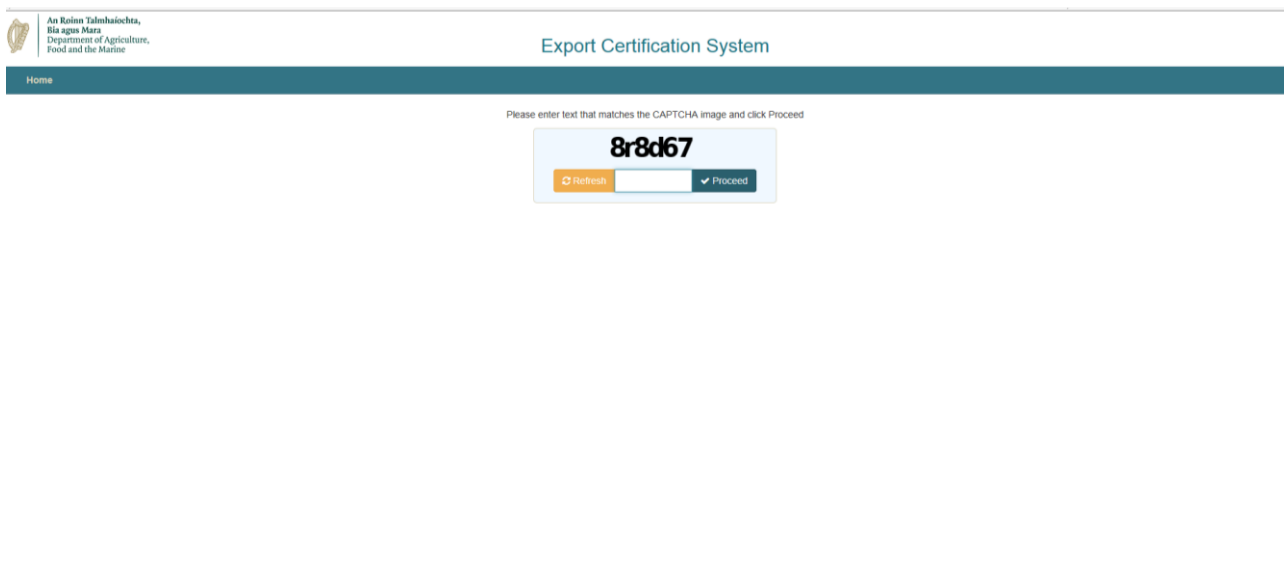


User Manual for the Export Certification System (Plant & Horticulture)

Registered applicants accessing ECS

- Applicant to click on the link provided on the Registration and Procedures for Export webpage which will open the **Export Certification System** front screen.
- Enter the text that matches a CAPTCHA image and click on **Proceed** to continue; and the **Request Certificate** screen will display the Certificate Type which is being applied for from the list of dropdown options.



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Export Certification System

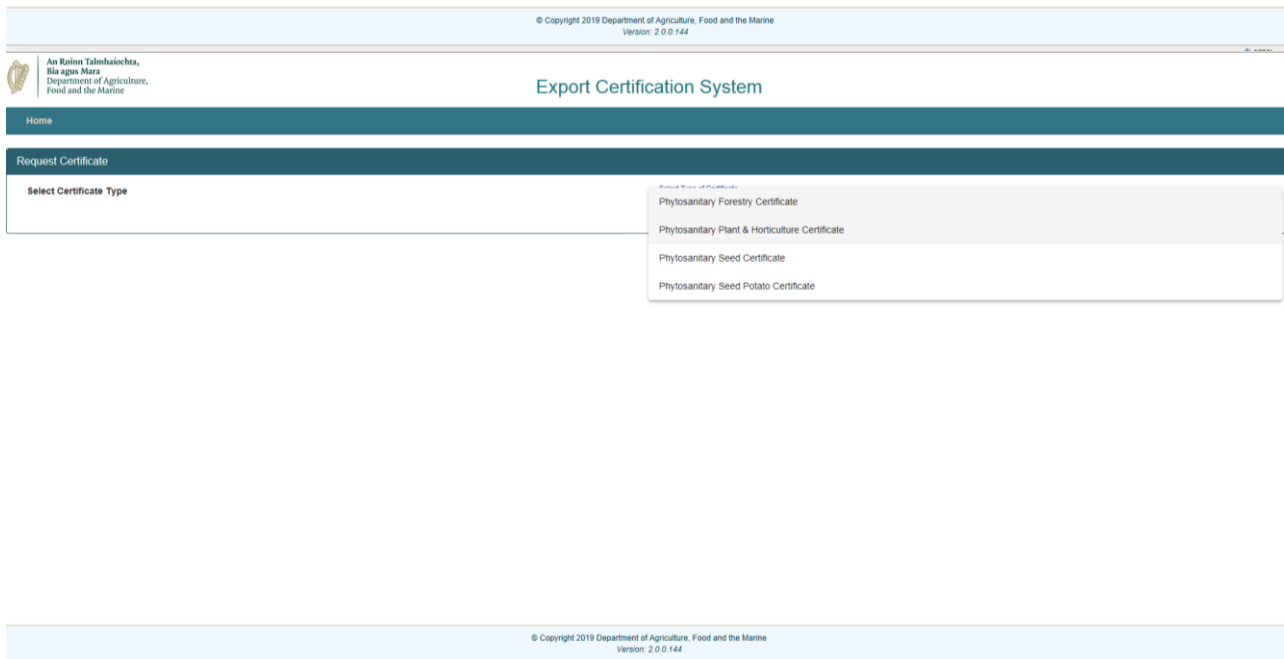
Home

Please enter text that matches the CAPTCHA image and click Proceed

8r8d67

Refresh Proceed

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Export Certification System

Home

Request Certificate

Select Certificate Type

Phytosanitary Forestry Certificate
Phytosanitary Plant & Horticulture Certificate
Phytosanitary Seed Certificate
Phytosanitary Seed Potato Certificate

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- Under Select Certificate Type, the applicant must select “Phytosanitary Plant & Horticulture Certificate” which will display the fields relevant to the type of Certificate being requested.

Home

Phytosanitary Plant & Horticulture Certificate

Exporter

Exporter Name * 0/100

Exporter Business Address * 0/400

Exporter Business County * ▼

Exporter Email * 0/100

Consignment Type * ▼

Plant Health Registration No 0/100

Consignee

Consignee Name * 0/100

Consignee Address * 0/400

- When the applicant has entered/selected all the required details on the screen (*mandatory fields are indicated with an * and must be completed*), they click on **Submit** to submit the request for processing. Note: prior to clicking on **Submit**, the user may also upload any documents to support the application.

Supplementary

Additional Declaration Requirements

Note: Written confirmation from the authorised authority of this requirement including any additional declaration(s) must accompany this application 0/100

Other Information 0/100

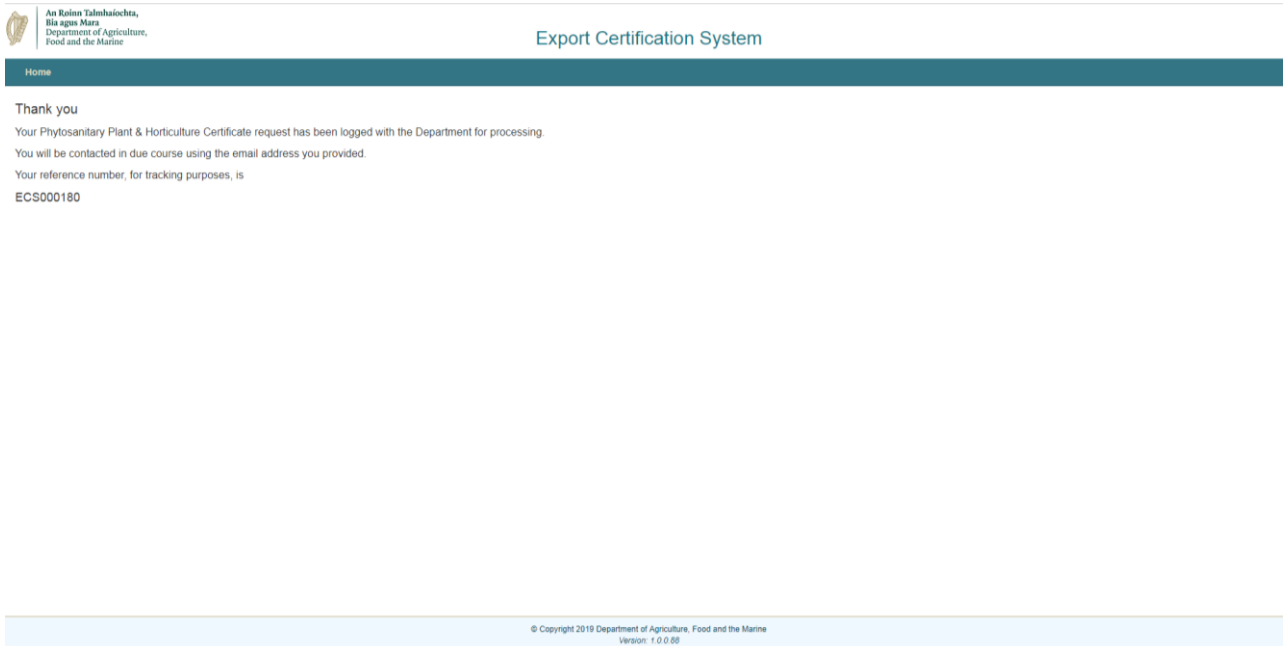
Documents

Name	Type	Size	Date	Document Category
No documents				
Supporting Documentation		Select File...		
Selected Files				
Queue length: 1				
Name	Size	Actions	Document Category	
EC5000001 preview.pdf	0.06 MB	Remove	Supporting Documentation	

Submit

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- If all is in order, a message is displayed to the user:
 - informing the applicant that the request has been logged with the Department for processing;
 - informing the applicant that they will be contacted in due course using the email address provided/retrieved;
 - advising the applicant of the reference number for tracking purposes (e.g. ECS000180).



The screenshot shows the 'Export Certification System' interface. At the top left is the logo for 'An Roinn Talmhaíochta, Bia agus Mara, Department of Agriculture, Food and the Marine'. The page title is 'Export Certification System'. Below the title is a dark teal bar with the word 'Home' in white. The main content area is white and contains the following text:

Thank you
Your Phytosanitary Plant & Horticulture Certificate request has been logged with the Department for processing.
You will be contacted in due course using the email address you provided.
Your reference number, for tracking purposes, is
ECS000180

At the bottom of the page, there is a small copyright notice: © Copyright 2019 Department of Agriculture, Food and the Marine, Version: 1.0.0.88

- An email notification is sent to the applicant at the email address provided:
 - stating that the application has been received;
 - quoting the reference number of the request and the Certificate type;
 - informing them to email the relevant area for any queries (with the commodity-relevant contact email address provided in the body of the email).

Example of email content:

Subject: Your application has been received

Thank you

Your application has been received.

Ref: ECS000180 Phytosanitary Plant & Horticulture Certificate

Please email the relevant area for any queries you may have:

plantimports@agriculture.gov.ie

