**Please follow the steps to apply for a plant produce single stock drawdown (SSDD) phytosanitary certificate on the Plant Health Exports Service (PHES):**

Please note - you must create and have inspected and passed 2 phytosanitary applications for the same commodity before you can use the 2nd application to create a Single Stock Draw Down. This SSDD application is then valid for a month.

Note that the SSDD amount (e.g., 500kg) is not to be included on application 2.

**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**

1. Application 1: create a new plant produce phytosanitary application.
2. Once your application has been submitted, you will see your submission page with the unique application reference.
3. Your Inspector will now make an appointment to come and inspect the produce. Discuss with your Inspector the possibility of utilising SSDD.
4. Application 2 **–** apply on PHES as normal.
5. When your inspector comes to inspect application 2, tell them the amount required for the SSDD application. When they update the inspection results for application 2, they will create the SSDD for the amount required.
6. Locate application 2 on your dashboard and click on the application reference on the left to open.
7. You will see a note saying, ‘drawdown stock is available’. The commodity details and quantity are those from Application 2 (50kg). Click the hyperlink ‘Draw down or view stock’ (right). This shows the details of the stock record created by your Inspector – note this is valid for one month from the date of inspection of application 2. Click ‘Drawdown’.
8. In a similar way to that of a copied application, the details of an SSDD drawdown are copied from application 2. To the question ‘Do you want to reuse the same application reference?’ click ‘No’, a different reference’, enter the new reference then ‘Save and continue’. This ensures you can differentiate between applications on your dashboard.
9. Enter how much of your stock you wish to add to this drawdown application then ‘Save and continue’. For example, you could add 100kg from a total available stock amount of 500kg.
10. You will now need to upload a .jpg photograph of the stock. Click ‘Choose file’. Locate the .jpg on your computer and click ‘Open’. Add a file description then click ‘Upload’. When uploaded, click ‘Save and continue’.
11. You can now make changes to your drawdown application – some of the information will be filled in automatically from application 2.
12. You must add a destination country and can then amend (if required) the drawdown amount, inspection contact details, transport or customer details. Click ‘Continue’ when all changes are made.
13. Enter the date you need the certificate and click ‘Continue’.
14. Tick the Exporter declaration and click ‘Submit application**’.**
15. Your drawdown application has been submitted. Return to the dashboard and locate application 2 (where your drawdown applications originate from) as seen in step 8.
16. Now when you click onto ‘Draw down or view stock’ you will see the amounts updated (in our example, 500kg original value, with 100kg drawn down).
17. Scroll down the page, and you will see details of the drawdown applications listed with their current status shown. Clicking on the application reference (a hyperlink) will take you to that application.
18. To create a new drawdown application, click ‘Drawdown’ and continue as from step 9.