PhytClean V2

Pome

How to Apply for Phytosanitary (Special) Markets (PHC)

Version 2.0

Contents

Version 2.0 1
Table of Figures 2
1. Purpose 4
2. Pre-requisite 4
3. Linking FBO to Business (on PhytClean V1) 4
4. Support Contact Details 5
Hortgro 5
eCert 5
5. PhytClean V2 5
5.1. How to login onto PhytClean V2 5
6. Pome PHC Registration 6
6.1. PHC Registration 6
6.1.1. PHC Selection 7
6.1.2. Packhouse Contact Details 8
6.1.3. Protocol/ Market Selection 8
6.1.4. Documents Uploads 9
6.1.5 Declarations 9
6.1.6 Submission 10
7. View Registrations 11
7.1. View Registration Document 11
7.2. Final Steps: Upload Required Documents and Submit 11
7.3. Unlock Registration 11

Table of Figures

Figure 1-Link FBO to business (CBR) 5
Figure 2-Update 5
Figure 3-PHC Pome 6
Figure 4-PHC 7
Figure 5- Pome Phytosanitary Registration 7
Figure 6-PHC Selection 8
Figure 7-Contact Details 8
Figure 8-Add FBO Contact 8
Figure 9-Protocol/Market Selection 9
Figure 10-Documents 9
Figure 11-Declarations 9
Figure 12-Submission 10
Figure 13-Success prompt 10

Figure 14-View Registrations 11

1. Purpose

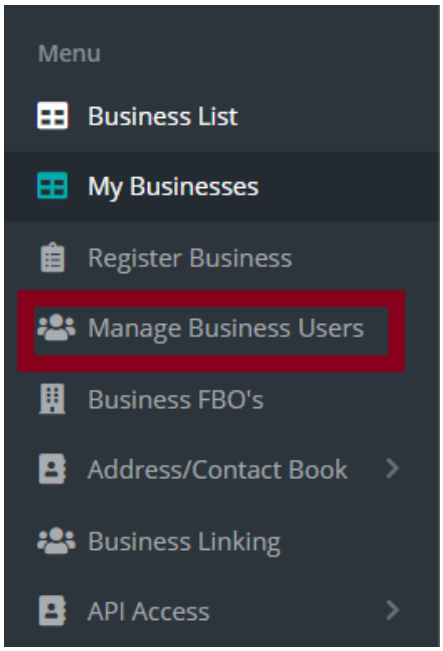
This document provides instructions on:

- How to complete Pome registration for Packhouses (PHC).

2. Pre-requisite

To use this guide, the user must be registered on User Authentication Service (UAS).

- If you are not already registered as a user, then go to the PhytClean website to do so: (https://phytclean.co.za). If you already have an eCert login then you will be able to get into PhytClean V2 with those details as well.
- If you have forgotten your password or want to reset it, Go to PhytClean V1 click on "Forgot Password". Follow the instructions that follows.
- Businesses must be Registered on the Central Business Register (CBR). A business replaces the organisation concept in the original PhytClean. To register a business, click on the link below which details how this can be done.
  https://ecert.co.za/guides/register-a-business-on-the-central-business-register-cbr/
- Add users that should have access to the business on the **Manage Business Users** page on CBR.



- The final pre-requisite is to link the FBO/s to the business. Refer to Linking FBO to Business (on PhytClean V1)

3. Linking FBO to Business (on PhytClean V1)

On PhytClean you will do the following:

- Click on **FBO.**
- Select **Link to FBO to business (CBR)**.

Figure 1-Link FBO to business (CBR)

- On the **Link FBO to business page** you will see all the FBOs you are linked to. Click on **Edit** next to the FBO you want to stipulate the business for.
- On the **Business** column, select the relevant business using the dropdown

Figure 2-Update

- Once the business is selected, click on **Update.** As seen in **Figure 2** above.

4. Support Contact Details

Hortgro

Contact Person: Niedaa Moerat / Suzette Poole.

Telephone Number: (021) 870 2900

Email: infophytclean@hortgro.co.za or suzette@hortgro.co.za

For any further queries you can contact eCert on the details below

eCert

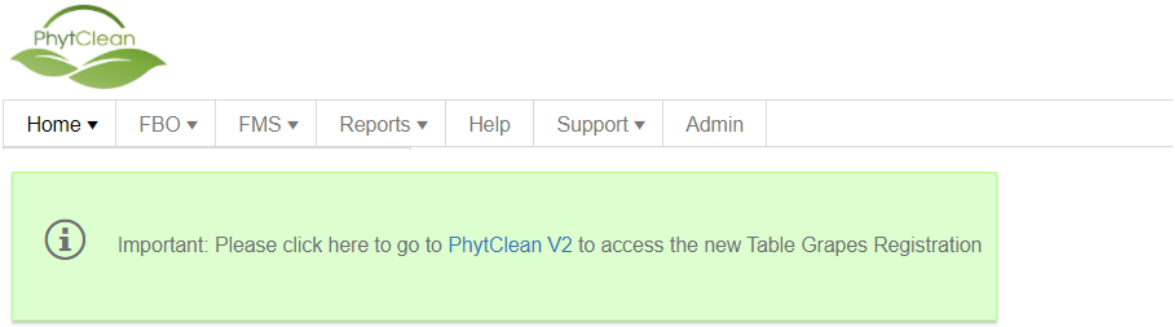
Telephone Number: (031) 940 6795

Email: support@ecert.co.za or https://support.ecert.co.za

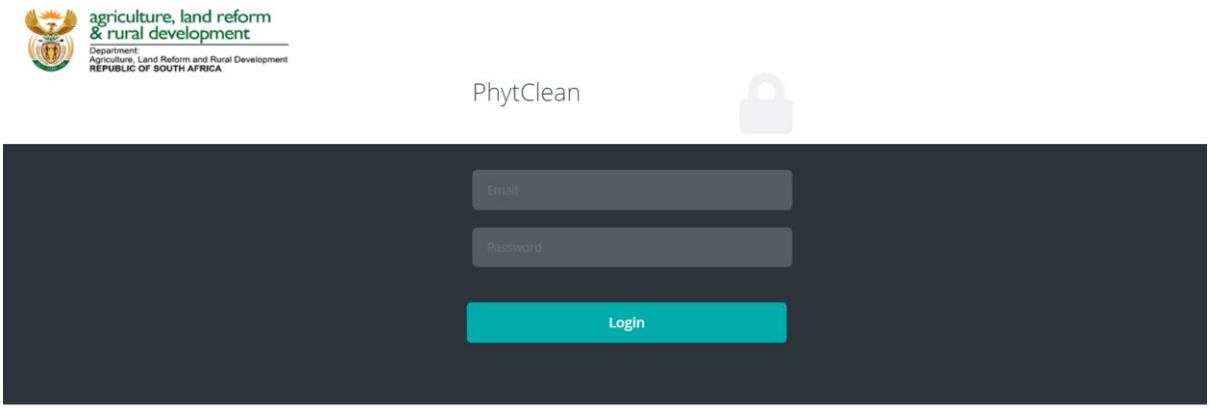
5. PhytClean V2

5.1. How to login onto PhytClean V2

- Go to the PhytClean V1 website - https://phytclean.co.za
- Click on PhytClean V2 Link on the banner on the main page (see below)



- You will be redirected to the PhytClean V2 login page. Enter your email and password and click on Login to enter the portal.



6. Pome PHC Registration

6.1. PHC Registration

- Expand the **Pome (HORTGRO)** link under **Registrations.**

Figure 3-Pome (Hortgro)

- Click on **PHC Registration**

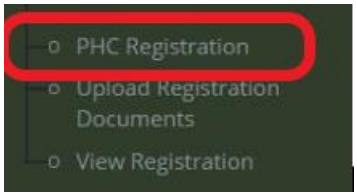


Figure 4-PHC

- Pome PHC registration will open on the information page. Click **Next**.

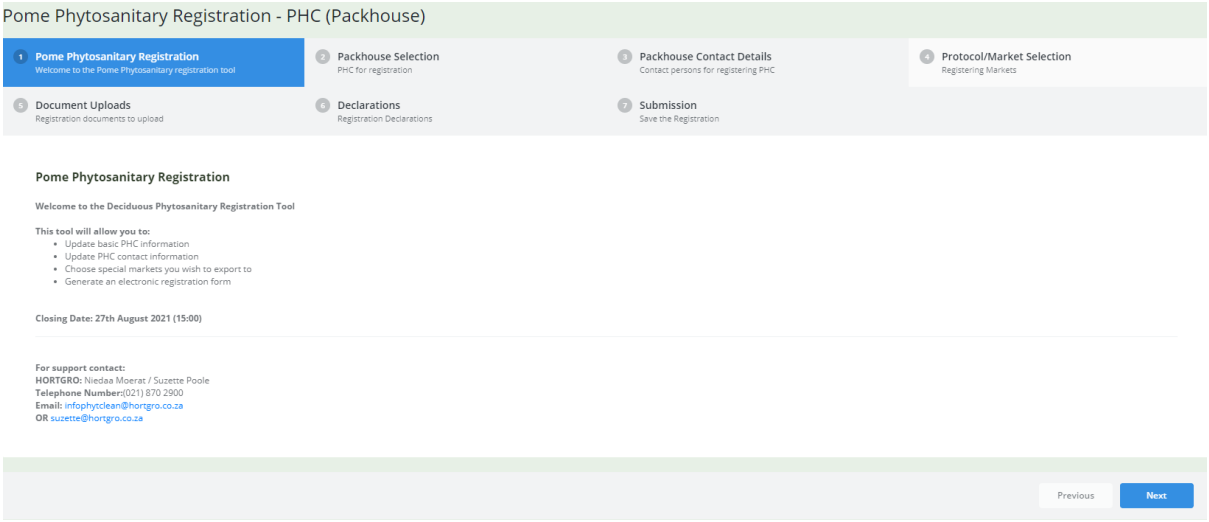


Figure 5- Pome Phytosanitary Registration

6.1.1. PHC Selection

- Use the drop-down arrow to select the **FBO** that needs to be registered and Click **Next**.
- The FBO Name, GPS Longitude and Latitude, District and CBR entity can be Edited on this page.

Please Note: You will only see the FBOs that are linked to the business of the logged in user.

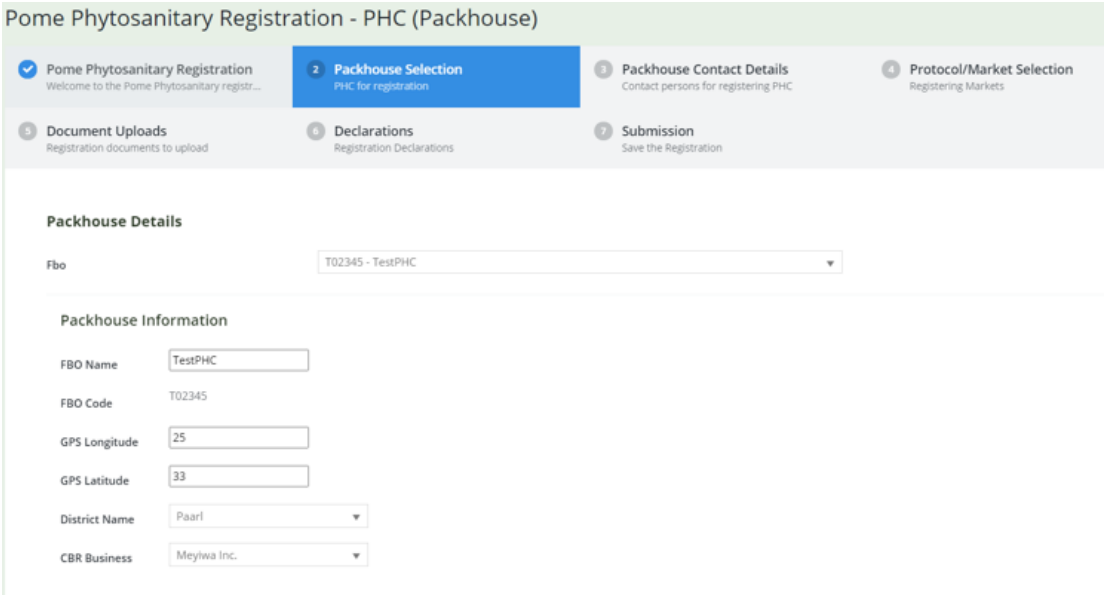


Figure 6-PHC Selection

6.1.2. Packhouse Contact Details

- Click on **Add New Record** to add new contact details.

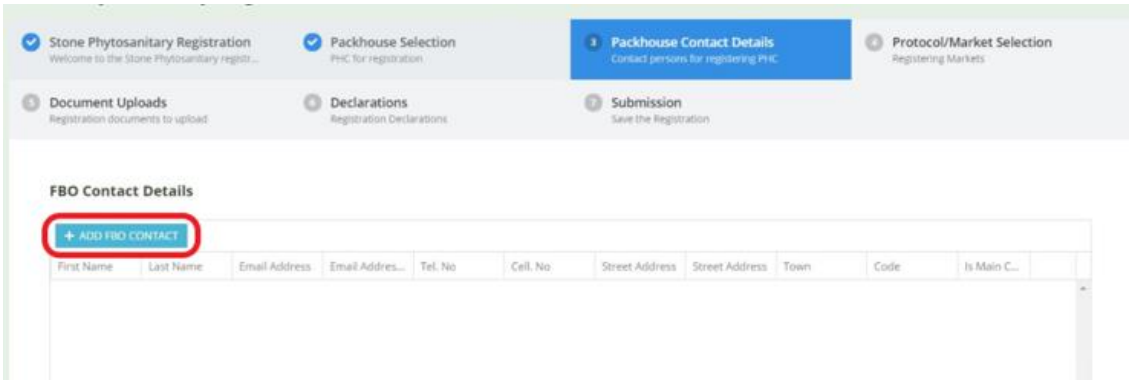


Figure 7-Contact Details

- FBO Contact Details Pop-up box will appear, fill in details and Click **Update**.

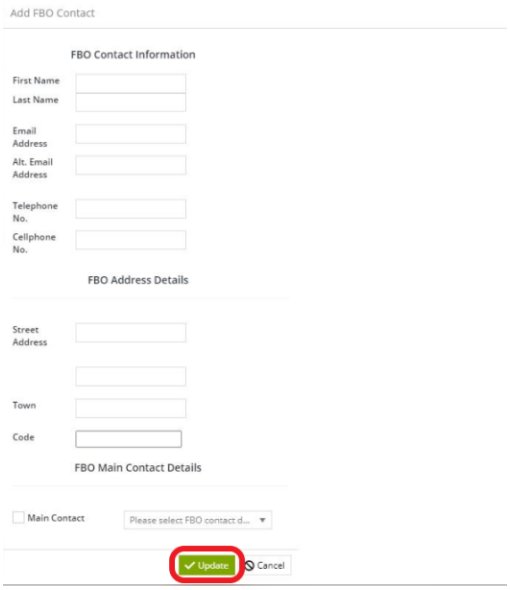


Figure 8-Add FBO Contact

- Click **Next**
- **Please Note:** You will have to have one contact that is a Main Contact to successfully register.

6.1.3. Protocol/ Market Selection

- Click on the drop-down arrow to select **Protocol/Market** you want to register for**.**

Please note:

- ❖ Multiple markets can be selected.
- ❖ Click on the x next to the market to remove it.

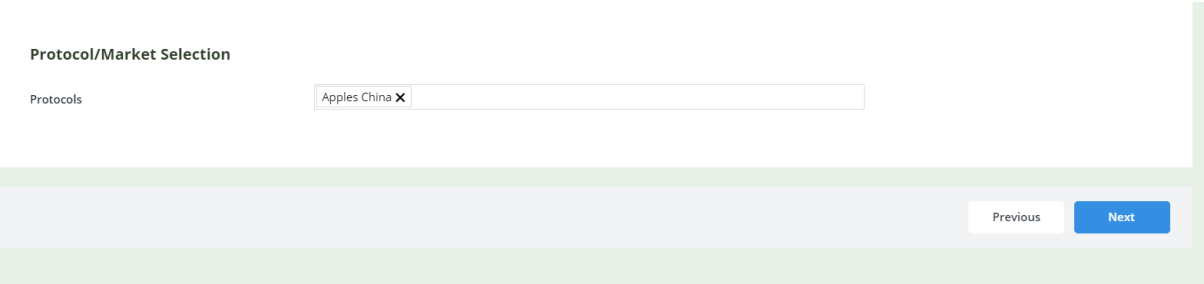


Figure 9-Protocol/Market Selection

- Click **Next**.

6.1.4. Documents Uploads

- To upload documents, click on **Select File.**
- Select the relevant file and add.

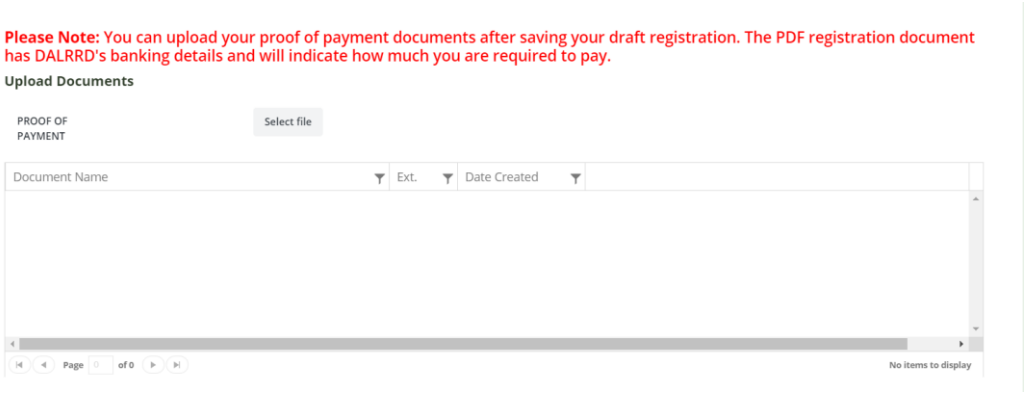


Figure 10-Documents

- Click **Next**

  Please note:

  - ❖ If you do not have the relevant file/s at this time you can select next and save your application as a draft. Once you have the relevant file/s you can come back and edit the draft application and upload the documents. However, if you do have the file/s you can upload it at this point.
  - ❖ Certain documents are required before a submission can be made. For example: A Proof of Payment(POP) file is required for all PHC registrations. These checks will be done when clicking on the green submit button on the main dashboard before your application will be considered valid and saved.

6.1.5 Declarations

- Packhouse managers are required to make appropriate declarations to export. This page is set up to do so by ticking the Checkbox associated with each declaration. A tick means “I AGREE”.

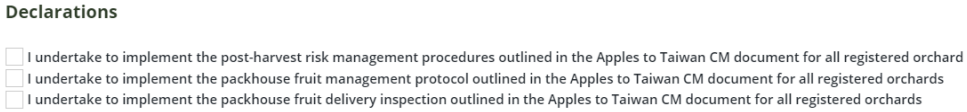


Figure 11-Declarations

- Once you have Ticked the Checkboxes, Click **Next**.
  Please note:
  - ❖ Not all protocols/markets require declarations. The Apples to Taiwan market, for example, has declarations that requires the user to align to the HORTGRO CM Control Guidelines & Requirements.

6.1.6 Submission

- Please read the declaration on the final page properly and tick the checkbox if you agree to abide by all guidelines and confirm that the information supplied is true.
- Click the **Save** button to save your application, otherwise click **Previous** and make relevant corrections.

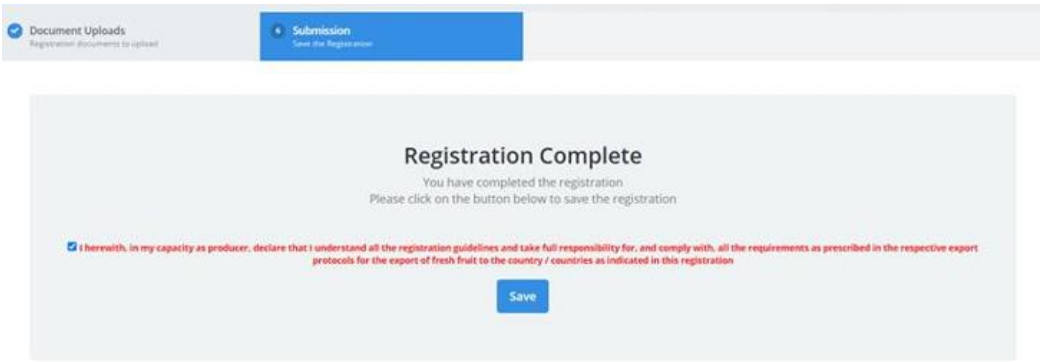


Figure 12-Submission

- A pop-up message with the application reference number will appear to notify you that the application has been successfully submitted as a draft. Click **OK**

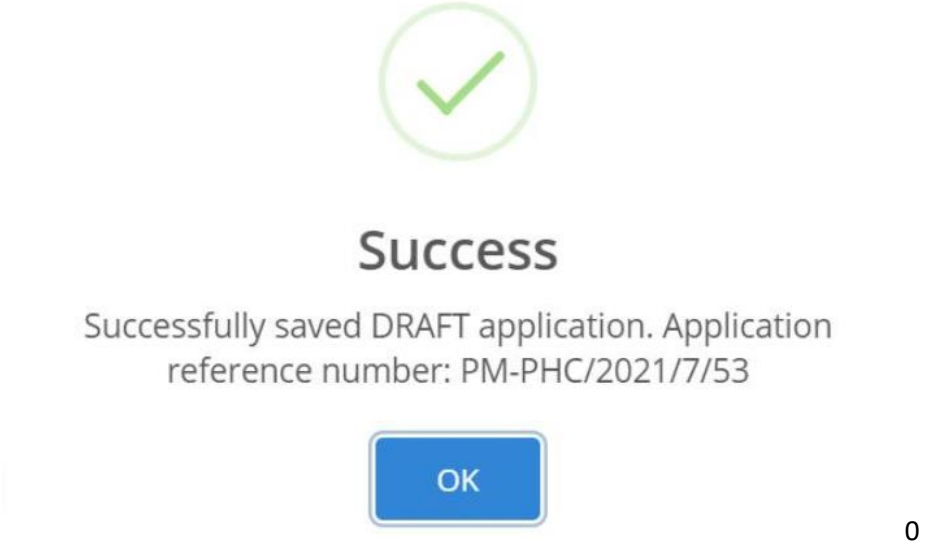


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Figure 13-Success prompt

- You will then be redirected to the **View Registrations** page.

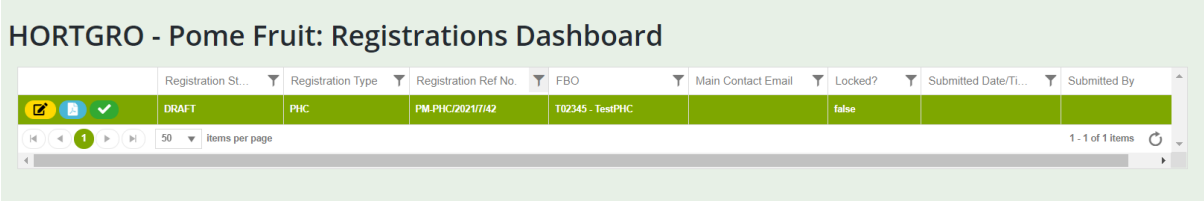

Figure 14-View Registrations

Please note:

- This is just a draft application and not the final registration document submitted to DALRRD. Since it is in draft mode further changes can be made if necessary.
- Note the Reference number that appears so you can easily find your application later on
- You will not be able to proceed without clicking the declaration on the last page

7. View Registrations

Description of the tools available on the View Registrations page:

Edit registration

Upload Documents

View registration PDF

Submit application

Unlock registration

7.1. View Registration Document

View the registration document to see if it is correct. If not click on the **Edit** button to edit your application.

7.2. Final Steps: Upload Required Documents and Submit

- To upload any outstanding documents, click on the Edit button and go to the Document Uploads page and upload your file.
- Once all required documents are uploaded go next until you reach the end of the wizard and click the save button.
- Click the green tick button to Submit your application, if you are now happy with it.
- You will then get a pop-up notifying you that it has been successfully submitted along with your new Registration Number to track this submission. Once it has been successfully submitted this can be considered received and submitted to DALRRD.

7.3. Unlock Registration

- If you find that after you have submitted there is still a problem, you can request an unlock
- If you are the person who did the application, it will unlock immediately. If not, it will send an email to all the contacts of the FBO notifying them that someone wishes to edit the

application. It will also show you the contact names and numbers of this FBO so you can contact them quicker.

- Only once the FBO contact accepts the unlocking will it be unlocked.
- You will receive an email once it is unlocked.
- Thereafter the necessary changes can be done and then it can be submitting again on the main dashboard. This will then re-lock the application and submit it to DALRRD.

Please Note:

- ❖ You will have to click on the green Submit button to submit the application otherwise it will sit in DRAFT format. DRAFTs will not be considered by DALRRD.