View	SHIMANO COMPONEN	View	View

Click to view Brand

Click to view action

Attached Document ⌄

Click to view attachment

VIEW DOCUMENT 🖉

Action	Document Name
View	Invoice.xlsx

Transaction Type ⌄

☐ Third Party Invoicing   ☑ Accumulation   ☑ De Minimis   ☐ Issue Retroactively

Transaction View ⌄

Date	Time	Action	Response Desc.			Reject Desc.	User Type
02/01/2013	09:06:07	Application Submitted					TRADER USER
02/01/2013	09:52:22	Application Checked	Abu Bakar				MITI CLERK

View this transaction

Recommendation ⌄

Effective Date	Expiry Date	Type of Update
18-01-2013 🗓	17-01-2015	Choose Type ▾

Remarks / Query

Process to Query, Reject, Approve

UPDATE

Status

Application Checked

UPDATE

Step 3   **Finish Products – View Action**

1. Click [View] button to view the action

2. Automatically Origin criteria section is appear below of the action table;

a.   **Check Status to Reject**

      i.   Recheck again status if any error.

      ii.   Click [▼] dropdown to select status reject;

Note:

• Approve – approve the details in a particular finished product.

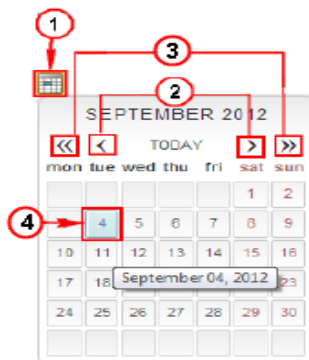• Reject – reject the details in a particular finished product.

b.   **Enter Remarks**

      iii.   Mandatory to remarks this field if rejected.

Step 4   Recommendation

a.   Effective Date

1. Click icon [icon] to display the Calendar.

2. Click [<] or [>] to navigate to the previous or next month.

3. Click [<<] or [>>] to navigate to the previous or next month.

4. Pick any date that you required.

5. Expiry Date will automatically adjust the date to expire in 2 years.

   Note: Expiry date only for 2 years

b.   Rejected CO

1. Click dropdown to select **Application Rejected.**
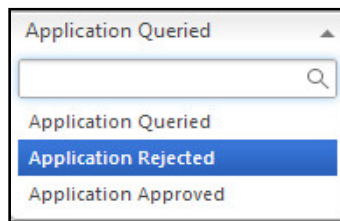
2. Automatically Reason for Rejection column appears.

3. You may select the reason of rejection or just written down reason at remarks column for explanation.

4. Once click Application Rejected, the screen will automatically change to "Direct Reject".

5. It's Compulsory to enter **Remarks / Query** field.

6. Click button to reject application

7. Pop up screen automatically appear.
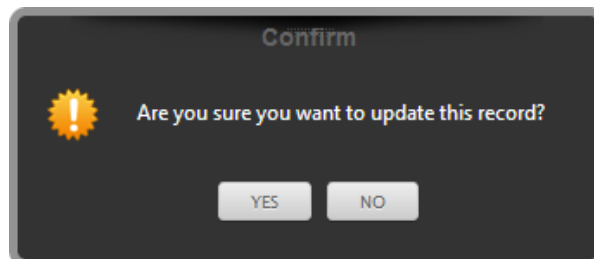
8. Click button to update this record or click button to cancel.

9. Pop up screen automatically appear.
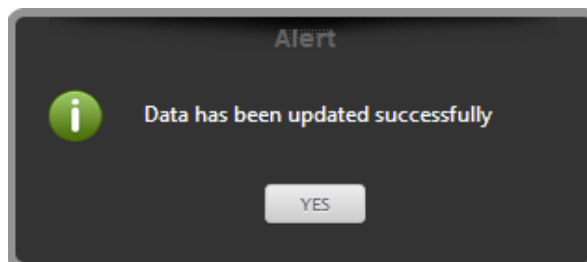
10. Click button to proceed.

Step 5   **Check Status of application**

The CO application status has been updated from '**Application Checked**' to '**Application Rejected**'.

1. Click filter Application Type [dropdown] dropdown to select **Certificate Of Origin.**

2. Click filter Status [dropdown] dropdown to select **Application Rejected.**

3. Click filter Application ID [dropdown] dropdown to quick find the application.

4. Click [SEARCH] button to view results.

5. Click [View] button to view the application.

6. At *Transaction Details*, the transaction displays the actions involved as follows:

5.4. Query Certificate Of Origin (CO)

1. Click filter Application Type [▼] dropdown to select **Certificate Of Origin**

2. Click filter Status [▼] dropdown to select **My Task**

3. Click filter Scheme [▼] dropdown to select **MAFTA**

4. Click **SEARCH** button to view results.

5. Click **View** button to view the application.

6. You may check new application by select "*Application Checked*" Status.

Step 2   Views the Certificate Of Origin

Certificate of Origin- MAFTA [MITI012013000449]

⤺ BACK TO MAIN

Company Details ⟱

Company Name	ROC / ROB No.
SHIMANO COMPONENTS (MALA	192825A

Finished Product ⟱

Click to view finish product & raw material

New ▭

Finished Product ID	Tariff Desc	Tariff Code	Unit	Brands	Issuance Country	CO Detail	Action
FMA-FUN-FF	--Pure-bred breeding ar	010121000	UNIT	View	SHIMANO COMPONEN	View	View

Click to view Brand

Click to view action

Attached Document ⟱

Click to view attachment

VIEW DOCUMENT ✎

Action	Document Name
View	Invoice.xlsx

Transaction Type ⟱

☐ Third Party Invoicing   ☑ Accumulation   ☑ De Minimis   ☐ Issue Retroactively

Transaction View ⟱

Date	Time	Action	Response Desc.		Reject Desc.	User Type
02/01/2013	09:06:07	Application Submitted		**View this transaction**		TRADER USER
02/01/2013	09:52:22	Application Checked	Abu Bakar			MITI CLERK

Recommendation ⟱

Effective Date	Expiry Date	Type of Update
18-01-2013	17-01-2015	Choose Type ▾

Remarks / Query

Process to Query, Reject, Approve

UPDATE

Status

Application Checked   UPDATE

Step 3   Finish Product – View Action

1. Click [View] button to view the action

2. Automatically Origin criteria section is appear below of the action table;

a.   Check Status to approve / reject

   i.   Recheck again status if any error.

   ii.   Click [▼] dropdown to select status either approve or reject;

   Note:

   • Approve – approve the details in a particular finished product.

   • Reject – reject the details in a particular finished product.

b.   Enter Remarks
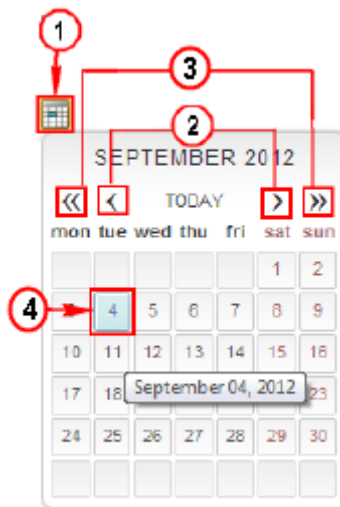
   iii. Mandatory to remarks this field if rejected.

Step 4   Recommendation

a.   **Effective Date**

1. Click icon 🗓 to display the Calendar.

2. Click ◁ or ▷ to navigate to the previous or next month.

3. Click ≪ or ≫ to navigate to the previous or next month.

4. Pick any date that you required.

Effective Date	Expiry Date
17-01-2013 🗓	16-01-2015

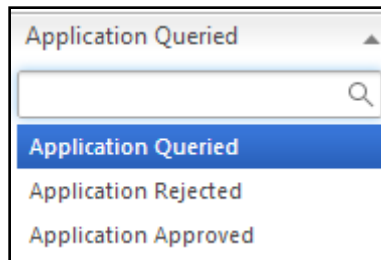5. Expiry Date will automatically adjust the date to expire in 2 years.

Note: Expiry date only for 2 years

b.   Queried CO
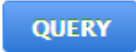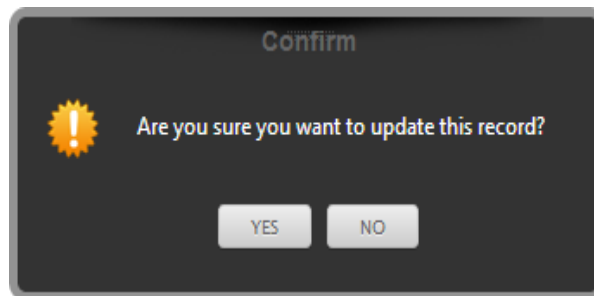

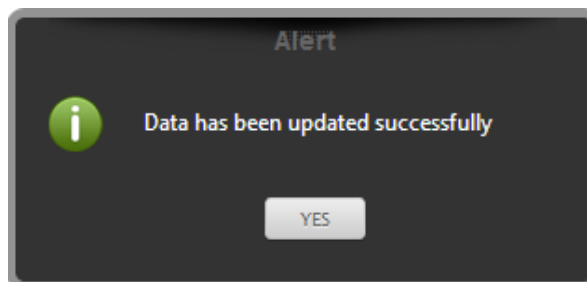1. Click [dropdown icon] dropdown to select **Application Quiried.**

2. Once click Application Quiried, the screen will automatically change to "Quiry".

3. It's Compulsory to enter **Remarks / Query** field.

4. Click **QUERY** button to update application

5. Pop up screen automatically appear.

6. Click **YES** button to update this record or click **NO** button to cancel.

7. Pop up screen automatically appear.

8. Click **YES** button to proceed.

Step 5   **Check Status of application**

The CO application status has been updated from '**Application Checked**' to '**Application Quiried**'.

1. Click filter Application Type ▾ dropdown to select **Certificate Of Origin.**

2. Click filter Status ▾ dropdown to select **Application Queried.**

3. Click filter Application ID ▾ dropdown to quick find the application.

4. Click **SEARCH** button to view results.

5. Click **View** button to view the application.

6. At *Transaction Details*, the transaction displays the actions involved as follows: