Biologics Export Certification - APHIS Form 2017

Where were changes made in the 12/27/2019 version?

1. Updates made to eAuthentication account references

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This guide is intended for use by firms using the NCAH Portal for handling APHIS Form 2017. It is expected that procedures described in Veterinary Services Memo 800.52 will still be followed.

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Some fields may look differently than the screenshots in this user guide depending on the browser you are using. Basic functionality should not be affected.

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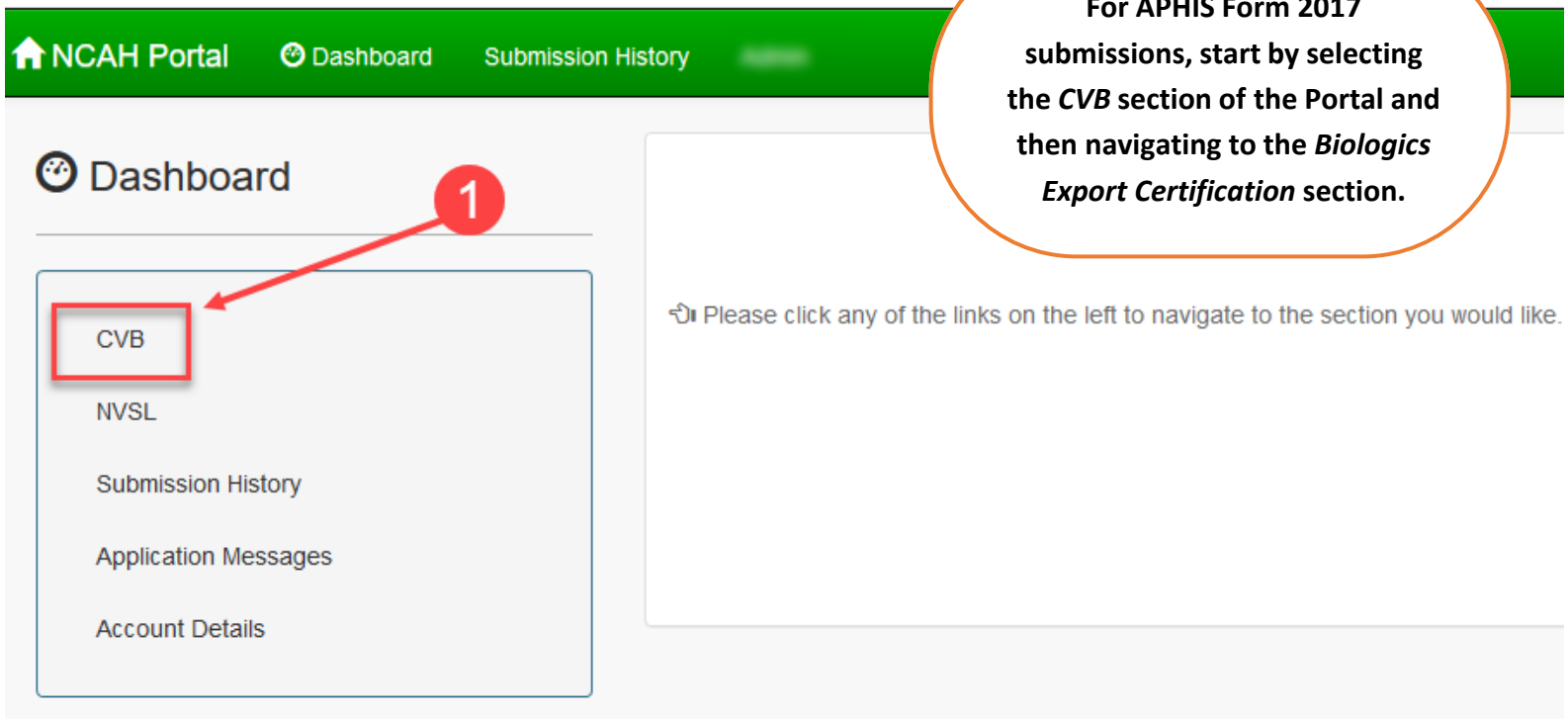
ACCESS INFORMATION

For APHIS Form 2017 submissions, start by selecting the *CVB* section of the Portal and then navigating to the *Biologics Export Certification* section.



IMPORTANT INFORMATION ABOUT ROLES

*Users with USDA eAuth verified identity accounts and roles of **Export Contact, Liaison and/or Alternate Liaison can enter and submit** Export Certificate information.*

*Users with USDA eAuth verified identity accounts and a roles of **Quality Review can enter and view** Export Certificate information, but cannot submit.*

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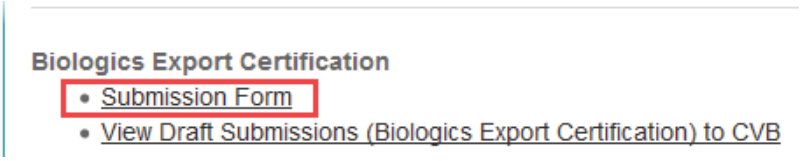
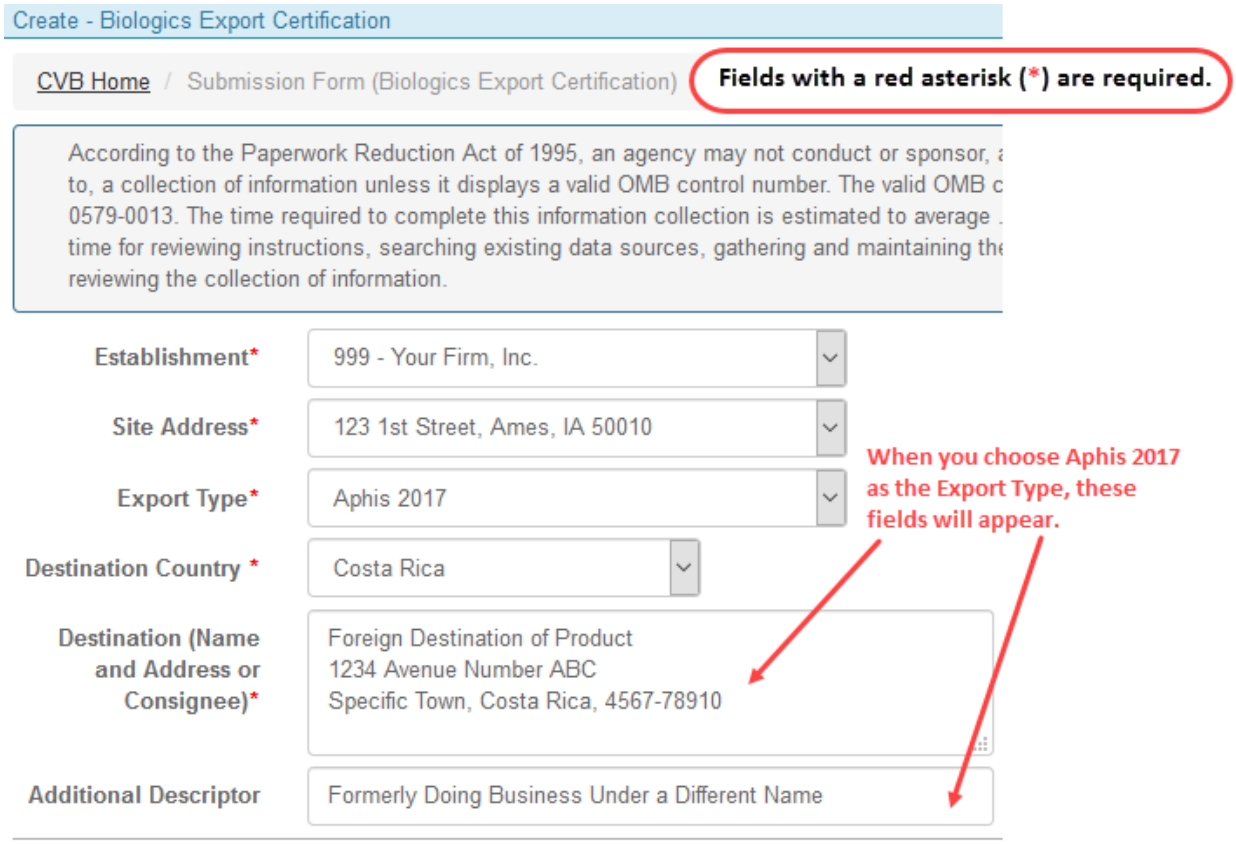
ENTERING INFORMATION TO BE SUBMITTED

Click on 'Submission Form' in the Biologics Export Certification section of the CVB Dashboard to enter information for an APHIS 2017.



The 'Create- Biologics Export Certification' screen will be shown. Enter information as directed below. Additional fields may only appear for certain Export Types, so be sure that you have selected the correct form in the Export Type field.



Establishment - Users will only have the opportunity to enter information for the firm they are assigned to as users. *Establishment employees wanting to submit certificates on behalf of other companies may submit paper copies to the CVB.*

Site Address - The Establishment address on the certificate is chosen from the Site Address field. This field will only list the addresses in the Establishment License.

Export Type - Select the applicable export type from the list. *When 'Aphis 2017' is selected, additional fields will show on the screen.

Destination Country - A destination country must be entered here by selecting from the drop down list.

Destination (Name and Address or Consignee) - Enter the name and address or consignee in this field.

Additional Descriptor - The additional descriptor field is used to facilitate the description of the establishment name as it was formerly known.

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ENTERING INFORMATION TO BE SUBMITTED - LICENSING

Click on the 'Add Product' button to start entering information in the Licensing section of the screen.

After clicking on the 'Add Product Serial' button, the Product Code, Product Name, Tradename, Serial Number, Number of Containers, Size of Containers and Doses Type fields will be shown. Enter the information as below. **The information must be about serials released by APHIS.**

Product Code - Click on the down arrow in the field to select a different product code.

Product Name - The product name will be autopopulated dependent on the product code selected.

Tradename - Click on the down arrow in the field to select the tradename from a list.

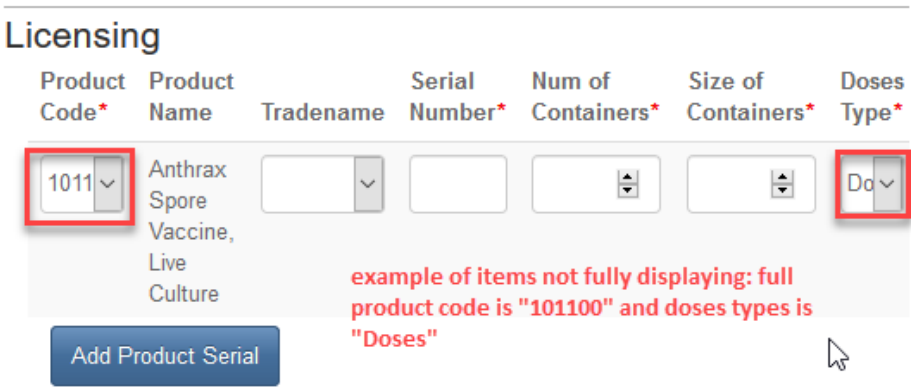
Serial Number - Enter the serial number.

Num of Containers - Enter the number of containers by using the keypad on your keyboard or clicking on the up/down arrow in the field.

Size of Containers - Enter the size of containers by using the keypad on your keyboard or clicking on the up/down arrow in the field.

Doses Type - Click on the down arrow in the field to select the type of doses.

NOTE: Due to the number of fields in the row, some items listed may not be fully visible in your display due to display settings. You may need to adjust your screen display by zooming in or out or maximize your window to see all the items fully.



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You may add up to five (APHIS Released) serials from the same establishment per certificate by clicking on the 'Add Product Serial' button again. You may submit multiple certificates to satisfy the inventory being shipped. For example, you may submit two separate certificate submissions with 5 serials each for a shipment of 10 serials in total.

Use the 'Delete' button to delete a product from the form.

Licensing

Product Code*	Product Name	Tradename	Serial Number*	Num of Containers*	Size of Containers*	Doses Type*	
1011	Anthrax Spore Vaccine, Live Culture		123456	2	2	Dose	Delete
1421	Canine Parainfluenza Vaccine, Modified Live Virus		78977	5	2	Dose	Delete
1421	Canine Parainfluenza Vaccine, Modified Live Virus		45688	5	2	Dose	Delete
1011	Anthrax Spore Vaccine, Live Culture		13244	2	2	Dose	Delete
1011	Anthrax Spore Vaccine, Live Culture		14569	2	2	Dose	Delete

Add Product Serial

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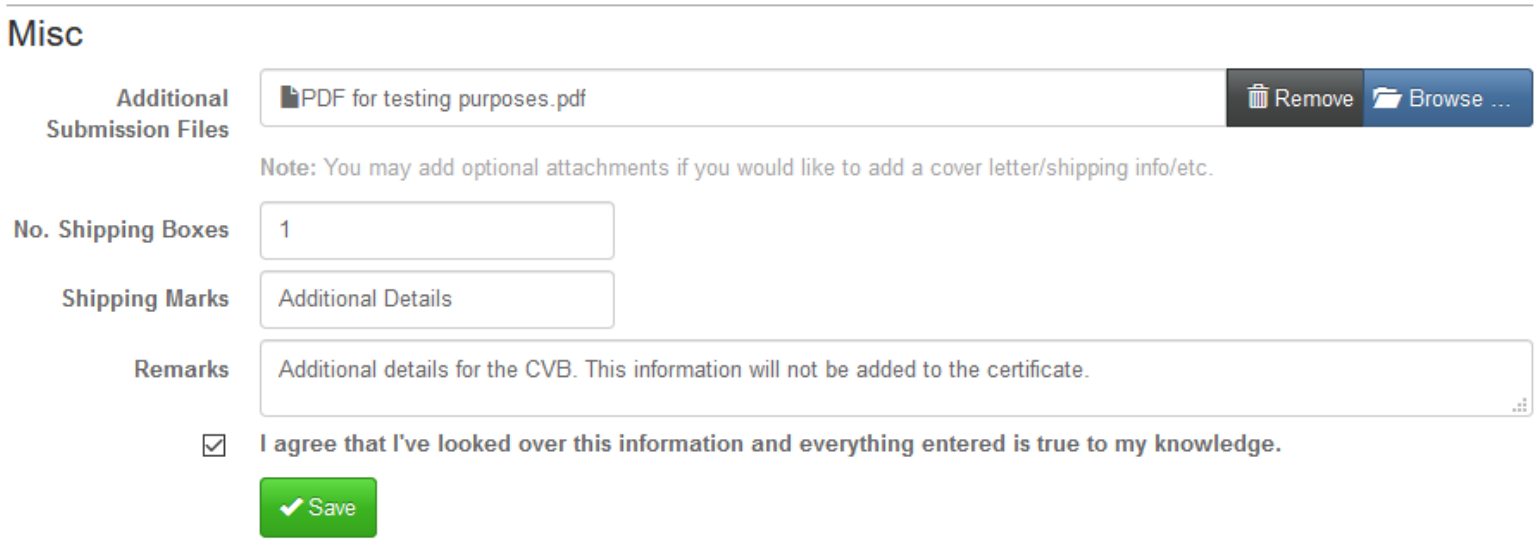
ENTERING INFORMATION TO BE SUBMITTED - MISC



Additional Submission Files - Use the 'Browse' button to attach a file here that contains pages that provide other pertinent information, but will NOT be appended to the final certificate, i.e.a cover letter or air bill.

No. Shipping Boxes - You may enter the number of shipping boxes.

Shipping Marks - You may enter shipping marks here.

Remarks - Use this section to enter any additional details about this submission. For example, you may add a statement like, "Please use the same air bill (Fed-Ex or UPS) for all of the January 2, 2018 submissions of APHIS Forms 2017 from submitter John Doe."

Checkbox - Checking this box indicates that the user agrees with this statement, "I agree that I've looked over this information and everything entered is true to my knowledge."

Save button - Click on the 'Save' button. This saves the submission and places it in a pending status. It is considered a "Draft" at this stage and has NOT been submitted to the CVB. This provides an opportunity to quality check the information entered prior to submission.

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After you have clicked on the 'Save' button, you will see the Submission History section at the bottom with a list of actions for the submission. At this point, you have additional options such as; Edit, Clone, Submit to CVB (only for some roles), Delete Submission and Return to Dashboard.

Submission History

Action	Timestamp	User	Info
Submission Entered	Mar-06-2018 09:20 AM CST	Peterson, Amber	

Edit | Clone | Submit To CVB | Delete Submission | Return to Dashboard

Edit - Use this button to go back and make changes to the information entered or the files attached for the submission.

Clone - Use this button to duplicate the submission, creating a new submission identical to this one.

Submit To CVB - Only available to users with the roles of Export Contact, Liaison and/or Alternate Liaison. This button submits the submission to the CVB.

Delete Submission - Use this button to delete the submission completely.

Return to Dashboard - Use this button to go back to the CVB Dashboard.

If changes are made to a submission, that action is captured in the Submission History.

Submission History

Action	Timestamp	User	Info
Submission Entered	Mar-06-2018 09:20 AM CST	Peterson, Amber	
Submission Updated	Mar-06-2018 09:53 AM CST	Peterson, Amber	

Edit | Clone | Submit To CVB | Delete Submission | Return to Dashboard

Example of what you see after editing a submission

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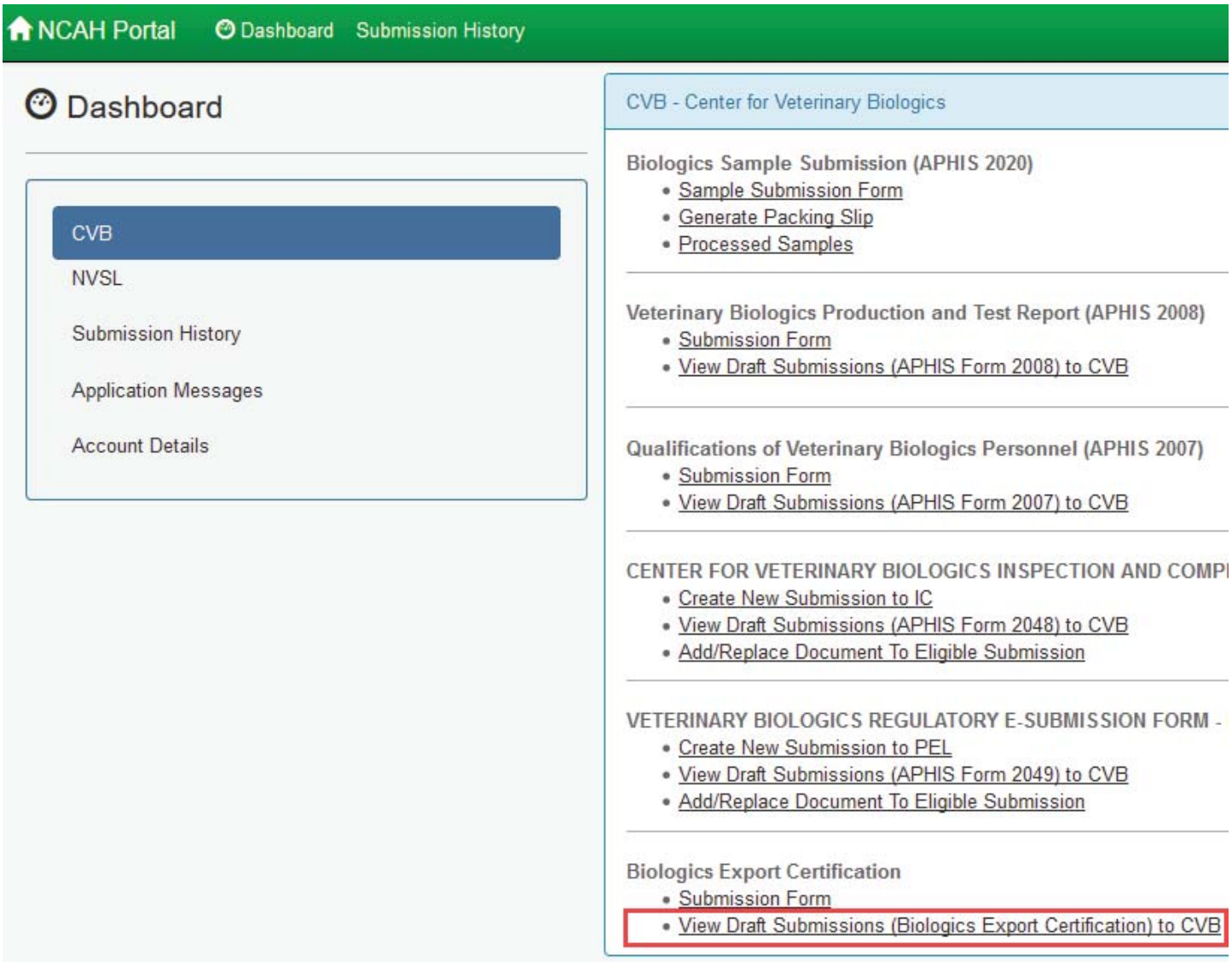
SUBMITTING - *Export Contacts, Liaisons and/or Alternate Liaisons only*

You may submit the certificate to the CVB immediately after saving it or through the CVB Dashboard. The Draft submissions (pending submission to the CVB) are visible in the CVB Dashboard for the employees with specific portal roles.



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When the "View Draft Submissions (Biologics Export Certification) to CVB" screen is opened a list of any submissions in the draft status is shown. Submissions can be reviewed when you select the "More Info..." link in the row for that submission.

When you are ready to submit to the CVB, you may select an individual submission or multiple submissions by clicking in the checkboxes next to each submission and then clicking on the 'Submit To CVB' button.

In the example below, the top two submissions would be submitted to the CVB when the 'Submit To CVB' button is clicked.

Biologics Export Certification Open Submissions

CVB Home / Open Submissions (Biologics Export Certification)

Select Open Submissions (Biologics Export Certification) To Submit To CVB

	Establishment	Type	Product Code(s)	Destination Country	
☑	999	Aphis 2017	142120, 101100	Costa Rica	More Info...
☑	999	Aphis 2017	142120, 101100	Costa Rica	More Info...
☐	999	Ingredients of Animal Origin (Spanish)		Bolivia	More Info...

Submit To CVB

WHAT TO EXPECT AFTER SUBMISSION

When the APHIS 2017 is received by the CVB, it is evaluated for certification eligibility. Notification of status changes will be shown on the NCAH Portal Updates email that is sent for all NCAH Portal activity for the firm.

USDA NCAH Portal Updates!

The following Submissions have been updated by CVB in the NCAH Portal today:

Biologics Export Certification Submissions:

Export Type	Product Code(s)	Destination Country	Status
Aphis 2017	142120	Brazil	Completed
Aphis 2046	142120, 264853	Bosnia And Herzegovina	Completed
Aphis 2046-S	142120, 264853, 190526, 205100	Bosnia And Herzegovina	Completed
Aphis 2047	500400	Belgium	Completed
Aphis 2047-S	500400	Mexico	Completed
Ingredients of Animal Origin		Anguilla	Completed
Ingredients of Animal Origin		Belarus	Completed

Click Here to view detailed information about these and other Submissions

The blue bar will guide you to log in to the NCAH Portal.

NOTE: The records will only be available in the NCAH Portal for 60 days after completion.

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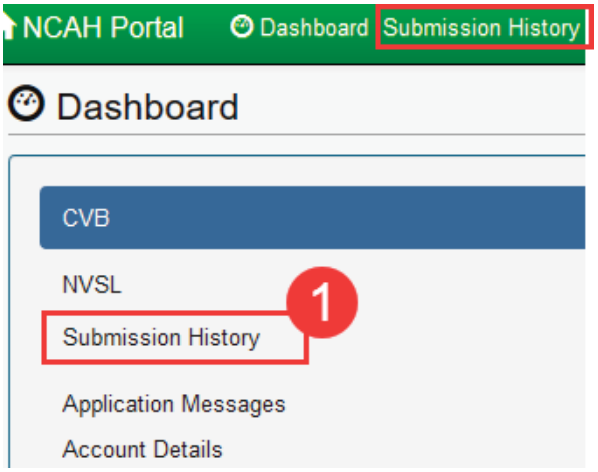
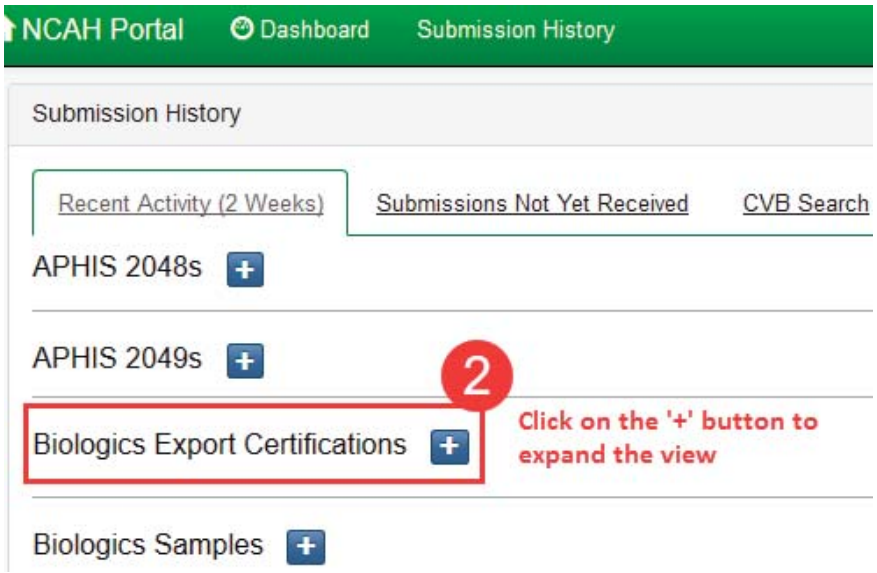
CHECKING YOUR SUBMISSION STATUS

After you've submitted you can check the status of all your submission in the 'Submission History' section of the CVB Dashboard.

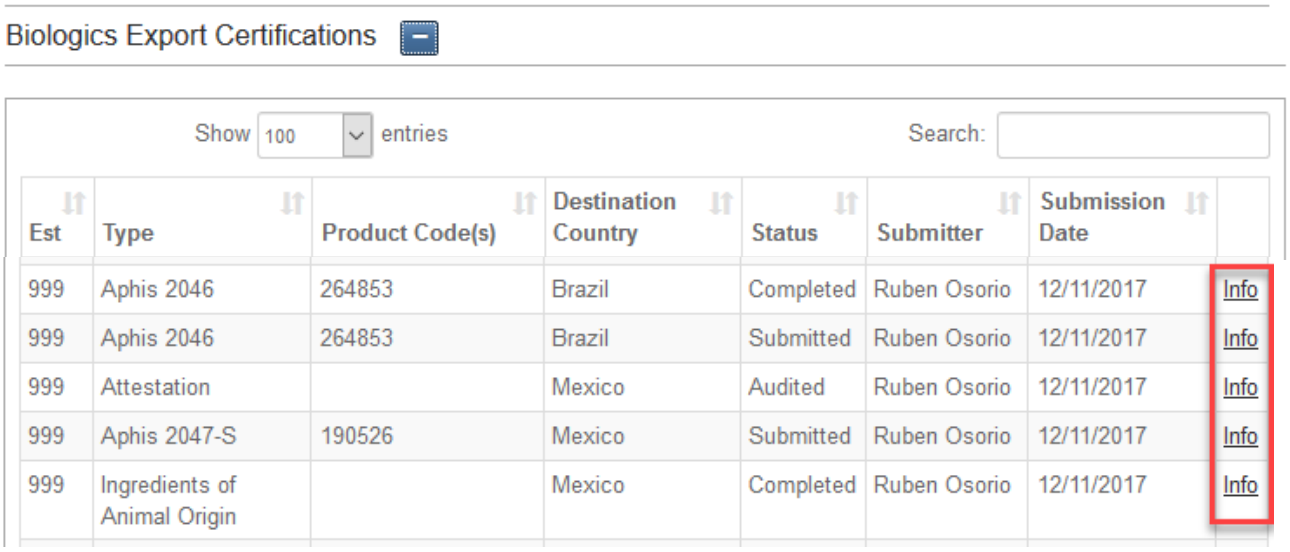
Pay attention to the tabs at the top of the Submission History screen.
Recent Activity (2 weeks) - shows items that have had actions of them by you or the CVB in the last 2 weeks
Submissions Not Yet Received - shows items that you have not yet submitted to the CVB
CVB Search - use this to search for all items by type, select "Biologics Export Certification" in the 'Form' field





If you want to see the full submission, click on the 'Info' link in the row.

If your submission is Audited or Completed, you will see that as the status in the Submission History, as well as in the email.



Est	Type	Product Code(s)	Destination Country	Status	Submitter	Submission Date	
999	Aphis 2046	264853	Brazil	Completed	Ruben Osorio	12/11/2017	Info
999	Aphis 2046	264853	Brazil	Submitted	Ruben Osorio	12/11/2017	Info
999	Attestation		Mexico	Audited	Ruben Osorio	12/11/2017	Info
999	Aphis 2047-S	190526	Mexico	Submitted	Ruben Osorio	12/11/2017	Info
999	Ingredients of Animal Origin		Mexico	Completed	Ruben Osorio	12/11/2017	Info

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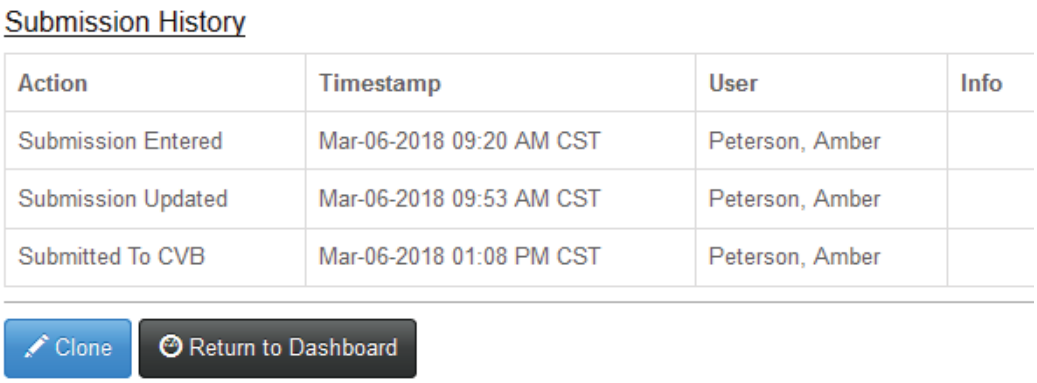
YOUR OFFICIAL CERTIFICATE

Within the record, scroll to the Miscellaneous section. Included in the files there will be an example of the certificate. This CVB Response file will not include the embossed seal or the wet signature.

NOTE: The official certificate will be mailed to the submitter.

At the bottom of the record, the Submission History is shown.



Submission History

Action	Timestamp	User	Info
Submission Entered	Mar-06-2018 09:20 AM CST	Peterson, Amber	
Submission Updated	Mar-06-2018 09:53 AM CST	Peterson, Amber	
Submitted To CVB	Mar-06-2018 01:08 PM CST	Peterson, Amber	