

Please follow the steps to apply for a Seeds 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 (seeds) 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 '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?'. You can add commodities either one at a time or in bulk. To add individual commodities, select 'Manually, by adding one at a time' and click 'Continue'. Go to step 12 to upload a file.

10. Enter the botanical name of the seeds, and optional variety. Alternatively, enter a description of your seeds. Enter the lot reference, sample reference (from your seed sampling report), quantity and unit of measurement, number of packages, 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'.
11. Select yes or no to add another commodity then click 'Save and continue'. If yes is selected, repeat steps 9 – 10. 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?' and enter the consignee details and (optional) import permit number then click 'Save and continue'.
14. Click the 'How will this 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 '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'.
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. Click the 'View your applications' hyperlink to return to the dashboard.
20. 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.