

Please follow the steps to apply for a plant products 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 (plant products) 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'. 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 (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 '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 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?'. You can choose to either add individual commodities or upload a file of commodities. To add individual commodities, select 'Manually, by

adding one at a time' and click 'Continue' (go to step 12 to upload a file).

10. Start to enter the details of your commodity by botanical name. Enter a description if you cannot locate the botanical name or the product is mixed. Enter the quantity and unit of measurement, number of packages and type of packaging 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'. N.B. Exporters should use 'units' as the measurement for plants/bunches/stems.
11. Select yes or no to add another commodity then click 'Save and continue'. If yes is selected, repeat steps 10 – 11. If no, go to step 13.
12. Download and complete the .csv template with your commodities, save, browse to locate then click 'Upload'.
13. Click the hyperlink 'Who are you sending this consignment to?', then enter the consignee's details and (optional) import permit number then click 'Save and continue'.
14. 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.
15. Section 2 allows you to upload additional documents if required (e.g., import permit if the number has been entered at step 14). 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'.
16. The section 3 hyperlink is live once section 1 is complete. Click to open. The 'Review your answers' page opens, review all the information input – you can amend anything with a 'Change' hyperlink. When reviewed, click 'Continue'.
17. Add the date when the certificate is required and click 'Continue'.
18. Tick to confirm the exporter declaration and click 'Submit application'.

19. The application has been submitted. You now need to send samples for inspection to the address shown. You can click the hyperlink to see this information on another tab where it can be printed or copied.
20. Your application will be processed, and if there are no problems, your certificate will be issued, and you will be invoiced. You will only be contacted if there is a problem.
21. 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). From here you can also cancel or copy your application.