

# **Creating Phytosanitary Applications in PCIT**

Prepared by: EDS U.S. Government Solutions 13600 EDS Drive Herndon, Virginia 20171



August 2008

# **Revision History**

Version Number	Revision Summary	Date
1	<ul> <li>Initial version for 2008. Release 3.1 updates include the following:</li> <li>Added information about the incorporation of Phytosanitary Certificate for Reexport, PPQ Form 579.</li> <li>Updated the Applications 572 creation process due to redesign. Elements were regrouped more logically and commodity management was enhanced.</li> <li>Added information regarding the attachment function that enables described to F77 and F70 participates.</li> </ul>	February 2008
2	Added the "Adding Funds as an Applicant" section in response to the PCIT Help Desk Ticket # 5327.	June 2008
3	<ul> <li>Release 3.3 updates include the following:</li> <li>Changed the document title from <i>"Creating Applications"</i> to <i>"Creating Phytosanitary Applications in PCIT"</i>.</li> <li>Updated screen-prints due to improvements to the ACO application creation process.</li> <li>Inserted information about the new State Phytosanitary Certificates.</li> </ul>	August 2008

# Table of Contents

Revision History	i
Table of Contents	ii
1.0 Creating an Application in PCIT	1
1.1 Creating and Submitting an Application	1
1.1.1 Add a Single Commodity	
1.1.2 Add a Mixed Commodity	20
1.1.3 Add a Cross Commodity	26
2.0 Adding & Managing Exporters and Consignees	42
2.1 Add/Manage Exporters	
2.1.1 Update an Exporter's Information	
2.1.2 Delete an Exporter's Information	49
2.2 Add/Manage Consignees	
2.2.1 Update a Consignee	
2.2.2 Delete a Consignee	56
3.0 Creating & Managing Application Templates	57
3.1 Manage Application Templates	
3.1.1 Add a Template	
3.1.2 Update a Template	
3.1.3 Delete a Template	
4.0 Adding Funds as an Applicant	
5.0 Viewing, Updating, and Recalling Applications	
APPENDIX A - State Phytosanitary Certificates	

# 1.0 Creating an Application in PCIT

## **1.1 Creating and Submitting an Application**

What	<ul> <li>This section shows you how to create an application for a Plant Protection and Quarantine (PPQ)</li> <li>577, PPQ 579 Phytosanitary Certificate, or a State Certificate using PCIT. The following functions are included in this section: <ul> <li>Save an Application as a Work in Progress</li> <li>Cancel an Application</li> <li>Submit an Application</li> <li>Update Submitted Applications (Accredited Officials)</li> <li>Save Application Templates.</li> </ul> </li> </ul>
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.

USDA Phyte Trac	osanitary Certificate Issuance & King System (PCIT)
	Welcome
PCIT Home Create Application With Template Without Template View Applications Manage Processed Applications	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.
Manage Template Data	Pre-Purchase Account Balance: \$52432
Financial Management	
Print Wizard	What's New
View Reports	

**NOTE**: If you are an accredited official, you must select the <u>Create/Update Application</u> link before the <u>With</u> <u>Template</u> or <u>Without Template</u> 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> <li>Under the <u>Create Application</u> link, select <u>Without Template</u>.</li> <li>Continue with Step 3.</li> </ul>
Create an application with a template	<ul> <li>Under the <u>Create Application</u> link, select <u>With Template</u>.</li> <li>RESULT: The <i>Manage Application Template</i> page appears.</li> <li>Select the template you wish to use for this application by clicking the <b>Start</b> <b>New Application</b> button next to the template name.</li> <li>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.</li> </ul>



3. To create a new application, click the <u>Without Template</u> link. You must specify the kind of certificate you will be applying for.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604). Sign Out 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	Select Your Certifi Please enter the require the information in any you would like to finis progress. You may a Please choose your of	cate Type irred information on each of the Application Ste / order. When complete, go to Summary/Subn sh the application at a later time, you may save lso save the application as a template. certificate type and click 'Next'.	ep by Step pages. You may enter nit to submit the application. If e the application as a work in
EXCERPT	PPO Form 577	Used for:	Available at:
		consignee.	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. 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).	Florida, Texas and Wisconsin State offices.
		PPQ Form 577 PPQ Form 577 PPQ Form 579 Florida State Certificate Texas State Certificate Wisconsin State Certificate USDA   APHIS   Export Program Manual   Hel	p/Contact Us



Use the following chart to proceed to the desired action:

If You Want To	Then
Create a PPQ Form 577,	Under the <u>Application Step by Step</u> link, select <u>Certificate Type</u> .
Phytosanitary Certificate	RESULT: The Select Your Certificate Type page appears.
	Select the PPQ 577 option and click the Next button.
	<ul> <li>RESULT: The General Application Information of the Application Step by Step appears.</li> </ul>
	Continue with Step 6.
Create a PPQ Form 579.	Under the <u>Application Step by Step</u> link, select <u>Certificate Type</u> .
Phytosanitary Certificate for	RESULT: The Select Your Certificate Type page appears.
Reexport	Select the PPQ 579 option and click the Next button.
	<ul> <li>RESULT: The Certification Information page of the Application Step by Step appears.</li> </ul>
	Continue with Step 4.
Create a State issued	Under the <u>Application Step by Step link</u> , select <u>Certificate Type</u> .
phytosanitary certificate	RESULT: The Select Your Certificate Type page appears.
	Select the appropriate State Certificate option and click the Next button.
	<ul> <li>RESULT: The General Application Information page of the Application Step by Step appears.</li> </ul>
	Continue with Step 6.
	<ul> <li>NOTE: Refer to Appendix A – State Phytosanitary Certificates for further details about each State Certificate.</li> </ul>



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

	Application for Phytos	anitary Certificate			
CIT Home	Tracking # 95055 S	ave as Work in Progress	Save as Template	Close Print	Delete
Application Step by Step	Foreign Certification In	formation			
Foreign Certification Information	Items marked * are require	ed.:			
General Export & Shipping	This is to certify that the p United States from:	lants or plant products de	escribed in this appl	lication were imported	l into th
Commodities Attachments	Country C	of Origin:* Antarctica		✓ Ada	n
Summary/Submit	1000 C				-
XCERPT	Origin inf	ormation has not been ad	ded.		
	Foreign Certificate(s) I If there are no certific enter None o	<b>Number(s):</b> ate numbers, r leave blank.		× ×	
	Click all that apply:				
	Click all that apply: Foreign Certific	ate(s) Are: 📝 Origina	6	🔲 Certified True Co	ру
	Click all that apply: Foreign Certific Commo	ate(s) Are: 🗹 Origina dities Are: 🥅 Packed	Ð	Certified True Co	ру
	Click all that apply: Foreign Certific Commo	ate(s) Are:	l I nal Containers	<ul> <li>Certified True Co</li> <li>Repacked</li> <li>In New Containe</li> </ul>	opy rs

5. 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:

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



#### 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.

USDA Phyt	osanitary Certificate Issuanc kina System (PCIT)	Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) . Sign Out e &
	Application for Phytosanitary	Certificate
PCIT Home Application Step by Step Certificate Type General Export & Shipping Commodities Attachments Summary/Submit EXCERPT	Tracking # 94806 Save as Wo General Items marked * are required. Applicant Name: Applicant Address:	Alaska Plant World (Org ID 10952) 1234 Main Street Suite 500 Juneau, AK 55555
	Exporter Name:* Consignee Name:* Certificate Type: Requested Issuing Duty Station:* Reference Information:	Phone: 907-555-1234 Select Add Select Add PPQ Form 577 Select Y
	Import Permit Number: Note: Please use a comma to separate multiple import permit numbers. Comments:	
	USDA   APHIS	Previous Next   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 #	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> <li>At any time during the application creation process, you may save your work for completion in the future.</li> <li>When you click the Save as Work in Progress button, a date and time displays on the screen.</li> </ul>
Save as Template	<ul> <li>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.</li> <li>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.</li> </ul>
Close	Use to close the application you are working on.
Print	<ul> <li>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.</li> </ul>
Delete	<ul> <li>Use to delete an application at any time in the creation process (before submitting the completed application).</li> </ul>

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

Item	Purpose
Certificate Type & Certification (For 579 applications only)	<ul> <li>When creating a PPQ Form 579 Phytosanitary Certificate for Reexport, the Foreign Certification Information page captures the certificate details entered in the Application Step by Step submission process.</li> </ul>
General	<ul> <li>Captures information about the exporter and consignee, as well as alerts about the existence of import permit number and applicant comments.</li> </ul>
Export & Shipping Details	<ul> <li>Captures information about the location and movement of the application commodities as well as the date and requested issuing duty station information.</li> </ul>
Commodities Overview	<ul> <li>Captures description, quantity, origin, and packaging information about the application commodities.</li> </ul>
Attachments	<ul> <li>Enables users to add, remove, or download documents as attachments to 577 and 579 certificates.</li> </ul>
Summary/Submit	<ul> <li>Provides a mechanism to review all application information, certify commodity origin, and submit it to the requested issuing duty station.</li> </ul>

**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> <li>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 Add Exporter page appears. See Section 2.1, Add/Manage Exporters, for information about adding an exporter.</li> <li>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.</li> </ul>
Consignee Name	<ul> <li>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 Add Consignee page appears. See Section 2.1 Add/Manage Consignees, for information about adding a consignee.</li> <li>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.</li> </ul>
Requested Issuing Duty Station	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> <li>Data used to identify or associate applications.</li> <li>This is an optional field.</li> </ul>
Import Permit Number	<ul> <li>The import number from the foreign government.</li> <li>NOTE: Use a comma to separate multiple import permit numbers.</li> <li>This is an optional field.</li> </ul>
Comments	<ul> <li>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.</li> <li>This is an optional field.</li> </ul>



		1	Nelcome Elizabeth Burton of Al	aska Plant World (Org ID 13604) . <u>Sign Out</u>
USDA Phyt Trac	osanitary Certificat king System (PCIT)	te Issuance &	Street 2	
	Application for Phy	tosanitary Certif	icate	
PCIT Home	Tracking #: 150052	Save as Work in Pre	ogress Save as Template	Close Print Delete
Certificate Type	General			
General Export & Shipping Commodifies	ltems marked <sup>*</sup> are rec	quired.		
Attachments	Applicant Name:		Alaska Plant World (Org ID	13604)
Summary/Submit EXCERPT	Applicant Address:		1234 Main Street Suite 500 Juneau, AK 55555 Phone: 907-555-1234	
	Exporter Name:*		Alaska Plant World 👻 🛛	Add
	Consignee Name:*		Artics Lumber, Inc. 🔽 🔺	dd
	Certificate Type:		PPQ Form 577	
	Requested Issuing D	uty Station:*	AK: Fairbanks (State)	*
	Reference Information	on:		
	Import Permit Numb Note: Please use a comma to separate multiple import numbers.	<mark>er:</mark> I permit		X
	<u>Comments:</u>			<u>^</u>
			revious Next	
	<u> </u>	SDA   APHIS   Exp	ort Program Manual   Help/Con	itact Us

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

		Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952)
USDA Phyte	osanitary Certificate Issuance ting System (PCIT)	e & Sign Out
	Application for Phytosanitary (	Certificate
PCIT Home	Tracking # 90554 Save as Wor	k in Progress Save as Template Close Print Delete
Certificate Type	Export & Shipping Details	
Export & Shipping	Consignee Country: Iceland	
Attachments Summary/Submit	Please enter Export and Shipping det Items marked <sup>*</sup> are required.	tails below. These details apply to the entire shipment.
EXCERPT	Export Details	
	Shipment Value: *Required for federal duty station	Select
	Approximate Date For Departure From Port Of Export:*	02/21/2008
	Port Of Export:	
	Declared Means Of Conveyance From Port Of Export*	Air Freight
		If Other, More Details:
	Default Shipping Details	
	Default Number of Packages, Packag	e Description, and Distinguishing Marks for this shipment.
	Each commodity will delaut to these	but can be overridden on the Commodity Details screen.
	Number Of Packages:	0
	Package Description:	In bulk 💌 Edit Helo
		If Other, More Details:
	Distinguishing Marks:	None Edit Help
		If Other, More Details:
	IMPORTANT: The default values ent or more of these defaults to commodi corresponding checkbox and click the	ered above will apply to <b>new commodities only</b> . To apply one ities already included in the application, select the e 'Apply' button.
	Apply To All Existing Commodities	s: Select All
	Number of Packages	Package Description     Distinguishing Marks
		Apply
	Point Of Entry:* If left blank, the consignee country will be automatically added.	South Pole
		Previous Next
	USDA   APHIS	Export Program Manual   Help/Contact Us

#### 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 sign next to them.

# 90607 Save as Work in P dities Overview he location, date, and time the com ndividual, <u>mixed</u> , or <u>cross</u> commod o the application are listed below. V dity inspection information is not n	rogress Save as Template Close Print Delete modifies will be available for inspection. Use the buttons ities to the application. Commodities that have been fou may update or delete the commodities listed. equired for 579 applications.
dities Overview the location, date, and time the com- ndividual, <u>mixed</u> , or <u>cross</u> commod o the application are listed below. dity inspection information is not n	modities will be available for inspection. Use the buttons ties to the application. Commodities that have been fou may update or delete the commodities listed. quired for 579 applications.
dities Overview re location, date, and time the com ndividual, <u>mixed</u> , or <u>cross</u> commod o the application are listed below. dity inspection information is not n	modities will be available for inspection. Use the buttons ities to the application. Commodities that have been fou may update or delete the commodities listed. iquired for 579 applications.
e location, date, and time the com ndividual, <u>mixed</u> , or <u>cross</u> commod o the application are listed below. dity inspection information is not n	modities will be available for inspection. Use the buttons ities to the application. Commodities that have been /ou may update or delete the commodities listed. quired for 579 applications.
e location, date, and time the com ndividual, <u>mixed</u> , or <u>cross</u> commod o the application are listed below. dity inspection information is not n dity inspection.	modities will be available for inspection. Use the buttons ities to the application. Commodities that have been fou may update or delete the commodities listed. iquired for 579 applications.
o the application are listed below. dity inspection information is not n	You may update or delete the commodities listed.
dity inspection information is not n	quired for 579 applications.
odities Available For Inspection	At:*
1 C C C C C C C C C C C C C C C C C C C	
odities Available On:*	02/13/2008 mm/dd/yyyy
1	ime:* 14 💌 30 💌
	Hours (e.g. 17) Minutes (e.g. 45)
	NORE: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date he been exceeded.
nmodities have been added to the commodity.	pplication. Please select a button to add a commodity o
	nodities Available On:*

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

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.

	Application for Federal Phytosanitary Certificate
PCIT Hame Application Step by Step Certificate Type Foreign Certification Information General Export & Shipping Commodities Amachments 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 C Botanical Name Concel Search
	Search Results



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.

USDA Phyl	Vieicome Elizabeth Burton of Alaska Plant World (Org 10 10952) Sign. Out Sign. Out Ing System (PCIT)
	Application for Federal Phytosanitary Certificate
PCIT Home Application Step by Step Certificate Type Foreign Certification Information General Export & Shipping Commodifies 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 <u>search tips</u> . Any search will only return 1000 commodities max. Search By:  Common Name  C Botanical Name  Tangerine  Concel Search Search Results
	There are no commodities in the current search results.
	USDA   APHS   Export Program Manual   Help/Contact Us



### 16. Click the **Search** button.

RESULT: The commodities meeting the Search criteria are listed.

		Welcome Elizabeth Burton of Alaska Plant World (Org ID 19952) Sign Ov
USDA Phy Trac	tosanitary Certificate Iss king System (PCIT)	wance &
	Application for Federal F	Phytosanitary Certificate
PCIT Home Application Step by Step	Commodity Search	
Certificate Type	Plassa order either a commo	a same or a batanical same to consch for a commodity. Salact a
Foreign Certification Information	commodity from the resulting Click here for search tips. An	list to add to your application, y search will only return 1000 commodities max.
General	Alter and a second s	
Export & Shipping	Search	By: Common Name C Botanical Name
Commodifies		Contraction of the second seco
Attochments		
Summary/Submit		An or a second se
EXCERPT		Itangerine
		[Cancel] [Search]
	If the commodity nar you can <u>add it in the</u>	ne you were looking for is not listed in the search results, application as an unlisted commodity.
	The commodities yo	u add will not be stored in a template.
		Search Results
	Common Name	Botanical Name
	#1000000000000000000000000000000000000	Citeria collocidada (Salard



- 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.

			Welcome Elizabeth Burton of Alaska Plant World (Org ID 19952) . Sign Out
	USDA !	Phytosanitary Certificate Is Tracking System (PCIT)	ssuance &
		Application for Federal	Phytosanitary Certificate
	PCIT Home Application Step by S	Commodity Details	
1	Certificate Type General Export & Shipping Commodities	Please enter the required in to add or edit commodities ingredients have been adde Items marked * are required	formation for a commodity. For a mixed commodity, select <u>"Ingredients</u> " that are part of the mixed commodity package. Select "Save" once all d. d.
	Summary/Submit	Common Name:*	Tangerine
	EXCERPT	Botanical Name:*	Citrus reticulata
		Part:*	Select
		If Other, More Details:	
		Quantity:*	
		Unit:*	Select
		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:*	In bulk 🗾 (Edit) Edit Help
		If Other, More Details:	
		Distinguishing Marks:*	None Edit Edit Help
		lf Other, More Details:	
		<u>Certified Origin(s):</u>	USA
		To add detailed origin inform 'Add/Edit Multiple Origins' b	nation other than USA or to add multiple origins, please click the utton: Add/Edit Multiple Origins
		Use this certified origin	for all future commodities I am entering at this time.
			Cancel Save
		USDA	APHIS   Export Program Manual   Help/Contact Us

**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> <li>Descriptive name that precisely identifies the product.</li> <li>Read only unless an unlisted commodity is being added.</li> <li>This is a required field.</li> </ul>
Botanical Name	<ul> <li>The scientific name. It should include the genus and the species classification.</li> <li>Read only unless an unlisted commodity is being added.</li> <li>This is a required field.</li> </ul>
Part	<ul> <li>Name of the plant part that best describes the commodity.</li> <li>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.</li> </ul>
Quantity	The total number of units of commodity that will be shipped.
Unit	<ul> <li>Unit of measure that best describes the commodity.</li> <li>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.</li> </ul>
Weight	<ul> <li>The weight in pounds of the commodity to be shipped.</li> <li>This is an optional field.</li> <li>NOTE: This entry is used for reporting requirements for some states and will not appear on the certificate.</li> </ul>
Number Of Packages	<ul> <li>The total number of packages of the commodity to be shipped.</li> <li>Can be zero (0) or blank when package description is "In bulk".</li> </ul>
Package Description	<ul> <li>Package description associated with the commodity. Select one of the items from the drop-down list:</li> <li>In bulk.</li> <li>Other. Type the package description in the data entry field provided.</li> </ul>
Distinguishing Marks	<ul> <li>Any marking on the packages that will assist in identifying the commodity.</li> <li>None. Default</li> <li>Use Consignee Address. Consignees address displays on the PPQ 577 and PPQ 572.</li> <li>Other. Type the distinguishing marks in the data entry field provided.</li> </ul>
Certified Origin(s):	<ul> <li>This field is pre-populated with USA.         <ul> <li>Add/Edit Multiple Origins option modify this field.</li> <li>Certified origin checkbox is available for entering multiple commodities with the same certified origin.</li> <li>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.</li> <li>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.</li> </ul> </li> </ul>



Field	Notes
Certified Origin: Locality	<ul> <li>Certified Origin: Locality associated with the commodity.</li> <li>This is an optional field.</li> </ul>
Certified Origin: Locality Descriptor	<ul> <li>Certified Origin: Locality Descriptor associated with the commodity.</li> <li>Select a locality descriptor from the drop-down list.</li> <li>Required if there is an entry in Locality.</li> </ul>
Certified Origin: State / Territory	<ul> <li>Certified Origin: State / Territory associated with the commodity.</li> <li>Select a state or territory from the drop-down list.</li> <li>Required if there is an entry in Locality.</li> </ul>
Certified Origin: Country	<ul> <li>Certified Origin: Country associated with the commodity.</li> <li>This is an optional field.</li> </ul>
Certified Commodity Origin:	This field is pre-populated with USA.

19. To add detailed origin information, click the **Add/Edit Multiple Origins** button. RESULT: The following additional information blocks will be available:

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.

Ad	ditional Comm	nodity Origins		
	Common Name:	Tangerine		
	Botanical Name:	Citrus reticulata		
	Certified Origin:	If the certified origin and state details, of	country is USA, you may ent herwise leave these fields blar	er locality, locality desc nk.
	Locality		Locality Descriptor	
			Select ·	
	e.g. Clayton		e.g. County	
	State/Territory		Country	
	Select	-	USA	•
	Add			
	Commodity Origi	n		
	USA			
			Back	

#### 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 19952)
USDA I	hytosanitary Certificate Is	ssuance &
	racking System (PCIT)	
PCIT Home	Application for Federal	Phytosanitary Certificate
Application Step by S	Commodity Details	
Certificate Type	Please enter the required in to add or edit commodities	formation for a commodity. For a mixed commodity, select <u>'Ingredients</u> ' that are part of the mixed commodity package. Select 'Save' once all
Information	n ingredients have been adde	d.
General Export & Shipping		
Commodities	Common Name:*	Tangerine
Attachments Summary/Submit	Botanical Name:*	Citrus reticulata
EXCERPT	Part:*	Fruit
	If Other, More Details:	
	Quantity:*	1000
	Unit.*	Pounde
	lf Other More Details:	
	W-late	
	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 Cutit Edit Help
	If Other, More Details:	Cold Storage Container
	Distinguishing Marks:*	Other Edit Edit Help
	If Other, More Details:	APW Logo
		×.
	<u>Certified Origin(s):</u>	Juneau Borough, Alaska, USA
	To add detailed origin inform 'Add/Edit Multiple Origins' b	nation other than USA or to add multiple origins, please click the utton: (Add/Edit Multiple Origins)
	Use this certified origin	for all future commodities I am entering at this time.
		Cancel Save
	USDA	APHIS   Export Program Manual   Help/Contact Us

If you want to	Then
Add new commodity(ies) with the same Certified Origin	<ul> <li>Select the "Use this certified origin for all future commodities" option box.</li> <li>Click the Save button.</li> <li>Repeat Steps 12 through 18.</li> </ul>
Add new commodity(ies) with different Certified Origin(s)	<ul> <li>Ensure that the "Use this certified origin for all future commodities" option box is <i>not</i> checked.</li> <li>Click the Save button.</li> <li>Repeat Steps 12 through 18.</li> </ul>



# 1.1.2 Add a Mixed Commodity

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

RS III	Application for Fe	deral Phytosanitary (	Certificate		- Gotter J	
PCIT Home	Tracking # 90555	Save as Work in Progres	s Save as Ter	mplate Close	Print De	lote
Application Step by Step Certificate Type	Commodities Ove	rview				
Foreign Certification	Enter the location, d	ate, and time the commodit	ies will be availa	able for inspecti	on. Use the butt	ons
Gameral	to add individual, min	red, or cross commodities t	o the applicatio	n. Commodities	that have been	
Export & Shipping	added to the applica Commodity inspecti	tion are listed below. You m on information is not require	ay update or de 1 for 579 applic:	nete the commi ations	oddies listed.	
Commodities	community mapped	an meaning of the residence	s ion of a shifting.	10000		
Attachments	Commodities Avai	lable For Inspection At:				
Summary/Submit	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	n men son an an an an <b>e</b> men en an				
LXCERPT	Commodities Avai	lable On:	mm/dd/yyyy	,		
		Time	Hours (e.g. 17)	Minutes (e.g. 45	0	
			Note: A phyte time limit betwe been exceeded	osanitary certificat ien the inspection i	e cannot be issued and the shipping dat	if the e has
	Common Name	Botanical Name	Quantity	Unit	Update Selected Select All	Delete Selected
	Tangerine	Citrus reticulata	1000	Pounds	Г	Г
	(Add Commodity)	Add Mixed Commodity	dd Cross Comm	odity		





USDA Phy Tra	tosanitary Certificate cking System (PCIT)	Issuance &					
	Application for Federa	I Phytosanitary Certificate					
CIT Home AppScotion Step by Step Certificate Type Foreign Certification Information	Commodity Search Please enter a common ni to add to your application. Click here for search tips.	ame to search for a commodity. Select a con Any search will only return 1000 commoditie	nmodity from the resulting lis				
General		County One - Announcement					
Export & Shipping	Search By: Common name						
Commodifies							
1.1							
Attachments							
Attachments Summary/Sobmit XCERPT		Cancel Search					
Attachinents Summary/Submit XCERPY		Cancel Search Search Results					
Attachinents Summary/Submit XCERPY	Common Name	Cancel Search Search Results Botanical Name					
Attachments Summary/Submit KCERPY	Common Name Floral Bouquet	Cancel Search Search Results Botanical Name See ingredients	[Select]				
Attachments Summary/Sobmit ICERPT	Common Name Floral Bouquet Fruit Basket	Cancel Search Search Results Botanical Name See ingredients See ingredients	(Select) (Select)				
Attachments Summary/Sobmit ICERPT	Common Name Floral Bouquet Fruit Basket Mixed Fruit	Cancel Search Search Results Botanical Name See ingredients See ingredients See ingredients See ingredients	Select Select Select				
Attachments Summary/Submit KCERPT	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Grain	Cancel Search Search Results Botanical Name See ingredients See ingredients See ingredients See ingredients See ingredients	(Select) (Select) (Select) (Select)				
Attachments Summary/Submit ICERPT	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Grain Mixed Greens	Cancel Search Search Results Botanical Name See ingredients See ingredients See ingredients See ingredients See ingredients See ingredients	Sølect Sølect Sølect Sølect Sølect				
Atlachments Summary/Submit KCERPT	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Grain Mixed Greens Mixed Product	Cancel Search Search Results Botanical Name See ingredients See ingredients See ingredients See ingredients See ingredients See ingredients See ingredients	Sølect Sølect Sølect Sølect Sølect Sølect				
Atlachments Summary/Submit KCERPT	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Grain Mixed Greens Mixed Product Mixed Seed	Cancel Search Search Results Botanical Name See ingredients See ingredients See ingredients See ingredients See ingredients See ingredients See ingredients See ingredients See ingredients See ingredients	Select Select Select Select Select Select Select				
Attachinents Summary/Submit XCERPT	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Grain Mixed Greens Mixed Product Mixed Seed Potpourri	Cancel Search Search Results Botanical Name See ingredients See ingredients	Select Select Select Select Select Select Select Select				



- 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 Flizabeth Burton of Alaeka Plant World (Org ID 10952)
			Sign Out
	USDA Phy	tosanitary Certificate Is	ssuance &
	Inde	cking system (PCH)	
		Application for Federal	Phytosanitary Certificate
	PCIT Home Application Step by Step	Commodity Details	
	Certificate Type	Please enter the required in	formation for a commodity. For a mixed commodity, select "ingredients"
	Foreign Certification Information	to add or edit commodities t ingredients have been added	that are part of the mixed commodity package. Select 'Save' once all d.
	General	ltems marked * are required	ł.
	Export & Shipping		
	Commodities	Common Name:*	Salad
l .	Attachments	<b>B</b> ( ) ( ) <b>*</b>	
	Summary/Submit	Botanical Name:"	See ingredients
	EXCERPT	Part:*	Select
		lf Other More Details:	
		n other, more betans.	
		Quantity:*	
		Unit:*	Select
		lf 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:*	Select Edit Edit Help
		Tuckage Description	
		If Other, More Details:	
		Distinguishing Marks:*	None Edit Edit Help
		If Other, More Details:	*
		Certified Origin(s):	USA
		To add detailed origin inform 'Add/Edit Multiple Origins' b	nation other than USA or to add multiple origins, please click the utton: [Add/Edit Multiple Origins]
			Cancel Save Ingredients
		USDA	APHIS   Export Program Manual   Help/Contact Us

- 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.

Ingredients		
Please add/edit the ingn to include a common ing ingredients. Select 'Back Common Name: Salad Add Ingredients	edients for the previously entered mixed co redient. Click the 'Add Ingredients' button c' when you are done to return to Commod	ommodity. Click on the cł to search for and add oth dity Details.
Ingrediente:		
Ingredients: Common Name	Botanical Name	Check items to a
Ingredients: Common Name Broccoli	Botanical Name Brassica oleracea	Check items to a Select All Checkbo
Ingredients: Common Name Broccoli Cabbage	Botanical Name Brassica oleracea Brassica oleracea	Check items to a Select All Checkbo
Ingredients: Common Name Broccoli Cabbage Carrot	Botanical Name Brassica oleracea Brassica oleracea Daucus carota	Check items to a Select All Checkbo C C C
Ingredients: Common Name Broccoli Cabbage Carrot Cauliflower	Botanical Name Brassica oleracea Brassica oleracea Daucus carota Brassica oleracea	Check items to a Select All Checkbo
Ingredients: Common Name Broccoli Cabbage Carrot Cauliflower Celery	Botanical Name Brassica oleracea Brassica oleracea Daucus carota Brassica oleracea Apium graveolens	Check items to a Select All Checkbo
Ingredients: Common Name Broccoli Cabbage Carrot Cauliflower Celery Chervil	Botanical Name Brassica oleracea Brassica oleracea Daucus carota Brassica oleracea Apium graveolens Anthriscus cerefolium	Check items to a Select All Checkbo

**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.

USDA Ph	Vieicome Elizabeth Burton of Alaska Plant World (Org ID 18952) Sign Out Sign Out Sign Out Sign Out
	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:
	There are no ingredients for this mixed commodity.
	Back
J.,	USDA   APHS   Export Program Manual   Help/Contact.Uz



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

If you want to	Then
Add Salad ingredient	Click the <u>Select All Checkboxes</u> link to add all the common salad ingredients.
	Select the <u>Deselect All</u> 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	Click the Add Ingredients button.
commodity	The Application Step by Step Commodities page appears, and you can search for the commodity ingredients to be added to the mixed commodity.
Delete an ingredient from a mixed commodity	You may remove an ingredient by clicking the <b>Delete</b> button next to it.
Return to the <i>Commodity Details</i> page	Click the <b>Back</b> 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> <li>Click the Cancel button.</li> <li>RESULT: The Application Step by Step Commodities Overview page appears; the commodity has not been saved.</li> </ul>
Save the new commodity	<ul> <li>Click the Save button.</li> <li>RESULT: The Application Step by Step Commodities Overview page appears; the commodity has been added to the list.</li> </ul>

(2)	cking System (PCI)		1977 W	- Carlos	Suffer 1	-70					
	Application for Fe	deral Phytosanitary	Certificate		-072-04 Kowai webi						
PCIT Home	Tracking # 90555	Save as Work in Progre	ss Save as Ten	nplate Close	Print De	loto					
Application Step by Step Certificate Type	Commodities Overview										
Foreign Certification Information	Enter the location, d	Enter the location, date, and time the commodities will be available for inspection. Use the buttons									
General	added to the applicat	odities listed									
Export & Shipping	Commodity inspection	in information is not require	d for 579 applica	tions.							
Commodities											
Attachments	Commodities Avail										
Summary/Submit											
		Tim	E: E: Hours (e.g. 17) Note: A phyto line imit betwee been exceeded	Minutes (e.g. 45 sanitary certificat en the inspection	<li>and the issued i and the shipping deb</li>	f the e has					
	Common Name	Botanical Name	Quantity	Unit	(Update Selected) Select All	Delete Selected					
	A second proceeding of the second se second second sec	Charles and the dates	1000	Pounds	Г	Г					
	Tangerine	citrus reticulata		1200 C							
	Tangerine Salad	See ingredients	1000	Bags	Add Commodity Add Mixed Commodity Add Cross Commodity						

### 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 Overviews page, click the Add Cross Commodity button.

	Application for Fe	deral Phytosanitan/ 0	ertificate	a second			
	Аррисацопнонне	derai Friytosanitary c	entineate			1	
PCIT Home	Tracking # 90555	Save as Work in Progress	Save as lem	plate Close	Print De	lete	
Certificate Type	Commodities Overview						
Foreign Certification Information	Enter the location, d	Enter the location, date, and time the commodities will be available for inspection. Use the buttons					
General	to add individual, mix	ed, or cross commodities to	the application	Commodities	that have been		
Export & Shipping	Commodity inspection	tion are insted below. You may	sy update or de for 579 applica	tions.	drives listed.		
Commodifies							
Attochments	Commodities Avail	lable For Inspection At:	<u> </u>		-		
Sunmary/Submit							
		Time	mmläddyyyyy	Minutes (e.g. 45	ì		
			Note: A phyto time limit between been exceeded	sanitary certificate in the inspection a	cannot be issued i nd the shipping dat	f the e has	
	Common Name	Botanical Name	Quantity	Unit	Update Selected	Delete Selected	
	Tangerine	Citrus reticulata	1000	Pounds	E		
	Salad	See ingredients	1000	Bags	<b>F</b> i	E	
		Add Mixed Commodity	d Cross Commo	dity			



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

USDA Phyt	Vielcone Elizabeth Burton of Alaska Plant World (Org ID 18952 Sign O king System (PCIT)
PCIT Home AppScation Step by Step Certificate Type Foreign Certification Information General Export & Shipping Commodifies	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: Add Commodity
Attochments Summary/Submit EXCERPT	There are no commodities in the current cross commodity. Cancel Save USDA   APHS   Export Program Marcust   HelpContect.Us



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

	Vielcome Elizabeth Burton of Alaska Plant World (Org 10 19952) Sign Out osanitary Certificate Issuance & king System (PCIT)
PCIT Home Application Step by Step Certificate Type Foreign Certification Information General Export & Shipping Commodities Attachments Summary/Submit EXCERPT	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 C Botanical Name Concel Search Search Results There are no commodities in the current search results.
	USDA   APHS   Export Program Manual   Hele/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.

		Welcone Elizabeth Burto	on of Alaske Plant World (Org ID 1995 Sign G
USDA Phyte Trac	osanitary Certificate king System (PCIT)	Issuance &	
	Cross Commodity		
PCIT Home AppScation Step by Step Certificate Type	Please add/edit the comm commodities for a cross c add other commodities. S	odities for this cross commodity. You o ommodity at a time. Click the 'Add Cor elect 'Save' when you are done to enter	may select no more than two nmodity' button to search for and your commodity details for this
Foreign Certification Information	cross commodity.	Ó	8
Genoral	Cross Commodity Name	: Citrus reticulata	
Export & Shipping			
Commodifies	Add Commodity		
Attochments			
Summary/Submit	Common Name	Botanical Name	11 A. 14
EXCERPT	Tangerine	Citrus reticulata	Delete
	1.4	Cancel Save	
	USDA	A 1 APHS   Export Program Manual 1 B	No.Contact Us



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.

USDA Phyt	osanitary Certificate	Issuance &		Sign
	Application for Feder	al Phytosanitary Certificate		640
PCIT Home Application Step by Step Certificate Type Foreign Certification Information General Export & Shipping Commodities Attachments Summary/Submit	Commodity Search Please enter either a com commodity from the resul Click here for <u>search tips</u> Sea	imon name or a botanical name to ting list to add to your application. Any search will only return 1006 o arch By: Common Name	search for a commodit commodities max. C Botanical Name	y. Select a
EXCERPT		Concel Search Search Results		
	Common Name	Botanical Name		(Select)



- 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.
- 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.

USDA Phyte Trac	osanitary Certificate king System (PCIT)	Issuance &	al
	Cross Commodity		
PCIT Hame Application Step by Step Certificate Type Foreign Certification Information General Export & Shipping Commodifies Attachmenth	Please add/edit the comm commodities for a cross c add other commodities. So cross commodity. Cross Commodity Name Add Commodity	odities for this cross commodity. You m ommodity at a time. Click the "Add Com elect "Save" when you are done to enter y : Citrus reticulata X Citrus paradisi	ay select no more than two modity' button to search for and rour commodity details for this
Summary/Submit	Common Name	Botanical Name	
EXCERPT	Tangerine	Citrus reticulata	Delete
	Grapefruit	Citrus paradisi	Delete
		Cancel Save	



- 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) .
USDA Phyl	tosanitary Certificate Issuance &
Trac	cking System (PCIT)
DOIT	Application for Federal Phytosanitary Certificate
Application Step by Step	Commodity Details
Certificate Type	Please enter the required information for a commodity. For a mixed commodity, select " <u>Ingredients</u> '
Foreign Certification Information	ingredients have been added.
General	Items marked * are required.
Export & Shipping	Common Name:* Citrus reticulata X Citrus paradisi Edit Commodity
Attachments	
Summary/Submit	Botanical Name: Citrus reticulata X Citrus paradisi
EACERFI	Part:* Select
	If Other, More Details:
	Quantity:*
	Unit.* Select
	If Other, More Details:
	Mainht
	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:* Select Edit Edit Help
	If Other, More Details:
	Distinguishing Marks:* None
	If Other, More Details:
	▼.
	Certified Origin(s): USA
	To add dataled minininformation attaction (100) and a add coefficiency of a second distance of the 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> <li>Click the Cancel button.</li> <li>RESULT: The Application Step by Step Commodities Overview page appears; the commodity has not been saved.</li> </ul>
Save the new commodity	<ul> <li>Click the Save button.</li> <li>RESULT: The Application Step by Step Commodities Overview page appears; the commodity has been added to the list.</li> </ul>


- If you want to ... Then... Repeat Step 14 through Step 21. Add a single commodity Repeat Step 22 through Step 28. Add a multiple ingredient commodity Repeat Step 29 through Step 38. Add a cross commodity Click the Update button next to commodity to be updated. Update a commodity RESULT: The Application Step by Step Commodity Details page appears. Make the desired updates. Click the Save Commodity button to save the updates and return to the Application Step by Step Commodities Overview page. OR Click the **Cancel** button to abandon the update and return to the Application Step by Step Commodities Overview page. Click the **Delete** button next to the commodity to be deleted. Delete a commodity RESULT: The Confirmation page appears. ■ Click Yes to confirm deletion or No to cancel the deletion. RESULT: The Commodities Overview page displays. Proceed to Step 47. Submit the application
- 42. Use the following chart to select the desired action:

#### 43. Click the Next button.

RESULT: The Application Step by Step Attachments page appears.

Trac	cking System (PCI	T)	and the second second	Section -	10	
	Application for Fe	deral Phytosanitary Ce	rtificate			
PCIT Home	Tracking # 90555	Save as Work in Progress	Save as Template	Close Prin	t Delet	
Application Step by Step						
Certificate Type	Attachments					
Foreign Certification Information	To add attachments to your application, click the 'Add Attachment' button.					
General	<b>F</b>					
Export & Shipping	No attachments ha	e been added to this application	on.			
Commodifies	Contraction of the					
Attochments	Add Attochment					
Summary/Submit						
EXCERPT		Previous	Next			
		(Previous)	C. C			

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 in 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.

USDA Phytosanitary Certificate Issuance Tracking System (PCIT)	Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) Sign Ovd
File Upload Click the Browse' button to select the truncated to 40 characters (including to items marked * are required. File Description.*	file from your computer to upload. Long file names will be he file extension). (gif, jog, or pdf)
If Other, More Details:	(40 cheracters max) (40 cheracters max) Concel Upload Export Program Manual   Help/Contact Uz



- Field
   Notes

   File Location

   Click the Browse... button to select the file from your computer to upload.
   The Choose file 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
   From the drop-down list, select the appropriate file description.
   Other. Type the file description in the data entry field provided.
- 45. Complete the fields of the File Upload page according to the following field chart:

Choose file		<u>? ×</u>
Look in:	Sindows (C: )	▼ 🗢 🗈 💣 💷 -
My Recent Documents Desktop My Documents My Computer	Ca_lic COE_HW Config.Msi em I386 MSOCache Program Files ps ps pspub support Temp tools Unsolicited valueadd SVS Working Folder	WINDOWS WUTemp Complete.txt ECOS System Security Plan.doc InoDist.log InoDist.log IPH.PH Temmbi.log Reports.doc Shortcut to ecos_cm on 'ushrsusda001' Shortcut to ecos_dev on 'ushrsusda001' Shortcut to ecos_dev on 'ushrsusda001' UpdatePatch.log
Mu Network	File name:	
Places	Files of type: All Files (*.*)	Cancel

#### 46. Click the Upload button.

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

USDA Phyt	osanitary Certifico king System (PCIT	ate Issuance & )	Welcome Elizabeth Burton of a	Alaska Plant World (örg ID 169: Sign
	Application for Fed	deral Phytosanitary Ce	rtificate	
PCIT Home Application Step by Step Certificate Type General Export & Shipping	Tracking # 90556 Attachments To add attachments t	Save as Work in Progress	Save as Template Close	Print Delete
Commodities	File Name		Description	
Summary/Submit EXCERPT	SampleAttachment	gif	Sample Attachment	[Delete][Download]

47. Click the **Next** button.

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



### 1.0 Creating an Application in PCIT

Application for Federal Phyt	osanitary Certificate	Delete			
tep by Step	fork in Progress Save as lemplate Close Print	Delete			
Summary/Submit	Summary/Submit				
Please review the information that	you have provided for the application. Select 'Edit' to m	ake			
changes to the associated part of	the application. If this is a new application (not a Reus) origin of the commodities, and then click the Submit A	e), carefully Application'			
button.	origin of the commodities, and then click the Oublint A	pheanon			
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:					
g	Juneau	Edit			
Destination Country:	Iceland				
Requested Issuing Duty Statio	n: AK-Fairbanks (State)				
Reference Information:					
Import Permit Number:	×				
	T				
Comments:	×.				
Shipment Value:	Commercial				
Approximate Date For Depart From Port Of Export:	ure 02/21/2008				
Port Of Export:					
Declared Means Of Conveyan	ce: Air Freight	(Edit)			
Shipping Details:	For information, click the commodity				
Point Of Entry	Details' putton(s) below.				
Tome or Entry.					
Commodities Available For In	spection At: 1500				
Commodities Available On:	02/13/2008 <u>Time:</u> 1115				
Commodities Total:	2	Edit			
Common Name Botanical	Name Quantity Unit				
Tangerine Citrus reticu Salad See ingradi	ulata 1000 Pounds Details				
	ents 1000 Dags (Derdits)				
Attachments: There are 1	file(s) attached to this application.	Edit			
Notice: By submission of this a	nnlication. I certity that the origin (nlace where gr	own) of			

**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.

If you want to	Then
Change a section of the application information	<ul> <li>Click the Edit button next to the section of information you wish to change.</li> <li>The Section is displayed in which you can make changes to this part of the application.</li> <li>Make the desired changes.</li> <li>Click the Next button to return to the Summary/Submit page.</li> </ul>
View / update detailed commodity information on the application	<ul> <li>Click the <b>Details</b> button located next to commodity to see additional information about the commodity.</li> <li>Click the <b>Edit</b> button to make changes to the commodity.</li> <li>Click the <b>Save</b> button to return to the <i>Summary/Submit</i> page.</li> <li>Click the <b>Back</b> button to return to the <i>Summary/Submit</i> page.</li> </ul>
Continue with submitting the application	Proceed to Step 39.

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



lf	Then		
No errors are found	<ul> <li>One of the following <i>Confirmation</i> page appears with the tracking number displayed.</li> </ul>		
There were CITES commodities on the application	<ul> <li>The Application Validation Results page displays.</li> <li>Click the Review Errors button to view the CITES warning on the Inspection &amp; Export Details page.</li> <li>Click the Next button to return to the Summary/Submit page.</li> <li>A check box is displayed below the Commodities list to confirm that you have read the CITES warning.</li> <li>Check the box.</li> <li>Click the Submit Application button again.</li> </ul>		
	<ul> <li>One of the following <i>Confirmation</i> page appears with the tracking number displayed.</li> </ul>		
Errors are found	<ul> <li>The Application Validation Results page displays.</li> <li>Click the Review Errors button to sequentially navigate through the screen and correct errors.</li> <li>Click the Submit Application button again.</li> <li>One of the following Confirmation page appears with the tracking number displayed.</li> <li>OR</li> </ul>		
	<ul> <li>Click the Save &amp; 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.</li> </ul>		

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

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

If you want to		Then		
	Save this application as a template for future use	<ul> <li>Click the Save as Template button and name your template.</li> <li>Click the Save button.</li> </ul>		
		<ul> <li>The newly created template will be available for re-use under Manage Application Templates.</li> </ul>		
	Process this application	You may do so if you:		
		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 <b>Process this Application</b> 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 <b>Process this Application</b> 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 <b>Process this Application</b> button. Refer to the <i>Processing Applications in PCIT</i> document.		

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

USDA Phyte	Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952). Sign Out osanitary Certificate Issuance & king System (PCIT)
	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.
- Select the <u>Manage Template Data</u> link. RESULT: The link opens to show the following links:
  - Manage Application Templates.
  - Manage Exporters.
  - Manage Consignees.

	tos ckiu M	anitary Certi ng System (P( lanage Applica	ficate Issuance CIT) ation Templates	Welcome Elizabeth I	Burton of Alaska Plant World (Org ID 13604). Sign Out	
PCIT Home Create Application With Template Without Template		An application ter as exporters and To start a new ap	n application template simplifies creating a new application by reusing existing information, such exporters and commodities. You may add, update, or delete application templates at any time. I start a new application based on a template, find the template and select Start New App.			
View Applications		Template	Exporter	Consignee	]	
Manage Processed Applications		Name				
Manage Template Data		Bushmint to Copenhagen	Juneau Exporters	Danish Importers	Start New App Update Delete	
Manage Application Templates				Add Template		
Manage Exporters						
Manage Consignees						
Financial Management						
Print Wizard						
View Reports						
EXCERPT						
			<u>USDA   APHIS</u>	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 <u>PCIT Home</u> link and the Manage Template Data appears.



3. Select the <u>Manage Exporters</u> link. RESULT: The *Manage Exporters* page appears.

USDA Trac	osanitary Certifica king System (PCIT) Manage Exporters	v ate Issuance & )	Velcome Elizabeth Burton o	f Alaska Pl	ant World (Org ID 13604) . Sign Out
PCIT Home Create Application With Template Without Template	Creating a list of expo creating an application You may add, update,	rters allows anyone in n eliminating the need , or delete exporters al	your organization to sele to type the exporter infor t any time.	ect an exp mation for	orter from a list when each application.
View Applications	Exporter Name	Alias Name	City	State	_
Manage Processed Applications	Alaska Plant World	Alaska Plant World	Juneau	AK	Update Delete
Manage Template Data	Juneau Exporters	Juneau Exporters	Juneau	AK	Update Delete
Manage Application Templates		(	Add Exporter		
Manage Exporters					
Manage Consignees					
Financial Management					
Print Wizard					
View Reports					
EXCERPT					
		USDA   <u>APHIS</u>   <u>Exp</u>	ort 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 <u>Step 8</u> .
Delete an exporter's information	Proceed to <u>Step 10</u> .



 If you have no exporters listed, you will have to add exporters to have them available from your dropdown 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)	Start Charles
Exporter Details	
Please enter the required information for a first 40 characters from exporter name wil Items marked * are required.	n exporter. Please note: If exporter alias name is empty, I be copied to it on save.
Exporter Name:	* Alaska Plant World
Exporter Alias Name	Alaska Plant World
Exporter Contact Person Name	•
Street Address:	* 12934 Anywhere Street
City:	* Juneau
State/Territory:	Alaska 💌
Zip Code:	* 11111
Country	: USA
Phone	
Fax	
E-Mail	
Cancel Save	& Back Save & Add Another
USDA I APHIS I E	xport Program Manual   Help/Contact Us



Field	Notes
Exporter Name	Name of the exporter as you wish it to appear on applications and certificates.
Exporter Alias Name	<ul> <li>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.</li> <li>This is an optional field.</li> </ul>
Exporter Contact Person Name	<ul> <li>Name of the contact person for the exporter.</li> <li>This is an optional field.</li> </ul>
Street Address	The exporter's address as you wish it to appear on applications and certificates. If necessary, two lines have been provided.
City	<ul> <li>City associated with the exporter's address as you wish it to appear on applications and certificates.</li> </ul>
State/Territory	<ul> <li>Select the state drop-down list to view the states and territories available:</li> <li>Select the state or territory of the exporter's address from the list.</li> </ul>
Zip Code	The five- or nine-digit Zip code of the exporter's address as you wish it to appear on applications and certificates.
Country	This field is pre-populated with: USA.
Phone	<ul> <li>The exporter's 10-digit telephone number, area code first. You may also enter an extension if needed.</li> <li>This is an optional field.</li> </ul>
Fax	<ul><li>The exporter's fax number.</li><li>This is an optional field.</li></ul>
E-mail	<ul><li>The exporter's e-mail address.</li><li>This is an optional field.</li></ul>

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



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

	Welcome Elizabeth Burton of Alaska Plant World (Org ID 19952) . Sign.Oxt
USDA Phytosanitary Certificate Issuance &	Sec. 4 Charles Wall
Exporter Details	
Please enter the required information for a first 40 chars from exporter name will be o Items marked * are required.	n exporter. Please note: If exporter alias name is empty, ropied to it on save.
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	
Concel (Sovi	& Bock Save & Add Another
USDA I APHS I E	aport Program Manual   Help/Contact Us

If you want to	Then			
Cancel the new exporter entry	<ul> <li>Click the Cancel button.</li> <li>RESULT: The Manage Exporters page appears. No edits have been saved.</li> </ul>			
Save the new entry and return to the <i>Manage Exporters</i> page	<ul> <li>Click the Save &amp; Back button.</li> <li>RESULT: The Manage Exporters page appears. A new exporter has been saved to the Exporter Name list.</li> </ul>			
Save the new entry and enter additional exporters to your exporter list	<ul> <li>Click the Save &amp; Add Another button.</li> <li>The previous exporter name has been saved.</li> <li>RESULT: A blank <i>Export Details</i> page appears.</li> <li>Repeat Step 6 and Step 7.</li> </ul>			



Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604). Sign Out Phytosanitary Certificate Issuance & Tracking System (PCIT)						
	Manage Exporters					
PCIT Home Create Application With Template Without Template	Creating a list of expo creating an applicatior You may add, update,	rters allows anyone in eliminating the need or delete exporters at	your organization to sele to type the exporter infor any time.	ect an expo mation for	orter from a list when each application.	
View Applications	Exporter Name	Alias Name	City	State	٦	
Manage Processed Applications	Alaska Plant World Alaska Plant World	Alaska Plant World APW-Anchorage	Juneau Anchorage	AK AK	Update Delete Update Delete	
Manage Template Data	Juneau Exporters	Juneau Exporters	Juneau	AK	Update Delete	
Manage Application Templates		0	Add Exporter			
Manage Exporters						
Manage Consignees						
Financial Management						
Print Wizard						
View Reports						
EXCERPT						
	ļ	JSDA   <u>Aphis</u>   <u>Exp</u> o	ort Program Manual   <u>Help/</u>	Contact Us		



## 2.1.1 Update an Exporter's Information

 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.

RESOLT. The Exporter Detuits page appears with the exporter information of

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> <li>Click the Cancel button.</li> <li>RESULT: The Manage Exporters page appears; no changes have been saved.</li> </ul>			
Save the updated information and return to the <i>Manage Exporters</i> page	<ul> <li>Click the Save &amp; Back button.</li> <li>RESULT: The Manage Exporters page appears; the updated information is saved.</li> </ul>			
Save the updated information and enter additional exporters to your exporter list	<ul> <li>Click the Save &amp; Add Another button.</li> <li>The updates have been saved to the exporter you were adding / updating.</li> <li>RESULT: A blank <i>Export Details</i> page appears.</li> <li>Repeat Step 6 and Step 7.</li> </ul>			



## 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.

USDA Trac	Welcome Eliza osanitary Certificate Issuance & king System (PCIT) Delete Confirmation	abeth Burton of Alaska Plant World (Org ID 13604). Sign Out
PCIT Home Create Application	Are you sure you want to delete exporter: Alaska Plant	World?
With Template Without Template View Applications	No Ye	s
Manage Processed Applications		
Manage Template Data		
Financial Management		
Print Wizard		
View Reports		
EXCERPT		
	USDA   APHIS   Export Program N	anual   Help/Contact Us

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

If you want to	Then		
Continue with the deletion	<ul> <li>Click the Yes button.</li> <li>RESULT: The Manage Exporters page appears. The exporter's name does not appear on the Exporter Name list.</li> </ul>		
Cancel the deletion	<ul> <li>Click the No button.</li> <li>RESULT: The <i>Manage Exporters</i> page appears. The exporter's name has not been removed from the list.</li> </ul>		

## 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 <u>Manage Template Data</u> 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 <u>PCIT Home</u> link and Manage Template Data appears.



#### 3. Select the <u>Manage Consignees</u> link. RESULT: The *Manage Consignees* page appears.

USDA Track	osanitary Certifica king System (PCIT Manage Consigne	ate Issuance & ) es	Welcome Elizabeth	Burton of Alaska Pla	Int World (Org ID 13604) . Sign Out
PCIT Home Create Application With Template Without Template	Creating a list of cons when creating an app application. You may	signees allows anyon lication eliminating th add, update, or delet	e in your organiza e need to type the e consignees at a	tion to select a cor consignee informa ny time.	nsignee from a list ation for each
View Applications	Consignee Name	Alias Name	Location	Country	
Applications	Artics Lumber, Inc.	Artics Lumber, Inc.	Juneau	Iceland	(Update) (Delete)
Manage Template Data	Danish Importers	Danish Importers	Copenhagen	Denmark	Update Delete
Manage Application Templates Manage Exporters Manage Consignees Financial Management			Add Consignee		
Print Wirard					
View Reports					
EXCERPT					
		USDA   APHIS   Ex	port 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 <u>Step 8</u> .
Delete a consignee's information	Proceed to <u>Step 10</u>

**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.

w	elcome Elizabeth Burton of Alaska Plant World (Org ID 11 Sig
USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)	Stand Color Mark
Consignee Details	
Please enter the required information for a co empty, first 40 characters from consignee na Items marked * are required.	insignee. Please note: If consignee alias name is ime will be copied to it on save.
Consignee Name:*	
Consignee Alias Name:	
Consignee Contact Person Name:	
Street Address:	
City:*	
State/Territory/Province	
Postal Code:	
Country:*	Select
Phone:	
Fax:	
E-Mail:	,
	<u>.</u>
Cancel Save &	Back Save & Add Another



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

Field	Notes
Consignee Name	Name of the consignee as you wish it to appear on applications and certificates.
Consignee Alias Name	<ul> <li>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.</li> <li>This is an optional field.</li> </ul>
Consignee Contact Person Name	<ul><li>Name of the contact person for the consignee.</li><li>This is an optional field.</li></ul>
Street Address	<ul> <li>The consignee's address as you wish it to appear on applications and certificates. If necessary, two lines have been provided.</li> <li>This is an optional field.</li> </ul>
City	The corresponding city.
State/Territory/Province	<ul><li>The corresponding state, territory, or province.</li><li>This is an optional field.</li></ul>
Postal Code	<ul><li>The postal code for the consignee's address as appropriate.</li><li>This is an optional field.</li></ul>
	<b>NOTE</b> : 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.
Country	The country for this application.
Phone	<ul><li>Consignee's telephone number.</li><li>This is an optional field.</li></ul>
Fax	<ul><li>The consignee's fax number.</li><li>This is an optional field.</li></ul>
E-mail	<ul><li>The consignee's primary e-mail address.</li><li>This is an optional field.</li></ul>



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

VINITY Certificate Issuance & Tracking System (PCIT)	elecone Elizabeth Burton of Alaska Plant World (Org ID 19952) Sign Out
Consignee Details	
Please enter the required information for a co empty, first 40 chars from consignee name v items marked * are required.	onsignee. Please note: If consignee alias name is will be copied to it on save.
Consignee Name:*	Chung Plant Company
Consignee Alias Name;	
Consignee Contact Person Name:	[]
Street Address:	
City:*	Beijing
State/Territory/Province	
Postal Code:	
Country:*	China
Phone:	
Fax:	
E-Mail:	
Cancel (Save &	Bock Sove & Add Another
USDA I APHS I Exec	rt Program Manual   Help/Contact Us

If you want to	Then	
Cancel the new consignee entry	<ul> <li>Click the Cancel button.</li> <li>RESULT: The Manage Consignees page appears; no changes have been saved.</li> </ul>	
Save the new entry and return to the <i>Manage Consignees</i> page	<ul> <li>Click the Save &amp; Back button.</li> <li>RESULT: The Manage Consignees page appears; a new consignee has been saved in the Consignee Name list.</li> </ul>	
Save the new entry and enter additional consignees to your consignee list.	<ul> <li>Click the Save &amp; Add Another button.</li> <li>The consignee name has been saved.</li> <li>RESULT: A blank Consignee Details page appears.</li> <li>Repeat Step 6 and Step 7.</li> </ul>	

## 2.2.1 Update a Consignee

 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> <li>Click the Cancel button.</li> <li>RESULT: The Manage Consignees page appears; no changes have been saved.</li> </ul>	
Save the updated information and return to the <i>Manage</i> <i>Consignees</i> page	<ul> <li>Click the Save &amp; Back button.</li> <li>RESULT: The Manage Consignees page appears; the updated information is saved.</li> </ul>	
Save the updated information and enter additional consignees to your consignee list	<ul> <li>Click the Save &amp; Add Another button.</li> <li>The updates have been saved to the consignee you were adding/updating.</li> <li>RESULT: A blank <i>Consignee Details</i> page appears.</li> <li>Repeat Step 6 and Step 7.</li> </ul>	



## 2.2.2 Delete a Consignee

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.

	v	Velcome Elizabeth Burton of Alaska Plant World (Org ID 13604) . Sign Out
USDA Phyte Track	osanitary Certificate Issuance & king System (PCIT)	Stand Chinese
	Delete Confirmation	
PCIT Home		
Create Application	Are you sure you want to delete consignee:	Chung Plant Company?
With Template		
Without Template		No Yes
View Applications		
Manage Processed Applications		
Manage Template Data		
Financial Management		
Print Wizard		
View Reports		
EXCERPT		
	<u>USDA   APHIS   Exp</u>	ort 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> <li>Click the Yes button.</li> <li>RESULT: The Manage Consignees page appears; the consignee's name does not appear on the Consignee Name list.</li> </ul>
Cancel the deletion	<ul> <li>Click the No button.</li> <li>RESULT: The Manage Consignees page appears; the consignee's name has not been removed from the Consignee Name list.</li> </ul>

# 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 <u>Manage Template Data</u> 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.

USDA Track	osanitary Certi ing System (P Manage Applic	ificate Issuance CIT) ation Templates	Welcome Elizabeth	Burton of Alaska Plant World (Org ID 13604) . Sign Out
PCIT Home Create Application With Template Without Template	An application te as exporters and To start a new ap	mplate simplifies crea commodities. You m oplication based on a t	ting a new application ay add, update, or del emplate, find the tem	by reusing existing information, such lete application templates at any time. plate and select Start New App.
View Applications	Template	ate Exporter Consignee		
Applications	Bushmint to			
Manage Template Data	Copenhagen	Juneau Exporters	Danish Importers	(Start New App) (Update) (Delete)
Manage Application Templates			Add Template	
Manage Exporters				
Manage Consignees				
Financial Management				
Print Wizard				
View Reports				
EXCERPT				
		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 <u>PCIT Home</u> 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.

 transfer of the second s	The Designation	
Template Details		
Please enter details to be saved in this the list of templates. Items marked * are required.	template. Select Save to sa	ve the information and return
Template Name: <sup>*</sup>		
Exporter:	Select 💽 (	bbA
Consignee:	Select	Add
Commodities Available For Inspection At:		
Requested Issuing Duty Station:	Select	2
Port Of Export:		
Declared Means Of Conveyance From Port Of Export:	Select	2
If Other, More Details:	[	
Point Of Entry:		
Commodities:	Details	



Field	Notes	
Template Name	Name of the template as you wish it to appear in the list of templates.	
Exporter	<ul><li>The name of the Exporter associated with the template.</li><li>This is an optional field.</li></ul>	
Consignee	<ul><li>Name of the Consignee associated with the template.</li><li>This is an optional field.</li></ul>	
Commodities Available For Inspection At	<ul> <li>The location at which the commodities will be made available for inspection associated with the template.</li> <li>This is an optional field.</li> </ul>	
Requested Issuing Duty Station	<ul><li>The selected duty station to process the application associated with the template.</li><li>This is an optional field.</li></ul>	
Port Of Export	<ul><li>The port of export associated with the template.</li><li>This is an optional field.</li></ul>	
Declared Means Of Conveyance From Port Of Export	<ul> <li>The means of conveyance from the port of export associated with the template. you select "other," you must enter additional information.</li> <li>This is an optional field.</li> </ul>	
Point Of Entry	<ul><li>The location at which the commodity will enter the foreign country.</li><li>This is an optional field.</li></ul>	
Commodities	<ul> <li>The commodities associated with the template.</li> <li>The <b>Details</b> button is used to view and edit commodities in the template.</li> </ul>	

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

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.

Phytosanitary Certificate Issuance & Tecking System (PCII)       Image: Complete Commodity Details         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         Back		Vieicome Elizabeth Burton of Alasika Plant World (Org ID 10952) Sign. Oxf
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         Back	USDA Ph	nytosanitary Certificate Issuance & acking System (PCIT)
Template Name:       Flowers to China         Please enter commodity details to be saved in this template. Select the 'Add Commodity' or 'Add Mixed Commodity' buttons to do so.         Commodities:         No commodities have been added to the template.         Add Commodity       Add Mixed Commodity         Back		Template Commodity Details
No commodities have been added to the template.           Add Commodity         Add Mixed Commodity           Add Cross Commodity         Back		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:
Add Commodity Add Mixed Commodity Add Cross Commodity		No commodities have been added to the template.
Back		Add Commodity Add Mixed Commodity Add Cross Commodity
		[Bock]
USDA   APHS   Export Program Manual   Help/Contect/Us		USDA   APHS   Exact Program Menual   Help/Contact Us



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

If you want to	Then
Add a single commodity	Click the Add Commodity button.
,	The Search for a Commodity page appears.
Add a multiple ingredient	Click the Add Mixed Commodity button.
commodity	The Search for a Commodity page appears with Search Results.
,	Refer to Step 16.
Add a cross commodity	Click the Add Cross Commodity button.
,	The Search for a Commodity 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.

nytosanitary Certificate Issuance & Sign.S acking 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 <u>search tips</u> .  Search By:  Common name C Botanical name  Intersection  Concel Search  Search Results
There are no commodities in the current search results.
USDA   APHS   Export Program Maxual   Hels/Contact Us



#### 9. Click the Search button.

RESULT: The commodities meeting the Search criteria are listed.

indexing of section (in entry		
Search for a Commodity		
Please enter either a common commodity from the resulting I Search I	name or botanical name to search for a con ist to add to your application. Click here for By: Common name C Botanical n aleska b*	mmodity. Select a <u>search tips</u> ame
	Concel Search Search Results	
Common Name	Concel Search Search Results	
Common Name Alaska beilheather	Concel Search Search Results Botanical Name Hammanella stelleriana	Select
Common Name Alaska bellheather Alaska blackberry	Concel Search Search Results Botanical Name Harrimanella stelleriana Rubus alaskensis	(Select) (Select)
Common Name Alaska bellheather Alaska blackberry Alaska blue-eyed grass	Concel Search Search Results Botanical Name Harrimanella stelleriana Rubus alaskensis Sisyrinchium littorale	Solact Solact Solact
Common Name Alaska bellheather Alaska blackberry Alaska blue-eyed grass Alaska bluegrass	Concel Search Search Results Botanical Name Harrimanella stelleriana Rubus alaskensis Sisyrinchium littorale Poa paucispicula	Solect Solect Solect Solect
Common Name Alaska bellheather Alaska blackberry Alaska bluegrass Alaska bluegrass Alaska bluegrass	Concel Search Search Results Botanical Name Hammanella stelleriana Rubus alaskensis Sisyrinchium littorale Poa paucispicula Salix fuscescens	Select Select Select Select Select
Common Name Alaska belheather Alaska blackberry Alaska blue-eyed grass Alaska bluegrass Alaska bog willow Alaska brome	Concel Search Search Results Botanical Name Harrimanella stelleriana Rubus alaskensis Sisyrinchium Ittorale Poa paucispicula Salix fuscescens Bromus sitchensis	Select Select Select Select Select Select



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.

 Commodity Details	
Please enter commodity details to be saved in this template. For a mixed commodity, Ingredients to add or edd commodities that are part of the mixed commodity package. Commodity to save the information and return to the template details.	select Select S
Common Name: Alaska belihesther	
Botanical Name: Harrimanella stelleriana	
Part: Flowers	
If Other, More Details:	
Unit: Cattors	
If Other, More Details:	
Wooden Crotes	
Distinguishing Marks: APW Logo	3
	-
Certified Origin(s): USA	
To add detailed origin information other than USA or to add multiple origins, please clic 'Add/Edit Multiple Origins' button: Add/Edit Multiple Origins	k the



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> <li>Name of the plant part associated with the template commodity.</li> <li>Select the name from the drop-down list or select "Other" and type in another part name.</li> </ul>	
Unit	<ul> <li>Unit of measure associated with the template commodity.</li> <li>Select the name from the drop-down list or select "Other" and type in another unit.</li> </ul>	
Package Description	Package description associated with the template commodity.	
Distinguishing Marks	<ul> <li>Distinguishing marks associated with the template commodity.</li> </ul>	
Certified Origin(s):	<ul> <li>This field is pre-populated with USA and is editable using the Add/Edit Multiple Origins button.</li> </ul>	

commonly Details	
Please enter commodity de Ingredients to add or edit co Commodity to save the info	tails to be saved in this template. For a mixed commodity, select immodities that are part of the mixed commodity package. Select Si rmation and return to the template details.
Common Name:	Alaska bellheather
Botanical Name:	Harrimanella stelleriana
Part	Flowers
If Other, More Details:	
Unit:	Cartons
If Other, More Details:	
Package Description:	Wooden Crates
Distinguishing Marks;	APW Logo
Certified Origin(s):	USA
To add detailed origin infom 'Add/Edit Multiple Origins' t	nation other than USA or to add multiple origins, please click the utton: [Add/Edit Multiple Origins]
	Please enter commodity de Ingredients to add or edit co Commodity to save the info Common Name: Botanical Name: Part: If Other, More Details: Unit: If Other, More Details: Package Description: Distinguishing Marks: Certified Origin(s): To add detailed origin infom 'Add/Edit Multiple Origins' b



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

Additional Commodity Origins	
Additional Commonly origina	
Common Name: Alaska bellheathe	6
Botanical Name: Alaska beliheathe	0
Certified Origin: If the certified origin and state details, of	country is USA, you may enter locality, locality descrip herwise leave these fields blank.
Locality	Locality Descriptor
	Select 💌
e.g. Clayton	e.g. Courty
State/Territory	Country
Select	USA
Add	
Commodity Origin	
USA	
	Back

Field	Notes
Certified Origin: Locality	<ul> <li>Certified Origin: Locality associated with the template commodity.</li> </ul>
	■ This is an optional field.
Certified Origin: Locality	<ul> <li>Certified Origin: Locality descriptor associated with the template commodity.</li> </ul>
Descriptor	Select a locality descriptor from the drop-down list.
	<ul> <li>Required if there is an entry in Locality.</li> </ul>
Certified Origin: State /	<ul> <li>Certified Origin: State/Territory associated with the template commodity.</li> </ul>
Territory	Select a state or territory from the drop-down list.
	<ul> <li>Required if there is an entry in Locality.</li> </ul>
Certified Origin: Country	Certified Origin: Country associated with the template commodity.
5 ,	Select a country from the drop-down list.
	<ul> <li>Required if there is an entry in Locality.</li> </ul>
Commodity Origin:	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.

	Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) . Sign Out
USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)	
Additional Commodity Origins	
Certified Origin: If the certified origin c and state details, oth	ountry is USA, you may enter locality, locality descriptor erwise leave these fields blank.
Locality	Locality Descriptor
	Select 💌
e.g. Clayton	e.g. County
State/Territory	Country
Select	USA
Add	
Commodity Origin	
Alaska, USA	
	Back
USDA I APHIS I E	xport Program Manual   Help/Contact Us



#### 14. Click the **Back** button.

RESULT: The updated Commodity Details page appears.

USDA Phyt	osanitary Certificate Is king System (PCIT)	Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) , Sign Out SSUGINCE &
	Commodity Details	
	Please enter commodity de Ingredients to add or edit co Commodity to save the infor Common Name: Botanical Name: Part: If Other, More Details:	tails to be saved in this template. For a mixed commodity, select ommodities that are part of the mixed commodity package. Select Save rmation and return to the template details. Alaska bellheather Harrimanella stelleriana Flowers
	Unit: If Other, More Details:	Cartons
	Package Description: Distinguishing Marks:	APW Logo
	Certified Origin(s): To add detailed origin inform 'Add/Edit Multiple Origins' b	Alaska, USA nation other than USA or to add multiple origins, please click the nutton: Add/Edit Multiple Origins Cancel Save Commodity
	If Other, More Details: <u>Package Description:</u> <u>Distinguishing Marks:</u> <u>Certified Origin(s):</u> To add detailed origin inform 'Add/Edit Multiple Origins' b	Wooden Crates         APW Logo         Alaska, USA         nation other than USA or to add multiple origins, please click the nutton:         Add/Edir Multiple Origins         Cancel       Save Commodity         APHIS         Export Program Manual           Help/Contact Us

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> <li>Click the Cancel button.</li> <li>RESULT: The <i>Template Commodity Details</i> page appears. The commodity has not been saved.</li> </ul>
Save the new commodity	<ul> <li>Click the Save Commodity button.</li> <li>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.</li> </ul>

USDA	Phytosanitary Certificate	Vieicone Elizab e Issuance &	eth Burton of Al	eske Plant Worl	d (Org II) 1896 Sign C
	Template Commodit	y Details	ferene <mark>1</mark> 55	like M	
	Template Name: Flow Please enter commodity Mixed Commodity' or 'A Commodities:	ers to China details to be saved in this temp dd Cross Commodity' buttons to	late. Select the do so.	'Add Commod	fity' or 'Add
	Common Name	Botanical Name	Unit		
	Alaska beilheather	Harrimanella stelleriana	Cartons	Update	Delete
	Add Commodity Add	E Mixed Commodity Add Cross	Commodity		
	US	DA   APHS   ExpertProgram Mar	uni i HeleiCort	tect Us	
16. To add a commodity with multiple ingredients, click the Add Mixed Commodity button.

Vielcone Elizabeth Burton of Alaska Plant World (Org 10 18952) Sign Out hytosanitary Certificate Issuance & acking 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
Back
USDA   APHS   Export Program Manual   Help/Contact Us



SDA P	hytosanitary Certificate   racking System (PCIT)	Issuance &	21.12
	Search for a Commod	ity	
	Please enter a common na	ame to search for a commodity. Select a co	ommodity from the resulti
	to add to your application.	Click here for search lips.	
		Search By: Common name	
		Cancel Search	
		Concei Search	
		Concel (Search) Search Results	
		Cancel Search Search Results	
	Common Name	Concel Search Search Results Botanical Name	
	Common Name Floral Bouquet	Concel Search Search Results Botanical Name See ingredients	(Select)
	Common Name Floral Bouquet Fruit Basket	Concel Search Search Results Botanical Name See ingredients See ingredients	(Select) (Select)
	Common Name Floral Bouquet Fruit Basket Mixed Fruit	Concel Search Search Results Botanical Name See ingredients See ingredients See ingredients See ingredients.	(Splact) (Select) (Select)
	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Grain	Concel Search Search Results Botanical Name See ingredients See ingredients See ingredients See ingredients See ingredients See ingredients	Select Select Select Select
	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Grain Mixed Greens	Concel Search Search Results Botanical Name See ingredients	Select Select Select Select
	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Greens Mixed Product	Concel Search Search Results Botanical Name See ingredients	Select Select Select Select Select Select
	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Grain Mixed Greens Mixed Product Mixed Seed	Concel Search Search Results Botanical Name See ingredients	Select Select Select Select Select Select Select Select
	Common Name Floral Bouquet Fruit Basket Mixed Fruit Mixed Grain Mixed Greens Mixed Product Mixed Seed Potpourni	Concel Search Search Results Botanical Name See ingredients	Select Select Select Select Select Select Select Select Select Select

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



17. Locate the desired commodity and click the **Select** button. RESULT: The *Commodity Details* page appears with an **Ingredients** button displayed at the bottom.

USDA Phytosanitary Certificate I Tracking System (PCIT)	ssuance &
Commodity Details	
Please enter commodity d Ingredients to add or edit o Commodity to save the info	etails to be saved in this template. For a mixed commodity, select ommodities that are part of the mixed commodity package. Select Sav irmation and return to the template details.
Common Name:	Mixed Seed
Botanical Name:	See ingredients
Part	Select
If Other, More Details:	
Unit	Salard I
K Other Mars Datalla	
II Other, More Details:	1
Package Description:	
Distinguishing Marks;	APU Logo
and the set of the set	
	×1
Certified Origin(s):	USA
To add detailed origin infor	mation other than USA or to add multiple origins, please click the
'Add/Edit Multiple Origins'	button: Add/Edit Multiple Origins
	Concel Save Commodity Ingradients
1863M	

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.

USDA Phy Tro	Welcone Elizabeth Burton of Alaska Plant World (Org ID 19952) Sign Out tosanitary Certificate Issuance & cking System (PCIT)
	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:
	There are no ingredients for this mixed commodity.
	Back
	USDA   APHS   ExectProgramManual   HelpContectUs



### 21. Click the **Add Ingredients** button.

RESULT: The Search for a Commodity page appears.

 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 C Botanical name
[Concel] [Search]
Search Results
There are no commodities in the current search results.



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

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 <u>search tips</u> .  Search By:  Common name Concel Search
Search Results



#### 23. Click the Search button.

RESULT: The commodities meeting the search criteria are listed.

		Selfer Land
Search for a Com	modity	
Please enter either a commodity from the	common name or botanical name to search for resulting list to add to your application. Click he	a commodity. Select a re for <u>search tips</u> .
	Search By: Common name C Botan	ical name
	hard*	
	Ingui	
	[Cancel] [Search]	
	Cancel Search	
	[Cancel] [Search] Search Results	
Common Name	Concel Search Search Results Botanical Name	
Common Name Harrimanella	[Concel] [Search] Search Results Botanical Name Harrimanella sp	Select
Common Name Harrimanella Harrington's beard	Concel (Search) Search Results Botanical Name Harrimanella sp Itongue Penstemon harringtonii	(Select (Select
Common Name Harrimanella Harrington's beard Harrington's cepha	Concel Search Search Results Botanical Name Harrimanella sp Itongue Penstemon harringtonia	(Select (Select
Common Name Harrimanella Harrington's beard Harrington's cephu Harris' dwarf sand	Concel Search Search Results Botanical Name Harrimanella sp Itongue Penstemon harringtonia Ilotaxus Cephalotaxus harringtonia verbena Abronia nana	(Select (Select (Select) (Select)
Common Name Harrimanella Harrington's bearc Harrington's cepha Harris' dwarf sand Harris' goldenrod	Concel Search Search Results Botanical Name Harrimanella sp Harrimanella sp Itongue Penstemon harringtonia Idotaxus Cephalotaxus harringtonia verbena Abronia nana Solidago arguta	(Select Select Select Select Select
Common Name Harrimanella Harrington's beard Harris' dwarf sand Harris' dwarf sand Harris' tribisee	Concel Search Search Results Botanical Name Harrimanella sp Itongue Penstemon harringtonia Ilotaxus Cephalotaxus harringtonia Verbena Abronia nana Solidago arguta Lasiadis harrisi	Select Select Select Select Select Select
Common Name Harrimanella Harrington's beard Harris'dwarf sand Harris' goldenrod Harris' tribisee Harrisella	Concel Search Search Results Botanical Name Harrimanella sp Itongue Penstemon harringtonia Ilotaxus Cephalotaxus harringtonia Verbena Abronia nana Solidago arguta Lasiadis harrisii Harrisella sp	Select Select Select Select Select Select Select Select
Common Name Harrimanella Harrington's beard Harris' dwarf sand Harris' dwarf sand Harris' poldenrod Harris' brbisoe Harrisella Harrisela	Concel Search Search Results Botanical Name Harrimanella sp Itongue Penstemon harringtonia Idotaxus Cephalotaxus harringtonia verbena Abronia nana Solidago arguta Lasiacis harrise Harrisella sp Harrisel pokii	Select Select Select Select Select Select Select Select Select



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

USDA Ph	ytosanitary Certificate icking System (PCIT)	Issuance &	Sign O
	Ingredients		
	Please add/edit the ingred are done to return to Comr Common Name: Mixed S Add Ingredients	lients for the previously entered mixed c modify Details. Seed	ommodity. Select Back' when you
	Common Name	Botanical Name	
	Harrimanella	Harrimanella sp	Delete
		Back	
l	USD/	A 1 APHS I Export.Program.Manual T H	ele/Contract.Ma



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

If you want to	Then	
Add an ingredient to a mixed commodity	<ul> <li>Click the Add Ingredients button.</li> <li>The Search for a Commodity page appears and you can search for the commodity ingredients to add to the mixed commodity.</li> </ul>	
Delete an ingredient from a mixed commodity	<ul> <li>You may remove an ingredient by clicking the <b>Delete</b> button next to it.</li> <li>Click the <b>Yes</b> button to confirm the deletion.</li> </ul>	
Return to the <i>Commodity</i> Details page	Click the <b>Back</b> 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> <li>Click the Cancel button.</li> <li>RESULT: The <i>Template Details</i> page appears; the commodity has not been saved.</li> </ul>
Save the new commodity	<ul> <li>Click the Save Commodity button.</li> <li>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.</li> </ul>



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

USDA	Phytosanitary Certificate Issuance &
	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 beliheather         Harmanella stellenana         Bags         Update         Delete           Mixed Seed         See ingredients         Update         Delete
	Add Commodity Add Mixed Commodity Add Cross Commodity

RESULT: The Cross Commodity page appears.

USDA Phytosa	Viscone Eliza Nitary Certificate Issuance &	ibeth Burton of Alanka Plant World (org IB 18952) Sign.Ovf
Cre	ss Commodity	
	ease add/edit the commodities for this cross commo mmodifies for a cross commodity at a time. Click the ld other commodities. Select 'Save' when you are dor oss commodity. ross Commodity Name: rdd Commodity	dity. You may select no more than two a 'Add Commodity' button to search for and the to enter your commodity details for this
6	here are no commodities in the current cross commo	dity.
	[Cancel] [5	2Y8
	USDA 1 APHES 1 Export Program M	anual 1 HeloContact.Uz



### 28. Click the **Add Commodity** button.

RESULT: The Search for a Commodity page appears.

		19030
_	Search for a Commodity	
	Please enter either a common name or botanical name to search for a commo commodity from the resulting list to add to your application. Click here for sea Search By: C Common name C Botanical name (ger bly) Concel Search Search Results	odty. Select a rch tips. P
	Common Name Botanical Name	



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.

Cross Commodity	C. Statement	
Please add/edit the comm commodities for a cross of add other commodities. S cross commodity. Cross Commodity Name Add Commodity	nodities for this cross commodity. You m commodity at a time. Click the 'Add Com elect 'Save' when you are done to enter y a: Lilium lancifolium	ay select no more than two modity' button to search for and rour commodity details for this
Common Name	Botanical Name	State and the second
Tiger fily	Lilium lancifolium	Delete

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

in a consider of second for			
Search for a C	ommodity		
Please enter eith commodity from	her a common nam the resulting list to	e or botanical name to search for a co add to your application. Click here for	mmodity. Select a r <u>search tips</u>
	Search By:	Common name C Botanical r	name
		<b></b>	
		192	
		1.3	
		[Cancel] [Search]	
		Cancel Search	
		Concel (Search) Search Results	
		Concel Search Search Results	
Common Name	•	Concel Search Search Results Botanical Name	
Common Name	•	Concel Search Search Results Botanical Name Lilium sp	[Select]
Common Name Lily Lily of the inca	9	Concel Search Search Results Betanical Name Lilium sp Alstroemeria sp	(Select) (Select
Common Name Lily Lily of the incar Lily of the nile	9 5	Concel Search Search Results Botanical Name Lilium sp Alstroemeria sp Agapanthus africanus	Solect Solect Solect
Common Name Lily Lily of the inca Lily of the nile Lily of the valle	e 5	Concel Search Search Results Botanical Name Lilium sp Alstroemeria sp Agapanthus africanus Convallaria sp	Select Select Select
Common Name Lily Lily of the inca Lily of the nile Lily of the valle Lily of the valle	e s y vine	Concel Search Search Results Botanical Name Lilium sp Alstroemenia sp Agapanthus africanus Convaliaria sp Salpichroa origanifolia	Select Select Select Select
Common Name Lily Lily of the inca Lily of the nile Lily of the valle Lily of the valle Lily of the valle Lilypad begoni	e s ry vine a	Concel Search Search Results Botanical Name Lilium sp Alstroemeria sp Agapanthus africanus Convaliant sp Salpichroa origanifolia Begonia nelumbiifolia	Select Select Select Select Select
Common Name Lily Lily of the inca Lily of the valle Lily of the valle Lily of the valle Lilypad begoni Lilythom	e s iy iy vine a	Concel Search Search Results Botanical Name Lilium sp Alstroemeria sp Agapanthus africanus Convallaria sp Salpichroa organifolia Begonia nelumbiifolia Catesbaea sp	Select Select Select Select Select Select Select
Common Name Lily Lily of the inca Lily of the nile Lily of the valle Lily of the valle Lily of the valle Lily pad begoni Lilythorn Lilyturf	e s y vine a	Concel Search Search Results Botanical Name Lilium sp Alstroemeria sp Agapanthus africanus Convallaria sp Salpichroa organifolia Begonia nelumbiifolia Catesbaea sp Liriope sp	Select Select Select Select Select Select Select Select Select



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.

USD	Phytosanitary Certificate I Tracking System (PCIT)	ssuance &	
	Cross Commodity		
	Please add/edit the commo commodities for a cross co add other commodities. Se cross commodity. Cross Commodity Name:	olities for this cross commodity. You may immodity at a time. Click the 'Add Comm fect 'Save' when you are done to enter yo Lilium lancifolium X Lilium sp	r select no more than two odty' button to search for and ur commodity details for this
	[Add Commodity]		
	(Add Commodity)	Botanical Name	
	Common Name	Botanical Name Lilium Ianofolium	Delete
	Common Name Tiger Iily Lily	Botanical Name Lilium Iancifolium Lilium sp	(Delete) (Delete)

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

If you want to	Then
Add a different commodity	<ul> <li>Click the Add Commodity button.</li> <li>The Search for a Commodity page appears and you can search for a different commodity for the cross.</li> </ul>
Delete a commodity from the cross	<ul> <li>You may remove a commodity by clicking the <b>Delete</b> button next to it.</li> <li>Click the <b>Yes</b> button to confirm the deletion.</li> </ul>
Return to the <i>Commodity Details</i> page	■ Click the <b>Back</b> 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.



If you want to	Then
Cancel the new commodity entry	<ul> <li>Click the Cancel button.</li> <li>RESULT: The <i>Template Details</i> page appears; the commodity has not been saved.</li> </ul>
Save the new commodity	<ul> <li>Click the Save Commodity button.</li> <li>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.</li> </ul>

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

Commodity Details		
Please enter commodity de Ingredients to add or edit o Commodity to save the info	stails to be saved in this templat ommodities that are part of the n rmation and return to the templa	e. For a mixed commodity, select niced commodity package. Select 1 te details.
Common Name:	Lilium lancifolium X Lilium sp	Edit Commodity
Botanical Name:	Lilium lancifolium X Lilium sp	
Part:	Select	
If Other, More Details:		
Unit:	Select	
If Other, More Details:		
Package Description:		
Distinguishing Hader		
usunguishing marks.	APV Logo	-
		<u>9</u>
Certified Origin(s):	USA	
To add detailed origin infom 'Add/Edit Multiple Origins' t	nation other than USA or to add outton: Add/Ede Multiple Origina	multiple origins, please click the

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

If you want to	Then
Add a commodity	<ul> <li>Repeat Step 7 through Step 15.</li> </ul>
Add a mixed commodity	<ul> <li>Repeat Step 16 through Step 26.</li> </ul>
Add a cross commodity	<ul> <li>Repeat Step 27 through Step 33.</li> </ul>
Return to the <i>Template Details</i> page	<ul> <li>Click the <b>Back</b> button.</li> <li>RESULT: The <i>Template Details</i> page appears.</li> </ul>

USDA Phytosanitary Ce Tracking System	rtificate Issuance (PCIT)	&	World (Org ID 1095
Template Det	ails		
Please enter d the list of temp Items marked	etails to be saved in this lates. * are required.	template. Select Save to save the inform	ation and return to
	Template Name:*	Flowers to Netherlands	
	Exporter:	APW-Anchorage 💌 🗛	
	Consignee:	Netherlands Importers 📩 🗛	
Comm	odities Available For Inspection At:	Anchorage Warehouse 2	]
Requested	Issuing Duty Station:	AK-Skagway (PPO)	
	Port Of Export:		
Declared N	teans Of Conveyance From Port Of Export:	Air Freight	
	f Other, More Details:		
	Point Of Entry:	Amsterdam	
	Commodities:	Denals	
		Cancel Save	
	USDA I APHS I	Export Program Manual   Help/Contect Lie	



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> <li>Click the Cancel button.</li> <li>RESULT: The Manage Application Templates page appears; the template has not been saved.</li> </ul>
Save the template	<ul> <li>Click the Save button.</li> <li>RESULT: The Manage Application Templates page appears; the template has been saved.</li> </ul>





## 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> <li>Type over or select new information to update template detail information.</li> <li>NOTE: To save changes to a new template while preserving the original one, change the Template name.</li> </ul>
Edit a commodity	<ul> <li>Click the <b>Details</b> button next to Commodities on the <i>Template Details</i> page.</li> <li>Click the <b>Update</b> button next to the commodity you wish to edit.</li> <li>Update the commodity details.</li> <li>Click the <b>Save Commodity</b> button.</li> <li>RESULT: The <i>Template Commodity Details</i> page appears with the updated commodity.</li> <li>Click the <b>Back</b> button.</li> </ul>
Remove a commodity	<ul> <li>RESULT: The Template Details page appears.</li> <li>Click the Details button next to Commodities on the Template Details page.</li> <li>Click the Delete button next to the commodity to be removed.</li> <li>Confirm the deletion.</li> <li>RESULT: The Template Commodity Details page appears; the commodity does not display.</li> <li>Click the Back button.</li> <li>RESULT: The Template Details page appears.</li> </ul>
Add commodity to the application template	<ul> <li>Click the Details button next to Commodities on the <i>Template Details</i> page</li> <li>Click the Add Commodity button or the Add Mixed Commodity button.</li> <li>Select the commodity to be added and enter additional information as needed.</li> <li>Click the Save button.</li> <li>RESULT: The <i>Template Commodity Details</i> page appears with the new commodity added.</li> <li>Click the Back button.</li> <li>RESULT: The <i>Template Details</i> page appears.</li> </ul>

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

If you want to	Then
Cancel the template update	<ul> <li>Click the Cancel button.</li> <li>RESULT: The Manage Application Templates page appears; the template has not been updated.</li> </ul>
Save the updates to the template	<ul> <li>Click the Save Template button.</li> <li>RESULT: The Manage Application Templates page appears; the template has been updated.</li> </ul>

## 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.

USDA Ph	nytosanitary Certificate Issuance & acking System (PCIT)	Vielcone Elizabeth Ilurton of Alenka Plant World (Org ID 19352) Sign Ord
	Delete Confirmation	
	Are you sure you want to delete the Temp	late, Flowers to China?
		No Yes
, k	USDA I APHS I C	word Program Manual 1 Histo/Contact Us

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

If you want to	Then
Continue with the deletion	<ul> <li>Click the Yes button.</li> <li>RESULT: The <i>Manage Application Templates</i> page appears; the template does not display.</li> </ul>
Cancel the deletion	<ul> <li>Click the No button.</li> <li>RESULT: The <i>Manage Application Templates</i> page appears; the template has not been removed from the list.</li> </ul>



# 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.

USDA Tracki	Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654). Manage Account Sign Out sanitary Certificate Issuance & ng System (PCIT) Velcome
PCIT Home Create Application With Template Without Template View Applications Manage Processed Applications Manage Template Data Financial Management	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
Print Wizard View Reports	What's New
	USDA   APHIS   Export Program Manual   Help/Contact Us

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

USDA Phyt Trac	Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654). Sign Out osanitary Certificate Issuance & king System (PCIT) Financial Management
PCIT Home Create Application With Template Without Template View Applications Manage Processed Applications	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
Manage Template Data Financial Management Print Wizard View Reports	Balance: \$0 Add to Balance
EXCERPT	View Debit Transaction Report
	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.

stem Message		
<ul> <li>The system has popula</li> </ul>	ated the Payment Da	ate 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 <u>Ban</u> Discover)	k Account Debit (ACF	H) or Plastic Card (ex: VISA, Mastercard, American Express, Diners Club,
Option 1: Pay Via Bank A	ccount (ACH) About A	ACH Debit
Required fields are indica	ated with a red aster	risk *
•		
Account Holder Name	:	*
Payment Amount		*
		*
Douting Number		*
Kouting Number	·	*
Account Number		*
Confirm Account Number	:	
Check Number	:	
	Routing Num	ber Account Number Check Number
	0269465	5890
Devenue of Deve	- 00/00/0007	
Payment Date	: 08/22/2007	
Select the "Continue w	ith ACH Payment" bu	utton to continue to the next step in the ACH Debit Payment Process.
	Continu	ue with ACH Payment Cancel
d pages being loaded incorr Option 2: Pay Via Plastic Poquired fields are indice	ectly. Please use the Card (PC) (ex: VISA,	e links provided whenever possible. ۱, Mastercard, American Express, Diners Club, Discover)
Required helds are indica	ited with a red aster	155
Account Holder Name:		*
Payment Amount:		*
Billing Addrose		*
Dilling Address:		$\neg$
Diffing Address 2:		
City:		
State / Province:		
Zip / Postal Code:		
Country: U	nited States	
,,		
Card Type:	×	
Card Number:		(Card number value should not contain spaces or dashes)
Security Code:	Help finding your se	ecurity code
Expiration Date:	*/ **	
Select the "Continue with F	Plastic Card Payment	" button to continue to the next step in the Plastic Card Payment Process.
	Continue w	vith Plastic Card Payment Cancel
ote: Please avoid navigating	the site using your br	rowser's Back Button - this may lead to incomplete data being transmitted
d pages being loaded incorr	ectly. Please use the	e links provided whenever possible.

4. 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 Routing Number: 042000424 Account Number: ****5678	Payment Date: 08/22/2007
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
Authorization and Disclosure	
Required fields are indicated with a red asterisk $^{st}$	
I agree to the authorization and disclosure language.	
Authorization and DisclosureConsumers and Busine	sses 🔼
There's' to the rinaficial' management service and its Pay.gov. "You" refers to the end-user reading this to engaging in a debit transaction. I. Consumers	agents dha `contractòfs ópErdting document and agreeing to it prior
A. Authorization	
You acknowledge that you have read and understand authorize the Federal Reserve financial institutio financial institution account. This authorization effect until we have received notification of its manner as to afford Pay.gov a reasonable opportuni terminated for any reason by Pay.gov.	the consumer disclosure language and n of Cleveland to debit the named is to remain in full force and termination in such time and in such ty to act on it, or unless otherwise
View Authorization and Disclosure in a separate window.	
Press the "Submit Payment" Button only once. Pressing the button Submit Payment	more than once could result in multiple transactions.
ote: Please avoid navigating the site using your browser's Back Button Ind pages being loaded incorrectly. Please use the links provided whene	- this may lead to incomplete data being transmitted wer possible.

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

Online Payment		Return to your originating application
Step 2: Authorize Payment		1   2   3
Payment Summary Edit this informati	on	
Address Information	Account Information	Payment Information
Account Holder Name: 1234 Main Billing Address: 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 14:4 and Time: EDT
Email Confirmation Receipt To have a confirmation sent to you upon	completion of this transaction, provide an e	email address and confirmation below.
Email Address:		
Confirm Email Address:		
CC:		Separate multiple email addresses with a comma
Authorization and Disclosure		
	ed asterisk *	
Required fields are indicated with a r		
Required fields are indicated with a r I authorize a charge to my card account f	for the above amount in accordance with m	ny card issuer agreement. 🔲 *
Required fields are indicated with a r I authorize a charge to my card account f Press the "Submit Payment" Button of	or the above amount in accordance with m nly once. Pressing the button more than o Submit Payment Cancel	ny card issuer agreement. 🔲 * nce could result in multiple transactions.

5. You can edit the Payment Summary information by clicking the <u>Edit this information</u> 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.

tep 3: Confirm Payment	1   2   3
Thank you. Your transaction has been successfully completed. It is recommended you <u>print a copy</u> 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 Routing Number: 042000424 Account Number: ****5678	Payment Date: 08/22/2007

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

Step 3: Confirm Payment		1   2   3
Thank you. Your transaction has been successfully completed. It is recommended you <u>print a copy</u> for your records.		Print this window.
Pay.gov Tracking Information		
Application Name: APHIS	S PCIT	
Pay.gov Tracking ID: 3FOB	7R0L	
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 Elizabeth Burton Name:	Card Type: Visa Card Number: ***********1111	Payment Amount: \$1,000.00 Transaction Date 08/21/2007 14:47
1234 Main Billing Address: Street	Expiration Date: 1 / 2010	and Time: EDT
Billing Address 2:		
City:		
State / Province:		
Zip / Postal Code:		
Country: USA		

6. Your transaction has been completed. It is recommended that you print a copy of the *Confirm Payment* page, by clicking the <u>Print this window</u> link. When you are finished, click the <u>Return to</u> your agency website link.

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

USDA Trac	Welcome Matt Elliott of Alaskan Lumber Warehouse (Org ID 13654). Sign Out osanitary Certificate Issuance & king System (PCIT) Financial Management
PCIT Home         Create Application         With Template         Without Template         View Applications         Manage Processed         Applications         Manage Template Data         Financial Management         Print Wizard	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.
View Reports EXCERPT	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.

USDA Trac	Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604). Sign Out Sign System (PCIT) Financial Management
PCIT Home Create Application With Template Without Template View Applications Manage Processed Applications	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.
Financial Management Print Wizard	Balance: \$50000
EXCERPT	View Debit Transaction Report



Ē

# 5.0 Viewing, Updating, and Recalling Applications

What	<ul> <li>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.</li> <li>All created applications have a <i>status</i>.</li> <li>Application statuses include: <ul> <li>In Progress: the application has been saved, but not submitted for review.</li> <li>Submitted: the application has been submitted for review to the designated duty station.</li> <li>Returned: The application has been returned to an applicant by an ACO.</li> </ul> </li> </ul>
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 <u>View Applications</u> link at the left of the screen.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Welcome	Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604). Manage Account Sign Out
PCIT Home         Create Application         With Template         Without Template         View Applications         Manage Processed         Applications         Manage Template Data         Financial Management         Print Wizard         View Reports         EXCERPT	e Issuance and Tracking (PCIT) System. PCIT allows you to cates to export commodities. You may also view the es of your applications and final certificates, and create ation process.
	Export Program Manual   Help/Contact Us



USDA Phyto Track	Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604). Sign Out Sonitary Certificate Issuance & ing System (PCIT) View Applications
PCIT Home Create Application With Template Without Template	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.
View Applications	Application Status: In Progress V
Manage Processed Applications	and
Manage Template Data Financial Management Print Wizard	Date Range:         06/30/2008         To         07/30/2008           mm/dd/yyyy         mm/dd/yyyy
View Reports EXCERPT	Or
	Tracking Number:
	Clear Search
	No applications match the search criteria.
	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	<ul> <li>The default date range is set to the previous seven days. If you wish to change the default</li> <li>Click the Clear button.</li> <li>Select the Application Status or "All" to find all statuses, and enter the Date range (the date the application was created).</li> </ul>
Search for a specific application	<ul> <li>Click the Clear button.</li> <li>Enter the application's Tracking number.</li> </ul>

#### 4. 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).

USDA Phyto Track	Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604). Sign Out Disanitary Certificate Issuance &
PCIT Home Create Application With Template	View Applications 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.
View Applications Manage Processed Applications Manage Template Data	Application Status: All
Financial Management Print Wizard View Reports	Date Range:         06/30/2008         To         07/30/2008           mm/dd/yyyy         mm/dd/yyyy         mm/dd/yyyy
EACERPI	Clear Search
	Tracking Number         Submission         Shipment         Destination           150052         Submitted         07/20/2008         07/30/2008         Ireland         View         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> <li>Click the View button next to the desired application.</li> <li>RESULT: The <i>Processed Application Details</i> page appears.</li> <li>All information about the application will be displayed.</li> <li>Click the <b>Back</b> button to return to the <i>View Applications</i> page.</li> </ul>
	<b>NOTE:</b> You may also print the application from the <i>Processed Application Details</i> page by clicking the <b>Print Application</b> button in the upper right corner of the screen.
Edit an application	<ul> <li>Only available for Work in Progress and Returned applications.</li> <li>Click the View/Edit button next to the application you wish to update.</li> <li>RESULT: The Application Step by Step page appears beginning with the <i>General</i> page.</li> <li>Refer to the <i>Creating Phytosanitary Applications in PCIT</i> document for more information.</li> </ul>
Delete an application	<ul> <li>Only available for Work in Progress and Returned applications.</li> <li>Click the <b>Delete</b> button next to the application you wish to delete.</li> <li>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.</li> </ul>
View comments	<ul> <li>Only available for Returned applications.</li> <li>Click the <b>Comments</b> button next to the application to view comments.</li> <li>RESULT: The View Authorized Certification Official Comments page appears.</li> <li>Click the <b>Back</b> button to return to the View Applications page</li> </ul>
Process an application	<ul> <li>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.)</li> <li>Click the <b>Process</b> button next to the application to update with treatment and/ or AD information and to print the original certificate.</li> <li>RESULT: The <i>Application Step by Step</i> page appears beginning with the <i>Application Details</i> page.</li> <li>Refer to the <i>Section 3, AE &amp; ACO Assistants Processing of Applications</i> for more information.</li> </ul>
Recall an application	<ul> <li>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.</li> <li>Click the Recall button next to the application you wish to recall.</li> <li>RESULT: The Recall Confirmation page appears, upon confirmation of this message, the application is recalled, and you are returned to the View Applications screen.</li> <li>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.</li> </ul>

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

6. Select the <u>Create/Update Applications</u> 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 Dav	is of Skagway (PP) Sign C
USDA Phyte Track	osanitary Cer king System (	tificate Issuand PCIT)	ce &	- Carl		, Marine Marine
	Create/Update	e Applications				
PCIT Home My Workload My Duty Station Workload Create/Update Applications	Please select \ 'With Template: Duty Station: Search	/iew/Edit to view or e s' or 'Without Templa AK: Skagway (PP	edit an applicat ates' from the le Q) 🔽	ion. To create eft navigation.	a new application,	, select either
With Template	G					
Without Template	Number	Status	Submission	Shipment Date	Destination	
Manage Template Data	150054	Work in Progress				View/Edit
Manage Application Templates						
Manage Exporters						
Manage Consignees						
Manage Processed Applications						
Financial Management						
Print Wizard						
View Reports						
EXCERPT						

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

	Application for Db	topppiton ( Contificate	
	Application for Pri	viosanitary Certificate	
CIT Home	Select Your Certifi	cate Type	
Costificate Tupe	Discos outor the year	ind information on each of the Application C4	ian hu Otan nanan. Yau may an
General	the information in any	order. When complete, go to Summary/Sub	ep by Step pages. You may en mit to submit the application. If
Export & Shinoing	you would like to finis	h the application at a later time, you may sav	ve the application as a work in
Commodities	progress. You may a	so save the application as a template.	
Attachments	Please choose your o	artificate type and click 'Next'	
Summary/Submit	r lease choose your t	Settine are type and click Next.	
XCERPT		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. Note: Foreign consignees can be used when the certificate will be converted to a federal certificate at a PPO duty station (e.g., handling CITES).	Florida, Texas and Wisconsi State offices.
		PPQ Form 577 💌	

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 Phyte Trac	osanitary Certificate Issuance king System (PCIT)	
	Application for Phytosanitary C	ertificate
PCIT Home	Tracking # 94811 Save as Work	c in Progress Save as Template Close Print Delete
Application Step by Step	General	
Certificate Type	General	
General	here a mandar d * and manifest	
Commodition	items marked are required.	
Attachments	Applicant Name: Update	M&N International Group, Inc. (Org ID 9953)
EXCERPT	Applicant Address:	1222 E. Champlain Drive Ste. 201 Fresno, CA 93720 Phone: 559-434-4978
	Exporter Name:*	Select 🖌 🖌
	Consignee Name: <sup>*</sup>	Select Add
	Certificate Type:	PPQ Form 577
	Requested Issuing Duty Station:*	Select 💌
	Reference Information:	
	Import Permit Number: Note: Please use a comma to separate multiple import permit numbers.	
	<u>Comments:</u>	
		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	Section 581.031 (23)(A), Florida Statutes
Certificate	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 us 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

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

LORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY		E 10017	FOR OFFIC	ML US	E ONL	۲				1	THE	TALK.	
PHYTOSANITARY CERTIFICATE										6/2	107	1996	E
Section 681.031 (23)(a). Florida Statuces	Apopica	4 1105	1.03									46	5
1911.5.W. 34" Street/ GANESVILLE, FLORIDA 32814-7100	ORIDA 32614-7100 NO. S-S-12017-00099378-FL												RIG
TO: THE PLANT PROTECTION ORGANIZATION(8) OF	DATE INS	SPECTED	)							1.2			1
let Nam	Novemb	er 05,	2007							1	00 WE	TR	
	CER	TIFICAT	ION										
his is to certify that the plants, plant product or other regulated a rocedures and are considered to be free from the quarantine pes hytosanitary requirements of the importing contracting party inclu	rticles des ts, specifie ding those	cribed h d by the for requ	importing Importing	e bee a cont -quar	n ins) ractin antine	pected a og party e pests.	and/or and to	confor	accord m with	ing to a the cur	ippropri irent	ate off	cia
DISINFESTATION	AND/OR	DISINF	ECTION T	REA	TME	T							-
DATE		2. TRE	ATMENT										_
November 05, 2007		st	eam ste	rili	zati	on							
CHEMICAL (active ingredient)		4. DUR	ATION AN	DITEN	<b>IPER</b>	ATURE							_
***************************************	***	**	******	****	****	*****	****		****	*****	*****	***	
CONCENTRATION		6. ADD	ITIONAL IN	NFOR	MATIC	ON							_
*****	***	**	******	****	****	*****	****	*****	****	*****	*****	***	
DESCRIP	PTION OF	THE CO	NSIGNM	ENT									_
NAME AND ADDRESS OF THE EXPORTER		8. DEC	LARED NA	WE A	ND AI	DORESS	OFTH	E CONS	GNEE				_
Kim Exporters		1183	ca impo	i Ca Vi et	Marr								
Kim Tree Street	1	114	Contraction (	1740	246(3)								
HabbiArrie' Wraske 12025	/												
NAME OF PRODUCE AND QUANTITY DECLARED	-	10. BC	TANICAL P	AME	OFP	LANTS							_
<ol> <li>13 Bundles Apasc (Fruit)</li> </ol>		- (1	) Urvi	lles	ulm	acea							
***************************************	***	17		****	****	*****	****	*****	****	*****	*****	***	
		<b>1 1 1</b>		c	****	*****	****	*****	****	*****	*****	***	
***************************************	14.9	5 12	****	÷Л.	****	*****	****	*****	****	*****	*****	***	
******	***	- 12		****	ne.	*****	****	*****	****	*****	*****	***	
			_										
1. NUMBER AND DESCRIPTION OF PACKAGES		12, DIS	TINGUISH	1NG N	44HK						*****		
(1) In bulk	***	**	******	****		*****	à e e e e e e e e e e e e e e e e e e e	*****	****	*****	*****	***	
***************************************	***	**	******		****			*****	****	*****	*****	***	
******	***	**		::::	****	*****	****	*****	****	*****	*****	***	
***************************************	***	10		x		******	obin	. mark			*****		
3. PLACE OF ORIGIN		14.DE	CLARED N	EANS	SOFC	ONVEY	ANCE	,	687				_
(1) USA		Ai	r Freig	ht									
***************************************	***												
***************************************		10.000		COLUMN 1	<u></u>								
*****	***	16. DB	GLARED P	OND	OF E	NI KT							
		Bi	shkek										
WARNING: Any alteration, forgery, or unauthorized use of this phy	ytosanikary	certifica	te is subje	ct to	prose	cution :	as provi	ded by	sectio	ns 581.1	41 and	581.21	١,
Florida Statuses.													
AL	DDITIONA	L DECL	ARATION	4									
mport Permit Number _1236454546546646852_ was pre-	sented.	1	1	1	1	I	1	1	I	1	I	1	١
	1 I.	1	1	1	1	1	1	1	1	1	1	1	I
	1 I.	1	1	1	1	1	1	1	1	1	1	1	I
	1 I	1	1	1	1	1	1	1	1	1	1	1	I
	1 1	1	1	1	1	1	1	1	1	1	1	1	I
		-			-	-			-	-	Page	1 of	2
6. DATE ISSUED 17. NAME OF AUTHORI	ZED OFFIC	ER (7);pe	or Print)			18. SIG	NATUR	E OF AL	THOR	ZED OF	FICER		_
November 05, 2007 Printed name						**	****	*****	****	*****	*****	*****	**

## 2. Texas State Phytosanitary Certificate

Field	Description
Title Block	Texas Department of Agriculture
	P.O. Box 12847 - Austin, Texas 78711 - (512) 463-7476
	Internet Address: <u>www.tda.state.tx.us</u>
	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 04710

The Texas State Phytosanitary Certificate is formatted as follows:
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 - (612) 482-7478	BACEC	SE ONL	Y			13	TOF	10						
Internet Address: www.agr.state.tx.us	Malker	Texes								E/	18.3	AL CO	A	
for the hearing impaired (800) 735-2968 (voice) or (800) 735 2989 (TTY)	NUTVEL	/ Texa							-1	H S	32	潮	1	
PHYTOSANITARY CERTIFICATE	FICATE NO. S-S-48471-00099396-TX DATE INSPECTED													
TO: THE PLANT PROTECTION ORGANIZATION(8) OF							10.000							
Viet Nam	November 05, 2007					EXAS								
	CERT	FICATION	ON										_	
This is to certify that the article(s) described below were examined be apparently free from injurious diseases and pests, and confirm stated in the additional declarations.	i by an au n with the	uthorised current	d represe quarant	entativ ined r	e of t egula	he texas tions of	s depar this st	tment ate, the	of agric Impor	culture, rting st	and we	re four country	d t , a	
DISINFESTATION	AND/OR	DISINF	ECTION	TRE/	TME	NT							-	
November 05, 2007	2.TREATMENT Steam sterilization													
CHEMICAL active astrodect		4 DURATION AND TEMPERATURE												
******	**	**	*****	****		*****	****			*****	*****	***		
. CONCENTRATION		6. ADD	TIONAL	INFOR	MATE	ON							_	
******	**	**	*****	****	****	*****	****	*****	****	*****	*****	***		
DESCRIP	TION OF	THE CO	NSIGN	MENT									-	
. NAME AND ADDRESS OF THE EXPORTER		8. DEC	LARED	ANE	AND A	DORESS	OFTH	ECON	SIGNEE	1			-	
Elm Exporters		Man	rs Imp	w										
Ein Tree Street	7	Vietnam, Viet Nam												
happyville, Alaska 25632	/													
NAME OF PRODUCE AND QUANTITY DECLARED	-	10. BC	TANICAL	NAME	OFP	LANTS							_	
<ol> <li>13 Bundles Apasc (Fruit)</li> </ol>		(1	) Urv	ille	a ula	nacea								
***************************************	**	17		****	****	*****	****	*****	*****	*****	*****	***		
				<b>~</b>	****	*****	****	*****	****	*****	*****	***		
***************************************	14.9	11	*****		****	*****	****	*****	*****	*****	*****	***		
***************************************	**		·····		~~~~	*****	****	*****	*****	*****	*****	***		
1 NUMBER AND DESCRIPTION OF BACKAGES		100 100	TIMOLO	SIN	MARY								_	
(1) In balk		A. 110	******	****			****	*****	****	*****	*****	***		
***************************************	**	**	*****	****		*****		*****	*****	*****	*****	***		
************	**	**	*****	****				*****	*****	*****	*****	***		
***************************************	**	*****			*****	*****				******	***			
	(See attached distinguishing marks)													
IS. PLACE OF ORIGIN		14. DB	CLARED	MEAN	S OF (	CONVEY	ANCE						-	
(1) USA	**	Ai	r Frei	ght										
***************************************	**													
******	**	15. DB	CLARED	POINT	OFE	NTRY							_	
***************************************		Bi	shkek											
													_	
WARNING: This certificate expires 14 days after issuance.														
AD	DITIONA	L DECL	ARATIC	N									_	
mport Permit Number _1236454546546646852 _ Mas pres	ented.	1	1	I	1	1	1	1	1	1	1	1	I	
	1	1	1	1	1	1	1	1	1	1	1		i	
					1		1	1		1			ì	
	1	1		1		1			1				-	
6 DATE IRRUED 17 NAME OF AUTUORIZ	ED OEPO	ER /Turn	or Drivin			18.8/0		FOFA	THOR:	ZED/O	z/age FEICER	1 of	2	
November 05, 2007 Printed name	au urriu	tel cype or Pring 16. SIGNATORE OF AUTHORIZED OPPIC							*****	*****	••			
FILLON HADE AND AND A THE PLANE AND A THE PLAN														

## 3. Wisconsin State Phytosanitary Certificate

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	Ch. 94, Wis. Stats., Ch. ATCP 21, Wis Adm. Code
Certificate	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.

The Wisconsin State Phytosanitary Certificate is formatted as follows:

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

SCONSIN DEPARTMENT OF AGRICULTURE, TRADE & CONSUMER PROTECTIO AGRICULTURAL RESOURCE MANA GEMENT DIVISION P.O. Boy 1941 MADAGEM UN STRADAGE	E & CONSUMER PROTECTION NT DIVISION					Y.				10	ORF. WHEL	10		
Phone: 808-224-4598 FAX: 608-224-4556	PLACE OF ISSUE Polk, Misconsin							a Section						
Ch. 94, Wis, Stats, Ch. ATCP 21, Wis, Adm. Code ARM-FH00Rev 1200	NO. S=S=55095=00099396=WT								$\neg$					
TO: THE PLANT PROTECTION ORGANIZATION(8) OF	ON(8) OF DATE INSPECTED								-	B. Bacanter				
LEC NEE	Novemb	≫er 05,	, 2007											
	CERT	IFICATI	ON											
This is to certify that the plants, plant product described below h quarantine pests, practically free from other injurious pests, an country.	ave been in d that they	are con	i accord Isidered	ing to to con	appro nîm v	with cur	rocedu rent ph	ires an ytosani	d are o tary rej	onsider gulation	red to b hs of th	e free e impo	rting	
DISINFESTATIO	N AND/OR	DISINF	ECTION	TREA	TME	NT								
DATE November 05, 2007	2. TREATMENT Steam sterilization													
CHEMICAL (active ingradiant)		4. DURATION AND TEMPERATURE												
************	****	*****												
CONCENTRATION	****	6. ADD	ITTONAL	INFOR	MATK	ON	*****	*****				***		
DESCRI	IPTION OF	THE CO	NSIGN	MENT									_	
NAME AND ADDRESS OF THE EXPORTER		8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE Name Taxonts												
Elm Tree Street	1	Vietnam, Viet Nam												
Happyville, Alaska 25632	/													
	-	h												
NAME OF PRODUCE AND CUANTITY DECLARED.		10.80	TANICA	NAME	OFF	ANTS								
(1) 13 Bundles Apaac (Fruit)		(1	) Urv	ille	s uls	nacea								
***************************************	****	17		****	****	*****	*****	*****	*****	*****	*****	***		
***************************************				<u> </u>	*****	******	*****	*****	*****	*****	*****	***		
		1 2												
	· · · · ·													
1. NUMBER AND DESCRIPTION OF PACKAGES		TR. DIS	STINGUE	SHING	NARK	8							_	
(1) In bulk	****	**	*****	****			. <u></u>	*****	*****		*****	***		
******	****	**	*****	****				*****	*****	*****	*****	***		
***************************************	***************************************													
	(See attached distinguishing marks)													
3. PLACE OF ORIGIN (1) USA		14. DE	CLARED	MEAN obt	SOF	CONVEY	ANCE							
***************************************	****			-gano										
***************************************	****	15.05	CI ABED	BOM	- AFF	NTRY								
***************************************	10. 00	obtob	POIN	OF E	aust									
WARNING:			.ouner											
	DDITIONS	L DECT	ADAT	-										
mort Permit Number 123645454654646852 une mo	esented	L DEUL	ARA IN	and I										
	1 1				1							1	i	
	1 1	i	i	i	i		1	1	i	i		i	i	
	1 1	i	1	1	i	1	i.	1	1	1	1	1	i	
	1 1	1	1	I	1	1	1	1	I	1	I	1	I	
											Page	1 0	2	
8. DATE ISSUED 17. NAME OF AUTHOR	12ED OFFIC	ER (7)(N	e or Print			18. SIGNATURE OF AUTHORIZED OFFICER								
November 05, 2007 Printed_name	Printed_name													