

THE KENYA PLANT HEALTH INSPECTORATE SERVICE



EXPORT CERTIFICATION SYSTEM UPGRADE USER MANUAL

Q-STEP/UM/TEMP/Ver.1.2 WEF 10-Jan-2013



Table of Contents

| 1. | General Information | | 3 | | |
|----|---------------------|--------------------------|-----|--|--|
| | 1.1. | System Overview | 3 | | |
| | 2. Getting Started | | | | |
| | | For Client: | | | |
| | 2.2. | Agent | .17 | | |
| | 2.3. | Internal User: | .20 | | |
| | 2.4. | KEPHIS EMPLOYEE SCREENS: | .27 | | |
| | 2.5. | One Time Export: | .47 | | |



1. General Information

1.1. System Overview

The IT system to centralize the export certification process, in order to monitor and support the issuance of certificates, it is set up as a centralized system, with database and applications at central level, to be used at KEPHIS local offices and in the private sector (exporters and their shipping agents), having the role to entry and consult the data in and from the system based on the rights granted to each one.

The certification process is coordinated from a KEPHIS Headquarters through KEPHIS offices geographically distributed throughout the country, including exit and entry points. According with the above scheme there are more levels mentioned below in the document and types of information delivers/consumers. All information will be stored in a central relational database. The information from this database will be entered and accessed through a software application. The application will be available on the web (Internet), being the most accessible environment. The user interface will be friendly and easy to use, and will be accessible in the English language. The informational flow will be managed within the system presented in the included scheme.

The security of the system will be assured by access rights. The access to the application will be done after a preliminary identification and authentication (user/password and digital certificate). Within the application are going to be defined more no of roles. The access to the data will be restricted according with the role attributed to each user or group of users. Current existing system has a special interface module with other external applications from the KEPHIS (Sonara, Billing, Laboratory information Management System) via web service. This web service interface has been moved and a middleware Database Table is used for communication with financial system.

2. Getting Started

The client/employee can start the Application by typing the URL mentioned by the Administrator. Following Login Page will be displayed. Here enter following details

Techno Brain -Restricted Page 3 of 50



2.1. For Client:



Electronic Certification System Version 1.1- Powered by Techno Brain



Techno Brain -Restricted Page 4 of 50



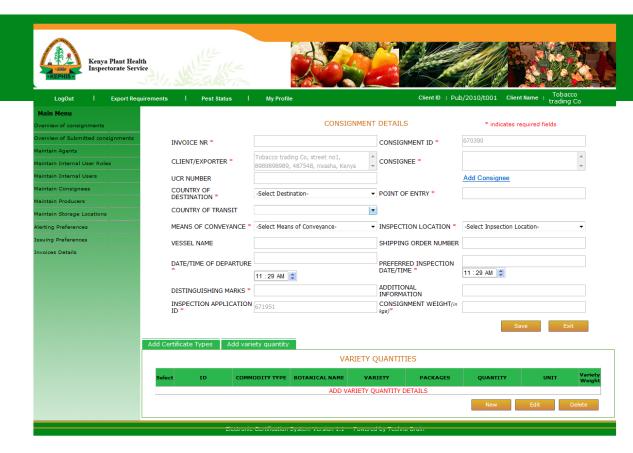
Now once client log on into system then by clicking on left menu, will be redirected to respective page. To create consignments/submit consignments client has to click on OverviewofConsignments.

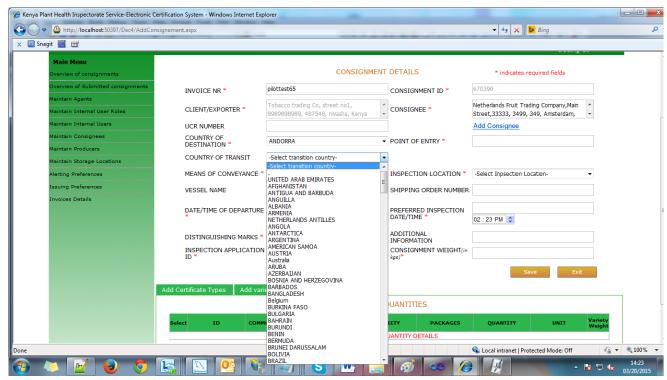


Once client clicks on new button he/she will be prompted to yes no alert for creating consignment manually or through xml.If No is selcted then client has to enter manually consignment details.And Clietn wiill be redirected to Add Consignments page.

Techno Brain -Restricted Page 5 of 50





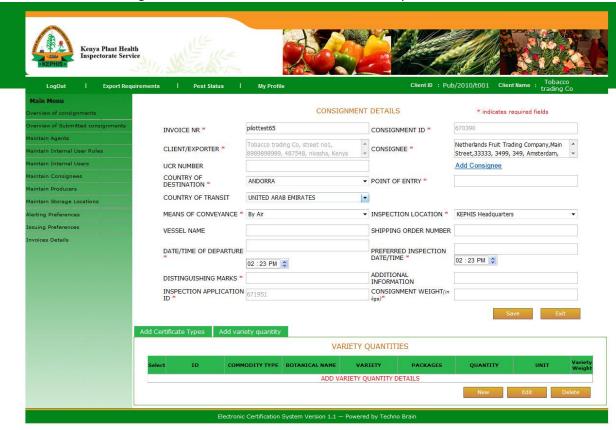


Techno Brain -Restricted Page 6 of 50



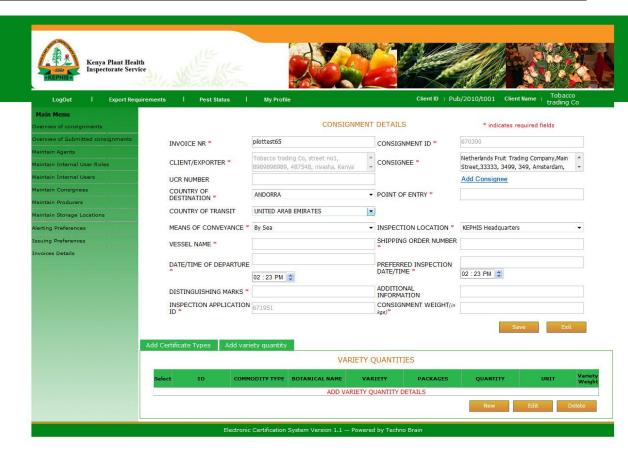
Country of Destination selected by client will not appear in the country of Trnasition.

Once clients enters consignments details he/she will select the variety and certificate details.



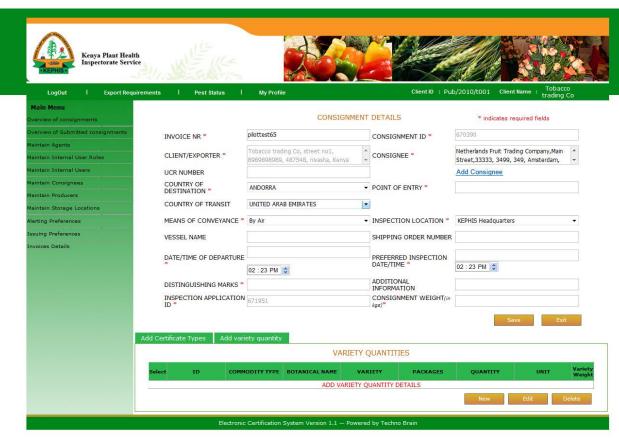
Techno Brain -Restricted Page 7 of 50





Techno Brain -Restricted Page 8 of 50

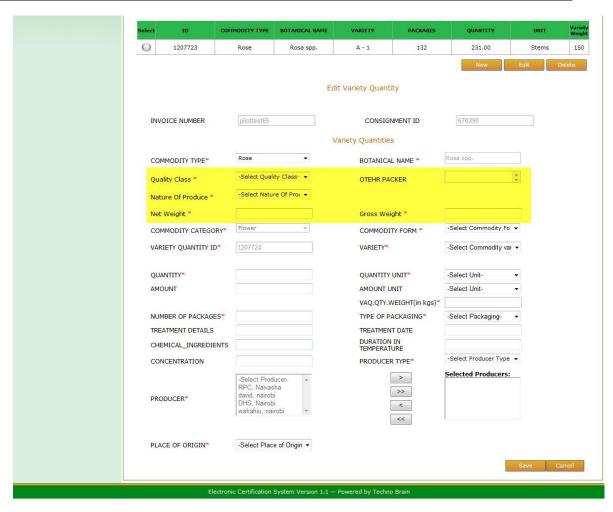




In the below screen hilighted in yellow is the COC informatin as the consignment requires COC.

Techno Brain -Restricted Page 9 of 50





If quantity unit selected is not SIO type then Amount and Amount units are mandatory.

Techno Brain -Restricted Page 10 of

Coding and Unit Testing

User Manual

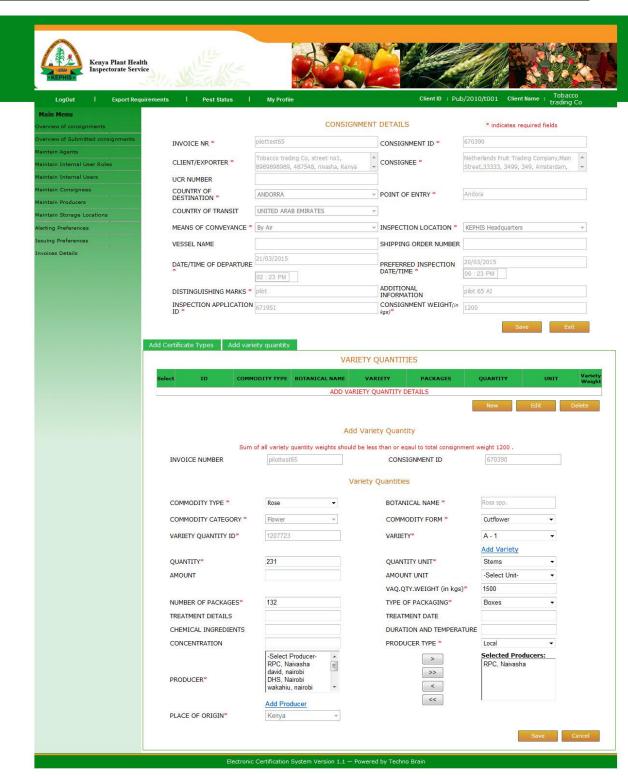


| 111111111111111111111111111111111111111 | -Select Quality Clas | e. = | the section of | |
|---|--|-------|-----------------------------|-----------------------|
| Quality Class * | -Select Quality Clas | s. • | OTEHR PACKER | |
| Nature Of Produce * | -Select Nature Of Pr | roc 🕶 | | |
| Net Weight * | | 9 | Gross Weight * | |
| COMMODITY CATEGORY* | Flower | * | COMMODITY FORM [★] | -Select Commodity Fo |
| VARIETY QUANTITY ID* | 1207724 | | VARIETY* | -Select Commodity v |
| QUANTITY* | | | QUANTITY UNIT* | GG HHH TT |
| AMOUNT* | | 3 | AMOUNT UNIT* | -Select Unit- |
| | | | VAQ.QTY.WEIGHT(in kgs)* | |
| NUMBER OF PACKAGES* | | 8 | TYPE OF PACKAGING* | -Select Packaging- |
| TREATMENT DETAILS | | | TREATMENT DATE | |
| CHEMICAL_INGREDIENTS | | | DURATION IN TEMPERATURE | |
| CONCENTRATION | | | PRODUCER TYPE* | -Select Producer Type |
| PRODUCER* | -Select Producer- RPC, Naivasha david, nairobi DHS, Nairobi | * | >>> | Selected Producers |
| PLACE OF ORIGIN* | wakahiu, nairobi | gin ▼ | « | |

Validation is available on variety quantity. Summ of all variety quantity weights should not exceed consignment weight.

Techno Brain -Restricted Page 11 of





Once the consignment is saved client can preview by seletcting consignment and preview. Client can select multiple consignments for submission or preview.

Techno Brain - Restricted Page 12 of





Techno Brain -Restricted Page 13 of



Client can configure Internal user roles and can create internal users of their own.





Techno Brain -Restricted Page 14 of



On behalf of client Agnets can create consignmnets to. Below screens shoes Agents work flow.



Techno Brain -Restricted Page 15 of





Techno Brain -Restricted Page 16 of



2.2. Agent

Agent Logon is as below

- ✓ Access the client login screen.
- ✓ Enter login details
- ✓ Selects client from drop down
- ✓ Clicks on continue

Now agnet can create consignments for the selected client.

And agent name, client name will be displayed on the right top horizontal menu.





Techno Brain -Restricted Page 17 of 50







Techno Brain -Restricted Page 18 of





Techno Brain -Restricted Page 19 of



2.3. Internal User:

In the similar fashion client's internal user also based on his role and access permission can access the client's screeens.

And for internal user also on top right horizontal menu bar we display client name and internal user name. Below screens will indicate the same. Internal user also access same loginscreen as client.





Techno Brain -Restricted
Page 20 of
50







Techno Brain -Restricted Page 21 of





Client can maintain producers, consignees and storalcations.

Techno Brain -Restricted Page 22 of





Techno Brain -Restricted Page 23 of

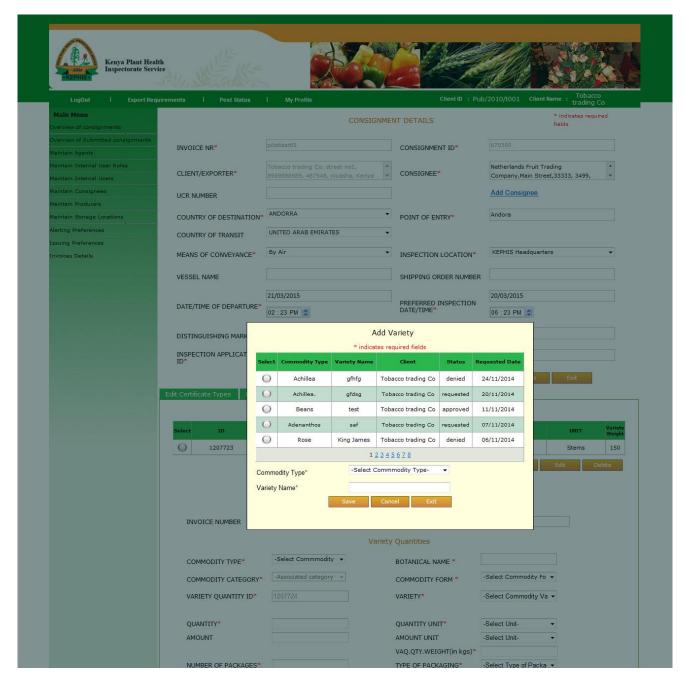




Once client can request variety quantity while creating consignemtns. But once the KEPHIS approves then only those requested variety quantites will be displayed to client from next time.[popup in the picture]

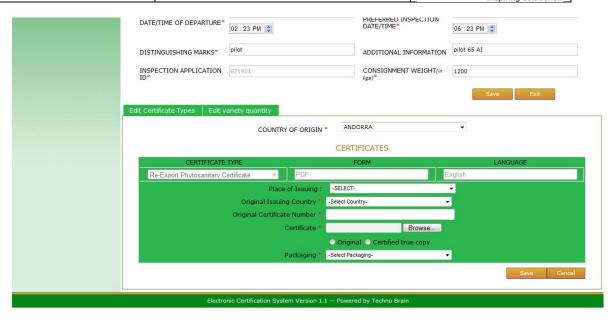
Techno Brain -Restricted Page 24 of





Techno Brain -Restricted Page 25 of



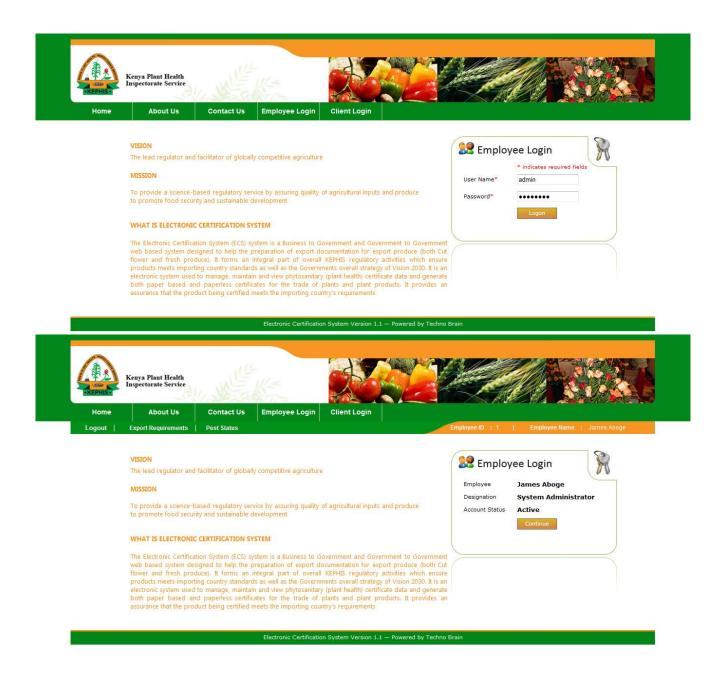


Techno Brain -Restricted Page 26 of



2.4. KEPHIS EMPLOYEE SCREENS:

Once client submits the consignment the KPEHIS Employee work flow will start. Employee will logon as shown below with valid credentials.



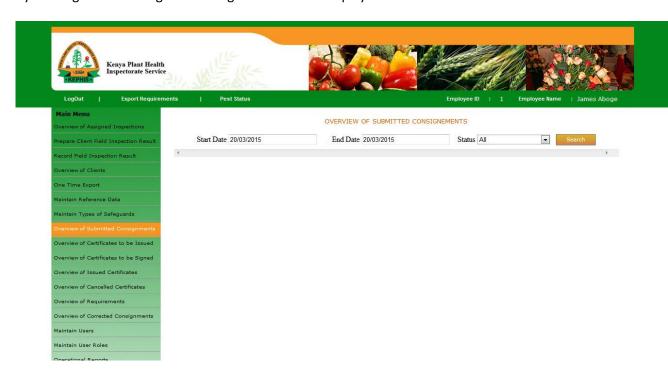
Techno Brain - Restricted Page 27 of





Employee will access the Submitted consignments screen to view the consignments under their office location.

By slecting the date range the consignments will be displayed.



Techno Brain -Restricted Page 28 of

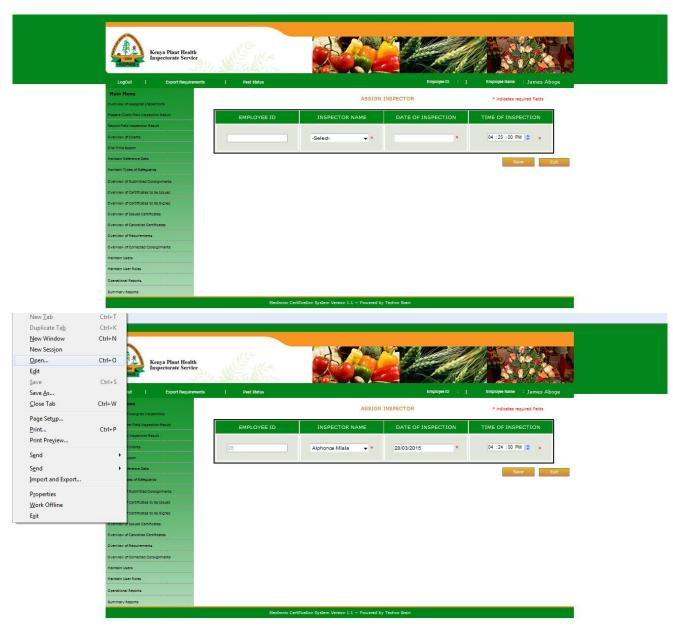




Red colored consignments are not yet assigned for inspection. Now employee will select them and assign the inspector for inspection.

Techno Brain -Restricted Page 29 of



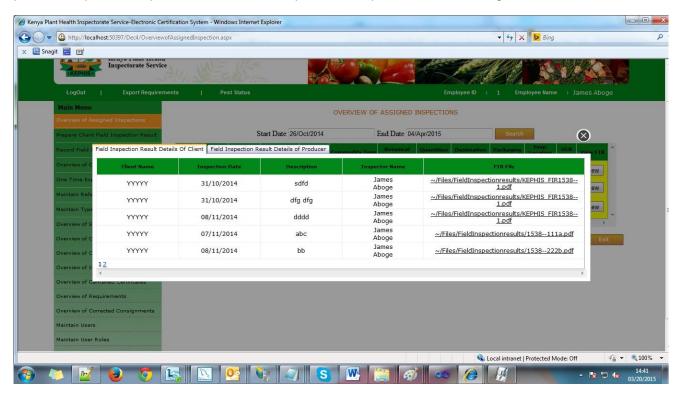


Now the assigned inspector logs into the system and checks for any inspection to be performed. His/her screen will be like below





Inspector can view all the consignments waiting for inspection [assigned to him/her]. Inspector can view if any previous inspections reports available for the exporter or the producer of the consignment.



Now by selecting the consignment inspector will perform consignment inspection. Screen will be as below.

Techno Brain -Restricted Page 31 of



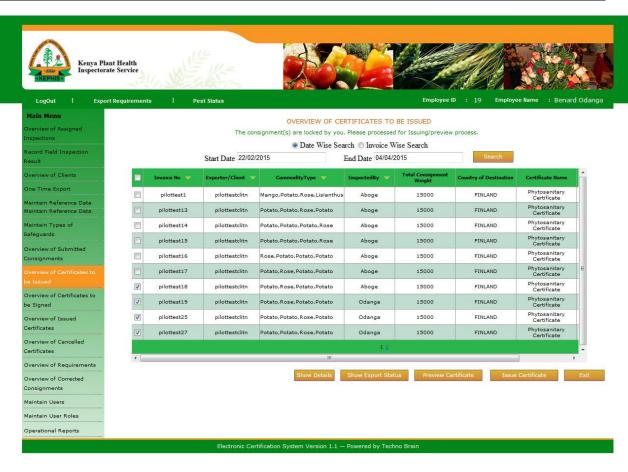


- ✓ In this screen initially inspector will give inspection date and inspection report, by uploading a document from the file upload option.
- Then if needed inspector will create a field inspection before saving the inspection result.
- ✓ If the CoC is required for this consignment and client submitted those details. So now the inspector will give the validity of the COC in the respective field.
- ✓ By default if means of conveyance is SEA then validity will be 40 days and if by AIR then default will be 3 days.
- ✓ For any other type of conveyance can provide the validity here but not a mandatory.

Now inspector will pass the consignment or reject based on the inspection result. If passed then the consignment is ready for issuing the certificate.

Techno Brain - Restricted Page 32 of





- ✓ Inspector/issuer can search by date range or individual by selecting the options and invoice numbers.
- Once the consignment is selected and issuer clicks on ISSUE CERTIFICATE button then the consignment will be verified and the application performs the guarantee process for any declarations validity.
- ✓ If guarantee process passes then application take the issuer to SET ISSUING page where the issuer will select an Authorizing Officer for confirming the consignment.

Techno Brain - Restricted Page 33 of





- ✓ Once the issuer selects the authorizing officer and clicks the issue certificate to issue the certificate in PDF format for printing or saving the copy. Example of generated certificate.
- ✓ While assigning the inspector or issuing the certificate employee can select multiple consignments at a time but all the selected consignments should be of same certificate type.
- ✓ If any of the fields in the Nature of Produce or Botanical Names or Quantity Passed or Additional Declaration fields crosses the limit then they will be printed in annexure pages of certificate with the proper information.
- ✓ If COC is valid and required for consignment then the COC certificate is generated with respective information.

Techno Brain -Restricted Page 34 of





MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)

PHYTOSANITARY CERTIFICATE

Agricultural Produce (Export) Act Cap 319

| 1. Name and address of exporter | 2. PHYTOSANITARY CERTIFICATE No. | | | |
|--|---|--|--|--|
| pilottestclitn | KEPHIS/700975/2015 | | | |
| PO Box 23- 34,61 | | | | |
| India | | | | |
| 3. Declared name and address of consignee | 4. To Plant Protection Organization(s) of | | | |
| 3pco | Australia (Germany) | | | |
| sad, | (Contain) | | | |
| 987,9ad,998 | | | | |
| Kenya | | | | |
| 5. Place of Origin | 6. Declared means of conveyance: | | | |
| Kenya | By Air | | | |
| 7. Declared point of entry | 8. Distinguishing marks | | | |
| syd | pilottestrun40 | | | |
| , ., | | | | |
| | | | | |
| 9. Number and Description of packages: | 10. Name of Produce | | | |
| 144 Boxes of 970 KGS | Rose, Eryngium | | | |
| | | | | |
| 11.Botanical name of plants | 12. Quantity declared | | | |
| Rosa spp., Eryngium spp | 21 Kgs, 32 stemboxes | | | |
| | | | | |
| | | | | |
| 13. This is to certify that the plants and plant products described above | | | | |
| Have been inspected according to appropriate procedures, are considered to I | | | | |
| injurious pests and that they are considered to conform to the current phytosa | anitary regulations of the importing country. | | | |
| 14. Additional declaration | | | | |
| (refer Annexure-Additional Declarations) | | | | |
| | | | | |
| | | | | |
| | | | | |
| 15. Disinfestation and/or disinfection treatment | place of issue | | | |
| **** | Kephis Headquarters | | | |
| 16. Chemical (active ingredient) | | | | |
| *** | Date 19/03/2015 | | | |
| 17. Duration and temperature | | | | |
| **** | Name of Inspector | | | |
| 18. concentration 19. Date | James Aboge | | | |
| **** | Name of Authorized Officer Official Stamp | | | |
| 20. Any additional Information | James Aboge | | | |
| Inv.No: pilottestrun40, Adnl.Info: pilottestrun40 | Signature | | | |
| | of Authorized officer | | | |

Note: The certificate shall be completed in typescript or in block capitals

No financial liability with respect to this certificate shall attach to Kenya Plant Health Inspectorate Service or
to any of its officers or representatives.



Annexure - Additional Declaration

Certificate No. KEPHIS/700975/2015

Invoice Number pilottestrun40

AS PER ATTACHED ANNEX

ghfjjjjjjjjjjjjjjj

ghghghghghghghghghghghghghghj

utttttttttt

tttttttttt

ffffffffff. The flowers in this shipment have been

dipped in fresh solution of glysophate (active ingredient 360GL/L) at a rate of

15ml/985ml of water to a minimum

depth of 35 cm for 20 minutes.

The treatment has rendered the buds non viable.

the flower stems have been sprayed with bycor (A/I 300G/L Bitertanel at a rate of 20ml/100l for the control of powdery mildew under supervision by KEPHIS.. ettgs evxdczSXgf b. Consignment complies with Annex IV.A.I point 45.2 option two of EC Plant Health Directive 2000/29/EC as amended.. Consignment complies with Annex IV.A.I point 45.2 option two of EC Plant Health Directive 2000/29/EC as amended..

| Name | of inspecto | or: | |
|------|-------------|-----|--|
| lamo | c Abono | | |

Name of Authorized Officer

03/19/2015

Official Stamp

James Aboge

Signature ..

of Authorized officer



| Exporter pilottestclitn | 2. Certificate No. KEF | PHIS/700975/2015 | | |
|--|---|----------------------|-------------------|--|
| hyd PO Box 23- 34,6i India | | | | |
| Packer identificed on packing (if other than exporter) pilottestrun40 | MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS) CERTIFICATE OF CONFORMITY Agricultural Produce (Export) Act Cap 319 | | | |
| 4.Identification of means of transport | 5. Country of Origin | 6. Country of Destir | nation | |
| By Air | Kenya | Australia | | |
| 7. Packages (number & type) Nature of Produce (varie | ty if specified) Quality Class 8. Total Weight in Kgs | | <gs< td=""></gs<> | |
| 12 Boxes Rose, Aanya | | Gross weight | Net weight | |
| | | | | |
| 9. Duration of Validity 3 days | | | | |
| 10. Comments Invoice Number pllottestrun40 | | | | |
| 11. KEPHIS certifies that following inspection by sampling the above | e consignement conforms with the stand | ards in force | | |
| Name of Inspector James Aboge | Place of issue Ke | phis Headquarters | | |
| Name of Authorized Officer James Aboge | | 0.55 | | |
| Date 03/19/2015 | Signature Of Authorized Office | | cial Stamp | |

No financial liability with respect to this certificate shall attach to KEPHIS or any of its officers or representatives.

Techno Brain -Restricted Page 37 of



| MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIE | | |
|---|--|--|
| KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS | | |
| | | |

| | inter | 2. PHYTOSANITARY CERTIFICATE No. | | | |
|--|--|--|--|--|--|
| Name and address of exporter pilottestclitn | | | | | |
| PO Box 23- 34,61 | | KEPHIS/700995/2015 | | | |
| India | | | | | |
| 3. Declared name and addres | is of consignee | 4. To Plant Protection Organization(s) of | | | |
| Зрсо | | FINLAND (BAHRAIN) | | | |
| sad, | | (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) | | | |
| 987,9ad,998 Kenya | | | | | |
| No. of the state o | | | | | |
| 5. Place of Origin | | 6. Declared means of conveyance: | | | |
| Kenya | | By Air | | | |
| 7. Declared point of entry | | 8. Distinguishing marks | | | |
| fin | | pilottest dms | | | |
| | | 700 | | | |
| 9. Number and Description of | nackades: | 10. Name of Produce | | | |
| 3000 Boxes, 5430 WireBindC | | Rose, Potato | Rose, Potato | | |
| | | M E E E E | | | |
| 11.Botanical name of plants | | 12. Quantity declared | | | |
| Rosa spp., Solanum tuberosum | | 234 Stems, 367911 Stems, | 234 Stems, 367911 Stems, | | |
| | | | | | |
| Have been inspected accord | ants and plant products described ling to appropriate procedures, are co r are considered to conform to the cu | I above onsidered to be free from quarantine pests and practically free from other trends that the free from other than the free from other free free free free free free free f | ner | | |
| | | or of EC Diana Modelly Dissorting 2000/20/EC " | | | |
| 14. Additional declaration | Annex IV.A.I point 45,2 second optio | n of EC Plant Readil Bliecuse 2000/29/EC. | | | |
| 14. Additional declaration "Consignment complies with 15. Disinfestation and/or disinf | | place of issue | | | |
| 14. Additional declaration "Consignment complies with | | and the state of t | | | |
| 14. Additional declaration "Consignment compiles with 15. Disinfestation and/or disinfes | fection treatment | place of issue Kephis JKIA | | | |
| 14. Additional declaration "Consignment compiles with 15. Disinfestation and/or disinfe | fection treatment | place of lasue Kephis JKIA Date 18/03/2015 | | | |
| 14. Additional declaration "Consignment compiles with 15. Disinfestation and/or disinfestation and/or disinfestation and/or disinfestation and temperature | fection treatment | place of issue Kephis JKIA Date 18/03/2015 | | | |
| 14. Additional declaration "Consignment compiles with 15. Disinfestation and/or disinfestation and/or disinfestation and (active ingredient) 17. Duration and temperature | fection treatment | place of leave Kephis JKIA Date 18/03/2015 Name of Inspector | | | |
| 14. Additional declaration "Consignment complies with 15. Disinfestation and/or disinfestation and/or disinfestation and/or disinfestation and temperature 17. Duration and temperature 18. concentration | fection treatment it) 19. Date | place of lasue Kephis JKIA Date 18/03/2015 Name of Inspector James Aboge | | | |
| 14. Additional declaration "Consignment complies with 15. Disinfestation and/or disinfestation and/or disinfestation and/or disinfestation and temperature 16. Concentration 18. Concentration | fection treatment nt) 19. Date | place of issue Kephis JKIA Date 18/03/2015 Name of Inspector James Aboge Name of Authorized Officer | Official Stamp | | |
| 14. Additional declaration "Consignment complies with 15. Diamfestation and/or disint 16. Chemical (active ingredien 17. Duration and temperature 18. concentration | fection treatment nt) 19. Date | place of lasue Kephis JKIA Date 18/03/2015 Name of Inspector James Aboge | 09 M 0 6 m 1 6 m 0 m 0 5 C 6 m 1 7 G 1 m 0 1 m 0 0 6 M 1 m 0 1 | | |

Note: The certificate shall be completed in typescript or in block capitals

No financial liability with respect to this certificate shall attach to Kenya Plant Health Inspectorate Service or
to any of its officers or representatives.



MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS) PHYTOSANITARY CERTIFICATE Agricultural Produce (Export) Act Cap 319

| | | Agricultural Floduce (Export) Act Cup 515 | | | |
|---|---|--|-------------------------------|--|--|
| Name and address of export | er | 2. PHYTOSANITARY CERTIFICATE No. | | | |
| pilottestclitn PO Box 23- 34,61 | | KEPHIS/700996/2015 | KEPHIS/700996/2015 | | |
| India | | | | | |
| 300000 | | | | | |
| 3. Declared name and address | of consignee | 4. To Plant Protection Organization(s) of | | | |
| Зрсо | | FINLAND (BAH | BAIN) | | |
| sad, | | Tanana | (7414) | | |
| 987,9ad,998 | | | | | |
| Kenya | | | | | |
| 5. Place of Origin | | 6. Declared means of conveyance: | Declared means of conveyance: | | |
| And the second | | By Air | | | |
| Kenya | | 27.11 | | | |
| 7. Declared point of entry | | 8. Distinguishing marks | | | |
| fin | | pilottest dms | pilottest dms | | |
| | | 400 C 00 C 900 C 100 C 100 C | | | |
| | | 10. Name of Produce | | | |
| Number and Description of p | | | | | |
| 3000 Boxes, 5430 WireBindCra | tes of 7500 KGS | Rose, Potato | | | |
| | | | | | |
| 11.Botanical name of plants | | 12. Quantity declared | | | |
| Rosa spp., Solanum tuberosum | | 234 Stems, 367911 Stems, | | | |
| | | | | | |
| | | | | | |
| 13. This is to certify that the plan | nts and plant products described | d above | 9.454.000.000.000.000 | | |
| Have been inspected according | g to appropriate procedures, are core considered to conform to the core | onsidered to be free from quarantine pests and practically fre arrent phytosanitary regulations of the importing country. | e from other | | |
| 14. Additional declaration | | and project and an an amportant of the project and amportant of the project a | | | |
| | nney IV A I point 45.2 second ontic | on of EC Plant Health Directive 2000/29/EC.". | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | 255501 CONS 25 - 1445 CONS 2 | Company of the compan | | | |
| 5. Disinfestation and/or disinfe | ction treatment | place of issue | place of issue | | |
| **** | | Kephis JKIA | | | |
| 6. Chemical (active ingredient) | | 6 Sept 1960 (1600) 160 | | | |
| **** | | | | | |
| 7. Duration and temperature | | | | | |
| **** | | Name of Inspector | | | |
| 18. concentration | 19. Date | Benard Odanga | | | |
| **** | **** | Name of Authorized Officer | Official Sta | | |
| 20. Any additional Information | | James Aboge | Official Stamp | | |
| Inv.No: pilottest19 | | | | | |
| | | Signature | | | |

Note: The certificate shall be completed in typescript or in block capitals
No financial liability with respect to this certificate shall attach to Kenya Plant Health Inspectorate Service or
to any of its officers or representatives.



Issuer or KEPHIS employees can view the issued certificates as shown in the following screen.



In this screen employee can cancel the consignments if need by clicking the Cancel Certificate.

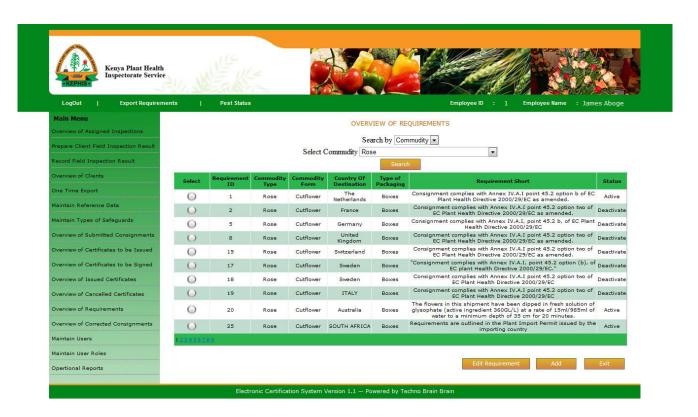
Now Employee can see the Cancelled Certificate in the below screen as shown.

Techno Brain -Restricted Page 39 of





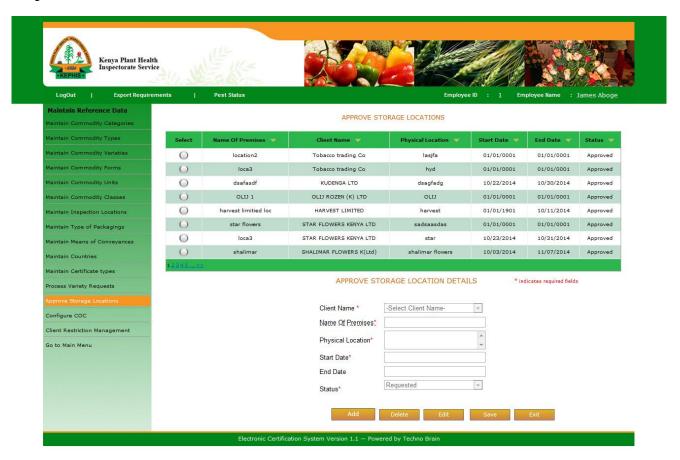
KEPHIS EMPLOYEES can configure Requirements from below screen.



Techno Brain - Restricted Page 40 of



Kephis Employees can configure COC or Client Restriction or Process Variety Requests or Approve Storage Locations requested by Client. The below screens shows the some of the KEPHIS Employee screens which will give the above mentioned functionalities.



Techno Brain -Restricted Page 41 of





Techno Brain - Restricted Page 42 of 50





Techno Brain - Restricted Page 43 of 50





Employee can Record Field inspection for Producer and Client. The below two screens shows the functions can perform.

Record Field inspection for Producer: In this screen employee can select exporter and related producers or only producers to add/update the Field inspection report for them.

Techno Brain -Restricted Page 44 of





For Client:

Techno Brain -Restricted Page 45 of





From this screen employee can add/edit/delete the field inspection reports for the clients at any point of time.

Techno Brain -Restricted Page 46 of



2.5. One Time Export:

One Time Export is another option provided for Employees along with client who may export in very rare cases. In this employee will login selects this page and perform the below operations.

- ✓ First register the client.
- ✓ Create consignment by giving details and also adds consignee for the client.
- ✓ Now saves variety quantity and adds producer for the variety and saves variety quantity.
- ✓ Now saves the certificate details.
- ✓ Now once the consignment is saved successfully, the same employee can record consignment inspection also without need of submitting the consignment.

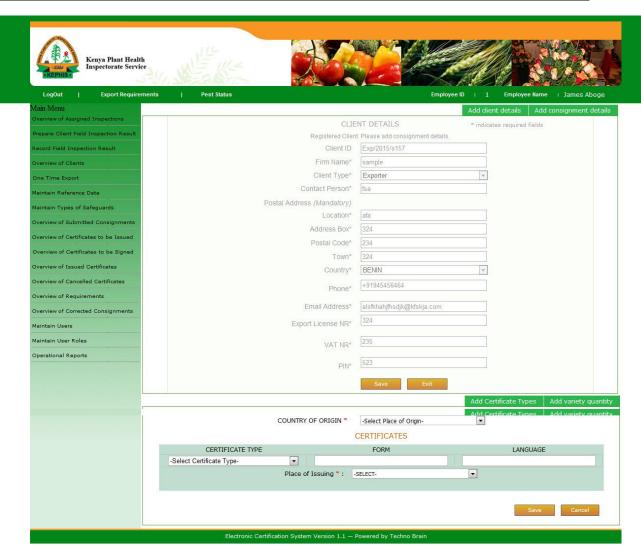
Techno Brain -Restricted Page 47 of





Techno Brain -Restricted Page 48 of





One time export: once the consignment is saved then the employee can do Record Consignment Inspection directly as shown below.

✓ Selects the record and click on Record Inspection Button.

Techno Brain -Restricted Page 49 of





Techno Brain -Restricted Page 50 of