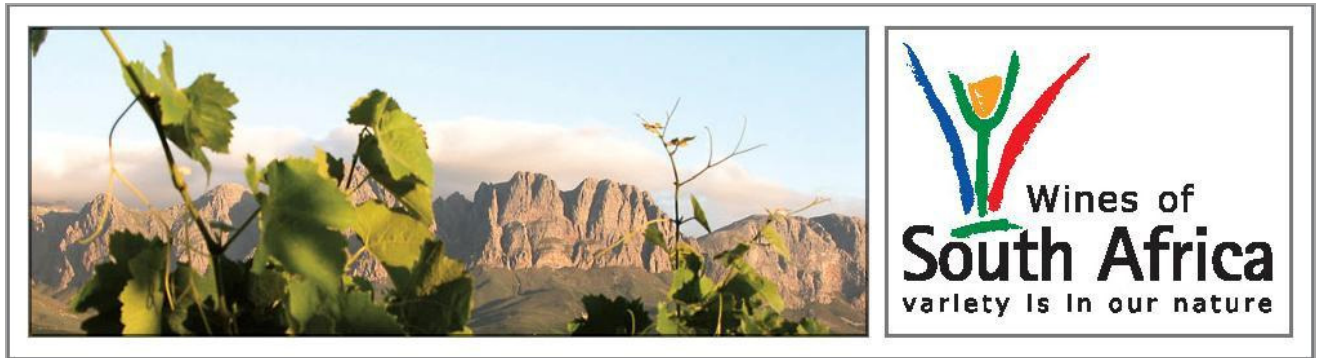


USER MANUAL



6
February
2015

Import Certification Manual

This document details the applications and procedures with regards to Import Certification on Wine Online.

User Manual

IMPORT CERTIFICATION

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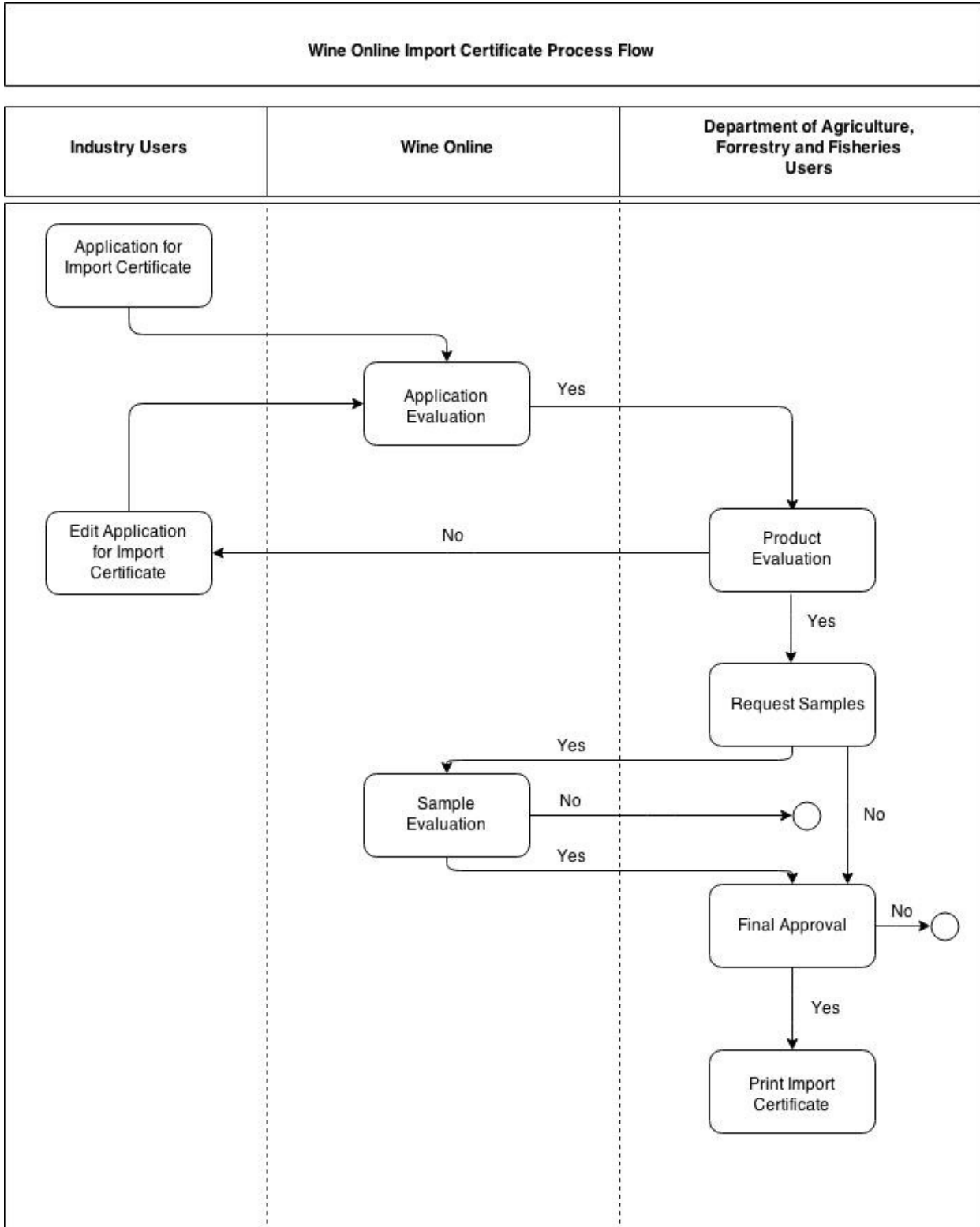
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INTRODUCTION

The Wine Online website has been developed through a collaboration of the Wine Industry, Department of Agriculture, Forestry and Fisheries and the Department of Trade and Industry. This document illustrates parts of the process flow and import procedure as prescribed by the Liquor Products Act, Act 60 of 1989 and its Regulations. The process flow and procedures were adopted into the Wine Online system.

WINE ONLINE IMPORT PROCESS FLOW

WINE ONLINE PROCESS FLOW



PROCESS DESCRIPTION

Application for an Import Certificate

The Importer must log onto www.dawineonline.co.za and complete an application for an import certificate. After an import certificate application has been submitted it will be evaluated by an Administration Clerk of the Department of Agriculture, Forestry and Fisheries.

Application Evaluation

The application for an import certificate is evaluated to ensure that all the necessary details pertaining to the product have been captured correctly. Once the application has been evaluated, it will be available for product evaluation.

Product Evaluation

Before a product can be imported it is evaluated to verify it conforms to local specifications. The product evaluation process ensures that the product conforms to local specifications and that the lab, label and sensorial results, if applicable, have been approved for import.

The application will be assigned a temporary approval result based on the product evaluation. The application is rejected if the product evaluation fails.

Edit Application for Import Certificate

Should the product evaluation fail due to additional supporting document requirements, the Applicant will be able to submit the additional documentation and information by editing the original application and uploading the supporting documentation.

Request Samples

Samples may be requested in order to assist in the product evaluation. Applicants will be informed of the sample request via email and should submit the requested samples to DAFF.

Sample Evaluation

The received samples will be logged and sent to the Official Laboratory for the required analysis to be performed. The sample may also be subjected to a sensorial evaluation if required.

Should the Sample Evaluation fail, the application for Import Certificate will be rejected.

Final Approval

Once the product evaluation has been passed by the system, an Administration Clerk of the Department of Agriculture, Forestry and Fisheries will be able to Final Approve the import certificate application and issue the importer with a valid import certificate. In the case that the import application is Final Rejected the document will be marked as rejected and will not be printed.

Print Import Certificate

Once final approval has been given for the import certificate, the document can be printed by an Administration Clerk of the Department of Agriculture, Forestry and Fisheries.

Cancellations

Throughout the process the user is able to do a cancellation of the current level / status that the import is on, but not for any lower levels until the top level has been cancelled. All the cancellations need final approval from the Department of Agriculture, Forestry and Fisheries.

The user can submit a request for cancellation of an import certificate. On receipt of the original import certificate the Department of Agriculture, Forestry and Fisheries will final approve the cancellation request for the import certificate.

APPLICATION FOR AN IMPORT CERTIFICATE

Any liquor product intended for import needs an import certificate from the Department of Agriculture, Forestry and Fisheries. The below is a step by step instruction on how to complete the application for an import certificate on Wine Online.

MAIN APPLICATION SCREEN

The main application screen can be found by following the below mentioned menu path:

DOCUMENTATION – DOCUMENTS – APPLICATIONS – IMPORT CERTIFICATE

Show All		IMPORT CERTIFICATES: LIST			
Transaction Number	Serial Number	Importer	Actions		
M2015/0000000000050	IMPCERT14	3A MARKET IMPORT EXPORT (PTY) LTD.	View	Edit	Cancel
M2015/0000000000057	IMPCERT01	3A MARKET IMPORT EXPORT (PTY) LTD.	View	Edit	Cancel

← New ↑

Records 1 to 2 Total Records : 2

The main screen displays a list of all the pending applications previously submitted. These applications are still awaiting Final Approval / Rejection from the Department of Agriculture, Forestry and Fisheries.

The screen gives the user the option to perform the following tasks:

Search:

By clicking on the “Magnifying Glass” in the top left hand side corner the user will be able to search for outstanding applications.

View:

The “View” option will allow the user to view the details of the corresponding application as previously submitted on Wine Online.

Cancel:

The “Cancel” option will cancel the corresponding application as previously submitted on Wine Online.

Edit:

The “Edit” option will be used to upload additional documentation if this is requested by an Administration Clerk of the Department of Agriculture, Forestry and Fisheries. This will include copies if documentation such as labels, analysis results etc.

New Application:

The “New” option will take the user to the application page for a new import application.




NEW APPLICATION

APPLICATION TYPE SCREEN

APPLICATION TYPE	SUPPLIER	PRODUCT	SAMPLES	APPLICATION	SUMMARY
<p>Please select the Importer that your are applying on behalf of: *</p>					
<p>3A MARKET IMPORT EXPORT (PTY) LTD.</p>					
<p>* Indicates Required Field</p>					
					<input type="button" value="Next >>"/>

The application type screen is used to supply the information regarding the party applying for the import certificate. If you are logged onto the system as an Other Party operator you will be able to choose any of the importers linked to your account.

SUPPLIER SCREEN

APPLICATION TYPE	SUPPLIER	PRODUCT	SAMPLES	APPLICATION	SUMMARY
Search by Supplier's Name. <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Show All"/> SUPPLIERS: 					
	Supplier Name	Address	Country		
<input type="radio"/>	16130 ANGEAC CHAMPAGNE	FRANCE	FRANCE		
<input type="radio"/>	3 GOUJON	MONTAGNE	FRANCE		
<input type="radio"/>	3 ROUTE DE SAINT COLOMBE	SAINTE MAGNE-DE-CASTILLON	FRANCE		
<input type="radio"/>	850 DIXIE HIGHWAY	LOUISVILLE	UNITED STATES		
<input type="radio"/>	A & G SNC DI GARZILLO EC	VIA BS LAVAGNINI N	ITALY		
<input type="radio"/>	A DEWAR RATTRAY LTD	WHITEFAULDS FARM	UNITED STATES		
<input type="radio"/>	A SMITH BOWMAN	VIRGINIA	UNITED STATES		
<input type="radio"/>	A.C.	VIA ANTONINI	ITALY		
<input type="radio"/>	AB ABRO BRYGGERI	ABROVAGEN 13	SWEDEN		
<input type="radio"/>	ADEGA CO-OP BORBA	ROSSIO DE CIMA	PORTUGAL		
New			 		
			Records 1 to 10 of 669		
<input type="button" value=" << Back"/>			<input type="button" value=" Next >>"/>		

The Supplier screen is used to indicate the supplier of the product to be imported. The user is able to search within the list of Suppliers by making use of the **'Search by Supplier's Name:'** function.

Should the supplier not be available in the Supplier list the importer will need to capture the supplier information as indicated in the section below - **New Supplier**.

Once the Supplier has been selected or the information for a new supplier submitted the user can click on **'NEXT'** or **'Submit'** to proceed to the Product Screen.

New supplier:

APPLICATION TYPE	SUPPLIER	PRODUCT	SAMPLES	APPLICATION	SUMMARY
CREATE NEW SUPPLIER					
Supplier Name: *		<input type="text"/>			
Physical Address 1: *		<input type="text"/>			
		<input type="text"/>			
		<input type="text"/>			
		<input type="text"/>			
Physical Postal Code: *		<input type="text"/>			
Postal Address 1:		<input type="text"/>			
		<input type="text"/>			
		<input type="text"/>			
		<input type="text"/>			
Postal Code:		<input type="text"/>			
Telephone: *		<input type="text"/>			
Fax:		<input type="text"/>			
Cellphone:		<input type="text"/>			
Email Address: *		<input type="text"/>			
Default Contact Person: *		<input type="text"/>			
Country: *		SELECT THE SUPPLIER COUNTRY ▼			
* Indicates Required Field					
				<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

All fields marked with an asterisks (*) must be completed. Should there be any confusion about the information required in each field please contact an Administration Clerk of the Department of Agriculture, Forestry and Fisheries to assist you.

CREATE PRODUCT SCREEN

APPLICATION TYPE	SUPPLIER	PRODUCT	SAMPLES	APPLICATION	SUMMARY
NEW PRODUCT					
All fields marked with a * are required.					
<p>*Trade Name : <input type="text"/></p> <p>*Type of Product: <input type="text" value="PLEASE SELECT"/></p> <p>*Product Class: <input type="text"/></p> <p>Class Translation: <input type="text"/></p> <p>* Pack Type/Volume : <input type="text" value="Select a Pack Type/Volume"/></p> <p>*Alcohol % on Label : <input type="text"/></p> <p>Vintage : <input type="text"/></p> <p>Origin : <input type="text" value="Select an Origin"/></p> <p>Number of Cultivars : <input type="text" value="5"/> <input type="button" value="GO"/></p> <p>Cultivar : 1. <input type="text" value="Select a Cultivar"/> <input type="text"/></p> <p>2. <input type="text" value="Select a Cultivar"/> <input type="text"/></p> <p>3. <input type="text" value="Select a Cultivar"/> <input type="text"/></p> <p>4. <input type="text" value="Select a Cultivar"/> <input type="text"/></p> <p>5. <input type="text" value="Select a Cultivar"/> <input type="text"/></p> <p>Tariff Code: <input type="text" value="PLEASE SELECT"/></p> <p>Number of Countries : <input type="text" value="5"/> <input type="button" value="GO"/></p> <p>* Produced in : 1. <input type="text" value="Select a Country"/></p> <p>2. <input type="text" value="Select a Country"/></p> <p>3. <input type="text" value="Select a Country"/></p> <p>4. <input type="text" value="Select a Country"/></p> <p>5. <input type="text" value="Select a Country"/></p> <p>* Bottled in : <input type="text" value="Select country of bottling"/></p>					
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>					

The Product Screen is used to capture the product details of the product that will be imported. All fields marked with an asterisks (*) must be completed. Should there be any confusion about the information required in each field please contact an Administration Clerk of the Department of Agriculture, Forestry and Fisheries to assist you.

SAMPLES SCREEN

APPLICATION TYPE	SUPPLIER	PRODUCT	SAMPLES	APPLICATION	SUMMARY
No Samples are required for this application. Please proceed to the next tab by clicking the Next button.					
<input type="button" value=" << Back"/>			<input type="button" value=" Next >>"/>		

Should the screen display **'NO SAMPLES ARE REQUIRED FOR THIS APPLICATION'** the user should move forward to the Application screen by clicking on **'NEXT'**.

APPLICATION SCREEN

APPLICATION TYPE	SUPPLIER	PRODUCT	SAMPLES	APPLICATION	SUMMARY
<p>Importer Serial Number: * <input type="text"/></p> <p>Will you print the Import Certificate online? * NO</p> <p>Who Will Collect the document: * <input type="text" value="SELECT A COLLECTOR"/></p> <p>When will the document be collected? * <input type="text" value="20150208"/> (yyyymmdd)</p> <p>Collectors Name: * <input type="text"/></p> <p>Import Certificate on Cash or Account? * <input type="text" value="CASH"/></p> <p>Upload label and analysis results : <input type="button" value="Choose File"/> No file chosen</p> <p>PLEASE NOTE : This can take a while. Please be patient.</p> <p style="text-align: center;">* Indicates Required Field</p> <p><input type="button" value=" << Back"/> <input type="button" value=" Next >>"/></p>					

The Application Screen requests the final information needed to complete the import application. The following fields should be supplied:

Importer Serial Number

The Importer Serial Number is a unique reference number that the importer assigns to the import application. This can be alpha or numeric or a combination of both. The serial number is used by the importer and the Department of Agriculture, Forestry and Fisheries for tracking and reference purposes.

Will you print the Import Certificate online?

Indicate whether the certificate should be printed online or by the Department of Agriculture, Forestry and Fisheries. *This function is reserved for future use and at this stage the Department of Agriculture, Forestry and Fisheries will always print the Import Certificate.

Who will Collect the document

Select the company that will collect the document from the Department of Agriculture, Forestry and Fisheries.

When will the document be collected?

Supply the intended date that the document will be collected. This is only an indication and will not ensure that the document is made available at the Department of Agriculture, Forestry and Fisheries on the supplied date.

Collectors Name

Supply the name and surname of the person that will collect the import certificate from the Department of Agriculture, Forestry and Fisheries.


Import Certificate on Cash or Account

Indicate whether the import transaction should be dealt with on the account of the Importer.

Upload Label and analysis results

The user will be able to select documentation to be uploaded with the application. The documentation will form part of the application.

SUMMARY SCREEN

APPLICATION TYPE	SUPPLIER	PRODUCT	SAMPLES	APPLICATION	SUMMARY
 DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES REPUBLIC OF SOUTH AFRICA DIRECTORATE OF FOOD SAFETY AND QUALITY ASSURANCE PRIVATE BAG X5015, STELLENBOSCH, 7599 TELEPHONE: +27 21 809 1602 FAX: +27 21 887 6392					
				APPLICATION NUMBER: NOT AVAILABLE CERTIFICATE NUMBER: NOT AVAILABLE	
APPLICATION FOR IMPORT CERTIFICATE : BOTTLED					
<i>Regulation 43, published in Government Notice R.1433 of 29 June 1990 promulgated in terms of Liquor Products Act 1989 (Act 60/1989)</i>					
1. Name and address of Importer: DISTELL LTD.		2. Name and address of Supplier: 3 ROUTE DE SAINT COLOMBE SAINT MAGNE-DE-CASTILLON			
Postal Code:		Country: FRANCE			
3. Serial Number of Importer:		importerCert			
4. Trade Name:		TRADENAME			
5. Vintage:					
6. Cultivar:					
7. Type of Product:		ALCOHOLIC APPLE BEVERAGE			
8. To be importer in :		25ML BOTTLE			
9. Product produced in :		BANGLADESH			
10. Product bottled in :		AZERBAIJAN			
11. Customs Tariff Heading :		2206.00.81			
12. I, WMAAN HEYNS, hereby declare that:		The above particulars are correct.			
13. Date:		2015-02-06			
<input type="button" value=" << Back"/>		<input type="button" value=" Submit"/>			

The Summary Screen displays the import application with the information as supplied by the user during the application process.

The user should verify that all the information as indicated on the Summary is true and correct. Should any information be incorrect the user can click on '**BACK**' to make the necessary changes.

Once all the information has been verified the user can click on '**APPLY**' to submit the application.

SUCCESS SCREEN



Import Certificate Application Completed Successfully.



The Success Screen confirms that the import application has been.

STATUS

The status function on Wine Online can be used to view the current status and history of a transaction.

There are numerous transaction types that can be viewed, but for the purpose of this manual only the Import Applications will be covered.

To access the status function the user should click on **'Status'** on the menu bar.

Department of Agriculture SOUTH AFRICA

HOME SAWIS DOCUMENTATION STATUS OFFICIAL USE LOG OFF

STATUS : SEARCH

* Transaction type : PLEASE SELECT

Application Transaction No :

Export Certificate Number :

Applicant's Serial No :

Applicant Name :

Consignee Name :

SAWIS Application No :

Lot Number :

Lab Lims No :

Lab Request No :

Lab Submission No :

Search

The status screen allows the user to search for transactions to view. To search for a transaction the user needs to select the transaction type and supply the search criteria as applicable.

To view import applications the user should select the **'Transaction type'** as **'Import Applications'** and supply the **'Serial No'** as entered on the import application.

Once all the applicable information has been entered the user can click on **'Search'** to continue with the search.

STATUS LIST SCREEN

Show All		STATUS : LIST			↓
Transaction No.	Type	Applicant Serial	Importer	Actions	
M2014/000000000080	Import Certificate : Bottled	KOU-KW-750R	ALFEGA INTERNATIONAL	View	
M2014/000000000081	Import Certificate : Bottled	KOU-KW-750W	ALFEGA INTERNATIONAL	View	
M2014/000000000082	Import Certificate : Bottled	KOU-KW-750	ALFEGA INTERNATIONAL	View	
M2014/000000004174	Import Certificate : Bottled	HIO-EN-500	ALFEGA INTERNATIONAL	View	

← ↑ ↻

Records 1 to 4 Total Records : 4

The Status List Screen will display a list of all the transactions that matched the search criteria as supplied. The user will be able to page through the list by making use of the direction arrows at the bottom of the screen.

To view transactions details the user can click on **'View'** for the applicable transaction.

Once the user has clicked on **'View'** the Status Information Screen will be displayed.

STATUS INFORMATION SCREEN

The Status Information Screen will display the full transaction history and current status of the transaction.

STATUS INFORMATION		TRANSACTION INFORMATION
<p>Transaction Number : M2015/0000000000047</p> <p>Transaction Type : Import Certificate : Bulk</p>		
Description	Status	Official Comment
APPLICATION : Submitted ?	Yes	
APPLICATION : Transaction Date	2015-02-04 12:03:06	
APPLICATION : Transaction Approval ?	Yes	
APPLICATION : Approval Date	2015-02-04 12:03:06	
ISSUE : Import Certificate ?	YES	
ISSUE : Import Certificate Date	2015-02-05 09:30:47	
ISSUE : Import Certificate Number	987680	
PRINT : Import Certificate ?	Yes (M2015/0000000000047 / 1)	
PRINT : Import Certificate Date	2015-02-05 09:31:13	

Numerous fields are available for display, but will only be displayed if the transaction passed through the applicable level. Note the fields and their descriptions as described below:

APPLICATION

The fields and their information apply to the application for import certificate that has been submitted.

Submitted

Indication on whether the application was submitted successfully.

Transaction Date

The date the transaction was submitted.

Transaction Approval

Indication on whether the application was approved for evaluation by Department of Agriculture, Forestry and Fisheries.

Approval Date

The date the transaction was submitted for Department of Agriculture, Forestry and Fisheries evaluation.

ISSUE

The fields and their information apply to the Approval / Rejection of the import certificate.

NOTE: Should this information not be displayed the user can make use of the Pending Import Certificates function on Wine Online.

Import Certificate

Indication on whether the import certificate was approved by the Department of Agriculture, Forestry and Fisheries.

Import Certificate Date

The date the import certificate was approved / rejected by the Department of Agriculture, Forestry and Fisheries.

Import Certificate Number

The import certificate number assigned to the import certificate.

PRINT

The fields and their information apply to the printing of the import certificate.

Import Certificate

Indication on whether the import certificate has been printed.

Import Certificate Date

The date on which the import certificate was printed.

Import Certificate Printed By

The name and surname of the person that printed import certificate. Should no name be displayed the document was printed at the Department of Agriculture, Forestry and Fisheries.

REQUEST CANCELLATION

The fields and their information apply to the request for cancellation of the import certificate.

Import Certificate Date

The date a request for cancellation of the import certificate was submitted on Wine Online.

User Comments

The reason for cancellation as supplied by the user.

CANCEL

The fields and their information apply to the Approval / Rejection of the request for cancellation of the import certificate.

NOTE: The original import certificate needs to be submitted to the Department of Agriculture, Forestry and Fisheries, before approval for cancellation can be granted.




Import Certificate

Indication on whether the request for cancellation was approved or rejected by the Department of Agriculture, Forestry and Fisheries.

Import Certificate Date

The date approval / rejection was given by the Department of Agriculture, Forestry and Fisheries for the requested cancellation.

TRANSACTION INFORMATION SCREEN

STATUS INFORMATION	TRANSACTION INFORMATION																								
 																									
Transaction Number : M2015/000000000056 Transaction Type : Import Certificate : Bottled																									
																									
DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES REPUBLIC OF SOUTH AFRICA																									
DIRECTORATE OF FOOD SAFETY AND QUALITY ASSURANCE PRIVATE BAG X5015, STELLENBOSCH, 7599 TELEPHONE: +27 21 809 1602 FAX: +27 21 887 6392																									
<table border="1" style="width: 100%;"> <tr> <td>APPLICATION NUMBER:</td> </tr> <tr> <td>M2015/000000000056</td> </tr> <tr> <td>CERTIFICATE NUMBER:</td> </tr> <tr> <td>E2012/000000050920</td> </tr> </table>		APPLICATION NUMBER:	M2015/000000000056	CERTIFICATE NUMBER:	E2012/000000050920																				
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APPLICATION FOR IMPORT CERTIFICATE : BOTTLED																									
<i>Regulation 43, published in Government Notice R.1433 of 29 June 1990 promulgated in terms of Liquor Products Act 1989 (Act 60/1989)</i>																									
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> 1. Name and address of Importer: 3A MARKET IMPORT EXPORT (PTY) LTD. 3 ANDREW ROAD SOUTHFIELD CAPE TOWN Postal Code: 7800 </td> <td style="width: 50%;"> 2. Name and address of Supplier: A & G SNC DI GARZILLO EC VIA BS LAVAGNINI N 37-A, 53036 POGGIBONSI (SI) Country: ITALY </td> </tr> <tr> <td> 3. Serial Number of Importer: </td> <td>IMP3</td> </tr> <tr> <td> 4. Trade Name: </td> <td>TRADENAME1</td> </tr> <tr> <td> 5. Vintage: </td> <td></td> </tr> <tr> <td> 6. Cultivar: </td> <td></td> </tr> <tr> <td> 7. Type of Product: </td> <td>NATURAL DRY RED WINE</td> </tr> <tr> <td> 8. To be importer in : </td> <td>25ML BOTTLE</td> </tr> <tr> <td> 9. Product produced in : </td> <td>ALGERIA</td> </tr> <tr> <td> 10. Product bottled in : </td> <td>ALGERIA</td> </tr> <tr> <td> 11. Customs Tariff Heading : </td> <td>2204.21.41</td> </tr> <tr> <td> 12. I, WHEYNS, hereby declare that: </td> <td> The above particulars are correct. The accompanying sample is identical to the product that is to be imported. </td> </tr> <tr> <td> 13. Date: </td> <td>2015-02-08</td> </tr> </table>		1. Name and address of Importer: 3A MARKET IMPORT EXPORT (PTY) LTD. 3 ANDREW ROAD SOUTHFIELD CAPE TOWN Postal Code: 7800	2. Name and address of Supplier: A & G SNC DI GARZILLO EC VIA BS LAVAGNINI N 37-A, 53036 POGGIBONSI (SI) Country: ITALY	3. Serial Number of Importer:	IMP3	4. Trade Name:	TRADENAME1	5. Vintage:		6. Cultivar:		7. Type of Product:	NATURAL DRY RED WINE	8. To be importer in :	25ML BOTTLE	9. Product produced in :	ALGERIA	10. Product bottled in :	ALGERIA	11. Customs Tariff Heading :	2204.21.41	12. I, WHEYNS, hereby declare that:	The above particulars are correct. The accompanying sample is identical to the product that is to be imported.	13. Date:	2015-02-08
1. Name and address of Importer: 3A MARKET IMPORT EXPORT (PTY) LTD. 3 ANDREW ROAD SOUTHFIELD CAPE TOWN Postal Code: 7800	2. Name and address of Supplier: A & G SNC DI GARZILLO EC VIA BS LAVAGNINI N 37-A, 53036 POGGIBONSI (SI) Country: ITALY																								
3. Serial Number of Importer:	IMP3																								
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12. I, WHEYNS, hereby declare that:	The above particulars are correct. The accompanying sample is identical to the product that is to be imported.																								
13. Date:	2015-02-08																								
 																									

The Transaction Information Screen displays a copy of the import application as submitted by the user.


PENDING IMPORT CERTIFICATES


The Pending Import Certificates function allows the user to view all import applications that are awaiting final approval / rejection from the Department of Agriculture, Forestry and Fisheries. The details of outstanding certificates are viewable and allows the user to determine the reasons for rejection or the outstanding requirements for the product or application before approval can be granted.

The Pending Import Certificates function can be accessed through the following path on Wine Online:

DOCUMENTATION – DOCUMENTS – PENDING DOCUMENTS – IMPORT CERTIFICATES

PENDING IMPORT CERTIFICATES LIST SCREEN

 Show All ↓					
Transaction Number	Serial Number	Type	Importer	Date Submitted	Actions
M2015/000000000058	IMPORTERCERT	Import Certificate : Bottled	DISTELL LTD.	2015-02-06	View

←
↑ 

Records 1 to 1
Total Records : 1

The Pending Import Certificates List Screen displays a list of all the pending import applications.

The user has the option to search for a specific transaction by clicking on the **'Magnifying Glass'** at the top left hand side of the screen. The user can also page through the list by making use of the directional arrows.

The details of a pending import application can be viewed by clicking on **'View'** for the applicable transaction.

PENDING IMPORT CERTIFICATE DETAIL SCREEN

IMPORT CERTIFICATE : BOTTLED								
Serial No :	IMPCERT14	Transaction No :	M2015/0000000000050					
Importer :	3A MARKET IMPORT EXPORT (PTY) LTD. 3 ANDREW ROAD SOUTHFIELD CAPE TOWN 7800	Supplier :	3 GOUJON MONTAGNE FRANCE					
PRODUCT INFORMATION								
Type of Product :	NATURAL DRY RED WINE		Trade Name :	TRADENAME				
Packaging :	750ML BOTTLE							
DOCUMENT INFORMATION								
Collect / Download :	DOWNLOAD		Done ? :	NO				
Payment by :	Cash		Amount :	R 500.00				
DOCUMENT STATUS								
LAB DETAIL								
Request No	Lab Lims No	Sample Type	Sample Arrive	Label	Sensorial	Lab	Product	Status
E2012/000000050918		Import	No	N/A	N/A			Pending

This document is waiting for outstanding lab,label or sensorial tests.

The Pending import Certificate Detail Screen displays all the information regarding the import application as submitted by the user. The screen will also display the evaluation results for all the samples of the product linked to the application if applicable. At the bottom of the screen the system will display the preliminary import application evaluation.

A favorable preliminary import application evaluation will state that the document is **'awaiting final approval'**.

Wine Online will also display other message if follow up or actions are required from the user.

To determine any other problems with the application the user should evaluate all of the following:

Lab Lims No

The Lab Lims No is the reference number assigned to the sample of the product linked to the import application. In the case where the Lab Lims No is blank the user should determine if new samples were sent into the Department of Agriculture, Forestry and Fisheries for analysis, as a blank Lab Lims No indicates that no sample has yet been received.

Lab

In the case that the Lab has an 'X' underneath, it means that the product was rejected on analysis results. Should the Lab result be blank the user can contact the Department of Agriculture, Forestry and Fisheries to enquire about the evaluation status.

Product

In the case that the Product has an 'X' underneath, it means that the product was rejected as it did not conform to the local requirements. Should the product result be blank the user can contact the Department of Agriculture, Forestry and Fisheries to enquire about the evaluation status.

CANCEL IMPORT CERTIFICATES

The Cancel Import Certificates function allows the user to view all import applications that have been final approved by the Department of Agriculture, Forestry and Fisheries. The user can request any of these certificates to be cancelled.

The Cancel Import Certificates function can be accessed through the following path on Wine Online:

DOCUMENTATION – DOCUMENTS – CANCEL DOCUMENTS – IMPORT CERTIFICATES

CANCEL IMPORT CERTIFICATES LIST SCREEN

Search by Importer's Serial No. <input type="text"/>		Go		IMPORT CERTIFICATES: LIST		↓	
Show All							
Transaction Number	Serial Number	Document Type	Importer	Date Created	Actions		
M2014/000000004513	IMPAPP9	Import Certificate : Bottled	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-18	View	Cancel	
M2014/000000004514	IMPAPP10	Import Certificate : Bottled	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Cancel	
M2014/000000004516	IMPAPP12	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Cancel	
M2014/000000004517	IMPAPP13	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Cancel	
M2014/000000004517	IMPAPP13	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Cancel	
M2014/000000004517	IMPAPP13	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Cancel	
M2014/000000004517	IMPAPP13	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Cancel	
M2014/000000004518	IMPAPP14	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Cancel	
M2014/000000004522	IMPAPP18	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Cancel	
M2014/000000004523	IMPAPP19	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Cancel	

Records 1 to 10 Total Records : 15

The Cancel Import Certificates List Screen displays a list of all the import certificates that may be cancelled by the user.

The user has the option to search for a specific transaction by clicking on the **'Go'** at the top of the screen. The user can also page through the list by making use of the directional arrows.

The details of an import Certificate can be viewed by clicking on **'View'** for the applicable transaction.

CANCEL IMPORT CERTIFICATE DETAIL SCREEN



REQUEST TO CANCEL IMOPRT CERTIFICATE: 987659

Please note that the Original Import Certificate needs to be returned to the Department of Agriculture once the below request has been submitted.

Reasons for Cancellation:

Cancel



A reason for the cancellation must be entered by the user requesting the cancellation. The request for cancellation must be submitted by clicking on the **“Cancel”** button on the bottom of the screen.



REPRINT IMPORT CERTIFICATES




The Reprint Import Certificates function allows the user to view all import applications that have been final approved by the Department of Agriculture, Forestry and Fisheries. A reprint of these import certificates can be requested by the user.

The Reprint Import Certificates function can be accessed through the following path on Wine Online:

DOCUMENTATION – DOCUMENTS – REPRINT DOCUMENTS – IMPORT CERTIFICATES

REPRINT IMPORT CERTIFICATES LIST SCREEN

	Show All	IMPORT CERTIFICATES: LIST					
Request Number	Serial Number	Document Type	Importer	Date Created	Actions		
M2015/000000000047	IMPCER12	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2015-02-04	View	Reprint	
M2015/000000000051	IMPCERT15	Import Certificate : Bottled	3A MARKET IMPORT EXPORT (PTY) LTD.	2015-02-05	View	Reprint	
M2014/000000004518	IMPAPP14	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Reprint	
M2014/000000004522	IMPAPP18	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Reprint	
M2014/000000004523	IMPAPP19	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Reprint	
M2014/000000004524	IMPAPP20	Import Certificate : Bulk	3A MARKET IMPORT EXPORT (PTY) LTD.	2014-11-29	View	Reprint	
M2014/000000004525	IMPAPP21	Import Certificate : Bottled	A FAST SERVICE TRADE	2014-12-04	View	Reprint	

Records 1 to 7	Total Records : 7
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The Reprint Import Certificates List Screen displays a list of all the import certificates that may be reprinted by the user.

The user has the option to search for a specific transaction by clicking on the '**Magnifying Glass**' at the top left hand side of the screen. The user can also page through the list by making use of the directional arrows.

The details of an import Certificate can be viewed by clicking on '**View**' for the applicable transaction.

REPRINT IMPORT CERTIFICATE DETAIL SCREEN



REQUEST TO REPRINT IMPORT CERTIFICATE: 987671

To request the reprint of import certificate 987671 (IMPAPP20) please detail the reasons why you need to reprint the import certificate in the space provided below. The final decision as to whether or not the import certificate will be allowed to be reprinted will be made by the DIRECTORATE OF FOOD SAFETY AND QUALITY ASSURANCE depending on the reasons furnished below.

Reasons for Reprint:

Will you print the document online? *

NO

Who Will Collect the document:

SELECT A COLLECTOR ▼

When will the document be collected?

(yyyymmdd)

Collectors Name:

Reprint on Cash or Account?

ACCOUNT ▼

Reprint



A reason for the reprint must be entered by the user the requesting the reprint. The user will also need to indicate who will collect the reprinted document, as well as if the request for reprint will be billed on Cash or Account. The request for reprint must be submitted by clicking on the **“Reprint”** button on the bottom of the screen.