



# Trade Documentation

## TRADE DOCUMENTATION SUPPORT

Proper documentation is essential for successful cross-border trade. Many SMEs lose trade opportunities because they do not understand the required export, customs, logistics, payment, and compliance documents needed to complete transactions across African markets.

ATFF provides digital trade documentation support to help SMEs prepare, organize, submit, route, track, and store key trade documents required for AfCFTA-enabled and international trade.

### WHY TRADE DOCUMENTATION MATTERS

Trade documents help confirm the identity of the seller, the nature of the goods, the value of the transaction, the origin of the products, the logistics route, the payment obligation, and compliance with relevant regulatory requirements.

Without proper documentation, SMEs may face delays, rejection of goods, customs challenges, payment disputes, loss of buyer confidence, and inability to access preferential AfCFTA trade benefits.

### DOCUMENTS ATFF SUPPORTS

ATFF supports SMEs in preparing and managing documents such as:

- business registration documents
- tax identification records
- product certificates
- commercial invoices
- proforma invoices
- packing lists
- purchase orders
- export permits
- supplier declarations
- raw material invoices
- production records
- Certificate of Origin application documents
- logistics documents
- bills of lading or waybills
- customs declaration support documents
- insurance documents
- payment and transaction records

### ORIGIN EVIDENCE VAULT

ATFF provides an Origin Evidence Vault where SMEs can securely store documents supporting Rules of Origin and Certificate of Origin applications. This helps businesses maintain proper trade records and improve compliance readiness.

### ATFF DOCUMENT WORKFLOW

The ATFF documentation process allows users to:

1. upload business and product documents

3. receive alerts on missing documents

5. route documents to relevant users or agencies where applicable

7. receive correction requests or clarification notices

2. organize documents by product, transaction, or buyer

4. prepare document packs for trade transactions

6. track document review status

8. securely store trade records for future reference

#### Important Notice

ATFF supports preparation, routing, tracking, and storage of trade documentation. Where any document requires official issuance, validation, certification, or approval by a government agency, customs authority, designated competent authority, or regulatory body, such official authority remains responsible for the final issuance and validation.

**Prepare your trade documents before you trade.**

Log in to your ATFF dashboard to begin.