



# **e-AVI & e-** **(S)AVI** **Manual**



<b>Index</b>		<b>Page</b>
1	<a href="#"><u><b>Introduction</b></u></a>	4
2	<a href="#"><u><b>Troubleshooting –who to contact when things go wrong</b></u></a>	6
3	<a href="#"><u><b>Processing a Cattle Export from a Farm</b></u></a>	8
3.1	<a href="#"><u><b>GB Cattle Export from a Farm Step by Step Summary</b></u></a>	8
3.2	<a href="#"><u><b>EU Cattle Export from a Farm Step by Step Summary</b></u></a>	9
3.3	<a href="#"><u><b>Processing a Cattle Export from a Farm – Detailed Instructions</b></u></a>	10
3.3.1	<a href="#"><u>Exporter Makes Application to aPVP using TRACES Application form</u></a>	10
3.3.2	<a href="#"><u>Registration for e-(S)AVI and logging on</u></a>	11
3.3.3	<a href="#"><u>Processing cattle export application on e-AVI for an export from a farm</u></a>	13
3.3.4	<a href="#"><u>Printing Approved licences</u></a>	16
3.3.5	<a href="#"><u>Printing Health Certificates</u></a>	20
3.3.6	<a href="#"><u>Completing the aPVP export declaration</u></a>	21
<b>4</b>	<a href="#"><u><b>Processing a Cattle Export on from an EAC</b></u></a>	23
4.1	<a href="#"><u><b>GB Cattle Export from an EAC Step by Step Summary</b></u></a>	23
4.2	<a href="#"><u><b>EU Cattle Export from EAC Step by Step Summary</b></u></a>	25
4.3	<a href="#"><u><b>Processing Cattle Export from an EAC –Detailed Instructions</b></u></a>	27
4.3.1	<a href="#"><u>Processing an Export from an EAC</u></a>	27
4.3.2	<a href="#"><u>Printing Market Support Documents</u></a>	31
4.3.3	<a href="#"><u>Printing the Export Assembly centre support</u></a>	33
4.3.4	<a href="#"><u>Completing the aPVP Export Declaration</u></a>	36
<b>5</b>	<a href="#"><u><b>Processing a Sheep/Goat Export from a Farm</b></u></a>	38
5.1	<a href="#"><u><b>GB Sheep Export from a Farm Step by Step Summary</b></u></a>	38
5.2	<a href="#"><u><b>EU Sheep Export from a Farm Step by Step Summary</b></u></a>	39
5.3	<a href="#"><u><b>Processing a Sheep Export from a Farm – Detailed Instructions</b></u></a>	41
5.3.1	<a href="#"><u>Registration for e-SAVI and logging on</u></a>	41
5.3.2	<a href="#"><u>Processing a sheep/goat application for an export from a farm</u></a>	42

5.3.3	<a href="#">Printing Health Certificates</a>	49
5.3.4	<a href="#">Completing the aPVP Export Declaration</a>	50
6	<b><a href="#">Processing a Sheep/Goat Export from an EAC</a></b>	53
6.1	<a href="#">GB Sheep/Goat Export from an EAC Step by Step Summary</a>	54
6.2	<a href="#">EU Slaughter Sheep Export from an EAC Step by Step Summary</a>	56
6.3	<a href="#">Initiating a Sheep/Goat Assembly</a>	59
6.4	<a href="#">Printing the Assembly Certificate</a>	61

## **1. Introduction**

This manual seeks to describe the electronic processes involved in **cattle & sheep/goats exports** from the point of view of the authorised Private Veterinary Practitioner (aPVP) and his/her staff. The systems used are **e-AVI, e-(S)AVI and TRACES (Trade Control and Expert System)**. From 11 October 2021 a new version of TRACES known as **TRACES New Technology (TRACES NT)** will be used for exports to other EU Member States and also take account of changes resulting from the implementation of Animal Health Law. These systems are required for exports to EU Member States with only e-AVI & e-(S)AVI required for exports to Great Britain (GB) as post Brexit TRACES notifications are not used for GB exports.

The DAERA internet site <https://www.daera-ni.gov.uk/services/live-animals-exports>, should also be used to view and download some documents required in the export process.

For more information on use of TRACES NT please refer to the separate training packages, user manuals and guidance click [here](#).

**N.B.** this document is only a guide to the electronic systems used for processing exports. For detailed “**Notes for Guidance**” on all other aspects of export certification see the appropriate sections of the DAERA internet at the link above.

The procedure for using e-AVI & e-(S)AVI to process exports is described for **cattle and sheep/goats**. For cattle the procedure is described in detail both for exports from a premises of origin (farm) and from an approved Export Assembly Centre (EAC).

For sheep exports this document only describes in detail the processing of exports from a premises of origin (farm).

Processing of exports for breeding sheep from an EAC (designated as a Special Sheep Sale) is described in the document on the DAERA internet at [Export certification for breeding or fattening \(non-slaughter\) sheep & goats to EU Member States via an EU approved export assembly centre \(including special sheep sales\) – For exports from 11 October 2021 onwards | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

Summary documents but not full detailed instructions are provided for the following types of trade:

- Export of **Slaughter** Sheep from an **EAC to GB**
- Export of **Breeding & Production** Sheep from an **EAC to GB**
- Export of **Slaughter** Sheep from an **EAC to EU** (including **ROI**)
- Export of **Breeding or Fattening (Non Slaughter)** Sheep from an **EAC to EU**

**N.B.** any reference to “**Sheep**” in the document should also be taken to mean “**Goats**”

For data protection reasons details of animal numbers, herd numbers etc have been obscured.

Some of the support documents included as examples in this manual are shown for illustration purposes only and may differ from the versions actually produced the systems.

[Back to Index](#)

## 2. Troubleshooting –who to contact when things go wrong

Nature of Problem	Who to contact
Register to use e-AVI & e-(S)AVI	Complete the application form available via <a href="#">Information on TRACES   Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)</a> and send to: <b>Aphis.SupportUnit@daera-ni.gov.uk</b>
Problems using e-AVI & e-(S)AV	Contact trade team in local DAERA office in first place. If the problems are technical contact ASU help desk 02890 525048
Lost access to printing the documents and THEY ARE NOT PRINTED!	Contact APHIS helpdesk, faxing a request to them detailing the export and asking for <b>print</b> function to be restored.
APHIS helpdesk out of office hours	07788108719 & 07788108720
Access to TRACES	<a href="#">Information on TRACES   Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)</a>
Problems using TRACES	Contact trade team in local DAERA office in first place. <a href="#">DAERA Divisional Veterinary Offices   Department of Agriculture, Environment and Rural Affairs (daera-ni.gov.uk)</a>
Problems regarding animal eligibility: animal or herd statuses	<ul style="list-style-type: none"> <li>• The herdkeeper should contact their local DAERA office to discuss.</li> <li>• EAC operators can use APHIS-online (AOL) to check export eligibility. To register to use (AOL) go to <a href="http://www.deara-ni.gov.uk/onlineservices">www.deara-ni.gov.uk/onlineservices</a>, text <b>Easy</b> to 67300 or telephone the DAERA online services helpdesk on 02894426699.</li> </ul>
Problems with Support Documentation	Contact local DAERA office. (Veterinary Service Animal Health Group)
Wrong animals selected on initial application	Contact local DAERA office (Veterinary Service Animal Health Group) and ask them to reject the application.  A new application should be made through e-AVI.



Any changes to Export  
post DVO approval. For  
example change of Port  
from Belfast to Larne

Contact APHIS helpdesk at 02890 525048.  
**[Aphis.SupportUnit@daera-ni.gov.uk](mailto:Aphis.SupportUnit@daera-ni.gov.uk)**

[Back to Index](#)

### **3. Processing a Cattle Export on e-AVI from a Farm**

#### **3.1 GB Cattle Export from a Farm (Breeding & Production or Slaughter)** **Step by Step summary**

1. Exporter makes an application to their aPVP using the TRACES application form. This will guide the exporter to supply all information required to complete the certificate. <https://www.daera-ni.gov.uk/publications/traces-application-form>
2. aPVP / aPVP staff logs onto e-AVI and enters the relevant information relating to the export. Application is forwarded electronically to the DAERA office.
3. DAERA generates a support certificate for the application which will be available electronically through e-AVI.
4. aPVP / aPVP staff logs onto practice e-AVI account and prints off the Movement Licence (MC2L), Passport(s) and Veterinary Service Animal Health Group Support Document. Print 3 copies of the MC2L stamping two as copies and two sets of passports stamping one set as copy.
5. Print off the GB Export Health Certificate (2 copies if aPVP uses carbon paper) from e-AVI related to the type of export you are processing.
6. Print the relevant Owners Declaration and Animal Transport certificate from the DAERA website. <https://www.daera-ni.gov.uk/articles/exporting-cattle-great-britain-and-eu-member-states>. Fill in the MC2L serial number into the relevant section of the owner's declaration.
7. Bundle these various forms together for the aPVP so that the export inspection can go ahead.
8. aPVP proceeds to check the animals, completing the health certificate. Any animals not fit to travel should be deleted from the MC2L and the changes initialled and stamped by the aPVP. All forms required by the exporter to travel with the animals are left with exporter.
9. aPVP makes a "True Copy" of the completed, signed, stamped and fan stamped certificate and MC2L and stamps as "Copy"
10. aPVP returns with copies of the items to be kept as a record of the export along with the Veterinary Service Support Certificate & Owners & Transporters declarations.
11. aPVP completes export declaration on e-AVI by inputting the dummy TRACES reference number in the required field on e-AVI using the following format **GB.1234.1234567** . This can only be completed by the aPVP and no earlier than 24 hours before the actual movement date.
12. File all the documents relating to the export for at least 2 years as they may be required for audit purposes.

[Back to Index](#)

### **3.2 EU Cattle Export from a Farm (Breeding/Fattening or Slaughter)** **Step by Step summary**

1. Exporter makes an application to their aPVP using the TRACES application form. This will guide the exporter to supply all information required to complete the certificate. <https://www.daera-ni.gov.uk/publications/traces-application-form>  
In the case of an export which has a travel time of over 8 hours, the exporter should have a journey log approved and stamped by the local DAERA office.
2. aPVP / aPVP staff logs onto e-AVI and enters the relevant information relating to the export. Application is forwarded electronically to the DAERA office.
3. DAERA generates a support certificate for the application which will be available electronically through e-AVI.
4. aPVP / aPVP staff logs onto practice e-AVI account and prints off the Movement Licence (MC2L), Passport(s) and Veterinary Service Animal Health Group Support Document. Print 3 copies of the MC2L stamping two as copies and two sets of passports stamping one set as copy.
5. aPVP / aPVP staff logs on to TRACES NT and generates an ITAHC and proceeds to the stage of “submit decision” (thereby completing the notification of the destination member state). Print the ITAHC which will be watermarked “Valid” (2 copies if aPVP uses carbon paper). Print a foreign language copy if appropriate.
6. Print the relevant Owners Declaration, Transport Declaration and Animal Transport certificate (if the journey is less than 8 hours) from the DAERA website. <https://www.daera-ni.gov.uk/articles/exporting-cattle-great-britain-and-eu-member-states>. Fill in the MC2L serial number into the relevant section of the owner’s declaration.
7. Bundle the various forms together for the aPVP so that the export inspection can go ahead.
8. aPVP proceeds to check the animals, completing the health certificate. Any animals not fit to travel should be deleted from the MC2L and the changes initialled and stamped by the aPVP. All forms required by the exporter to travel with the animals are left with exporter.
9. aPVP make a “True Copy” of the completed, signed, stamped and fan stamped certificate and MC2L and stamps as “Copy.”
10. aPVP returns with copies of the items to be kept as a record of the export along with the Veterinary Service Support Certificate & Owners & Transporters declarations.
11. If any changes are required to the details originally entered on the ITAHC, log onto TRACES NT and update the original certificate by using the **Copy as Replacement** action. This will generate an updated notification to the destination member state.

12. aPVP completes export declaration on e-AVI. This can only be completed by the aPVP and no earlier than 24 hours before the actual movement date.
13. File all the documents relating to the export for at least 2 years as they may be required for audit purposes.

[Back to Index](#)

### **3.3 Processing Cattle Export from a Farm (BP or SL) – Detailed Instructions**

(N.B. this section covers both GB and EU Exports)

#### **3.3.1 Exporter Makes Application to aPVP using TRACES Application form**

To initiate the export process, the prospective exporter applies to his/her aPVP using the TRACES application form (TRACES EXA), page 1 of which is shown below. This form is filled out by the person intending to export animals and contains all information necessary to complete the export documentation.

This form is available at the web address shown below:

[TRACES application form | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#)

Note that for exports via Larne port, the exporter should still obtain the Portal booking reference number prior to making their application. This is not required for Belfast port.





Department of  
**Agriculture, Environment  
and Rural Affairs**  
www.daera-ni.gov.uk

**DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS**

**EXPORT OF LIVE ANIMALS/ANIMAL PRODUCTS APPLICATION FORM**

**Notes**

1. Please complete this form fully using **BLOCK LETTERS**.
2. If you are exporting cattle and sheep please return this form to your authorised Private Veterinary Practitioner (PVP) or Export Assembly Centre (EAC) operator (as appropriate).
3. For all other exports the form should be returned to your PVP at least **3 working days** in advance of the proposed export. Incomplete, illegible or unsigned application forms will be returned.

Portal office Northern Ireland booking reference number must be supplied here in the first instance:

**Part 1: Details of consignment**

**I.1. Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_ Tel No: \_\_\_\_\_

Herd No/Flock No: \_\_\_\_\_

**I.2. Destination:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

**I.3. Place of export: (please circle one option)**

Holding	Assembly centre	Approved body
Semen centre	Embryo team	Establishment

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_ Approval number \_\_\_\_\_

TRACES EKA Application form (October 2021) 1

[Back to Index](#)

### 3.3.2 Registration for e-(AVI) & e-(S)AVI and logging on

The first requirement to use the e-AVI & e-(S)AVI system is that members of the practice register with the APHIS support unit (ASU) their intention to use the e-AVI & e-(S)AVI. A registration form and instruction to register is available [here](#).

When registered to use e-AVI & e-(S)AVI the following web address should be used with the web browser to access the logon page.

<https://www2.DAERAni.gov.uk/aphisportals/login.aspx>.

The APHIS Extranet Login page will appear as below. In order to log in, a user code, and password should be inputted in the window below.

**Login**

Welcome to the APHIS Extranet Stakeholder Login screen. Please enter your login details. Once this has been completed and you have selected the 'Enter' button, you will enter the extranet. If you need assistance contact the helpline on 02890 525048.

User Code:

Password:

APHIS Support Unit on call tel numbers - 07788108719 & 07788108720

You will then have to select the practice code from the drop down menu and select either e-AVI (for cattle) or e-SAVI (for sheep or goat).

**Choose Application**

Your usercode is associated with the following practices.  
Please select one to log onto:

Practice:

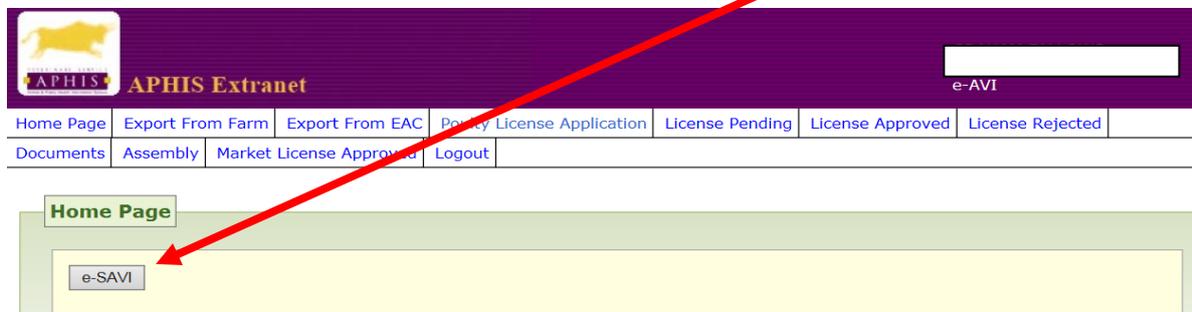
Please choose an application to log onto:

Available Applications:

eAVI  
 eSAVI

[Back to Index](#)

After logging on to the site the following home page will appear. To shift between the e-AVI (cattle) and e-SAVI (sheep/goats) sections click on the **e-SAVI** or **e-AVI** button on the home page.



APHIS Extranet e-AVI

Home Page | Export From Farm | Export From EAC | Poultry License Application | License Pending | License Approved | License Rejected

Documents | Assembly | Market License Approved | Logout

Home Page

e-SAVI

### 3.3.3 Processing an export application on e-AVI for an export from a farm

Click on the “Export from Farm” tab.

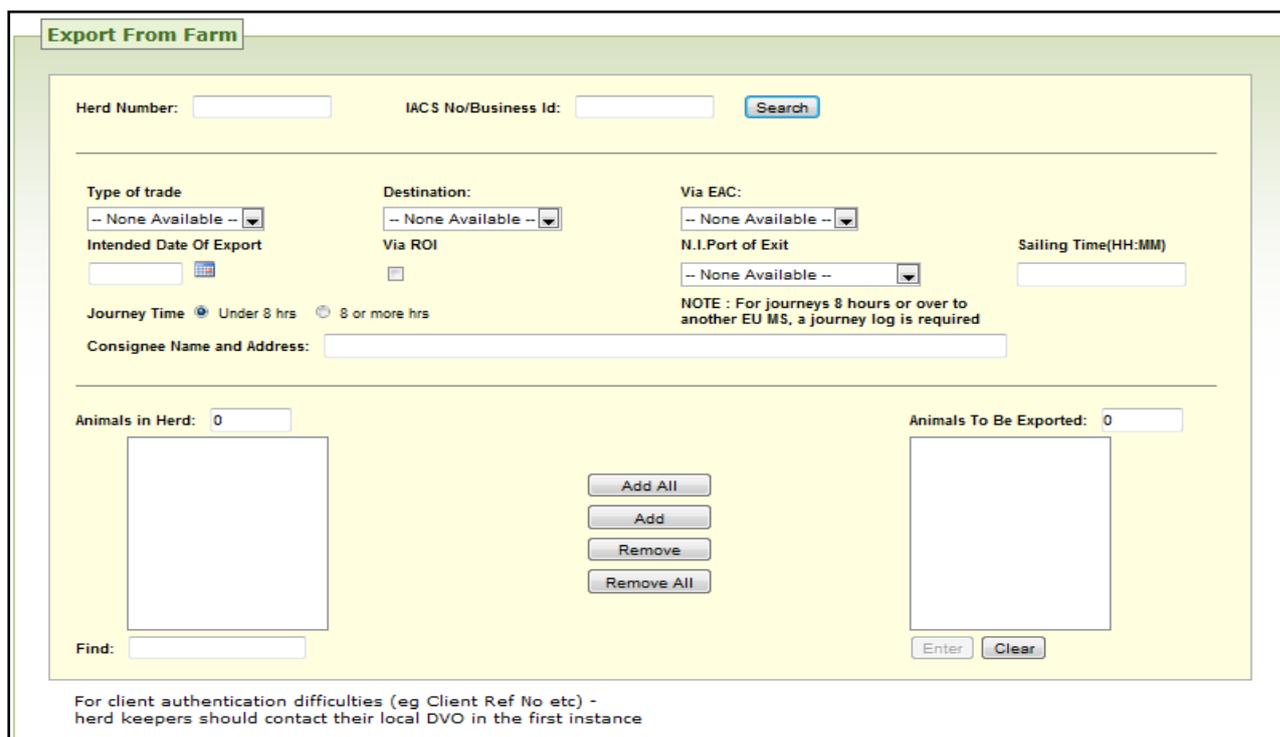


APHIS Extranet

Home Page | **Export From Farm** | Export From EAC | Poultry License Application | License Pending | License Rejected

Documents | Assembly | Market License Approved | Logout

The following window will appear.



**Export From Farm**

Herd Number:  IACS No/Business Id:

Type of trade:  Destination:  Via EAC:

Intended Date Of Export:  Via ROI:  N.I.Port of Exit:  Sailing Time(HH:MM):

Journey Time:  Under 8 hrs  8 or more hrs  
NOTE : For journeys 8 hours or over to another EU MS, a journey log is required

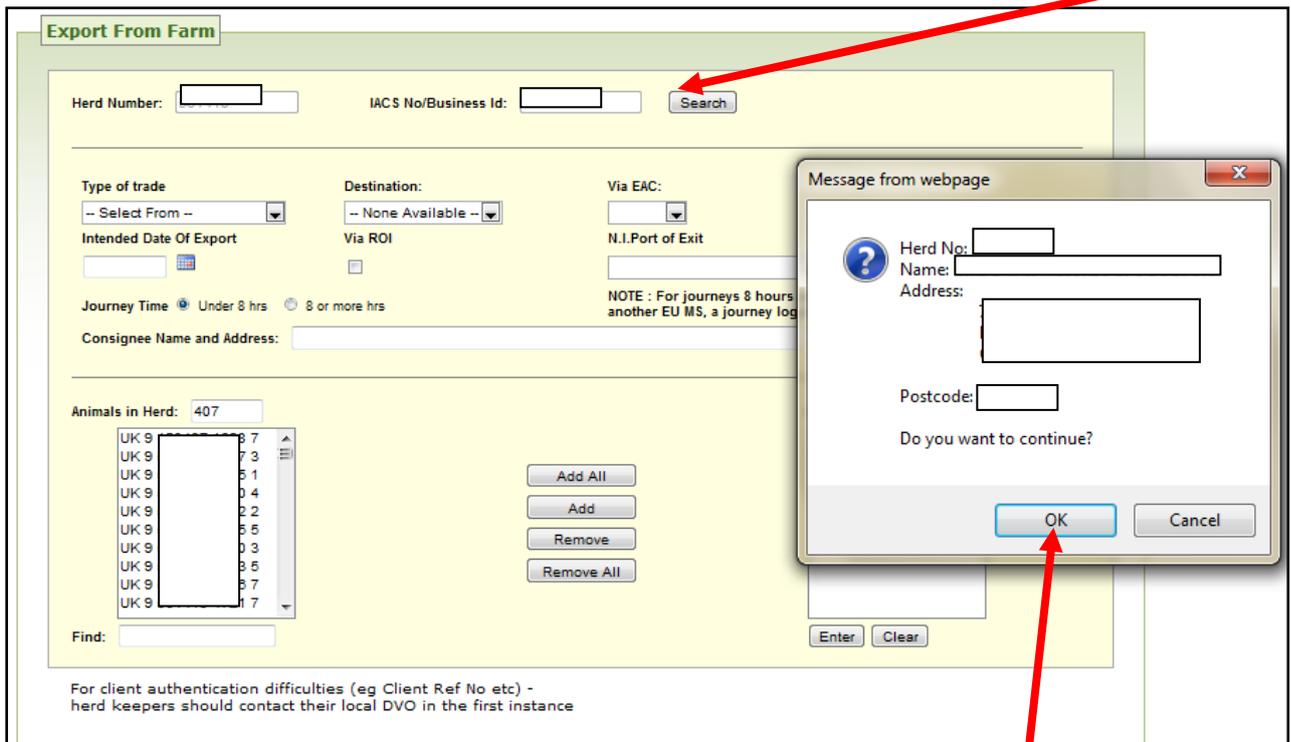
Consignee Name and Address:

Animals in Herd:  Animals To Be Exported:

Find:

For client authentication difficulties (eg Client Ref No etc) - herd keepers should contact their local DVO in the first instance

Enter the herd number and business id of the prospective exporter and click **Search**.



**Export From Farm**

Herd Number:  IACS No/Business Id:

Type of trade:  Destination:  Via EAC:

Intended Date Of Export:  Via ROI:  N.I.Port of Exit:

Journey Time:  Under 8 hrs  8 or more hrs NOTE : For journeys 8 hours another EU MS, a journey log

Consignee Name and Address:

Animals in Herd: 407

UK 9	7
UK 9	3
UK 9	1
UK 9	4
UK 9	2
UK 9	5
UK 9	3
UK 9	5
UK 9	7
UK 9	7

Find:

For client authentication difficulties (eg Client Ref No etc) - herd keepers should contact their local DVO in the first instance

**Message from webpage**

Herd No:

Name:

Address:

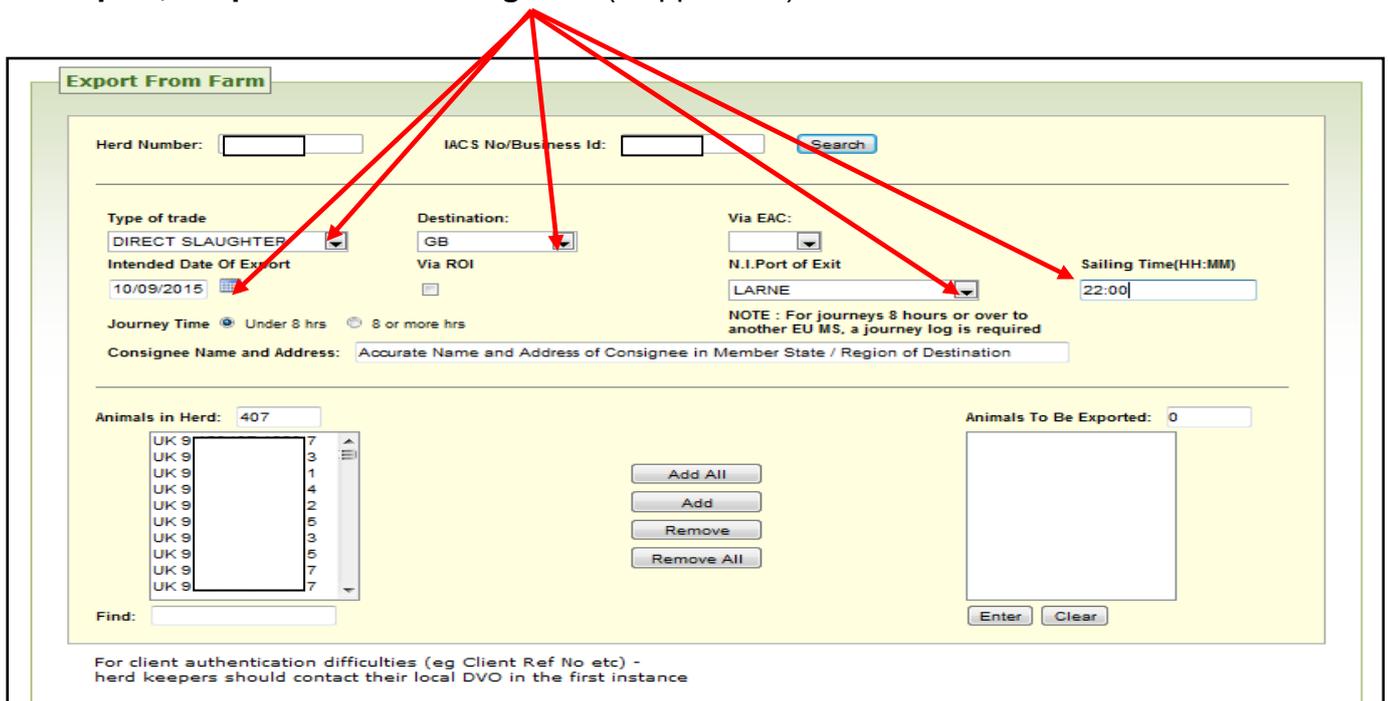
Postcode:

Do you want to continue?

Verification of the details of the exporting herd will be displayed. Click **OK** if correct or **Cancel** if incorrect.

On selecting **OK** a herd list for the exporter will be displayed as shown above.

Initially select the **type of trade**, the **place of destination**, the intended **date of export**, the **port** and the **sailing time** (if applicable).



**Export From Farm**

Herd Number:  IACS No/Business Id:

Type of trade:  Destination:  Via EAC:

Intended Date Of Export:  Via ROI:  N.I.Port of Exit:  Sailing Time(HH:MM):

Journey Time:  Under 8 hrs  8 or more hrs NOTE : For journeys 8 hours or over to another EU MS, a journey log is required

Consignee Name and Address:

Animals in Herd: 407

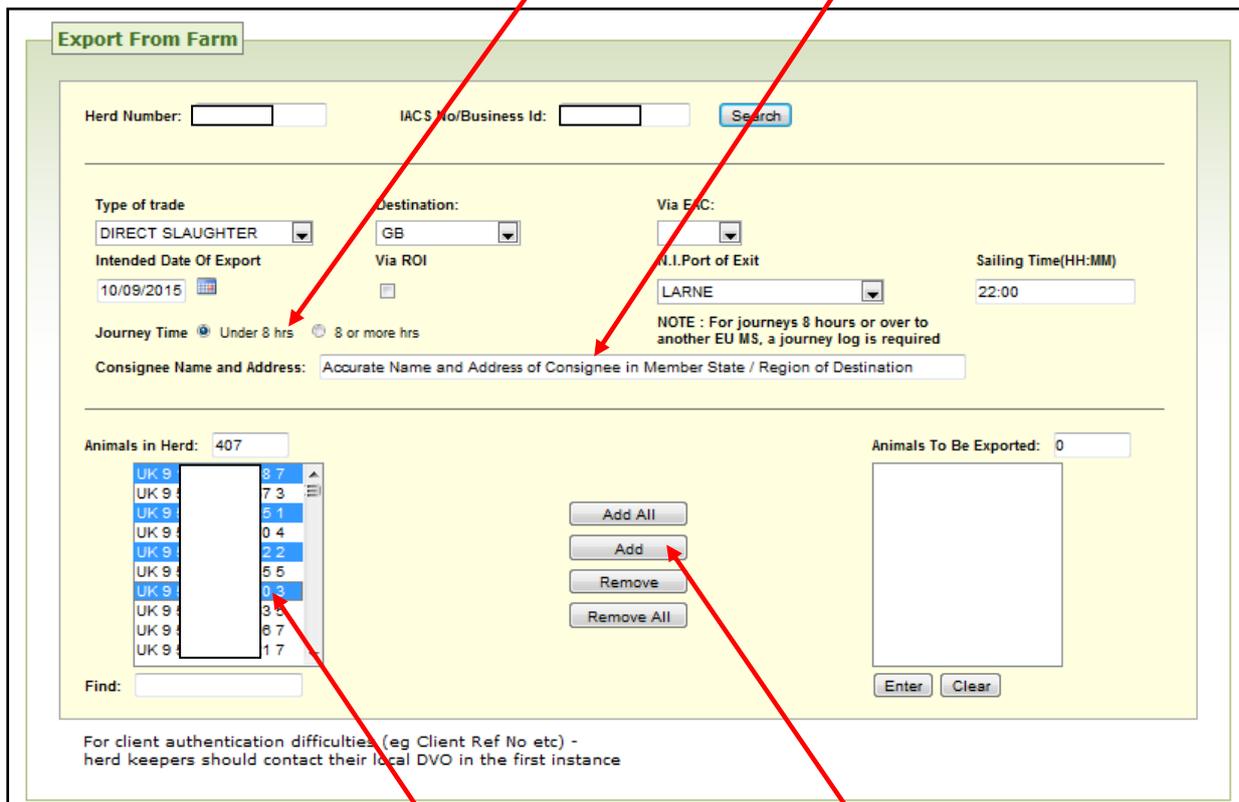
UK 9	7
UK 9	3
UK 9	1
UK 9	4
UK 9	2
UK 9	5
UK 9	3
UK 9	5
UK 9	7
UK 9	7

Animals To Be Exported:

For client authentication difficulties (eg Client Ref No etc) - herd keepers should contact their local DVO in the first instance

**N.B.** if the export is either to ROI or through an ROI port click the “**Via ROI**” check box and leave the port and sailing time blank.

Select between the **Journey Time** options and then:  
Enter an accurate **Name and address** of the consignee. This will appear on the MC2L Movement Licence.



The screenshot shows the 'Export From Farm' form with the following fields and values:

- Herd Number: [ ] IACS No/Business Id: [ ] Search
- Type of trade: DIRECT SLAUGHTER
- Destination: GB
- Via E.C.: [ ]
- Intended Date Of Export: 10/09/2015
- Via ROI:
- N.I. Port of Exit: LARNE
- Sailing Time(HH:MM): 22:00
- Journey Time:  Under 8 hrs  8 or more hrs
- NOTE: For journeys 8 hours or over to another EU MS, a journey log is required
- Consignee Name and Address: Accurate Name and Address of Consignee in Member State / Region of Destination
- Animals in Herd: 407
- Animals To Be Exported: 0
- Buttons: Add All, Add, Remove, Remove All, Enter, Clear
- Find: [ ]

Red arrows point from the text above to the 'Consignee Name and Address' field, the 'Add' button, and the animal list table.

Select the animals from the herd list which are to be exported by clicking on them to highlight the ones for export

Then click the “**Add**” button to move them to the “**Animals to be Exported**” box.

**TIP**

Hold down the **Ctrl** button on your keyboard and left click to highlight multiple animals before clicking “**Add**” to move all the animals you wish over at the same

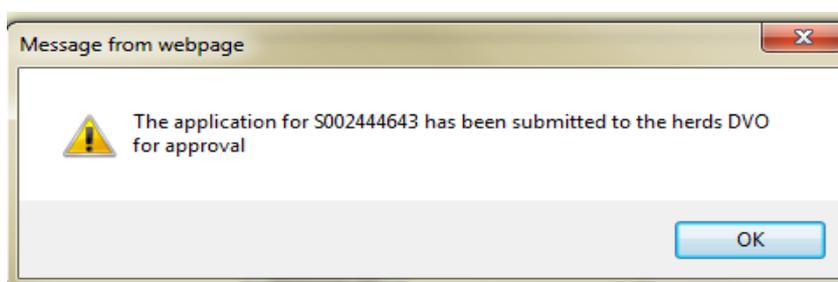
To search for a particular animal type in the full number and click “**Find**”.

When satisfied that all animals to be exported have been selected, click **'Enter'** and an application will be forwarded to the DAERA office for approval and generation of support documentation. An automatic e-mail will also be sent to the DAERA office to inform them that a request for support certification has been forwarded.

If any of the required fields have not been completed you will not be able to proceed until the required information is entered.

If any animals are not eligible for export a message will display giving the reason that the animal is ineligible and asking if you want to submit the application for the rest of the animals.

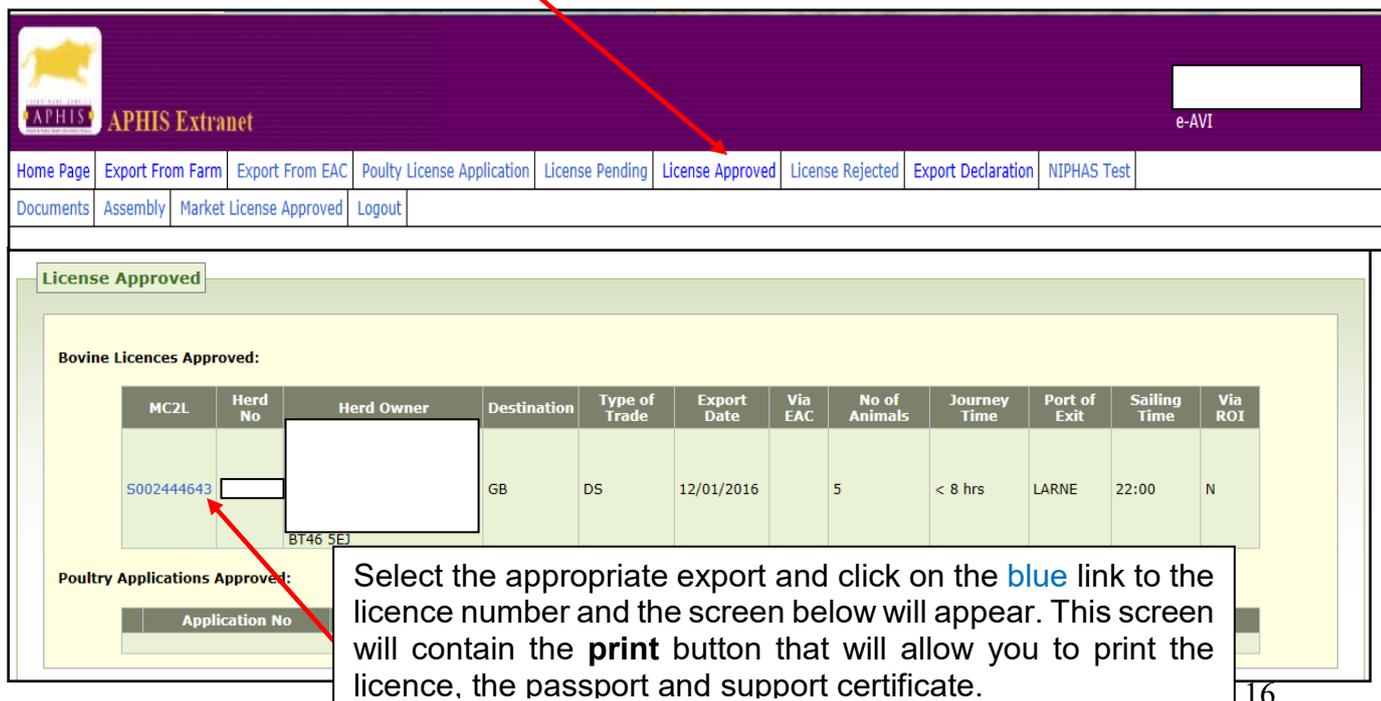
If all animals appear at this stage to be eligible for the type of export selected a message as below will be displayed.



It may be useful to take note of this number which is the serial number of the movement licence and will enable you to locate the export at the next stage.

### 3.3.4 Printing Approved licences

When the application for the export has been approved by the VO it will be available on the **'Licence Approved'** queue on e-AVI.



**License Approved**

Bovine Licences Approved:

MC2L	Herd No	Herd Owner	Destination	Type of Trade	Export Date	Via EAC	No of Animals	Journey Time	Port of Exit	Sailing Time	Via ROI
<a href="#">S002444643</a>			GB	DS	12/01/2016		5	< 8 hrs	LARNE	22:00	N

Poultry Applications Approved:

Application No

Select the appropriate export and click on the **blue** link to the licence number and the screen below will appear. This screen will contain the **print** button that will allow you to print the licence, the passport and support certificate.

**License Approved**

**Bovine Licences Approved:**

MC2L	Herd No	Herd Owner	Destination	Type of Trade	Export Date	Via EAC	No of Animals	Journey Time	Port of Exit	Sailing Time	Via ROI
S002444643			GB	DS	12/01/2016		5	< 8 hrs	LARNE	22:00	N

**Poultry Applications Approved:**

Application No	Flocks	Export	Eggs	Journey Time

**Animals on Licence S002444643**

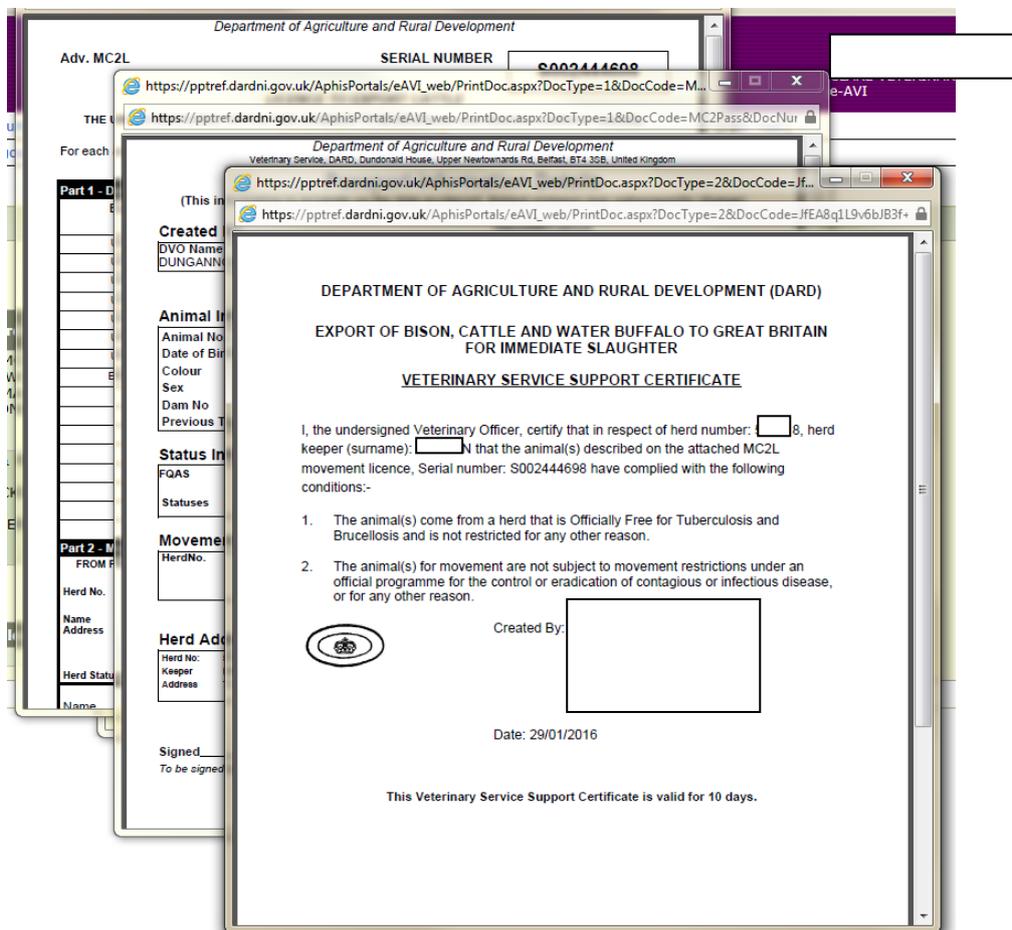
License , Passport , Farm of Origin Support Cert

**Print**

Animal No	Colour	Breed	Sex	D.O.B.
UK 9 5 1 8 7	RW	HOL	F	10/09/2010
UK 9 5 1 7 3	BW	HOL	F	08/04/2003
UK 9 5 1 5 1	BW	HOL	F	08/11/2003
UK 9 5 1 0 4	BW	HOL	F	01/02/2004
UK 9 5 0 1 4 2 0 2	BW	HOL	F	16/02/2004

**N.B.** Before clicking the **PRINT** button be sure that you have no other PDF documents already open. This could happen if you had previously printed off export documents and simply minimised the windows rather than closing them. If you have other PDF windows open then your documents may fail to print!

When you click the print button leave the process for a short while until the 3 documents display one in front of the other.

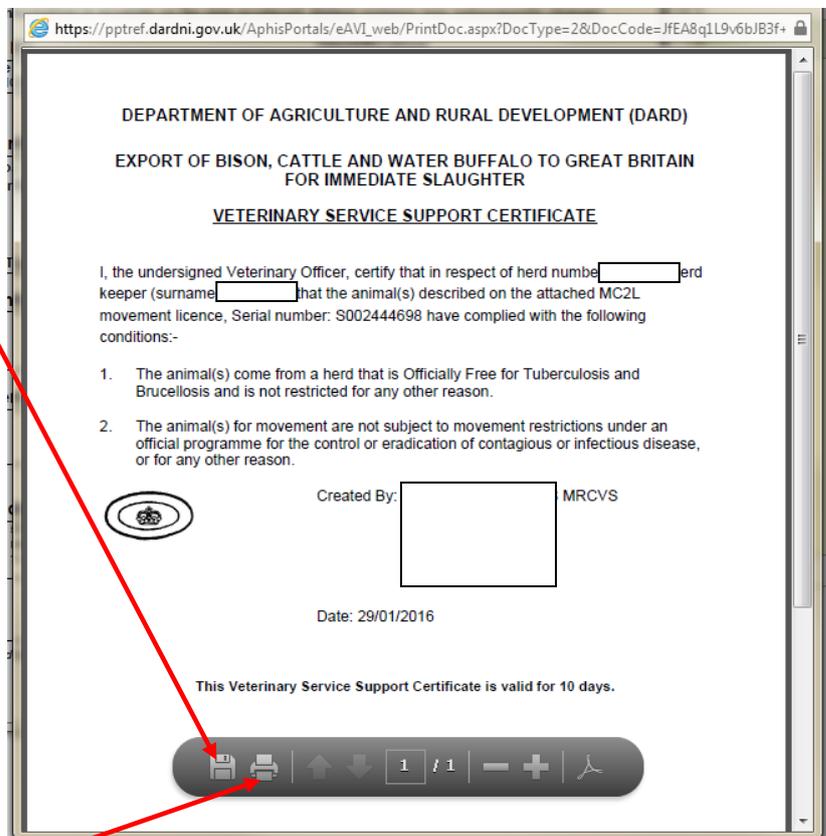


**N.B.** Documents only shown for illustration purposes only actual versions printed may differ. In this picture they have been separated out to show the 3 documents but in reality they will be one behind the other.

Go into each document in turn. It is recommended that you first save the documents to your desktop. This means that if you have problems printing the documents will still be available to print from the desktop.

1. Click here to save the documents to your desktop

2. Click here to print the documents in the number of copies required - (3 copies of movement licences, 2 sets of passports and 1 Veterinary support document)



https://pptref.dardni.gov.uk/AphisPortals/eAVI\_web/PrintDoc.aspx?DocType=2&DocCode=JfEA8q1L9v6bJB3f+

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (DARD)  
EXPORT OF BISON, CATTLE AND WATER BUFFALO TO GREAT BRITAIN  
FOR IMMEDIATE SLAUGHTER  
**VETERINARY SERVICE SUPPORT CERTIFICATE**

I, the undersigned Veterinary Officer, certify that in respect of herd number  herd keeper (surname ) that the animal(s) described on the attached MC2L movement licence, Serial number: S002444698 have complied with the following conditions:-

1. The animal(s) come from a herd that is Officially Free for Tuberculosis and Brucellosis and is not restricted for any other reason.
2. The animal(s) for movement are not subject to movement restrictions under an official programme for the control or eradication of contagious or infectious disease, or for any other reason.

Created By:  MRCVS

Date: 29/01/2016

This Veterinary Service Support Certificate is valid for 10 days.

When the documents are printed **close** the windows, as if you have another export to print these open windows will interfere with them. If you fail to print off the documents and lose access to them through e-AVI they will still be available on your desktop provided you have saved them as at step 1 above.

**N.B.** if during printing the documents display as blank screens, and you have not saved them to your desktop you will need to contact the APHIS Support Unit (ASU) to have the documents re-set.

[Back to Index](#)

### 3.3.5. Printing Health Certificates

EU health certificates (ITAHCs) must be obtained through TRACES NT. To print GB Health Certificates proceed as below.

Click on the e-AVI “**Documents**” Tab



APHIS Extranet e-AVI

Home Page	Export From Farm	Export From EAC	Poultry License Application	License Pending	License Approved	License Rejected
Documents	Assembly	Market License Approved	Logout			

Click on the link to the appropriate certificate to open it up. Print off two copies.



APHIS Extranet CLARE VETERINARY GROUP e-AVI

Home Page	Export From Farm	Export From EAC	Poultry License Application	License Pending	License Approved	License Rejected
Documents	Assembly	Market License Approved	Logout			

**Documents**

Country	Animals On Movement
GB	Cattle for Immediate Slaughter
GB	Export of Breeding Cattle returning to Great Britain following attendance at a show/sale in Northern Ireland
GB	Cattle for Breeding and Production

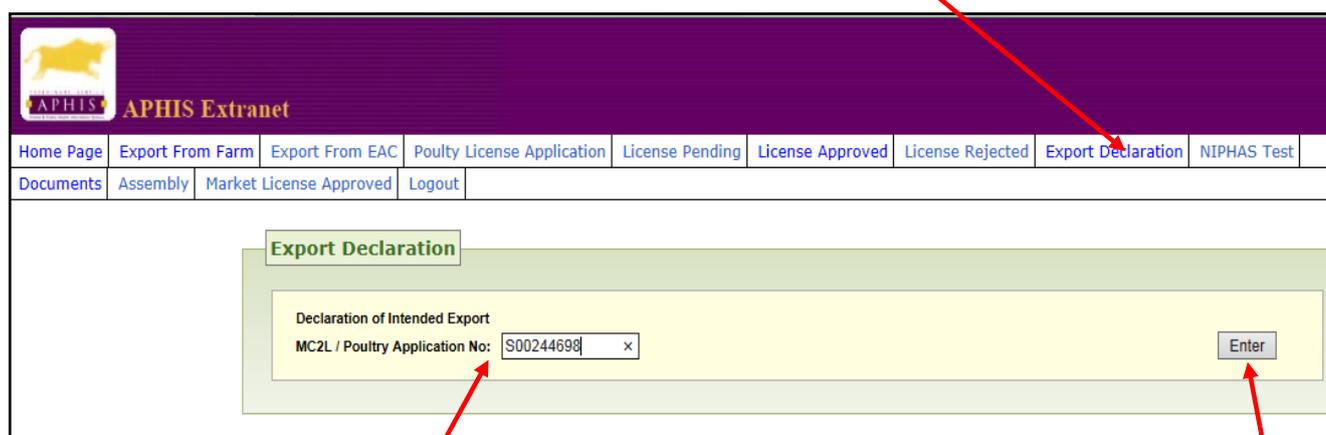
The system will generate a serial number which will print out on the documents.

[Back to Index](#)

### 3.3.6. Completing the aPVP export declaration

When the aPVP has checked the animals to be exported the final action is to complete the 'Export Declaration'. The purpose of the export declaration is to confirm the animals exported. Any animals not travelling can be unchecked at this stage and thus not included in the export.

1. Select the **"Export Declaration"** tab.



APHIS Extranet

Home Page | Export From Farm | Export From EAC | Poultry License Application | License Pending | License Approved | License Rejected | **Export Declaration** | NIPHAS Test

Documents | Assembly | Market License Approved | Logout

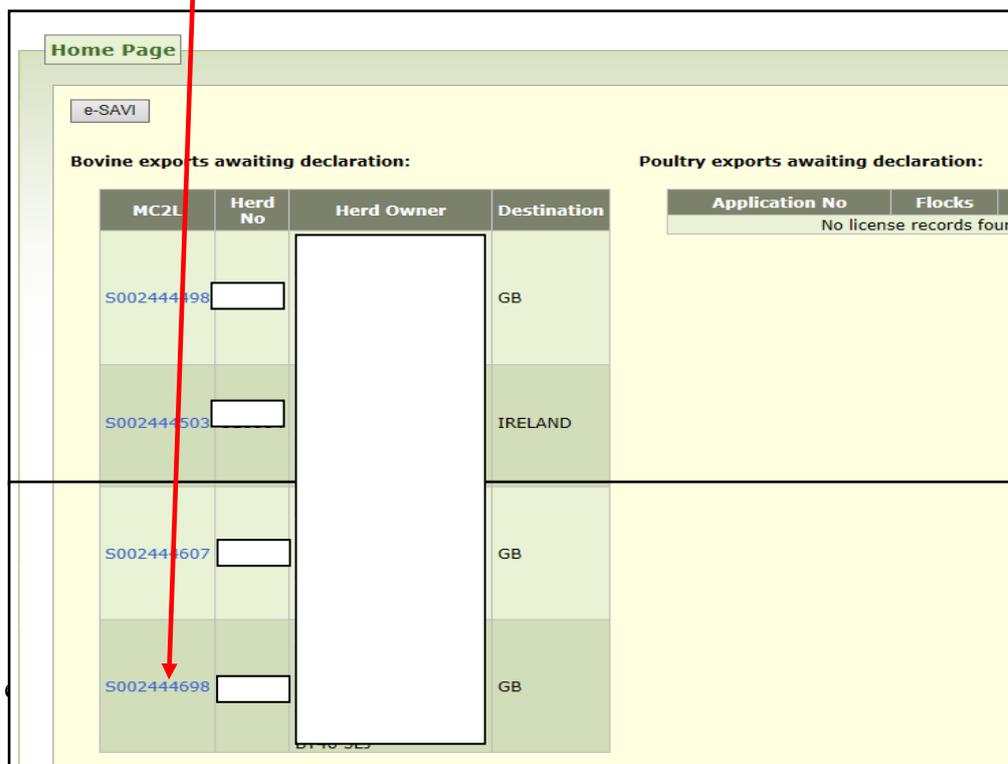
**Export Declaration**

Declaration of Intended Export

MC2L / Poultry Application No:

2. Enter the Serial number of the movement licence for the export to be declared followed by **"Enter"**.

A list of those exports which have not yet been declared will also be displayed on the Home Page and the export declaration page can be accessed by clicking on the relevant **"S"** number.



Home Page

e-SAVI

**Bovine exports awaiting declaration:**

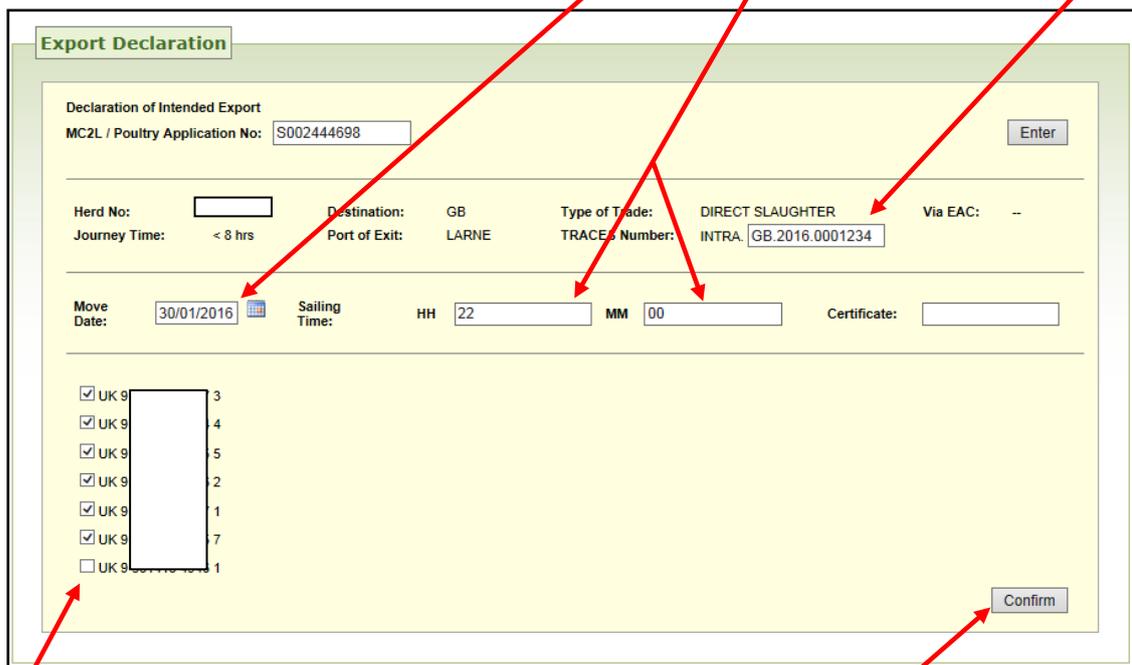
MC2L	Herd No	Herd Owner	Destination
S002444498	<input type="text"/>		GB
S002444503	<input type="text"/>		IRELAND
S002444607	<input type="text"/>		GB
S002444698	<input type="text"/>		GB

**Poultry exports awaiting declaration:**

Application No	Flocks
No license records found	

The following screen will appear. This screen lists all animals on the original licence and has a check box opposite each of them. Any animals which did not travel should have the box unchecked.

3. Enter the number of the TRACES notification/certificate.
4. Enter the **“Move Date”** and **“Sailing time”**



**Export Declaration**

Declaration of Intended Export  
MC2L / Poultry Application No: S002444698 Enter

---

Herd No:       Destination: GB      Type of Trade: DIRECT SLAUGHTER      Via EAC: --  
 Journey Time: < 8 hrs      Port of Exit: LARNE      TRACES Number: INTRA GB.2016.0001234

---

Move Date: 30/01/2016        Sailing Time: HH 22  MM 00       Certificate:

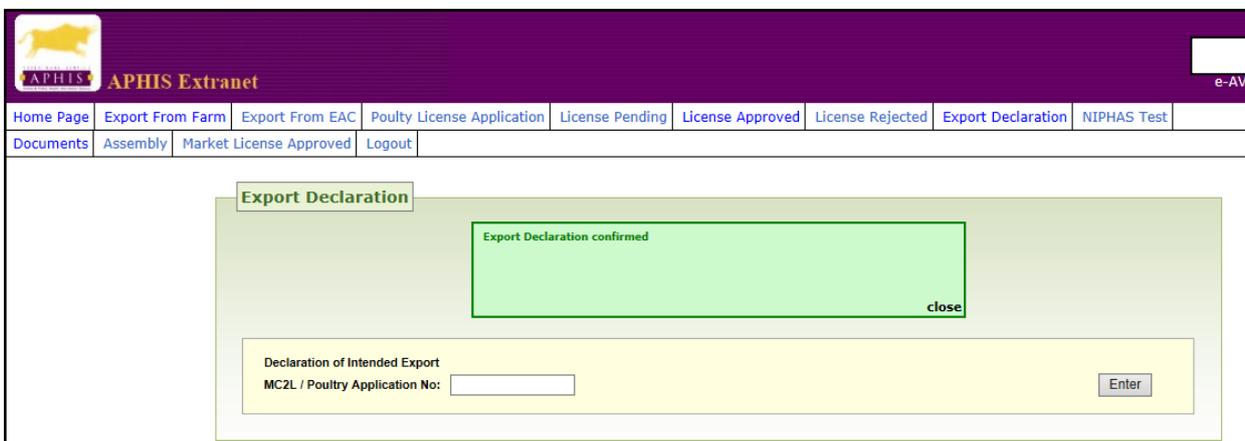
---

UK 9  3  
 UK 9  4  
 UK 9  5  
 UK 9  2  
 UK 9  1  
 UK 9  7  
 UK 9  1

5. Remove any animal which was not exported by un-checking the relevant box.

6. Click **“Confirm”**

If all is entered correctly a message will display showing the export declaration has been confirmed as below.



The screenshot shows the APHIS Extranet interface. At the top, there is a navigation menu with tabs: Home Page, Export From Farm, Export From EAC, Poultry License Application, License Pending, License Approved, License Rejected, Export Declaration, and NIPHAS Test. Below this is another row of tabs: Documents, Assembly, Market License Approved, and Logout. The main content area displays a green box with the text 'Export Declaration confirmed' and a 'close' button. Below this is a yellow box with the text 'Declaration of Intended Export' and a form field for 'MC2L / Poultry Application No:' with an 'Enter' button.

[Back to Index](#)

## 4. Processing a Cattle Export on e-AVI from an EAC

### 4.1 GB Cattle Export from an EAC (Breeding & Production or Slaughter) - Step by Step Summary

1. EAC operator notifies aPVP that an assembly of animals is ready for inspection. The assembly centre operator should have the required passports and movement licences already printed at this stage (or received them from the market where animals have moved from a market).
2. aPVP / aPVP staff logs onto computer and selects the '**Export from EAC**' tab. Enter the herd number and business id of the Assembly centre.
3. Confirm that you have selected the correct EAC, enter date of export, type of trade, journey time, port of export / ROI and address of consignee. Add the animals in the consignment to the 'Animals to be Exported' box on e-aPVP and click enter.
4. Go to the '**Licence Approved**' tab and print the MC2L movement licence for the export journey and the farm of origin support certificates (for animals which have entered the EAC directly from farms). Farm of Origin support certificates are not required for cattle which have come from a market and are destined for slaughter or GB Export Premises and are destined for Breeding or Production. Print one copy each of the support certificates and 3 copies of the MC2L. Two of the three MC2Ls should be stamped as copies. The original MC2L will go with the animals while the two copies are for the aPVP and Assembly centre operator respectively.
5. Select the '**Assembly**' tab and print off the assembly support certificate.
6. Print off appropriate GB Export Health Certificate (2 copies if aPVP uses carbon paper), from the '**Documents**' tab of e-AVI.

7. Cattle entering the EAC direct from farms should have been accompanied by signed Owner's Declarations. Blank copies of these are available from the DAERA website. The aPVP will require these and also a signed Exporter's Declaration before signing the export health certificate.
8. An Animal Transport certificate is also required by the exporter and can be downloaded from the DAERA website. <https://www.daera-ni.gov.uk/articles/exporting-cattle-great-britain-and-eu-member-states>
9. aPVP proceeds to check the animals, completing the health certificate. Any animals not fit to travel should be deleted from the MC2L and the changes initialled and stamped by the aPVP.
10. aPVP make a "True Copy" of the completed, signed, stamped and fan stamped ITAHC and MC2L and stamps as "Copy"
11. All forms required by the exporter to travel with the animals are left with exporter.
12. aPVP returns with copies of the items to be kept as a record of the export along with Veterinary Service Support Certificates & Owners & Transporters declarations.
13. aPVP completes Export declaration on e-AVI by inputting the dummy TRACES reference number in the required field on e-AVI using the following format **GB.1234.1234567** . This can only be completed by an aPVP and no earlier than 24 hours before the actual movement date.
14. File all the documents relating to the export for at least 2 years as they may be required for audit purposes.

[Back to Index](#)

#### **4.2 EU Cattle Export from an EAC (Breeding or Production or Slaughter)** **- Step by Step Summary**

1. EAC operator notifies aPVP that an assembly of animals is ready for inspection. The EAC operator should have the required passports and movement licences already printed at this stage (or received them from the market where animals have moved from a market). If required the EAC operator should also have a DAERA approved Journey log. This should be forwarded to the aPVP.
2. aPVP / aPVP staff logs onto e-AVI and selects the '**Export from EAC**' tab. Enter the herd number and business id of the Assembly centre.
3. Confirm that you have selected the correct EAC, enter date of export, type of trade, journey time, port of export / ROI and address of consignee. Add the animals in the consignment to the 'Animals to be Exported' box on e-aPVP and click enter.
4. Go to the '**Licence Approved**' tab and locate the link which allows you to print the MC2L movement licence for the export journey and the farm of origin support certificates (for animals which have entered the EAC directly from farms). Print one copy each of the support certificates and 3 copies of the MC2L. Two of the three MC2Ls should be stamped as copies. The original MC2L will go with the animals while the two copies are for the aPVP and Assembly centre respectively.
5. Select the '**Market licence**' tab on e-AVI and if present print off any support certificates for animals which have moved into the EAC from markets (only applies to exports for slaughter).
6. Select the '**Assembly**' tab and print off the assembly support certificate.
7. The aPVP will also need a signed Transport Declaration prior to signing the ITAHC. Blank copies can be downloaded from the DAERA internet <https://www.daera-ni.gov.uk/articles/exporting-cattle-great-britain-and-eu-member-states>
8. aPVP / aPVP staff logs on to TRACES NT and generates an ITAHC and proceeds to the stage of "submit decision" (thereby completing the notification of the destination member state). Print off the ITAHC which will be watermarked "Valid" (2 copies if aPVP uses carbon paper). Print a foreign language copy if appropriate.
9. Print the Animal Transport certificate if this journey is under 8 hours and does not require a journey log.
10. aPVP proceeds to check the animals, completing the health certificate. Any animals not fit to travel should be deleted from the MC2L and the changes initialled and stamped by the aPVP.

11. aPVP uses the MC2L to complete an Export declaration at the EAC computer. This can only be completed by an aPVP and no earlier than 24 hours before the actual movement date.
12. aPVP returns with copies of the items to be kept as a record of the export along with Veterinary Service Support Certificates & Owners & Transporters declarations.
13. If any changes are required to the details originally entered on the ITAHC, log onto TRACES NT and update the original certificate by using the **Copy as Replacement** action. This will generate an updated notification to the destination member state.
14. File documents relating to the export as they may be required for inspection at some point during the next 2 years.

[Back to Index](#)



Enter the details as illustrated below regarding:

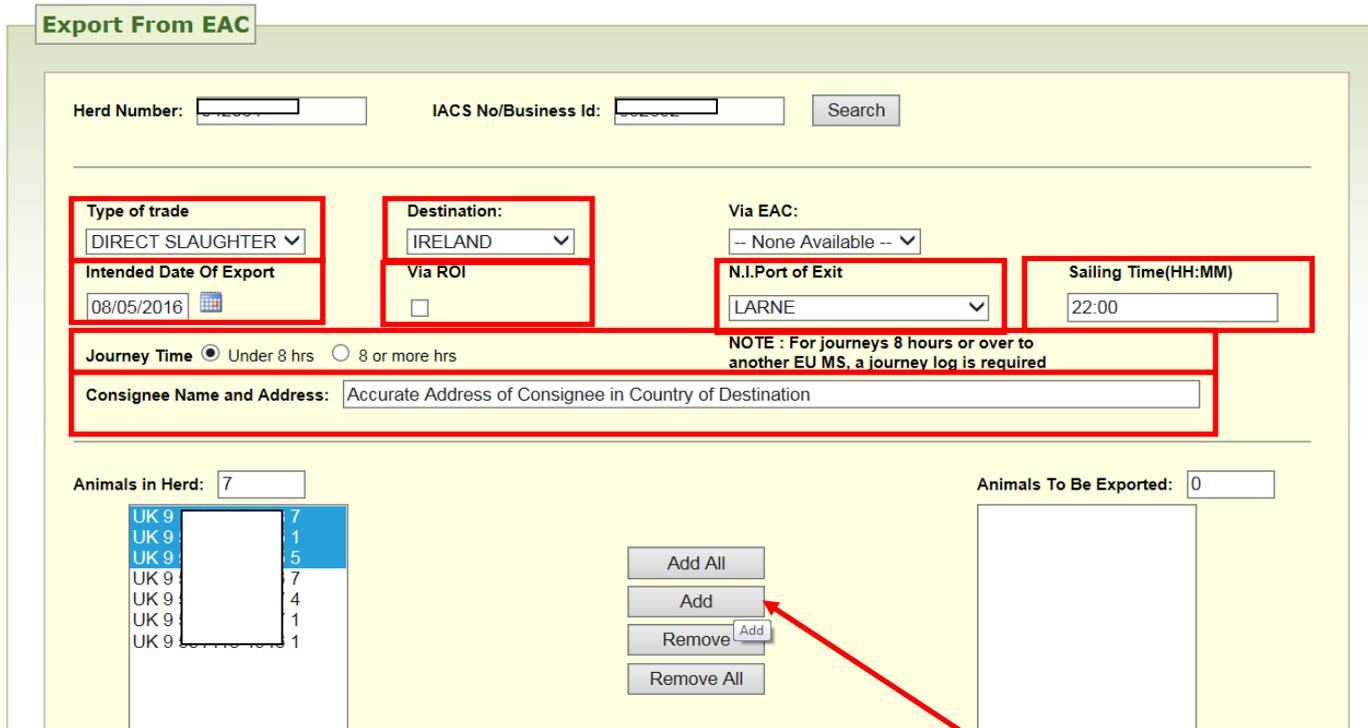
1. Type of Trade
2. Destination
3. Intended export date
4. Pick Port or Export or Via ROI
5. Journey Time
6. Consignee Name and Address.



APHIS Extranet e-AVI

Home Page | Export From Farm | Export From EAC | Poultry License Application | License Pending | License Approved | License Rejected

Documents | Assembly | Market License Approved | Logout



**Export From EAC**

Herd Number:  IACS No/Business Id:  Search

Type of trade: DIRECT SLAUGHTER  
Destination: IRELAND  
Via EAC: -- None Available --

Intended Date Of Export: 08/05/2016  
Via ROI:   
N.I.Port of Exit: LARNE  
Sailing Time(HH:MM): 22:00

Journey Time:  Under 8 hrs  8 or more hrs  
NOTE: For journeys 8 hours or over to another EU MS, a journey log is required

Consignee Name and Address:

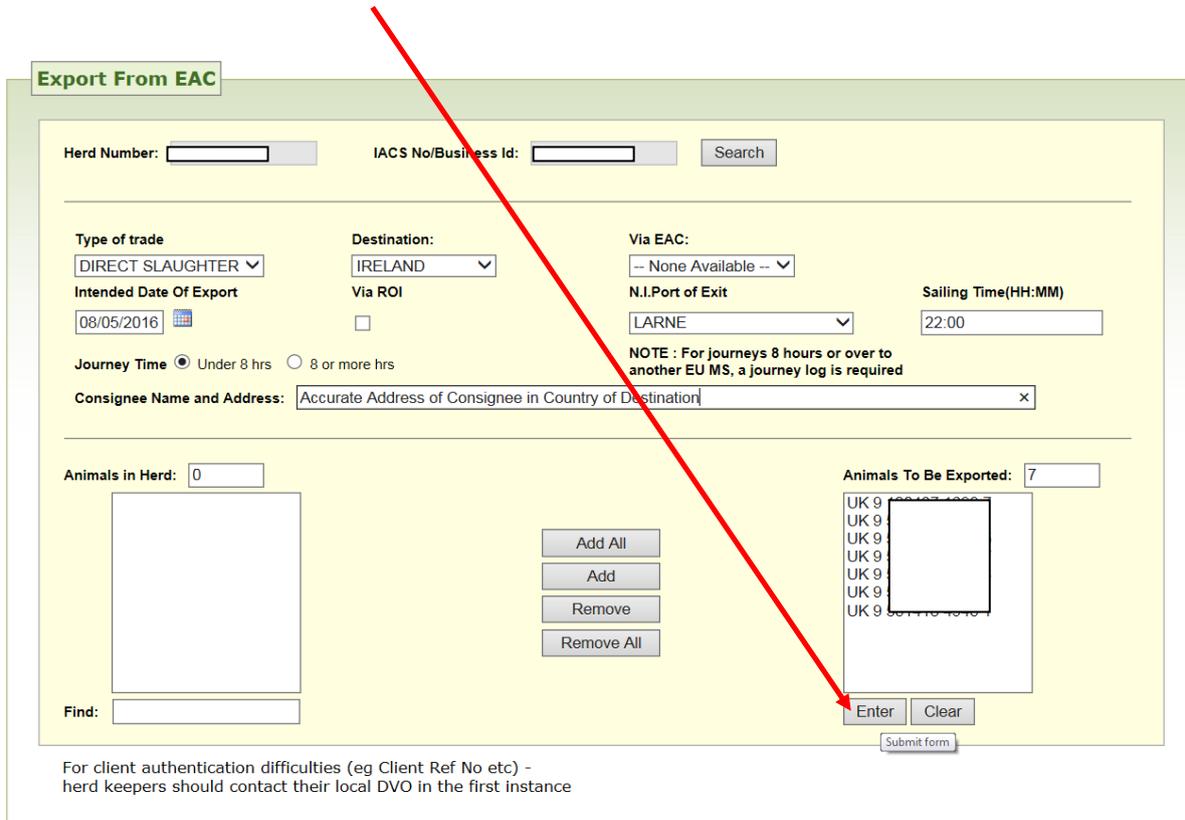
Animals in Herd: 7  
Animals To Be Exported: 0

UK 9	7
UK 9	1
UK 9	5
UK 9	7
UK 9	4
UK 9	1
UK 9	1

Add All  
Add  
Remove  
Remove All

Select the animals for export from the “**Animals in Herd**” box and click “**Add**” to move them into the “**Animals to be Exported**” box. If all the animals in the EAC are being certified as part of the same consignment then you can instead click “**Add All**”. If animals are added by mistake they can be removed using the “**Remove**” or “**Remove All**” buttons.

Once satisfied that all the animals for export are in the “**Animals to be Exported**” box click “**Enter**”.



**Export From EAC**

Herd Number:  IACS No/Business Id:

---

Type of trade:  Destination:  Via EAC:

Intended Date Of Export:  Via ROI:  N.I.Port of Exit:  Sailing Time(HH:MM):

Journey Time:  Under 8 hrs  8 or more hrs NOTE : For journeys 8 hours or over to another EU MS, a journey log is required

Consignee Name and Address:

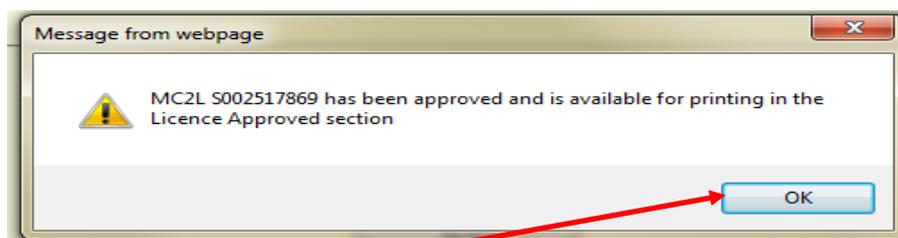
---

Animals in Herd:

Animals To Be Exported:

For client authentication difficulties (eg Client Ref No etc) - herd keepers should contact their local DVO in the first instance

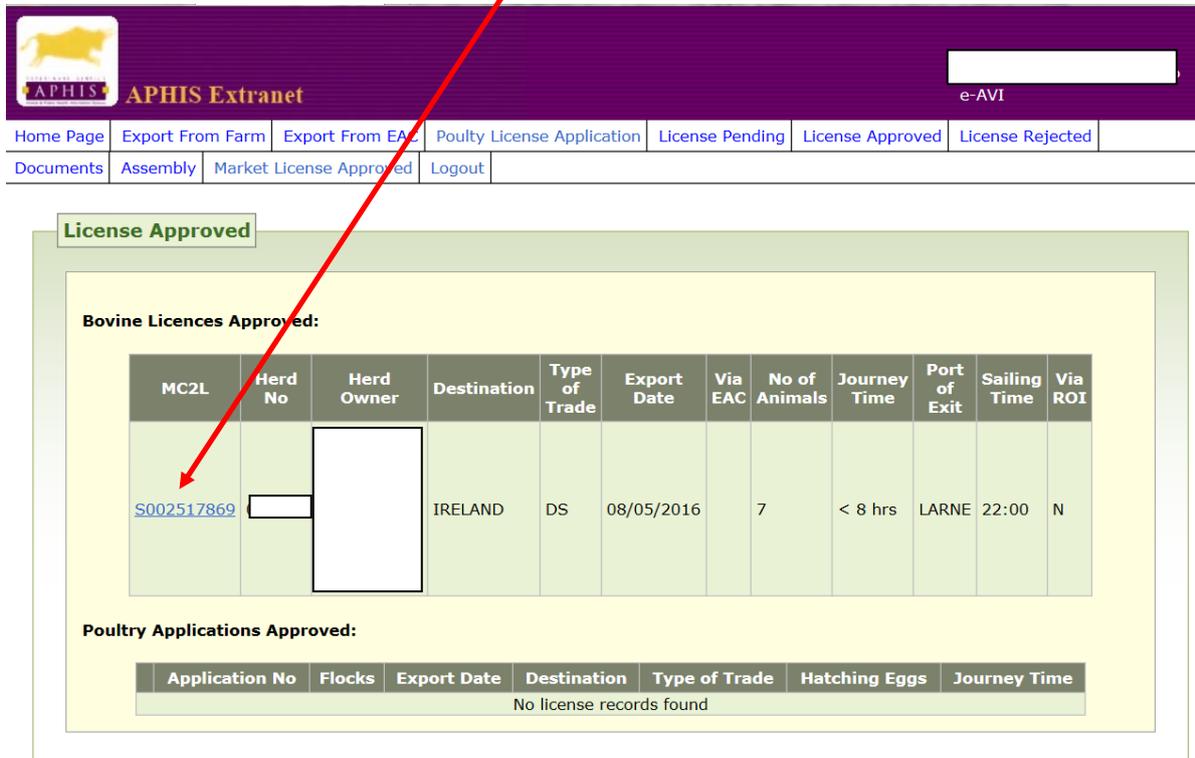
The message shown below will display when this process has completed successfully. This will allow the printing of a movement licence containing all the animals in the consignment plus the support certificates relating to animals which have entered the EAC **directly from farms**. **N.B.** for animals which entered the EAC from a market see section 4.3.2.



Click ‘**OK**’ and then proceed to the ‘**Licence Approved**’ tab on the e-AVI screen.



On the 'Licence Approved' tab select the movement licence related to the assembly by clicking on the "MC2L number" underlined in blue when the cursor hovers over it.



**APHIS Extranet** e-AVI

Home Page | Export From Farm | Export From EAC | Poultry License Application | License Pending | License Approved | License Rejected

Documents | Assembly | Market License Approved | Logout

**License Approved**

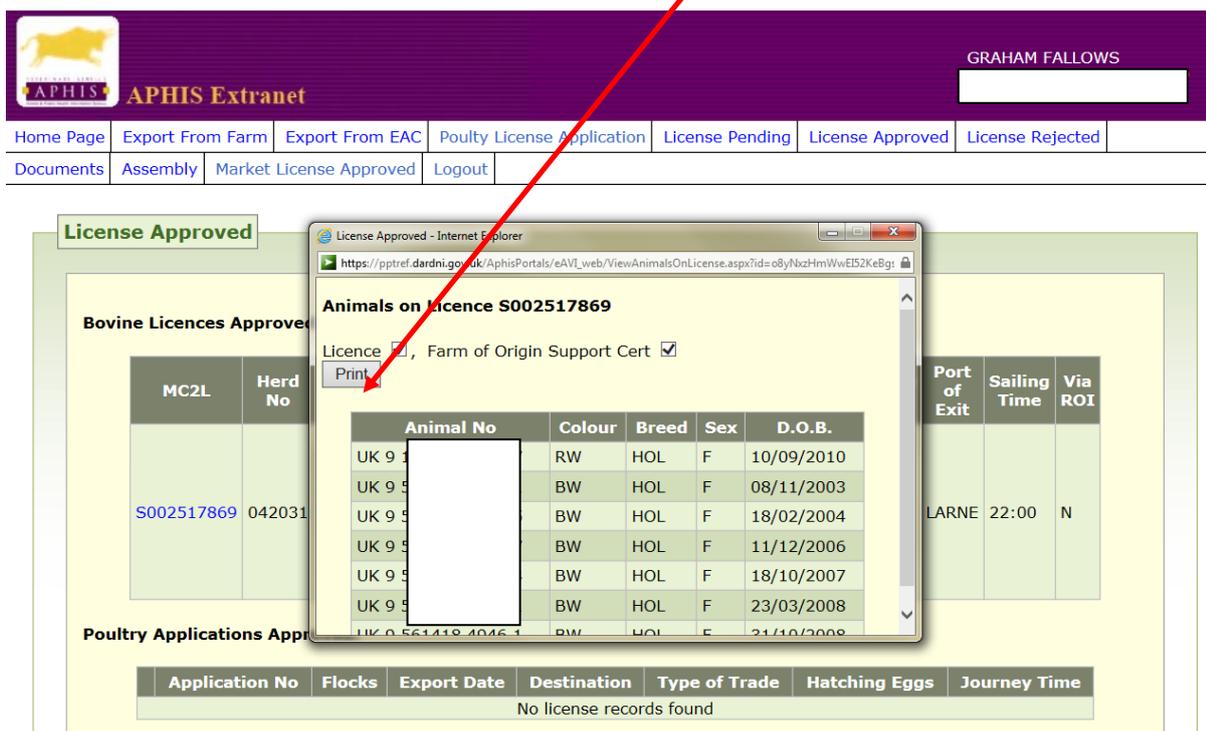
**Bovine Licences Approved:**

MC2L	Herd No	Herd Owner	Destination	Type of Trade	Export Date	Via EAC	No of Animals	Journey Time	Port of Exit	Sailing Time	Via ROI
<a href="#">S002517869</a>			IRELAND	DS	08/05/2016		7	< 8 hrs	LARNE	22:00	N

**Poultry Applications Approved:**

Application No	Flocks	Export Date	Destination	Type of Trade	Hatching Eggs	Journey Time
No license records found						

A window as shown below will display. Click "Print" to obtain the movement licence and Farm of origin support certificates.



**APHIS Extranet** GRAHAM FALLOWS

Home Page | Export From Farm | Export From EAC | Poultry License Application | License Pending | License Approved | License Rejected

Documents | Assembly | Market License Approved | Logout

**License Approved**

**Bovine Licences Approved:**

MC2L	Herd No	Herd Owner	Destination	Type of Trade	Export Date	Via EAC	No of Animals	Journey Time	Port of Exit	Sailing Time	Via ROI
<a href="#">S002517869</a>	042031		IRELAND	DS	08/05/2016		7	< 8 hrs	LARNE	22:00	N

**Poultry Applications Approved:**

Application No	Flocks	Export Date	Destination	Type of Trade	Hatching Eggs	Journey Time
No license records found						

**Animals on Licence S002517869**

Licence , Farm of Origin Support Cert

**Print**

Animal No	Colour	Breed	Sex	D.O.B.
UK 9 5 1	RW	HOL	F	10/09/2010
UK 9 5 2	BW	HOL	F	08/11/2003
UK 9 5 3	BW	HOL	F	18/02/2004
UK 9 5 4	BW	HOL	F	11/12/2006
UK 9 5 5	BW	HOL	F	18/10/2007
UK 9 5 6	BW	HOL	F	23/03/2008
UK 0 561419 4046 1	BW	HOL	F	21/10/2008

The documents will be displayed as shown below. At this point there will be present one movement licence for all the animals in the consignment for export and a support certificate for each movement from a farm to the centre.

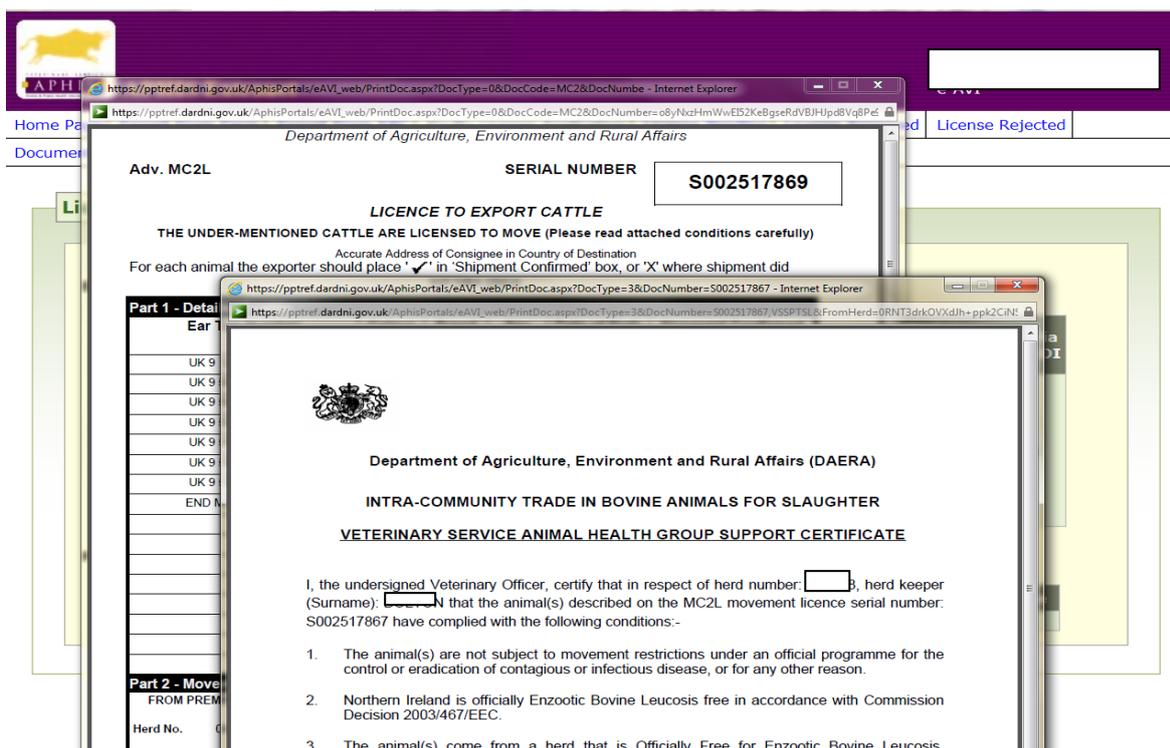
### Tip

It is wise to save these documents to your desktop before printing so that if a problem with printing occurs you can access them again from your desktop.

Each individual document should be printed at this stage as access will be lost to them if they are closed.

To print, click on each document and then press **Ctrl** and **P** on your keyboard. After printing each document, close the window before moving on to the next document. Leaving a document open and attempting to print another may result in problems displaying the new document.

**N.B.** if during printing the documents display as blank screens, and you have not saved them to your desktop you will need to contact the APHIS Support Unit (ASU) to have the documents re-set.



The screenshot displays two overlapping web browser windows from the DAERA e-AVI system. The background window shows a 'Licence to Export Cattle' document with the following details:

- Adv. MC2L
- SERIAL NUMBER: S002517869
- LICENCE TO EXPORT CATTLE
- THE UNDER-MENTIONED CATTLE ARE LICENSED TO MOVE (Please read attached conditions carefully)
- Accurate Address of Consignee in Country of Destination
- For each animal the exporter should place '✓' in 'Shipment Confirmed' box, or 'X' where shipment did

The foreground window shows a 'Veterinary Service Animal Health Group Support Certificate' with the following details:

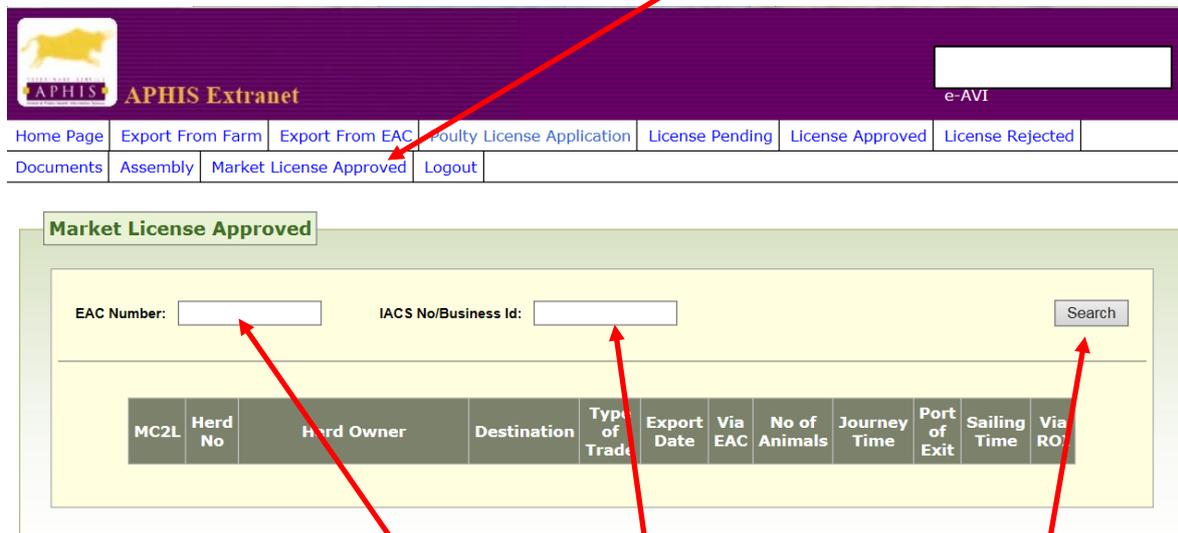
- Department of Agriculture, Environment and Rural Affairs (DAERA)
- INTRA-COMMUNITY TRADE IN BOVINE ANIMALS FOR SLAUGHTER
- VETERINARY SERVICE ANIMAL HEALTH GROUP SUPPORT CERTIFICATE
- I, the undersigned Veterinary Officer, certify that in respect of herd number: [ ] B; herd keeper (Surname): [ ] N that the animal(s) described on the MC2L movement licence serial number: S002517867 have complied with the following conditions:-

- The animal(s) are not subject to movement restrictions under an official programme for the control or eradication of contagious or infectious disease, or for any other reason.
- Northern Ireland is officially Enzootic Bovine Leucosis free in accordance with Commission Decision 2003/467/EEC.
- The animal(s) come from a herd that is Officially Free for Enzootic Bovine Leucosis,

### 4.3.2 Printing Market Support Documents

In the case of any moves into the assembly centre from a market which are destined for EU (including ROI) export it will be necessary to print off the required support certificates. **N.B.** these support documents are not required for animals moving from a market for export to GB.

This can be completed by selecting the 'Market Licence Approved' tab.



APHIS Extranet e-AVI

Home Page | Export From Farm | Export From EAC | Poultry License Application | License Pending | License Approved | License Rejected

Documents | Assembly | Market Licence Approved | Logout

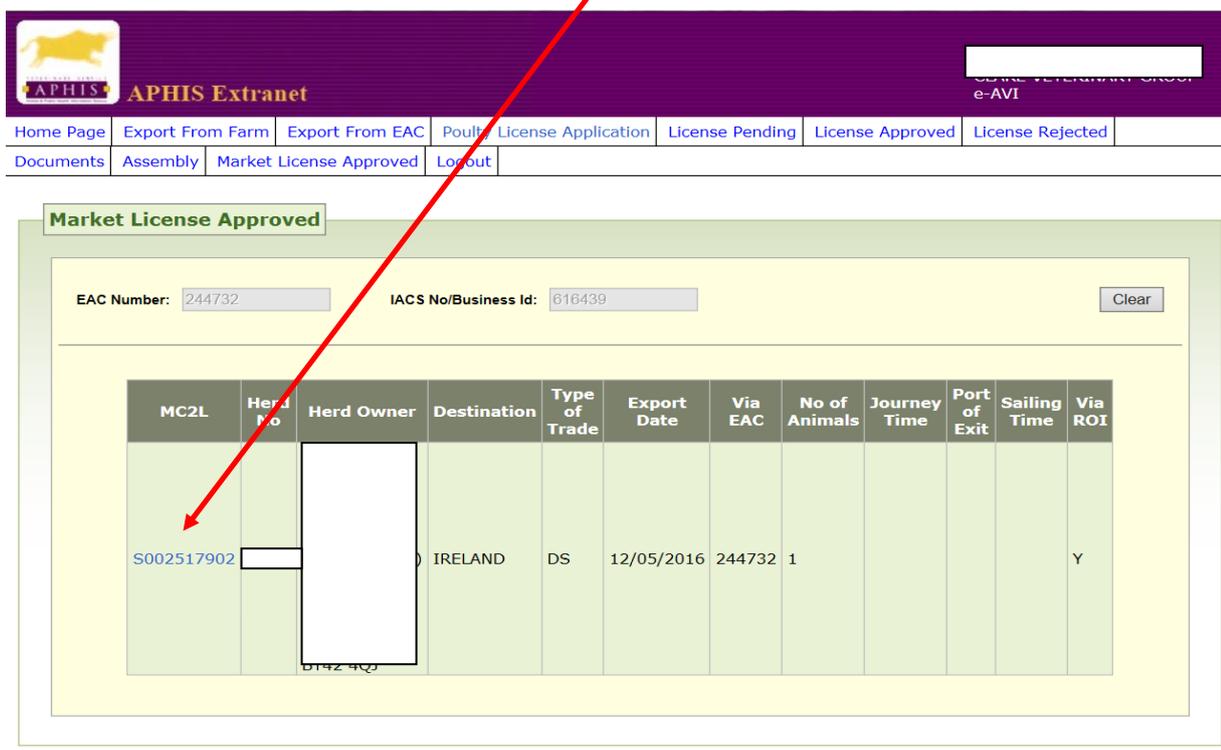
**Market Licence Approved**

EAC Number:  IACS No/Business Id:  Search

MC2L	Herd No	Herd Owner	Destination	Type of Trade	Export Date	Via EAC	No of Animals	Journey Time	Port of Exit	Sailing Time	Via ROI

Enter the appropriate "EAC number" and "Business ID" and click "Search".

The screen below will display. Click on the blue link to open up the Veterinary Service Animal Health Group Support Document for each batch moving into the EAC from a market.



APHIS Extranet e-AVI

Home Page | Export From Farm | Export From EAC | Poultry License Application | License Pending | License Approved | License Rejected

Documents | Assembly | Market Licence Approved | Logout

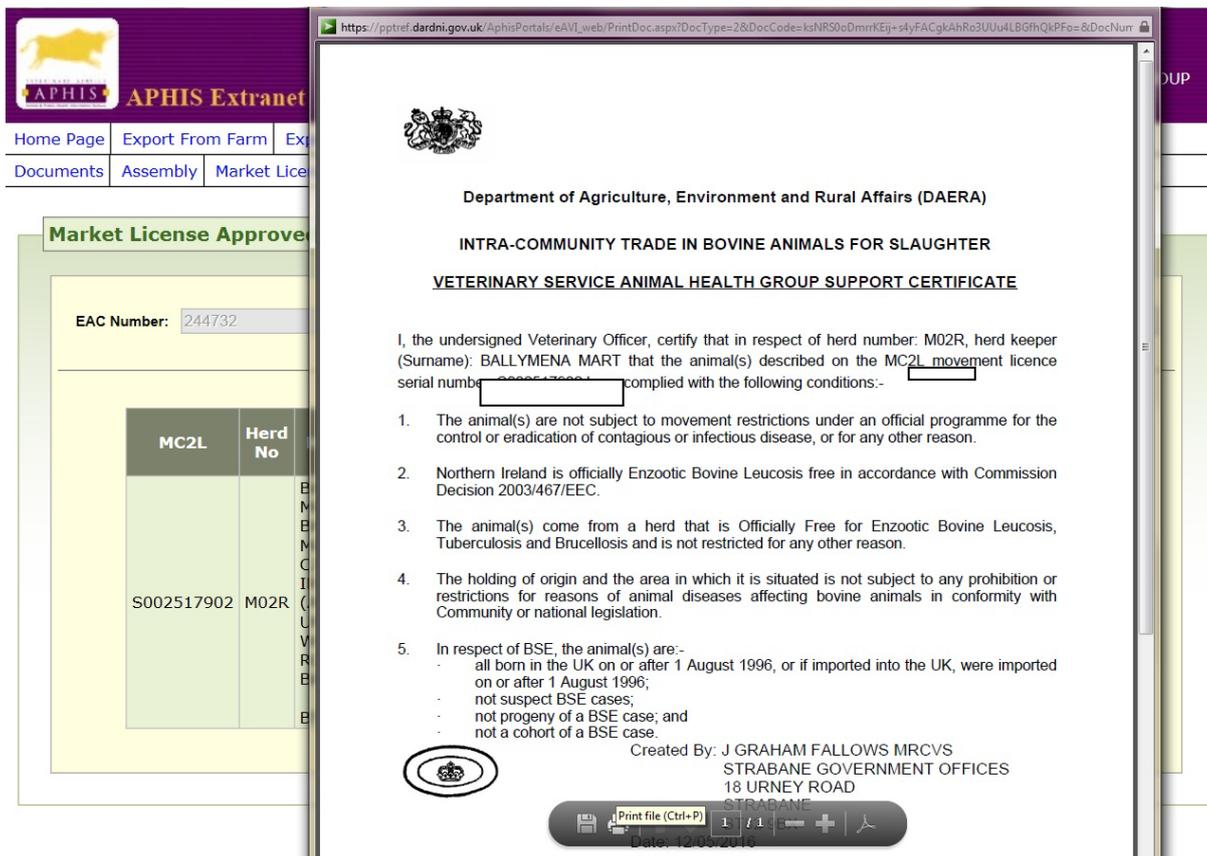
**Market Licence Approved**

EAC Number: 244732 IACS No/Business Id: 616439 Clear

MC2L	Herd No	Herd Owner	Destination	Type of Trade	Export Date	Via EAC	No of Animals	Journey Time	Port of Exit	Sailing Time	Via ROI
<a href="#">S002517902</a>			IRELAND	DS	12/05/2016	244732	1				Y

**N.B.** there should be one of these support documents for each MC2L licence accompanying animals into the EAC from a market when the exports is destined for an EU member state.

This support document should be either printed or saved electronically on your computer. It is required to enable the certifying aPVP to sign the health certificate.



The screenshot shows the APHIS Extranet interface. On the left, there is a navigation menu with 'Market License Approvals' selected. The main content area displays a 'Market License Approval' form with an 'EAC Number' of 244732 and a table with the following data:

MC2L	Herd No
S002517902	M02R

To the right, a 'VETERINARY SERVICE ANIMAL HEALTH GROUP SUPPORT CERTIFICATE' is displayed. The certificate is for 'INTRA-COMMUNITY TRADE IN BOVINE ANIMALS FOR SLAUGHTER' and certifies that the animal(s) described on the MC2L movement licence serial number S002517902 comply with the following conditions:

- The animal(s) are not subject to movement restrictions under an official programme for the control or eradication of contagious or infectious disease, or for any other reason.
- Northern Ireland is officially Enzootic Bovine Leucosis free in accordance with Commission Decision 2003/467/EEC.
- The animal(s) come from a herd that is Officially Free for Enzootic Bovine Leucosis, Tuberculosis and Brucellosis and is not restricted for any other reason.
- The holding of origin and the area in which it is situated is not subject to any prohibition or restrictions for reasons of animal diseases affecting bovine animals in conformity with Community or national legislation.
- In respect of BSE, the animal(s) are:-
  - all born in the UK on or after 1 August 1996, or if imported into the UK, were imported on or after 1 August 1996;
  - not suspect BSE cases;
  - not progeny of a BSE case; and
  - not a cohort of a BSE case.

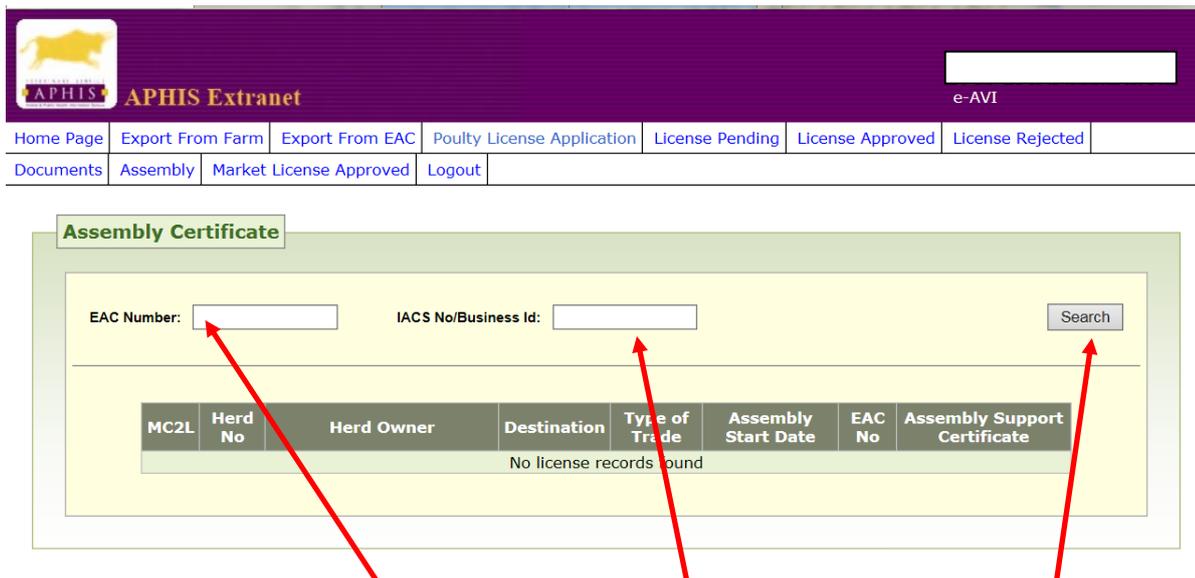
The certificate is signed by J GRAHAM FALLOWS MRCVS, STRABANE GOVERNMENT OFFICES, 18 URNEY ROAD, STRABANE. The date is 12/05/2016.

Print each support certificate individually and after printing close the window before moving on to the next document. Leaving a document open and attempting to print another may result in problems displaying the new document.

#### 4.3.3 Printing the Export Assembly centre support

For all assemblies an assembly centre support certificate is required. This support document is created by a Veterinary officer in the DAERA office when they are alerted that a new assembly is occurring. This document must be printed off so that the aPVP can sign the health certificate.

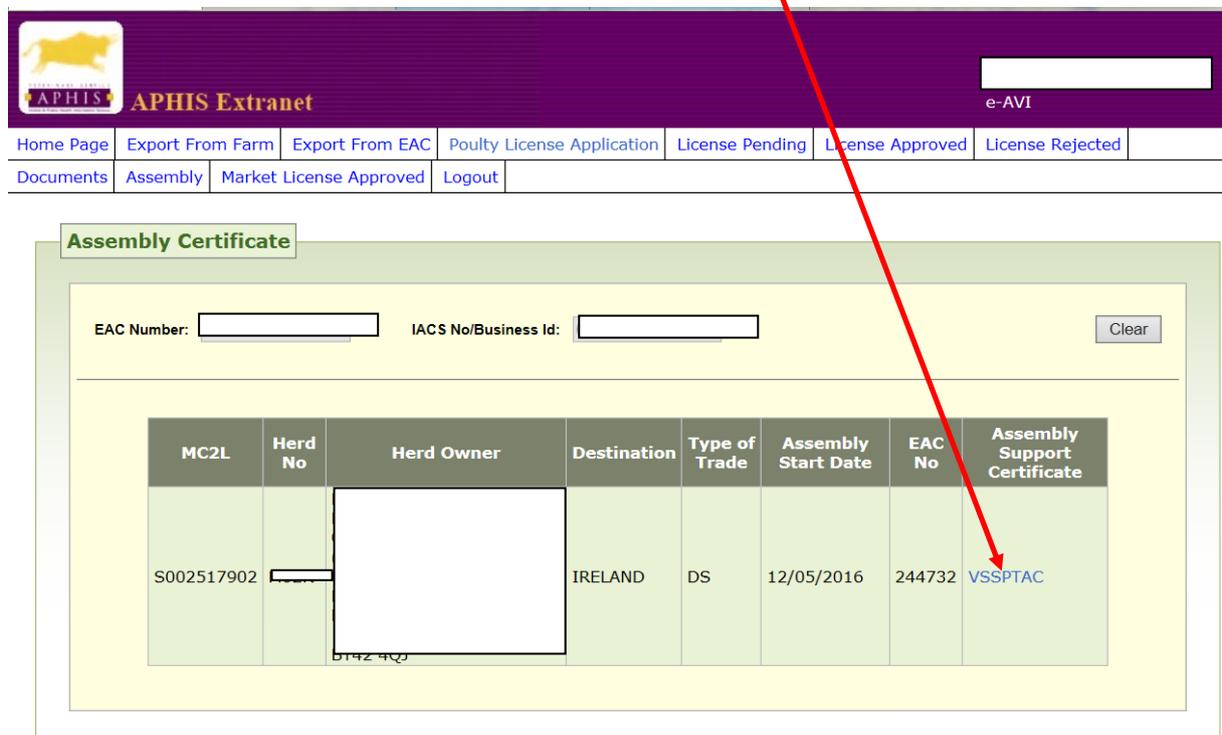
In order to print off the assembly centre support document select the '**Assembly**' tab. On selection of the '**Assembly**' tab the following screen will appear.



Enter the appropriate “**EAC number**” and “**Business ID**” and click “**Search**”

The screen below will display.

Click on the [blue link](#) to open up the Assembly Support Certificate.



MC2L	Herd No	Herd Owner	Destination	Type of Trade	Assembly Start Date	EAC No	Assembly Support Certificate
S002517902			IRELAND	DS	12/05/2016	244732	<a href="#">VSSPTAC</a>





**APHIS Extranet**

Home Page | Export From Farm | Export  
Documents | Assembly | Market Licenses

**Assembly Certificate**

EAC Number: 244732

MC2L	Herd No
S002517902	M02R

**Department of Agriculture, Environment and Rural Affairs (DAERA)**

**INTRA-COMMUNITY TRADE IN BOVINE ANIMALS EXPORTED FROM AN EU APPROVED ASSEMBLY CENTRE IN NORTHERN IRELAND**

**VETERINARY SERVICE ANIMAL HEALTH GROUP SUPPORT CERTIFICATE**

Date assembly commenced for DIRECT SLAUGHTER - 12/05/2016

I, the undersigned Veterinary Officer, certify that in respect of Assembly Centre Number:  Assembly Centre (Name):

1. The Assembly Centre, and the area in which it is situated, on the date specified below were not subject to any prohibition or restrictions for reasons of animal diseases affecting bovine animals in conformity with Community or national legislation.



Created By: J GRAHAM FALLOWS MRCVS  
STRABANE GOVERNMENT OFFICES  
18 URNEY ROAD  
STRABANE  
BT82 9BX

Date: 12/05/2016

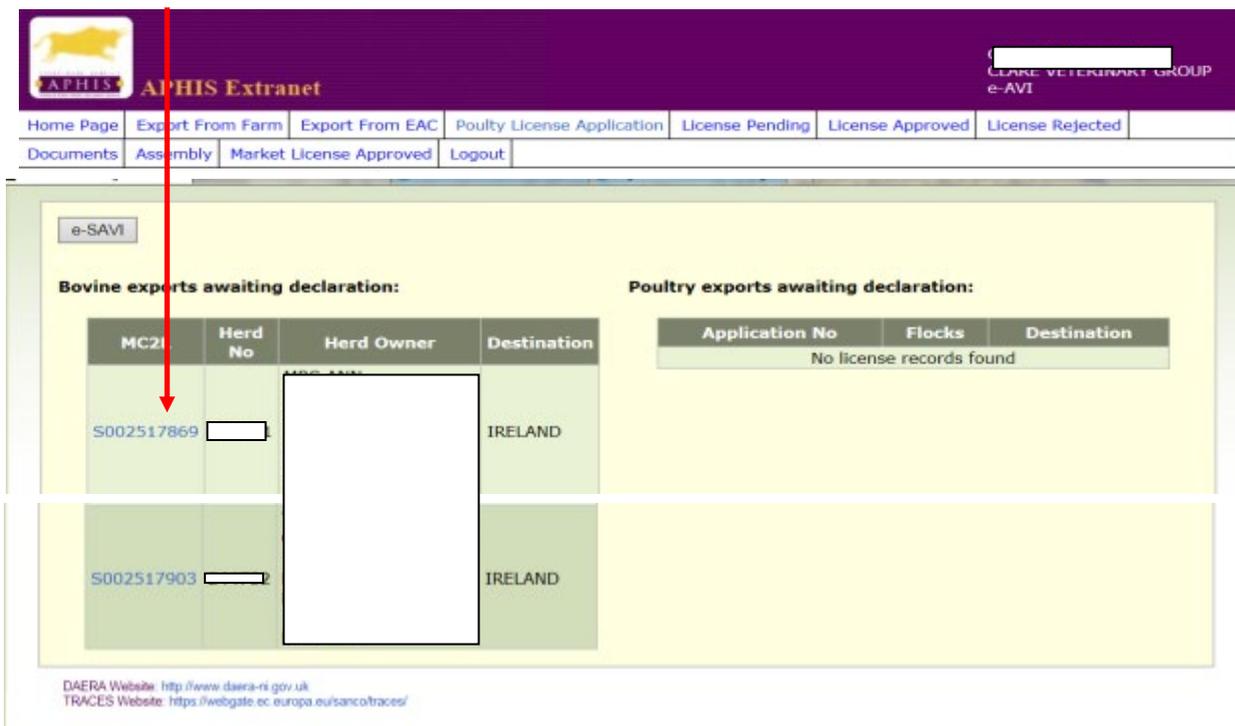
**This Veterinary Service Animal Health Group Support Certificate is valid for 10 days.**

[Back to Index](#)

#### 4.3.4 Completing the aPVP Export Declaration

After Veterinary inspection of the animals the Vet should move all animals being exported out of the assembly centre. In order to complete this the aPVP should sign on to e-AVI using their own log on code. This part of the process cannot be delegated to practice administrative staff.

On logging on all exports awaiting declaration for the practice will be displayed. Select the declaration relating to this assembly and open it up by clicking on the [blue link](#).



The screenshot shows the APHIS Extranet e-AVI interface. The top navigation bar includes links for Home Page, Export From Farm, Export From EAC, Poultry License Application, License Pending, License Approved, License Rejected, Documents, Assembly, Market License Approved, and Logout. The main content area is titled 'e-SAVI' and displays two sections: 'Bovine exports awaiting declaration' and 'Poultry exports awaiting declaration'. The 'Bovine exports' section contains a table with columns for MC21, Herd No, Herd Owner, and Destination. The first row is highlighted in blue and has a red arrow pointing to it. The 'Poultry exports' section shows a message: 'No license records found'.

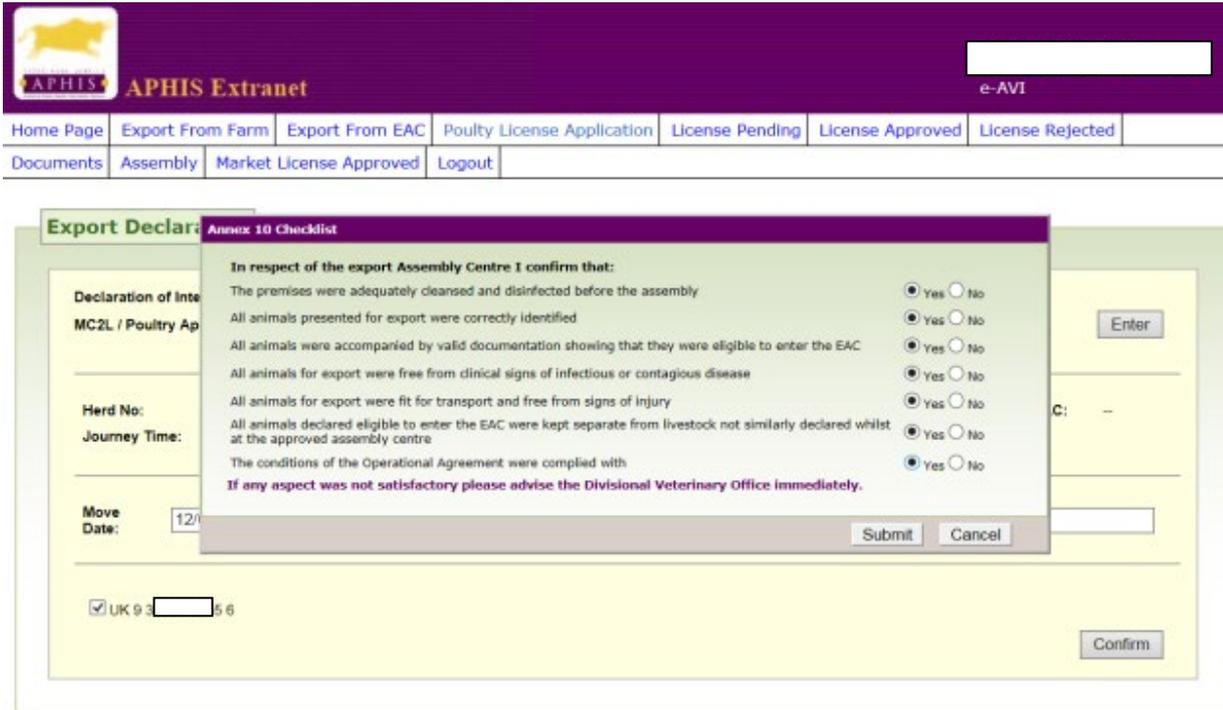
MC21	Herd No	Herd Owner	Destination
S002517869	<input type="text"/>	<input type="text"/>	IRELAND
S002517903	<input type="text"/>	<input type="text"/>	IRELAND

DAERA Website: <http://www.daera-ni.gov.uk>  
TRACES Website: <https://webgate.ec.europa.eu/sanco/traces/>

The export declaration should be completed as described in section 3.3.6. Any animals listed which are not being exported e.g. because they are unfit for transport should have the tick removed opposite their number.

On clicking "Confirm" a pop up screen will appear on which the aPVP will have to confirm aspects of the EAC operation as shown below.

In order to complete the Export Declaration the aPVP will have to click the "Yes" option for each of the questions. If the answer to any of the questions is "No" the export should not proceed and the local DAERA office should be advised immediately.

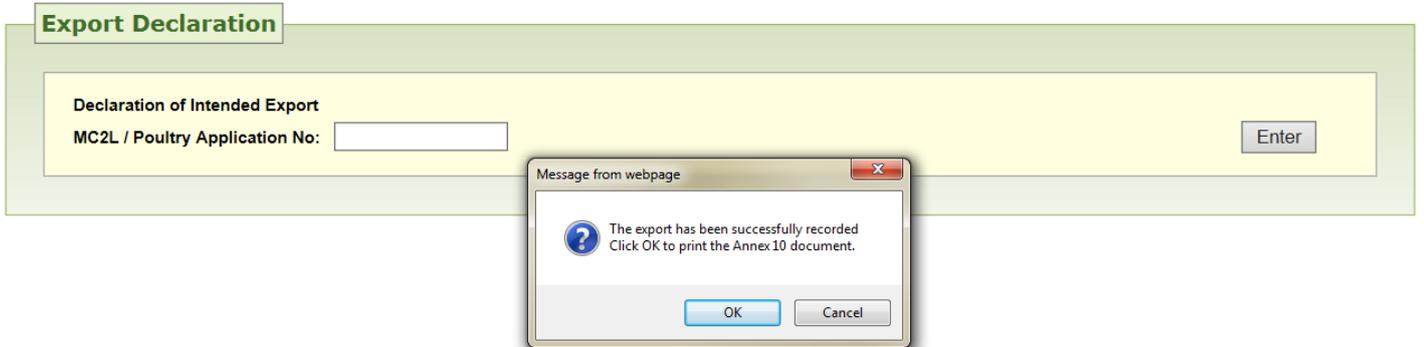


The screenshot shows the APHIS Extranet interface. At the top, there is a navigation menu with links: Home Page, Export From Farm, Export From EAC, Poultry License Application, License Pending, License Approved, License Rejected, Documents, Assembly, Market License Approved, and Logout. A search box labeled 'e-AVI' is on the right. The main content area is titled 'Export Declaration' and contains a form for 'Declaration of Intended Export MC2L / Poultry Application'. The form includes fields for 'Herd No:', 'Journey Time:', and 'Move Date:'. A modal window titled 'Annex 10 Checklist' is overlaid on the form, containing the following text: 'In respect of the export Assembly Centre I confirm that:'. Below this are seven statements, each with a 'Yes' or 'No' radio button:
 

- The premises were adequately cleansed and disinfected before the assembly
- All animals presented for export were correctly identified
- All animals were accompanied by valid documentation showing that they were eligible to enter the EAC
- All animals for export were free from clinical signs of infectious or contagious disease
- All animals for export were fit for transport and free from signs of injury
- All animals declared eligible to enter the EAC were kept separate from livestock not similarly declared whilst at the approved assembly centre
- The conditions of the Operational Agreement were complied with

 At the bottom of the modal window are 'Submit' and 'Cancel' buttons. Below the modal window, there is a checkbox for 'UK 93' and a 'Confirm' button.

Once the “**Submit**” button is clicked a message will display as below.



The screenshot shows the 'Export Declaration' form with a message dialog box open. The dialog box is titled 'Message from webpage' and contains the following text: 'The export has been successfully recorded. Click OK to print the Annex 10 document.' Below the text are 'OK' and 'Cancel' buttons. The background form shows the 'Declaration of Intended Export MC2L / Poultry Application No:' field and an 'Enter' button.

You will then have the option of printing the **Annex 10** document for your own records.

[Back to Index](#)

## **5. Processing a Sheep/Goat Export on e-SAVI from a Farm**

### **5.1 GB Sheep/Goat Export from a Farm** **(Breeding & Production or Slaughter) - Step by Step summary**

1. Exporter makes an application to aPVP using the TRACES application form. This will guide the exporter to supply all information required to complete the certificate.  
<https://www.daera-ni.gov.uk/publications/traces-application-form>
2. aPVP logs onto e-SAVI and enters the relevant information relating to the export. Application is forwarded electronically to the DAERA office.
3. DAERA generates a support certificate for the application which will be available electronically through e-SAVI on your practice computer.
4. aPVP / aPVP Staff Logs onto practice e-SAVI account and prints off the Movement Licence (OVNLIC), and Veterinary Service Animal Health Group Support Certificate. Print 3 copies of the OVNLIC stamping two as copies.
5. Print off the GB Export Health Certificate (2 copies if aPVP uses carbon paper) from e-SAVI related to the type of export you are processing.
6. Print the relevant Owners Declaration and Animal Transport certificate from the DAERA website. <https://www.daera-ni.gov.uk/articles/exporting-sheep-goats-great-britain-and-eu-member-states>. Enter the serial number of the GB health certificate on the Owner's Declaration
7. Bundle these forms together for the aPVP so that the export inspection can go ahead.
8. aPVP proceeds to check the animals, completing the health certificate. Any animals not fit to travel should be deleted from the OVNLIC and the changes initialled and stamped by the aPVP.
9. aPVP makes a "True Copy" of the completed, signed, stamped and fan stamped certificate and OVNLIC and stamps as "Copy".
10. All forms required by the exporter to travel with the animals are left with exporter.
11. aPVP returns with copies of the items to be kept as a record of the export along with Veterinary Service Support Certificate & Owners & Transporters declarations.
12. aPVP completes export declaration on e-SAVI by inputting the dummy TRACES reference number in the required field on e-SAVI using the following format **GB.1234.1234567**. This can only be completed by an aPVP and no earlier than 24 hours before the actual movement date.
13. File all the documents relating to the export for at least 2 years as they may be required for audit purposes.  
[Back to Index](#)

## **5.2 EU Sheep/Goat Export from a Farm** **(Breeding/fattening or slaughter) Step by Step summary**

1. Exporter makes an application to aPVP using the TRACES application form <https://www.daera-ni.gov.uk/publications/traces-application-form>.  
 This will guide the exporter to supply all information required to complete the certificate. In the case of an export with a journey time of over 8 hours the exporter should have a journey log approved by DAERA.
2. aPVP / aPVP staff logs onto e-SAVI and enters the relevant information relating to the export. Application is forwarded electronically to the DAERA office.
3. DAERA generates a support certificate for the application which will be available electronically through e-SAVI on your practice computer.
4. aPVP / aPVP staff Logs onto practice e-SAVI account and prints off the Movement Licence (OVNLIC) and Veterinary Service Animal Health Group Support Certificate. Print 3 copies of the OVNLIC stamping two as copies.
5. aPVP / aPVP staff logs on to TRACES NT and generates the appropriate ITAHC. Proceed to the stage of “submit decision” (thereby completing the notification of the destination member state). Print off the ITAHC which will be watermarked “Valid” (2 copies if aPVP uses carbon paper). Print a foreign language copy if appropriate.
6. Print the relevant Owners Declaration and Animal Transport certificate (if the journey is less than 8 hours) from the DAERA website. <https://www.daera-ni.gov.uk/articles/exporting-sheep-goats-great-britain-and-eu-member-states>.
7. These various forms should be bundled together for the aPVP so that the export inspection can go ahead.
8. aPVP proceeds to check the animals, completing the health certificate (and copy). Any animals not fit to travel should be deleted from the OVNLIC and the changes initialled and stamped by the aPVP.
9. aPVP makes a “True Copy” of the completed, signed, stamped and fan stamped certificate(s) and OVNLIC and stamps as “Copy.”
10. All forms required by the exporter to travel with the animals are left with exporter.
11. aPVP returns with copies of the items to be kept as a record of the export along with Veterinary Service Support Certificates & Owners & Transporters declarations.
12. If any changes are required to the details originally entered on the ITAHC, log onto TRACES NT and update the original certificate by using the **Copy as Replacement** action. This will generate an updated notification to the destination member state.

- 13.** aPVP completes export declaration on e-SAVI. This can only be done by an aPVP and no earlier than 24 hours before the actual movement date.
- 14.** File all the documents relating to the export for at least 2 years as they may be required for audit purposes.

### 5.3 Processing a Sheep Export from a Farm – Detailed Instructions

(N.B. this section covers both GB and EU Exports)

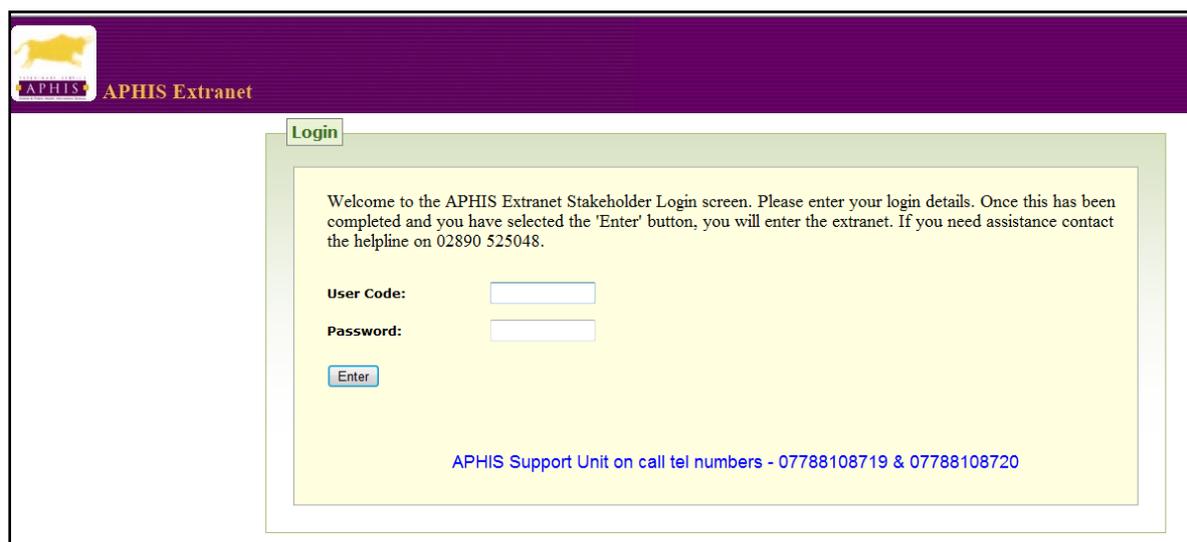
#### 5.3.1 Registration for e-SAVI and logging on

The first requirement to use the e-SAVI system is that members of the practice register with the APHIS support unit (ASU) their intention to use the e-SAVI and TRACES systems. A registration form and instruction to register is available on request from ASU.

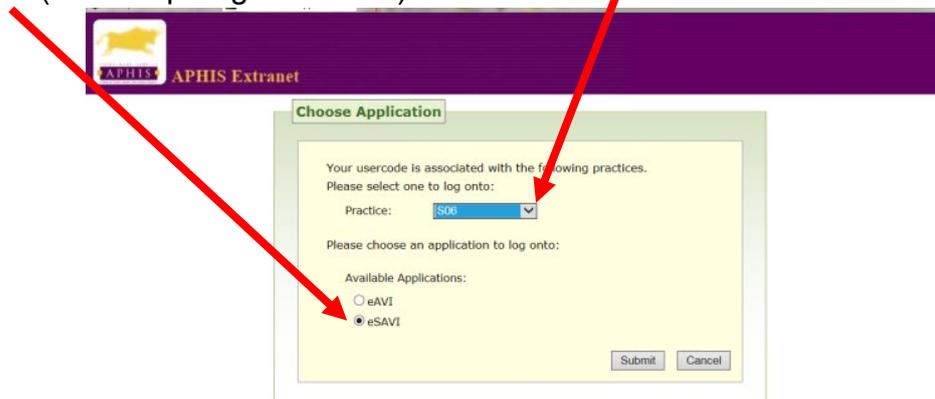
When registered to use e-SAVI the following web address should be used with the web browser to access the logon page.

<https://www2.daerani.gov.uk/aphisportals/login.aspx>.

The APHIS Extranet Login page will appear as below. In order to log in a user code and password should be inputted in the window below.

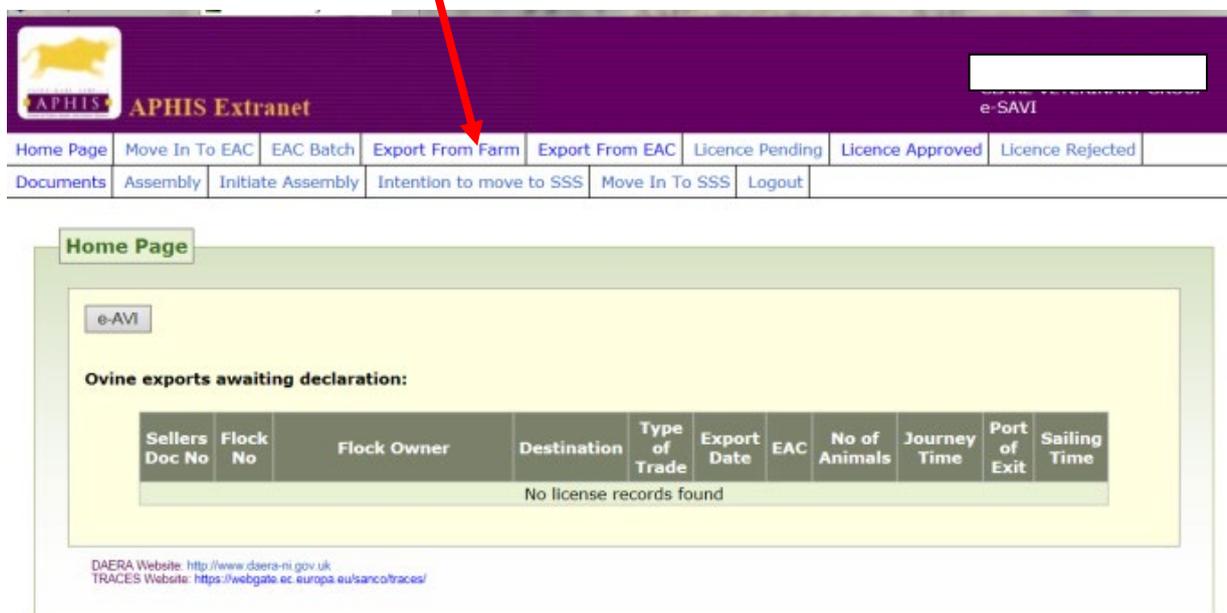


You will then have to select the practice code from the drop down menu and select e-SAVI (for sheep or goat moves).



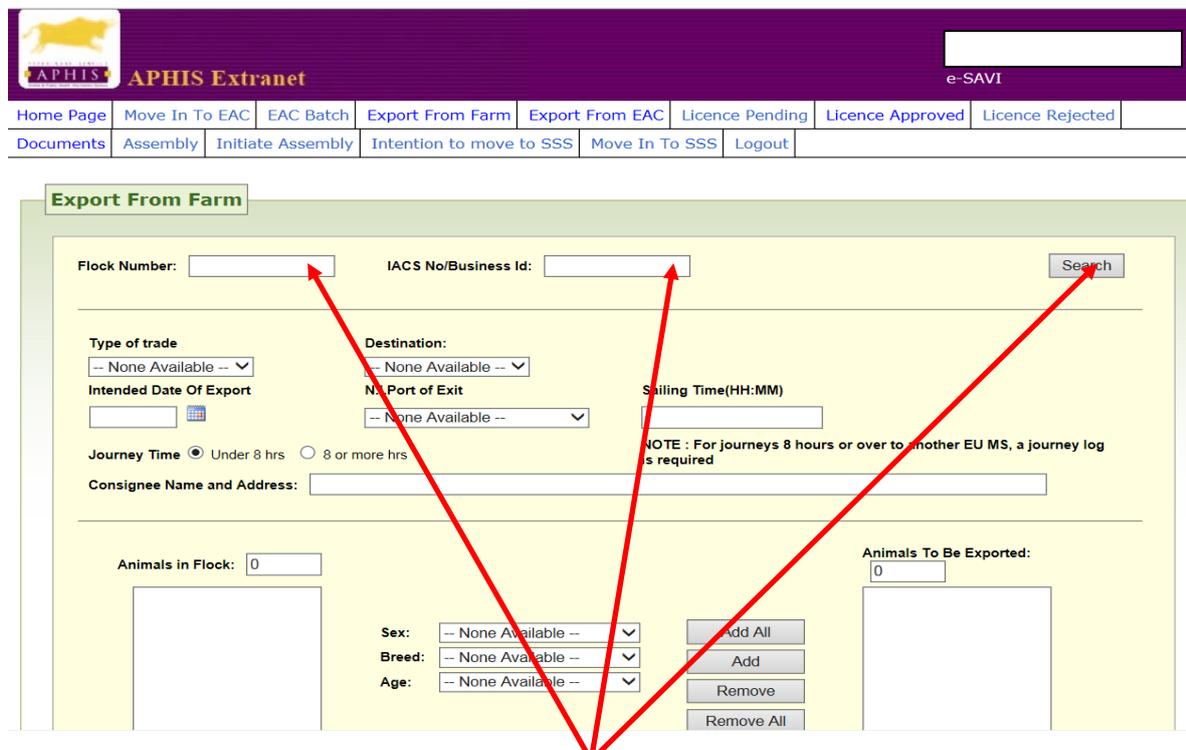
### 5.3.2 Processing a sheep/goat export application on e-SAVI for an export from a farm

Click on the “Export from Farm” tab.



The screenshot shows the APHIS Extranet interface. The navigation menu includes: Home Page, Move In To EAC, EAC Batch, **Export From Farm**, Export From EAC, Licence Pending, Licence Approved, Licence Rejected, Documents, Assembly, Initiate Assembly, Intention to move to SSS, Move In To SSS, and Logout. The main content area is titled 'Home Page' and contains an 'e-AVI' section with the heading 'Ovine exports awaiting declaration:'. Below this is a table with columns: Sellers Doc No, Flock No, Flock Owner, Destination, Type of Trade, Export Date, EAC, No of Animals, Journey Time, Port of Exit, and Sailing Time. The table is currently empty with the message 'No license records found'. At the bottom, there are links for DAERA Website and TRACES Website.

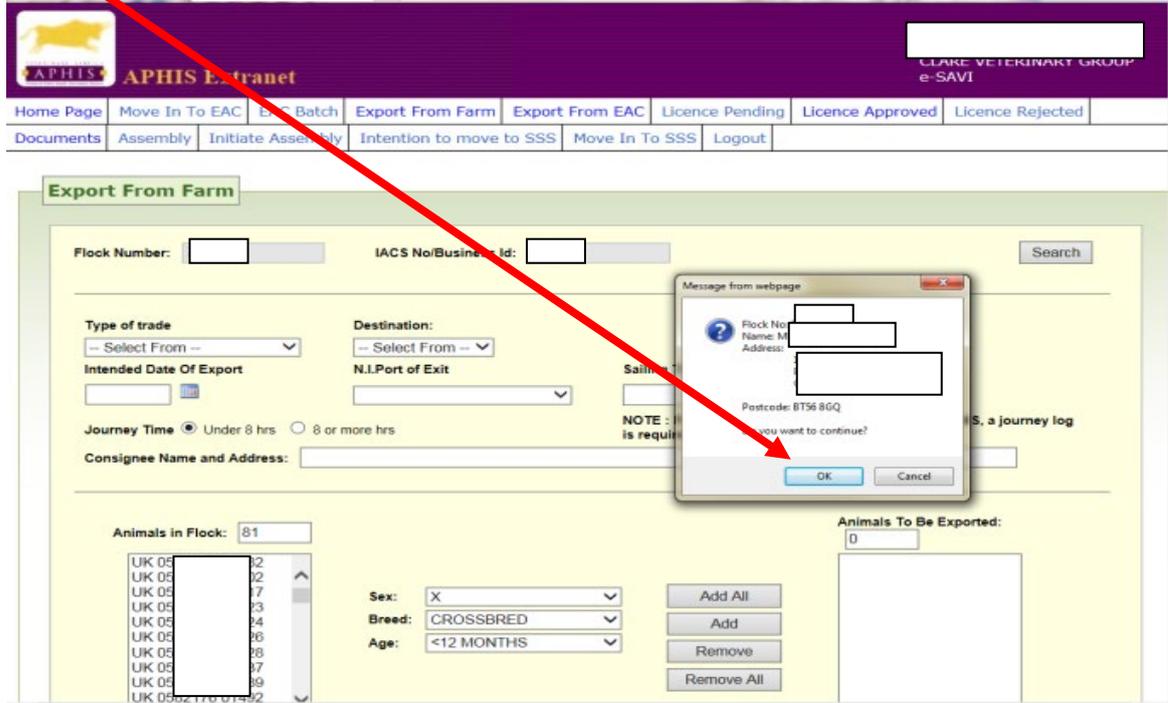
The following window will appear.



The screenshot shows the 'Export From Farm' form. It includes input fields for 'Flock Number' and 'IACS No/Business Id', and a 'Search' button. Below these are dropdown menus for 'Type of trade' and 'Destination', and input fields for 'Intended Date Of Export', 'Port of Exit', and 'Sailing Time(HH:MM)'. There are radio buttons for 'Journey Time' (Under 8 hrs or 8 or more hrs). A 'Consignee Name and Address' field is also present. At the bottom, there are input fields for 'Animals in Flock' and 'Animals To Be Exported', along with dropdown menus for 'Sex', 'Breed', and 'Age', and buttons for 'Add All', 'Add', 'Remove', and 'Remove All'. A note states: 'NOTE : For journeys 8 hours or over to another EU MS, a journey log is required'. Red arrows point to the 'Flock Number' and 'IACS No/Business Id' fields, and the 'Search' button.

Input the flock/herd number and business id related to the exporting flock/herd and click “Search”.

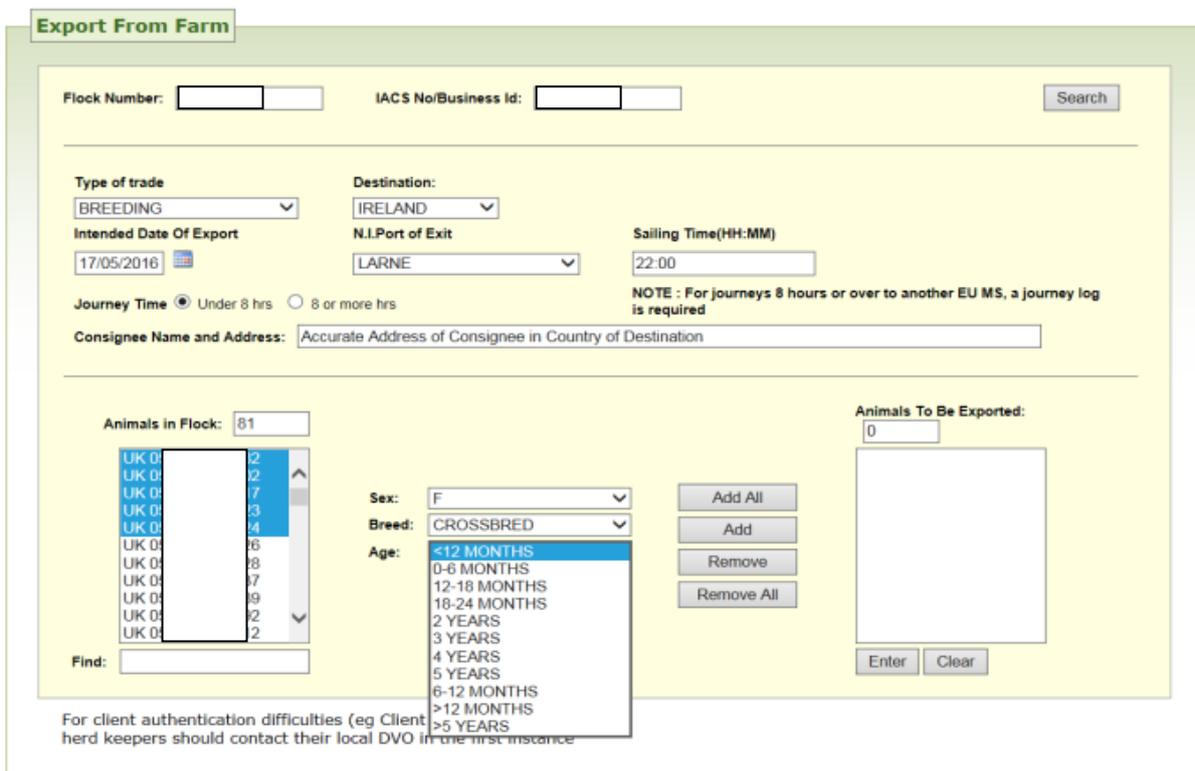
Verification of the details of the exporting flock/herd will be displayed.  
Click **OK** if correct or **Cancel** if incorrect.



The screenshot shows the 'Export From Farm' form in the APHIS e-tranet system. A confirmation dialog box titled 'Message from webpage' is overlaid on the form, asking 'Do you want to continue?' with 'OK' and 'Cancel' buttons. A red arrow points from the text above to the 'OK' button. The form fields include:

- Flock Number: [ ] IACS No/Business Id: [ ] Search
- Type of trade: -- Select From --
- Destination: -- Select From --
- Intended Date Of Export: [ ]
- N.I.Port of Exit: [ ]
- Sailing Time: [ ]
- Journey Time:  Under 8 hrs  8 or more hrs
- NOTE: For journeys 8 hours or over to another EU MS, a journey log is required
- Consignee Name and Address: [ ]
- Animals in Flock: 81
- Animals To Be Exported: 0
- Sex: X
- Breed: CROSSBRED
- Age: <12 MONTHS
- Buttons: Add All, Add, Remove, Remove All

Select the **type of trade**, the **destination**, the intended **date of export**, the **port** and the **sailing time** (if applicable) **journey time** and **Consignee Name and Address** as shown below.



The screenshot shows the 'Export From Farm' form with the following values entered:

- Flock Number: [ ] IACS No/Business Id: [ ] Search
- Type of trade: BREEDING
- Destination: IRELAND
- Intended Date Of Export: 17/05/2016
- N.I.Port of Exit: LARNE
- Sailing Time(HH:MM): 22:00
- Journey Time:  Under 8 hrs  8 or more hrs
- NOTE: For journeys 8 hours or over to another EU MS, a journey log is required
- Consignee Name and Address: Accurate Address of Consignee in Country of Destination
- Animals in Flock: 81
- Animals To Be Exported: 0
- Sex: F
- Breed: CROSSBRED
- Age: <12 MONTHS (dropdown menu is open showing options: 0-6 MONTHS, 12-18 MONTHS, 18-24 MONTHS, 2 YEARS, 3 YEARS, 4 YEARS, 5 YEARS, 6-12 MONTHS, >12 MONTHS, >5 YEARS)
- Buttons: Add All, Add, Remove, Remove All, Enter, Clear

For client authentication difficulties (eg Client herd keepers should contact their local DVO in the first instance)



**Export From Farm**

Flock Number:  IACS No/Business Id:

---

Type of trade:  Destination:

Intended Date Of Export:  N.I.Port of Exit:  Sailing Time(HH:MM):

Journey Time:  Under 8 hrs  8 or more hrs **NOTE : For journeys 8 hours or over to another EU MS, a journey log is required**

Consignee Name and Address:

---

Animals in Flock:  Animals To Be Exported:

UK 05	2
UK 05	2
UK 05	7
UK 05	3
UK 05	4

Sex:  Breed:  Age:

Find:

For client authentication difficulties (eg Client Ref No etc) - herd keepers should contact their local DVO in the first instance

When all animals to be exported have been selected, click **'Enter'** and an application will be forwarded to DAERA for approval and generation of support documentation. An automatic e-mail will also be sent to DAERA to inform them that a request for support certification has been forwarded.

All required fields must be completed in order to be able to proceed.

For any animals not eligible for export a message will display giving the reason that the animal is ineligible and asking if you want to submit the application for the rest of the animals.

If all animals selected are eligible for the type of export selected a message as below will be displayed.

**Export From Farm**

The application for A000162009 has been submitted to the herds DVO for approval.

It may be useful to take note of this number which is the serial number of the movement licence and enables you to locate the export at the next stage.

While awaiting approval by DAERA the licence will display in the “**Licence Pending**” tab.

Once approved by DAERA it will move to the “**Licence Approved**” tab.




**APHIS Extranet**

[Home Page](#) | [Move In To EAC](#) | [EAC Batch](#) | [Export From Farm](#) | [Export From EAC](#) | [Licence Pending](#) | [Licence Approved](#) | [Licence Rejected](#)

[Documents](#) | [Assembly](#) | [Initiate Assembly](#) | [Intention to move to SSS](#) | [Move In To SSS](#) | [Logout](#)

**Licence Approved**

**Ovine Licences Approved**

Sellers Doc No	Flock No	Flock Owner	Destination	Type of Trade	Export Date	EAC	No of Animals	Journey Time	Port of Exit	Sailing Time
<a href="#">A000162809</a>			IRELAND	BG	17/05/2016	N	5	< 8 hrs	LARNE	22:00

**Special Sheep Sale Licences Approved**

Sellers Doc No	Flock No	Flock Owner	Move Date	SSS	No of Animals
No special sheep sale license records found					

To open the licence click on the appropriate [blue](#) link. The window below will open which allows printing of the “Licence” and “Farm of Origin Support certificate”.



Click "Print"

The screenshot shows the e-SAVI interface for licence A000162009. A red arrow points to the 'Print' button in the 'Animals on Licence' section. The interface includes a navigation menu, a status bar, and several data tables.

**Animals on Licence A000162009**

Animals on Licence , Farm of Origin Support Cert

Print

Animal No	Breed	Sex	Age
1082	CROSSBRED	F	<12 MONTHS
1102	CROSSBRED	F	<12 MONTHS
1117	CROSSBRED	F	<12 MONTHS
1123	CROSSBRED	F	<12 MONTHS
1124	CROSSBRED	F	<12 MONTHS

Port	te	EAC	No of Animals	Journey Time	Port of Exit	Sailing Time			
A000162009		IRELAND	BG	17/05/2016	N	5	< 8 hrs	LARNE	22:00

**Special Sheep Sale Licences Approved**

Sellers Doc No	Flock No	Flock Owner	Move Date	SSS	No of Animals
No special sheep sale license records found					



The screenshot shows two browser windows from the DAERA website. The left window displays 'Animals on Licence A000162009' with a table of animals and a 'Movement of Animals Licence' form. The right window displays a 'VETERINARY SERVICE ANIMAL HEALTH GROUP SUPPORT CERTIFICATE' with a list of conditions for intra-community trade in ovine/caprine animals.

**Animals on Licence A000162009**

Licence , Farm of Origin Support Cert

Animal No.	UK	2
	UK	2
	UK	7
	UK	3
	UK	0582059 01124

**Department of Agriculture, Environment and Rural Affairs (DAERA)**

**INTRA-COMMUNITY TRADE IN OVINE/CAPRINE ANIMALS FOR BREEDING DIRECT FROM THEIR PREMISES OF ORIGIN**

**VETERINARY SERVICE ANIMAL HEALTH GROUP SUPPORT CERTIFICATE**

The undersigned Veterinary Officer certifies that the Flock / Herd registered to Mr. / Mrs. [redacted] Flock / Herd Number [redacted] complies with the following conditions:

1. Animals in this flock/herd are not due to be destroyed under a scheme to eradicate a contagious or infectious disease. Furthermore, this flock/herd is not situated in a protection zone set up in respect of an outbreak of such diseases.
2. The flock/herd is not the subject of animal health measures pursuant to Community legislation on Foot and Mouth disease.
3. Vaccination against Foot and Mouth disease is prohibited in Northern Ireland.
4. The following diseases have not been officially recorded in the flock within the time frames specified:
  - (i) Jaagsiekte (pulmonary adenomatosis) – 3 years
  - (ii) Maedi-visna/Caprine viral arthritis/encephalitis - 3 years (or 12 months in the case of maedi-visna or caprine viral arthritis encephalitis where infected animals have been slaughtered and the remaining animals subjected to testing laid down by the Department);
  - (iii) Johne's disease (paratuberculosis) & Caseous lymphadenitis – 12 months;
  - (iv) Contagious agalactia (sheep or goats) – 6 months;
  - (v) Brucellosis (B. Melitensis), Rabies or Anthrax – 42, 30 or 15 days respectively;
  - (vi) Scrapie – 3 years.
5. The flock is officially Brucellosis free (B. melitensis).
6. The flock/herd is registered with DAERA under the Scrapie Monitoring Scheme;
7. No case of contagious epididymitis of rams (B. ovis) has been confirmed in the flock in the

The Veterinary Service Animal Health Group Support Certificate, the Ovine Movement Licence and the Export Conditions Document (part of the Movement Licence) will all display. Each should be saved to the desktop first and then printed. After printing each document should be closed down as if left open they can interfere with the printing of the other documents.

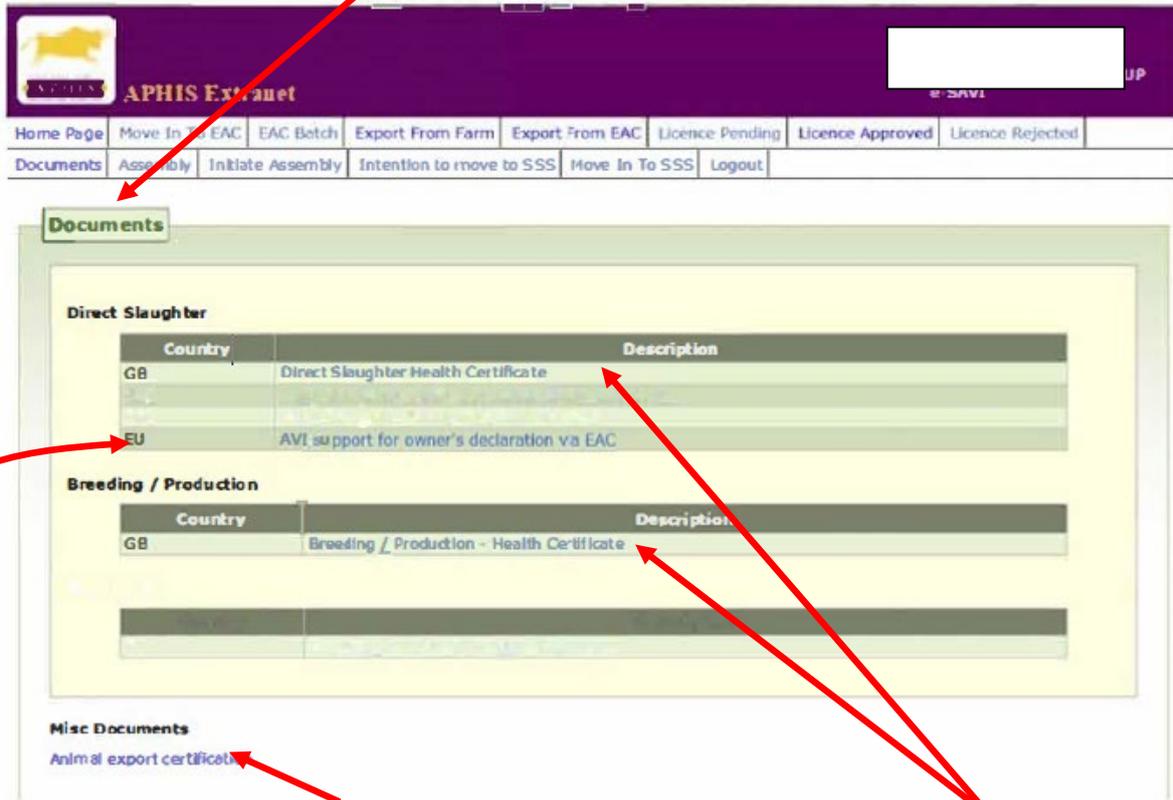
**N.B.** for more information on printing documents see section **3.3.4**.

[Back to Index](#)

### 5.3.3. Printing Health Certificates

EU health certificates (ITAHCs) must be obtained through TRACES NT. To print GB Health Certificates proceed as below.

Click on the e-SAVI “**Documents**” Tab



**Documents**

**Direct Slaughter**

Country	Description
GB	Direct Slaughter Health Certificate
EU	AVI support for owner's declaration via EAC

**Breeding / Production**

Country	Description
GB	Breeding / Production - Health Certificate

**Misc Documents**

[Animal export certificate](#)

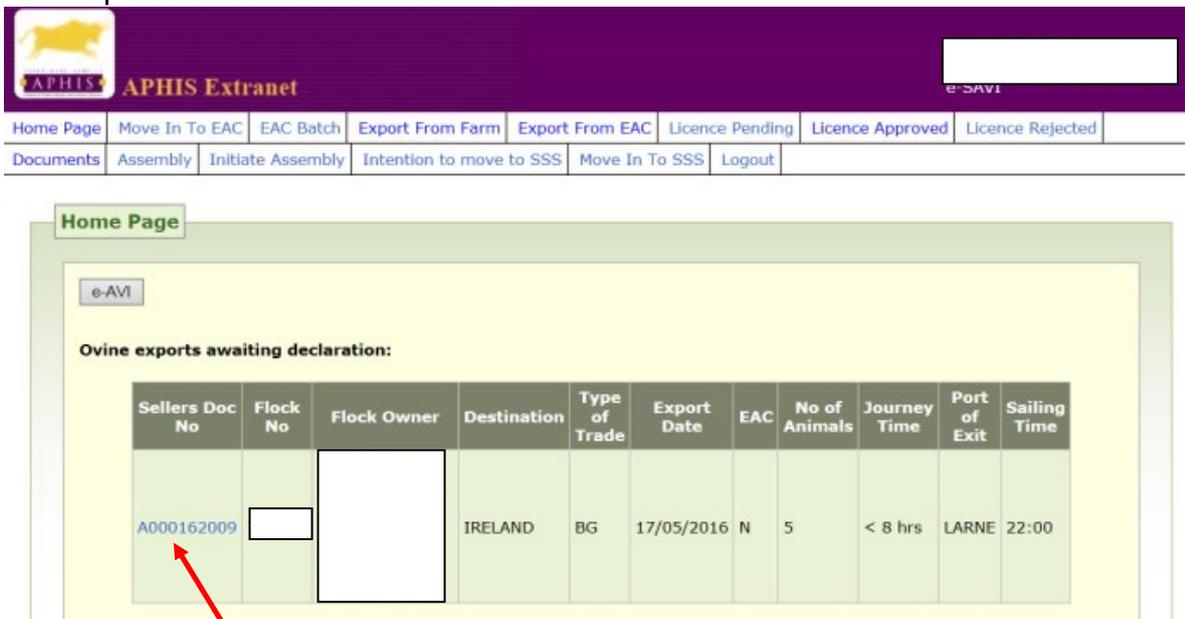
Click on this link if you wish to go to the sheep/goat export section of the DAERA internet where you can obtain for GB the AVI Notes for Guidance, AVI Checklist, blank Owner's Declarations or for EU supporting documents etc.

Click on the link to the appropriate certificate to open it up. Print off two copies. The system will generate a serial number which will print out on the documents.

**N.B.1** - the “**aPVP support for owner's declaration via EAC**” only applies to sheep for Breeding to EU member states from an EAC (Special Sheep Sale)

### 5.3.4. Completing the aPVP export declaration

Once the movement licence has been printed the export will appear on the e-SAVI home page for declaration. After the aPVP has carried out the clinical inspection the aPVP must complete the export declaration. Until this is done the animals remain in the exporters flock on APHIS.



APHIS Extranet

Home Page | Move In To EAC | EAC Batch | Export From Farm | Export From EAC | Licence Pending | Licence Approved | Licence Rejected

Documents | Assembly | Initiate Assembly | Intention to move to SSS | Move In To SSS | Logout

Home Page

e-AVI

Ovine exports awaiting declaration:

Sellers Doc No	Flock No	Flock Owner	Destination	Type of Trade	Export Date	EAC	No of Animals	Journey Time	Port of Exit	Sailing Time
<a href="#">A000162009</a>			IRELAND	BG	17/05/2016	N	5	< 8 hrs	LARNE	22:00

Click on the [blue link](#) to open the “**Export Declaration**” screen which appears as below.

Most of the fields will populate automatically. Enter the TRACES NT number from the ITAHC ( in the case of EU exports) or the dummy TRACES NT reference number in the required field on e-(s)AVI using the following format **GB.1234.1234567**



 **APHIS Extranet** e-SAVI

[Home Page](#) [Move In To EAC](#) [EAC Batch](#) [Export From Farm](#) [Export From EAC](#) [Licence Pending](#) [Licence Approved](#) [Licence Rejected](#)

[Documents](#) [Assembly](#) [Initiate Assembly](#) [Intention to move to SSS](#) [Move In To SSS](#) [Logout](#)

### Export Declaration

**Declaration of Intended Export**

Export Application No:

---

Herd No: 760160      Destination: IRELAND      Type of Trade: BREEDING      Via EAC: N  
Journey Time: < 8 hrs      Port of Exit: --      TRACES Number: INTRA:

---

Move Date:        Sailing Time: HH  MM       Certificate:

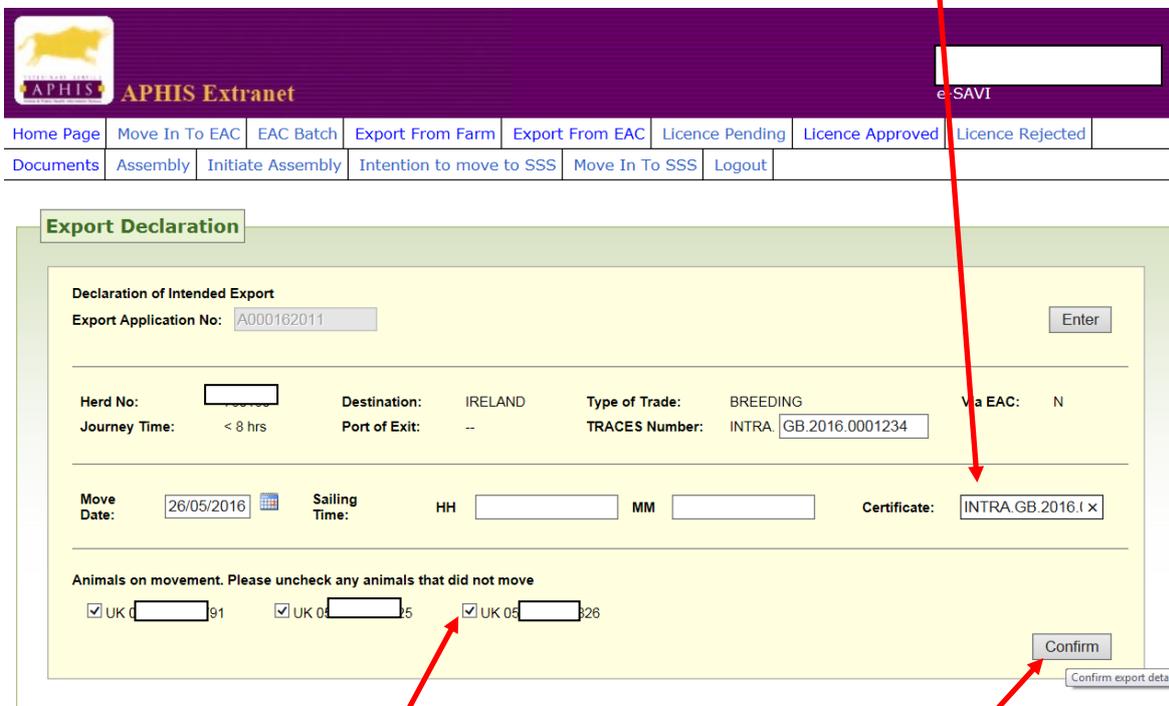
---

Animals on movement. Please uncheck any animals that did not move

UK        UK        UK

[Back to Index](#)

You will also have to make an entry in the “**Certificate**” box. For GB exports this should be the serial number of the GB Health Certificate. For EU exports enter the same number as for the TRACES NT number (with the dots removed).



**Export Declaration**

Declaration of Intended Export  
Export Application No:

Herd No:  Destination: IRELAND Type of Trade: BREEDING Via EAC: N  
Journey Time: < 8 hrs Port of Exit: -- TRACES Number: INTRA:

Move Date:  Sailing Time: HH  MM  Certificate:

Animals on movement. Please uncheck any animals that did not move

UK 01  91  UK 01  5  UK 01  26

Confirm export details

All the animals originally on the export application are listed with a tick beside each one. For any animal which is no longer being exported e.g. because it is unfit to travel, click to remove the tick.

Click “**Confirm**” to complete the export Declaration. All the “ticked” animals will be moved out of the exporter’s herd on APHIS. If completed satisfactorily a message as below will display.



**Export Declaration**

The export has been successfully recorded

[Back to Index](#)

## **6. Processing a Sheep/Goat Export on e-SAVI from an EAC**

Detailed instructions have not been provided in this document for processing sheep exports from EACs.

### **BREEDING SHEEP & GOATS**

Detailed instructions for processing exports of sheep/goats for breeding from an EAC which is operating as a **Special Sheep Sale** are available on the DAERA internet at:

<http://www.daera-ni.gov.uk/publications/export-certification-breeding-or-fattening-non-slaughter-sheep-goats-eu-member-states-eu-approved>

A “**Special Sheep Sale**” is a sale occurring at an EAC where all the animals entering are eligible for EU trade FOR BREEDING but where following the sale animals may be consigned to GB, EU or to local Northern Ireland flocks/herds.

Summary documents but not full detailed instructions are provided below for the following types of trade:

- **Export of Slaughter Sheep from an EAC to GB** (Section 6.1)
- **Export of Breeding & Production Sheep from an EAC to GB** (Section 6.1)
- **Export of Slaughter Sheep from an EAC to EU (including ROI)** (Section 6.2)
- **Export of Breeding/Fattening Sheep from an EAC to EU** (Section 6.2)

## **6.1 GB Sheep/Goat Export from an EAC** **(Breeding & Production or Slaughter) - Step by Step Summary**

1. aPVP initiates the EAC using e-SAVI “**Initiate Assembly**” tab.
2. EAC is approved by local DAERA office.
3. EAC operator scans and uploads animals into the EAC flock (for CPR EACs) and notifies the aPVP that an assembly of animals is ready for inspection. **N.B.** for a non-CPR Assembly the aPVP will have to move the animals into the EAC flock using the e-SAVI “**Move into Assembly**” tab. The EAC operator should have SG2 documents or Market Issued Dispatch documents (slaughter sheep only) for all the animals in the assembly.
4. aPVP / aPVP staff logs onto computer and selects the ‘**Export from EAC**’ tab. Enter the flock/herd number and business id of the Assembly centre.
5. Confirm that you have selected the correct EAC, enter date of export, type of trade, journey time, port of export / ROI and address of consignee. Add the animals in the consignment to the ‘Animals to be Exported’ box on e-SAVI and enter.
6. Go to the ‘**Licence Approved**’ tab and print the OVNLIC movement licence for the export journey. For this type of trade there will be no farm of origin support certificates. Print 3 copies of the OVNLIC. Two of the three OVNLIC should be stamped as copies. The original OVNLIC will go with the animals while the two copies are for the aPVP and Assembly centre respectively.
7. Select the ‘**Assembly**’ tab and print off the assembly support certificate.
8. Print off the appropriate GB Export Health Certificate from the ‘**Documents**’ tab of e-SAVI (2 copies if aPVP uses carbon paper).
9. The AVI will also require a signed Exporter’s Declaration before signing the export health certificate. Blank copies of these are available from the DAERA website.
10. An Animal Transport certificate is also required by the exporter and can be downloaded from the DAERA website. <https://www.daera-ni.gov.uk/sites/default/files/publications/dard/pubs-animal-transport-certificate.pdf>
11. aPVP proceeds to check the animals, completing the health certificate Any animals not fit to travel should be deleted from the OVNLIC and the changes initialled and stamped by the aPVP.
12. aPVP make a “True Copy” of the completed, signed, stamped and fan stamped GB health certificate and OVNLIC and stamps as “Copy”
13. All forms required by the exporter to travel with the animals are left with exporter.

14. aPVP returns with copies of the items to be kept as a record of the export along with Veterinary Service Support Certificates & Owners & Transporters declarations.
15. aPVP completes an export declaration on e-SAVI by inputting the dummy TRACES reference number in the required field on e-(S)AVI using the following format **GB.1234.1234567**. This can only be completed by an aPVP and no earlier than 24 hours before the actual movement date.
16. File all the documents relating to the export for at least 2 years as they may be required for audit purposes.

[Back to Index](#)

## **6.2 EU Breeding/Fattening or EU Slaughter (including ROI) Export from an EAC - Step by Step Summary**

### **BREEDING OR SLAUGHTER**

1. aPVP initiates the EAC using e-SAVI “**Initiate Assembly**” tab
2. EAC is approved by local DAERA office and Assembly Support Certificate generated.
3. EAC operator scans and uploads animals into the EAC flock (for CPR EACs) and notifies the aPVP that an assembly of animals is ready for inspection. **N.B.** for a non-CPR Assembly the aPVP will have to move the animals into the EAC flock using the e-SAVI “**Move into Assembly**” tab.
4. The EAC operator should have the following documents from **each** of the farms of origin covering all the animals in the assembly
  - SG2 document (for slaughter sheep only from a farm to EAC)
  - Market Issued G document (**for slaughter sheep only from market to EAC**)
  - Movement Licence (ML) (for breeding sheep only)
  - Veterinary Service Animal Health Group Support Certificate (for breeding sheep only)
  - Owner’s Declaration (for breeding sheep only)

### **FATTENING**

5. aPVP initiates the WEB ENABLED CPR EAC using e-SAVI ‘**Initiate Assembly**’ tab.
6. WEB ENABLED CPR EAC is approved by local DAERA office and Assembly Support Certificate generated.
7. aPVP obtains a manual Veterinary Support Certificate for each of the flocks contributing to the WEB ENABLED CPR EAC.
8. WEB ENABLED CPR EAC operator scans and uploads animals into the EAC flock and notifies the aPVP that an assembly of animals is ready for inspection.
9. The EAC operator should have the following documents from **each** of the farms/flocks of origin covering all the animals in the assembly:
  - SG2 document
  - Veterinary Service Animal Health Group Support Certificate
  - Owner’s Declaration
10. aPVP / aPVP staff logs onto e-SAVI and selects the ‘**Export from EAC**’ tab. Enter the flock/herd number and business id of the Assembly centre.

11. Confirm that you have selected the correct EAC, enter date of export, type of trade, journey time, port of export or via ROI and address of consignee etc. Add the animals in the consignment to the 'Animals to be Exported' box on e-SAVI and click enter.
12. Go to the '**Licence Approved**' tab and print the OVNLIC movement licence for the export journey. Print 3 copies of the OVNLIC. Two of the three OVNLIC should be stamped as copies. The original OVNLIC will go with the animals while the two copies are for the aPVP and Assembly centre respectively.
13. Select the '**Assembly**' tab and print off the assembly support certificate.
14. aPVP / aPVP staff logs on to TRACES NT and generates an ITAHC for ovine/caprine for breeding, fattening or slaughter as appropriate and proceeds to the stage of "submit decision" thereby completing the notification of the destination member state. Print off of the ITAHC which will be watermarked "Valid" (2 copies if aPVP uses carbon paper). Print a foreign language copy if appropriate.
15. The aPVP will also require a signed Transporter's Declaration before signing the export health certificate. Blank copies of these are available from the DAERA website.
16. If the journey time is more than 8 hours the exporter will require a journey log approved by DAERA. Otherwise an Animal Transport certificate is and can be downloaded from the DAERA website. [Animal transport certificate for importing or exporting animals | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](http://www.daera-ni.gov.uk)
17. aPVP proceeds to check the animals, completing the ITAHC. Any animals not fit to travel should be deleted from the OVNLIC and the changes initialled and stamped by the aPVP.
18. aPVP makes a "True Copy" of the completed, signed, stamped and fan stamped ITAHC and OVNLIC and stamps as "Copy".
19. All forms required by the exporter to travel with the animals are left with exporter.
20. aPVP returns with copies of the items to be kept as a record of the export including Veterinary Support Certificates plus Owners & Transporters Declarations.
21. If any changes are required to the details originally entered on the ITAHC, log onto TRACES NT and update the original certificate by using the **Copy as Replacement** action. This will generate an updated notification to the destination member state.
22. aPVP completes an export declaration on e-SAVI. This can only be completed by an aPVP and no earlier than 24 hours before the actual movement date.

- 23.** File all the documents relating to the export for at least 2 years as they may be required for audit purposes.

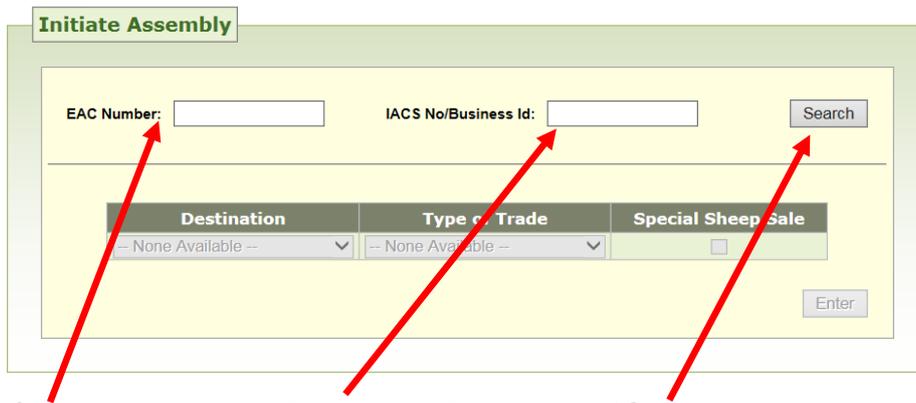
[Back to Index](#)

### 6.3 Initiating a Sheep/goat Assembly

While cattle assemblies are initiated when the movement licence/passports of the first animal to move in are printed by the EAC operator, the sheep system is different.

For a sheep/goat assembly the aPVP responsible for the assembly must initiate the assembly and get approval before the assembly can operate.

Click on the “Initiate Assembly” tab

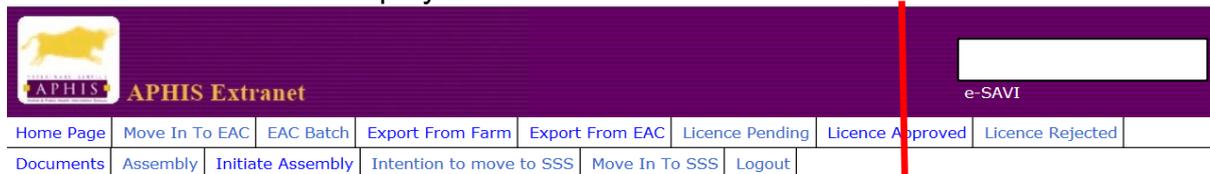
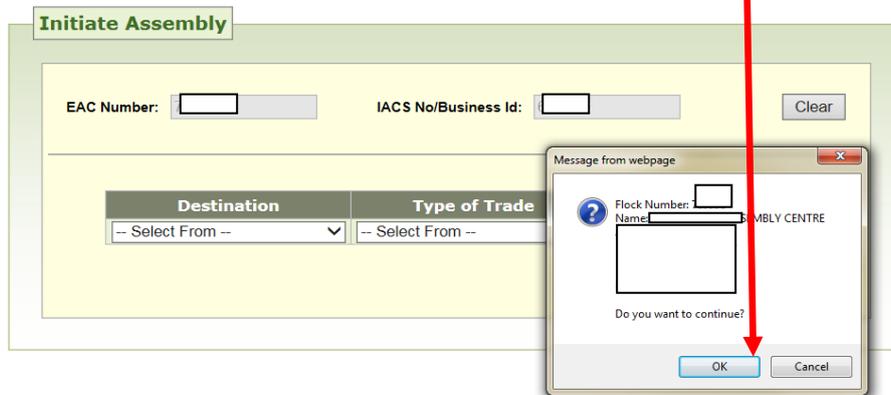



The 'Initiate Assembly' form contains the following fields and controls:

- EAC Number:** Input field with a red arrow pointing to it.
- IACS No/Business Id:** Input field with a red arrow pointing to it.
- Search:** Button with a red arrow pointing to it.
- Destination:** Dropdown menu showing "-- None Available --".
- Type of Trade:** Dropdown menu showing "-- None Available --".
- Special Sheep Sale:** Checkable box.
- Enter:** Button at the bottom right.

Enter **EAC flock number** and **Business ID** and click “**Search**”

A confirmation window displays. If details are correct click “**OK**”

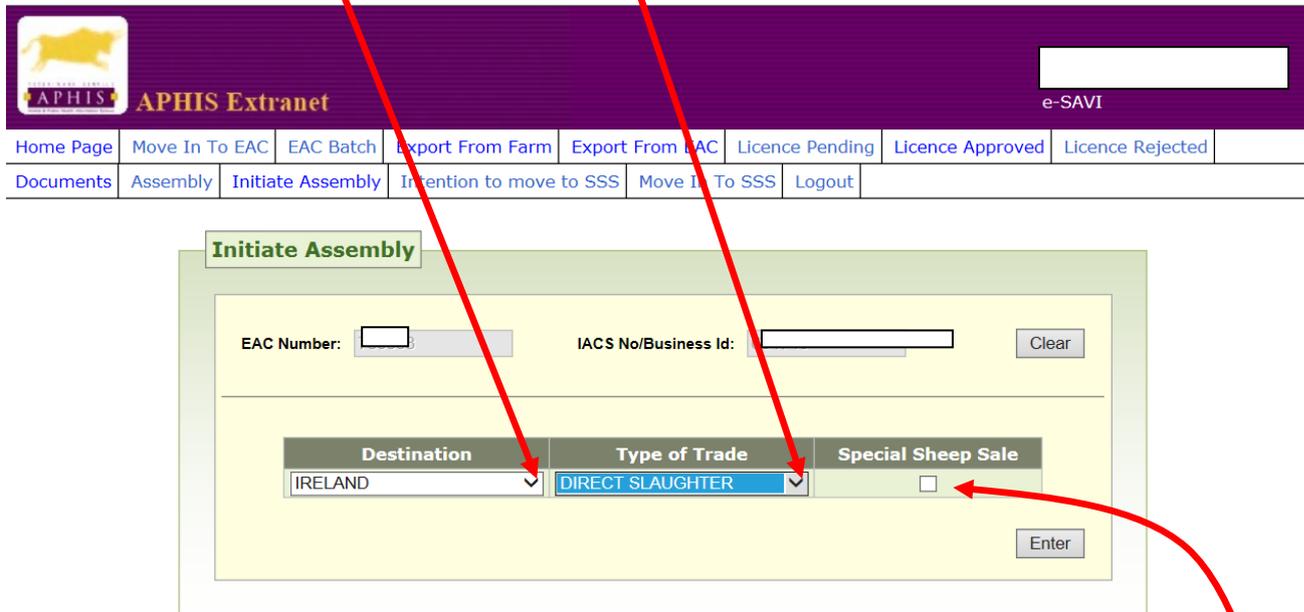



The 'Initiate Assembly' form is shown with a confirmation dialog box overlaid. The dialog box contains the following information:

- Message from webpage** (Title bar)
- Flock Number:** [Input field]
- Name:** [Input field]
- ASSEMBLY CENTRE** (Text)
- Do you want to continue?** (Question)
- OK** and **Cancel** (Buttons)

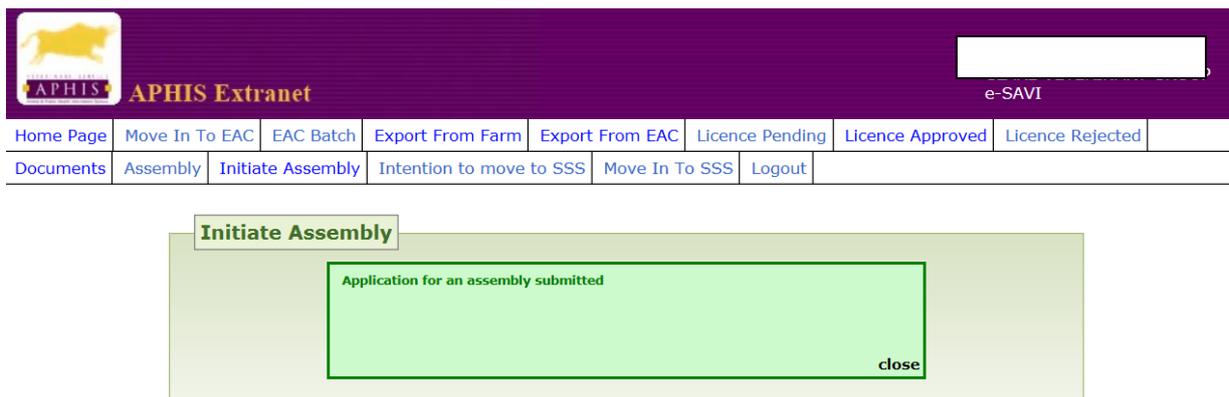
A red arrow points from the 'OK' button in the dialog box to the 'OK' button in the main form.

For an assembly where there is a single destination select the “**Destination**” and “**Type of Trade**” and then click “**Enter**”



If the assembly is a special sheep sale (i.e. where animals may be moving to either EU or GB following the sale) click on the **Special Sheep Sale** check box and the other two fields will default to EU and Breeding. Then click “**Enter**”

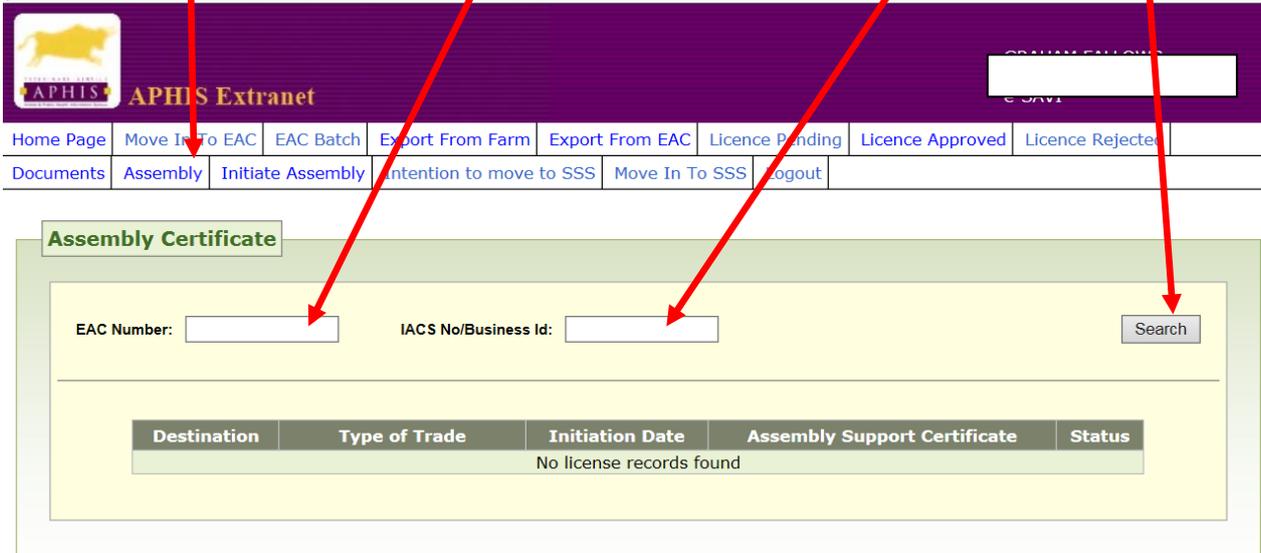
A message as below will display. The application for approval is now with the local DAERA office.



[Back to Index](#)

## 6.4 Printing the Assembly Certificate

Once approved by the local DAERA office the certificate can be printed from the “**Assembly**” tab. Enter the “**EAC flock number**” and “**Business ID**” and “**Search**”



APHIS Extranet

Home Page | Move In To EAC | EAC Batch | Export From Farm | Export From EAC | Licence Pending | Licence Approved | Licence Rejected

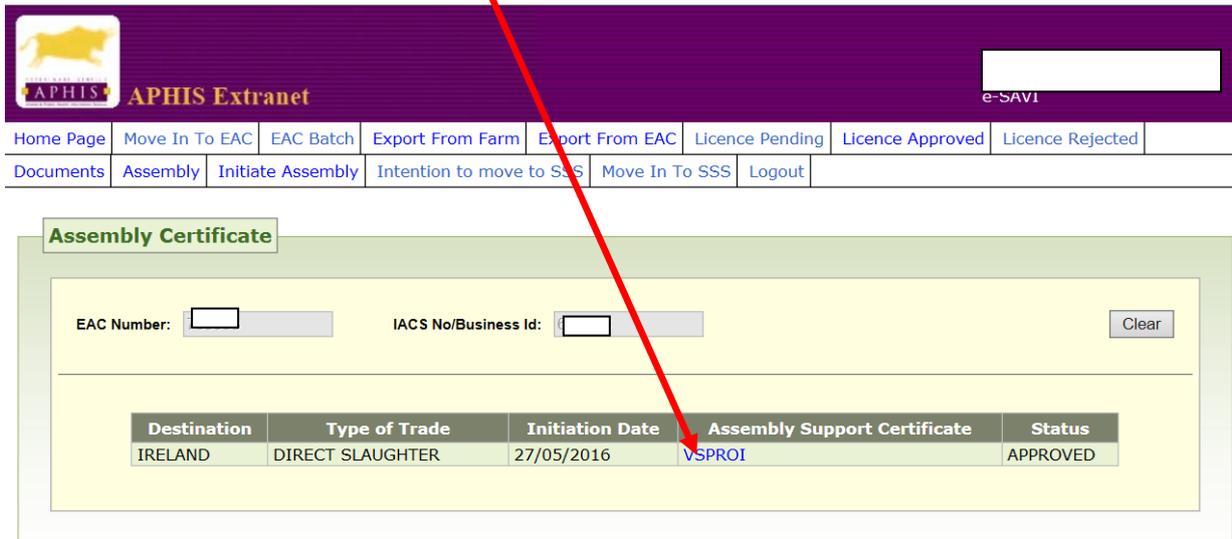
Documents | **Assembly** | Initiate Assembly | Intention to move to SSS | Move In To SSS | Logout

**Assembly Certificate**

EAC Number:  IACS No/Business Id:

Destination	Type of Trade	Initiation Date	Assembly Support Certificate	Status
No license records found				

Following confirmation of that the details are correct the Assembly Support certificate can be opened from the [blue link](#) shown below and printed.



APHIS Extranet

Home Page | Move In To EAC | EAC Batch | Export From Farm | Export From EAC | Licence Pending | Licence Approved | Licence Rejected

Documents | **Assembly** | Initiate Assembly | Intention to move to SSS | Move In To SSS | Logout

**Assembly Certificate**

EAC Number:  IACS No/Business Id:

Destination	Type of Trade	Initiation Date	Assembly Support Certificate	Status
IRELAND	DIRECT SLAUGHTER	27/05/2016	<a href="#">ASPROI</a>	APPROVED

[Back to Index](#)