

## **Please follow the steps to create a notification as an Agent on the Import of Products, Animals, Food or Feed Service (IPAFFS) system:**

You must register on IPAFFS as an Agent and ensure that you are linked to your Importers in order to create notifications correctly on their behalf; please refer to the Agent's guide to registration.

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### **1: Log into Government Gateway**

1. Enter your Government Gateway ID and password by following the link from [Import of products, animals, food and feed system \(IPAFFS\) - GOV.UK \(www.gov.uk\)](#).
2. From your dashboard, click 'Create a new notification'.

### **2: Create a New Notification**

3. Click the radio button next to the required import group (Plants, plant products and other objects) and click 'Save and continue'.
4. The 'Who are you creating this notification for?' page is displayed. You will see listed your own organisation or the other option is 'A different organisation'.
  - Select the radio button next to your own organisation to apply for notifications in your own right as an Importer, then click 'Save and continue'. Go to step 5.
  - Select the radio button next to 'A different organisation' if you wish to apply for notifications as an Agent for another organisation, then click 'Save and continue'. You will now see listed all of the organisations you have authority to act as an Agent on behalf of. Select the radio button next to the relevant organisation, then click 'Save and continue'. Go to step 5.

NB: If the organisation you are looking for does not appear, check via the 'Manage trade partners' link on the dashboard that you are correctly authorised to act as their agent.

5. Select the country of origin of the import from the dropdown (NB. this is the country which has provided the export phytosanitary certificate, not necessarily the country where grown), then click 'Save and continue'.
6. The 'Origin of the import' page is displayed, with the 'Country of origin' and 'Country from where consigned' fields infilled from step 5, amend if required, add a reference if required (this reference is internal to your organisation only) then click 'Save and continue'.
7. Select the relevant radio button next to your required method of how you wish to add your commodity details – either manual entry or bulk upload from a .csv file, then click 'Save and continue'. Go to step 9 if you wish to use a .csv.
8. To enter commodity lines manually:
  - To enter via commodity code, select the relevant tab, enter your commodity code and click 'Search'. Select the relevant EPPO code by clicking 'Add'. Dependant on commodity type, you may then need to select the relevant variety and class from the dropdowns. Click 'Save and continue'. You may add further genus and species at this point, follow the hyperlink. Go to step 10.
  - To enter via genus and species, select the relevant tab, start to type the genus and species and you will see matching data. Click the required genus and species. Follow the commodity tree below (e.g. malus domestica (domestic apple) could be live trees or edible fruit or seeds, select as appropriate), and keep selecting the unfolding options until you reach the end choice. Select the relevant EPPO code by clicking 'Add'. Dependant on commodity type, you may then need to select the relevant variety and class from the dropdowns. Click 'Save and continue'. You may add further genus and species at this point, follow the hyperlink. Go to step 10.
  - From either tab, you can also locate the required commodity by using the commodity tree – follow the tree and keep selecting the unfolding options until you reach the end choice. When the commodity code is added, you can then select the relevant EPPO code by clicking 'Add'. Dependant on commodity type, you may then need to select the relevant variety and class from the dropdowns. Click 'Save and continue'. You may add further genus and species at this point, follow the hyperlink. Go to step 10.
9. To enter commodities via a .csv:
  - Download a copy of the .csv file
  - Complete the required fields

- Save as a .csv and upload to the notification
- NB: you must complete the .csv as directed; more extensive step by step .csv guidance is available on the Plant Health Portal.
10. Click the relevant radio button to answer, 'What is the main reason for importing the consignment?' (internal market, re-entry or for import re-conformity check); then click 'Save and continue'.
  11. You can now see the 'Notification Hub', you can see the sections already completed and those still to do; complete all the relevant sections:
    - Commodity – select the commodity lines the data applies to, then enter the number of packages, type of package, quantity, quantity type, net weight and controlled item container then click 'Apply'. You can add further commodities from here or click 'Save and return to hub'. Note that some commodity codes will have a further option 'Intended for final users' where you are required to select yes or no.
    - Additional details – enter the gross weight, optional volume and unit. Click 'Save and return to hub' when complete.
    - Transport to the Border Control Post (BCP) – enter the entry border control post (you may need to enter inspection premises, dependant on the commodity you are importing) and the means of transport to the BCP from the dropdowns. Add the transport identification (flight number/vessel name/vehicle reg). Note that if you select yes to 'Are any road trailers or shipping containers being used to transport the consignment?' you will see further options. This is where you should add your container or trailer number, either the container's identification number, or the trailer's registration number or number plate, plus seal number where applicable. You can add further containers/trailers via the hyperlink. Add the transport document reference, date and time of arrival at BCP then click 'Save and return to hub'.
    - Goods movement services – answer 'Are you using the Common Transit Convention (CTC) to move goods, such as to a control point?', select 'Yes – add MRN now', 'Yes – add MRN later' or 'No'. If you select 'Yes – add MRN now' you will be given a further box to add this to. Enter yes or no to 'Will the transport use the Goods Vehicle Movement Service (GVMS)?'.
    - Contact details – this displays the details we have for you on the system, amend if applicable then click 'Save and return to hub'.

- Nominated contacts – optional page where you can add further contact details for others within your organisation.
- Accompanying documents – select the document type then enter the reference, date of issue, upload the document (repeat if required) then click ‘Save and return to hub’.
- Importer, Packer, Delivery Address and Consignor – add the delivery address and consignor or exporter details (any already added to your address book will be available to select from a list) and optional packer details, then click ‘Save and return to hub’.
- Sevington only: Consignments eligible for Border Control Post (BCP) checks at Sevington are now chargeable if they enter through Port of Dover or Eurotunnel. This is billed to whichever address is entered at this point, check carefully the details are correct, amend if required then click ‘Save and return to hub’.

NB: At the bottom of each page, clicking ‘Save and return to hub’ returns you to the hub with the list of required information, clicking ‘Save and continue’ will take you directly to the next question.

12. Review and submit – the ‘Review your notification’ page appears, check the details. Note that you can see the (draft) CHED reference, customs declaration reference and customs document code displayed, you can copy these from the right. Note that if you have selected ‘Yes – add later’ to the question ‘Are you using the Common Transit Convention (CTC) to move goods, such as to a control point?’, you will need to add this here before you can continue. You can change anything on this page via the ‘change’ hyperlink to the right. Click ‘Save and continue’ when all is checked and complete.
13. The ‘Declaration’ page appears, read the details, tick to confirm you have understood then click ‘Submit notification’. An initial risk assessment will appear, scroll down to see what you need to do, and what will happen next.
14. You will now see the initial risk assessment, and some guidance on what you need to do and what to advise your driver/haulier. The initial risk assessment may change; however you will be notified of any changes. Note that you will see an advisory box on your IPAFFS home screen advising of any changes to risk assessments and which consignments should now be heading to inspection.

### **3: Clone a Certificate**

We do not yet have full cloning capability; these instructions will be updated when this is released.

Currently, you may attach a copy of an ePhyto received from your exporting country. To do this:

1. From your dashboard, click 'Clone a Certificate'.
2. Select 'Plants, plant products and other objects' and click 'Continue'.
3. Select the country of origin of the ePhyto from the dropdown. Enter the reference number and click 'Search'.
4. If located, you will see a message stating cloning is not available. Click 'Create a new notification with attachment'. Continue with adding the notification details as for section 2. You will see that the ePhyto has been attached to the notification.
5. If the ePhyto has not been located, click 'Search for phytosanitary certificate' to re-enter the details. Alternatively, click 'Create a New Notification' and continue as for step 2.

### **4: Dashboard**

You can see all of your notifications by scrolling down the dashboard. Above this is a search facility to enable you to narrow down a search by completing any of the data fields displayed and clicking 'Search'.

### **5: Notifications – status, actions, copy**

Any notifications marked as 'Trade Partner' have been completed by an Agent on behalf of an Importer.

You can select 'Copy as new' for any notification status. This will pull all of the data from the existing notification into a new notification, and the Notification Hub will highlight where data has expired and needs to be added, or where more data is needed. Review and submit will display all data before you can submit, check everything carefully to ensure your copy is accurate before submission.

### Draft CHEDPP (grey):

- Any notifications at the status of 'Draft CHEDPP' can be completed or amended before they are submitted.
- Click 'View details' to see all the data already added to the notification, what is missing will be highlighted.
- Click 'Amend' to change anything already added.
- 'View CHED' shows a draft version of the CHEDPP.
- 'Delete notification' allows you to delete the notification completely before submission.

### New (blue):

- Click 'View details' where you can see the detail of the notification just submitted.
- Click 'Amend' to change anything already submitted. Resubmit the notification and you will see the CHEDPP will change to V2 (version 2).
- 'View CHED' shows a draft version of the CHEDPP (with 'New' watermarked).
- 'Delete notification' allows you to delete the notification completely.
- You may alert of early arrival from here, this will notify APHA the consignment has arrived.

### Amend (yellow):

You will only see the 'amend' status if APHA has set the notification to amend as they require new/amended information or documents from you. This will be accompanied by a call/email to advise you what is required.

- Click 'Amend' to make the change/add the document(s) as requested. Resubmit the notification and you will see the CHEDPP will change to V2 (version 2).

### In Progress (orange):

- Click 'View details'; the 'Notification' tab shows the detail from notification, 'Checks' shows the status of each check (when started).
- You cannot amend or delete a notification with the status 'In Progress'.
- 'View CHED' shows a draft version of the CHEDPP (with 'In Progress' watermarked).
- If you have a notification where you have more than one commodity, and one (or more) have been cleared but one (or more) is held (for example, due to needing samples to be tested), you will be able to see which commodity is held on the 'Checks' tab:

- a. If you would like to release the commodities which have passed checks, you can click 'Split consignment'. You will be asked if you are sure, if yes, click 'Yes, split this consignment'. If no, click 'No, don't split this consignment' and you will be returned to the previous screen.
- b. Once split, you will see that the valid commodities have a CHEDPP reference 'CHEDPP.GB.2024.12341234V' (V for valid), and there is a new tab 'Valid' – this shows the valid commodities which have been split. The status of the notification on the dashboard changes to 'Split Consignment' (orange border).
- c. Once the held commodity has been checked, you will either see:
  - i. Rejected commodities have a CHEDPP reference 'CHEDPP.GB.2024.12341234R' (R for rejected), and there is a new tab 'Rejected' – this shows the valid commodities which have been split.
  - ii. Valid commodities will be shown on the CHEDPP with the watermark 'Split consignment'.

#### Rejected (red):

- Click 'View details': the 'Notification' tab shows the detail from notification, 'Checks' shows the status of each check.
- You cannot amend or delete a notification with the status 'Rejected'.
- 'View CHED' shows a draft version of the CHEDPP (with 'Rejected' watermarked).

#### Valid (green):

- Click 'View details': the 'Notification' tab shows the detail from notification, 'Checks' shows the status of each check.
- You cannot amend or delete a notification with the status 'Valid'.
- 'View CHED' shows the CHEDPP (with 'Valid' watermarked).