



Creating Phytosanitary Applications in PCIT

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Revision History

Version Number	Revision Summary	Date
1	Initial version for 2008. Release 3.1 updates include the following: <ul style="list-style-type: none">• Added information about the incorporation of Phytosanitary Certificate for Reexport, PPQ Form 579.• Updated the Applications 572 creation process due to redesign. Elements were regrouped more logically and commodity management was enhanced.• Added information regarding the attachment function that enables documents to be attached to 577 and 579 certificates.	February 2008
2	Added the "Adding Funds as an Applicant" section in response to the PCIT Help Desk Ticket # 5327.	June 2008
3	Release 3.3 updates include the following: <ul style="list-style-type: none">• Changed the document title from "<i>Creating Applications</i>" to "<i>Creating Phytosanitary Applications in PCIT</i>".• Updated screen-prints due to improvements to the ACO application creation process.• Inserted information about the new State Phytosanitary Certificates.	August 2008

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1.0 Creating an Application in PCIT

1.1 Creating and Submitting an Application

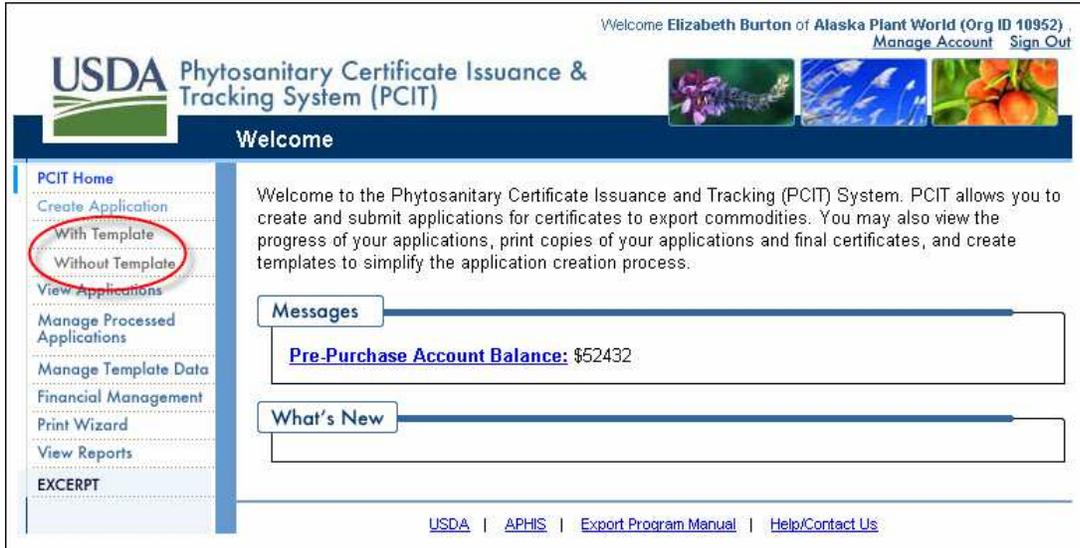
What	This section shows you how to create an application for a Plant Protection and Quarantine (PPQ) 577, PPQ 579 Phytosanitary Certificate, or a State Certificate using PCIT. The following functions are included in this section: <ul style="list-style-type: none">• Save an Application as a Work in Progress• Cancel an Application• Submit an Application• Update Submitted Applications (Accredited Officials)• Save Application Templates.
When	To submit a complete and valid application for the issue of a Phytosanitary Certificate for a commodity intended for export.
How	Complete the following steps:

Beginning with PCIT Release 2.5.2, applications require external applicants (Industry Organizations) to be listed as the applicant. All 572 applications processed by a Federal duty station must have an external applicant (Industry Organization) listed as the applicant. Federal duty stations can not be listed as the applicant. Any pending “Work in Progress” applications where a Federal duty station is listed as the applicant will be updated to a blank applicant. The duty station will still have access to these “Work in Progress” applications and will be able to search for and select an applicant.

Beginning with PCIT Release 3.1, you have two options for selecting a certificate type; PPQ Form 577 (default certificate) or PPQ Form 579 (foreign certificate for reexporting foreign products). The PPQ Form 579, Phytosanitary Certificate for Reexport, is an accountable inspection certificate used to certify foreign plants and unprocessed or unmanufactured plant products for reexport. It certifies that, based on the original foreign phytosanitary certificate an/or an additional inspection, the plants or plant products officially entered the United States, are considered to conform to the current phytosanitary regulations of the importing country, and have not been subjected to the risk of infestation of infection during storage in the United States. PCIT Release 3.1 also supports the automation of serialization; creation, approval, and printing of Phytosanitary Certificates for reexport form 579. In addition, an attachment function enables documents to be attached to 577 and 579 certificates. Users will be able to add, remove, or download the attachments.

Beginning with PCIT Release 3.3, you have a third option for selecting a certificate type; State Phytosanitary Certificates. You will be able to automate the serialization, creation, approval, and printing for state certificates. The state certificates will resemble the Federal Phytosanitary Certificate; however, the title, seal, certification text, warning text, liability statement, and document number if desired, will be state specific. The process to apply for and issue a state certificate will mirror the federal process. No fee will be collected when a State Phytosanitary Certificate is issued. Only state officials will issue a state certificate. **NOTE:** State Phytosanitary Certificates are only available for Florida, Texas, and Wisconsin in PCIT Release 3.3.

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.



NOTE: If you are an accredited official, you must select the Create/Update Application link before the With Template or Without Template links are available for selection.

2. Use the following chart to proceed to the desired action:

If You Want To	Then....
Create an application without a template	<ul style="list-style-type: none"> ■ Under the <u>Create Application</u> link, select <u>Without Template</u>. ■ Continue with Step 3.
Create an application with a template	<ul style="list-style-type: none"> ■ Under the <u>Create Application</u> link, select <u>With Template</u>. ■ RESULT: The <i>Manage Application Template</i> page appears. ■ Select the template you wish to use for this application by clicking the Start New Application button next to the template name. ■ RESULT: The <i>Certificate Type</i> page of the Application Step by Step appears. The application fields are pre-populated with previously entered template information.

- To create a new application, click the Without Template link. You must specify the kind of certificate you will be applying for.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13804) .
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

PCIT Home
 Application Step by Step
Certificate Type
 General
 Export & Shipping
 Commodities
 Attachments
 Summary/Submit

EXCERPT

Select Your Certificate Type

Please enter the required information on each of the Application Step by Step pages. You may enter the information in any order. When complete, go to Summary/Submit to submit the application. If you would like to finish the application at a later time, you may save the application as a work in progress. You may also save the application as a template.

Please choose your certificate type and click 'Next'.

	Used for:	Available at:
PPQ Form 577	US origin commodities going to a foreign consignee.	All PPQ offices or check with individual state/county agriculture department.
PPQ Form 579	Foreign origin commodities reexported from US to foreign consignee.	All PPQ offices or check with individual state/county agriculture department.
State Certificate	Interstate movement of commodities. <small>Note: Foreign consignees can be used when the certificate will be converted to a federal certificate at a PPQ duty station (e.g., handling CITES).</small>	Florida, Texas and Wisconsin State offices.

PPQ Form 577
 PPQ Form 577
 PPQ Form 579
 Florida State Certificate
 Texas State Certificate
 Wisconsin State Certificate

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Use the following chart to proceed to the desired action:

If You Want To	Then....
Create a PPQ Form 577, Phytosanitary Certificate	<ul style="list-style-type: none"> ■ Under the Application Step by Step link, select Certificate Type. ■ RESULT: The <i>Select Your Certificate Type</i> page appears. ■ Select the PPQ 577 option and click the Next button. ■ RESULT: The <i>General Application Information</i> of the Application Step by Step appears. ■ Continue with Step 6.
Create a PPQ Form 579, Phytosanitary Certificate for Reexport	<ul style="list-style-type: none"> ■ Under the Application Step by Step link, select Certificate Type. ■ RESULT: The <i>Select Your Certificate Type</i> page appears. ■ Select the PPQ 579 option and click the Next button. ■ RESULT: The <i>Certification Information</i> page of the Application Step by Step appears. ■ Continue with Step 4.
Create a State issued phytosanitary certificate	<ul style="list-style-type: none"> ■ Under the Application Step by Step link, select Certificate Type. ■ RESULT: The <i>Select Your Certificate Type</i> page appears. ■ Select the appropriate State Certificate option and click the Next button. ■ RESULT: The <i>General Application Information</i> page of the Application Step by Step appears. ■ Continue with Step 6. ■ NOTE: Refer to <i>Appendix A – State Phytosanitary Certificates</i> for further details about each State Certificate.

- Select the PPQ FORM 579 - Phytosanitary Certificate for Reexport option.
RESULT: The *Foreign Certification Information* page of the Application Step by Step appears.

The screenshot displays the 'Foreign Certification Information' page in the PCIT system. At the top, it says 'Welcome Carlito S. Yambao of San Diego (PPQ)' with a 'Sign Out' link. The main header is 'Application for Phytosanitary Certificate' with a tracking number '95055' and buttons for 'Save as Work in Progress', 'Save as Template', 'Close', 'Print', and 'Delete'. The left sidebar shows navigation options like 'PCIT Home', 'Application Step by Step', and 'EXCERPT'. The main content area includes a note that items marked with an asterisk are required, a text box for 'Country Of Origin' (currently 'Antarctica'), a text box for 'Foreign Certificate(s) Number(s)', and several checkboxes for 'Foreign Certificate(s) Are' and 'Commodities Are'. At the bottom, there are 'Previous' and 'Next' buttons and a footer with links to 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

- When creating a PPQ Form 579 Phytosanitary Certificate for Reexport, complete the *Foreign Certification Information* page fields of the Application Step by Step according to the following field chart:

Item	Purpose
Country Of Origin	<ul style="list-style-type: none"> From the drop-down list, select the name of the country of origin. Click the Add button to add the Country Of Origin. NOTE: At least one Country of Origin needs to be selected.
Foreign Certificate(s) Number(s)	<ul style="list-style-type: none"> Displays the original Phytosanitary Certificate Number. If there are no certificate numbers, enter None or leave blank.
Foreign Certificate(s) Are	<ul style="list-style-type: none"> Select the appropriate checkbox to indicate whether the Phytosanitary Certificate is an original or a certified true copy.
Commodities Are	<ul style="list-style-type: none"> Select the appropriate checkbox to indicate whether the product is packed, repacked, in original container, or in a new container

6. Click the **Next** button.

RESULT: The *General Application Information* page appears.

NOTE: From this step forward, the Creating and Submitting Applications process is the same for all types of certificates.

NOTE: If you have selected a State Certificate as the Certificate Type, only the State duty stations of the selected State will be listed.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

Tracking #: 94806 [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

General

Items marked * are required.

Applicant Name: Alaska Plant World (Org ID 10952)

Applicant Address: 1234 Main Street
Suite 500
Juneau, AK 55555
Phone: 907-555-1234

Exporter Name:* [Add](#)

Consignee Name:* [Add](#)

Certificate Type: PPQ Form 577

Requested Issuing Duty Station:*

Reference Information:

Import Permit Number:
Note: Please use a comma to separate multiple import permit numbers.

Comments:

[Previous](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

7. Review the items at the top of the *Application Step by Step* page. The *Application Step by Step* page item descriptions are as follows:

Item	Purpose
Tracking #	<ul style="list-style-type: none"> The read-only Tracking # will be populated the first time the application is saved. This number can be used later for retrieval of the associated application while it is a work in progress or for monitoring the movement of the application, from submission through to certificate process.
Save as Work in Progress	<ul style="list-style-type: none"> At any time during the application creation process, you may save your work for completion in the future. When you click the Save as Work in Progress button, a date and time displays on the screen.
Save as Template	<ul style="list-style-type: none"> You may save an application to be used as a template for future applications. Saving as a template will allow you to generate future applications using most of the current application's information without having to manually re-enter the information. When you click this button, you will be prompted to enter a name for your template and the application will return you to the <i>Welcome</i> page.
Close	<ul style="list-style-type: none"> Use to close the application you are working on.
Print	<ul style="list-style-type: none"> Use to print a copy of the application at any time in the creation process. The application will create a PDF image that can be printed using the Print functionality of Acrobat Reader.
Delete	<ul style="list-style-type: none"> Use to delete an application at any time in the creation process (before submitting the completed application).

8. The following is a summary of the *Application Step by Step* page:

Item	Purpose
Certificate Type & Certification (For 579 applications only)	<ul style="list-style-type: none"> When creating a PPQ Form 579 Phytosanitary Certificate for Reexport, the <i>Foreign Certification Information</i> page captures the certificate details entered in the <i>Application Step by Step</i> submission process.
General	<ul style="list-style-type: none"> Captures information about the exporter and consignee, as well as alerts about the existence of import permit number and applicant comments.
Export & Shipping Details	<ul style="list-style-type: none"> Captures information about the location and movement of the application commodities as well as the date and requested issuing duty station information.
Commodities Overview	<ul style="list-style-type: none"> Captures description, quantity, origin, and packaging information about the application commodities.
Attachments	<ul style="list-style-type: none"> Enables users to add, remove, or download documents as attachments to 577 and 579 certificates.
Summary/Submit	<ul style="list-style-type: none"> Provides a mechanism to review all application information, certify commodity origin, and submit it to the requested issuing duty station.

IMPORTANT NOTE: You may enter application information in any order by selecting the links at the left of the screen; for example, you can enter commodity information then general information. In this document, data entry into the *Application Step by Step* pages will be explained sequentially using the **Next** button.

9. Complete the *General* page fields of Application Step by Step according to the following field chart:

Field	Notes
Exporter Name	<ul style="list-style-type: none"> ■ From the drop-down list, select the name of the exporter for this application. If the exporter's name does not appear on the list, click the Add button beside the Exporter name drop-down list and the <i>Add Exporter</i> page appears. See <i>Section 2.1, Add/Manage Exporters</i>, for information about adding an exporter. ■ For ACO's, the Exporter Name list includes names from the applicant as well as the ACO's preferred duty station. When ACO's click the Add button to add a new exporter, by default the exporter is saved to the applicant's account. ACO's can save the exporter to their list by checking the Save Exporter to Your Duty Station List box.
Consignee Name	<ul style="list-style-type: none"> ■ From the drop-down list, select the name of the consignee for this application. If the consignee's name does not appear on the list, click the Add button beside the Consignee name drop-down list and the <i>Add Consignee</i> page appears. See <i>Section 2.1 Add/Manage Consignees</i>, for information about adding a consignee. ■ For ACO's, the Consignee Name list includes names from the applicant as well as the ACO's preferred duty station. When ACO's click the Add button to add a new Consignee, by default the consignee is saved to the applicant's account. ACO's can save the consignee to their list by checking the Save Consignee to Your Duty Station List box.
Requested Issuing Duty Station	<ul style="list-style-type: none"> ■ From the drop-down list, select the duty station that you wish to perform the inspection of the commodity(ies) of this application.
Reference Information	<ul style="list-style-type: none"> ■ Data used to identify or associate applications. ■ This is an optional field.
Import Permit Number	<ul style="list-style-type: none"> ■ The import number from the foreign government. ■ NOTE: Use a comma to separate multiple import permit numbers. ■ This is an optional field.
Comments	<ul style="list-style-type: none"> ■ Any instructions or other information. General comments are displayed on 572 applications if the field contains comments; however comments are not displayed on 577 or 579 applications. ■ This is an optional field.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

Tracking #: 150052 [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

PCIT Home Application Step by Step Certificate Type

General

Export & Shipping Items marked * are required.

Commodities

Attachments

Summary/Submit

EXCERPT

Applicant Name: Alaska Plant World (Org ID 13604)

Applicant Address: 1234 Main Street
Suite 500
Juneau, AK 55555
Phone: 907-555-1234

Exporter Name:*

Consignee Name:*

Certificate Type: PPQ Form 577

Requested Issuing Duty Station:*

Reference Information:

Import Permit Number:
Note: Please use a comma to separate multiple import permit numbers.

Comments:

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10. Click the **Next** button.

RESULT: The *Application Step by Step Export & Shipping Details* page appears.

11. Complete the *Application Step by Step Export & Shipping Details* page fields according to the following field chart.

Field	Notes
Shipment Value	<ul style="list-style-type: none"> ■ Shipment use (commercial or non-commercial) and value (\geq \$1250 or $<$ \$1250). These fields are required if you are submitting to a federal (PPQ) duty station. ■ Required information for federal duty station.
Approximate Date For Departure From Port Of Export	<ul style="list-style-type: none"> ■ The day, month, and year when the commodity(ies) in this application is (are) expected to depart the port of export.
Port Of Export	<ul style="list-style-type: none"> ■ The location of the port from which you expect the commodity(ies) to be exported. ■ This is a required field. If it is left blank, the consignee country will automatically be added as the port of export.
Declared Means Of Conveyance From Port Of Export	<ul style="list-style-type: none"> ■ The transportation method for the shipment. ■ If you select "other," you must provide details in the noted box.
Number Of Packages	<ul style="list-style-type: none"> ■ The total number of packages of the commodity to be shipped. ■ Can be zero (0) or blank when package description is "In bulk".
Package Description	<ul style="list-style-type: none"> ■ Package description associated with the commodity. Select one of the items from the drop-down list: <ul style="list-style-type: none"> – None. Default – Other. Type the package description in the data entry field provided.
Distinguishing Marks	<ul style="list-style-type: none"> ■ Any marking on the packages that will assist in identifying the commodity. <ul style="list-style-type: none"> – In bulk. – Use Consignee Address. Consignees address displays on the PPQ 577 and PPQ 572. – Other. Type the distinguishing marks in the data entry field provided.
Point Of Entry	The location at which the commodity(ies) will enter the importing country.

NOTE: Click the **Apply** button to apply the shipping details to all previously entered commodities (for example, commodities from a template).

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Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Phytosanitary Certificate

Tracking # 90554 [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

PCIT Home

Application Step by Step

Certificate Type

General

Export & Shipping

Commodities

Attachments

Summary/Submit

EXCERPT

Export & Shipping Details

Consignee Country: Iceland

Please enter Export and Shipping details below. These details apply to the entire shipment. Items marked * are required.

Export Details

Shipment Value: *Required for federal duty station

Approximate Date For Departure mm/dd/yyyy

From Port Of Export:*

Port Of Export:

Declared Means Of Conveyance

From Port Of Export:*

If Other, More Details:

Default Shipping Details

Default Number of Packages, Package Description, and Distinguishing Marks for this shipment. Each commodity will default to these but can be overridden on the Commodity Details screen.

Number Of Packages:

Package Description: [Edit](#) [Edit Help](#)

If Other, More Details:

Distinguishing Marks: [Edit](#) [Edit Help](#)

If Other, More Details:

IMPORTANT: The default values entered above will apply to **new commodities only**. To apply one or more of these defaults to commodities already included in the application, select the corresponding checkbox and click the 'Apply' button.

Apply To All Existing Commodities: [Select All](#)

Number of Packages
 Package Description
 Distinguishing Marks

[Apply](#)

Point Of Entry:* If left blank, the consignee country will be automatically added.

[Previous](#) [Next](#)

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12. Click the **Next** button.

RESULT: The *Application Step by Step Commodities Overview* page appears.

NOTE: This commodity overview page is specifically for 577 applications where the **Commodities Available For Inspection At** and **Commodities Available On** are required fields. The rest of the commodities overview screens shown in this document are meant for the 579 applications, where these two fields are not required and do not have the asterisk next to them.

13. Complete the *Application Step by Step Commodities Overview* page fields according to the following field chart.

Field	Notes
Commodities Available For Inspection At	■ The location at which the commodities will be made available for inspection.
Commodities Available On	■ The date and time the commodities will be available for inspection.

Use the buttons at the bottom of the page to add individual (single commodity), mixed, or cross commodities to the application.

1.1.1 Add a Single Commodity

14. To add a single commodity, click the **Add Commodity** button. To add multiple ingredient commodities, such as salad or floral bouquets, refer to Step 22. To add a cross commodity, refer to Step 29.
 RESULT: The *Commodity Search* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 18952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Commodity Search

Please enter either a common name or a botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#). Any search will only return 1000 commodities max.

Search By: Common Name Botanical Name

Search Results

There are no commodities in the current search results.

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15. Select the Search by criteria of **Common name** or **Botanical name**, and enter the search text (a name or part of name).

NOTE: Use singular commodity names in the commodity search field (for example, “apple” not “apples”). The search text can contain letters, numbers, spaces, a period (.), a comma (,), an apostrophe (’), a dash (-) and must be 2 to 51 characters in length. The wildcard (*) can also be used; select the search tips link for more information on using the wildcard.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home
 Application Step by Step
 Certificate Type
 Foreign Certification Information
 General
 Export & Shipping
Commodities
 Attachments
 Summary/Submit
 EXCERPT

Commodity Search

Please enter either a common name or a botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#). Any search will only return 1000 commodities max.

Search By: Common Name Botanical Name

tangerine

Search Results

There are no commodities in the current search results.

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16. Click the **Search** button.

RESULT: The commodities meeting the Search criteria are listed.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home
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 EXCERPT

Commodity Search

Please enter either a common name or a botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#). Any search will only return 1000 commodities max.

Search By: Common Name Botanical Name

If the commodity name you were looking for is not listed in the search results, you can [add it in the application as an unlisted commodity](#).

The commodities you add will not be stored in a template.

Search Results

Common Name	Botanical Name	
Tangerine	Citrus reticulata	<input type="button" value="Select"/>

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17. Locate the desired commodity and click the **Select** button.

RESULT: The *Commodity Details* page appears with the Common name and Botanical name fields filled in.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Commodity Details

Please enter the required information for a commodity. For a mixed commodity, select [Ingredients](#) to add or edit commodities that are part of the mixed commodity package. Select 'Save' once all ingredients have been added.

Items marked * are required.

Common Name:* Tangerine

Botanical Name:* Citrus reticulata

Part:*

If Other, More Details:

Quantity:*

Unit:*

If Other, More Details:

Weight: Note: In pounds. This does not appear on the application or certificate.

Number Of Packages:* Note: Can be zero (0) or blank when package description is "In bulk".

Package Description:*

If Other, More Details:

Distinguishing Marks:*

If Other, More Details:

Certified Origin(s): USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button:

Use this certified origin for all future commodities I am entering at this time.

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NOTE: Unlisted commodities (those not in the reference list) will not be stored in a template.

For a commodity to be included in the reference list, a request should be sent to Export Services. When the commodity is approved, it will be added to the search list.

If the commodity you are looking for does not appear for selection in the search results, you may include it on the current application as an unlisted commodity by selecting ‘add it in the application as an unlisted commodity’. The *Commodity Details* page appears; the Common name field and Botanical name field are editable.

18. Complete the fields of the *Application Step by Step Commodity Details* page according to the following field chart:

Field	Notes
Common Name	<ul style="list-style-type: none"> ■ Descriptive name that precisely identifies the product. ■ Read only unless an unlisted commodity is being added. ■ This is a required field.
Botanical Name	<ul style="list-style-type: none"> ■ The scientific name. It should include the genus and the species classification. ■ Read only unless an unlisted commodity is being added. ■ This is a required field.
Part	<ul style="list-style-type: none"> ■ Name of the plant part that best describes the commodity. ■ Select the name from the drop-down list or if the appropriate part is not displayed, select “Other” and type the part name in the data entry field provided.
Quantity	<ul style="list-style-type: none"> ■ The total number of units of commodity that will be shipped.
Unit	<ul style="list-style-type: none"> ■ Unit of measure that best describes the commodity. ■ Select the name from the drop-down list or if the appropriate unit is not displayed, select “Other” and type the unit in the data entry field provided.
Weight	<ul style="list-style-type: none"> ■ The weight in pounds of the commodity to be shipped. ■ This is an optional field. <p>NOTE: This entry is used for reporting requirements for some states and will not appear on the certificate.</p>
Number Of Packages	<ul style="list-style-type: none"> ■ The total number of packages of the commodity to be shipped. ■ Can be zero (0) or blank when package description is “In bulk”.
Package Description	<ul style="list-style-type: none"> ■ Package description associated with the commodity. Select one of the items from the drop-down list: <ul style="list-style-type: none"> – In bulk. – Other. Type the package description in the data entry field provided.
Distinguishing Marks	<ul style="list-style-type: none"> ■ Any marking on the packages that will assist in identifying the commodity. <ul style="list-style-type: none"> – None. Default – Use Consignee Address. Consignees address displays on the PPQ 577 and PPQ 572. – Other. Type the distinguishing marks in the data entry field provided.
Certified Origin(s):	<ul style="list-style-type: none"> ■ This field is pre-populated with USA. <ul style="list-style-type: none"> – Add/Edit Multiple Origins option modify this field. – Certified origin checkbox is available for entering multiple commodities with the same certified origin. <ul style="list-style-type: none"> ○ When adding the first commodity to an application the user will have the option of checking a box to indicate that the certified origin details should become the default for subsequently entered commodities. (Note that when a later commodity is entered with a different certified origin, the default functionality is no longer available. ○ If an existing application is retrieved which has the same certified origin for all of its association commodities, the user will have the option of setting the default certified origin after they have entered a new commodity and entered certified origin details identical to those of the existing commodities.

19. To add detailed origin information, click the **Add/Edit Multiple Origins** button.

RESULT: The following additional information blocks will be available:

Field	Notes
Certified Origin: Locality	<ul style="list-style-type: none"> ■ Certified Origin: Locality associated with the commodity. ■ This is an optional field.
Certified Origin: Locality Descriptor	<ul style="list-style-type: none"> ■ Certified Origin: Locality Descriptor associated with the commodity. ■ Select a locality descriptor from the drop-down list. ■ Required if there is an entry in Locality.
Certified Origin: State / Territory	<ul style="list-style-type: none"> ■ Certified Origin: State / Territory associated with the commodity. ■ Select a state or territory from the drop-down list. ■ Required if there is an entry in Locality.
Certified Origin: Country	<ul style="list-style-type: none"> ■ Certified Origin: Country associated with the commodity. ■ This is an optional field.
Certified Commodity Origin:	<ul style="list-style-type: none"> ■ This field is pre-populated with USA.

20. Enter and select additional origin information, then click the **Add** button.

RESULT: The new information appears in the Commodity Origin list as each new entry is added.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Additional Commodity Origins

Common Name: Tangerine
Botanical Name: Citrus reticulata

Certified Origin: If the certified origin country is USA, you may enter locality, locality descriptor and state details, otherwise leave these fields blank.

Locality **Locality Descriptor**
e.g. Clayton e.g. County

State/Territory **Country**

Commodity Origin
USA

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21. Click the **Back** button.

RESULT: The updated *Application Step by Step Commodity Details* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Commodity Details

Please enter the required information for a commodity. For a mixed commodity, select '[Ingredients](#)' to add or edit commodities that are part of the mixed commodity package. Select 'Save' once all ingredients have been added.

Items marked * are required.

Common Name:* Tangerine

Botanical Name:* Citrus reticulata

Part:* Fruit

If Other, More Details:

Quantity:* 1000

Unit:* Pounds

If Other, More Details:

Weight: Note: In pounds. This does not appear on the application or certificate.

Number Of Packages:* Note: Can be zero (0) or blank when package description is "In bulk".

Package Description:* Other

If Other, More Details: Cold Storage Container

Distinguishing Marks:* Other

If Other, More Details: APW Logo

Certified Origin(s): Juneau Borough, Alaska, USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button:

Use this certified origin for all future commodities I am entering at this time.

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If you want to...	Then...
Add new commodity(ies) with the same Certified Origin	<ul style="list-style-type: none"> ■ Select the "Use this certified origin for all future commodities..." option box. ■ Click the Save button. ■ Repeat Steps 12 through 18.
Add new commodity(ies) with different Certified Origin(s)	<ul style="list-style-type: none"> ■ Ensure that the "Use this certified origin for all future commodities..." option box is <i>not</i> checked. ■ Click the Save button. ■ Repeat Steps 12 through 18.

1.1.2 Add a Mixed Commodity

22. To add a commodity with multiple ingredients, click the **Add Mixed Commodity** button.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking #: 90555 [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

Commodities Overview

Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, [mixed](#), or [cross](#) commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodity inspection information is not required for 579 applications.

Commodities Available For Inspection At:

Commodities Available On:

mm/dd/yyyy

Time:

Hours (e.g. 17) Minutes (e.g. 45)

Note: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date has been exceeded.

Common Name	Botanical Name	Quantity	Unit	Update Selected	Delete Selected
Tangerine	Citrus reticulata	1000	Pounds	Select All	Select All

[Add Commodity](#) [Add Mixed Commodity](#) [Add Cross Commodity](#)

[Previous](#) [Next](#)

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RESULT: The *Commodity Search* page with selections appears for adding a commodity.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home
 Application Step by Step
 Certificate Type
 Foreign Certification Information
 General
 Export & Shipping
Commodities
 Attachments
 Summary/Submit

EXCERPT

Commodity Search

Please enter a common name to search for a commodity. Select a commodity from the resulting list to add to your application.
 Click here for [search tips](#). Any search will only return 1000 commodities max.

Search By: Common name

Search Results

Common Name	Botanical Name	
Floral Bouquet	See ingredients	<input type="button" value="Select"/>
Fruit Basket	See ingredients	<input type="button" value="Select"/>
Mixed Fruit	See ingredients	<input type="button" value="Select"/>
Mixed Grain	See ingredients	<input type="button" value="Select"/>
Mixed Greens	See ingredients	<input type="button" value="Select"/>
Mixed Product	See ingredients	<input type="button" value="Select"/>
Mixed Seed	See ingredients	<input type="button" value="Select"/>
Potpourri	See ingredients	<input type="button" value="Select"/>
Salad	See ingredients	<input type="button" value="Select"/>

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23. Locate the desired commodity and select it.
 RESULT: The *Application Step by Step Commodity Details* page appears with an **Ingredients** button displayed at the bottom.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) . Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

PCIT Home
 Application Step by Step
 Certificate Type
 Foreign Certification Information
 General
 Export & Shipping
Commodities
 Attachments
 Summary/Submit

EXCERPT

Commodity Details

Please enter the required information for a commodity. For a mixed commodity, select ['Ingredients'](#) to add or edit commodities that are part of the mixed commodity package. Select 'Save' once all ingredients have been added.
 Items marked * are required.

Common Name:* Salad

Botanical Name:* See ingredients

Part:*

If Other, More Details:

Quantity:*

Unit:*

If Other, More Details:

Weight: Note: In pounds. This does not appear on the application or certificate.

Number Of Packages:* Note: Can be zero (0) or blank when package description is "In bulk".

Package Description:*

If Other, More Details:

Distinguishing Marks:*

If Other, More Details:

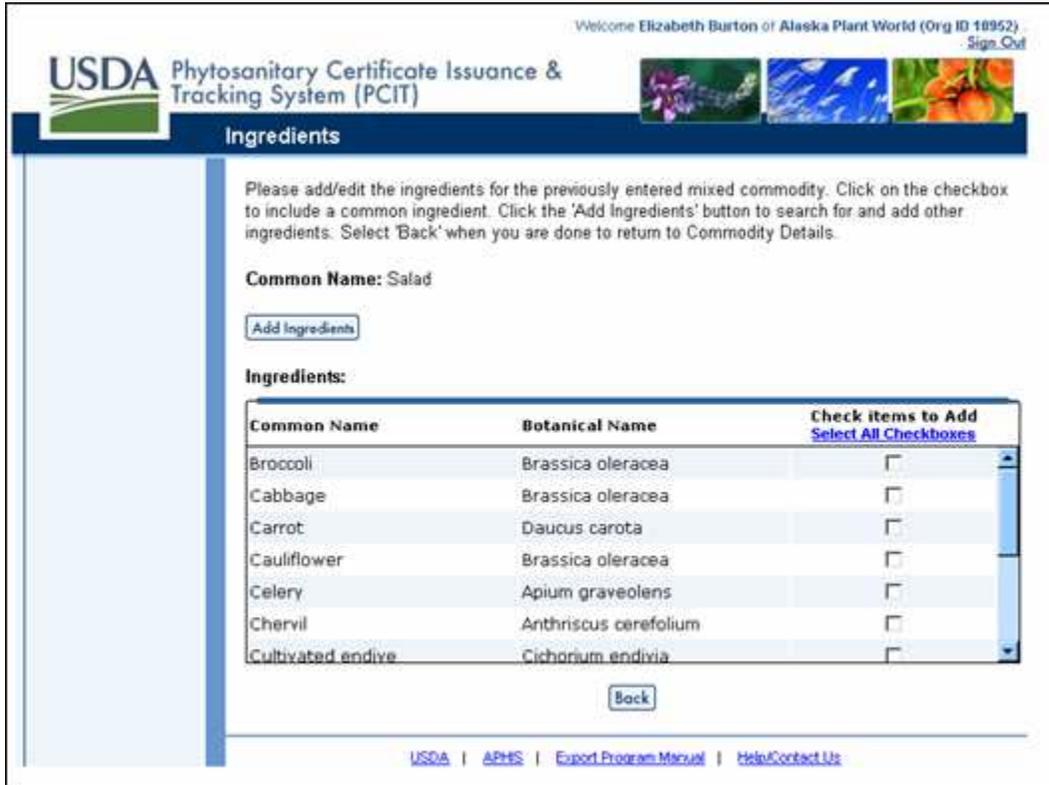
Certified Origin(s): USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button:

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24. Complete the fields on the *Commodity Details* page according to the chart in Step 18.
25. To add detailed origin information follow the instructions outlined in Step 19 through Step 21.

26. To add mixed commodities ingredients, click the **Ingredients** button.
 RESULT: The *Application Step by Step Ingredients* page appears.



NOTE: To facilitate data entry for Salad, common Salad Ingredients have been pre-populated. At this time, ingredient list for other mixed commodities are not available.



27. Use the following chart to select the desired action:

If you want to...	Then...
Add Salad ingredient	<ul style="list-style-type: none"> ■ Click the Select All Checkboxes link to add all the common salad ingredients. ■ Select the Deselect All link to remove all ingredients. ■ Check the boxes beside the ingredients that you want to add to your Salad.
Add an ingredient to a mixed commodity	<ul style="list-style-type: none"> ■ Click the Add Ingredients button. ■ The <i>Application Step by Step Commodities</i> page appears, and you can search for the commodity ingredients to be added to the mixed commodity.
Delete an ingredient from a mixed commodity	<ul style="list-style-type: none"> ■ You may remove an ingredient by clicking the Delete button next to it.
Return to the <i>Commodity Details</i> page	<ul style="list-style-type: none"> ■ Click the Back button.

28. Review the information on the *Application Step by Step Commodity Details* page; make corrections, if necessary:

If you want to...	Then...
Cancel the new commodity entry	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Application Step by Step Commodities Overview</i> page appears; the commodity has not been saved.
Save the new commodity	<ul style="list-style-type: none"> ■ Click the Save button. ■ RESULT: The <i>Application Step by Step Commodities Overview</i> page appears; the commodity has been added to the list.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking # 90555 [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

Commodities Overview

Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, [mixed](#), or [cross](#) commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodity inspection information is not required for 579 applications.

Commodities Available For Inspection At:

Commodities Available On:

mm/dd/yyyy

Time:

Hours (e.g. 17) Minutes (e.g. 45)

Note: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date has been exceeded.

Common Name	Botanical Name	Quantity	Unit	Update Selected	Delete Selected
Tangerine	Citrus reticulata	1000	Pounds	Select All	Select All
Salad	See ingredients	1000	Bags	Select All	Select All

[Add Commodity](#) [Add Mixed Commodity](#) [Add Cross Commodity](#)

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1.1.3 Add a Cross Commodity

Commodity crosses are widely used by the nursery industry. Commodity crosses are a 'hybrid' of two existing plants. These existing plants must be found in the current commodity list since an unlisted commodity entered by a user cannot be used. A commodity cross is depicted as genus species X genus species. Commodity crosses use the botanical name of the two commodities, separated by an X as both its common name and botanical name.

NOTE: In order to reuse a cross commodity in a future application, the cross commodity must be saved in a template. Otherwise, you will need to re-enter the cross commodity for each application as it will not be saved.

29. To add a cross commodity, on the *Commodities Overview* page, click the **Add Cross Commodity** button.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking # 90555 [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

Commodities Overview

Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, [mixed](#), or [cross](#) commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodity inspection information is not required for 579 applications.

Commodities Available For Inspection At:

Commodities Available On:
mm/dd/yyyy

Time:
Hours (e.g. 17) Minutes (e.g. 45)

Note: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date has been exceeded.

Common Name	Botanical Name	Quantity	Unit	Update Selected	Delete Selected
Tangerine	Citrus reticulata	1000	Pounds	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Safad	See ingredients	1000	Bags	<input type="checkbox"/>	<input type="checkbox"/>

[Add Commodity](#) [Add Mixed Commodity](#) [Add Cross Commodity](#)

[Previous](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

RESULT: The *Cross Commodity* page appears for adding a commodity.

The screenshot shows the 'Cross Commodity' page in the PCIT system. At the top right, it displays a welcome message for Elizabeth Burton of Alaska Plant World (Org ID 10952) and a 'Sign Out' link. The main header includes the USDA logo and the system name. A left-hand navigation menu lists various application steps, with 'Commodities' highlighted. The main content area contains instructions on adding commodities, a 'Cross Commodity Name' field, an 'Add Commodity' button, and a message box stating 'There are no commodities in the current cross commodity.' Below this are 'Cancel' and 'Save' buttons. The footer contains links for USDA, APHIS, Export Program Manual, and Help/Contact Us.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952)
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Cross Commodity

PCIT Home
Application Step by Step
Certificate Type
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General
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Commodities
Attachments
Summary/Submit
EXCERPT

Please add/edit the commodities for this cross commodity. You may select no more than two commodities for a cross commodity at a time. Click the 'Add Commodity' button to search for and add other commodities. Select 'Save' when you are done to enter your commodity details for this cross commodity.

Cross Commodity Name:

There are no commodities in the current cross commodity.

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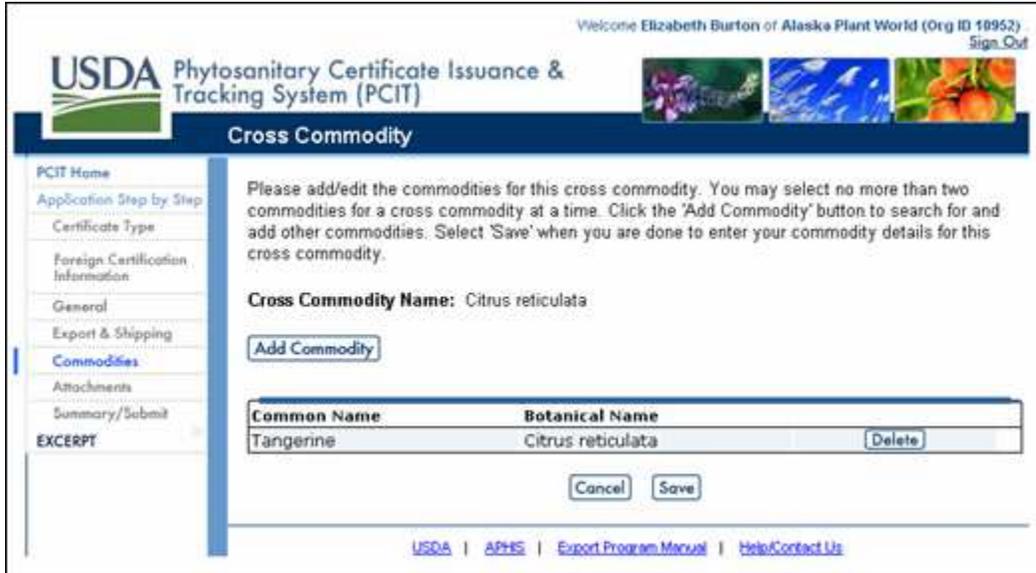
30. Click the **Add Commodity** button to open the *Commodity Search* page.

The screenshot shows the 'Commodity Search' page in the PCIT system. At the top, it says 'Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952)' and 'Sign Out'. The main header is 'USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)'. Below that is a blue bar with 'Application for Federal Phytosanitary Certificate'. On the left is a navigation menu with items like 'PCIT Home', 'Application Step by Step', 'Certificate Type', 'Foreign Certification Information', 'General', 'Export & Shipping', 'Commodities', 'Attachments', and 'Summary/Submit'. The 'Commodities' section is highlighted. The main content area is titled 'Commodity Search' and contains the following text: 'Please enter either a common name or a botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#). Any search will only return 1000 commodities max.' Below this is a 'Search By:' section with two radio buttons: 'Common Name' (selected) and 'Botanical Name'. There is an empty search input field, a 'Cancel' button, and a 'Search' button. Underneath is a 'Search Results' section with a message box that says 'There are no commodities in the current search results.' At the bottom of the page, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

31. Select the Search by criteria of **Common name** or **Botanical name**, and enter the search text (a name or part of name).

NOTE: Use singular commodity names in the commodity search field (for example, “apple” not “apples”). The search text can contain letters, numbers, spaces, a period (.), a comma (,), an apostrophe (’), a dash (-) and must be 2 to 51 characters in length. The wildcard (*) can also be used; select the search tips link for more information on using the wildcard.

32. Click the **Search** button.
 RESULT: The commodities meeting the Search criteria are listed.
33. Click the **Select** next to the commodity you want to use.
 RESULT: The first part of the commodity name is generated.



34. To edit the cross commodity, add a second commodity, or delete the previously selected commodity, click the **Add Commodity** button to search for and to add the second commodity. No more than two commodities may be selected for a cross commodity.

RESULT: The *Commodity Search* page reappears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Commodity Search

Please enter either a common name or a botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#). Any search will only return 1000 commodities max.

Search By: Common Name Botanical Name

Search Results

Common Name	Botanical Name	
Grapefruit	Citrus paradisi	<input type="button" value="Select"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

35. Select the Search by criteria of **Common name** or **Botanical name**, and enter the search text (a name or part of name) for the next commodity.
36. Click the **Search** button.
RESULT: The commodities meeting the Search criteria are listed.
37. Click the **Select** button to add the second commodity.
RESULT: The second part of the commodity name is generated. The *Cross Commodity* page reappears listing both commodities.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Cross Commodity

PCIT Home
 Application Step by Step
 Certificate Type
 Foreign Certification Information
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Commodities
 Attachments
 Summary/Submit
 EXCERPT

Please add/edit the commodities for this cross commodity. You may select no more than two commodities for a cross commodity at a time. Click the 'Add Commodity' button to search for and add other commodities. Select 'Save' when you are done to enter your commodity details for this cross commodity.

Cross Commodity Name: Citrus reticulata X Citrus paradisi

[Add Commodity](#)

Common Name	Botanical Name	
Tangerine	Citrus reticulata	Delete
Grapefruit	Citrus paradisi	Delete

[Cancel](#) [Save](#)

[USDA](#) | [APHS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

38. Click the **Save** button to save the data.
 RESULT: The *Application Step by Step Commodity Details* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) .
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Commodity Details

Please enter the required information for a commodity. For a mixed commodity, select [Ingredients](#) to add or edit commodities that are part of the mixed commodity package. Select 'Save' once all ingredients have been added.

Items marked * are required.

Common Name:* Citrus reticulata X Citrus paradisi [Edit Commodity](#)

Botanical Name:* Citrus reticulata X Citrus paradisi

Part:*

If Other, More Details:

Quantity:*

Unit:*

If Other, More Details:

Weight: Note: In pounds. This does not appear on the application or certificate.

Number Of Packages:* Note: Can be zero (0) or blank when package description is "In bulk".

Package Description:* [Edit](#) [Edit Help](#)

If Other, More Details:

Distinguishing Marks:* [Edit](#) [Edit Help](#)

If Other, More Details:

Certified Origin(s): USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button: [Add/Edit Multiple Origins](#)

[Cancel](#) [Save](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

39. Complete the fields on the *Application Step by Step Commodity Details* page according to the chart in Step 18.
40. To add detailed origin information follow the instructions outlined in Step 19 through Step 21.

41. Review the information on the *Application Step by Step Commodities Overview* page; make corrections, if necessary:

If you want to...	Then...
Cancel the new commodity entry	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Application Step by Step Commodities Overview</i> page appears; the commodity has not been saved.
Save the new commodity	<ul style="list-style-type: none"> ■ Click the Save button. ■ RESULT: The <i>Application Step by Step Commodities Overview</i> page appears; the commodity has been added to the list.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Tracking # 90555 [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

Commodities Overview

Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, [mixed](#), or [cross](#) commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodity inspection information is not required for 579 applications.

Commodities Available For Inspection At:

Commodities Available On:
mm/dd/yyyy

Time:
Hours (e.g. 17) Minutes (e.g. 45)

Note: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date has been exceeded.

Common Name	Botanical Name	Quantity	Unit	Update Selected Select All	Delete Selected Select All
Tangerine	Citrus reticulata	1000	Pounds	<input type="checkbox"/>	<input type="checkbox"/>
Citrus reticulata X	Citrus reticulata X	100	Boxes	<input type="checkbox"/>	<input type="checkbox"/>
Citrus paradisi	Citrus paradisi	1000	Bags	<input type="checkbox"/>	<input type="checkbox"/>
Salad	See ingredients				

[Add Commodity](#) [Add Mixed Commodity](#) [Add Cross Commodity](#)

[Previous](#) [Next](#)

USDA | APHS | [Export Program Manual](#) | [Help/Contact Us](#)

42. Use the following chart to select the desired action:

If you want to...	Then...
Add a single commodity	<ul style="list-style-type: none"> ■ Repeat Step 14 through Step 21.
Add a multiple ingredient commodity	<ul style="list-style-type: none"> ■ Repeat Step 22 through Step 28.
Add a cross commodity	<ul style="list-style-type: none"> ■ Repeat Step 29 through Step 38.
Update a commodity	<ul style="list-style-type: none"> ■ Click the Update button next to commodity to be updated. ■ RESULT: The <i>Application Step by Step Commodity Details</i> page appears. ■ Make the desired updates. ■ Click the Save Commodity button to save the updates and return to the <i>Application Step by Step Commodities Overview</i> page. OR ■ Click the Cancel button to abandon the update and return to the <i>Application Step by Step Commodities Overview</i> page.
Delete a commodity	<ul style="list-style-type: none"> ■ Click the Delete button next to the commodity to be deleted. ■ RESULT: The <i>Confirmation</i> page appears. ■ Click Yes to confirm deletion or No to cancel the deletion. ■ RESULT: The <i>Commodities Overview</i> page displays.
Submit the application	<ul style="list-style-type: none"> ■ Proceed to Step 47.

43. Click the **Next** button.

RESULT: The *Application Step by Step Attachments* page appears.



All users are able to attach and view PDF and Images to a certificate. The attachments will not become part of the phytosanitary certificate and they will not affect the phytosanitary certificate page count or cause automatic text to be printed in the Additional Declarations block. If you want to include an attachment(s) as part of the phytosanitary package you will need to print the attachment separately then manually bundle the attachment with the PCIT Phytosanitary Certificate. Attachments can be added and/or removed prior to the ‘Submit’ status. If an application requires additional attachments after “Submit”, the ACO shall return the application to the applicant. The ACO can add/remove attachments at any time in the process until the certificate is issued. After the certificate is issued, no attachments can be added or removed by anyone.

Type of attachments include the following:

- Import Permits
- Lab Results
- Field Inspections
- Foreign Phytos
- Other

44. To add an attachment, click the **Add Attachment** button.

RESULT: The *File Upload* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 18952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

File Upload

Click the 'Browse' button to select the file from your computer to upload. Long file names will be truncated to 40 characters (including the file extension).
Items marked * are required.

File Location:*
(.gif, .jpg, or .pdf)

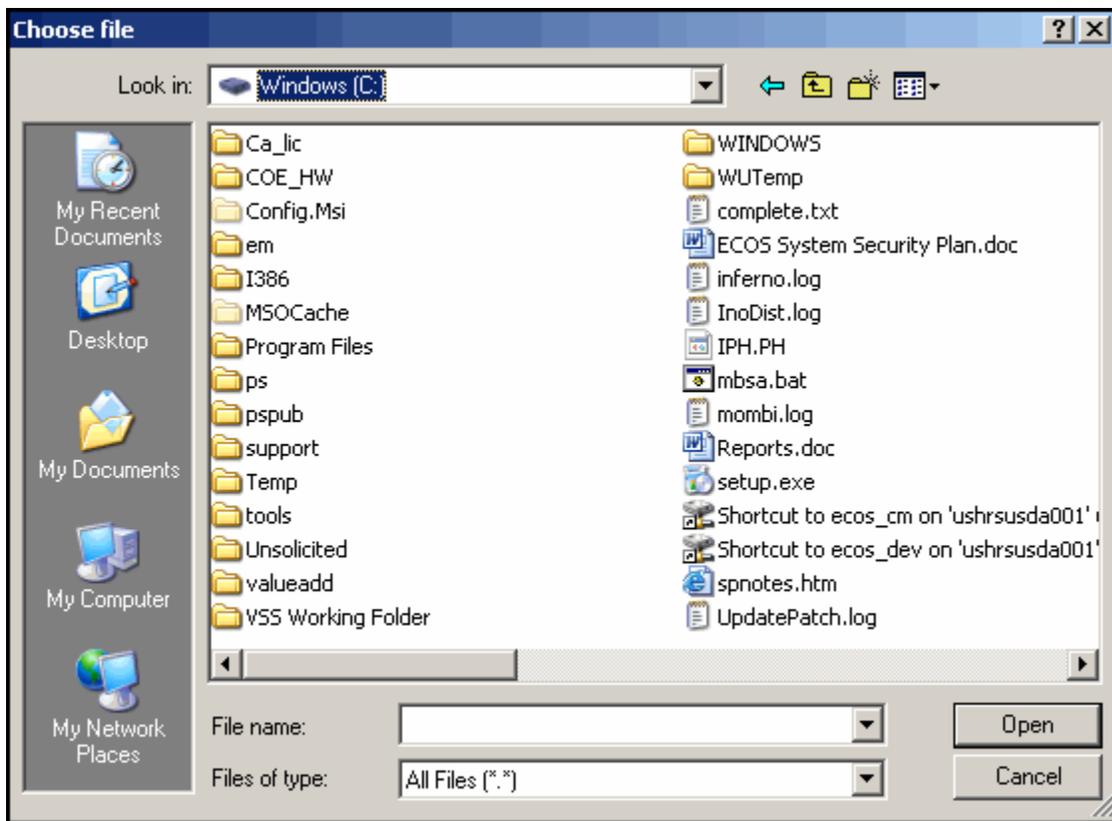
File Description:*

If Other, More Details:
(40 characters max)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

45. Complete the fields of the *File Upload* page according to the following field chart:

Field	Notes
File Location	<ul style="list-style-type: none"> ■ Click the Browse... button to select the file from your computer to upload. ■ The <i>Choose file</i> window opens. ■ Select the file you want to attach and click the Open button. ■ NOTE: Long file names will be truncated to 40 characters (including the file extension).
File Description	<ul style="list-style-type: none"> ■ From the drop-down list, select the appropriate file description. ■ Other. Type the file description in the data entry field provided.



46. Click the **Upload** button.

RESULT: The *Application Step by Step Attachments* page reappears displaying the attached files.

The screenshot displays the 'Attachments' page in the PCIT system. At the top, it says 'Welcome Elizabeth Burton of Alaska Plant World (Org ID 16952) Sign Out'. The main header is 'Application for Federal Phytosanitary Certificate'. Below this, there's a tracking number '90556' and buttons for 'Save as Work in Progress', 'Save as Template', 'Close', 'Print', and 'Delete'. The 'Attachments' section has a heading and a message: 'To add attachments to your application, click the 'Add Attachment' button.' Below this is a table with the following data:

File Name	Description
SampleAttachment.gif	Sample Attachment

Each row in the table has 'Delete' and 'Download' buttons. Below the table is an 'Add Attachment' button. At the bottom of the main content area are 'Previous' and 'Next' buttons. The footer contains links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

47. Click the **Next** button.

RESULT: The *Application Step by Step Summary/Submit* page appears with all the entered application information displayed in blocks.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) .
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Federal Phytosanitary Certificate

PCIT Home

Application Step by Step

Certificate Type

General

Export & Shipping

Commodities

Attachments

Summary/Submit

EXCERPT

Tracking # 90556

[Save as Work in Progress](#) |
 [Save as Template](#) |
 [Close](#) |
 [Print](#) |
 [Delete](#)

Summary/Submit

Please review the information that you have provided for the application. Select 'Edit' to make changes to the associated part of the application. If this is a new application (not a Reuse), carefully review your application, certify the origin of the commodities, and then click the 'Submit Application' button.

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Alaska Plant World (Org ID 10952)

Applicant Address: 1234 Main Street
Suite 500
Juneau, AK 55555
Phone: 907-555-1234

Exporter Name: Alaska Plant World

Exporter Address: 12934 Anywhere Street
Juneau, AK 11111

Consignee Name: Arctics Lumber, Inc.

Consignee Address: Juneau [Edit](#)

Destination Country: Iceland

Requested Issuing Duty Station: AK-Fairbanks (State)

Reference Information:

Import Permit Number:

Comments:

Shipment Value: Commercial

Approximate Date For Departure From Port Of Export: 02/21/2008

Port Of Export: [Edit](#)

Declared Means Of Conveyance: Air Freight

Shipping Details: *For information, click the commodity 'Details' button(s) below.*

Point Of Entry: South Pole

Commodities Available For Inspection At: 1500

Commodities Available On: 02/13/2008 [Time: 1115](#)

Commodities Total: 2 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Tangerine	Citrus reticulata	1000	Pounds	Details
Salad	See ingredients	1000	Bags	Details

Attachments: There are 1 file(s) attached to this application. [Edit](#)

Notice: By submission of this application, I certify that the origin (place where grown) of the articles listed is as represented.

[Previous](#) |
 [Submit Application](#)

[USDA](#) |
 [APHIS](#) |
 [Export Program Manual](#) |
 [Help/Contact Us](#)

NOTE: The US-NCP organizations follow the same process to create applications as described in Steps 1-37. However, when an organization in the US-NCP creates an application to a country identified as a participant in the Nursery Program, the **Submit Nursery Application** button is available at the bottom of the *Summary/Submit* page.

A duty station needs to be selected even though this application will not be processed by the duty station and the selected consignee country needs to match the participating countries under the authorized Nursery Program. (Currently the only participating country is Canada.) A Payment Method must also be selected if submitting to a Federal duty station; however the Nursery will not be charged per certificate like a regular applicant if the application is submitted by clicking the **Submit Nursery Application** button. If the Nursery clicks the **Submit Standard Application** button, the application will be treated as a regular applicant submission and the Nursery will be charged for the certificate.

48. Use the following chart to select the desired action.

If you want to...	Then...
Change a section of the application information	<ul style="list-style-type: none"> ■ Click the Edit button next to the section of information you wish to change. ■ The Section is displayed in which you can make changes to this part of the application. ■ Make the desired changes. ■ Click the Next button to return to the <i>Summary/Submit</i> page.
View / update detailed commodity information on the application	<ul style="list-style-type: none"> ■ Click the Details button located next to commodity to see additional information about the commodity. ■ Click the Edit button to make changes to the commodity. ■ Click the Save button to return to the <i>Summary/Submit</i> page. ■ Click the Back button to return to the <i>Summary/Submit</i> page.
Continue with submitting the application	<ul style="list-style-type: none"> ■ Proceed to Step 39.

49. Read the certification of origin warning, and then click the **Submit Application** button.

If ...	Then...
No errors are found	<ul style="list-style-type: none"> ■ One of the following <i>Confirmation</i> page appears with the tracking number displayed.
There were CITES commodities on the application	<ul style="list-style-type: none"> ■ The <i>Application Validation Results</i> page displays. ■ Click the Review Errors button to view the CITES warning on the <i>Inspection & Export Details</i> page. ■ Click the Next button to return to the <i>Summary/Submit</i> page. ■ A check box is displayed below the Commodities list to confirm that you have read the CITES warning. ■ Check the box. ■ Click the Submit Application button again. ■ One of the following <i>Confirmation</i> page appears with the tracking number displayed.
Errors are found	<ul style="list-style-type: none"> ■ The <i>Application Validation Results</i> page displays. ■ Click the Review Errors button to sequentially navigate through the screen and correct errors. <ul style="list-style-type: none"> ■ Click the Submit Application button again. ■ One of the following <i>Confirmation</i> page appears with the tracking number displayed. <p>OR</p> <ul style="list-style-type: none"> ■ Click the Save & Return to PCIT Home to save the application as "In progress" to review the application at a later date. This selection ends the Submit Application process.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) .
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)



Confirmation

[PCIT Home](#)

[Create Application](#)

[With Template](#)

[Without Template](#)

[View Applications](#)

[Manage Processed Applications](#)

[Manage Template Data](#)

[Financial Management](#)

[Print Wizard](#)

[View Reports](#)

EXCERPT

Your Application for Phytosanitary Certificate has been submitted on Wednesday, July 30, 2008.

For any future communication about this application, please use the tracking number 150052.

You can save this application as a template for your future applications.

[Save as Template](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

50. The Submit Application process has ended. Use the following chart to proceed to related actions:

If you want to	Then....
Save this application as a template for future use	<ul style="list-style-type: none"> ■ Click the Save as Template button and name your template. ■ Click the Save button. ■ The newly created template will be available for re-use under Manage Application Templates.
Process this application	<ul style="list-style-type: none"> ■ You may do so if you: <ul style="list-style-type: none"> ■ Are an Authorized Certification Official (ACO) or an ACO Admin Support, you can choose to process the application (add inspection, treatment, and AD information, and certify) by clicking the Process this Application button. Refer to the <i>Processing Applications in PCIT</i> document. OR belong to an Authorized Entity (AE) organization. As a member of an AE organization, you can choose to process the application (add treatment and AD information, and submit for approval) by clicking the Process this Application button. Refer to the <i>Processing Applications in PCIT</i> document. OR belong to an Authorized Nursery Program. As an authorized Nursery, you can choose to process the application (add treatment and AD information, and issue and print the certificate) by clicking the Process this Application button. Refer to the <i>Processing Applications in PCIT</i> document.



USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) .
[Sign Out](#)



Save Application as Template

An application template simplifies creating a new application by reusing existing information, such as exporters and commodities. To save the current application as a template, enter a Template name and select Save. Please note that some information, such as quantities of commodities or unlisted commodities, will not be saved in the template.

Save The Application Template As Template Name:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

2.0 Adding & Managing Exporters and Consignees

2.1 Add/Manage Exporters

What	This section shows you how to Add and Manage Exporters.
When	You may add and update exporters at any time.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Select the [Manage Template Data](#) link.
RESULT: The link opens to show the following links:
 - Manage Application Templates.
 - Manage Exporters.
 - Manage Consignees.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Application Templates

PCIT Home
[Create Application](#)
 With Template
 Without Template
 View Applications
 Manage Processed Applications
Manage Template Data
 Manage Application Templates
 Manage Exporters
 Manage Consignees
 Financial Management
 Print Wizard
 View Reports
 EXCERPT

An application template simplifies creating a new application by reusing existing information, such as exporters and commodities. You may add, update, or delete application templates at any time. To start a new application based on a template, find the template and select Start New App.

Template Name	Exporter	Consignee			
Bushmint to Copenhagen	Juneau Exporters	Danish Importers	Start New App	Update	Delete

[Add Template](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: When you are performing certain functions in PCIT, Manage Template Data does not display on the left side of the screen. When this occurs, simply select the [PCIT Home](#) link and the Manage Template Data appears.

3. Select the Manage Exporters link.
RESULT: The *Manage Exporters* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Exporters

Creating a list of exporters allows anyone in your organization to select an exporter from a list when creating an application eliminating the need to type the exporter information for each application. You may add, update, or delete exporters at any time.

Exporter Name	Alias Name	City	State		
Alaska Plant World	Alaska Plant World	Juneau	AK	Update	Delete
Juneau Exporters	Juneau Exporters	Juneau	AK	Update	Delete

[Add Exporter](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4. Use the following chart to proceed to the desired action.

If you want to...	Then...
Add an exporter's name	■ Proceed to Step 5.
Update an exporter's information	■ Proceed to Step 8 .
Delete an exporter's information	■ Proceed to Step 10 .

- If you have no exporters listed, you will have to add exporters to have them available from your drop-down list when creating applications. Click the **Add Exporter** button.
RESULT: The *Exporter Details* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Exporter Details

Please enter the required information for an exporter. Please note: If exporter alias name is empty, first 40 characters from exporter name will be copied to it on save.
 Items marked * are required.

Exporter Name:*

Exporter Alias Name:

Exporter Contact Person Name:

Street Address:*

City:*

State/Territory:*

Zip Code:*

Country: USA

Phone:

Fax:

E-Mail:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

6. Complete identified fields of the *Exporter Details* page according to the following field chart:

Field	Notes
Exporter Name	<ul style="list-style-type: none"> Name of the exporter as you wish it to appear on applications and certificates.
Exporter Alias Name	<ul style="list-style-type: none"> This name will be used as a more specific identifier for your organization's use; for example, if exporter name is Dole, exporter alias could be Dole-La Jolla. This is an optional field.
Exporter Contact Person Name	<ul style="list-style-type: none"> Name of the contact person for the exporter. This is an optional field.
Street Address	<ul style="list-style-type: none"> The exporter's address as you wish it to appear on applications and certificates. If necessary, two lines have been provided.
City	<ul style="list-style-type: none"> City associated with the exporter's address as you wish it to appear on applications and certificates.
State/Territory	<ul style="list-style-type: none"> Select the state drop-down list to view the states and territories available: Select the state or territory of the exporter's address from the list.
Zip Code	<ul style="list-style-type: none"> The five- or nine-digit Zip code of the exporter's address as you wish it to appear on applications and certificates.
Country	<ul style="list-style-type: none"> This field is pre-populated with: USA.
Phone	<ul style="list-style-type: none"> The exporter's 10-digit telephone number, area code first. You may also enter an extension if needed. This is an optional field.
Fax	<ul style="list-style-type: none"> The exporter's fax number. This is an optional field.
E-mail	<ul style="list-style-type: none"> The exporter's e-mail address. This is an optional field.

7. Review the information on the *Exporter Details* page; make corrections, if necessary.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952)
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Exporter Details

Please enter the required information for an exporter. Please note: if exporter alias name is empty, first 40 chars from exporter name will be copied to it on save.
Items marked * are required.

Exporter Name:* Alaska Plant World

Exporter Alias Name: APW-Anchorage

Exporter Contact Person Name:

Street Address:* 4321 First Street

City:* Anchorage

State/Territory:* Alaska

Zip Code:* 99501

Country: USA

Phone:

Fax:

E-Mail:

Cancel Save & Back Save & Add Another

USDA | APHS | Export Program Manual | Help/Contact Us

If you want to...	Then...
Cancel the new exporter entry	<ul style="list-style-type: none"> Click the Cancel button. RESULT: The <i>Manage Exporters</i> page appears. No edits have been saved.
Save the new entry and return to the <i>Manage Exporters</i> page	<ul style="list-style-type: none"> Click the Save & Back button. RESULT: The <i>Manage Exporters</i> page appears. A new exporter has been saved to the Exporter Name list.
Save the new entry and enter additional exporters to your exporter list	<ul style="list-style-type: none"> Click the Save & Add Another button. The previous exporter name has been saved. RESULT: A blank <i>Export Details</i> page appears. Repeat Step 6 and Step 7.

RESULT: A new exporter has been saved to the Exporter Name list.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) .
[Sign Out](#)



Manage Exporters

- PCIT Home
- Create Application
 - With Template
 - Without Template
- View Applications
- Manage Processed Applications
- Manage Template Data
 - Manage Application Templates
- Manage Exporters
- Manage Consignees
- Financial Management
- Print Wizard
- View Reports
- EXCERPT

Creating a list of exporters allows anyone in your organization to select an exporter from a list when creating an application eliminating the need to type the exporter information for each application. You may add, update, or delete exporters at any time.

Exporter Name	Alias Name	City	State		
Alaska Plant World	Alaska Plant World	Juneau	AK	Update	Delete
Alaska Plant World	APW-Anchorage	Anchorage	AK	Update	Delete
Juneau Exporters	Juneau Exporters	Juneau	AK	Update	Delete

[Add Exporter](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

2.1.1 Update an Exporter's Information

8. If you would like to update information about an exporter you have already added to your drop-down list of exporters, from the *Manage Exporters* page, click the **Update** button located to the right of the exporter name whose information you want to update.

RESULT: The *Exporter Details* page appears with the exporter information displayed.

NOTE: Refer to Step 6 for descriptions of the Exporter Details fields.

9. Change the information, and

If you want to...	Then...
Cancel the exporter update	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Manage Exporters</i> page appears; no changes have been saved.
Save the updated information and return to the <i>Manage Exporters</i> page	<ul style="list-style-type: none"> ■ Click the Save & Back button. ■ RESULT: The <i>Manage Exporters</i> page appears; the updated information is saved.
Save the updated information and enter additional exporters to your exporter list	<ul style="list-style-type: none"> ■ Click the Save & Add Another button. ■ The updates have been saved to the exporter you were adding / updating. ■ RESULT: A blank <i>Export Details</i> page appears. ■ Repeat Step 6 and Step 7.

2.1.2 Delete an Exporter's Information

10. If you would like to delete the name of an exporter you have already added to your drop-down list of exporters, from the *Manage Exporters* page, select the **Delete** button located to the right of the exporter whose information you want to update.

RESULT: The *Delete Confirmation* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) .
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Delete Confirmation

PCIT Home
Create Application
 With Template
 Without Template
View Applications
Manage Processed Applications
Manage Template Data
Financial Management
Print Wizard
View Reports
EXCERPT

Are you sure you want to delete exporter: Alaska Plant World?

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

11. Use the following chart to select the desired action:

If you want to...	Then...
Continue with the deletion	<ul style="list-style-type: none"> ■ Click the Yes button. ■ RESULT: The <i>Manage Exporters</i> page appears. The exporter's name does not appear on the Exporter Name list.
Cancel the deletion	<ul style="list-style-type: none"> ■ Click the No button. ■ RESULT: The <i>Manage Exporters</i> page appears. The exporter's name has not been removed from the list.

2.2 Add/Manage Consignees

What	This section shows you how to add and update consignees using PCIT.
When	You may add and update consignees at any time.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Select the [Manage Template Data](#) link.
RESULT: The link opens to show the following links:
 - Manage Application Templates
 - Manage Exporters
 - Manage Consignees

NOTE: When you are performing certain functions in PCIT, Manage Template Data does not display on the left side of the screen. When this occurs, simply select the [PCIT Home](#) link and Manage Template Data appears.

3. Select the Manage Consignees link.
 RESULT: The *Manage Consignees* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604)
 Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Consignees

PCIT Home
 Create Application
 With Template
 Without Template
 View Applications
 Manage Processed Applications
 Manage Template Data
 Manage Application Templates
 Manage Exporters
Manage Consignees
 Financial Management
 Print Wizard
 View Reports
 EXCERPT

Creating a list of consignees allows anyone in your organization to select a consignee from a list when creating an application eliminating the need to type the consignee information for each application. You may add, update, or delete consignees at any time.

Consignee Name	Alias Name	Location	Country		
Artics Lumber, Inc.	Artics Lumber, Inc.	Juneau	Iceland	Update	Delete
Danish Importers	Danish Importers	Copenhagen	Denmark	Update	Delete

[Add Consignee](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4. Use the following chart to proceed to the desired action.

If you want to...	Then...
Add a consignee's name	■ Proceed to Step 5.
Update a consignee's information	■ Proceed to Step 8 .
Delete a consignee's information	■ Proceed to Step 10

NOTE: If you have no consignees listed, you will have to add consignees to have them available from your drop-down list when creating applications.

5. Click the **Add Consignee** button.
 RESULT: The *Consignee Details* page appears.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) .
[Sign Out](#)





Consignee Details

Please enter the required information for a consignee. Please note: If consignee alias name is empty, first 40 characters from consignee name will be copied to it on save.
 Items marked * are required.

Consignee Name:*

Consignee Alias Name:

Consignee Contact Person Name:

Street Address:

City:*

State/Territory/Province

Postal Code:

Country:*

Phone:

Fax:

E-Mail:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

6. Complete identified fields of the *Consignee Details* page according to the following field chart:

Field	Notes
Consignee Name	<ul style="list-style-type: none"> Name of the consignee as you wish it to appear on applications and certificates.
Consignee Alias Name	<ul style="list-style-type: none"> This name will be used as a more specific identifier for your organization's use; for example, consignee name is Dole, consignee alias could be Dole-La Jolla. This is an optional field.
Consignee Contact Person Name	<ul style="list-style-type: none"> Name of the contact person for the consignee. This is an optional field.
Street Address	<ul style="list-style-type: none"> The consignee's address as you wish it to appear on applications and certificates. If necessary, two lines have been provided. This is an optional field.
City	<ul style="list-style-type: none"> The corresponding city.
State/Territory/Province	<ul style="list-style-type: none"> The corresponding state, territory, or province. This is an optional field.
Postal Code	<ul style="list-style-type: none"> The postal code for the consignee's address as appropriate. This is an optional field. <p>NOTE: If the country protocol requires that the postal code appears above the city on the certificate, use the second line of the address for this information.</p>
Country	<ul style="list-style-type: none"> The country for this application.
Phone	<ul style="list-style-type: none"> Consignee's telephone number. This is an optional field.
Fax	<ul style="list-style-type: none"> The consignee's fax number. This is an optional field.
E-mail	<ul style="list-style-type: none"> The consignee's primary e-mail address. This is an optional field.

7. Review the information on the *Consignee Details* page; make correction, if necessary.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 18952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Consignee Details

Please enter the required information for a consignee. Please note: If consignee alias name is empty, first 40 chars from consignee name will be copied to it on save.
Items marked * are required.

Consignee Name: *

Consignee Alias Name:

Consignee Contact Person Name:

Street Address:

City: *

State/Territory/Province:

Postal Code:

Country: *

Phone:

Fax:

E-Mail:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

If you want to...	Then...
Cancel the new consignee entry	<ul style="list-style-type: none"> Click the Cancel button. RESULT: The <i>Manage Consignees</i> page appears; no changes have been saved.
Save the new entry and return to the <i>Manage Consignees</i> page	<ul style="list-style-type: none"> Click the Save & Back button. RESULT: The <i>Manage Consignees</i> page appears; a new consignee has been saved in the Consignee Name list.
Save the new entry and enter additional consignees to your consignee list.	<ul style="list-style-type: none"> Click the Save & Add Another button. The consignee name has been saved. RESULT: A blank <i>Consignee Details</i> page appears. Repeat Step 6 and Step 7.

2.2.1 Update a Consignee

8. If you would like to update information about a consignee you have already added to your drop-down list of consignees, from the *Manage Consignees* page, click the **Update** button located to the right of the consignee name whose information you want to update.

RESULT: The *Consignee Details* page appears with the consignee information displayed.

NOTE: Refer to Step 6 for descriptions of the Consignee Details fields.

9. Change the information, and

If you want to...	Then...
Cancel the consignee update	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Manage Consignees</i> page appears; no changes have been saved.
Save the updated information and return to the <i>Manage Consignees</i> page	<ul style="list-style-type: none"> ■ Click the Save & Back button. ■ RESULT: The <i>Manage Consignees</i> page appears; the updated information is saved.
Save the updated information and enter additional consignees to your consignee list	<ul style="list-style-type: none"> ■ Click the Save & Add Another button. ■ The updates have been saved to the consignee you were adding/updating. ■ RESULT: A blank <i>Consignee Details</i> page appears. ■ Repeat Step 6 and Step 7.

2.2.2 Delete a Consignee

10. If you would like to delete the name of a consignee you have already added to your drop-down list of consignees, from the *Manage Consignees* page, click the **Delete** button located to the right of the consignee whose information you want to update.

RESULT: The *Delete Confirmation* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) .
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Delete Confirmation

Are you sure you want to delete consignee: Chung Plant Company?

PCIT Home
Create Application
 With Template
 Without Template
View Applications
Manage Processed Applications
Manage Template Data
Financial Management
Print Wizard
View Reports
EXCERPT

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

11. Use the following chart to select the desired action.

If you want to...	Then...
Continue with the deletion	<ul style="list-style-type: none"> ■ Click the Yes button. ■ RESULT: The <i>Manage Consignees</i> page appears; the consignee's name does not appear on the Consignee Name list.
Cancel the deletion	<ul style="list-style-type: none"> ■ Click the No button. ■ RESULT: The <i>Manage Consignees</i> page appears; the consignee's name has not been removed from the Consignee Name list.

3.0 Creating & Managing Application Templates

3.1 Manage Application Templates

What	This section shows you how to manage and save application templates.
When	You may add and update application templates at any time. Templates are used to expedite application creation. Templates group various pieces of application data, such as a commodity list, that you expect to use for several applications.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Select the [Manage Template Data](#) link.
RESULT: The link opens to show the following:
 - Manage Application Templates
 - Manage Exporters
 - Manage Consignees

Also, the *Manage Application Templates* page appears with any existing templates listed. If you have templates, the following fields will be listed: Template Name, Exporter, and Consignee.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Application Templates

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 With Template
 Without Template
[View Applications](#)
[Manage Processed Applications](#)
[Manage Template Data](#)
 Manage Application Templates
 Manage Exporters
 Manage Consignees
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
EXCERPT

An application template simplifies creating a new application by reusing existing information, such as exporters and commodities. You may add, update, or delete application templates at any time. To start a new application based on a template, find the template and select Start New App.

Template Name	Exporter	Consignee	
Bushmint to Copenhagen	Juneau Exporters	Danish Importers	Start New App Update Delete

[Add Template](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: When you are performing certain functions in PCIT, Manage Template Data does not display on the left side of the screen. When this occurs, simply select the [PCIT Home](#) link and the Manage Template Data appears.

3. Use the following chart to proceed to the desired action.

If you want to...	Then...
Add a template	■ Proceed to Step 4.
Update a template	■ Proceed to Step 36.
Delete a template	■ Proceed to Step 39.

3.1.1 Add a Template

4. If you have no templates listed or you would like to have additional templates available when creating applications, click the **Add Template** button.
RESULT: The *Template Details* page appears.

The screenshot shows the 'Template Details' page in the USDA PCIT system. At the top, there is a welcome message for Elizabeth Burton of Alaska Plant World (Org ID: 18952) and a 'Sign Out' link. The page title is 'Template Details'. Below the title, there is a blue sidebar on the left. The main content area contains the following fields and instructions:

Please enter details to be saved in this template. Select Save to save the information and return to the list of templates.
Items marked * are required.

Template Name: *

Exporter:

Consignee:

Commodities Available For Inspection At:

Requested Issuing Duty Station:

Port Of Export:

Declared Means Of Conveyance From Port Of Export:

If Other, More Details:

Point Of Entry:

Commodities:

At the bottom of the page, there are links for [USDA](#), [APHIS](#), [Export Program Manual](#), and [Help/Contact Us](#).

5. Complete the fields on the *Template Details* page according to the following field chart:

Field	Notes
Template Name	<ul style="list-style-type: none"> Name of the template as you wish it to appear in the list of templates.
Exporter	<ul style="list-style-type: none"> The name of the Exporter associated with the template. This is an optional field.
Consignee	<ul style="list-style-type: none"> Name of the Consignee associated with the template. This is an optional field.
Commodities Available For Inspection At	<ul style="list-style-type: none"> The location at which the commodities will be made available for inspection associated with the template. This is an optional field.
Requested Issuing Duty Station	<ul style="list-style-type: none"> The selected duty station to process the application associated with the template. This is an optional field.
Port Of Export	<ul style="list-style-type: none"> The port of export associated with the template. This is an optional field.
Declared Means Of Conveyance From Port Of Export	<ul style="list-style-type: none"> The means of conveyance from the port of export associated with the template. If you select "other," you must enter additional information. This is an optional field.
Point Of Entry	<ul style="list-style-type: none"> The location at which the commodity will enter the foreign country. This is an optional field.
Commodities	<ul style="list-style-type: none"> The commodities associated with the template. The Details button is used to view and edit commodities in the template.

6. Click the **Details** button next to Commodities to add, view or edit the commodities associated with the template.

RESULT: The *Template Commodity Details* page appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Template Commodity Details

Template Name: Flowers to China

Please enter commodity details to be saved in this template. Select the 'Add Commodity' or 'Add Mixed Commodity' or 'Add Cross Commodity' buttons to do so.

Commodities:

No commodities have been added to the template.

[Add Commodity](#) [Add Mixed Commodity](#) [Add Cross Commodity](#)

[Back](#)

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7. Use the following chart to proceed to the desired action.

If you want to...	Then...
Add a single commodity	<ul style="list-style-type: none"> ■ Click the Add Commodity button. ■ The <i>Search for a Commodity</i> page appears.
Add a multiple ingredient commodity	<ul style="list-style-type: none"> ■ Click the Add Mixed Commodity button. ■ The <i>Search for a Commodity</i> page appears with Search Results. ■ Refer to Step 16.
Add a cross commodity	<ul style="list-style-type: none"> ■ Click the Add Cross Commodity button. ■ The <i>Search for a Commodity</i> page appears with Search Results. ■ Refer to Step 27.



8. Select the Search by criteria of **Common name** or **Botanical name**, and enter the search text.

NOTE: Use singular commodity names in the commodity search field (for example, “apple” not “apples”). Search text can contain letters, numbers, spaces, a period (.), a comma (,), an apostrophe (’), a dash (-) and must be 2 to 51 characters in length. The wildcard (*) can also be used; select the search tips link for more information on using the wildcard.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Search for a Commodity

Please enter either a common name or botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#).

Search By: Common name Botanical name

Search Results

There are no commodities in the current search results.

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- Click the **Search** button.
RESULT: The commodities meeting the Search criteria are listed.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Search for a Commodity

Please enter either a common name or botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#).

Search By: Common name Botanical name

alaska b*

Cancel Search

Search Results

Common Name	Botanical Name	
Alaska bellheather	Harrimanella stelleriana	Select
Alaska blackberry	Rubus alaskensis	Select
Alaska blue-eyed grass	Sisyrinchium littorale	Select
Alaska bluegrass	Poa paucispicula	Select
Alaska bog willow	Salix fuscescens	Select
Alaska brome	Bromus sitchensis	Select
Alaska brownish sedge	Carex brunnescens	Select

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10. Click the **Select** button for the desired commodity.

RESULT: The *Commodity Details* page appears with the Common name and Botanical name fields filled in.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Commodity Details

Please enter commodity details to be saved in this template. For a mixed commodity, select [Ingredients](#) to add or edit commodities that are part of the mixed commodity package. Select Save Commodity to save the information and return to the template details.

Common Name: Alaska bellheather
Botanical Name: Harrimanella stelleriana
Part:
If Other, More Details:
Unit:
If Other, More Details:
Package Description:
Distinguishing Marks:
Certified Origin(s): USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button:

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11. Complete the fields of the *Commodity Details* page according to the following field chart:
NOTE: All fields are optional for a template.

Field	Notes
Part	<ul style="list-style-type: none"> Name of the plant part associated with the template commodity. Select the name from the drop-down list or select "Other" and type in another part name.
Unit	<ul style="list-style-type: none"> Unit of measure associated with the template commodity. Select the name from the drop-down list or select "Other" and type in another unit.
Package Description	<ul style="list-style-type: none"> Package description associated with the template commodity.
Distinguishing Marks	<ul style="list-style-type: none"> Distinguishing marks associated with the template commodity.
Certified Origin(s):	<ul style="list-style-type: none"> This field is pre-populated with USA and is editable using the Add/Edit Multiple Origins button.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Commodity Details

Please enter commodity details to be saved in this template. For a mixed commodity, select [Ingredients](#) to add or edit commodities that are part of the mixed commodity package. Select Save Commodity to save the information and return to the template details.

Common Name: Alaska bellheather

Botanical Name: *Harrimanella stelleriana*

Part:

If Other, More Details:

Unit:

If Other, More Details:

Package Description:

Distinguishing Marks:

Certified Origin(s): USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button:

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12. To add detailed origin information, click the **Add/Edit Multiple Origins** button.
 RESULT: The *Additional Commodity Origins* page appears.

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Additional Commodity Origins

Common Name: Alaska bellheather
Botanical Name: Alaska bellheather

Certified Origin: If the certified origin country is USA, you may enter locality, locality descriptor and state details, otherwise leave these fields blank.

Locality

 e.g. Clayton

Locality Descriptor

 e.g. County

State/Territory

Country

Commodity Origin

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Field	Notes
Certified Origin: Locality	<ul style="list-style-type: none"> ■ Certified Origin: Locality associated with the template commodity. ■ This is an optional field.
Certified Origin: Locality Descriptor	<ul style="list-style-type: none"> ■ Certified Origin: Locality descriptor associated with the template commodity. ■ Select a locality descriptor from the drop-down list. ■ Required if there is an entry in Locality.
Certified Origin: State / Territory	<ul style="list-style-type: none"> ■ Certified Origin: State/Territory associated with the template commodity. ■ Select a state or territory from the drop-down list. ■ Required if there is an entry in Locality.
Certified Origin: Country	<ul style="list-style-type: none"> ■ Certified Origin: Country associated with the template commodity. ■ Select a country from the drop-down list. ■ Required if there is an entry in Locality.
Commodity Origin:	<ul style="list-style-type: none"> ■ This field is pre-populated with USA.

13. Enter and select additional origin information, then click the **Add** button.

RESULT: The new information appears in the Commodity Origin list as each new entry is added.

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Additional Commodity Origins

Certified Origin: If the certified origin country is USA, you may enter locality, locality descriptor and state details, otherwise leave these fields blank.

Locality

e.g. Clayton

Locality Descriptor
Select
e.g. County

State/Territory
Select

Country
USA

Commodity Origin
Alaska, USA

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14. Click the **Back** button.
 RESULT: The updated *Commodity Details* page appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Commodity Details

Please enter commodity details to be saved in this template. For a mixed commodity, select [Ingredients](#) to add or edit commodities that are part of the mixed commodity package. Select Save Commodity to save the information and return to the template details.

Common Name: Alaska bellheather

Botanical Name: Harrimanella stelleriana

Part:

If Other, More Details:

Unit:

If Other, More Details:

Package Description:

Distinguishing Marks:

Certified Origin(s): Alaska, USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button:

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15. Review the information on the *Commodity Details* page; make corrections, if necessary, then use the following chart to proceed to the desired action.

If you want to...	Then...
Cancel the new commodity entry	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Template Commodity Details</i> page appears. The commodity has not been saved.
Save the new commodity	<ul style="list-style-type: none"> ■ Click the Save Commodity button. ■ RESULT: The <i>Template Commodity Details</i> page appears; the commodity has been saved and is in the Commodities listing at the bottom of the screen.

Welcome Elizabeth Burton of Alaska Plant World (Org ID: 18962) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Template Commodity Details

Template Name: Flowers to China

Please enter commodity details to be saved in this template. Select the 'Add Commodity' or 'Add Mixed Commodity' or 'Add Cross Commodity' buttons to do so.

Commodities:

Common Name	Botanical Name	Unit		
Alaska bellheather	Harrimanella stelleriana	Cartons	Update	Delete

[Add Commodity](#) [Add Mixed Commodity](#) [Add Cross Commodity](#)

[Back](#)

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16. To add a commodity with multiple ingredients, click the **Add Mixed Commodity** button.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Template Commodity Details

Template Name: Flowers to Netherlands

Please enter commodity details to be saved in this template. Select the 'Add Commodity' or 'Add Mixed Commodity' or 'Add Cross Commodity' buttons to do so.

Commodities:

No commodities have been added to the template.

[Add Commodity](#) [Add Mixed Commodity](#) [Add Cross Commodity](#)

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RESULT: The search screen with predefined Mixed Commodity selections appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Search for a Commodity

Please enter a common name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#).

Search By: Common name

Search Results

Common Name	Botanical Name	
Floral Bouquet	See ingredients	<input type="button" value="Select"/>
Fruit Basket	See ingredients	<input type="button" value="Select"/>
Mixed Fruit	See ingredients	<input type="button" value="Select"/>
Mixed Grain	See ingredients	<input type="button" value="Select"/>
Mixed Greens	See ingredients	<input type="button" value="Select"/>
Mixed Product	See ingredients	<input type="button" value="Select"/>
Mixed Seed	See ingredients	<input type="button" value="Select"/>
Potpourri	See ingredients	<input type="button" value="Select"/>
Salad	See ingredients	<input type="button" value="Select"/>

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17. Locate the desired commodity and click the **Select** button.

RESULT: The *Commodity Details* page appears with an **Ingredients** button displayed at the bottom.

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Commodity Details

Please enter commodity details to be saved in this template. For a mixed commodity, select [Ingredients](#) to add or edit commodities that are part of the mixed commodity package. Select Save Commodity to save the information and return to the template details.

Common Name: Mixed Seed

Botanical Name: See ingredients

Part:

If Other, More Details:

Unit:

If Other, More Details:

Package Description:

Distinguishing Marks:

Certified Origin(s): USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button:

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18. Complete the fields on the *Commodity Details* page according to the chart in Step 11.

19. To add detailed origin information, follow the instructions in Step 12 through Step 14.

20. To add mixed commodities ingredients, click the **Ingredients** button.
RESULT: The *Ingredients* page appears.



21. Click the **Add Ingredients** button.
RESULT: The *Search for a Commodity* page appears.

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Search for a Commodity

Please enter either a common name or botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#).

Search By: Common name Botanical name

Search Results

There are no commodities in the current search results.

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22. Select the Search by **Common name** or **Botanical name**, and enter the search text.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) search interface. At the top, there is a welcome message for Elizabeth Burton of Alaska Plant World (Org ID 18952) and a 'Sign Out' link. The main header reads 'USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)'. Below this is a section titled 'Search for a Commodity'. The instructions state: 'Please enter either a common name or botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#).' The 'Search By:' section has two radio buttons: 'Common name' (which is selected) and 'Botanical name'. A search input field contains the text 'harr*'. Below the input field are 'Cancel' and 'Search' buttons. Underneath is a 'Search Results' section with a message box that says 'There are no commodities in the current search results.' At the bottom of the page, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

23. Click the **Search** button.

RESULT: The commodities meeting the search criteria are listed.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Search for a Commodity

Please enter either a common name or botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#).

Search By: Common name Botanical name

Search Results

Common Name	Botanical Name	
Harrimanella	Harrimanella sp	<input type="button" value="Select"/>
Harrington's beardtongue	Penstemon harringtonii	<input type="button" value="Select"/>
Harrington's cephalotaxus	Cephalotaxus harringtonia	<input type="button" value="Select"/>
Harris' dwarf sand verbena	Abronia nana	<input type="button" value="Select"/>
Harris' goldenrod	Solidago arguta	<input type="button" value="Select"/>
Harris' tribisee	Lasiacis harrisi	<input type="button" value="Select"/>
Harrisella	Harrisella sp	<input type="button" value="Select"/>
Harrisia brookii	Harrisia brookii	<input type="button" value="Select"/>
Harrisia donae-antoniae	Harrisia donae-antoniae	<input type="button" value="Select"/>

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24. Click the **Select** button for the desired commodity.
RESULT: The *Ingredients* page appears in the commodity listed.

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Ingredients

Please add/edit the ingredients for the previously entered mixed commodity. Select 'Back' when you are done to return to Commodity Details.

Common Name: Mixed Seed

[Add Ingredients](#)

Ingredients:

Common Name	Botanical Name	
Harrimanella	Harrimanella sp.	Delete

[Back](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

25. Use the following chart to select the desired action.

If you want to...	Then...
Add an ingredient to a mixed commodity	<ul style="list-style-type: none"> ■ Click the Add Ingredients button. ■ The <i>Search for a Commodity</i> page appears and you can search for the commodity ingredients to add to the mixed commodity.
Delete an ingredient from a mixed commodity	<ul style="list-style-type: none"> ■ You may remove an ingredient by clicking the Delete button next to it. ■ Click the Yes button to confirm the deletion.
Return to the <i>Commodity Details</i> page	<ul style="list-style-type: none"> ■ Click the Back button.

26. Review the information on the *Commodity Details* page; make corrections, if necessary, then

If you want to...	Then...
Cancel the new commodity entry	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Template Details</i> page appears; the commodity has not been saved.
Save the new commodity	<ul style="list-style-type: none"> ■ Click the Save Commodity button. ■ RESULT: The <i>Template Details</i> page appears; the commodity has been saved and is in the Commodities listing at the bottom of the screen.

27. To add a cross commodity, click the **Add Cross Commodity** button.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Template Commodity Details

Template Name: Flowers to Netherlands

Please enter commodity details to be saved in this template. Select the 'Add Commodity' or 'Add Mixed Commodity' or 'Add Cross Commodity' buttons to do so.

Commodities:

Common Name	Botanical Name	Unit		
Alaska bellheather	Harrimanella stelleriana	Bags	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Mixed Seed	See ingredients		<input type="button" value="Update"/>	<input type="button" value="Delete"/>

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RESULT: The *Cross Commodity* page appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Cross Commodity

Please add/edit the commodities for this cross commodity. You may select no more than two commodities for a cross commodity at a time. Click the 'Add Commodity' button to search for and add other commodities. Select 'Save' when you are done to enter your commodity details for this cross commodity.

Cross Commodity Name:

There are no commodities in the current cross commodity.

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28. Click the **Add Commodity** button.
RESULT: The *Search for a Commodity* page appears.

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Search for a Commodity

Please enter either a common name or botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#).

Search By: Common name Botanical name

Search Results

Common Name	Botanical Name	
Tiger lily	Lilium lancifolium	<input type="button" value="Select"/>

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29. Locate the desired commodity that will be crossed with another commodity and click the **Select** button.

RESULT: The *Cross Commodity* page reappears with the **Add Commodity** button.

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Cross Commodity

Please add/edit the commodities for this cross commodity. You may select no more than two commodities for a cross commodity at a time. Click the 'Add Commodity' button to search for and add other commodities. Select 'Save' when you are done to enter your commodity details for this cross commodity.

Cross Commodity Name: Lilium lancifolium

Common Name	Botanical Name	
Tiger lily	Lilium lancifolium	<input type="button" value="Delete"/>

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30. Click the **Add Commodity** button to search and add the second commodity.
 RESULT: The *Search for a Commodity* page appears.

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Search for a Commodity

Please enter either a common name or botanical name to search for a commodity. Select a commodity from the resulting list to add to your application. Click here for [search tips](#).

Search By: Common name Botanical name

Search Results

Common Name	Botanical Name	
Lily	Lilium sp	<input type="button" value="Select"/>
Lily of the incas	Alstroemeria sp	<input type="button" value="Select"/>
Lily of the nile	Agapanthus africanus	<input type="button" value="Select"/>
Lily of the valley	Convallaria sp	<input type="button" value="Select"/>
Lily of the valley vine	Salpichroa origanifolia	<input type="button" value="Select"/>
Lilypad begonia	Begonia nelumbifolia	<input type="button" value="Select"/>
Lilythorn	Catesbaea sp	<input type="button" value="Select"/>
Lilyturf	Liriope sp	<input type="button" value="Select"/>
Lilyturf	Ophiopogon jaburan	<input type="button" value="Select"/>

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31. Locate the next desired commodity to cross with the first selected commodity and click the **Select** button.

RESULT: The *Cross Commodity* page reappears listing both commodities.

32. Use the following chart to select the desired action.

If you want to...	Then...
Add a different commodity	<ul style="list-style-type: none"> Click the Add Commodity button. The <i>Search for a Commodity</i> page appears and you can search for a different commodity for the cross.
Delete a commodity from the cross	<ul style="list-style-type: none"> You may remove a commodity by clicking the Delete button next to it. Click the Yes button to confirm the deletion.
Return to the <i>Commodity Details</i> page	<ul style="list-style-type: none"> Click the Back button.

NOTE: Adding another commodity after two commodities have already been selected will result in an error message on the page. One of the commodities must be deleted before another commodity can be added.

33. Review the information on the *Commodity Details* page; make corrections, if necessary, then

If you want to...	Then...
Cancel the new commodity entry	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Template Details</i> page appears; the commodity has not been saved.
Save the new commodity	<ul style="list-style-type: none"> ■ Click the Save Commodity button. ■ RESULT: The <i>Template Details</i> page appears; the commodity has been saved and is in the Commodities listing at the bottom of the screen.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Commodity Details

Please enter commodity details to be saved in this template. For a mixed commodity, select [Ingredients](#) to add or edit commodities that are part of the mixed commodity package. Select **Save Commodity** to save the information and return to the template details.

Common Name: Liliun lancifolium X Liliun sp [Edit Commodity](#)

Botanical Name: Liliun lancifolium X Liliun sp

Part:

If Other, More Details:

Unit:

If Other, More Details:

Package Description:

Distinguishing Marks:

Certified Origin(s): USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button: [Add/Edit Multiple Origins](#)

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34. Use the following chart to select the desired action.

If you want to...	Then...
Add a commodity	<ul style="list-style-type: none"> Repeat Step 7 through Step 15.
Add a mixed commodity	<ul style="list-style-type: none"> Repeat Step 16 through Step 26.
Add a cross commodity	<ul style="list-style-type: none"> Repeat Step 27 through Step 33.
Return to the <i>Template Details</i> page	<ul style="list-style-type: none"> Click the Back button. RESULT: The <i>Template Details</i> page appears.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Template Details

Please enter details to be saved in this template. Select Save to save the information and return to the list of templates.
Items marked * are required.

Template Name: * Flowers to Netherlands

Exporter: APW - Anchorage

Consignee: Netherlands Importers

Commodities Available For Inspection At: Anchorage Warehouse 2

Requested Issuing Duty Station: AK-Skegway (PPQ)

Port Of Export:

Declared Means Of Conveyance From Port Of Export: Air Freight

If Other, More Details:

Point Of Entry: Amsterdam

Commodities:

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35. Review the template information and make any necessary corrections, then use the following chart to proceed to the desired action.

If you want to...	Then...
Abandon the template	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Manage Application Templates</i> page appears; the template has not been saved.
Save the template	<ul style="list-style-type: none"> ■ Click the Save button. ■ RESULT: The <i>Manage Application Templates</i> page appears; the template has been saved.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

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Manage Application Templates

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[Create Application](#)

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EXCERPT

An application template simplifies creating a new application by reusing existing information, such as exporters and commodities. You may add, update, or delete application templates at any time. To start a new application based on a template, find the template and select Start New App.

Template Name	Exporter	Consignee			
Bushmint to Copenhagen	Juneau Exporters	Danish Importers	Start New App	Update	Delete
Flowers to Netherlands	APW-Anchorage	Netherlands Importers	Start New App	Update	Delete

[Add Template](#)

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3.1.2 Update a Template

36. If you want to update an application template, from the *Manage Application Templates* page, click the **Update** button located to the right of the template you want to update.

RESULT: The *Template Details* page appears with the existing template information displayed.

NOTE: Refer to Step 5 for descriptions of Template Details fields.

37. Use the following chart to select the desired action:

If you want to....	Then...
Update general template data	<ul style="list-style-type: none"> ■ Type over or select new information to update template detail information. NOTE: To save changes to a new template while preserving the original one, change the Template name.
Edit a commodity	<ul style="list-style-type: none"> ■ Click the Details button next to Commodities on the <i>Template Details</i> page. ■ Click the Update button next to the commodity you wish to edit. ■ Update the commodity details. ■ Click the Save Commodity button. ■ RESULT: The <i>Template Commodity Details</i> page appears with the updated commodity. ■ Click the Back button. ■ RESULT: The <i>Template Details</i> page appears.
Remove a commodity	<ul style="list-style-type: none"> ■ Click the Details button next to Commodities on the <i>Template Details</i> page. ■ Click the Delete button next to the commodity to be removed. ■ Confirm the deletion. ■ RESULT: The <i>Template Commodity Details</i> page appears; the commodity does not display. ■ Click the Back button. ■ RESULT: The <i>Template Details</i> page appears.
Add commodity to the application template	<ul style="list-style-type: none"> ■ Click the Details button next to Commodities on the <i>Template Details</i> page ■ Click the Add Commodity button or the Add Mixed Commodity button. ■ Select the commodity to be added and enter additional information as needed. ■ Click the Save button. ■ RESULT: The <i>Template Commodity Details</i> page appears with the new commodity added. ■ Click the Back button. ■ RESULT: The <i>Template Details</i> page appears.

38. Review the template information and make any necessary corrections, then

If you want to...	Then...
Cancel the template update	<ul style="list-style-type: none"> ■ Click the Cancel button. ■ RESULT: The <i>Manage Application Templates</i> page appears; the template has not been updated.
Save the updates to the template	<ul style="list-style-type: none"> ■ Click the Save Template button. ■ RESULT: The <i>Manage Application Templates</i> page appears; the template has been updated.

3.1.3 Delete a Template

39. If you would like to delete an application template, from the *Manage Application Templates* page, click the **Delete** button located to the right of the application template you want to update.
 RESULT: The *Delete Confirmation* page appears.



40. Use the following chart to select the desired action.

If you want to...	Then...
Continue with the deletion	<ul style="list-style-type: none"> ■ Click the Yes button. ■ RESULT: The <i>Manage Application Templates</i> page appears; the template does not display.
Cancel the deletion	<ul style="list-style-type: none"> ■ Click the No button. ■ RESULT: The <i>Manage Application Templates</i> page appears; the template has not been removed from the list.

4.0 Adding Funds as an Applicant

What	The PCIT application manages certificate payments, allowing users to add money to their accounts via the Pay.gov interface, and managing the balance of that account within PCIT.
When	This section shows you how to add funds to your account balance.
How	Complete the following steps:

Each PCIT applicant organization has an account within PCIT. To pay for certificates, applicants submitting applications to federal duty stations must supply the processing ACO with a manual check or add money to their pre-purchase PCIT account via the Pay.gov interface. For further details, refer to the *PCIT Payment Processing and Financial Management* document.

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) .
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

[PCIT Home](#)
[Create Application](#)
 [With Template](#)
 [Without Template](#)
[View Applications](#)
[Manage Processed Applications](#)
[Manage Template Data](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
 EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

[Pre-Purchase Account Balance: \\$0](#)

What's New

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

2. Select the Financial Management link at the left side of the screen.
RESULT: The *Financial Management* page appears.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) . Sign Out". The main header is "USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)". Below this is a dark blue bar with "Financial Management" in white. On the left is a navigation menu with items: PCIT Home, Create Application (With Template, Without Template), View Applications, Manage Processed Applications, Manage Template Data, Financial Management (highlighted), Print Wizard, View Reports, and EXCERPT. The main content area has a paragraph explaining the Financial Management feature and a note about the \$50,000 balance limit. It displays "Balance: \$0" and an "Add to Balance" button. Below that is a "View Debit Transaction Report" button. At the bottom are links for USDA, APHIS, Export Program Manual, and Help/Contact Us.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) .
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Financial Management

PCIT Home
Create Application
 With Template
 Without Template
View Applications
Manage Processed Applications
Manage Template Data
Financial Management
Print Wizard
View Reports
EXCERPT

The Financial Management feature of PCIT is used to deposit money into your pre-purchase account. Your pre-purchase account is used to pay for Federally issued certificates. PCIT uses Pay.gov as a fast and secure means of depositing funds into your pre-purchase account. To add to your account balance through Pay.gov, select the 'Add to Balance' button.

Please note that if your balance is \$50,000 or more, the 'Add to Balance' button will be temporarily removed and you will no longer be able to add funds to your account.

Balance: \$0

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- To add to your account balance through Pay.gov, click the **Add to Balance** button.
RESULT: PCIT redirects you to the Pay.gov collection system and *Page 1, Step 1: Enter Payment Information* displays. **NOTE:** You may click the **Cancel** button at any time to return to the PCIT *Financial Management* page.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2 | 3

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: *

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number	Account Number	Check Number
:0 26946783:	9243767390	1234

Payment Date: 08/22/2007

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: *

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Complete Step 1 by entering the payment information. You have 2 options for payment, Bank Account Debit (ACH) or Plastic Card. When you have finished entering the required fields (indicated with a red asterisk), click the **Continue with ACH Payment** or **Continue with Plastic Card Payment** button as appropriate.

RESULT: Page 2, Step 2: Authorize Payment of the Pay.gov collection system displays. The following screen capture displays the *Authorize Payment* page for an ACH Payment.

Online Payment
[Return to your originating application](#)

Step 2: Authorize Payment
1 | **2** | 3

Payment Summary [Edit this information](#)

Account Holder Name: Elizabeth Burton	
Payment Amount: \$1,000.00	
Account Type: Business Checking	Payment Date: 08/22/2007
Routing Number: 042000424	
Account Number: ****5678	

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I agree to the authorization and disclosure language. *

Authorization and Disclosure--Consumers and Businesses

Terms to the financial management service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

This screen capture displays the *Authorize Payment* page for a Plastic Card Payment.

Address Information		Account Information	Payment Information
Account Holder Name: Elizabeth Burton 1234 Main Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA		Card Type: Visa Card Number: *****1111 Expiration Date: 1 / 2010	Payment Amount: \$1,000.00 Transaction Date: 08/21/2007 14:46 and Time: EDT

Payment Summary [Edit this information](#)

Step 2: Authorize Payment [Return to your originating application](#) 1 | 2 | 3

Email Confirmation Receipt
 To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure
 Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- You can edit the Payment Summary information by clicking the [Edit this information](#) link. You can also enter an e-mail address under the Email Confirmation Receipt section to receive a confirmation receipt. To continue adding funds to your account, you are required to agree with the authorization and disclosure language by clicking the appropriate check box. To continue, click the **Submit Payment** button. **NOTE:** Press the **Submit Payment** button only once, pressing the button more than once could result in multiple transactions.

RESULT: Page 3, Step 3: Confirm Payment of the Pay.gov collection system displays. The following screen capture displays the *Confirm Payment* page for an ACH Payment.

Online Payment
Step 3: Confirm Payment 1 | 2 | 3

Thank you.
Your transaction has been successfully completed.
It is recommended you [print a copy](#) for your records.

 [Print this window.](#)

Pay.gov Tracking Information

Application Name: APHIS PCIT
 Pay.gov Tracking ID: 3FOB7R0M
 Agency Tracking ID: PCIT_706
 Transaction Date and Time: 08/21/2007 14:48 EDT

Payment Summary

Account Holder Name: Elizabeth Burton
 Payment Amount: \$1,000.00
 Account Type: Personal Checking Payment Date: 08/22/2007
 Routing Number: 042000424
 Account Number: ****5678

[Return to your agency website](#)

This screen capture displays the *Confirm Payment* page for a Plastic Card Payment.

Online Payment
Step 3: Confirm Payment 1 | 2 | 3

Thank you.
Your transaction has been successfully completed.
It is recommended you [print a copy](#) for your records.

 [Print this window.](#)

Pay.gov Tracking Information

Application Name: APHIS PCIT
 Pay.gov Tracking ID: 3FOB7R0L
 Agency Tracking ID: PCIT_705
 Transaction Date and Time: 08/21/2007 14:47 EDT

Payment Summary

Address Information	Account Information	Payment Information
Account Holder Name: Elizabeth Burton 1234 Main Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 1 / 2010	Payment Amount: \$1,000.00 Transaction Date 08/21/2007 14:47 and Time: EDT

[Return to your agency website](#)

- Your transaction has been completed. It is recommended that you print a copy of the *Confirm Payment* page, by clicking the [Print this window](#) link. When you are finished, click the [Return to your agency website](#) link.

RESULT: The *Financial Management* page displays with a message that the account balance has been updated successfully.

Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654) . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Financial Management

- PCIT Home
- Create Application
 - With Template
 - Without Template
- View Applications
- Manage Processed Applications
- Manage Template Data
- Financial Management**
- Print Wizard
- View Reports

EXCERPT

Account balance has been updated successfully.

The Financial Management feature of PCIT is used to deposit money into your pre-purchase account. Your pre-purchase account is used to pay for Federally issued certificates. PCIT uses Pay.gov as a fast and secure means of depositing funds into your pre-purchase account. To add to your account balance through Pay.gov, select the 'Add to Balance' button.

Please note that if your balance is \$50,000 or more, the 'Add to Balance' button will be temporarily removed and you will no longer be able to add funds to your account.

Balance: \$1000 [Add to Balance](#)

[View Debit Transaction Report](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: Once your balance has reached \$50,000 or more, the **Add to Balance** button will temporarily be removed and you will no longer be able to add funds. Once your balance is below \$50,000, the **Add to Balance** button will reappear.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Financial Management

- PCIT Home
- Create Application
 - With Template
 - Without Template
- View Applications
- Manage Processed Applications
- Manage Template Data
- Financial Management**
- Print Wizard
- View Reports

EXCERPT

The Financial Management feature of PCIT is used to deposit money into your pre-purchase account. Your pre-purchase account is used to pay for Federally issued certificates. PCIT uses Pay.gov as a fast and secure means of depositing funds into your pre-purchase account. To add to your account balance through Pay.gov, select the 'Add to Balance' button.

Please note that if your balance is \$50,000 or more, the 'Add to Balance' button will be temporarily removed and you will no longer be able to add funds to your account.

Balance: \$50000

[View Debit Transaction Report](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

5.0 Viewing, Updating, and Recalling Applications

What	<p>This section shows you how to use PCIT to view applications you have created, update applications that are returned to you, recall submitted applications that have not been opened for processing, and delete applications that are no longer necessary.</p> <p>All created applications have a <i>status</i>.</p> <p>Application statuses include:</p> <ul style="list-style-type: none"> • In Progress: the application has been saved, but not submitted for review. • Submitted: the application has been submitted for review to the designated duty station. • Returned: The application has been returned to an applicant by an ACO.
When	After logging on to PCIT, you may view your applications at any time.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Select the View Applications link at the left of the screen.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604).
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

[PCIT Home](#)
[Create Application](#)
 With Template
 Without Template
[View Applications](#)
[Manage Processed Applications](#)
[Manage Template Data](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
 EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

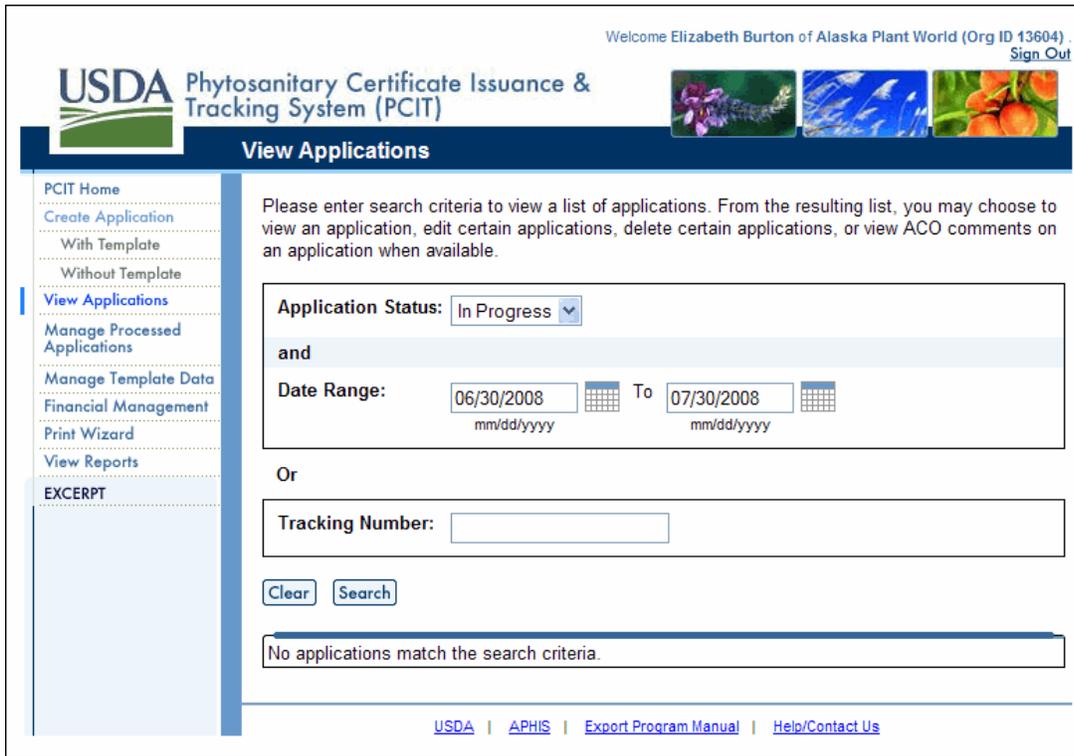
Messages

[Pre-Purchase Account Balance: \\$50000](#)

What's New

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

RESULT: The *View Applications* page appears showing the In Progress applications.



3. Use the following chart to enter search criteria.

If you want to...	Then...
Search for a range of applications	The default date range is set to the previous seven days. If you wish to change the default... <ul style="list-style-type: none"> ■ Click the Clear button. ■ Select the Application Status or “All” to find all statuses, and enter the Date range (the date the application was created).
Search for a specific application	<ul style="list-style-type: none"> ■ Click the Clear button. ■ Enter the application’s Tracking number.

- Click the **Search** button.

RESULT: The applications meeting the search criteria display. Applications are sorted first by shipment date (earliest on top) and then by submission date (earliest on top).

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

View Applications

PCIT Home
 Create Application
 With Template
 Without Template
View Applications
 Manage Processed Applications
 Manage Template Data
 Financial Management
 Print Wizard
 View Reports
 EXCERPT

Please enter search criteria to view a list of applications. From the resulting list, you may choose to view an application, edit certain applications, delete certain applications, or view ACO comments on an application when available.

Application Status:

and

Date Range: To
mm/dd/yyyy mm/dd/yyyy

Or

Tracking Number:

Tracking Number	Status	Submission Date	Shipment Date	Destination		
150052	Submitted	07/30/2008	07/30/2008	Iceland	<input type="button" value="View"/>	<input type="button" value="Recall"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: The message “No applications match the search criteria.” will display instead of the list if no applications are found.

5. The applications associated with the entered search criteria are displayed with the following information:

- Tracking Number: the number assigned to the particular application.
- Status: status of the application.
- Submission Date: the date the application was submitted to the selected duty station.
- Shipment Date: the expected shipment date of the commodities on the associated application.
- Destination: the country to which the commodities will be sent.

If you want to...	Then...
View a submitted application	<ul style="list-style-type: none"> ■ Click the View button next to the desired application. ■ RESULT: The <i>Processed Application Details</i> page appears. ■ All information about the application will be displayed. ■ Click the Back button to return to the <i>View Applications</i> page. <p>NOTE: You may also print the application from the <i>Processed Application Details</i> page by clicking the Print Application button in the upper right corner of the screen.</p>
Edit an application	<ul style="list-style-type: none"> ■ Only available for Work in Progress and Returned applications. ■ Click the View/Edit button next to the application you wish to update. ■ RESULT: The <i>Application Step by Step</i> page appears beginning with the <i>General</i> page. ■ Refer to the <i>Creating Phytosanitary Applications in PCIT</i> document for more information.
Delete an application	<ul style="list-style-type: none"> ■ Only available for Work in Progress and Returned applications. ■ Click the Delete button next to the application you wish to delete. ■ RESULT: You receive a confirmation message and, upon acceptance of this message, the application is deleted; and you are returned to the <i>View Applications</i> page.
View comments	<ul style="list-style-type: none"> ■ Only available for Returned applications. ■ Click the Comments button next to the application to view comments. ■ RESULT: The <i>View Authorized Certification Official Comments</i> page appears. ■ Click the Back button to return to the <i>View Applications</i> page.
Process an application	<ul style="list-style-type: none"> ■ Only available for Submitted applications of an AE organization. (Refer to the <i>Getting Started with PCIT</i> document for detailed information on the Authorized Entity Applicant role.) ■ Click the Process button next to the application to update with treatment and/or AD information and to print the original certificate. ■ RESULT: The <i>Application Step by Step</i> page appears beginning with the <i>Application Details</i> page. ■ Refer to the <i>Section 3, AE & ACO Assistants Processing of Applications</i> for more information.
Recall an application	<ul style="list-style-type: none"> ■ Only available for submitted applications that have not been opened for processing by an ACO, ACO Admin, AE or Nursery. Once an application is opened for processing (even if no action has been taken, for example adding an inspection), it can no longer be recalled. ■ Click the Recall button next to the application you wish to recall. ■ RESULT: The <i>Recall Confirmation</i> page appears, upon confirmation of this message, the application is recalled, and you are returned to the <i>View Applications</i> screen. ■ NOTE: Once the application is recalled, the status will be changed from "Submitted" to "Work in Progress", which allows you to continue to work on the application.

NOTE: External Organization Users (non-Government users) can stop here.

- Select the [Create/Update Applications](#) link from the left side of the screen.
RESULT: The *Create/Update Applications* page for the duty station appears listing applications in Work in Progress status or applications Returned to the Duty Station.

Welcome Mary Davis of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Create/Update Applications

PCIT Home
 My Workload
 My Duty Station Workload
Create/Update Applications
 With Template
 Without Template
 Manage Template Data
 Manage Application Templates
 Manage Exporters
 Manage Consignees
 Manage Processed Applications
 Financial Management
 Print Wizard
 View Reports
 EXCERPT

Please select View/Edit to view or edit an application. To create a new application, select either 'With Templates' or 'Without Templates' from the left navigation.

Duty Station:

Tracking Number	Status	Submission Date	Shipment Date	Destination
150054	Work in Progress			<input type="button" value="View/Edit"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

7. Click the **View/Edit** button to update the application.
 RESULT: The *Select Your Certificate Type* page appears.



Phyosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)



Application for Phyosanitary Certificate

PCIT Home

Application Step by Step

Certificate Type

General

Export & Shipping

Commodities

Attachments

Summary/Submit

EXCERPT

Select Your Certificate Type

Please enter the required information on each of the Application Step by Step pages. You may enter the information in any order. When complete, go to Summary/Submit to submit the application. If you would like to finish the application at a later time, you may save the application as a work in progress. You may also save the application as a template.

Please choose your certificate type and click 'Next'.

	Used for:	Available at:
PPQ Form 577	US origin commodities going to a foreign consignee.	All PPQ offices or check with individual state/county agriculture department.
PPQ Form 579	Foreign origin commodities reexported from US to foreign consignee.	All PPQ offices or check with individual state/county agriculture department.
State Certificate	Interstate movement of commodities. <small>Note: Foreign consignees can be used when the certificate will be converted to a federal certificate at a PPQ duty station (e.g., handling CITES).</small>	Florida, Texas and Wisconsin State offices.

PPQ Form 577 ▾

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

8. Choose the certificate type and click the **Next** button.
 RESULT: The *Application Step by Step General* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate

Tracking # **94811** [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

General

Items marked * are required.

Applicant Name: [Update](#) M&N International Group, Inc. (Org ID 9953)

Applicant Address: 1222 E. Champlain Drive
 Ste. 201
 Fresno, CA 93720
 Phone: 559-434-4978

Exporter Name:* [Add](#)

Consignee Name:* [Add](#)

Certificate Type: PPQ Form 577

Requested Issuing Duty Station:*

Reference Information:

Import Permit Number:
Note: Please use a comma to separate multiple import permit numbers.

Comments:

[Previous](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: Refer to the *Creating Phytosanitary Applications in PCIT* document, for more information about updating the application.

APPENDIX A - State Phytosanitary Certificates

PCIT Release 3.3 introduces three State phytosanitary certificates for Florida, Texas, and Wisconsin. The creation and processing of state phytosanitary certificates mirrors the Federal processes. The sections below describe each State's phytosanitary certificate.

1. Florida State Phytosanitary Certificate

The Florida State Phytosanitary Certificate is formatted as follows:

Field	Description
Title Block	Florida Department of Agriculture and Consumer Services Division of Plant Industry
Phytosanitary Certificate	Section 581.031 (23)(A), Florida Statutes 1911 S.W. 34th Street/ Gainesville, Florida 32614-7100
Seal	The Seal is printed on the Original. Copy and void versions.
Certification Text	This is to certify that the plants, plant product or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests, specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party including those for regulated non-quarantine pests.
Warning Text	Warning: any alteration, forgery, or unauthorized use of this phytosanitary certificate is subject to prosecution as provided by Sections 581.141 and 581.211, Florida statutes.
Liability Statement	No liability shall attach to the Florida Department of Agriculture and Consumer Services or to any officer or representative of the Department with respect to this certificate.
Document Number	Dacs-08014 Rev. 04/08

2. Texas State Phytosanitary Certificate

The Texas State Phytosanitary Certificate is formatted as follows:

Field	Description
Title Block	Texas Department of Agriculture P.O. Box 12847 - Austin, Texas 78711 - (512) 463-7476 Internet Address: www.tda.state.tx.us For the hearing impaired: (800) 735-2988 (voice) or (800) 735-2989 (TTY)
Seal	The Seal is printed on the Original. Copy and void versions
Certification Text	This is to certify that the article(s) described below were examined by an authorized representative of the Texas Department of Agriculture, and were found to be apparently free from injurious diseases and pests, and conform with the current quarantined regulations of this state, the importing state our country, as stated in the Additional Declaration.
Warning Text	This certificate expires 14 days after issuance.
Liability Statement	NOTE: No liability whatsoever shall attach to the Texas Department of Agriculture or its officers or representatives with respect to this certificate.
Document Number	01/08 TDA Q4710

The following is an example of the Texas State Phytosanitary Certificate:

TEXAS DEPARTMENT OF AGRICULTURE Todd Staples, Commissioner P.O. Box 12847 - Austin, Texas 78711 - (512) 463-7478 Internet Address: www.agr.state.tx.us For the hearing impaired (800) 735-2989 (voice) or (800) 735 2989 (TTY)		FOR OFFICIAL USE ONLY		
PHYTOSANITARY CERTIFICATE		PLACE OF ISSUE Walker, Texas	NO. S-3-48471-00099396-TX	
TO: THE PLANT PROTECTION ORGANIZATION(S) OF Viet Nam		DATE INSPECTED November 05, 2007	CERTIFICATION	
This is to certify that the article(s) described below were examined by an authorized representative of the Texas Department of Agriculture, and were found to be apparently free from injurious diseases and pests, and conform with the current quarantined regulations of this state, the importing state or country, as stated in the additional declarations.				
DISINFESTATION AND/OR DISINFECTION TREATMENT				
1. DATE November 05, 2007		2. TREATMENT Steam sterilization		
3. CHEMICAL (active ingredient)		4. DURATION AND TEMPERATURE		
5. CONCENTRATION		6. ADDITIONAL INFORMATION		
DESCRIPTION OF THE CONSIGNMENT				
7. NAME AND ADDRESS OF THE EXPORTER Elm Exporters Elm Tree Street Happyville, Alaska 25632		8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE Hars Imports Vietnam, Viet Nam		
9. NAME OF PRODUCE AND QUANTITY DECLARED (1) 13 Bundles Apacac (Fruit)		10. BOTANICAL NAME OF PLANTS (1) Urvillea ulmacea		
11. NUMBER AND DESCRIPTION OF PACKAGES (1) In bulk		12. DISTINGUISHING MARKS (See attached distinguishing marks)		
13. PLACE OF ORIGIN (1) USA		14. DECLARED MEANS OF CONVEYANCE Air Freight		
		15. DECLARED POINT OF ENTRY Blahkek		
WARNING: This certificate expires 14 days after issuance.				
ADDITIONAL DECLARATION				
Import Permit Number _123645454654646052_ was presented.				
Page 1 of 2				
16. DATE ISSUED November 05, 2007	17. NAME OF AUTHORIZED OFFICER (Type or Print) Printed_name	18. SIGNATURE OF AUTHORIZED OFFICER		
Note: No liability whatsoever shall attach to the Texas Department of Agriculture or its officers or representatives with respect to this certificate.				
01/00 TDA Q4710				

3. Wisconsin State Phytosanitary Certificate

The Wisconsin State Phytosanitary Certificate is formatted as follows:

Field	Description
Title Block	Wisconsin Department of Agriculture, Trade & Consumer Protection Agricultural Resource Management Division PO Box 8911, Madison, WI 53708-8911 Phone: 608-224-4596 Fax: 608-224-4656
Phytosanitary Certificate	Ch. 94, Wis. Stats., Ch. ATCP 21, Wis Adm. Code ARM-PI-10(Rev 12/99)
Seal	Print the seal on the Copy and Void versions.
Certification Text	This is to certify that the plants or plant products described below have been inspected according to appropriate procedures and are considered to be free from quarantine pests and practically free from other injurious pests; and that they are considered to conform to the current phytosanitary regulations of the importing country.
Liability Statement	No liability shall attach to the Wisconsin Department of Agriculture, Trade and Consumer Protection or to any officer or representative of the Department with respect to this certificate. This form contains personally identifiable information which may be used for purposes other than that for which it was gathered. The information on this form is provided voluntarily.

