



**Ethiopian Agricultural Authority (EAA)**

**User Manual**

Version 1.3

## Revision History

Version	Date	Name/Author	Description
v1.0	Jun 2024	BSL Project Team	Initial Creation (First Draft)
v1.1	Jul 2024	BSL Project Team	Exporter Registration Importer Registration
v1.2	Oct 2024	BSL Project Team	Agent registration Exporter Processes Importer Processes
V1.3	Jan 2025	BSL Project Team	Updated Revised Prototype Features

## 2 Table of Contents

3	Preamble .....	6
4	Purpose of the Document.....	7
5	Proposed User Operating Environment.....	7
6	Account Creation .....	8
6.1	System Account Activation & Log In.....	11
6.2	System Menu & Navigation.....	13
6.3	Menu Icons.....	14
6.4	Profile.....	15
6.5	Change Password .....	15
7	Exporter Certificate of Competency .....	16
8	Exporter Processes .....	22
8.1	Registrations.....	22
8.1.1	Agent Registration .....	22
8.1.2	Consignee Registration .....	23
8.1.3	Warehouse Registration .....	24
8.1.4	Farms Registrations.....	25
8.2	Inspections.....	27
8.2.1	Dry Commodity Facility Inspection Request /Warehouse .....	27
8.2.2	Own Farm Inspection Request.....	28
8.3	Applications .....	29
8.3.1	Phytosanitary Applications .....	29
8.3.2	Phytosanitary Replacement.....	31
8.3.3	Split Phytosanitary .....	32
8.3.4	All Phytosanitary Applications.....	33
8.4	Reports .....	34
8.4.1	Phytosanitary Applications .....	34
8.4.2	Restricted Products .....	35

9	Importer Certificate of Competency .....	36
9.1	Attachments.....	37
9.2	Upload Additional Attachments.....	38
10	Importer Processes .....	38
10.1	Registrations .....	39
10.1.1	Maintain Agent .....	39
10.1.2	Maintain Exporter .....	40
10.1.3	Maintain a Quarantine Facility .....	41
10.1.4	Product Request for Quarantine.....	42
10.1.5	New Commodity Request.....	43
10.2	Applications.....	44
10.2.1	Import Permit Request.....	44
10.2.2	Import Permit Replacement.....	46
10.2.3	All Import Permit Applications.....	47
10.2.4	Cargo Release.....	48
10.2.5	Cargo Release Replacement.....	49
10.3	Inspections .....	50
10.3.1	Inspection Requests.....	50
10.4	Exports.....	51
10.4.1	Exporter Registration .....	51
10.5	Reports.....	52
10.5.1	All Import Permit.....	52
10.5.2	Restricted Products .....	52
11	IEICS Payments.....	53
12	Agent New Registration.....	56
12.1	Attachments.....	56
12.2	Upload Any Other Attachments .....	57
12.3	Exports.....	57
12.3.1	Agent Phyto Applications.....	57

12.4	Imports.....	60
12.4.1	Agent Pip Application Request.....	60
12.4.2	PIP Applications.....	61
12.4.3	Cargo Release.....	62
12.5	Reports.....	63
12.5.1	All Phytosanitary Applications.....	63
12.5.2	Restricted Products.....	63
13	Settings.....	64
13.1	My Profile.....	64
13.2	Change Password.....	64

### 3 Preamble

The phytosanitary certification process is currently being done manually with paper, which can be time-consuming and error-prone. The certification process involves ensuring that plant products comply with phytosanitary regulations and standards, and it is critical for international trade. As trade in plant products has increased, the workload of certification authorities has also grown, leading to a need for a more efficient and reliable process. The digitalization of the phytosanitary certification process aims to address these challenges by automating the process, reducing the time and cost of the means to get the certification, improving accuracy and consistency, and facilitating trade.

The IEICS is intended to achieve the following business objectives;

1. Automate processes under EAA:
  - a. Registration
  - b. Import
  - c. Export
2. Enable traders importing and exporting crops acquire regulatory documents from remote locations and at their convenience without having to visit the agency
3. Enable EAA to realize full efficiency gains
4. Prepare EAA for integration to the Single Window System, Payment platform, IPPC – ePhyto and other applications as may be appropriate
5. Reduce administrative cost and time by eliminating paperwork through automated data collection
6. Increased transparency through built in audit trail reports and analytics.

## 4 Purpose of the Document

This manual is developed with the aim of demonstrating to EAA stakeholders on how the EAA IEICS System has captured the business and functional requirements.

The IEICS system aim is to automate EAA processes for Imports and Exports and the issuance of the respective import and export documentation.

The IEICS will facilitate traders importing and exporting crops to acquire regulatory documents from remote locations and at their convenience without having to visit the agency. This will enable EAA to realize full efficiency gains as well as prepare for integration to;

1. Single Window System
2. Payment Gateway
3. IPPC e-Phyto
4. Email & SMS

## 5 Proposed User Operating Environment.

The IEICS has been optimized to work on the web and is mobile responsive as well. It is recommended to operate on the following web browsers;

1. Mozilla Firefox
2. Microsoft Edge
3. Google Chrome
4. Brave
5. Opera

## 6 Account Creation

If you're new to the system, follow these steps to create an account:

1. Click on "Sign Up" under the login form.
2. Fill in the registration form with the required details, such as name, email, and contact information.
3. Submit the form to create your account.
4. Check your email for confirmation and complete the sign-up process
5. Login to the EAA IEICS platform via the link <https://eaademo.gov.et>

First time applicants will register to get an account on the system as per below screen via the link <https://eaademo.gov.et/register.html>

The users will then navigate to the Sign up here link to proceed with registration on the below screen.



# Registration

Already a member? [Login](#)

Click here to login if you already have an account

TIN \*

Enter a valid TIN

## Company Details

<b>Company Name *</b> <input type="text" value="Company Name"/>	<b>Entity Type *</b> -Select Entity Type-
<b>Company Registration Number *</b> <input type="text" value="COMPANY REGISTRATION NO"/>	<b>Date of Registration/Incorporation (Business) *</b> <input type="text" value="Date"/>

Enter all the required company details in their respective

## Company Contact Details

<b>Company Valid Email Address *</b> <input type="text" value="Company Valid Email Address"/>	<b>Postal Address *</b> <input type="text" value="Postal Address"/>
<b>Postal Code *</b> <input type="text" value="Postal Code"/>	<b>Building Name</b> <input type="text" value="Building Name"/>
<b>Street Name *</b> <input type="text" value="Street Name"/>	<b>Plot Number</b> <input type="text" value="Plot No"/>
<b>Region *</b> -Select >Region<-	<b>Zone *</b> -Select District-
<b>Woreda (Districts) *</b> - Select Woreda (Districts) -	<b>Kebele *</b> <input type="text" value="Kebele"/>

Enter all the required company contact details in their respective fields.

## Contact Person details

<b>First Name *</b> <input type="text" value="First Name"/>	<b>Other Names</b> <input type="text" value="Other Name"/>
<b>Surname *</b> <input type="text" value="Surname"/>	<b>Telephone Number *</b> <input type="text" value="0700000000"/>
<b>Select ID Type *</b> -Select ID Type-	<b>National ID Number/Alien/Passport *</b> <input type="text" value="National ID"/>
<b>Email *</b> <input type="text" value="email"/>	


Enter all the required company contact details in their respective fields.

## Account Username

**Company Username \***

Enter the company username.

I'm not a robot



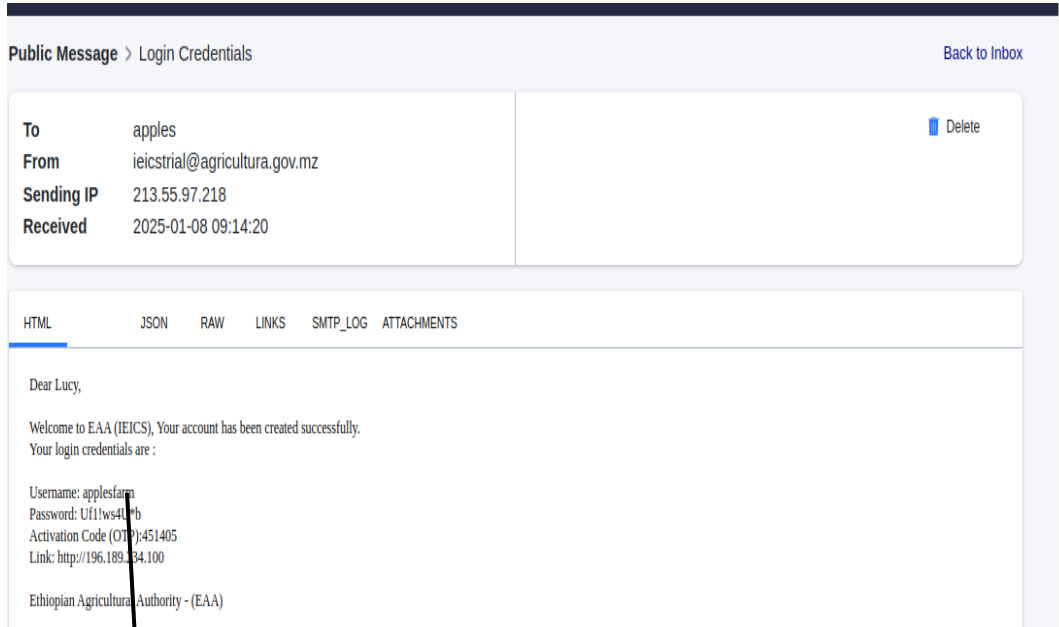
Click here to confirm if you are a real person and not an automated

**Submit Application**

Click here to submit application.

On successfully filling in the details the user will click on the am not a robot re CAPTCHA field and submit registration details.

The registration details are sent to the email used for registration, this will include username, password, OTP Code as per below screen.



These here are your account details:  
username, password, & the Activation  
code use these details to log into the  
system.

**FIGURE 1 IEICS LOGIN ACCESS - REGISTRATION DETAILS SENT TO EMAIL**

## 6.1 System Account Activation & Log In

This user will be required to activate their account using the credentials shared on email via the login screen as below.

The screenshot shows the EAA IEICS login interface. On the left, there is a 'Welcome to EAA IEICS' section with a logo and a paragraph of text. On the right, there is a 'Login' form with the following fields and buttons:

- Username field: 'applesfarm'
- Password field: masked with dots
- OTP field: 'Enter (OTP)'
- New Password field: 'New Password'
- Confirm New Password field: 'Confirme New Password'
- Log In button: 'Log In'

Annotations with arrows point to the following elements:

- 'Enter (OTP)': 'Enter the activation code on the email.'
- 'New Password': 'Enter your new password'
- 'Confirme New Password': 'Re-enter your new password to confirm'
- 'Log In': 'Click here to login'

Below the login form, there are links for 'Don't have an account? Sign Up', 'Forgot Password', 'Check Export Requirements', 'Check Import Requirements', and 'Help and Support'.

FIGURE 2: ACTIVATE ACCOUNT FORM

N.B. When you enter a wrong password, you will get a ***“Login Failed! Wrong Username or Password”*** error/authentication message.

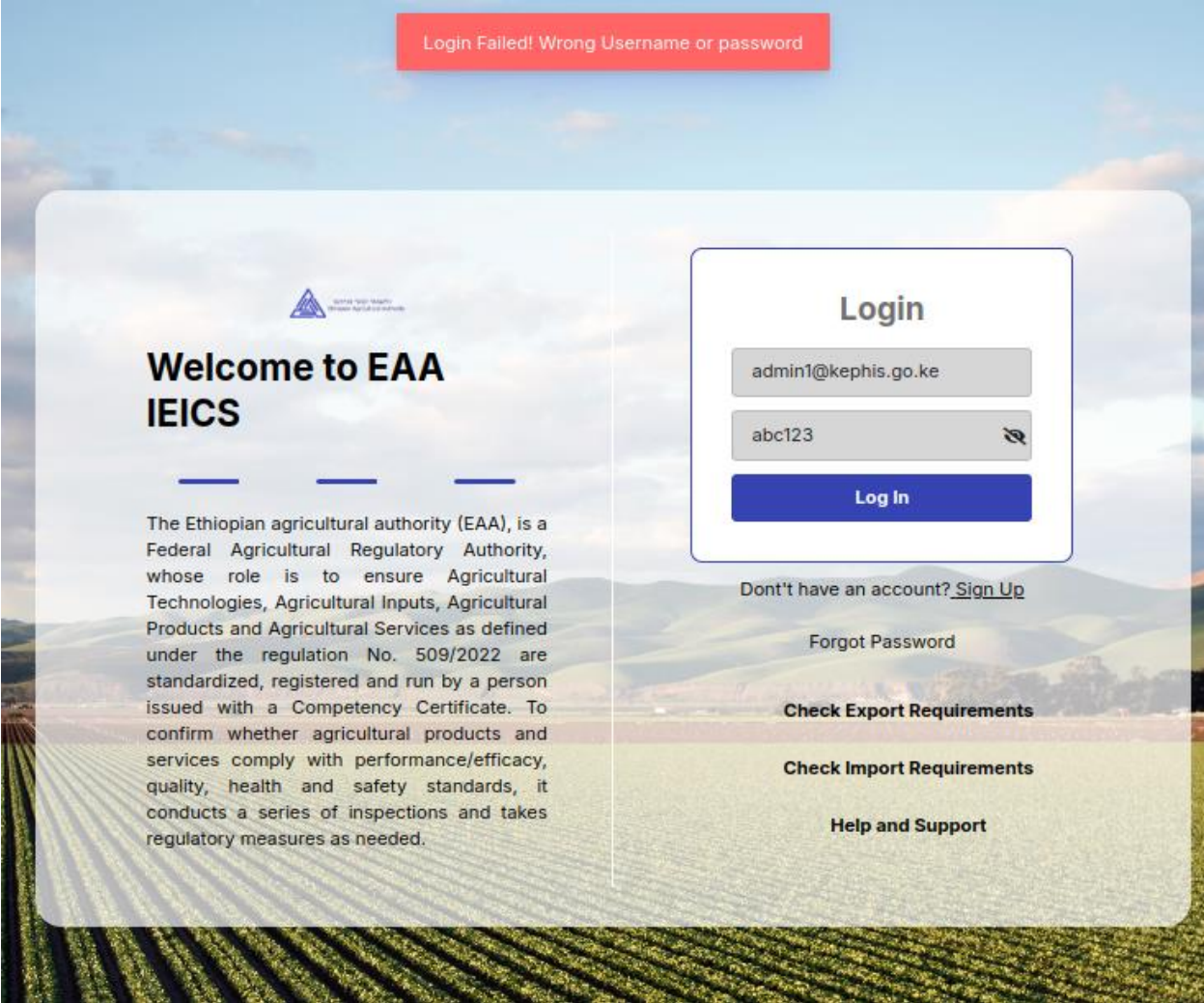


FIGURE 3:WRONG DETAILS LOGIN FORM

## 6.2 System Menu & Navigation

The screenshot displays the IEICS (Ethiopian Agricultural Authority) home page. The page is titled 'Welcome, APPLESFARM applefarm' and features a navigation menu on the left with options: Home Page, Exports, Imports, Agents, and Settings. The main content area is divided into three sections: Account Information, Company Information, and Location Information. The Account Information section includes fields for First Name (Lucy), Last Name (Luciana), Other Names (Lucia), Company UserName (applesfarm), Email (apples@mailinator.com), Phone Number (734578084), National ID (56432789), Staff ID (N/A), and Application Date (08-01-2025 09:14:18). The Company Information section includes Company Name (APPLESFARM), Company Email (apples@mailinator.com), NUIT (456739874), Company Registration Date (2025-01-08), Company Registration No (4545), and Company Entity Name (Partnership). The Location Information section includes Region (Oromia Region), Zone (Bale Zone), City (Dawe Kachen), Building Name, Postal Address (apples lane), Postal Code (78906), Plot No (67), Street Name (Apples lane), and City (Kabele). A callout box labeled 'IEICS Menu' points to the navigation menu. Another callout box labeled 'User details entered during registration' points to the Account Information section.

Account Information			
First Name	Lucy	Last Name	Luciana
Other Names	Lucia	Company UserName	applesfarm
Email	apples@mailinator.com	Phone Number	734578084
National ID	56432789	Staff ID	N/A
Application Date	08-01-2025 09:14:18	<a href="#">Update Profile</a>	

Company Information			
Company Name	APPLESFARM	Company Email	apples@mailinator.com
NUIT	456739874	Company Registration Date	2025-01-08
Company Registration No	4545	Company Entity Name	Partnership

Location Information			
Region	Oromia Region	Zone	Bale Zone
City	Dawe Kachen	Building Name	
Postal Address	apples lane	Postal Code	78906
Plot No	67	Street Name	Apples lane
City	Kabele	Email	apples@mailinator.com

FIGURE 4: HOME PAGE

After successfully logging on to the EAA IEICS, the user will be directed to the home page which contains the details as shown above:

1. Menu
2. Landing page
3. User & Company logged in details
4. Applicant Status
5. Logout option

### 6.3 Menu Icons






Icons	Description
	Expand View
	Logout button
	Global refresh
	Home
	Notification

FIGURE 5: MENU ICONS

## 6.4 Profile

On the menu, navigate to Settings ⇒ Profile.

This displays the user and company details. Select details can also be updated using the update profile and location buttons.

<u>Account Information</u>			
First Name	admin	Last Name	admin
Other Names	test	UserName	AdminEAA
Email	admineaa@mailinator.com	Phone Number	723456432
National ID	2345643	Staff ID	N/A
Application Date	22-01-2020 09:17:10	<a href="#">Update Profile</a>	

Click here to update profile

FIGURE 6: PROFILE PAGE

## 6.5 Change Password

On the menu, navigate to Settings ⇒ Change Password.

This displays the option to update the password set.

**Change Password**

Email Address

admineaa@mailinator.com

New Password

Confirm New Password

Change Password

Enter the new

Confirm the new

Click here to change the password

FIGURE 7: CHANGE PASSWORD PAGE

## 7 Exporter Certificate of Competency

This is the process that facilitates the stakeholders to register as Exporters on the IEICS.

User navigates to EAA Menu ⇒ New Registration ⇒ Exports⇒ Application for certificate of competency.

The screenshot shows the 'Application for Certificate of Competency' form in the IEICS system. The user is logged in as 'APPLESFARM'. The form is divided into several sections:

- Exporter Category:** Includes dropdowns for 'Researcher' (No), 'Own Farm' (No), 'Dry Commodity Exporter' (No), and 'Consolidator' (No).
- Personal Details:** Fields for First Name (Lucy), Last Name (Luciana), Other Names (Lucia), Company UserName (applesfarm), Email (apples@mailinator.com), Phone Number (734578984), National ID (56432789), and Application Date (08-01-2025).
- Company Details:** Fields for Company Name (APPLESFARM), NUIT (456739874), Company Email (apples@mailinator.com), Company Registration Date (08-01-2025), Company Registration No (4545), and Company Entity Name (Partnership).
- Building Name:** Field for Building Name (78906).
- Location Details:** Fields for Region (Oromia Region) and Zone (Bale Zone).

At the top right, there are buttons for 'Approval Stage: Applicant Stage' and 'Application Status: DRAFT'. A navigation menu on the left includes 'Home Page', 'Exports', 'Application for Certificate of Com...', 'Imports', 'Agents', and 'Settings'.

**FIGURE 8: NEW REGISTRATION WINDOW**

The exporter form is displayed with the different exporter registrations presented;

1. Researcher
2. Own Farm
3. Dry Commodity Exporter
4. Consolidator

The applicant can only register as researcher independently and/or own farm, dry commodity exporter & consolidator.

Populate the Exporter detail by capturing all required/mandatory fields based on category being applied for.

Company details (auto populated), Location (auto populated), Attachments, Production, Low Risk Commodity Facility, Own Farms, Firms/Producers



Welcome,  
APPLESFARM  
applesfarm

Search..

Home Page

Exports

Imports

Agents

Settings

Application for Certificate of Competency

Exporter Category

Approval Stage: Applicant Stage

Application Status: DRAFT

Researcher	Own Farm		
No	Yes		
Dry Commodity Exporter	Consolidator		
No	No		
First Name	Lucy	Last Name	Luciana
Other Names	Lucia	Company UserName	applesfarm

FIGURE 9: EXPORTER REGISTRATION DETAILS

Click here to add a new commodity.

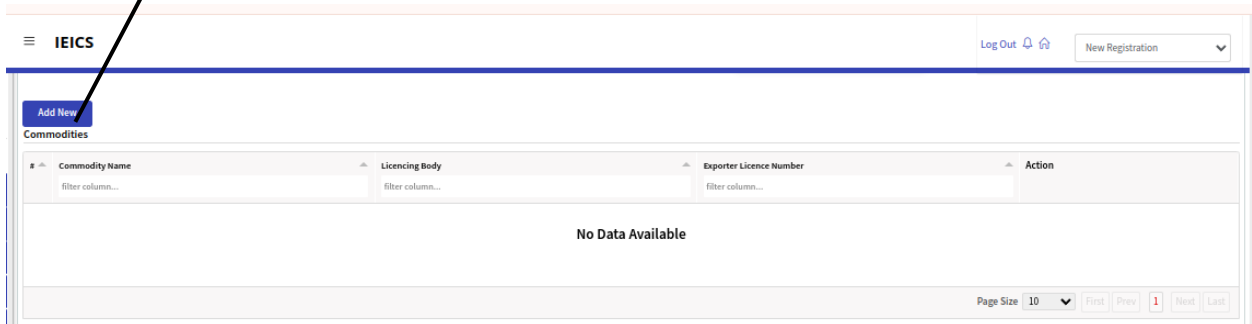
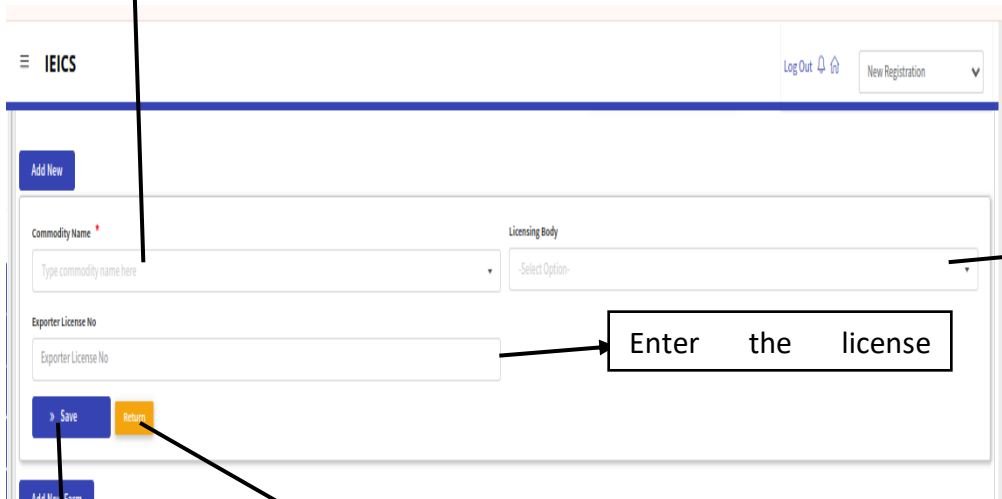


FIGURE 10: ADD NEW COMMODITY

Type the commodity name and choose from the auto



Choose the licensing body from the drop down

Enter the license

Click here to save the details

Click here to return to the previous page.

FIGURE 11: COMMODITY DETAILS

## If exporter has own farm capture farm details (optional)

The screenshot shows a 'Farm Details' form with the following fields and buttons:

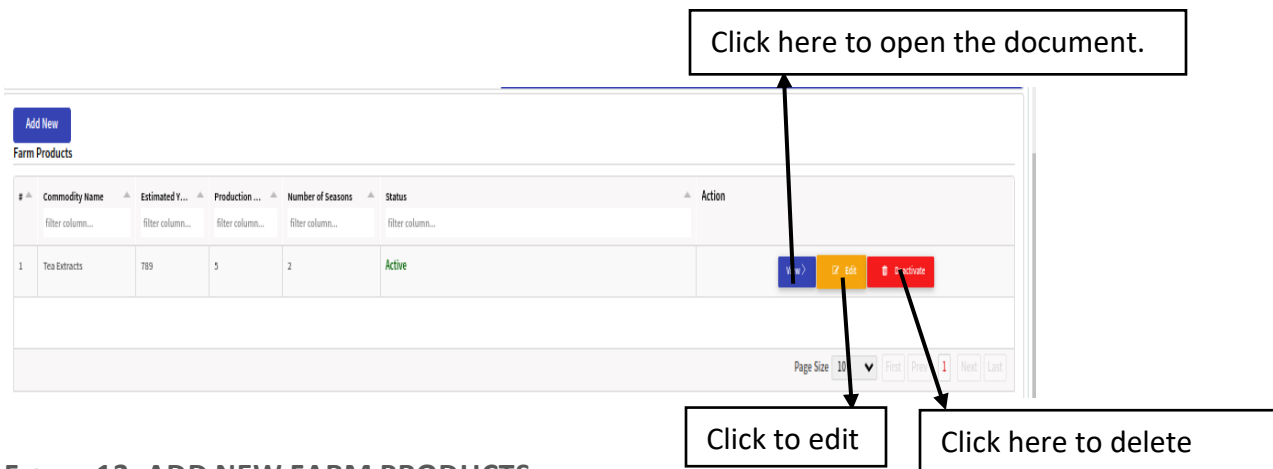
- Farm Name** (text input)
- Farm Size (Ha)** (text input)
- Set Location** (button)
- Farm Location Latitude** (text input)
- Farm Location Longitude** (text input)
- Traceability Code** (text input)
- Region** (dropdown menu)
- Zone** (dropdown menu)
- Woreda (District)** (dropdown menu)
- Street Name** (text input)
- Distance From the Nearest EAA Office (km)** (text input)
- Country** (dropdown menu, showing ETHIOPIA)
- Contact Person** (text input)
- Email** (text input)
- Telephone** (text input)
- Postal Code** (text input)
- Postal Address** (text input)
- Town** (text input)
- Trading Blocks** (dropdown menu)
- Are you aware of market requirements?** (dropdown menu, showing No)
- Do you have a pest management system in place?** (dropdown menu, showing No)
- Market Destinations** (dropdown menu)
- Fallow** (dropdown menu, showing No)
- Previous Crops** (dropdown menu)
- Farm Description** (text input)
- Save & Proceed** (button)
- Complete Farm Commodities Capture** (button)
- Back to Top** (button)

Enter the farm details in their respective fields.

Click here to move back to the top of the page.

Click here to save and proceed to the next page

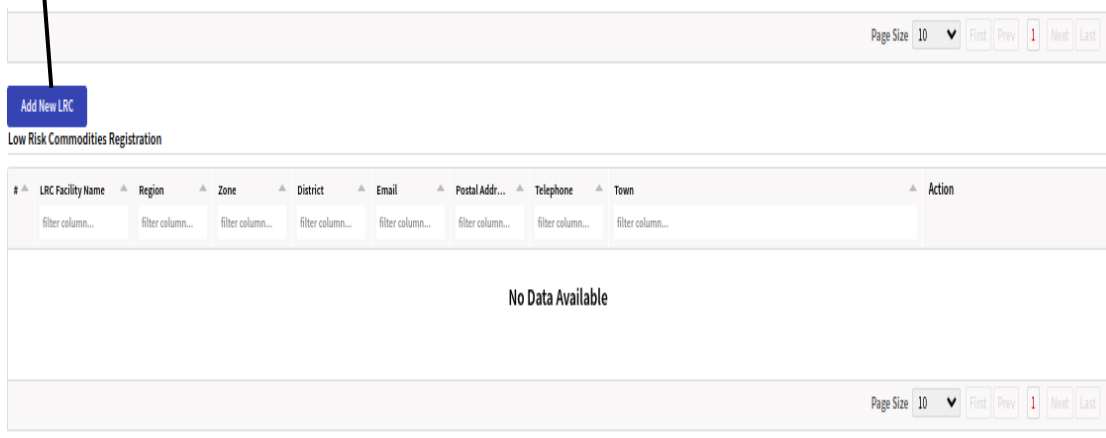
FIGURE 12: OWN FARM DETAILS



**FIGURE 13: ADD NEW FARM PRODUCTS.**

If the exporter has a warehouse capture low risk facility details (optional)

Click here to add a new low risk facility.



**FIGURE 14: CAPTURING LOW RISK COMMODITY FACILITY DETAILS**

**Add New LRC**

LRC Facility Name LRC Facility Name	Region -Select Option-	Zone -Select Option-
Woreda (District) -Select Option-	Country ETHIOPIA	Email Email
Postal Address Postal Address	Postal Code Postal Code	Street Name Street Name
Telephone Telephone	Town Town	Commodity Name -Select Option-
CapaWoreda (District) of Facility in m <sup>2</sup> -Select Option-	Distance from the nearest EAA office (km) Distance	

Enter the LRC details in these fields.

Click her to save the details

Click here to return to the previous

**FIGURE 15: SAVED LRC DETAILS**

The screenshot shows the IEICS dashboard for user 'APPLESFARM'. The dashboard includes a sidebar with navigation options like Home Page, Applications, Registrations, Inspections, Imports, Reports, and Settings. The main content area displays several summary cards for different application types, each with a 'Total' count and a green status indicator. A dropdown menu in the top right corner is set to 'Exporter', with an arrow pointing to it from a text box.

The changed role to exporter.

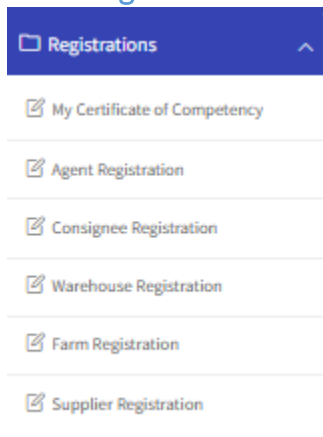
**FIGURE 16: APPROVED EXPORTER REGISTRATION WITH STATUS/ROLE CHANGED**

## 8 Exporter Processes

After being approved as an Exporter the applicant will on a periodic basis be required to manage the below details.

1. Agents
2. Consignees
3. Farms
4. Facilities
5. Producers
6. Users

### 8.1 Registrations



**FIGURE 17: REGISTRATIONS MENU**

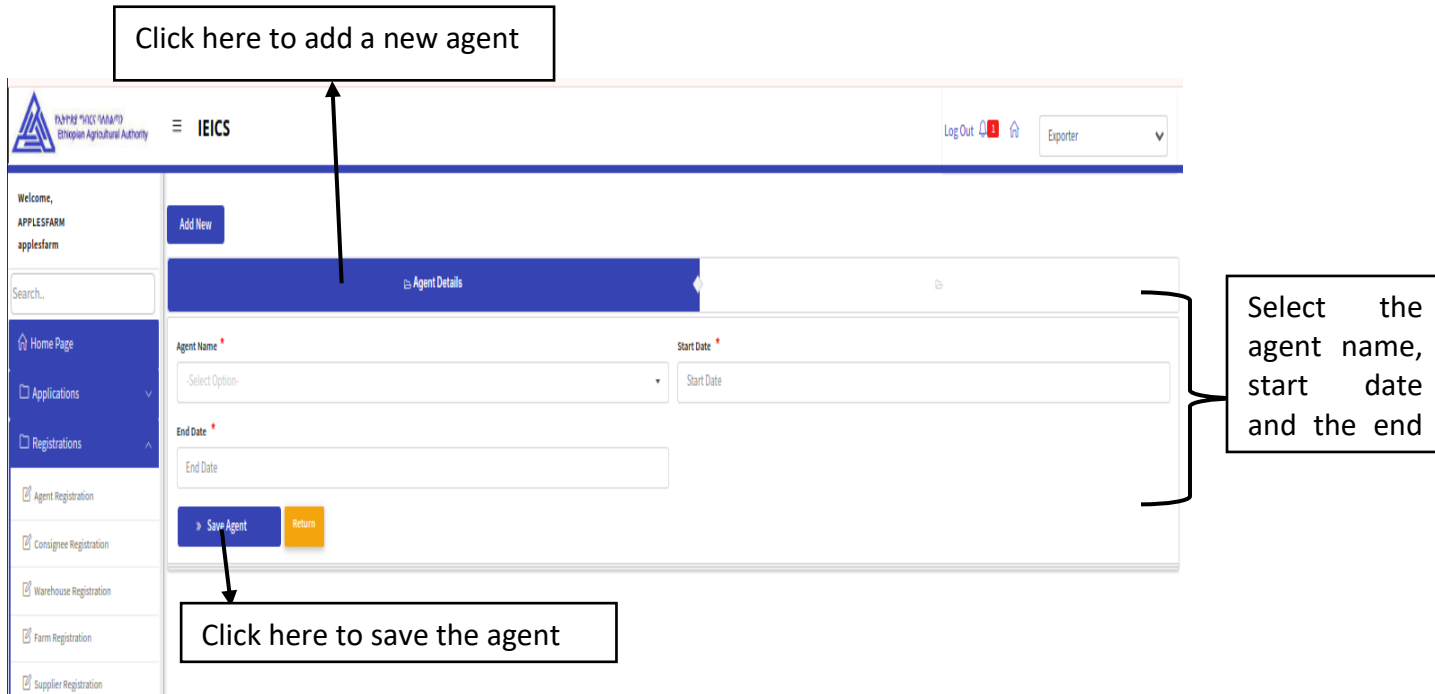
#### 8.1.1 Agent Registration

EAA Menu ⇒ Registrations ⇒ Agent registrations.

Click to open the Agent registration details by adding on the required fields/details.

This will present a list of available agents and provide the opportunity to add, view details, or deactivate.

1. Click add new to add a new agent.
2. From the drop down select the agent's name then pick the start and end date.
3. Save the documents



**FIGURE 18: ADD AGENT WINDOW**

### 8.1.2 Consignee Registration

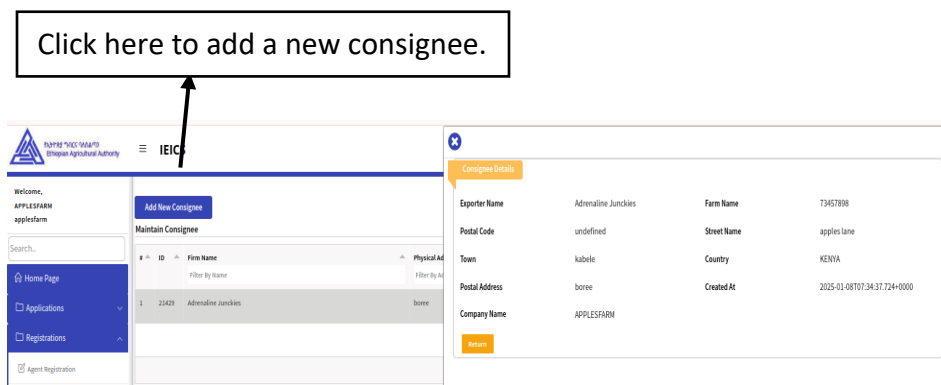
EAA Menu ⇒ Registration ⇒ Consignee Registrations.

This allowed the applicant to manage consignees.

Click on add to populate the consignee details.

On the consignee main tab

- Populate the consignee details & save.



**FIGURE 19: ADD NEW CONSIGNEE**

### 8.1.3 Warehouse Registration

The section allows for managing dry commodity or low risk facilities.

After filling the details, the user will forward them to the internal approvers so the inspection can be conducted.

Applicant requires to pay for inspection of the facility prior to forwarding for approval.

Fill in the dry commodity details in their respective fields

Click here to save and proceed to the next page make payments.

FIGURE 20: DRY COMMODITY FACILITY LIST

#	Action	ID	Application Date	LRC Facility Name	Commodity Name	Country	Status	Approve Stage	Action
1		866	08-01-2023 10:04:49	tea farm	Tea Extracts	ETHIOPIA	DRAFT	Applicant Stage	View, Clone, Edit, Delete, Submit

This is the added dry commodity facility.

These buttons are view, clone, edit, delete and submit respectively. Click any to perform the required task.

FIGURE 21: UPDATED DRY COMMODITY FACILITY LIST

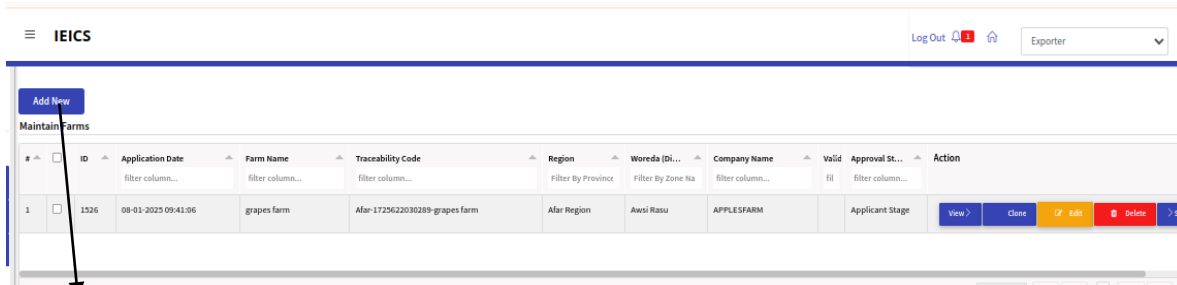


### 8.1.4 Farms Registrations.

The section allows for managing farms.

After filling the details, the user will forward them to the internal approvers so the inspection can be conducted.

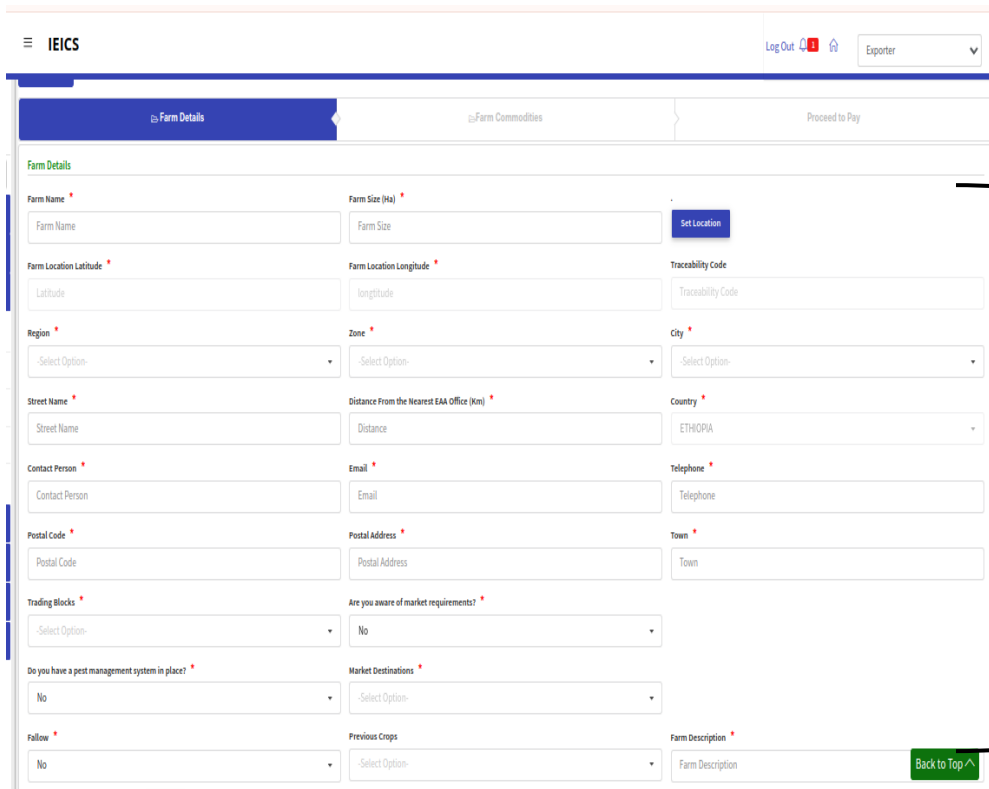
Applicant requires to pay for inspection of the facility prior to forwarding for approval.



The screenshot shows the 'Maintain Farms' interface. At the top left, there is a blue 'Add New' button. Below it is a table with the following columns: #, ID, Application Date, Farm Name, Traceability Code, Region, Woreda (Di...), Company Name, Valid, Approval St..., and Action. The first row contains the following data: # 1, ID 1226, Application Date 08-01-2025 09:41:06, Farm Name grapes farm, Traceability Code Afa-1725622030289-grapes farm, Region Afa Region, Woreda (Di... Awsi Rasu, Company Name APPLESFARM, Valid Applicant Stage, and Approval St... Applicant Stage. The Action column contains buttons for View, Close, Edit, Delete, and Refresh.

Click here to add a new farm.

FIGURE 22: ADD NEW FARM DETAILS



The screenshot shows the 'ADD NEW FARM DETAILS' form. It contains the following fields: Farm Name, Farm Size (Ha), Farm Location Latitude, Farm Location Longitude, Region, Zone, City, Street Name, Distance From the Nearest EAA Office (Km), Country, Contact Person, Email, Telephone, Postal Code, Postal Address, Town, Trading Blocks, Are you aware of market requirements?, Do you have a pest management system in place?, Market Destinations, Fallow, Previous Crops, and Farm Description. There is a 'Set Location' button next to the Farm Size field and a 'Back to Top' button at the bottom right.

Fill in these fields to capture the farm details.

FIGURE 23: CAPTURING FARM DETAILS

IEICS Log Out Exporter

**Add New**

Farm Details Farm Commodities Proceed to Pay

**Add New**

**Farm Commodities Details**

Commodity Category \* Commodity Name \* Number of Seasons Per Year \*

-Select Option- -Select Option- Production Area

Area Under Production(ha) \* Estimated Yields per season in kgs \*

Production Area Estimated Yield

**Save** **Return**

**< Previous** **Proceed >**

Enter the farm commodity details in these fields.

**FIGURE 24: FARM COMMODITY DETAILS**

IEICS Log Out Exporter

**Add New Facility**

Maintain Dry Commodity Facility

#	Action	ID	Application Date	LRC Facility Name	Commodity Name	Country	Status	Approve Stage	Action
			filter column...	filter column...	filter column...	filter column...	filter column...	filter column...	
1	<input type="checkbox"/>	866	08-01-2025 10:04:49	tea farm	Tea Extracts,	ETHIOPIA	DRAFT	Applicant Stage	<b>View</b> <b>Clone</b> <b>Edit</b> <b>Delete</b> <b>Submit</b>

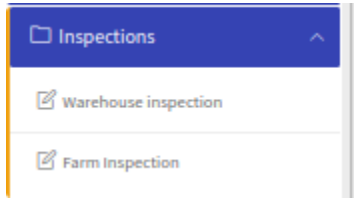
Page Size 10 First Prev 1 Next Last

This is the new dry commodity facility.

**FIGURE 25: FARM COMMODITIES LIST**  
 Save and proceed to make payment /inspection fee.  
 For payments refer to page53

## 8.2 Inspections

This process allows the user to request for an inspection for Farm and warehouse.



EAA → Inspections → warehouse inspection.

### 8.2.1 Dry Commodity Facility Inspection Request /Warehouse

Click on warehouse and the window is opened.

Click add new to add a new warehouse.

Click here to add a new dry commodity facility request.

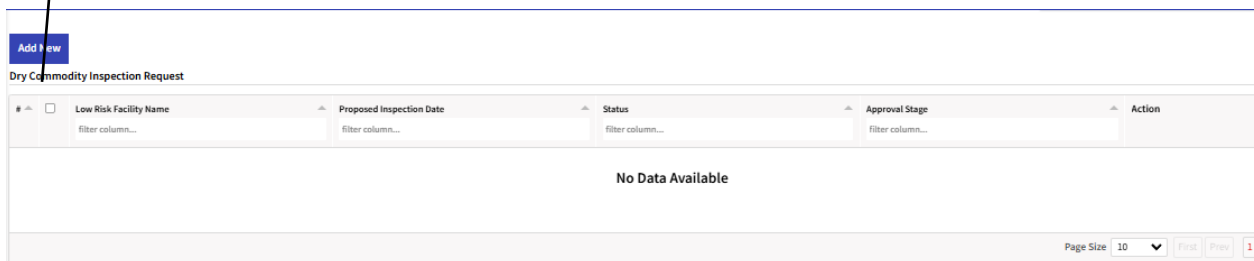
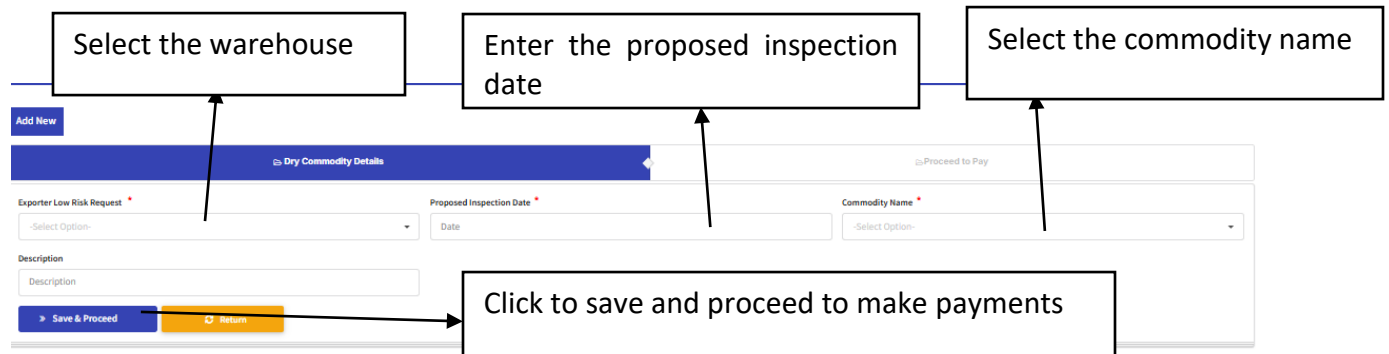


FIGURE 26: DRY COMMODITY DETAILS

Proceed to add the dry commodity details  
 Select the warehouse from the drop down

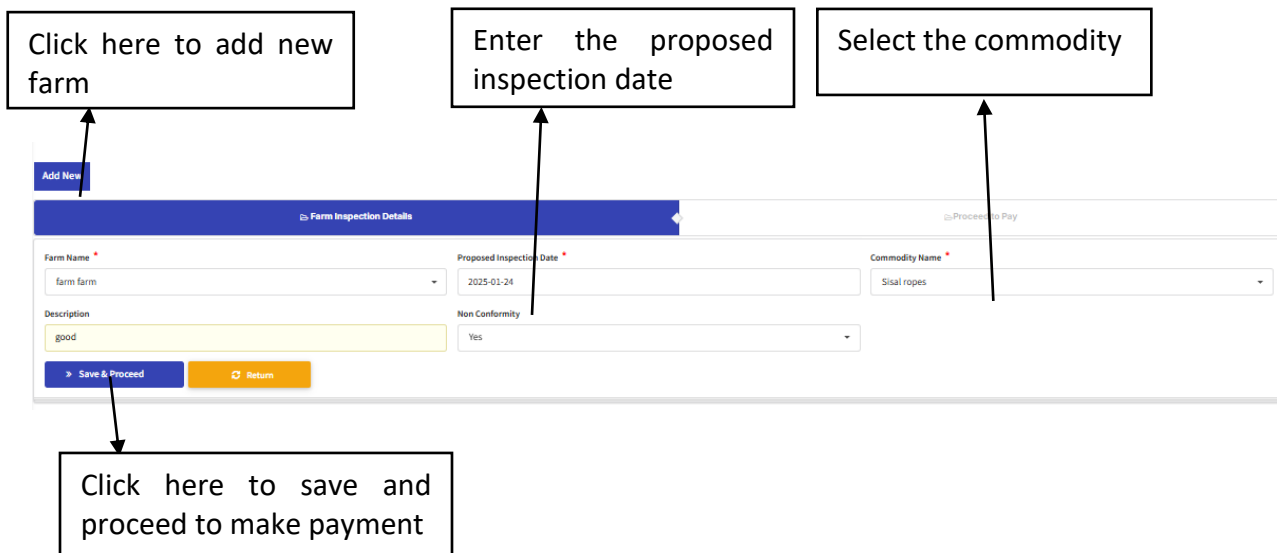


**FIGURE 27: DRY COMMODITY FORM**  
 Save and proceed to make payments.  
 For payments refer to IEICS payments on page 53

### 8.2.2 Own Farm Inspection Request

EAA → Inspections → farm inspections

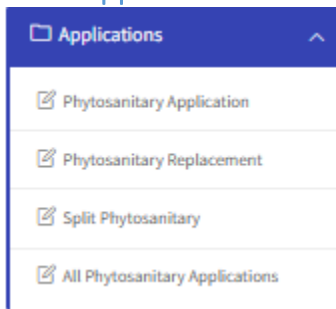
1. Click on farm inspections and the window is opened.
2. Click add new to add a new farm



**FIGURE 28: OWN FARM INSPECTIONS FORM**

Save and proceed to make payments.  
 For payments refer to IEICS payments on page 53

## 8.3 Applications



### 8.3.1 Phytosanitary Applications

EAA Menu → Applications → phytosanitary Application.

This process is used for the application of a Consignment/Phytosanitary certificate.

Click on add to populate the details, then click on save-to-save details.

Click here to add a new phyto

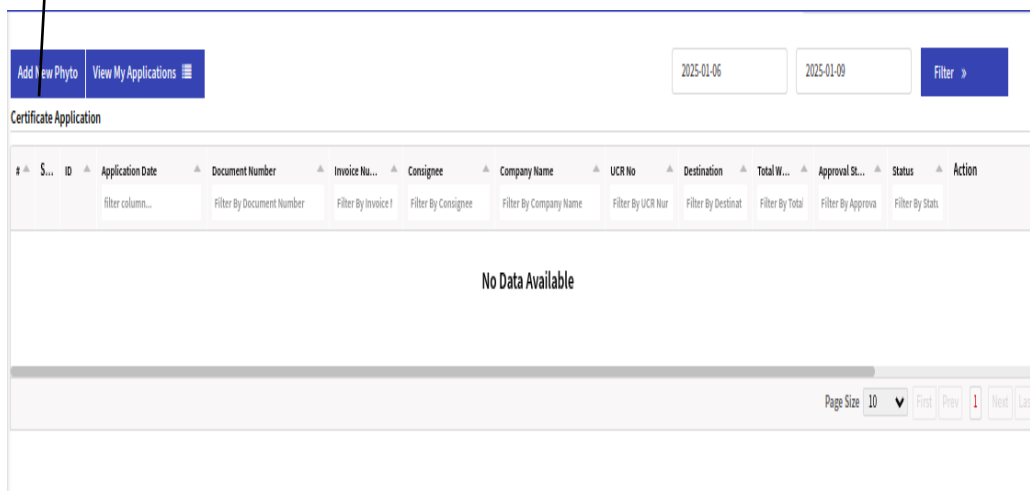


FIGURE 29: PHYTOSANITARY APPLICATIONS WINDOW

1. Select whether application for seed or not to capture details from the seed approval.
2. Click add consignee to add consignee and click save to save the changes.

**FIGURE 30: ADD A CONSIGNEE**

**Variety details.**

1. Click add new to add commodity details.
2. Click save the details.
3. Click on proceed to make payments.

Click here to add a new variety

**FIGURE 31: VARIETY DETAILS FORM**

Based on the data captured payment details will be populated.  
 For payments, refer IEICS Payments on page 53

### 8.3.2 Phytosanitary Replacement

EAA Menu → Applications → Phytosanitary Replacement.

This process is used for Phyto replacement.

Click on add to fill the form

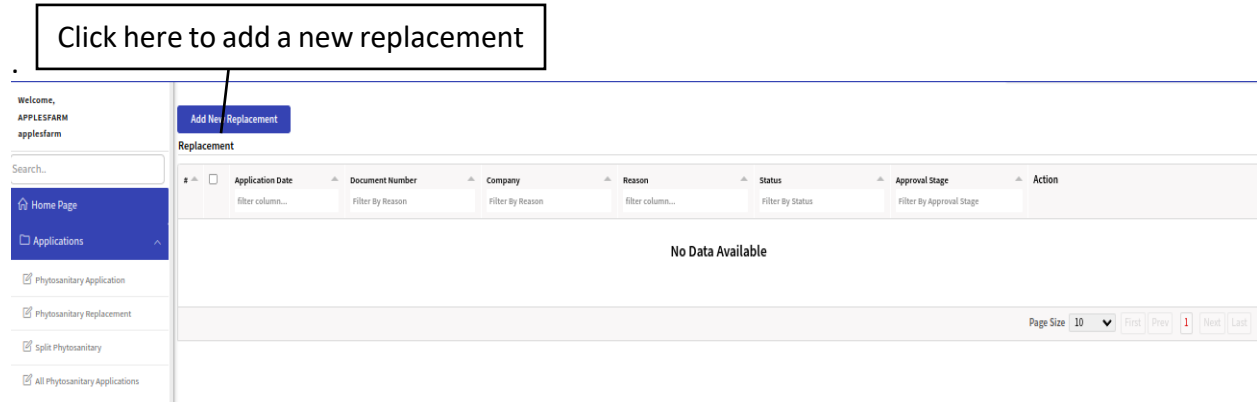


FIGURE 32: PHYTOSANITARY REPLACEMENT WINDOW

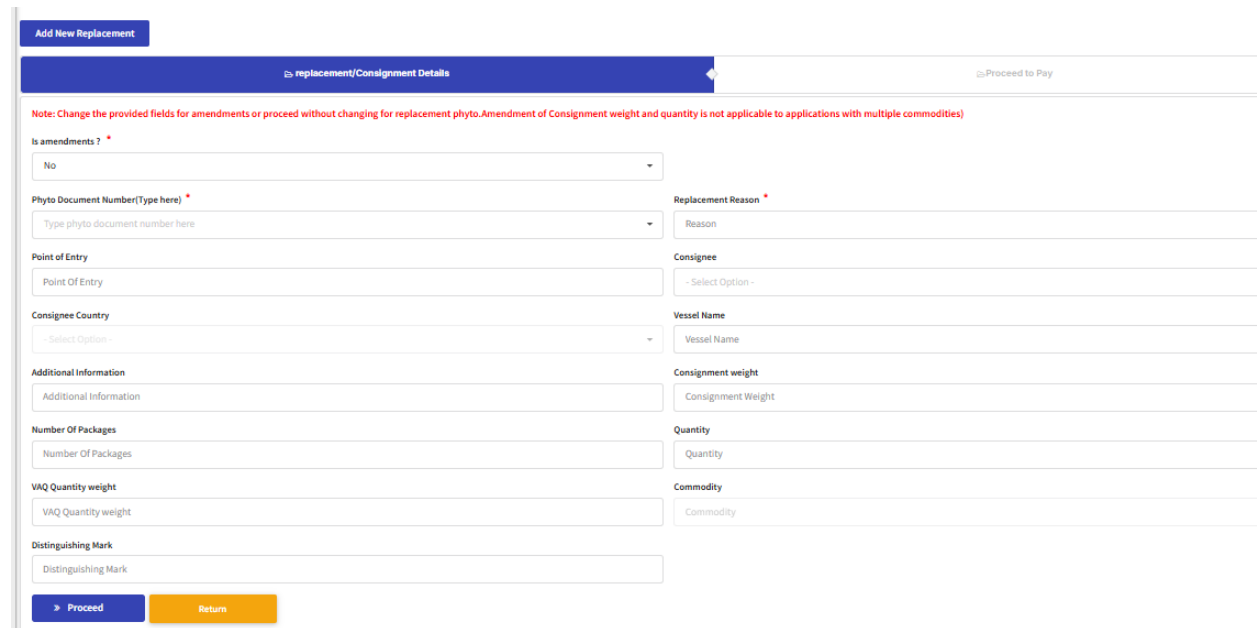


FIGURE 33: PHYTOSANITARY REPLACEMENT FORM

Based on the data captured payment details will be populated.

For payments, refer IEICS Payments, Page 53

### 8.3.3 Split Phytosanitary

EAA Menu → Applications → Split Phytosanitary.

This process allows the user to split the phytosanitary applications multiple times.

Click on split add to select the phytosanitary to be split and the number of times it should be split.

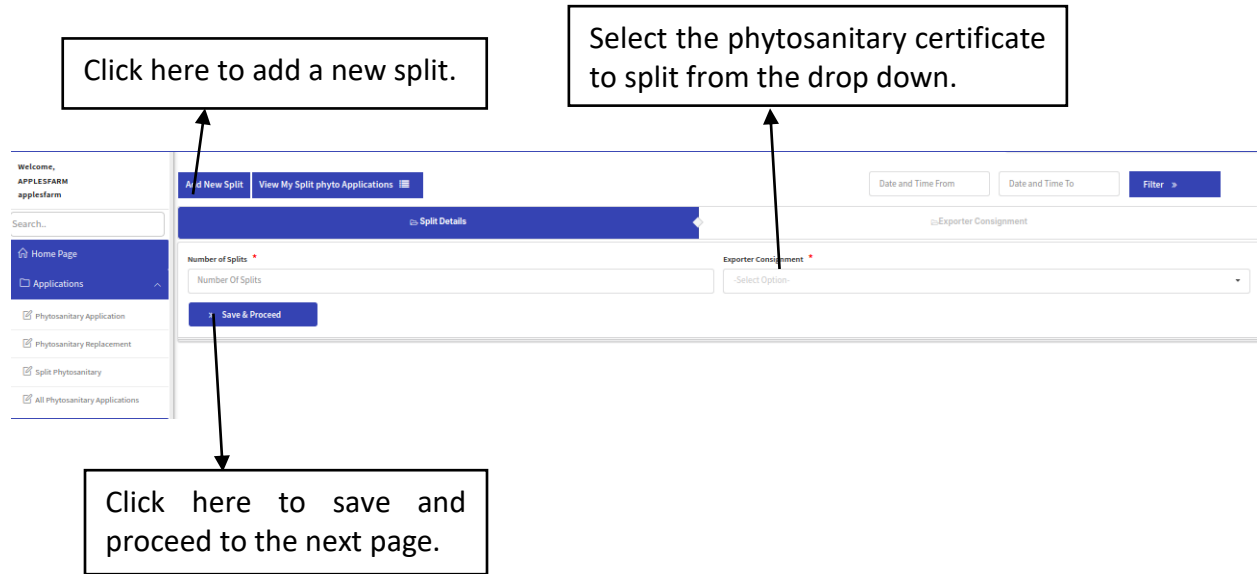


FIGURE 34: SPLIT PHYTOSANITARY FORM

Click on “view my split applications” to select the split you want to pay for

The split details are shown below

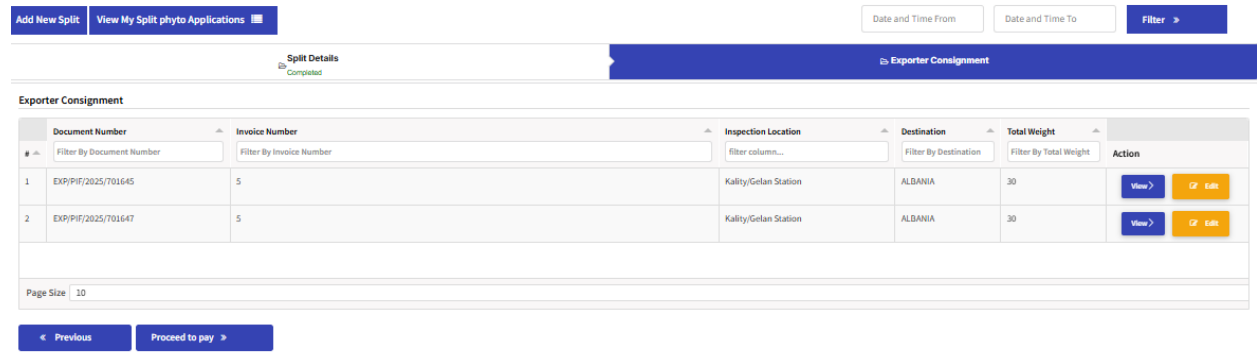


FIGURE 35: SPLIT PHYTOSANITARY LIST



Click view my split phyto applications.  
The splits are listed.

Split Applications | View My Split phyto Applications | 2025-01-19 | 2025-01-22 | Filter

Split Phyto Certificates Application

#	S...	ID	Application ...	Document Number	Invoice Nu...	Consignee	Company N...	UCR No	Destination	Total W...	Approval St...	Status	Action
			Filter column...	Filter By Document Number	Filter By Invoice I	Filter By Consignee	Filter By Compan	Filter By UCR Nur	Filter By Destin	Filter By Total	Filter By Approva	Filter By !	
1	<input checked="" type="checkbox"/>	701646	21-01-2025 12:3...	EXP/PIF/2025/701645	5	stacy	PAYCOMPANY	78	ALBANIA	30	Applicant Stage	DRAFT	<a href="#">View &gt;</a> <a href="#">Submit</a> <a href="#">Print Draft</a>
2	<input type="checkbox"/>	701648	21-01-2025 12:3...	EXP/PIF/2025/701647	5	stacy	PAYCOMPANY	78	ALBANIA	30	Applicant Stage	DRAFT	<a href="#">View &gt;</a> <a href="#">Submit</a> <a href="#">Print Draft</a>

Page Size 10 | First | Prev | 1 | Next | Last

Pay | Refresh Payments | Print Invoice

**Payment Details** (Other charges/Convenience fee of BIRR 50 per Application)

Total Amount in BIRR 1000 Document Number: SPLIT/EXP/PIF/2025/701645

Summary	
Total Payment For Split Export Consignment	BIRR 1,000 Not Paid
<b>Total Amount</b>	<b>BIRR 1000</b>

FIGURE 36: SPLIT PAYMENT FORM

Click on pay and proceed the payment process as shown on the IEICS payments on page53

### 8.3.4 All Phytosanitary Applications

All the phytosanitary applications are listed here.

All Phyto Applications

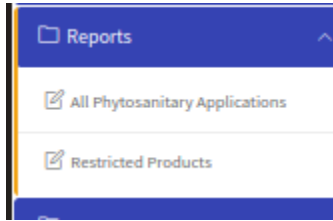
#	ID	Application Date	Application ID	Invoice Number	Consignee	Company Name	Certificate Type	UCR No	Destination	Total Weight	Ap	
		Filter column...	Filter By Document Number	Filter By Invoice Numb	Filter By Consignee	Filter By Company Name	Filter By Certificate Type	Filter By UCR Number	Filter By Destination	Filter By Total Weight	Fi	
1	<input type="checkbox"/>	701626	08-01-2025 12:13:49	701625/EXPC/PIF//2025	643	mayor	APPLESFARM	Re-export Phytosanitary Ce...	67	AFGHANISTAN	78	Ap
2	<input type="checkbox"/>	701624	08-01-2025 11:27:40	701623/EXPC/PIF//2025	3643	james	APPLESFARM	Re-export Phytosanitary Ce...	4560	ALBANIA	56	Ap

Page Size 10 | First | Prev | 1 | Next | Last

FIGURE 37: ALL PHYTOSANITARY APPLICATIONS.

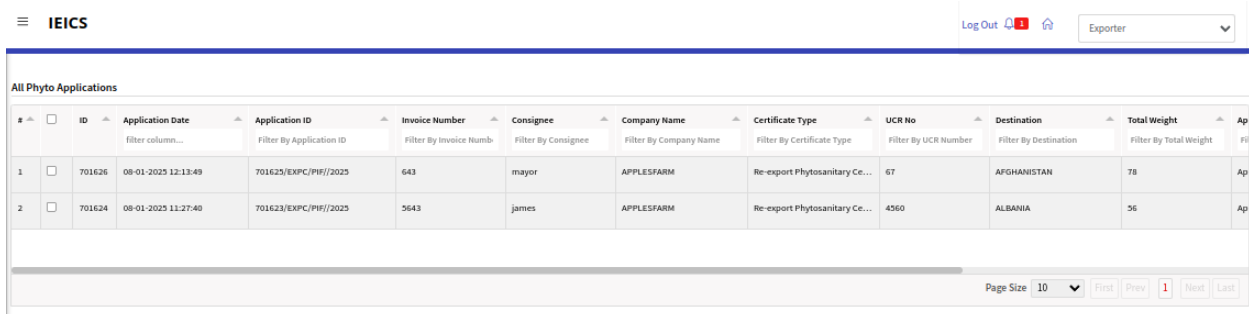
## 8.4 Reports

A report of all the phytosanitary applications and restricted products are listed here:



### 8.4.1 Phytosanitary Applications

Select one application and click on “view” to open the document.

A screenshot of the IEICS web application interface. At the top left is the 'IEICS' logo. At the top right are 'Log Out', a notification icon, a home icon, and a dropdown menu for 'Exporter'. Below this is a table titled 'All Phyto Applications'. The table has columns for '#', 'ID', 'Application Date', 'Application ID', 'Invoice Number', 'Consignee', 'Company Name', 'Certificate Type', 'UCR No', 'Destination', and 'Total Weight'. There are two rows of data. Below the table is a pagination bar with 'Page Size 10', 'First', 'Prev', '1', 'Next', and 'Last' buttons.

#	ID	Application Date	Application ID	Invoice Number	Consignee	Company Name	Certificate Type	UCR No	Destination	Total Weight	Ap
1	701626	08-01-2025 12:13:49	701625/EXPC/PIF//2025	643	mayor	APPLESFARM	Re-export Phytosanitary Ce...	67	AFGHANISTAN	78	Ap
2	701624	08-01-2025 11:27:40	701623/EXPC/PIF//2025	5643	james	APPLESFARM	Re-export Phytosanitary Ce...	4560	ALBANIA	56	Ap

FIGURE 38: ALL PHYTOSANITARY APPLICATIONS

Click view to open the document details.

Phytosanitary - Application Document Details

Seed Application	true	Seed Certificate No.	89
Country Of Origin	MOZAMBIQUE	Office Location	Kality/Gelan Station
Packaging Type		Country Of Destination	ALBANIA
Country Of Transit		Point of Entry	nm.
Invoice Number	5	Consignee	stacy
Consignee Country	EAST TIMOR	Certificate Type	Phytosanitary Certificate
Country Of Origin	MOZAMBIQUE	UCR Number	78
Exporter Name	PAYCOMPANY	Conveyance Means	By Road
Vessel Name	78	Shipping Order Number	undefined
Inspection Location	Kality/Gelan Station	DepartureDate	Jan 23, 2025, 3:22:00 PM
Prefered Inspection Date/Time	Jan 23, 2025, 3:22:00 PM	Distinguishing Mark	label
Additional Information	good	Consignment Weight(in kg)	60

**Variety Details**

#	Commodit...	Botanical N...	Commodit...	Quantity W...	Description	Action
	Filter By Commo	Filter By Botanici	Filter By Categor	Filter By Netweig	Filter By Descripti	
1	Sisal ropes	Agave sisalana	Fibre Crops	60	Sisal ropes	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">View &gt;</a>

FIGURE 39: PHYTOSANITARY APPLICATIONS WINDOW

### 8.4.2 Restricted Products

All the restricted products are listed here.

IEICS
Log Out 
Exporter

**Restricted Products**

#	Commodity Name	Commodity Form	Country Name	Start Date	End Date	Action
	Filter By Commodity Name	Filter By Category	Filter By Country Name	Filter By Date	Filter By Date	
No Data Available						

Page Size 10
First
Prev
1
Next
Last

FIGURE 40: RESTRICTED PRODUCTS

## 9 Importer Certificate of Competency

This Process allows for registration as an Importer.

EAA Menu → New Registration → Importer Registration

A registration record is automatically created with importer details used during registration. The contact person details, company & location details will be auto populated based on initial registration details.

1. Click on importer registration.
2. Populate the Importer details.
3. Attach required documents.
4. Click save and return.
5. Submit application by forwarding for approval

Log Out Exporter ▼

**Application for Certificate of Competency - Importer**

Contact Person Details Approval Stage: Applicant Stage Application Status: DRAFT

First Name	Lucy	Last Name	Luciana
Other Names	Lucia	Company UserName	applesfarm
Email	apples@mailinator.com	Phone Number	734578984
National ID	56432789	Application Date	08-01-2025 09:14:18

Company Details

Company Name	APPLESFARM	NUIT	456739874
Company Email	apples@mailinator.com	Company Registration Date	2025-01-08
Company Registration No	4545	Company Entity Name	Partnership
Building Name		City	Kabele
Postal Code	78906		

Location Details

Region	Oromia Region	Zone	Bale Zone
Ward	Dawe Kachen	Building Name	
Postal Address	apples lane	Postal Code	78906
Plot No	67	Street Name	Apples lane
City	Kabele	Email	apples@mailinator.com

Populated importer

FIGURE 41: POPULATED IMPORTER DETAILS.

## 9.1 Attachments

Attach the required files by choosing file and uploading then save document. Status will change from pending upload to upload.

The screenshot shows the 'Attachments' section of the IEICS system. At the top, there is a navigation bar with 'IEICS' on the left and 'Log Out', a notification icon, a home icon, and an 'Exporter' dropdown on the right. Below the navigation bar is a blue header for 'Attachments'. A note states: 'Attachment (Documents format allowed are jpeg, png, pdf and docx and maximum document size is 2MB)'. The main content is a table with the following columns: Document Type, Document, Status, and Action. The table lists eight document types, all with a status of 'Uploaded' and a 'Choose File' button in the Action column. Below the table is a blue bar with the text 'Upload Any other Attachment(If Any)'. At the bottom left, there is an 'Upload Document' button and a note: '(Documents format allowed are jpeg, png, pdf and docx and maximum document size is 2MB)'. At the bottom right, there is a 'Back to Top' button. A callout box with a black border and white background points to the 'Choose File' button in the first row of the table, containing the text: 'Click on choose file to upload a file.'

Document Type	Document	Status	Action
Director's National ID/Alien ID Card	im-10627_60.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen
Certificate of Incorporation/Business Registration	im-10627_3472.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen
TIN Certificate	im-10627_6963.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen
Warehouse Ownership License or Rent Agreement (Approved by Document Authentication Agency)	im-10627_113977.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen
Evidence of Bank Confirmation (Sufficient Working Capital)	im-10627_23948.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen
Agricultural and Secretarial Employees List (Attach List & Permanent Agreement Letters)	im-10627_42549.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen
Office Ownership License or Rent Agreement (Approved by Document Authentication Agency)	im-10627_30747140.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen
Share Company (Internal Establishment and Governance Agreements Copy)	im-10627_30747142.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen

FIGURE 42: ATTACHMENT

## 9.2 Upload Additional Attachments

Enter the document name, description and attach the additional files.  
Confirm upload.

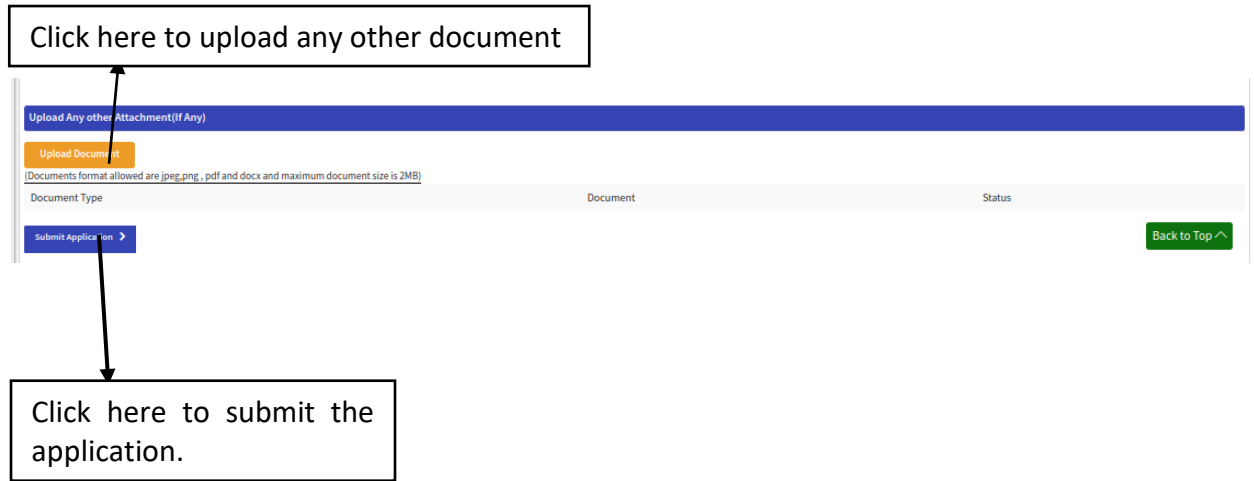


FIGURE 43: ADDITIONAL ATTACHMENT.

## 10 Importer Processes

Submit application - awaiting approval from the internal EAA teams.  
The role changes to that of importer.

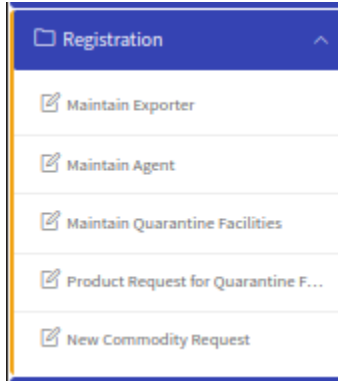
The importer role has been updated



FIGURE 44: IMPORTER WINDOW/HOMEPAGE

## 10.1 Registrations

After importer registration approval, the importer will maintain details of their agents, exporters, quarantine facilities, new commodity requests and product requests for quarantine.



### 10.1.1 Maintain Agent

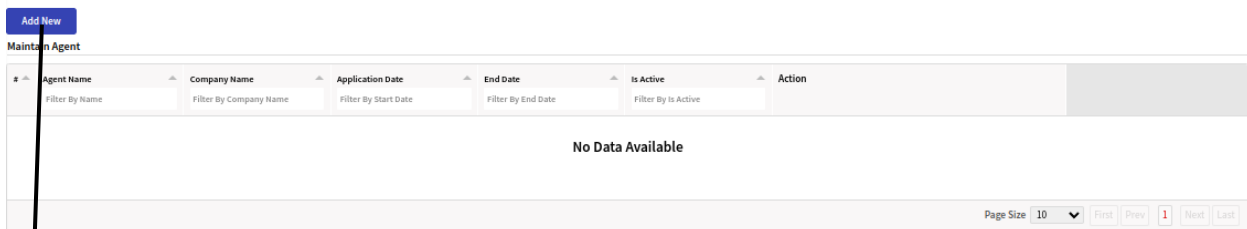
EAA Menu → Registration → Agent

This process allows users to register an agent acting on their behalf.

Click on add to add the agent's details.

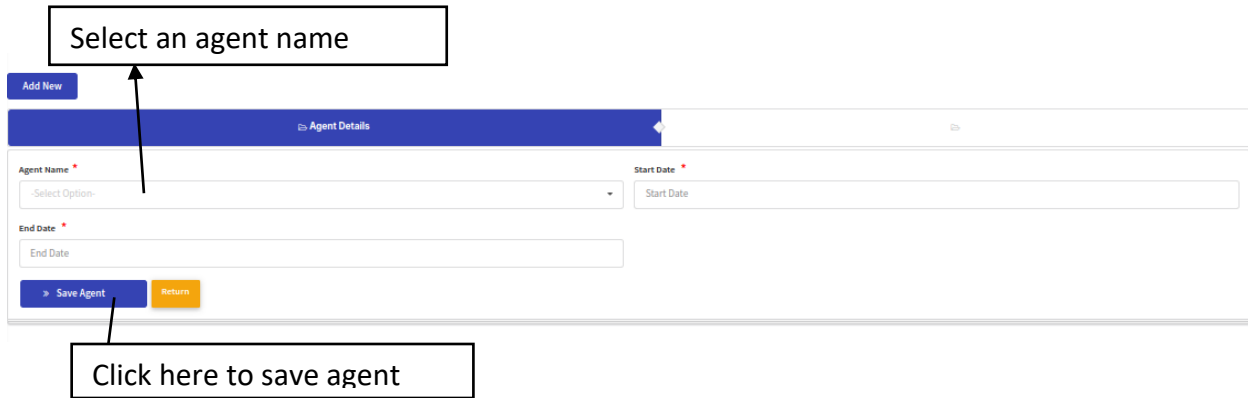
Fill in the agent name and start and end date then proceed to save the

Agent details are populated from a list of approved agents



Click here to add a new agent

FIGURE 45: A LIST OF AGENTS.



**FIGURE 46: ADD NEW AGENT WINDOW.**

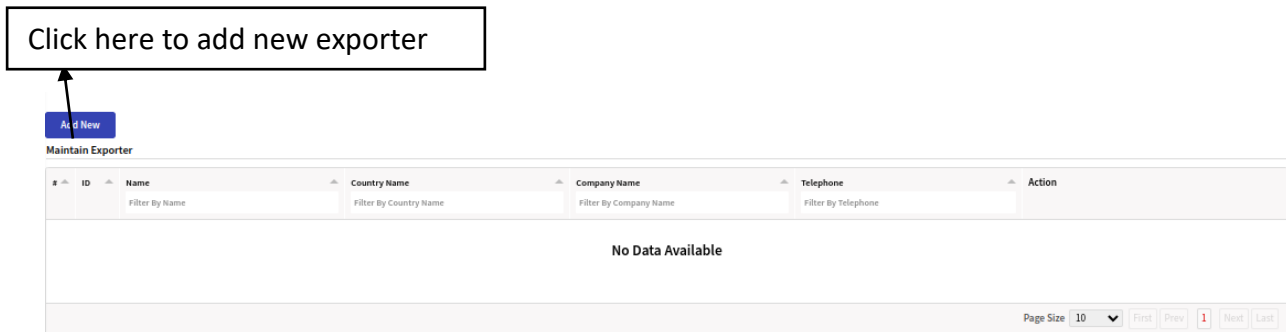
An Importer can view, edit and deactivate an agent.

### 10.1.2 Maintain Exporter

EAA Menu → Registration → Exporter.

This process allows the importer to add and maintain the exporter.

Click on add to add the exporter details



**FIGURE 47: MAINTAIN EXPORTER WINDOW**



Update exporter details.  
Click save and return to save the details.

The screenshot shows a web form titled 'Maintain Exporter'. It contains several input fields: 'Exporter Name', 'Email', 'Telephone', 'Postal Code', 'Street Name/No', 'Kebele', 'Country', and 'Contact Person'. There are two buttons at the bottom: 'Save Exporter' and 'Return'. A callout box on the right says 'Enter the exporter details' with a bracket pointing to the input fields. A callout box at the bottom left says 'Click here to save the exporter' with an arrow pointing to the 'Save Exporter' button.

FIGURE 48: FIG: ADD NEW EXPORTER WINDOW.

### 10.1.3 Maintain a Quarantine Facility

EAA Menu → Registration → Quarantine facility.

Allows importers to apply for a quarantine facility inspection.

The screenshot shows a table titled 'Maintain Quarantine Facilities'. The table has columns for #, ID, Action, Application, Facility Name, Facility Type, Location, Region, Zone Name, Ward, Contact Per..., Valid Until, Approval St..., Status, Is Ac..., and Action. Below the table, it says 'No Data Available'. At the bottom right, there is a 'Page Size' dropdown set to 10 and navigation buttons for 'First', 'Prev', 'Next', and 'Last'. A callout box at the top left says 'Click here to add a new facility' with an arrow pointing to the 'Add New Facility' button.

FIGURE 49: MAINTAIN QUARANTINE FACILITY WINDOW

1. Click on add new to add details.
2. Click save and proceed to save details.

Variety details.

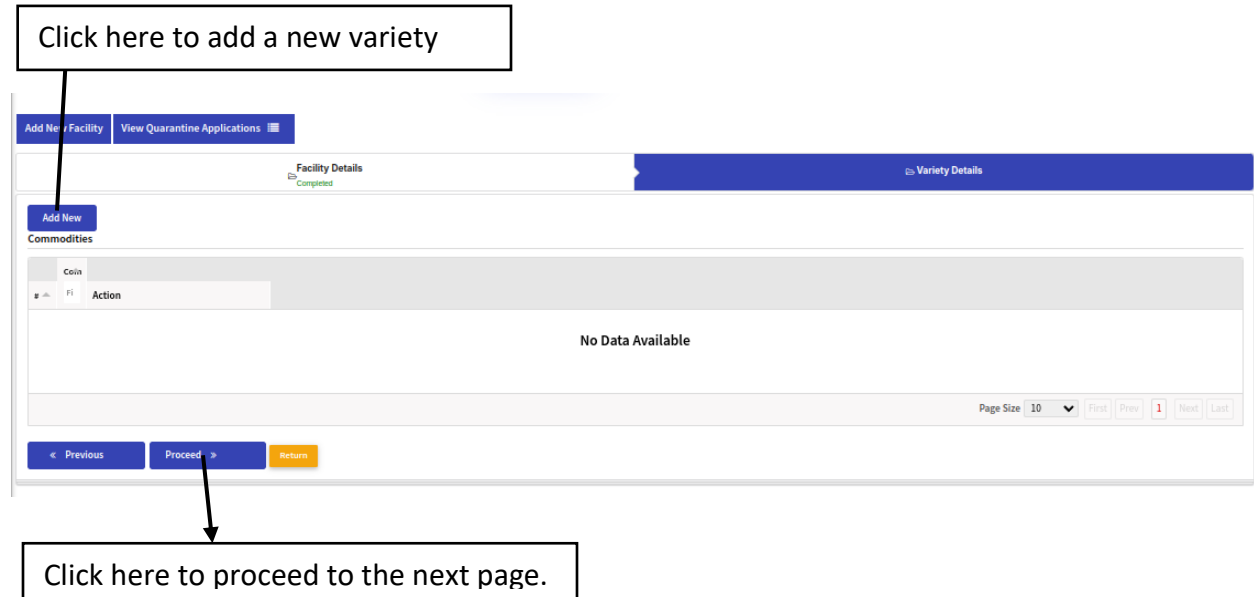


FIGURE 50: VARIETY DETAILS FORM

Click on proceed to continue to make payments.  
For payments refer to IEICS payments on Page 53

#### 10.1.4 Product Request for Quarantine.

Quarantine facility requests for quarantine are listed below

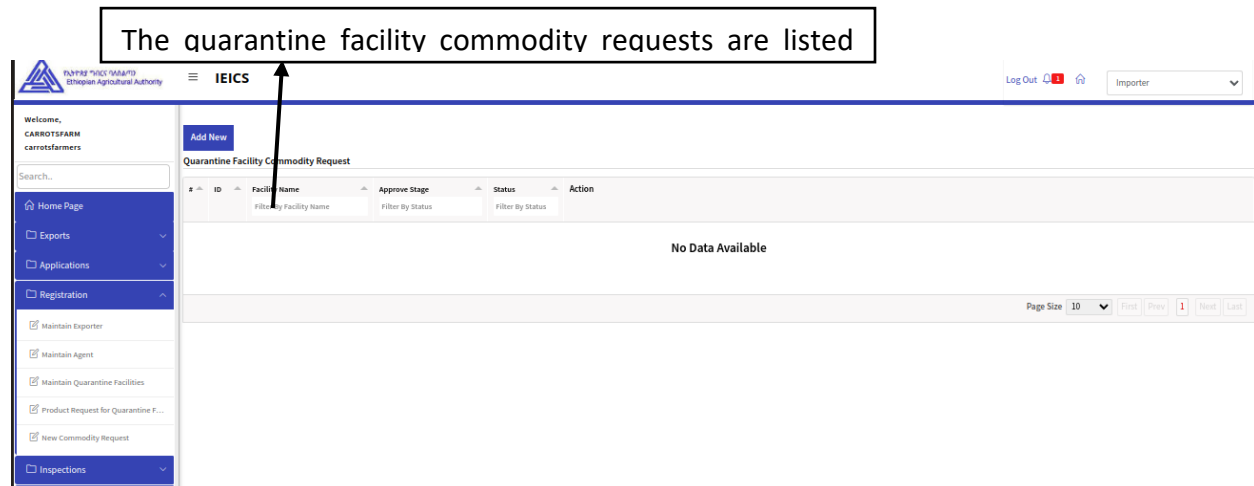


FIGURE 51: PRODUCT REQUEST FOR QUARANTINE

Click add new to add a new product quarantine facility commodity request.

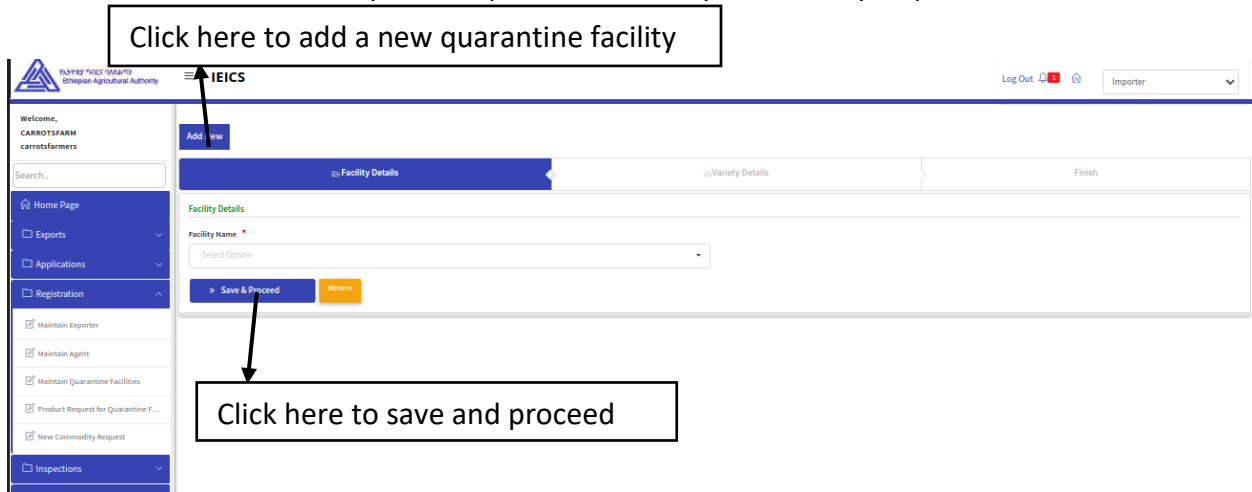


FIGURE 52: ADD NEW QUARANTINE FACILITY

### 10.1.5 New Commodity Request.

The commodities are listed on the page.

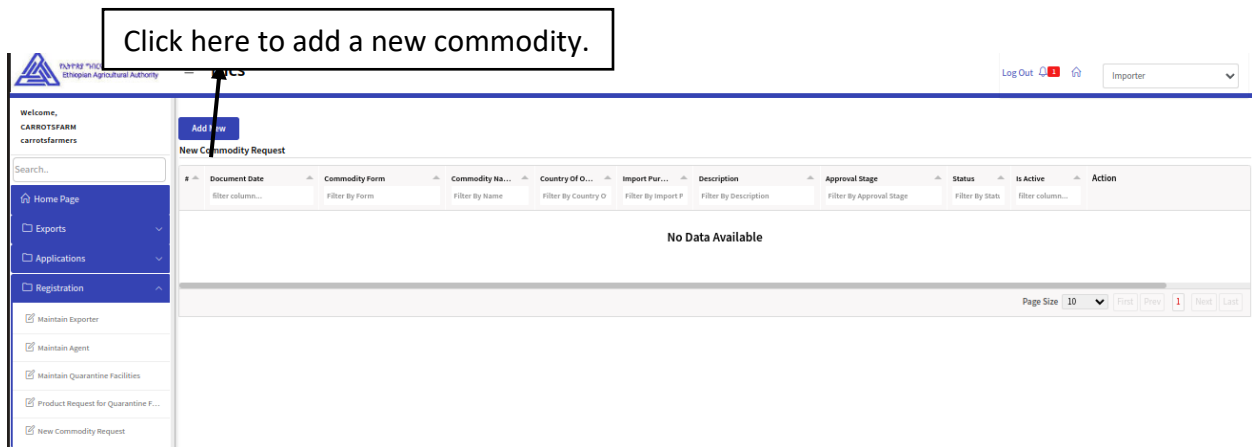


FIGURE 53: NEW COMMODITY REQUEST WINDOW

1. Click add new to add a new commodity.
2. Add the commodity category and commodity farm and proceed to save.
3. Submit application.

The screenshot shows the 'Agent Details' form in the IEICS system. The form is titled 'Agent Details' and has an 'Add New' button at the top left. The form contains several input fields: 'Country Of Origin' (a dropdown menu), 'Purpose' (a dropdown menu), 'Commodity Name' (a text input field), 'Commodity Form' (a dropdown menu), and 'Description' (a text input field). At the bottom of the form, there are two buttons: 'Save' and 'Return'.

FIGURE 54: AGENTS DETAILS

## 10.2 Applications

The screenshot shows the 'Applications' menu in the IEICS system. The menu is titled 'Applications' and has a dropdown arrow. The menu items are: 'Import Permit request', 'All Import Permit Applications', 'Import Permit Replacement', 'Cargo Release', and 'Cargo Release Replacement'.

### 10.2.1 Import Permit Request.

EAA Menu → Applications → Import Permit Request.

Click add to add a new PIP application request.

Click here to add a new import permit

The screenshot shows the 'PIP Application Request' form in the IEICS system. The form has three tabs: 'Add New', 'View PIP Requests', and 'View Generated PIPs'. The 'Add New' tab is selected. The main area shows a table with columns for 'Application', 'Document', 'Office Locat.', 'Country Of', and 'Approval stage'. The table is currently empty, displaying 'No Data Available'. There are filters and a 'Filter' button at the top right.

FIGURE 55: IMPORT PERMIT REQUEST FORM

1. Capture the PIP application details in the PIP Application Request Form.
2. Add a new exporter, and save the details.

The screenshot shows the 'Add New Exporter' modal form in the IEICS system. The form is titled 'Add New Exporter' and has an 'Exit' button in the top right corner. It contains several input fields: 'Name' (under Exporter Name), 'Email' (under Exporter Email), 'Telephone' (under Telephone), 'Postal Code' (under Postal Code), 'Street Name' (under Street Name/No), 'Town' (under Town), 'Select Country' (under Country of Origin), and 'Contact Person' (under Contact Person). A red box highlights the 'Select Country' dropdown menu with the text 'Please fill out this field.' The background shows the 'PIP Application Details' form with various dropdown menus and a 'Save & Proceed' button.

FIGURE 56: ADD NEW EXPORTER.

Save and proceed to the variety page.

Add a new pip application variety.

Click here to add a new PIP application

The screenshot shows the 'Variety Details' window in the IEICS system. The window has a 'Saved Successfully' notification in the top left. The main content area is titled 'PIP Application Variety' and contains a table with the following columns: 'Commodity Type', 'Import Purpose', and 'Quantity'. The table is currently empty, showing 'No Data Available'. A red box highlights the 'Add New' button in the top left corner of the table area. The bottom of the window shows a navigation bar with buttons for 'Previous', 'Generate PIP Application', and 'Return'. The page size is set to 10, and the current page is 1 of 1.

FIGURE 57: VARIETY WINDOW

Click add new to add application

The screenshot shows the 'PIP Application Variety' form in the IEICS system. The form is titled 'PIP Application Variety' and includes a 'Variety Details' section. The form contains several input fields and dropdown menus, including 'Seed Commodity?', 'Seed Certificate No.', 'Import Purpose', 'HS Code', 'Commodity Type', 'Botanical Name', 'Commodity Form', 'Commodity Category', 'Commodity Family', 'Import Condition', 'Quantity', 'Quantity Units', 'Packaging Type', and 'Import Requirements'. The 'Import Requirements' field has a 'description' label. The form is set against a blue header with 'IEICS' and 'Variety Details' tabs. A 'Log Out' button and a user profile dropdown are visible in the top right corner.

FIGURE 58: FIG PIP APPLICATIONS FORM

### 10.2.2 Import Permit Replacement.

EAA menu → Applications → Import Permit Replacement

Click add new to start PIP replacement.

The screenshot shows the 'Import Permit Replacement' form in the IEICS system. The form is titled 'Import Permit Replacement' and includes an 'Add New Replacement' button. Below the button is a table with the following columns: '#', 'Action', 'Application Date', 'Document Number', 'Company', 'Reason', 'Status', 'Approval Stage', and 'Action'. The table is currently empty, displaying 'No Data Available'. The form is set against a blue header with 'IEICS' and 'Replacement' tabs. A 'Log Out' button and a user profile dropdown are visible in the top right corner.

FIGURE 59: IMPORT PERMIT REPLACEMENT

Fill in the import permit application and replacement reason.

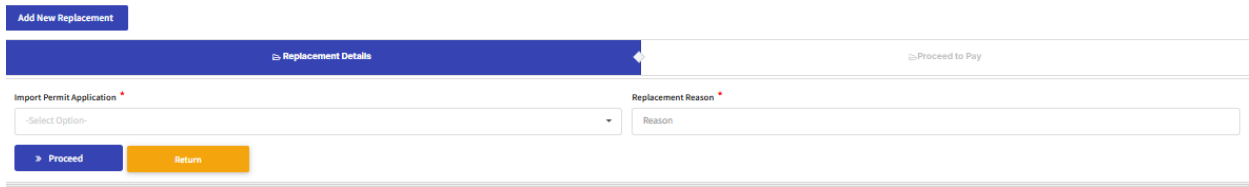
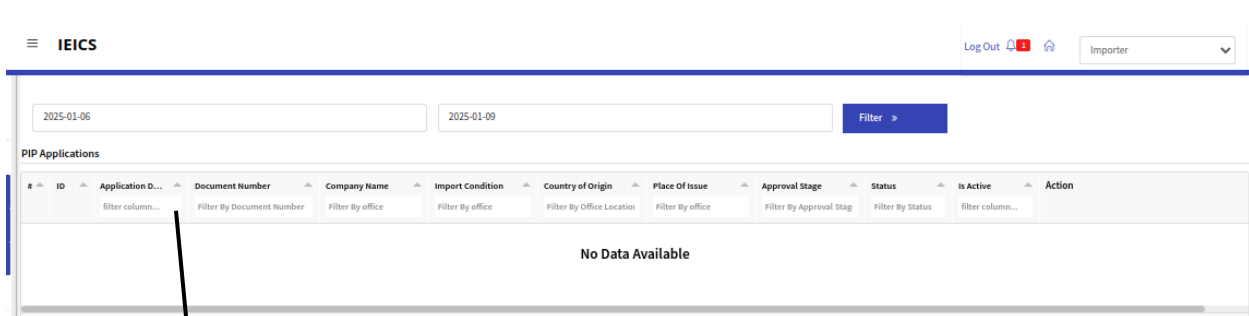


FIGURE 60: ADD NEW REPLACEMENT

### 10.2.3 All Import Permit Applications.

EAA menu → Applications → all import permit Applications



#	ID	Application D...	Document Number	Company Name	Import Condition	Country of Origin	Place Of Issue	Approval Stage	Status	Is Active	Action
No Data Available											

The PIP applications are displayed here.

FIGURE 61: IMPORT PERMIT APPLICATIONS WINDOW

### 10.2.4 Cargo Release.

Click on add new to add a new cargo inspection request.

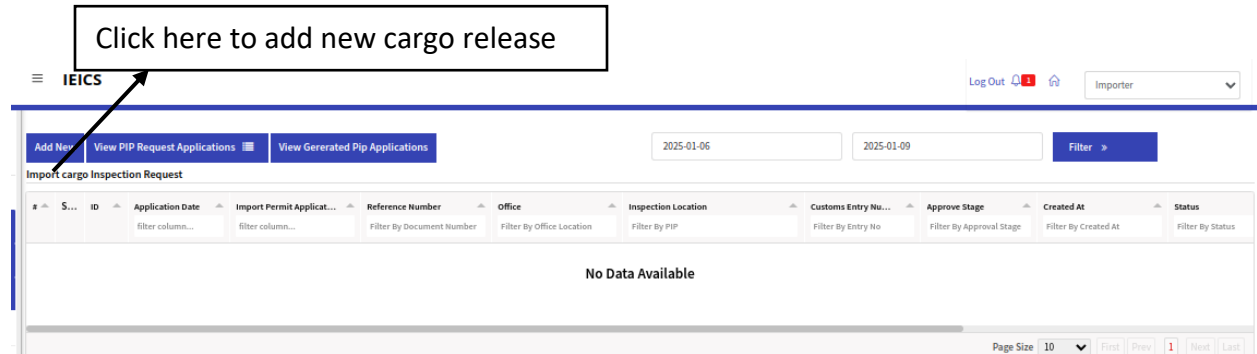


FIGURE 62: CARGO RELEASE PAGE

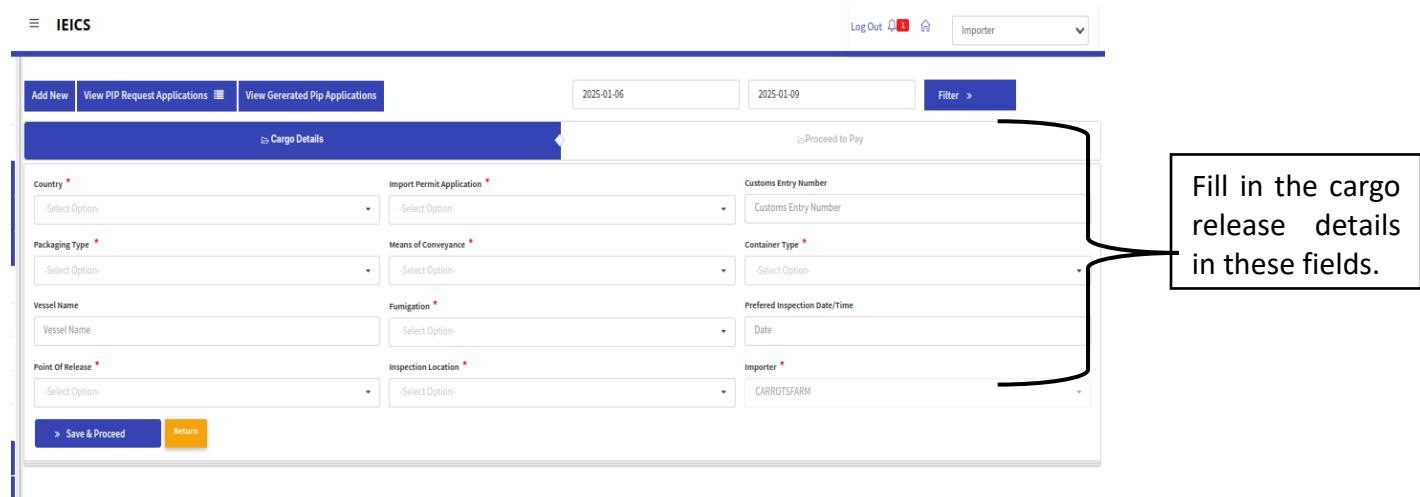


FIGURE 63: FIG: ADD NEW IMPORT CARGO RELEASE.

Save and proceed to make payment.

Refer to payment IEICS Payments, Page 53



### 10.2.5 Cargo Release Replacement.

1. Click on add new replacement
2. Update the replacement details.

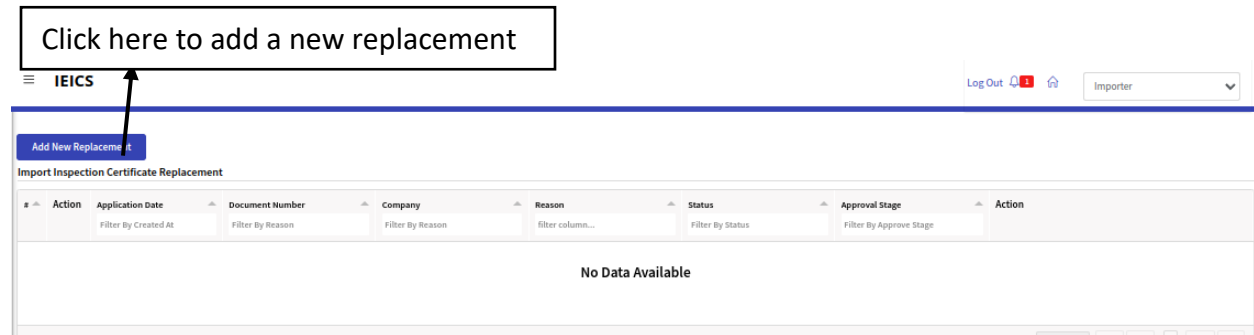
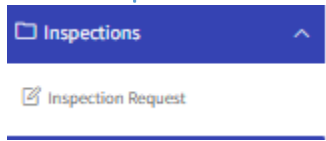


FIGURE 64: CARGO RELEASE REPLACEMENT

Save and proceed to make payment.

Refer to payment IEICS Payments, Page53

## 10.3 Inspections



### 10.3.1 Inspection Requests.

All inspection requests are displayed here, select any inspection request and click on view to open the document.

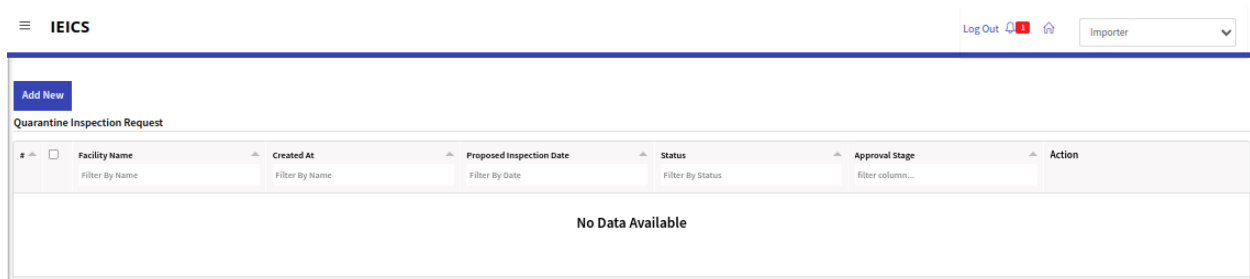


FIGURE 65: INSPECTION REQUEST WINDOW

Click add new to add a new inspection request

Fill in the details and click save and proceed make the payments.

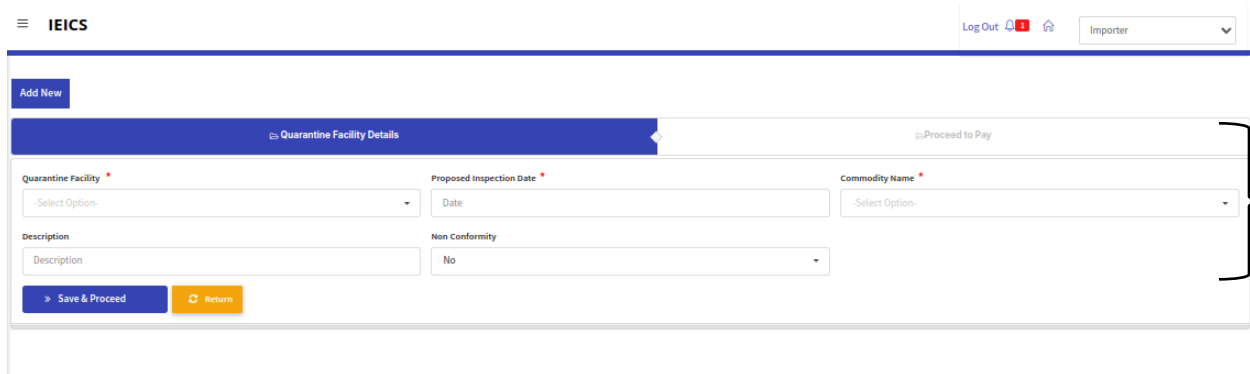


FIGURE 66: QUARANTINE FACILITY DETAILS.

Save and proceed to make payment.

Refer to payment IEICS Payments, Pg.53

## 10.4 Exports

### 10.4.1 Exporter Registration

The importer can register as an exporter here by filling in the details and submitting them for approval.

IEICS Log Out 1 Importer

Application for Certificate of Competency

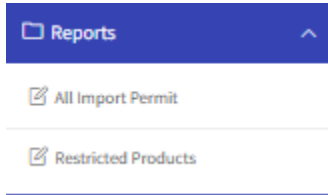
Exporter Category Approval Stage: Applicant Stage Application Status: DRAFT

Researcher	No	Own Farm	No
Dry Commodity Exporter	No	Consolidator	No
First Name	Lucia	Last Name	Annete
Other Names	Lluciana	Company UserName	carrotsfarmers
Email	carrots@mailinator.com	Phone Number	073457898
National ID	6785432456	Application Date	08-01-2025
<u>Company Details</u>			
Company Name	CARROTSFARM	NUIT	789096434
Company Email	carrots@mailinator.com	Company Registration Date	08-01-2025
Company Registration No	84	Company Entity Name	Private Company
Building Name	Frf	Woreda (District)	Nnhj
Postal Code	10300		
<u>Location Details</u>			
Region	Gambela Region	Zone	Anywaa
Woreda (District)	Dimma	Building Name	Frf

Populated exporter details.

FIGURE 67: EXPORTER REGISTRATION HOME PAGE

## 10.5 Reports



### 10.5.1 All Import Permit

All PIP applications are listed here  
Click view to open the documents.

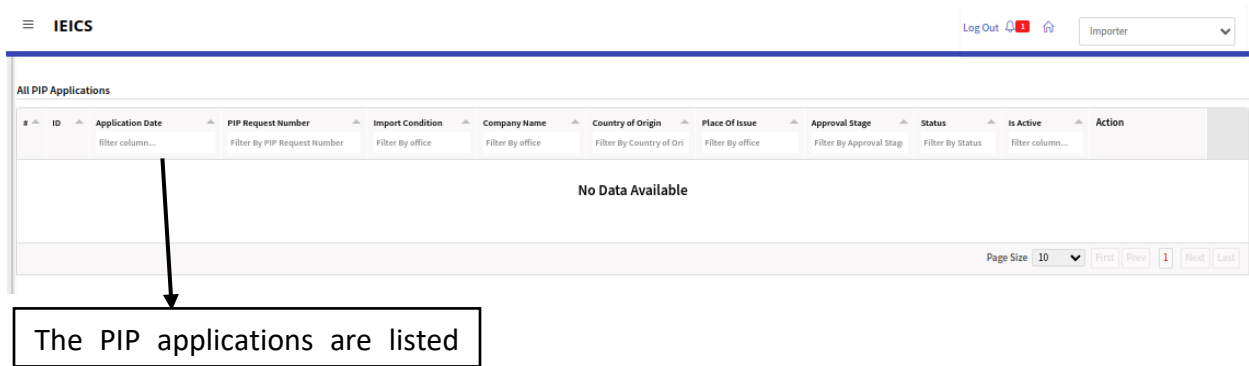


FIGURE 68: ALL PIP APPLICATIONS

### 10.5.2 Restricted Products

The restricted products are listed here.

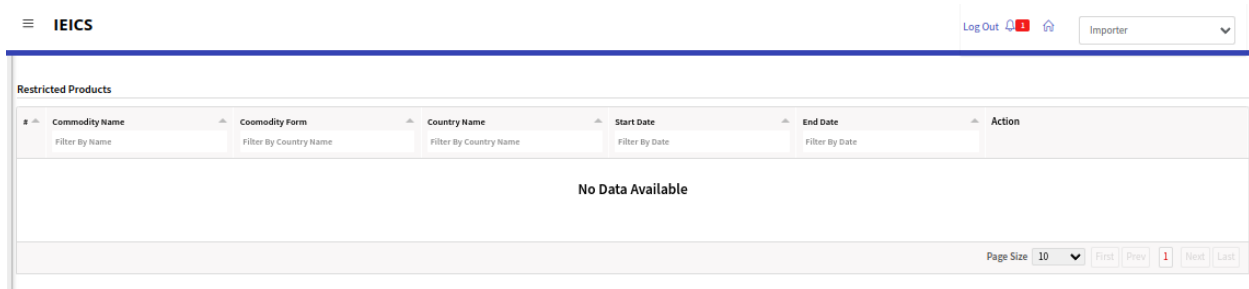


FIGURE 69: RESTRICTED PRODUCTS PAGE IEICS PAYMENTS

## 11 IEICS Payments.

The applicant will be required to make payments prior to submitting for approval.


1. The amount is already populated.
2. Click on pay to make payment.
3. Choose payment mode then proceed to attach payment files
4. Confirm upload to finish the payment process.
5. Payment status will change from not paid to pay.
6. On clicking the pay button, a pop-up screen appears giving the applicant the two (2) available options for payment.
7. Upload document.
8. This redirects the user to the payment option.

Click here to make payment

---

PayRefresh PaymentsPrint Invoice

Payment Details

 Total Amount in BIRR 23Document Number: 701643/EXP/PIF/2025

Summary		
Payment For Phyto Sanitary Application701643/EXP/PIF/2025	BIRR 23	Not Paid
<b>Total Amount</b>	<b>BIRR 23</b>	

« PreviousSubmit Application »Return

---

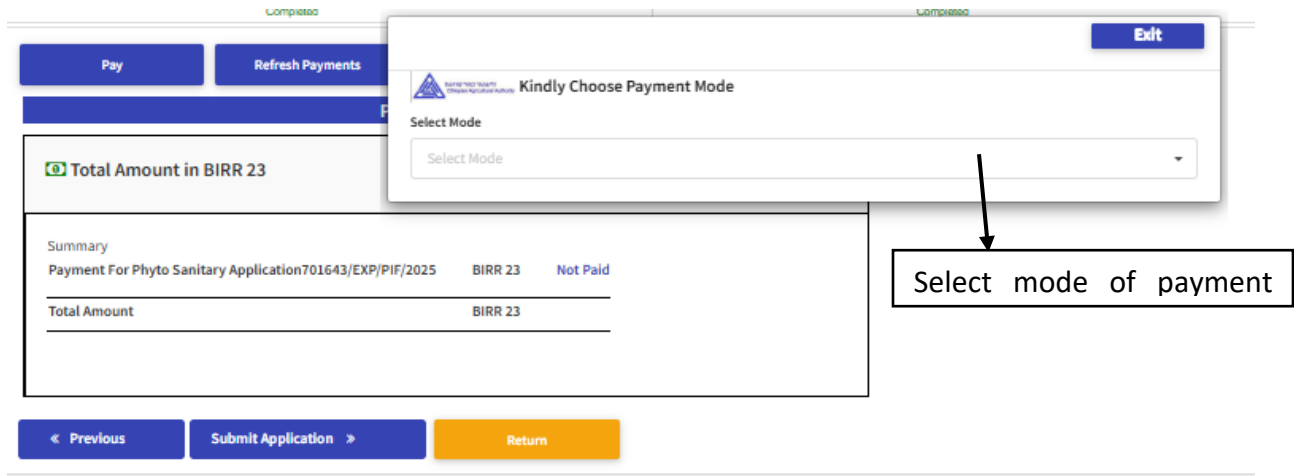


FIGURE 70: SELECTION OF PAYMENT OPTIONS

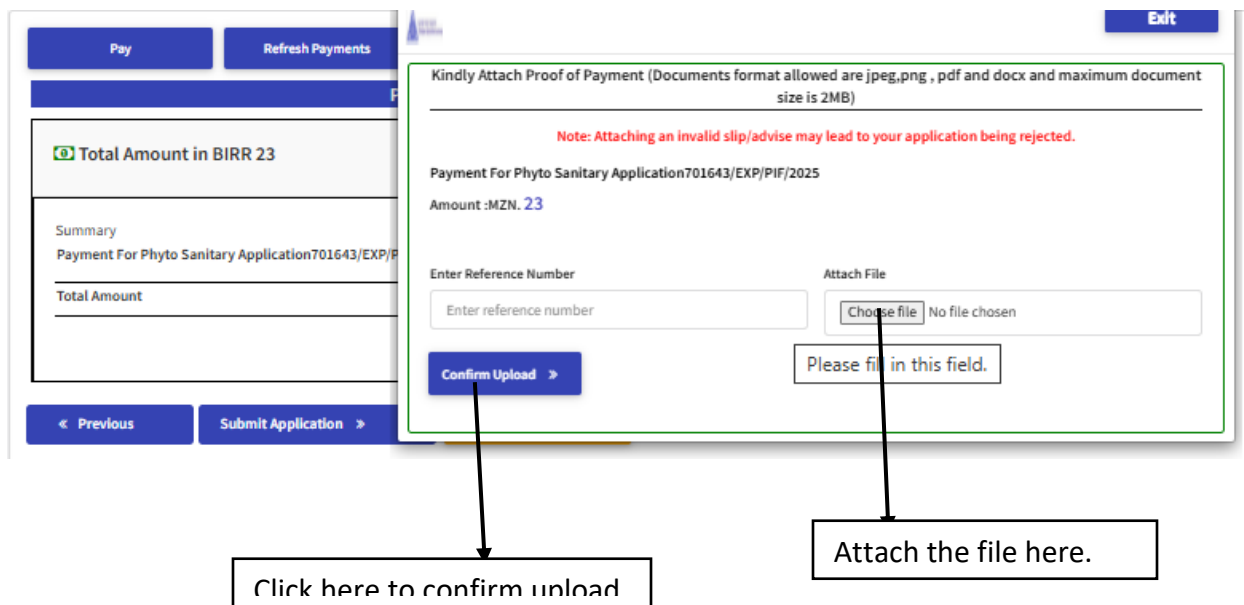
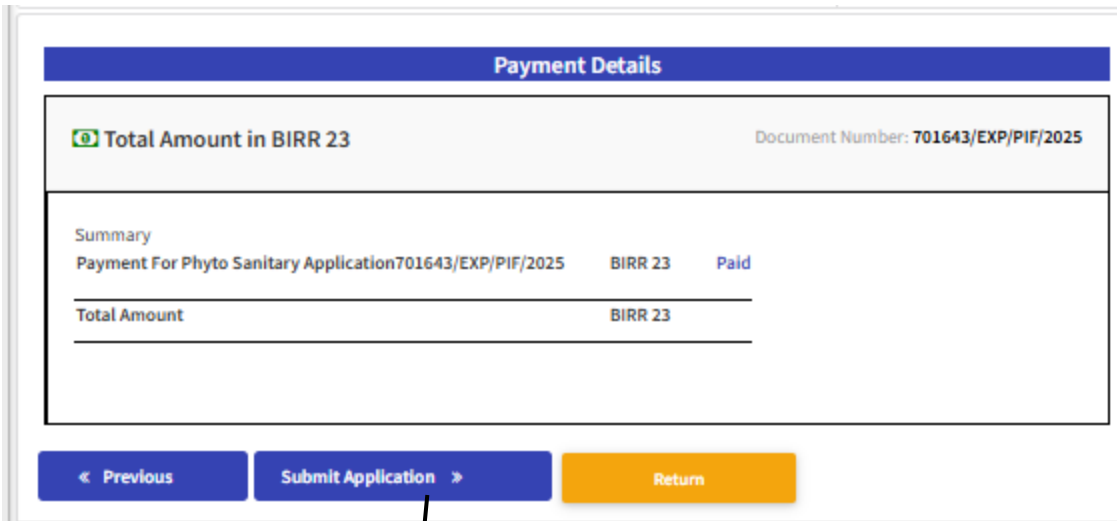
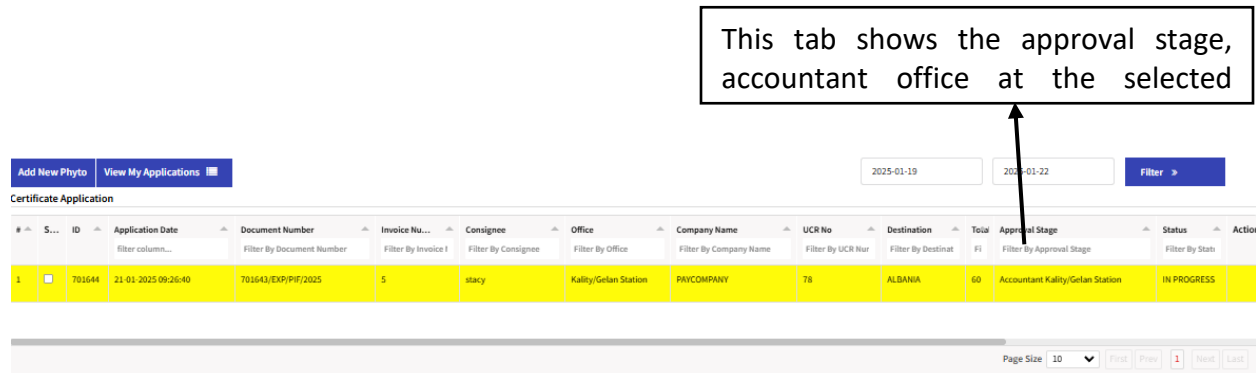


FIGURE 71: ATTACHING PAYMENT FILE



Click here to submit application

**FIGURE 72: APPLICATION PAID WITH STATUS CHANGE**



**FIGURE 73: APPLICATION SUBMITTED FOR APPROVAL BY THE ACCOUNTANT.**

The document will go through internal approvers and the user will be approved as an Exporter after passing the inspection.

## 12 Agent New Registration.

EAA menu → new registration → Agent Registration.

A registration record is automatically created with agent details used during registration. The contact person details, company & location details will be auto populated based on initial registration details as shown below.

The screenshot shows the 'Application for Certificate of Competency - (Agent)' form. The contact person details are auto-populated as follows:

Contact Person Details	
First Name	June
Last Name	Juner
Other Names	Junet
Company UserName	Mangosfarm
Email	mango@mailinator.com
Phone Number	734578987
National ID	6754213
Application Date	08-01-2025 14:51:57

The company details are also auto-populated:

Company Details	
Company Name	MANGOS FARM
NUIT	875435479
Company Email	mango@mailinator.com
Company Registration Date	2025-01-08

Auto populated contact person details, company and location details.

### 12.1 Attachments.

Attach the required files by choosing file and uploading then save document. Status will change from pending upload to upload.

Click here to choose the file to upload

The screenshot shows the 'Attachments' section with a table of document types and their upload status:

Document Type	Document	Status	Action
Customs License	<input type="button" value="Choose File"/> No File Chosen	! Pending Upload	<input type="button" value="Save Document"/>
Research License	<input type="button" value="Choose File"/> No File Chosen	! Pending Upload	<input type="button" value="Save Document"/>

Below the table, there is a section for 'Upload Any other Attachment (If Any)' with an 'Upload Document' button.



## 12.2 Upload Any Other Attachments

Enter the document name, description and attach the file.

Confirm upload.

Submit application -Wait for approval from the inspector and senior inspect

Click to upload any other document

Document Type	Status
---------------	--------

Click here to submit the application

## 12.3 Exports

### 12.3.1 Agent Phyto Applications.

EAA Menu → Exports → Agent phyto Application.

This process allows the user to apply for a Phytosanitary certificate.

1. Click on add to populate the details.
2. Click on save to save details.

Click here to add new phyto

Action	ID	Application Date	Company Name	Document Number	Invoice No...	Consignee	Company Name	UCR No	Destination	Total W...	Approval St...	Status
No Data Available												

FIGURE 74: PHYTOS LIST PAGE.

Click on add new to add new phyto.

The screenshot displays a web interface for entering phytosanitary certificate details. At the top, there are navigation buttons: 'Add New Phyto' and 'View My Applications'. Below this is a breadcrumb trail with three items: 'Consignment Details' (highlighted in blue), 'Variety Details', and 'Proceed To Pay'. The main section is titled 'Exporter Details' and contains a grid of input fields. The 'Agent Name' field is populated with 'MANGOS FARM'. The 'Company Name' field is a dropdown menu currently showing '-Select Option-'. The 'Invoice Number' field is empty. The 'Seed Application?' field is a dropdown menu showing '-Select Option-'. The 'Seed Certificate No.' field is empty. The 'Country of Origin' field is a dropdown menu showing 'KENYA'. The 'Country of Origin Phytosanitary certificate Number' field is empty. The 'Certificate Type' field is a dropdown menu showing 'Phytosanitary Certificate'. The 'Is Repackaged?' field is a dropdown menu showing 'No'. The 'Packaging Type' field is a dropdown menu showing '-Select Option-'. The 'Is Old Containers?' field is a dropdown menu showing 'No'. The 'Place Of Issue' field is a dropdown menu showing '-Select Option-'. The 'Country of Destination' field is a dropdown menu showing '-Select Option-'. The 'Country Of Transit' field is a dropdown menu showing '-Select Option-'. The 'Point of Entry' field is empty. The 'Consignee' field is a dropdown menu showing '-Select Option-'. The 'Consignee Country' field is a dropdown menu showing '-Select Option-'. The 'UCR Number' field is empty. The 'Means of Conveyance' field is a dropdown menu showing '-Select Option-'. The 'Vessel Name' field is empty. At the bottom left, there is a 'Shipping Order No' field. At the bottom right, there is a 'Preferred Inspection Date/Time' field. A blue button labeled 'Add Consignees' is located below the 'Consignee' field. A blue button labeled 'validate UCR' and a blue link labeled 'Register with single window' are located below the 'UCR Number' field.

Fill in the consignment details in their respective

FIGURE 75: CERTIFICATE PHYTO DETAILS

1. Select the consignee by clicking on the drop down.
2. The consignee are listed depending on the company name
3. If the consignees are not listed, the exporter is responsible for assigning agents.

The image shows a screenshot of a web application interface. At the top, there are navigation tabs: 'Add New Phyto' and 'View My Applications'. Below this, there are three main sections: 'Consignment Details', 'Variety Details', and 'Proceed To Pay'. The 'Consignment Details' section is active and contains a form with various fields. A modal window is open over this form, titled 'Consignment Details' and 'Exit'. The modal contains the following fields:

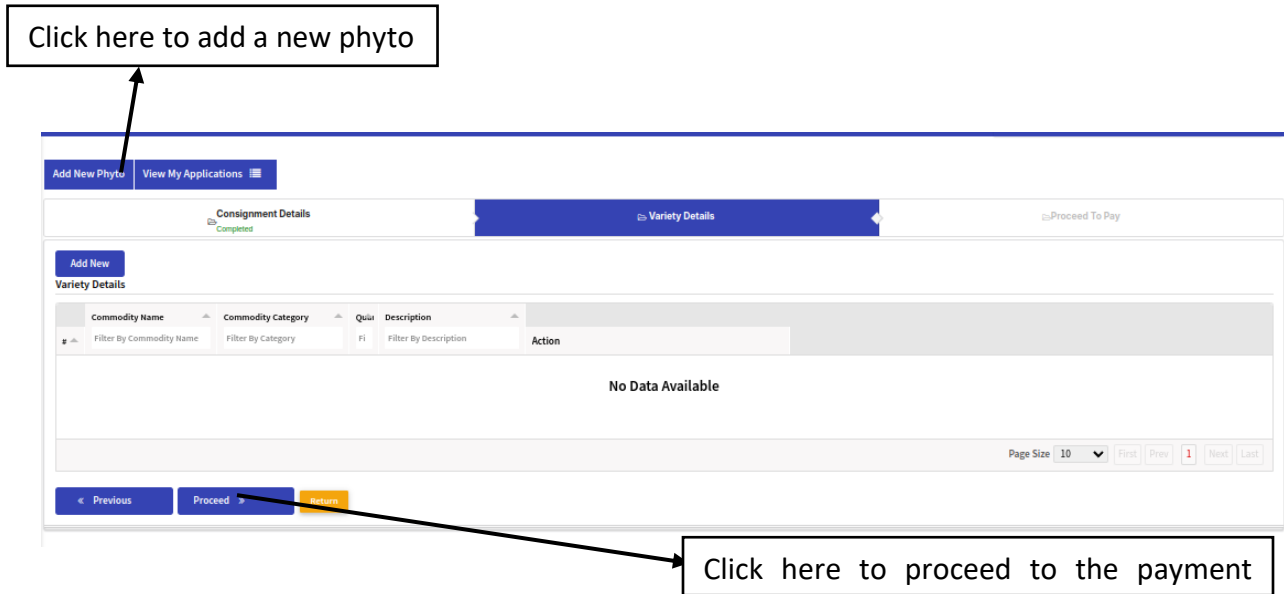
- Consignee Name (Name)
- Consignee Email (email)
- Telephone
- Postal Address (Postal Code)
- Street Name (Street Name)
- Town (Town)
- Country Of Consignee (dropdown)
- Physical Address (Physical Address)
- Exporter (dropdown)

At the bottom of the modal, there are two buttons: 'Exit' (red) and 'Save Consignee' (blue). A callout box with a black border and white background points to the 'Save Consignee' button. The text inside the callout box is: 'This is the new consignee form fill in the details and save the'.

FIGURE 76:ADD A CONSIGNEE

## Variety details.

1. Click add new to add commodity details.
2. Click save the details.
3. Click on proceed to make payments.



Save and proceed to make payment.  
Refer to payment IEICS Payments, Pg.53

## 12.4 Imports

### 12.4.1 Agent Pip Application Request.

EAA Agent menu Imports → PIP Application Request.

Click add to add a new PIP application request.

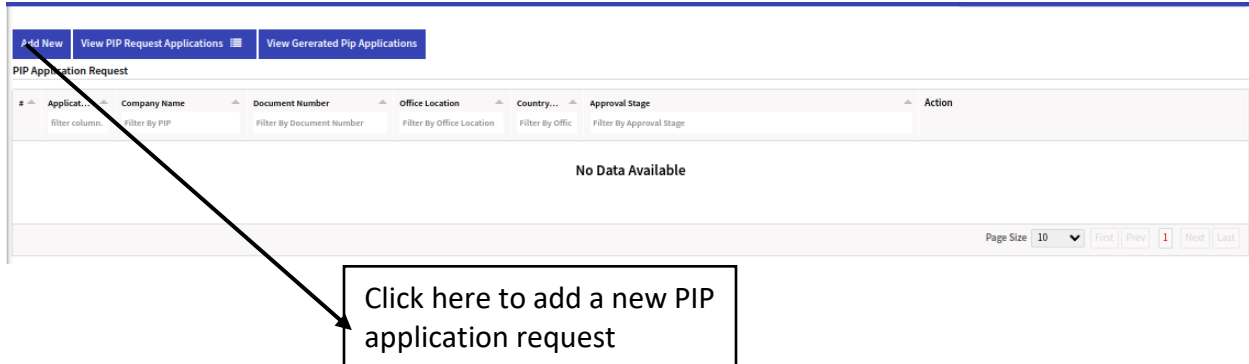


FIGURE 77: PIP DETAILS FORM.

1. Click add new to add a new pip application request.
2. Fill in the form
3. Add a new exporter, and save the details.
4. Click save & proceed to save the information.

The screenshot shows a web form for adding a new PIP application. At the top, there are navigation tabs: 'Add New', 'View PIP Request Applications', and 'View Generated Pip Applications'. Below this is a header bar with 'Region Details' and 'Region Province'. The form contains several input fields:
 

- Agent Name:** A dropdown menu with 'MANGOS FARM' selected.
- Company Name:** A dropdown menu with '-Select Option-' selected.
- Exporter:** A dropdown menu with '-Select Option-' selected.
- Country of Exporter:** A dropdown menu with '-Country-' selected.
- UCR Number:** A text input field with a 'Validate UCR' button and a link 'Register with single window'.
- Place of Issue:** A dropdown menu with '-Select Option-' selected.
- Country of Destination:** A dropdown menu with 'ETHIOPIA' selected.
- Country of Origin:** A dropdown menu with '-Select Option-' selected.

 At the bottom left, there are two buttons: 'Save & Proceed' (blue) and 'Return' (orange).

#### 12.4.2 PIP Applications.

All PIP applications are listed here;

The screenshot shows a table titled 'PIP Applications'. The table has the following columns:
 

- Action:** A dropdown menu.
- ID:** A text field.
- Application D...:** A text field with a filter icon.
- Company Name:** A text field with a filter icon.
- Document Number:** A text field with a filter icon.
- Company Name:** A text field with a filter icon.
- Import Condition:** A text field with a filter icon.
- Country of Origin:** A text field with a filter icon.
- Place of Issue:** A text field with a filter icon.
- Approval Stage:** A text field with a filter icon.
- Status:** A text field with a filter icon.
- Action:** A dropdown menu.

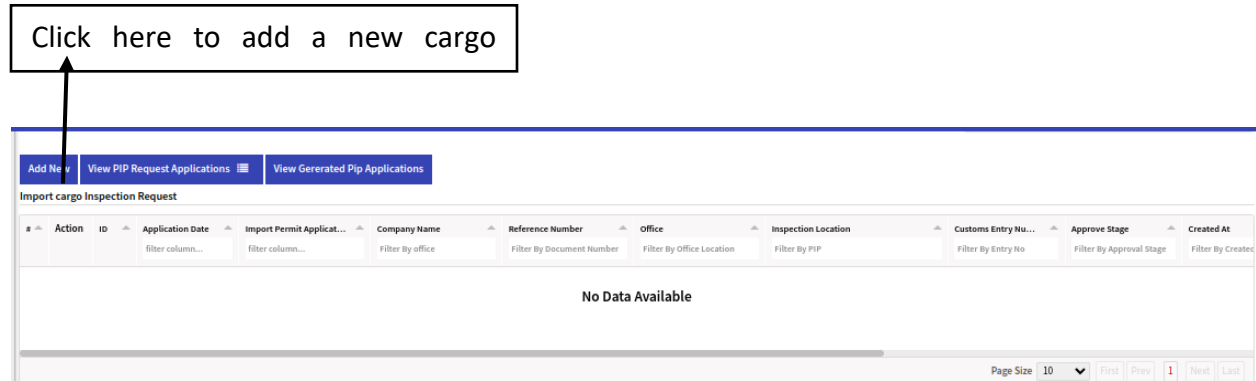
 The table is currently empty, displaying 'No Data Available'. At the bottom right, there is a pagination control showing 'Page Size 10' and buttons for 'First', 'Prev', '1', 'Next', and 'Last'.

All PIP applications are listed

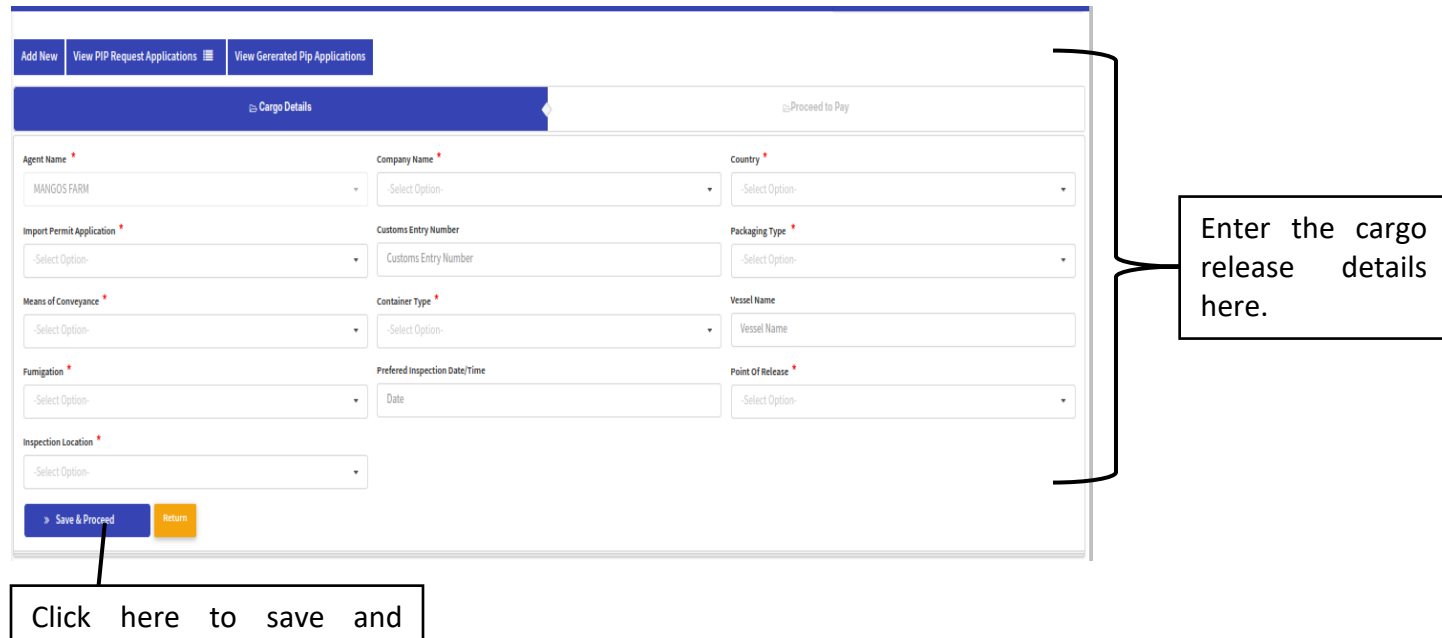
FIGURE 78: PIP APPLICATION LIST

### 12.4.3 Cargo Release.

Click on add new to add a new cargo inspection request.



Click add new to add a new cargo release



Save and proceed to make payment.  
Refer to payment IEICS Payments, Pg.53

## 12.5 Reports

### 12.5.1 All Phytosanitary Applications

All phytosanitary applications are listed here, click view to open the documents.

Click here to add a new

#	Action	ID	Application Date	Company Name	Document Number	Invoice Nu...	Consignee	Company Name	UCR No	Destination	Total W...	Approval St...	Status
			Filter By Created At	Filter By PIP	Filter By PIP	Filter By Invoice ?	Filter By Consignee	Filter By Company Name	Filter By UCR Nur	Filter By Destinat	Filter By Tota	Filter By Approve	Filter By
1	<input type="checkbox"/>	701628	01-2025 16:16:53	APPLESFARM	701627/EXPC/PIP/2025	6	james	APPLESFARM	12	ANGOLA	45	Applicant Stage	DRAFT

Page Size 10 First Prev 1 Next Last

All the phyto applications are listed

FIGURE 79: ALL PHYTOSANITARY APPLICATIONS

### 12.5.2 Restricted Products

All the restricted products are listed here

#	Commodity Name	Commodity Form	Country Name	Start Date	End Date	Action
	Filter By Name	Filter By Country Name	Filter By Country Name	Filter By Date	Filter By Date	
No Data Available						

Page Size 10 First Prev 1 Next Last

FIGURE 80: RESTRICTED PRODUCTS

## 13 Settings

### 13.1 My Profile

1. Click on settings on the menu, to update profile details.
2. Click on my profile to display Account (Personal details used during registration are displayed).
3. Update profile to facilitate the change of details captured on registration as shown below

<u>Account Information</u>			
First Name	admin	Last Name	admin
Other Names	test	UserName	AdminEAA
Email	adminEAA@mailinator.com	Phone Number	723456432
National ID	2345643	Staff ID	N/A
Application Date	22-01-2020 09:17:10	<a href="#">Update Profile</a>	<a href="#">Click here to update profile</a>

FIGURE 81: MY PROFILE WINDOW.

### 13.2 Change Password

On the change password menu, the user is able to change his/her password from the one issued by the system to a preferred one.

To access the change password window the user will

1. On the menu click on account setting
2. On the dropdown display click on change password
3. On the change password window the user will be required to
  - a. Key in the old password
  - b. Key in the new password
  - c. Confirm the password
4. Click change password for the password to be changed



 **Change Password**

Email Address

New Password

Confirm New Password

 **Change Password**

Click here to change the password

Enter the new password

Confirm the new password