**INS-CGN-PG-020 Manual requesting phytosanitary statements (FC)**

**Login e-certNL**Login directly at [www.e-cert.nl](http://www.e-cert.nl): log in eHerkenning, (EH2 +level, choose KPN: this is not always requested), further fill in username and password personal (FM and RL) then SMS code on mobile phone, choose next, phytosanitary, sector seeds. You are in e-CertNL.

e-CertNL:

1. New application: export date (date of application or later), next, country of destination (use selection field), next, save. Issue: local, next, at FC model 1 and manual for authenticating FC seeds fill in a "1", next.
2. Transport: shipping date (application date), place of departure: Schiphol, means of transport, aircraft and storage.
3. Shipment: address exporter: CGN (code address via drop-down list), IBP Inspection location press on selection field, (in case of inspection in Roelofarendsveen Naktuinbouw, on location in Wageningen CGN), consignee (sometimes code present, otherwise make your own idem Genis)), declared point of entry: e.g. United States (in English) Place of destination: e.g. Fayetteville, if necessary enter the Permit number, product group: vegetable seeds or other seeds or seeds for lab research, leave the rest and store. At "Distinguishing mark" you can enter "box" or "envelope".
4. Order line: new order line, number: (number of bags), trade unit; bags, net quantity; number of seeds and unit: pieces (skip gross quantity). Select product name (botanical name). Name of the species (or synonym) must be in the system, otherwise have it added to the system via the helpdesk. Enter Origine (country of multiplication from selection field) and save.
   1. For FCs where a rejection of requirements is involved, enter the IVI number (Instruction for Import Permit) per species (must already be on file with NVWA. This IVI number must be requested from the NVWA before applying for the FC, see below.
   2. If we can provide laboratory tests or other evidence to meet standard country requirements, these should be indicated in the application under "own collateral" and submitted to [xxxx@naktuinbouw.nl](mailto:xxxx@naktuinbouw.nl) o.g. the application number. For an example, see: N:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. New species or different country of multiplication, restart the same process and store.
6. Collateral: check collateral, here you can see the requirements, top red cross no problem (if it says inspection required).
7. Request inspection: new inspection, enter "Number", "Trade unit" and "Number of products"; e.g. "1", "box", "90" (bags). You can then choose from a number of block times, this is self-explanatory. Press the "Request inspection" button.
8. Documents: issue documents, tick agree. Request document delivery. Location is Roelofarendsveen. In case of inspection on location at the CGN, the issuing location will be Wageningen. Apply for.
9. Open document: check that everything is there.
10. The FC will be sent on the day of application.

For questions call Naktuinbouw: 071-nnnnnnn or [nnn@naktuinbouw.nl](mailto:nnn@naktuinbouw.nl).

**Sending seed without FC**For sending seed for research or small seed quantities, in some cases an exemption from import requirements can be obtained through an import permit (Import Permit, Import Licence, Import Certificate and Letter of Authority are similar expressions). This must be requested by the applicant from the National Plant Protecting Organisation (NPPO) of the importing country. See "PRT-CGN-PG-601 Phytosanitary Policy" for more information on shipping seed without a Phytosanitary Certificate.

**Apply for deviating FC (when deviating from country requirements):**If the requirements on the Import Licence deviate from the country requirements (NVWA) or the country indicates on the Import Licence that the country requirements do not have to be met, an IVI can be requested from the NVWA.

Before applying for the IVI, check that the species names are properly listed on the Import Permit. The NVWA must issue an IVI number for each species and process the adjusted requirements. After entry in eCert, check whether the adjusted requirements match the information sent.

Application for IVI number, Instruction for import licence: [xxxx@minlnv.nl](mailto:xxxx@minlnv.nl). When applying, mention the CoC 09098104 branch 000001874888. Can be found in e-Cert under Company details. The cost for an IVI is about 200 euros.

Sample application with IVI in e-CertNL: 104856820 and N:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Submit recharges to customers via PSG Invoicing (F&C billing).

**Add species name to eCert:**If the species name is not on the drop-down list in the eCert system, it can be requested via: [xxxx@naktuinbouw.nl](mailto:xxxx@naktuinbouw.nl). Please ask for an e-mail to be sent after the species name has been added. This may take a day, but also a week.

**FC not arrived at PSG**Just make a copy and don't create a replacement.

**Requesting a visit from the inspector**If the inspector needs to visit to check a seed lot.

1. In e-CertNL IBP adjust inspection location and choose: Plant Research International Wageningen
2. In inspection requests, indicate the time and date when the inspector can come. This date should also appear on the certificate
3. At Issue, the issue location is Wageningen
4. Before the inspector comes, the papers should be ready for the inspector
   1. Under documents: Print manual for marking FC seeds
   2. Under securities; go to Request Inspection and print out the documents Inspection List and Handbook accompanying the inspection list. Under the heading List No., there should be a number. To the right of this (enlarge screen), the two documents are ready.
5. Once the inspector is there and the seed lot is approved, the phyto (from e-CertNL) can be printed (three copies). Print the phyto at 100% full size.