

Quick Reference Guide

How to Create and Submit an Import Notification in IPAFFS

How to Create and Submit an Import Notification in IPAFFS

The Import of Products, Animals, Food and Feed System, (IPAFFS) is the new way to raise a notification for the import of live animals and germinal products from the EU into Great Britain. It replaces the IV66 Import Notification form currently found on GOV.UK.

It is a more efficient way of submitting your notification to APHA's Centre of International Trade Carlisle (CITC). It's a very straight forward and easy to use process. The following pages will take you through this process step-by-step and includes pictures of each screen you will see while completing your Import notification.

Prior to accessing IPAFFS you will need to register via the government gateway. To do this refer to the Registration guide.

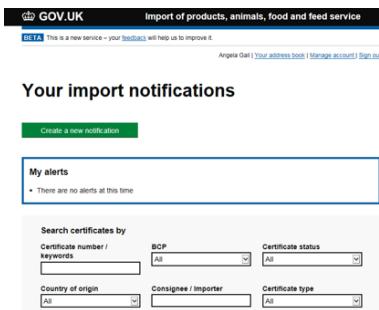
The following processes are included in this guide:

- How to create a notification in IPAFFS
- How to search for a notification in IPAFFS
- How to cancel a notification in IPAFFS
- How to amend a notification in IPAFFS
- How to copy as new a notification in IPAFFS
- Commodity Linked Details

Quick Reference guide - How to create a notification in IPAFFS

01

Your Import Notification



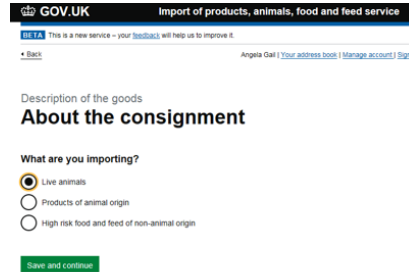
From your dashboard you can:

- Create a new notification
- Search in the text fields for an existing notification
- Check down the list to find an existing notification

Note: the dashboard is a personal view of all your notifications

02

About the Consignment



Select the type of commodity you are importing

- Select what you are importing
- Save and continue

Please note: there is currently no requirement to notify APHA of any high risk food and feed of non-animal origin from the EU. Only certain products of animal origin need to be notified. If you are unsure whether you need to notify please

<https://www.gov.uk/guidance/moving-live-animals-or-animal-products-as-part-of-eu-trade>

03

Origin of the Animal or Product



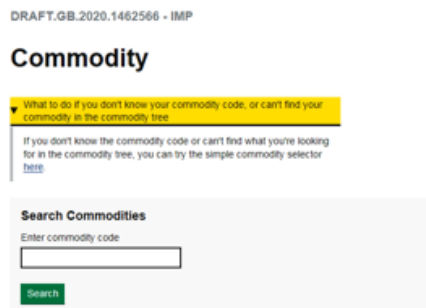
Origin of the animal or product screen

- Add the Country of Origin from the drop down box
- Save and Continue

Please note: This service is also developed to notify imports from non-EU countries in the future. Please ensure you only select an EU country

06

Unable to Find Commodity Code

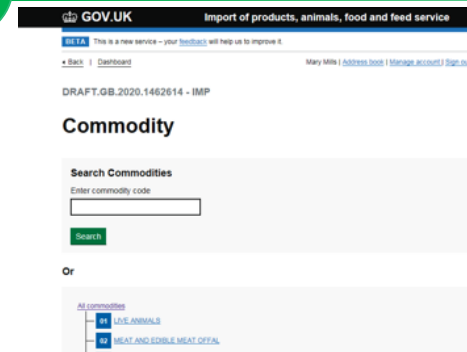


If you selected yes, but in fact do not know the commodity code, or wish to use the commodity picker

- Open the help text and there is a link which will
- Take you to the screen where you can select the animal or product from a drop down box

05

Commodity



Commodity

- Enter the Commodity code and click Search, or
- Find the commodity code using the commodity picker under the
- search button

04

Commodity Code for Animal or Product



If you know the full or partial commodity code for your animal or product

- Click Yes
- Save and continue

Please Note: you have a choice to use the commodity code if you know it. If you do not know it you will have access to a list of commodities to select from

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07 Commodity Code for Animal or Product

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Do you know the commodity code for your animal or product?

☐ Yes

☒ No

[Save and continue](#)

If you do not know the commodity code for your animal or product

- Select No
- Save and continue

08 Select Animal or Product

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Select animal or product

[What to do if your animal or product is not shown](#)

[Save and continue](#)

You can select your animal or product for import

- Select from the drop down box
- Save and continue

Please note: the list is comprised of the most commonly imported animals and products and if the animal or product is not listed you find out the commodity code and use the commodity picker

<https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports>

09 Animal or Product

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Animal or product

Animal or product	Number of animals	Change
Dogs	<input type="text" value="4"/>	

[Save and continue](#)

Animal or product quantity

- Add in the quantity
- Save and Continue

10 Purpose of movement

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Purpose of movement

Specify the reason for the movement of this animal or product

[Save and continue](#)

Purpose of movement

- Select the purpose for the import from the drop down list
- The options available to select from are specific to the animal or product being imported
- Save and Continue

11 Date of the Import

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When you are planning to import the animal or product?

Enter the date on which you plan to import animal or product. If date of import changes you must update and resubmit this notification, there is no need to create a new notification.

Date of import

For example: 01/03/2017

Day Month Year

[Save and review](#)

When are you planning to import the animal or product

- The date the consignment will enter GB.
- This can be updated if the date of import changes
- Save and continue

12 Identification Details

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Identification details

Animal or product	Description	Number of animals	Change
Dogs		4	

Please add identification details for each species

Identification details for Dogs

Name of species	Microchip	Passport	Tattoo
Animal/Product 1	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add another](#)

[Save and continue](#)

Add your animal or product identification details

- Input the identification details for each commodity
- Click add another to enter the next animal or product
- Save and continue

Please note: the options given to you will be specific to the animal or Product you have chosen. You are required to enter all identification details which apply. You must enter details for each animal which is uniquely identified e.g. individual dogs, horse or cattle. If a consignment of animals or products have the same identification details you need only enter this once e.g. eggs or germinal products.

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Certificate Number

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Do you know the number of the certificate which will accompany the animal or product?

If you do not currently know the number this can be added at a later date

[What is a certificate number?](#)

The certificate number will be displayed on the certificate or document which has been issued by the veterinary authority or issuing body in the country of origin, in relation to the animal or product which you are importing. It is usually displayed at the top of the certificate. If you provide this detail it will speed up the matching of your notification to the certificate when we receive it.

☒ Yes

Certificate number

☐ No

[Save and review](#)

Do you know your certificate number:

- Select Yes
- Add the certificate number
- Save and Continue
- Please note: if the certificate has not yet been issued the number can be added at a later date and the notification re-submitted.

18

Add New Place of Origin

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Add place of origin

[Return to search](#)

Place of origin name

Place of origin

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Town or City

Postcode or ZIP code

Telephone number

Country

Please select your country

Email address

[Save and continue](#)

Add new Place of Origin

- Complete the organisation and address details
- Save and Continue

NOTE: only add a new address if it is not in the list

14

No Certificate Number

UKETA

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Do you know the number of the certificate which will accompany the animal or product?

If you do not currently know the number this can be added at a later date

[What is a certificate number?](#)

The certificate number will be displayed on the certificate or document which has been issued by the veterinary authority or issuing body in the country of origin, in relation to the animal or product which you are importing. It is usually displayed at the top of the certificate. If you provide this detail it will speed up the matching of your notification to the certificate when we receive it.

☐ Yes

☒ No

[Save and continue](#)

If you do not know your certificate number:

- Select No
- Save and Continue

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Search Place of origin

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Traders

Search for an existing place of origin

Search

Name	Address	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>		

Name	Address	Country	Status	Approval Number
Doga R Us	29 The Road, Bazara, Bazara, 387456	Romania	New	View Delete

[Add new place of origin](#)

Search organisation and address

- Enter a name in the search field
- Click on the green search button, or
- Review the list under the search button, or
- Click on the 'Add new place of origin' link if it isn't in the list

15

Additional Details

Additional details

Are you importing from a charity?

☐ Yes

☒ No

Is the place of destination the permanent address?

[What is the difference between Place of destination and Permanent address?](#)

Animals must be taken directly to the place of destination named on the certificate where they should remain for a minimum of 48 hours. If following this time, the animals will be moved to a different permanent address you will be required to enter those details on the following page and if the animals are being sent to multiple permanent addresses then these must all be added.

☒ Yes

☐ No

[Save and continue](#)

Additional Details

- Select yes or No
- Save and Continue

Please note: this screen will only appear if you are importing cats or dogs

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Addresses

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Traders

Addresses

Place of origin

Name	Address	Country
------	---------	---------

[Search for an existing place of origin](#)

Importer

Name	Address	Country
------	---------	---------

[Search for an existing importer](#)

Place of destination

Name	Address	Country
------	---------	---------

[Search for an existing place of destination](#)

[Save and continue](#)

Place of Origin, Importer and Place of Destination addresses

- Click the search links for all three to either search for the organisation and address

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Add to Notification

Once you have created the notification:

- Click on the green Add to notification button
- This will add the newly created place of origin to your notification
- You can also click on the return to search link if you wanted to complete the notification and add the newly created place of origin later

20

Importer Address

Search organisation and address

- Enter a name in the search field
- Click on the green search button, or
- Review the list under the search button, or
- Click on the 'Search for an existing Importer' link if it isn't in the list

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Add new Importer

Name	Address	Country	Status
Marshall Farmer Ltd.	n/a, Cullompton, EX15 2QE	Approved	10/12/2004/ABPHAN
Martin-Brower UK Ltd	n/a, Hampshire, RG21 5XW	Approved	U1223056
Martlands - Cat 2	n/a, Burscough, L40 4AU	Approved	21/07/2002/ABPHAN
Northeast Fallen Stock	n/a, Banff, AB45 3DA	Approved	70/224/0006/ABPHMED

Unable to find existing importer

- Click on the Add new importer link

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Add Place of Destination Address

Search organisation and address

- Enter a name in the search field
- Click on the green search button, or
- Review the list under the search button, or
- Click on the 'Search for an existing Place of Destination' link if it isn't in the list

23

Addresses

Selecting an addresses from the list

- If you add the Importer from the list
- save and review

22

Add Importer Details

Add new importer

- Complete the organisation and address details
- Save and Continue
- NOTE: only add a new importer if it is not in the list

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25 Search Place of Destination

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Search for an existing place of destination

Search

Name Address Type

Approval Number

[Search](#)

Name	Address	Country	Status	Type	Approval Number
Draft R/L	88 York Road, Bournemouth, Dorset, BH1 1AB	United Kingdom	New	Use	2020
A.S.A. Frost	111, Newmarket, Suffolk, IP11 2JL	United Kingdom	Approved	ABP	05/000041 MED
Apennine	111, Newmarket, Suffolk, IP11 2JL	United Kingdom	Approved	ABP	05/000041 MED
Apennine	111, Newmarket, Suffolk, IP11 2JL	United Kingdom	Approved	ABP	05/000041 MED
Apennine	111, Newmarket, Suffolk, IP11 2JL	United Kingdom	Approved	ABP	05/000041 MED
Apennine	111, Newmarket, Suffolk, IP11 2JL	United Kingdom	Approved	ABP	05/000041 MED
Apennine	111, Newmarket, Suffolk, IP11 2JL	United Kingdom	Approved	ABP	05/000041 MED
Apennine	111, Newmarket, Suffolk, IP11 2JL	United Kingdom	Approved	ABP	05/000041 MED
Apennine	111, Newmarket, Suffolk, IP11 2JL	United Kingdom	Approved	ABP	05/000041 MED
Apennine	111, Newmarket, Suffolk, IP11 2JL	United Kingdom	Approved	ABP	05/000041 MED

Search organisation and address

- Enter a name in the search field
- Click on the green search button, or
- Review the list under the search button, or
- Click on the 'Add new place of destination' link if it isn't in the list

26 Add New Place Of destination link

March Cold Store	n/a, March, PE15 5PW	United Kingdom	Approved	ABP	05/0009021ABPMED	View	Select
Marshall Farmer Ltd	n/a, Culmington, EX15 2QE	United Kingdom	Approved	ABP	10/1218004ABPHAN	View	Select
Martin-Brewer UK Ltd	n/a, Hampshire, RG21 6XW	United Kingdom	Approved	ABP	U1223056	View	Select
Merlands - Cat 2	n/a, Burscough, L40 4AU	United Kingdom	Approved	ABP	21/373/8002ABPHAN	View	Select
Northeast Fallen Stock	n/a, Barff, AB45 5DA	United Kingdom	Approved	ABP	70/224/8006ABPMED	View	Select

[Add new place of destination](#)

[Next page →](#)

27 Add new Place of Destination

Add place of destination

[Return to search](#)

Place of destination name

Place of destination

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Town or City

Postcode or ZIP code

Telephone number

Country

Please select your country

Email address

[Save and continue](#)

Add new importer

- Complete the organisation and address details
- Save and Continue
- NOTE: only add a new Place of Destination details if it is not in the list

30 Add New Transporter

NA	Clymch, Marazion, Cornwall, TR26 2QZ	United Kingdom	Approved	UKCARMA/T1000015423	Commercial transporter	View	Select
NA	11 SOUTHVIEW, BUNGLOW, LAUNCESTON ROAD, CALLINGTON, CORNWALL, PL17 8DD	United Kingdom	Approved	UKEXETET/T1000003115	Commercial transporter	View	Select
A.S.A. WRIGHT	LADGURCH, OLEHNET, BALLYMORLOCK, BANFFSHIRE, AB37 8DD	United Kingdom	Approved	UKRVNET/T100004007	Commercial transporter	View	Select
NA	9 SOMERSEA, HUNTER, LANCING, BEAUFORT, DEVON, EX21 5XA	United Kingdom	Approved	UKEXETET/T1000000062	Commercial transporter	View	Select
Adway Farm	Adway Farm, Big Otun, Cullinstown, Perthshire, FK17 2HT	United Kingdom	Approved	UKPERTHT/T1000001157	Commercial transporter	View	Select

[Next page →](#)

Unable to find existing transporter

- First line should be that all approved commercial transporters should be in IPAFFS for selection.
 - Click on the Add new Transporter link
- Please Note: If you cannot find a transporter but know they are approved then you can add a transporter by using the create a new transporter link. Any created information will be verified by APHA.

29 Search Transporter

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Transport

Search for an existing transporter

Search

Name Approval Number Post Code

[Search](#)

Name	Address	Country	Status	Approval Number	Type
NOT APPLICABLE	HILL HOUSE FARM, CAMBRIDGE, GLOUCESTERSHIRE, GL2 7AN	United Kingdom	Approved	UKEXETET/T1000000007	Commercial transporter
E T SUMMERFIELD & SON	ACRE HILL FARM, FREELAND ROAD, EYNHAM, WHITNEY, OX29 4EE	United Kingdom	Approved	UKRBDGAT/T1000003107	Commercial transporter

Search for a transporter by:

- Inputting the details in the search field and click on the search button
- Searching the list for the required transporter

28 Transporter details

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Transport

Transport details

Transporter

Name	Type	Address	Country	Approval number
------	------	---------	---------	-----------------

[Search for an existing transporter](#)

Countries transited

List in order all countries travelled through as part of the journey

Country

Select country

Add country

Port of entry

[Save and continue](#)

Search organisation and address

- Search for an existing Transporter by clicking on the link
 - Save and continue
- Please note: You must use an approved commercial transporter for the journey

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Add Transporter

Add transporter

[Return to search](#)

Transporter name

Transporter

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Town or City

Postcode or ZIP code

Telephone number

Country

Please select your country

Email address

[Save and continue](#)

Add new importer

- Complete the organisation and address details
- Save and Continue
- NOTE: only add a new Transporter details if it is not in the list

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Countries Transited and Port of Entry

Countries transited

List in order all countries travelled through as part of the journey

Country

Germany

[Add country](#)

Germany

Port of entry

Dover

[Save and continue](#)

Add Countries transited and port of entry

- If any part of the journey is made by road, add all countries that will be travelled through during the journey from the EU to GB by selecting from the drop down box. Currently there is a bug in the system and you must select the Add country link to save and added to the notification for each country added. The select Save and Continue at the bottom of the page once you have added the port details.
- Add the port of entry into GB into the Port of Entry field
- Save and Continue

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Review your Notification

Review your notification

Submitted on: 14 May 2020, 10:10
Submitted by: Angela Giel
Last updated by: Angela Giel

About the consignment

What are you importing? Animal or product

Responsible person Angela Giel

Telephone 0800030021

Email dgiel@newmanmedia.com

Organisation name Angela Giel

Organisation address 11 THE APPROACH, LEBURN, L10 1EY

Organisation telephone 0800030021

Country of origin France [Change](#)

Description of the goods

Description Dogs [Change](#)

Quantity 1 [Change](#)

Dogs identification details [Change](#)

Animal or product Microchip Passport Tattoo

Animal or product 1 8890 08080

When are you planning to import the animal or product? 10/05/2020 [Change](#)

Purpose of movement Pets [Change](#)

Health certificate number [Change](#)

Review the details of your notification

- Review the details
- Click on the Change link if you want to amend anything you have entered

36

Submitted Status

Search

4 results

Reference number	Commodity	Date of import	Certificate status
IMP-GB-2020-1011602	Commodity: Dogs 1-3	Date of import: 07 May 2020	Certificate status: Approved
Comsignee: Dogs 1-3	Origin: Romania		
Go to details	View details	Cancel	
Reference number	Commodity	Date of import	Certificate status
DRAFT-GB-2020-1011701 - IMP	Commodity: Dogs 1-3	Date of import: 10 May 2020	Certificate status: Draft
Comsignee: Dogs 1-3	Origin: France		
Go to details	View details	Cancel	
Reference number	Commodity	Date of import	Certificate status
IMP-GB-2020-1011707	Commodity: Dogs 1-3	Date of import: 10 May 2020	Certificate status: Approved
Comsignee: Dogs 1-3	Origin: France		
Go to details	View details	Cancel	
Reference number	Commodity	Date of import	Certificate status
DRAFT-GB-2020-1011801 - IMP	Commodity: Dogs 1-3	Date of import: 10 May 2020	Certificate status: Draft
Comsignee: Dogs 1-3	Origin: France		
Go to details	View details	Cancel	
Reference number	Commodity	Date of import	Certificate status
DRAFT-GB-2020-1011801 - IMP	Commodity: Dogs 1-3	Date of import: 10 May 2020	Certificate status: Draft
Comsignee: Dogs 1-3	Origin: France		
Go to details	View details	Cancel	

Submitted status

- You can see the newly submitted notification on your dashboard
- The status is 'Submitted' which means it has been sent to the Centre for International Trade at Carlisle

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Notification Submitted

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Mary Mills | [Address book](#) | [My](#)

Your notification has been submitted

Your reference number is IMP.GB.2020.1462614 - V1

What happens next?

The Animal and Plant Health Agency (APHA) will process your application.

[Return to your dashboard](#)

Your notification has now been submitted

- Click on the return to your dashboard button

34

Accept and Send

Additional details

Are you importing from a country? No [Change](#)

Is the Place of destination the Permanent address? Yes [Change](#)

Addresses

Place of origin Le Dogs 2 The Boulevard (near 104), France, 40100-14010000, leogs@leogs.fr

Importer Dogs 1-3 88 104 Road, Deneham (near 104), Leeks, L10 1EY, United Kingdom, 0112 2785007, leogs@leogs.fr

Place of destination

Transporter details

Transporter 6 T SUMMERFIELD & SON ACRE HILL FARM, FRIELAND ROAD, 87 WILKINS, JARNEY, COX, KEE [Change](#)

Countries transited

Port of entry

Now send your notification

By sending this notification you are confirming that you are responsible for this import and that, to the best of your knowledge, the details you are providing are correct.

[Accept and send](#)

Accept and send once you have completed your review

- Click on the Accept and send button

Quick Reference guide – How to search for a notification in IPAFFS

01

The Dashboard

Your import notifications

Create a new notification

My alerts

- [View all](#)
- [Notification changed to Cancelled in the last 24 hours](#)

Search certificates by

Certificate number / keywords

BCP

Certificate status

Country of origin

Consignee / Importer

Certificate type

Arrival / Import date range

Today
Tomorrow
Next seven days
Clear date range

Start date range

Day Month Year

End date range

Day Month Year

[Search](#) [Clear](#)

Search from your dashboard

- You can search for notifications from your dashboard

02

Search by Fields

Search certificates by

Certificate number / keywords

Keywords or numbers

- If you know part of the certificate reference number you can add it into the certificate field and click on the green search button

03

Search by keywords

Search certificates by

Certificate number / keywords

BCP

Certificate status

Country of origin

Consignee / Importer

Certificate type

Arrival / Import date range

Today
Tomorrow
Next seven days
Clear date range

Start date range

Day Month Year

End date range

Day Month Year

[Search](#) [Clear](#)

Search by fields

You can search by the following fields for your notification:

- Certificate number
- Certificate status
- Country of origin
- Importer
- Date range

Please note: you can search by only entering details in one of the fields

06

Full List of Notifications

5 results			
Reference number IMP.GB.2020.1462476	Animal description Dogs	Date of import 22 May 2020	Certificate status CANCELLED
Consignee	Consignor Pets Rescue	Origin Germany	
Copy as new	View details		
Reference number IMP.GB.2020.1462532	Animal description Dogs	Date of import 26 May 2020	Certificate status AMEND
Consignee	Consignor Pets Rescue	Origin Lithuania	
Copy as new	View details	Amend	
Reference number IMP.GB.2020.1462534	Animal description Dogs	Date of import 26 May 2020	Certificate status AMEND
Consignee	Consignor Pets Rescue	Origin Lithuania	
Copy as new	View details	Amend	
Reference number IMP.GB.2020.1462552	Animal description Cattle	Date of import 28 May 2020	Certificate status SUBMITTED
Consignee	Consignor Cattle Kings	Origin Germany	
Copy as new	View details	Amend	

All notifications

- Your full list of notifications will appear on your dashboard

05

Clear Search Criteria

[Search](#) [Clear](#)

1 result

Reference number IMP.GB.2020.1462552	Animal description Cattle	Date of import 28 May 2020	Certificate status SUBMITTED
Consignee	Consignor Cattle Kings	Origin Germany	
Copy as new	View details	Amend	

Clear search criteria

- You can click on the clear link to clear your search criteria on your dashboard

04

Notification listed

Search certificates by

Certificate number / keywords

BCP

Certificate status

Country of origin

Consignee / Importer

Certificate type

Arrival / Import date range

Today
Tomorrow
Next seven days
Clear date range

Start date range

Day Month Year

End date range

Day Month Year

[Search](#) [Clear](#)

1 result

Reference number IMP.GB.2020.1462552	Animal description Cattle	Date of import 28 May 2020	Certificate status SUBMITTED
Consignee	Consignor Cattle Kings	Origin Germany	
Copy as new	View details	Amend	

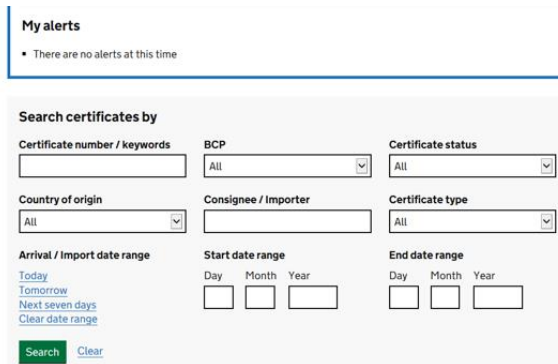
Your notification will appear on the dashboard

- Once you have searched for a notification it will appear
- Please note: if you use a key word or field search all results containing that information will appear

Quick Reference guide - How to cancel a notification in IPAFFS

01

Search for the Notification

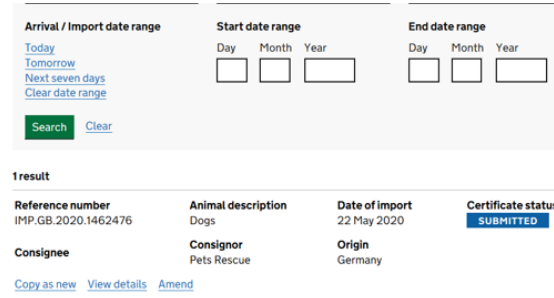


Search for the notification

- Select from your dashboard or,
- Add the details to a search field and click on search

02

Click on Amend link

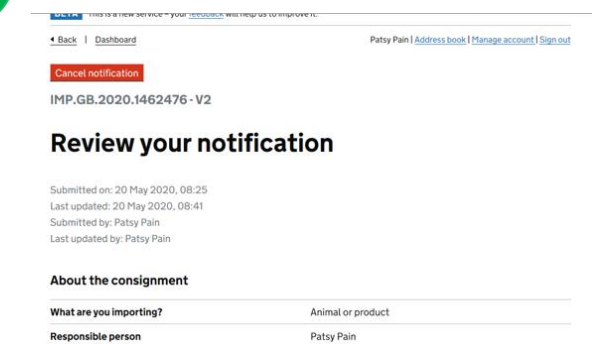


Amend link

- Click on the Amend link under the notification you want to cancel

03

Review or Cancel Notification



Cancel notification button

- This will take you to the Review your notification screen and you can cancel the notification from here
- Click on the red Cancel notification button to cancel your notification

06

Cancelled Status to CIT

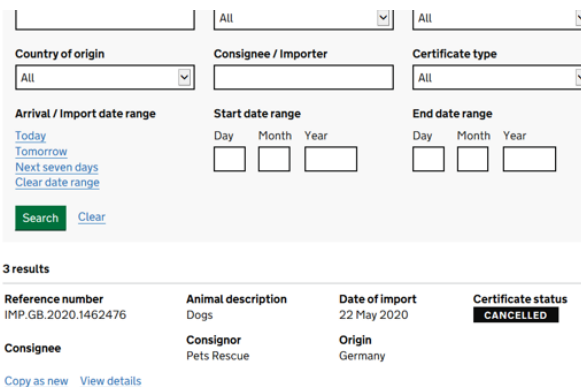
Reference number	Animal description	Date of import	Certificate status
IMP.GB.2020.1462476	Dogs	22 May 2020	CANCELLED
Consignee	Consignor	Origin	
	Pets Rescue	Germany	

Cancelled notification submitted to CIT

- The cancelled notification will sent to the Centre for International Trade Carlisle

05

Cancelled Status

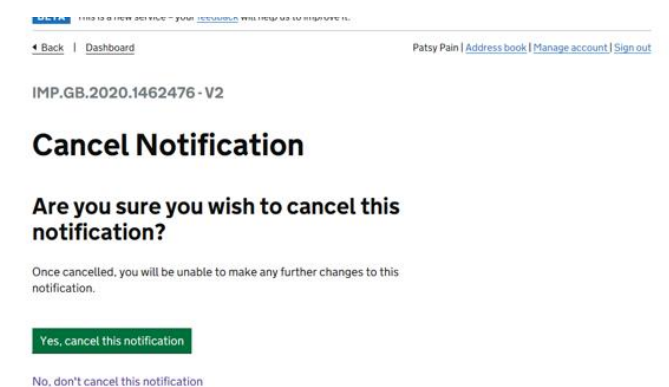


Cancelled status

- You can see the updated status for your cancelled notification when you return to your dashboard and refresh your screen
- The status shows as cancelled against the notification reference number

04

Cancel Notification



Are you sure you wish to cancel this notification?

- If you are sure then click on the green Yes, cancel this notification button
- If you decide you do not want to cancel this notification 10 click on the No, don't cancel this notification link

Quick Reference guide - How to amend a notification in IPAFFS

01

Search for the Notification

Reference number	Animal description	Date of import	Certificate status
IMP.GB.2020.1462534	Dogs	26 May 2020	SUBMITTED

Search for the notification

- Select from your dashboard or,
- Add the details to a search field and click on search

02

Review your Notification

Review your notification

Submitted on: 20 May 2020, 13:54
Last updated: 20 May 2020, 15:45
Submitted by: Patsy Pain
Last updated by: Patsy Pain

About the consignment

What are you importing?	Animal or product
Responsible person	Patsy Pain
Telephone	07917868621
Email	Dogsrus@rowansholes.33mail.com
Organisation Name	Patsy Pain
Organisation Address	22 THE APPROACH, LEEDS, LS15 4AN

Review screen

- You will be taken to the Review your Notification screen

03

Change Link

Country of origin	Lithuania	Change	
Description of the goods			
Description	Dogs	Change	
Quantity	3	Change	
Dogs identification details			
Animal or product	Microchip	Passport	Tattoo
Animal or product 1	hsfdhs7962	825982	
Animal or product 2	jsdlh453	4353	
Animal or product 3	s435436	35363	
When are you planning to import the animal or product?	26/05/2020	Change	
Purpose of movement	Rescue/Rehoming	Change	
Health certificate number		Change	

Review and change

- Find the information you want to amend on the notification and click on the Change link

06

Update the related information

IMP.GB.2020.1462534 - V2

Identification details

Animal or product	Number of animals
Dogs	2

Please add identification details for each species

Name of species	Microchip	Passport	Tattoo
Animal/Product 1	hsfdhs7962	825982	Remove
Animal/Product 2	s435436	35363	Remove

[Save and review](#)

Update the related information

- The identification data is related the number of live animals being imported therefore because the number has been reduced from 3 to 2 in this example the correct identification information that does not apply must be removed. IPAFFS will guide you through the screens which must also be updated following an amendment

05

Related Information

Please fix the following errors

You can't enter more identifiers than the number of animals or products. Remove any additional rows in the identifier table.

Identification details

Animal or product	Number of animals
Dogs	2

Please add identification details for each species

Name of species	Microchip	Passport	Tattoo
Animal/Product 1	hsfdhs7962	825982	Remove
Animal/Product 2	jsdlh453	4353	Remove
Animal/Product 3	s435436	35363	Remove

[Save and review](#)

Related information

- If you reduce the number of live animals being imported you will be asked to adjust the identification information by choosing to remove one of the identification lines
- Likewise, if you increase the number you will need to add additional identifications details

04

Changing information

BETA This is a new service - your feedback will help us to improve it.

[Back](#) | [Dashboard](#) | Patsy Pain | [Address book](#) | [Manage account](#) | [Sign out](#)

IMP.GB.2020.1462534 - V2

Animal or product

Animal or product	Number of animals
Dogs	2

[Save and continue](#)

Impact of some changes

- Some information will have a wider impact and you may also need to change other information in the notification
- For example if you change the number of live animals you will also be asked to update the identification details

Quick Reference guide - How to amend a notification in IPAFFS

07

Submit Amended Notification

Now send your notification

By sending this notification you are confirming that you are responsible for this import and that, to the best of your knowledge, the details you are providing are correct.

Accept and send

Accept and send

- Click on Accept and send to re-submit your amended notification

08

Notification Submitted

Your notification has
been submitted

Your reference number is
IMP.GB.2020.1462566 - V2

What happens next?

The Animal and Plant Health Agency (APHA) will process your application.

Return to your dashboard

Submitted

- You will have a new version number for your notification
- You can click to return to the dashboard

Quick Reference guide - How to copy as new a notification in IPAFFS

01

Find a Notification to Copy

Copying a notification

- Copying a similar notification will save you time when submitting a notification
- From the dashboard search for the notification you wish to copy
- This will be one with very similar details to the notification you wish to create for instance if you are a regular importer of the same commodity, from the same exporter this will be particularly useful

02

Copy as New Link

Copy as new

- Once you have found a notification you wish to copy click on the Copy as new link

03

Change Link

Information that does not get copied across

The following information will need to be added because it will change for each shipment:

- Commodity quantities
- Commodity identifiers
- Certificate number Date of import

06

Accept and Send

Now send your notification

By sending this notification you are confirming that you are responsible for this import and that, to the best of your knowledge, the details you are providing are correct.

Accept and send

Update the related information

- Once all the new information has been added accept and send your new notification
- Your new notification will be submitted to the Centre for International Trade

05

Related Information

Related information

- Add the new information to each of the fields requiring new information
- Save and continue after each field is updated

04

Change and Review

Add Information requested

- You can access each field that will require amended information from the review screen
- Click on the Change link to access the field to add the information

Quick Reference guide – Commodity Linked Details

01

Selecting Live Animals

Description of the goods			
Description	Dogs		Change
Quantity	2		Change
Dogs identification details			Change
Animal or product	Microchip	Passport	Tattoo
Animal or product 1	hsfdhs7962	825982	
Animal or product 2	s435436	35363	
When are you planning to import the animal or product?	26/05/2020		Change
Purpose of movement	Rescue/Rehoming		Change

Information for live animals

Identification details and purpose of movement are commodity specific and will change depending on the commodity selected for the following:

- Animal Identification details
- You can only add an identification details row per quantity of Commodity
- The purpose of movement drop down list is tailored to the commodity type you select