



# Changes to Specific Certificate Fields

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## Table of Contents

<b>1</b>	<b>Organisation Certificate Reference Code</b> .....	<b>3</b>
<b>2</b>	<b>Certificate Subtype</b> .....	<b>3</b>
<b>3</b>	<b>Exporter and Consignee address details</b> .....	<b>3</b>
	3.1 Exporter Details.....	3
	3.2 Consignee Details.....	4
<b>4</b>	<b>Transport Details</b> .....	<b>4</b>
<b>5</b>	<b>Hyperlink to Importing Country Phytosanitary Requirements</b> .....	<b>5</b>
<b>6</b>	<b>Package and Product Details</b> .....	<b>5</b>
	6.1.1 Repeating Package, product and Treatment details .....	6
<b>7</b>	<b>Container and Seal Number</b> .....	<b>6</b>
<b>8</b>	<b>Botanical Name / Common Name</b> .....	<b>8</b>
<b>9</b>	<b>Class and Sub class</b> .....	<b>9</b>
<b>10</b>	<b>Quantity</b> .....	<b>10</b>
<b>11</b>	<b>Letter of Credit and other Unverified Information</b> .....	<b>11</b>

## 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 in which requesters can record their own reference number. It is also now optional.

## 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 and Packaging Material. Click on the dropdown box and select the appropriate subtype



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

## 3 Exporter and Consignee address details

### 3.1 Exporter Details

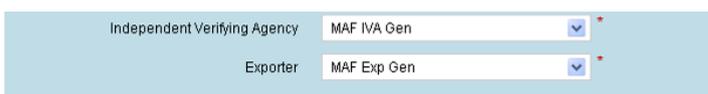
To simplify the entry of an exporter name and address, requesters now, where possible, can select an Export Name from a drop down box that will automatically populate the exporter details on the printed certificate for any organisation that has been preloaded. This dropdown box is also used to indicate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

### 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

## 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 the 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 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.

## 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 Appendix I Standard Phytosanitary Export Certificate in Finding your way around ePhyto 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 these must be entered in different packaging sets.

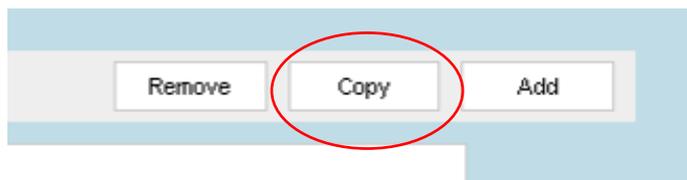
The packaging details must reflect what the products/commodities are physically packed in. Therefore if a product line item is contained within cartons, which in turn are contained in a sea container, the packaging details must relate to the cartons, not the sea container. The sea container details will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

**6.1.1 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 corresponding treatments associated with that package set.

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

**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 separated strings of container and seal numbers and for 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 “Add”



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

Containers And Seals

Containers: [input]  
Seals: [input]

Toggle Select Remove Add

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

Containers And Seals

Containers: [input]  
Seals: [input]

Toggle Select Remove Add

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

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

Containers And Seals

Containers: [input]  
Seals: [input]

Toggle Select Remove Add

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

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

Containers And Seals

Containers: [input]  
Seals: [input]

Toggle Select Remove Add

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

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.

## 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 5 in Finding your way around ePhyto)
- 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 punicifolia", "Malus prunifolia, Crab Apple", "Malus coronaria, Sweet Crab-Apple", and "Malachra spp.". The "Common Name" field is empty. Other fields include "Class", "Sub Class", and "Quantity".

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

The screenshot shows the same form as above, but now the "Botanical Name" field contains "Malus ioensis" and the "Common Name" field contains "Prairie Crabapple". The "Class" field is a dropdown menu with a blue arrow, "Sub Class" is also a dropdown menu with a blue arrow, and "Quantity" is a dropdown menu with "0" and a blue arrow.

**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.

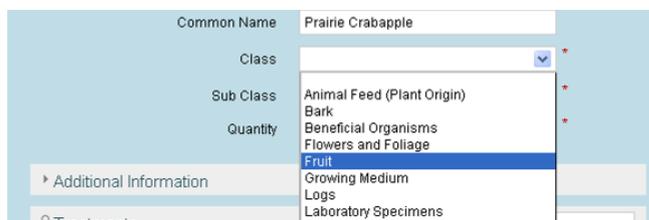
2. Deleting the common name from the Common Name field **will not** delete the corresponding botanical name from the Botanical Name field. This allows the requester to delete the common name when they feel it is unnecessary or will be confusing to the importer. However no alternative common name can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

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

## 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



This will populate the Class field with the option chosen



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



This will populate the Sub Class field with the option chosen

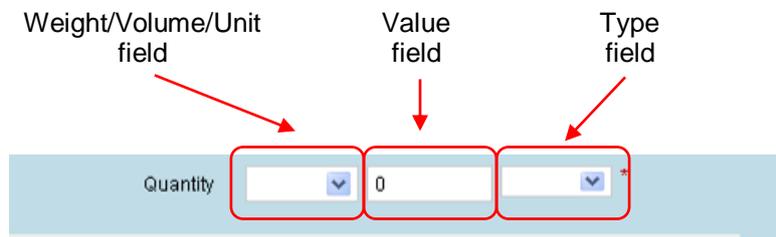


A screenshot of a web form with a light blue background. It contains three dropdown menus. The first is labeled 'Class' and has 'Fruit' selected. The second is labeled 'Sub Class' and has 'Fresh' selected. The third is labeled 'Quantity' and has '0' selected. Each dropdown menu has a small red asterisk to its right.

A table of the class and subclass options is included in Appendix IV Class and Sub Classes in Finding your way around ePhyto page **Error! Bookmark not defined.**

## 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.



A diagram showing the redesigned 'Quantity' field. It consists of three adjacent input boxes. The first box is a dropdown menu labeled 'Weight/Volume/Unit field' with a red arrow pointing to it. The second box is a text input field containing the number '0', labeled 'Value field' with a red arrow pointing to it. The third box is a dropdown menu labeled 'Type field' with a red arrow pointing to it. The entire field is labeled 'Quantity' on the left. Red boxes highlight each of the three input components.

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 (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 whether Weight, Volume or Unit are 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.

## 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 locate at the bottom below the signature line.

### **Unverified Text**

This field has been added for any commercial and other information other than the letter of credit. The text entered in the Unverified Text field will appear on a new last page of the printed certificate. The heading will be ‘Additional Unverified Information for Certificate number XXXXX...’ 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 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.