

AQIS

AUSTRALIAN QUARANTINE AND INSPECTION SERVICE
DEPARTMENT OF AGRICULTURE, FISHERIES & FORESTRY

EXDOC

eCert

General User Manual

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1. INTRODUCTION

1.1. What is eCert?

eCert is an electronic certification system for government to government sanitary and phytosanitary certificates issued for traded food and agricultural commodities.

1.2. eCert Technology

eCert is a web based system using Extensible Markup Language (XML) to transmit data. XML is a plain English text language most suitable for web based applications.

1.3. Access

Access to view or download eCert data is restricted to parties identified by participating government authorities. The level of access will depend on agreed system use. For more information regarding access protocols, please refer to the Terms of Reference between AQIS and your organisation.

AQIS scheduled outages for the eCert application take place every Tuesday between 19:00hrs and 00:00hrs (AEST) and every Sunday between 08:00hrs and 12:00hrs (AEST).

1.4. International Data Standards

The United Nations Centre of Trade Facilitation and Electronic Commerce (UN/CEFACT) has released the eCert SPS Data Standard for electronic certification. The eCert project team at UN/CEFACT was led by officers of the Australian Quarantine and Inspection Service and the New Zealand Food Safety Authority.

1.5. Transmission

The importing authority may either: view the data on the web application and download from the site; pull the data from the AQIS application via interaction with the Standard Operating Access Protocol (SOAP); or have the data sent directly to their dedicated application (SMTP).

1.5.1. Simple Object Access Protocol (SOAP)

The SOAP interface has been designed to allow semi-automated downloading. Users log on with a User Name and Password. Certificates are viewed and downloaded in XML. For further information on developing a SOAP application please contact the eCert Administrator at ecertadministrator@daff.gov.au

1.5.2. Push Technology (SMTP)

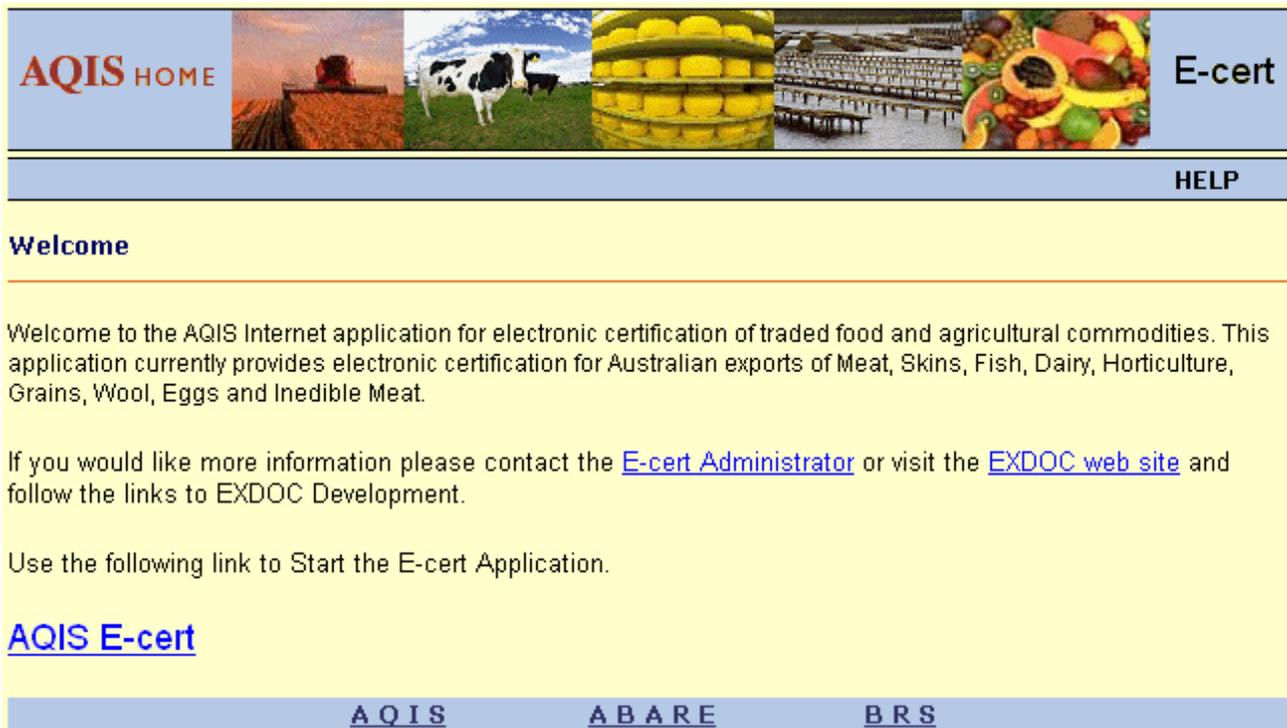
The Push service has been developed to allow for automated secure system to system transmission of certificate data. Data is presented in XML format and is encrypted and transmitted using S/MIME protocols. For further information on utilising the Push service please contact the eCert Administrator at ecertadministrator@daff.gov.au

2. eCert

2.1. WEBSITE

The eCert website provides access to export certificate data via a secure website. The website exists as a Test environment (<https://www0.aqis.gov.au/Ecert/default/Welcome.aspx>) which contains test data and is available for development, testing and training purposes, and the Production (or live) site (<https://www.aqis.gov.au/Ecert/default/Welcome.aspx>) which contains live data.

2.1.1. eCert Home Page



The screenshot shows the AQIS E-cert Home Page. At the top, there is a banner with the AQIS HOME logo on the left and the E-cert logo on the right. Below the banner is a navigation bar with a HELP link. The main content area has a yellow background and contains the following text:

Welcome

Welcome to the AQIS Internet application for electronic certification of traded food and agricultural commodities. This application currently provides electronic certification for Australian exports of Meat, Skins, Fish, Dairy, Horticulture, Grains, Wool, Eggs and Inedible Meat.

If you would like more information please contact the [E-cert Administrator](#) or visit the [EXDOC web site](#) and follow the links to EXDOC Development.

Use the following link to Start the E-cert Application.

[AQIS E-cert](#)

At the bottom of the page, there are three links: [AQIS](#), [ABARE](#), and [BRS](#).

Click the [AQIS E-cert](#) link to access the login screen.

Login

Terms of Use.

The user / importing authority will take all reasonable steps to protect access at the point of import. They will not allow a user to cause or assist in a breach of security. In the event of a breach being detected, the importing authority will advise AQIS as soon as possible.

Breach of security includes, but is not limited to:

- The using, or attempting to use the user logon and password of another person;
- Giving any other person your password;
- Leaving a terminal unattended whilst logged on;
- Logging on to the system then allowing another person to use the machine unsupervised;

The information on this site is provided by AQIS for the exclusive use of government import authorities and is not to be used or provided to any other entities.

Please enter a Login and Password.

Login:

Password:

Login

Cancel

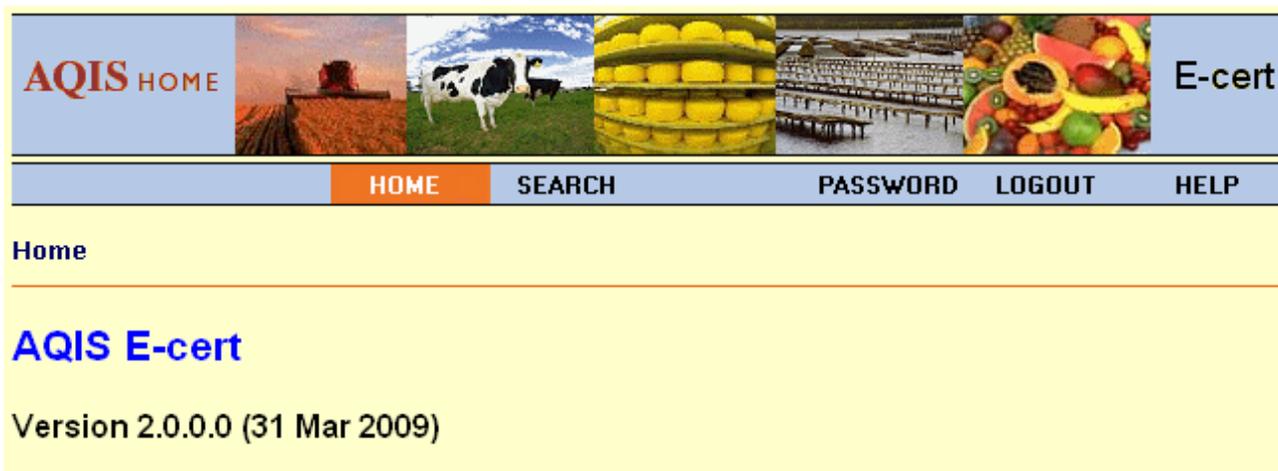
Click [here](#) to get a copy of the E-cert Logon Application Form.

[AQIS](#)

[ABARE](#)

[BRS](#)

To log into the site type in your 'Login ID' and 'Password'. When logging on for the first time the system will ask you to change your password. Details of how to change your password are outlined at 2.1.4.



The screenshot shows the AQIS E-cert Home page. At the top, there is a navigation bar with several tabs: 'AQIS HOME', 'HOME', 'SEARCH', 'PASSWORD', 'LOGOUT', 'HELP', and 'E-cert'. The 'HOME' tab is currently selected. Below the navigation bar, the page content includes the text 'AQIS E-cert' in a large blue font, followed by 'Version 2.0.0.0 (31 Mar 2009)' in a smaller black font. The background of the page features a collage of agricultural images, including a red tractor in a field, a black and white cow, stacks of yellow cheese, a large industrial building, and a variety of fresh fruits.

After successfully logging on the following menus can be accessed from the Home page by clicking on the tabs:

SEARCH

PASSWORD

LOGOUT

HELP

2.1.2. Search

Certificate Search

Certificate Number

Destination Country

Discharge Port Code

Vessel Name

Status

Any Status

Approved

Accepted

Rejected

Detained

Request Replacement

Revoked

Product Group

Any Group

Dairy

Eggs

Fish

Grain

Horticulture

Inedible Meat

Meat

Skin and Hide

Wool

Inspection Port Code

Show

Sort By

Ascending (or Oldest First)

Descending (or Newest First)

Include Confirmed Certificates

The Vessel Name and Voyage Number fields support the use of "wildcards" when searching. The following wildcard character is supported:

% Matches any string of zero or more characters, and can be used as either a prefix or suffix.

Examples:

Search String	Results
%NED%	Matches the strings P & O NEDLLOYD or P O NEDLLOYD or PONL NEDLLOYD or NEDLLOYD.
%N%D%	Matches as per the previous example. Also matches the strings ANDROS or NEW ACCORD.

AQIS ABARE BRS

Certificates can be searched for in several ways, including Certificate Number, Discharge Port, Vessel Name, Voyage Number, Status and Product Group depending upon individual user restrictions.

Any combination of product groups can be searched for by ticking the appropriate box. Results can be shown in groups of 50, 100, 200 or 500 and can be sorted by Certificate Number or Status in Ascending or Descending order.

Hit Enter or click the button to perform the search.

2.1.2.1. Certificate List (Search Results)

Certificate Search Results

Destination Country [any];
Certificate Statuses [any];
Product Groups [any];
Vessel Name [any]; Voyage Number [any];

Certificate Number	Replaces	Inspection Port	Status	Transport Mode	Product Group	Vessel Name	Voyage Number	Destination Country	Select All
5599615		Aqaba Free Zone	Approved	SEA	Meat	MAERSK GAIKLOCH	918	JO	<input type="checkbox"/>
5599609		Toronto	Approved	AIR	Meat	AIRFREIGHT	AC034	CA	<input type="checkbox"/>
5599590		Hong Kong	Approved	AIR	FISH	VIRGIN ATLANTIC	VS201	HK	<input type="checkbox"/>
5599587		Xingang	Approved	SEA	Meat	OOCL BRISBANE	820	CN	<input type="checkbox"/>
5599586		Hong Kong	Approved	SEA	Meat	CSCL CHIWAN	130	HK	<input type="checkbox"/>
5599584		Singapore	Approved	AIR	Meat	FLIGHT	SQ268	SG	<input type="checkbox"/>
5599583		Singapore	Approved	AIR	Meat	FLIGHT	SQ268	SG	<input type="checkbox"/>
5599571		Vancouver	Approved	SEA	Meat	MAERSK DENTON	939N	CA	<input type="checkbox"/>
5599568		Singapore	Approved	AIR	Meat	BRITISH AIRWAYS	BA16	SG	<input type="checkbox"/>

The Certificate Search Results screen displays the list of certificates returned from your search criteria. The list can be re-sorted by clicking on the heading of the columns you wish to sort by, eg. Click on [Inspection Port](#) to sort alphabetically by the Inspection Port, or [Vessel Name](#) to sort alphabetically by vessel name. The list will only display current certificates.

If you wish to view a particular certificate, click on the Certificate Number eg) [5599615](#) to display that certificate. Click the  Back button to return to your original search request, or click the **SEARCH** tab to return to a blank search screen.

2.1.2.2. Certificate Display

Certificate details can be accessed from the link on the certificate list page, or by entering the certificate number in the search screen:

Certificate Details E-cert Test Environment

Department of Agriculture, Fisheries and Forestry
Australian Quarantine and Inspection Service

Test Certificate

Electronic Health Certification

Export Certificate 2088548

Status **Approved**

Related Documents Export Certificate [2088547](#), dated 5 January 2010, is replaced by this certificate

Title **OFFICIAL CERTIFICATE WITH RESPECT TO MEAT, MEAT PRODUCTS AND EDIBLE OFFAL**

Declarations

- ✓ I hereby certify that the meat specified above has been examined and found, by ante-mortem and post-mortem veterinary inspection, to be free from disease and suitable in every way for human consumption and that no injurious ingredient has been used in its preparation.
- ✓ The meat products described above have been prepared from fresh meat satisfying the animal health requirements of Directive 72/462/EEC and are in accordance with any Commission Decision in force at the time of certification.

Official Veterinarian John Langbridge, Bvsc, 5 January 2010

Certifying Location CANBERRA AUSTRALIAN CAPITAL TERRITORY

Exporting Country
Australia

Competent Authority
Department of Agriculture, Fisheries and Forestry

Exporter
AQIS TESTING - EXPORTER ALL COMMOD
MAXIMUM CHARACTERS FOR LINE 1 IS 35, MAXIMUM CHARACTERS FOR LINE 2 IS 35, EXPORTER CITY ACT
2600, Australia

Consignee
MAURITIAN GUY IN PORT LOUIS
AT THIS ADDRESS, PORT LOUIS, MAURITIUS

Importing Country
MAURITIUS

Transport Mode
Sea

Certificate display continued over page.

Certificate display continued:

Vessel
VESSEL NAME
Voyage/Flight Ref
12345

Loading Port
SYDNEY
Departure Date
31 December 2009
Discharge Port
RODRIGUES
Inspection Port
RODRIGUES
Final Destination
PORT LOUIS

Package Details	Product Description	Net Weight
10 CARTONS	UNREFRIGERATED BEEF MEAT PRODUCTS BEEF CORNED BULK PACK	Net: 1000.000 KGM

Slaughter Estab
77 CANBERRA EXPORT MEATS ----- 50 ----- 100 CANBERRA ----- 20 ACT 2600
Pack Estab
77 CANBERRA EXPORT MEATS ----- 50 ----- 100 CANBERRA ----- 20 ACT 2600

Update Certificate Status
Please select an action, provide a reason and press the Change Status button.

Change the status of this certificate to

Reason for change:

E-cert Test Environment

2.1.3. Update Certificate Status

Users of eCert have the ability to update the status of a certificate. Only users with Standard or Admin permissions are able to use this functionality.

The status of a certificate at Approved may be updated to Accepted, Detained, Request Replacement or Rejected. Notification of a change in status and a reason for the change (except in the case of Accepted status) is automatically sent to the eCert Administrator.

The Update Certificate Status field is located at the bottom of the certificate.

Update Certificate Status
Please select an action, provide a reason and press the Change Status button.

Change the status of this certificate to: Accepted

Reason for change:

Accepted
Detained
Rejected
Request Replacement

Change Status

AQIS ABARE BRS

Certificates can be updated to Accepted, Detained, Rejected or Request Replacement

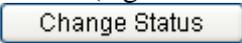
Status Meanings

Approved	AQIS has APPROVED the certificate ready for the import authority to assess.
Accepted	The import authority has reviewed the information on the certificate and ACCEPTED the certificate.
Detained	The import authority has DETAINED the certificate pending further investigation.
Request Replacement	The import authority is not satisfied with the information listed on the certificate and has REQUESTED a REPLACEMENT certificate from AQIS.
Rejected	The import authority has REJECTED the consignment.

To update a certificate status to Accepted:

- select Accepted from the drop down list
- click 

To update a certificate status to Detained, Request Replacement or Rejected:

- select the appropriate status from the drop down list
- enter the reason for the change.
For Request Replacement please provide sufficient information to allow a replacement certificate to be issued (e.g. number of cartons, net weight, line/s of product affected etc)
- click 

Note that once a certificate has been replaced and a new certificate issued, the original certificate will be revoked. The certificate will remain on the eCert website but will show REVOKED status.

Once the status of the certificate has been changed it will appear in the Certificate List with its new status, if the new status is included in your search criteria.

All users will now be able to view the certificate with its new status. This allows all users to know which certificates have been actioned and which ones are still pending a review.

2.1.4. Password

Passwords must contain at least one non-alpha character and be between seven and 15 characters.

Change Password

Enter your current password, and a new password twice in the fields indicated.

Login: eCert Example

Current Password:

New password:

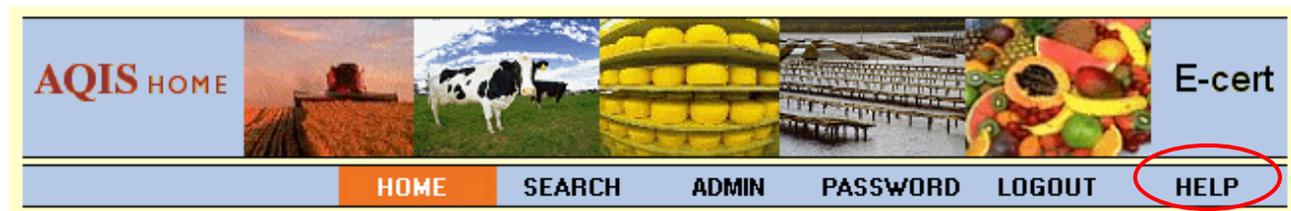
Confirm new password:

[AQIS](#) [ABARE](#) [BRS](#)

Users can change their password at any time through the Password screen. Enter your current password, then your new password twice. Click the button.

2.1.5. Help

The Help function opens the General User Manual in a new window. To exit, click 



2.1.6. Logout

Click the button to log out. This will take you back to the Login page.

2.2. WEBSERVICE

Users can request a download of certificate data from the secure website. There are two methods of downloading: via the website or through the SOAP interface.

2.2.1. Downloading from the website Search Results screen

Access the website and perform your search. In the Search Results screen you will see the option to either 'Select All' or 'Download' (use the scroll bar at the bottom of the screen to scroll across to the last column). 'Select All' allows you to tick all the boxes on the screen, 'Download' allows you to download the selected certificates.

<u>Transport Mode</u>	<u>Product Group</u>	<u>Vessel Name</u>	<u>Voyage Number</u>	<u>Destination Country</u>	Select All
SEA	Meat	MAERSK DENTON	939N	CA	<input type="checkbox"/>
AIR	Meat	AIRFREIGHT	AC034	CA	<input type="checkbox"/>
SEA	Meat	OOCL HOUSTON	21	CA	<input type="checkbox"/>

Once you have selected which certificates you wish to download, click the button. The following screen will appear asking to confirm the download:

Certificate Download Confirmation

Download the following E-cert Certificates?

- 5599571
- 5599609
- 5599695

[AQIS](#) [ABARE](#) [BRS](#)

Click to proceed. To cancel click the button. Follow the prompts provided by your web browser to complete the download. The certificate will download in XML.

Once the certificate has downloaded, you may click the button to confirm that the download was completed successfully. Note: Confirming a download for a certificate removes that certificate from the standard certificate search results window.

To include confirmed certificates in your search results tick the box **Include Confirmed Certificates** located on the initial Search screen.

2.2.2. Downloading from the website Certificate display screen

Certificates may also be downloaded directly from the certificate display screen.

Certificate Details



Department of Agriculture, Fisheries and Forestry
Australian Quarantine and Inspection Service

Electronic Health Certification

Open the certificate from the search results screen. Once open click on the button to proceed. Follow the process outlined above to download the XML and to confirm the download.