ESP Seed Certification On-Line User Guide

This guide explains how to make an application for seed certification in England & Wales using the on-line system for the Electronic data delivery for the Seeds and Plant breeding industry (ESP).

Cert2                  Crop Entry Notification
Cert3Summ              Lodging Crop Inspection Reports
Cert4                  Bulked Crops Notification
Cert7 & 7Summ          Lodging Seed Test Reports
Cert10                 Seed Test Report

05/03/2018
1. INTRODUCTION

1.1 This guide explains how to make an application for seed certification in England & Wales using the on-line system for the Electronic data delivery for the Seeds and Plant breeding industry (ESP).

- The ESP Seed Certification On-Line system can be found on the website at http://seedcert.defra.gov.uk
- Guidance on certification policies and procedures is available on GOV.UK

1.2 The guide covers the Cert2, Cert3Summ, Cert4, Cert7, Cert7Summ and Cert10 on-line applications.

- Only Applicant Users may enter and submit the Cert2, Cert3Summ, Cert4, Cert7 and Cert7Summ applications.
- Only Licensed Seed Testing Stations (LSTS Users) may enter and submit the Cert10 applications.

Payment of certification fees

1.3 Fees for crops and seed lots entered for certification can be paid for by BACS or cheque. The functions necessary to make a payment by credit card are currently unavailable.

Overview of the ESP system

1.4 An overview of the various ESP modules and data flows related to the Seed Certification On-Line system is given at Appendix A.

1.5 The data can be entered into the on-line system either manually or by uploading the data held in your in-house IT system.

1.6 Applications submitted via the on-line system will be validated at NIAB and held in the Certification of seeds and crops system (Cosacs).

1.7 Once NIAB processes your application you will be notified by a business response email indicating whether the data you submitted have been ‘accepted’ (data passed validation) or ‘rejected’ (data failed validation).

- The email will, as applicable, provide you with details of the reason for ‘rejecting’ the application which you can then correct and re-submit.

Technical requirements for accessing and using the on-line system

1.8 Appendix B gives information on the technical requirements needed to access and use the Seed Certification On-line system.
User ID and Password codes

1.9 You need to register on the Government Gateway to use Seed Certification On-Line, as a User ID and Password is required to allow access to the system.

- You can, as required, register more than one User for your company, with their own User ID and Password.
- Users who no longer need to use the Seed Certification On-Line system can be de-registered or un-enrolled.

The Government Gateway is a centralised registration service for e-Government services in the UK. For more information go to: http://www.gateway.gov.uk

Help available to Users

1.10 A helpdesk service is available if you need any advice and guidance on using the system or if you need to report any problems encountered whilst using the system. The contact details are:

ESP Helpdesk
NIAB
Centre for Plant Varieties & Seeds
Huntingdon Road
Cambridge
CB3 0LE

Tel: 01223 342319
Email: esphelpdesk@niab.com

Training available for Users

1.11 To get you started, training in using ESP can be obtained from the helpdesk over the telephone.

Feedback from Users

1.12 We would welcome your feedback on the Seed Certification On-Line system and on this User guide so that improvements as considered necessary can be made. Please send your comments by email to esphelpdesk@niab.com
2. REGISTERING AND ENROLLING AS A USER

Registering as a main User

2.1 Before registering you are advised to contact the ESP helpdesk:

- To check that a ‘main’ User in your organisation has not already been registered. Users at a number of companies were registered and enrolled when the on-line system was first demonstrated to the seed trade.

- To obtain the Postcode that is held as a ‘known fact’ in the ESP Enforcement system. There are occasions where the postcode held in ESP does not match that in current use. It is not possible to update the postcode ‘known fact’ in ESP without allocating the organisation a new official number.

2.2 If you or someone else in your company was previously registered and enrolled but cannot now remember the User ID and/or Password you should contact the ESP helpdesk.

2.3 You can register and enrol from the Home page (http://seedcert.defra.gov.uk) by clicking on the ‘Register and Enrol’ link under ‘Main Menu’ - see the screen illustration that follows.
2.4 You now have the option to Register or Enrol.

- If you currently have a Government Gateway User ID and Password you should select ‘I have registered with …’ (see the screen illustration below) and click on ‘Next’.

- If you do not have a Government Gateway User ID and Password, see paragraph 2.7.

2.5 Enter your User ID and Password (see the screen illustration that follows) and click on ‘Next’.

2.6 Then follow the instructions on screen to enrol for the Seed Certification On-Line service.

2.7 If you do not have a Government Gateway User ID and Password, select ‘I have not yet registered with …’ (see the screen illustration below) and click on ‘Next’.

2.8 Enter details called for in the screen provided (see illustration below) and click on ‘Next’.
2.9 On the screen that follows select ‘Organisation …’ (see illustration below) and click on ‘Next’.

![Gateway Registration](image)

What type of user are you? Please select one of the following options.

- Individual - Register as an ‘Individual’ if you are registering for personal use.
- Organisation - Register as an ‘Organisation’ if you represent a business, charity, or other commercial or non-commercial organisation.

2.10 On the screen provided (see illustration below) enter details of your Official number and Postcode and click on ‘Next’.

- The Official number will be your company (Applicant) or Licensed Seed Testing Station (LSTS) registration number that was allocated by PVS and held in the ESP Enforcement system as a ‘known fact’.

- The Postcode will be that registered as a ‘known fact’ in the ESP Enforcement system – see paragraph 2.1.

![Gateway Registration](image)

To uniquely identify you or your organisation and allow you to gain access to this service please enter the following information that should previously have been provided to you.

Please enter your Official Number and Business Postcode, for example, 01234 or LSTS:68123 (please include the leading zeros)

- Official Number *
- PostCode *

2.11 After choosing a password, you will be presented with the screen (see illustration below). Follow the instructions on screen and click on ‘Next’.

- In the ‘security’ box you must type any letters, numbers and symbols exactly as you see them eg if you see a capital letter, enter a capital letter.

![Gateway Registration](image)

Please take time to read the terms and conditions for using this service.

- I have read and accept the terms and conditions for this service.

Type the characters you see in the picture, then click next.

Typing the characters from a picture helps ensure that a person, not an automated program, is creating this account.

The picture contains 6 characters, and is case sensitive.

2.12 The screen that follows will display your system generated User ID.

- You may want to print out this page for reference in the future.

2.13 You can now immediately use the Seed Certification On-Line system.
Adding assistant Users via the Government Gateway

2.14 The first registered User at a company is considered to be the main User.

- If there are more User at the company, further User IDs and Passwords can be set up for ‘assistants’ through the Government Gateway website at: http://www.gateway.gov.uk

2.15 Go to www.gateway.gov.uk and click on the button labelled ‘Enter the Government Gateway’ (see the screen illustration below).

2.16 Enter your User ID and Password and click on ‘Login’ (see the screen illustration below).
2.17 Click on the link ‘Manage Assistants’ (see the screen illustration below).

![Screen Illustration of Manage Assistants](image)

2.18 You can then add your assistants by clicking on the link ‘Add an assistant’ (see the screen illustration below).

![Screen Illustration of Add an Assistant](image)

2.19 Fill in the assistant’s name, email address and assign the assistant a Password (see the screen illustration that follows) and then click on ‘Submit’.

![Screen Illustration of Add Assistant](image)
2.20 Select the service you wish the assistant to use (see the screen illustration below), then click on ‘Submit’.

- If you use the Gateway only for the Seed Certification On-line system then this will be the only option available for selection.

2.21 The new assistant is then allocated a User ID (see the screen illustration that follows).

- You can also navigate from here back to the ‘Services’ menu or the ‘Assistants’ menu.
Deleting an assistant User via the Government Gateway

2.22 To delete an assistant click on ‘Manage Assistants’ from the menu.

A list of all assistants will be shown, then click on selection list of the name of the assistant you wish to delete:

click delete.

The deletion will be confirmed:
Maintaining User details via the Government Gateway

2.23 The services available on the Government Gateway web site will allow you to maintain details of the main (first registered) User and assistant Users that were added subsequently.

- From the ‘Services’ menu you can un-enrol and enrol uses for more services.
- From the ‘Your account’ menu you can change your registration details and change your Password.
- From the ‘Manage Assistants’ menu you can add a new assistant and change the services of your assistants.

Maintaining User details when logging-on to ESP

2.24 Your Government Gateway registration details can also be changed whilst logging-on to the ESP Seed Certification On-Line system.

- After you have entered your User ID and Password and clicked on ‘Next’, the screen that follows will show details of your name, surname and email address held by the Government Gateway. Any of the aforementioned details can be changed as and when required.
- If a User needs to be changed to someone else, this can be done by changing the name, surname and email address to that of the new User. If you do this the new User can retain use of the User ID and Password but, if considered necessary, the Password for the new User can be changed – see paragraph 2.23.
3. MAKING NEW CERT APPLICATIONS AND SUBMISSION DETAILS

Entering a new Cert application

3.1 Click on ‘Applications’ listed under the ‘Main Menu’ on the Home page (see the screen illustration below).

3.2 On the screen that follows enter your User ID and Password and click on the ‘Next’ button.

- The screen that follows will display your details held by the Government Gateway (see paragraph 2.24). As applicable, update these details and click on ‘Next’.

3.3 The screen that follows (see the illustration below) will show your Applicant number and name that were allocated by PVS when you registered to perform a seed industry activity.

- To enter a new application click on the down-arrow button in the form ‘Type’ data field and, from the drop-down list, select the type of form that you wish to enter ie Cert2, Cert3Summ, Cert4, Cert7 or Cert7Summ. Then click on the ‘New Application’ button.

- Section 10 gives details on entering Cert10 applications.

3.4 The Sections that follow give details on entering applications for each of the form types ie Cert2, Cert3Summ, Cert4, Cert7, Cert7Summ and Cert10.
Submission details

3.5 A new application entered in ESP is given an ‘Action’ and a ‘Submit Status’ of ‘New-Not Submitted’. The ‘Action’ and ‘Submit Status’ of an application is updated at various points e.g. when the application is submitted, processed at NIAB, etc.

- The different ‘Action’ and ‘Submit Status’ combinations that apply and what each of the combination means is given at Appendix C.

- Appendix C also gives information on the editing functionality available to you in respect of the different ‘Action’ and ‘Submit Status’ combinations.
4. ENTERING CERT2 APPLICATIONS

The Cert2 form should be used to provide notification of crops being entered for the production of certified seed.

4.1 See Section 3 on making a new application – after clicking on ‘New Application’ you will be presented with the screen illustrated below.

- Check that the ‘Crop Year’ specified is that which you require – this is the crop harvest year. If necessary this can be overwritten. *The crop year defaults to the current year if the current date is before 01 July and defaults to the current year + 1 if the current date is later than 30 June.*

- In the ‘Species’, ‘Variety’ and ‘Category/Level’ data fields click on the down-arrow button and select the relevant information from the dropdown list. *Varieties are only available after species has been selected and categories are only available after variety has been selected.*

- When you have entered details of the species, variety and category/level, click on the ‘Add seed lot’ button.

4.2 When you have clicked on ‘Add seed lot’, a pop-up screen will appear (see the illustration below).

- Click on ‘Yes’ to display the form in which to enter details of sown seed lot or lots.
4.3 The screen that will appear will default to the ‘England and Wales format’ for the seed lot reference number (see the screen illustration below).

4.4 If the seed lot reference number is not in the England & Wales format then select the ‘Other format’ button and the screen will refresh to give you a free-text box (see the screen illustration below).

Appendix E gives details on the formats that should to be used for entering seed lot reference numbers for seed that was certified outside England & Wales.

4.5 See the screen illustrations at paragraphs 4.3 & 4.4

- Enter details of the seed lot sown that applies to the crop being entered.
- If you need to enter details of another seed lot sown, then click on ‘Add another’.
- When you have entered details of all seed lots that apply to the crop, click on ‘OK’ to save the data.

4.6 You will now be returned to the first Cert2 screen (see illustration below).

- Click on ‘Add crop’ to add details of a crop.
4.7 Now the whole form is displayed (see the screen illustration that follows). You should complete the necessary information making sure that all data fields with a red asterisk alongside, denoting a mandatory field have been completed.

- Once you have entered the details required, click on ‘Add/Edit previous cropping’.

Some points to note are:

- The ‘Sheet/Line No’ will automatically be entered but can be overwritten.

- You may use only the grower’s ‘surname’ field to enter the grower’s name and surname or the grower’s ‘Trading As’ title.

- You do not need to complete the grower’s ‘Trading As’ data field as this is not now used for seed production aid purposes.

- You can enter the ‘IACS Field Number’ and ‘Field Name’ but where the IACS field number is not known you must provide the field name.

- You should use the ‘Look-up’ facility not only to speed-up manual data entry but to ensure that the grower’s surname field matches for crops that will be bulked together in a Cert4 application. Information on how to use the ‘Look-up’ facility is given at paragraphs 4.11 & 4.12.
4.8 When you have clicked on ‘Add/Edit previous cropping’ you will be presented with the screen illustrated below. The various previous cropping classifications that apply to the various crop groups or species are outlined in Appendix D.

- Select the previous cropping description that applies to the crop by clicking on the relevant button. If you select ‘Multiple Cropping’ you will be required to enter details in the free-text box.

- Click on the ‘Add Another’ button to add another crop that relates to the same sown seed lots and category/level entered. Up to nine crops (lines) can be entered in an application.

- When you have completed entering crops on the application click on the ‘Save’ button to save the data.

4.9 You will now be returned to the main Cert2 screen which will display details of the application you have just entered (see the screen illustration below).

- You may submit the application by clicking the ‘Submit’ button.

- To add another crop to the same application click on ‘Add crop’.

- If, before you submit the data you require to enter another Cert2 application, click on ‘Go back’.
4.10 Clicking on ‘Go back’ button will return you to the main ‘Application Selection’ screen where the Cert2 application you have just entered will be the first on the list (see the screen illustration below).

- You can now either enter a new application by clicking the ‘New Application’ button or you can submit the applications you have just entered.
- Section 12 gives guidance on submitting Cert2 applications.

![Application Selection Screen](image)

Using the look-up facility when entering data on the Cert2 form

4.11 When you have entered the ‘Farm Holding No’ and ‘IACS Field No’ click on the magnifying glass icon (see the screen illustration below). This will provide details of the crop address and the grower that were last entered for the particular Farm Holding and IACS Field Number combination.

- Details of the crop address and grower that are provided on the Cert2 form can be overwritten as required.

![Cert2 Form](image)

4.12 If you do not know the IACS Field No’ you can make this up (see the screen illustration above) and click on the magnifying glass icon.

- If the Farm Holding No. was used previously, this will bring up a pop-up (see the screen illustration below). Click on ‘Yes’.
When you have clicked on ‘Yes’ you will be presented with a list of fields entered under the particular Farm Holding Number (see the screen illustration below).

Scroll the list to find the crop address and grower details that you require. To select the data from list, to populate the Cert2 form that is being entered, click on the ‘tick’ under the column headed ‘Select’.

All details provided by the ‘Look-up’ on the Cert2 form may be overwritten as required.
5. PRODUCTION OF LABELS FOR CERT3 CROP INSPECTION CARDS

5.1 If you have entered crops in Cert2 applications you can produce labels for use with crop inspection report cards. The labels can be printed out and attached to the card.

- To produce the labels click on the 'Reports' button on the Application Selection screen (see the illustration below).

5.2 Select the report option 'Produce Crop Inspection Report Labels' (see screen illustrated below).

- Enter the selection criteria that you require eg 'Species', 'Variety', 'Submit Status' or 'Year Received' and click on the 'Show Report' button.
5.3 A preview of the report will be produced (see the screen illustrated below).

- You should use the ‘Export options’ facility to obtain the information in a format that is suitable for printing on to labels.
- The system is designed to print four labels to an ‘A4’ size page in ‘Landscape’.

![Applicant Reports](image-url)
6. ENTERING CERT3SUMM APPLICATIONS

The Cert3Summ form should be used for reporting crop inspection details and results, for crops that required only licensed inspections.

6.1 See Section 3 on making a new application – when you have clicked on ‘New Application’ you will be presented with the screen illustrated below.

- In the ‘Species’ data field click on the down-arrow button, select the relevant species from the drop-down list and click on the ‘Add Crop’ button.

6.2 When you have clicked on ‘Add crop’, a pop-up will appear (see the illustration below).

- Click on ‘Yes’ to display the form on which to enter further information.

6.3 The screen that will appear (see the illustration below) will ask for the variety and category/level of the crops for which you require to enter a Cert3Summ.

- In the ‘Variety’ and ‘Category/Level’ data fields click on the down-arrow data button and select the relevant details from the drop-down list. Then click on ‘Get Matches’.
6.4 You will be provided with a list of crops under the heading ‘Matching Crops’ (see the screen illustrated below). The crops listed will only be those that reside in Cert2 applications that are ‘Sent-Accepted’.

- Select the crops you wish to enter a Cert3Summ for, by clicking in the box under the heading ‘Select’.
- When you have selected the crops you require click on ‘Add Selected’.

Note: If a Cert2 application for a crop has not been entered in the on-line system, you will need to enter the Cert3Summ via the ‘Add New (pre Go-live) Crop’ – see paragraph 6.7.

6.5 When you have clicked on ‘Add Selected’ you will be presented with the screen illustrated below, showing the crops that were selected from the matching crops list.

- To enter Cert3Summ data for a crop click on the ‘Edit/View’ pencil icon.

6.6 You will be provided with the screen illustrated below.

- Enter details of ‘Area Passed’ and, as applicable, details of ‘Area Rej/WD’ (area rejected or withdrawn).
- Click in the boxes under the column headed ‘Passed’, to indicate all the categories/levels at which the crop was approved – a category/level not ‘ticked’ denotes that the crop was not approved at the particular category/level.
In the data-grid headed ‘Inspector Numbers’ enter the licence numbers of all crop inspectors who carried out a 1st, 2nd, 3rd, 4th or 5th inspection.

Click on the ‘Next crop’ button to call up the Cert3Summ form for another crop that was entered in the application.

To save the data click on ‘Save’—you can save the data at anytime during data entry and return to completing the Cert3Summ forms later.

If you have not previously entered crops in Cert2 applications you can enter Cert3Summ data by selecting ‘Add New (Pre Go-Live) crop’ (see the screen illustrated below).

In the ‘Variety’ and ‘Category/Level’ data fields click on the down-arrow button and select the relevant details from the drop-down list.

Enter the ‘Crop Id No’ for the crop and click on ‘Add New’.

You will be presented with the screen that is illustrated at paragraph 6.6.

Enter the data called for on the form and click on ‘Save’—you will be presented with the screen illustrated below.

To add another crop to the same application, click on ‘Add crop’.
Section 13 gives guidance on submitting Cert3Summ applications.
7. ENTERING CERT4 APPLICATIONS

The Cert4 form should be used to provide notification of crops that are bulked together.

7.1 See Section 3 on making a new application – after clicking on ‘New Application’ you will be presented with the screen illustrated below.

- In the ‘Species’ data field click on the down-arrow button, select the relevant species from the drop-down list and click on the ‘Add bulk’ button.

7.2 The screen that follows (see illustration below) will call for the ‘Variety’ and ‘Category/Level’.

- In the ‘Variety’ and ‘Category/Level’ data fields click on the down-arrow button, select the relevant details from the drop-down list and click on the ‘Add crop’ button.

7.3 When you have clicked on ‘Add crop’, a pop-up screen will appear (see the illustration below).

- Click on ‘Yes’ to display the form on which to enter further information.
7.4 A pop-up window will then appear and display the matches available to bulk (see the screen illustration below). The crops listed will only be those that reside in Cert3Summ applications that are ‘Sent-Accepted’.

- You can then select crops that have been bulked together, by clicking in the box under the heading ‘Select’.
- You do not have to select the crops in any particular order as the system will determine the key crop from the crops selected.
- When you have selected the crops to include in a bulk, click on the ‘Add Selected’ button.

**Note:** If a Cert3Summ application for a crop has not been entered in the online system, you will need to enter crops via the ‘Add New (Pre Go-Live) crop’ – see paragraph 7.7.

7.5 When you have clicked on ‘Add selected’ you will be presented with the screen illustrated below.

- You can as required enter further crops to this particular bulk by clicking on the ‘Add crop’ button.
- When you have added the crops required to bulked together, click on the ‘Go-back [previous page]’ button.
7.6 The ‘Go-back [previous page]’ button will take you to the screen illustrated below.

- To add details of another bulk, click on the ‘Add bulk’ button.

7.7 If you have not entered Cert3Summ applications on the system for the crops there will be no crops to match so you will be shown a warning message (see screen illustration below).

- To add crops not previously recorded in a Cert3Summ application, select ‘Add New (Pre Go-Live) Crop’.

7.8 When you have selected ‘Add New (Pre Go-Live) Crop’ you will be presented with the screen illustrated below.

- Enter the crop ‘Year’, ‘Sheet’ and ‘Line’ number to complete the ‘Crop Id No’ and click on ‘Add New’.
7.9 Once you have clicked on ‘Add New’, the screen illustrated below will be presented.

- To add more crops to the same bulking, click on ‘Add Crop’ and enter a different Sheet and Line number.
- Once you have entered all the crops you require click on ‘Go Back [previous page]’.

7.10 Once you have clicked on ‘Go back [previous page]’, this will present you with the screen illustrated at paragraph 7.6.

- Section 13 gives guidance on submitting Cert4 applications.
8. ENTERING CERT7 APPLICATIONS

The Cert7 form should be used to lodge a seed test report and provide notification of the early multiplication of a blended seed lot i.e. a seed lot from multiple sources (crops and/or seed lots).

8.1 See Section 3 on making a new application – after clicking on ‘New Application’ you will be presented with the screen illustrated below.

- In the ‘Species’ and ‘Variety’ boxes, click on the down-arrow buttons and select the relevant information from the drop-down lists. **Varieties are only available after species has been selected.**

- Enter details of the ‘Seed Lot Reference No’ and click on ‘Add constituent’.

8.2 When you have clicked on ‘Add constituent’, a pop-up screen will appear (see the screen illustration below).

- Click on ‘Yes’ to display the form on which to enter further information.
Entering a seed lot as a constituent

8.3 The screen illustrated below will be provided, which will show a ‘seed lot’ as the source.

- If the source of the constituent is a crop, see paragraph 8.6.

8.4 If the seed lot was certified in England and Wales enter the seed lot reference number – see the screen illustrated at paragraph 8.3.

- Enter the ‘Net weight (in tonnes)’ to three decimal places and click on ‘Add another’ to enter a new constituent.

- When you have added all constituents click on ‘Save’ to return to the Cert7 screen.

- Section 12 gives guidance on submitting Cert7 applications.
8.5 If a seed lot was certified outside England & Wales, select ‘Other format’ (see the screen illustration below).

- Enter the ‘Seed Lot Ref No’ in the format specified at Appendix E.
- Enter the ‘Net weight (in tonnes)’ to three decimal places and click on the ‘Add another’ button to enter a new constituent.
- When you have added all constituents click on ‘Save’ to return to the Cert7 screen.
- Section 12 gives guidance on submitting Cert7 applications.
Entering a crop as a constituent

8.6 To add a crop as a constituent, select ‘Crop’ as the ‘Source’. You will be presented with the screen illustrated below.

- Enter the ‘Crop Id No’.
- Enter the ‘Net weight (in tonnes)’ to three decimal places and click on ‘Add another’ to enter a new constituent.
- When you have added all constituents click on ‘Save’ to return to the Cert7 screen.
- Section 12 gives guidance on submitting Cert7 applications.
9. ENTERING CERT7SUMM APPLICATIONS

The Cert7Summ form should be used to lodge a seed test report and provide notification of the early multiplication of a seed lot from a single (crop or seed lot) source.

9.1 See Section 3 on making a new application – after clicking on ‘New Application’ you will be presented with the screen illustrated below.

- In the ‘Species’ data field click on the down-arrow button, select the relevant information from the drop-down list and click on the ‘Add seed lot’ button.

9.2 The screen illustrated below will be provided.

- You will need to select the entry type of the seed lot that you wish to enter ie ‘Normal’, ‘Reentry’, ‘Resample (re-test)’ or ReClean’.

- Guidance on entering data on each of the seed lot entry types is given in the pages that follow.
Entering a normal seed lot

The ‘normal’ seed lot entry type should be used for a seed lot where certification is primary and the immediate source is a single crop or several crops bulked on the same holding under one (key) crop identification number.

9.3 This screen defaults to the ‘normal’ seed lot entry type – as indicated by the bold dot in the circle next to ‘Normal’ (see the screen illustration below).

- In the ‘Variety’ data field click on the down-arrow button and select the relevant variety from the drop-down list.
- Enter the ‘Crop Id No’ and the ‘New Seed Lot Ref No’.
- Enter the ‘Net weight (in tonnes)’, to three decimal places.
- If you wish to enter another seed lot on the same application, click on ‘Add another’.
- Once you have entered all seed lots, click on ‘Save’.

9.4 When you have clicked on ‘Save’ you will be taken back to the first Cert7Summ screen that is illustrated below.

- To add another seed lot to the same application, click on ‘Add seed lot’.
- To submit the application, click on ‘Submit’. See Section 12 for guidance on submitting Cert7Summ applications.
Entering a re-entry seed lot

The “re-entry” seed lot type should be used for a seed lot that was originally entered and certified at one category/level and is now being re-entered either at a lower or higher category/level. Re-entry seed lots will have a new seed lot reference number and the source will always be the original seed lot.

9.5 If the seed lot is a re-entry click on the circle next to ‘Reentry’ – you will be provided with the screen illustrated below.

- In the ‘Variety’ data field click on the down-arrow button and select the relevant variety from the drop-down list.

- Enter details of the ‘Original Seed Lot Ref No’. If the seed lot reference number is not in the England & Wales format, select ‘Other format’ to obtain a free-text box in which to enter relevant details. Appendix E gives details of the seed lot reference number format to be used for seed certified outside England and Wales.

- Enter details of the ‘New Seed Lot Ref No’.

- Enter the ‘Net weight (in tonnes), to three decimal places.

- If you are requesting an upgrade for the seed lot, click in the box next to ‘Upgrade request’.

- If you wish to enter another seed lot in the same application, click on ‘Add another’.

- Once you have entered all seed lots click on ‘Save’ – you will be taken back to the first Cert7Summ screen (see illustration at paragraph 9.4).

- Section 12 gives guidance on submitting Cert7Summ applications.
Entering a resample (re-test) seed lot

The ‘resample (re-test)’ seed lot entry type should be used for a seed lot that failed the standards for the original category/level and is now being re-entered at the same category/level after taking and testing a new sample. All resample (re-tests) of the whole seed lot will retain the original seed lot reference number. Where only part of the seed lot is re-sampled and tested, a new seed lot reference number is required.

9.6 If the seed lot is a ‘whole’ resample (re-test) click on the circle next to ‘Resample (re-test)’ – you will be provided with the screen illustrated below. Paragraph 9.7 gives guidance on entering data on ‘part’ resample.

- In the ‘Variety’ data field click on the down-arrow button and select the relevant variety from the drop-down list.
- Enter details of the ‘Original Seed Lot Ref No’.
- If the system does not hold details of the weight of the original seed lot, you will be prompted to enter the ‘Net weight (in tonnes), to three decimal places.
- If you wish to enter another seed lot to the application click the on ‘Add another’ button.
- Once you have entered all seed lots click on the ‘Save’ button – you will be taken back to the first Cert7Summ screen (see illustration at paragraph 9.4).
- Section 12 gives guidance on submitting Cert7Summ applications.

CERT 7 Summ - Application to Lodge Seed Test Reports

![Image of CERT 7 Summ - Application to Lodge Seed Test Reports](image-url)
9.7 If the seed lot is a ‘part’ resample (re-test) click on the circle next to ‘Resample (re-test)’ and then in the box next to ‘Part resample’ – you will be provided with the screen illustrated below.

- In the ‘Variety’ data field click on the down-arrow button and select the relevant variety from the drop-down list.
- Enter details of the ‘Original Seed Lot Ref No and ‘New Seed Lot Ref No’.
- Enter details of the ‘Net weight (in tonnes), to three decimal places.
- If you wish to enter another seed lot to the application click the on ‘Add another’ button.
- Once you have entered all seed lots click on the ‘Save’ button – you will be taken back to the first Cert7Summ screen (see illustration at paragraph 9.4).
- Section 12 gives guidance on submitting Cert7Summ applications.
Entering a reclean seed lot

The ‘reclean’ seed lot entry type should be used for a seed lot that is being re-entered for certification following re-cleaning. Re-cleaned seed lots will have a new seed lot number.

9.8 If the seed lot is a reclean click on the circle next to ‘Reclean’ – you will be provided with the screen illustrated below.

- In the ‘Variety’ data field click on the down-arrow button and select the relevant variety from the drop-down list.
- Enter details of the ‘Original Seed Lot Ref No’.
- If the seed lot reference number is not in the England & Wales format, select ‘Other format’ to obtain a free-text box in which to enter relevant details. Appendix E gives details of the seed lot reference number format to be used for seed certified outside England & Wales.
- Enter the ‘Net weight (in tonnes), to three decimal places.
- If you wish to enter another seed lot in the same application, click on ‘Add another’.
- Once you have entered all seed lots, click on ‘Save’ – you will be taken back to the first Cert7Summ screen (see illustration at paragraph 9.4).
- Section 12 gives guidance on submitting Cert7Summ applications.
10. ENTERING CERT10 APPLICATIONS

The Cert10 form should be used for the seed test report on a seed lot. Only an LSTS User may enter and submit a Cert10 application. An Applicant User can view a Cert10.

10.1 When you have logged-on as an LSTS User, you will be presented with the screen illustrated below which will automatically show the form ‘Type’ as Cert10.

- Enter the ‘Applicant No’ for the Cert10 that you wish to enter and click on ‘New Application’.
- The Applicant number is the registration number allocated to the Applicant by PVS when they registered to perform a seed industry activity.

10.2 You will be presented with the screen illustrated below.

- Enter the ‘Sample No’ for the seed lot.
- In the ‘Species’ and ‘Variety’ data fields, click on the down-arrow button and select the relevant details from the drop-down list. Varieties are only available after Species is selected.
- Enter the ‘Seed Lot Ref No’ and click on ‘Next’. If the seed lot is a resample (re-test) click in the box next to ‘Resample (re-test)’ before clicking on ‘Next’.

![Application Selection](image)

![Cert10 - Report on a test of seed](image)
10.3 Now the whole form will be displayed on screen as illustrated below.

- You can complete the necessary information making sure that all data fields with the red asterisk, denoting mandatory fields, are completed.

- The format to use for dates is DD/MM/YY.

- For Cert10(Cereal) the value zero can be entered in the ‘Initial Sample’ and ‘Further Sample’ columns by using the TAB key.

- For ‘Tests Passed’ you should indicate all categories/levels at which the seed lot was tested and passed (Y) or tested and failed (N).

- Remember to tick the statement at the base of the form.

- You can now click on ‘Save’ to save the data.

10.4 Section 13 gives guidance on submitting Cert10 applications.
11. PRODUCTION OF INTERIM AND FINAL SEED TEST REPORTS

11.1 The system will allow you to produce a seed test report in the same format as the official Cert10 form which can be printed out and, as applicable, signed by the Analyst-in-charge.

- You can produce the report once you have entered purity data in an application or by opening an application already saved on the system.
- If details of Germination or STZ and Date (Final Report) are not entered the seed test report will automatically be headed as ‘Interim’.
- The seed test report will automatically be headed as ‘Final’ if details of Germination or STZ and Date (Final Report) are present.
- All Cert10 reports produced carry a ‘report date’ and will remain on the system so that, as required, the report can be printed out at anytime.

11.2 To produce the Cert10 report, you need to scroll to the bottom of the form (see the screen illustrated below).

- Click on the ‘Interim/Final Reports’ button.

![Screen Illustration of Interim/Final Reports Button]
11.3 You will be presented with a preview of the information recorded on the Cert10 application (see the screen illustrated below).

- To generate a report enter the ‘Report Date’ (DD/MM/YY) and click on ‘Generate Report’.
11.4 A preview of the report produced will appear on screen as illustrated below.

- To view the report click on the magnifying glass icon under the column headed ‘View Report’.
- The report can then be printed out.
- There is also the option to export the report to Adobe PDF, Microsoft Word or Microsoft Excel.
12. **SUBMITTING APPLICATIONS AND MAKING ON-LINE PAYMENT**

New Cert2, Cert7 and Cert7Summ applications will attract certification fees.

12.1 On the main ‘Application Selection’ screen click on the down-arrow button in the ‘Type’ data field, select the relevant form type from the drop-down list and click on the ‘Search’ button.

- If necessary you can also, by using the down-arrow button and drop-down list select ‘Action’ as ‘New’ and ‘Submit Status’ as ‘Not Submitted’ before clicking on the ‘Search’ button.

12.2 You will be presented with the screen illustrated below (this shows a search by only form ‘Type’).

- You can then select one or more applications that you require to submit by clicking in the box under the heading ‘Select’.

- To submit the applications selected click on the ‘Submit Selected’ button.

12.3 When you have clicked on ‘Submit Selected’, you will be presented with the screen illustrated below.

- Click on ‘Next’.
12.4 You will now be presented with the ‘Application Payment Details’ screen illustrated below.

- This screen will show details of the crops or seed lots submitted and the certification fees due.
- You will need to select the ‘Payment Option’ required, by clicking on the circle next to BACS or Cheque.

![Application Payment Details Screen]

- Select Payment Option:
  - BACS
  - Cheque

BACS and Cheque only
For BACS or Cheque payments please add a meaningful reference number (e.g. cheque number or BACS reference) and an expected completion date or date of cheque.

Ref No: 
Completion Date/Cheque Date: 

2010/2H/09999/0001
Payment via cheque or bacs

12.5 As applicable select either ‘BACS’ or ‘Cheque’ as the ‘Payment Option’ (see the screen illustrated below).

- Enter details of the cheque or BACS ‘Ref No’ – this should be a reference that is meaningful to you.
- Enter the ‘Completion Date/Cheque Date’ (DD/MM/YY) and then click on ‘Make Payment’.

```
Application Payment Details

Select Payment Option:
- BACS
- Cheque

BACS and Cheque only
For BACS or Cheque payments please add a meaningful reference number (e.g. cheque number or BACS reference) and an expected completion date or date of cheque.
Ref No:
Completion Date/Cheque Date: 
```

12.6 You will then be prompted to print out the ‘Application Submission’ confirmation page (see the screen illustration below).

- When you click on ‘OK’ this will automatically open up a print command box – simply choose your printer and click on ‘Print’.
- You may wish to print two copies, as you are required to send a copy of the report with your payment.
12.7 On the printout will be instructions of where to send the cheque or BACS slip.

- Please make sure you also enclose the ‘Application Submission’ confirmation page (see the screen illustrated below) as this will facilitate the payment made to be matched with the correct applications.

12.8 Click on the ‘Go Back’ button to return to the main ‘Application Selection’ screen or on the ‘Log Off’ link to exit the system.

12.9 The applications that you have submitted will show with an action and submit status of ‘New-Awaiting Payment’. This status will change to ‘New-Submitted’ once payment has been received and processed by NIAB.
13. **SUBMITTING APPLICATIONS THAT DO NOT REQUIRE PAYMENT**

New Cert3Summ, Cert4 and Cert10 applications do not attract certification fees.

13.1 On the main ‘Application Selection’ screen click on the down-arrow button, select the relevant form ‘Type’ (Cert3Summ or Cert4) from the drop-down list and click on ‘Search’.

- If you are an LSTS User the form ‘Type’ will automatically show as Cert10 but you may need to enter or change the ‘Applicant No’ to view the Cert10 applications that you require to submit.

- Before clicking on ‘Search’ you may also, by clicking on the down-arrow button and selecting from the drop-down list, enter ‘Action’ as ‘New’ and ‘Submit Status’ as ‘Not Submitted’.

13.2 You will be presented with a screen as that illustrated below (this shows a search based only by form ‘Type’).

- You can select one or more applications that you wish to submit by clicking in the box under the column headed ‘Select’.

- To submit the applications selected click on the ‘Submit Selected’ button.
13.3 When you have clicked on ‘Submit Selected’ you will be presented with the screen illustrated below.

- Click on ‘Next’.

This service has been designed to ensure that your submission details are secure.
To make a submission, click ‘next’.
When you have finished you will be taken back to Seed Certification On-Line.

13.4 The screen that follows (see illustration below) will call for your Password.

- Enter the Password exactly the same as that you used to log-on and click on ‘Next’.

In order to submit your data you are required to sign the data using your Government Gateway User ID and Password. Please supply your Government Gateway Password and then click on Next.

Your User ID

Your Password

13.5 The next screen will provide system generated details of the submission (see screen illustrated below).

- You must click on ‘Finish’ to complete the submission.
- It is not necessary that you print out this page.

You have successfully made a submission.

Your Correlation ID is: 81A55612E7FC4E47BC1A99A9B58747D6
Your Transaction ID is: 2AACFC6AB4DB4E1AB1F353110EA27CF2

Print this Page  Finish
13.6 Details of the applications that you have submitted will now be provided (see screen illustrated below).

- You may want to print out this page(s) for your records.
- Click on the ‘Go back’ button to return to the main ‘Application Selection’ screen or on the ‘Log Off’ link to exit the system.
14. VIEWING, EDITING AND DELETING DATA IN CERT APPLICATIONS

Searching for applications entered

14.1 If you wish to view applications already entered click on the ‘Search’ button.

- This will bring up all applications unless you narrow down the search parameters.

14.2 You can narrow down the search by selecting one or more of the parameters displayed (see the screen illustration below) ie form ‘Type’, ‘Action’, ‘Submit Status’, ‘Species’ and ‘Variety’, and then clicking on ‘Search’.

- To enter details in the aforementioned data fields click on the down-arrow button and make a selection from the drop-down list.

- The ‘Year Received’ (YYYY) may also be used before searching.

14.3 The ‘Search’ facility will also allow you to search by:

- Application ID

- Crop identity number where the form ‘Type’ selected is Cert2, Cert3Summ or Cert4.

- Seed lot reference number where the form ‘Type’ selected is Cert7, Cert7Summ or Cert10.

Note: The search by a Crop ID or SLRN will, if only one record exists, bring up the page that contains the record. Where more than one record exists, the search will bring up a grid showing the applications that contain the record.

14.4 You can search for applications based on the ‘Action’ and ‘Submit Status’.

- This will allow you, for example, to narrow down the search to applications submitted that have been ‘rejected’ by NIAB and need your attention.

- The meanings of the different ‘Action’ and ‘Submit Status’ combinations are given at Appendix C, together with information on the editing functionality available to you.
Viewing data held in an application

14.5 You can view the records contained in an application by clicking on the pencil icon under the heading ‘Edit/View’ – see the screen illustration below.

14.6 The screen that follows (see the illustration below) will show the records (lines) contained within the application.

- To view the data contained in a particular record (line) click on the pencil icon under the column headed ‘Edit/View’.
Editing data held in an application

14.7 The ‘Edit/View’ pencil icon is always displayed but its editing functionality will change depending on an application’s ‘Action’ and ‘Submit Status’ – Appendix C gives relevant details.

14.8 The data in an application with an action and submit status of ‘New-Not Submitted’ can be edited by you.

- Once you submit an application it is locked and cannot be edited – such applications will show as ‘New-Submitted’.

14.9 If there is a problem with an application that you have submitted, NIAB will reject it and the status of the application will then show as ‘New-Rejected’.

- You can amend such applications by using the ‘Edit/View’ pencil icon to display the data – see paragraphs 14.5 & 14.6.

- For ‘New-Rejected’ applications you should amend only the records (lines) that caused the application to be rejected by NIAB.

- The application will keep the status of ‘New-Rejected’ until it is resubmitted.

14.10 There will be occasions where a data field within a record cannot be amended.

- In such cases you will need to delete either the erroneous record (line) or delete the whole application – see paragraph 14.15.

14.11 If the action and submit status of an application is ‘New-Submitted’ or ‘Sent-Accepted’ you will need to contact NIAB in the usual manner to get the data amended.

Editing sown seed lot in a Cert2

14.12 Delete the seed lot reference number(s) that need amending and use ‘Add seed lot’ to enter the correct seed lot reference number(s).

Editing constituent crop or seed lot in a Cert7

14.13 Delete the constituent crop or seed lot that is not correct and enter the constituent crop or seed lot that you require.
Deleting records held in an application

14.12 You can only delete an application or a record (line) in an application that has an ‘Action’ and ‘Submit Status’ of ‘New-Not Submitted’ or ‘New-Rejected’.

- Care should be taken when deleting data as you can either delete the whole application or delete particular records (lines) in an application.

14.13 To delete the whole application you need to be on the ‘Application Selection’ screen (see the screen illustrated below).

- To delete the whole application click on the waste bin icon under the heading ‘Delete’.

14.14 To delete a record (line) in an application you need to click on the ‘Edit/View’ pencil icon on the Application Selection’ screen. This will allow you to view the records (lines) in the application (see the screen illustration below).

- You can then delete a particular record (line) using the ‘Delete’ waste bin icon.
14.15 Not all data fields in an application can be amended. Where a data field within an application cannot be amended, you will need to either delete the record (line) or delete the whole application.

- If an application contains more than one record (line) you can delete the erroneous record and enter a new record in the same application.

- If an application contains one record (line) only you may need to delete the whole application and enter a new application or you may be able to enter a new record and then delete the erroneous record (line).

14.16 Applications or records (lines) within an application with an action and submit status of ‘Sent-Accepted’ can be deleted only by NIAB.
15. REPORTS AVAILABLE FROM ESP

15.1 To access the reports, click on the ‘Reports’ button on the main ‘Application Selection’ screen (see illustration below).

15.3 When you have clicked on ‘Reports’ you will be presented with the screen illustrated below.

- The ‘Applications’ report is already selected by default. To select the report that you require the circle next to the report description ie ‘Applications’, ‘Produce Crop Inspection Report Labels’ or ‘Payments’.

- Enter the report parameters required and click on ‘Show Report’ – the paragraphs that follow give guidance on the production of each of the reports available.
Report on applications

15.4 For details of applications you can refine the report by selecting ‘Species’ and ‘Variety’, form ‘Type’ or a date (DD/MM/YY) range - see the screen illustrated below.

![Screen Illustration]

15.5 When you click on ‘Show Report’ you will be presented with the screen illustrated below, showing a preview of the report.

- Select an ‘Export option’ and click on ‘Export’.
- Along with the usual export options you also have a ‘CSV’ option which will export the report into Microsoft Excel in column format.

Crop inspection report labels

15.6 Section 5 gives details on the production of labels for use with the Cert3 crop inspection cards.
Report on payments made

15.7 For details of a payment you can refine the report by selecting an ‘Application ID’, ‘Payment Ref’, ‘Payment Date (DD/MM/YY)’ or form ‘Type’.

- After selecting form ‘Type’ you can enter only an application ID that was contained in a batch submitted. The report will bring up details on all the applications that were included in the batch submitted.

15.8 When you click on ‘Show Report’ you will be presented with the screen illustrated below.

- Select an ‘Export option’ and click on ‘Export’.
16. ENTERING CERT APPLICATIONS USING THE BULK SUBMISSION FACILITY

If you hold certification data in your own IT systems you can use this to generate XML messages and submit these to the Seed Certification On-Line system, thus avoiding the need to retype the information into the web forms.

XML Schema definitions and examples

16.1 To view the XML schema definitions and examples, click on ‘XML Schemas’ listed under the ‘Main Menu’ (see the screen illustration below).

Submitting an XML file

16.2 Before you can submit your XML file you must first create it using your in-house IT system.

- Save the file somewhere on your Desktop or C drive ready for uploading.

16.3 To use the bulk submission facility click on the ‘Bulk Submission’ link from the Main Menu (see screen illustrated below).
16.4 You will be presented with a screen (see illustration below) to log-on to the system.

Security Validation

Please enter your Government Gateway User ID and Password and click on Next.

<table>
<thead>
<tr>
<th>Your User ID *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Password *</td>
<td></td>
</tr>
</tbody>
</table>

OR select one of the other options below and then click on Next.

- I have a digital certificate
- I have not yet registered with the Government Gateway and do not have a User ID and Password
- I have registered with the Government Gateway, but have not yet enrolled for this service
- I have registered with the Government Gateway, but have forgotten my User ID and Password

Unauthorized access may constitute a criminal offence.

Please note that in order to login, your browser must be configured to accept cookies.

Exit | Next

16.5 When you have logged-on to the system, the screen illustrated below will be provided.

- Click on the down-arrow button and select from the drop-down list the ‘Type’ of form you wish to upload.
- Then click the ‘Browse’ button to search for your XML file.
16.6 Search for the XML file and highlight it in the window that opens.

- Then click on ‘Open’.

16.7 When you have selected the XML file, click on ‘Test’ to validate the file or ‘Submit’ to submit the file.

- The ‘Test’ function is only checks the validity of the format of the XML file and the data values.

- Further validation checks are applied to the data in the XML file when the ‘Submit’ function is used.

16.8 The applications contained in the XML file are uploaded to the system and any fees due are calculated automatically. You will, as applicable, asked to enter payment details.

- See Section 12 on how to submit applications that require payment or Section 13 on how to submit applications that do not require payment.
OVERVIEW OF ESP MODULES & SEED CERTIFICATION ON-LINE DATA FLOWS

The following modules comprise the on-line system for the
Electronic data delivery for the Seeds and Plant breeding industry (ESP)

![Diagram showing the modules and data flows]

- NL & Non-NL Varieties
- Seed Certification
- Enforcement
- Certification Fees
Overview of data flows related to the ESP Seed Certification On-Line system

Applicant & LSTS Users

- IT systems used locally
  - data uploaded using XML formatted file
  - data entered manually

ESP Seed Cert On-Line

ESP-Cosacs interface
(data validation checks undertaken)

- Business response 'rejected'
- Business response 'accepted'

Data passes validation?

- No
- Yes

Cosacs
(Certification of seeds and crops system - held at NIAB)
APPENDIX B

TECHNICAL REQUIREMENTS FOR ACCESSING AND USING THE ESP SYSTEM

1. To access the Seed Certification On-Line website on your PC you will need Internet Explorer Browser Version 6.0 or higher.
   - You can check if you have Version 6 by opening Internet Explorer, clicking ‘Help’ and then ‘About Internet Explorer’.

2. Your internet security will need to be set to Medium or High, to allow you to access services provided via the Government Gateway - see paragraph 4 below, items 4.1 to 4.6.

3. Your internet browser will need to allow pop-ups from the on-line website. This can be set-up as follows:
   3.1 Open internet browser
   3.2 Click on ‘Tools’ and highlight ‘Pop-up blocker’
   3.3 Select ‘Pop-up Blocker Settings …’
   3.4 In the ‘Address of web site to allow’ enter *.defra.gov.uk
   3.5 Click on ‘Add’ and close the form

4. To view the varieties in the drop-down list your internet browser will need to enable Javascript. This can be set-up as follows:
   4.1 Open browser
   4.2 Click Tools then Internet Options on menu bar
   4.3 Select Security tab
   4.4 Select Internet Web content zone
   4.5 Click Custom Level button to open Security Settings window
   4.6 Select Medium in Reset To: ie from dropdown list at bottom and click Reset – click Yes to confirm
   4.7 Scroll down Settings list until Scripting section is displayed
   4.8 Under Scripting there is a category called Scripting of Java applets – select Enable
   4.9 Under Scripting there is a category called Active Scripting - select Enable
   4.10 If you have a heading of Microsoft VM and a category called Java permissions – set this to High safety
   4.11 Click OK button

5. To export reports to Microsoft Word your PC should be set-up as follows:
   5.1 Right Click the 'Start' button on the bottom left of the screen
   5.2 Select ‘Explore’ this opens File Explorer
   5.3 In the File Explorer window click on the ‘Tools’ menu option at the top of the page
   5.4 Click the 'Folder Options' menu item
APPENDIX B – continued

5.5 On the 'Folder Options' page select the 'File Types' tab
5.6 Scroll down the 'Registered File Types' list box until you find "DOC Microsoft word document" make sure that this list item is highlighted
5.7 Now, click the 'Advanced' button at the bottom of the 'File Types' page
5.8 Make sure that the 'Confirm open after download' and 'Browse in same window' check boxes are unchecked.
5.9 Click the OK button
5.10 Close the File Explorer

6. To export reports to Microsoft Excel your PC will need to be set as per item 5 above, except at stage 5.6 you will need to select "XLS Microsoft Excel Worksheet".

7. Pop-up not being displayed even though the pop-up blocker has been disabled.
   On the browser menu bar, click Tools> Compatibility View and check box next to View All Websites in Compatibility View. Close the browser and e-open (for the setting to take effect).

8. The maximum file size for bulk uploads is 24MB.

Business response email notification

9. When your application is processed by NIAB you will be sent a business response email to confirm whether the application has been accepted or rejected. To receive such emails an email address needs to be registered in the ESP Enforcement system.

   • The email address registered in the ESP Enforcement system for a company is normally that of the 'Nominated Contact'.

   • If you are not the nominated contact but need to see the business response emails, you can do so by asking the nominated contact to use 'Tools' and 'Rules Wizard …' (when in 'Microsoft Outlook') to forward automatically to you the emails in question.

   • If you want to update or change the nominated contact's email address, please notify the Seed Certification: seed.cert@apha.gsi.gov.uk
### MEANING OF AN APPLICATION’S ACTION AND SUBMIT STATUS COMBINATION

<table>
<thead>
<tr>
<th>Action-Submit Status</th>
<th>Meaning and editing functionality available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New-Not Submitted</strong></td>
<td>This is an application that has been entered in ESP but has not yet been submitted. The application will remain on the system until it is deleted. If you entered the application you will be able to edit such applications.</td>
</tr>
<tr>
<td><strong>New-Pending</strong></td>
<td>This is an application that has been submitted correctly but due to a technical fault will need to be submitted again by you. If you use the F4F Portal to upload applications, all Cert 4 and Cert 10 applications uploaded will show as New-Pending. The F4F User will need to submit such applications. You will not be able to edit but not delete the New-Pending applications.</td>
</tr>
<tr>
<td><strong>New-Submitted</strong></td>
<td>This is an application that you have submitted and is waiting to be processed by NIAB. You will not be able to edit such applications.</td>
</tr>
<tr>
<td><strong>New-Awaiting Payment</strong></td>
<td>This is an application that you have submitted but where the certification fees due is being paid by cheque or BACS. Once the payment is received by NIAB, the submit status will change to submitted. You will not be able to edit such applications.</td>
</tr>
<tr>
<td><strong>New-Rejected</strong></td>
<td>This is an application that has been rejected by NIAB due to erroneous data. You will receive a business response email giving the reason for rejecting the application and you will be asked to correct and re-submit such applications. You will be able to edit such applications.</td>
</tr>
<tr>
<td><strong>Sent-Accepted</strong></td>
<td>This is an application that has been processed successfully on to Cosacs by NIAB. Only NIAB is able to edit such applications. You will not be able to edit such applications.</td>
</tr>
<tr>
<td><strong>Sent-Deleted</strong></td>
<td>This is an application that was previously accepted but has subsequently been deleted by NIAB. Such applications will remain on the system but they cannot be edited further.</td>
</tr>
<tr>
<td><strong>Amend-Not Submitted</strong></td>
<td>This is a previously accepted application that NIAB has amended and remains to be re-submitted. You will not be able to edit such applications.</td>
</tr>
<tr>
<td><strong>Amend-Submitted</strong></td>
<td>This is a previously accepted application that NIAB has amended and re-submitted. You will not be able to edit such applications.</td>
</tr>
<tr>
<td><strong>Delete-Not Submitted</strong></td>
<td>This is a previously accepted application that has been deleted by NIAB and remains to be re-submitted. You will not be able to edit such applications.</td>
</tr>
<tr>
<td><strong>Delete-Submitted</strong></td>
<td>This is a previously accepted application that has been deleted by NIAB and re-submitted. You will not be able to edit such applications.</td>
</tr>
</tbody>
</table>
APPENDIX D

PREVIOUS CROPPING DATA CLASSIFICATIONS AND CODES

The previous cropping classifications and codes that are used in ESP for the various crop or species group are indicated below (Y).

<table>
<thead>
<tr>
<th>Previous cropping data classifications and codes</th>
<th>Crop Group/ Species of Crop Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cereals</td>
</tr>
<tr>
<td>SV Same species and same variety</td>
<td>Y</td>
</tr>
<tr>
<td>DV Same species but different variety</td>
<td>Y</td>
</tr>
<tr>
<td>SS Same species as crop entered</td>
<td>Y</td>
</tr>
<tr>
<td>OR Other ryegrass species</td>
<td>Y</td>
</tr>
<tr>
<td>OG Other grass</td>
<td>Y</td>
</tr>
<tr>
<td>SC Seed bearing crucifer</td>
<td>Y</td>
</tr>
<tr>
<td>AC Any crucifer</td>
<td>Y</td>
</tr>
<tr>
<td>BT Beet (fodder &amp; sugar)</td>
<td>Y</td>
</tr>
<tr>
<td>LU Lupins</td>
<td></td>
</tr>
<tr>
<td>AO Any other crop, set aside/fallow, etc</td>
<td>Y</td>
</tr>
<tr>
<td>MC Multiple Cropping – specify</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Note:** In ESP the number years for which previous cropping data are required is based on ‘minimum compatibility’ as opposed to ‘good practice’ requirements.
1.0 General

1.1 Whilst logged-on in ESP you should not use the ‘Back’ button at the top left hand corner of the screen.
   - You should use only the buttons provided on the on-line form eg ‘go back’ or ‘cancel’.

1.2 Some screens take a little longer than others to refresh - you should allow time for screens to refresh before activating a ‘button’.

1.3 Locating a variety in the drop-down list – you can enter one or more characters to locate the variety name.

1.3 If you cannot find a variety you require in the drop-down list, please contact the ESP helpdesk.
   - Before contacting the helpdesk you can check the list of valid variety names that can be viewed via the ‘Bulk Submission’ link on the Home page.

1.4 When submitting applications, ensure that you click on ‘Finish’ before exiting the system.

1.5 All data fields with a red asterisk alongside are mandatory fields ie the field must be completed.
   - This does not wholly apply to the ‘IACS Field Number’ data field in a Cert2 application – in this case, if the IACS number is not known then the ‘Field Name’ must be completed.

1.6 When entering or submitting data any error messages will appear at the top or bottom of the screen – as applicable scroll the screen to view all the error messages.

2.0 Logging-on

2.1 If you hold your User ID in a (read-only) spreadsheet, you can use ‘copy and paste’ to enter the User ID when logging-on to ESP ie instead of typing the 12-character long User ID. The User IDs issued cannot be changed.

2.2 If you were issued with a system generated (12-character long) Password you can change this via the Government Gateway website to something that will be easier to remember.

2.3 When you are logging-on to ESP update, as applicable, your Government Gateway registration details that appear on screen.
2.4 If you receive the message ‘Unable to log you in’ and the error number is 80010001 – 80010002, this will be because the User ID and or Password that you used is not correct. You should note that the system locks out the User for two hours after three successive failed attempts to log in.

3.0 Reporting system errors to the ESP helpdesk

System errors should be reported to the helpdesk by email and should provide a screenshot of the error message and provide details on what you were doing on the system at the time the error message was received.

4.0 Seed lot reference number format – When bulk uploading data the seed lot reference number must be shown as follows:-

4.1 England and Wales seed lots – The year as four digits, applicant number as five digits, and the lot number as four digits eg 2011/1H/09999/0001

4.1 For seed lots certified in Scotland - The seed lot reference number should be entered in ESP exactly as that stated on the label eg 07/3026/142/2/1H/3026/01.

4.2 For seed lots certified abroad, the seed lot reference number should be entered in ESP using only numbers and letters ie spaces, hashes, dashes, etc should not be included - see examples given below. Ensure the number 1 or 0 and letters I or O are entered correctly.

<table>
<thead>
<tr>
<th>Seed lot reference number on label:</th>
<th>Enter reference number in ESP as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F0076S400063 N</td>
<td>F0076S400063N</td>
</tr>
<tr>
<td>D/BN 4127/0064</td>
<td>DBN41270064</td>
</tr>
<tr>
<td>DK 07BA919-1</td>
<td>DK07BA9191</td>
</tr>
<tr>
<td>TIW 123/09-37</td>
<td>TIW1230937</td>
</tr>
</tbody>
</table>

5.0 Ways of speeding-up manual data entry

5.1 Instead of using the mouse to click in the data fields you can use the TAB key to navigate through most of the data fields and also to select an ‘action’ button on a form. You can then use the ENTER key to activate the button.

5.2 When selecting information from the drop-down lists, after you have clicked on the down-arrow button you may enter the first letter only to reduce the list of options to select from.

5.3 For Cert2 use the ‘look-up’ facility to obtain details of the crop address and grower that were previously entered under a particular Farm Holding Number.
5.4 For Cert2 use the same application to enter up to nine crops that belong to the same sown seed lot(s) and category/level entered.

5.5 For Cert3Summ, once the corresponding Cert2 applications are ‘sent-accepted’, use the ‘get matches’ facility to select crops from a pick-list.

5.6 For Cert4, once the corresponding Cert3Summ applications are ‘sent-accepted’, use the ‘get matches’ facility to select crops from a pick-list.

5.7 For Cert10(Cereal) use the TAB key whilst in the ‘initial sample’ and ‘further sample’ columns to populate the field with a zero.

6.0 Business response emails

6.1 This ‘application accepted’ email only indicates that the data in the applications you submitted were processed successfully by NIAB (on to Cosacs). It should be noted that this business response email is not a replacement for the ‘acknowledgement letter’ sent by NIAB to notify you of crops entered and seed lots certified.

6.2 The ‘application rejected’ email will indicate the Cert records within an application that need to be corrected.

6.3 You cannot reply to the business response emails – if you need to respond, use the email address of your usual contact person at NIAB.

6.4 The business response will be sent to the email address of the Nominated Contact (NC) that is held in the ESP Enforcement system. If this email needs to be viewed by persons other than the NC, you can when in Microsoft Outlook use Tools>Rules Wizzard to auto-forward the emails to one or more named recipients.

7.0 Re-submitting Cert2, Cert7 & Cert7Summ applications

This relates to new-rejected applications that need to be amended and re-submitted.

- You will not be able to re-submit ‘payment’ applications across batches – only applications within the original batch submitted may be re-submitted together.

8.0 Payment details

8.1 A NIAB User is able to enter and submit Cert 2, Cert 7, & Cert 7 summ applications on behalf of Applicants and set the payment option as BACS or Cheque. Such ‘awaiting payment’ applications will be processed in the normal way after the payment has been received at NIAB.
9.0 **Bulk uploads**

9.1 ‘Test’ and ‘submit’ functionality. The ‘test’ function checks that the XML file is the correct format and the data values used are valid. The ‘submit’ function applies data validation checks to the XML file.

9.2 F4F Portal and reporting of SOAP Faults. The system provides the user with the XML file that failed within which is embedded the errors identified. This method of reporting the errors is not user friendly. F4F users can use the ‘test’ function on the on-line system to obtain a summarised and comprehensive report on SOAP faults ie as that provided when the data are uploaded via the On-line system.

10.0 **Re-sending User ID**

10.1 The re-sent User ID will take 2 to 7 days to be received – this will be posted to the company address held in the ESP Enforcement system.

A Password cannot be re-issued until 3 clear days have elapsed since the User ID was requested to be re-sent. If the User is clear that the email address registered in the Government Gateway (GG) is correct, the User can use the ESP System to obtain a re-issued password – the first 6 characters of the re-issued Password will be displayed on screen and the next 6 characters will be emailed to the address held in the GG.

Only PVS or IBM can access the GG helpdesk system to request that the User ID is re-sent and a Password is re-issued.

The User can, when logging in (via Applications) use the ‘I have registered with the Government Gateway, but have forgotten my User ID and/or Password’ route to obtain the User ID and/or Password.