



**Food Safety and Inspection Service (FSIS)
United States Department of Agriculture (USDA)**

**Managing Statements for Export 9060 Records
Quick Reference Guide (Industry)**

Version 5.2

Public Health Information System

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PHIS Quick Reference Guide: Managing Statements for Export 9060 Records

These instructions explain how to add, re-order, and remove country-specific statements from export 9060 records. PHIS maintains a repository of boilerplate statements to help streamline the creation of 9060 records for importing countries that require FSIS to certify conditions beyond those that are covered within the standard 9060 package. When possible, these attestation statements cover the importing country's requirements as documented in the Export Library maintained on the FSIS public-facing website. This guide is for creating 9060 records with the role of Export Applicant, Corporate Administrator, or Export Broker. Details on including statements in XML and Excel files are covered in the *PHIS Export Batch User Guide*.

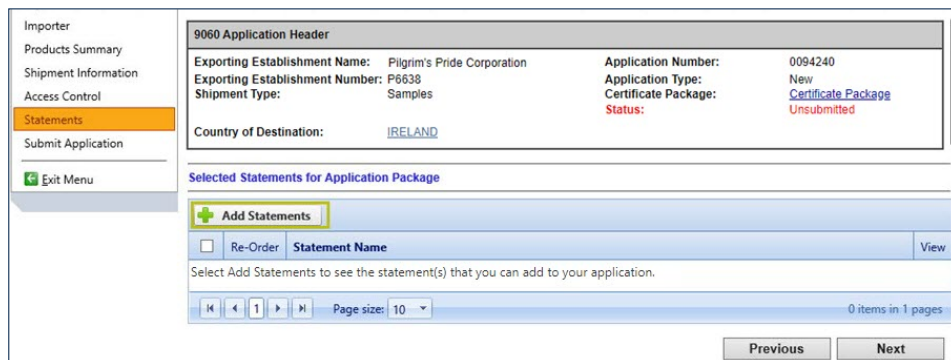


Figure 1 - Statements page

Export Application Statements Page

When you are creating or editing an export application and you have selected the Statements menu and there is at least one applicable statement, PHIS displays the Statement page with the Selected Statements for Application Package grid.

- The **Add Statements** button enables you to add statement(s) that match the application's Importing Country and/or Importing Country/Species combination (see *Figure 1*).

If there are no statements that match the application's Importing country or Importing Country/Species combination, PHIS displays the following message:

No related statements in PHIS apply to this application.

Add Statements

These instructions are for adding statements to the Remarks section of an export application. These instructions assume that at least one Statement is associated with Importing Country and/or Species on your application.

1. Navigate to the Statements page of your export application.
2. In the Selected Statements for Application Package grid, select **Add Statements**. (see *Figure 1*)
PHIS refreshes the page and displays the Select Statements for Application Package grid and applicable statements (see *Figure 2*).
3. Select the **View** icon to preview available statements.
4. Select the Statement checkbox(es) and choose **Select** at the bottom of the grid.
PHIS refreshes the page to display the Selected Statements for Application Package grid.
5. Select **Next**.
PHIS displays the Submit Application page.

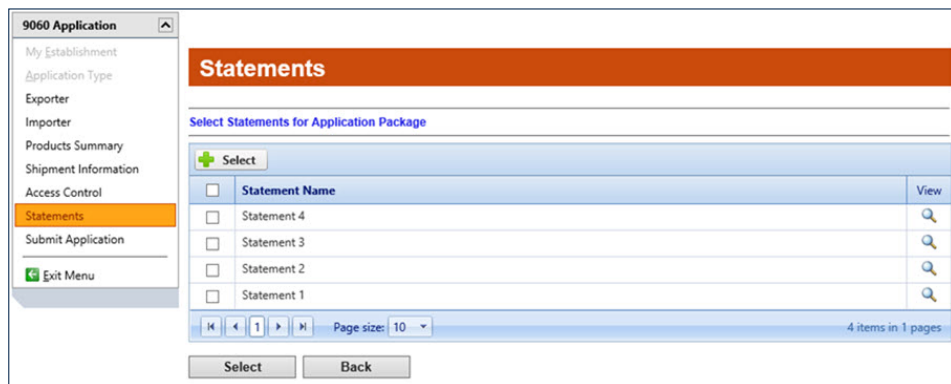


Figure 2 - Select Statements for Application Package grid

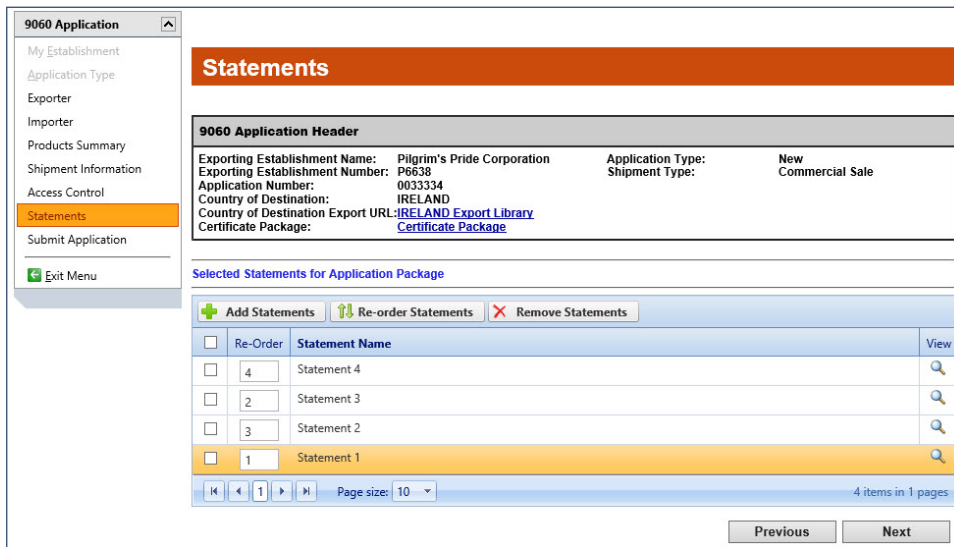


Figure 3 - Selected Statements for Application Package

Re-order Statements

These instructions explain how to re-order the Statements that will appear on your future export certificate (see *Figure 3*). These instructions assume you already have selected statements.

1. Navigate to the Statements page of your export application.
2. In the Selected Statements for Application Package grid, type number values in the Re-Order fields associated with the statements.
3. Select **Re-order Statements**.
PHIS refreshes the page with the statements in the Selected Statements for Application Package grid now appearing in ascending order per the values you entered. This order is how the statements will appear on your future export certificate.

Remove Statements

These instructions are for removing statements from the Remarks section of an export application (see *Figure 3*). These instructions assume you already have selected statements.

1. Navigate to the Statements page of your export application.
2. In the Selected Statements for Application Package grid, select the checkbox associated with any of statements you no longer want to be in your future export certificate.
3. Select **Remove Statements**.
PHIS refreshes the page and no longer displays the selected statements. These same statements are once again available on the Select Statements for Application Package grid (see *Figure 2*).
4. To save your changes, select **Next**.

Statements also can be removed directly from the PHIS Generated statements per Country Requirements record grid by selecting the associated red X under the Remove column (see *Figure 4*).

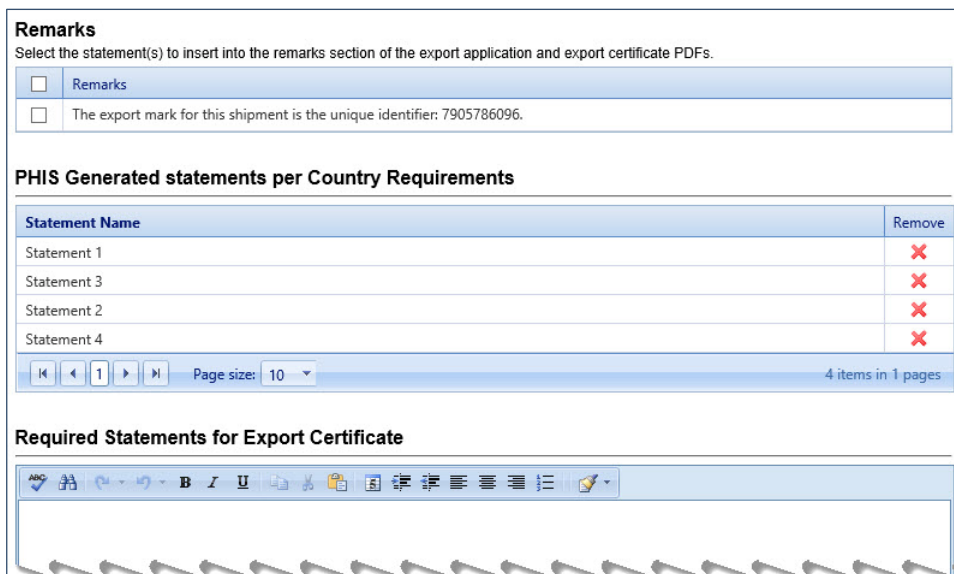


Figure 4 Submit Application - Finalize Statement Selections

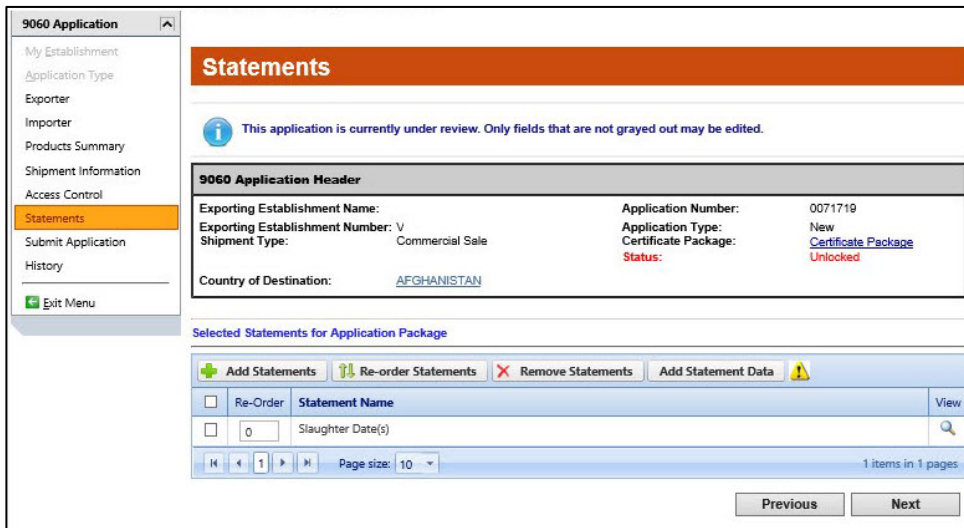


Figure 5 Add Statement Data

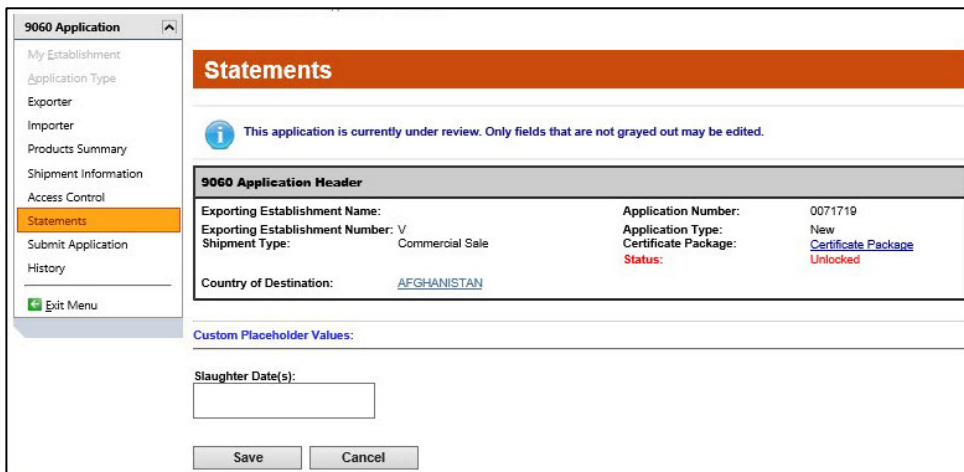


Figure 6 Required data field(s) for Selected Statements

Add Statement Data

Some statements contain data values required by the importing country beyond default data entry fields available in PHIS when creating an export application. When extra data is **required** by selected statement(s), an Add Statement Data (see *Figure 5*) button is available. Data entered (see *Figure 6*) is inserted as required into selected Statements.

When required data is not yet entered, PHIS displays a yellow warning icon. After all required statement data is entered, PHIS displays a green checkmark icon. Statement data is not required to submit an application but is required for final approval. In-Plant Personnel (IPP) will not be able to approve the application and sign the certificate record until all data required by the importing country is entered into PHIS for inclusion in the resulting PDFs.

Editing Statement Selection and Data

Statements and associated data elements are available for editing even after review of the application by IPP has started and up until final approval.

Submit Application

A summary of the selected statements appear on the Submit Application page above the text box where you can type custom statements (see **Error! Reference source not found.**).

1. Select the **Review Application Submission** button to view the application package being submitted for approval. The application package includes any Statements you selected when creating or editing the application.
2. Optionally, you may select the **Certificate Package** link from the header to view the certificate package. PHIS displays the certificate package including any Statements you selected when creating or editing the application. Close the PDF window.
3. Select the associated **X** to remove any Statements that you no longer want to include in certificate package.

Note:

- On rare occasions, a selected Statement record may be updated by FSIS after selecting and prior to submittal or final approval. If so, PHIS provides a message indicating that the statement needs to be removed, and when available, the new version selected.