Step 1: Log into your Government Gateway Account

1. Enter your Government Gateway ID and password at <https://importnotification-int-prd.azure.defra.cloud/notification/prd/protected/notifications>.

2. From the 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 (EU states, Switzerland or Lichtenstein).

5. Complete the Origin of the Import details and click ‘Save and continue’.

6. Enter your commodity details using either the commodity code or the commodity tree .

7. Add the required genus and species and click ‘Save and Continue’.

8. Select the radio button of the appropriate purpose of the consignment.

9. You will be taken to the ‘Notification Hub’. Complete all relevant sections

10. Click on the Commodity link. You will then be taken to each section on the ‘Notification Hub’ one by one.

11. Enter the commodity details for all commodity lines and click ‘Update total’ and then ‘Save and continue’

12. On the Additional details screen enter the ‘Total gross weight (kg). This must be larger than the net weight. You may also enter container numbers on this screen if required. Click ‘Save and continue’.

13. You do not need to enter wood packaging details simply ‘Save and continue’.

14. On the ‘Transport to the Border Control Post (BCP)’ screen, enter the entry border control post. If the selection you require is not available select the nearest available geographical option.

15. Complete the rest of the details. You are not required to specify an inspection premises. Click ‘Save and continue’.

16. On the Accompanying documents screen click ‘Save and continue’.

17. On the ‘Importer, Packer, Delivery address and Consignor’ screen, enter in all relevant addresses required then click ‘Save and continue’.

18. Enter the date the consignment will be ready for inspection then click ‘Save and continue’.

19. Enter the contact details of the person to be contacted if there is an issue and click ‘Save and continue’.

20. Review your notification and change any required details if necessary using the ‘Change’ hyperlinks otherwise click ‘Save and continue’.

21. Confirm you have read the declaration by ticking the box at the bottom of the screen and click ‘Submit notification’

22. Your prenotification has now been created and will be visible on your ‘Dashboard’