

Application for a Phytosanitary Certificate

Version 1.0

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Purpose

This document provides step-by-step instructions on how to complete an application for a Phytosanitary Certificate on the eCert platform. An application for a Phytosanitary Certificate will be completed by users wanting to export agricultural products.

The eCert application can be accessed via the URL: <https://app.ecert.co.za>

Pre-Requisites

In order to be able to complete a Phytosanitary Certificate Application, a user must be registered on the User Authentication Service (UAS).

If you are not already registered as a user on the UAS then please do so on your platform first, for the fruit sector this will be PhytClean or via eCert ([Refer to Register New User on User Authentication Service\(UAS\) Guide](#))

Make an Application

- Click on **Apply**

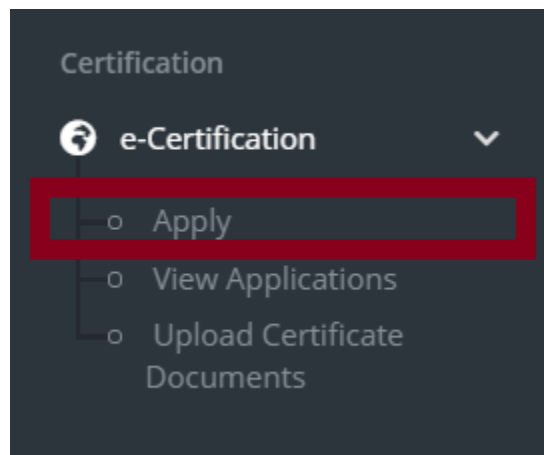


Figure 1: Apply

You will then be able to fill in an application using a wizard-like system.

1. Agreement

To complete the agreement, use the drop-down arrows as highlighted in Figure 2.

- Select Type of Agreement
- Select Agreement. Once an Agreement is selected an **Agreement Information** panel is displayed showing the details that correspond to that Agreement
- Select Importing Country

The screenshot shows the 'Agreement' step of the application process. It features a progress bar at the top with eight steps: 1. Agreement (selected), 2. Documents, 3. Flex Fields, 4. Exchange Document, 5. Consignment Info, 6. Additional Information, 7. Phyto Display Details, and 8. Complete Application. Below the progress bar, there are three dropdown menus: 'Application Type' (with a red circle around the dropdown arrow), 'Agreement', and 'Importing Country (Final Destination)'. At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 2: Agreement


The screenshot shows the 'Agreement Details' page. It has a header with 'eCert' and a user profile 'admin@fsa.co.za'. The page title is 'eCertification Application'. The progress bar is identical to Figure 2. Below the progress bar, there are three dropdown menus: 'Application Type' (selected: Phytosanitary Certificate), 'Agreement' (selected: TABLE GRAPES_EU), and 'Importing Country (Final Destination)' (selected: Netherlands). A print icon is visible next to the 'Agreement' dropdown. Below these is an 'Agreement Information' table:

Name	TABLE GRAPES_EU
Description	Table Grapes to the European Union
Products	TABLE GRAPES
Start Date	18/09/2019
End Date	

At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 3: Agreement Details

1.1 View Agreement PDF

- To view a particular Agreement, select the Agreement and click on the  button to print the Agreement to PDF

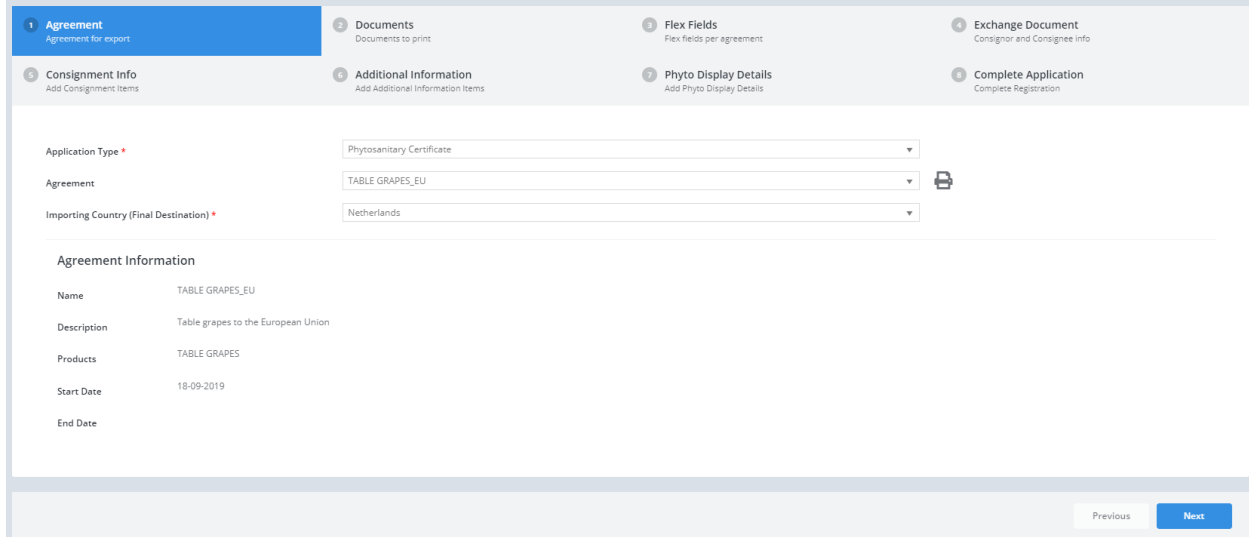



Figure 4: Print Agreement to PDF

- Then press **Next** to continue

Please note: There is a search tool  that can be used to search for specific information. It is included in each dropdown.

2. Documents

The Agreement selected will dictate what type of documents need to be uploaded and/or printed. These documents will be printed together with the Phytosanitary Certificate.

- To upload a document please click on **select files**.
- Select the relevant files and add them

Documents



Figure 5: Example of Document Types

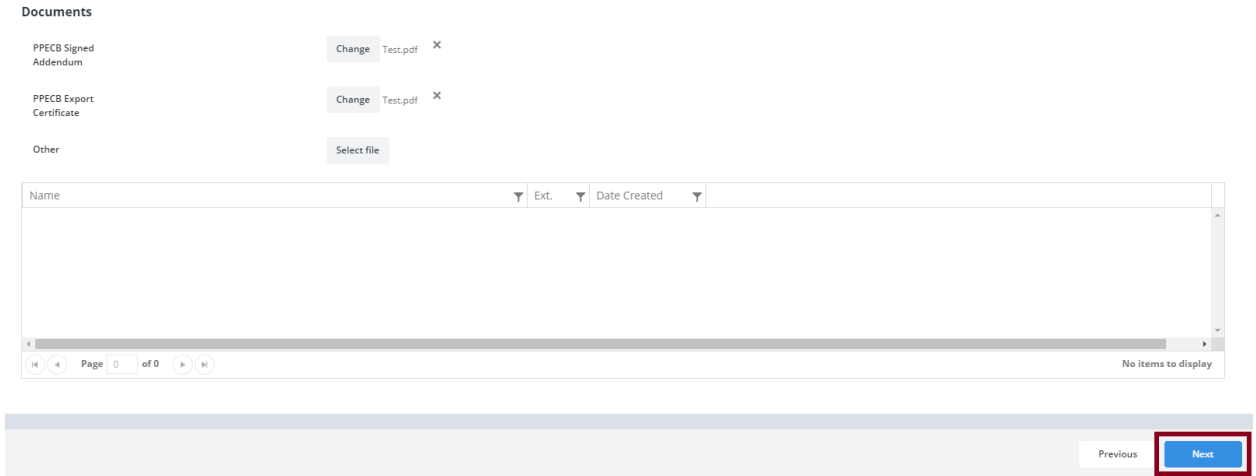


Figure 6: Document uploaded

- Press **Next**.

3. Flexi Fields

This screen is used to capture flexible data that may be required for certain markets. Flexi field data captured will go into the additional declarations on the phytosanitary certificate. The example below demonstrates the Regime Code and VAT No.

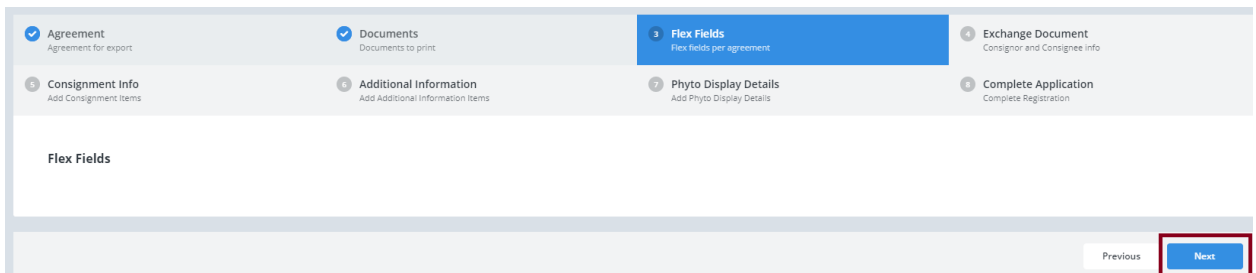


Figure 7: Flexi Fields

- Press **Next**.

4. Exchange Document

- Fill in the details of the consignor, consignee and transport information in the fields provided.

The screenshot shows a web form titled 'Exchange Document'. It is divided into three main sections: 'Consignor Information', 'Consignee Information', and 'Transport Information'. Each section contains several fields, many of which are dropdown menus. The 'Consignor Information' section includes fields for Consignor Reference Number, CBR Order Reference, CBR Billing Reference, Desired Issue Location, and Address Book Contact. The 'Consignee Information' section includes fields for Address Book Contact, Consignee Name, and three address lines. The 'Transport Information' section includes fields for Unloading/Boarding Location, Target Country, Port of Entry, Mode of Transport, and Means of Transport. A 'Next' button is highlighted in a red box at the bottom right of the form.

Figure 8: Exchange Document

- Press **Next**.

Please Note:

If the CBR Ref is missing from the drop-down list and you are the owner of the company, then you will need to register your company on the CBR first. Refer to the [Register New Business on CBR User Guide](#) on how to do this.

5. Consignment Information

- Add consignment items by clicking **+Add New Consignment Item**.

The screenshot shows a button labeled '+ ADD NEW CONSIGNMENT ITEM' highlighted in a red box. Below the button is a table header for consignment items. The table has columns for Product, Unit of measurement, Weight (Nett, Gross), Vegetable Part, Commodity (Condition, Intended Use), and Start Date.

Product	Unit of measurement...	Weight		Vegetable Part	Commodity		Start Date
		Nett	Gross		Condition	Intended Use	

Figure 9: Add New Consignment items

- Fill in the details for consignment in the pop-up window that appears
- Click **Update**

Please note to see the Packaging section and Update you will have to scroll down.

The screenshot shows a window titled "Add Consignment Item" with a close button (X) in the top right corner. The form is organized into several sections:

- ScientificNameOfP:** A dropdown menu with "Please select product".
- Weight Unit Code:** A dropdown menu with "Please select".
- Nett:** A text input field containing "0".
- Gross:** A text input field containing "0".
- Commodity:**
 - Vegetable Part:** A dropdown menu with "Please select".
 - Condition Class:** A dropdown menu with "Please select".
 - Intended Use:** A dropdown menu with "Please select".
- Treatments:**
 - Start Date:** A date picker showing "2019-09-13".
 - End Date:** A date picker showing "2019-09-13".
 - Treatment L1:** A dropdown menu with "Please select".
 - Treatment L2:** A dropdown menu with "Please select".
 - Chemical Code:** A dropdown menu with "Please select".
 - Conc. Unit Code:** A dropdown menu with "Please select".
 - Concentration:** A text input field containing "0".
 - Temp. Unit Code:** A dropdown menu with "Please select".
 - Temperature:** A text input field containing "0".
- Additional Information:** A large empty text area.

This screenshot shows the bottom portion of the form, including:

- Additional Information:** A large empty text area.
- Packaging:**
 - Type:** A dropdown menu with "Please select".
 - Quantity:** A text input field containing "0".
- Distinguishing Marks:** A large empty text area.
- Buttons:** At the bottom right, there are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon). The "Update" button is highlighted with a red rectangular box.

Figure 10: Updated Consignment

- An Upload Excel File option can be used to add the consignment item. This option will allow you to import consignment item information from excel file. To use this option, you can click Upload Excel File and select the excel spreadsheet from your files.

Upload Excel File

Add Consignment items

Figure 11: Upload Excel File

- A pop-up message will appear to notify you that consignment items have been added successfully imported. Click OK.

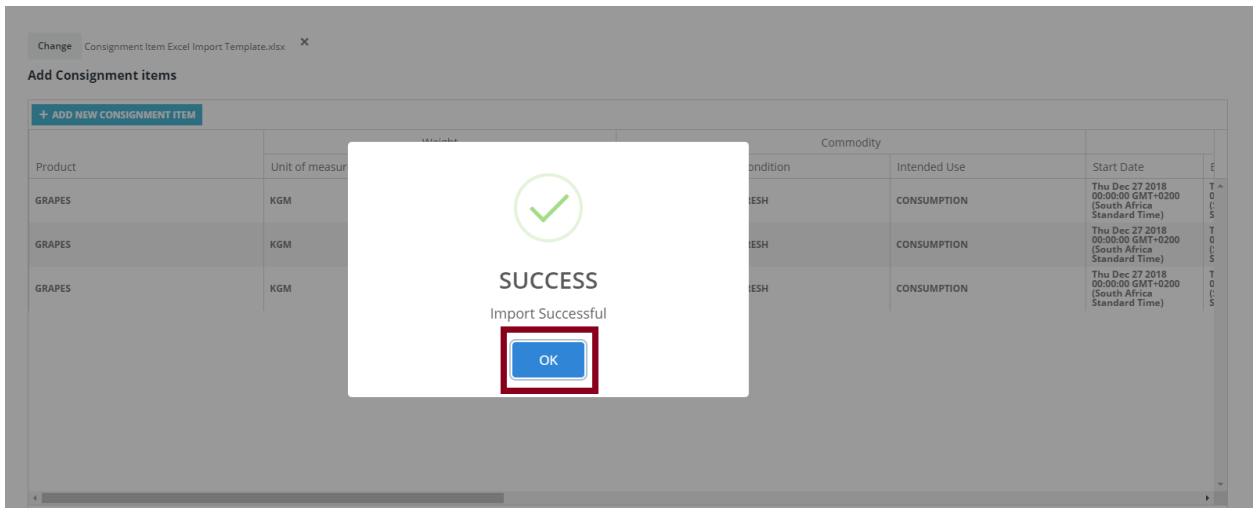


Figure 12: Prompt

- Press Next.

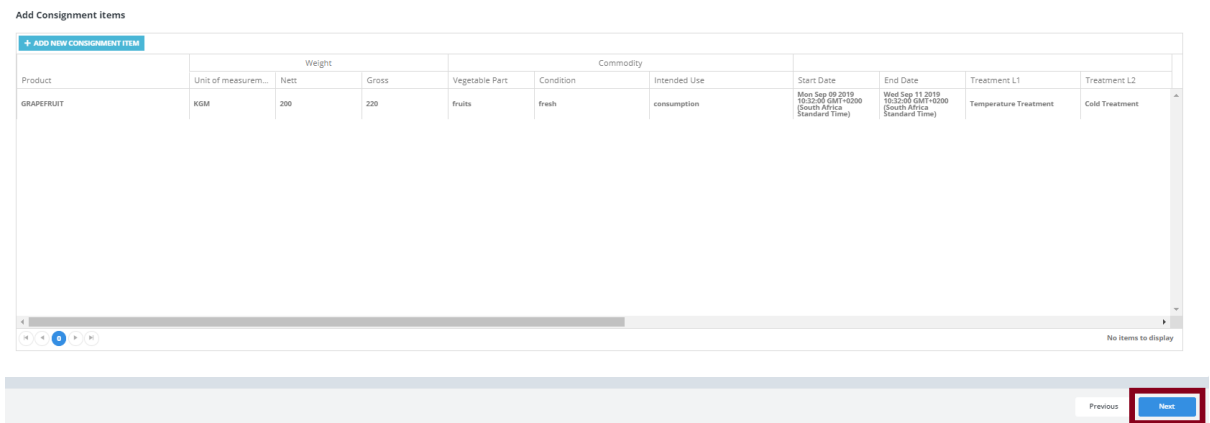


Figure 13: Press Next

6. Additional Information

- Complete this section by entering the necessary information. Information captured on this panel is what goes on the addendum.

Additional Information

Load Point:

Booking Reference:

Vessel:

Departure Date:

Voyage Number:

Temperature Regime:

Additional Items

Trade Unit ID	Client Ref.	PUC	Orchard	Orchard Phyto Sta...	PHC	Production Area	Commodity	Marketing Indicat...	Class	Container Number	No. Of Packaged It...	Nett Weight	Insp
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Figure 14: Additional Information

6.1 Add Trade Unit

- Add the trade unit by clicking on **+ Add Trade Unit**.

Additional Items

Trade Unit ID	Client Ref.	PUC	Orchard	Orchard Phyto Sta...	PHC	Production Area	Commodity	Marketing Indicat...	Class	Container Number	No. Of Packaged It...	Nett Weight	Insp
---------------	-------------	-----	---------	----------------------	-----	-----------------	-----------	----------------------	-------	------------------	-----------------------	-------------	------

Figure 15: + Add Trade Unit

- A pop-up window will appear, please complete all the fields and press **Update**.

The screenshot shows a pop-up window titled "Add Trade Unit" with a close button (X) in the top right corner. The window contains the following fields:

Trade Unit ID	<input type="text"/>	PUC	<input type="text"/>
Client Ref.	<input type="text"/>	Orchard Phyto Status	<input type="text"/>
Orchard	<input type="text"/>	Production Area	<input type="text" value="Please select"/>
PHC	<input type="text"/>	Class	<input type="text" value="Please select"/>
Commodity	<input type="text" value="Please select"/>	No. Of Packaged Items	<input type="text"/>
Marketing Indication	<input type="text" value="Please select"/>	Stuff Date	<input type="text" value="2019-09-13"/>
Container Number	<input type="text"/>	Inspection Point	<input type="text" value="Please select"/>
Nett Weight	<input type="text"/>		
Inspection Date	<input type="text" value="2019-09-13"/>		
Inspection Manifest No.	<input type="text"/>		

At the bottom left, there are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon). The "Update" button is highlighted with a red rectangular box.

Figure 15: Add Trade Unit


6.2 View Trade Units

To view all properties of the Trade Units, on the grid, use the scrollbar (pointed out in Figure 15) and scroll to the right.

Additional Items

[+ ADD TRADE UNIT](#)

Trade Unit ID	Client Ref.	PUC	Orchard	Orchard Phyto Sta...	PHC	Production Area	Commodit
124587458745365874	TEST	FBOA	1A	EUA1A1FY	Packhouse1	Gauteng	SOFT CITRU



No items to display

Figure 15: View Trade Unit

Each line item that you would have had on the addendum per pallet (for fruit) would be captured as a trade unit. For example, if you have 20 pallets you will have 20 records in the grid above (Figure 15).

6.3 Edit Trade Unit

- Using the scrollbar, scroll to the right and click on **Edit** on the relevant Trade Unit that you want to modify
- Change details
- Click on **Update**

[+ ADD TRADE UNIT](#)

Trade Unit ID	Client Ref.	PUC	Orchard	Inspection Manife...	Inspection Point	
124587458745365874	TEST	FBOA	1A	1	20	Edit Delete

No items to display

Figure 16: Edit Trade Unit

6.4 Delete Trade Unit

- Using the scrollbar, scroll to the right and click on **Delete** on the relevant Trade Unit that you want to delete

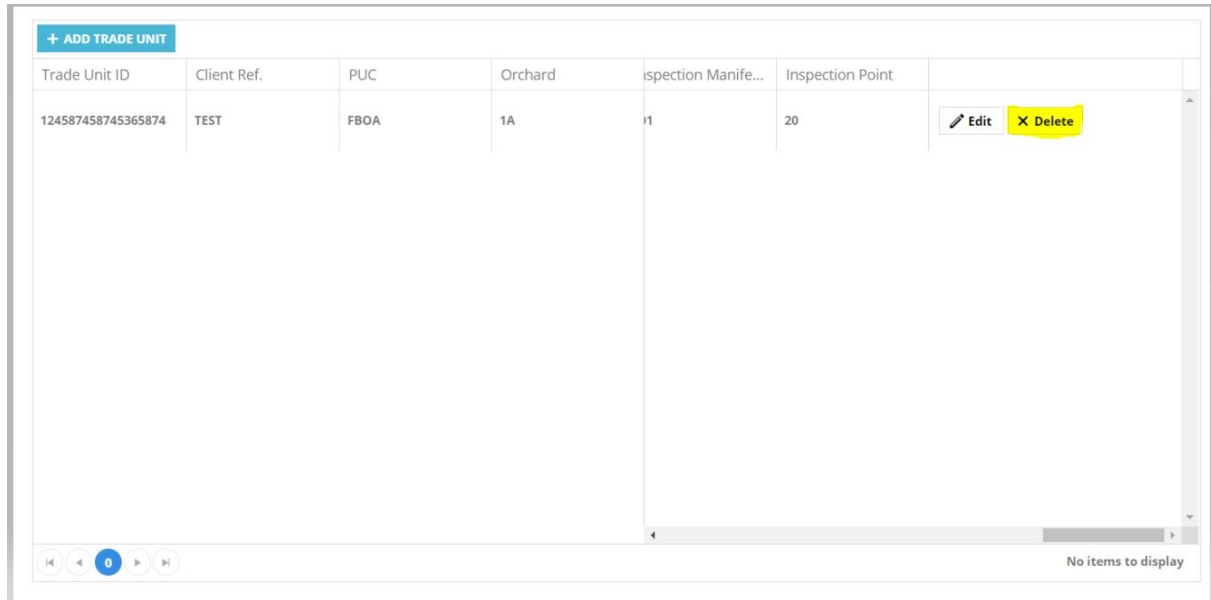


Figure 17: Delete Trade Unit

- You will be prompted to confirm the deletion
- Press OK to delete the Trade Unit or Cancel to stop the deletion from happening

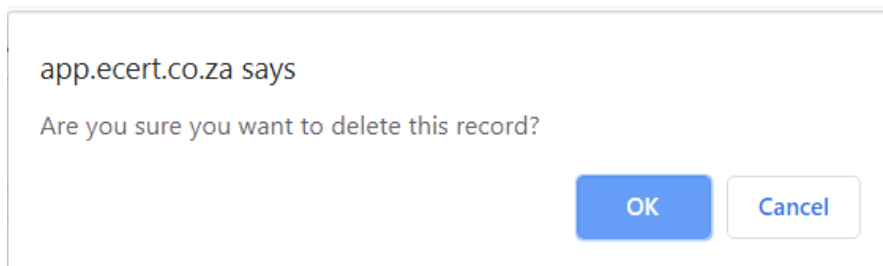


Figure 18: Prompt

- An Upload Excel File option can be used to add the Trade Unit. This option will allow you to import Trade Unit information from excel file. To use this option, you can click Upload Excel File and select the excel spreadsheet from your files.

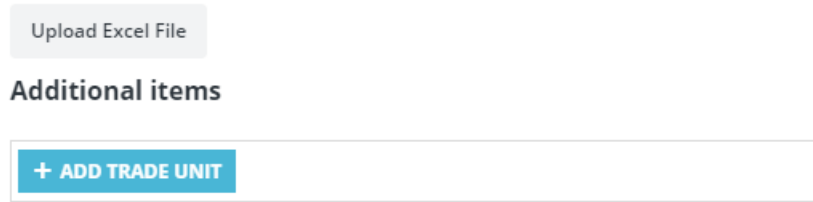


Figure 19: Upload Excel File

- A pop-up message will appear to notify you that trade unit records have been successfully imported. Click **OK**.

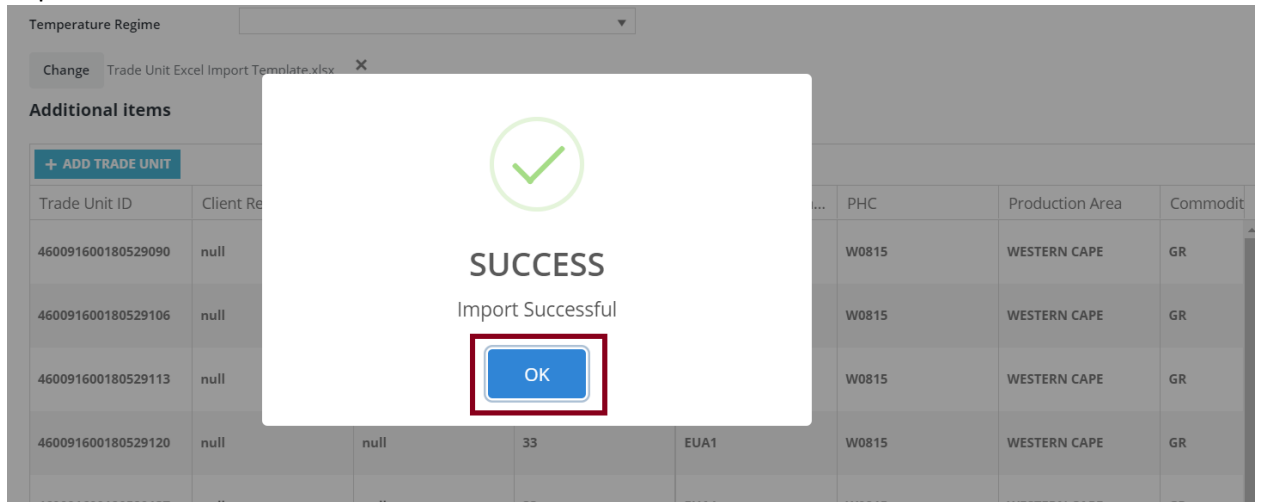


Figure 20: Prompt

- Once all Trade Units have been captured, press **Next**.

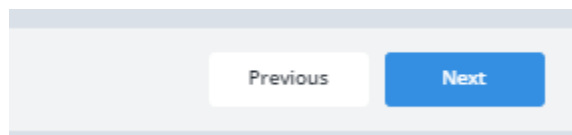


Figure 21: Press Next

7. Phyto Display Details

- This section can be used to fill in information that you will like to appear on the phyto.

Please fill in the below fields to customize your printed Phytosanitary Certificate

Box 3 - Number and description of Packages:

Box 4 - Distinguishing Marks:

Box 6 - Declared means of conveyance:

Box 8 - Name of Produce, Quantity Declared And Purpose:

Box 10 - Treatment Date:

Box 11 - Treatment:

Box 12 - Chemical (Active Ingredient):

Box 13 - Duration and Temperature:

Box 14 - Concentration:

Box 15 - Additional Information:

Figure 22: Phyto Display Details

- Press **Next**

8. Complete Application

- You have reached the end of the application process. If you are satisfied, that the details you provided are correct, then you can click on the **Submit** button (refer to Figure 20), otherwise, click on **Previous** and make relevant corrections.

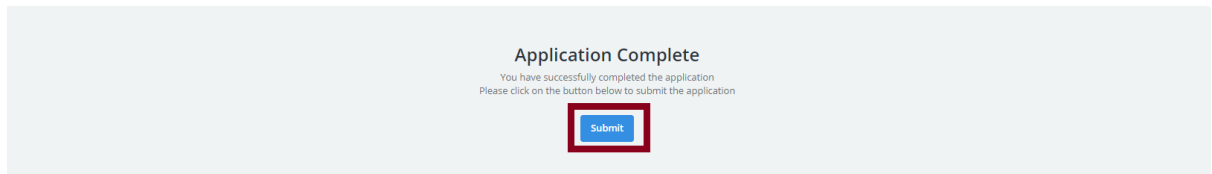
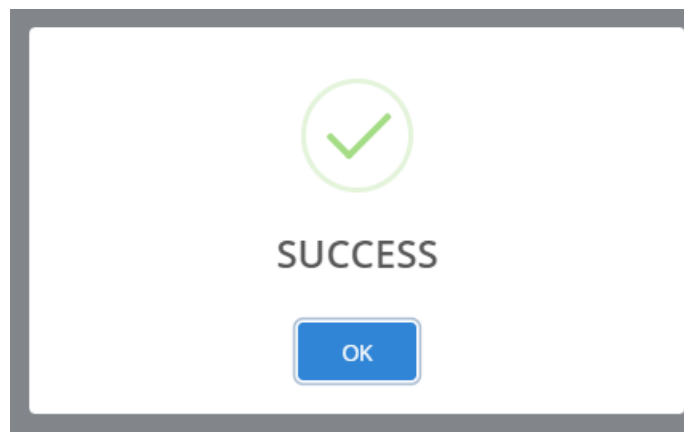


Figure 23: Submit

- A pop-up message will appear to notify you that application has been successfully submitted. Click **OK**.








- You will then be redirected to the **View Application Page** which shows that your application has been submitted and saved as Draft.

Agreement	Country	Client Ref.	App Ref No.	Issuing Location	Consignor	Consignee	Status	Submitted Date	Age	Phyto Date	Approved Date	Departure Date	Printed Date
TABLE GRAPE_EU	Germany		HPPO-DA2020101613	Heligolit	XX Exporter	Paltrak	DRAFT	08/10/2020 16:07:43			08/10/2020 16:54:18	13/10/2020	

Figure 24: View Application

- Description of the tools available on the View application page:

-  Edit Application
-  View Phyto Application in PDF
-  Copy Application
-  Change to Submit
-  Delete Application

Please note that you will have to change the status of the application to submitted so that the DAFF inspectors can view the application and approve or reject it.