



Combining and Splitting Certificates in PCIT

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Revision History

Version Number	Revision Summary	Date
1	Initial version created for new functionality in Release 3.3.	August 2008

Configuration Management (CM) Disclaimer – *The USDA/APHIS/PPQ has given to EDS the responsibility and authority to maintain under CM control all artifacts created by EDS for the Phytosanitary Certificate Issuance and Tracking (PCIT) system including this document. Any requests for changes to this document should be forwarded to EDS. USDA/APHIS/PPQ can at any time rescind these obligations and thus absolve EDS of all responsibility for this document.*

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1.0 Combining Certificates

What	This section shows you how to combine certificates.
When	You have multiple (two to five) existing certificates that you would like to render as combined (void) by the process of combining them into a new certificate. This process will prompt the user to resolve conflicts, track all edits, perform standard application processing validations, update the AD as required, generate a new certificate, and maintain a link between the originals and new certificate. The resulting certificate will trigger the print and finance process.
How	Complete the following steps:

Applicants can initiate a combine, but just for their certificates (where the applicant owns the certificate). The ACO/ACO Admin Support will finalize the combined certificate.

ACO/ACO Admin Support users can combine certificates from different applicants. This enables an applicant to request a combine of certificates that are initiated by brokers working on the applicant's behalf. In this case the applicant would need to request the combine outside of PCIT, then the ACO/ACO Admin Support would perform the combine.

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

The screenshot shows the PCIT system interface. At the top right, it says 'Welcome Mary Davis of Skagway (PPO)' with links for 'Manage Account' and 'Sign Out'. The main header is 'USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)'. Below this is a 'Welcome' banner. On the left is a navigation menu with items: PCIT Home, My Workload, My Duty Station Workload, Create/Update Applications, Manage Processed Applications, Financial Management, Print Wizard, View Reports, and EXCERPT. The main content area contains a welcome message: 'Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.' Below this is a 'Messages' section with a notification: '1 application in Issued status for 10 or more days has been assigned to Fairbanks (State)'. There is also a 'What's New' section which is currently empty. The footer contains links: USDA | APHIS | Export Program Manual | Help/Contact Us.

- Select the [Manage Processed Application](#) link from the menu at the left side of the screen.
RESULT: The *Manage Processed Applications* page appears and allows the user to search for a certificate to view or process.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)



Manage Processed Applications

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Create/Update Applications](#)

[Manage Processed Applications](#)

[Combine Certificates](#)

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[Print Wizard](#)

[View Reports](#)

EXCERPT

Please enter search criteria to manage a list of processed applications. From the resulting list, you may choose to view it by clicking on the 'View' button, or you may manage the processed applications/certificates by clicking on the 'Manage' button.

Duty Station:

and

Application Status:

and

Date Range:

mm/dd/yyyy mm/dd/yyyy

Or

Tracking Number:

Or

FPC Number:

No applications match the search criteria.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Select the [Combine Certificates](#) link from the menu at the left side of the screen.
RESULT: The *Combine Certificates* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Mary Davis of Skagway (PPQ).
[Sign Out](#)

Combine Certificates

PCIT Home

My Workload

My Duty Station Workload

Create/Update Applications

Manage Processed Applications

Combine Certificates

Financial Management

Print Wizard

View Reports

EXCERPT

To combine certificates into a single application, search for existing certificates and click the 'Add' button of the desired row. The added certificates will populate the 'Certificates to Combine' list at the bottom of the screen.

You can combine 2 to 5 certificates. Only phytosanitary certificates (577) may be combined. When you have finished adding certificates, click the 'Generate Combined Application' button to continue.

Duty Station:

and

Certificate Status:

and

Issued Date Range: To
mm/dd/yyyy

Or

Tracking Number:

Or

FPC Number:

Search Results (Click 'Add' to select)

Tracking / FPC Number	Status	Issued Date	Destination		
112003 F-F-02232-00112003-7-N	Printed	04/11/2008	United Kingdom	<input type="button" value="View"/>	<input type="button" value="Add"/>
112005 F-F-02232-00112005-7-N	Printed	04/11/2008	Republic of Korea	<input type="button" value="View"/>	<input type="button" value="Add"/>
112007 F-F-02232-00112007-7-N	Printed	04/11/2008	Republic of Korea	<input type="button" value="View"/>	<input type="button" value="Add"/>

Certificates to Combine (up to 5 certificates)

No certificates have been added.

Notice: Once you click the 'Generate Combined Application' button, you will not be able return to this screen as you can no longer add or remove certificates to the combine list.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- To combine certificates into a single application, search for existing certificates and click the **Add** button of the desired row. Only “Issued” or “Printed” Phytosanitary certificates (577) may be combined.
RESULT: The added certificates will populate the Certificates to Combine list at the bottom of the page.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of Skagway (PPQ).
[Sign Out](#)

Combine Certificates

PCIT Home

My Workload

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Financial Management

Print Wizard

View Reports

EXCERPT

To combine certificates into a single application, search for existing certificates and click the 'Add' button of the desired row. The added certificates will populate the 'Certificates to Combine' list at the bottom of the screen.

You can combine 2 to 5 certificates. Only phytosanitary certificates (577) may be combined. When you have finished adding certificates, click the 'Generate Combined Application' button to continue.

Duty Station:

and

Certificate Status:

and

Issued Date Range: To
mm/dd/yyyy

Or

Tracking Number:

Or

FPC Number:

Search Results (Click Add to select)

Tracking / FPC Number	Status	Issued Date	Destination	
90909 F-F-02232-00090909-7-N	Printed	04/10/2008	Portugal	<input type="button" value="View"/>
91702 F-F-02232-00091702-7-N	Printed	04/08/2008	Iceland	<input type="button" value="View"/> <input type="button" value="Add"/>
91708 F-F-02232-00091708-7-N	Printed	04/08/2008	Morocco	<input type="button" value="View"/> <input type="button" value="Add"/>
91752 F-F-02232-00091752-7-N	Printed	04/10/2008	Portugal	<input type="button" value="View"/>
91753 F-F-02232-00091753-7-N	Printed	04/10/2008	Netherlands	<input type="button" value="View"/> <input type="button" value="Add"/>

Certificates to Combine (up to 5 certificates)

Tracking / FPC Number	Status	Issued Date	Destination	
90909 F-F-02232-00090909-7-N	Printed	04/10/2008	Portugal	<input type="button" value="View"/> <input type="button" value="Remove"/>
91752 F-F-02232-00091752-7-N	Printed	04/10/2008	Portugal	<input type="button" value="View"/> <input type="button" value="Remove"/>

Notice: Once you click the 'Generate Combined Application' button, you will not be able return to this screen as you can no longer add or remove certificates to the combine list.

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- Once you have added certificates to the Certificates to Combine list, click the **Generate Combined Application** button.

RESULT: The *Application for Combined Federal Phytosanitary Certificate* page appears.

Welcome **Mary Davis of Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Combined Federal Phytosanitary Certificate

[Cancel Combine](#)

PCIT Home
 Combine Step by Step
Combine Overview
 General
 Export & Shipping
 Commodities
 Attachments
 Summary/Submit

EXCERPT

A new application has been generated based on the following selected certificates. The application and estimated charge for issuing a new combined certificate is also shown below. Information from the certificates has automatically been copied to the new application. Click the 'Next' button to begin editing the new application.

Combine Overview

Original Certificate Numbers: F-F-02232-00090909-7-N [View Certificate](#)
 F-F-02232-00091752-7-N [View Certificate](#)

New Certificate Information

New Application Tracking #: 93603 **Estimated Charge:** \$7.00

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6. Once you verify the certificates to be combined, click the **Next** button.
 RESULT: The *Application for Combined Federal Phytosanitary Certificate - General* page appears.

Welcome **Mary Davis of Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Combined Federal Phytosanitary Certificate

Tracking #: 93603 [Print](#) [Cancel Combine](#)

General

Items marked * are required.

Applicant Name: [Update](#) ABCD Corporation (Org ID 11001)

Applicant Address: 1234 EDS Drive
 Herndon, VA 20171
 Phone: 703-222-3445

Exporter Name:* Herndon Exports [Add](#)

Consignee Name:* Toronto Importer [Add](#)

Requested Issuing Duty Station:* AK: Skagway (PPQ)

Reference Information: 1234567890

Import Permit Number: 123456, 134567
Note: Please use a comma to separate multiple import permit numbers.

Comments:

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On the *Application for Combined Federal Phytosanitary Certificate - General* page, you can update the certificate general information including the Exporter, Consignee, Duty Station, and so forth. Only ACO users will be able to update the Applicant Information.

When ACO users are combining certificates, the Exporter and Consignee lists will contain both the ACO's exporters/consignees and the selected applicant's exporters/consignees. New exporters/consignees can also be added to the list. When an Applicant user is combining certificates, the Exporter and Consignee lists only contains the applicant's exporters/consignees. The Requested Duty Station list will contain either the ACO's duty stations for ACO users or the entire list of duty stations for applicant users.

If the combined certificates have the same exporter and consignee, then the exporter and consignee will be automatically populated. The user may select or update the exporter or consignee. Reference Information, Import Permit Numbers and Comments from the combined applications will be appended to each other and added to the combined application, which can be edited.

7. Once you have updated the General information, click the **Next** button.
RESULT: The *Application for Combined Federal Phytosanitary Certificate – Export Details* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Combined Federal Phytosanitary Certificate

Tracking #: 93603 [Print](#) [Cancel Combine](#)

Export Details

Consignee Country: Canada

Please enter export details below. These details apply to the entire shipment.
 Items marked * are required.

Shipment Value: Commercial
 *Required for federal duty station

Approximate Date For Departure From Port Of Export:* 04/10/2008

Port Of Export:

Declared Means Of Conveyance From Port Of Export:*

If Other, More Details:

Point Of Entry:*
 If left blank, the consignee country will be automatically added.

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On the *Application for Combined Federal Phytosanitary Certificate – Export Details* page, the shipping value of the new certificate is automatically calculated by the system. If one of the original certificates is Commercial, the shipping value of the new certificate will be commercial.

If the Port of Export, Declared Means of Conveyance and Point of Entry are the same on all the certificates to be combined, these entries will automatically be populated. You can update the Port of Export, Declared Means Of Conveyance From Port Of Export, and the Point Of Entry.

8. Once you have updated the Export Details information, click the **Next** button.
RESULT: The *Application for Combined Federal Phytosanitary Certificate – Commodities Update* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Combined Federal Phytosanitary Certificate

Tracking # **93603** [Print](#) [Cancel Combine](#)

Commodities Update

You may update the commodity quantities as long as the updates do not exceed the original amount. A quantity of 0 will delete that commodity from the new certificate. To view the original amount after a quantity update, click the 'Edit Details' button.

Commodity	Part	Quantity	Unit	
Apple (Malus pumila)	Fruit	<input type="text" value="1000"/>	Each	Edit Details
Oak (Quercus macrolepis) Logs		<input type="text" value="1000"/>	Each	Edit Details

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On the *Application for Combined Federal Phytosanitary Certificate – Commodities Update* page, each commodity item from the original certificates displays. Identical commodities with the same part and unit among several certificates will not be combined; instead each commodity will have its own line. You can modify the Quantity field to a lower value if needed.

9. To update the commodity details for a specific commodity, click the corresponding **Edit Details** button.

RESULT: The *Application for Combined Federal Phytosanitary Certificate – Commodity Details* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Combined Federal Phytosanitary Certificate

PCIT Home
 Combine **Step by Step**
 Combine Overview
 General
 Export & Shipping
Commodities
 Attachments
 Summary/Submit

EXCERPT

Commodity Details

Please enter the required information for a commodity.
 Items marked * are required.

Common Name:* Apple

Botanical Name:* Malus pumila

Part:* Fruit

Quantity:* Original Amount: 1000

Unit:* Each

Weight: Note: In pounds. This does not appear on the application or certificate.

Number Of Packages:* Note: Can be zero (0) or blank when package description is "In bulk".

Package Description:* In bulk [Edit Help](#)

If Other, More Details:

Distinguishing Marks:* None [Edit Help](#)

If Other, More Details:

Certified Origin(s): USA

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10. Once you have updated the Commodity Details, click the **Save** button.

RESULT: The *Application for Combined Federal Phytosanitary Certificate – Commodities Update* page reappears.

11. Once you have updated the Commodity Details information, click the **Next** button.
 RESULT: The *Application for Combined Federal Phytosanitary Certificate – Attachments Update* page appears.

The screenshot displays the 'Attachments Update' page in the PCIT system. At the top right, it says 'Welcome Mary Davis of Skagway (PPO). Sign Out'. The main header reads 'Application for Combined Federal Phytosanitary Certificate' with tracking number '93608' and buttons for 'Print' and 'Cancel Combine'. The left sidebar contains a navigation menu with options like 'PCIT Home', 'Combine Step by Step', 'Combine Overview', 'General', 'Export & Shipping', 'Commodities', 'Attachments', 'Summary/Submit', and 'EXCERPT'. The main content area has a heading 'Attachments Update' and a text block: 'Listed are the attachments from the original certificates. To remove an attachment, click the corresponding 'Remove' button. Once an attachment has been removed, you can add it back by clicking the 'Add' button.' Below this is a message box that says 'No attachments have been added to this application.' and two buttons labeled 'Previous' and 'Next'. At the bottom, there are links for 'USDA | APHIS | Export Program Manual | Help/Contact Us'.

On the *Attachments Update* page all the attachments from the original certificates will show on the page with either a **Remove** or an **Add** button next to it. The **Remove** button will remove the attachment from the new certificate's attachments list, while the **Add** button will add the removed attachment back to the new certificate attachment list.

12. Once you have completed the Attachments Update, click the **Next** button.
 RESULT: The *Application for Combined Federal Phytosanitary Certificate – Summary/Submit* page appears.

Welcome **Mary Davis** of Skagway (PPQ) [Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Combined Federal Phytosanitary Certificate

PCIT Home

Combine Step by Step

Combine Overview

General

Export & Shipping

Commodities

Attachments

Summary/Submit

EXCERPT

Tracking # **93608**

[Print](#) [Cancel Combine](#)

Summary/Submit

Please review the information that you have provided for the application. Select 'Edit' to make changes to the associated part of the application.

Original Certificates:

F-F-02232-00090909-7-N	View Certificate
F-F-02232-00091752-7-N	View Certificate

Certificate Type: PPQ Form 577

Applicant Name: ABCD Corporation (Org ID 11001)

Applicant Address: 1234 EDS Drive
Herdon, VA 20171
Phone: 703-222-3445

Exporter Name: Herdon Exports

Exporter Address: 1234 Main Street
Herdon, VA 11111

Consignee Name: Morocco Imports

Consignee Address: Casablanca [Edit](#)

Destination Country: Morocco

Requested Issuing Duty Station: AK-Skagway (PPQ)

[Reference Information:](#)

Import Permit Number:

[Comments:](#)

Shipment Value: Commercial

Approximate Date For Departure From Port Of Export: 04/10/2008

Port Of Export: Dulles Int. Airport

Declared Means Of Conveyance: Air Freight [Edit](#)

Shipping Details: *For information, click the commodity 'Details' button(s) below.*

Point Of Entry:

Commodities Total: 2

Common Name	Botanical Name	Quantity	Unit	
Apple	Malus pumila	1000	Each	Details
Oak	Quercus macrolepis	1000	Each	Details

[Edit](#)

Attachments: There are no file(s) attached to this application. [Edit](#)

Notice: I acknowledge that the fee is charged when the certificate is in issued status.

Notice: By submission of this application, I certify that the origin (place where grown) of the articles listed is as represented.

[Previous](#) [Submit & Process](#)

EXCERPT

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

The *Application for Combined Federal Phytosanitary Certificate – Summary/Submit* page displays the summary information for the new combined certificate including the original certificates numbers. The **Edit** buttons will redirect you back to the corresponding Combine Step by Step pages.

13. To submit the combine, click the **Submit & Process** button.

NOTE: If you are an Applicant or AE user, click the **Submit Application** button for an ACO to process.

RESULT: For the ACO user, the *Application for Combined Federal Phytosanitary Certificate – Additional Declarations* page appears.

The screenshot displays the 'Additional Declarations' page in the PCIT system. At the top right, it says 'Welcome Mary Davis of Skagway (PPQ). Sign Out'. The main header is 'USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)'. Below this, the page title is 'Application for Combined Federal Phytosanitary Certificate'. The left sidebar has a menu with 'PCIT Home', 'My Workload', 'My Duty Station Workload', 'Application Step by Step' (with sub-items 'General' and 'Additional Declarations'), and 'Issue/Print Certificate' (with sub-item 'EXCERPT'). The main content area shows 'Tracking # 93608' and buttons for 'Close', 'Print Application', and 'Print Certificate Draft'. Application details include 'Applicant Name: ABCD Corporation (Org ID 11001)', 'Application Submission Date: 07/15/2008', and 'Application Tracking Number: 93608'. The 'Current Status' is 'Submitted' with an 'Update Status' button. The 'Additional Declarations' section contains instructions: 'Please add any applicable Additional Declarations for the certificate. Select EXCERPT to review the foreign government requirements. Copy and paste information from EXCERPT into the box below. You may also select a standard statement from the list below.' There is a dropdown menu with the text 'Import Permit Number _____ was presented.' and an 'Add' button. Below this is a text area containing 'Import Permit Number _123456_ was presented.' At the bottom of the main content area are 'Previous', 'Save', and 'Next' buttons. The footer includes links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

The *Additional Declarations* page combines all of the additional declarations from the original certificates. You can also add new additional declarations.

14. Once you have completed the Additional Declarations, click the **Next** button.

RESULT: The *Application for Combined Federal Phytosanitary Certificate – Certificate Adjustment & Payment* page appears for federal users. State and County users will see the *Application for Combined Federal Phytosanitary Certificate – Certificate Adjustment* with a State/County Information section.

Welcome **Mary Davis** of Skagway (PPO).
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Combined Federal Phytosanitary Certificate



[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Application Step by Step](#)

[General](#)

[Additional Declarations](#)

[Issue/Print Certificate](#)

[EXCERPT](#)

Tracking #: 93608 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: ABCD Corporation (Org ID 11001) Current Status: **Submitted**

Application Submission Date: 07/15/2008 [Update Status](#)

Application Tracking Number: 93608

Certificate Adjustment & Payment

At this time, you can make any necessary adjustments to the certificate.

Note: All dates entered in mm/dd/yyyy format will be written out in long date format: (e.g. January 10, 2005).

Inspection Date Adjustment

The current inspection date is **April 10, 2008**. If you wish to change this date, you can enter it here:

Select Date Information:

Or Any Text:

(44 characters max)

Country of Transit Adjustment

The destination country is **Morocco**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

Printed ACO Adjustment

Currently, **Mary Davis** has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here:

Select An ACO:

Certificate Preview

If you have made adjustments and wish to preview them before issuing the certificate, you must click this button to first save your changes: [Save Current Adjustments](#)

Click this button to preview your certificate: [Preview Certificate](#)

Certificate Payment

The calculated fee is for this certificate is: **\$7.00**. [Change Fee](#)

Note: Issuing this certificate will debit the applicant's pre-purchase account the fee amount.

Important: Only click 'Issue Certificate & Charge Fee' button once to avoid possible duplicate charges.

[Previous](#) [Issue Certificate & Charge Fee](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

15. Make any final adjustments and then click the **Issue Certificate & Charge Fee** button for federal users. State and County users will click the **Issue Certificate** button.

RESULT: The *Application for Combined Federal Phytosanitary Certificate – Print Certificate & Optional Fee Correction* page appears for federal users. State and County users will see the *Application for Combined Federal Phytosanitary Certificate – Print Certificate*.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



Application for Combined Federal Phytosanitary Certificate

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Issue/Print Certificate](#)

[EXCERPT](#)

Applicant Name: ABCD Corporation Current Status: **Issued**

Application Submission Date: 07/15/2008

FPC Number: F-F-02232-00093608-7-N

Print Certificate & Optional Fee Correction

Reminder: For pre-paid phytos prior to release of PCIT Version 2.5, please continue to use the APHIS 80-R until all balances created prior to 09/08/2007 are exhausted.

This certificate was charged: **\$7.00**.
If this is incorrect, you can correct the fee now. Correct Fee

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the '[Generate Original Certificate](#)' button.

Generate Original Certificate

Step 2: Once the original certificate has successfully printed, click the '[Printed](#)' button. This will do the following:

1. Will ensure that duplicate original certificates cannot be generated in PCIT.
2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.

Printed

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code: Add

Bar Code Number(s):

No bar codes have been added.

Optional Step B: If a certificate is eligible for Reuse, a 'Reuse Certificate' button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

Reuse Certificate

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

To generate the Original Certificate, enter bar code information, if desired, and then confirm the certificate printed correctly by clicking the **Printed** button.

RESULT: The *Print Certificate & Optional Fee Correction* page refreshes with the current status displayed as **Printed** and the **Generate Certificate Copy** button replaces the **Generate Original Certificate** button.

When an Applicant user combines a certificate, a confirmation message appears. Clicking the **OK** button will return them to the *PCIT Home* page.

When a request is submitted, the status of the original certificates that have been combined will be updated to “Void-Combined”. The new combined application will be in “Submitted” status. A message will be sent to the requested issuing Duty Station and the ACO will see the submitted combined request via the Messages block on their *Welcome* page.

2.0 Splitting Certificates

What	This section shows you how to split certificates in PCIT.
When	You have an existing certificate that you would like to render as split (void) by the process of dividing it into two to five new certificates. This process enables you to select commodity and quantity for each resulting certificate, carries forward the appropriate application/certificate data, tracks all edits, performs standard application processing validations (CITES checks), updates the AD as required, generates new certificate numbers for each resulting certificate, and maintains a link between the original and new certificates. The resulting certificate will trigger the print process and finance process.
How	Complete the following steps:

When a certificate is split, there is a \$7 fee for the first certificate and for the other certificates it will cost \$23 for certificates where the original shipment value is non-commercial and \$50 where the original shipment value is commercial.

NOTE: Form 579 Phytosanitary Certificate for Reexport, State, and Nursery certificates are not eligible for the split process.

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPQ)" with links for "Manage Account" and "Sign Out". The main header includes the USDA logo and the system name. A "Welcome" banner is present. On the left, a navigation menu lists: PCIT Home, My Workload, My Duty Station Workload, Create/Update Applications, Manage Processed Applications, Financial Management, Print Wizard, View Reports, and EXCERPT. The main content area contains a welcome message: "Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process." Below this is a "Messages" section with three items: "1 Federal application in Submitted status has been assigned to Skagway (PPQ)", "1 Combined application in Submitted status has been assigned to Skagway (PPQ)", and "A Split request has been submitted from Glacier Lumber (Org ID 10955) for original certificate, F-S-02090-00091705-7-N." The last message is followed by "1 application in Issued status for 10 or more days has been assigned to Skagway (PPQ)". There is also a "What's New" section which is currently empty. At the bottom, there are links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

- Select the [Manage Processed Applications](#) link from the menu at the left side of the screen.
RESULT: The *Manage Processed Applications* page appears and allows the user to search for a certificate to view or process.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis of Skagway (PPQ)**.
[Sign Out](#)



Manage Processed Applications

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[My Workload](#)

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Please enter search criteria to manage a list of processed applications. From the resulting list, you may choose to view it by clicking on the 'View' button, or you may manage the processed applications/certificates by clicking on the 'Manage' button.

Duty Station:

and

Application Status:

and

Date Range: To

Or

Tracking Number:

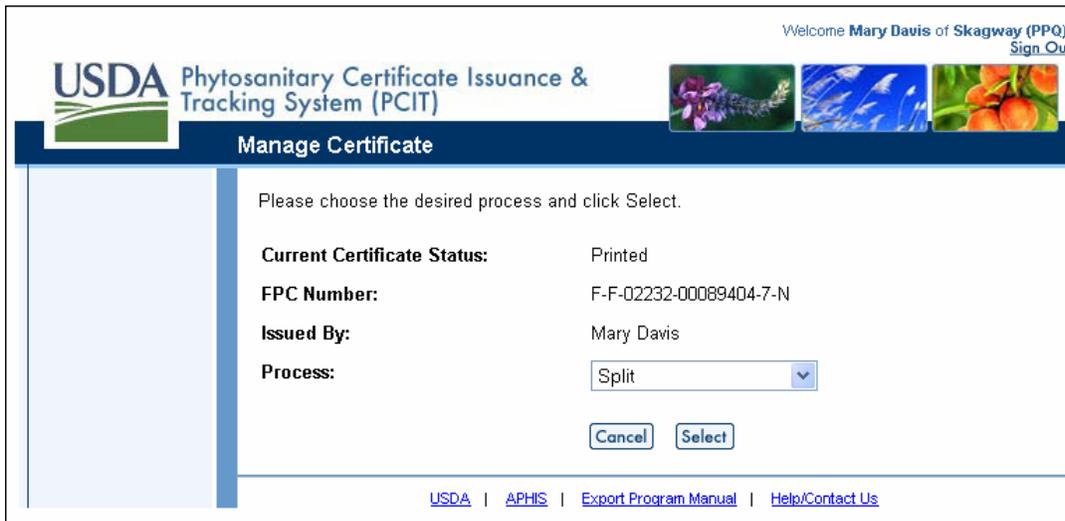
Or

FPC Number:

Tracking / FPC Number	Status	Issued Date	Destination	
88252 F-F-02232-00088252-7-N	Void-Split	02/14/2008	Iceland	<input type="button" value="View"/> <input type="button" value="Manage"/>
89402 F-F-02232-00089402-9-N	Printed	01/25/2008	Canada	<input type="button" value="View"/> <input type="button" value="Manage"/>
89404 F-F-02232-00089404-7-N	Printed	02/02/2008	Canada	<input type="button" value="View"/> <input type="button" value="Manage"/>
89453 F-F-02232-00089453-7-N	Printed	01/31/2008	Canada	<input type="button" value="View"/> <input type="button" value="Manage"/>
89454 F-F-02232-00089454-7-N	Printed	02/07/2008	Canada	<input type="button" value="View"/> <input type="button" value="Manage"/>

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3. Click the **Manage** button next to certificate to be split.
RESULT: The *Manage Certificate* page appears.



Welcome **Mary Davis** of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Certificate

Please choose the desired process and click Select.

Current Certificate Status:	Printed
FPC Number:	F-F-02232-00089404-7-N
Issued By:	Mary Davis
Process:	<input type="text" value="Split"/>

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4. Select **Split** from the Process drop-down list, and click the **Select** button. The **Split** option is only available on the drop-down list for “Issued” or “Printed” certificates.

RESULT: The *Split Wizard – Shared Certificate Information* page appears.

Welcome **Mary Davis of Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Shared Certificate Information

[Cancel Split](#)

Note: The split process must be completed or all the changes will be lost. The information will be saved when the split request has been submitted.

Split Information

Original Certificate Number: F-F-02232-00089404-7-N [View Certificate](#)

Number of Certificates to Split Into:

Shared Information

Items marked * are required.

Applicant Name: Test Plant Company (Org ID 10253)

Applicant Address: 1345 Cameroon Stret
Herndon, VA 22180
Phone: 312 567 4789

Exporter Name:* [Add](#)

Consignee Name: [Add](#)
You will be able to update the consignee per certificate on the next screen.

Requested Issuing Duty Station:*

[Cancel](#) [Next](#)

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On the *Shared Certificate Information* page, you can select from 2 to 5 certificates to split into by selecting the appropriate number in the Number of Certificates to Split Into drop-down list. The Shared Certificate Information is displayed. The default **Applicant**, **Exporter**, and **Consignee** information is inherited from the original certificate.

The **Exporter** and **Consignee** drop-down lists will be populated with the selected applicant’s and the ACO’s exporters and consignees. The **Requested Issuing Duty Station** drop-down list will include the ACO’s associated duty stations.

For Applicant users, the **Exporter** and **Consignee** drop-down lists will be populated with the applicant’s exporters and consignees. The **Requested Issuing Duty Station** drop-down list will include all duty stations.

NOTE: New exporters and consignees can be added to the drop-down lists.

5. Once you have updated the Split and Shared Information, click the **Next** button.

NOTE: Once you click the **Next** button you can only increase the number of certificates to split into from the previous *Split Wizard – Shared Certificate Information* page. Increasing the number will generate additional certificates. You will be able to decrease the number of certificates requested on a following screen.

RESULT: The *Split Wizard – Individual Certificate Information* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**.
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Individual Certificate Information

Cancel Split

PCIT Home
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Shipping Details
Summary
EXCERPT

Split Information

Original Certificate Number: F-F-02232-00089404-7-N [View Certificate](#)

Number of Certificates to Split Into: 2

New Certificate Information

Available Applicant Funds: \$8,573.00 **Estimated Charge:** \$57.00
Charges may be changed prior to issuance.

To edit the certificate details for each certificate individually, click on the 'Edit Certificate' button for the corresponding certificate.

Tracking #	Consignee	Est. Charge
95634	Cold Shippers <input type="button" value="Add"/>	\$7.00 <input type="button" value="Edit Certificate"/> <input type="button" value="Delete"/>
95635	Canadian Imports <input type="button" value="Add"/>	\$50.00 <input type="button" value="Edit Certificate"/> <input type="button" value="Delete"/>

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The *Individual Certificate Information* page displays the funds available, estimated charges, and tracking numbers of the new certificates. You can update the consignee for each new certificate by selecting one from the drop-down list. New consignees can be added to the drop-down list by clicking the **Add** button.

You can delete any of the new certificates by clicking on the **Delete** button. Deleting a certificate will automatically adjust the estimated charges.

6. If you would like to edit a certificate, click the corresponding **Edit Certificate** button.
 RESULT: The *Edit Certificate Details* page appears.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of Skagway (PPQ)
[Sign Out](#)





Edit Certificate Details

You may edit certificate details from the original certificate below. This update will only be made to the selected certificate.
 Items marked * are required.

Tracking #: 95634

General

Reference Information:

Import Permit Number:
Note: Please use a comma to separate multiple import permit numbers.

Comments:

Export Details

Port Of Export:

Declared Means Of Conveyance From Port Of Export:*

If Other, More Details:

Point Of Entry:*
If left blank, the consignee country will be automatically added.

Attachments

Listed are the attachments from the original certificate. To remove an attachment, click the corresponding 'Remove' button. Once an attachment has been removed, you can add it back by clicking the 'Add' button.

No attachments have been added to this application.

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7. On the *Edit Certificate Details* page, you can update certificate details. Default values and attachments are inherited from the original certificate. You can remove and add back attachments by clicking the **Remove** and **Add** buttons. Attachments will be saved upon submission. Click the **Save** button to return to the *Split Wizard – Individual Certificate Information* page.

- Once you have updated the Individual Certificate Information, click the **Next** button.
RESULT: The *Split Wizard – Commodity Quantities* page appears.

Welcome **Mary Davis** of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Commodity Quantities [Cancel Split](#)

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 EXCERPT

Split Information

Original Certificate Number: F-F-02232-00089404-7-N [View Certificate](#)

Number of Certificates to Split Into: 2

Update Commodity Quantities

Split the original certificate commodity quantities amongst the new certificates. You may enter any amount up to 100% utilization but your combined totals cannot exceed the original amounts. If the cell is left blank or the quantity entered is 0, the commodity will be deleted from the new certificate.

Original Amount	#95634 Cold Shippers	#95635 Canadian Im...	Utilization
Apple (Malus sp)			
500 Boxes	<input type="text" value="250"/>	<input type="text" value="250"/>	100%

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You can update the commodity quantities for each new certificate. For each commodity, the combined totals cannot exceed the original commodity quantity. If the commodity quantity is left blank or is zero, the commodity will be deleted from the corresponding new split certificate when the certificate is submitted. Related inspection and treatment information will also be deleted.

- Once you have updated the Commodity Quantities, click the **Next** button.
RESULT: The *Split Wizard – Shipping Details* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**.
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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Shipping Details

[Cancel Split](#)

PCIT Home
 Split Wizard
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 Commodity Quantities
Shipping Details
 Summary

EXCERPT

Split Information

Original Certificate Number: F-F-02232-00089404-7-N [View Certificate](#)

Number of Certificates to Split Into: 2

Update Shipping Details

To edit the shipping details for each new certificate, click on the 'Edit Details' button for the corresponding certificate. Shipping details must be complete for each certificate before proceeding.

#95634 Cold Shippers	#95635 Canadian Im...
Apple (Malus sp)	
250 Boxes	250 Boxes
Edit Details	Edit Details

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To complete shipping details for each certificate, click the **Edit Details** button.
 RESULT: The *Edit Certificate Shipping Details* page appears.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)



Edit Certificate Shipping Details

To add shipping details, you can edit each commodity individually by making your edits and clicking the 'Next' button to edit the remaining commodities, or click on the hyperlink under each commodity to jump to a specific one.
 Items marked * are required.

Tracking #: 95634

Certificate Details

Consignee: Cold Shippers

Commodity List: Apple (Malus sp)

Note: *Italicized* commodities indicate shipping details are complete.

Shipping Details

To specify shipping details for the current commodity only, edit the information below. By default, all Package Descriptions and Distinguishing Marks are carried over from the original certificate.

Commodity: Apple (Malus sp)

Quantity: 250 Boxes

Number Of Packages:* Note: Can be zero (0) or blank when package description is "In bulk".

Package Description:* Labels [Edit Help](#)

If Other, More Details:

Distinguishing Marks:* Use Consignee Address [Edit Help](#)

If Other, More Details:

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You can edit the **Number Of Packages**, **Package Description**, and **Distinguishing Marks** for each commodity. The **Package Description** and **Distinguishing Marks** drop-down lists will be pre-populated with the values from the original certificate.

Click the **Next** button to edit shipping details for the next commodity. You may also click the hyperlinked commodity names in the commodity list to jump to a specific commodity. You will loop through the *Shipping Details* page until details have been entered for all commodities. When a commodity has all required data fields entered then that commodity will display in italics in the commodity listing. Shipping details will be saved when the **Save** button is clicked on the final page and you will be returned to the *Split Wizard – Shipping Details* page. **NOTE:** The word *Complete* will appear below the **Edit Details** button when all the corresponding shipping details for that certificate have been entered.

Welcome **Mary Davis** of **Skagway (PPO)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Shipping Details [Cancel Split](#)

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[Summary](#)

EXCERPT

Split Information

Original Certificate Number: F-F-02232-00089404-7-N [View Certificate](#)

Number of Certificates to Split Into: 2

Update Shipping Details

To edit the shipping details for each new certificate, click on the 'Edit Details' button for the corresponding certificate. Shipping details must be complete for each certificate before proceeding.

#95634 Cold Shippers	#95635 Canadian Im...
Apple (Malus sp)	
250 Boxes	250 Boxes
Edit Details <i>Complete</i>	Edit Details <i>Complete</i>

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Once you have completed the Shipping Details, click the **Next** button.
 RESULT: The *Split Wizard – Summary* page appears.

Welcome **Mary Davis of Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Summary

[PCIT Home](#) [Print All Applications](#) [Cancel Split](#)

[Split Wizard](#)

Shared Information
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 Commodity Quantities
 Shipping Details
Summary

EXCERPT

Split Information

Original Certificate Number: F-F-02232-00089404-7-N [View Certificate](#)

Number of Certificates to Split Into: 2

Summary

Available Applicant Funds: \$8,573.00 **Estimated Charge:** \$57.00

To review and print the applications, click on the corresponding 'Print Application' button.

Tracking Number: 95634

Consignee: Cold Shippers **Destination Country:** Canada

Calculated Fee: \$7.00

[Print Application](#)

Tracking Number: 95635

Consignee: Canadian Imports **Destination Country:** Canada

Calculated Fee: \$50.00

[Print Application](#)

To begin processing the split request, click the 'Submit & Process' button.

[Previous](#) [Submit & Process](#)

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The *Split Wizard -Summary* page displays the summary information for the split process. To preview and print the applications, click on **Print Application** button. The inspection date displayed on the original certificate will be used for the new certificates.

Prior to submitting, a check will be made to ensure that the original certificate is still valid and that it has not been split by another process. If the validation failed, an error message will be displayed. If successful, the original certificate's status will be updated to "Void-Split". This will mark the original certificate so that it is no longer valid.

10. To submit the split, click the **Submit & Process** button.

NOTE: If you are an Applicant or AE user, click the **Submit for Approval** button for an ACO to process.

RESULT: The *Split Wizard – Summary* page reappears with the **Issue Certificate & Charge Fee** for federal users. State and County users will click the **Issue Certificate** button.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Summary

[Print All Certificate Drafts](#) [Cancel Split](#)

PCIT Home
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 EXCERPT

Split Information

Original Certificate Number: F-F-02232-00089404-7-N [View Certificate](#)

Number of Certificates to Split Into: 2

Summary

Available Applicant Funds: \$8,573.00 **Estimated Charge:** \$67.00

You have successfully submitted this split request and can begin processing.

To make adjustments to the certificates before issuing them click the 'Add Certificate Adjustments' button. You may make adjustments such as adding/adding additional declarations, country of transit, issuing ACO, or the certificate payment.

Tracking Number: 95634

Consignee: Cold Shippers **Destination Country:** Canada

Additional Declarations: Import Permit Number _____ was presented.

Calculated Fee: \$7.00 **Issuing ACO:** Mary Davis

[Add Certificate Adjustments](#) [Preview Certificate](#)

Tracking Number: 95635

Consignee: Canadian Imports **Destination Country:** Canada

Additional Declarations: Import Permit Number _____ was presented.

Calculated Fee: \$50.00 **Issuing ACO:** Mary Davis

[Add Certificate Adjustments](#) [Preview Certificate](#)

Note: Issuing this certificate will debit the applicant's pre-purchase account the fee amount.

Important: Only click 'Issue Certificate & Charge Fee' button once to avoid possible duplicate charges.

[Issue Certificate & Charge Fee](#)

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11. To make adjustments to the certificates before issuing them, click the **Add Certificate Adjustments** button.

RESULT: The *Add Certificate Adjustments* page appears.

NOTE: The State/County Information block will replace the Certificate Payment section when State and County users are processing the split request.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)





Add Certificate Adjustments

EXCERPT

Additional Declarations

Please add any applicable Additional Declarations for the certificate. Select EXCERPT to review the foreign government requirements. Copy and paste information from EXCERPT into the box below. You may also select a standard statement from the list below.

Import Permit Number _____ was presented.

Add

Import Permit Number _____ was presented.

Certificate Adjustment & Payment

At this time, you can make any necessary adjustments to the certificate.

Country of Transit Adjustment

The destination country is **Canada**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

Add Country of Transit

Printed ACO Adjustment

Currently, **Mary Davis** has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here:

Select An ACO: Select

Certificate Payment

The calculated fee is for this certificate is: **\$7.00** . Change Fee

Note: Issuing this certificate will debit the applicant's pre-purchase account the fee amount.

Cancel
Save

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On the *Add Certificate Adjustments* page you may make adjustments such as adding/updating additional declarations, country of transit, issuing ACO, or the certificate payment. Click the **Save** button to save your changes.

12. To issue the certificate, click the **Issue Certificate & Charge Fee** button.

NOTE: Issuing the certificate at a federal duty station will debit the applicant's pre-purchase account the fee amount.

IMPORTANT: Only click the **Issue Certificate & Charge Fee** button once to avoid possible duplicate charges.

RESULT: The *Split Wizard – Confirmation* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Confirmation

PCIT Home
 Split Wizard
 Confirmation
 EXCERPT

You have successfully split certificate F-F-02232-00089404-7-N into 2 certificates.

FPC Number	Issue Date	Issued By	Destination	Fee
F-F-02232-00095634-7-N	08/07/2008	Mary Davis	Canada	\$7.00
F-F-02232-00095635-7-N	08/07/2008	Mary Davis	Canada	\$50.00

Step 1: To print the original certificates, select the ['Generate Original Certificates'](#) button.

[Generate Original Certificates](#)

Step 2: If the original certificates printed correctly, select the ['Printed'](#) button.

[Printed](#)

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13. To print the original certificate, click the **Generate Original Certificates** button.

RESULT: The current certificate is printed.

14. If the original certificates printed correctly, click the **Printed** button.

RESULT: The *Split Wizard – Confirmation* page reappears with a confirmation message displayed.

Welcome **Mary Davis** of **Skagway (PPQ)**.
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Confirmation

PCIT Home
Split Wizard
Confirmation
EXCERPT

You have successfully split certificate F-F-02232-00089404-7-N into 2 certificates.

FPC Number	Issue Date	Issued By	Destination	Fee
F-F-02232-00095634-7-N	08/07/2008	Mary Davis	Canada	\$7.00
F-F-02232-00095635-7-N	08/07/2008	Mary Davis	Canada	\$50.00

The certificates have been successfully printed.

To print a certificate copy now, click the 'Generate Certificate Copy' button. To print copies at a later time, use the Print Wizard.

[Generate Certificate Copy](#)

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When an Applicant user splits a certificate, a confirmation message appears. Clicking the **OK** button will return them to the *PCIT Home* page.

Welcome **Chris Wilson** of **Alaska Plant World (Org ID 10952)**.
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Split Wizard - Confirmation

PCIT Home
Split Wizard
Confirmation
EXCERPT

Your request to split certificate F-S-02090-00090633-7-N into 2 certificates has been submitted on Thursday, August 7, 2008.

The tracking numbers for this request are 95650, 95651.

[Ok](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

When a request is submitted, the status of the new certificates will be updated to “Submitted”. A message will be sent to the requested issuing Duty Station and the ACO will see the submitted split request via the Messages block on their *Welcome* page.

Welcome **Mary Davis of Skagway (PPQ)**.
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

[PCIT Home](#)
[My Workload](#)
[My Duty Station Workload](#)
[Create/Update Applications](#)
[Manage Processed Applications](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

- [2 Federal applications have been assigned to you at Duty Station Fairbanks \(State\)](#)
- [1 Federal application in Submitted status has been assigned to Skagway \(PPQ\)](#)
- [1 Combined application in Submitted status has been assigned to Skagway \(PPQ\)](#)
- [A Split request has been submitted from Alaska Plant World \(Org ID 10952\) for original certificate, F-S-02090-00090633-7-N.](#)
- [A Split request has been submitted from Glacier Lumber \(Org ID 10955\) for original certificate, F-S-02090-00091705-7-N.](#)
- [1 application in Issued status for 10 or more days has been assigned to Skagway \(PPQ\)](#)

What's New

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