**Please follow the steps to apply for a Seeds Sample 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. Select the radio button next to the required commodity (seeds) and click ‘Continue’.
2. Enter your choice of application type, we will select ‘Arrange seed sampling’ and click ‘Continue’.
3. Add your own reference then click ‘Save and continue’.
4. Complete section 1 ‘Application Details’. ‘Create a reference’ is completed, click the hyperlink to open ‘Seeds to be sampled’.
5. Choose how to add commodities and click ‘Continue’.Go to step 10 to add commodities by uploading a file.
6. Enter the botanical name of the seeds, and optional, variety. Alternatively, enter a description of your seeds, then add the lot reference. You can add the GSI reference if required (application reference on PHES), then add the quantity and unit of measurement, if the seeds have been chemically treated, and the country where grown. Add the destination countries and then click ‘Save and continue’.

1. Your commodity has been added, add more commodities and repeat steps 7 – 8, or select No. Click ‘**Save and continue’** once all commodities are added.
2. Download and complete the .csv template with your commodities, save, browse to locate then click **Upload.**
3. Click the hyperlink ‘Inspection details’.
4. Select one of the addresses displayed. You can manage or add to the addresses seen here via the hyperlinks. Select yes when correct, then click ‘Continue’.
5. Enter the contact for this application, then click ‘Save and continue’.
6. Add the dates the seeds will be ready for sampling, then click ‘Save and continue’.
7. Section 2 allows you to upload additional documents if required. Click the hyperlink to open.
8. 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’to return.
9. The section 3 hyperlink is live once section 1 is complete. Click to open.
10. The ‘Review your answers’ page opens. Review all the information input – you can amend anything with a ‘Change’ hyperlink. Click ‘Continue’.
11. Tick the declaration and click ‘Submit application’.
12. The application has been submitted. AnInspector will now contact you to collect your samples. Click the ‘View your applications’ hyperlink to return to the dashboard.
13. The application will show on your dashboard as ‘Seed Sampling Report’. You can open the application by clicking on the application reference number hyperlink (to the left) which then gives you the option to view, copy or delete as for a phyto application**.**
14. Click the ‘Update this application’ hyperlink to make amendments to this application. You can change anything with a ‘Change’ hyperlink to the right, this includes your reference, the commodities, inspection details and supporting documents.
15. Once you have made your changes, click ‘Continue’, then tick the declaration, and again click ‘Submit application’. Your application has now been re-submitted with the amended information included.
16. Once your application changes to the status of ‘Certificate issued’, your seed sampling report will be available for you to download.