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Bia agus Mara**
Department of Agriculture,
Food and the Marine

INIS Anonymous Portal User Guide

Plant & Horticulture

July 2020

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Plant & Horticulture Workflow and Screens

Pre-Import Submission

The Import Agent must register with DAFM before they can import plant products into Ireland. For more details on this process please click [here](#).

Once the Import Agent is registered they will then be able to import plant products into Ireland.

Access to the INIS Imports Portal

The Import Agent will access the INIS - Imports Anonymous Portal through the DAFM website or from [here](#).

Once in the Anonymous Portal the importer should click on 'Click here to create a new application' to begin the import notification process, *see Figure 1*.

INIS - Imports Portal

Welcome to the Imports Portal

A product of the Department of Agriculture, Food and the Marine of Ireland

Click here to create a new application

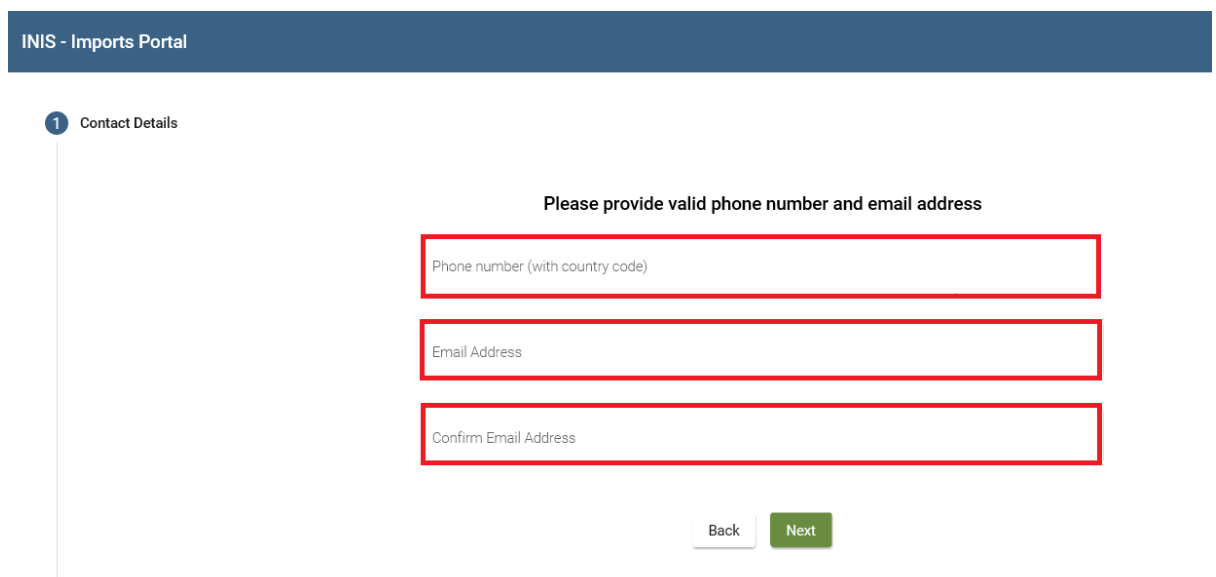
Figure 1: INIS Imports Portal - Home Page

Application Process

1. Contact Details

The Import Agent must provide their phone number and email address and clicks 'Next' to move on to the next step. *See Figure 2.*

Note: The email address must be entered a second time to confirm the correct address has been entered.



The screenshot shows the 'INIS - Imports Portal' header. Below it, a progress indicator shows '1 Contact Details'. The main content area contains the instruction 'Please provide valid phone number and email address'. There are three input fields: 'Phone number (with country code)', 'Email Address', and 'Confirm Email Address'. At the bottom right, there are two buttons: 'Back' and 'Next'.

Figure 2: INIS Imports Portal – Contact Details

2. Country of Dispatch and Point of Arrival

For the commodity being imported, the Import Agent must select both the Country of Dispatch and the Point of Arrival in Ireland from the relevant dropdown lists. They can then click 'Next' to move on to the next step. *See Figure 3.*

2 Country of Dispatch and Point of Arrival

Select the country of dispatch and point of arrival in Ireland

* The Country of Dispatch is the country the consignment departs from before arriving in Ireland.

Country of Dispatch

Point of Arrival in Ireland

Back Next

Figure 3: INIS Imports Portal – Country of Dispatch and Point of Arrival

3. Date and time

The Import Agent must select the date of arrival from the calendar and the expected time of arrival in Ireland. They can then click 'Next' to move to the next step. See Figure 4.

Note: The date and time entered should be in local Irish time.

3 Date and Time

Select the date and expected time of arrival in Ireland

JUL 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
JUL						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Time selection interface showing hours (8) and minutes (40) selected, with am/pm indicator.

Selected Date: Jul 14, 2020
Selected Time: 8:40am (08:40)

Back Next

Figure 4: INIS Imports Portal – Date and Time

4. Commodities

The Import Agent must select the commodity Plant and Horticulture. If further information is required on the 'Registration and Procedures for Imports' process they can click on the link provided [here](#) for more details. The Import Agent can then click 'Next' to move to the next step. See Figure 5.

The screenshot shows a web interface for selecting commodity types. At the top left, there is a blue circle with the number '4' and the text 'Commodities'. The main heading is 'Select the commodity types you will be transporting'. Below this, there are four categories, each with a checkbox and descriptive text:

- Animal Products**
All animal products are subject to sanitary (veterinary) checks in accordance with the relevant regulations. Wood packaging or pallets used in the import and transport of products must be ISPM15 compliant.
See more:
• <https://www.agriculture.gov.ie/importofanimalsandanimalproducts/briefguidetoimportinganimalproducts/>
- Forestry**
Forestry plants, wood and wood products. Wood packaging. Bark Free Wood and Debarked Wood. Timber and Timber Products.
See more:
• <https://www.agriculture.gov.ie/forests/forestry/brexit/>
- Live Animals**
All live animals (such as Bovine, Ovine, Caprine, Porcine, Equine, Poultry and Pets) are subject to sanitary (veterinary) checks in accordance with the relevant regulations.
See more:
• <https://www.agriculture.gov.ie/importofanimalsandanimalproducts/liveanimalimports/>
- Food of Non-Animal Origin - Pesticide Residues**
Certain commodities listed in Commission Implementing Regulation (EU) 2019/1793 (temporary increase of official controls) are subject to increased pesticide residue controls.
See more:
• <https://www.pcs.agriculture.gov.ie/media/pesticides/content/foodsafety/20200527infonotetoFVimportersreimportcontrolsver23280520.pdf>
• <http://www.pcs.agriculture.gov.ie/plantprotectionproducts/brexitinformation/>

Below these categories is the selected option:

- Plant and Horticulture**
Plants (such as trees, flowers or vegetables) and plant products (such as fruit, foliage or timber) are subject to phytosanitary checks in accordance with the relevant regulations. Phytosanitary checks deal with plant health controls.
See more:
• <https://www.agriculture.gov.ie/farmingsectors/planthealthtrade/registrationproceduresforimport/>

At the bottom right, there are two buttons: 'Back' and 'Next'.

Figure 5: INIS Imports Portal – Commodities

5. Plant and Horticulture

The Import Agent must input the following information required for the Plant and Horticulture commodity: SAD number, CHED Number, PHR Number and Means of Transport. An explanation relating to the numbers required can be viewed by clicking the Question Mark (in green) at the end of each box.

If 'Roll on/Roll off' is selected as the Means of Transport, then an additional dropdown box becomes visible called 'Type of RO/RO vehicle' and the Import Agent must select either 'Accompanied vehicle' or 'Unaccompanied vehicle'.

Documentation

Mandatory documents – marked with a red exclamation mark must be uploaded. The Import Agent clicks on the plus sign to upload the relevant document. More than one document can be uploaded for each type of document by clicking the plus sign.

Non mandatory documents will become visible on click of 'Show non mandatory documents'

When all documents are uploaded successfully the Import can then click 'Next' to move to the next step. See Figure 6.

5 Plant and Horticulture

Please provide the information required for this commodity

Single Administrative Document (SAD) number ?

Common Health Entry Document (CHED) number ?

Plant Health Registration (PHR) Number ?

Means of Transport ▼

Type of RO/RO Vehicle ▼

Documentation

* Documents marked with an exclamation mark are mandatory.

- ! Airway Bill/Bill of Lading (excludes ro/ro traffic) +
- ! Invoice +
- ! Phytosanitary Certificate (Colour scanned copy) +
- ! Single Administrative Document (SAD) +

Show non-mandatory documents ▼

Back Next

Figure 6: INIS Imports Portal – Plant and Horticulture

6. Terms and Conditions

The Import Agent must read and accept the Terms and Conditions by ticking the 2 boxes at the end of the page in order to continue with the application. Once accepted, the Import Agent can then click 'Next' to move to the next step. *See Figure 7.*

6 Terms and Conditions

Please read carefully the text below. You must accept the terms in order to continue.

- Do not proceed with this application if you are not registered with Department of Agriculture, Food & the Marine (*hereafter referred to as DAFM*) as an operator. For information on how to register as an operator please click [here](#).
- All required fields and appropriate documentation for the respective commodity must be completed in order to submit this application.
- Submitting this application constitutes an official declaration on your behalf or on the behalf of the company you represent. Submission of inaccurate, false or misleading information can result in delays and or possible cancellation of this application.
- Failure to submit all the required documentation may result in delays in processing your application.
- Details on DAFM processing of the submission of personal data can be found [here](#).
- An acknowledgement email will be issued confirming your application has been received by DAFM, this does not grant approval for your consignment's entry into the European Union.
- The acknowledgement email will contain commodity-specific requirements and a reference number which is unique to this application. Please use this reference number if you are submitting queries regarding your consignment or submitting late documentation or information.
- From December 14th 2019, all official controls and other official activities performed to ensure the application of food and feed law, rules on animal health and welfare, plant health and plant protection products are governed by - [Regulation 2017/625](#).

I have read and accept the terms and conditions

I understand how the information I am providing will be used

Back Next

Figure 7: INIS Imports Portal – Terms and Conditions

7. Submit

To submit an application the Import Agent must complete the CAPTCHA and click 'Verify'.

Note: All letters in the CAPTCHA should be entered in lowercase.

Once the CAPTCHA is verified the Import Agent has the option to review the application details entered by clicking the Back button to go through the steps already completed. When the Import Agent is satisfied all details are completed correctly they should click 'Submit Application'. *See Figure 8.*

7 Submit

Please enter text that matches the CAPTCHA image and click Verify

3df3a6

Refresh 3df3a6 Verify

CAPTCHA verified.

Back Submit Application

Figure 8: INIS Imports Portal – Submit Application

On completion of the application submission the Import Agent will see the following details on screen.

1. The number of files/documents uploaded.
2. Confirmation the application was successfully submitted.

See Figure 9.

In addition to the above a confirmation email, containing application details, will also be sent to the email address provided in Section 1.

8. Close/Submit Another Application

The Import Agent can either click 'Close' which will bring them back to the Home page of the INIS Imports Portal, or click 'Submit Another Form' which will bring them back to Section 2. Their contact details will be preserved in Section 1. *See Figure 9.*

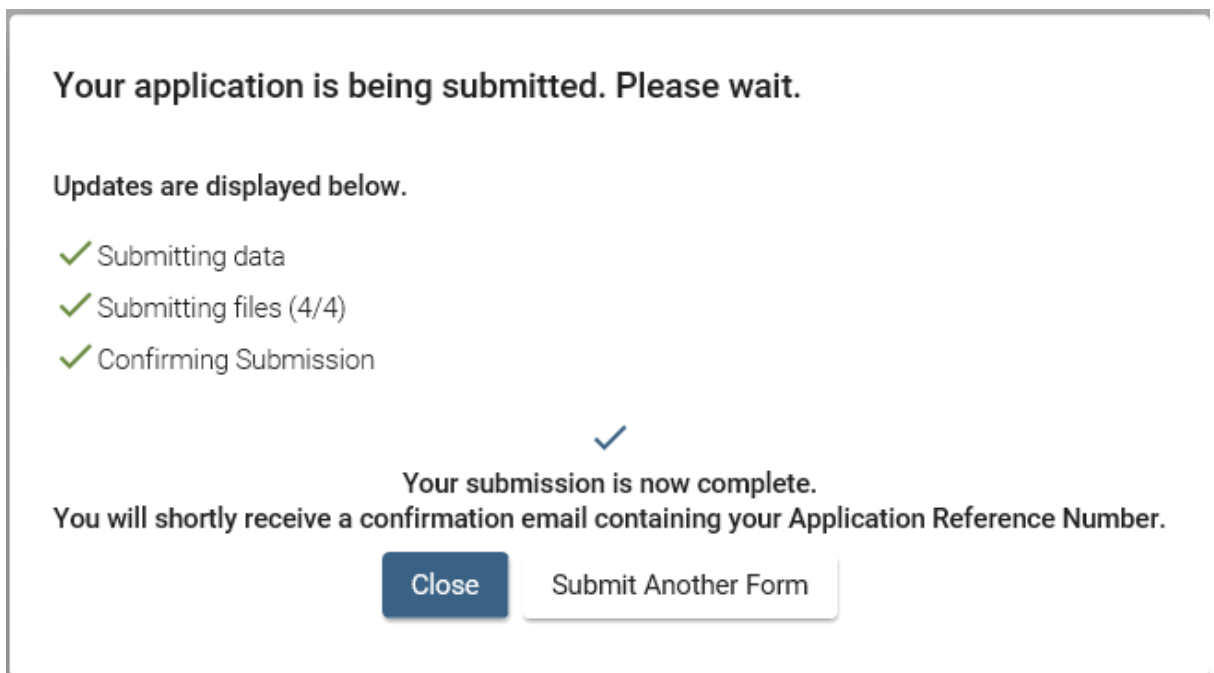


Figure 9: INIS Imports Portal – Close/Submit Another Application