

Please follow the steps to apply for a bulbs phytosanitary certificate on the Plant Health Exports Service (PHES):

Step 1: Log into your Government Gateway Account

1. Enter your Government Gateway ID and password at <https://exporter.apply-phytosanitary-certificate.defra.gov.uk/>.
2. From the dashboard, click 'Start a new application'.

Step 2: Application

3. Click the radio button next to the required commodity (bulbs) and click 'Continue'.
4. Enter your choice of application type, we will complete 'Apply for a phytosanitary certificate' and click 'Continue'.
5. Enter the country exporting to and click 'Continue'.
6. The regulations specific to the export destination will appear. Check the regulations, then tick to confirm you have understood and followed the export regulations for this commodity and click 'Continue'.
7. Enter your own choice of reference (optional, this appears on your dashboard and invoice but not on phytosanitary or re-forwarding certificates), then click 'Save and Continue'.
8. Complete section 1 'About your application'. 'Create a reference' is completed, click to open 'What is the exporter address?'. The address registered to your PHES account is displayed. If you wish this address to be on your phyto/re-forwarding certificate, select 'Yes', then 'Save and continue'. Go to step 10.
9. If you would prefer a different address to appear on your phyto/re-forwarding certificate, select 'No', then 'Save and continue'. Enter the postcode of the address you require and click 'Continue'. Select the address from the dropdown list (or follow the instructions via the 'Can't find your address?' hyperlink if your address does not appear), then click 'Save and continue'.
10. Click the hyperlink to open 'What's in your consignment?'. You can choose to either add individual commodities or upload a .csv file of commodities. To add individual commodities, select 'Manually, by

adding one at a time' and click 'Continue' (go to step 13 to upload a file).

11. Enter the botanical name and optional variety or select and complete the description box if this is a mixed commodity. Enter the commodity type, and growing season and soil sampling inspection numbers (optional). Complete the weight, unit, number and type of packages, and (optional) packing material and distinguishing marks. Finally, tick to select the country/countries of origin (between 1 and 10 selections) then click 'Save and continue'.
12. Select yes or no to add another commodity then click 'Save and continue'. If yes is selected, repeat steps 10 - 12. If no, go to step 14.
13. Download and complete the .csv template with your commodities, save, browse to locate then click 'Upload'.
14. Click on 'What are the inspection details?'. You can click 'Select' next to an existing address or click the hyperlink 'add a new address'; enter the postcode, then select the correct address from the dropdown and click 'Continue'. Check the details are correct then click 'Continue'. Add the contact details for this address and click 'Continue'. The new address is now added to the available addresses list, click 'Select' as required. Select the 'Yes, select this address' radio button, then click 'Continue'.
15. Add the contact details for the application then click 'Save and continue'.
16. Enter the date the consignment will be ready for inspection then click 'Save and continue'.
17. Click the hyperlink 'Who are you sending this consignment to?' then enter the consignee's name and address and (optional) import permit number then click 'Save and continue'
18. Click the 'How will the consignment be transported?' hyperlink and enter the value, point of entry (click yes if you know the specifics and search for the relevant point e.g. Calais; select no if you do not know the specifics and enter the country e.g. France) and finally enter the transport details, then click 'Save and continue'. Section 1 is complete.
19. Section 2 allows you to upload additional documents if required. Click the hyperlink to open. To upload a document, click 'Choose File',

select the document from your computer and 'Open', add a file description and click 'Upload'. The document can then be viewed or deleted, and further documents added if required. Click 'Save and continue'.

20. Click the section 3 hyperlink, and the 'Review your answers' page opens, review all the information input – you can amend anything with a 'Change' hyperlink. Click 'Continue' when complete.
21. Add the date when the certificate is required and click 'Continue'.
22. Tick to confirm the exporter declaration and click 'Submit application'. The application has been submitted. Your inspection will now be arranged. Click the 'View your applications' hyperlink to return to the dashboard.
23. You can monitor the status of your applications via the dashboard. You can view the details of any completed application by clicking onto the APHA reference (number on the left), then by clicking on the 'View this application' hyperlink. This opens a page showing all the details of the completed application (this is not amendable, view only).
24. From here you can also cancel or copy your application, or (for an application in progress) amend some details after submission. Click 'Update this application', change anything via the hyperlinks, click 'Continue', tick the exporter declaration, and then click 'Submit application' to resubmit.