



Overview of changes within Phyto E-Cert II

March 2011



Ministry of Agriculture and Forestry
Te Manatū Ahuwhenua, Ngāherehere



This document provides a summary of the key differences between Phyto E-Cert I and Phyto E-Cert II. These new or modified features have been introduced to make it easier to request and manage a phytosanitary certificate, and to maintain the validity of New Zealand's Phytosanitary E-Certification system in the international community. A familiarisation guide explaining these changes in more detail, including how to use these aspects of the system, will be available nearer to the introduction of Phyto E-Cert II.

1 REGISTERING TO USE AND LOGGING INTO PHYTO E-CERT II

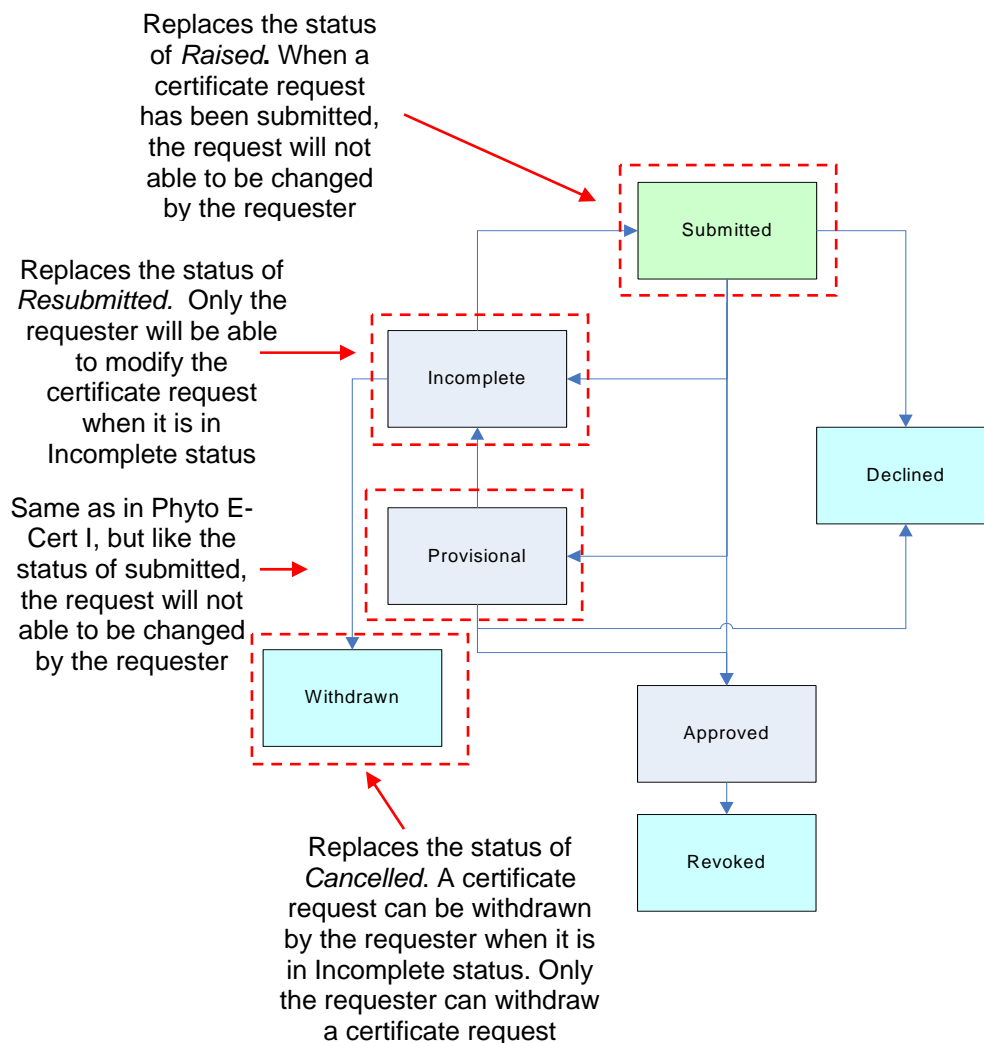
In line with Government policy, users will now access Phyto E-Cert II by using their iGovt logon and password details. The user's iGovt logon and password details will be linked to Phyto E-Cert II through MAF's common logon verification system

2 LIFECYCLE AND STATUS CHANGE

The lifecycle of a certificate request has been significantly refined. The main aim of the changes to the lifecycle has been to:

- Make it clearer as to what parties can do in each part of the lifecycle, giving increased certainty and protection to requesters, IVA's and MAF
- Increase the security and rigour of the Phytosanitary E-Certification system and processes to ensure they meet the expectation of overseas NPPO's now and in the future

Below is a summary of the lifecycle for a new certificate as well as new or revised statuses. The lifecycle for a replacement certificate has been similarly modified.





3 SAVING AND UPLOADING A PARTIALLY COMPLETED REQUEST

Phyto E-Cert II allows user to save partially completed certificate requests before they are submitted. The draft certificate request is saved to your computer. Once saved, partially completed certificate requests can be uploaded and completed. Draft certificate requests can also be used as templates.

4 ATTACHING SUPPORTING DOCUMENTS

There is now the capability to attach relevant supporting documentation to the certificate request. This gives requesters an alternative to faxing supporting documents and can aid verification by having the supporting documents linked to the request they are associated with and immediately available to the IVA's

5 EXPANDABLE AND COLLAPSIBLE SECTIONS

The certificate request form is broken into sections (and some cases subsections) to aid entering the necessary information. These can be expanded and collapsed to make it easier to read and locate the relevant areas to enter details. The first section is expanded by default with the rest collapsed for convenience.

6 DROP DOWN BOXES AND PREDICTIVE TEXT

In many areas dropdown boxes are used to assist in ensuring the correct data is entered in the relevant field.

A number of fields make use of predictive text entry. This often makes data entry faster than with dropdown boxes, and predictive text entry has been used as an alternative where possible.

7 ORGANISATION CERTIFICATE REFERENCE CODE

The Operators Reference field has been renamed Organisation Certificate Reference Code (Org Cert Ref Code) to better reflect its purpose as a field requesters can record their own reference number. It is now optional.

8 CERTIFICATE SUBTYPE

This field contains the product category and is used to simplify invoicing. It is a dropdown box with a predefined list.

9 EXPORTER AND CONSIGNEE ADDRESS DETAILS

Exporter Details

Requesters can now select an Export ID code from a drop down box to automatically populate the exporter details on the printed certificate if the organisation that has been preloaded. It is also used to indicate that the organisation placing the certificate request is also the exporter

It is still possible to manually enter the exporter's address where there is not an Exporter ID for the exporter. The address box comprises of specific fields for each aspect of the address rather than a single text block. The fields are still freeform text, and most are mandatory.

Consignee Details

Consignee details are still manually entered, but now use specific fields for each aspect of the address like that for the exporter detail. However all fields are optional.

10 PACKAGE AND PRODUCT DETAILS

The packaging, product line item and treatment details have been reconfigured to better reflect the reality that product line items are contained within some form of packaging (even if that is a sea or air container).

- Packaging details are now entered first, and separately from, the product details.
- Product line details are now entered within their package set. A package set can have multiple produce lines.
- Each product line can now have multiple treatments
- This revised structure now allows for processed products that contain multiple product lines that have been in some way combined or mixed (eg, mesclun salad, frozen mixed vegetables, etc)

Repeating Package, product and Treatment details

Packaging, product line items and treatment details can all be repeated. This makes it easier to enter multiple packaging sets that have similar contents, product line items that have similar details into the same package set, or similar treatments for the same product line item, by copying and editing the details

11 BOTANICAL NAME / COMMON NAME

The botanical and common name fields have been significantly modified to make them easier and more user friendly to complete. The main changes are that:

- Both draw from a database of relevant names
- Both fields use predictive text entry (see Predictive Text page 3)
- Both fields are linked so that entering a name in one field will automatically populate the corresponding name in the other
- Common name is now optional, with increased emphasis on the botanical name (in alignment with ISPM 12). Once entered, deleting a common name will not delete the corresponding botanical name

12 CLASS AND SUB CLASS

The class and sub class fields have been introduced to provide a structured way to describe the nature and state of the product. They replace the Product Description field in Phyto E-Cert I. Both class and sub class are mandatory and use dropdown boxes with predefined lists. The class chosen will determine the sub class options available.



13 QUANTITY

The Quantity fields have been redesigned to make it more intuitive for users when entering the data. This also helps ensure that quantities are entered more consistently. Quantities are now entered as one of two measurements types:

- Weight – where a weight measurement unit is to be used (eg, kg's).
- Volume – where a volume measurement unit is to be used (eg, m3).
- Unit – where a per unit measurement unit is to be used (eg, stems).

The procedures to enter the quantity differ slightly depending on the measurement type selected.

14 CONTAINER AND SEAL NUMBER

Container and seal numbers are now entered in their own subsection within a product entry. They can be uploaded as individual container and seal number set or comma separate strings of container and seal numbers with the system to linking the relevant container and seal numbers sets together. Once uploaded the container and seal numbers will be presented in a table with the ability to easily edit or delete details.

15 HYPERLINK TO IMPORTING COUNTRY PHYTOSANITARY REQUIREMENTS

A hyperlink to the Importing Country Phytosanitary Requirements database is now located in the Hyperlink field to provide information that is relevant and helpful for completing a export certificate request

16 LETTER OF CREDIT AND OTHER UNVERIFIED INFORMATION

The Unverified field in Phyto E-Cert I has now been expanded to become a specific section for entering commercial and other information that requesters wish to accompany the certificate but are otherwise not related to the phytosanitary assurance and certification programme. The Unverified Information section contains two fields:

Letter of Credit Reference Number.

This is a dedicated field to enter letter of credit reference numbers. It is freeform text and optional. On the printed certificate it is locate at the bottom below the signature line.

Unverified Text

This field has been added for any commercial and other information other than the letter of credit. The text entered in the Unverified Text field will appear on a new last page of the printed certificate devoted solely for this text. This last page clearly indicates that it has not been verified by the New Zealand Ministry of Agriculture and Forestry and is not part of the official phytosanitary assurances provided by the New Zealand Ministry of Agriculture and Forestry.