Please follow the steps to add commodities via the CSV file upload process (also known as bulk upload) to a CHED-PP within IPAFFS:

N.B. this document is in addition to the main IPAFFS Importer User Guide.

Step 1: Log into your Government Gateway Account

1. Log into IPAFFS, and from the dashboard, click *Create a new notification*.

Step 2: Application

2. Select the radio button 'Plants, plant products and other objects' and then click *Save and continue*.
3. Select the country of origin of your import from the dropdown, then click *Save and continue*.
4. The country of origin and country from where consigned will automatically be completed on the 'Origin of the Import' page. Select the relevant radio button for the questions 'Does your consignment require a region code?' and 'Do you need to provide means of transport after Border Control Post (BCP) details?'. Add a reference number if required then click *Save and continue.*
5. The next page asks, 'How do you want to enter your information?'; select the radio button next to 'Upload from a CSV file' and then *Save and continue*.

Step 3: Complete & upload CSV

6. From here, you click a hyperlink out to another page with further information about how to complete the csv (1) or download the csv itself (2). Click to download the csv template – this will open a new tab with a link to download. Open the file when it downloads.
7. Once open, you will need to amend the first column 'Commodity code'. This must be done each time you download a new template (this is required so that the leading '0' from the commodity code is not removed – this is a standard feature of CSVs and cannot be bypassed). Select column A, right click and from the menu select *Format cells.* Staying on the 'Number' tab, change the option to 'Text' then click *OK.*
8. Now complete the CSV with your commodity details. Take care to not enter any commas, full stops, or unnecessary spaces (after words for example) into the CSV – these may cause an error when trying to upload. Not all fields are mandatory, this is dependent on the commodity type.
   - Commodity code – required for all commodities. Use the [Trade Tariff](#) look up if required.

   - Genus and species - enter a valid scientific name for the commodity, such as Chamaecrista comosa. You can enter a European and

Mediterranean Plant Protection Organisation (EPPO) code into column C instead and leave the genus and species column blank. Use the EPPO global database to find the scientific names.

- EPPO code - Enter an EPPO code from the EPPO global database. You can enter the genus and species into column B instead of entering an EPPO code.

- Variety – required only for fruit and vegetables (commodity codes starting with 07 and 08) which are Horticultural Marketing Inspectorate (HMI) and Specific Marketing Standard (SMS) regulated. The value must match the name of a variety in IPAFFS (including spaces and capital letters).

- Class - required for fruit and vegetables (commodity codes starting with 07 and 08) which are HMI and SMS regulated. Your answer must match one of these values exactly (including spaces and capital letters):
  - Class I
  - Class II
  - Extra Class

- Intended for final users or propagating - To find out when this is needed, read import scenario guidance for packaging and loading best practice. Your answer must match one of these codes exactly:
  - Intended for final users = Finished
  - Propagating = Propagated

- Number of packages - required for all commodities. Enter the number of packages for a commodity in your consignment. You must use digits. You can find the number of packages on your phytosanitary certificate. Do not use commas in numbers over 999. For example, enter one thousand packages as 1000.

- Type of package - required for all commodities. The type of packaging used to transport this commodity. Your answer must match one of these codes exactly (including capital letters):

Description	Code
Bag	BG
Bale	BL
Box	BX
Bulk solid granular particles ("grains")	VR

Can	CA
Carton	CT
Case	CS
Cask	CK
Coffer	CF
Container	CN
Crate	CR
Package	PK
Pallet	PX
Tray	PU
Tube	TU
Vial	VI
Wood bundle	BE
Wood crate	8B
Wood barrel	BA
Wood case with pallet base	EE

- Quantity - required for all commodities. This number relates to the quantity type. You must use digits. Do not use commas in numbers over 999. For example, enter one thousand bulbs as 1000.

- Quantity type - required for all commodities. This is the measurement used for the commodity you are importing. Your answer must match one of these codes exactly (including capital letters):

Description	Code
Stems	STM
Bulbs	BLB
Corms and rhizomes	CRZ
Plants in tissue culture	PTC
Seeds	SDS
Kilograms	KGM
Pieces	PCS

- Net Weight (kg) - required for all commodities. The net weight of this entire commodity line, measured in kilograms (kg). A commodity line is a commodity code including the:
    - genus and species

- o variety (if applicable)
- o class (if applicable)

Do not use commas to separate numbers over 999. For example, enter one thousand kilograms as 1000.

- Controlled atmosphere container - optional (leaving this field blank will default to 'No' when uploaded to IPAFFs). Your answer must match one of these values exactly (including capital letters):
  - o Yes
  - o No

9. Repeat for all required commodity lines. Once complete, save the CSV.
10. Return to IPAFFS and click *Choose File*. Select your saved CSV from your computer and click *Open* then click *Upload*. The commodity lines should now upload to IPAFFS.

Step 4 Correct errors (if required):

11. Any errors made when completing the CSV will prevent the data from uploading. You cannot just open your saved CSV, make any corrections then re-upload. Due to the limitations of the format, you will need to follow one of the following methods of correction before you can amend and re-upload.

You can also use this method if you wish to re-use an existing CSV and amend/add to the existing data.

Amend via notepad

Note that locating an error via notepad may be problematic if you have a large amount of commodity lines.

12. Locate your saved CSV, right click and select *Open with* then *Notepad.*

You will now see your data as presented. The error message presented when you tried to upload your CSV should give you an idea of what you need to fix but check for omissions or incorrect details.

Amend via CSV

Please note, dependant on your computer (Mac/Office), these screens may look different.

13. Alternatively, you can import the data to amend it or to add more commodities. Open a new blank Excel workbook.
14. Click *Data* and then *From Text/CSV.*
15. Select your saved CSV and click *Import.*
16. You will see your data listed, leave the options as displayed, then click *Load*.
17. You will see the data now load into the new Excel sheet. As we did before at step 7, click on Column A, right click and select 'Format Cells', select 'Text' and click *OK.*

18. Check the commodity codes on any existing commodity lines have retained the leading 0 (add this back in if required) and then amend any errors (look for extra spaces, words which should/should not have capital letters, missing data etc.). Add any extra commodity lines underneath if needed. Ensure you just have one tab (the new imported data tab), and delete any others (in this example, Sheet 1).
19. To save, click 'File', 'Save As', select where you would like to save this to (desktop for example), name the document then select 'CSV UTF-8 (Comma delimited) (*.csv)' and click *Save*.
20. Return to IPAFFS and click *Choose File*. Select your saved CSV from your computer and click *Open* then click *Upload*. The amended commodity lines should now upload to IPAFFS.