

## CUSTOMER REQUEST FOR A CERTIFICATE OF ORIGIN

If the customer has not had one before, please ask them to clarify if they require an official CofO from the Chambers of Commerce or do they just require a declaration from Viamed that states or certifies the origin of the goods? We will also need to know if they are happy for the CofO to go with the goods or do they need it sending separately? Additional carriage costs may apply and will also need adding to the quotation, proforma or order.

If the customer only requires a declaration/certificate from Viamed, then this may be available from the Intrastats stock page. If it is not currently available, then please see DL or one of the Directors to provide this.

If the customer requires an official CofO, then please take the following steps:

There are two types of CofO; Standard EU & Arab. If the destination is outside of the MENA region (Middle East & North Africa), then the standard EU would suffice.

If the customer is within the MENA region, then we would need to clarify with the customer as to which type they require, as they may still only require a standard EU type. If the customer confirms that an EU type is required, then add it to the quotation, proforma or order:

9910001 - EU CofO = Price in Opera

If the customer requires an Arab type of CofO, then please call the International Department at the Bradford Chambers of Commerce. Give them the destination country and ask them for a quotation including VAT and Postage, convert this amount in to the correct currency and add it to the quotation, proforma or order:

9910002 - Arab CofO – Price not specified

Please note that a customer that requires an Arab CofO, may also require other documentation, such as an invoice stamped or translated. If applicable, please also mention this to the Bradford Chambers so that they can provide you with a quotation, this will also require adding to the customer quotation, proforma or order:

9910000 – Documentation – Price not specified

Regardless of which type of CofO the customer has selected, the weights, dimensions and quantity of boxes, need to be listed on the invoice under the carriage, so please add a memo for the dispatch team to add this information prior to invoicing.

Only when the goods have been invoiced can the CofO be applied for, please arrange for a copy of the final invoice to go to KE or RS, so they can proceed with the application.