



# 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 **E**lectronic data delivery for the **S**eeds and **P**lant 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

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## 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](mailto: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](mailto: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.

Welcome to Seed Certification.

Welcome to Defra's Seed Certification Internet site – enabling you to make on-line applications for seed certification in England.

Seed of the main agricultural and vegetable species must be officially certified as having met certain quality standards before it is marketed. Seed certification is the process of certifying that these quality standards are met.

This Internet service offers you significant advantages:-

- On-line checking to ensure fewer errors and greater efficiency;
- Automatic calculation of fees;
- Faster processing of your data;
- Payment on-line;
- On-line acknowledgement that your data has been received.

To start please select one of the menu options on the left hand side

**Main Menu**

- Home
- On-Line User Guide
- Register and Enrol**
- Applications
- Bulk Submission
- XML Schemas
- Administration
- Log Off

Terms and Conditions  
Privacy Policy

**News ...**

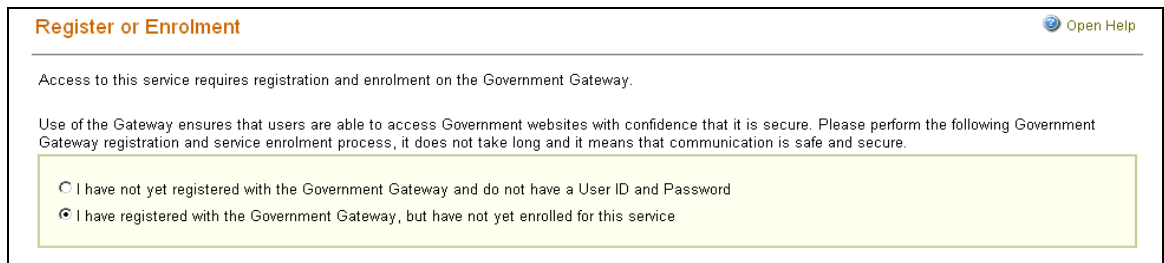
**BAC's payments**  
BAC's payments to Lloyds TSB  
Sort Code: 30-91-58  
Account No: 03979015  
Account name: NIAB/Cert Fees Client A/C

**Help...**

If you have any queries about how to use this site please contact our Customer Service Helpline on 01223 342319 or send us an email at [esphelpdesk@niab.com](mailto:esphelpdesk@niab.com)

## 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.



**Register or Enrolment** [Open Help](#)

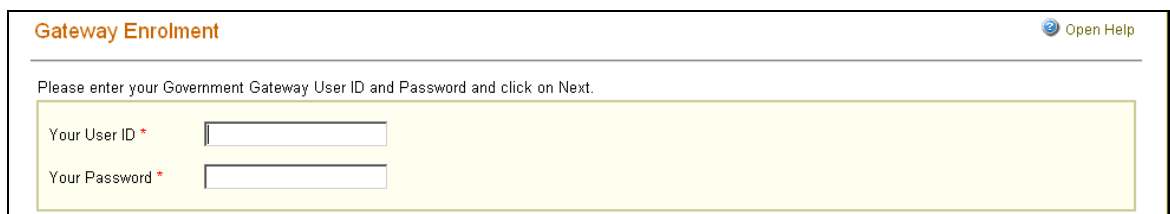
Access to this service requires registration and enrolment on the Government Gateway.

Use of the Gateway ensures that users are able to access Government websites with confidence that it is secure. Please perform the following Government Gateway registration and service enrolment process, it does not take long and it means that communication is safe and secure.

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

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



**Gateway Enrolment** [Open Help](#)

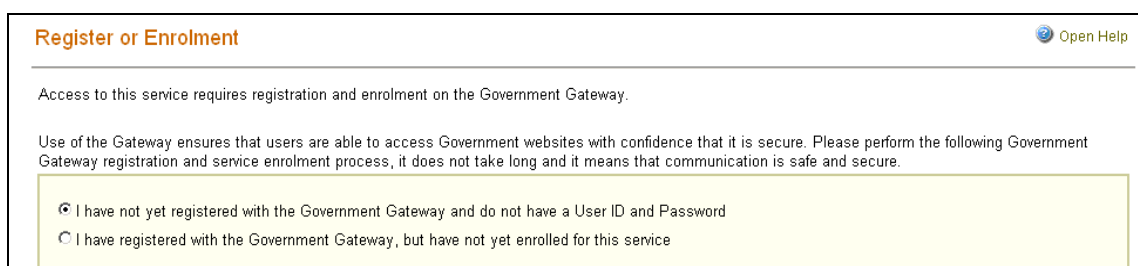
Please enter your Government Gateway User ID and Password and click on Next.

Your User ID \*

Your Password \*

## 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'.



**Register or Enrolment** [Open Help](#)

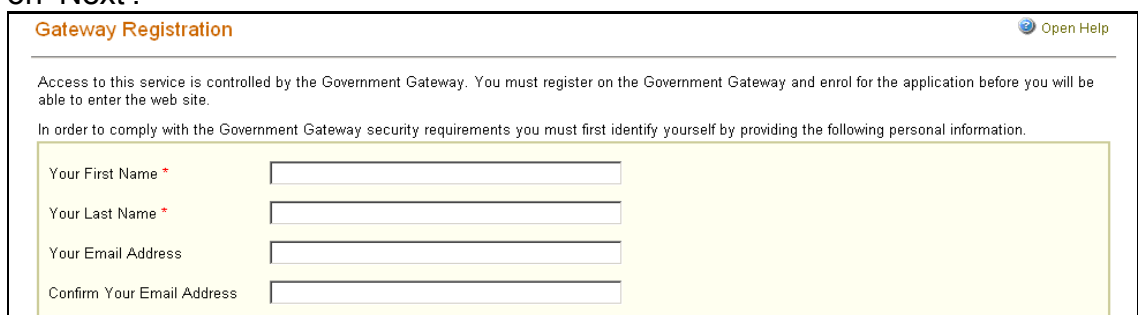
Access to this service requires registration and enrolment on the Government Gateway.

Use of the Gateway ensures that users are able to access Government websites with confidence that it is secure. Please perform the following Government Gateway registration and service enrolment process, it does not take long and it means that communication is safe and secure.

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

## 2.8 Enter details called for in the screen provided (see illustration below) and click on 'Next'.



**Gateway Registration** [Open Help](#)

Access to this service is controlled by the Government Gateway. You must register on the Government Gateway and enrol for the application before you will be able to enter the web site.

In order to comply with the Government Gateway security requirements you must first identify yourself by providing the following personal information.

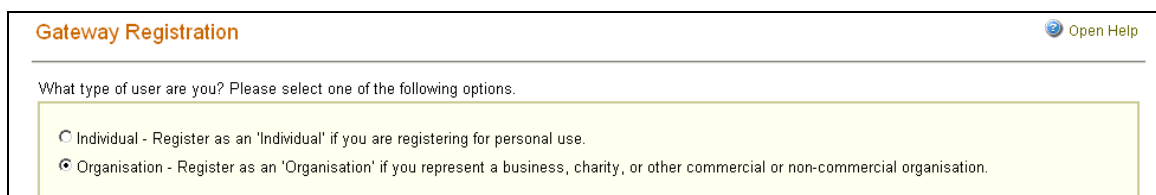
Your First Name \*

Your Last Name \*

Your Email Address

Confirm Your Email Address

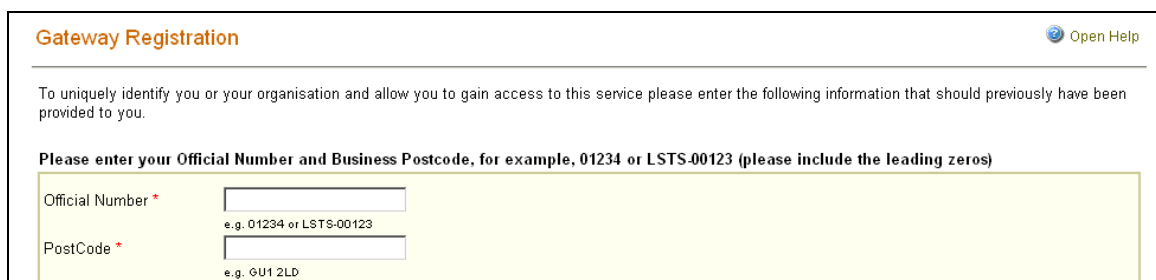
**2.9** On the screen that follows select 'Organisation ...' (see illustration below) and click on 'Next'.



The screenshot shows the 'Gateway Registration' page. At the top right is an 'Open Help' link. Below the header, it asks 'What type of user are you? Please select one of the following options.' There are two radio button options: 'Individual - Register as an 'Individual' if you are registering for personal use.' and 'Organisation - Register as an 'Organisation' if you represent a business, charity, or other commercial or non-commercial organisation.' The 'Organisation' option is selected.

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

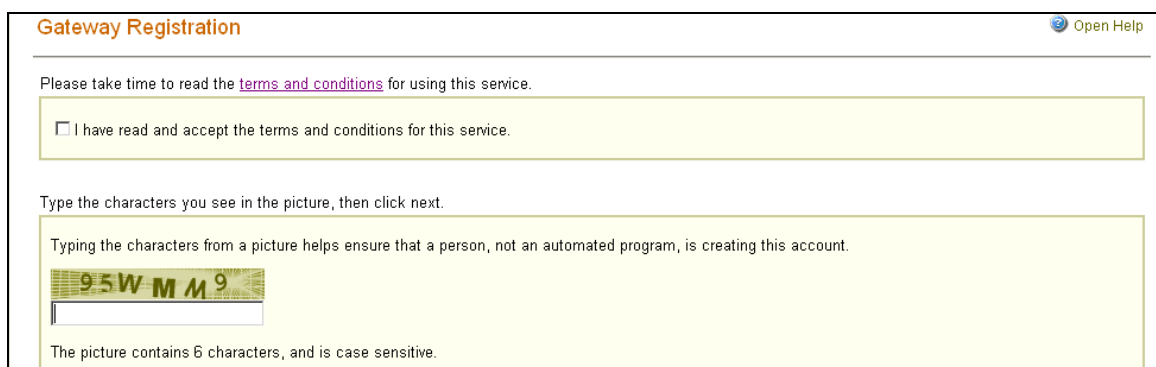
- The Official number will be your company (Applicant) or Licensed Seed Testing Station (LSTS) registration number that was allocated by PVS and held in the ESP Enforcement system as a 'known fact'.
- The Postcode will be that registered as a 'known fact' in the ESP Enforcement system – see paragraph 2.1.



The screenshot shows the 'Gateway Registration' page. It asks '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.' Below this, it says 'Please enter your Official Number and Business Postcode, for example, 01234 or LSTS-00123 (please include the leading zeros)'. There are two input fields: 'Official Number \*' with a placeholder 'e.g. 01234 or LSTS-00123' and 'PostCode \*' with a placeholder 'e.g. GU1 2LD'.

**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.



The screenshot shows the 'Gateway Registration' page. It asks 'Please take time to read the [terms and conditions](#) for using this service.' Below this is a checkbox 'I have read and accept the terms and conditions for this service.' Below that, it says 'Type the characters you see in the picture, then click next.' There is a CAPTCHA image showing the characters '95WMM9'. Below the image is an input field. Below the input field, it says 'Typing the characters from a picture helps ensure that a person, not an automated program, is creating this account.' and '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.

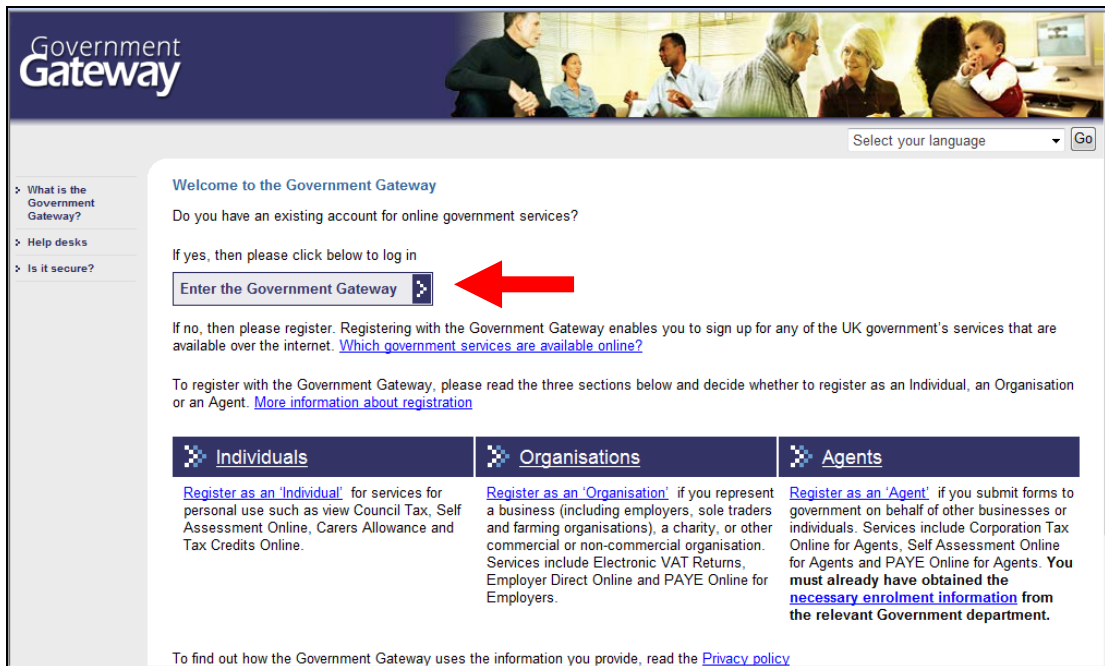
**2.13** You can now immediately use the Seed Certification On-Line system.

## 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](http://www.gateway.gov.uk) and click on the button labelled 'Enter the Government Gateway' (see the screen illustration below).



The screenshot shows the Government Gateway homepage. At the top left is the 'Government Gateway' logo. Below it is a navigation menu with links: 'What is the Government Gateway?', 'Help desks', and 'Is it secure?'. The main content area starts with 'Welcome to the Government Gateway' and asks 'Do you have an existing account for online government services?'. Below this, it says 'If yes, then please click below to log in' and features a button labeled 'Enter the Government Gateway' with a right-pointing arrow. A red arrow points to this button from the right. Below the button, it says 'If no, then please register. Registering with the Government Gateway enables you to sign up for any of the UK government's services that are available over the internet. [Which government services are available online?](#)'. Further down, it says 'To register with the Government Gateway, please read the three sections below and decide whether to register as an Individual, an Organisation or an Agent. [More information about registration](#)'. There are three tabs: 'Individuals', 'Organisations', and 'Agents'. Each tab has a brief description of the registration process. At the bottom, there is a link to the 'Privacy policy'.

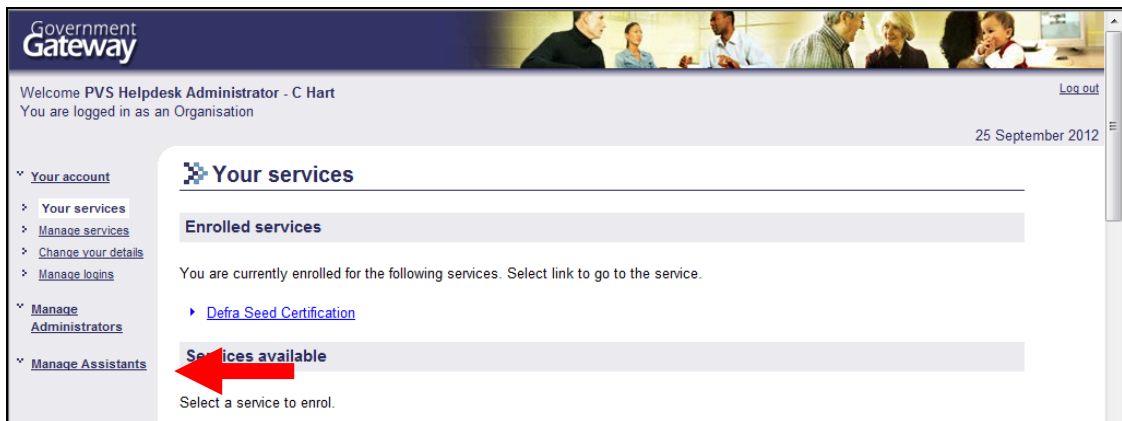
2.16 Enter your User ID and Password and click on 'Login' (see the screen illustration below).



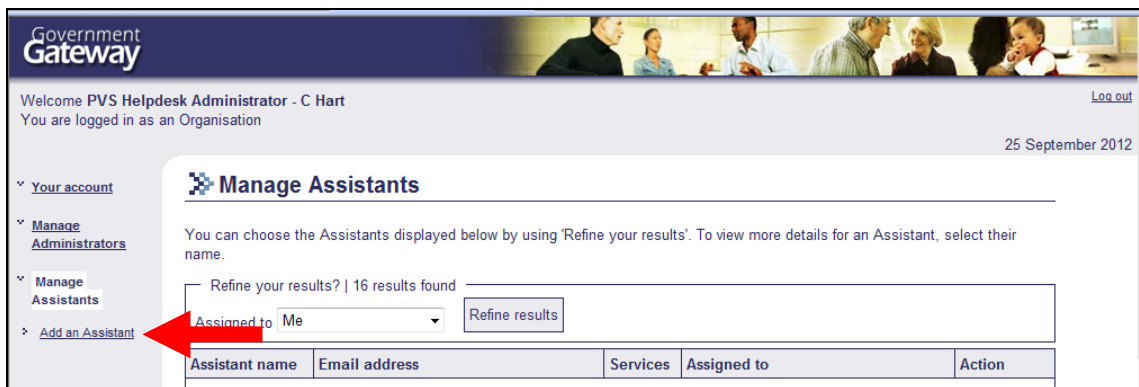
The screenshot shows the Government Gateway login page. At the top left is the 'Government Gateway' logo. Below it is a navigation menu with links: 'What is the Government Gateway?', 'Help desks', and 'Is it secure?'. The main content area starts with 'Government Gateway' and 'Login'. Below this, there is a message: 'You will need to register before you can use our services' with a 'Register' button. Below the message, it says 'Please choose your login method: [Help?](#)'. There are four login methods: 'Digital certificate', 'Chip & pin - respond', 'Chip & pin - identify', and 'One time password'. The 'User ID & password' method is selected. Below this, there is a form with two input fields: 'User ID' and 'Password'. There are links for 'Forgotten your User ID?' and 'Forgotten your password?'. At the bottom of the form are 'Cancel' and 'Log in' buttons. Below the form, there are two bullet points: 'When you have finished your online session, you should either close the browser or log out.' and 'Please do not use the browser back button as it may not function as expected.'



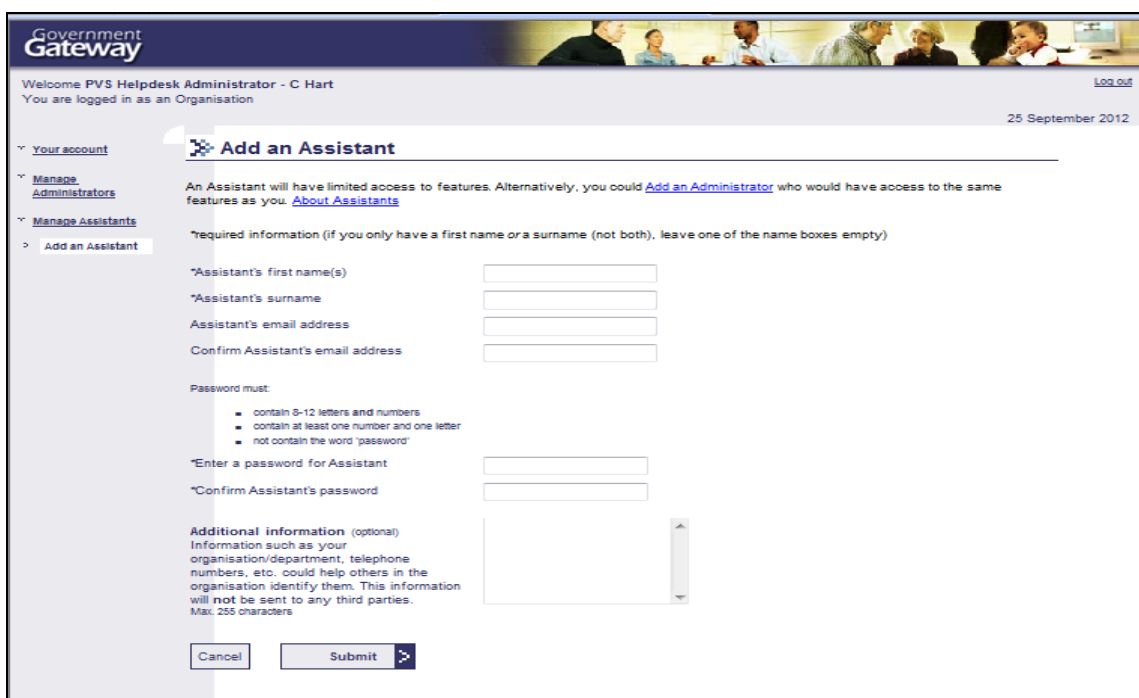
2.17 Click on the link 'Manage Assistants' (see the screen illustration below).



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



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'.



**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.

Government Gateway

Welcome PVS Helpdesk Administrator - C Hart  
You are logged in as an Organisation

Log out

25 September 2012

Your account

Manage Administrators

Manage Assistants

Add an Assistant

### Assign services

All the services that your Assistant, **Tony Watts** can be assigned to are listed below. You should tick the service(s) you wish them to be assigned to. If you would rather do this later, you can edit services in 'Manage Assistants'.

Services

Defra Seed Certification  
OfficialNo : N\*A\*-0\*0 ; Postcode : C\*3\*L\*

Cancel Submit

**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.

Government Gateway

Welcome PVS Helpdesk Administrator - C Hart  
You are logged in as an Organisation

Log out

25 September 2012

Your account

Manage Administrators

Manage Assistants

Add an Assistant

### Confirmation

You have successfully added **Tony Watts** as an Assistant.

**Important**

- Make a note of the below information and inform your Assistant of their User ID and password so they can log in to the Government Gateway.

Assistant's User ID:

Government Gateway  
**2638 1502 3532**

Assistant's password: **tonywatts201**

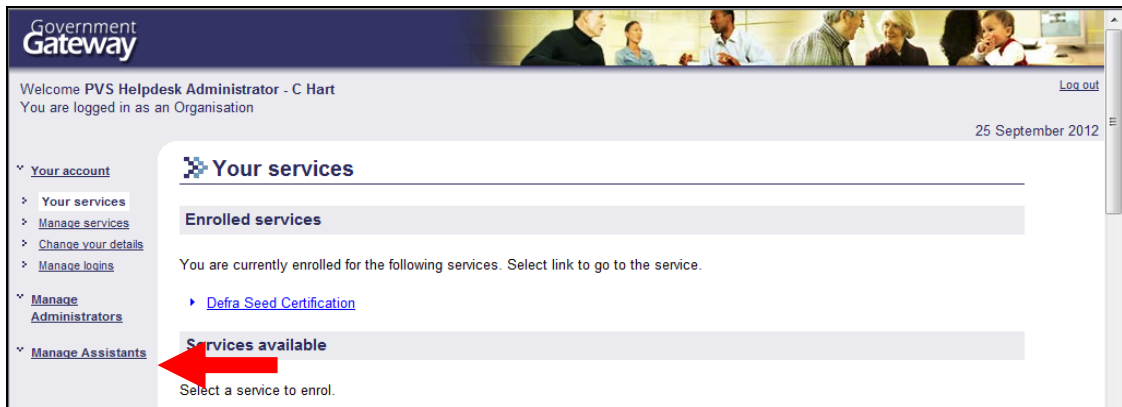
When your organisation is enrolled in a service, you will (typically) receive a letter containing a User ID card similar to the one shown above to be given to the new Assistant. **Please note:** some services, including those operated by HMRC, do not offer this facility.

Where would you like to go next?

[Add another Assistant](#)  
[Add an Administrator](#)  
[Go to Your services](#)

## Deleting an assistant User via the Government Gateway

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



The screenshot shows the Government Gateway interface. The user is logged in as 'PVS Helpdesk Administrator - C Hart'. The main content area is titled 'Your services' and contains sections for 'Enrolled services' and 'Services available'. A red arrow points to the 'Manage Assistants' link in the left-hand navigation menu.

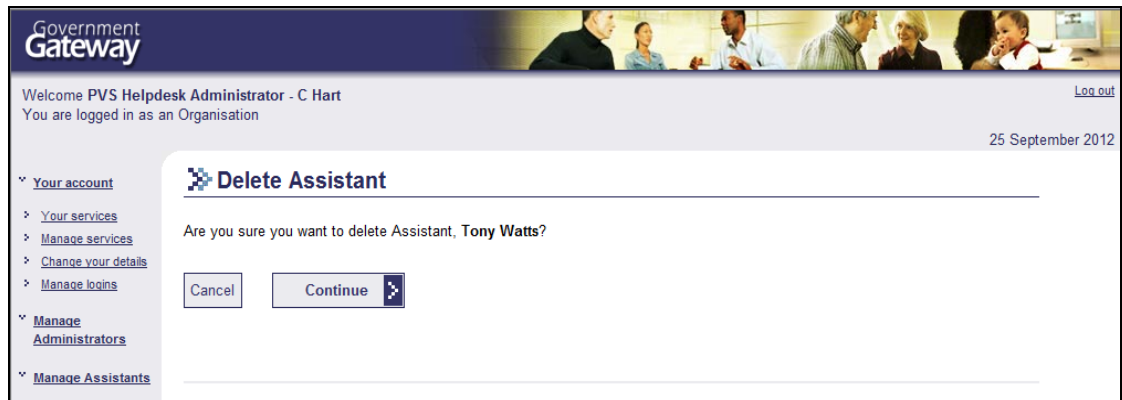
A list of all assistants will be shown, then click on selection list of the name of the assistant you wish to delete:



The screenshot shows a table of assistants. The first row is for 'Tony Watts' with email 'tony.watts@fera.gsi.gov.uk' and '1' assistant. The 'Delete' link is highlighted in blue. Below the table, there are links for 'Add an Assistant' and 'Go to Your services'.

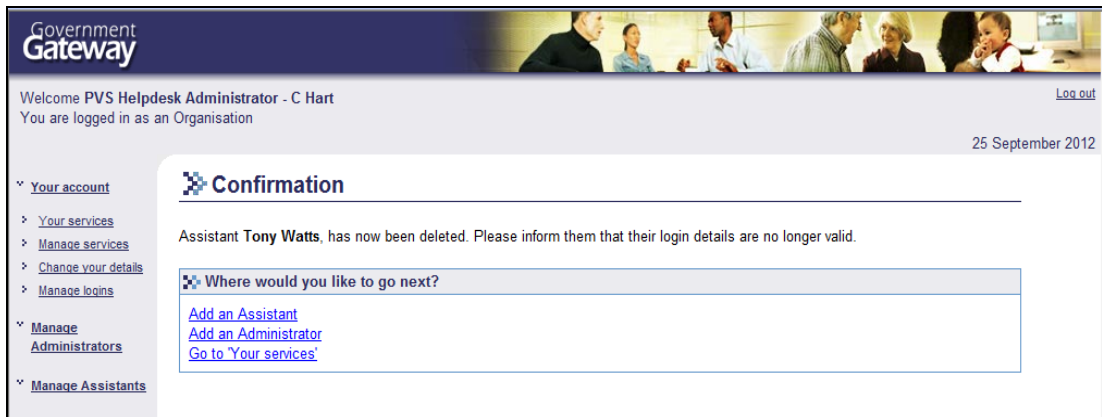
Assistant Name	Email	Count	Actions
<a href="#">Tony Watts</a>	tony.watts@fera.gsi.gov.uk	1	<a href="#">Edit services</a> <a href="#">De-assign</a> <a href="#">Delete</a>

click delete.



The screenshot shows a confirmation dialog titled 'Delete Assistant'. The text asks: 'Are you sure you want to delete Assistant, Tony Watts?'. There are two buttons: 'Cancel' and 'Continue'.

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 users 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).

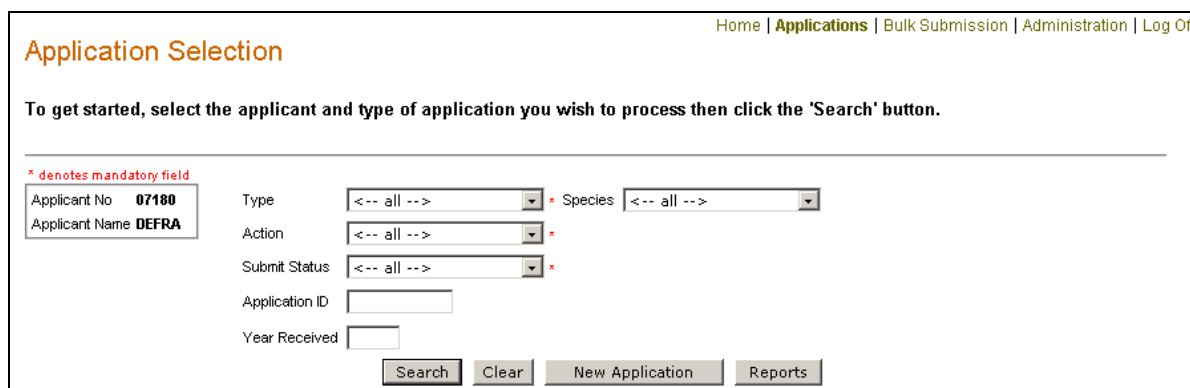


- 3.2 On the screen that follows enter your User ID and Password and click on the 'Next' button.

- 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 eg 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 drop-down 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.

Home | Applications | Bulk Submission | Administration | Log Off

### CERT 2: Crop Entry Notification - All Species

To get started, please supply the details below (including at least one sown seed lot) and then click the "Add crop" button to add crop details.

\* denotes mandatory field

Applicant No 07180  
Applicant Name DEFRA  
Application Id New Application  
Crop Year 2009 \*

Species [dropdown] \*  
Variety [dropdown] \*  
Category / Level [dropdown] \*

Sown Seed Lot(s)  
Add seed lot

Add crop Submit Go back

WARNING: a false statement on this form may mean certification is withdrawn and may result in prosecution.  
[Data Protection Act Statement](#)

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.

### CERT 2: Crop Entry Notification - All Species

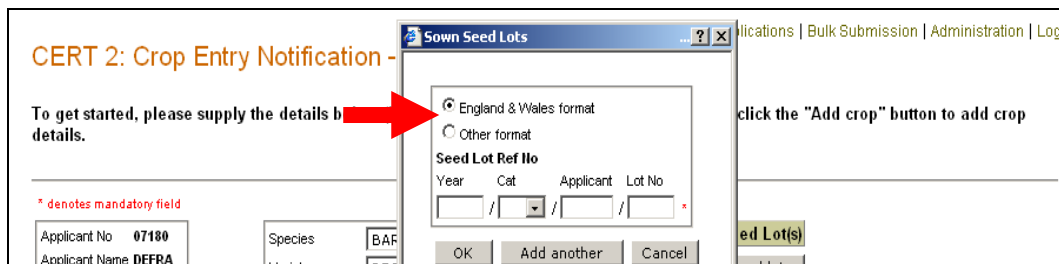
To get started, please supply the details below

\* denotes mandatory field

Applicant No 07180  
Applicant Name DEFRA  
Application Id New Application  
Species [dropdown] \*  
Variety [dropdown] \*  
Category / Level [dropdown] \*  
Sown Seed Lot(s)  
Add seed lot

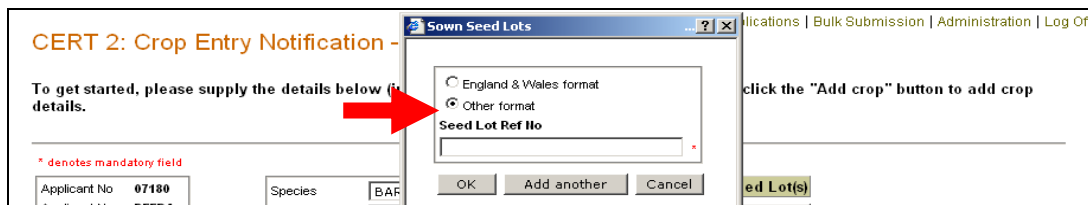
Security Information  
This page contains both secure and nonsecure items.  
Do you want to display the nonsecure items?  
Yes No More Info

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.

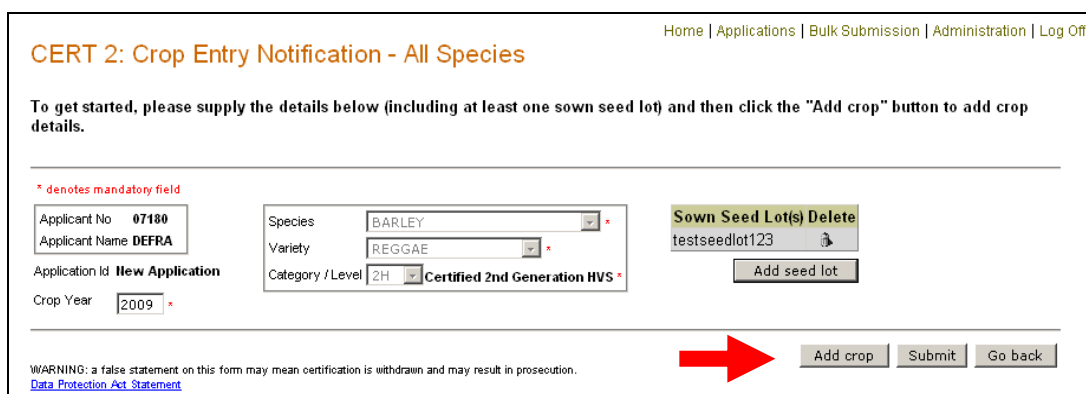


4.5 See the screen illustrations at paragraphs 4.3 & 4.4

- 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.

Home | Applications | Bulk Submission | Administration | Log Off

**CERT 2: Crop Entry**

Applicant No **07180**  
Applicant Name **DEFRA**

**Sown Seed Lot(s)**  
Test for User Guide Review

Species  \*  
Variety  \*  
Category / Level  **Certified** \*

Crop Year **2009**

---

\* denotes mandatory field

Sheet / Line No  /  \*

Farm Holding No  /  /  \*  
e.g. 123456789

IACS Field No     
e.g. SX 1234 5678

Field name

**Lookup crop address & grower's details from previous application** 🔍

**Address of Crop**

Line 1  \*

Line 2

Line 3

Town  \*

County  \*

Postcode

**Crop**

Area (ha)  \*

Year/Season Sown

**Grower**

Forename

Surname  \*

Trading As

Please use same details as seed production aid.

**Contact Numbers \***

Telephone

Mobile

**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'.

Crop Id No	Grower	Farm CPH	IACS Field No	Area Sown (ha)	Year Sown	Edit/View Delete
2009/07180/008/1	Usher	11/111/1111	JJ34567893	1.0	-	

**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**

\* denotes mandatory field

Applicant No **10002**  
 Applicant Name **Fran Foster Seeds**

Type: Cert 2 \*  
 Action: <-- all --> \*  
 Submit Status: <-- all --> \*  
 Year Received:

Species:  \*  
 Variety:

Crop Id No  
 Year:  / Applicant: 10002 / Sheet:  / Line:

Page 1 of 2 pages

Application Id	Date Received	Species	Variety	Action	Submit Status	Select	Edit/View	Delete
1617	13/08/2004	BARLEY	BRAZIL	New	Not Submitted	<input type="checkbox"/>		
1591	28/07/2004	WHEAT	JESTER	New	Submitted			
1572	27/07/2004	WHEAT	FALSTAFF	New	Submitted			

### 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.

\* denotes mandatory field

Sheet / Line No:  /  \*

Farm Holding No:  /  /  \*  
 e.g. 12/345/6789

IACS Field No:      
 e.g. SX 1234 5678

Field name:

Lookup crop address & grower's details from previous application

Crop:

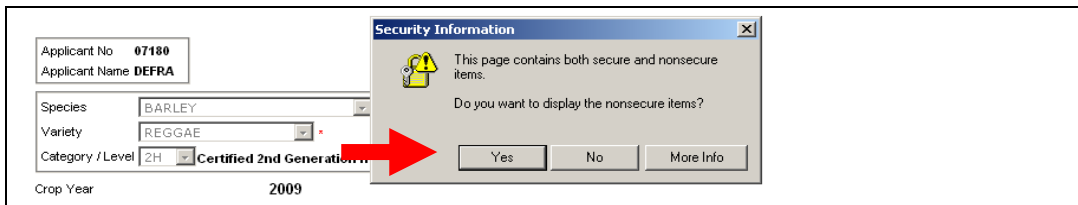
Area (ha):  \*

Year/Season Sown:

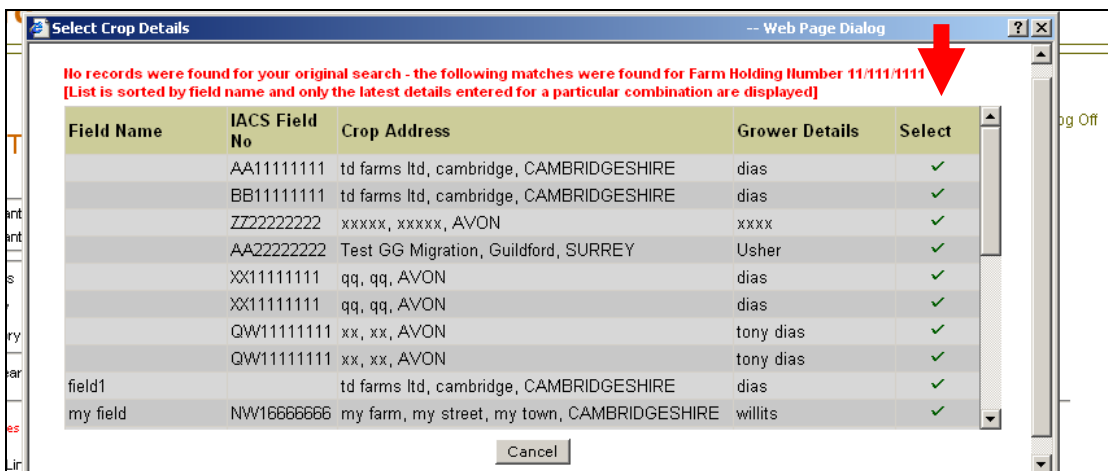
Grower: Forename:  Surname:  \*  
 Trading As:

**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).

Application Selection

Home | Applications | Bulk Submission | Administration | Log Off

To get started, select the applicant and type of application you wish to process then click the 'Search' button.

\* denotes mandatory field

Applicant No 07180  
Applicant Name DEFRA

Type <-- all --> \* Species <-- all --> \*  
Action <-- all --> \*  
Submit Status <-- all --> \*  
Application ID  
Year Received

Search Clear New Application Reports

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.

Applicant Reports

Home | Applications | Bulk Submission | Administration | Log Off

Applicant No 10002  
Applicant Name Fran Foster Seeds

Applications Species Variety Type Cert 2 \*  
Date Received: Start Date End Date

Produce Crop Inspection Report Labels Species BARLEY Variety Submit Status <-- all --> \*  
Year Received

Payments Application ID Payment Ref Payment Date Type Cert 2 \*

Enter date as d/m/yy or dd/mm/yy eg. 1/3/04 or 01/03/04

Show Report Go back

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'.

Home | Application

### Applicant Reports

**Export options**

PDF

Word

Excel

Export

Go back

APPLICANT'S NAME:- Fran Foster Seeds      CID: 2004/10002/001/1

SPECIES:- BARLEY

GROWER'S NAME AND ADDRESS: willits  
my farm  
my street  
my town  
CAMBRIDGESHIRE  
CB1 3TG

VARIETY:- ALIZE

CATEGORY:- 1L

AREA:- 10.00

Please Detail LABEL No's

TELEPHONE:- 01223 342379 /

FARM HOLDING NO:- 11/111/1111

IACS FIELD NO. NW11111112

Seed Lot(s) Sown:- 2004/PB/10002/0001

APPLICANT'S NAME:- Fran Foster Seeds      CID: 2004/10002/001/1

SPECIES:- BARLEY

GROWER'S NAME AND ADDRESS: willits  
my farm  
my street  
my town  
CAMBRIDGESHIRE  
CB1 3TG

VARIETY:- ALIZE

CATEGORY:- 1L

AREA:- 10.00

Please Detail LABEL No's

TELEPHONE:- 01223 342353 /

FARM HOLDING NO:- 11/111/1111

IACS FIELD NO. NW11111114

Seed Lot(s) Sown:- 2004/PB/10002/0003

APPLICANT'S NAME:- Fran Foster Seeds      CID: 2004/10002/002/1

SPECIES:- BARLEY

GROWER'S NAME AND ADDRESS: willits  
my farm  
my street

VARIETY:- ARTIST

CATEGORY:- 1L


APPLICANT'S NAME:- Fran Foster Seeds      CID: 2004/10002/002/1

SPECIES:- BARLEY

GROWER'S NAME AND ADDRESS: Fran Foster  
My Farm  
My Street

VARIETY:- ARTIST

CATEGORY:- 1L



## 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.

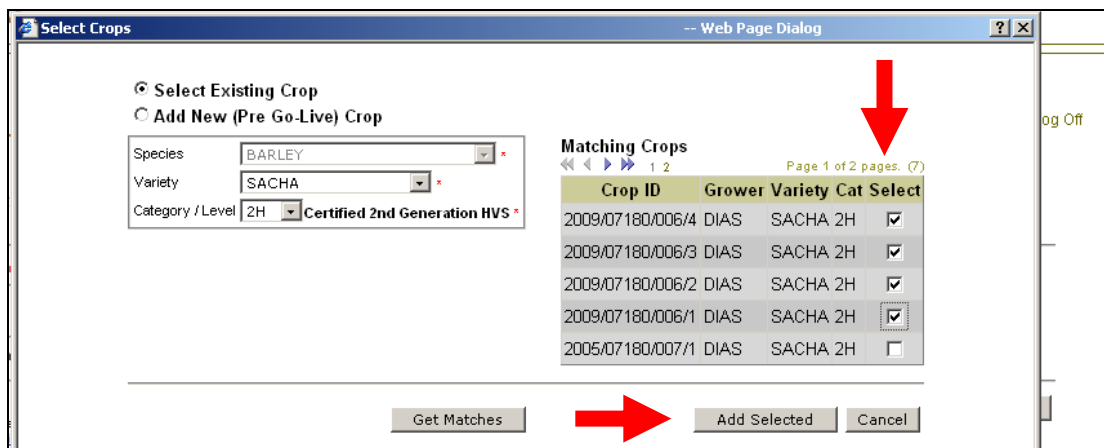
6.3 The screen that will appear (see the illustration below) will ask for the variety and category/level of the crops for which you require to enter a Cert3Summ.

- In the ‘Variety’ and ‘Category/Level’ data fields click on the down-arrow 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'.

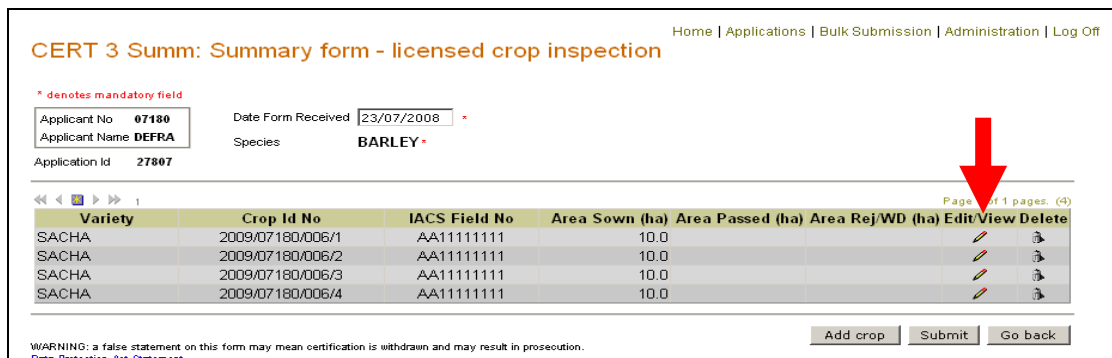
- Select the crops you wish to enter a Cert3Summ for, by clicking in the box under the heading 'Select'.
- When you have selected the crops you require click on 'Add Selected'.

**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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> 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.

**CERT 3 Summ: Summary form - licensed crop inspection**

Home | Applications | Bulk Submission | Administration | Log Off

\* denotes mandatory field

Applicant No **07180**  
Applicant Name **DEFRA**

Species **BARLEY**  
Variety **SACHA**

Crop Id No **2005/07180/007/1**      Grower  
Area Sown (ha) **10.0**      Forename **Tony**  
Area Passed (ha)       Name **Dias**  
Area Rej/MD (ha)       Trading As **lwagtail and grub ltd**

Code	Description	Passed
2L	Certified 2nd Generation minimum standards	<input type="checkbox"/>
2H	Certified 2nd Generation HVS	<input type="checkbox"/>

1st Inspection	2nd Inspection	Inspector Numbers	3rd Inspection	4th Inspection	5th Inspection
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save   Next crop   Prev crop   Go back [previous page]   Go back [first page]

**6.7** 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'.

Select Crops   -- Web Page Dialog

Select Existing Crop  
 Add New (Pre Go-Live) Crop

Species **BARLEY**  
Variety **RELIEF**  
Category / Level **2H Certified 2nd Generation HVS**

Crop Id No			
Year	Applicant	Sheet	Line
<b>2002</b>	<b>07180</b>	<b>11</b>	<b>1</b>

Add New   Cancel

**6.8** 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'.

## CERT 3 Summ: Summary form - licensed crop inspection

\* denotes mandatory field

Applicant No **07180** Date Form Received  \*  
Applicant Name **DEFRA** Species **BARLEY\***  
Application Id **34962**

« < > » 1

Page 1 of 1 pages. (1)

Variety	Crop Id No	IACS Field No	Area Sown (ha)	Area Passed (ha)	Area Rej/WD (ha)	Edit/View	Delete
SACHA	2008/07180/666/1			10.0	0.0		

WARNING: a false statement on this form may mean certification is withdrawn and may result in prosecution.  
[Data Protection Act Statement](#)



### 6.9 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.

CERT 4 - Notification of bulking of crops

Home | Applications | Bulk Submission | Administration | Log Off

To get started, please supply the details below and then click the "Add bulk" button to add bulk details.

\* denotes mandatory field

Applicant No **07180**  
Applicant Name **DEFRA**  
Application id **New Application**

Species [ ]

**Add bulk** **Submit** **Go back**

[Data Protection Act Statement](#)

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.

CERT 4 - Notification of bulking of crops

Home | Applications | Bulk Submission | Administration | Log Off

\* denotes mandatory field

Applicant No **07180**  
Applicant Name **DEFRA**

Species [ BROWN TOP ]  
Variety [ GRASSLANDS SEFTON ]  
Category / Level [ CS ] **Certified \***

**Crops**  
Page 1 of 1 pages. (0)

Crop Id No	Grower	Delete
		<b>Add crop</b>

**Go back [previous page]** **Go back [first page]**

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.

CERT 4 - Notification of bulking of crops

Home | Applications | Bulk Submission | Administration | Log Off

\* denotes mandatory field

Applicant No **07180**  
Applicant Name **DEFRA**

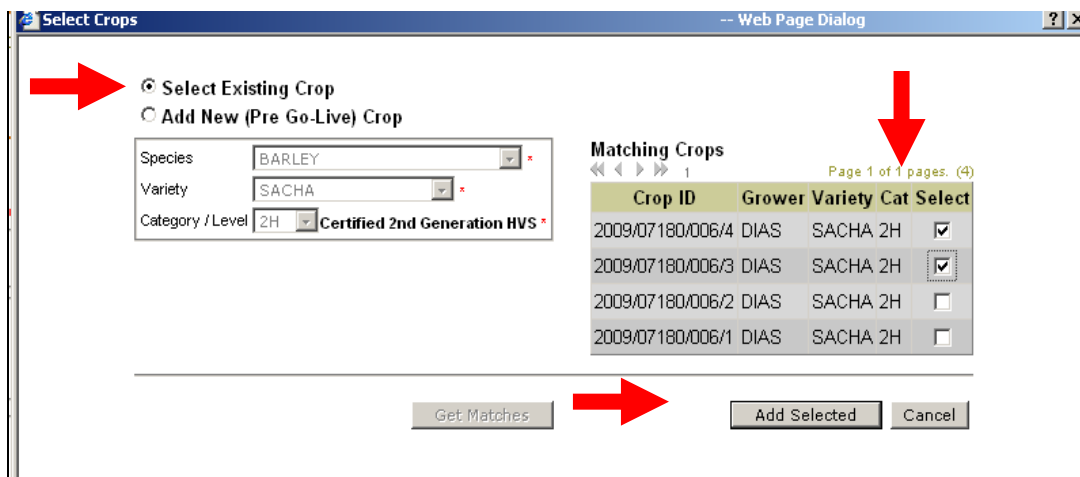
Species [ BARLEY ]  
Variety [ SACHA ]  
Category / Level [ 2H ] **Certified 2nd Generation H**

**Security Information**  
This page contains both secure and nonsecure items.  
Do you want to display the nonsecure items?  
**Yes** **No** **More Info**

**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'.

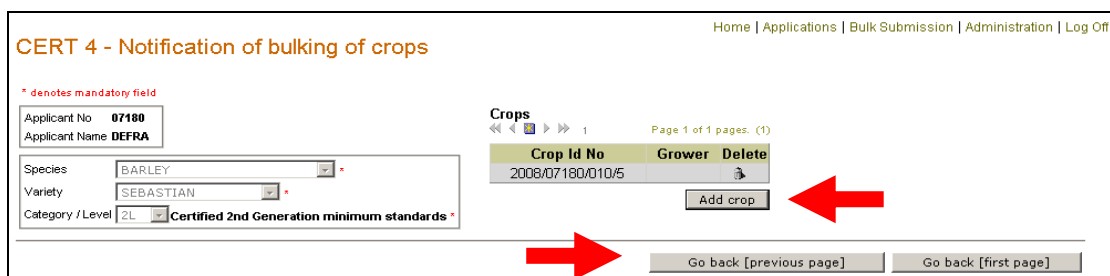
- You can then select crops that have been bulked together, by clicking in the box under the heading 'Select'.
- You do not have to select the crops in any particular order as the system will determine the key crop from the crops selected.
- When you have selected the crops to include in a bulk, click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

**Note:** If a Cert3Summ application for a crop has not been entered in the on-line 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 be 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.

CERT 4 - Notification of bulking of crops

Home | Applications | Bulk Submission | Administration | Log Off

\* denotes mandatory field

Applicant No 07180 Species BARLEY\*

Applicant Name DEFRA

Application Id 27825

Bulks

Page 1 of 1 pages (1)

Species	Variety	Category	Key Crop Id No	Area Sown	Edit/View Delete
BARLEY	SACHA	Certified 2nd Generation HVS	2009/07180/006/3	20.00	

Data Protection Act Statement

Add bulk Submit Go back

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'.

Select Crops -- Web Page Dialog

Select Existing Crop

Add New (Pre Go-Live) Crop

Species BARLEY\*

Variety REGINA\*

Category / Level 2H Certified 2nd Generation HVS\*

Please correct the following errors:

- No matches found for selected variety/category.

Get Matches Add Selected Cancel

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'.

Select Crops -- Web Page Dialog

Select Existing Crop

Add New (Pre Go-Live) Crop

Species BARLEY\*

Variety REGINA\*

Category / Level 2H Certified 2nd Generation HVS\*

Crop Id No

Year	Applicant	Sheet	Line
2008	07180	888	1

Add New Cancel

**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]'.

The screenshot shows a web application interface for 'CERT 4 - Notification of bulking of crops'. At the top right, there are navigation links: 'Home | Applications | Bulk Submission | Administration | Log Off'. The main heading is 'CERT 4 - Notification of bulking of crops'. Below this, there is a legend: '\* denotes mandatory field'. The form contains several fields: 'Applicant No' with value '07180', 'Applicant Name' with value 'DEFRA', 'Species' with a dropdown menu showing 'BARLEY', 'Variety' with a dropdown menu showing 'SEBASTIAN', and 'Category / Level' with a dropdown menu showing '2L' and the text 'Certified 2nd Generation minimum standards'. To the right of the form is a table titled 'Crops' with columns 'Crop Id No', 'Grower', and 'Delete'. The table contains one row with 'Crop Id No' '2008/07180/010/5', 'Grower' empty, and 'Delete' with a trash icon. Below the table is an 'Add crop' button. At the bottom of the page, there are two buttons: 'Go back [previous page]' and 'Go back [first page]'. Red arrows point to the 'Add crop' button and the 'Go back [previous page]' button.

**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 ie 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’.

Home | Applications | Bulk Submission | Administration | Log Off

### CERT 7 - Application to Lodge a Seed Test Report

To get started, please supply the details below and then click the "Add constituent" button to add seed lot constituent details.

\* denotes mandatory field

Applicant No 07180  
Applicant Name DEFRA  
Application Id New Application

Species [dropdown] \*  
Variety [dropdown] \*

Seed Lot Ref No			
Year	Cat	Applicant	Lot No
[input]	[input]	07180	[input] *

WARNING: a false statement on this form may mean certification is withdrawn and may result in prosecution.

Add constituent Submit Go back

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.

Home | Applications | Bulk Submission | Administration | Log Off

### CERT 7 - Application to Lodge a Seed Test Report

To get started, please supply the details below and then click the "Add constituent" button to add seed lot constituent details.

\* denotes mandatory field

Applicant No 07180  
Applicant Name DEFRA  
Application Id New Application

Species BARLEY  
Variety SACHA

Seed Lot Ref No			
Year	Cat	Applicant	Lot No
[input]	[input]	07180	[input] *

Security Information

This page contains both secure and nonsecure items.

Do you want to display the nonsecure items?

Yes No More Info

## 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.

The screenshot shows a web browser window with the title "Seed Lot Constituent". The main content area contains a form with the following elements:

- Source:** Two radio buttons, "Seed Lot" (selected) and "Crop".
- Format:** Two radio buttons, "England & Wales format" (selected) and "Other format".
- Seed Lot Ref No:** A table with four columns: "Year", "Cat", "Applicant", and "Lot No". Each column has a text input field.
- Net weight (tonnes):** A text input field.
- Buttons:** "Save", "Add another", "Go back [previous page]", and "Go back [first page]".

The background page is titled "Seed Certification On-line" and has a navigation bar with "Submission | Administration | Log Off". Below the navigation bar, there is a section titled "Lot constituent details." with a "Lot No" field containing the value "1234".

**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.

The screenshot shows a web form titled "Seed Lot Constituent". The form contains the following elements:

- Source:** Two radio buttons. "Seed Lot" is selected (indicated by a red arrow), and "Crop" is unselected.
- Format:** Two radio buttons. "Other format" is selected (indicated by a red arrow), and "England & Wales format" is unselected.
- Seed Lot Ref No:** A text input field with a red arrow pointing to it.
- Net weight (tonnes):** A text input field with a red asterisk to its right.
- Buttons:** "Save" (with a red arrow pointing to it), "Add another", "Go back [previous page]", and "Go back [first page]".

## 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.

The screenshot shows a web browser window titled "Seed Lot Constituent". The form contains the following elements:

- Source:** Two radio buttons, "Seed Lot" (unselected) and "Crop" (selected). A red arrow points to the "Crop" radio button.
- Crop Id No:** A table with four columns: "Year", "Applicant", "Sheet", and "Line". Each column has a text input field. A red arrow points to the "Line" input field.
- Net weight (tonnes):** A text input field with a red asterisk to its right.
- Buttons:** "Save", "Add another", "Go back [previous page]", and "Go back [first page]". A red arrow points to the "Save" button.

The browser's address bar shows the URL: <https://secure.seedcert.defra.gov/> and the text "Internet".

## 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.

Home | Applications | Bulk Submission | Administration | Log Off

### CERT 7 Summ - Application to Lodge Seed Test Reports

To get started, please supply the details below and then click the "Add seed lot" button to add seed lot details.

\* denotes mandatory field

Applicant No **07180** Species  \*

Applicant Name **DEFRA**

Application Id **New Application**

WARNING: a false statement on this form may mean certification is withdrawn and may result in prosecution.  
[Data Protection Act Statement](#)

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.

Home | Applications | Bulk Submission | Administration | Log Off

### CERT 7 Summ - Application to Lodge Seed Test Reports

Normal

Reentry

Resample (re-test)

ReClean

Species  \*

Variety

**Crop Id No**

Year	Applicant	Sheet	Line
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**New Seed Lot Ref No**

Year	Cat	Applicant	Lot No
<input type="text"/>	<input type="text"/>	<input type="text" value="07180"/>	<input type="text"/>

Net weight (tonnes)

## 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'.

CERT 7 Summ - Application to Lodge Seed Test Reports

Home | Applications | Bulk Submission | Administration | Log Off

Normal  

Reentry

Resample (re-test)

ReClean

Species BLACK MEDICK

Variety

**Crop Id No**

Year	Applicant	Sheet	Line

**New Seed Lot Ref No**

Year	Cat	Applicant	Lot No
		07180	

Net weight (tonnes)

Save Add another Go back [previous page] Go back [first page]

**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.

CERT 7 Summ - Application to Lodge Seed Test Reports

Home | Applications | Bulk Submission | Administration | Log Off

\* denotes mandatory field




Applicant No 07180 Species BLACK MEDICK

Applicant Name DEFRA

Application Id 29894

**Seed Lots**

Page 1 of 1 pages. (1)

Crop Id / Original SLRN	SLRN	Variety	Type of Entry	Net Weight (tonnes)	Edit/View Delete
2008/07180/144/6	2008/CS/07180/4472	VIRGO	NORMAL	1.000	  

WARNING: a false statement on this form may mean certification is withdrawn and may result in prosecution.  
[Data Protection Act Statement](#)

Add seed lot Submit Go back

## 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.

Home | Applications | Bulk Submission | Administration | Log Off

### CERT 7 Summ - Application to Lodge Seed Test Reports

Normal   
Reentry   
Resample (re-test)   
ReClean

Species: BLACK MEDICK  
Variety: [dropdown]

England & Wales format  
 Other format

**Original Seed Lot Ref No**  
Year: [ ] / Cat: [ ] / Applicant: /07180 / Lot No: [ ]

**New Seed Lot Ref No**  
Year: [ ] / Cat: [ ] / Applicant: /07180 / Lot No: [ ]

Net weight (tonnes): [ ]

Upgrade request

Save Add another Go back [previous page] Go back [first page]

## 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

Home | Applications | Bulk Submission | Administration | Log Off

Normal

Reentry

Resample (re-test)

ReClean

Species BLACK MEDICK

Variety

Original Seed Lot Ref No			
Year	Cat	Applicant	Lot No
		07180	


Part resample

Save Add another Go back [previous page] Go back [first page]

- 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.

Home | Applications | Bulk Submission | Administration | Log Off

### CERT 7 Summ - Application to Lodge Seed Test Reports


Normal   
Reentry   
Resample (re-test)    
ReClean

Species  \*  
Variety  \*

**Original Seed Lot Ref No**  
Year Cat Applicant Lot No  
 /  /  /  \*

**New Seed Lot Ref No**  
Year Cat Applicant Lot No  
 /  /  /  \*

Net weight (tonnes)  \*

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' 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.

CERT 7 Summ - Application to Lodge Seed Test Reports

Home | Applications | Bulk Submission | Administration | Log Off

Normal

Reentry

Resample (re-test)

ReClean

Species: BLACK MEDICK

Variety: [dropdown]

England & Wales format

Other format

**Original Seed Lot Ref No**

Year	Cat	Applicant	Lot No
[input]	[input]	[input]	[input]

**New Seed Lot Ref No**

Year	Cat	Applicant	Lot No
[input]	[input]	[input]	[input]

Net weight (ton): [input]

Save Add another Go back [previous page] Go back [first page]



## 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.

Home | **Applications** | Bulk Submission | Administration | Log Off

**Application Selection**

To get started, select the applicant and type of application you wish to process then click the 'Search' button.

\* denotes mandatory field

Applicant No  \*  
Applicant Name

Type: Cert 10 \*  
Action: <-- all --> \*  
Submit Status: <-- all --> \*

Species:  \*  
Variety:

Seed Lot Ref No  
Year:  / Cat:  / Applicant: 00000 / Lot No:

Application ID:   
Year Received:

**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'.

**Cert 10 - Report on a test of seed**

To get started, please supply the details below.

\* denotes mandatory field

Applicant No: 07180  
Applicant Name: DEFRA  
Application Id: New Application  
Test Station No: 027 \*  
Sample No:  \*

Species:  \*  
Variety:  \*

Seed Lot Ref No  
Year:  / Cat:  / Applicant: 07180 / Lot No:  \*

Resample (re-test)

[Data Protection Act Statement](#)

**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.

Date Sample Received  \*

Date Of Purity Test  \*

Preliminary Germination Satisfactory  Yes  No  N/A \*

---

**Purity & Moisture test results**

Pure seed  %

Inert Matter  % Trace  Description

Other seeds  % Trace  Description

Solid Additives  %

Moisture by LSTS  %

Moisture by Sampler  %

---

**Cereal**

Number of Seeds	Initial Sample 500g	Further Sample 500g	Total 1000g
Other cultivated cereal spp.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spp. Other than cultivated cereals	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	<input type="text"/>	<input type="text"/>
Avena fatua, A. sterilis (inc. A. ludoviciana)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lolium temulentum	<input type="text"/>	<input type="text"/>	<input type="text"/>
Raphanus raphanistrum	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agrostemma githago	<input type="text"/>	<input type="text"/>	<input type="text"/>
Elytrigia repens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bromus sterilis	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ergot - number of pieces	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

**Germination / STZ test results**

Loose smut (in examined embryos)  % Embryo Count

Germination  %

Fresh Seed  %

STZ  % Seed Count

---

Pre-treated for dormancy

---

Date Final Report

Remarks

---

**Tests Passed**  
Enter Y to indicate tested and passed, and N to indicate tested and failed

PB BH BL 1H 1L 2H 2L

---

I confirm that the seed has been found to satisfy or not the conditions laid down in the Seed Marketing Regulations for the categories of seed indicated above

---

[Data Protection Act Statement](#)

**10.4** Section 13 gives guidance on submitting Cert10 applications.

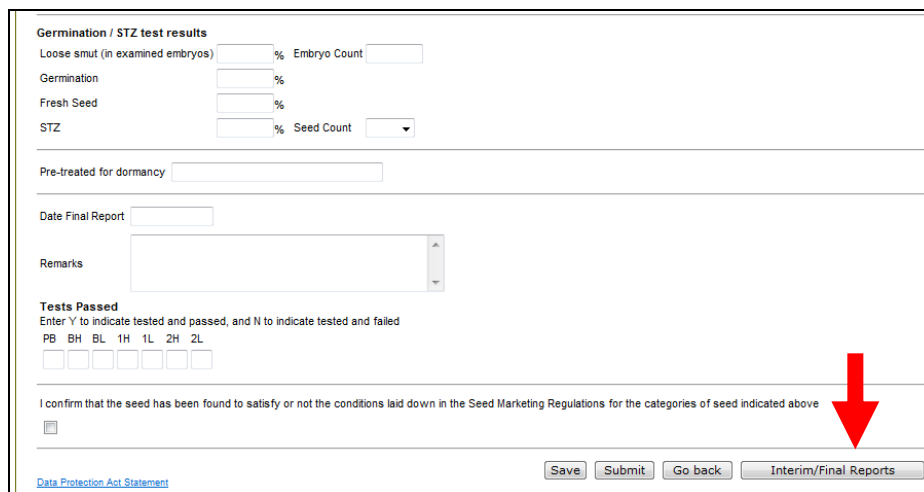
## 11. PRODUCTION OF INTERIM AND FINAL SEED TEST REPORTS

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.



The screenshot displays a web form for seed testing. At the top, it is titled 'Germination / STZ test results'. Below this title are several input fields: 'Loose smut (in examined embryos) %', 'Embryo Count', 'Germination %', 'Fresh Seed %', and 'STZ % Seed Count'. A horizontal line separates this section from the next, which includes a 'Pre-treated for dormancy' field. Below that is a 'Date Final Report' field and a larger 'Remarks' text area. The 'Tests Passed' section follows, with instructions to 'Enter Y to indicate tested and passed, and N to indicate tested and failed' and a row of checkboxes for categories PB, BH, BL, 1H, 1L, 2H, and 2L. A confirmation statement is present: 'I confirm that the seed has been found to satisfy or not the conditions laid down in the Seed Marketing Regulations for the categories of seed indicated above', followed by a checkbox. At the bottom right, a red arrow points to the 'Interim/Final Reports' button. Other buttons at the bottom include 'Save', 'Submit', and 'Go back'. A link for 'Data Protection Act Statement' is located at the bottom left.

**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'.

Home | Applications | Bulk Submission | Administration | Log Off

**Cert 10 - Interim/Final Reports**

\* denotes mandatory field

**Interim/Final Reports** Page 1 of 1 pages. (1)

Application Id	Report Type	Report Date	View Report
19376	Final	17/04/2012	

Report Date:

Export options:  PDF  Word  Excel

**Preview REPORT on a test of cereal seed** Report Date: Preview Only

OFFICIAL LICENSED SEED TESTING STATION NO.

Fran Foster Seeds  
5555 The Avenue  
Cambridge  
CAMBRIDGESHIRE  
SG3 0LF

Date Received: 15/04/2012 Sample Number:

Test Required

A preliminary indication of germination was satisfactory? (Please tick)  
Yes  No  N/A

N.B. For pre-basic and basic state  %

Species:  Variety:   
Category & Level:  SLRN:

Date of purity test	% Pure seed	% Inert matter	% Other seeds	% Solid additives	% Moisture by LSTS	% Moisture by sampler
15/04/2012	100.0				10.0	

Inert matter  
Other seeds

Number of seeds

	500g	Further 500g	Total 1000g
Other cultivated cereal spp.	0	0	0
Spp. Other than cultivated cereals	0	0	0
Total	0	0	0
Avena fatua, A. sterilis (inc. A. ludoviciana)	0	0	0
Lolium temulentum	0	0	0
Raphanus raphanistrum	0	0	0
Agrostemma githago	0	0	0
Elytrigia repens	0	0	0
Bromus sterilis	0	0	0
Ergot - number of pieces	0	0	0

Number of Pieces

Loose smut infection % in \_\_\_\_\_ embryos examined

Germination %  Fresh Seed %  Please state pre-treatment for dormancy

STZ %  Date (final report)

Note: please enter as follows:  
Y = tested and passed N= tested and failed

REMARKS

PB	BH	BL/BS	CS	1H	1L/C1	2H	2L/C2
					Y		

I confirm that the seed has been found to satisfy or not the conditions laid down in the Seed Marketing Regulations for the categories of seed indicated above.

Signed (Analyst in charge)

CERT 10 (Cereal) (L) (3/03) Name in BLOCK letters

**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.

Home | Applications | Bulk Submission | Administration | Log Off

Cert 10 - Interim/Final Reports

\* denotes mandatory field

Interim/Final Reports Page 1 of 1 pages (1)

Application Id	Report Type	Report Date	View Report
19376	Final	17/04/2012	

Report Date:  -

Export options

- PDF
- Word
- Excel

Main Report

**Preview REPORT on a test of cereal seed** Report Date: Preview Only

OFFICIAL LICENSED SEED TESTING STATION NO.

Fran Foster Seeds Date Received  Sample Number

5555 The Avenue  
Cambridge  
CAMBRIDGESHIRE  
SG3 0LF

Test Required

A preliminary indication of

## 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.

Application Id	Date Received	Species	Variety	Action	Submit Status	Select	Edit/View	Delete
1625	16/08/2004	BARLEY	ASPEN	New	Not Submitted	<input checked="" type="checkbox"/>		
1624	16/08/2004	BARLEY	ANAIS	New	Not Submitted	<input checked="" type="checkbox"/>		

**12.3** 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.

← Back ||| Next →

\* Required item. Do not bookmark this page.

**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.

Home | Applications | **T**

### Application Payment Details

Application ID	Type of Entry	Species Variety	Seed Lot Reference No.	Fee Type	Amount Due
19343	NORMAL	WHEAT RIBAND	2010/2H/09999/0001	Seed Lot Fees - Final Generation	32.00
<b>Total</b>					<b>£32.00</b>
<b>GRAND TOTAL</b>					<b>£32.00</b>

**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:**

## 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 ID	Type of Entry	Species	Variety	Seed Lot Reference No.	Fee Type	Amount Due
19343	NORMAL	WHEAT R	2010/2H/09999/0001	1058	Seed Lot Fees - Final Generation	32.00
Total						£32.00
GRAND TOTAL						£32.00

Select Payment Option -

BACS

Cheque

**BACS and Cheque only**

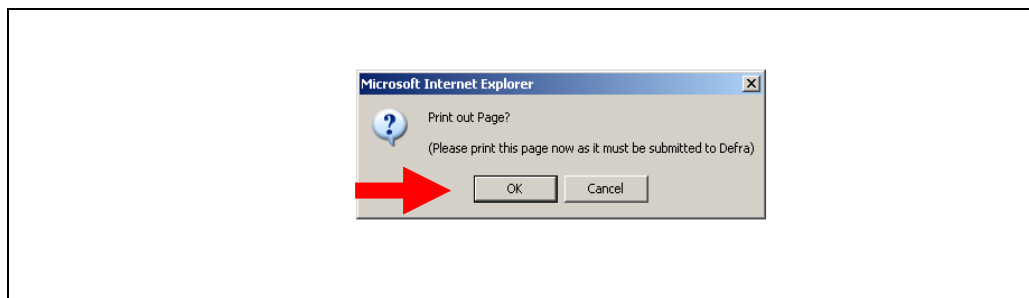
For BACS or Cheque payments please add a meaningful reference number (e.g. cheque number or BACS reference) and an expected completion date or date of cheque.

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.

Application Type = Cert 7 Summ  
 Payment Type = Cheque  
 Customer Payment Reference = jj  
 Expected Payment Completion Date = 01/07/2012


Application ID	Species	Variety	Crop ID/Original SLRN	SLRN	Type of Entry	Fee Type	Amount
19344	WHEAT	BRIGADIER	2010/09999/158/1	2010/2H/09999/0001	NORMAL	Seed Lot Fees - Multiplication	£84.00
19344	WHEAT	AC BARRIE	2010/09999/241/1	2010/1H/09999/0002	NORMAL	Seed Lot Fees - Multiplication	£84.00
<b>TOTAL AMOUNT PAID £168.00</b>							

Seed lot fee type	No. of seed lots	Fee rate per seed lot (£)	Amount due (£)
Final Generation	0	32.00	0.00
Final Generation re-test	0	0.00	0.00
Multiplication	2	84.00	168.00
Multiplication re-test	0	0.00	0.00
<b>Total Amount Due</b>			<b>168.00</b>

Please print a copy of this page and post it to  
 NIAB  
 Centre for Plant Varieties & Seeds  
 Huntingdon Road  
 Cambridge  
 CB3 0LE

Please make cheques payable to NIAB/Cert Fees Client A/C  
 BAC's payments to Lloyds TSB  
 Sort Code 30-91-56  
 Account No 03979015  
 Account name NIAB/Cert Fees Client A/C



**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.

Home | **Applications** | Bulk Submission | Administration | Log Off

#### Application Selection

\* denotes mandatory field

Applicant No **10002**  
Applicant Name **Fran Foster Seeds**

Type: Cert 4 \* Species: <-- all --> \* Crop Id No: Year / Applicant / Sheet / Line: / 10002 / / /

Action: <-- all --> \* Submit Status: <-- all --> \* Year Received:

Search Clear New Application Print Applications

Page 1 of 1 pages

Application Id	Date Received	Species	Variety	Area	Action	Submit Status	Select	Edit/View	Delete
1470	15/06/2004	WHEAT	DIAMANT		New	Not Submitted	<input checked="" type="checkbox"/>		
1469	15/06/2004	BARLEY	CECILIA		New	Not Submitted	<input checked="" type="checkbox"/>		

Submit Selected


**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



**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.

Home | Applications | Bulk Submission | Administration | Log Off

**Application Submission**

**Thank You.**



Your application(s) have been submitted.  
**Please print a copy of this page for your records as the reference number may be needed if you have a future query**

Gateway Reference Number = 62779484508A13BF9094D536900A01A0

Application Type = Cert 4

Application ID	Species	Variety	Key Crop ID Number
1469	BARLEY	CECILIA	2004/10002/010/1
1470	WHEAT	DIAMANT	2004/10002/011/1

[Go back](#)



## 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.

The screenshot shows a web interface titled "Application Selection". At the top right, there are navigation links: "Home | Applications | Bulk Submission | Administration | Log Off". Below the title, a instruction reads: "To get started, select the applicant and type of application you wish to process then click the 'Search' button." The form contains several input fields and dropdown menus. "Applicant No" and "Applicant Name" are text boxes, with "Applicant No" marked as mandatory. "Type", "Action", "Submit Status", and "Species" are dropdown menus, all marked as mandatory. "Application ID" and "Year Received" are text boxes. At the bottom, there are four buttons: "Search", "Clear", "New Application", and "Reports". A red arrow points to the "Search" button.

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.

Home | **Applications** | Bulk Submission | Administration | Log Off

### Application Selection

\* denotes mandatory field

Applicant No  \*    Type  \*    Species  \*  
 Applicant Name **DEFRA**    Action  \*    Variety  \*  
 Submit Status  \*    Year  \*  
 Year Received

**Crop Id No**  
 Year Applicant Sheet Line  
 /  /  /

Page 1 of 11 pages. (109)

Application Id	Date Received	Species	Variety	Action	Submit Status	Select	Edit/View	Delete
27765	16/07/2008	BARLEY	RETRIEVER	New	Rejected	<input type="checkbox"/>		
27764	16/07/2008	BARLEY	ACROBAT	New	Rejected	<input type="checkbox"/>		
27763	16/07/2008	SWEDE RAPE (INC. OILSEED RAPE)	ACROBAT	New	Rejected	<input type="checkbox"/>		
27762	16/07/2008	BARLEY	SACHA	New	Rejected	<input type="checkbox"/>		
27761	16/07/2008	BARLEY	SACHA	New	Rejected	<input type="checkbox"/>		
27481	19/05/2008	BARLEY	COUNTY	New	Not Submitted	<input type="checkbox"/>		

- 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'.

Home | Applications | Bulk Submission | Administration | Log Off

### CERT 7 Summ - Application to Lodge Seed Test Reports

\* denotes mandatory field

Applicant No     Date Form Received  \*    Species **PERENNIAL RYEGRASS** \*  
 Applicant Name **BRITISH SEED HOUSES LTD**    External Payment Ref  \*  
 Application Id **15988**  
 Payment Reference **3**  
 Gateway Reference: 1EB4C7FC11AB4D9684EA77C206A4D584

Page 1 of 1 pages. (3)

Crop Id / Original SLRN	SLRN	Variety	Type of Entry	Net Weight (tonnes)	Edit/View	Delete
2007/00136/069/1	2007/BS/00136/0410	ABERAVON	NORMAL	9.355		
2007/00136/061/1	2007/BS/00136/0413	ABERZEST	NORMAL	2.026		
2007/00136/056/5	2007/CH/00136/0414	ABERAVON	NORMAL	5.159		

WARNING: a false statement on this form may mean certification is withdrawn and may result in prosecution.  
[Data Protection Act Statement](#)

## **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'.

Home | **Applications** | Bulk Submission | Administration | Log Off

**Application Selection**

\* denotes mandatory field

Applicant No: 07180 \*  
 Applicant Name: DEFRA  
 Type: Cert 2 \*  
 Action: <-- all --> \*  
 Submit Status: <-- all --> \*  
 Year Received:   
 Species:   
 Variety:   
 Crop Id No: Year / Applicant / Sheet / Line:  / 07180 /  /

Search Clear New Application Report

Page 1 of 11 pages (109)

Application Id	Date Received	Species	Variety	Action	Submit Status	Select	Edit/View	Delete
27765	16/07/2008	BARLEY	RETRIEVER	New	Rejected	<input type="checkbox"/>		
27764	16/07/2008	BARLEY	ACROBAT	New	Rejected	<input type="checkbox"/>		
27763	16/07/2008	SWEDE RAPE (INC. OILSEED RAPE)	ACROBAT	New	Rejected	<input type="checkbox"/>		
27762	16/07/2008	BARLEY	SACHA	New	Rejected	<input type="checkbox"/>		
27761	16/07/2008	BARLEY	SACHA	New	Rejected	<input type="checkbox"/>		
27481	19/06/2008	BARLEY	COUNTY	New	Not Submitted	<input type="checkbox"/>		

**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.

Home | Applications | Bulk Submission | Administration | Log Off

**CERT 3 Summ: Summary form - licensed crop inspection**

\* denotes mandatory field

Applicant No: 00121  
 Applicant Name: BARTHOLOMEWS AGRIC FOOD LTD  
 Date Form Received: 17/08/2007 \*  
 Species: OAT \*  
 Application Id: 15353  
 Gateway Reference: 67B437C481944EA2BD25782002D7D8B4

Page 1 of 3 pages (30)

Variety	Crop Id No	IACS Field No	Area Sown (ha)	Area Passed (ha)	Area Rej/WD (ha)	Edit/View	Delete
SW DALGUISE	2007/00121/005/1				12.5	0.0	
SW DALGUISE	2007/00121/005/2				6.6	0.0	
SW DALGUISE	2007/00121/005/3				2.0	0.0	
SW DALGUISE	2007/00121/005/4				7.8	0.0	
SW DALGUISE	2007/00121/005/5				4.7	0.0	
SW DALGUISE	2007/00121/006/1				12.0	0.0	
SW DALGUISE	2007/00121/006/2				6.0	0.0	
SW DALGUISE	2007/00121/007/1				5.0	0.0	
SW DALGUISE	2007/00121/007/2				2.5	0.0	
SW DALGUISE	2007/00121/007/3				2.5	0.0	



**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).

Home | Applications | Bulk Submission | Administration | Log Off

### Application Selection

\* denotes mandatory field

Applicant No **10002**  
Applicant Name **Fran Foster Seeds**

Type: <-- all --> \* Species: <-- all -->  
Action: <-- all --> \*  
Submit Status: <-- all --> \*  
Year Received:

Search Clear New Application **Reports**

Page 1 of 5 pages.

Application Id	Date Received	Type	Action	Submit Status	Edit/View
10002	16/08/2004	Cert 2	New	Submitted	

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.

Home | Applications | Bulk Submission | Administration | Log Off

### Applicant Reports

Applicant No **10002**  
Applicant Name **Fran Foster Seeds**

Applications  
Species:   
Variety:   
Type:  \*  
Date Received: Start Date  End Date

Produce Crop Inspection Report Labels  
Species:   
Variety:   
Submit Status: <-- all -->  
Year Received:

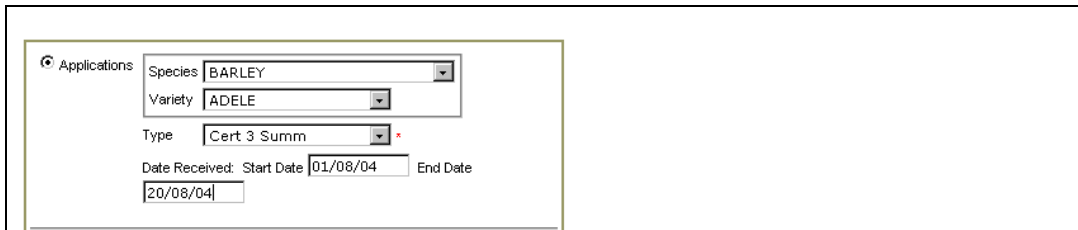
Payments  
Application ID:   
Payment Ref:   
Payment Date:   
Type:  \*

Enter date as d/m/yy or dd/mm/yy eg. 1/3/04 or 01.03.04

**Show Report** Go back

## 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.



- 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.



Home | Applications | Bulk Submission | Administration |

Applicant Reports

Export options

- PDF
- Word
- Excel
- CSV

Export

Go back

defra Department for Environment, Food and Rural Affairs  
Seed Certification On-Line

Date: 20/08/2004

**Cert 3 Summ Applications received between 01/08/2004 - 20/08/2004**  
**Applicant No:** 10002 **Name:** Fran Foster Seeds

**APPLICATION DETAILS**

<b>Application ID</b>	1620	<b>Species</b>	BARLEY
<b>Date Received</b>	16/08/2004	<b>Submit Status</b>	Not Submitted

**CROPS**

<b>Crop Ref No</b>	2004/10002/950/5	<b>Area Sown (ha)</b>	
<b>Variety</b>	ADELE	<b>Area Passed</b>	10.00
<b>IACS Field No</b>		<b>Area Rej/Wd</b>	0.00

**Categories Passed**

2L	Certified 2nd Generation minimum standards
2H	Certified 2nd Generation HVS
1L	Certified 1st Generation minimum standards
1H	Certified 1st Generation HVS

**Inspections**

1	CHRIS ABBOTTS
---	---------------

**APPLICATION DETAILS**

<b>Application ID</b>	1635	<b>Species</b>	BARLEY
<b>Date Received</b>	20/08/2004	<b>Submit Status</b>	Submitted

**CROPS**

<b>Crop Ref No</b>	2004/10002/040/1	<b>Area Sown (ha)</b>	
<b>Variety</b>	ADELE	<b>Area Passed</b>	10.00
<b>IACS Field No</b>		<b>Area Rej/Wd</b>	0.00

## 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.

Payments Application ID   
 Payment Ref   
 Payment Date   
 Type

Enter date as d/m/yy or dd/mm/yy eg. 1/3/04 or 01/03/04

**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'.

Applicant Reports
Home | Applications | Bulk Submission | Administration |

Export options

PDF

Word

Excel

Pag

**Department for Environment, Food and Rural Affairs**  
**Seed Certification On-Line**

**Date: 20/08/2004**

---

**Cert 7 Payments**

**Applicant No:** 10002      **Name:** Fran Foster Seeds

PAYMENT DETAILS		REFUND DETAILS		
Payment ID (internal use)	1496	Refund Ref No.	Refund Date	Amount Refunded
Payment Ref No.	185F5Q8CNK5L			
Date Payment Generated	27/07/2004			
Total Amount Due	£54.35			
Payment Type	Credit			
Customer Ref No.				
Completion Date				

Application ID	Species	Variety	Seed Lot Ref	Fee Type	Amount Due
1583	SWEDE RAPE (INC. OILSEED RAPE)	JAGUAR	2004/CS/10002/0067	Seed Lot Fees	£54.35

## 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).

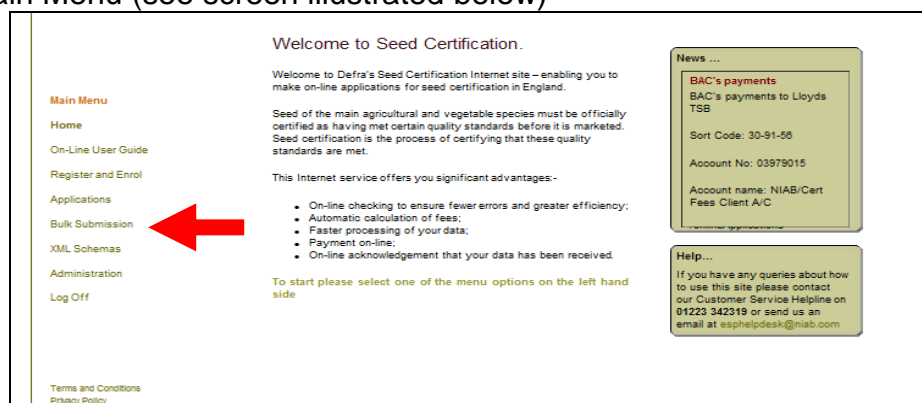


### Submitting an XML file

- 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.

The screenshot shows a 'Security Validation' page with a yellow background. At the top, it says 'Please enter your Government Gateway User ID and Password and click on Next.' Below this are two input fields: 'Your User ID \*' and 'Your Password \*'. Underneath, it says 'OR select one of the other options below and then click on Next.' There are four radio button options: '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', and 'I have registered with the Government Gateway, but have forgotten my User ID and/or Password'. At the bottom, there is a red warning: 'Unauthorised access may constitute a criminal offence.' Below that, it says 'Please note that in order to login, your browser must be configured to accept cookies.' At the very bottom, there are two arrows: a green arrow pointing left labeled 'Exit' and an orange arrow pointing right labeled 'Next'.

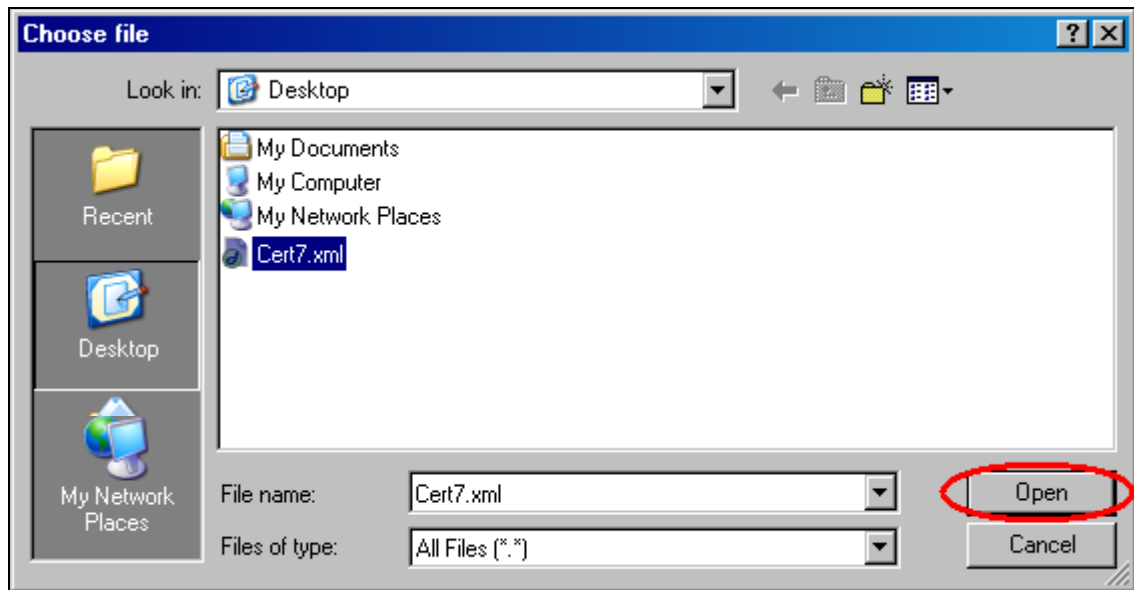
16.5 When you have logged-on to the system, the screen illustrated below will be provided.

- 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.

The screenshot shows the 'XML Bulk Submission' page. At the top right, there is a navigation menu: 'Home | Applications | Bulk Submission | Administration | Log Off'. The main heading is 'XML Bulk Submission'. Below this, there is a paragraph: 'Use the 'Browse' button to locate the XML file containing the applications that you wish to submit to Seed Cert, then click on the 'Submit' button to validate the file and import the applications to the system, or the 'Test' button to validate the file without importing to the system.' Below this, there are two links: 'To review the XML schema definitions/revisions please click [here](#)' and 'To view a list of valid variety names please click [here](#)'. At the bottom, there is a form with a 'Type' dropdown menu (showing '<-- please select -->'), an 'XML File' input field, and a 'Browse...' button. Below these are 'Submit' and 'Test' buttons. Two red arrows point to the dropdown menu and the 'Browse...' button.

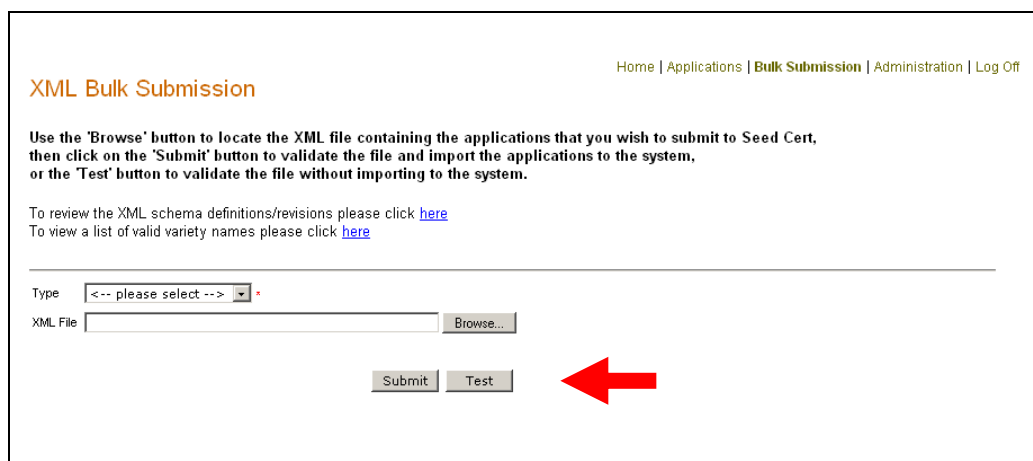
**16.6** Search for the XML file and highlight it in the window that opens.

- 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.

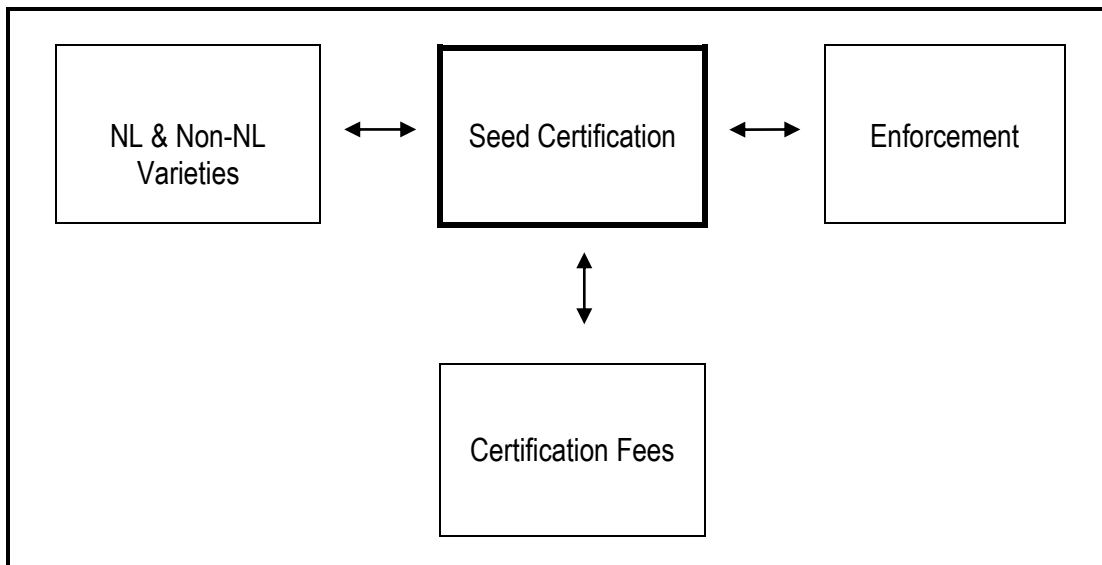


**16.8** The applications contained in the XML file are uploaded to the system and any fees due are calculated automatically. You will, as applicable, asked to enter payment details.

- See Section 12 on how to submit applications that require payment or Section 13 on how to submit applications that do not require payment.

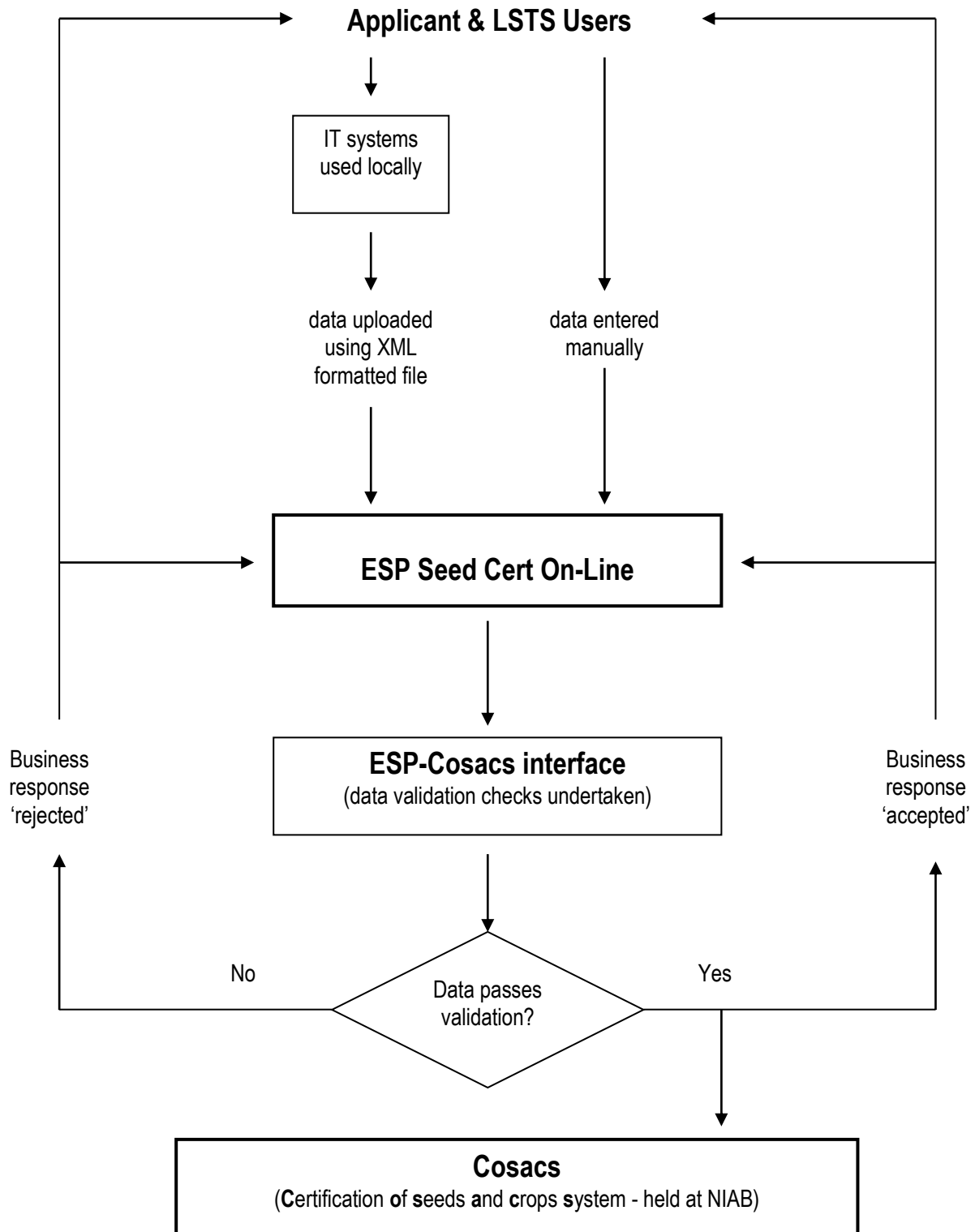
OVERVIEW OF ESP MODULES & SEED CERTIFICATION ON-LINE DATA FLOWS

The following modules comprise the on-line system for the  
Electronic data delivery for the **S**eeds and **P**lant breeding industry (**ESP**)





Overview of data flows related to the ESP Seed Certification On-Line system



**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 saftey
  - 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](mailto:seed.cert@apha.gsi.gov.uk)

MEANING OF AN APPLICATION'S ACTION AND SUBMIT STATUS COMBINATION

Action-Submit Status	Meaning and editing functionality available
New-Not Submitted	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.
New-Pending	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.
New-Submitted	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.
New-Awaiting Payment	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.
New-Rejected	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.
Sent-Accepted	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.
Sent-Deleted	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.
Amend-Not Submitted	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.
Amend-Submitted	This is a previously accepted application that NIAB has amended and re-submitted. You will not be able to edit such applications.
Delete-Not Submitted	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.
Delete-Submitted	This is a previously accepted application that has been deleted by NIAB and re-submitted. You will not be able to edit such applications.

## 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).

Previous cropping data classifications and codes		Crop Group/ Species of Crop Entered												
		Cereals	Field Peas & Beans	GRASSES			Herbage Legumes	Crucifers, Turnip & Oilseed Rape except hybrids	Hybrid Oilseed Rape	Flax/Linseed	Soya Bean	Beet	Lupins	Hemp
				Ryegrass	Cocksfoot, Meadow Fescue, Tall Fescue	Red Fescue, Timothy, & Other Grasses								
<b>SV</b>	Same species and same variety	Y		Y	Y	Y	Y							
<b>DV</b>	Same species but different variety	Y		Y	Y	Y	Y							
<b>SS</b>	Same species as crop entered		Y						Y	Y			Y	
<b>OR</b>	Other ryegrass species			Y										
<b>OG</b>	Other grass			Y	Y									
<b>SC</b>	Seed bearing crucifer							Y						
<b>AC</b>	Any crucifer								Y					
<b>BT</b>	Beet (fodder & sugar)										Y			
<b>LU</b>	Lupins											Y		
<b>AO</b>	Any other crop, set aside/fallow, etc	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
<b>MC</b>	Multiple Cropping – specify	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	

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

## ADDITIONAL NOTES FOR USERS

### 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.

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

**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.