Each country page on the

USDA APHIS International Regulations for Live Animal Exports (IREGS)

and <u>USDA Pet Travel Website (PTW)</u> contain color-coded banners to indicate a destination country's acceptance of VEHCS.

100.

Step 1: Create a Certificate

I. Log in to VEHCS (<u>https://vehcs.aphis.usda.gov/</u>). Then from the left navigation menu, under "Create Certificate," click "**New Certificate**."

VEHCS Home Create Certificate New Certificate From Saves mplate Manage/Create Template Data Financial Management View Reports View Certificates

II. Alternatively, if you would like to use a certificate template, it simplifies creating a new certificate by reusing existing information, such as consignors and consignees. You can create a new template, update an existing template, or delete a template at any time. To start a new certificate based on an existing template, click "**From Saved Template**," find the applicable template, and click the "**Start New Cert**" button.

	List of Certifica	ite Templates		
Template Name ↑₹ Consignor ↑↓		Consignee ↑↓		Delete Select All
Horses to Canada	Horse Farm of Kentucky	Horse Farm of Canada	Start New Cert Update	

NOTE: On most screens you will see a link for "Step-By-Step Guide" in the top right corner. At any point, you can click this link for detailed instructions on completing the process.

Certificate Content Step 2: Choose Certificate Content I. Select the Destination Country from the drop-down list. This will display the Commodity Type

and Type of Admission drop-down lists. The Intended Use drop-down list appears after selecting Commodity Type. Make the applicable selections and click the "**Next**" button.

Certificate Content
Please enter the required information on each of the Certificate Step by Step pages. When complete, go to Summary/Submit to submit the certificate. If you would like to finish the certificate at a later time, you may save the certificate as a work in progress. You may also save the certificate as a template.
Items marked * are required.
First, select your Destination Country.
*Destination Country: Canada
Then, choose your Commodity Type, Intended Use, and Type of Admission selection and click the 'Next' button. If "Commodity not Listed" is not an option, OR the desired Commodity Type, Intended Use, or Type of Admission is not listed, please refer to the IRegs for Animal Exports website or contact the USDA Endorsement Office serving your state.
*Commodity Type: Cattle
*Intended Use: Circus/Exhibition
*Type of Admission: Temporary Admission Help
Important: The Destination Country and Commodity Type cannot be changed for this certificate after clicking the 'Next' button.
Next

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	RED	ORANGE	GREEN	YELLOW	PURPLE
Accredited Veterinarian Signature	Original signature	Electronic signature	Electronic signature	Electronic signature for SOME commodities only (Please refer to IRegs or PTW)	Electronic signature
APHIS VMO Signature	Original signature and physically embossed with raised seal	Original signature and physically embossed with raised seal	Digital signature and digital seal (not embossed)	Digital signature and digital seal (not embossed) for SOME commodities only (Please refer to IRegs or PTW)	Digital signature and digital seal (not embossed) for SOME commodities only (Please refe to IRegs or PTW

Step-By-Step Guide

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II. If your destination country, commodity type, or intended use is not listed, that means a VEHCS Defined health certificate is not available. Select "Country not Listed" or "Commodity not Listed" or "Intended Use not Listed." You will then be directed to click the "**Next**" button to start the PDF upload health certificate. A separate Quick Reference Guide for that certificate type is available from the VEHCS Help Page.

C2	*Destination Country: (Country not Listed
Click Next to begin. To	omplete this process, you will need the completed PDF health certificate, supporting documentation, payment, and (when applicable) a pre-paid return shipping label.

	Next
Step 3: General	

- I. In the upper left corner, you will see that the certificate has been assigned a tracking number.
- II. Enter the required general information for your certificate as noted by the red asterisk (*) If your Consignor or Consignee is not listed, add a new entry by clicking on the corresponding "**Add**" button.
 - a. After adding the new entry, click the "**Save & Back**" button to return to the "General" page and select the entry from the drop-down list.
- III. Select the Accredited Veterinarian from the drop-down list. NOTE: If you are an Exporter, you must first select if the Accredited Veterinarian is internal (Internal Accredited Veterinarian) or external (External Accredited Veterinarian) to your VEHCS Organization. The list of the Internal Accredited Veterinarians is determined by the Commodity's State of Origin.
- IV. When you have completed entering the information, click the "Next" button. You can save the certificate at any time by clicking the "Save as Work in Progress" button. In the upper right corner, you can also "Save as Template," "View Certificate Draft," "Close," or "Delete" the certificate.

2						
Tracking #: 22769 Certificate Content: Cattle to Canada		Save as Work in Progress	Save as Template	View Certificate Draft	Close	Delete
General				Step-E	<u>By-Step</u>	Guide
Items marked * are required.						
Commodity Origin Information						
Enter the location where the commodities have	e been quarantined or gathered prior to shipment.					
*Place of Origin Name:	Circus Cattle Farm					
*Street Address:	1234 Any Road					
*City:	Anywhere	l.				
*State/Territory:	Maryland V Help					
*Zip Code:	40601					
*Accredited Veterinarian:	Internal Accredited Veterinarian O External Accredited Veterinaria Dr. Accredited Vet (exporter internal AV) Help	an Organization				
	License Number: qe32323 Accreditation Number: 35454542					
Inspection Date:	06/01/2023 (Single date or date range)	ĺ.				
*Consignor: Show Cattle R Us	Add					
*Consignee: Circus in Town	► Add					
Note: Only Consigned	as from the country selected as the certificate's destination country will be displayed.					
	Previous Save as Work in Progress No	ext				

Note regarding selecting an Accredited Veterinarian:

If the Accredited Veterinarian is internal to an organization, the list will be populated based on the State of Origin of the animals.

Select V Help	
	The internal Accredited Veterinarian dropdown will only be populated with applicable
icense Number:	Accredited Veterinarians after the State of Origin is selected above.
ccreditation Number:	Acciented vetermanans alter the state of Origin is selected above.
Accreditation Number.	

If the Accredited Veterinarian is external to an organization, you will need to know the VEHCS Organization ID or name to search for Accredited Veterinarians.

O Internal Accredited	Veterinarian 🖲 External A	Accredited Veterinarian Organiza	tion
Enter the VEHCS Organizat	ion ID or VEHCS organization r	name of the external Accredited Veteri	narian.
Search Tips		Search)
Select 🗸			

Step 4: Export & Shipping

- I. Enter the required export and shipping information.
- II. To include Identification or Seal Numbers, enter the number and click the "**Add**" button. Repeat this process to add more numbers. This will build the identification list in the table. You can delete numbers if needed.
- III. When you have completed entering your information, click the "Next" button.

Export and Shipping		Step-By-Step Guide
Items marked * are required.		
*U.S. Port of Departure:	MI - Port Huron - Border Port If Other, More Details:	
*Estimated Date Of Shipment:	6/2/2023 mm/dd/yyyy	
*Means of Transport:	(Truck V	
Means of Transport Identification:		
Number of Containers:		
Container Description:	Select V If Other, More Details:	
Identification/Seal Numbers:	Add	
	List of Identification/Seal Numbers	
	Identification/Seal Number 17	
	No Identification/Seal Numbers have been added.	
	Previous Save as Work in Progress Next	

Step 5: Commodities

I. To manually enter commodity information, enter the number of animals in the "Number of Rows" field. You can pre-fill general information about the commodities by entering default information, if applicable. Click the "**Generate Rows**" button to build the commodity list in the table

	Number of Rows:	3 Note: You may only add 100 rows at a time.
3	Default Breed/Category:	Jersey 🗸
	Default Other ID/Tattoo:	
	Default Age:	(Months)
	Default Sex:	Female V
	Default Additional Description:	

II. Complete the table with the remainder of the required information. Enter the total number of animals in "Total Quantity."

	Commodities											
Row	*Ear Tag	*Breed/Category	Other ID/Tattoo	*Age (Months)	*Sex	Mother's ¹ Row # (for newborn)	Additional Description	*Tuberculosis Test Read Date (mm/dd/yyyy)	*Brucellosis Test Used	*Brucellosis Test Date 1 (mm/dd/yyyy)	Brucellosis Test Date 2 (mm/dd/yyyy)	Delete <u>Select All</u>
1	850123456789123	Jersey 💙	USA	8	Female 🗸			05/22/2023 📋	BAPA	05/22/2023 📋	Ö	D
2	850123456789124	Jersey 🗸	USA	9	Female 🗸			05/22/2023 📋	BAPA	05/22/2023 📋	Ö	D
3	850123456789125	Jersey 🗸	USA	6	Female 🗸			05/22/2023 📋	BAPA	05/22/2023 📋	H	D

Total Quantity: 3

- III. If you need to add more rows after generating the table, enter the additional number in the "Number of Rows" field and click the "**Generate Rows**" button. The rows will appear at the end of the existing table.
- IV. Alternatively, if the "Upload Commodities From An Excel Spreadsheet" function is provided for the commodity, follow the instructions to upload the commodity spreadsheet. **NOTE:** This is not available for all commodities.

> Option 1: Enter Commodities Manually	
Option 2: Upload Commodities From An	Excel Spreadsheet
spreadsheet and then use 'save as' to save the f Spreadsheet Template:	teet, you must use the Excel spreadsheet linked below as your template. The template requires Microsoft Excel 2010 or later. Enter your data in the file as an XML (xml) file. To upload the resulting XML file, click the 'Upload Spreadsheet' button below. <u>Cattle Canada BreedingRearing CircusExhibition Template xlsx</u> Important: You must use the supplied template to avoid errors in uploading your commodity list. Click 'Save' when prompted to save the template to your hard drive.
	Upload Spreadsheet

V. When you have entered all your information, click the "Next" button.

Step 6: Certification Statements

I. Review the Certification statements and make the appropriate selections.

- Statements with check boxes must be selected.
- For statements with radio buttons, you must select the option that applies.
- For statements that contain text boxes or date boxes, you must enter the required information.
- For statements that contain a drop-down list of states, you must select the appropriate state.

NOTE: Support Staff may enter dates, test names and other details to complete the certification statements if applicable. Only an Accredited Veterinarian can select the certification statements.

The animals were born after January 1, 1999 in the United States or Canada.

٥	The animals are identified by a permanent identification system recognized by the United States Department of Agriculture (USDA) (cattle: A National Animal Identification System (NAIS) compliant "840" radio frequency "RF" ear tag and a tattoo. (all animals are required to have a tattoo). Canadian born cattle bearing the CAN tattoo and 124 RFID tag they were originally exported with also meet the identification requirements) and are not under restriction for movement, slaughter or destruction control. The tag number is included in the description of the animal. Animal identification is recorded in Block 21 - Identification of Commodities of this health certificate.
	The brucellosis herd status of this shipment is listed below. Note: If the shipment contains only castrated males and/or spayed females, the corresponding listed testing requirements do not apply.
	The animals originated from a certified brucellosis-free herd. The animals have tested negative for brucellosis using the fluorescence polarization assay (FPA) test, or the Buffered Acidified Plate Antigen (BAPA) test, or the Competitive ELISA (cELISA). The testing was performed within 30 days of import. The test used, results and test dates of the brucellosis testing are shown in Block 21 - Identification of Commodities of this health certificate.
	The animals originated in a brucellosis-free State from an established herd in which no evidence of brucellosis has existed either clinically or serologically during the 24 months prior to export. The animals have tested negative for brucellosis using the fluorescence polarization assay (FPA) test, or the Buffered Acidified Plate Antigen (BAPA) test, or the Competitive ELISA (cELISA) test. The testing was performed within 30 days of import. The test used, results and test dates of the brucellosis testing are shown in Block 21 - Identification of Commodities of this health certificate.

II. Click the "**Next"** button.

Step 7: Certification Table (if applicable)

NOTE: This step is not applicable to all commodities. If required for your certificate, select "Edit" to begin.

Certification Ta	ibles Step	p-By-Step Guide		
To enter data,	click the 'Edit' button for each table in the Certification Tables list. At least one row is required for each table.			
	Certification Tables			
Table Order ↑↓	لر؟ Table Title ↑↓			
1	Certification Table	Edit		
	Previous Save as Work in Progress Next			

I. To enter the required information, enter the number of rows to generate in the "Number of Rows" field. You can prefill information by entering default information, if applicable. Click the "**Generate Rows**" button to build the certification table.

Default TB Intradermal Test: Default TB Test Date: mm/dd/yyyy Default Brucellosis Test: Test	Number of Rows:	3 Note: You may only add 100 rows at a time.
mm/dd/yyyy	Default TB Intradermal Test:	Test
Default Brucellosis Test: Test	Default TB Test Date:	
	Default Brucellosis Test:	Test
Default Brucellosis Test Date:	Default Brucellosis Test Date:	
Generate Rows		

II. Complete the table. Each row number corresponds with the animal listed in the previously generated commodity table.

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Certification Table							
Row	TB Intradermal Test	TB Test Date mm/dd/yyyy	Brucellosis Test	Brucellosis Test Date mm/dd/yyyy	Delete <u>Select All</u>		
1	Test	05/22/2023	Test	05/22/2023	0		
2	Test	05/22/2023	Test	05/22/2023			
3	Test	05/22/2023	Test	05/22/2023			
Cancel Save as Work in Progress Save							

- III. If you need to add more rows after generating the table, enter the additional number in the "Number of Rows" field and click the "Generate Rows" button. The rows will appear at the end of the existing table.
- IV. When you have entered all your information, click the "Next" button.

Step 8: Attachments			
T TE	I	 	

I. If your health certificate included a rabies vaccine, laboratory testing, or import permit, you will attach the corresponding document(s) here. If an attachment is required to be incorporated into the final health certificate to meet the importing country's requirements, VEHCS will note this on this screen. To add an attachment, click the "**Add Attachment**" button.

Attachments				Step-By-Step Guide		
Attachments can be added to your submission. Examples of attachments include import permits, lab results, rabies certificates, etc. There is a 20 megabyte total for all attachments with a 10 megabyte limit per attachment and a 300 kilobyte limit per image.						
File names can ONLY contain letters, numbers, spaces, underscores and dashes. No other symbols or special characters. Long file names will be truncated to 40 characters (including the file extension).						
	List of Attachments					
File Name ↑₹ Description ↑↓ Statement Attachment ↑↓ Date Added ↑↓						
No attachments have been added.	No attachments have been added.					
Add Attachment						
	Previous Save as Work in Progress Next					

II. Click "**Browse**" or "**Choose File**" (text varies depending on browser) to select the file you need to upload. The allowed file types are: .gif, .jpg, or .pdf. Then select the applicable file description from the drop-down list and click the "**Upload**" button.

*File Location:	Choose File No file chosen (.gif, .jpg, or .pdf)
*File Description:	Select Y
If Other, More Details:	Select Import Permit Lab Results rs max) Rabies Certificate Other
	Cancel Upload

III. When you have added all required attachments, click the "Next" button.

Step 9: Shipping Label

NOTE: This step is not applicable to all commodities.

- I. For destination countries that do not accept USDA's digital endorsement, you are required to upload a pre-paid shipping label to return the endorsed health certificate to you or the animal owner/exporter. Select "Browse" or "Choose File" (text varies depending on browswer) to upload the shipping label purchased from the courier of your choice (e.g., FedEx, UPS). The allowed file types are: .gif, .jpg, or .pdf.
- II. You can add additional instructions about the return shipping by typing in the "Additional Return Shipping Instructions" box. Note that instructions entered in the box will not be saved unless a shipping label is uploaded to the submission.

	Step-By-Step Guide
egabyte limit per attachment and a 300 kilobyte limit per image.	
(.gifjpg, or .pdf)	
(255 characters maximum) Previous Save as Work in Progress Next	
	(255 characters maximum)

- III. For additional instructions on return shipping labels, please read the VEHCS Quick Reference Guide on How to Provide a Pre-Paid Return Shipping Label.
- IV. Select "**Next**" to proceed to the next step.

Step 10: Payment Method

- I. Payment for the endorsement fee must be provided or your USDA Endorsement Office cannot endorse the health certificate. Payment can be provided from funds you deposit into your VEHCS pre-purchase account <u>or</u> with a USDA APHIS User Fee Credit Account number. Select your applicable payment method from the drop-down list.
 - a. Pre-Purchase Account: If your account balance is less than the amount required to pay the endorsement fee, select "**Add to Balance**" to add the required funds. Please read the VEHCS Quick Reference Guide on How to Pay the USDA Endorsement Fee for your Health certificate for instructions on adding funds.
 - b. USDA APHIS User Fee Credit Account: enter your seven-digit Credit Account number.

Payment Method	Step-By-Step Guide
Payment of the User (Endorsement) Fee is required before yo Fee.	ur certificate can be submitted to your USDA Endorsement Office. Select the option for how you'll pay the User (Endorsement)
Items marked * are required.	
*Payment Method:	Choose a Payment Method Choose a Payment Method Pre-Purchase Account USDA APHIS User Fee Credit Account Previous Save as Work in Progress Next

II. Exporters submitting a health certificate to a USDA Accredited Veterinarian outside of their VEHCS Organization have the option to request the Accredited Veterinarian pay the endorsement fee by selecting "The external USDA Accredited Veterinarian will pay the endorsement fee."

Payment Method		Step-By-Step Guide
Payment of the User (Endorsement) Fee is required before yo Fee.	ur certificate can be submitted to your USDA Endorsement Office. Select t	he option for how you'll pay the User (Endorsement)
Items marked * are required.		
*Payment Method:	Choose a Payment Method Choose a Payment Method The external USDA Accredited Veterinarian will pay the endorsement fee. Pre-Purchase Account USDA APHIS User Fee Credit Account revious averas work in Progress (Next)	

III. Select "Next".

the 'Submit to Accredited Veterinarian' buttor

S	tep 11: Summary/Submit		
I. Carefully review the information you provided in the health certificate. You can view a draft of the certificate clicking " View Certificate Draft " in the top right corner.			
	Tracking #: 22770 Certificate Content: Cattle to Jordan	Save as Work Save as Template View Certificate Close Delete	
	Summary/Submit	Step-By-Step Guide	

II. If you need to change any provided information, click the corresponding "Edit" button next to the applicable section. After you make the edit, you can return directly to the "Summary/Submit" screen by clicking "Summary/Submit" in the left navigation menu.

Please review the information that you have provided for the certificate. Select 'Edit' to make changes to the associated part of the certificate. Carefully review your certificate and then click

Destination Country:	Jordan	
Commodity Type:	Cattle	
Intended Use:	Breeding/Rearing	Edit
Type of Admission:	Temporary Admission	
Certificate Type:	VEHCS Defined	

III. If additional information is required in the health certificate, type it in the "Additional Information" box (this is rarely required). If you need to communicate with your USDA Endorsement Office about the submission, type a message in the "Comments" box.

Additional Information: (Will be printed on the certificate)	The cattle will be inspected 48 hours prior to export.	
		5
Comments: (Will NOT be printed on the certificate)	Note for endorsing office.	

IV. If you are the USDA Accredited Veterinarian, review and select the acknowledgement statements, then select the "Submit Certificate" button to submit the certificate to your USDA Endorsement Office.
NOTE: Only the Accredited Veterinarian selected in the creation of the certificate can submit the certificate.

NOTE: Only the Accredited Veterinarian selected in the creation of the certificate can submit the certificate.

- 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.
- V. If you are an Exporter using an External Accredited Veterinarian, click the "Submit to Accredited Veterinarian" button.

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VI. Add up to five email addresses to receive notifications regarding the status of this tracking number as submitted, returned or completed.

Notification Email Addresses	
The following email addresses will receive email updates when certificate. Note: Use Manage Account located on the VEHCS Home Page	this health certificate is submitted to VS, endorsed by VS or returned by VS. You can edit the recipients for this health to edit default email addresses for future health certificates.
Email Address (1):	ShowcattleRus@anymail.com
Email Address (2):	Draccreditedvet@anymail.com
Email Address (3):	
Email Address (4):	
Email Address (5):	

Step 12: Confirmation & Save as Template

I. Once the certificate is successfully submitted, the confirmation page will display. Make a note of the tracking number since you will need to reference it if you need to communicate with your USDA Endorsement Office about the certificate.

Y Veterinary Export Health Certificate for the Export of Cattle from the United States to Jordan has been submitted on Friday June 2, 2023 at 08:10 AM Central Daylight Time.
The USDA APHIS VS Endorsement Office will review the certificate. Upon approval, the certificate will be endorsed and the status updated to Completed. Please contact your <u>USDA</u> <u>APHIS VS Endorsement Office</u> with any inquiries.
For any future communication about this certificate, please use the tracking number 22770.
Depending on the destination country's requirements, the enderged and completed health cortificate will either he available within VEHCS for printing or he returned to you by mail (pro

Depending on the destination country's requirements				
paid, pre-addressed mailing label must be uploaded i	nto VEHCS during health certificate	submission). Please remember that the	paper endorsed health certificate mu	ust accompany the
animals when shipped.				

Save as Template

To speed up the creation of future certificates, you can save this certificate as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using VEHCS.

II. After submission, the Accredited Veterinarian has the option to recall the certificate. Recall a certificate to put the certificate back into "work in progress" status so you can make corrections/changes before submitting again to your USDA Endorsement Office.

*Note that a certificate will have the "recall" button available only if the USDA Endorsement Office has not started reviewing the certificate. If they have started reviewing, please contact the office directly and they will return the certificate to you in VEHCS.

To recall a certificate:

- 1. Use the left-hand menu to navigate to "view certificates"
- 2. Use the search options to search for the certificate
- 3. Click "recall" and if successful, you will see a red success message at the top of the page. If not successful, you will also see a message.

*Note: A successfully recalled certificate is back to "work in progress" with the AV and is no longer with the USDA Endorsement Office.

VEHCS Home	Please enter search criteria to view a list of certificates. From the resulting list, you will have the option to view, edit, and delete certain certificates. You may also manage the completed					
Create Certificate	certificates by clicking on the 'Manage' button.					
New Certificate	Status:					
From Saved Template	and					
Manage/Create Template Data	Date Range: 07/15/2023 🖶 to 08/14/2023 🖶 💿 Create Date					
Financial Management	mm/dd/yyyy Submitted Date Submitted To AV					
View Reports	Endorsed Date					
View Certificates	and					
	Destination Country:					
	and optionally					
	Consignor: Can use <u>wildcards</u> : *					
	and optionally					
	Exporter: Can use <u>wildcards</u> : *					
	or					
	Tracking Number: 🖗 🗧					
	or					
	Certificate Number:					
	Clear Search 2					

List of Certificates Show All								
Tracking / Certificate Number ↑ ,	Status ↑↓	Est. Date of Shipment ↑↓	Endorsed Date ↑↓	Species ↑↓	Destination Country $\uparrow \downarrow$			
19808	Submitted	08/31/2022		Other	Afghanistan	View	3 Recall	Â
20413	Submitted	12/16/2022		Cattle	Canada	View	Recall	
20414	Submitted	12/23/2022		Day Old Chicks	Guatemala	View	Recall	
20415	Submitted	12/17/2022		Horses	Canada	View	Recall	
20453	Work in Progress	12/23/2022		Equine Semen	Costa Rica	View/Edit	Delete	Ŧ

View Certificates

The certificate 19808 has been successfully recalled.

III. If you would like to save the information as a template to make future certificate creation faster, click the "**Save as Template**" button.

a. On the "Save Application as Template" page, enter a template name and click the "**Save"** button.

Y 🖓 Veterinary Export Health Certificate for the Export of Cattle from the United States to Jordan has been submitted on Friday June 2, 2023 at 08:10 AM Central Daylight Time.
The USDA APHIS VS Endorsement Office will review the certificate. Upon approval, the certificate will be endorsed and the status updated to Completed. Please contact your <u>USDA</u> <u>APHIS VS Endorsement Office</u> with any inquiries.
For any future communication about this certificate, please use the tracking number 22770.
Depending on the destination country's requirements, the endorsed and completed health certificate will either be available within VEHCS for printing or be returned to you by mail (pre- paid, pre-addressed mailing label must be uploaded into VEHCS during health certificate submission). Please remember that the paper endorsed health certificate must accompany th animals when shipped.
To speed up the creation of future certificates, you can save this certificate as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using VEHCS.
Save as Template
*Template Name:
Cancel Save
Step 13: Return to VEHCS Home

I. Click "VEHCS Home" in the left navigation menu to continue using VEHCS.

