

Please follow the steps to apply for a Potatoes Re-Export 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 (potatoes) and click 'Continue'.
4. Select 'Apply for a re-export 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-export certificates), then click 'Save and Continue'.
7. Complete section 1 'About your application'. 'Create a reference number' 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 re-export 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-export 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 13 to upload a file).

10. Enter the type of potato, variety, quantity and unit of measurement, number of packages and packaging type. Add at least one country of origin.
11. You must add at least one import phytosanitary number relating to the commodity/commodities in your re-export application. Enter the number(s) and click 'Save and continue'.
12. Select yes or no to add another commodity then click 'Save and continue'. If yes is selected, repeat steps 9 – 12. If no, go to step 14.
13. Download and complete the .csv template with your commodities, save, browse to locate then click 'Upload'.
14. Click the 'Add import phytosanitary certificate details' hyperlink. If you have added 2 certificates, you will see both references listed. Select the one you wish to upload and click 'Save and continue'. Enter the import phytosanitary certificate's country of origin (this must match the country of origin entered previously), then click 'Choose file'. Locate the relevant pdf from your computer, click 'Open', then 'Save and continue'. Where you have added 2 import phytosanitary certificate numbers, you can then continue to upload the other certificate as above, or select 'I will add details later', then select 'Save and continue'. NB where you have entered 2 import phytosanitary certificate numbers, you will be unable to complete the notification until both are uploaded.
15. Select the relevant answer to 'Were the imported consignments repacked?' then click 'Save and continue'.
16. Click the 'What are the inspection details?' hyperlink, then click 'Select' next to the relevant address. Click 'Add a new address' above if the address is not listed and follow the instructions. Click either yes or no to 'Do you want to select this inspection address?', then click 'Continue'. Repeat to locate your required address if no has been selected.
17. Enter the details of the contact for this application (who will arrange the inspection), then click 'Save and continue'.
18. Click the 'How will this consignment be transported?' hyperlink and enter the value, point of entry and transport method, then click 'Save and continue'.

19. Click the hyperlink 'Who will receive this consignment?', then enter the consignee's details, then click 'Save and continue'. Section 1 is complete.
20. 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'.
21. 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'.
22. Add the date when the certificate is required and expected time of load collection and click 'Continue'.
23. Tick to confirm the exporter declaration and click 'Submit application'.
24. The application has been submitted.
25. Your application will be processed, and APHA will arrange an inspection.
26. 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 completed application (this is not amendable, view only). From here you can also cancel or copy your application.