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NIFAIS – Exports

TTT User Guide

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0. Document Control

0.1 Confidentiality

Title, copyright and all other propriety rights in this document shall remain vested in Capita PLC. This document shall however be considered to be Documentation as defined in the Northern Ireland Farm Animal Information System (NIFAIS) contract made between the Department of Agriculture, Environment and Rural Affairs (DAERA), the Authority and AMT-Sybex, dated 21 April 2016 (the “Contract”).

In August 2021 the Authority, Capita Business Services Limited and AMT-Sybex Limited entered into a Deed of Novation in order to novate the Original Agreement from AMT-Sybex Limited to Capita Business Services Limited.

Capita PLC therefore hereby grants to DAERA, a licence to use this document in accordance with the terms of the Contract. This document shall also be considered to be Confidential Information as defined in the Contract and DAERA shall comply with its obligations under the Contract in this regard.

0.2 Change Control

This document is the responsibility of the Technical Project Manager. It is subject to formal change control after the initial approved release (i.e. issue no. 1.0). Requests for change **must** be communicated to the Technical Project Manager in writing. Agreed changes are recorded in the Historical Reference Section of the document.

0.3 Historical Reference

	Issue No.	Date	Author	Status
Issue:	1.0	26/09/2022	Neeraj Alva	1 st Release
Changes:				
Issue:				
Changes:				
Issue:				
Changes:				

0.4 Distribution

Controlled copies of this Functional Specification will be distributed to each of the people specified below. These copies will be reissued whenever changes are made to the master document.

Title	Person	Copy #
Master	Capita	0
NIFAIS Build Team	NIFAIS Build Team	1

0.5 Freedom of Information

Information contained in this document relating to pricing or any commercially sensitive information is Confidential Information. A disclosure of such information may prejudice Capita PLC commercially. Such information shall not be disclosed in response to information requests under the Freedom of Information legislation without first giving Capita PLC at least 10 business days' notice in writing and affording Capita PLC the opportunity to seek any exemptions available to it under all applicable Freedom of Information legislation.

0.6 Copyright and Intellectual Property Rights

All Copyright and Intellectual Property Rights in this document shall vest in Capita PLC.

1. Introduction

The Stage 1 release of the NIFAIS system delivers the eAVI application to allow AVI users to record Export applications on behalf of Animal Groups. This User Guide provides step-by-step instructions on navigating each of the areas of the e-AVI application.

2. Sign-On eAVI

When you access the NIFAIS e-AVI application, and you are associated with one or more PVP practices that are authorised as AVI Practices, you will be displayed a login screen to select the practice that you which work on behalf of:

1. Select a Practice from the dropdown list displayed and click on the Submit button.
2. This will display the e-AVI home screen listing all Bovine Export Application for the selected Practice that are awaiting declaration.

e-SAVI

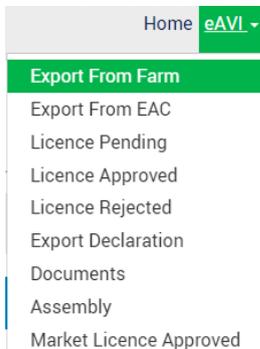
Bovine Exports Awaiting Declaration

MC2L	Animal Group Number	Keeper	Destination
S002237288	152565	TRISHA MARY QUINN DR Club Chonradh na Gaeilge Block 2, Central Library VP Townland Lisburn BT1 1NA	FINLAND
S002237661	020492	Cameron Noah Aguilar , Emerson Tobias Woodard , Irish Bovine Stock, Manoj test org on sys, Quinn Direct, sYS CHILD ORGANISATION 4.1, Test org6001 Club Chonradh na Gaeilge Block 2, Central Library VP Townland Lisburn BT1 1NA	GB

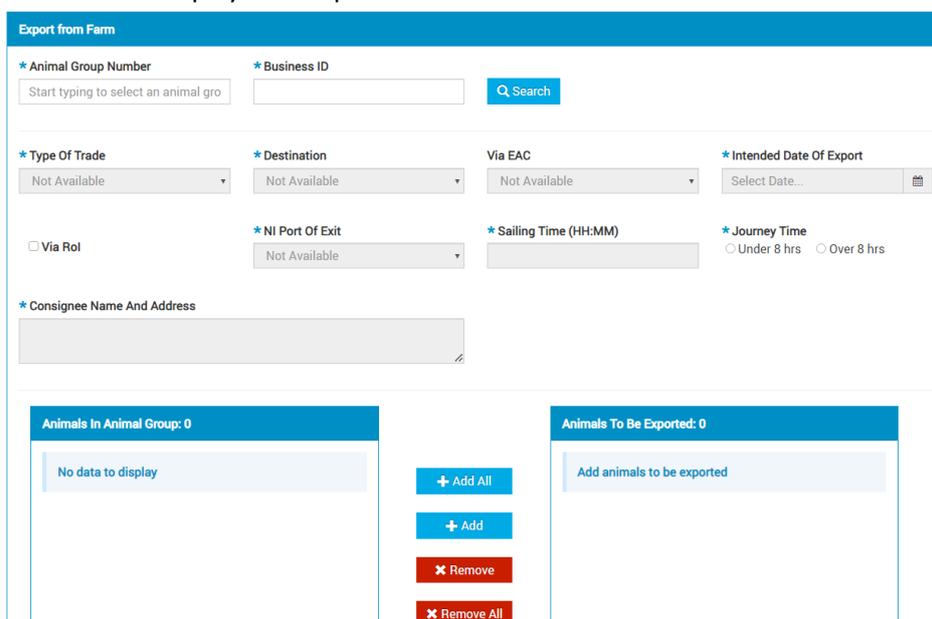
3. Export from Farm

To create an export application for export of bovine animals from a farm:

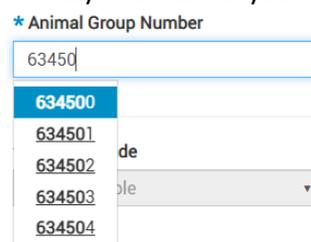
1. From the eAVI menu, select the Export From Farm option.



2. This will display the “Export from Farm” screen.



3. On this screen, type in the Animal Group Number for the Animal Group from which the Export is to take place. NIFAIS will search and display a list of Animal Groups that matches the keyed in text as you type.



4. Select the correct Animal Group from the results displayed, enter the Business ID for the selected Animal Group in the Business ID text field and then click on the Search button.

Export from Farm

* Animal Group Number * Business ID Q Search

5. A pop-up window with Animal Group details is now displayed for you to confirm if the details are correct. Click on the OK button if the displayed details are correct.

Animal Group Information ✕

<p>Animal Group Number <input type="text" value="634500"/></p> <p>Keeper Name <input type="text" value="TRISHA MARY QUINN DR"/></p>	<p>Address</p> <div style="border: 1px solid #ccc; padding: 2px;"> Club Chonradh na Gaeilge Block 2,Central Library VP Townland Lisburn Armagh BT1 1NA 22DF5E91A123 </div>
---	---

Cancel
OK

6. The pop-up is now closed and the Export From Farm page displays the Animal Group Number and Business as Read Only.
7. Select the Type of Trade as either “Breeding or Production” or “Direct Slaughter”
8. Select the Destination from the dropdown list of countries to which you can export.
9. If the export you are recording is through an Export Assembly Centre, select the EAC from the “Via EAC” dropdown list which displays a list of all active EACs.
10. Select the intended date of export by either picking a date from the date selector or keying in a date in the dd/mm/yyyy format. The date picker will only allow current and future dates for selection.
11. If your export is through the Republic of Ireland, check the “Via ROI” checkbox. This will disable the “NI Port of Exit” and “Sailing Time” fields as they will no longer be applicable to the export.
12. If the export is not through ROI, Select the “NI Port of Exit” as either Larne or Belfast from the dropdown list provided and key in the sailing time in the HH:MM format.
13. Select a Journey Time of under or over 8 hours by selecting the radio buttons provided
14. Enter the Consignee Name and Address in the free text field provided.
15. To add animals on the Export Application,
 - a. Select one or more animals from the Animals in Animal Group list and click on the Add button to add the animals into the Animals to be Exported list.

Animals In Animal Group: 6

Animal Number	Colour	Breed	Sex	Dat Bir
Filter by Animal Nur	Fil	F	F	Fi
UK 9 020011 7786 9	RW	HER	F	08/
UK 3 456789 7890 8	BLW	SAL	F	10/
UK 3 734042 8226 2	BR	CH	B	31/
UK 3 724042 8226 8	BW	HOL	F	01/
UK 4 54546 8989 8	BLW	TAT	F	01/
RA123094	B	REG	F	10/

+ Add All

+ Add

✕ Remove

✕ Remove All

Animals To Be Exported: 0

Add animals to be exported

- b. You can choose to add all animals from the animal group on the export application by selecting the “Add All” button.
- c. To remove animals selected in error, select the animals from the “Animals to be Exported” list and then click on the Remove button. You can choose to remove all animals by clicking on the “Remove All” button.

Animals In Animal Group: 4					
Animal Number	Colour	Breed	Sex	Date of Birth	
UK 3 456789 7890 8	BLW	SAL	F	10/	
UK 3 734042 8226 2	BR	CH	B	31/	
UK 3 724042 8226 8	BW	HOL	F	01/	
RA123094	B	REG	F	10/	

Animals To Be Exported: 2					
Animal Number	Colour	Breed	Sex	Date of Birth	
UK 9 020011 7786 9	RW	HER	F	08/	
UK 4 54546 8989 8	BLW	TAT	F	01/	

16. Once the animals have been selected, click on the “Enter” button.
17. This will submit the export application to DAERA for approval. You can view this application from the Licence Pending screen described later in this document.

4. Export From EAC

To create an export application for export of bovine animals from an EAC to the destination country:

1. From the eAVI menu, select the Export From EAC option.

- Home
- eAVI**
 - Export From Farm
 - Export From EAC**
 - Licence Pending
 - Licence Approved
 - Licence Rejected
 - Export Declaration
 - Documents
 - Assembly
 - Market Licence Approved

2. This will display the “Export from EAC” screen.

- On this screen, type in the Animal Group Number for the EAC from which the Export is to take place. NIFAIS will search and display a list of Animal Groups that matches the keyed in text as you type.

- Select the correct Animal Group from the results displayed, enter the Business ID in the Business ID text field for the selected EAC and then click on the Search button.

- A pop-up window with EAC details is now displayed for you to confirm if the details are correct. Click on the OK button if the displayed details are correct.

- The pop-up is now closed and the Export From EAC page displays the EAC Animal Group Number and Business as Read Only.

7. The Type of Trade, Destination, Port of Exit and Intended Date of export will appear pre-populated based on the last move submitted to the EAC. You can choose to change these.
8. The Via EAC dropdown list will appear disabled on this screen.
9. Select a Journey Time of under or over 8 hours by selecting the radio buttons provided
10. Enter the Consignee Name and Address in the free text field provided.
11. To add animals on the Export Application,
 - a. Select one or more animals from the Animals in Animal Group list and click on the Add button to add the animals into the Animals to be Exported list.

Animal Number	Colour	Breed	Sex	Dat Bir
UK 9 020011 7786 9	RW	HER	F	08
UK 3 456789 7890 8	BLW	SAL	F	10
UK 3 734042 8226 2	BR	CH	B	31
UK 3 724042 8226 8	BW	HOL	F	01
UK 4 54546 8989 8	BLW	TAT	F	01
RA123094	B	REG	F	10

Animal Number	Colour	Breed	Sex	Dat Bir
Add animals to be exported				

- b. You can choose to add all animals from the EAC on the export application by selecting the “Add All” button.
- c. To remove animals selected in error, select the animals from the “Animals to be Exported” list and then click on the Remove button. You can choose to remove all animals by clicking on the “Remove All” button.

Animal Number	Colour	Breed	Sex	Dat Bir
UK 3 456789 7890 8	BLW	SAL	F	10
UK 3 734042 8226 2	BR	CH	B	31
UK 3 724042 8226 8	BW	HOL	F	01
RA123094	B	REG	F	10

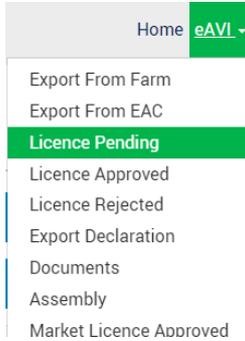
Animal Number	Colour	Breed	Sex	Dat Bir
UK 9 020011 7786 9	RW	HER	F	08
UK 4 54546 8989 8	BLW	TAT	F	01

12. Once the animals have been selected, click on the “Enter” button.
13. This will submit the export application to DAERA for approval. You can view this application from the Licence Pending screen described later in this document

5. View Licences Pending Approval

To view any Export applications that are pending approval from DAERA:

1. Select the “Licence Pending” option from the eAVI menu



2. This will display the Licence pending screen with the most recent application at the top of the list followed by older ones.

Licence Pending													
Bovine Licences Pending													
MC2L	Animal Group Number	Keeper(s)	Destination	Type Of Trade	Export Date	Via EAC	Number Of Animals	Journey Time	Port Of Exit	Sailing Time	Via RoI	Action	
S002241621	020112	TRISHA MARY QUINN DR, Aenean Eget Magna Inc., Test org6001, Club Chonradh na Gaeilge, Block 2,Central Library, VP Townland,Lisburn,Armagh, BT1 1NA,22DF5E91A123	GB	DS	05/09/2022	041220	1	< 8 hrs	BELFAST	08:00	No	View	
S002240613	279022	, AP PM, 158,AP Primary Street name 1.1., AP Townland 1.1.,Lisburn,Antrim, APPostcode 1.1.,22DF5E91Z		BP	07/04/2022		1	< 8 hrs	BELFAST	11:11	No	View	
S002239382	020011	Jesse Tanner Pollard , Club Chonradh na Gaeilge, Block 2,Central Library, VP Townland,Lisburn,Armagh, BT1 1NA,22DF5E91A123	GB	DS	27/08/2021	041808	1				No	View	

3. Click on the View button displayed against each entry in the list to view a list of animals included on the Export Application

Animals On Licence S002241621				
Animal Number	Colour	Breed	Sex	Date Of Birth
UK 9 270027 2722 4	BL	AR	M	01/07/2022
Download Rows As CSV				

6. View Licence Approved

To see a list of all Export Licences approved by DAERA for your selected Practice:

1. Select the “Licence Approved” option from the eAVI menu.

The screenshot shows a navigation menu with the following items: Home, eAVI (selected), Export From Farm, Export From EAC, Licence Pending, Licence Approved (highlighted in green), Licence Rejected, Export Declaration, Documents, Assembly, and Market Licence Approved.

2. This will display the Licence Approved page listing all Export Applications Approved for your selected practice that have not yet been completed.

Licence Approved

Bovine Licences Approved

MC2L	Animal Group Number	Keeper(s)	Destination	Type Of Trade	Export Date	Via EAC	Number Of Animals	Journey Time	Port Of Exit	Sailing Time	Via Rol	Action
S002241744	020016	TRISHA MARY QUINN DR, Club Chonradh na Gaeilge, Block 2,Central Library, VP Townland,Lisburn,Armagh, BT1 1NA,22DF5E91A123	GB	BP	20/09/2022		1	< 8 hrs	BELFAST	9:00	No	View
S002237362	241456	TRISHA MARY QUINN DR, Club Chonradh na Gaeilge, Block 2,Central Library, VP Townland,Lisburn,Armagh, BT1 1NA,22DF5E91A123	FINLAND	DS	11/08/2020	560330	0	< 8 hrs	BELFAST	13:00	No	View
S002237353	241456	TRISHA MARY QUINN DR, Club Chonradh na Gaeilge, Block 2,Central Library, VP Townland,Lisburn,Armagh, BT1 1NA,22DF5E91A123	FINLAND	DS	07/08/2020	560330	0	>= 8 hrs	BELFAST	12:15	No	View
S002237193	100991	Gouri R B, Aphis Data Migration PVP, Emerson Tobias Woodard , Rooney Slade Mitchell , Keegan Amery Clark , Club Chonradh na Gaeilge, Block 2,Central Library, VP Townland,Lisburn,Armagh, BT1 1NA,22DF5E91A123	AUSTRIA	BP	13/05/2020		0	< 8 hrs	LARNE	12:11	No	View

3. Click on the View button displayed against each entry in the list to View a list of Animals on the movement. This will display a pop-up window displaying a list of animals on the movement along with the option to download related documents.

Animals On Licence S002241744
✕

Animal Number ^	Colour ^	Breed ^	Sex ^	Date Of Birth ^	Action
Filter by Anin ▼	Filter by Col. ▼	Filter by Bre ▼	Filter by Se ▼	Filter by date ▼	
UK 9 020016 5590 9	B	AA	B	01/08/2022	✕ Remove Animal
					↓ Download Rows As CSV

Select Downloads

Licence
 Passport
 Farm Of Origin Support Cert

↓ Download

4. If you want to remove an animal from the Export application, select the animal on in the list displayed and click on the Remove button.
5. To progress the movement of animals to their intended destination, Select the Licence, Passport and Farm of Origin Support certificate checkboxes and click on the Download button to download the documents.
6. Once the documents are downloaded, the NIFAIS will complete the move for the Animals on the Export application to the destination specified.
 - a. If the export application you select is an export via an EAC, the download of the documents will now move the Animals into the EAC
 - b. If the export selected is a direct Export from Farm, or an export from an EAC, the animals will be moved into their destination country
7. Once you choose to download the documents for an approved Export Application, the application will no longer be listed on the Licence Approved list.

7. View Licenses Rejected by DAERA

To view any Export applications that that have been rejected by DAERA on the last 7 days:

1. Select the “Licence Pending” option from the eAVI menu

Home
eAVI ▼

- Export From Farm
- Export From EAC
- Licence Pending
- Licence Approved
- Licence Rejected
- Export Declaration
- Documents
- Assembly
- Market Licence Approved

2. This will display the Licence Rejected screen with the most recently rejected application at the top of the list followed by older ones.

MC2L	Animal Group Number	Keeper(s)	Destination	Type Of Trade	Export Date	Via EAC	Number Of Animals	Journey Time	Port Of Exit	Sailing Time	Via Rol	Rejection Reason	Action
S002240607	020492	Quinn Direct, Manoj test org on sys, Irish Bovine Stock, Emerson Tobias Woodard , Test org6001, Cameron Noah Aguilar , sYS CHILD ORGANISATION 4.1, Club Chonradh na Gaeilge, Block 2,Central Library, VP Townland,Lisburn,Armagh, BT1 1NA,22DF5E91A123	DENMARK	BP	07/04/2022		1	< 8 hrs	BELFAST	10:00	No	Export Not Acceptable	View

[Download Rows As CSV](#)

- Click on the View button displayed against each entry in the list to view a list of animals included on the Export Application

Animal Number	Colour	Breed	Sex	Date Of Birth
UK 9 270027 2722 4	BL	AR	M	01/07/2022

[Download Rows As CSV](#)

8. Export Declaration

You can access the Export Declaration screen in one of two ways:

- From the Home screen, where any pending Export Declarations are listed:

Warning - There are previous bovine export(s) not declared

Home

e-SAVI

Bovine Exports Awaiting Declaration

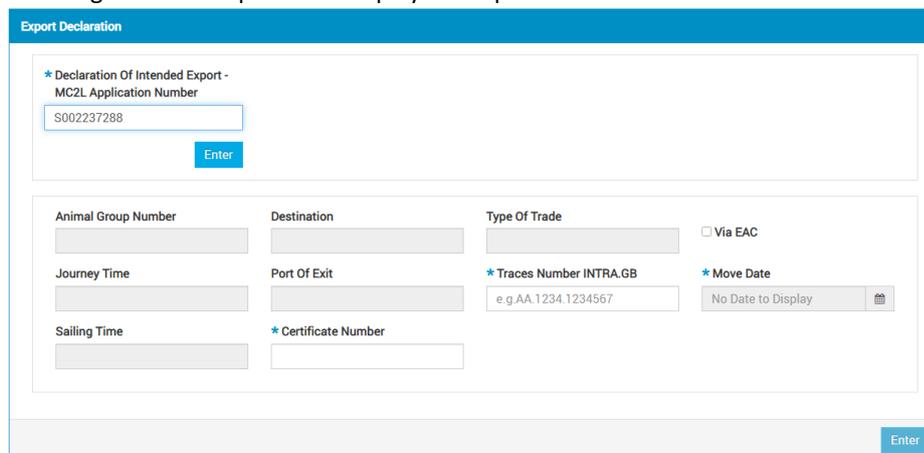
MC2L	Animal Group Number	Keeper	Destination
S002237288	152565	TRISHA MARY QUINN DR Club Chonradh na Gaeilge Block 2, Central Library VP Townland Lisburn BT1 1NA	FINLAND
S002237661	020492	Cameron Noah Aguilar , Emerson Tobias Woodard , Irish Bovine Stock, Manoj test org on sys, Quinn Direct, sYS CHILD ORGANISATION 4.1, Test org6001 Club Chonradh na Gaeilge Block 2, Central Library VP Townland Lisburn BT1 1NA	GB

- From the eAVI Menu by selecting the Export Declaration option

Home **eAVI**

- Export From Farm
- Export From EAC
- Licence Pending
- Licence Approved
- Licence Rejected
- Export Declaration**

- a. Selecting this menu option will display the Export Declaration screen:



- b. In the MC2L application number field, enter the Licence number and click on the Enter button.
- c. NIFAIS will now display all of the fields from the Export Application populated on the page as read-only. Note: When the export Declaration screen is accessed from the home screen by selecting a license number, the MC2L Application number will be pre-selected with the related details already populated.
- Complete either the Traces Number or the Certificate number displayed on the screen.
 - The list of animals on the Export Application will be displayed with a checkbox against each animal which will be checked by default. You can deselect any of the animals to exclude them from the declaration.
 - The Export Declaration screen will also display a list of declarative statements that you will need to confirm by either clicking on the Yes or No options displayed against each statement.
 - * The premises were adequately cleansed and disinfected before the assembly?
 Yes No
 - * All animals presented for export were correctly identified?
 Yes No
 - * All animals for export were free from clinical signs of infectious or contagious disease?
 Yes No
 - * All animals for export were fit for transport and free from signs of injury?
 Yes No
 - * All animals declared eligible to enter the EAC were kept separate from livestock not similarly declared while at the approved centre?
 Yes No
 - * The conditions of the Operational Agreement were complied with?
 Yes No
 - * All Animals were accompanied by valid documentation showing that they there were eligible to enter the EAC?
 Yes No
 - Once you have confirmed each of the statements as Yes or NO, click on the Enter button at the bottom of the screen.
 - You will now be displayed a further list of statements in a pop-up window with a Yes and a No option to select

Export Declaration Checklist ✕

By confirming this export you are confirming that you have completed the following actions.

Have you read the Notes for Guidance?

Have you completed the check list?

Have you completed the EAC report from where appropriate?

Reminded the exporter to obtain a journey log where appropriate.

Confirm completion and issue of the health certificate on the TRACES system.

Declare the export on eAVI to remove the animals out of the exporters herd

Reminded exporter to inform you of any non-exports

No
Yes

- a. Selecting the No option will take you back to the Export Declaration screen.
- b. Selecting the Yes option will confirm your Declaration, will navigate you back to the Home screen and a success message will be displayed at the top of the screen

✔ **Success - Export Declaration Complete for Licence S002237661**

8. The Application will now be removed from the list of Export Application pending declaration that is displayed on the home page.

9. Print EAC Support Certificate

To print the support certificate for an EAC:

1. From the eAVI menu, select the Assembly option.
2. This will display the Assembly Certificate screen prompting you to enter the EAC number and the Business ID for the EAC for which you want to print the support certificate
3. Once you have entered the EAC Number and the Business ID, click on the Search button.
4. This will display a list of Approved Licences that are associated with the EAC searched for.

Assembly Certificate

* EAC Number
560330

* Business ID
100002

Clear
Q Search

MC2L	Animal Group Number	Keeper(s)	Destination	Type Of Trade	Assembly Start Date	Assembly Group Number Of The EAC	Assembly Support Certificate
Filter by ▼	Filter ▼	Filter by keeper(s) ▼	Filter by ▼	Filt ▼	Filter b ▼	Filter by ▼	Filter by ▼
S002241388	M01B	Jesse Tanner Pollard , Irish Bovine Stock, Elton Myles Ramos , Test Test Test , Pete Robert Hughes , test user fName 1 test user fName 1 OBE (Officer of the Order of the British Empire), test user fName test user fName BEM (British Empire Medal) CBE (Commander of Order of the British Empire) MBE (Member of Order of the British Empire), Test string Digitaladdress , Test Test Tester , Club Chonradh na Gaeilge, Block 2, Central Library, VP Townland, Lisburn, Armagh, BT1 1NA, 22DF5E91A123	BELGIUM	DS	20/07/2022	560330	BOV EU DS VSSPT EAC

Download Rows As CSV

5. In the column “Assembly Support Certificate”, you will see a link to the support certificate issued for the EAC. Click on this link to download and print the certificate.

10. Print EAC Support Certificate

To print the support certificate for an EAC from Markets:

1. From the eAVI menu, select the “Market Licence Approved” option.
2. This will display the Market Licence Approved screen prompting you to enter the EAC number and the Business ID for the EAC for which you want to print the support certificate
3. Once you have entered the EAC Number and the Business ID, click on the Search button.
4. This will display a list of Approved Licences that are associated with the EAC searched for where the presenting Animal Group was a Market.

Market Licence Approved

* EAC Number

* Business ID

MC2L	Animal Group Number	Keeper	Export Destination	Trade Type	Export Date	Via EAC	Number Of Animals	Journey Time	Port Of Export	Sailing Time	Via ROI	Support Certificate	Action
Filter I	Filt	Filter by keeper...	Filter b:	Filter I	Filter	F	Filt	Filt	Fil	Fil		Filter I	
S002241388	M01B	Jesse Tanner Pollard , Irish Bovine Stock, Elton Myles Ramos , Test Test Test , Pete Robert Hughes , test user fName 1 test user lName 1	BELGIUM	DIRECT SLAUGHTER	20/07/2022	560330	1				Yes	GB SL VSSPT (MK)	<input type="button" value="View"/>

5. In the column “Support Certificate”, you will see a link to the support certificate issued for the move from Market. Click on this link to download and print the certificate.

11. Documents

To download and print Health certificates:

1. Select the Documents option from the eAVI menu

Home

eAVI

- Export From Farm
- Export From EAC
- Licence Pending
- Licence Approved
- Licence Rejected
- Export Declaration
- Documents

2. This will display the documents page listing health certificates for different exports hyperlinked under the Animals On Movement column.

Documents

Country	Animals On Movement
GB	Cattle for Immediate Slaughter to GB.
GB	Cattle for Breeding or Production to GB.

[Export Documentation Templates](#)

3. Click on the hyperlink to download the Health certificates