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OASIS
eCertify

Reference Guide

10/11/2017

Melco Group Intl., Inc.

www.melcogroup.com/

www.oasis-web.net/

Support?

<http://www.melcogroup.com/oasis-support.html>

OASIS eCertify

OASIS is now eCertified - eCertify turns costly, time consuming and inefficient paper based processing of export documents Certificates of Origin into a streamlined online process. The document design is based on United Nations Industry Standard layout. **This feature requires OASIS QCR 'Quality Control Release OASIS r2017.10 and already using eMessaging.**

OASIS eCertify Overview.

OASIS will utilize eCertify's email form of communication submission method. OASIS will collate the information required for a submission and then send this information to the 'eCertify' system for submission. OASIS eCertify submission as well as the 'eCertify' responses are delivered as emails and processed via the OASIS eMessage module. To review eMessage access <http://melcogroup.com/document-samples.html> and select under REFERENCE MANUALS **OASIS eMessaging.**

Update Requirements

A

1. OASIS Site **verifies they are using OASIS eMessaging**
 1. and yes want to implement eCertify for C/O submissions
 1. then scheduled for OASIS r2017.10 QCR 'Quality Control Release' containing eCertify
2. We assist if needed with OASIS update
 1. OASIS Site receives (this) updated eCertify eMessaging short instruction manual
 2. assist with setting up OASIS eCertify Software Vendor Key
3. If NO to 1 we try to assist in setting them up with eMessaging and repeat **A1.1 – 2.2**

Registering with a chamber of Commerce

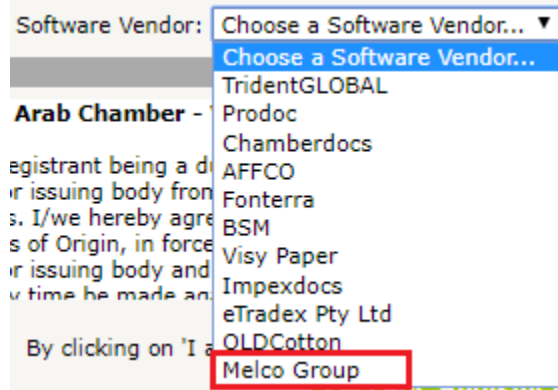
In order to use this service you need to register your company with the Chamber of your vicinity. Enter all appropriate information <http://www.ecertify.com/where-to-ecertify/> and select the SUBMISSION OPTION = **eCert Direct**

- Select appropriate Country i.e. **United States of America**
- Select Appropriate Chamber [*Scroll to select* **NOTE** only one Chamber allowed by OASIS]
- Enter Information required
- When you receive your Chamber Code – Keep it in a safe place and notify support@melcogroup.com

Software Vendor Selection

Melco Group / OASIS software has been added under Software Vendor drop down (see snapshot), so that you can select Melco Group as the software Vendor.

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- For existing clients, they can update this field on Maintenance >> My Details >> Submission Method section. Please ensure you select
 - Submission Method = eCert Direct
 - Software Vendor = Melco Group
- For new client, they can select the above information on the eCertify registration page.

OASIS Quick Setup

The software Vendor key

Will remain the same for all sites and will be supplied by Melco Support

1. eCertify Parameters Setup

From OASIS Main Menu select the Maintenance => System Maintenance => Setup => General Information [**Move Shipment Tab**] and enter the Chamber Information received from the Chamber Registration.

eCertify

Send To Address ecertdirect.softwarevendor@test.ecertify.com.au

Signatory eMail test1@test.ecertify.com.au

Chamber ID 6HMZAOYCQINT Submit On Behalf

Software Key MJQ3DIOANY50

Activate Thread Management This option eliminates errors due to opening multiple windows at the same time.

OK Cancel

Following are the few steps OASIS sites would have to follow for eCertify setup and submissions:

in **System Setup OASIS sites** would have to enter below information :

- SendToAddress → there is a test and production email. We help with this setup.
- Signatory eMail → email you registered with eCertify system
- and Chamber ID → You are responsible to acquire this when registering with Chamber

Once entered would remain unless mandated to change in the future.

2. OASIS Site Signatory Email

- The signatory email will be different for each site.
 - This **signatory email should be the same email address used to register** with eCertify
 - Once registered with eCertify, they may opt to set up a centralized email address in eCertify.
1. From **OASIS Main Menu** select **Maintenance**
 2. Select **Set Station Default**
 3. enter your email in box

eMail From Address

Send To Address

The Send To Address will be the same for all sites. Depends if test or live system. **See 3.4 eCertify Server Addresses**

3. OASIS eMessage Setup

Melco Group Support will assist you in setting up the eCertify Template.

Testing with eCertify

It is suggested that OASIS sites go through a test session [test submission] with **eCertify** to make sure that everything is well before you go Live.

Submission

OASIS eCertify system initiates a submission by generating an email and then sending to one of the 'eCertify' systems' email accounts.

- signatory email will be filled with the same email address used by your client to register with eCertify? Once registered with eCertify, they may opt to set up a centralized email address in eCertify.
- The Send To Address will be the same for all sites
- It is strongly suggested that client sites go through a test session to make sure that everything is well before Go Live.

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Email Tab

Changing a Transaction Profile Record

Details | Confirmation | (Split)Goods Overview

Client: 2303 ... NATIONAL BEEF PACKING COMPANY

Shipper: ... TO THE ORDER OF NATIONAL AGRICULTURAL COOPERATIVE FEDERATION

Consignee: 2310 ... A G MEAT CO. LTD. 208 - 2 GUNGNAE-DONG BUNDANG-GU, SEONGNAM-SI GYEONGGI-DO, KOREA KR

Hazardous Cargo

Point Of Origin: ...

(Air)Port of Loading: ILONG BEACH,CA ...

Place Of Delivery: ...

Type Of Move:
 Air Inbound FCL
 Ocean Inbound LCL
 Domestic A/F Inbound AIR
 Other

Status:
 Quotation Completed
 Booking/Active Deleted

Charges / Value:
 Pre-Paid Terms: ...
 Collect Value: ...

ETD: 10/25/2008 ... ETA: 11/4/2008 ...

Loading Date: 10/22/2008 ... Cutoff Date: 10/23/2008 ...

Place Of Receipt: ...

(Air)Port Of Discharge: IBUSAN,PUSAN,SOUTH KOREA ...

Ultimate Destination: IKOREA, DEMOCRATIC PEOPL ...

Quote #: 82,704 Entered Date: 1/16/2015

Location: YOUR COMPANY NAME HERE

Booking Number: CHIZ9255029

Reference Number: ACS0066310 Assign

Project Number: K3014

P.O. Number: AG47388 Add'l

Consolidation No.: ...

Qty	Type / Commodity	Lbs/Kgs	Cft/Cbm
1075	40' HI CUBE REEFER	40775	116.00
	FEATHERS OF A KIND	18495	3.285
1075	Units TOTALS	40775	116.00
	<input type="checkbox"/> Use Rider	18495	3.285

Get Details | Insert | Change | Delete

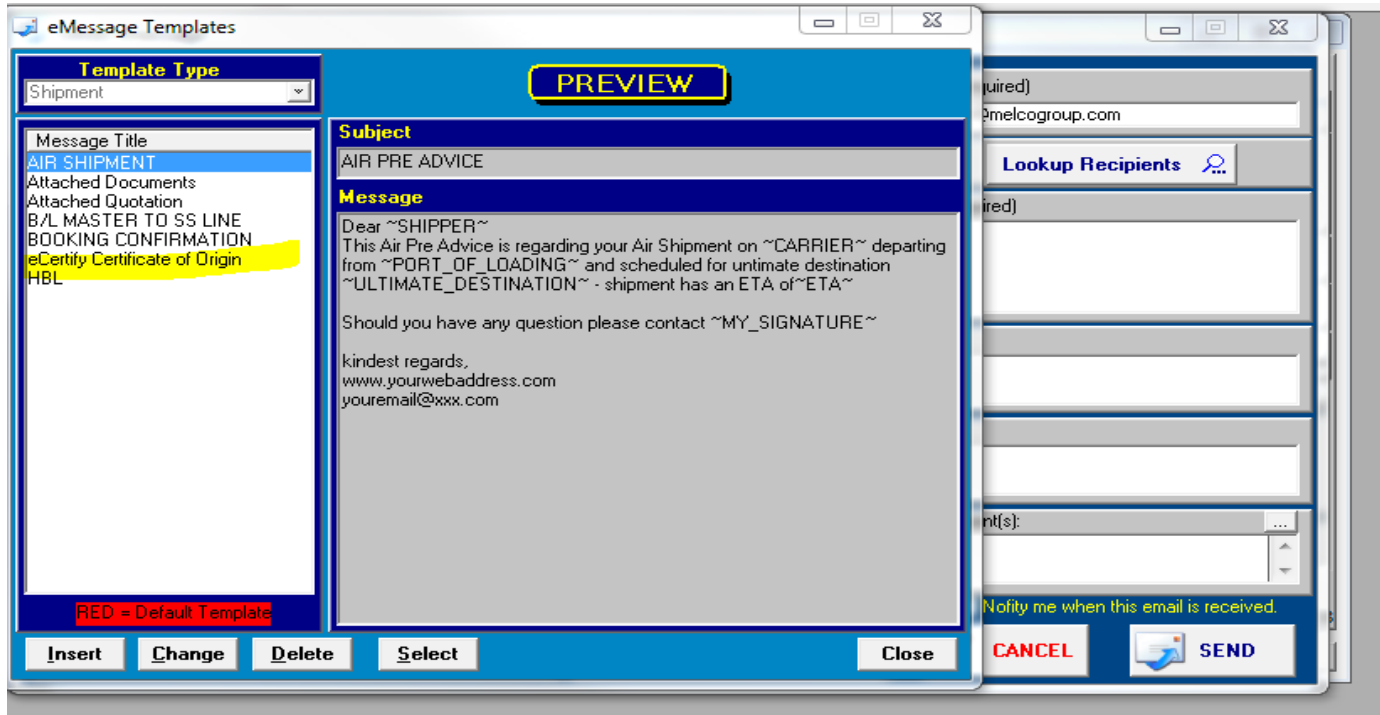
Body Detail | Documentation | Quotation | Booking | Activity | **eMail** | Tracking | Model/XML | OK | Cancel

1 Access your transaction once C/O Information has been entered and ready for submission and select eMail Tab.

Template Type

- Select Template Type = eCertify Certificate of Origin and click on SELECT

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- When ready to submit **select SEND Button** and wait for processing to end returning you back to Profile Screen in OASIS.

email Format

The payload of the email format and structure is hard coded into the OASIS system attachment XLM file and the C/O pdf is automatically attached to the submission message.

3.4 eCertify Server Addresses

The 'eCertify' system provides two email accounts that a submission can be sent – one for testing purposes and one for production usage.

The testing

email account is: ecertdirect.softwarevendor@test.ecertify.com.au

The production

email account is: ecertdirect@ecertify.com

The format of the submission is the same for both the testing and the production systems. It is recommended that the 'Software Vendor' system utilize different exporter reference numbers and identifiers for the testing and production systems, to avoid confusion.

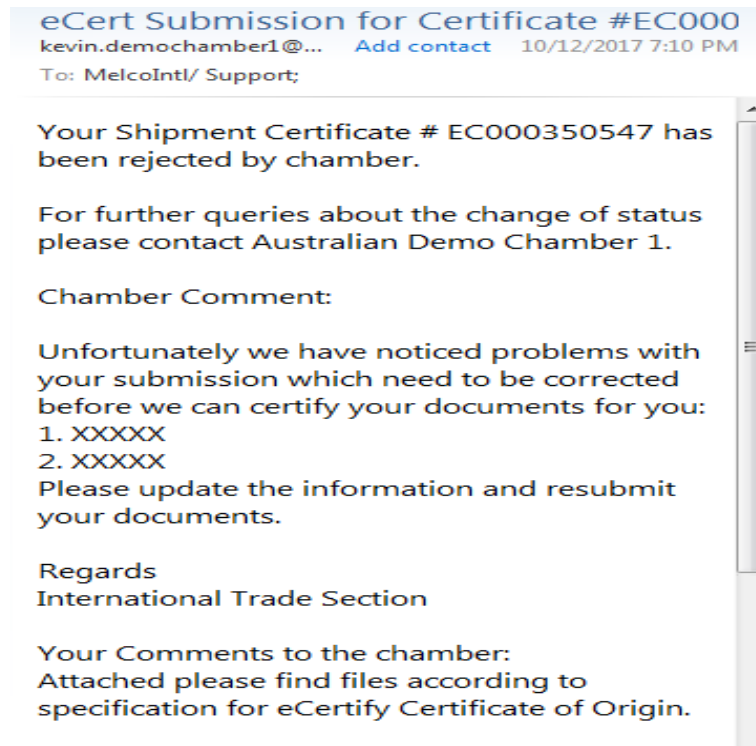
XML Data File Attachment

The XML Data file attachment on the submission email is used to provide the information of the submission to the 'eCertify' system.

eCertify Chamber Response email samples

Rejection

If there is an issue with the submission an email similar to this would be received. Contacting the appropriate Chamber for clarification would be in order.



Success

When a successful submission is received you should receive an email similar to this:

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eCertify Certificate of Origin Reference ,
donotreply@test.ecertify... Add contact 10/12/2017 3:08 PM
To: MelcoIntl/ Support;

 Response.xml

Shipment has been submitted to the Chamber
successfully.
Exporter Reference: "ACS0066324
Certificate: EC000350548
Message: "eCertify Certificate of Origin
Reference ACS0066324"
Message Id: 1883.

Stamped / Approved Chamber CO pdf

Finally the Chamber would return a stamped C/O with approval Seal for your shipment records.

NO. 767 1121 CASES 40774 Lbs 18495 Kgs
LBS. GROSS WEIGHT
3 LBS. NET WEIGHT
PLACE OF DELIVERY KYUNGKI KWANGJU
HOUSE DESIGNATED BY AG MEAT CO. LTD
DESTINATION: CFR KYUNGKI KWANG-JU
HOUSE
USD CHARGE \$975) PREPAID AT ORIGIN
ES ITN # @@AESITN@@
ED ON BOARD

