Please follow the steps to apply for an ePhyto certificate to Northern Ireland on the Plant Health Exports Service (PHES):

NB: ePhyto **only** applies to applications with a destination of Northern Ireland.

Contents

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. Select the radio button next to the required commodity and click 'Continue'.

4. Select the radio button for 'Apply for a phytosanitary certificate' or 'Apply for a re-forwarding phytosanitary certificate' and click 'Continue'.

5. Enter 'United Kingdom (Northern Ireland)' as the country exporting to and click 'Continue'. You will see a new message "We will send your ePhyto to United Kingdom (Northern Ireland) for you. You do not need to send a paper copy of your certificate to United Kingdom (Norther Ireland). You will be able to view and download a copy of your ePhyto from your account." Click 'Continue'.

   - If your country exporting to is United Kingdom (Northern Ireland) however the point of entry is Republic of Ireland, please

note that your application will not result in an ePhyto, you will receive a paper phyto.

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 any certificates), then click 'Save and Continue'.

8. Complete section 1 'About your application'. 'Create a reference' is completed. There are slightly different options here dependant on which commodity has been chosen, please refer to the specific commodity guidance if further help is required.

   • If possible, avoid using the 'Description' field when completing your commodity details and complete the application by using 'Botanical name'. If the 'Description' field is used, note that your application may result in a paper phyto, not an ePhyto.

   • Note that in the initial phase, please avoid using 'bale – non--compressed', 'ball', 'bottle – non-protected – bulbous', 'bottle – non-protected – cylindrical', bottle – protected bulbous', 'bottle – protected cylindrical', 'crate – bulk plastic', 'crate – cylindrical', 'can – with handle and spout', 'capsule', 'card', 'fibre drum', 'flask', 'flexible intermediate bulk container bag', 'flexible intermediate bulk container – fibreboard', 'flexible intermediate bulk container – plywood', 'flexible intermediate bulk container – steel', 'jerrican - plastic', jerrican - steel', 'jumbo bag', 'keg', 'net', 'octabin', 'paper bags', 'poly bags', 'textile bag', 'tub', 'vacuum packed' or 'wooden pallet' as the packaging type.

   • Do not use 'Aland Islands' as one of the countries of origin of your commodity, select 'Finland', likewise do not use 'Western Sahara', select 'Morocco'.

   • Please be aware of the point of entry details, be careful when entering this to ensure you have selected the correct option. For example, where the destination is Northern Ireland, if you search 'Belfast', you should select either GB BEL or GB BHD (George Best/Belfast City Airport) - however also available in the dropdown menu is DM BEL (Domenica), US BEL and US

QBL (USA), CA BEL (Canada), IE BEL (ROI), NZ BEL (New Zealand), SV BEL (El Salvador) and ZA BEL (South Africa).

9. 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'.

10. 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'.

11. Add the date and time when the certificate is required and click 'Save and continue'.

12. Tick to confirm the exporter declaration and click 'Submit application'. The application has been submitted. You will see a change to the text on the confirmation page confirming what will happen next. Your inspection will now be arranged (if required). Click the 'View your applications' hyperlink to return to the dashboard.

13. You can monitor the status of your application via the dashboard:

   - From here you can view or copy your application (for all statuses), or (for an application with the status of 'Processing' or 'With Inspector') update some details after submission, or cancel. <u>Please note that while you can copy an ePhyto application, if the destination is changed to anything other than United Kingdom (Northern Ireland) this will not result in an ePhyto, but a paper phyto.</u> Likewise, if copying an application to any other destination but the destination is then changed to United Kingdom (Northern Ireland), this will result in an ePhyto, not a paper phyto like the original.

     o When creating your first ePhyto for any commodity type, please try to avoid copying an existing (non-ePhyto) application – this may result in an error.

   - Statuses are the same as for standard phytosanitary certificate applications, except for 'Preparing ePhyto' (where the ePhyto is in the process of being sent to the importing country), and

'ePhyto Received' (where the ePhyto has been received by the importing country). You will be able to view a copy of your certificate from here once the status is 'ePhyto Received', but you do not need to print this or pass it to your haulier/importer, this is for your records only – you will just need to tell your haulier/importer the reference number and date of issue once your application is at the status of 'ePhyto Received'.

- You will be notified by email if there are any delays in sending your ePhyto. If your ePhyto fails to send, again you will be notified by email that you should expect a paper phyto to be posted to you.

ePhyto re-issue

When your application is at the status of 'ePhyto Received', you will have the options to view a copy of the certificate (on the right), and (below) you will see hyperlinks to 'View application details' (which shows you the application details), 'Copy as new application' (to create a copy which you can then amend) or 'Apply for re-issue'.

- If you select apply for re-issue, follow the guidance on-screen; specify the reason for re-issue, amend the details if required and then re-submit.

- The status of your application will change to 'ePhyto Re-issue Requested'. This will change to 'Processing ePhyto Re-issue' whilst the application is being processed, and finally to 'ePhyto Re-issue Received' when completed.

- If your re-issue request is rejected, the status will change to 'ePhyto Re-issue Rejected', and you will be able to see the reason for the rejection if you click to open the application.

ePhyto email notifications

Via the 'Manage account' hyperlink on your PHES dashboard (top right), you can manage emails regarding your ePhyto applications.

Select 'Manage email notifications'. You have the option to receive emails when the destination country has received your ePhyto and if there are any delays. You can receive emails regarding ePhytos you have applied for, ePhytos anyone in your organisation has applied for, or no emails. Select as required, then click 'Save'.

NB: if you have followed the above guidance, selected either 'Yes, email me about all my organisation's ePhytos' or 'Yes, email me about ePhytos I applied for' and are still not receiving emails, please select one of the other options then click 'Save', and then go back, select your preferred option and then 'Save' again – this should ensure you receive emails.

ePhyto – commodities sent by post
If you send your commodities to NI by post, please complete the PHES application as above, and before posting, print a copy of your ePhyto certificate and attach this securely to the exterior of the package.