



AP E-cert Guide for dairy users:

Submitting Eligibility Documents and Eligibility Declarations

For simplicity this document refers to Eligibility Documents (EDs). Some of you will be raising Eligibility Declarations (EDec) – everything within this document also applies to EDecs.

Also refer to:

- [Animal Products Notice: Official Assurances Specifications - Dairy Material and Dairy Products](#) (DAIRY OAS)
- AP E-cert Helpfiles (Main Menu, Help).

The information you need to enter into the ED submission form will depend on whether you are transferring product to another location or to an exporter, and also whether the product is “Part 3” or “Part 4”. The possible scenarios are summarised in the table below.

	DAIRY OAS Part 3 requirements (previously “Clause 6”)	DAIRY OAS Part 4 requirements (previously “Clause 7”) or if you have chosen to do full product tracking
Final ED (transfer to exporter) must be provided	Raised by the manufacturer when product leaves the manufacturing site Refer pages 7 - 9	Raised by the premises of final control Refer pages 3 - 6
	Raised by the manufacturer when a product leaves the manufacturing site for export (i.e. the manufacturer is the premises of final control) Refer pages 3 - 6	
Product movement prior to 1 May 2015	ED optional	ROME * or ED required Refer pages 10 – 13
Product movement from 1 May 2015	ED optional	Full ED product tracking, i.e. ED for each product movement from manufacturer to any subsequent premises, including the premises of final control. Refer pages 10 - 13
Product sale by an exporter (after the final ED to the exporter)	Exporter-to-exporter transfer. Refer Helpfiles.	

* A copy of the ROME must be provided to the Consignee and be available to the Verifier (RA).

ED Approval

Your verifier will approve your ED. Neither ecert.admin@mpi.govt.nz (E-cert Helpdesk) nor dairycerts@mpi.govt.nz (Dairy Cert Unit) can approve your ED.

- AsureQuality contact ecertdairy@asurequality.com
- MPI Verification Services contact your local verifier firstname.lastname@mpi.govt.nz
- Eurofins contact Tony.Cox-Smith@eurofins.co.nz

Foreign ingredient requirements

Prior to 1 May 2015 FIC already loaded into MP E-cert	One of the options below: 1. Put the SOR reference(s) in the product item Source Certificate field, OR 2. Upload the FIC(s) into AP E-cert.
Prior to 1 May 2015 FIC not loaded into MP E-cert	Upload the certified copy of the FIC(s) into AP E-cert and reference.
From 1 May 2015	Upload the certified copy of the FIC(s) into AP E-cert and reference.

Dairy RMP versus ULI

Whenever you enter a premises ID **always use the premises ULI**. Some premises have the same number for their ULI and RMP ID – and so there is no issue. If you want to change your RMP ID to match your ULI contact approvals@mpi.govt.nz (provided there is only one ULI for the RMP and no country listing against the RMP ID).

For “dual premises” (such as stores that handle both dairy and non-dairy animal products), make sure you select the correct consignor ID (ULI for dairy and RMP for non-dairy).

Mandatory, Optional and Required

Mandatory data entry is indicated by shading and a red star *****.

If you try to submit an ED without completing these fields, your submission will be rejected.

All other data entry is “optional” BUT in some situations, market eligibility and traceability requirements will mean that you have to enter information into an optional field.

For this reason, you need to be familiar with the DAIRY OAS, the Helpfiles, and the OMARs for each of the markets you select for an ED. These specify when policy or business needs require entry into an “optional” field.

Eligibility Document - NZL2014/T

Auto Approval:

* Certificate Number:

* Consignor ID:

* Consignee ID:

Urgency:

Transport Mode:

Local Carrier:

Export Carrier Name:

Export Conveyance Ref:

Loading Port:

Final Destination:

* Departure Date:


3rd Party Access:

Auto-approval

If you have auto-approval permissions, this box will appear at the top of the ED submission form (see diagram above).

- Make sure the box is **ticked** if you are submitting an eligibility **declaration** (EDec) i.e. auto-approved eligibility document.
- Make sure the box is **un-ticked** if you are submitting an eligibility **document** (ED) i.e. to be approved by your verifier (or wish to raise an EDec for auto-approval at a later time).

Exporter to Exporter Transfer

If the product is on-sold from one exporter to another, you can transfer the product unchanged to the second exporter by using the Transfer option on an approved Final ED. Click  and select Transfer. Refer to the Helpfiles.

1. Final ED / EDec (Transfer to Exporter) – Part 4 (also Part 3 in some cases)

The following information is for the **premises of final control**, and applies for:

- Part 4 product – in all cases
- Part 3 product – where a company is choosing to do full product tracking
- Part 3 product – where the manufacturer is also the premise of final control (i.e. product is departing directly from the premises of manufacture for export).

* Certificate Number	Enter a unique number between 0 and 999999 (exclude leading zeros)
* Consignor ID	If not pre-populated, select your premises ULI. For an exporter to exporter transfer, the consignor exporter ID will automatically populate.
* Consignee ID	Select the Exporter ID (note that all dairy exporters have a new exporter ID for use in AP E-cert).
Urgency	The Verifier will prioritise approval work based on this. N/A for EDecs. It is strongly recommended that you don't overuse this facility. Only use it when the request is really urgent.
Transport mode	<u>Required</u> Select Air or Maritime to indicate how the product is leaving NZ.
Local Carrier	<u>Required</u> for human or animal consumption product. Enter the RMP or RCS ID of the transport operator carrying the product to the port or airport. Refer to the following lists: <ul style="list-style-type: none"> • www.foodsafety.govt.nz/registers-lists/transport-operators/index.htm • www.foodsafety.govt.nz/registers-lists/rmp-dairy/index.htm If the vehicle belongs to Consignor or Consignee, enter the appropriate Consignor or Consignee premises ID. If the product is in a store at the port or airport, the premises ID of the store must be entered.
Export Carrier Name	Enter vessel name or airline name. Otherwise leave blank. Any information entered must be exactly the same as the entry in the export certificate.
Export Conveyance Ref	Enter voyage number or flight number. Otherwise leave blank. Any information entered must be exactly the same as the entry in the export certificate.
Loading Port	Select the port or airport in New Zealand where the product will be loaded onto a vessel or aircraft to leave the country for export.
Final Destination	Select the place of final destination from the look-up list or type the country name. If the look-up list value is selected, the ED will show the name of the place and country (required by some counties). Free text entry is useful where more or less information is required.
* Departure date	Enter the date the product will depart (or has departed) your premises.
Third party access	Enter information in this box if you want the ED to be viewed by people who are neither the Consignor nor the Consignee (refer Helpfiles for details)
Unofficial Commercial Information	You may enter commercial information here, e.g. order numbers, airway bill, consolidation instructions, etc, as long as it is not false or misleading (refer Helpfiles for details)

For each product item:

Product Details (main tab)

* Origin	Select <u>only one</u> of the following: Imported & NZ - Imported Only - Imported / Stored in NZ - NZ Only		
* Intended Use	Select <u>only one</u> of the following: Animal Feedingstuff - Human Consumption - Technical Use Further process only applies for EU (refer OMAR). Other does not apply for dairy.		
* Conditions of Storage and Transport	Select <u>only one</u> of the following: Ambient - Chilled - Frozen		
Inspection Type	Ignore (relates to meat inspection)		
* Item Description	Select an appropriate dairy product description from the look-up list or enter a suitable free text description. Free text entry is required for foreign language product descriptions.		
* NZHSC	Select the appropriate code (ZZZZZZ is not acceptable for the Final ED).		
* Species	Select the appropriate species, or enter the required name as free text.		
* Eligibility Country	Select the destination country. If the product needs to be onward certified to other countries, those countries must also be selected. Remove all other eligible countries. Refer to the Helpfiles if EU is a destination or transit destination. ZE is acceptable to indicate eligibility for EU member states.		
Expiry Date From	If required by OMAR	To	
Container No.	<u>Required</u> if the consignment is intended for Human or Animal consumption Enter the container number. There can only be one container number per product item (you may need to create additional product items to achieve this).		
Seal No.	<u>Required</u> (see Container No. above). Enter the seal number (if container is sealed with an official MPI or MPI-approved seal).		
Net / Gross weight Net / Gross volume	Enter at least one weight or volume. Refer to the Helpfiles for details.	Units	
Production Batch	An OMAR may require lot/cypher/batch to be entered here or in Item Marks.		
Comments	Refer to the Helpfiles for details TCDs are not permitted on a Final ED but a comment that a previous condition has been met may be required depending on the source ED(s). Any comments copied across must be removed from an EC submission. FIC reference(s) can be entered here if 25 FICs have already been added as supporting documents and more are required.		
Unofficial Commercial Reference	This new field has been added to allow entry of information specific to the product item, such as specification.		

* No of Packages	Enter number of packages.	Package Type	Typically bag, bin or carton. Do not select pallet.
Item Marks	Any item mark you enter here must be on every package in the product item. An OMAR may require lot/cypher/batch to be entered here or in Production Batch. There can only be <u>one item mark</u> per product item, so if you are required to enter lot/cypher/batch here, you will need one product item for each lot/cypher/batch.		
Add Package	Additional package detail may be required by OMAR.		

For each process of a product item:

<p>* Process Type</p>	<p><u>No source EDs</u> Select Manufacture. <u>Source EDs</u> Select Manufacture (for fresh manufacture or reprocessing), Packing (for packing or repacking), or Storage (Chilled, Non-refrigerated or Frozen).</p>		
<p>Process Date From</p>	<p><u>Required</u> for Manufacture or Packing. <u>Required</u> for Storage at a dedicated storage premises. <u>Not required</u> for Storage at a manufacturing premises (unless required by OMAR). <u>Required</u> for Storage at a manufacturing premises for EU product. Enter the start date of the process. For a single day of manufacture, enter the date here.</p>	<p>To</p>	<p>End date of the process</p>
<p>Override <input type="checkbox"/></p>	<p>Tick the box if you want to narrow down a process date range (i.e. override what was entered on a source ED and transferred to this ED).</p>		
<p><input type="radio"/> Applied By</p>	<p>For a NZ premises, click on the circle and select the appropriate premises ID.</p>		
<p><input type="radio"/> Foreign Premises Country *</p>	<p>For a foreign premises, click on the circle and select the country where the ingredient was manufactured. When you click the circle for this option, additional boxes will be displayed: Applied overseas by: Enter the ID of the foreign premises of manufacture for the ingredient Foreign Premises Name: Enter the name of the foreign premises of manufacture for the ingredient Foreign Name Override <input type="checkbox"/> Tick this box if you want to rename the foreign premise name (i.e. what was entered on a source ED and auto-populated into this ED). This is rare and only applies if the foreign premises has changed its name.</p>		

* Currently optional but may become mandatory in the future.

Classifications (second tab)

Usually OMAR driven. Currently not applicable for dairy products.

Product Sources and Supporting Documents (third tab)

Source certificates	<p>Required Enter the source ED or ROME references. If product is moving from the initial premises of manufacture leave blank. If the product came to you on an ED, enter the certificate numbers of the source ED(s).</p> <p>Where ROMEs are used, they must be provided to the consignee and be available to the verifier on request. Fax, email a scan, or load a scan as an “other” Supporting Document.</p> <p>To reference a FIC already loaded into MP E-cert SOR references may be used to provide the FIC references until 30 April 2015 (this is the <u>only reason</u> for providing the SOR references). Enter SOR reference as follows: PSORYYYY/XXXXX, 1 YYYY = year XXXXX = unique SOR number assigned by MP E-cert</p> <p>Do not include the version number. If more than one SOR, enter each SOR reference on a new line.</p>
Supporting Document ID	<p>FIC (not uploaded into MP E-cert) Upload a certified copy of the FIC document into AP E-cert (go to Supporting Document on the top navigation bar). Enter the FIC reference in the ED (alternatively search for, and select, the relevant FIC – note that your premises must be listed as an Intended Operator in the supporting document for you to find the FIC when you search).</p> <p>FIC (already uploaded into MP E-cert) FIC upload into AP E-cert is not mandatory until 1 May 2015. Until then, you can either:</p> <ol style="list-style-type: none"> 1. Reference the SORs so that FICs can be checked from these (see above), OR 2. Download the FIC document from MP E-cert and upload it in AP E-cert as a Supporting Document. Put the MP E-cert FIC reference in the supporting documents comments field (this is important as it confirms to the certifier that it has already been sighted). <p>PAC Upload the PAC into AP E-cert (go to Supporting Document on the top navigation bar). Enter the PAC reference in the ED (alternatively search for, and select, the relevant PAC).</p> <p>Notes:</p> <ul style="list-style-type: none"> • Only one file can be uploaded into a supporting document. Therefore, multiple files of a FIC or PAC (e.g. one scan per page) will need to be merged into a single file before upload. • You cannot load more than 25 supporting documents against a product item. If there are more than 25 ingredients, put the additional FIC reference numbers in the product item Comments field.

2. Final ED / EDec (Transfer to Exporter) – Part 3

The following information is for the **premises of manufacture**, and applies for:

- Part 3 product – where the manufacturer is not the premise of final control (ie product is leaving or has already left the premises of manufacture).

In some cases, the manufacturer will not have access to information that is normally required in a Final ED (either because the manufacturer is not the exporter, or because the decision where to export has not yet been made). These right-hand is highlighted in green to indicate these fields.

* Certificate Number	Enter a unique number between 0 and 999999 (exclude leading zeros)
* Consignor ID	If not pre-populated, select your premises ULI. For an exporter to exporter transfer, the consignor exporter ID will automatically populate.
* Consignee ID	Select the Exporter ID (note that all dairy exporters have a new exporter ID for use in AP E-cert).
Urgency	The Verifier will prioritise approval work based on this. N/A for EDecs. It is strongly recommended that you don't overuse this facility. Only use it when the request is really urgent.
Transport mode	If known, select Air or Maritime to indicate how the product is leaving NZ. Otherwise leave blank.
Local Carrier	If known, enter the RMP or RCS ID of the transport operator carrying the product to the port or airport. Refer to the following lists: <ul style="list-style-type: none"> • www.foodsafety.govt.nz/registers-lists/transport-operators/index.htm • www.foodsafety.govt.nz/registers-lists/rmp-dairy/index.htm If the vehicle belongs to Consignor or Consignee, enter the appropriate Consignor or Consignee premises ID. If not known, leave blank.
Export Carrier Name	If known, enter vessel name or airline name. Otherwise leave blank. Any information entered must be exactly the same as the entry in the export certificate.
Export Conveyance Ref	If known, enter voyage number or flight number. Otherwise leave blank. Any information entered must be exactly the same as the entry in the export certificate.
Loading Port	If known, select the port or airport in New Zealand where the product will be loaded onto a vessel or aircraft to leave the country for export. Otherwise leave blank.
Final Destination	If known, select the place of final destination from the look-up list or type the country name. If the look-up list value is selected, the ED will show the name of the place and country (required by some counties). Free text entry is useful where more or less information is required. If not known, leave blank.
* Departure date	Enter the date the product will depart (or has departed) the final premises. If you don't have access to this information, enter the date you raise this Final ED.
Third party access	Enter information in this box if you want the ED to be viewed by people who are neither the Consignor nor the Consignee (refer Helpfiles for details)
Unofficial Commercial Information	You may enter commercial information here, e.g. order numbers, airway bill, consolidation instructions, etc, as long as it is not false or misleading (refer Helpfiles for details)

For each product item:

Product Details (main tab)

* Origin	Select <u>only one</u> of the following: Imported & NZ - Imported Only - Imported / Stored in NZ - NZ Only		
* Intended Use	Select <u>only one</u> of the following: Animal Feedingstuff - Human Consumption - Technical Use Further process only applies for EU. Other does not apply for dairy.		
* Conditions of Storage and Transport	Select <u>only one</u> of the following: Ambient - Chilled - Frozen		
Inspection Type	Ignore (relates to meat inspection)		
* Item Description	Select an appropriate dairy product description from the pop-up list or enter a suitable free text description. Free text entry is required for foreign language product descriptions.		
* NZHSC	Select the appropriate code (ZZZZZZ is not acceptable for the Final ED)		
* Species	Select the appropriate species, or enter the required name as free text.		
* Eligibility Country	Select the destination country. If you do not know the destination country, select a short list of appropriate eligible countries. If the product needs to be onward certified to other countries, those countries must also be selected. NZ should only be used to designate product for the local market. Refer to the DAIRY OAS for managing any change to eligibility.		
Expiry Date From	If required by OMAR	To	
Container No.	If known, enter the container number. Otherwise leave blank. There can only be one container number per product item.		
Seal No.	If known, enter the seal number. Otherwise leave blank.		
Net / Gross weight Net / Gross volume	Enter at least one weight or volume. Refer to the Helpfiles for details	Units	
Production Batch	An OMAR may require lot/cypher/batch to be entered here or in Item Marks		
Comments	Refer to the Helpfiles for details. TCDs are not permitted on Final EDs. FIC reference(s) can be entered here if 25 FICs have already been added as supporting documents and more are required.		
Unofficial Commercial Reference	This new field has been added to allow entry of information specific to the product item, such as specification.		

* No of Packages	Enter number of packages.	Package Type	Typically bag, bin or carton. Do not select pallet.
Item Marks	Any item mark you enter here must be on every package in the product item. An OMAR may require lot/cypher/batch to be entered here or in Production Batch.		
Add Package	Additional package detail may be required by OMAR.		

For each process of a product item:

* Process Type	Select Manufacture .		
Process Date From	<u>Required</u> Start date of manufacture For a single day of manufacture, enter the date here.	To	End date of manufacture
Override <input type="checkbox"/>	N/A for Part 3 product (no source EDs)		
<input type="radio"/> Applied By	For a NZ premises, click on the circle and select the appropriate premises ID.		
<input type="radio"/> Foreign Premises Country *	<p>For a foreign premises, click on the circle and select the country where the ingredient was manufactured.</p> <p>When you click the circle for this option, additional boxes will be displayed:</p> <p>Applied overseas by: Enter the ID of the foreign premises of manufacture for the ingredient</p> <p>Foreign Premises Name: Enter the name of the foreign premises of manufacture for the ingredient</p> <p>Foreign Name Override <input type="checkbox"/> N/A for Part 3 product (no source EDs)</p>		

* Currently optional but may become mandatory in the future.

Classifications (second tab)

Usually OMAR driven. Currently not applicable for dairy products.

Product Sources and Supporting Documents (third tab)

Source certificates	N/A for Part 3 product
Supporting Document ID	<p>FIC (not uploaded into MP E-cert)</p> <p>Upload a certified copy of the FIC document into AP E-cert as a Supporting Document. Enter the FIC reference in the ED (alternatively search for, and select, the relevant FIC – note that your premises must be listed as an Intended Operator in the supporting document for you to find the FIC when you search).</p> <p>FIC (already uploaded into MP E-cert)</p> <p>FIC upload into AP E-cert is not mandatory until 1 May 2015. Until then, you can either:</p> <ol style="list-style-type: none"> 1. Reference the SORs so that FICs can be checked from these (see above), OR 2. Download the FIC document from MP E-cert and upload it in AP E-cert as a Supporting Document. Put the MP E-cert FIC reference in the supporting documents comments field (this is important as it confirms to DCU it is already certified). <p>PAC</p> <p>Upload the PAC into AP E-cert (go to Supporting Document on the top navigation bar). Enter the PAC reference in the ED (alternatively search for, and select, the relevant PAC).</p> <p>Notes:</p> <ul style="list-style-type: none"> • Only 1 file can be uploaded into a supporting document. Multiple files of a FIC or PAC (e.g. one scan per page) will need to be merged into a single file before upload. • You cannot load more than 25 supporting documents against a product item. If there are more than 25 ingredients, put the additional FIC reference numbers in the product item Comments field.

3. Transfer ED / EDec (product movement)

The following information is for the **premises where the product is currently located**, and applies for:

- Part 4 product – in all cases
- Part 3 product – where a company is choosing to do full product tracking.

* Certificate Number	Enter a unique number between 0 and 999999 (exclude leading zeros)
* Consignor ID	If not pre-populated, select your premises ULI.
* Consignee ID	Select the premises ULI where the product going to. Only enter the premises RMP ID if the consignee doesn't have a ULI.
Urgency	The Verifier will prioritise approval work based on this. N/A for EDecs. It is strongly recommended that you don't overuse this facility. Only use it when the request is really urgent.
Transport mode	Select transport mode
Local Carrier	<u>Required</u> for human or animal consumption product. Enter the RMP or RCS ID of the transport operator. Refer to the following lists: <ul style="list-style-type: none"> • www.foodsafety.govt.nz/registers-lists/transport-operators/index.htm • www.foodsafety.govt.nz/registers-lists/rmp-dairy/index.htm If the vehicle belongs to Consignor or Consignee, enter the appropriate Consignor or Consignee premises ID.
Export Carrier Name	Leave blank
Export Conveyance Ref	Leave blank
Loading Port	Leave blank
Final Destination	Leave blank
* Departure date	Enter the date the product will leave (or has left) the premises.
Third party access	Enter information in this box if you want the ED to be viewed by people who are neither the Consignor nor the Consignee (refer Helpfiles for details).
Unofficial Commercial Information	You may enter any additional unverified commercial information, e.g. order numbers, consolidation instructions, etc, as long as it is not false or misleading (refer Helpfiles for details).

For each product item:

Product Details (main tab)

* Origin	Select <u>only one</u> of the following: Imported & NZ - Imported Only - Imported / Stored in NZ - NZ Only		
* Intended Use	Select <u>only one</u> of the following: Animal Feedingstuff - Human Consumption - Technical Use Do not use Further process or Other .		
* Conditions of Storage and Transport	Select <u>only one</u> of the following: Ambient - Chilled - Frozen		
Inspection Type	Ignore		
* Item Description	Select an appropriate dairy product description from the pop-up list or enter a suitable free text description. Free text entry is required for foreign language product descriptions.		
* NZHSC	Select the appropriate code (ZZZZZZ is also an option)		
* Species	Select the appropriate species, or enter the required name as free text.		
* Eligibility Country	If you do not know the destination country, select a short list of appropriate eligible countries. Refer to Helpfiles for additional information. ZE is acceptable to indicate eligibility for EU member states. NZ should only be used to designate product for the local market. Refer to the DAIRY OAS for managing any change to eligibility.		
Expiry Date From	If required by OMAR	To	
Container No.	Leave blank		
Seal No.	Leave blank		
Net / Gross weight Net / Gross volume	Enter at least one weight or volume. Refer to the Helpfiles for details.	Units	
Production Batch	Optional		
Comments	Refer to the Helpfiles for details. This is where you enter any TCDs, or other relevant comments. FIC reference(s) can be entered here if 25 FICs have already been added as supporting documents and more are required.		
Unofficial Commercial Reference	This new field has been added to allow entry of information specific to the product item, such as specification.		

* No of Packages	Enter number of packages	Package Type	Typically bag, bin or carton Do not select pallet
Item Marks	An OMAR may require lot/cypher/batch information. You can choose to enter this information on the transfer ED as it will be automatically populated into the Final ED. If product is to be further processed, or will receive item mark labels at the premises of final control, leave blank. Any item mark you enter here must be on every package in the product item. There can only be <u>one item mark</u> per product item, so if you enter lot/cypher/batch here, you will need one product item for each lot/cypher/batch.		
Add Package	Additional package detail may be required by OMAR.		

For each process of a product item:

<p>* Process Type</p>	<p><u>No source EDs</u> Select Manufacture. <u>Source EDs</u> Select Manufacture (for fresh manufacture or reprocessing), Packing (for packing or repacking), or Storage (Chilled, Non-refrigerated or Frozen).</p>		
<p>Process Date From</p>	<p><u>Required</u> for Manufacture or Packing. <u>Required</u> for Storage at a dedicated storage premises. <u>Not required</u> for Storage at a manufacturing premises (unless required by OMAR). <u>Required</u> for Storage at a manufacturing premises for EU product. Enter the start date of the process. For a single day of manufacture, enter the date here.</p>	<p>To</p>	<p>End date of the process</p>
<p>Override <input type="checkbox"/></p>	<p>Tick the box if you want to narrow down a process date range (i.e. override what was entered on a source ED and transferred to this ED).</p>		
<p><input type="radio"/> Applied By</p>	<p>For a NZ premises, click on the circle and select the appropriate premises ID.</p>		
<p><input type="radio"/> Foreign Premises Country *</p>	<p>For a foreign premises, click on the circle and select the country where the ingredient was manufactured. When you click the circle for this option, additional boxes will be displayed: Applied overseas by: Enter the ID of the foreign premises of manufacture for the ingredient Foreign Premises Name: Enter the name of the foreign premises of manufacture for the ingredient Foreign Name Override <input type="checkbox"/> Tick this box if you want to rename the foreign premise name (i.e. what was entered on a source ED and auto-populated into this ED). This is rare and only applies if the foreign premises has changed its name.</p>		

* Currently optional but may become mandatory in the future.

Classifications (second tab)

Usually OMAR driven. Currently not applicable for dairy products.

Product Sources and Supporting Documents (third tab)

Source certificates	<p>Part 3 product - Optional</p> <p>Part 4 product – Required. Enter the source ED or ROME references. Leave blank if the product is moving from the initial premises of manufacture.</p> <p>If the product came to you on an ED, enter the certificate numbers of the source ED(s).</p> <p>Where ROMEs are used, they must be provided to the consignee and be available to the verifier on request. Fax, email a scan, or load a scan as an “other” Supporting Document.</p> <p>To reference a FIC already loaded into MP E-cert</p> <p>SOR references may be used to provide the FIC references until 30 April 2015 (this is the <u>only reason</u> for providing the SOR references). Enter SOR reference as follows:</p> <p style="padding-left: 40px;">PSORYYYY/XXXXX, 1</p> <p style="padding-left: 40px;">YYYY = year</p> <p style="padding-left: 40px;">XXXXX = unique SOR number assigned by MP E-cert</p> <p>Do not include the version number. If more than one SOR, enter each SOR reference on a new line.</p>
Supporting Document ID	<p>FIC (not uploaded into MPE-cert)</p> <p>Upload a certified copy of the FIC document into AP E-cert as a Supporting Document. Enter the FIC reference in the ED (alternatively search for, and select, the relevant FIC – note that your premises must be listed as an Intended Operator in the supporting document for you to find the FIC when you search).</p> <p>FIC (already uploaded into MP E-cert)</p> <p>FIC upload into AP E-cert is not mandatory until 1 May 2015. Until then, you can either:</p> <ol style="list-style-type: none"> 1. Reference the SORs so that FICs can be checked from these (see above), OR 2. Download the FIC document from MP E-cert and upload it in AP E-cert as a Supporting Document. Put the MP E-cert FIC reference in the supporting documents comments field (this is important as it confirms to the certifier that it has already been sighted). <p>PAC</p> <p>Upload the PAC into AP E-cert (go to Supporting Document on the top navigation bar). Enter the PAC reference in the ED (alternatively search for, and select, the relevant PAC).</p> <p>Notes:</p> <ul style="list-style-type: none"> • Only one file can be uploaded into a supporting document. Therefore, multiple files of a FIC or PAC (e.g. one scan per page) will need to be merged into a single file before upload. • You cannot load more than 25 supporting documents against a product item. If there are more than 25 ingredients, put the additional FIC reference numbers in the product item Comments field.

Disclaimer

This guidance does not constitute, and should not be regarded as, legal advice. While every effort has been made to ensure the information in this guidance is accurate, the Ministry for Primary Industries does not accept any responsibility or liability whatsoever for any error of fact, omission, interpretation or opinion that may be present, however it may have occurred.