



PhytClean V2

Stone

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

Version 2.0

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1. Purpose

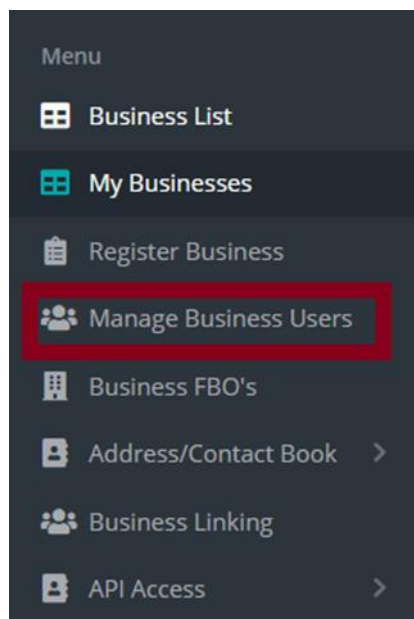
This document provides instructions on:

- How to complete Stone 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)**.

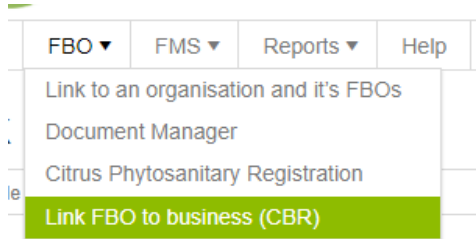


Figure 1-Link FBO to business (CBR)

- 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

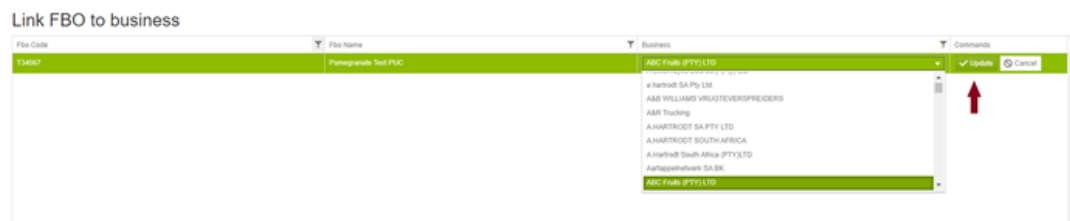


Figure 2-Update

- 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

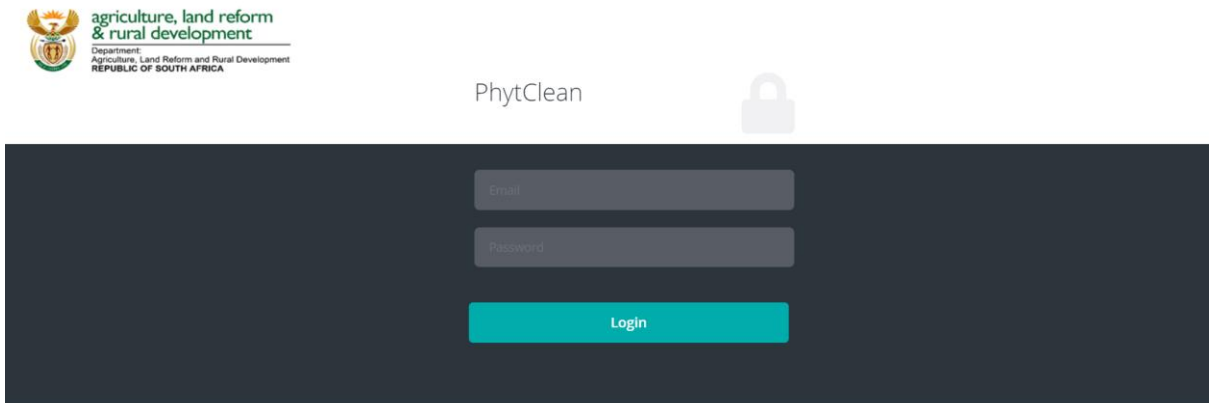
5.1. How to login onto PhytClean V2

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



 Important: Please click here to go to [PhytClean V2](#) to access the new Table Grapes Registration

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



6. Stone PHC Registration

6.1. PHC Registration

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



Figure 3-Stone (Hortgro)

- Click on **PHC Registration**

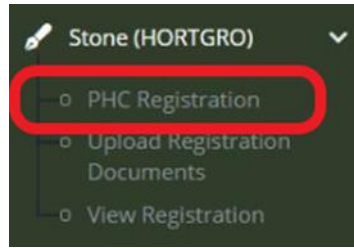


Figure 4-PHC

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

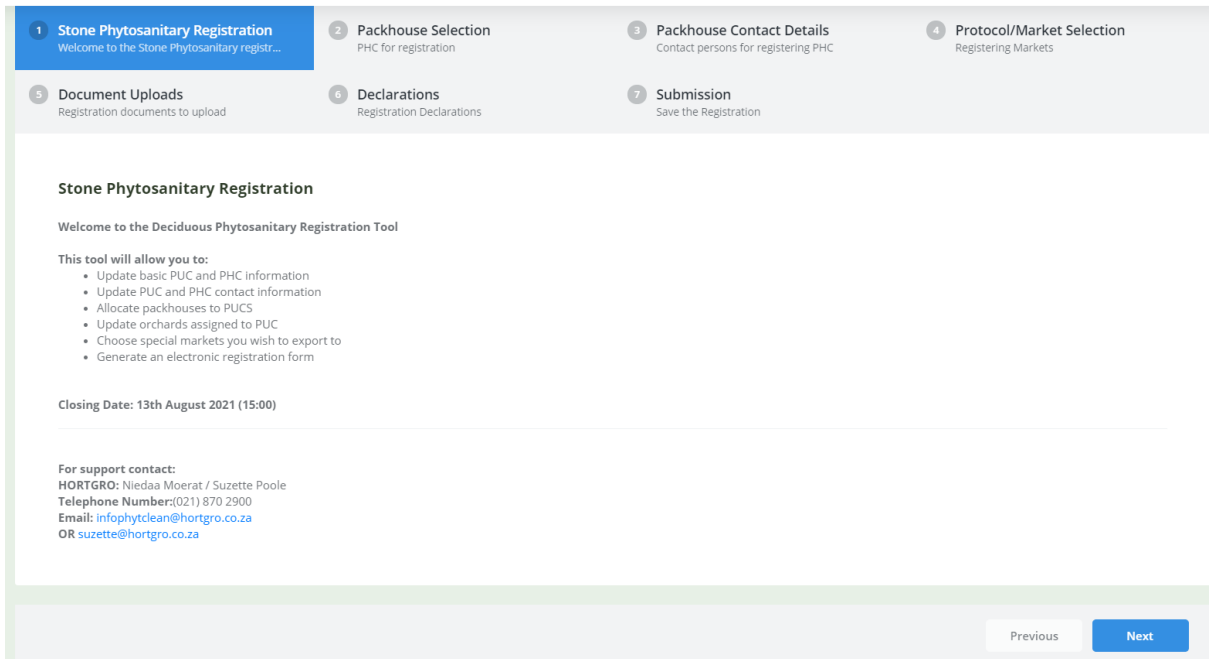


Figure 5- Stone Phytosanitary Registration

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**.

Add FBO Contact

FBO Contact Information

First Name

Last Name

Email Address

Alt. Email Address

Telephone No.

Cellphone No.

FBO Address Details

Street Address

Town

Code

FBO Main Contact Details

Main Contact

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.

Stone Phytosanitary Registration - PHC (Packhouse)

Stone Phytosanitary Registration
 Welcome to the Stone Phytosanitary registration tool

Packhouse Selection
 PHC for registration

Packhouse Contact Details
 Contact persons for registering PHC

Protocol/Market Selection
 Registering Markets

Document Uploads
 Registration documents to upload

Declarations
 Registration Declarations

Submission
 Save the Registration

Protocol/Market Selection

Protocol/Markets

Previous

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.

Please Note: You can upload your proof of payment documents after saving your draft registration. The PDF registration document has DALRRD's banking details and will indicate how much you are required to pay.

Upload Documents

PROOF OF PAYMENT

Select file

Document Name	Ext.	Date Created
---------------	------	--------------

Page 0 of 0

No items to display

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”.

Stone Phytosanitary Registration - PHC (Packhouse)

Stone Phytosanitary Registration
Welcome to the Stone Phytosanitary registration tool

Packhouse Selection
PHC for registration

Packhouse Contact Details
Contact persons for registering PHC

Document Uploads
Registration documents to upload

Declarations
Registration Declarations

Submission
Save the Registration

Registration Declarations

- I undertake to implement the procedures (points 2-4 5) outlined in the Stone fruit FF-MS document for all registered orchards.
- I undertake to implement fruit fly trapping for all registered orchards aligned with the HORTGRO Stone fruit FF-MS Guidelines.
- I undertake to implement fruit infestation monitoring (including pre-harvest fruit damage assessment) for all registered orchards according to the prescribed protocol (3.1.2), aligned with the HORTGRO Stone fruit FF-MS Guidelines.
- I undertake to implement orchard sanitation for all registered orchards aligned with the HORTGRO Stone fruit FF-MS Guidelines.
- I undertake to implement registered control measures where required for all registered orchards aligned with the Stone fruit FF-MS Guidelines.

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.

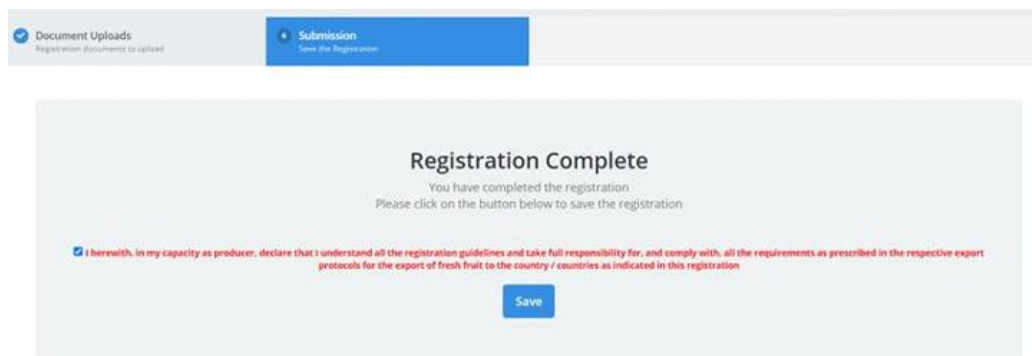


Figure 12-Submission

- 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**

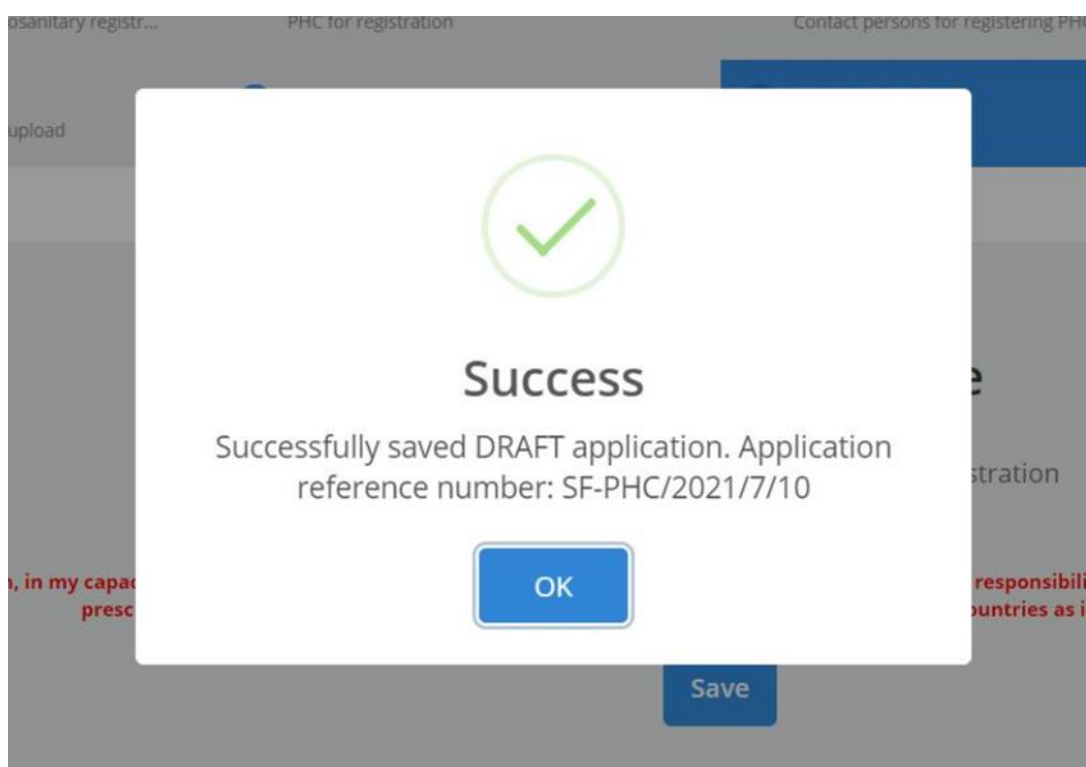


Figure 13-Success prompt

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















HORTGRO - Stone Fruit: Registrations Dashboard							
	Registration Status	Registration Type	Registration Ref No.	FBO	Main Contact Email	Locked?	Submitted
  	DRAFT	PHC	SF-PHC/2021/7/4	T54321 - test	admin@fba.co.za	false	
  	SUBMITTED	PHC	SF-PHC/2021/7/5	T54321 - test	admin@fba.co.za	true	04/07/2021 15
  	DRAFT	PHC	SF-PHC/2020/6/1	C3128-32 DEGREE S SOUTH FRUIT (PTY) LTD	bernhardt@langrivier.co.za	false	
  	DRAFT	PHC	SF-PHC/2020/6/2	KM616-A & B WILLIAMS VRUGTEVERSPREIDERS BK	clint@williamsbrofruit.co.za	false	
  	DRAFT	PHC	SF-PHC/2020/6/3	H1406-A NAUDE EN KINDERS	tanya@naudebakatene.co.za	false	






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.