Please follow the steps to apply for a Grain 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 (grain) 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' (N.B. phytos are not required for grain exports to the EU). 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'.

6. Enter your own choice of reference (note that this appears on your dashboard and invoices, not on any phytosanitary certificates) then click 'Save and Continue' (optional, this appears on your dashboard and invoice but not on phytosanitary or re-forwarding certificates), then click 'Save and Continue'.

7. Complete section 1 'Tell us about your consignment'. '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 9.

8. 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'.

9. Click the hyperlink to open 'What's in your consignment?'. Start to enter the details of your commodity either by botanical name or by description (use this if you cannot locate the botanical name, or if your commodity is made up of multiple species). Enter the quantity, unit of measurement, number of packages, and type of packaging. Finally, tick to select the country/countries of origin (between 1 and 10 selections) then click 'Save and continue'.

10. Select yes or no to add another commodity, then click 'Save and continue'. If yes is selected, repeat steps 9 – 10.

11. Click the hyperlink 'Who are you sending this consignment to?', then enter the consignee's name and address details and the import permit number, plus any further information (for example, bill of lading information, container numbers, dates of inspection) then click 'Save and continue'.

12. 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 the transport details. Add the name of the vessel/flight number, and the port of export, then click 'Save and continue'. Section 1 is complete.

13. Section 2 allows you to upload additional documents. Dependant on destination and commodity, this should always include the application signed by the inspector, plus any import certificates, fumigation certificates, and test results from NIAB/FERA. 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'.

14. The 'Check and submit' section 3 hyperlink is live once section 1 is completed. Click to open. The 'Review your answers' page opens, you can change any data if required using the 'Change' hyperlinks on the right. When reviewed, click 'Continue'.

15. Add the date when the certificate is required and click 'Continue'.

16. Tick to confirm the exporter declaration and click 'Submit application'.

17. The application has been submitted. Click the 'View your applications' hyperlink to return to the dashboard.

18. You can monitor the status of your applications via the dashboard. You can view the details of any submitted 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 application (this is not amendable, view only). From here you can also cancel or copy your application.