

Good day ECOO User,

RCCI has pleasure in presenting the **ECOO Smart Admin** platform to you for all your commercial invoice and certificate of origin electronic submissions.

We would like to provide some much needed, additional information pertaining to the platform.

**There will be no extra costs** payable by your company to do this, other than your normal cost of your ECOO certificate to the Chamber, for generating electronic Certificates of Origin (ECOO), so this may very well be the way to go.

We look forward to demonstrating the system for the **Randburg Chamber of Commerce and Industry** as follows:



**Date:** Monday, 18<sup>th</sup> June 2018



**Time:** 3 sessions so attendees can select preferred times:

9:30 - 11:30

11:30 - 13:30

13:30 - 15:30



**Venue:** Randburg Chamber of Commerce and Industry,  
Atrium Terraces, 272 Oak Avenue, Randburg.

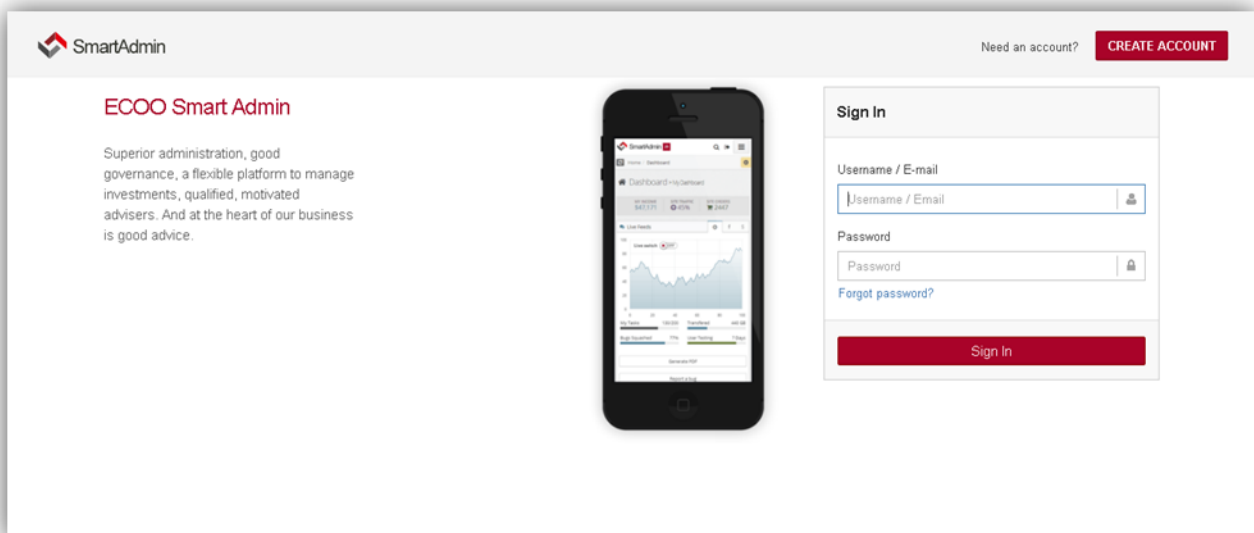
Below is the link to the **ECOO Smart Admin** presentation for more information omitted from this email:

<https://prezi.com/view/LEm70cvAqlJV1nbrA6ga>

And a link to the marketing video:

[https://www.dropbox.com/personal/S2/ECOO?preview=smart\\_admin\\_v20170720.mp4](https://www.dropbox.com/personal/S2/ECOO?preview=smart_admin_v20170720.mp4)

Sneak preview of the platform...



SmartAdmin | HI JOSEPH | SUPPORT@ECOO.CO.ZA | [New Shipment](#) | Search for Shipments

Home | Shipments | Reports | Self-Help | Logout

Home / Dashboard

### Your Shipments

0

**Current Month**

The total count of shipments this month.

A few moments ago...

1

**Last Month**

The total count of shipments last month.

A few moments ago...

1

**Open Shipments**

The number of open shipments created by you.

A few moments ago...

### Your Recent Shipments

Shipment No.	Exporter Ref.	Exporter Invoice	Date Submitted	Status
3323	1462820	3090075357/58/59/60/61	2018/03/02 12:02:44	<a href="#">New And Pending Submission</a>
3322	CO1854	CO1854	2018/03/01 14:30:38	<a href="#">New And Pending Submission</a>
3321	8304547124	8304547124	2018/02/28 13:05:34	<a href="#">Approved And Pending Payment</a>
3320	830454277	830454277	2018/02/28 09:38:28	<a href="#">New And Pending Submission</a>
3319	8304533728	8304533728	2018/02/28 09:33:41	<a href="#">Approved And Pending Payment</a>

### Your Dashboard

#### Shipments by Sector

Sector	Percentage
CHEMICALS	71%
OTHER	17%
CONSTRUCTION	11%

#### Shipment Average Response Time

**24 minutes** Excellent

The current response time is excellent for your Chamber to approve shipments. Your results are based on the shipments that have been approved by your chamber for 2018.

#### Open Tasks

0

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Home | Shipments | Reports | Self-Help | Logout

Home / Shipments / History

### Shipment History

[New Shipment](#)

QUICK FILTERS: **This Month** | Last Month | Last 90 Days | Everything

Shipment No.	Exporter	Exporter Ref.	Exporter Invoice No.	Requested By	Chamber	Date Submitted	Status	Actions
3323	DYSTAR BOEHME AFRICA (PTY) LTD	1462820	3090075357/58/59/60/61	UTE SWINDON	PIETERMARITZBURG CHAMBER OF BUSINESS	2018/03/02 12:02:44	<a href="#">New And Pending Submission</a>	<a href="#">View</a>
3322	TREATED TIMBER PRODUCTS (PTY) LTD	CO1854	CO1854	FRANKLYN PITOUT	PIETERMARITZBURG CHAMBER OF BUSINESS	2018/03/01 14:30:38	<a href="#">New And Pending Submission</a>	<a href="#">View</a>

Total of 2 shipments

Previous | 1 | Next

**SmartAdmin**

Home Shipments Reports Self-Help Logout

Home / Shipments / Certificate of Origin

✓ Shipments

Save Actions

Remarks

AS PER PROFORMA INVOICE NUMBER: CO1854 DATED 30.01.2018  
 CIF TEMA ( INCOTERMS 2010®)  
 LC NUMBER XXXXX  
 IMPORT DECLARATION FORM NUMBER XXXX DATED XXXX

Characters left: 363

Lines

ID	Marks	Product Code
1	9M	HS4403.11

Preview-CertificateOfOrigin-3322.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Preview-Certificate... x Sign In

**PREVIEW**

Goods consigned from (importer's business name, full address, country)	Certificate Number	Page																																
TREATED TANNED PRODUCTS (PTP) LTD P.O. BOX 12813 CACCIALES NABINGBI NABINGBI 2300 SOUTH AFRICA	8332	Page 1 of 1																																
Goods assigned to (consigner's business name, full address, country)	Exporter's Reference																																	
ROD AND STEPHENSON GHANA LTD INDEPENDENCE AVENUE,AKOBA P.O. BOX 2913 AKOBA GHANA	CO1854																																	
Buyer (if no consignee)	Buyer's Reference																																	
ROD AND STEPHENSON GHANA LTD INDEPENDENCE AVENUE,AKOBA P.O. BOX 2913 AKOBA GHANA	BUTTP/2018A																																	
Country of Destination	Currency	Issue Date																																
GHANA	USD	2018-03-01																																
Port / Place Of Loading	Port / Place Of Discharge	Mode of Transport																																
TEMA SEAPORT, SOUTH AFRICA	TEMA SEAPORT, GHANA	SEA																																
<b>Remarks</b> ALL PER PROFORMA INVOICE NUMBER: CO1854 DATED 30.01.2018 CIF TEMA ( INCOTERMS 2010®) LC NUMBER XXXXX IMPORT DECLARATION FORM NUMBER XXXX DATED XXXX																																		
<table border="1"> <thead> <tr> <th>#</th> <th>Marks</th> <th>Product Code</th> <th>Description</th> <th>Origin</th> <th>Qty</th> <th>Price</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9M</td> <td>HS4403.11</td> <td>CLASS 5, OCA TREATED, PILED/PRONG ENDLIFT/POLES</td> <td>SOUTH AFRICA</td> <td>430.00</td> <td>129.00</td> <td>55,470.00</td> </tr> <tr> <td>2</td> <td>11M</td> <td>HS4403.11</td> <td>CLASS 5, OCA TREATED, PILED/PRONG ENDLIFT/POLES</td> <td>SOUTH AFRICA</td> <td>660.00</td> <td>169.00</td> <td>111,540.00</td> </tr> <tr> <td colspan="7" style="text-align: right;"><b>Total (USD):</b></td> <td>167,010.00</td> </tr> </tbody> </table>			#	Marks	Product Code	Description	Origin	Qty	Price	Amount	1	9M	HS4403.11	CLASS 5, OCA TREATED, PILED/PRONG ENDLIFT/POLES	SOUTH AFRICA	430.00	129.00	55,470.00	2	11M	HS4403.11	CLASS 5, OCA TREATED, PILED/PRONG ENDLIFT/POLES	SOUTH AFRICA	660.00	169.00	111,540.00	<b>Total (USD):</b>							167,010.00
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<b>Total (USD):</b>							167,010.00																											

Shipments

Certificate of Origin

Preview

ACTIVITIES

+ Add

5

amount

amount

Actions

470.00

**SmartAdmin**

HI JUSTIN | SUPPORT@ECOO.CO.ZA

New Shipment

Search for Shipments

Home Shipments Reports Self-Help Chamber Logout

Home / Shipments / Reports

## Reports

Request reports and view historical shipment data.

View:  Request Shipment Report

Report: Shipments by Date Range

Select Period: 1 month (01 February 2018 - 05 March 2018)

Channel:  Download  E-Mail

[Download](#)

And now...

## ECOO Smart Admin

In preparation for the demonstration/training and to assist the RCCI in signing your company on-board, we need to setup your company account and capture the user account details, ready for users to start capturing shipments, commercial Invoices and certificates of origin for submission to the Chamber.

Therefore to onboard the users during the demonstration/training, could you please be so kind as to provide the duly signed and completed company information together with all the authorized user information. Then on the day of the demonstration or training, please bring a hard copy or soft copy saved to USB memory stick.

**Please see below all the documents that are required:**

 **Copy Company Registration (CK / CIPRO) documents.**

 **Formal Undertaking:**

<https://ecoo.co.za/ecoo-ui/templates/rcci/ECOOSmartAdmin-RCCI-FormalUndertaking.dotx>

 **Letter of Authority (One LOA - with all signature specimens.)**

<https://ecoo.co.za/ecoo-ui/templates/rcci/ECOOSmartAdmin-RCCI-LetterOfAuthority.dotx>

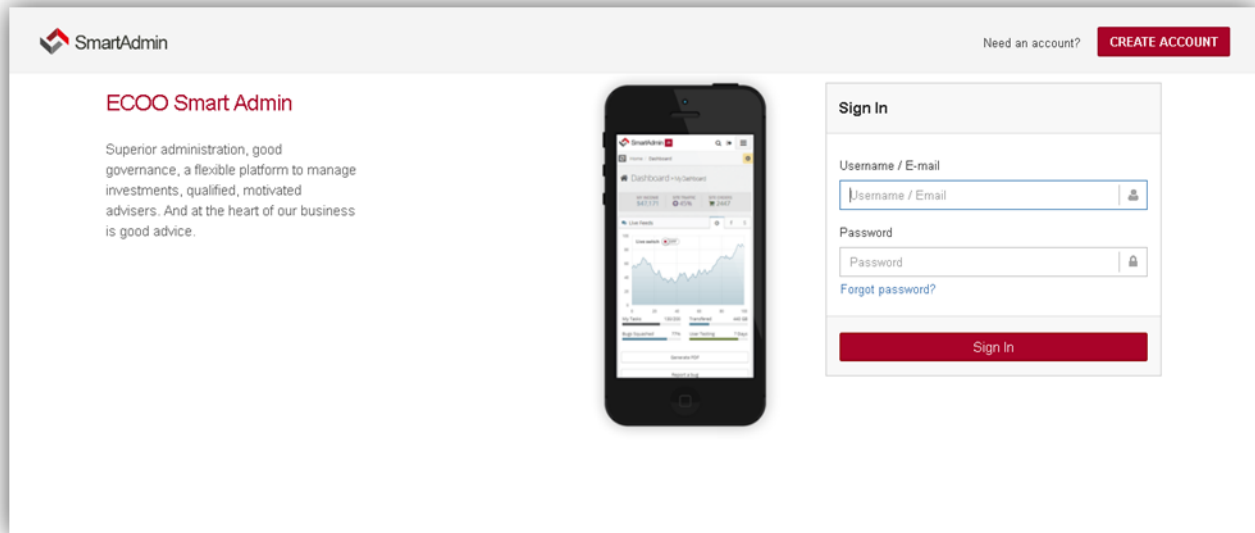
 **Notes:**

- a) Simply click on the links provided below to download and then complete the Formal Undertaking and Letter of Authority from the templates.
- b) All Signatories will have their electronic signatures captured onto the system during the demonstration/training session to enable the Chamber to go onto the portal to allocate the correct signature and approve the USER prior to the User being authorized to start capturing Shipments/Commercial Invoices/Electronic Certificates of Origin.

If you are feeling confident, you may go ahead and register your company and create your user account:

## ECOO Smart Admin URL:

<https://ecoo.co.za/ecoo-ui/#/login>



**Good luck and have fun!**

**Remember**, you will need the following documents duly downloaded, completed and readily available to upload:



### Formal Undertaking

Printed onto your company letterhead then scanned and saved in a file on a memory stick.



### Letter of Authority

Printed onto your company Letterhead, all the company's authorized users signatures recorded, then scanned and saved in a file on a memory stick.



### Proof of Company Registration

Scanned and saved in a file on a memory stick.




### Company Logo


This is option and can be added at a later stage, or saved in a file on a memory stick.

## Contact List


If you get stuck or ever need some assistance please don't hesitate to contact Jackie at the RCCI or ECOO Smart Admin Support team:


### RANDBURG CHAMBER OF COMMERCE AND INDUSTRY:


 Linda Blackbeard | CEO  
[manager@rcci.co.za](mailto:manager@rcci.co.za)

 Jackie Chanda | Administration Executive  
[ecoo@rccci.co.za](mailto:ecoo@rccci.co.za) (or [admin@rcci.co.za](mailto:admin@rcci.co.za))

### ECOO SMART ADMIN SUPPORT

 Linda Bird | Marketing & Training & Front-end Support  
[linda@itccpro.co.za](mailto:linda@itccpro.co.za) or [linda@uasalesonline.com](mailto:linda@uasalesonline.com)  
ITCC

 Jenny Scott | Account Manager & Front-end Support  
[jenny@s-squared.co.za](mailto:jenny@s-squared.co.za)  
JR Software Solutions (Pty) Ltd

 Justin Rundle | Technical Support  
[justin@s-squared.co.za](mailto:justin@s-squared.co.za)  
JR Software Solutions (Pty) Ltd