

Λευκωσία, 27 Απριλίου 2022

ΠΡΟΣ: Όλους τους ενδιαφερόμενους

ΘΕΜΑ: Έκδοση ηλεκτρονικού Φυτοϋγειονομικού Πιστοποιητικού για εξαγωγές προς τρίτες χώρες μέσω του ηλεκτρονικού συστήματος TRACES-NT

Κυρία/ε,

Επιθυμούμε να σας πληροφορήσουμε ότι με ανακοίνωση του, το Τμήμα Γεωργίας του Υπουργείου Γεωργίας, Αγροτικής Ανάπτυξης και Περιβάλλοντος, ενημερώνει ότι για περιπτώσεις όπου εγγεγραμμένος στο μητρώο του Τμήματος Γεωργίας προχωρήσει σε εξαγωγή φυτών ή φυτικών προϊόντων για τα οποία απαιτείται Φυτοϋγειονομικό Πιστοποιητικό, αυτό **από την 1^η Ιουνίου 2022 θα εκδίδεται ΜΟΝΟ ηλεκτρονικά μέσω του συστήματος TRACES-NT.**

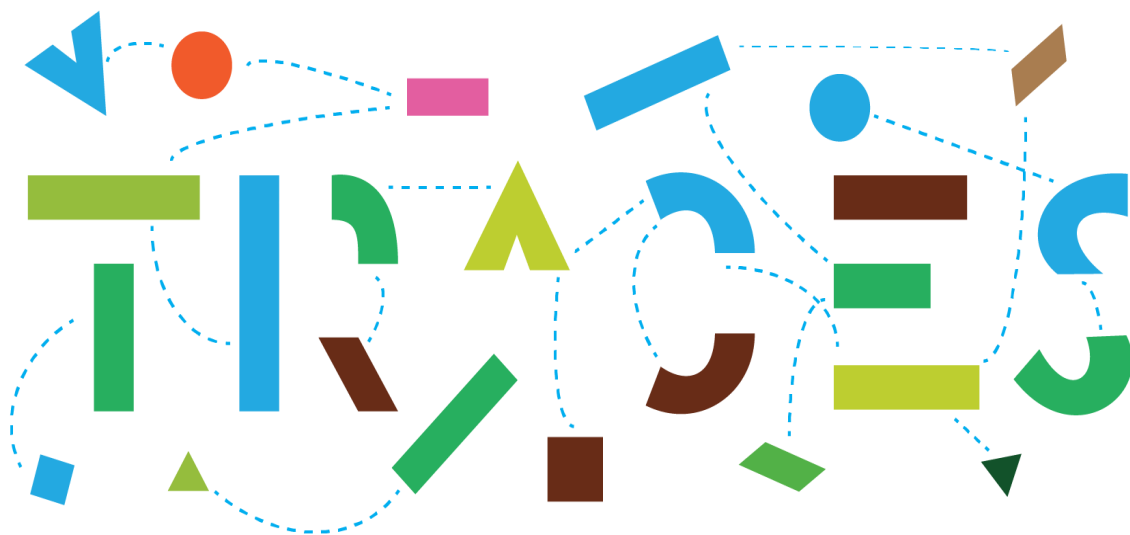
Σημειώνεται ότι η Αρμόδια Αρχή της τρίτης χώρας στην οποία γίνεται η εξαγωγή, θα λαμβάνει το Φυτοϋγειονομικό Πιστοποιητικό μέσω του ηλεκτρονικού συστήματος TRACES-NT.

Επισυνάπτεται αυτούσια η επιστολή του Τμήματος Γεωργίας μαζί με τη διαδικασία που θα πρέπει να εφαρμόζεται από τις επιχειρήσεις ή από τον εξαγωγέα αλλά και από το Τμήμα Γεωργίας για την ηλεκτρονική έκδοση του Πιστοποιητικού.

Για περισσότερες πληροφορίες παρακαλώ επικοινωνήστε με τον αρμόδιο Λειτουργό του Τμήματος Γεωργίας, κ. Κύπρο Χατζηαυξέντη, στο τηλέφωνο 22408629.

Με εκτίμηση,

Μιχάλης Κούλλουρος,
Λειτουργός Τμήματος Βιομηχανικής Ανάπτυξης,
Καινοτομίας και Περιβάλλοντος,
για Γενικό Γραμματέα.



TRACES NT - User manual for the Phytosanitary Certificate for export (PHYTO for export) July 2021

Welcome to the user manual of the PHYTO for export module of **TRACES NT**. This manual contains all essential information as regards the creation and issuance of phytosanitary certificates in TRACES NT.

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Glossary

ADMIN USER	Administrator user
BCP	Border Control post
CCA	Central Competent Authority
CN	Combined Nomenclature
EU	European Union
LAU	Local authority unit
NPPO	National plant protection organisation
RCA	Regional competent authority
RFC	Responsible for Consignment
TNT	TRACES NT
PHYTO	Phytosanitary certificate issued in TRACES new technology
WPM	Wood packaging material

Get started with the PHYTO for export

The phytosanitary certificate is the health certificate for plants and plant products used to attest that the consignments meet with the phytosanitary requirements of the importing country.

The phytosanitary certificate for export module is available for EU member states in Traces NT since February 2021, and allows operators and authorities to issue the certificate directly in the application. The export module was included in the already existing PHYTO module used by third countries to certify consignments of plants and plant products imported into the EU.

The certificate is divided in two parts, Part I - Description of consignment, which can be completed by an operator or by the NPPO, and Part II – Certification, which is always completed by the NPPO.

Access to TNT

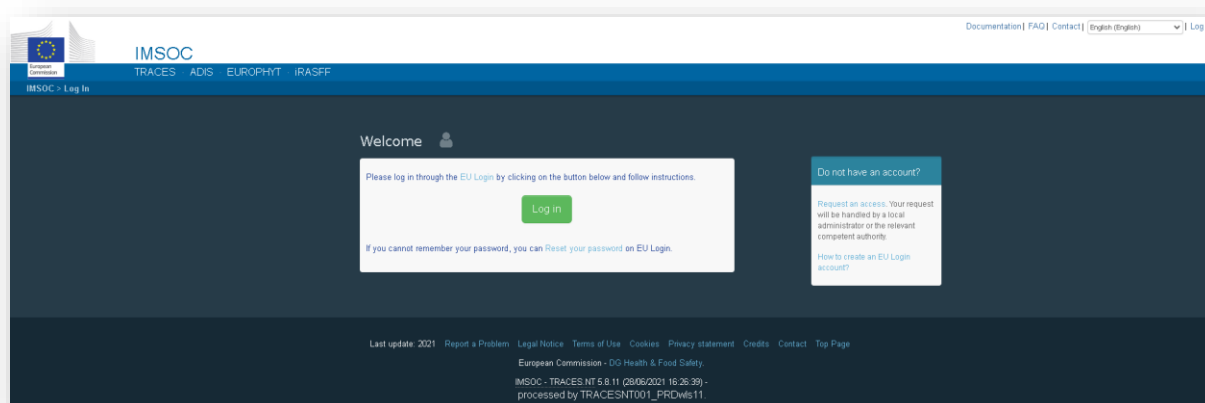
In order to access TNT, the user needs to create an EU Login Account. This account allows the user to access many services of the European Commission, amongst which TRACES, with one Username and Password.

After the creation of the EU Login Account, the user that accesses TRACES for the first time has to select a Role (Operator or Authority) and an Activity.

EU Login Account

If you already have an EU Login Account, please go directly to the next step.

To register, click on the following link: <https://webgate.ec.europa.eu/tracesnt/login> to access the TRACES-NT welcome page and on the link “Sign up for TRACES”:



You now have access to the EU Login registration screen (“create an account”).

Create an account

[Help for external users](#)

First name


Last name

E-mail

Confirm e-mail

E-mail language
English (en) ▼

Enter the code



☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

On the top right of the page you can choose your preferred language:

This website uses cookies. Learn more about the [European Commission's cookie policy](#) Close this message X

EU Login
One account, many EU services

Where is ECAS? ⓘ

English (en) ▼

[Create an account](#) **Login**

Create an account

[Help for external users](#)

First name

Last name

E-mail

Complete all form fields and keep in mind that the data you insert in the screen above will be those that appear in TRACES-NT.

In addition, it is important to create the EU Login account in the name of a REAL PERSON, NOT a generic account for your company or authority.

As regards the e-mail address, you are strongly advised to choose your own professional email address which will be used to login to TRACES-NT.

After completing all the fields, click on the "Create an account" button.

Once you have sent the request, an email will be automatically sent to you with a link to set your password. You have to click on that link within 90 min, otherwise it will expire.

If you do not receive the automatic email, you can find help on this page:

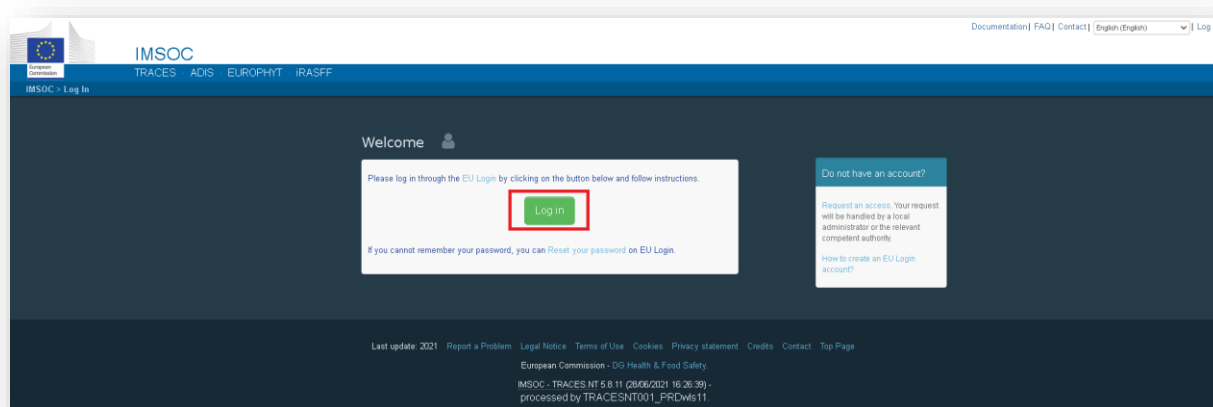
<https://webgate.ec.europa.eu/cas/contact.html>

Request a Role and Activity in TNT

If you already have a Role and Activity in TNT, please go directly to the next step.

When accessing TNT for the first time, you will be requested to select a Role in the system.

Return to the homepage of TRACES-NT (see link above) and click on the green button "Login into TRACES". You will be redirected to the EU Login access.



To log in, insert the email address you chose when creating the EU Login account and click on "Next".

tracesnt requires you to authenticate

Sign in to continue


Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country

 [Select your country](#)

Insert the password you previously chose for the EU Login account and click on Sign in.

tracesnt requires you to authenticate

Sign in to continue

Welcome back

[Sign in with a different e-mail address?](#)


(External)

Sign in with a different e-mail address?


Password

[Lost your password?](#)

Choose your verification method





Password
Authenticate to EU Login with only your password.



Sign in

Easy, fast and secure: download the EU Login app

 [Download on the App Store](#)  [GET IT ON Google Play](#)

You are now redirected to the TRACES-NT welcome page.

Request authorisation

You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator >
Economic operators such as particular businesses, stores, non-profit organisations...

Organic Control Body >
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235

Authority >
Competent authority such Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,

Appointed Veterinary Offices >
Description

Other body >
Other bodies such as translators, country administrators, customs systems (at national level)...

Need help to find out which kind of organisation you belong to?

Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

Full Name

Domain

Username

Email

My account on EU Login

Change your Password at EU Login

Update your Information at EU Login

Role as Operator

If you are working for an operator, you will need to request a role as Operator, with activity “professional operator”.

On the homepage, click on “Operator”.

Request authorisation

You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator >
Economic operators such as particular businesses, stores, non-profit organisations...

Organic Control Body >
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235

Authority >
Competent authority such Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,

Appointed Veterinary Offices >
Description

Other body >
Other bodies such as translators, country administrators, customs systems (at national level)...

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Full Name

Domain

Username

Email

My account on EU Login

Change your Password at EU Login

Update your Information at EU Login

You will have to search for your Operator in TNT and request to be linked to it.

In the search screen, please select your Country, the Section and Activity type of the operator. You may also insert the name of the Operator. Click on Search.

1. If your operator has been already registered in TNT, it will appear in the list. You will have to tick the box “Select” on the right, and click on the green button “Request authorisation”:

A pop-up window will appear, and you have to click on “Send authorisation request”.

Confirm authorisation request for La main verte

Optionally, you can provide some additional useful information.

Message

Email

Phone

All your data will be displayed in your profile, where you can review your request.

Request authorisation

i

The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator

Economic operators such as *particular businesses, stores, non-profit organisations...*

[Need help](#) to find out which kind of organisation you belong to?

Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

Full Name Traces Help

Domain External

Username n006rubh

Email traceshelp@outlook.com

[My account on EU Login](#)

[Change your Password at EU Login](#)

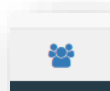
[Update your Information at EU Login](#)

Your Roles

Filter status ☒ 1 Requested ☒ 0 Suspended ☒ 0 Valid [Request new role](#)

Operator	<p>La main verte</p> <ul style="list-style-type: none"> Professional operator (plants, plant products and other objects) (PLANTS) Valid Professional operators other than those referred to in Article 45(1)(l) IMSOC (EUP0) Valid Responsible for the load (RFL) Valid <p>75014 Paris</p> <p>France (FR)</p>	Requested	
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If you are the first user of the operator, your request will need to be validated by your responsible authority. If you are not the first user, your request will need to be validated by your colleagues with admin rights. (blue icon)



- If you do not find your operator, you will have to create it. Click on the green button “Create a new operator”. Please note this green button only appears after a first search.

← Select an existing operator

Country: France (FR) *
 Section: EU professional operators other than EU registered profes:
 Activity Type: Professional operators other than those referred to in Artic
 Search: opérateur Search

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

⌕ No matching results.

In the operator screen that appears, please type all the mandatory information required. The mandatory information is marked with a red star *.

In “Chapter”, select the option *Plant health*. In “Section”, either select the option *Plant (PLANTS)* or the option *EU professional operators other than EU registered professional operators*. Please note that the second option is gradually replacing the Plant (PLANTS) section and therefore should be favoured.

In “Activity”, select the option *Professional operator (plant, plant products and other objects)* or the option *professional operators other than those referred to in Article 45 (1)(I) IMSOC*, depending on the previously selected “section”. Then click on the Blue button “Create a new operator”.

← Create New Operator

Operator Details

Name: Traces Operator Test *

Country: France (FR) *

Phone: 123456789 *

Operator Identifiers: No identifiers

Addresses

Region: Rhône (FR-69) / Departemental constituency of Rhône / Auvergne-Rhône-Alpes (FR-ARA) / Metropolitan France *

City: 38670 Loire-sur-Rhône *

Ext.: [A-Z](2)

Address: Rue 12 *

Coordinates: Latitude / Longitude *

Plant health **EUPO** EU professional operators other than EU registered professional operators

Identifier: 123-ABC

Professional operators other than those referred to in

Activity Details

Valid From: --/--/---- +02:00 CEST

Valid to: --/--/---- +02:00 CEST

Publication date: --/--/---- +02:00 CEST

Application date: --/--/---- +02:00 CEST

Address

Address: Rue 12
38670 Loire-sur-Rhône

Remarks: N/A

Add remark: Type a remark here...

A pop-up window will appear, and you have to click on “Send authorisation request”.

Confirm authorisation request for Traces operator test

Optionally, you can provide some additional useful information.

Message: [Text area]

Email: [name@domain.com]

Phone: [+32 02 123456]

Cancel Send authorisation request

All your data will be displayed in your profile, where you can review your request.

Request authorisation

The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator

Economic operators such as particular businesses, stores, non-profit organisations...

Need [help](#) to find out which kind of organisation you belong to?

Personal Information

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Full Name

Domain ☒ External

Username

Email

My account on EU Login

Change your Password at EU Login

Update your Information at EU Login

Your Roles

Filter status

1 Requested

0 Suspended

0 Valid

Request new role

Operator	<p>Traces operator test</p> <p>Professional operators other than those referred to in Article 45(1)(l) IMSOC (EUPO) New</p> <p>71150 Paris-1Hôpital</p> <p> France (FR)</p>	Requested	
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Your request will need to be validated by your responsible authority.

Note: to issue Part I of the Phytosanitary certificate, your activity as professional operator must be validated by your responsible Authority.

Your responsible authority will be automatically assigned by the system, based on geographical data, after you create the operator:

Operator Details

Name
Country
Phone

Operator Identifiers

+ Add Identifier

No identifiers

Addresses

+ Add address

1

Region
City
Ext.
Address
Coordinates /

> Users

Plant health EUPH EU professional operators other than EU registered professional operators

Identifier

+ Add Activity

Professional operators other than those referred to in Article 45(1)(i) IMSOC

Activity Details

Address

Address

Responsible Authorities

Name	Address	Role	Code
Direction générale de l'alimentation	251 rue de Vaugirard 75732 Paris Cedex 15 France	CCA	FR00000

Remarks

Add remark

Plant health EUPH EU professional operators other than EU registered professional operators

Identifier

+ Add Activity

Professional operators other than those referred to in Article 45(1)(i) IMSOC

Valid

Remarks

For the Validation procedure, please consult our TNT validation guide following this link:
https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/D_User%20Management/respond-to-a-request-for-access.htm

Role as Authority

If you are working for an Authority, click on “Authority”.

User manual PHYTO for export

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Request authorisation

You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

- Operator**
Economic operators such as *particular businesses, stores, non-profit organisations...*
- Organic Control Body**
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235
- Authority**
Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*
- Appointed Veterinary Offices**
Description
- Other body**
Other bodies such as translators, country administrators, customs systems (at national level)...

[Need help](#) to find out which kind of organisation you belong to?

Personal Information

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Full Name

Domain ☒ External

Username

Email

[My account on EU Login](#)

[Change your Password at EU Login](#)

[Update your Information at EU Login](#)

You will have to search for your Authority in TNT and request to be linked to it.

In the search screen, please select your Country, the Role and Competence of the Authority. You may also insert the name of the Authority. Click on Search.

Select an authority Request authorisation

Country

Role

Competence

Authority Name



Name	Full Address	Role	Competence	Code	Select
Direction générale de l'alimentation	251 rue de Vaugirard 75732 Paris Cedex 15 France	CCA	<input checked="" type="checkbox"/> CHED-A <input checked="" type="checkbox"/> CHED-D <input checked="" type="checkbox"/> CHED-P <input checked="" type="checkbox"/> CHED-PP <input checked="" type="checkbox"/> COI <input checked="" type="checkbox"/> COI Extract <input checked="" type="checkbox"/> ePhyto <input checked="" type="checkbox"/> EUROPHYT IN <input checked="" type="checkbox"/>	FR00000	<input type="checkbox"/> Select

Note: to issue and validate a Phytosanitary certificate for export, you need a role as an EU Central Competent Authority (CCA).

After finding your Authority, tick the box "Select" on the right, and click on the green "Request authorisation" button:


Select an authority















☒ Request authorisation

Country  France (FR) 

Role CCA - Central Competent Authority

Competence Plant health

Authority Name  Search


Name 	Full Address	Role	Competence	Code	<input checked="" type="checkbox"/> Select all
Direction générale de l'alimentation	251 rue de Vaugirard 75732 Paris Cedex 15  France	CCA	CHED-A  CHED-D  CHED-P  CHED-PP  COI  COI Extract  ePhyto  EUROPHYT IN  EU IMPORT  INTRA  AJL  PHYTO 	FR00000	<input checked="" type="checkbox"/> Select


A pop-up window will appear, and you have to click on “Send authorisation request”.

Confirm authorisation request for FR00000

Optionally, you can provide some additional useful information.

Message

Email  name@domain.com

Phone  +32 02 123456

All your data will be displayed in your profile, where you can review your request.

Request authorisation

The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Organic Control Body

Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235

Authority

Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*

Other body

Other bodies such as translators, country administrators, customs systems (at national level)...

[Need help](#) to find out which kind of organisation you belong to?

Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

Full Name

Domain ☒ External

Username

Email

My account on EU Login

Change your Password at EU Login

Update your Information at EU Login

Your Roles

Filter status ☒ 1 Requested ☒ 0 Suspended ☒ 0 Valid

[Request new role](#)

Authority

Direction générale de l'alimentation

CCA FR00000

Animal By-Products

Feed and Food of Non-Animal Origin

Food

Organic

Plant health

Veterinary

CHED-A fw

CHED-D fw

CHED-P fw

CHED-PP fw

COI fw

COI Extract fw

sPhyto fw

EUROPHYT IN fw

EU IMPORT fw

INTRA fw

AJL fw

PHYTO fw

Onward transportation facility

Specialty approved customs warehouse

Control point

Free zone

Place of loading

75732 Paris Cedex 15

France (FR)

Requested

Note: if you are the first user of the Authority, you must send an email to sante-traces@ec.europa.eu. The TRACES team will validate your role request and will give you admin rights, so that you will be able to validate the future requests of your colleagues.

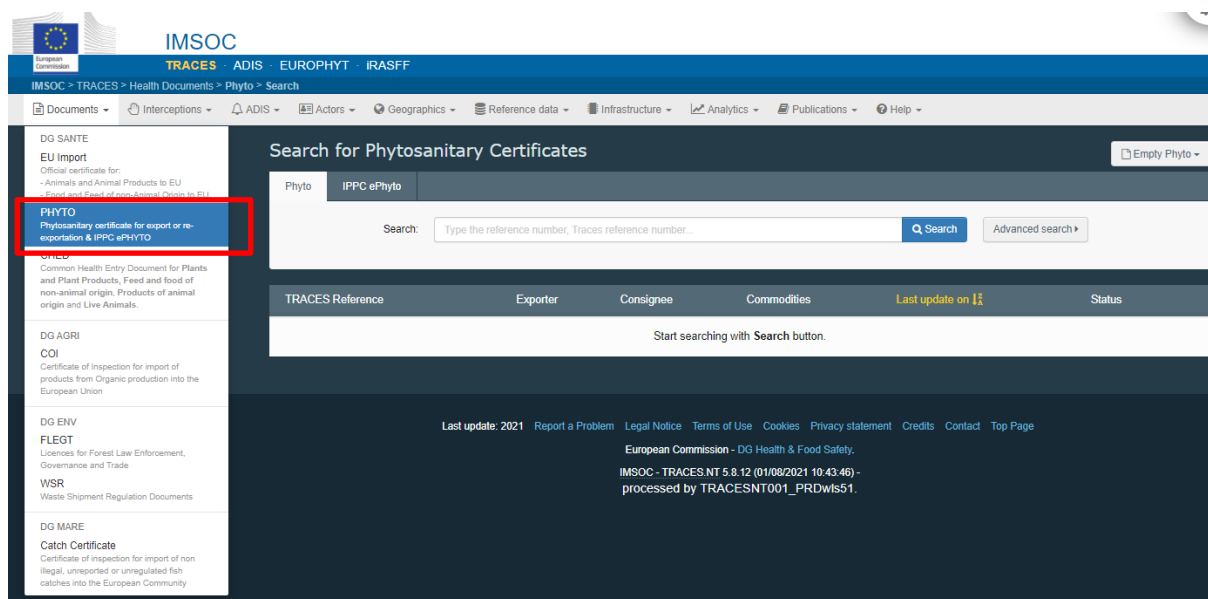
If you are not the first user of the Authority, your colleagues with admin rights will validate your request.

Create a PHYTO for export

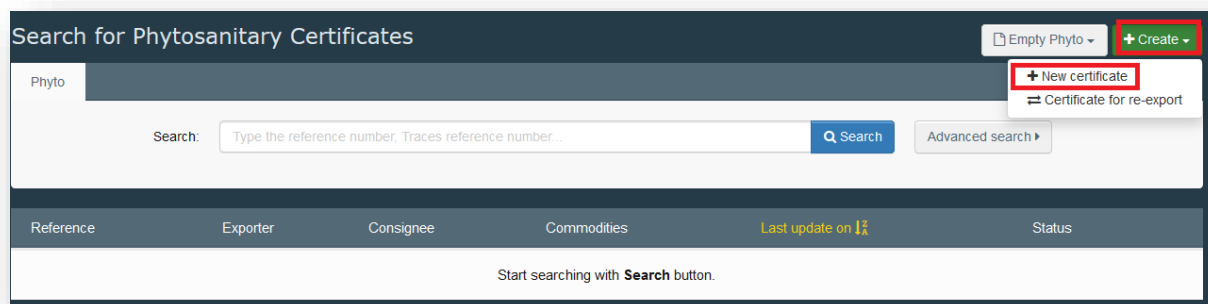
As Operator

Part I

To create a PHYTO for export in TNT, from the Menu Documents, click on PHYTO:



Click on “+ Create” and select “+ new certificate”:



In the pop-up window, select the commodity/ies. You can either type the name of the product in the search bar, or the botanical name, or simply expand the CN code/s and select the product ticking the small box on the right. Once the selection is completed, click on “Done”.

Phytosanitary Certificate: Select Commodities

Please provide nomenclature code, section, species.

Search Unselect all

Species: Please provide taxonomy, species.

+ 06 LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND ORNAMENTAL FOLIAGE

- 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS

+ 0701 Potatoes, fresh or chilled

+ 0702 00 00 Tomatoes, fresh or chilled

+ 0703 Onions, shallots, garlic, leeks and other alliaaceous vegetables, fresh or chilled

+ 0704 Cabbages, cauliflowers, kohlrabi, kale and similar edible brassicas, fresh or chilled

+ 0705 Lettuce (*Lactuca sativa*) and chicory (*Cichorium* spp.), fresh or chilled

+ 0706 Carrots, turnips, salad beetroot, salsify, celeriac, radishes and similar edible roots, fresh or chilled

+ 0707 Cucumbers and gherkins, fresh or chilled

+ 0708 Leguminous vegetables, shelled or unshelled, fresh or chilled

+ 0709 Other vegetables, fresh or chilled

+ 0711 Vegetables provisionally preserved (for example, by sulphur dioxide gas, in brine, in sulphur water or in other preservative solutions), but unsuitable in that state for immediate consumption

+ 0712 Dried vegetables, whole, cut, sliced, broken or in powder, but not further prepared

1 element(s) selected.

Cancel Done

You will then be redirected to the certificate screen:

New Phytosanitary Certificate

PART I DESCRIPTION OF CONSIGNMENT

PART II CERTIFICATION

Current status: UNSAVED

Next: Certificate must be submitted for certification

1. Name and Address of Exporter

Name

Country

ISO Code

Edit

Advanced...

Clear

2.a IMSOC Reference

No Reference.

2.b Local Reference Number

I don't have a reference, generate one.

3. Declared Name and Address of Consignee

Name

Country

ISO Code

Edit

Advanced...

Clear

4. Plant Protection Organisation of

Name

Code

Country

5. to Plant Protection Organisation of

Name

Code

Select Receiving Authority

Region of destination

Search and assign regions...

6. Declared Means of Conveyance

Close

Save as Draft

Submit for Certification

How to fill in the document?

Note: All the boxes marked with a red star * are mandatory



*Mandatory boxes **

Box 1 – Name and address of the exporter:

The screenshot shows the 'New Phytosanitary Certificate' interface. The 'PART I DESCRIPTION OF CONSIGNMENT' tab is active. The '1. Name and Address of Exporter' section is highlighted in yellow and marked with a red star. It contains the following fields and buttons:

- Name: [Text input field]
- Country: [Text input field]
- ISO Code: [Text input field]
- Buttons: Edit, Advanced..., Clear

To fill in this Box, you have the option to either:

- Start typing the name or address of the consignor/exporter and select a company from the drop-down list that pops out;
- Select a company from the “Favourite operators” list by clicking on the grey star;
- Run an “advanced search” using the corresponding filters to narrow the search.

1. Name and Address of Exporter ✖

Name

Country ISO Code

[Edit](#) [★](#)

[Q Advanced...](#)

[Clear](#)

Phytosanitary Certificate: Select Exporter ✖

Country: 🇫🇷 France (FR) [Q Search](#) 🔍

Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

[+ Create a new operator](#)
[Close](#)

Phytosanitary Certificate: Select Exporter ✖

Country: 🇫🇷 France (FR) [Q Search](#) 🔍

Section: EUPO EU professional operators ▼

Activity Type: Professional operators other than the ▼

Activity Identifier:

Address:

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ La main verte	1 Rue de l'orchidée 75014 Paris 🇫🇷 France	EU professional operators other than EU registered professional operators EUPO	Professional operators other than those referred to in Article 45(1)(l) IMSOC	Valid	plant01	Select

[+ Create a new operator](#)
[Close](#)

Once you find the operator, click on “Select”, and the “Name”, “Country” and “ISO Code” of the company are automatically filled inside the box.

1. Name and Address of Exporter *

Name ⓘ La main verte Valid Edit ★

Country France ISO Code FR Advanced...

*** Clear

If the operator is not registered in the system, you have the option of creating a new operator. To do so, click on “**Advanced search**”. Search for the operator you need, and if you do not find it, the green option “+create new operator” becomes available.

Phytosanitary Certificate: Select Exporter

Country: France (FR) Search +

Name	Address	Section	Activity Type	Status	Activity Identifier
No matching results.					

+ Create a new operator Close

It is also possible to click on “**Edit**” and modify the content of the Box or to clear it completely and select another consignor/exporter by clicking on the “**Clear**” button.

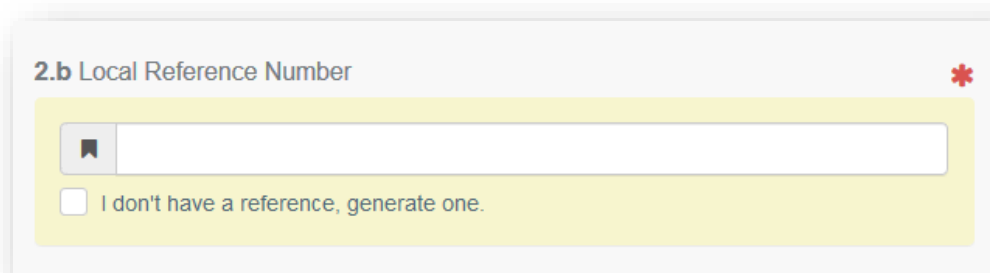
1. Name and Address of Exporter *

Name ⓘ La main verte Valid Edit ★

Country France ISO Code FR Advanced...

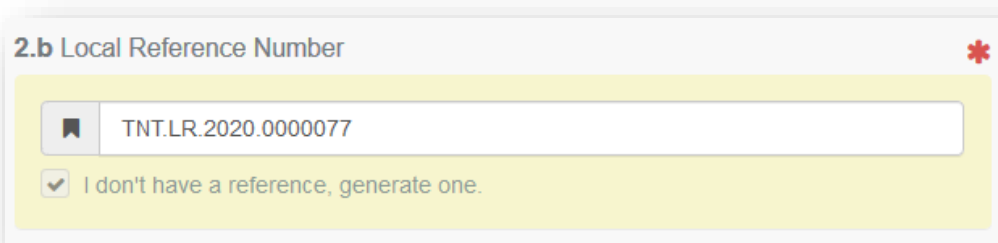
*** Clear

Box 2.b - Local reference number:



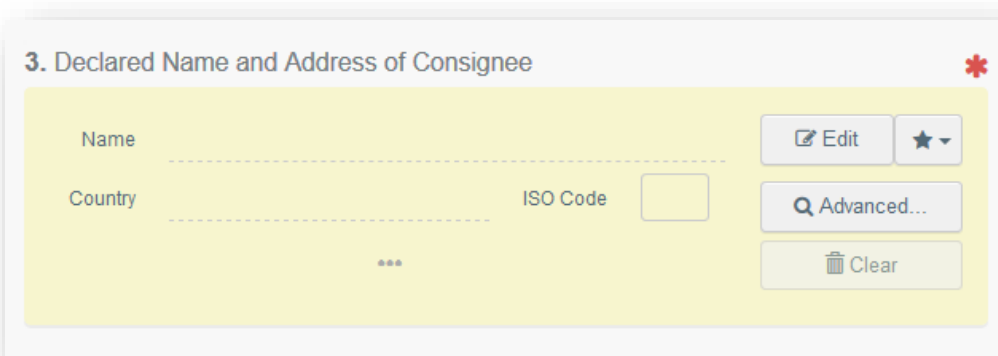
The screenshot shows a form titled "2.b Local Reference Number" with a red asterisk icon in the top right corner. Below the title is a yellow background area containing a text input field with a bookmark icon on the left. Below the input field is a checkbox labeled "I don't have a reference, generate one." which is currently unchecked.

This is a free text box. You can type a reference number assigned to the certificate by your company, or at national level, if any. If you do not have any, tick the box "I don't have a reference, generate one". This option will generate automatically a unique Local reference number for the certificate you are creating.



The screenshot shows the same form as above, but with the text "TNT.LR.2020.0000077" entered in the input field. The checkbox "I don't have a reference, generate one." is now checked.

Box 3 – Declared name and address of the consignee:



The screenshot shows a form titled "3. Declared Name and Address of Consignee" with a red asterisk icon in the top right corner. The form has a yellow background and contains several fields: "Name" and "Country" are followed by dashed lines indicating continuation; "ISO Code" is followed by a small input box. To the right of these fields are three buttons: "Edit" (with a pencil icon), "Advanced..." (with a magnifying glass icon), and "Clear" (with a trash can icon). There is also a star icon with a dropdown arrow next to the "Edit" button. At the bottom of the yellow area, there are three dots "...".

To complete this box, follow the procedure described for Box 1.

Box 4 – Plant protection organisation of:



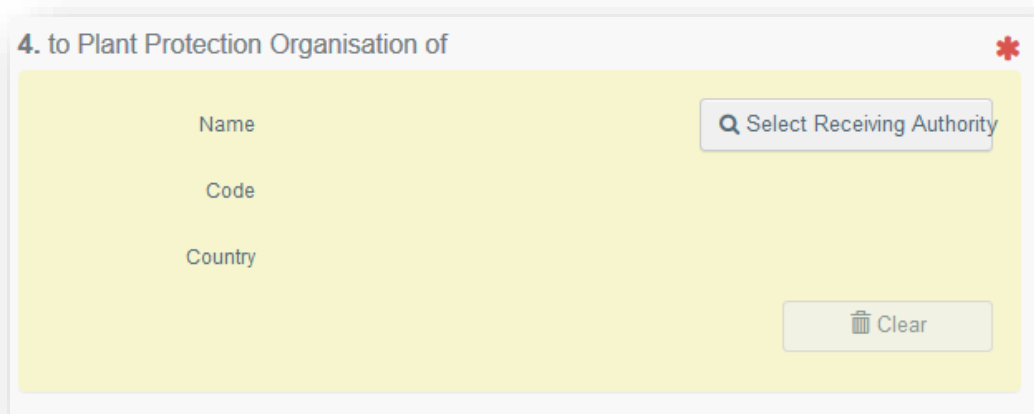
4. Plant Protection Organisation of

Name	Direction générale de l'alimentation
Code	FR00000
Country	 France

This is the NPPO that will take the decision on the consignment and will validate/reject the phytosanitary certificate you are creating.

It is automatically completed on the basis of the Country of the operator selected in Box 1.

Box 4 – To plant protection organisation of:



4. to Plant Protection Organisation of *


Name	<input type="text" value="Select Receiving Authority"/>
Code	<input type="text"/>
Country	<input type="text"/>

This is the NPPO of the Country where the consignment is going to be exported.







To complete the box, click on “Select receiving authority” and from the advanced search, select the Country and the role (CCA). Click on Select and the Box will be completed with the details of the NPPO.

Phytosanitary Certificate: Select Receiving Authority

Search:

Country:  Morocco (MA)

Role: CCA - Central Competent Authority Code:

Name 	Address	Role	Code	UN/LOCODE	Competence
Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV)	Avenue hadj Ahmed Cherkaoui – Agdal- Rabat Rabat  Morocco	CCA	MA00000		<div>Plant health</div> <div>CHED-PP </div> <div>ePhyto </div> <div>EUROPHYT IN </div> <div>PHYTO </div>


4. to Plant Protection Organisation of 

Name: Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV)

Code: MA00000

Country:  Morocco

Box 6 – Declared means of conveyance:

6. Declared Means of Conveyance 

No Means of Transport.

To complete this box, click on “Add means of transport” and select the type of transport.

6. Declared Means of Conveyance

Add Means of Transport ▾

- Railway
- Road vehicle
- Airplane**
- Vessel

7. Declared Point of Entry

6. Declared Means of Conveyance

Add Means of Transport ▾

1. **Airplane**

+ Identification

✕ Remove

As an option, additional information about the transportation can be filled by clicking the “+Identification” option. Please note more “means of transport” can be added by repeating this process.

Box 7 – Declared point of entry:

7. Declared Point of Entry

☐ Border Control Post
☐ UN/LOCODE
☒ Country

ISO Code

Person F

Name

Country

Document

Close

Afghanistan (AF)
 Albania (AL)
 Algeria (DZ)
 American Samoa (AS)
 Andorra (AD)
 Angola (AO)
 Anguilla (AI)
 Antarctica (AQ)
 Antigua And Barbuda (AG)
 Argentina (AR)
 Armenia (AM)
 Aruba (AW)
 Australia (AU)
 Austria (AT)
 Azerbaijan (AZ)
 Bahamas (BS)
 Bahrain (BH)
 Bangladesh (BD)
 Barbados (BB)

Edit ★

Advanced...

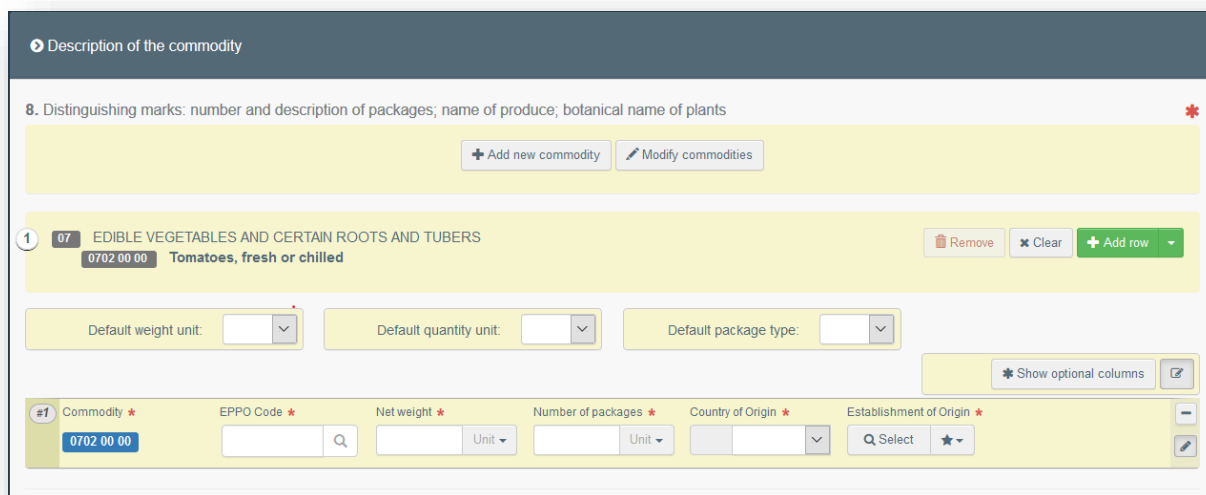
Clear

Link

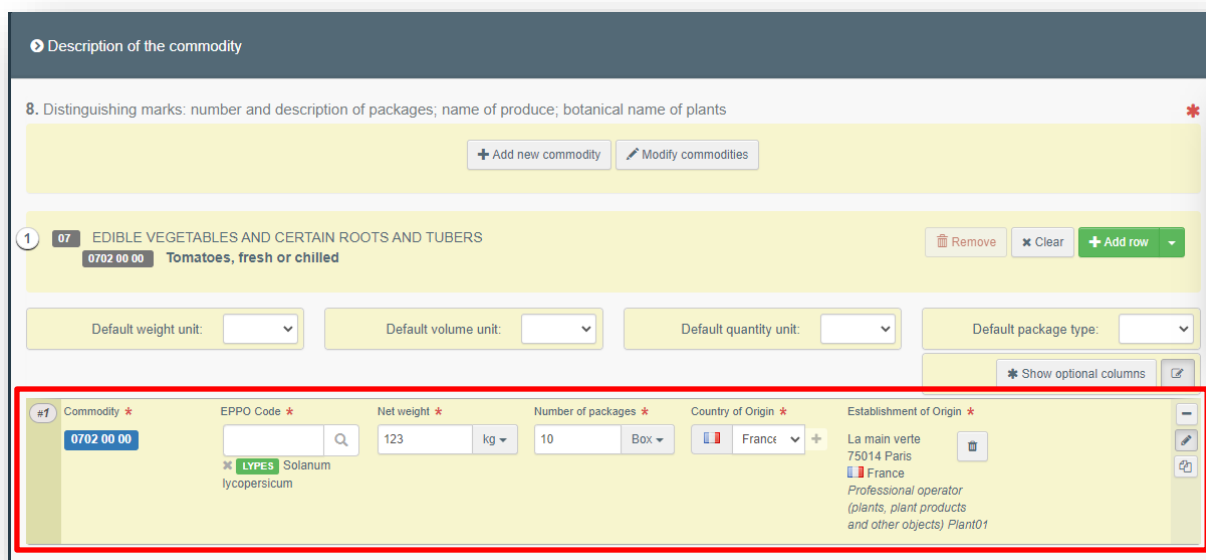
To complete this Box, choose the option country.

Note: the Border Control Post option is not valid for PHYTO for export documents

Box 8 - Description of the commodity:



Fill in the mandatory information (EPPO code, Net weight, Number of packages, Country of origin and Establishment of origin):



Note: in the Net weight and Package count boxes, do not forget to specify the unit!

#1 Commodity * 0702 00 00

EPPO Code * LYPE8 Solanum lycopersicum

Net weight * 123 kg

Number of packages * 10 Box

Country of Origin * France

Establishment of Origin * La main verte, 75014 Paris, France

Professional operator (plants, plant products and other objects) Plant01

You have now completed all the mandatory boxes, and **you can submit the phytosanitary certificate** to the NPPO indicated in Box 4.

If you are not ready yet to submit the certificate to the authority, you can **save it as draft**. The certificate will be saved in the system and you will be able to access it in the future to complete it.

New Phytosanitary Certificate

PART I DESCRIPTION OF CONSIGNMENT

PART II CERTIFICATION

Current status: UNSAVED

Next: Certificate must be submitted for certification

1. Name and Address of Exporter

Name: La main verte (Valid)

Country: France

ISO Code: FR

2.a IMSOC Reference

No Reference.

2.b Local Reference Number

TNT.LR.2021.0000172

I don't have a reference, generate one.

3. Declared Name and Address of Consignee

Name: COOPERATIVEJW85 Co (New)

Country: Morocco

ISO Code: MA

4. Plant Protection Organisation of

Name: Direction générale de l'alimentation

Code: FR00000

Country: France

Region of destination

Search and assign regions...

Close

Save as Draft

Submit for Certification

The draft will be visible to you, but not to the Authority.

If you are ready to submit the certificate, at the bottom right of the page, click on “Submit for certification”:

New Phytosanitary Certificate

PART I DESCRIPTION OF CONSIGNMENT	PART II CERTIFICATION	Current status: UNSAVED	Next: Certificate must be submitted for certification
1. Name and Address of Exporter <p>Name: La main verte Valid Edit Star</p> <p>Country: France ISO Code: FR Advanced... Clear</p>		2.a IMSOC Reference <p>No Reference.</p>	
3. Declared Name and Address of Consignee <p>Name: COOPERATIVEJW85 Co New Edit Star</p> <p>Country: Morocco ISO Code: MA Advanced... Clear</p> <p>Region of destination: Search and assign regions...</p>		2.b Local Reference Number <p>TNTLR.2021.0000172</p> <p><input checked="" type="checkbox"/> I don't have a reference, generate one.</p>	
		4. Plant Protection Organisation of <p>Name: Direction générale de l'alimentation</p> <p>Code: FR00000</p> <p>Country: France</p>	
6. Declared Means of Conveyance <p>Add Means of Transport</p> <p>1. Airplane Identification Remove</p>		4. to Plant Protection Organisation of <p>Name: Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV) Select Receiving Authority</p> <p>Code: MA00000</p> <p>Country: Morocco</p>	
Close		Save as Draft Submit for Certification	

PHYTO.FR.2021.0000096

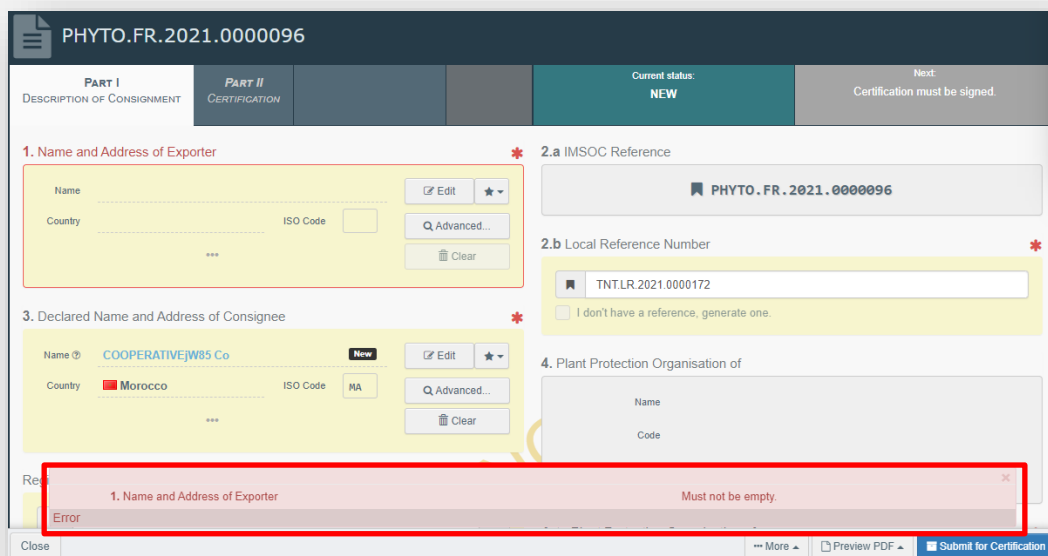
PART I DESCRIPTION OF CONSIGNMENT	PART II CERTIFICATION	Current status: NEW	Next: Certification must be signed.
1. Name and Address of Exporter <p>Name: La main verte Valid Edit Star</p> <p>Country: France ISO Code: FR Advanced... Clear</p>		2.a IMSOC Reference <p>PHYTO.FR.2021.0000096</p>	
3. Declared Name and Address of Consignee <p>Name: COOPERATIVEJW85 Co New Edit Star</p> <p>Country: Morocco ISO Code: MA Advanced... Clear</p> <p>Region of destination: Search and assign regions...</p>		2.b Local Reference Number <p>TNTLR.2021.0000172</p> <p><input type="checkbox"/> I don't have a reference, generate one.</p>	
		4. Plant Protection Organisation of <p>Name: Direction générale de l'alimentation</p> <p>Code: FR00000</p> <p>Country: France</p>	
6. Declared Means of Conveyance <p>Add Means of Transport</p> <p>1. Airplane Identification Remove</p>		4. to Plant Protection Organisation of <p>Name: Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV) Select Receiving Authority</p> <p>Code: MA00000</p> <p>Country: Morocco</p>	
Close		More Preview PDF Submit for Certification	

Success: PHYTO PHYTO.FR.2021.0000096 consignment ...

You will receive a green message of confirmation. The certificate will now have a unique IMSOC reference number automatically assigned by TRACES and it will be in status “New”. It will be visible to the Authority that will be in charge of certifying it.

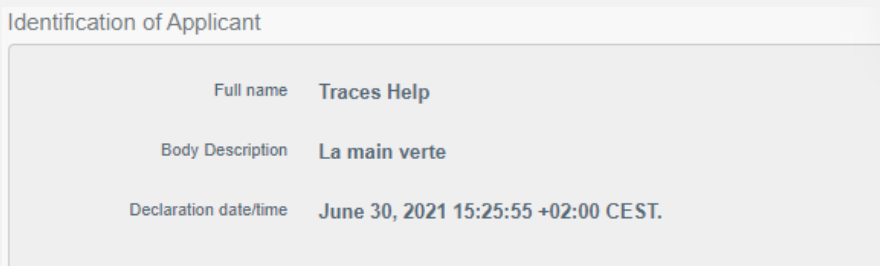
 **You have successfully completed PART I of the PHYTO for export!**

Note: if some of the boxes have been completed incorrectly, an “Error” message will appear at the bottom of the page. If you click on the expand sign you will be able to read the message in detail. When you click on each of the messages, you will be redirected to the relevant box and field(s) that require modification.



The screenshot shows the PHYTO.FR.2021.0000096 form. The form is divided into two main sections: PART I (DESCRIPTION OF CONSIGNMENT) and PART II (CERTIFICATION). The current status is NEW. The form contains several fields for data entry, including Name, Country, ISO Code, and IMSOC Reference. A red box highlights an error message at the bottom of the form, which reads: "1. Name and Address of Exporter Must not be empty." The error message is displayed in a red box with a red border. The form also includes a "Submit for Certification" button.

Note: Box Identification of the applicant will be automatically completed by the system after the submission of the certificate:

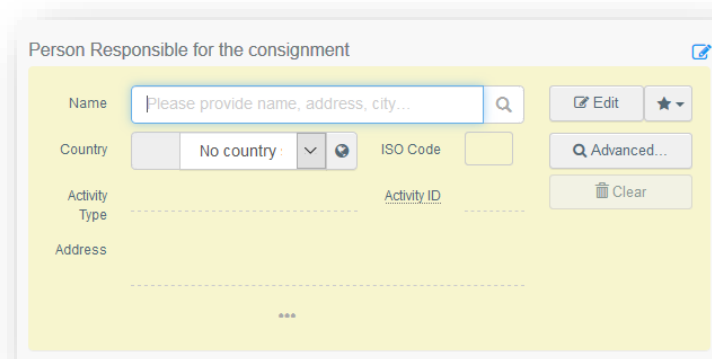


The screenshot shows the "Identification of Applicant" box. It contains the following information:

Full name	Traces Help
Body Description	La main verte
Declaration date/time	June 30, 2021 15:25:55 +02:00 CEST.

Optional boxes:

Box Person responsible for the consignment:



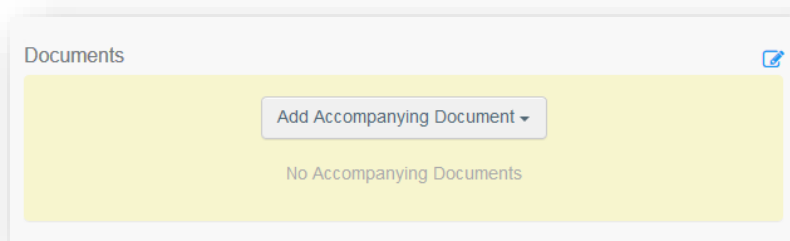
The form is titled "Person Responsible for the consignment" and contains the following fields and controls:

- Name:** A text input field with the placeholder "Please provide name, address, city..." and a search icon.
- Country:** A dropdown menu currently showing "No country" with a search icon.
- ISO Code:** A text input field.
- Activity Type:** A text input field.
- Activity ID:** A text input field.
- Address:** A text input field.
- Controls:** An "Edit" button with a pencil icon, a star icon, an "Advanced..." button with a magnifying glass icon, and a "Clear" button with a trash icon.

If you have this information, you can complete this box with the operator in charge of the goods at the border. To complete the box, follow the procedure described for Box 1.

Note: RFC operators are EU operators with a valid activity verified by their responsible authority

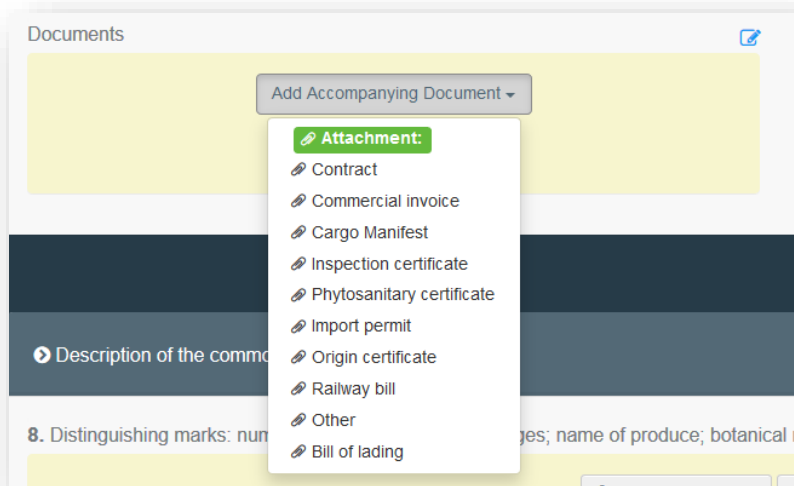
Box Documents:



The form is titled "Documents" and contains the following elements:

- Add Accompanying Document:** A button with a dropdown arrow.
- No Accompanying Documents:** A text label indicating the current state of the document list.

If any, you can insert here the details of any accompanying documents. Click on "Add Accompanying Document" and select the type of document to add from the drop down list. Insert the "Number" and "Country", and then click on "✓ Apply".



You also have the option to attach a file with a maximum size of 10MB.

Note: It is possible to add several accompanying documents and to order them by dragging and dropping the items with the double sense arrows on the left. Please note only the reference of the document in the first position will be printed in the final PDF.

Documents

Add Accompanying Document ▾

Type Commercial invoice Edit

Attachment: Remove

Number 12345

Date

Country Morocco

Place of issue

Filename No file attached

Type Contract Edit

Attachment: Remove

Number 12345

Date

Country Morocco

Place of issue

Filename No file attached

Box Container No/ Seal No:

9. Container No / Seal No

Container number Seal number Official seal ✕

☐ Official seal -

Format: ABC[U or J or Z]1234567 = 3 letters, then either U or J or Z, then 7 numbers

Fill last entries with seal / container numbers to add a new row.

If you have this information, type the container and/or seal number in the free text field.

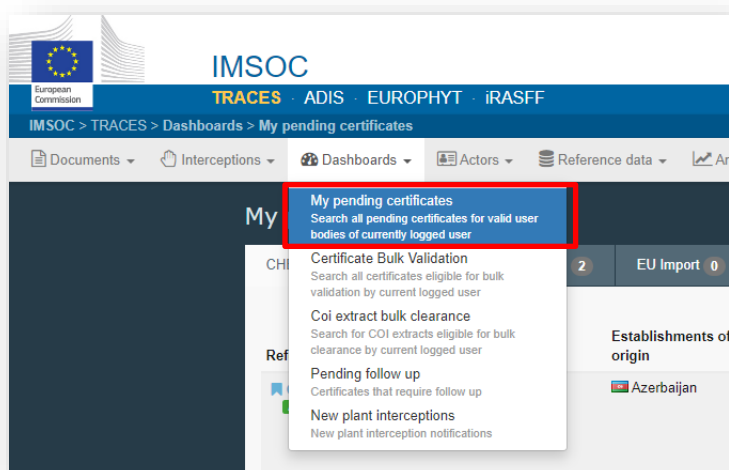
If there is an official seal, tick the option “Official seal”.

As Authority

Part I

To complete Part I, please follow the steps as described in the [Operators' section](#).

To find the Parts I submitted by the exporter, please go to “**My pending certificates**” in your Dashboards' options.



Select the “Phytosanitary” tab to display the pending PHYTOs of your organization. They appear in a reverse chronological order from the oldest to the newest certificates.

My pending certificates						Refresh
CHEd 8	Phytosanitary 30+	COI 2	EU Import 0	Interception Notification 30+		
TRACES Reference	Action	Declared Point of Entry	Economic operators		Commodities	Last update on
PHYTO.FR.2020.0001068 TNT.LR.2020.0000337 In progress	Sign certification		Consignor	COOPERATIVEAE46 SRL France	0808 10 10 IMABG Malus	30/09/2020 15:10
			Consignee	COOPERATIVEj14 Co Costa Rica		
PHYTO.FR.2020.0001079 TNT.LR.2020.0000335 In progress	Sign certification		Consignor	COOPERATIVEAE46 SRL France	0808 10 10 IMABG Malus	30/09/2020 15:17
			Consignee	COOPERATIVEj14 Co Costa Rica		

Note: as authority, at the bottom of the page you will not have the button “Save as draft” and “Submit for decision”. This step is not required for you.

You can “Sign as in progress” or go directly to the Validation/Rejection step.

Sign as in progress will save the certificate in the system and you will be able to access it in the future to complete it. The certificate will be in status “In progress”, so that it will be automatically assigned by the system the IMSOC reference and will not be editable anymore by the operator.

The screenshot displays a web interface for a certificate titled **PHYTO.FR.2021.0000096**. The interface is divided into two main sections: **PART I DESCRIPTION OF CONSIGNMENT** and **PART II CERTIFICATION**. The current status is **IN PROGRESS**, indicated by a red box. The form contains several fields for data entry, including the exporter's name and address, the consignee's name and address, and the plant protection organization. The status bar at the bottom shows a success message: **Success: In progress certification successfully saved.** and a button labeled **Sign as in progress**, which is highlighted with a red box. Other buttons visible include **Sign validation** and **Sign rejection**.

PHYTO.FR.2021.0000096

PART I DESCRIPTION OF CONSIGNMENT | **PART II CERTIFICATION** | **Current status: IN PROGRESS** | **Next: Certification must be signed.**

1. Name and Address of Exporter

Name: **La main verte** (Valid) | Edit | Star
Country: **France** | ISO Code: **FR** | Advanced... | Clear

2.a IMSOC Reference

PHYTO.FR.2021.0000096

2.b Local Reference Number

TNT.LR.2021.0000172
☐ I don't have a reference, generate one.

3. Declared Name and Address of Consignee

Name: **COOPERATIVEJW85 Co** (New) | Edit | Star
Country: **Morocco** | ISO Code: **MA** | Advanced... | Clear

4. Plant Protection Organisation of

Name: **Direction générale de l'alimentation**
Code: **FR00000**

Success: In progress certification successfully saved. | More | Preview PDF | **Sign as in progress** | Sign validation | Sign rejection

Part II

*Mandatory boxes **:

Once Part I is completed, go to Part II – Certification:

The screenshot shows the PHYTO.FR.2021.0000096 interface. At the top, there's a header with the document number. Below it, a navigation bar has two tabs: 'PART I DESCRIPTION OF CONSIGNMENT' and 'PART II CERTIFICATION'. The 'PART II CERTIFICATION' tab is highlighted with a red box. To the right of the tabs, there's a status indicator 'Current status: IN PROGRESS' and a 'Next' button labeled 'Certification must be signed.' The main content area contains two sections: '10. This is to certify that the plants, plant products or other regulated articles described herein' and '11. Additional declaration'. Section 10 has a yellow background and contains a list of bullet points. Section 11 has a white background and contains a 'Special requirements: ✓' field. A 'Reset answers' button is located at the bottom right of the form.

Read Box 10 and then go to Box 11 - Additional declaration.

Complete the free text box with the appropriate information.

After the completion of the Additional declaration Box, you can either Validate or Reject the certificate clicking on the buttons at the bottom of the page.

The screenshot shows the 'Authorised Officer' section of the form. It has a yellow background and contains several input fields: 'Inspection date' (with a calendar icon), 'Date of signature', 'Full name', 'Email', 'Name', 'Code', and 'Country'. There is also a 'Signature' field with a large rectangular box. At the bottom right, there's a note 'All fields with a * are required'. Below the form, there's a dark blue bar with a 'Close' button, a green success message 'Success: in progress certification successfully saved.', and a row of buttons: 'More', 'Preview PDF', 'Sign as in progress', 'Sign validation' (highlighted with a red box), and 'Sign rejection'.

If you validate the certificate, it will be in status Valid and it will be visible to the receiving authorities mentioned in Part I.

PHYTO.FR.2021.0000072

Current status: **VALID**

Next: Final state

1. Name and Address of Exporter

Name: La main verte (Valid)
Country: France (FR)

2.a IMSOC Reference

PHYTO.FR.2021.0000072

2.b Local Reference Number

TNT.LR.2021.0000118

3. Declared Name and Address of Consignee

Name: 5.3.0 test (Valid)
Country: Morocco (MA)

4. Plant Protection Organisation of

Name: Direction générale de l'alimentation
Code: FR00000
Country: France

Region of destination

Success: This Phytosanitary certificate has been certified s...

Close More Cancel certification Preview PDF

There is an icon next to the PHYTO number. By clicking on it, the tracking information with the IPPC Hub will be displayed.

IPPC HUB envelopes

ePhyto

To	Status	Tracking	Sent on	Last update on	
FR	Issued	EUMAU210707165436048988	7/07/2021 16:54:36	7/07/2021 16:54:36	<>
		Pending delivery			

Close

The status depends on the issuing EU country. It is either issued, withdrawn or replaced.

The tracking system (available for 6.0.0) will allow the user to know if the ePhyto has been delivered to the HUB or not. The user does not need to print and sign the PDF if the ePhyto has been correctly issued, as the XML will be signed and submitted to the third country. The e-seal will be sent to the Hub so that the third country inspectors can verify the authenticity of the document. For more information about the e-seal, please copy paste the link below:
https://ec.europa.eu/food/animals/traces_en#electronic-certification.

The XML issued can be downloaded by clicking the icon on the right.

The box “Authorised Officer” in Part II will be automatically completed after Validation/Rejection with the details of the Authority who is signing the certificate:

Authorised Officer		
Date of signature	Full name:	Signature
Wednesday 7 July 2021	CCA. FR TWO	 <i>Certificate finalised</i>
at 16:54:21	Email: CCA02.FR@ec-traces.eu	
+02:00 CEST.	Name: Direction générale de l'alimentation	
	CCA: FR00000	
	Country:  France	

 **You have successfully completed PART II of the PHYTO!**

Optional boxes:

Box Disinfestation and/or disinfection treatment:

Disinfection and/or disinfection treatment

Commodity / EPPO code *

12. Treatment type *

13. Chemical (active ingredient)

14. Duration and temperature

15. Concentration

16. Date

17. Additional information

+ Add treatment

Click on “+ Add treatment” and insert in this box the details of the treatment, if any.
Commodity/EPPO code and treatment type are mandatory information.

Disinfestation and/or disinfection treatment

11. Commodity / EPPO code * 0702 00 00 **12. Treatment type *** Nematicide **13. Chemical (active ingredient)** **14. Duration and temperature** Hours Unit **15. Concentration** Unit **16. Date** **17. Additional information**

LYPES Solanum lycopersicum

[+ Add treatment](#)

Box Reason for refusal:

If the certificate is to be rejected, you need to provide here the information on the rejection.

Click on the reason to expand the field and see the options:

Reason for refusal

Documentary

Physical

☐ Prohibited species

☒ Other reasons: presence of harmful organism

☐ Invasive species

Commodities

Identity

Laboratory

Other

Box Financial liability:

Financial liability

☒ No financial liability with respect to this certificate shall attach to Direction générale de l'alimentation or to any of its officers or representatives.

Tick this box if relevant.

Functionalities

Copy as new: this functionality allows the user to initialise a new PHYTO from an existing one. All the information in PART I of the PHYTO that is being copied will be kept in the new Document. The only information that will need to be inserted are the “Declared means of conveyance” and the “Local reference number”. All the information can be modified. This functionality allows to save time when creating a new document if the majority of the information are the same in both the PHYTOs. Both operators and Authorities can use this functionality.

Save as Draft: the operator clicks on “Save as draft” and the progress the user made in the completion of the document is saved. The user can exit the page, start a new document etc. He/she will be able to come back to the PHYTO started earlier and continue working on it or modify it. (the IMSOC reference is as follows: DRAFT.PHYTO.2019.0000000)

Sign as In Progress: the authority accesses the PHYTO and clicks on “Sign as in progress”. All the progress made is saved. The operator can still access the PHYTO but can no longer modify PART I. When the PHYTO is “in progress”, the information in the document is saved and can be modified by the authority at any time until the PHYTO is in a “final status” (validated, rejected).

Replace: this functionality allows the authority to replace a validated PHYTO with a new one. (inside the PHYTO → button “More” → “Replace”). A new PHYTO will be generated in the system and all the information contained in PART I of the replaced PHYTO will be kept in the new one, whereas PART II needs to be completed from scratch. All the information in PART I can be modified. The two documents will be linked, but the replacement PHYTO is the one with legal value.

Cancel certification: the authority inside the PHYTO can cancel a “Validated” PHYTO. (Inside the PHYTO → “Cancel certification”). The cancelled PHYTO will not be replaced by a new one.

Empty Phyto for export pdf

Search for Phytosanitary Certificates

Phyto | IPPC ePhyto

Search: Type the reference number, Traces reference number...

For export
For re-export

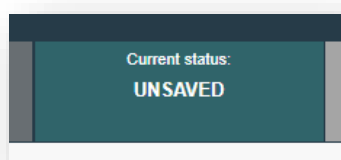
TRACES Reference	Exporter	Consignee	Commodities	Last update on	Status
Start searching with Search button.					

By selecting the empty Phyto option you will be able to print the template, e.g. in case you need to fill the paper Phyto too.

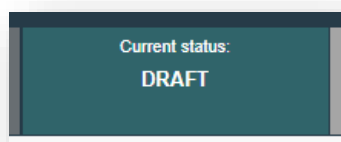
More about PHYTO

Status of the PHYTO:

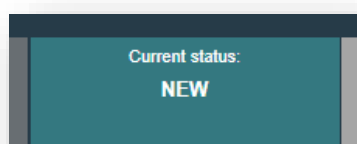
- **Unsaved:** the operator has just initialised the PHYTO and has not saved/submitted it yet. At this stage, if the user exits the page, all the progresses will be lost. The authority cannot see the PHYTO yet.



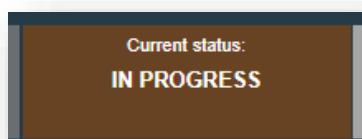
- **Draft:** the operator has clicked on the button "Save as draft".



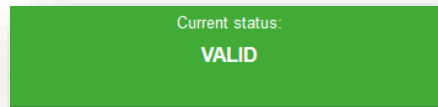
- **New:** the operator has completed PART I and the PHYTO has been submitted for decision to the Authority (button "Submit for Decision"). The Authority receives a notification, and is able to see and access the PHYTO in status "New". The Authority can modify PART I. The Operator can still access the PHYTO and modify PART I until the document is in status "In progress".



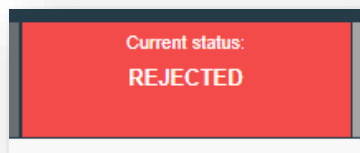
- **In progress:** the authority has clicked on the button "Sign as in progress". The PHYTO is now locked for editing for the operator. Only the authority can edit it.



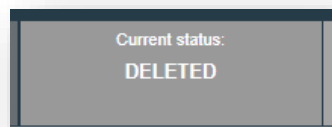
- **Valid:** The authority has signed for validation the PHYTO. The document cannot be modified anymore.



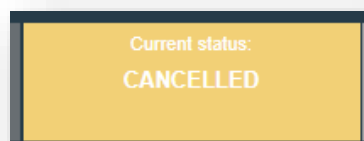
- **Rejected:** Some of the checks performed on the consignment are not satisfactory and the Authority has signed the rejection. The document cannot be modified anymore.



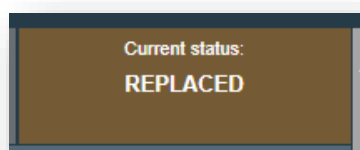
- **Deleted:** the document has been deleted. The Operator can "Delete" a PHYTO that is in status "Draft" or "New". The Authority can "Delete" a PHYTO in status "Draft", "New" or "In progress".



- **Cancelled:** the PHYTO in the final status "Validated" has been cancelled by the Authority who finalised it.



- **Replaced:** the "Validated" PHYTO has been replaced by a new one, which is the document that has legal value, by the Authority who finalised it.







ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΓΕΩΡΓΙΑΣ,
ΑΓΡΟΤΙΚΗΣ ΑΝΑΠΤΥΞΗΣ
ΚΑΙ ΠΕΡΙΒΑΛΛΟΝΤΟΣ



ΤΜΗΜΑ ΓΕΩΡΓΙΑΣ
1412 ΛΕΥΚΩΣΙΑ

Αρ.Φακ.: 02.03.004.03
Αρ. Τηλ.: 22408626

19 Απριλίου, 2022

ΜΕ ΕΜΑΙΛ:

- Σύνδεσμο Τελωνειακών Πρακτόρων και Διαμεταφορέων Κύπρου
(custombrokersassociation@cvtanet.com.cy, forwarders@cvtanet.com.cy,)
- Εγγεγραμμένους στο Επίσημο Μητρώο του Τμήματος Γεωργίας

Θέμα: Έκδοση ηλεκτρονικού Φυτοϋγειονομικού Πιστοποιητικού (ePhyto) για εξαγωγές προς τρίτες χώρες μέσω του ηλεκτρονικού συστήματος TRACES-NT

Αναφορικά με το πιο πάνω θέμα σας πληροφορούμε ότι είναι πλέον εφικτή η δημιουργία, μέσω του ηλεκτρονικού συστήματος TRACES-NT, των Φυτοϋγειονομικών Πιστοποιητικών (Φ.Π.) που απαιτούνται για φορτία που αποστέλλονται από την Κύπρο προς τρίτες χώρες.

Μετά και τη εκπαίδευση που τύχαμε από συνάδελφο του TRACES στις 24/02/2022 σχετικά με τη διαδικασία δημιουργίας Φ.Π. στο TRACES-NT, στην οποία έλαβαν μέρος και εκτελωνιστές, επισυνάπτεται σχετικό εγχειρίδιο με την εν λόγω διαδικασία για ενημέρωσή σας. Σας επισυνάπτεται επίσης το εγχειρίδιο που ετοίμασε η ομάδα του traces στην αγγλική γλώσσα από το οποίο μπορείτε να βρείτε χρήσιμες εικόνες που αφορούν το κάθε στάδιο της διαδικασίας.

Όπως εφαρμόζεται και για τη δημιουργία CHEDPP, το Μέρος I του Φ.Π. θα συμπληρώνεται από τον εξαγωγέα ή τον αντιπρόσωπο του (εκτελωνιστή) και το Μέρος II από την Αρμόδια Αρχή. Η εν λόγω διαδικασία αποστέλλεται στους εξαγωγείς και εκτελωνιστές για ενημέρωση και την άμεση εφαρμογή της. Από την 1^η Ιουνίου, 2022, το Τμήμα Γεωργίας δεν θα προβαίνει στην εκτύπωση Φυτοϋγειονομικών Πιστοποιητικών σε έντυπη μορφή για τις χώρες που έχουν συνδεθεί στο e-PHYTO ή TRACES-NT. Το Τμήμα Τελωνείων έχει ήδη αποκτήσει πρόσβαση στο TRACES για λήψη της πληροφόρησης που απαιτείται για τις εργασίες αποστολής ή μη των εμπορευμάτων.

Σημειώνεται ότι η υποχρέωση των εξαγωγέων ή αντιπροσώπων τους για την εκ των προτέρων ενημέρωση του Τμήματος Γεωργίας μέσω ηλεκτρονικού ταχυδρομείου ή φαξ επί της επικείμενης εξαγωγής παραμένει, τουλάχιστο στο παρόν στάδιο, δεδομένου ότι αυτή η ενημέρωση είναι σημαντική για τον έγκαιρο προγραμματισμό των απαραίτητων επίσημων ελέγχων συμπεριλαμβανομένου και των δειγματοληψιών.

Για τυχόν διευκρινήσεις επί της διαδικασίας παρακαλώ όπως επικοινωνείτε με το συνάδελφο κ. Κύπρο Χατζηαυξέντη στο τηλέφωνο 22408629 και email khadjiafentis@da.moa.gov.cy.

Η Αρμόδια Αρχή αναμένει την πλήρη συνεργασία σας για την απρόσκοπτη λειτουργία του εν λόγω ηλεκτρονικού συστήματος.

Δρ Ανθέμις Μελικρονίδου - Παντελίδου
(για Διευθύντρια)

Κοιν.: Κυπριακό Εμπορικό και Βιομηχανικό Επιμελητήριο (chamber@ccci.org.cy)
Πρ. Κλάδου Ελέγχου Νομοθεσιών

**ΔΙΑΔΙΚΑΣΙΑ ΓΙΑ ΕΚΔΟΣΗ ΗΛΕΚΤΡΟΝΙΚΩΝ ΦΥΤΟΥΓΕΙΟΝΟΜΙΚΩΝ ΠΙΣΤΟΠΟΙΗΤΙΚΩΝ
(ePHYTO) ΓΙΑ ΕΞΑΓΩΓΕΣ ΠΡΟΣ ΤΡΙΤΕΣ ΧΩΡΕΣ ΜΕΣΩ ΤΟΥ ΣΥΣΤΗΜΑΤΟΣ TRACES NT**

Διαδικασία που εφαρμόζεται από τον εξαγωγέα/εκτελωνιστή

1. Ο εξαγωγέας/εκτελωνιστής κάνει σύνδεση (log in) στο σύστημα TRACES NT. Για όσους δεν έχουν ολοκληρώσει ακόμη τη διαδικασία αυτή, θα βρείτε τις σχετικές οδηγίες στο εγχειρίδιο του traces (σελ 4-17). Το Μέρος I του Φυτοϋγειονομικού Πιστοποιητικού (Φ.Π.) θα συμπληρώνεται από τον εξαγωγέα ή τον αντιπρόσωπο του και το Μέρος II από την Αρμόδια Αρχή.
2. Επιλέγεται από το μενού 'Έγγραφα' (Documents) το 'ΦΥΤΟΥΓΕΙΟΝΟΜΙΚΟ' (PHYTO).
Στο Phyto μπορούμε να δούμε όλα τα Φ.Π. για εξαγωγές και εισαγωγές που αφορούν την Κύπρο και έγιναν μέσω του traces. Στο IPPC ePhyto μπορούμε να δούμε όλα τα Φ.Π. για εισαγωγές προς την Κύπρο που έγιναν μέσω του εθνικών συστημάτων των τρίτων χωρών και ενσωματώθηκαν στο IPPC.
3. Κάνετε κλικ στο '+Νέο φυτοϋγειονομικό πιστοποιητικό' (+Create) και επιλέγεται '+New certificate' (+ New certificate).
4. Επιλέγεται το εμπόρευμα/τα (commodity/ies). Μπορείτε να πληκτρολογήσετε είτε το όνομα του προϊόντος στην αναζήτηση, είτε τη βοτανική ονομασία είτε μέσω του κωδικού συνδυασμένης ονοματολογίας. Όταν επιλέξετε το εμπόρευμα, κάνετε κλικ στο 'Ολοκληρώθηκε' (Done) και κατευθύνεστε στη σελίδα 'Νέο Φυτοϋγειονομικό Πιστοποιητικό' (New Phytosanitary Certificate').
5. Ο εξαγωγέας/εκτελωνιστής συμπληρώνει τουλάχιστον όλα τα κουτιά (box) που έχουν το κόκκινο αστεράκι (*) (red star*) τα οποία είναι υποχρεωτικά.

- **Κουτί 1 (Box 1): Όνομα και διεύθυνση εξαγωγέα (Name and address of Exporter):** Επιλέγεται το όνομα του εξαγωγέα. Εάν δεν υπάρχει στο σύστημα τότε θα πρέπει να δημιουργήσετε τον εξαγωγέα. Για να το κάνετε αυτό θα πρέπει να επιλέξετε 'Σύνθετες ρυθμίσεις' (Advanced search), πληκτρολογήστε το όνομα του εξαγωγέα και αν δεν βρεθεί στο σύστημα τότε γίνεται διαθέσιμη η επιλογή '+Create a new operator'. Σε αυτή τη περίπτωση συμπληρώνεται τα στοιχεία που απαιτούνται και επιλέγεται 'Αποθήκευση'. Μετά την αποθήκευση του, μπορείτε να επιλέξετε το εικονίδιο με το αστεράκι δίπλα από το όνομα του εξαγωγέα για να καταχωρηθεί ως favorite. Με το τρόπο αυτό γίνεται πιο εύκολος ο εντοπισμός του εν λόγω εξαγωγέα σε μελλοντικές εξαγωγές καθώς κάνοντας κλικ στο εν λόγω εικονίδιο με το αστεράκι εμφανίζονται όλοι οι εξαγωγείς που έχετε χαρακτηρίσει ως favorite. Όσον αφορά την κατάσταση (status) του εισαγωγέα και εξαγωγέα, αυτό μπορεί να είναι είτε ως νέο (new) είτε ως έγκυρο (valid). Αντίθετα, η κατάσταση (status) του εκτελωνιστή (operator-responsible for the load) πρέπει να είναι πάντοτε έγκυρο (valid).

- **Κουτί 2b (Box 2b): Στοιχείο αναφοράς (Local Reference number):** Μπορείτε να κάνετε κλικ στο τετραγωνάκι 'I don't have a reference, generate one' για να βάλει αριθμό το σύστημα μόνο του. Αν όμως γνωρίζετε τον αριθμό εγγραφής του εξαγωγέα στο επίσημο μητρώο του Τμήματος Γεωργίας, καλό θα είναι στο σημείο αυτό να αναγράφεται κάθε φορά τον εν λόγω αριθμό εγγραφής του εξαγωγέα.

- **Κουτί 3 (Box 3): Δηλωθέν Όνομα και διεύθυνση του παραλήπτη (Declared name and address of the consignee):** Η διαδικασία δήλωσης του παραλήπτη (εισαγωγέα) είναι αυτή που ακολουθείται και στο κουτί 1.

- **Κουτί 4 (Box 4): Οργανισμός φυτοπροστασίας (Plant protection organisation of):** Είναι η Αρμόδια Αρχή που είναι υπεύθυνη για την απόφαση του εμπορεύματος και θα εγκρίνει ή θα απορρίψει το Φ.Π. που δημιουργείτε. Συμπληρώνεται αυτόματα ανάλογα με τη χώρα του εξαγωγέα που προστίθεται στο κουτί 1.

- **Κουτί 4 (Box 4): Προς τον οργανισμό φυτοπροστασίας (To plant protection organisation of):** Είναι η Αρμόδια Αρχή της χώρας εισαγωγής. Κάνετε κλικ στο 'Επιλογή

αρχής παραλαβής' (Select receiving authority) και από την 'Αναζήτηση' (Search) επιλέγετε τη χώρα και το 'Ρόλο ΚΚΑ' (Role- CCA) και κάνετε κλικ στο κουτί 'Επιλογή' (Select).

- **Κουτί 6 (Box 6): Δηλωθέντα μέσα μεταφοράς (Declared means of conveyance):** Κάνετε κλικ στο 'Προσθήκη μέσων μεταφοράς' (Add means of transport). Μπορούν να επιλεγθούν και περισσότερα από ένα μεταφορικά μέσα.

- **Κουτί 7 (Box 7): Δηλωθέν σημείο εισόδου (Declared point of entry):** Κάνετε κλικ στην επιλογή 'Χώρα' (Select Authority/Unlocode/Country) και διαλέγετε υποχρεωτικά την χώρα εισαγωγής. Για τις εξαγωγές ΔΕΝ επιτρέπεται να κάνουμε κλικ στο Authority για το λόγο ότι δεν έχουν εγκριθεί ακόμη αρμόδιες αρχές τρίτων χωρών.

Επίσης, στο σημείο 'Person responsible for the consignment' σε περίπτωση που το Μέρος Ι συμπληρώνεται από τον εκτελωνιστή και όχι τον εξαγωγέα, θα πρέπει να προστεθεί ο εκτελωνιστής για να βλέπει την απόφαση της Αρμόδιας Αρχής. Αλλιώς δεν θα γνωρίζει αν υπογράφηκε το Φ.Π. ή όχι. Μπορείτε αν θέλετε να το αφήσετε και άδειο το εν λόγω σημείο.

Επιπρόσθετα μπορείτε να προσθέσετε (δεν είναι υποχρεωτικό) τα 'Φυτοϋγειονομικά έγγραφα' (Documents/Add Accompanying Document) όπως τιμολόγια, πιστοποιητικά ελέγχου κλπ.

- **Κουτί 8 (Box 8): Περιγραφή του εμπορεύματος (Description of the commodity):** Προσθέτετε τα είδη του εμπορεύματος αναγράφοντας

i. τον EPPO code,

ii. το καθαρό βάρος (net weight) και τη μονάδα (unit),

iii. τον αριθμό δεμάτων (number of packages) και τη μονάδα τους (unit),

iv. τη χώρα προέλευσης (country of origin) και

v. την εγκατάσταση προέλευσης (establishment of origin). Στο σημείο αυτό πρέπει να προσθέσετε τα στοιχεία του εξαγωγέα. Αν πρόκειται για Πιστοποιητικό Επανεξαγωγής (Re Export Certificate) τότε προσθέτετε τα στοιχεία του εξαγωγέα της τρίτης χώρας προέλευσης του φορτίου.

- **Κουτί 9 (Box 9): Εμπορευματοκιβώτιο αριθ./ Σφραγίδα αριθ (Container No / Seal No):** ΔΕΝ είναι υποχρεωτικό να συμπληρωθεί το σημείο αυτό.

6. Στο σημείο αυτό έχουν συμπληρωθεί τα απαραίτητα στοιχεία και μπορείτε να υποβάλετε το Φ.Π. για έγκριση από την Αρμόδια Αρχή (Υποβολή για πιστοποίηση-**Submit for Certification**). Αν δεν είστε έτοιμοι ακόμη για υποβολή μπορείτε να επιλέξετε 'Αποθήκευση ως πρόχειρο' (**Save as draft**). Στην περίπτωση που επιλέξετε 'Αποθήκευση ως πρόχειρο' (Save as draft) τότε θα έχετε πρόσβαση σε αυτό για ολοκλήρωση του ενώ ΔΕΝ θα είναι ορατό στην Αρμόδια Αρχή μέχρι να επιλέξετε το 'Υποβολή για πιστοποίηση' (Submit for Certification).

7. Όταν τελικά επιλέξετε το 'Υποβολή για πιστοποίηση' (Submit for Certification) θα λάβετε ένα πράσινο μήνυμα επιβεβαίωσης. Το Φ.Π. θα έχει πλέον ένα μοναδικό αριθμό IMSOC με την κατάσταση του να είναι '**Νέο**' (status: '**New**'). Στην κατάσταση αυτή (status: Νέο/'New'), ο εξαγωγέας/αντιπρόσωπος του μπορεί ακόμη να τροποποιήσει τα στοιχεία του Μέρους Ι μέχρι να υπογραφτεί από τον Επιθεωρητή ως Σε εξέλιξη' (Sign as in progress) ή προχωρήσει σε 'Έγκριση ή Απόρριψη' (Validation or Rejection) (βλέπε σημείο 10). Σε περίπτωση που κάτι έχει καταχωρηθεί λάθος, θα λάβετε μήνυμα για 'Λάθος' (Error). Κάνοντας κλικ στο μήνυμα αυτό θα δείτε αναλυτικά και θα σας παραπέμψει στο σημείο που είναι το λάθος.

Διαδικασία που εφαρμόζεται από την Αρμόδια Αρχή

8. Ο Επιθεωρητής της Αρμόδιας Αρχής, μετά και την οριστική υποβολή του Φ.Π. από τον εξαγωγέα/εκτελωνιστή, θα πρέπει να αναζητήσει μέσω του σημείου Πίνακες/Πιστοποιητικά σε αναμονή (Dashboards/My pending certificates) ή μέσω του Έγγραφα/ΦΥΤΟΪΓΕΙΟΝΟΜΙΚΟ/Αναζήτηση (Document/Phyto/search) τα πιστοποιητικά που είναι σε αναμονή για την Αρμόδια Αρχή που υπάγεται.
9. Επιλέγοντας το Φ.Π. μπορεί να το αποθηκεύσετε ως 'Σε εξέλιξη' (Sign as in progress) ή μπορείτε να προχωρήσετε σε 'Έγκριση ή Απόρριψη' (Validation or Rejection).

Υπογράφοντας το ως 'Σε εξέλιξη' (Sign as in progress) τότε το Φ.Π. 'κλειδώνεται' και ο εξαγωγέας/εκτελωνιστής ΔΕΝ μπορεί πλέον να τροποποιήσει το Μέρος Ι σε αντίθεση με την Αρμόδια Αρχή που μπορεί.

10. Για να προχωρήσετε σε 'Έγκριση ή Απόρριψη' (Validation or Rejection) θα πρέπει να συμπληρώσετε το Μέρος ΙΙ – ΠΙΣΤΟΠΟΙΗΣΗ (PART II – CERTIFICATION).

- **Κουτί 11 (Box 11): Επιπρόσθετες απαιτήσεις (Additional declaration).** Συμπληρώνετε το άδειο κουτί (free text box) με τις απαραίτητες πληροφορίες που απαιτεί η Τρίτη χώρα. Δεν υπάρχει ποσοτικός περιορισμός. Στο τέλος μπορεί να προστεθεί το λεκτικό 'Phytosanitary export permit No XXX issued on (for example February 24, 2022). Valid until (for example 7/3/2022).

- Προσθέτετε την ημερομηνία ελέγχου (Inspection Date) και υπογράφεται το Φ.Π. ανάλογα αν το εγκρίνεται ή απορρίπτεται (Sign Validation or Rejection).

Η επιλογή "sign validation" σημαίνει ότι το έγγραφο είναι επικυρωμένο μέσα στο TRACES, αλλά για να έχει νομική αξία το έγγραφο πρέπει να εκτυπωθεί και να φέρει υγρή σφραγίδα και υπογραφή.

Η επιλογή "sign for digital signature" σημαίνει ότι στο έγγραφο εφαρμόζεται η αναγνωρισμένη ηλεκτρονική σφραγίδα της αρμόδιας αρχής και επομένως είναι ψηφιακά υπογεγραμμένο (δηλαδή το επίσημο έγγραφο είναι ψηφιακό και δεν χρειάζεται να εκτυπωθεί).

Το σύμβολο του πράσινου λουκέτου (βλέπε σύμβολο πιο κάτω) που ακολουθεί τον αριθμό του εγγράφου CHEDPP σάς βοηθά να αναγνωρίσετε ότι το έγγραφο έχει υπογραφεί ψηφιακά:



- το **κουτί Εξουσιοδοτημένος υπεύθυνος (Authorised Officer)** θα συμπληρωθεί αυτόματα μετά την Έγκριση/Απόρριψη (Validation/Rejection) από τον Επιθεωρητή και θα αναγράφονται τα στοιχεία του.

- Στην κύρια σελίδα αναζήτησης των CHED-PP's, όπου βρίσκετε τη λίστα με όλα τα CHEDPP, μπορείτε να αναγνωρίσετε τα ψηφιακά υπογεγραμμένα έγγραφα με το σύμβολο "αστέρι" δίπλα στον αριθμό των εγγράφων:



Γενικές Πληροφορίες:

- Αν το Φ.Π. εγκριθεί από τον Επιθεωρητή τότε η κατάσταση του θα είναι ως 'Έγκυρο' (status-Valid) και θα είναι ορατό στις Αρμόδιες Αρχές που αναφέρονται στο Μέρος Ι.

- Αφότου υπογραφεί το Φ.Π. 'Έγκυρο' (status-Valid), εμφανίζεται ένα εικονίδιο δίπλα από τον αριθμό του Φ.Π. (</>). Κάνοντας κλικ σε αυτό, οι πληροφορίες ιχνηλάτισης με το IPPC Hub θα εμφανιστούν. Η κατάσταση του (status), εξαρτάται από το κράτος μέλος που έχει εκδώσει το Φ.Π. Μπορεί να είναι είτε Issued, withdrawn or replaced. Με τον τρόπο αυτό, ο εξαγωγέας/εκτελωνιστής και η Αρμόδια Αρχή θα γνωρίζει εάν το Φ.Π. παραδόθηκε (delivered) στο σύστημα ή όχι.

- ΔΕΝ χρειάζεται να εκτυπώσετε και υπογράψετε το PDF αρχείο εάν το Φ.Π. έχει εκδοθεί ορθά (Issued) καθώς το XML θα υπογραφεί και θα αποσταλεί στην τρίτη χώρα. Αν παρόλα αυτά επιθυμείτε να το εκτυπώσετε, μπορείτε να το εκτυπώσετε σε οποιαδήποτε γλώσσα επιθυμείτε. Σε περίπτωση που η Τρίτη χώρα ΔΕΝ είναι μέσα στο IPPC Hub, τότε η Αρμόδια Αρχή πρέπει να το εκτυπώσει, υπογράψει και να το σφραγίσει για να αποστείλει το πρωτότυπο.

Μέχρι στιγμής, και σύμφωνα με την τελευταία ενημέρωση από την Ε.Ε. ημερομηνίας 03/02/2022, οι τρίτες χώρες που μπορούν να λαμβάνουν το e-Phyto **μέσω του IPPC Hub** είναι ακόλουθες: Argentina (AR), Australia (AU), Bolivia (BO), Bahamas (BS), Νήσοι Κουκ (CK), Chile (CL), Colombia (CO), Costa Rica (CR), Dominican Republic (DM), Fiji (FJ), Guana (GH), Guatemala (GT), Hong Kong (HK), Honduras (HN), Indonesia (ID), Jamaica (JM), Republic of Korea (KR), Saint Lucia (LC), Marshall Islands (MH), Mexico (MX), Morocco (MA), Norway (NO), Nepal (NP), New Zealand (NZ), Panama (PA), Peru (PE), Paraguay (PE), Samoa (WS), South Africa (ZA), Sri Lanka (LK), Uganda (UG), USA (US).

Οι τρίτες χώρες που μπορούν να λαμβάνουν το e-Phyto **μέσω του TRACES** είναι οι ακόλουθες: Great Britain (GB), TN (Tunisia) and French overseas territories (FR).

Το Israel (EL) και η Kenya (KE) ΔΕΝ λαμβάνουν το e-Phyto **μέσω του IPPC Hub** ή **μέσω του TRACES**. Μπορούν μόνο να **στέλνουν** το e-Phyto.

- Για να εκτυπώσετε άδεια Φυτοϋγειονομικό Πιστοποιητικό ή άδεια Πιστοποιητικό Επανεξαγωγής π.χ. σε περίπτωση που θέλετε να συμπληρώσετε χειρόγραφα το έντυπο Φ.Π. ή το Πιστοποιητικό Επανεξαγωγής, τότε από την αρχική σελίδα ['Έγγραφο/ ΦΥΤΟΪΓΕΙΟΝΟΜΙΚΟ' (Documents/PHYTO)], επιλέγεται Κενό φυτοϋγειονομικό πιστοποιητικό/για εξαγωγή ή επανεξαγωγή (Empty phyto/For export or For re-export) και το εκτυπώνετε.

- Σε περίπτωση που ενώ έχει υπογραφεί το Φ.Π. ως Έγκυρο (Valid), διαπιστωθεί κάποιο λάθος, τότε η **Αρμόδια Αρχή** μπορεί να το αντικαταστήσει (**Replace**) δημιουργώντας **Νέο** Φ.Π. Επιλέγετε το εν λόγω Φ.Π ('Έγγραφο / ΦΥΤΟΪΓΕΙΟΝΟΜΙΚΟ / ΑΛΛΑ/ ΑΝΤΙΚΑΤΑΣΤΑΣΗ (Document/ Phyto/ More/ **Replace**) και δημιουργείται νέο Φ.Π. όπου τα στοιχεία στο Μέρος Ι παραμένουν τα ίδια με το αρχικό Φ.Π.. Το αρχικό (λανθασμένο) Φ.Π., το οποίο συνδέεται με το νέο Φ.Π., είναι σε κατάσταση – status 'Replaced' και δεν έχει νομική ισχύ.

- Η **Αρμόδια Αρχή** που αναφέρεται στο Φ.Π. μπορεί να προχωρήσει σε **Απόρριψη (Cancel)** του Φ.Π. που έχει **αρχικά Εγκριθεί (Validated)**. Για να γίνει αυτό εισέρχετε στο Φ.Π. και επιλέγετε Απόρριψη Πιστοποίησης (Cancel certification). Το ακυρωθέν Φ.Π. **ΔΕΝ** θα αντικατασταθεί από νέο Φ.Π..

- Ο εξαγωγέας/αντιπρόσωπος μπορεί να **Διαγράψει (Delete)** το Φ.Π. όταν είναι σε κατάσταση Πρόχειρο ή Νέο (status Draft or New) ενώ ο Επιθεωρητής μπορεί να **Διαγράψει (Delete)** το Φ.Π. όταν είναι σε κατάσταση Πρόχειρο ή Νέο ή Σε εξέλιξη (status 'Draft' or 'New' or 'In progress').

- Η «ψηφιακή υπογραφή» (digital signature) και η «ψηφιακή σφραγίδα» (electronic seal) είναι στην πραγματικότητα το ίδιο πράγμα και χρησιμοποιείται **μόνο από τις αρμόδιες αρχές**. Ένα ψηφιακά υπογεγραμμένο έγγραφο περιέχει μια **δήλωση** που υποδεικνύει ότι το έγγραφο υπογράφηκε ψηφιακά από την ηλεκτρονική σφραγίδα του οργανισμού και φέρει επίσης το όνομα του υπεύθυνου πιστοποίησης.