Please follow the steps to create a notification as an Agent on the Import of Products, Animals, Food or Feed Service (IPAFFS) system:

You must register on IPAFFS as an Agent before use and ensure that you are linked to your Importers in order to create notifications correctly on their behalf, please refer to the Agent's guide to registration.

Contents

Step 1: Log into Government Gateway

1. Enter your Government Gateway ID and password by following the link from Import of products, animals, food and feed system (IPAFFS) - GOV.UK (www.gov.uk).
2. From your dashboard, click 'Create a new notification'.

Step 2: Application

3. Click the radio button next to the required import group (Plants, plant products and other objects) and click 'Save and continue'.
4. Select the country of origin of the import from the dropdown, then click 'Save and continue'.
5. The 'Who are you creating this notification for?' page is displayed. You will see listed your own organisation or the other option is 'A different organisation'.
    - Select the radio button next to your own organisation to apply for notifications in your own right as an Importer, then click 'Save and continue'. Go to step 6.
    - Select the radio button next to 'A different organisation' if you wish to apply for notifications for another organisation, then click 'Save and continue'. You will now see listed all of the organisations you have authority to act as an Agent on behalf of. Select the radio button next to the relevant organisation, then click 'Save and continue'. Go to step 6.

   NB: If the organisation you are looking for does not appear, check via the 'Manage trade partners' link on the dashboard that you are correctly authorised to act as their agent.

6. The ‘Origin of the import’ page is displayed, with the ‘Country of origin’ and ‘Country from where consigned’ fields infilled from step 4, amend if required, add a reference if required (reference is internal to your organisation only) then click ‘Save and continue’.
7. Select the relevant radio button next to your required method of how you wish to add your commodity details – either manual entry or upload from a CSV file then click ‘Save and continue’. Go to step 9 if you wish to use a CSV.
8. To enter commodity lines manually:
    - To enter via commodity code, select the relevant tab, enter your commodity code and click ‘Search’. Select the relevant EPPO code by clicking ‘Add’. Dependant on commodity type, you may then need to select the relevant variety and class from the dropdowns. Click ‘Save and continue’. Go to step 10.
    - To enter via genus and species, select the relevant tab, start to type the genus and species and you will see matching data. Click the required genus and species. Follow the commodity tree below (e.g. malus domestica (domestic apple) could be live trees or edible fruit or seeds, select as appropriate), and keep selecting the unfolding options until you reach the end choice. Select the relevant EPPO code by clicking ‘Add’. Dependant on commodity type, you may then need to select the relevant variety and class from the dropdowns. Click ‘Save and continue’. Go to step 10.
    - From either tab, you can also locate the required commodity by using the commodity tree – follow the tree and keep selecting the unfolding options until you reach the end choice. When the commodity code is added, you can then select the relevant EPPO code by clicking ‘Add’. Dependant on commodity type, you may then need to select the relevant variety and class from the dropdowns. Click ‘Save and continue’. Go to step 10.
9. To enter commodities via a CSV:
    - Download a copy of the CSV file
    - Complete the required fields
    - Save and upload your CSV to the notification

    NB: you must complete the CSV as directed; more extensive step by step CSV guidance is available on the Plant Health Portal.
10. Click the relevant radio button next to the purpose of the consignment then click ‘Save and continue’.

11. You can now see the ‘Notification Hub’, you can see the sections already completed and those still to do; complete all the relevant sections:
    - Commodity – select the commodity lines the data applies to, then enter the number of packages, type of package, quantity, quantity type, net weight and controlled item container then click ‘Apply’. You can add further commodities from here or click ‘Save and return to hub’.
    - Additional details – enter the gross weight, optional volume and unit and if the goods are in shipping containers, then click ‘Save and return to hub’.
    - Transport to the Border Control Post (BCP) – enter the entry border control post and the means of transport to the BCP from the dropdowns, the transport identification (flight number/vessel name/vehicle reg), document type, date and time of arrival at BCP then click ‘Save and return to hub’.
    - Contact details – this displays the details we have for you on the system, amend if applicable then click ‘Save and return to hub’.
    - Nominated contacts – optional page where you can add further contacts for others within your organisation.
    - Accompanying documents – enter the document type, reference, date of issue, upload the document then click ‘Save and return to hub’.
    - Importer, Packer, Delivery address and Consignor – add the delivery address and consignor or exporter details (any already added to your address will be available to select for a list) and optional packer details, then click ‘Save and return to hub’.
12. Review and submit – the ‘Review your notification’ page appears, check the details. You can change anything via the ‘change’ hyperlink to the right. Click ‘Save and continue’.
13. The ‘Declaration’ page appears, read the details, tick to confirm you have understood then click ‘Submit notification’. Your notification has been submitted.

Step 3: Dashboard

You can see all of your applications by scrolling down the dashboard. Above this is a search facility to enable you to narrow down a search by completing any of the data fields displayed and clicking ‘Search’.

Step 4: Applications – status, actions, copy

- You can select ‘Copy as new’ for any application status. This will pull all of the data from the existing application into a new application, and the Notification Hub will highlight where data has expired and needs to be added, or where more data is needed. Review and submit will display all data before you can submit, check everything carefully to ensure your copy is accurate before submission.

Drafts:

- Any applications at the status of ‘Draft CHEDPP’ can be completed or amended before they are submitted.
- Click ‘View details’ to see all the data already added to the application, what is missing will be highlighted.
- Click ‘Amend’ to change anything already added.
- ‘View notification’ shows a draft version of the CHEDPP.

Submitted:

- Applications once submitted cannot be amended (anything at the status of ‘New’ or ‘Valid’ has been submitted).
- Click ‘View details’ to see the details of the application – the ‘Notification’ tab shows the data from the application, the ‘Checks’ tab shows the current status of the checks.
- ‘View notification’ shows the CHEDPP, this will be draft or valid, dependant on the current status of the application.