Veterinarian Export Health Certificate System (VEHCS)

How to utilize VEHCS

For Exporters, Accredited Veterinarians (AV) and AV Support Staff

March 2014
Welcome to VEHCS

Upon logging into the system, you will see your VEHCS Home page containing:

• The Messages block alerting you of your pre-purchase account balance, returned health certificates and other notices.

• The What’s New block displaying system messages.

• The left menu enabling you to move throughout VEHCS. In addition VEHCS Home currently displayed, the left menu contains:
  • Create Certificate enabling you to create certificates using previously saved template data or not.
  • Manage Template Data enabling you to maintain data frequently used for creating certificates.
  • Financial Management enabling you to add funds to your pre-purchase account via a link to Department of Treasury's Pay.gov application
  • View Certificates enabling you to access your organization’s certificates.
Create a Certificate

- To create certificates without using previously saved data select Create Certificate Without Template from the left menu.
- To start creating a certificate, select the destination country. Once the country is selected additional fields are displayed.
- Select the remaining data and click Next to continue to the General screen.

NOTES: 1) The content of the Certificate Step By Step screens that follow is based on selections made on this screen.
2) A VEHCS defined or universal certificate (enabling the issuing vet to defined entry for specific countries and commodities) will result depending on your selection.
Create a Certificate (continued)

- The **General** screen displays when you click Next from Certificate Content. Note a unique tracking number is associated with the certificate and the previously entered data has been saved.
- Continue entering certificate data on the **General** screen.
- Fields marked with a red asterisk are required fields and must be completed prior to submitting the certificate to the VS for processing.
- Depending on the commodity selected for export, some fields are displayed or hidden. E.g., Importing Feedlot Information.
- Previously saved consignors and consignees can be selected for the current certificate or use the corresponding Add button to add new data. **Note:** Only Consignees from the country selected as the certificate's destination will display.
- Click Next to continue to the Export and Shipping screen.

**NOTE:** You can use the left menu to move to another Certificate Step by Step screen or to return to VEHCS Home.
Create a Certificate (continued)

- The **Export and Shipping** screen displays when you click Next from General.
- Continue entering certificate data on the **Export and Shipping** screen.
- **VEHCS** enables you to select an internal or an external veterinarian to submit the certificate to VS. **Note:** You will not be able to select an internal veterinarian until the commodity state of origin is selected on the General screen and only veterinarians licensed and accredited in the commodity state of origin will be listed.
- If your port of embarkation/border crossing is not listed, select “Other”; use the More Details field to enter your port/border crossing.
- If you know the container identification/seal numbers enter them individually in the field provided and click Add. The information will appear in the table.
- Click Next to continue to the **Commodities** screen.
Create a Certificate (continued)

• The **Commodities** screen displays when you click Next from Export & Shipping.
• The commodity data fields presented to manually enter data are based on country, commodity type and intended use initially specified on the Certificate Content screen. *Note:* An option to upload commodity data from an Excel is available for some commodities.
• To manually add rows with similar commodity data, enter the number of rows to add, complete the desired fields and click Generate Rows. The specified number of rows are added to the table.
• To add blank rows, enter the number of rows to add and click Generate Rows.
• Then update the commodity information in the table as needed.
• When using a universal format, check IREGS for the information needed in the table.
• For certificates requiring commodity images, ONLY identification pictures should be loaded here. All other attachments will be in the Attachment section.
• Click Next to continue to the Statements screen.
Create a Certificate (continued)

- The **Certification Statements** screen displays when you click Next from Commodities.
- If your user role is Exporter you cannot select certification statements.
- If your user role is AV Support of an AV organization you can enter date and test information to complete certification statements. You cannot select certification statements.
- If your user role is Accredited Veterinarian you can enter date and test information to complete certification statements as well as select the certification statements.
- When using a universal format, check IREGS for the information needed for this section.
- Click Next to continue to the Attachments screen.
Create a Certificate (continued)

- The **Attachments** screen displays when you click Next from Certification Statements.
- Attachments uploaded here should include any information that the reviewing USDA personnel would need to process the health certificate (i.e., import permit, laboratory results, etc. as needed).
- To add attachments click Add Attachments and the **File Upload** screen displays.
- Use **Browse** to locate the document to attach. Note: Only .gif, .jpg and .pdf files can be attached.
- Select the file description and click **Upload** to attach the file.
- Repeat the steps to upload additional attachments.
- Click Next to continue to the Summary/Submit screen.
Create a Certificate (continued)

- The Summary/Submit screen displays when you click Next from Attachments.
- The Summary/Submit screen displays all the information entered for a certificate enabling users to review the certificate data on one screen.
- If errors are found, click the corresponding Edit to return to appropriate Certificate Step by Step screen to correct the data.

NOTE: The Issuing VS office is displayed on the Summary/Submit screen. The Issuing VS office is determined by the Commodity Origin State entered on the General screen.
Create a Certificate (Summary/Submit continued)
Create a Certificate (continued)

• If an External Accredited Veterinarian was selected on the Export and Shipping screen, click the Submit to Accredited Veterinarian button. The certificate data is now available to the accredited veterinarian to be completed and subsequently submitted to VS for endorsement.
Create a Certificate (continued)

• If an Internal Accredited Veterinarian was selected on the Export and Shipping screen, only that Accredited Veterinarian can submit the certificate.

• These are the options (“Previous” or “Save as Work in Progress”) available to the Exporter and AV Support users at the bottom of the Summary/Submit screen.
Create a Certificate (continued)

• If you are an Accredited Veterinarian you will see a Submit Certificate button at the bottom of the Summary/Submit screen.

• To submit to the VS Office for endorsement, you must check the two statements:
  • By submission of this certificate, I certify that the information presented is accurate and I legally sign this document. I also acknowledge that any applicable fees will be charged upon endorsement and completion of this certificate.
  • I have uploaded the appropriate lab results on the Attachments screen as applicable.

• Then click Submit Certificate. VEHCS verifies that all required fields are completed and that the user submitting the certificate is the Accredited Veterinarian noted on the Export and Shipping screen.
Create a Certificate (continued)

• If errors are found upon submission, VEHCS will lead the Accredited Veterinarian to the errors for correction.
• Click Review Errors to view the first error.
• Error messages are displayed at the top of the screen and the errors are highlighted.
• Make the necessary corrections and click Next. VEHCS will show the next error or the Summary/Submit page when all the errors have been addressed.
Create a Certificate (continued)

- If no errors are found upon submission, a confirmation that the certificate was successfully submitted is displayed.
- The certificate is submitted to the VS office based on the commodity origin noted on the General screen.
- To speed up the creation of future certificates, you can save this certificate as a template. Information from the General and Export and Shipping screens will be saved.
  - Click **Save as Template**.
  - Enter a name for the template.
  - Click **Save**.
- Otherwise, click an option on the left menu to continue using VEHCS.

Note: Please contact your local USDA APHIS VS office to ensure processing of your health certificate.
Manage Template Data

- To create and maintain reusable data to speed up the creation of certificates select Manage Template Data from the left menu.
- The Manage Certificate Templates screen is displayed and the options to Manage Consignors and Manage Consignees are available in the left menu.
- This data is available for use by all users in your organization.
- To edit a certificate template, click the corresponding Update button.
- To delete a certificate template, check the corresponding checkbox and click Delete at the top of the column.
- To create a new template, click Create New Template.

NOTE: This is the screen that displays when you select Create Certificate With Template from the left menu. To create a certificate, locate the desired template and click the corresponding Start New Cert button.
Manage Template Data (continued)

- The **Template Details** screen displays when you click Create New Template from Manage Certificate Templates.
- Enter the desired data and click **Save**. Note: Only the Template Name is required, you can enter as much or as little data to assist in creating certificates.
- If the template will be used to create other than VEHCS predefined certificates you can select a Commodity Table Design. **Note:** If a commodity table design is selected and a VEHCS predefined commodity table exists, the selected commodity table design will not be used.
- Upon save the template appears on the Manage Certificate Templates screen.
Manage Template Data (continued)

- To create and maintain reusable Consignor data select Manage Template Data from the left menu, then select Manage Consignors.
- To edit a consignor, click the corresponding Update button.
- To delete a consignor, check the corresponding checkbox and click Delete at the top of the column.
- To create a new consignor, click Add Consignor.
Manage Template Data (continued)

• The **Consignor Details** screen displays when you click Update or Add Consignor from Manage Consignors.

• Enter the desired data and click **Save & Back**. *Note:* To add additional consignors, click Save & Add Another; the consignor is saved and a blank screen displays.

• Upon save the consignor appears on the Manage Consignors screen.
Manage Template Data (continued)

- To create and maintain reusable Consignee data select Manage Template Data from the left menu, then select Manage Consignees.
- To edit a consignee, click the corresponding Update button.
- To delete a consignee, check the corresponding checkbox and click Delete at the top of the column.
- To create a new consignee, click Add Consignee.
Manage Template Data (continued)

• The **Consignee Details** screen displays when you click Update or Add Consignee from Manage Consignees.

• Enter the desired data and click **Save & Back**. **Note:** To add additional consignees, click Save & Add Another; the consignee is saved and a blank screen displays.

• Upon save, the consignee appears on the Manage Consignees screen.
Manage Template Data (continued)

- To create and maintain reusable Commodity Table data select Manage Template Data from the left menu, then select Manage Commodity Table Templates.

- User defined commodity tables are used with the universal certificates, universal certificates do not have VEHCS defined commodity tables.

- To edit a commodity table, click the corresponding Update button.

- To delete a commodity table, check the corresponding checkbox and click Delete at the top of the column.

- To create a new commodity table, click Add Table Template.
Manage Template Data (continued)

- The **Commodity Table Template Details** screen displays when you click Update or Add Commodity Table Template from Manage Commodity Table Templates.
- This template describes the data that will be collected for commodities. This data could include, but is not limited to: animal ID, age, test dates, vaccination dates, other distinguishing marks.
- Enter the desired table data definition and click **Save**.
- Upon save, the commodity table template appears on the Manage Commodity Table Templates screen.
Add Funds to your Pre-Purchase (debit) Account

In addition to the traditional methods of payment, your organization can fund a pre-purchase (debit) account in VEHCS to fund the payment for certificates. VEHCS provides a link to Department of Treasury’s Pay.gov application to securely process financial transactions. There is no need to create an account at Pay.gov. The pre-purchase account is automatically created, with a zero balance, when an organization is created in VEHCS.

• To fund your organization’s pre-purchase account select Financial Management from the left menu.

• Click Add to Balance. At this point you are re-directed to Department of Treasury’s Pay.gov site.
Add Funds to your Pre-Purchase Account (continued)

- The first of three Pay.gov screens displays.
- To add funds from a bank account, use the top half of the screen.
- To add funds using a credit card, use the bottom half of the screen.
- Click the corresponding Continue button.
Add Funds to your Pre-Purchase Account (continued)

- The second of three Pay.gov screens displays when you click Continue.
- Review the information provided.
- If you want an email receipt, enter the email address information.
- Check the authorization to debit your bank account or charge your credit card checkbox.
- Click Submit Payment.

Note: The ‘Payment’ is a deposit of funds into the pre-purchase (debit) account that can then later fund the payment of processing health certificates created in the system.
Add Funds to your Pre-Purchase Account (continued)

- The third of three Pay.gov screens displays when you click Submit Payment.
- You can print a copy of the confirmation of payment to the pre-purchase account.
- Use the link at the bottom of the screen “Return to your agency website” to return to VEHCS.
Add Funds to your Pre-Purchase Account (continued)

- The Financial Management screen displays when you click return to your agency website.
- The updated pre-purchase account balance is displayed. This is the balance available to pay certificate fees.
Retrieving Certificates

- Select View Certificates from the left menu to retrieve certificates.
- Use Status and Date Range to filter the certificates displayed or enter a tracking number or certificate number to retrieve a specific certificate. Note: a certificate number is generated when the VMO endorses a certificate.
- To update certificates that have not been submitted (Work in Progress) or certificates that have been returned by the Area Office, click the corresponding View/Edit button. To delete one of these certificates, click Delete.
- To view other certificates click the corresponding View button.
- To view the VMO’s return comments click Comments.
- To print a copy of a completed certificate click Manage.
Viewing Certificates

- The View Certificate Details screen displays when you select View from the View Certificates screen.
- This is a read only screen.
- If the certificate has not been Endorsed by VS, you can view a draft of the certificate by clicking View Certificate Draft, located at top of the screen.
- Click Back, located at top or bottom of the screen, to return to the View Certificates screen.
Viewing a Certificate Draft

• A Certificate Draft displays in a new window when you select View Certificate Draft from the View Certificate Details screen.

• Close the new window to return to an unobstructed view of VEHCS.
Viewing a Certificate Copy

• Click **Manage** on the View Certificates screen to display the Manage Certificate screen.
• Select Generate Copy and click **Select**.
• The Certificate Copy displays in a new window.
• Close the new window to return to an unobstructed view of VEHCS.
Friendly Reminders

• Screen help is available; simply click ‘Need Help?’ at the top right of any VEHCS screen.

• Online Help and Quick Reference Guides are available on the VEHCS Support screen under Training. Click the ‘Help/Contact Us’ link at the bottom of any VEHCS screen to view the VEHCS Support screen.

• VEHCS does not send email notifications of certificates submitted for VS review or certificates returned to the AV. Please communicate with your VS office and periodically review the Messages block on your VEHCS Welcome screen.

• If you have any questions, please contact the PCIT help desk at 1-866-HLP-PCIT (1-866-457-7248) or pcithelpdesk@aphis.usda.gov.