

**GUIDELINES FOR EXPORTERS FOR AVAILING
ONLINE CERTIFICATE OF ORIGIN (NON-PREFERENTIAL) FROM MCCIA**

A. Steps to be followed by the Senior Official from Exporter's office who will create credentials of Data Entry Operators (DEO) and Authorized Approvers (AA) :

1. Log on to www.mcciapune.com
2. Click on **LOGIN** (Top right of the screen), then click on Sign Up.
3. Enter First Name, Last Name, Mobile Number and Email ID. Email ID will be your user name when you sign up.
4. Enter first 3 letters of your Organization Name (eg. SUL for Sulzer India Private Limited), then Select Company name from Dropdown. *(If your company's name does not reflect in the list, please check if you have submitted the one time Indemnity Bond to MCCIA)*
5. If your entity is a Member of MCCIA enter Membership Number.
6. Enter Department and Designation.
7. Enter Password of your choice.
8. Log on to www.mcciapune.com then click on 'login'. Enter you email ID and password that you had created in step 3 and Step 7.
9. Once logged in, your email ID will be displayed on the top right corner. Click on your email ID and select My Timeline.
10. Click on Add Data Entry Operator (DEO) and Authorized Approver from the left hand side panel.
11. Enter all the details required to create the credentials of the DEO and the Authorized Approver and submit.
12. Once the login credentials of the DEO and Authorized Signatory are created, they can use the Digital eCOFO service by logging in and clicking on Apply for eCOFO on the left hand panel.

B. Steps to be followed by the Data Entry Operator (DEO):

1. Login to www.mcciapune.com and login with the email id and created password.
2. Choose option **Apply for COFO** from the left side panel. The COFO form will open, fill all the details and submit. *(Only Indian manufactured goods can be added and attested in this COFO form).*
3. Select the branch you want to send the documents for attestation so that the concerned branch officer will get a mail once the documents are uploaded by you.
4. Select the Authorized Approver from your company.
5. At the bottom of the page, click on Upload documents. You can upload Invoice, Packing list or any other document you want to get attested.
6. Please upload all the documents as separate attachments. Please Do **NOT** combine the Invoice, Packing List and other documents in one scanned copy to be uploaded.

7. Select the type of document from the dropdown. After uploading the documents select 'Attest' or 'For Reference'. If only Certificate of Origin is to be attested then upload the Invoice and Packing list and select "For Reference" from the dropdown.
8. Once all details are filled and uploaded, click on the disclaimer in the check box and submit. A mail will be sent to the Authorized Approver from your organization with a link for documents on which the Officer will affix the image of the Company's round stamp and his/her signature.
9. Please keep some space for stamping on the left side at the bottom of the Invoice and Packing list.

C. Steps to be followed by the Authorized Approver of the Exporter:-

1. The Authorized Approver will get a email from cofo@mcciapune.com.
2. Click on the link in the mail and you will be taken to the page where the Documents have been uploaded.
3. Check the documents uploaded by the Data Entry Operator and affix the image of the Company's round stamp and your signature saved in your computer in **png format** only and submit.
4. Documents will be sent to MCCIA and once the documents are attested by MCCIA, the Data Entry Operator and the Authorized Approver at the exporter's end will get the mail intimation.
5. Click on the link in the mail and you will be able to download the attested documents.
6. Alternatively, the documents can be downloaded from the Timeline page.

D. General Guidelines:

1. You will be able to see the process of the documents on your dashboard in the Timeline.
2. You can edit the documents if required till MCCIA does not start the process of attestation. If there is any change to be made in the documents later on, you will have to apply again as a new document and it will be charged again.
3. If there is any discrepancy found by MCCIA during attestation, the documents will be rejected and the reason will be mentioned about the same. You will have to change the documents and apply again as if they are new documents.