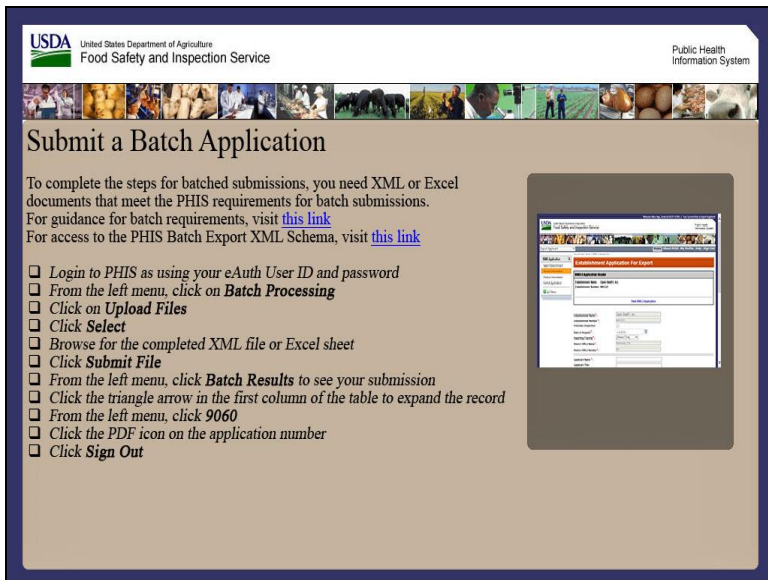


Export Applicant

Submit a Batch Application



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Food Safety and Inspection Service

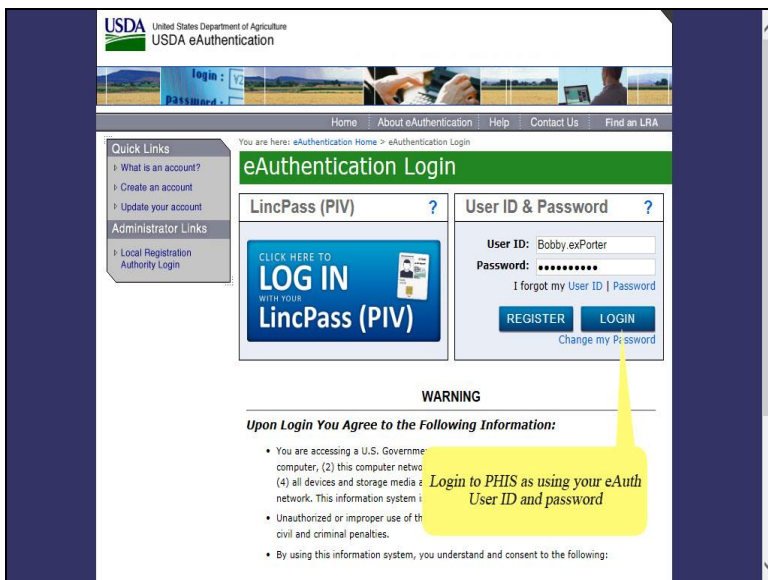
Public Health Information System

Submit a Batch Application

To complete the steps for batched submissions, you need XML or Excel documents that meet the PHIS requirements for batch submissions.
For guidance for batch requirements, visit [this link](#)
For access to the PHIS Batch Export XML Schema, visit [this link](#)

- ☐ Login to PHIS as using your eAuth User ID and password
- ☐ From the left menu, click on **Batch Processing**
- ☐ Click on **Upload Files**
- ☐ Click **Select**
- ☐ Browse for the completed XML file or Excel sheet
- ☐ Click **Submit File**
- ☐ From the left menu, click **Batch Results** to see your submission
- ☐ Click the triangle arrow in the first column of the table to expand the record
- ☐ From the left menu, click **9060**
- ☐ Click the PDF icon on the application number
- ☐ Click **Sign Out**

Welcome to the Public Health Information System. In this demonstration, you will learn how to submit a batch application. I'll guide you through the steps of accomplishing this task.



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eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

eAuthentication Login

LincPass (PIV) ? User ID & Password ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

User ID: Bobby.exPorter
Password: *****
I forgot my User ID | Password
REGISTER **LOGIN**
[Change my Password](#)

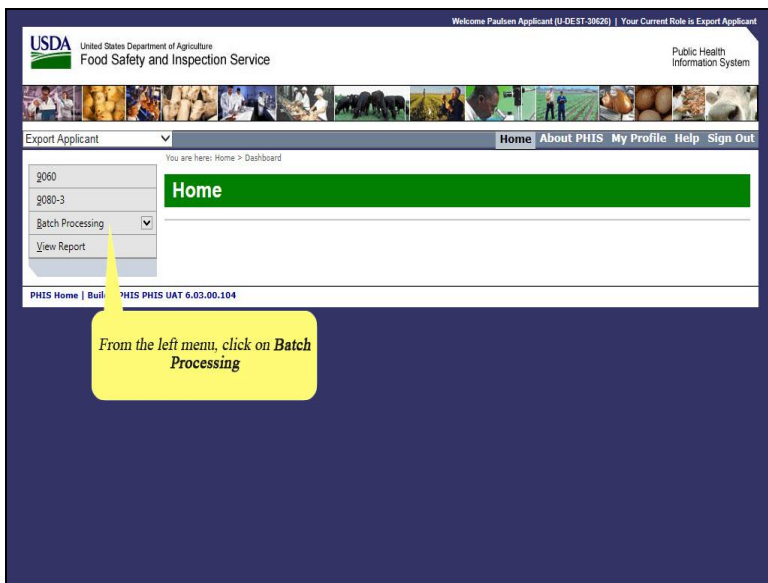
WARNING

Upon Login You Agree to the Following Information:

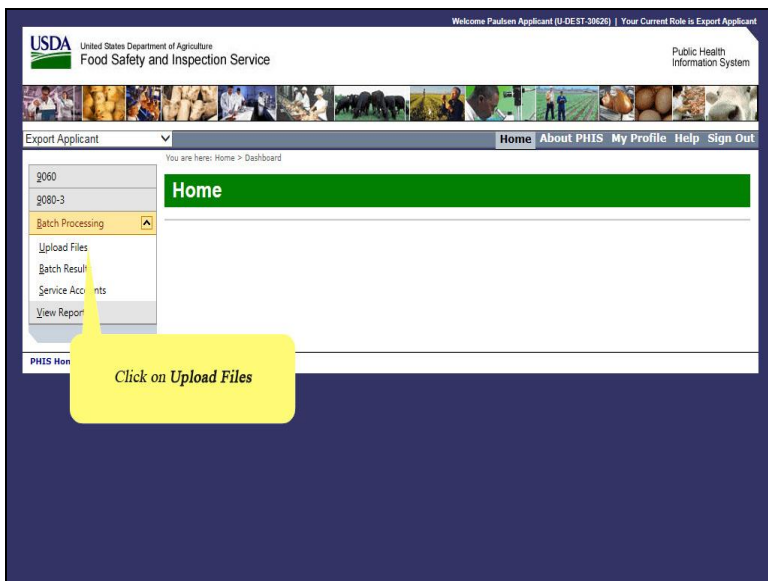
- You are accessing a U.S. Government computer, (2) this computer network, (3) all devices and storage media connected to this computer network. This information system is not to be used for unauthorized or improper use of this information system, or for any other purpose that may be prohibited by law, civil and criminal penalties.
- By using this information system, you understand and consent to the following:

Login to PHIS as using your eAuth User ID and password

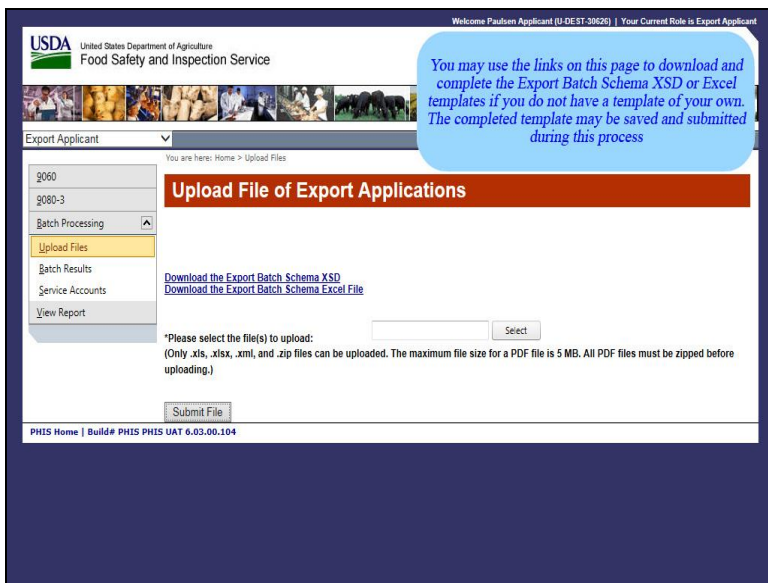
Login to PHIS using your eAuth User ID and password and then click the Login button.



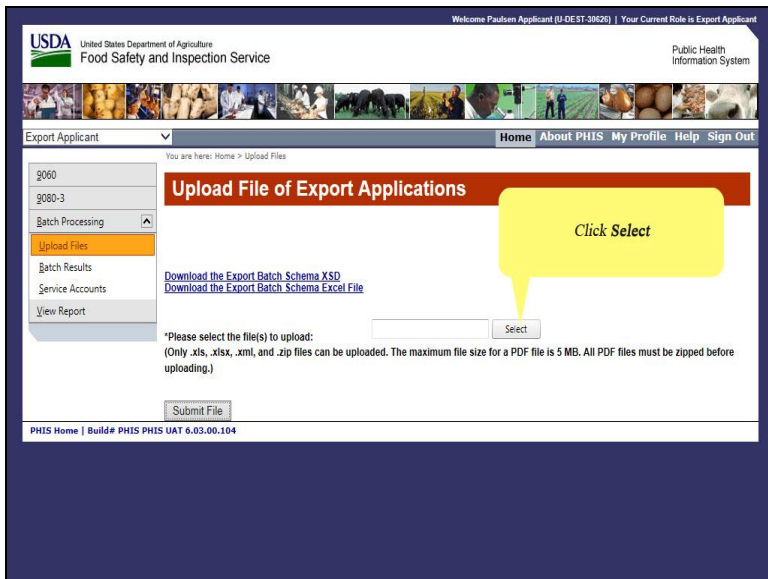
First, click on Batch Processing in the left menu of Export Applicant.



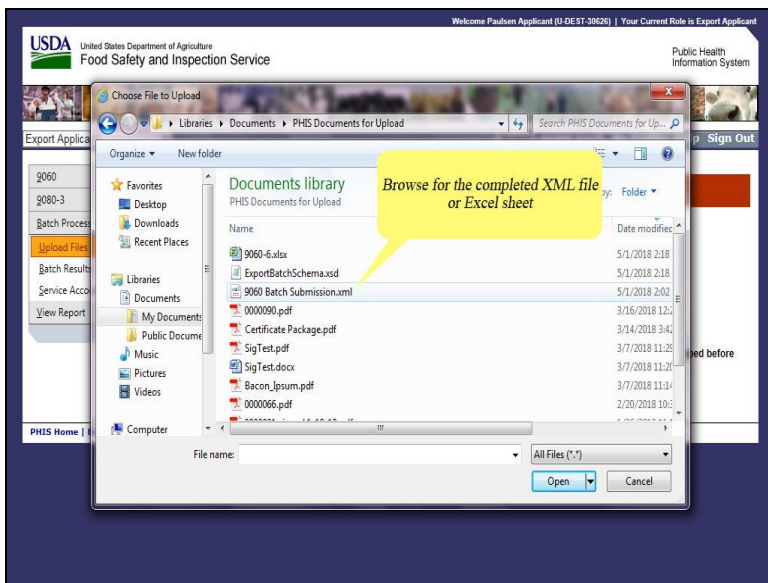
Next, click Upload Files.



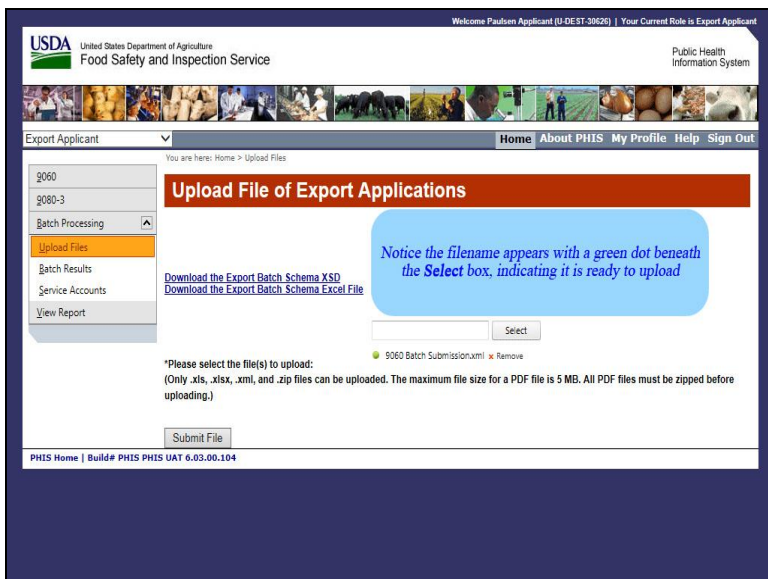
You may use the links on the Upload File of Export Applications page to download and complete the Export Batch Schema XSD or Excel templates if you do not have a template of your own. The completed template may be saved and submitted during this process.



Click Select.



Browse for the completed XML file or Excel sheet.



Notice the filename appears with a green dot beneath the Select box, indicating it is ready to upload.

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Public Health Information System

Welcome Paulsen Applicant (U-DESI-20626) | Your Current Role is Export Applicant

Export Applicant

Home About PHIS My Profile Help Sign Out

You are here: Home > Upload Files

Upload File of Export Applications

Download the Export Batch Schema XSD
Download the Export Batch Schema Excel File

9060
9080-3
Batch Processing
Upload Files
Batch Results
Service Accounts
View Report

Select

9060 Batch Submission.xml Remove

*Please select the file(s) to upload:
(Only .xls, .xlsx, .xml, and .zip files can be uploaded. The maximum file size for a PDF file is 5 MB. All PDF files must be zipped before uploading.)

Submit File

PHIS Home | Build# PHIS PHIS UAT 6.03.00.1

Click Submit File

Click Submit File.

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Public Health Information System

Welcome Paulsen Applicant (U-DESI-20626) | Your Current Role is Export Applicant

Export Applicant

Home About PHIS My Profile Help Sign Out

You are here: Home > Upload Files

Upload File of Export Applications

File name 9060 Batch Submission.xml created with batch file ID: c3a5638b-60a7-4fa3-8211-63f75b79393f.

Download the Export Batch Schema XSD
Download the Export Batch Schema Excel File

9060
9080-3
Batch Processing
Upload Files
Batch Results
Service Accounts
View Report

Select

*Please select the file(s) to upload:
(Only .xls, .xlsx, .xml, and .zip files can be uploaded. The maximum file size for a PDF file is 5 MB. All PDF files must be zipped before uploading.)

Submit File

PHIS Home | Build# PHIS PHIS UAT 6.03.00.104

A confirmation message appears stating that your batch file was successfully submitted and will indicate your batch file ID

A confirmation message appears stating that your Batch File was successfully submitted and will indicate your Batch File ID.

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Welcome Paulsen Applicant (U-DEST-30626) | Your Current Role is Export Applicant

Public Health Information System

Export Applicant

You are here: Home > Upload Files

Upload File of Export Applications

File name 9060 Batch Submission.xml created with batch file ID: c3a5638b-60a7-4fa3-8211-63f75b79393f.

From the left menu, click **Batch Results** to see your submission

*Please select the file(s) to upload:
(Only .xls, .xlsx, .xml, and .zip files can be uploaded. The maximum file size for a PDF file is 5 MB. All PDF files must be zipped before uploading.)

Submit File

PHIS Home | Build# PHIS PHIS UAT 6.03.00.104

Click on Batch Results from the left menu to see your submission.

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Welcome Paulsen Applicant (U-DEST-30626) | Your Current Role is Export Applicant

Public Health Information System

Export Applicant

You are here: Home > Batch Results

Batch Results

Date Range: ☒ Two Days ☐ One Week ☐ One Month ☐ Date Range

File Name:

Establishment Number:

Identifier:

Search Reset

☒ UI/Service ☐ UI ☐ Service | ☒ All ☐ With Errors ☐ Without Errors

Refresh

Received On	Type	Batch Info	# of App.	# of Attach.	Errors?	Batch	Log
05/01/2018 2:10 PM	XML	9060 Batch Submission.xml [3.6 KB] C3A5638B-60A7-4FA3-8211-63F75B79393F submitted by Paulsen Applicant (U-DEST-30626)	1	--			
04/30/2018 1:18 PM	XML	9060 Batch Submission.xml [3.6 KB] 0450E023-414E-4D0B-A2CC-574CECF8549 submitted by Paulsen Applicant (U-DEST-30626)	1	--			

PHIS Home | Build# PHIS PHIS UAT 6.03.00.104

A new row is added to the Batch Results table for the uploaded XML. No messages in the Errors column indicates the XML was interpreted successfully.

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Public Health Information System

Export Applicant

Home About PHIS My Profile Help Sign Out

You are here: Home > Batch Results

Batch Results

Date Range: ☒ Two Days ☐ One Week ☐ One Month ☐ Date Range

File Name:

Establishment Number:

Identifier:

☒ UI/Service ☐ UI ☐ Service | ☒ All ☐ With Errors ☐ Without Errors

[Refresh](#)

Received On	Type	Batch Info	# of App.	# of Attach.	Errors?	Batch	Log
05/01/2018 2:10 PM	XML	9060 Batch Submission.xml [3.6 KB] C3A56388-60A7-4FA3-8211-63F75879393F submitted by Paulsen Applicant (U-DEST-30626)	1	--		Download	Log
04/30/2018 1:18 PM	XML	9060 Batch Submission.xml [3.6 KB] 045DE023-A14E-4DDB-A2CC-574CEFCF8549 submitted by Paulsen Applicant (U-DEST-30626)	1	--		Download	Log

NOTE: Home | Build# 0016 DATE: MAY 6 02:00:10Z

Click the arrow in the first column of the table to expand the record

Click the arrow in the first column of the table to expand the record.

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Welcome Paulsen Applicant (U-DEST-30626) | Your Current Role is Export Applicant

Public Health Information System

Export Applicant

Home About PHIS My Profile Help Sign Out

You are here: Home > Batch Results

Batch Results

Date Range: ☒ Two Days ☐ One Week ☐ One Month ☐ Date Range

File Name:

Establishment Number:

Identifier:

☒ UI/Service ☐ UI ☐ Service | ☒ All ☐ With Errors ☐ Without Errors

[Refresh](#)

Received On	Type	Batch Info	# of App.	# of Attach.	Errors?	Batch	Log
05/01/2018 2:10 PM	XML	9060 Batch Submission.xml [3.6 KB] C3A56388-60A7-4FA3-8211-63F75879393F submitted by Paulsen Applicant (U-DEST-30626)	1	--		Download	Log

[Collapse](#)

Batch File Details				9060-6 Export Application		
App. Info	# of Attach.	Errors?	Log	App. Number	9060 Status	Cert. Number
New (148332)	--		Download	0000237	Submitted	0000237

Scroll down to see the expanded record.

You are here: Home > Batch Results

Batch Results

The App. Info column shows the status as New.
9060 Status column has status as Submitted.
The Cert. Number column has the certificate number (#237)

Date Range: ☒ Two Days ☐ One Week ☐ One Month

File Name:

Establishment Number:

Identifier:

☒ UI/Service ☐ UI ☐ Service | ☒ All ☐ With Errors ☐ Without Errors

Received On	Type	Batch Info	# of App.	# of Attach.	Errors?	Batch	Log														
05/01/2018 2:10 PM	XML	9060 Batch Submission.xml [3.6 KB] C3A56388-60A7-4FA3-8211-63F75679393F submitted by Paulsen Applicant (U-DEST-30626)	1	--																	
<div> <div>Batch File Details</div> <div>9060-6 Export Application</div> <table border="1"> <thead> <tr> <th>App. Info</th> <th># of Attach.</th> <th>Errors?</th> <th>Log</th> <th>App. Number</th> <th>9060 Status</th> <th>Cert. Number</th> </tr> </thead> <tbody> <tr> <td>New (M8332) 3B45FC81-3D59-40C4-AB81-8D84D4D4BF06 [Marked as Submitted]</td> <td>--</td> <td></td> <td></td> <td>0000237</td> <td>Submitted</td> <td>0000237</td> </tr> </tbody> </table> </div>								App. Info	# of Attach.	Errors?	Log	App. Number	9060 Status	Cert. Number	New (M8332) 3B45FC81-3D59-40C4-AB81-8D84D4D4BF06 [Marked as Submitted]	--			0000237	Submitted	0000237
App. Info	# of Attach.	Errors?	Log	App. Number	9060 Status	Cert. Number															
New (M8332) 3B45FC81-3D59-40C4-AB81-8D84D4D4BF06 [Marked as Submitted]	--			0000237	Submitted	0000237															
04/30/2018 1:18 PM	XML	9060 Batch Submission.xml [3.6 KB] 045DE023-A14E-4D0B-A2CC-574CEFC8549 submitted by Paulsen Applicant (U-DEST-30626)	1	--																	

PHIS Home | Build# PHIS PHIS UAT 6.03.00.104

The App Info column shows the status as New.
The 9060 Status column has status as Submitted.
The Cert Number column has the certificate number.

You are here: Home > Batch Results

Batch Results

From the left menu, click 9060

Date Range: ☐ One Month ☐ Date Range

File Name:

Establishment Number:

Identifier:

☒ UI/Service ☐ UI ☐ Service | ☒ All ☐ With Errors ☐ Without Errors

Received On	Type	Batch Info	# of App.	# of Attach.	Errors?	Batch	Log														
05/01/2018 2:10 PM	XML	9060 Batch Submission.xml [3.6 KB] C3A56388-60A7-4FA3-8211-63F75679393F submitted by Paulsen Applicant (U-DEST-30626)	1	--																	
<div> <div>Batch File Details</div> <div>9060-6 Export Application</div> <table border="1"> <thead> <tr> <th>App. Info</th> <th># of Attach.</th> <th>Errors?</th> <th>Log</th> <th>App. Number</th> <th>9060 Status</th> <th>Cert. Number</th> </tr> </thead> <tbody> <tr> <td>New (M8332) 3B45FC81-3D59-40C4-AB81-8D84D4D4BF06 [Marked as Submitted]</td> <td>--</td> <td></td> <td></td> <td>0000237</td> <td>Submitted</td> <td>0000237</td> </tr> </tbody> </table> </div>								App. Info	# of Attach.	Errors?	Log	App. Number	9060 Status	Cert. Number	New (M8332) 3B45FC81-3D59-40C4-AB81-8D84D4D4BF06 [Marked as Submitted]	--			0000237	Submitted	0000237
App. Info	# of Attach.	Errors?	Log	App. Number	9060 Status	Cert. Number															
New (M8332) 3B45FC81-3D59-40C4-AB81-8D84D4D4BF06 [Marked as Submitted]	--			0000237	Submitted	0000237															
04/30/2018 1:18 PM	XML	9060 Batch Submission.xml [3.6 KB] 045DE023-A14E-4D0B-A2CC-574CEFC8549 submitted by Paulsen Applicant (U-DEST-30626)	1	--																	

PHIS Home | Build# PHIS PHIS UAT 6.03.00.104

Click on 9060 from the left menu.

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Welcome Paulsen Applicant (U-DEST-20626) | Your Current Role is Export Applicant

The submitted batch application (#237) will appear in the table

Export Applicant

You are here: Home > 9060 Applications

Create/View 9060-6 Export Applications

Create Application

Number	Application Type	Exporting Establishment	Importing Country	Status	Reviewer	PDF	Date Submitted	Seal Info	Edit	Copy	Delete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
0000237	New	Porter Road Butcher Meat Company	AFGHANISTAN	Submitted			5/1/18				
0000131	New	Porter Road Butcher Meat Company	AFGHANISTAN	Submitted			4/30/18				

PHIS Home | Build# PHIS PHIS UAT 6.03.00.104

The submitted batch application will appear in the table.

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Welcome Paulsen Applicant (U-DEST-20626) | Your Current Role is Export Applicant

Public Health Information System

Export Applicant

You are here: Home > 9060 Applications

Create/View 9060-6 Export Applications

Create Application

Number	Application Type	Exporting Establishment	Importing Country	Status	Reviewer	PDF	Date Submitted	Seal Info	Edit	Copy	Delete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
0000237	New	Porter Road Butcher Meat Company	AFGHANISTAN	Submitted			5/1/18				
0000131	New	Porter Road Butcher Meat Company	AFGHANISTAN	Submitted			4/30/18				

PHIS Home | Build# PHIS PHIS UAT 6.03.00.104

Click the PDF icon on the new application (#237)

Click the PDF icon for the new application in the PDF column.

According to the Paperwork Reduction Act of 1995, this form displays a valid OMB control number. The estimated average time for reviewing the collection of information and responding to the collection of information is 20 minutes per response. Send to, a collection of information unless it is required to complete this information collection is necessary for preparing and maintaining the data needed, and

A Form 9060-6 PDF appears. Ensure the form represents the intentions of the Consignor/Exporter and the parameters of the original application

U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE

APPLICATION FOR EXPORT CERTIFICATE

APPLICATION TYPE 1. <input checked="" type="checkbox"/> ORIGINAL 2. <input type="checkbox"/> REPLACEMENT APPLICATION / REASON FOR REPLACEMENT <input type="checkbox"/> LOST CERTIFICATE <input type="checkbox"/> IMPORTING COUNTRY BORDER CLOSURE <input type="checkbox"/> INCORRECT CERTIFICATE <input type="checkbox"/> SPLIT SHIPMENT <input type="checkbox"/> IMPORTER/EXPORTER CHANGED <input type="checkbox"/> CONSOLIDATED SHIPMENT <input type="checkbox"/> CERTIFICATE MISSING REQUIRED INFORMATION		3. CERTIFICATE NO. 0000237 4. SHIPMENT TYPE <input checked="" type="checkbox"/> COMMERCIAL SALE <input type="checkbox"/> AIRLINE <input type="checkbox"/> PERSONAL CONSUMPTION <input type="checkbox"/> U.S. MILITARY <input type="checkbox"/> SHIP'S STORE <input type="checkbox"/> U.S. EMBASSY
5. DATE OF REQUEST (mm/dd/yyyy) 05/01/2018	6. COUNTRY OF DESTINATION AFGHANISTAN	7. COUNTRY OF FINAL DESTINATION AFGHANISTAN
8. CONSIGNOR/EXPORTER (Applicant's name and address) Test Exporter 1012 Demo Street Suite 2400 Third address line Blacksburg, Virginia 24060 UNITED STATES		9. CONSIGNEE/IMPORTER (name and address) Test Importer 1013 Demo Street Suite 1000 Third address line Test City, ABCDEF AFGHANISTAN
10. EXPORT EST. NO. M8332		11. EXPORT MARK TO BE USED: <input checked="" type="checkbox"/> USDA EXPORT MARK <input type="checkbox"/> UNIQUE IDENTIFIER

A form, 9060-6 PDF, appears. Ensure the form represents the intentions of the Consignor/Exporter and the parameters of the original application.

12. DESCRIPTION OF PRODUCT (Including Product Code)	13. HACCP CATEGORY	14. SPECIES	15. MATURITY LESS THAN 30 MOS.	16. FROZEN/ SHELF- STABLE	17. NET WEIGHT OF LOT	18. NO. OF PACKAGES IN LOT	19. TYPE OF PACKAGES IN LOT	20. SHIPPING/ IDENTIFICATION MARKS	21. EST. NO. ON PRODUCT
Test Product 1 (1)	03B	Chicken	No	Yes	123.45lbs (123.45kgs)	100	BX	Shipping ID Mark	P32
22. TOTAL NET WEIGHT 123.45 lbs (123.45 kgs)					23. TOTAL NO. OF PACKAGES 100				
24. ADDITIONAL STATEMENT Additional Statement									
<div>Click to close the PDF</div>									
Under penalty of law, I certify that the products covered by this application for export meet the inspection requirements for the country of destination. I will provide documentation to FSIS program employees upon request.									
25. APPLICANT SIGNATURE				26. PRINTED NAME Paulsen Applicant			27. DATE 05/01/2018		
I certify that the product was examined in accordance with Agency policy.									
28. CERTIFYING OFFICIAL'S SIGNATURE AND TITLE				29. PRINTED NAME AND TITLE			30. DATE		

FSIS FORM 9060-6 (05/04/2017) Page 1 of 1

Close the PDF file page either by closing the tab or exiting the application.

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Public Health Information System

Welcome Paulsen Applicant (J-DEST-20626) | Your Current Role is Export Applicant

Export Applicant

Home About PHIS My Profile Help Sign Out

You are here: Home > 9060 Applications

Create/View 9060-6 Export Applications

Click Sign Out

Create Application

Number	Application Type	Exporting Establishment	Importing Country	Status	Reviewer	PDF	Date Submitted	Seal Info	Edit	Copy	Delete
0000237	New	Porter Road Butcher Meat Company	AFGHANISTAN	Submitted			5/1/18				
0000131	New	Porter Road Butcher Meat Company	AFGHANISTAN	Submitted			4/30/18				

PHIS Home | Build# PHIS PHIS UAT 6.03.00.104

Click Sign Out.

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Export Applicant

Home About PHIS My Profile Help Sign Out

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Create/View 9060-6 Export Applications

Create Application

Number	Application Type	Exporting Establishment	Importing Country	Status	Reviewer	PDF	Date Submitted	Seal Info	Edit	Copy	Delete
0000237	New	Porter Road Butcher Meat Company	AFGHANISTAN	Submitted			5/1/18				
0000131	New	Porter Road Butcher Meat Company	AFGHANISTAN	Submitted			4/30/18				

PHIS Home | Build# PHIS PHIS UAT 6.03.00.104

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.