**Please follow the steps to apply for a bulbs 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**

1. Click the radio button next to the required commodity (bulbs) and click ‘Continue’.
2. Enter your choice of application type, we will complete ‘Apply for a phytosanitary certificate and click ‘Continue’.
3. Enter the country exporting to and click ‘Continue’.
4. 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’.
5. Enter your own choice of reference then click ‘Save and Continue’.
6. Complete section 1 ‘About your application’. ‘Create a reference number’ is completed, click the hyperlink to open ‘What’s in your consignment?’
7. 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 14 to upload a file).
8. Enter the botanical name and optional variety or select and complete the description box if this is a mixed commodity.
9. Enter the commodity type and country of origin.
10. Complete the weight, unit, quantity and type of packages, 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 – 13. If no, go to step 15.
12. Download and complete the .csv template with your commodities, save, browse to locate then click ‘Upload’. Go to step 15.
13. Click the hyperlink ‘What are the inspection details?’ and click ‘Select’ next to the required address. Refer to the ‘Account Management’ guide for how to add a new address. Click ‘Yes, select this address’ then ‘Confirm’ to the question ‘Do you want to select this inspection address?’
14. Add the contact details for the application then click ‘Save and continue’.
15. Enter the date the consignment will be ready for inspection then click ‘Save and continue’.
16. Click the ‘How will the consignment be transported?’ hyperlink and enter the value, point of entry and transport details then click ‘Save and continue’.
17. Click the hyperlink ‘Who will receive this consignment?’, then enter the consignee’s details and then click ‘Save and continue’.Section 1 is complete.
18. Section 2 allows you to upload additional documents if required. Click the hyperlink to open.
19. To upload a document, click ‘Browse’, select the document from your computer and ‘open’, add a file name and click ‘Upload’. The document can then be viewed or deleted. Click ‘Save and continue’.
20. Click the section 3 hyperlink, and the ‘Review your answers’ page opens, review all the information input – you can amend anything with a ‘Change’ hyperlink. Click ‘Continue’.
21. Add the date when the certificate is required and click ‘Save and continue’.
22. Tick to confirm the exporter declaration and click ‘Submit application’. The application has been submitted.
23. Your inspection will now be arranged. Click the ‘View your applications’ hyperlink to return to the dashboard.
24. After submission, you can amend some details on your application. Locate your application on the dashboard and click the application reference (left). Click ‘Update this application. Click the ‘Change’ hyperlink(s) on the right to make any changes then click Continue at the bottom of the page. The date you need the certificate will appear, amend if required and then Continue.
25. Tick the exporter declaration as before to re-submit your application with the changes. Your application has been re-submitted.