

Electronic Certificate of Origin Issuing System

Approver 2 Guide

Prepared by

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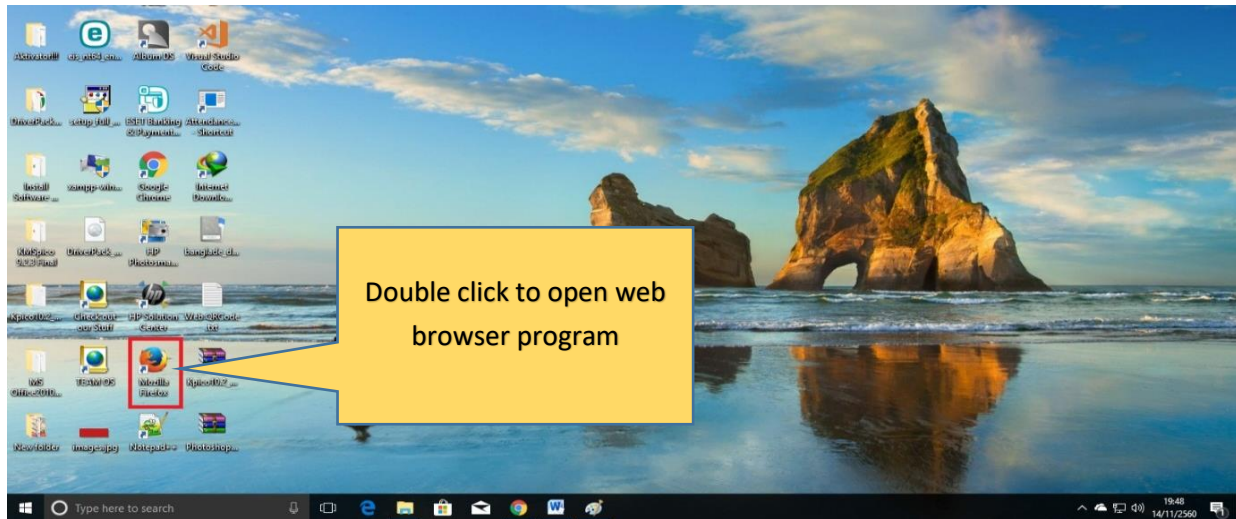
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1. Login and Logout

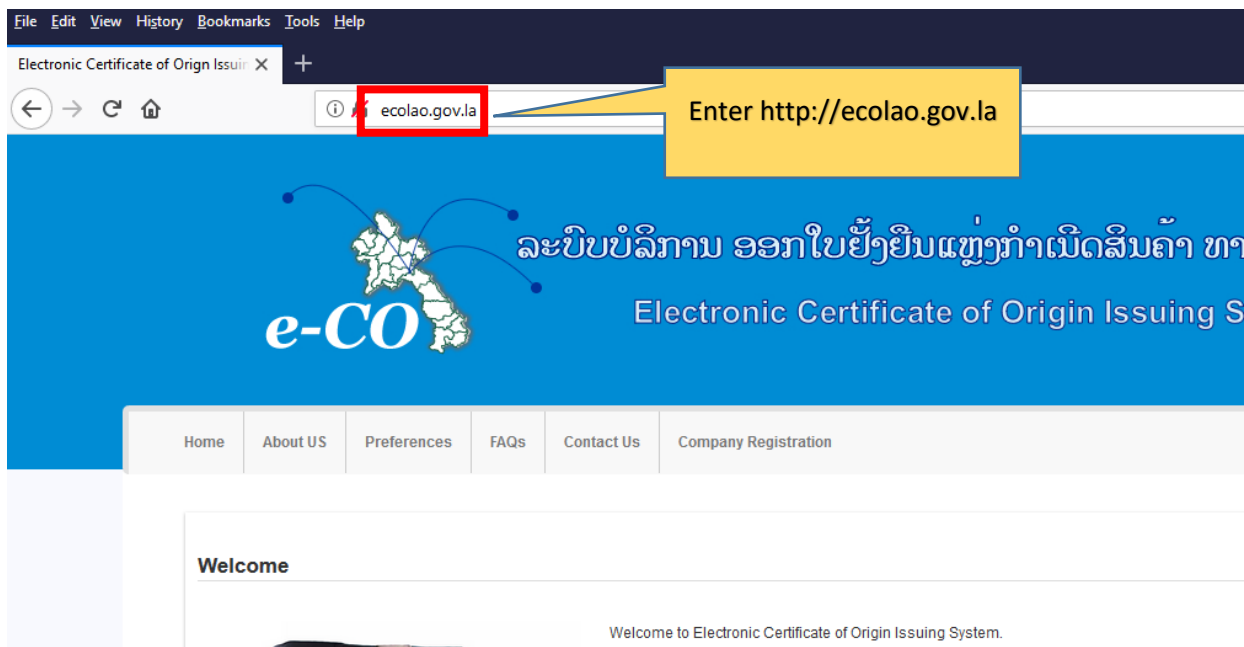
1.1 Login

To login the system opens a web browser program enters the URL <http://ecolao.gov.la> in the browser's address bar in order to access the system.

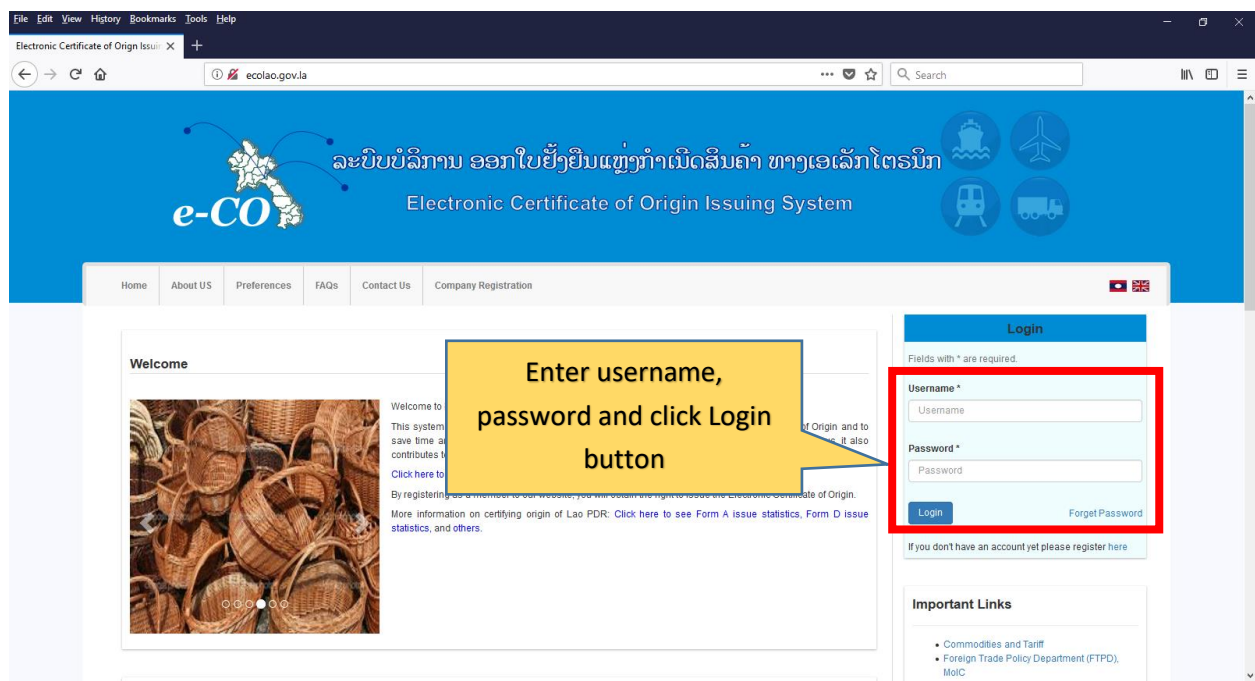
- 1- Open web browser such as (Google Chrome, Firefox , Explorer IE).



- 2- Enter <http://ecolao.gov.la> in the address bar.



- 3- Enter “username and password” to login. Please note that your username is your email address.
- 4- Click “Login”.



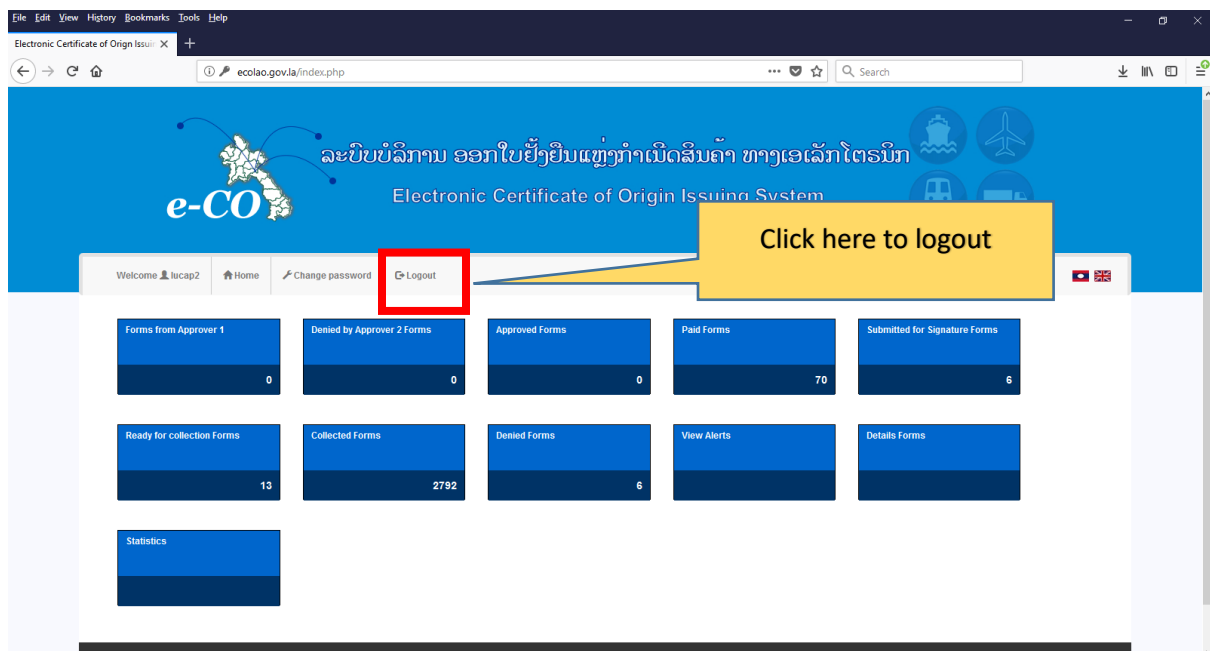
If you have not had your username and password, please check with your system administrator.

In case you cannot remember your password, click Forget Password, enter your username in the Forget Password form and follow instruction sent to your email.

Once logged in successfully, you will see the following screen.

1.2 Logout

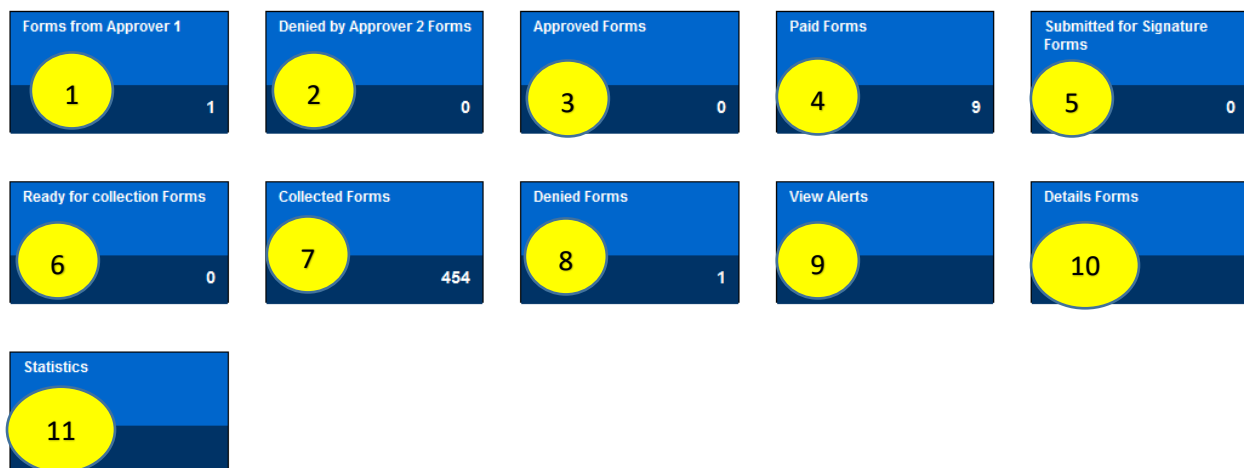
To logout, simply click on Logout menu.



1.3 Change Password

1.4 Dashboard

After a successful login, you will see the following dashboard which allows you to perform form operations.



- 1- It shows the list of forms sent from approver 1.
- 2- List the forms denied by approvers 2.
- 3- List all the approved forms not paid
- 4- List the paid forms
- 5- List forms submitted for signatures
- 6- List forms waiting for traders to collect
- 7- List all the collected forms by traders
- 8- List all the rejected forms
- 9- List the communication history between Approver 2 – Trader , Approver 1 – Approver 2
- 10- List a filter to allow the user to search a form.
- 11- Show the statistics by criteria.

2. Form-Related Operations

2.1 Forms from Approver 1

Forms from Approver 1
1

Denied by Approver 2 Forms
0

Approved Forms
0

Paid Forms
9

Submitted for Signature Forms
0

Search Form

--- Please Select Form Type ---

--- Please Select Agency ---

--- Please Select Company ---

Search by Reference No, Footer

Search

Summary

Forms from Approver 1 : 1

Reference Number	Form type	Textile to EU	Agency	Company	Date	Total value (USD)	Amount to paid (LAK)	Footer	Comment
	Form A	No	Department of Import and Export, Ministry of Industry and commerce	Bounma Company limited	2016-09-29 14:02:48	10.00	0.00		

View Form

Form A

✖ Denied By Approver 2

✔ Approve

Form information

<p>1. Goods consigned from (exporter's business name, address, country) CAMPASUK THONGPONG, THONGPONG VILLAGE, SIKHOTTABONG DISTRICT, VIENTIANE CAPITAL, LAO PDR</p>	<p>Reference No.</p> <p style="text-align: center;">GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate)</p> <p style="text-align: center;">FORM A</p> <p>Issued in LAO PEOPLE'S DEMOCRATIC REPUBLIC (Country)</p> <p style="text-align: right; font-size: small;">See notes overleaf</p>
--	---

If there is no issue, click on “Approve”.

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Page 4

View Form

Form A



In the case of denying the form, the approver 2 have to give some reason and details to fix the issues.

Change status form ×

Fields with * are required.

Message

Source

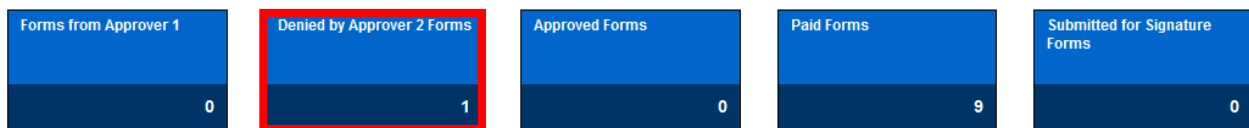
I rejected the application of campasuk because :

Write the comment to the document receiver explaining why we deny

body p

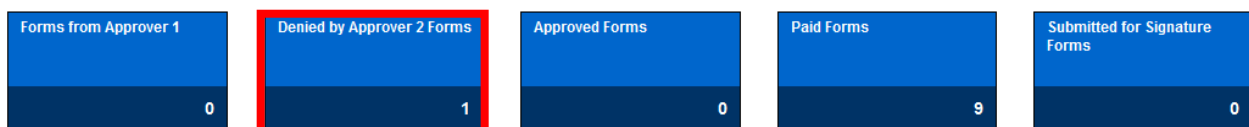
Send

Once we click on “Send” the document receiver should see a status of denied and should inform the trader to follow the instructions. Approver 2 will wait the correct form from the Approver 1 again.



The number of form that have the status “Denied by Approver2” should be increased of 1 like the above picture.

2.2 Forms Denied by Approver 2



Search Form

--- Please Select Form Type --- --- Please Select Agency ---

--- Please Select Company --- Search by Reference No, Footer

Search

Summary

Denied by Approver 2 Forms : 1

Number of forms shown.

Filter tools

Reference Number	Form type	Textile to EU	Agency	Company	Date	Total value (USD)	Amount to paid (LAK)	Footer	Comment
	Form A	No	Department of Import and Export, Ministry of Industry and commerce	Bounma Company limited	2016-09-29 14:58:43	10.00	0.00		I rejected the application of Bounma Company limited because : it is incorrect

Reason and comment of the denied form by the approver 2

The user can see the list of denied forms by the approver 2 and can change the status after clicking on the “eye” button like the below picture:

View Form

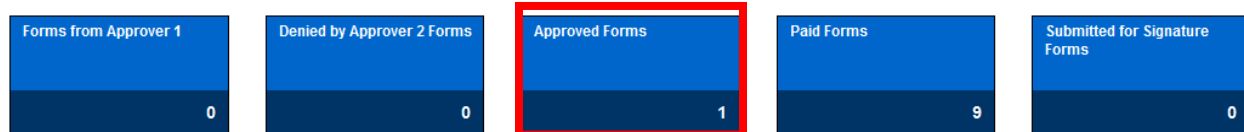
Form A

✖ Denied By Approver 2 ✔ Approve

Form information

1. Goods consigned from (exporter's business name, address, country) BOUNMA COMPANY LIMITED NO STREET NAME, THONGKHANKHAM VILLAGE, CHANTHABOULY DISTRICT, VIENTIANE CAPITAL, LAO PDR	Reference No. GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) FORM A
2. Goods consigned to (consignee's business name, address, country)	

2.3 Approved Forms (not yet paid)



This page shows the forms approved but not paid yet by the traders.
We can check the details by clicking on the eyes icons.

Search Form

Filter tools

--- Please Select Form Type ---

--- Please Select Agency ---

--- Please Select Company ---

Search by Reference No, Footer

Search

Summary

Approved Forms : 1

Reference Number	Form type	Textile to EU	Agency	Company	Date	Total value (USD)	Amount to paid (LAK)	Footer	Comment
e-CO/16010087	Form A	No	Department of Import and Export, Ministry of Industry and commerce	Bounma Company limited	2016-09-29 15:19:21	10.00	40,000.00		

Form type

Company's name

Value of goods in USD

Amount to be paid by trader

Click to view the details

After the form has been approved, we need the traders to pay the fee to the cashier (ref: Cashier Guide)

2.4 Paid Forms

After paid, the forms will be list in the “Paid Forms” box.

Forms from Approver 1 0

Denied by Approver 2 Forms 0

Approved Forms 1

Paid Forms 9

Submitted for Signature Forms 0

Search Form

Filter tools

--- Please Select Form Type ---

--- Please Select Agency ---

--- Please Select Company ---

Search by Reference No, Footer

Search

Summary

Paid Forms : 9

Filter form by reference number or footer

Reference Number	Form type	Textile to EU	Agency	Company	Date	Total value (USD)	Amount to paid (LAK)	Footer	Comment
e-CO/LASE16010412	Form A	Yes	Department of Import and Export, Ministry of Industry and commerce	viet thu garment co.,ltd	2016-09-16 10:40:00	321,302.59	100,000.00		

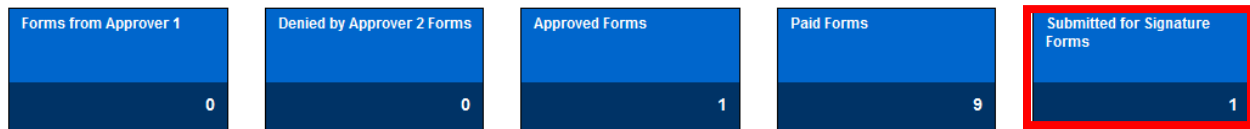
Date of approved form

Download Form

View Details form

The download button allows the user to download the form data to be printed on the paper form.

2.5 Forms Submitted for Signature



This box list all the forms submitted for a signature.

Search Form

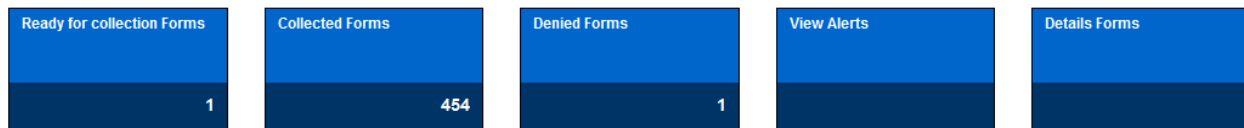
[Search](#)

Summary

Submitted for Signature Forms : 1

Reference Number	Form type	Textile to EU	Agency	Company	Date	Total value (USD)	Amount to paid (LAK)	Footer	Comment
e-CO/16010087	Form A	No	Department of Import and Export, Ministry of Industry and commerce	Bounma Company limited	2016-09-30 16:38:32	10.00	40,000.00	F1112	

2.6 Forms Ready for Collection



Search Form

[Search](#)

Summary

Ready for collection Forms : 1

Reference Number	Form type	Textile to EU	Agency	Company	Date	Total value (USD)	Amount to paid (LAK)	Footer	Comment
e-CO/16010087	Form A	No	Department of Import and Export, Ministry of Industry and commerce	Bounma Company limited	2016-09-30 17:31:43	10.00	40,000.00	F1112	

2.7 Forms Collected

Ready for collection Forms	Collected Forms	Denied Forms	View Alerts	Details Forms
0	455	1		

Search Form

--- Please Select Form Type ---

--- Please Select Agency ---

--- Please Select Company ---

Search by Reference No, Footer

Search

Summary

Collected Forms : 455

Reference Number	Form type	Textile to EU	Agency	Company	Date	Total value (USD)	Amount to paid (LAK)	Footer	Comment
e-CO/16010087	Form A	No	Department of Import and Export, Ministry of Industry and commerce	Bounma Company limited	2016-09-30 17:37:23	10.00	40,000.00	F1112	

2.8 Forms Denied (Rejected Forms)

Reference Number	Form type	Textile to EU	Agency	Company	Date	Total value (USD)	to paid (LAK)	Footer	Comment
	Form A	Yes	Department of Import and Export, Ministry of Industry and commerce	venture international garment joint stock company,ltd	2016-07-12 15:13:41	101,831.92	0.00		venture international garment joint stock company,ltd, Your application has been rejected. Find below the reasons of reject: ឯកសារប្រើប្រាស់មិនត្រឹមត្រូវ, BL មិនបានបំពេញតាមតម្រូវការ។ Kind regards, Department of Import and Export, Ministry of Industry and commerce

This page shows only the rejected form by the document receiver.

2.9 Cancelled Forms

Search Form

--- Please Select Form Type ---

--- Please Select Agency ---

--- Please Select Company ---

--- Please Select Status ---

Search

Summary

Cancelled : 0

Form type	Agency	Company	Status	Date	Comment
No results found.					

This page shows the cancelled forms by the traders.

2.10 View Alerts

This page shows the list of alerts or message sent via the system between the Approver 2 and others.

Search

Inbox

From	To	Date	Subject	
Approver 1 (Department of Import and Export, Ministry of Industry and commerce)	Approver 2 (Department of Import and Export, Ministry of Industry and commerce)	2016-05-19 13:27:20	Submitted to Approver 2	
Approver 1 (Department of Import and Export, Ministry of Industry and commerce)	Approver 2 (Department of Import and Export, Ministry of Industry and commerce)	2016-05-18 09:46:09	Submitted to Approver 2	

Inbox shows message from others to the approver 2.

Sent Message

From	To	Date	Subject	
Agency (Department of Import and Export, Ministry of Industry and commerce)	Trader (campasuk)	2016-05-18 09:54:29	Form Approved	
Agency (Department of Import and Export, Ministry of Industry and commerce)	Trader (LAO YAMAKI SOLE CO., LTD)	2016-04-29 22:01:33	Form Approved	

“Sent message” shows the message that the approver sends to others.

2.11 Details of Forms

This page allows the user to search the details of goods of all the collected forms and then export to excel if needed.

Details Forms

Search Options

--- Please Select Form Type ---

--- Please Select Textile ---

--- Please Select Lost ---

--- Please Select Modified ---

--- Please Select Company ---

--- Please Select Province ---

--- Please Select District ---

--- Please Select Village---

--- Please Select Agency ---

Date collected from

Date collected to

--- Please Select Country ---

Search by HS Code, Reference No, Footer

Button to submit the search

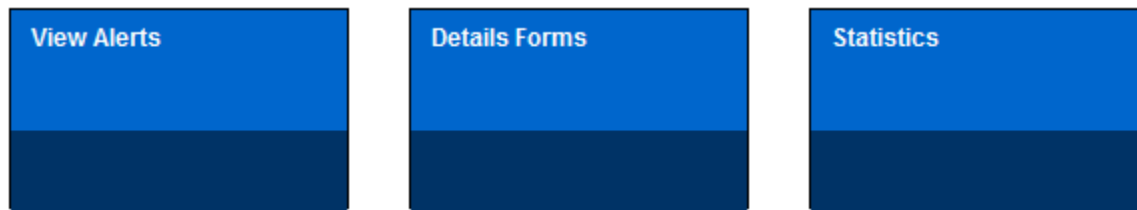
Hscode to search or filter the results

Status of the form

Date Collected	Form Type	Reference No	Exporter Name	Exporter Address	Importer Name	Importer Address	HS Code	Quantity	Unit	Amount(\$)	Destination	Agency
No results found.												

List of goods found

2.12 Statistics



This page allows the user to check the statistics. Below are the types of statistics available:

[Home](#) » [All Statistics](#)



a. Statistics: Product-Importing country

Statistics By Product, Importing Country

[Export to excel](#)

Total 118 results.

Product Code	Country Name	Amount
13019010	France	10000.00
		10,000.00
42022900	Japan	2913.00
		2,913.00

b. Statistics: Company-Product

Statistics By Company, Product

[Export to excel](#)

Total 96 results.

Company Name	Product Code	Amount
AISHIN LAO CO.,LTD	62046300	388659.20
		388,659.20
ANTA APPAREL SOLE CO.,LTD	61034900	26127.36
	61109000	24045.84
		50,173.20

c. Statistics: Product-Company

Statistics By Product, Company

Export to excel

Total 96 results.

Product Code	Company Name	Amount
13019010	Society Development of Forest Export-Import Co., Ltd. (SDFEI)	10000.00
		10,000.00
42022900	UNITED GOLD CORPORATION CO.,LTD	2913.00
		2,913.00

d. Statistics: Importing Country-Company

Statistics By Importing Country, Company

Export to excel

Total 50 results.

Country Name	Company Name	Amount
Australia	CKL Co., LTD	72721.50
	kianvilay garment import - export	35651.00
		108,372.50
Austria	hakers enterprise(lao)co.,ltd	119197.09
	kianvilay garment import - export	83503.36
		202,700.45

e. Statistics: Company-Importing country

Statistics By Company, Importing Country

Export to excel

Total 50 results.

Company Name	Country Name	Amount
AISHIN LAO CO.,LTD	Japan	388659.20
		388,659.20
ANTA APPAREL SOLE CO.,LTD	United Kingdom	50173.20
		50,173.20

f. Statistics: Company

Statistics By Company

		Export to excel
Company	Amount	
AISHIN LAO CO.,LTD	388,659.20	
ANTA APPAREL SOLE CO.,LTD	50,173.20	
CKL Co., LTD	200,376.50	

g. Statistics: Importing country

Statistics By Importing Country

		Export to excel
Country	Amount	
Australia	108,372.50	
Austria	202,700.45	

h. Statistics: Product

Statistics By Product

		Export to excel
Hscode	Amount	
13019010	10,000.00	
42022900	2,913.00	

i. Statistics with filter criteria

Statistics Forms

Search Options

Submitted to DR	---	---	--- Please Select Country ---
---	---	---	Status Date from
---	---	---	Status Date to
---	---	---	---
---	---	---	---

Search

Export to excel

Agency	Nb Forms	Amount
Department of Import and Export, Ministry of Industry and commerce	512	34,880,000.00
Total	512	34,880,000.00

Total 2 results.

Search Options

Submitted to DR	---	---	--- Please Select Country ---
---	---	---	Date from
---	---	---	Date to

Search

Agency	Nb Forms	Amount
Department of Import and Export, Ministry of Industry and commerce	12	600,000.00
Total	12	600,000.00

Displaying 1-2 of 2 results.