



Transition Guide for ePhyto

June 2011



Ministry of Agriculture and Forestry
Te Manatū Ahuwhenua, Ngāherehere



Table of Contents

| | |
|---|-----------|
| Introduction to ePhyto | 3 |
| 1 Registering to use and logging into ePhyto..... | 4 |
| 1.1 Existing users of Phyto e-cert system..... | 4 |
| 1.2 New users who do not have access to Phyto e-cert system..... | 5 |
| 1.3 Logging onto ePhyto..... | 5 |
| 1.3.1 Logging onto ePhyto for the first Time..... | 5 |
| 1.3.2 Logging onto ePhyto for the second and subsequent times | 10 |
| 1.3.3 Managing your igovt logon details | 10 |
| 2 Finding your way around ePhyto | 11 |
| 3 Status and Lifecycle Changes..... | 13 |
| 4 User Interface Changes..... | 18 |
| 4.1 Expandable and Collapsable sections..... | 18 |
| 4.2 Drop down boxes..... | 18 |
| 4.3 Predictive text | 18 |
| 5 Changes to Specific Certificate Fields..... | 20 |
| 5.1 Organisation Certificate Reference Code | 20 |
| 5.2 Certificate Subtype | 20 |
| 5.3 Exporter and Consignee address details | 20 |
| 5.3.1 Exporter Details..... | 20 |
| 5.3.2 Consignee Details | 21 |
| 5.4 Transport Details | 21 |
| 5.5 Hyperlink to Importing Country Phytosanitary Requirements | 22 |
| 5.6 Package and Product Details..... | 22 |
| 5.7 Container and Seal Number | 23 |
| 5.8 Botanical Name / Common Name | 24 |
| 5.9 Class and Sub class | 26 |
| 5.10Quantity | 27 |
| 5.11Letter of Credit and other Unverified Information..... | 28 |
| 6 Attaching supporting documents | 29 |
| 7 Saving and Uploading a Template or Partially completed Request | 31 |
| 7.1 Saving a Certificate Request before Submitting | 31 |
| 7.2 Saving a Certificate Request After Submitted..... | 32 |
| 8 Batch Submission of Certificate Requests..... | 33 |
| 9 Searching | 34 |
| 9.1 Quick Searches | 34 |
| 9.2 Custom Searches | 36 |
| 9.3 Exporting Search results..... | 39 |

Introduction to ePhyto

This document provides and explains in detail the modified and new features of **ePhyto** (this is the name of the new system). It includes how to use the new features.

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 Certification system in the international community. This includes ensuring that the information verified and the printed certificates are consistent with ISPM 12 which is the internationally agreed standard for the preparation and issuing of phytosanitary certificates and phytosanitary certificates for re-export.

ePhyto will include this guide broken down into 8 separate modules to make it easier to find information on particular areas. At this stage we are looking at the following breakdown:

1. Registering and Logging into ePhyto
2. Changes to specific fields in ePhyto
3. Finding your way around ePhyto
4. Status changes
5. Saving and uploading a template or partially completed request
6. Searching
7. Attaching a supporting document
8. Batch submission process

If you have any questions, please contact

MAF Plant Exports
25 The Terrace
Wellington 6140
PO Box 2526
plantexports@maf.govt.nz
04 894 5693

1 Registering to use and logging into ePhyto

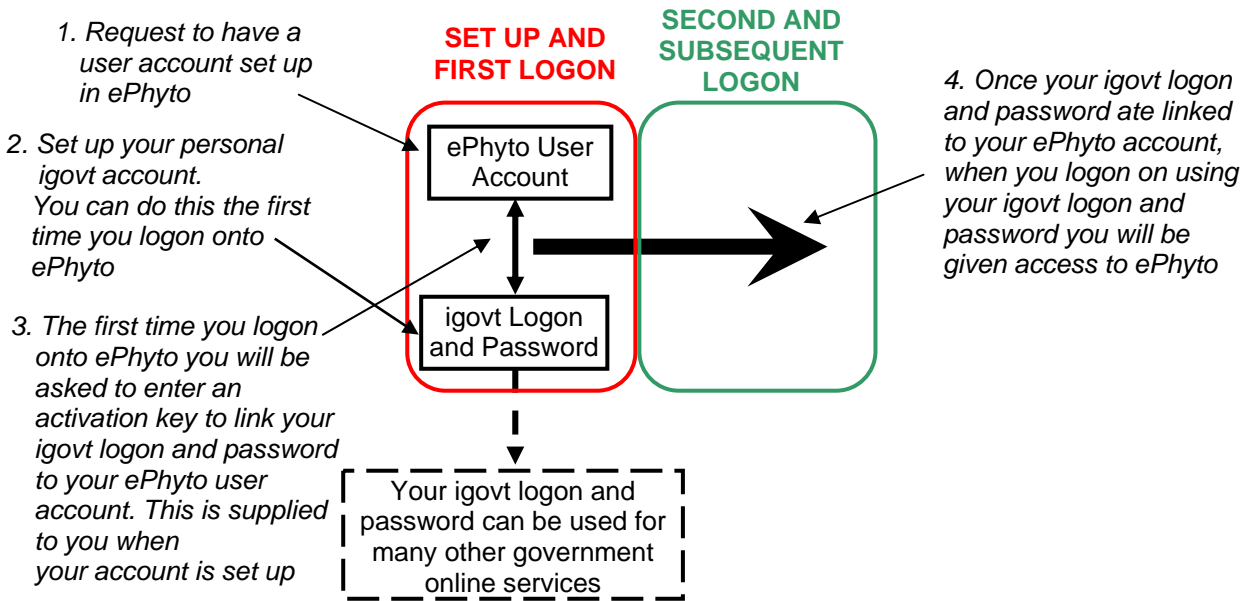
In line with Government policy, users will now access ePhyto by using their igovt logon details. The user's igovt username and password details will be linked to ePhyto through MAF's common logon verification system MAAS (MAF Authentication Authorisation System).

Your igovt username and password are yours personally and not specific to ePhyto. The igovt logon service allows you to use the same username and password to access various government online services. For more information on the igovt logon Service, click here <https://www2.i.govt.nz/cls/static/homepage> If you do not already have an igovt logon and password, you can set one up when you first log on to ePhyto..

In addition to your igovt logon and password, you will also need to have a user account set up within ePhyto. See below for more details on how to have a user account set up.

When your account is set up you will be supplied with an activation key. This will be used to link your igovt logon details with your ePhyto account for the first time you log on. Your activation key is for your use only and can only be used once. Do not give your activation key to anyone else.

This is summarised in the diagram below. It is also covered in more details in 1.3.1 *Logging onto ePhyto for the First Time*.



1.1 Existing users of Phyto e-cert system

Existing organisations and users of the Phyto e-cert system will need new accounts set up in ePhyto to be able to gain access. The initial load will be done as part of the implementation of the new system. Post implementation please contact MAF Plant Exports (plant.exports@maf.govt.nz)

1.2 New users who do not have access to Phyto e-cert system

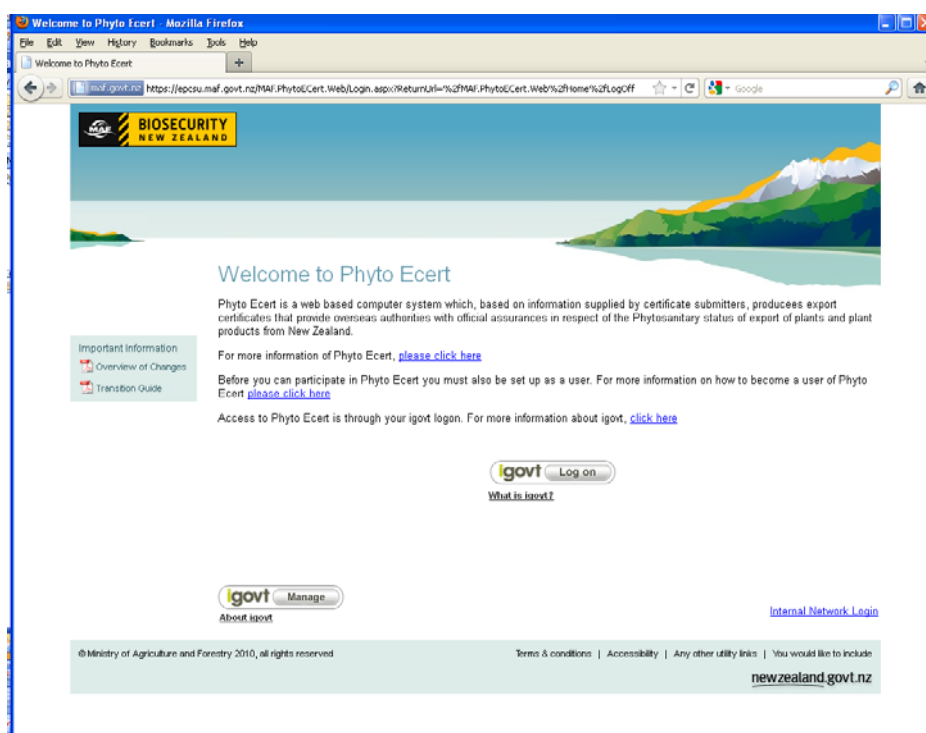
New users of ePhyto will still apply for access using the existing application forms.
See - <http://www.biosecurity.govt.nz/exports/plants/phyto-cert/access/addresses.htm>

1.3 Logging onto ePhyto

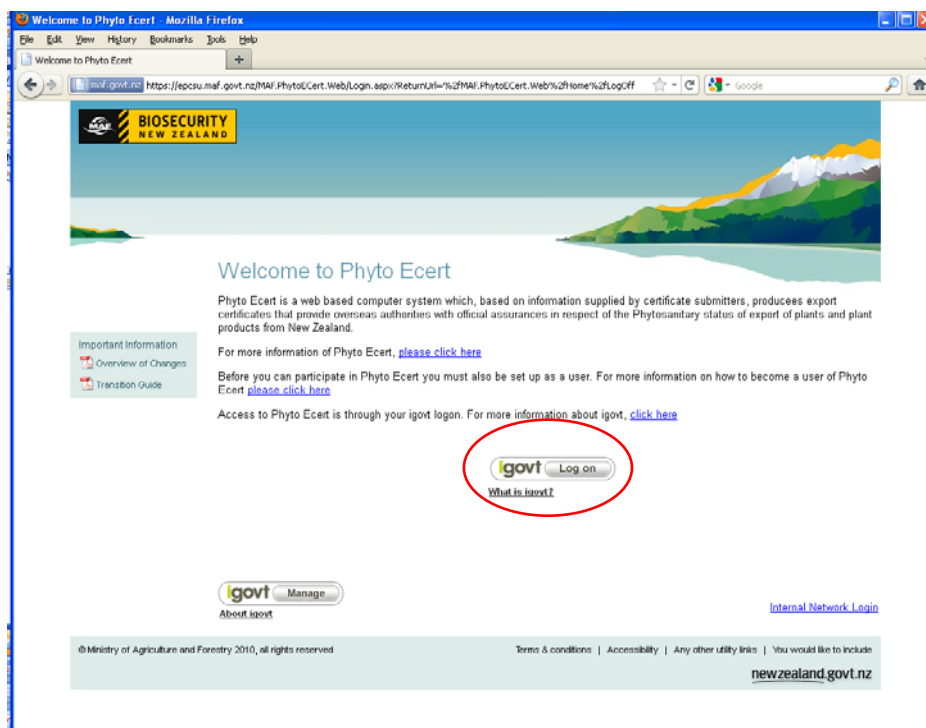
1.3.1 Logging onto ePhyto for the first Time

In your internet browser, go to the ePhyto application (insert hyperlink).

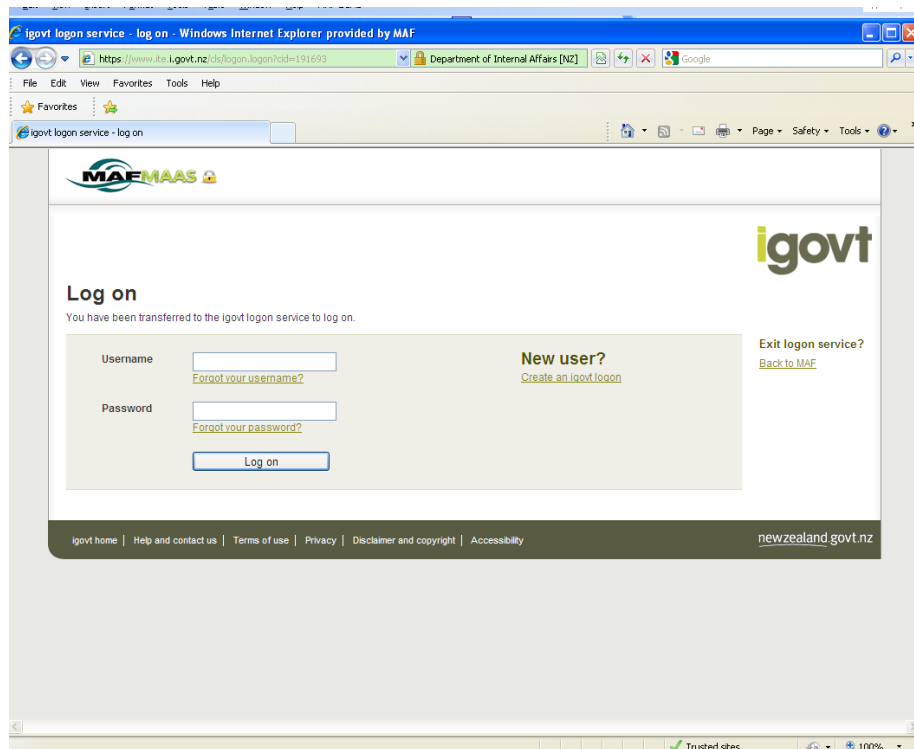
This will take you to the entry page for ePhyto



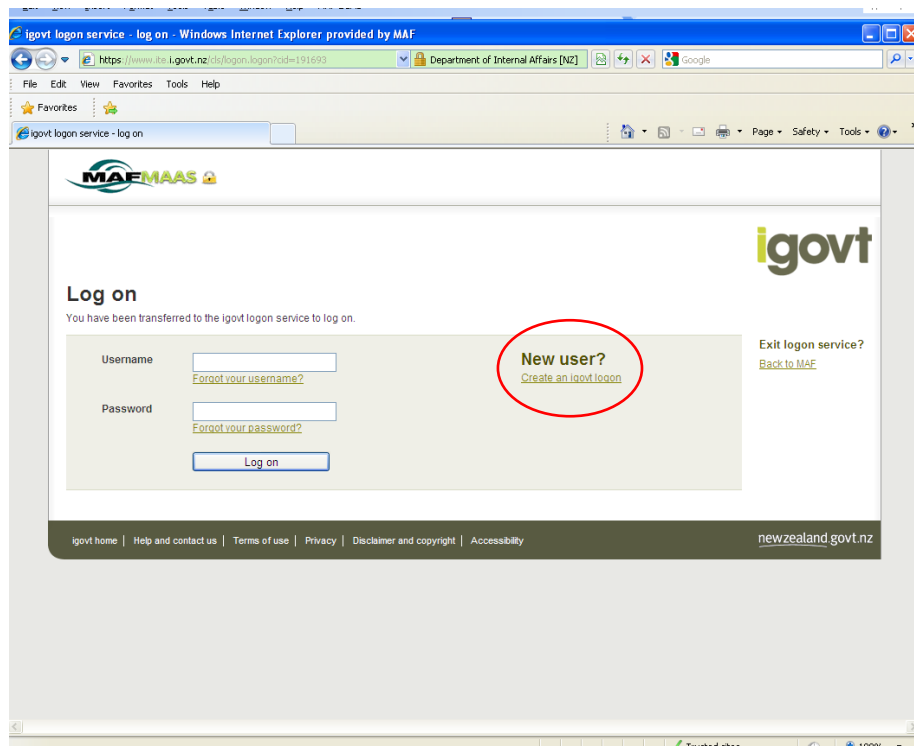
To log on, click the igovt the Log on button



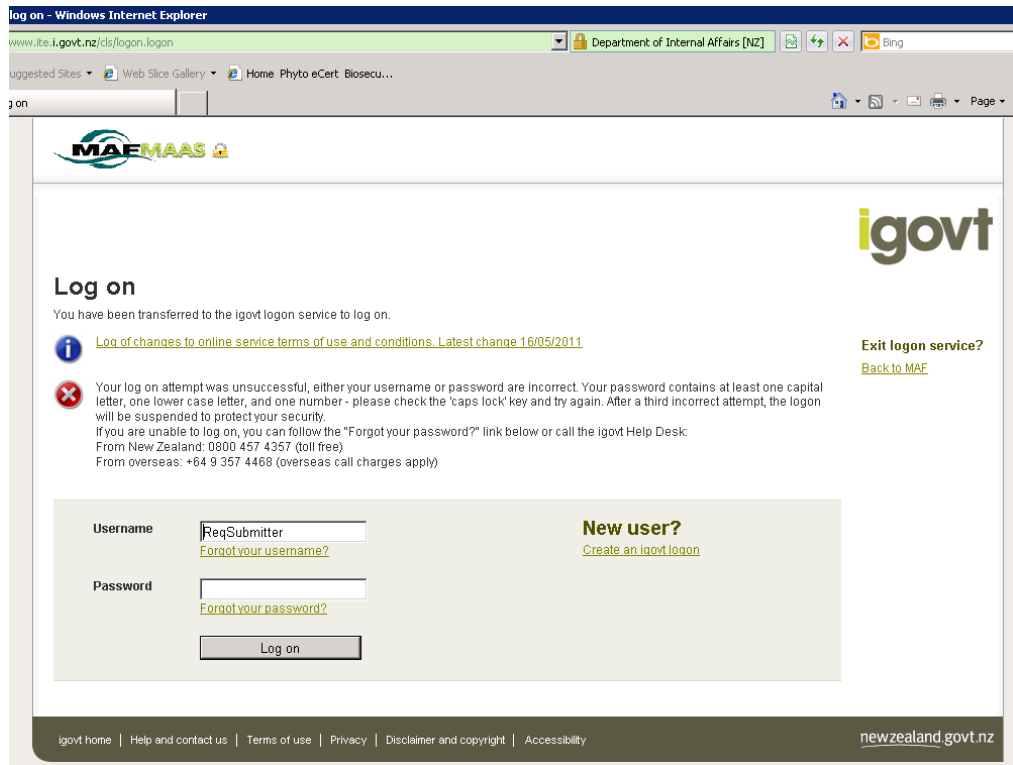
This will take you to the igovt/MAAS logon screen. Enter your igovt username and password. And click Log on



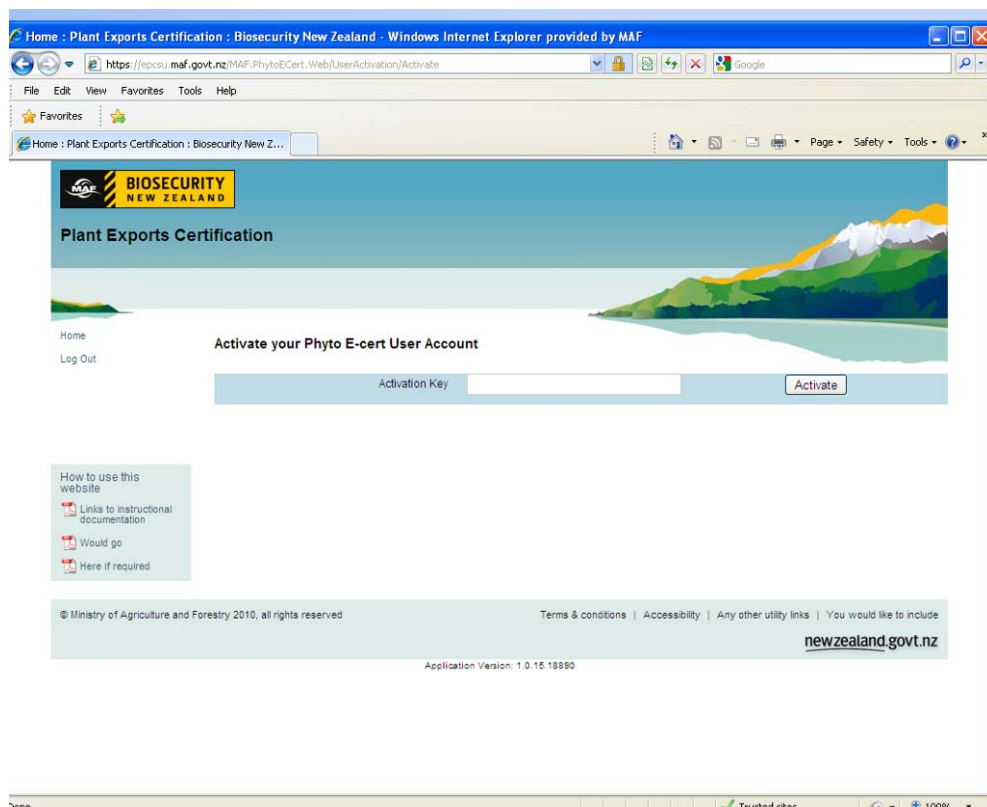
If you don't have an igovt logon and password, you can set one up by clicking "Create New User" on the MAAS logon screen. This will take you to igovt logon and password set up screen. Once you have completed setting up your igovt logon and password, you will be returned to the ePhyto Activation Key Entry page (see page 6)



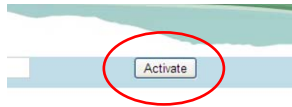
If your igovt logon or password does not work you will receive the following error message. Try re-entering your logon or password. If you continue to have problems contact the igovt helpline on the number provided on the screen.



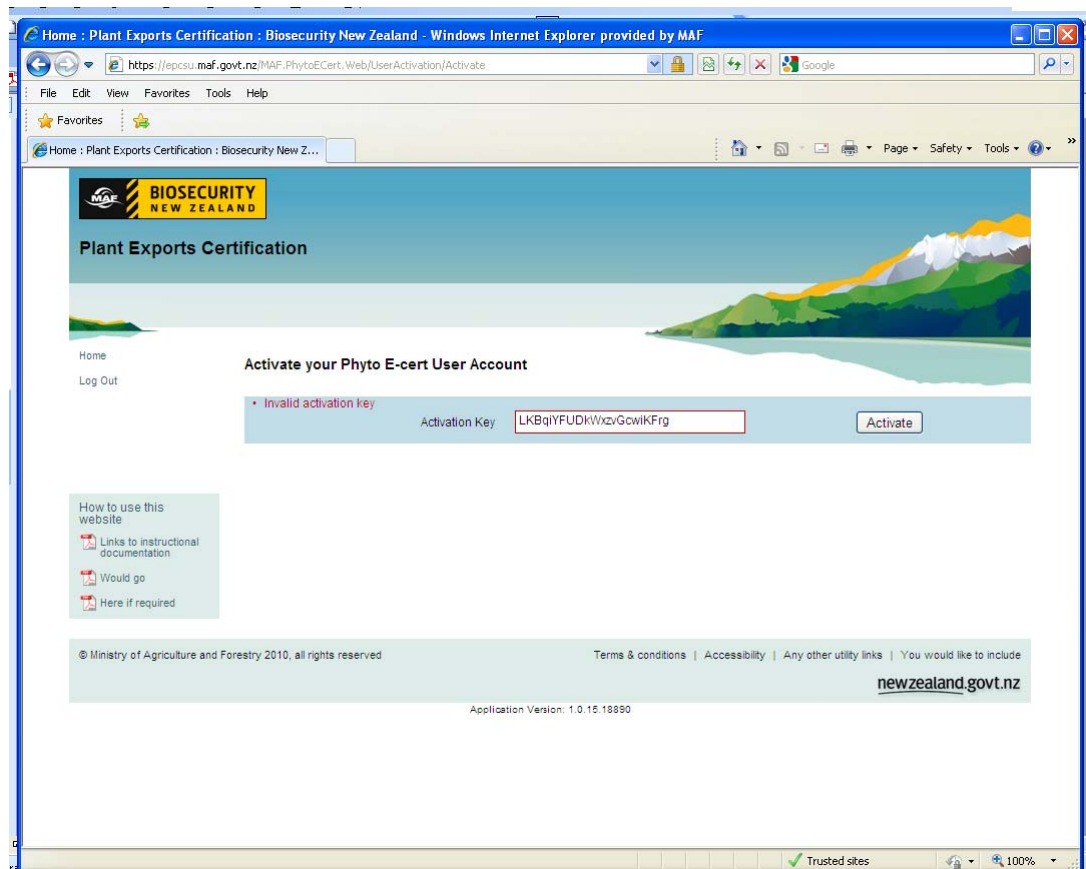
Once you have successfully logged on, you will be passed back to ePhyto. As this will be the first time you have logged on, you will be taken to the Activation Key Entry page



Insert the activation key you have been given, and click “Activate”



If the activation key is not recognised, the following error message will appear on the page



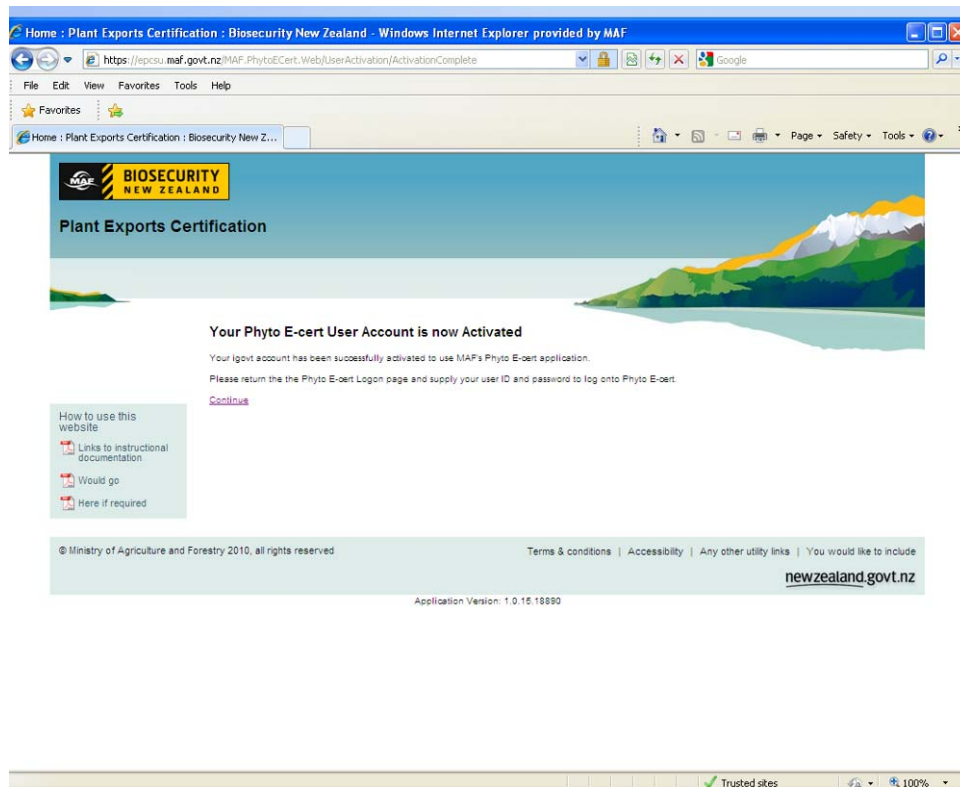
Try re-entering and submitting your activation key. If you continue to have problems, contact MAF Plant Exports (plantexports@maf.govt.nz or 04 8945693).

If the activation key is recognised but has already been used, the following error message will appear on the page.

If you believe the activation key is the one supplied to you by MAF, try re-entering and submitting your activation key code. If you continue to have problems, or cannot locate the activation key supplied to you when your user account was set up, contact MAF Plant Exports.

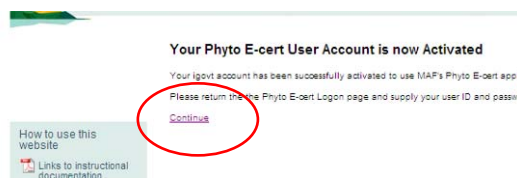
If you do not have a user account set up in ePhyto, you will need to apply for one. See *1.1 Existing users ePhyto* and *1.2 New users who do not have access to ePhyto* above for more details

If the activation key is recognised, you will receive the following confirmation.



By submitting your activation key, your igovt logon detail will now be linked to your ePhyto account, allowing you access to ePhyto. However you must re-login to establish your privileges within ePhyto.

To re-login, click "Continue" on the middle-left of the screen



This will take you to the ePhyto entry page, where you can logon.

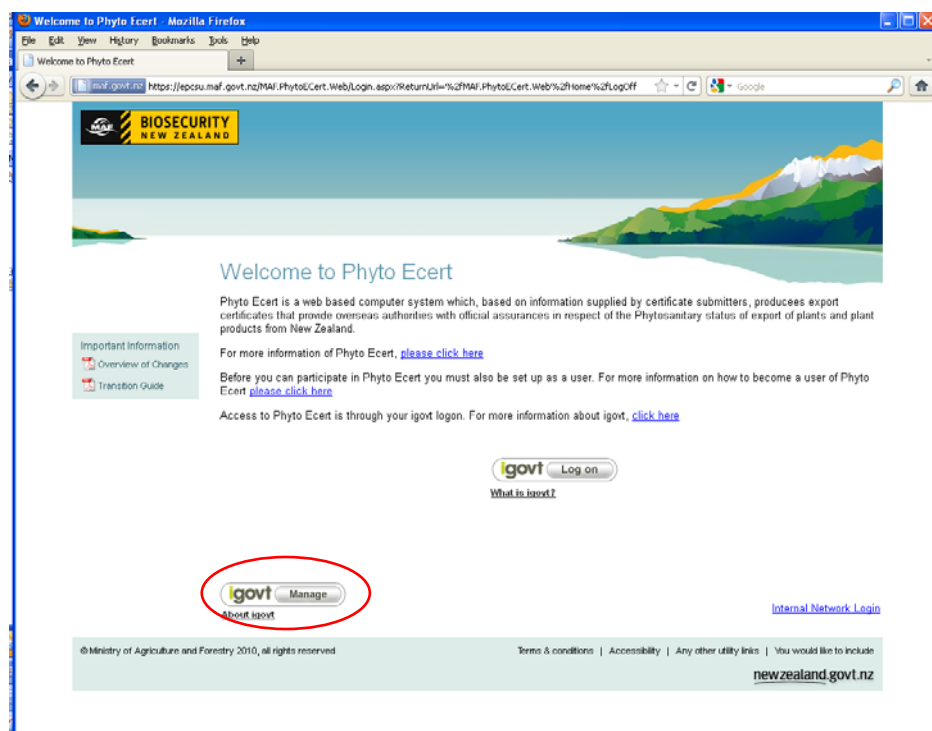
1.3.2 Logging onto ePhyto for the second and subsequent times

Go to the ePhyto homepage and logon as described above.

As your igovt logon details are now linked to your ePhyto account, you will be passed to ePhyto with your designated privileges.

1.3.3 Managing your igovt logon details

While your igovt logon is not part of ePhyto, ePhyto does provide you with a link to manage your igovt logon details once you have set them up. If you want to update your igovt logon details (such as your password or contact email), click on the igovt Manage button on the ePhyto entry page. This will take you to the igovt home page where you can choose to manage your igovt logon.



2 Finding your way around ePhyto

Once you have logged onto ePhyto, you will be taken to main ePhyto screen.

Plant Exports Certification

Log Out Home

Certificate Management **Action Required**

| Cert Number | Cert Type | Status | Status Date | IVA | Exporter | Country of Destination | Organisation ID | Org Cert Ref Code |
|--------------------|-----------|--------|-------------|------------|----------------------|------------------------|-----------------|-------------------|
| NZL2011UD002/20111 | H | 100 | Incomplete | 05/05/2011 | UDO01 ZESPRI Int Ltd | GREECE | UDO02 | Udo1 |

How to use this website

- Links to instructional documentation
- Would go
- Here if required

© Ministry of Agriculture and Forestry 2010, all rights reserved Terms & conditions | Accessibility | Any other utility links | You would like to include newzealand.govt.nz

Application Version: 1.0.14.32264

In the main part of the ePhyto screen is a list of certificate requests that need some form of action by the user. For certificate requesters, this will usually be certificates that that have been returned to the requesters by the IVA as Incomplete (see Status and Lifecycle Changes for more details on page 13).

To create a certificate request or perform a search, put your cursor over "Certificate Management". This will bring up a list of functions that can be performed in ePhyto.

Log Out Home

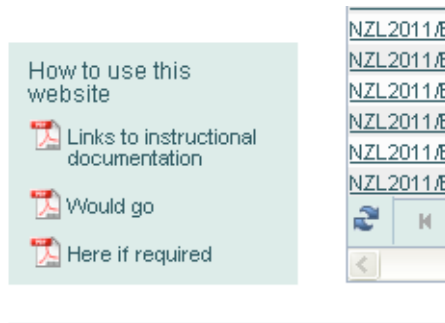
Certificate Management Search

- Standard Phytosanitary Export Certificate
- Phytosanitary Certificate for Re-export
- OECD Seed Varietal Certificate
- Upload Draft Request
- Bulk Upload

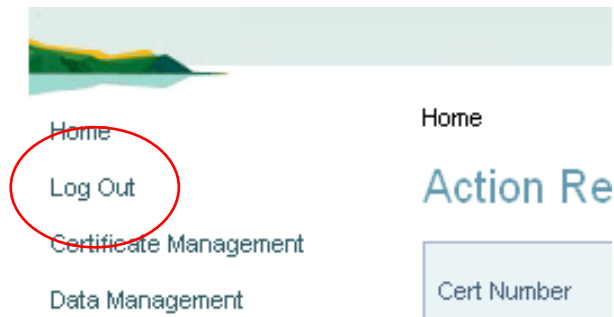
How to use this website

- Links to instructional documentation

In the middle left-hand corner of the screen are links to documents related to using ePhyto. These may be added to over time.



To log out of ePhyto, click Log Out at the top left-hand corner of the screen



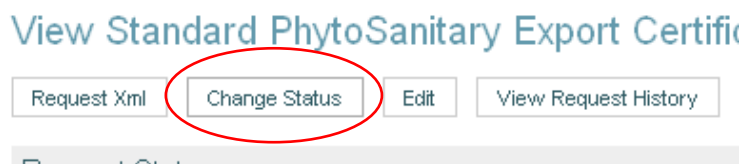
3 Status and Lifecycle Changes

The lifecycle a certificate request can go through, the statuses that can be applied and what can occur in each status has been significantly refined. The main aim of the changes to the lifecycle and statuses has been to:

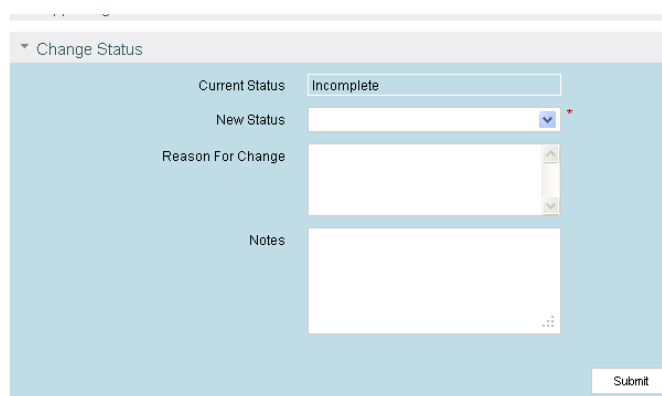
- make it clearer and give more security as to what parties can do in each part of the lifecycle, giving increased certainty and protection to requesters, IVA's and MAF
- increase the security and rigour of the Phytosanitary E-Certification system and processes to ensure they meet the expectation of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

After a certificate request has been initially submitted, the status of the request is changed in the Change Status Section at the bottom of the request.

To quickly go to this section once you have opened the certificate request, click the "Change Status button" at the top of the request.



This will take you directly to the Change Status Section, where you can choose the new status in the "New Status" field. This will in turn give you options for a Reason for the new status in the "Reason for Change" field, as well as the ability to put in an explanatory note (an explanatory note is mandatory if the reason for change "Other" is selected).

A screenshot of the "Change Status" form. The form has a title "Change Status" with a dropdown arrow. It contains four main sections: "Current Status" with a dropdown menu showing "Incomplete"; "New Status" with an empty dropdown menu and a red asterisk; "Reason For Change" with an empty dropdown menu; and "Notes" with a large text area. A "Submit" button is located at the bottom right of the form.

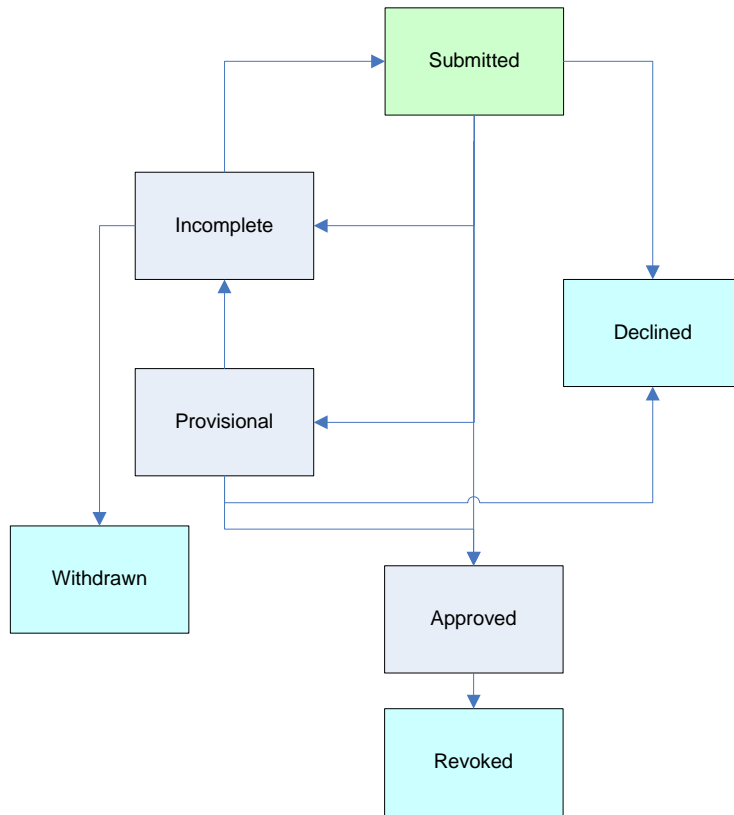
Once you have selected the new status, click "Submit" again.

NOTE:

The new status options available and who can choose those options will depend where the certificate request is in the Certificate lifecycle.

2.1 Certificate Lifecycle

Below is a summary of the lifecycle for a new certificate. Each status is then described in more detail.



Submitted

This replaces the status of *Raised* in the Phyto e-cert system . When a certificate request has been submitted, the request will not be able to be changed by the requester. This will ensure that certificate data does not change while an IVA is reviewing the request.

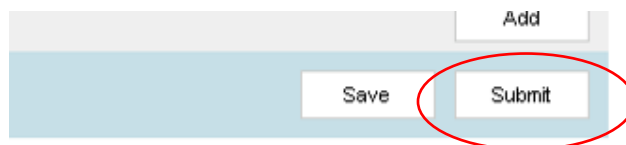
Note:

Partially completed certificate requests can be saved as drafts and uploaded and completed at a later stage. (See Saving and Uploading a Partially completed Request, page 31)

IVA's can make an unverified request available to the user to edit again by placing it in "Incomplete" status (see below)

By submitting a certificate request, MAF considers the user has formally requested that the certificate request be verified. If a certificate request has been submitted by mistake, contact your IVA as soon as possible.

To submit a certificate request, click "Submit" at the bottom of the certificate request form



Incomplete

This replaces the status of *Resubmitted* in the Phyto e-cert system . The IVA's will use this status to return the certificate request to the requester for correction or updating with an explanation of what needs to change. Only the requester will be able to modify the certificate request when it is in Incomplete status. Once the changes have been made, the certificate request can be submitted again, and will revert to the status of Submitted (or Submitted – Replaced; see below).

Provisional

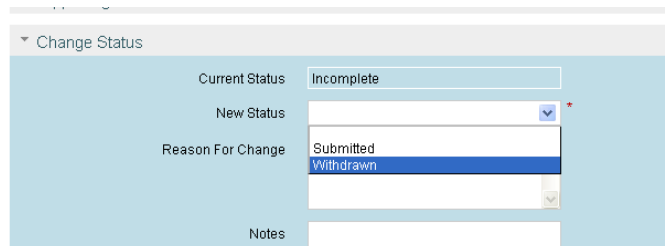
As with the Phyto e-cert system, this is available to IVA's to place a certificate request on hold rather than declining it or returning it to the submitter for correction. However when in Provisional status the certificate will remain be unavailable to the requester to edit. It is to be used where there are legitimate reasons that a certificate request must be submitted before otherwise optional data, that is necessary for the particular request, can be included. IVA's will be able to advise if the content that has been entered is valid, giving the requester certainty. Once the requester has the necessary detail, they can coordinate with their IVA to have the certificate request placed in "Incomplete" status where they can complete the details and have the certificate officially verified.

The only recognised use currently is when awaiting treatment details for certificate requests for forestry products.

Withdrawn

This replaces the status of *Cancelled* in the Phyto e-cert system . A certificate request can only be withdrawn by the requester when it is in Incomplete status. If the certificate request is in Submitted or Submitted – Replacement status, the requester will need to request that their IVA change the status to Incomplete. Only the requester can withdraw a certificate request

To withdraw certificate request, do the Change Status Section and select "Withdrawn" in the Change Status section.:

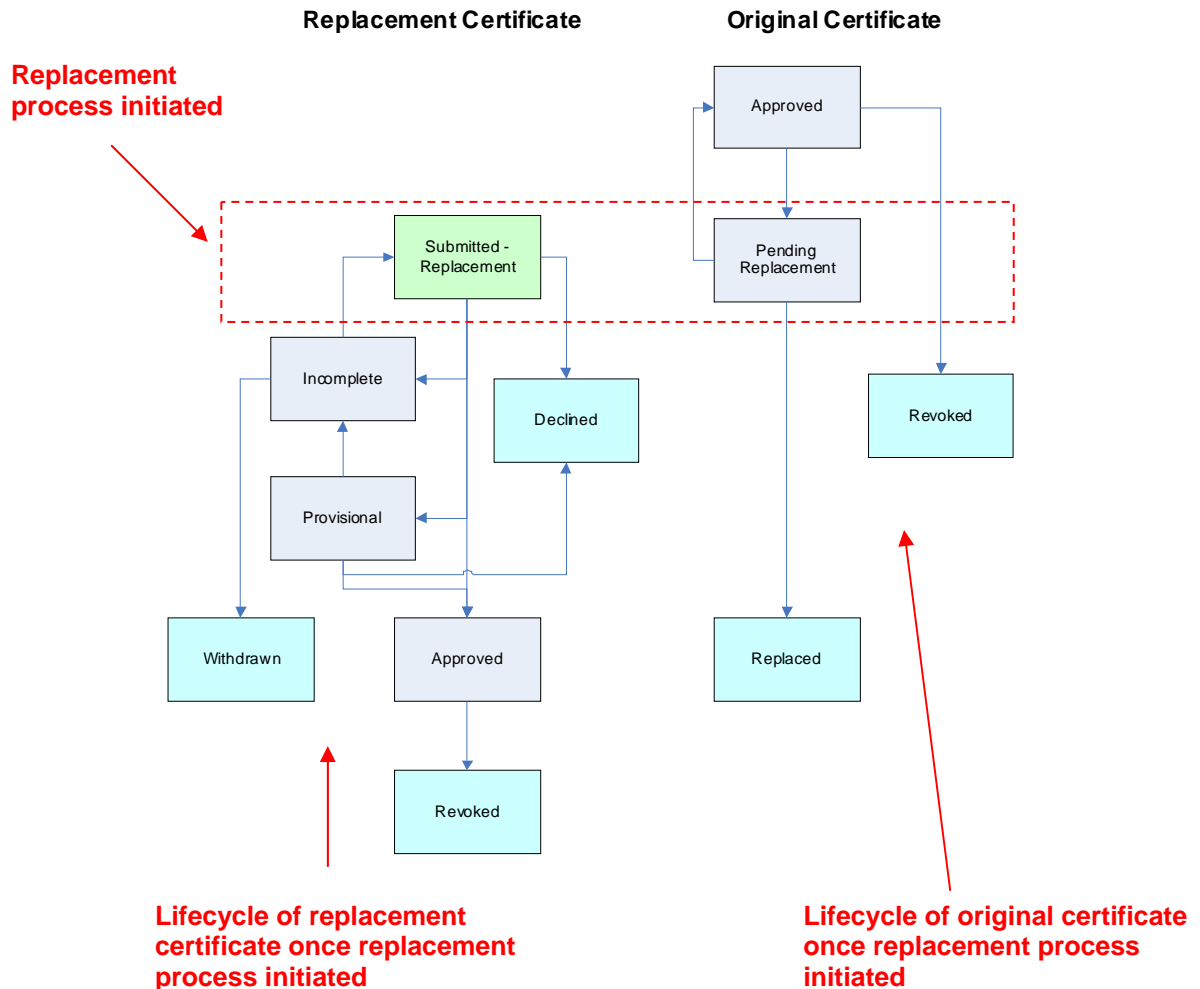


| Change Status | |
|-------------------|--|
| Current Status | Incomplete |
| New Status | <input type="text"/> |
| Reason For Change | <input type="text" value="Submitted"/> <input type="text" value="Withdrawn"/> |
| Notes | <input type="text"/> |

2.2 Requesting a Replacement Certificate

Requesting a replacement certificate is similar to ePhyto , but the lifecycle and statuses have been modified along with the broader lifecycle and status changes.

Below is a summary of the certificate replacement lifecycle for both the replacement certificate and the original certificate being replaced:



When a replacement certificate to an existing approved certificate is requested, the new certificate request receives a status of “Submitted – Replacement”. This replaces the status of *Request Replacement* in the Phyto e-cert system . As with “Submitted” status, the replacement certificate request will also not be able to be changed by the requester once submitted. Once the replacement certificate request has been placed in Submitted – Replacement status, it is subject to the same lifecycle and status options as they apply to Submitted status.

NOTE

When a replacement certificate request is made for an existing approved certificate, the existing certificate receives a status of *Pending Replacement*.

Once a replacement certificate request is approved the existing approved certificate receives a status of *Replaced*.

If the replacement certificate request is withdrawn the original certificate will revert back to a status of *Approved*.

To replace a certificate request that has been approved, select “Pending Replacement” from the New Status dropdown box:

Change Status

Current Status: Approved

New Status: PendingReplacement

Reason For Change: PendingReplacement, Revoked

This will lead to two actions. Firstly the certificate to be replaced will be placed in a status of Pending Replacement. Secondly a replacement certificate request will be generated that initially has a copy of the details in the certificate to be replaced with a status of incomplete. **This will be the certificate request that now shows on the screen.** To modify the replacement certificate request, go to the top of the page and click “Edit” You can now modify the request and submit it as you would an original request.

Home > Certificate Management > Search > View

View Standard PhytoSanitary Export Certificate

Request Xml | Change Status | **Edit** | View Request History

Request Status

Created Date: 2/06/2011 2:55:29 p.m.

Created By: PhytoECert

Updated Date: 2/06/2011 2:54:16 p.m.

Updated By: David Ball

Serial Number: NZL2011/EXP03/201115

Certificate Status: Incomplete

To Replace: NZL2011/EXP03/201114

The replacement certificate request also shows the certificate it is to replace in the “To Replace” field. If you click on the certificate number it will open the certificate being replaced. Similarly, the certificate it is to replace has a link to the certificate replacing it

Pending Replacement By: NZL2011/EXP03/201115

If the replacement certificate request is approved these will change to “Has Replaced” and “Replaced By” respectively.

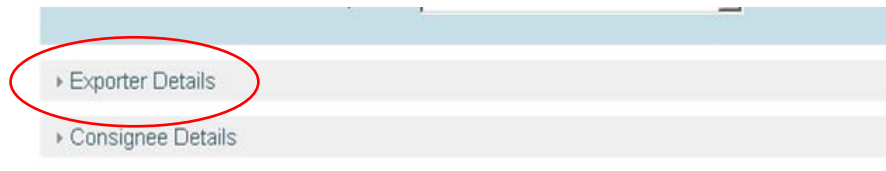
NOTE
Certificate request with a status of Incomplete status will be automatically withdrawn after 90 days.
An approved certificate cannot be withdrawn by the requester, but can be replaced as shown above.
An approved certificate can still be revoked by MAF under the appropriate circumstances.

4 User Interface Changes

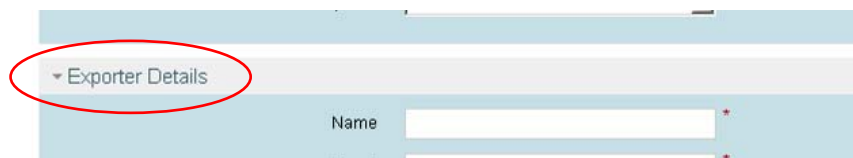
4.1 Expandable and Collapsible sections

The certificate request form is broken into sections (and subsections in some cases) to aid entering the necessary information. These sections and subsections can be collapsed and expanded to make the form easier to read and locate the relevant areas where you need to enter details.

To collapse/expand a subsection click on the sideways triangle



To collapse a subsection click on the down triangle



The first section is expanded by default with the rest collapsed for convenience.

4.2 Drop down boxes

In many areas dropdown boxes are used to assist in ensuring the correct data is entered in the relevant field. To use a dropdown box, simply click on the box and choose the appropriate option (see Certificate subtype for an example).

NOTE

For users who prefer to use a keyboard as much as possible for data entry, F4 can be used to open and close a dropdown box, which can then be navigated with the arrow keys and appropriate option chosen using the enter button.

If you believe an option for a dropdown box needs to be added, deleted or modified, contact your IVA who will in turn pass the suggestion onto MAF.

4.3 Predictive text

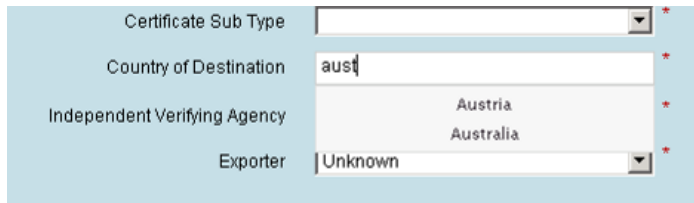
A number of fields make use of predictive text entry. Drawing on supporting databases, this will predict the name you wish to enter in the field as you type it. This often makes data entry faster than with dropdown boxes, and predictive text has been used as an alternative where possible.

NOTE

While predictive text fields use freeform text to enter the name, you must select one of the options provided to populate the name in the field.

For users who prefer to use a keyboard as much as possible for data entry, the arrow keys can be used to navigate up and down, and enter used to select the appropriate.

When using a predictive text field, start typing the name of the relevant entry. After the first few letters of the name, and the predictive text function will give you options to choose from.



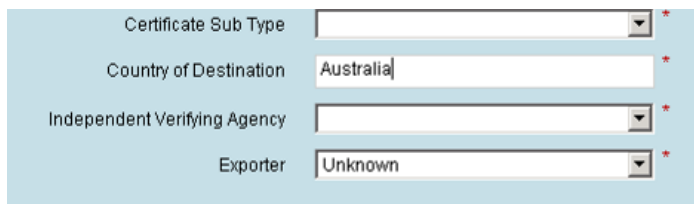
A screenshot of a web form with four fields: 'Certificate Sub Type', 'Country of Destination', 'Independent Verifying Agency', and 'Exporter'. The 'Country of Destination' field contains the text 'aust' and has a dropdown menu open showing two suggestions: 'Austria' and 'Australia'. Each field has a red asterisk to its right.

Select name you need by clicking on it



A screenshot of the same web form. The 'Country of Destination' dropdown menu is open, and 'Australia' is highlighted in blue, indicating it has been selected. The other fields remain the same.

The name will now appear in the field.



A screenshot of the web form where the 'Country of Destination' field now contains the text 'Australia'. The dropdown menu is closed. The other fields are unchanged.

If you need to change the name, delete the text and start again.

NOTE

If the name you are searching for is not predicted it will be due to one of the following reasons:

- The name has been entered incorrectly into the field. Check your spelling.
- The name is not a valid option.
- The name may be a valid option but has not been added to the supporting database – Contact your IVA, who will suggest the change to MAF.
- The name has been entered incorrectly into the database – Contact your IVA, who will suggest the change to MAF.

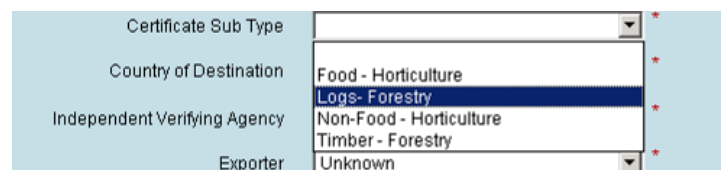
5 Changes to Specific Certificate Fields

5.1 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 also now optional.

5.2 Certificate Subtype

This field contains the product category that you are submitting the export certificate request for, and will be used to simplify invoicing. It is a dropdown box with a predefined list. Note that Non-Food Horticulture relates to items such as Flowers and Foliage, Nursery Stock, Packaging Material, Click on the dropdown box and select the appropriate subtype



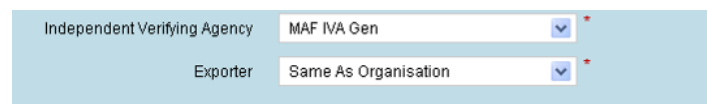
| | |
|------------------------------|-------------------------|
| Certificate Sub Type | [Dropdown] |
| Country of Destination | Food - Horticulture |
| | Logs- Forestry |
| Independent Verifying Agency | Non-Food - Horticulture |
| | Timber - Forestry |
| Exporter | Unknown |

5.3 Exporter and Consignee address details

5.3.1 Exporter Details

To simplify the entry of an exporter name and address, requesters now, where possible, can select an Export Name from a drop down box that will automatically populate the exporter details on the printed certificate for any organisation that has been preloaded. This dropdown box is also used to indicate that the organisation placing the certificate request is also the exporter.

If the organisation requesting the export certificate is also the exporter, select "Same as Organisation". No further action will be necessary.



| | |
|------------------------------|----------------------|
| Independent Verifying Agency | MAF IVA Gen |
| Exporter | Same As Organisation |

If the organisation requesting the export certificate is doing so on behalf of an exporter, and there is an Export Name for that exporter, select the relevant Export Name from the drop down box. This will automatically populate the exporter details for the relevant exporter.



| | |
|------------------------------|-------------|
| Independent Verifying Agency | MAF IVA Gen |
| Exporter | MAF Exp Gen |

If "Same as Organisation ID" or an Exporter Name is selected, the Exporter Details section will disappear.

If the organisation requesting the export certificate is doing so on behalf of an exporter, and there is not an Export Name for that exporter, select "Not Registered"

If Not Registered is selected, the Exporter Details section will need to be manually completed. The Exporter Details section now has specific fields for each aspect of the address rather than a single text block. The fields are still freeform text, and most are mandatory if an Export ID of Not Registered is selected

▼ Exporter Details

Name

Line 1

Line 2

Line 3

City

Postcode

Country

5.3.2 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 most fields are optional.

▼ Consignee Details

Code

Name

Line 1

Line 2

Line 3

City

Postcode

Country

5.4 Transport Details

Many of the fields associated with transport information have had label changes. This has been to better describe the purpose of the field (the Phyto e-cert system had a bias towards referring to shipment by sea) or to ensure the labels are aligned with ISPM 12. The table below summarises the changes:

| Old name in Phyto e-cert system | New name in ePhyto |
|---------------------------------|-----------------------|
| Transport Mode | Means of Conveyance |
| Vessel | Vessel/Flight/Carrier |
| Voyage No. | Voyage/Airway Bill |
| Loading Port | Port of Loading |
| Port of Discharge | Point of Entry |

5.5 Hyperlink to Importing Country Phytosanitary Requirements

A hyperlink to the Importing Country Phytosanitary Requirements database is now located in the Additional Declarations Section to provide information that is relevant and helpful for completing an export certificate request



NOTE

In the future links to other sources of information that are particularly useful for completing a certificate request may be provided in this section.

5.6 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). These details are now entered by “product sets” that reflect groups of packages that contain the same product or commodity items. The details in a product set are entered into the product set in the following sequence:

1. The details of the package(s) that contain the product/commodity item(s)
2. The sea or air container the packages will be shipped in (if applicable)
3. The product/commodity item(s) contained within the packages, listed individually (including if they have been combined in some way). A product set can have multiple product/commodity item(s).
4. The treatment(s) applied to the product/commodity line item. A product/commodity item can have multiple treatments.

See “Product 1” in 10.1 Appendix I Standard Phytosanitary Export Certificate for an example. A certificate request can have multiple product sets

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), as well as packages that contain multiple product lines (such as boxes of mixed flowers).

IMPORTANT

Product/commodities line items must be entered into their corresponding package set. If product line items are physically contained in different packaging they must be entered in different packaging sets.

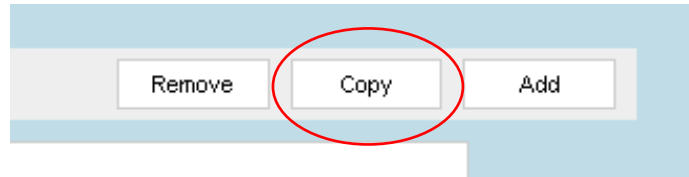
The packaging details must reflect what the products/commodities are physically packed in. Therefore if a product line item is contained within cartons, which in turn are contained in a sea container, the packaging details must relate to the cartons, not the sea container. The sea container details will be recorded under the Container and Seal details (see below). Only when product line items are container loose in a sea or air container should the container be considered the package.

The distinguishing mark details must relate to the packaging, not the product line items. This has always been the case, but is now clearer under the new structure

Repeating Package, product and Treatment details

Packaging, product/commodity line items and treatment details can all be repeated. This makes it easy to enter multiple packaging sets that have the same contents or multiple product line items that are the same into a package set.

To copy a package set, product line item or treatment details, click “Copy” in the section/subsection header



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

NOTE

Copying a package set will also repeat any product line items and corresponded treatments associated with that package set.

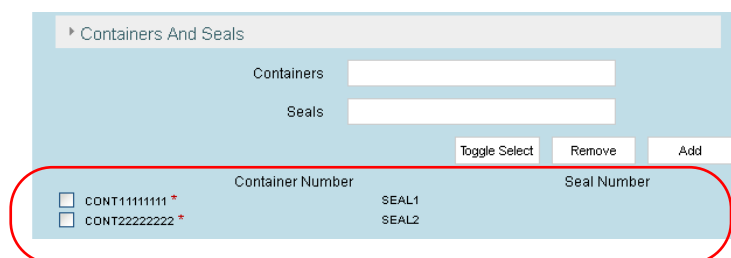
Copying a product line item will repeat any treatments associated with the product line item.

5.7 Container and Seal Number

The container and seal numbers are entered into the Container and Seal Number fields as with the Phyto e-cert system , including the ability to paste comma separate strings of container and seal numbers and for the ePhyto to link the relevant container and seal numbers together. Container and seal number sets can also be uploaded individually. Once the details have been entered into the fields, click “**Upload**”



This will upload the container and seal numbers into a table linking the seal number(s) with the relevant container number



| | Container Number | Seal Number |
|--------------------------|------------------|-------------|
| <input type="checkbox"/> | CONT11111111 * | SEAL1 |
| <input type="checkbox"/> | CONT22222222 * | SEAL2 |

NOTE

This process can be repeated as many times as necessary. Any subsequent container and seal numbers uploaded will be added to the bottom of the existing list.

To delete one or several container and seal number sets, select the relevant container and seal number sets by clicking the little box to the left of each set

The screenshot shows a web interface titled "Containers And Seals". At the top, there are two input fields labeled "Containers" and "Seals". Below these are three buttons: "Toggle Select", "Remove", and "Add". A table lists two container and seal sets:

| Container Number | SEAL1 | SEAL2 |
|--|-------|-------|
| <input checked="" type="checkbox"/> CONT11111111 * | | |
| <input type="checkbox"/> CONT22222222 * | | |

Now click "Remove" at the top right-hand corner of the list. This will delete the sets selected

This screenshot is identical to the previous one, but the "Remove" button is circled in red to indicate it should be clicked.

To delete all the container and seal number sets, click "Select All" at the top left-hand corner of the list.

This screenshot shows the "Toggle Select" button circled in red. In the table below, both checkboxes are now unchecked, indicating that all sets have been selected.

| Container Number | SEAL1 | SEAL2 |
|---|-------|-------|
| <input type="checkbox"/> CONT11111111 * | | |
| <input type="checkbox"/> CONT22222222 * | | |

This will click all of the little boxes to the left of each set (Clicking "Select All" again will remove all the ticks). Once this has occurred, click "Remove" at the top right-hand corner of the list as described above

NOTE

For users who paste strings of container and seal numbers into the certificate request from another system, rather than editing individual or selected container or seal numbers they may find it easier to delete all the entries and upload the revised strings of numbers.

5.8 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 18)
- 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)

To enter the botanical or common name, start entering the text in relevant fields and the predictive text search should identify the name after the first letters, and will give you options to choose from.

The screenshot shows a form titled 'Product Item 1' with 'Remove' and 'Add' buttons. The 'Botanical Name' field contains 'mal'. Below it, a dropdown menu displays predictive search results: 'Malus ioensis, Prairie Crabapple' (highlighted), 'Malus angustifolia, Southern Crab Apple', 'Malus sieversii', 'Malpighia puniceifolia', 'Malus prunifolia, Crab Apple', 'Malus coronaria, Sweet Crab-Apple', and 'Malachra spp.'. The 'Common Name', 'Class', 'Sub Class', and 'Quantity' fields are currently empty.

Select the name you need by clicking on it. The botanical and common names will now appear in their respective fields

The screenshot shows the same form after a selection. The 'Botanical Name' field now contains 'Malus ioensis' and the 'Common Name' field contains 'Prairie Crabapple'. The 'Class', 'Sub Class', and 'Quantity' fields are now dropdown menus. The 'Quantity' dropdown is set to '0'.

IMPORTANT:

1. There are botanical names that **do not** have any associated common name. This is principally because there is not an accepted common name for that particular botanical name. In these instances no common name will be populated in the common name field if selecting a Botanical name field, and no common name will be available if searching through the Common name field.

2. Deleting the common name from the Common Name field **will not** delete the corresponding botanical name from the Botanical Name field. This allows the requester to delete the common name when they feel it is unnecessary or will be confusing to the importer. However no alternative common name can be entered into the Common Name field. The common name must be that which is held in the database.

3. MAF **strongly recommends** relying on the botanical name only. Online tools such as Google can be useful in identifying Botanical names when they are unfamiliar.

5.9 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 the Phyto e-cert system . Both class and sub class are **mandatory**. However if 'Not Applicable' is selected for the sub class, only the class will be printed on the certificate

Both class and sub class use dropdown boxes with predefined lists. The class chosen will determine the sub class options available. To select the class and sub class, first click on Class dropdown list and click on the relevant class type

A screenshot of a web form for 'Prairie Crabapple'. The 'Class' dropdown menu is open, showing a list of options: Animal Feed (Plant Origin), Bark, Beneficial Organisms, Flowers and Foliage, Fruit (highlighted), Growing Medium, Logs, and Laboratory Specimens. The 'Quantity' field is visible below the dropdown.

This will populate the Class field with the option chosen

A screenshot of the web form showing the 'Class' dropdown menu now populated with the selected option 'Fruit'. The 'Sub Class' dropdown menu is also visible below it.

Next click on Sub Class dropdown list and click on the relevant sub class type

A screenshot of the web form showing the 'Sub Class' dropdown menu open for the 'Fruit' class. The dropdown list shows options: Fresh (highlighted), Dried, Cured, Processed, and Frozen. The 'Quantity' field is visible below the dropdown.

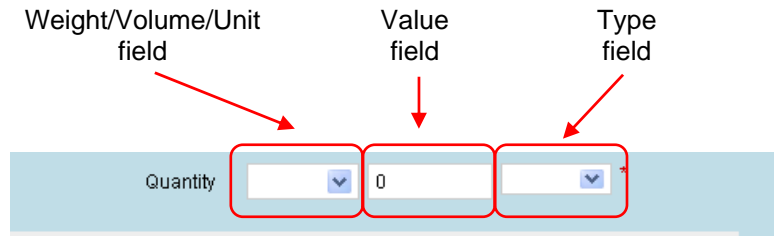
This will populate the Sub Class field with the option chosen

A screenshot of the web form showing the 'Sub Class' dropdown menu now populated with the selected option 'Fresh'. The 'Quantity' field is visible below it.

A table of the class and subclass options is included in Appendix IV Class and Sub Classes page.

5.10 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 three measurement 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 measurement unit options available in the Type field are determined by the Weight, Volume or Unit selected in the Weight/Volume/Unit field.

Entering a quantity is **mandatory**. The process for entering the three measurements types are outlined below:

Entering a Weight Measurement

- Select "Weight" in the in drop down box in the *Weight/Volume/Unit* field
- Enter in the numerical value of the weight in the *Value* field. Enter the number only. Do not include the measurement unit (eg, for 30kg's, only enter "30")
- Select the measurement unit from the dropdown box in the *Type* column

Entering a Volume Measurement

- Select "Volume" in the in the drop down box in the *Weight/Volume/Unit* field
- Enter in the numerical value of the volume in the *Value* field. Enter the number only. Do not include the measurement unit (eg, for 30m3, only enter "30")
- Select the measurement unit from the dropdown box in the *Type* column.

Entering a Unit Measurement

- Select "Unit" in the in the drop down box in the *Weight/Volume/Unit* field
- Enter in the numerical value of the unit in the *Value* field. Enter the number only. Do not include the measurement unit (eg, for 30 stems, only enter "30")
- Select the measurement unit from the dropdown box in the *Type* column.

5.11 Letter of Credit and other Unverified Information

The Unverified field in the Phyto e-cert system 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.

IMPORTANT

Any information that is not related to the phytosanitary assurance and certification programme **must** be entered in this section. If any information that is not related to the phytosanitary assurance and certification programme is included in any other section of the certificate request, the request will be considered to be invalid

The Unverified Information section contains two fields:

Letter of Credit Reference Code.

This is a dedicated field to enter letter of credit reference numbers. It is freeform text and optional. On the printed certificate it is located 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. The heading will be 'Additional Unverified Information for Certificate number _____'. 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.

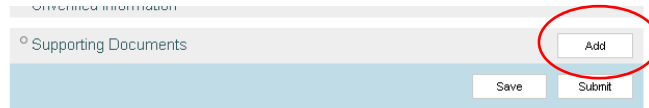
NOTE

None of the information contained in the Unverified Information section will be contained in the Official XML output sent to other countries National Plant Protection Organisations to adhere to the standards set out in ISPM 12

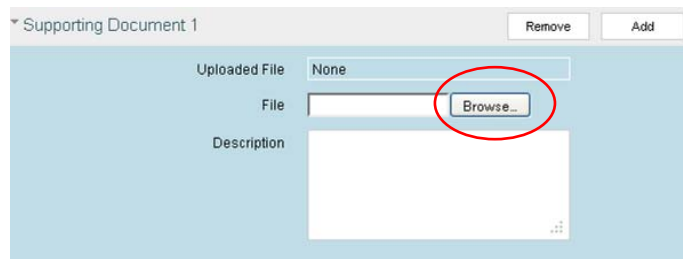
6 Attaching supporting documents

There is now the capability to attach relevant supporting documents 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.

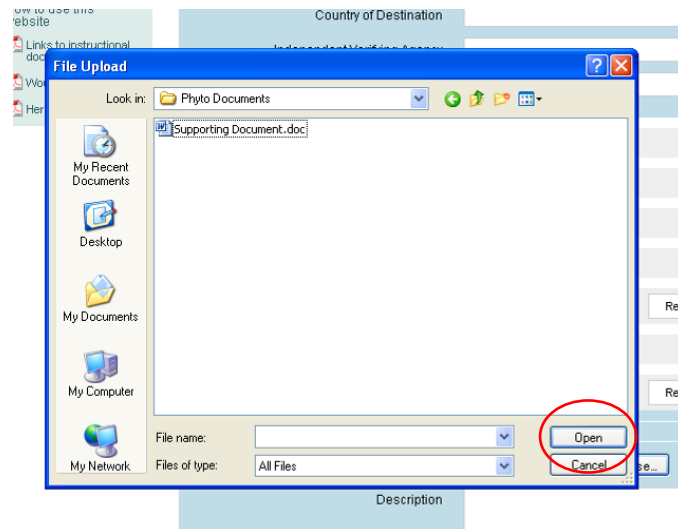
To add a supporting document, click on Add to the right of "Supporting Documents"



This will expand the attachment subsection for the first attachment, and the name of the subsection will change to "Supporting Document 1" To attach the supporting document, click "Browse"



This will open the file management box of your web browser, where you can navigate to the file you want to attach.



The attached file will now be inserted into the supporting documents field. You also have the option of providing a brief description of the supporting document.

Supporting Document 1 [Remove] [Add]

Uploaded File: None

File: C:\Documents and Se [Browse...]

Description: Example Supporting Document One

The supporting document will either be attached when the request is submitted or when another supporting document is added. The last supporting document added is always attached when the request is submitted.

To attach another supporting document, click “Add” again. This will open another attachment subsection (in this case “Supporting Document 2”). Repeat the steps outlined above to attach the supporting document.

Supporting Document 1 [Remove]

Uploaded File: Supporting Document.doc

File: [Browse...]

Description: Example Supporting Document One

Supporting Document 2 [Remove] [Add]

Uploaded File: None

File: [Browse...]

Description:

To change a supporting document, click “Browse” again on the relevant supporting document attachment subsection. This will allow you to navigate and select the new file as before. If the existing file has already been attached, the new file will be attached when the request is submitted or when another supporting document is added.

NOTE

You can add as many supporting documents as you wish. However the maximum file size for the certificate request (including the certificate data) is 5 Mb.

To remove a supporting document altogether, click “Remove”. This will remove the relevant attachment subsection along with the associated file and any comments

Supporting Document 1 [Remove] [Add]

Uploaded File: None

7 Saving and Uploading a Template or Partially completed Request

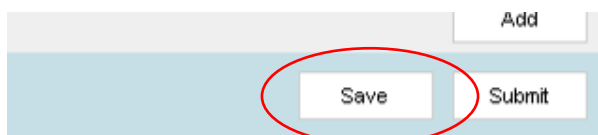
ePhyto allows user to save partially completed certificate requests. The draft certificate request is saved to your computer.

NOTE

Using the ability to save draft certificate request can be a useful way to set up templates for identical or very similar certificate request that make on an on-going basis. You can repeatedly upload the same saved draft certificate request, making changes as necessary before submitting.

7.1 Saving a Certificate Request before Submitting

To save a certificate request before it has been submitted, at the bottom of the certificate request page, (note certificate number not issued at this stage) next to Submit, click “Save”

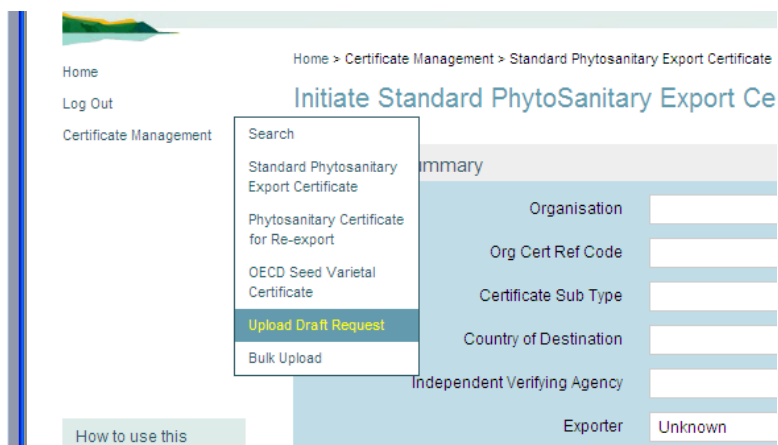


This will open your browsers file download box, allowing you to save the draft certificate request to the most convenient location on your computer.

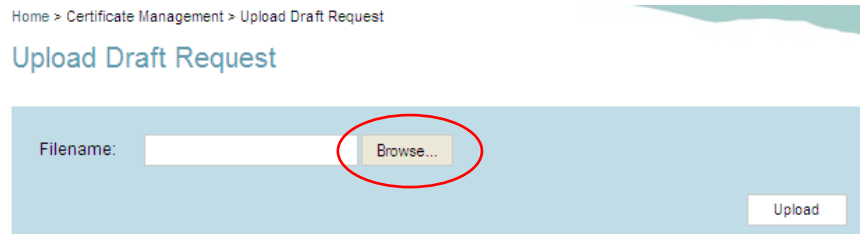
NOTE

We recommend that you set up a folder on your computer where you can save draft certificate requests to make it easier to find them later.

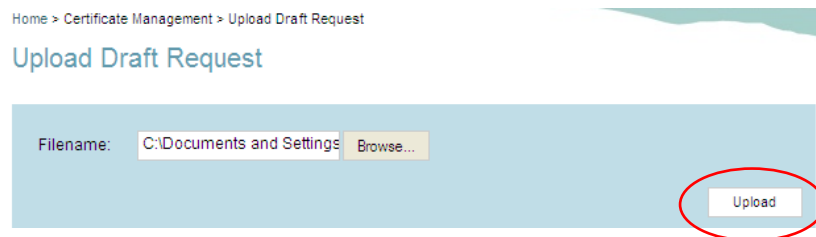
To upload a draft or template certificate request, under Certificate Management on the left-hand side of the main screen select “Upload Draft Request”



This will take you to the certificate upload page. Clicking on “Browse” will bring up a file management box where you can navigate to and select the draft certificate request you want to upload.



Once you have selected draft certificate request, click “Upload”. This will upload the draft certificate request into the standard certificate request page, where you can proceed as normal.



NOTE

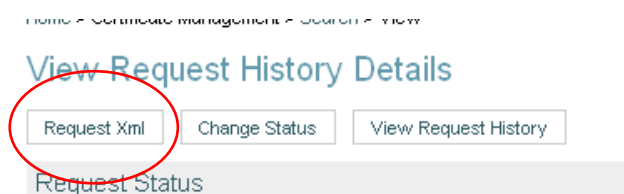
The draft certificate request saved to your computer will not be deleted by either uploading it back into ePhyto or by submitting it. If you want to delete a saved draft certificate request, you will need to do it manually on your computer.

7.2 Saving a Certificate Request After Submitted

ePhyto allows you to save a version of a submitted certificate as a template or draft, even if it has been verified. Only the details that are in the fields normally completed before submitting will be saved to the template. Details that are generated after a certificate request is submitted, such as the certificate number, will not be saved

To save a certificate request as a template or a draft after it has been submitted, use the search function to find and open the certificate request you want to save (see Searching page 34).

Once the certificate has open, click on **Save As Template** in the top left hand corner of the request



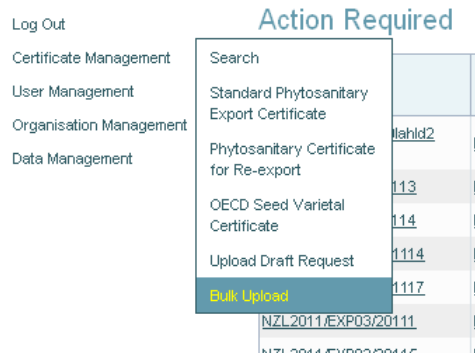
This will bring up a file management box, allowing you to save the draft certificate request to the most convenient location on your computer.

8 Batch Submission of Certificate Requests

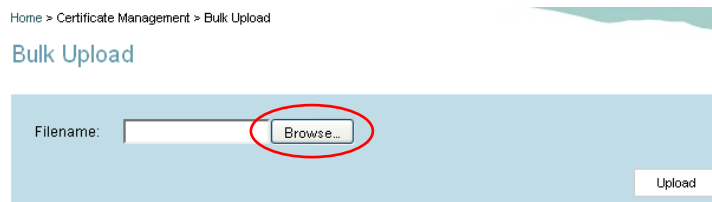
Batch Submission replaces Batch Filing in the Phyto e-cert system.

The file to be bulk uploaded must confirm to the bulk upload xml schema. A sample of the Batch Submission schema and the [Batch Submission Technical guide](#) will be on the lower left-hand side of the screen under “How to use this website (see Finding your way around ePhyto, Page 2)

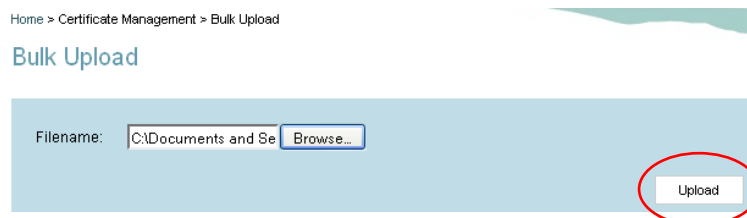
To Batch Submission a file containing certificate requests, put cursor on “Certificate Management”, and select “Batch Submission”



This will take you to the Batch Submission screen. Clicking on “Browse” will bring up a file management box where you can navigate to and select the file you want to upload.

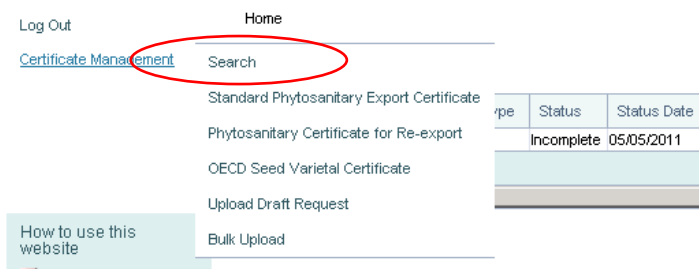


Once you have selected the file you want to upload, click “Upload”. This will process the data in the file into certificate request and automatically submit them. You will not be able to modify any of the certificate request unless they are put into the status of incomplete by your IVA

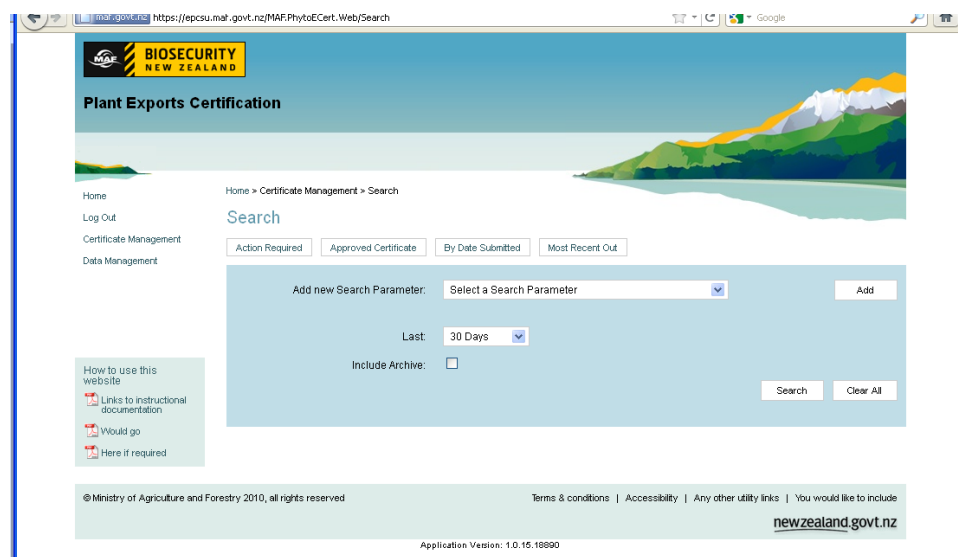


9 Searching

To access the search function, put your cursor on “Certificate Management”, and select “Search”.



This will take you to the search page.

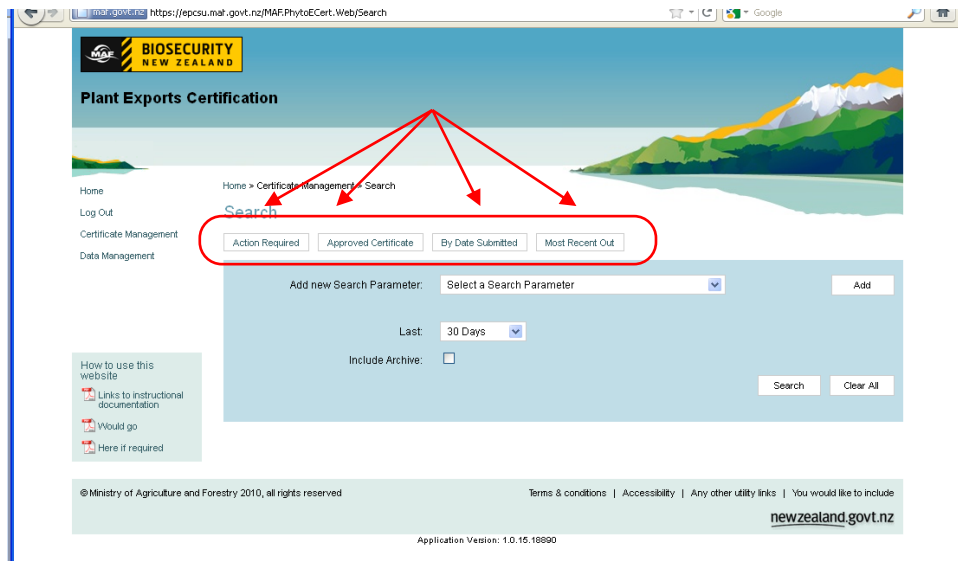


9.1 Quick Searches

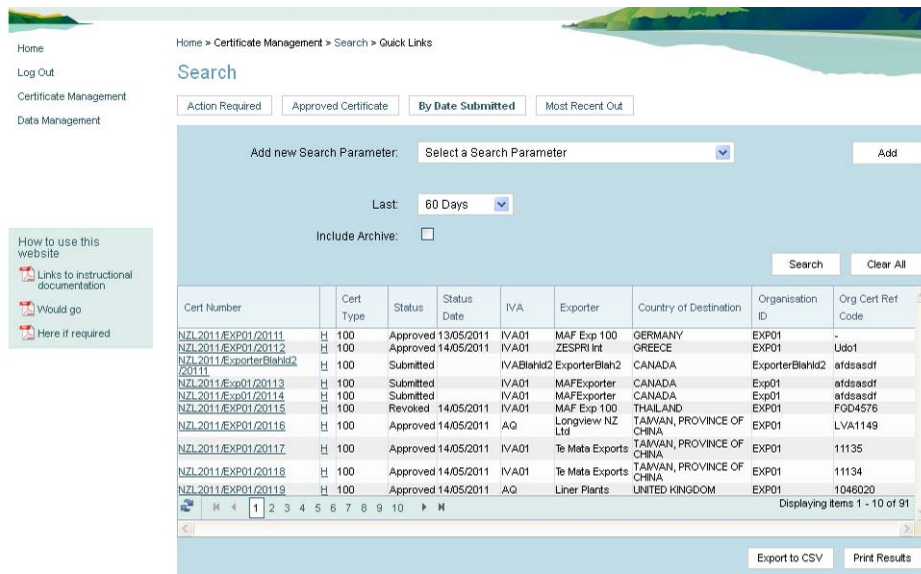
At the top are three predefined “quick searches”. These allow users to quickly perform several commonly used and useful searches. The quick searches are:

| | |
|-----------------------|---|
| Action Required | Lists certificate requests that need some form of action by the user. It is the same search that is displayed on the main ePhyto page after you have logged on. |
| Approved Certificates | List certificates request that have been approved |
| By Date Submitted By | Lists certificate request by the date the request was first submitted. The most recent requested submitted will show first. |
| Most Recent Out | List certificate requests that have been updated in the last 60 days (including status changes). The most recently updated request submitted will show first. |

To run a quick search, click the relevant quick search button.



The search results will be displayed below the search set-up screen.



9.2 Custom Searches

To create a custom search, click on the list of search parameters, and select the parameter you wish to search by

The screenshot shows the 'Search' page with a dropdown menu open for 'Add new Search Parameter'. The dropdown lists various search parameters: Botanical Name, Certificate Number, Certificate Sub Type, Certificate Type, Class, Common Name, Container Number, Country of Destination, Departure Date, Independent Verification Agency, Org Cert Ref Code, Organisation ID, Product Volumes, Seal Number, Status, Sub Class, Submission Date, Update Date, and Vessel. The 'Status' parameter is currently selected. The page also features a sidebar with navigation links and a footer with the text '© Ministry of Agriculture and Forestry 2010, all rights reserved' and 'newzealand.govt.nz'.

This will add the parameter to you search.

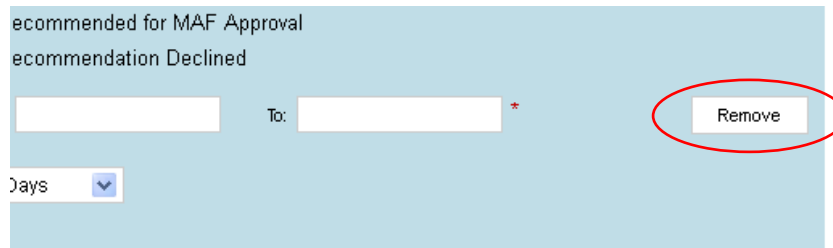
The screenshot shows the 'Search' page with the 'Status' search criteria selected. The criteria include checkboxes for Submitted, Withdrawn, Incomplete, Provisional, Declined, Approved, Submitted - Replacement, Replaced, Revoked, Pending Replacement, Recommended for MAF Approval, and Recommendation Declined. The 'Last' dropdown is set to '30 Days' and the 'Include Archive' checkbox is unchecked. The page also features a sidebar with navigation links and a footer with the text '© Ministry of Agriculture and Forestry 2010, all rights reserved' and 'newzealand.govt.nz'.

Once the parameter has been added to the search you can define the range you wish to search. The method of defining the range to specific to each parameter, and is appropriate for the aspect being searched. To see a list of all the search parameters and the method of defining the range for each, please see Appendix III.

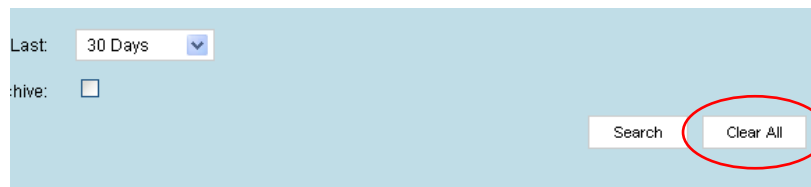
To add additional search parameter, simply repeat this process until you have built up your desired search. Each additional search parameter selected will be added below the previously selected parameter.

The screenshot shows the 'Search' page with the 'Submission Date' search criteria selected. The criteria include checkboxes for Declined, Approved, Submitted - Replacement, Replaced, Revoked, Pending Replacement, Recommended for MAF Approval, and Recommendation Declined. The 'Submission Date' range is defined by 'From' and 'To' input fields. The 'Last' dropdown is set to '30 Days' and the 'Include Archive' checkbox is unchecked. The page also features a sidebar with navigation links and a footer with the text '© Ministry of Agriculture and Forestry 2010, all rights reserved' and 'newzealand.govt.nz'.

To remove a search parameter, click “Remove” next to the parameter you wish to delete from the search.



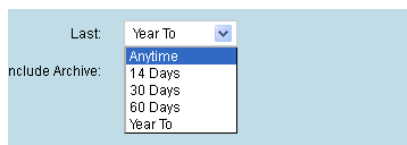
To clear all the search parameters and the search results, click “Clear All” in the lower right-hand corner of the search set-up screen. This will also clear the search results



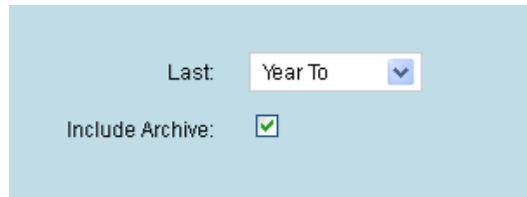
NOTE:
This will not remove any data associated with this parameter in the search results if you have already run a search. You will need to re-run the search to update the search results.

In addition to the search parameters, there are two other variables that can be used to refine search results. The first is “Last”, which allows the search to be limited to certificate request updated within a certain timeframe. There can be no limited (“Anytime”), certificates requested updated within the last 14, 30 or 60 days, or certificates updated in the year to date from 1 January (“Year To”)

The default limit is for certificates updated in the last 30 days. To select another option click on the dropdown box next to “Last” and select the relevant option



The second is “Include Archive”, which allows the user to search archived certificates in addition to active certificates. To include archived certificates in the search range, tick the box next to Include Archive



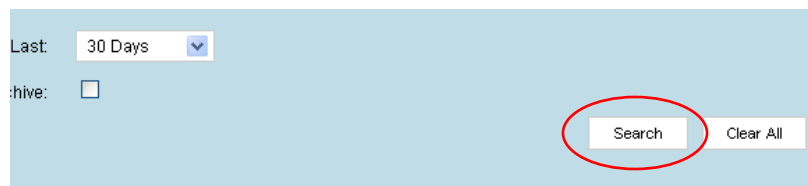
A screenshot of a search filter interface. It shows a dropdown menu for "Last:" set to "Year To" and a checked checkbox for "Include Archive:".

NOTE:

Certificates are archived automatically 12 months after being last updated, therefore there will be no archived certificates for at least 12 months after ePhyto s introduced. If you need to search for a certificate on Phyto Ecert I, please contact MAF Plant Exports.

Certificates that have been updated within 12 months' of the day the search is performed are considered active, and will automatically be picked up by search.

Once you defined the search, click “Search” in the lower right-hand corner of the search set-up screen



A screenshot of the search interface showing a "Last:" dropdown set to "30 Days" and an unchecked "Include Archive:" checkbox. In the bottom right corner, there are two buttons: "Search" and "Clear All". The "Search" button is circled in red.

This will run the search query and return the results below the search set-up screen

To Re-running search, click Search again, and this will updated the search results based on any changes to the search parameters

9.3 Exporting Search results

With both predefined and custom searches, there is the option to export the results to a CSV (Comma Separated Value) file, which can be opened and modified in a spreadsheet programme such as Excel. There is also the ability to export the results as a PDF, which can then be saved or printed.

To export the search results to a CSV file, click Export to CSV, at the lower right-hand corner of the search results

| | | | | | | | | |
|---------------------|-------|---------------------|------------|--------|-----------------|----------------------------|-------|---------|
| NZL2011,EXP01/20117 | 100 | Pending Replacement | 24/05/2011 | IV A01 | Ie Mata Exports | JAMVIAN, PROVINCE OF CHINA | EXP01 | 11135 |
| NZL2011,EXP01/20118 | H 100 | Approved | 14/05/2011 | IV A01 | Te Mata Exports | TAMVIAN, PROVINCE OF CHINA | EXP01 | 11134 |
| NZL2011,EXP01/20119 | H 100 | Approved | 14/05/2011 | AQ | Liner Plants | UNITED KINGDOM | EXP01 | 1046020 |

Displaying items 1 - 10 of 99

Export to CSV Print Results

This will bring up a file management box, allowing you to save the CSV file to the most convenient location on your computer

To export the search results to a PDF file, click Print Results, at the lower right-hand corner of the search results

| | | | | | | | | |
|---------------------|-------|---------------------|------------|--------|-----------------|----------------------------|-------|---------|
| NZL2011,EXP01/20117 | 100 | Pending Replacement | 24/05/2011 | IV A01 | Ie Mata Exports | JAMVIAN, PROVINCE OF CHINA | EXP01 | 11135 |
| NZL2011,EXP01/20118 | H 100 | Approved | 14/05/2011 | IV A01 | Te Mata Exports | TAMVIAN, PROVINCE OF CHINA | EXP01 | 11134 |
| NZL2011,EXP01/20119 | H 100 | Approved | 14/05/2011 | AQ | Liner Plants | UNITED KINGDOM | EXP01 | 1046020 |

Displaying items 1 - 10 of 99

Export to CSV Print Results

This will create a PDF of the search results that can be either printed or saved to your computer.