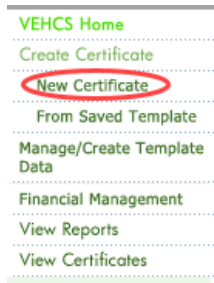


Step 1: Create a Certificate

I. From the left navigation menu, under Create Certificate, click New Certificate.



II. 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 correct template, and click the **Start New Cert** button.

List of Certificate Templates Show All					
Template Name ▲	Consignor ↕	Consignee ↕			<input type="button" value="Delete"/> <input type="button" value="Select All"/>
Adult Poultry to Canada	Animal Farm of Florida	Test - Canada	<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/>	<input type="checkbox"/>
Aqua Animal Germ Culture			<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/>	<input type="checkbox"/>
Aquatic Test- Ornamental Dream 2	Aquatic Test - Ornamental Dream	Aquatic Test - Canada	<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/>	<input type="checkbox"/>
BLS test template	billings livestock		<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/>	<input type="checkbox"/>
Bob's Horses to AZ	Bob's House of Horses	AZ	<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/>	<input type="checkbox"/>
Bovine to Canada	Lance Bassage	Consignee - example	<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/>	<input type="checkbox"/>
CATTLE TO CA	John Sample	Test - Canada	<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/>	<input type="checkbox"/>
Circus Ducks	NIES	Taiwan Duck Circus	<input type="button" value="Start New Cert"/>	<input type="button" value="Update"/>	<input type="checkbox"/>

Step 2: Choose Certificate Contents

I. Select the Destination Country from the drop-down list. This will display the Commodity Type, Intended Use, and Type of Admission drop-down lists. Make the necessary selections and click the **Next** button.

First, select your Destination Country.

* Destination Country: ▼

Then, choose your Commodity Type, Intended Use, and Type of Admission selection and click the 'Next' button.

* Commodity Type: ▼

* Intended Use: ▼

* Type of Admission: ▼

Important: The Destination Country and Commodity Type cannot be changed for this certificate after clicking the 'Next' button.

- II. If your destination country, commodity type, or intended use is not listed, that means there is no VEHCS-defined health certificate available. Select "Country not Listed" or "Commodity not Listed" or "Intended Use not Listed." You will then be directed to click the **Upload** button to upload a Filled PDF health certificate. A separate [Quick Reference Guide is available for Uploading a Filled PDF](#) to VEHCS on the Help page.

Click on the Upload button to upload a Filled PDF.



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. 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. When you have completed entering your 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.

Tracking #: 9771
Certificate Content: [Title to Jordan](#)

Save as Work in Progress Save as Template View Certificate Draft Close Delete

General

Items marked * are required.

Commodity Origin Information

Enter the location where the commodities have been quarantined or gathered prior to shipment.

* Place of Origin Name:

* Street Address:

* City:

* State/Territory:
Note: Only States/Territories in which your organization AVs or contracted AVs are accredited should be selected.

* Zip Code:

* Inspection Date:
(Single date or date range)

Issuing VS Field Office:

* Consignor: ←

* Consignee: ←
Note: Only Consignees from the country selected as the certificate's destination country will be displayed.

* Feedlot Fields:

* Expected Date of Export: (mm/dd/yyyy)
mm/dd/yyyy

* Testing:

Previous Save as Work in Progress Next

Step 4: Export & Shipping

- I. Select the Accredited Veterinarian from the drop-down list.
NOTE: If you are an Exporter, you need to first choose Internal Accredited Veterinarian or External Accredited Veterinarian.
 The list of the Internal Accredited Veterinarians is determined by the Commodity's State of Origin entered on the General page.
- II. Enter the required export and shipping information.
- III. 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.
- IV. When you have completed entering your information, click the **Next** button.

Export and Shipping

Items marked * are required.

Country of Origin: USA
 State of Origin: Maryland
 Country of Destination: Jordan

* Accredited Veterinarian: Note: The Internal Accredited Veterinarian dropdown will only be populated with applicable Accredited Veterinarians a has been selected on the General screen.
 Av A. User, DVM
 License Number: 1234
 Accreditation Number: 8753782

* Port of Embarkation/Border Crossing: DE - Wilmington - Sea Port
 If Other, More Details:

* Estimated Date Of Shipment: 01/23/2018
mm/dd/yyyy

* Means of Transport: Ship
 Means of Transport Identification:

Number of Containers:
 Container Description: Select
 If Other, More Details:

Identification/Seal Numbers: 1237

List of Identification/Seal Numbers		
Identification/Seal Number ▲	Delete	Select All
1234	<input type="checkbox"/>	
1235	<input type="checkbox"/>	
1236	<input type="checkbox"/>	

Step 5: Commodities

- I. To Enter Commodities Manually, enter the number of commodities 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: Note: You may only add 100 rows at a time.

Default Breed:

Default Sex: x

Default Age (months):

Default Identification:

Default Date of Birth:
 mm/dd/yyyy

- II. Complete the table and any other required information (e.g. Total Quantity).

Commodities						
Row	Breed	Sex	Age (months)	Identification	Date of Birth mm/dd/yyyy	<input type="button" value="Delete"/> <input type="button" value="Select All"/>
1	<input type="text" value="Holstein"/>	<input type="text" value="Female"/>	<input type="text" value="8 months"/>	<input type="text" value="1234"/>	<input type="text" value="05/18/2017"/>	<input type="checkbox"/>
2	<input type="text" value="Holstein"/>	<input type="text" value="Female"/>	<input type="text" value="9 months"/>	<input type="text" value="1235"/>	<input type="text" value="04/24/2017"/>	<input type="checkbox"/>
3	<input type="text" value="Holstein"/>	<input type="text" value="Female"/>	<input type="text" value="6 months"/>	<input type="text" value="1236"/>	<input type="text" value="07/11/2017"/>	<input type="checkbox"/>

* Total Quantity:

- 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

v Option 2: Upload Commodities From An Excel Spreadsheet

To upload commodities using an Excel spreadsheet, you must use the Excel spreadsheet linked below as your template. The template requires Microsoft Excel 2010 or later. Enter data in the spreadsheet and then use 'save as' to save the file as an XML (.xml) file. To upload the resulting XML file, click the 'Upload Spreadsheet' button below.

Spreadsheet Template: [Cattle_Canada_BreedingRearing_CircusExhibition_Template.xlsx](#)

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.

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



Step 6: 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 are identified by a permanent identification system recognized by the United States Department of Agriculture (USDA) Animal Identification System (NAIS) compliant "840" radio frequency "RF" ear tag and a tattoo. (all animal required identification is the "840" RFID tag and tattoo, the official USDA metal ear tag will no longer be required for 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.

Check the appropriate certification (select one):

- The animals originated from a certified brucellosis-free herd.
The animals have tested negative for brucellosis on:  (mm/dd/yyyy) using the fluoroquinolone Antigen (BAPA) test, or the Competitive ELISA (cELISA). The testing was performed within 30 days of export. 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 was found prior to export.
The animals have tested negative for brucellosis on:  (mm/dd/yyyy) using the fluoroquinolone Antigen (BAPA) test, or the Competitive ELISA (cELISA) test. The testing was performed within 30 days of export. 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.


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


Number of Rows: Note: You may only add 100 rows at a time.

Default TB Intradermal Test:

Default TB Test Date:  mm/dd/yyyy

Default Brucellosis Test:

Default Brucellosis Test Date:  mm/dd/yyyy



II. Complete the table.

Additional Tests/Treatments					
Row	TB Intradermal Test	TB Test Date mm/dd/yyyy	Brucellosis Test	Brucellosis Test Date mm/dd/yyyy	<input type="button" value="Delete"/> <input type="button" value="Select All"/>
1	Test	01/01/2018	Test	01/03/2018	<input type="checkbox"/>
2	Test	01/03/2018	Test	01/10/2018	<input type="checkbox"/>
3	Test	01/09/2018	Test	01/05/2018	<input type="checkbox"/>

- 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

- I. Attachments can be added to your submission. Examples of attachments include import permits, laboratory results, shipping labels, rabies certificates, etc. 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

Attachments can be added to your submission. Examples of attachments include import permits, lab results, shipping labels, 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.

Note: In addition to the attachments listed above, the following documents are required to be uploaded as addendums/additional health certificate pages. These documents will be incorporated into the final endorsed health certificate: [FAVN report](#)

List of Attachments					
File Name ▲	Description ▼	Statement Attachment ▼	Date Added ▼		
No attachments have been added.					

- II. Click "Browse..." to select the file you wish to upload. The allowed file types are: .gif, .jpg, or .pdf. Then select the file description from the drop-down list and click the **Upload** button.

* File Location:
(.gif, .jpg, or .pdf)

* File Description:
 If Other, More Details: (s max)

Select

- Import Permit
- Lab Results
- Rabies Certificate
- Shipping Label
- Other

- III. When you have completed adding attachments, click the **Next** button.

Step 9: Summary/Submit


- I. Carefully review the information that you have provided for the certificate. You can view a draft of the certificate by clicking "View Certificate Draft" in the top right corner.
 - a. To make any changes, click the corresponding **Edit** button next to the section you want to update. After you make an edit, you can return directly to the Summary/Submit screen by clicking "Summary/Submit" in the left navigation menu.

Tracking #: 9771
 Certificate Content: Cattle to Jordan

[Save as Work in Progress](#)
[Save as Template](#)
[View Certificate Draft](#)
[Close](#)
[Delete](#)

Summary/Submit

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 the 'Submit Certificate' button.

Destination Country:	Jordan	
Commodity Type:	Cattle	
Intended Use:	Breeding/Rearing	
Type of Admission:	Permanent Import	
Certificate Type:	VEHCS Defined	
Business Contact Information:	Testing Veterinary Clinic (Org ID 4101) 1234 Main Street Herndon, VA 22315 Phone: 888-123-1234 Fax:	

- II. You can add additional information that will be printed on the health certificate by typing in the "Additional Information" box. You can also add comments that will be seen by the Veterinary Services field office, but will not be printed on the health certificate, by typing in the "Comments" box.

Additional Information:
 (Will be printed on the certificate)

The cattle will be inspected within 48 hours prior to export.

Comments:
 (Will NOT be printed on the certificate)

Note for endorsing office:

- III. Review and select the acknowledgement 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.
- IV. If you are the Accredited Veterinarian specified on the Certificate, click the **Submit Certificate** button to submit the Certificate for endorsement.

If you are an Exporter organization and have selected an External Accredited Veterinarian for submission, click **Submit to Accredited Veterinarian** button.

NOTE: Only the Accredited Veterinarian specified on the Certificate can submit the Certificate.

Step 10: Confirmation & Save as Template

I. Once the certificate has been successfully submitted, the *Confirmation* page will display.

Your Veterinary Export Health Certificate for the Export of Cattle from the United States to Jordan has been submitted on **Friday January 19, 2018 at 01:12 PM Central Standard Time**.

The Veterinary Services Field Office will review the certificate. Upon approval, the certificate will be endorsed and the status updated to Completed. Please contact your local [USDA APHIS VS Field Office](#) with any inquiries.

For any future communication about this certificate, please use the tracking number **9771**.

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. 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.

*Template Name:



Step 11: Return to VEHCS Home

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

II. You can deposit money into your VEHCS pre-purchase account to pay for fees associated with endorsement of health certificates by clicking "Financial Management" in the left navigation menu.

