USER MANUAL

January 2020

Export Manual

This document details the applications and procedures with regards to the exporting of Liquor Products on Wine Online.

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System specification

REGISTRATION SPECIFICATION

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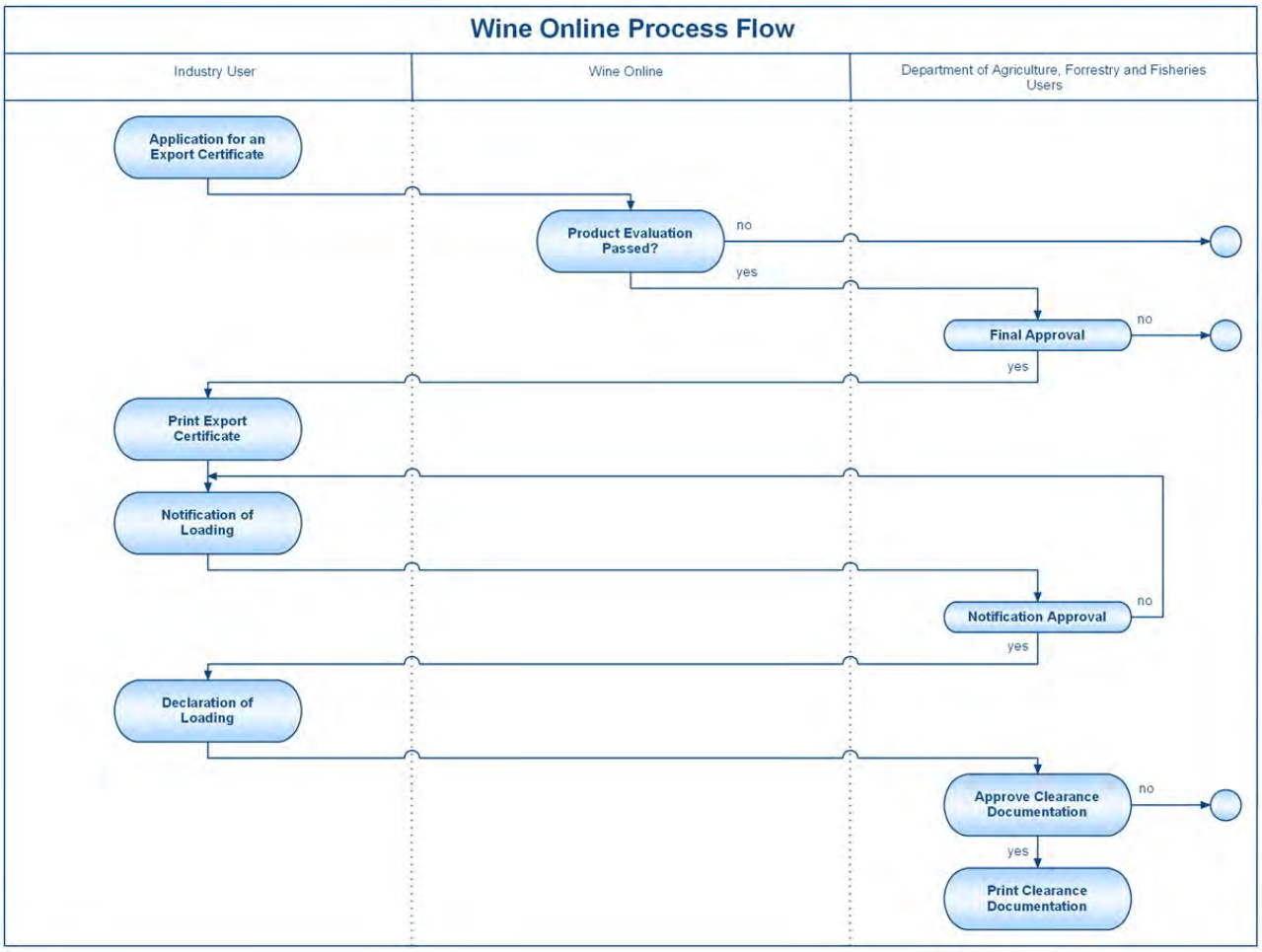
INTRODUCTION

The Wine Online website has been developed through a collaboration of the Wine Industry, Department of Agriculture and the Department of Trade and Industry. The system facilitates the certification and export of liquor products and issues all the necessary documents required.

This document illustrates parts of the process flow and export procedure as prescribed the Liquor Products Act, Act 60 of 1989 and its Regulations. The process flow and procedures were adopted into the Wine Online system.

WINE ONLINE EXPORT PROCESS FLOW

WINE ONLINE PROCESS FLOW



Wine Online Process Flow

PROCESS DESCRIPTION

Application for an Export Certificate

The Exporter or Freight Agent log onto www.dawineonline.co.za and complete an application for an export certificate. After an export certification application has been submitted the system will evaluate the application.

Product Evaluation

Before a product can be exported it is analysed, sensorial evaluated and the label verified for confirmation to local or Import country specifications. These specifications as set out in Regulations are stored in the system.

The product evaluation process ensures that the product conforms to Import country specifications and that the lab, label and sensorial results have been approved for export.

The application will be assigned a temporary approval result based on product evaluation. The application is rejected if the product evaluation fails.

Final Approval

Once the product evaluation has been passed by the system, an Administration Clerk of the Department will be able to Final Approve the export certificate application and issue the exporter with a valid export certificate. In the case that the export application is Final Rejected the document will be marked as rejected and will not be available to print.

Print Export Certificate

Once final approval has been given for the export certificate, the document can be printed online by the Exporter or Freight Agent or by an Administration Clerk of the Department.

Notification of Loading

The notification of loading is done on Wine Online 24 hours before the actual date and time of loading. This notifies the Inspectors at APIS which orders are going to be loaded, the premises of loading and the date and time of loading.

The Inspector could do a physical inspection of the loading after which approval or rejection with reasons can be submitted for the notification of loading. Should no physical inspection of loading take place the inspector has the options to admin approve the notification of loading. Should the notification of loading be rejected the export certificate will become available for cancellation and/or notification of loading.

Declaration of Loading

Once the notification of loading has been approved and the actual date and time of loading has passed the Exporter or Freight Agent will be able to do a declaration of loading on Wine Online. This declaration needs to be done within 72 hours of actual loading before the Exporter will be blacklisted.

The final loading information is supplied with the declaration of loading and is used to compile and issue Clearance documentation for the Foreign Customs e.g. VI1, Analysis Certificate, United States Certificate, etc.

Approve Clearance Documentation

The clearance documents are evaluated by an Administration Clerk of the Department after which the documents will become available for printing once approved.

Print Clearance Documentation

Once the clearance documents have been approved the documents are printed by an Administration Clerk of the Department. The required signatures and stamps are then brought onto the documentation as required.

Cancellations

Throughout the process, the user can do a cancellation of the current level/status that the export is on, but not for any lower levels until the top level has been cancelled. All the cancellations need final approval from the Department.

To cancel an export certificate the user will need to ensure that there is no active Notification of Loading attached to the document. The user will first need to cancel the notification of loading and await final approval of the cancellation request before a request of cancellation can be submitted for the export certificate. On receipt of the original export certificate, the Department will final approve the cancellation request for the export certificate.

Should the Notification of Loading already be approved the user will also be able to do a 0 (Null) Declaration of Loading. This entails declaring the order and supplying the quantities loaded as 0.

APPLICATION FOR AN EXPORT CERTIFICATE

Any liquor product intended for export, which will be for resale in the importing country, needs an export certificate from the Department. Below is a step by step instruction on how to complete the application for an export certificate on Wine Online.

There are four types of export applications, depending on the product definition and format. Each of these variations will be dealt with separately within this guide, where the screens differ. The types of applications are as follows:

Export Certified – Bottled

Export Certified – Bulk

Export Uncertified – Bottled

Export Uncertified – Bulk

MAIN SCREEN

The main screen can be found by following the below-mentioned menu path:

DOCUMENTATION – DOCUMENTS – APPLICATIONS – EXPORT CERTIFICATE

The main screen displays a list of all the pending applications previously submitted. These applications are still awaiting Final Approval / Rejection from the Department.

The screen gives the user the option to perform the following tasks:

Search:

By clicking on the "Magnifying Glass" in the top left-hand side corner the user will be able to search for outstanding applications.

View:

The "View" option will allow the user to view the details of the corresponding application as previously submitted on Wine Online.

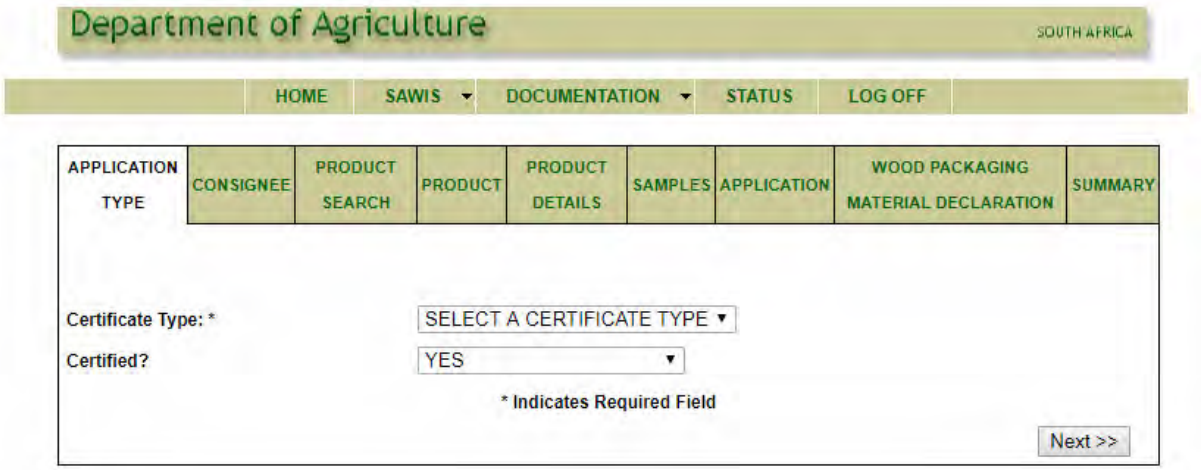
Cancel:

The "Cancel" option will cancel the corresponding application as previously submitted on Wine Online.

New Application:

The "New" option will take the user to the application page for a new export application.

APPLICATION TYPE SCREEN



The application type screen is used to supply the information regarding the type of export application the user would like to apply for. The following options should be completed before the user will be allowed to continue to the Consignee page.

Certificate Type:

Indicate whether the product will be exported in Bottled or Bulk format.

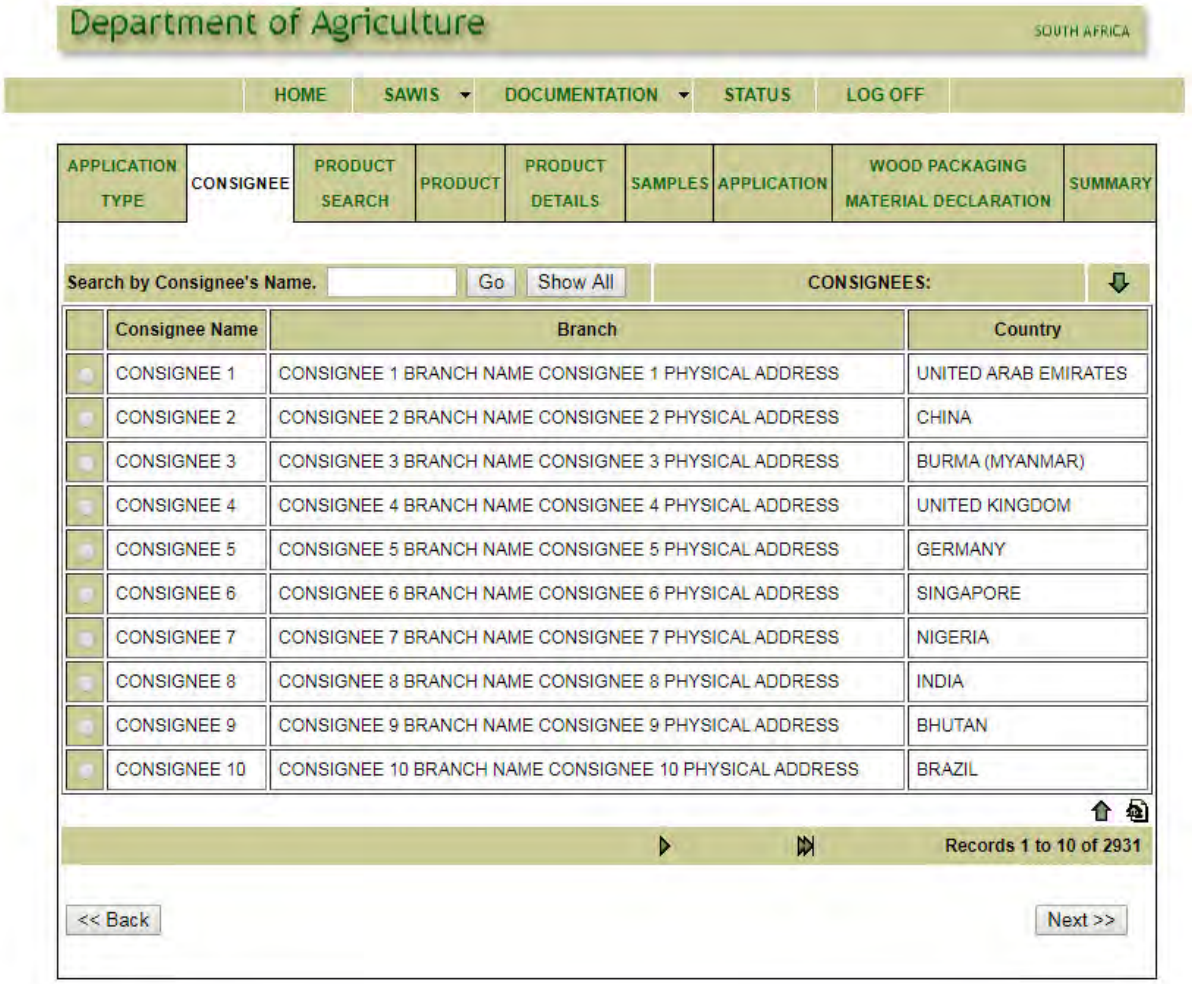
Certified:

Indicate whether the product has been certified by the Wine and Spirit Board.

This can be verified by looking for a sticker on the neck of the bottle which indicates the Seal Series and Code of the bottle. Should the bottle contain a Certified Seal the product has been certified and the user should select **'YES'**. In the case that no Certified Seal is present on the product the user should select **'NO'**

Once all of the above has been completed the user can click on **'NEXT'** to proceed to the Consignee Screen.

CONSIGNEE SCREEN



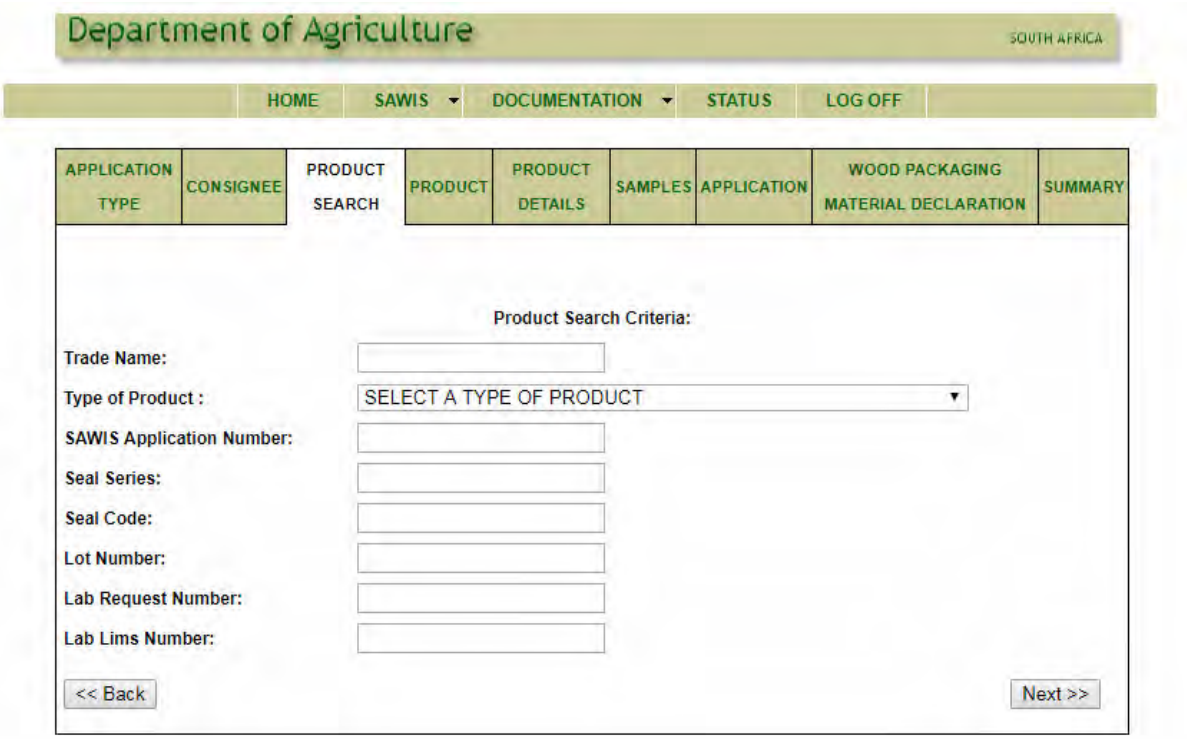
The Consignee screen is used to indicate the client to which the exporter is intending to export to. This client will be Importer of the product in the foreign country and can be selected by clicking on the Circle next to the Consignee Name. The user can search within the list of Consignees by making use of the **'Search by Consignee's Name:'** function.

Should the Consignee not be available in the Consignee list the exporter will need to complete the Consignee information form, which can be found on Wine Online. Once the form has been completed it should be faxed or emailed to the Department for capturing. The Consignee Information form can be found at:

www.dawineonline.co.za
Click on **'Register Now'** on the right-hand side of the screen.
Click on **'Consignee Information'** to open the form

Once the Consignee has been selected the user can click on **'NEXT'** to proceed to the Product Search Screen.

PRODUCT SEARCH SCREEN



The Product Search Screen is used to search for existing products on Wine Online that have already been registered.

The user should not complete all the fields as this makes the search too strict and it might not return any results.

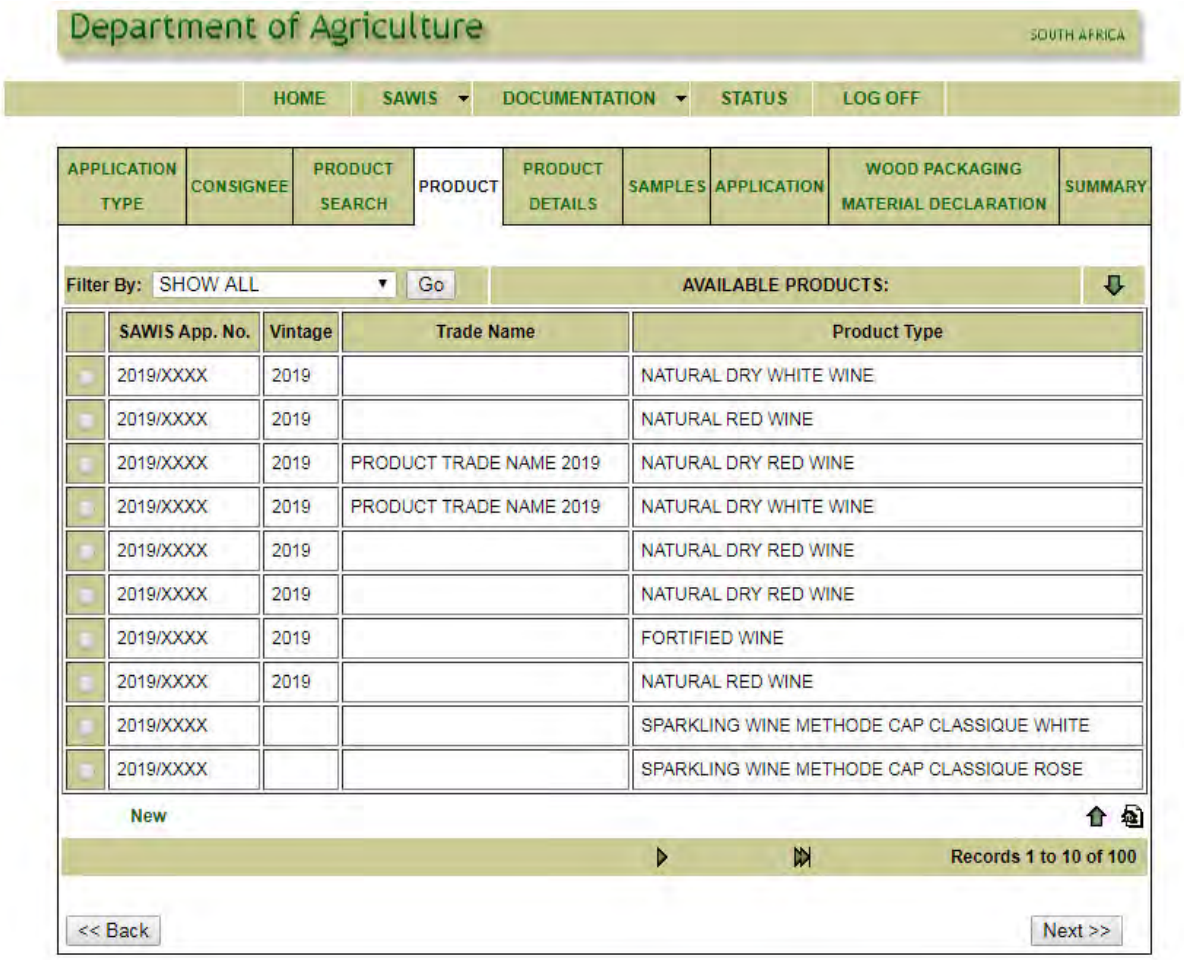
It is advised that the user only use the **'SAWIS Application Number'**, **'WSR4 Number'** or **'Seal Series'** and **'Seal Code'** to search on if the product has been certified by the Wine and Spirit Board.

The **'Lot Number'** can be used on uncertified products that have been registered on Wine Online with a lot number.

The **'Lab Request Number'** and **'Lab Lims Number'** fields can be used if the user has Submission information as submitted with the product registration.

Once the applicable fields have been completed the user can click on **'NEXT'** to continue to the Product Screen.

PRODUCT SCREEN

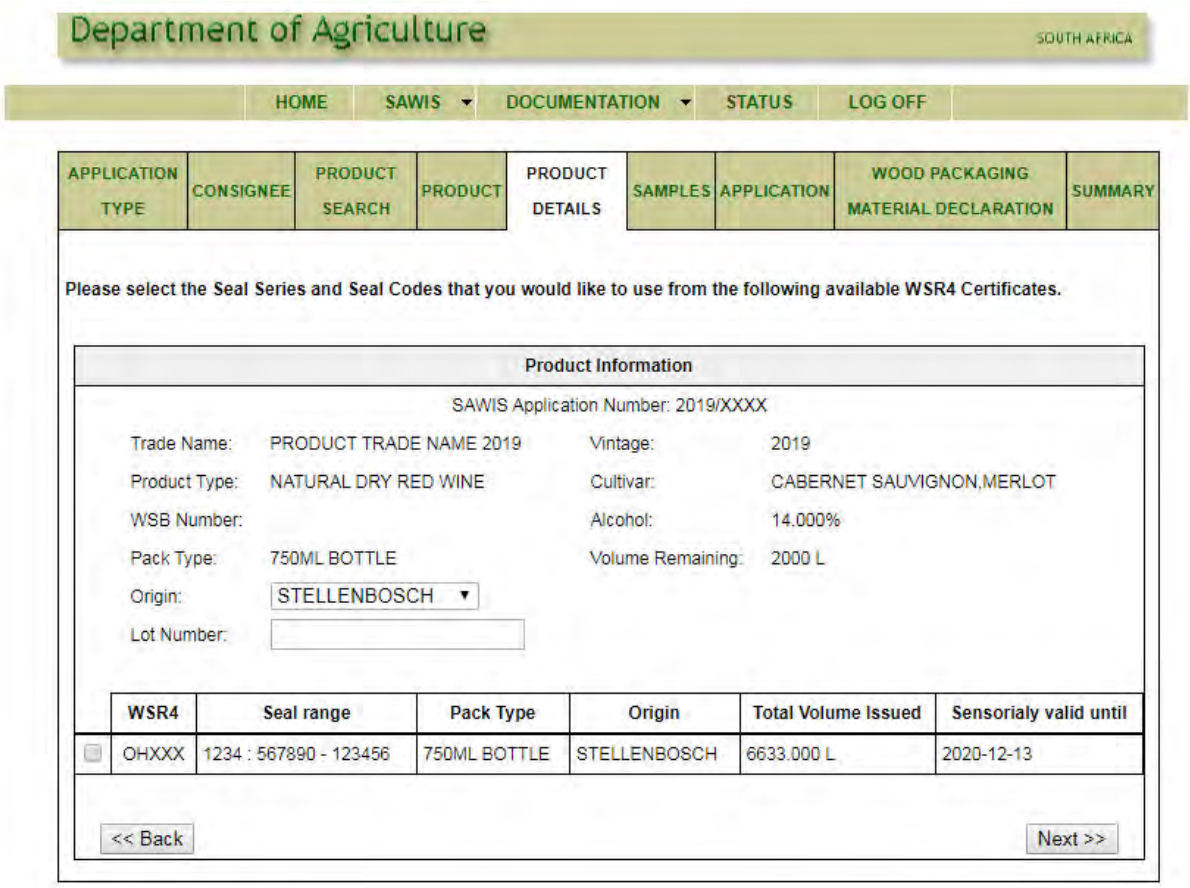


The Product Screen returns all the products that matched the search criteria as supplied on the Product Search screen. The applicable product can be selected by clicking on the Circle to the left of the **'SAWIS App. No.'** or **'Lot No.'** field.

Should the screen display **'NO RECORDS WHERE FOUND FOR THE SEARCH SELECTION'** the user will be able to go back to the search screen by clicking on **'BACK'.**

Once the desired product has been selected the user will be able to continue to the Product Details Screen by clicking on **'NEXT'.**

PRODUCT DETAILS SCREEN – CERTIFIED BOTTLED



The Product Details Screen is used to supply additional product information as required. It will display all WSR4's and the approved seals for the product. For certified bottled exports the user needs to supply the seal series and code information as they intend to export.

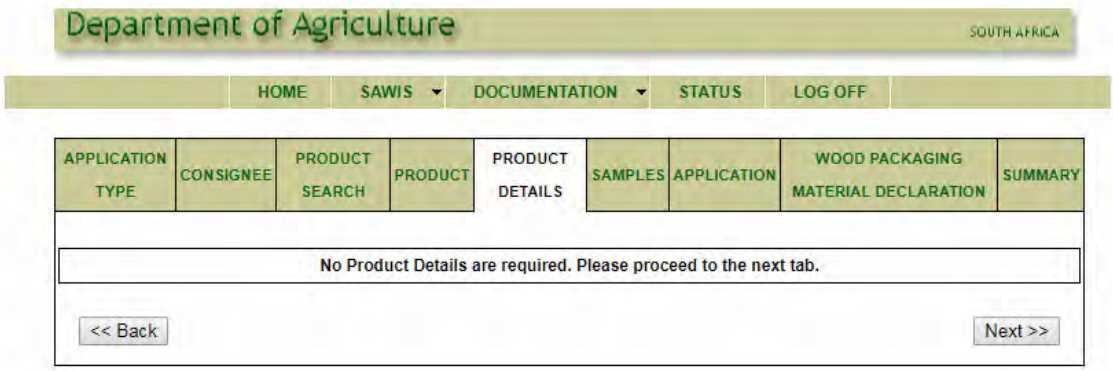
The following steps should be followed to indicate the required codes:

Tick the checkbox of the row containing the **'Seal Series'** and **'Seal Code'** of the product to be exported.
Make sure that the pack type of the product and origin corresponds with selected WSR4.

The capturing of the seal information should be done for each WSR4 that the exporter intends to export.

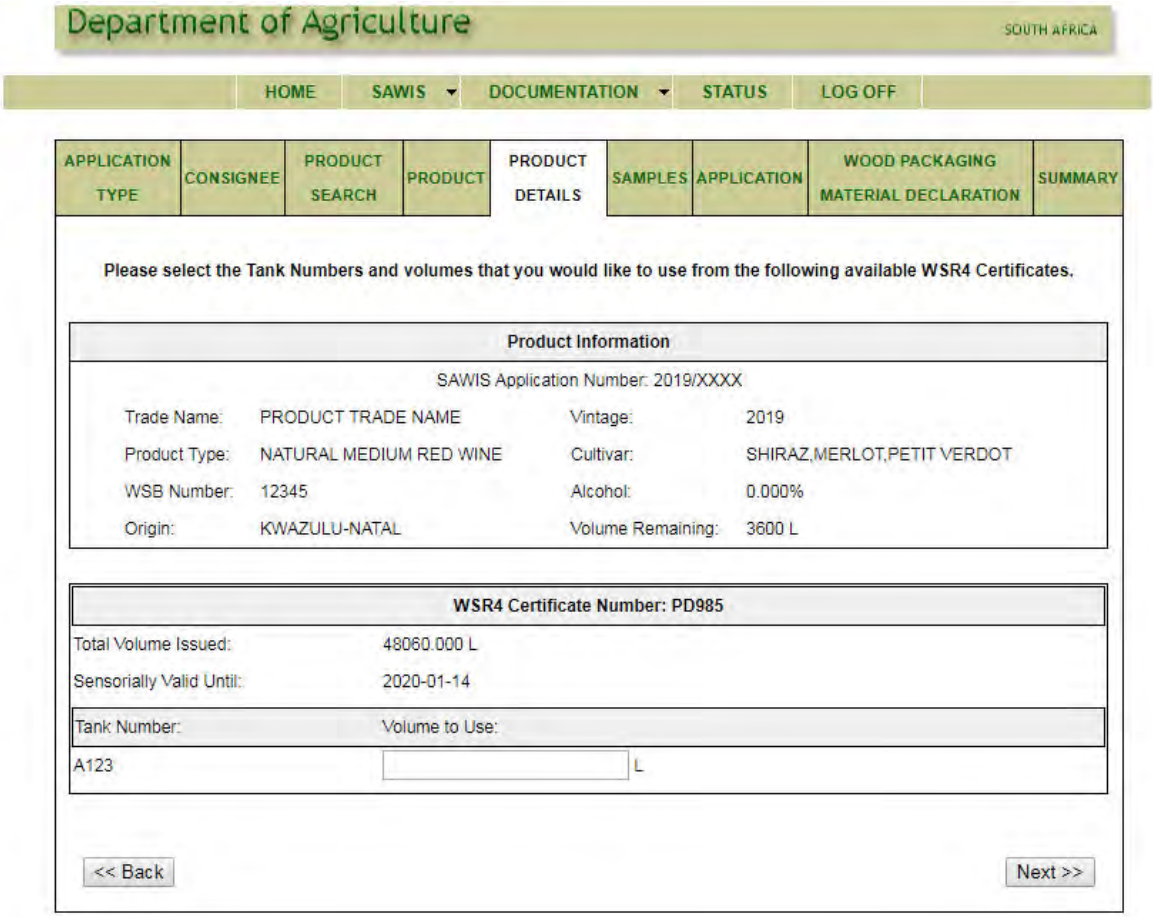
Once all the seal information has been supplied the user can click on **'NEXT'** to continue to the Samples Screen.

PRODUCT DETAILS SCREEN – UNCERTIFIED BOTTLED



No additional information is required for the Uncertified Bottled application and the user can just click on **'NEXT'** to continue to the Samples Screen.

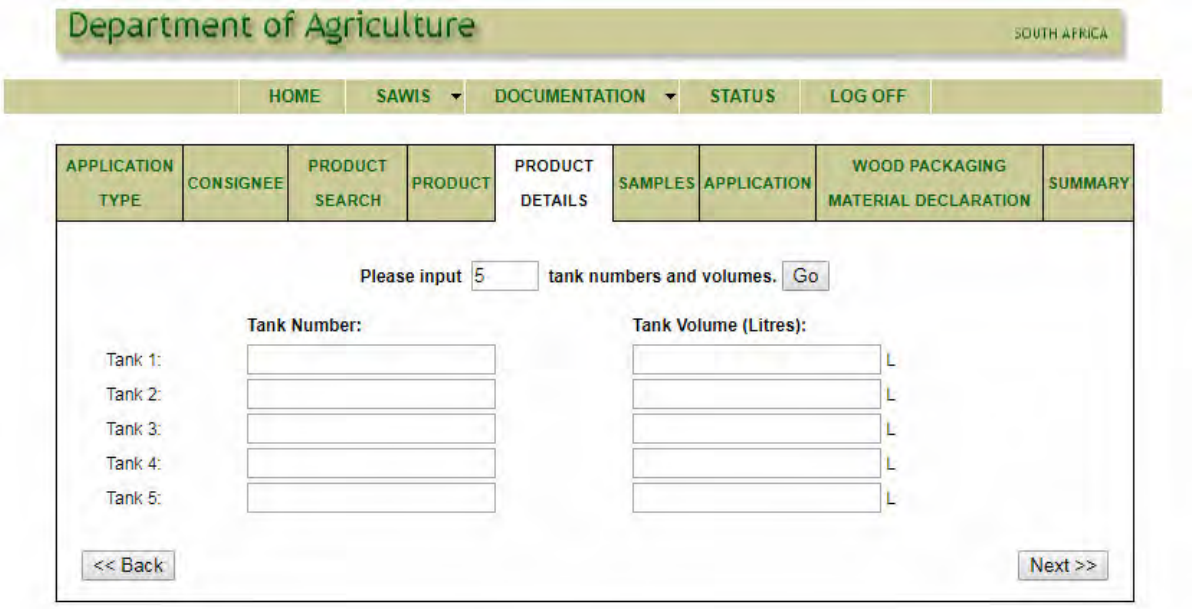
PRODUCT DETAILS SCREEN – CERTIFIED BULK



The Product Details Screen is used to supply additional product information as required. It will display all WSR4's and the approved tank numbers. For Certified Bulk exports the user needs to supply the tank as well as the volume to export per tank.

Once all the tank and volume information has been supplied the user can click on **'NEXT'** to continue to the Samples Screen.

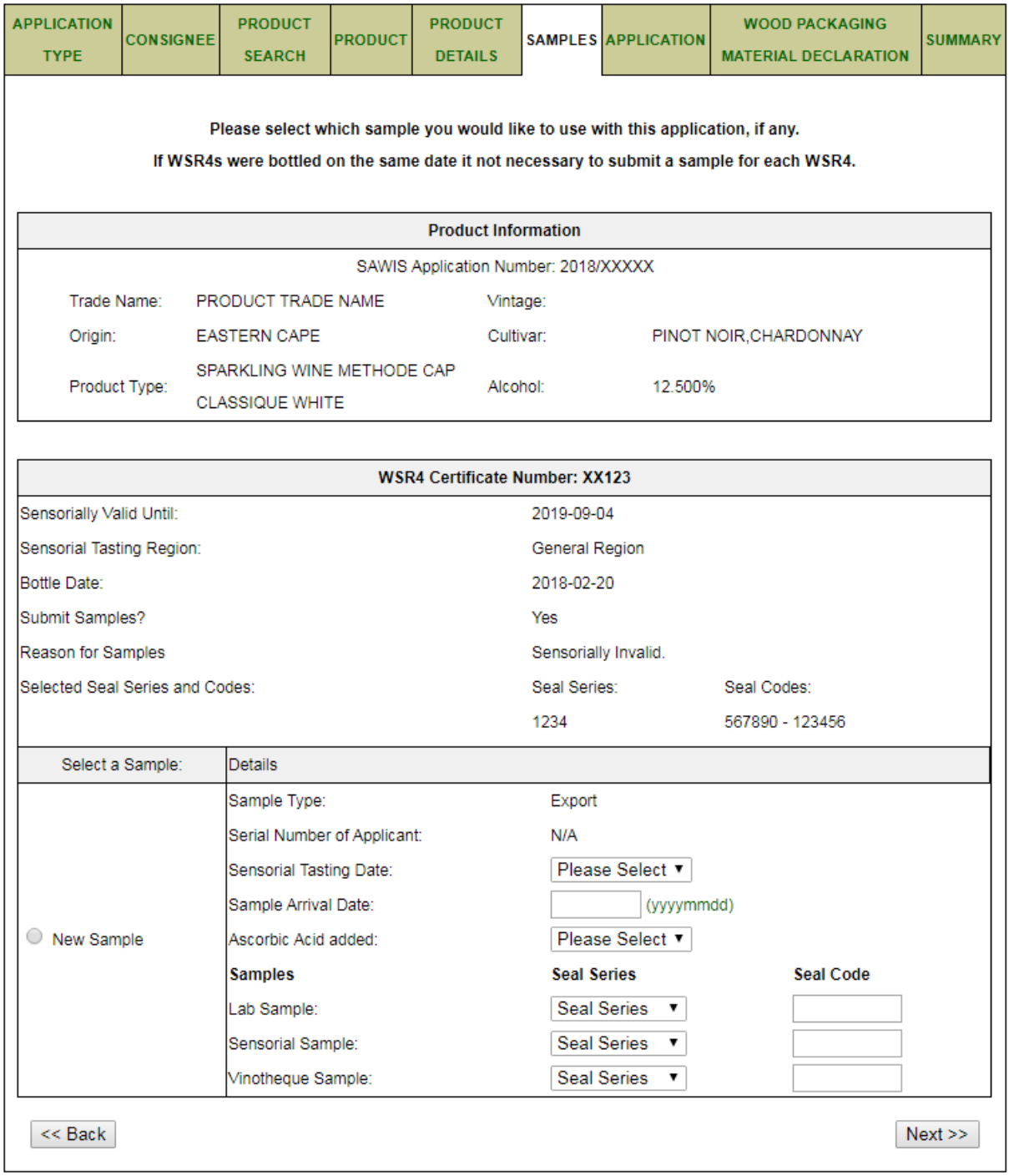
PRODUCT DETAILS SCREEN – UNCERTIFIED BULK



The Product Details Screen is used to supply additional product information as required. For uncertified bulk exports, the user needs to supply the tank as well as the volume to export per tank. The tank number(s) need to be the same as the number indicated on the product submissions as submitted with the product registration.

Once all the tank and volume information has been supplied the user can click on **'NEXT'** to continue to the Samples Screen.

SAMPLES SCREEN – CERTIFIED BOTTLED



The Samples Screen indicates whether samples are required for the applicable product before the export certificate will be granted by the Department.

Should Wine Online indicate next to the **'Submit Samples?'** option that **'NO'** samples are required the user can click on **'NEXT'** to continue to the Application Screen.

In the case where samples are required the user needs to do the following:

Select a new sample by clicking on the circle next to **'New Sample'**.

Select the **'Sensorial Tasting Date'**. This date needs to be selected, but the tasting date will only be set once the samples have arrived at the Department.

Supply the **'Sample Arrival Date'** as the date when the sample will be sent to the Department.

Indicate whether **'Ascorbic Acid added'** was added to the product. Should the user be unsure, it should be indicated that **'NO'** Ascorbic Acid was added to the product.

Select the **'Seal Series'** and supply the **'Seal Code'** of the **'Lab Sample'**. The seal series and code supplied should match that of the samples which will be sent to the Department.

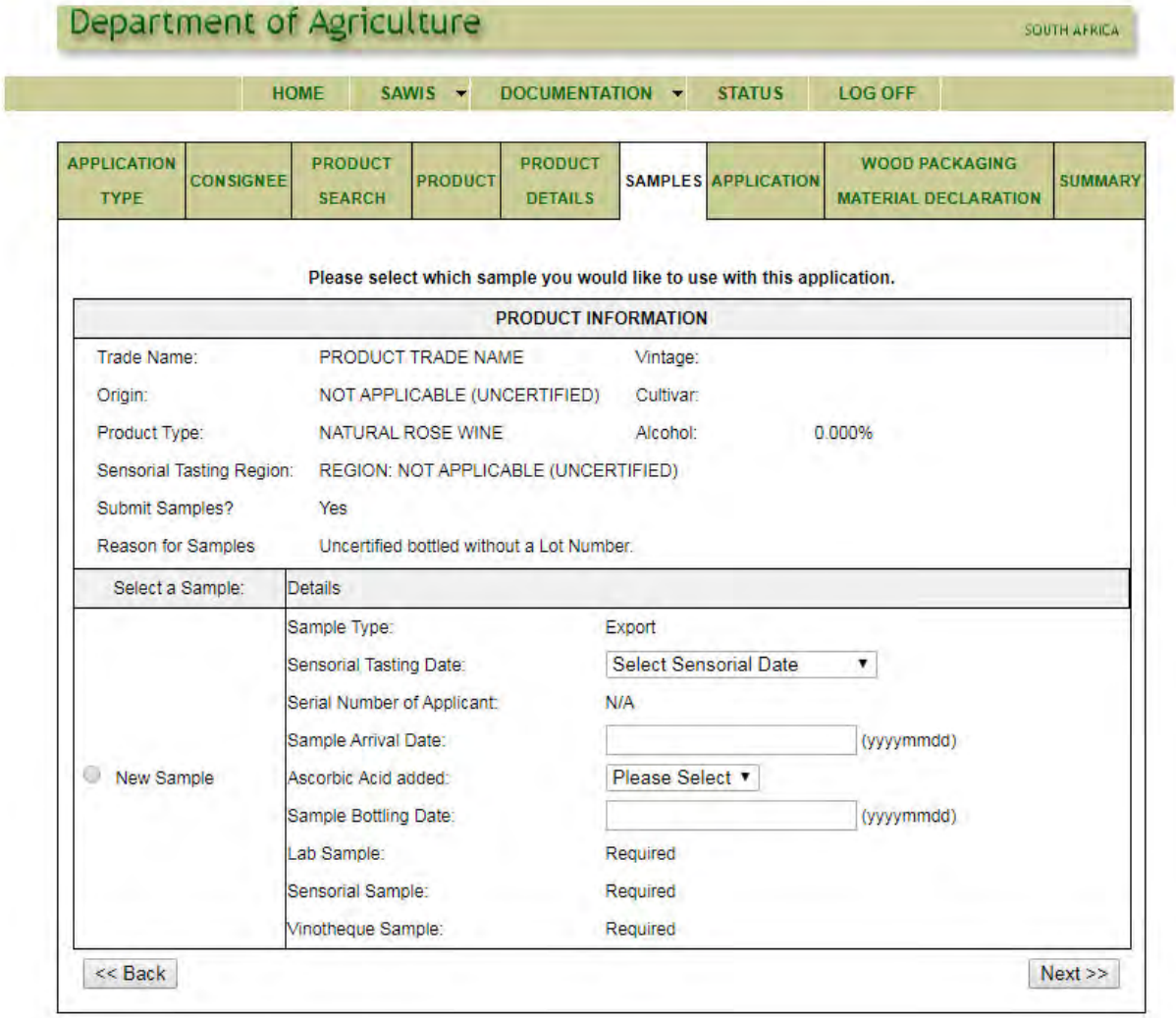
Select the **'Seal Series'** and supply the **'Seal Code'** of the **'Sensorial Sample'**. The seal series and code supplied should match that of the samples which will be sent to the Department.

Select the **'Seal Series'** and supply the **'Seal Code'** of the **'Vinotheque Sample'**. The seal series and code supplied should match that of the samples which will be sent to the Department.

NB: Should Wine Online request that a sample needs to be submitted and the user is aware that no samples should be needed, the user needs to contact the Department to confirm whether the samples are required.

Once all the information has been supplied the user can click on **'NEXT'** to continue to the Application Screen.

SAMPLES SCREEN – UNCERTIFIED BOTTLED



The Samples Screen indicates whether samples are required for the applicable product before the export certificate will be granted by the Department.

Should Wine Online indicate next to the **'Submit Samples?'** option that **'NO'** samples are required the user can click on **'NEXT'** to continue to the Application Screen.

In the case where samples are required the user needs to do the following:

Select a new sample by clicking on the circle next to **'New Sample'**.

Select the **'Sensorial Tasting Date'**. This date needs to be selected, but the tasting date will only be set once the samples have arrived at the Department.

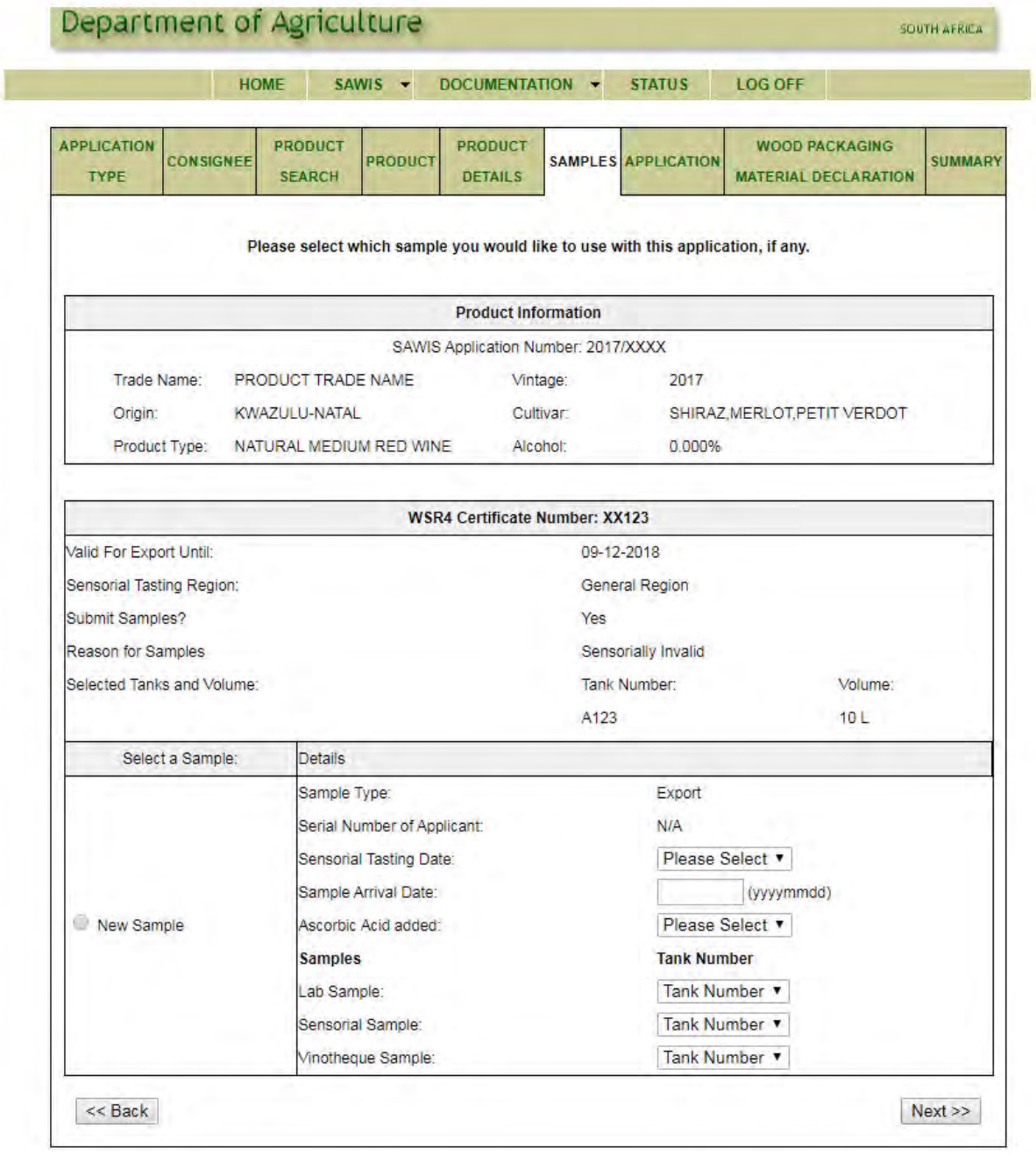
Supply the **'Sample Arrival Date'** as the date when the sample will be sent to the Department.

Indicate whether **'Ascorbic Acid added'** was added to the product. Should the user be unsure, it should be indicated that **'NO'** Ascorbic Acid was added to the product.

NB: Should Wine Online request that a sample needs to be submitted and the user is aware that no samples should be needed, the user needs to contact the Department to confirm whether the samples are required.

Once all the information has been supplied the user can click on 'NEXT' to continue to the Application Screen.

SAMPLES SCREEN – CERTIFIED BULK



The Samples Screen indicates whether samples are required for the applicable product before the export certificate will be granted by the Department.

Should Wine Online indicate next to the **'Submit Samples?'** option that **'NO'** samples are required the user can click on **'NEXT'** to continue to the Application Screen.

In the case where samples are required the user needs to do the following:

Select a new sample by clicking on the circle next to **'New Sample'**.

Select the **'Sensorial Tasting Date'**. This date needs to be selected, but the tasting date will only be set once the samples have arrived at the Department.

Supply the **'Sample Arrival Date'** as the date when the sample will be sent to the Department.

Indicate whether **'Ascorbic Acid added'** was added to the product. Should the user be unsure, it should be indicated that **'NO'** Ascorbic Acid was added to the product.

Select the **'Tank Number'** of the **'Lab Sample'** which will be sent to the Department.

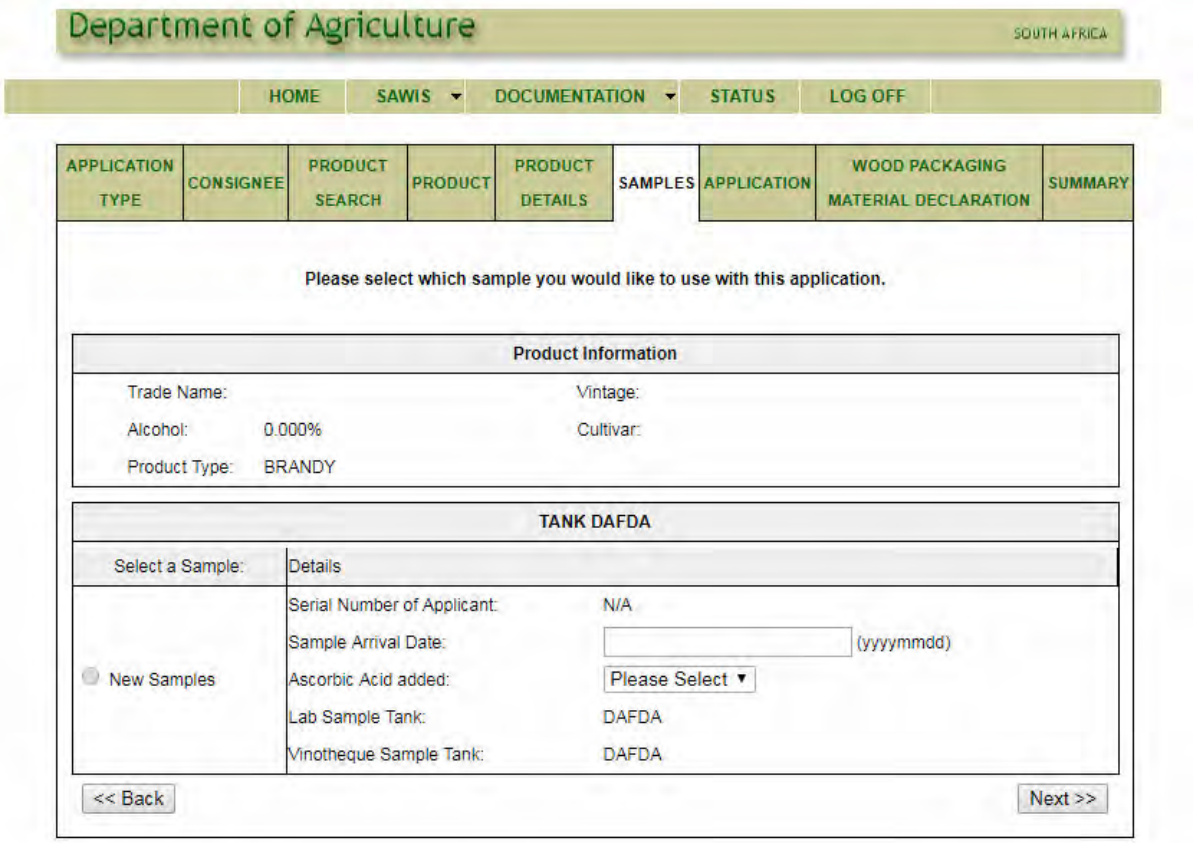
Select the **'Tank Number'** of the **'Sensorial Sample'** which will be sent to the Department.

Select the **'Tank Number'** of the **'Vinotheque Sample'** which will be sent to the Department.

NB: Should Wine Online request that a sample needs to be submitted and the user is aware that no samples should be needed, the user needs to contact the Department to confirm whether the samples are required.

Once all the information has been supplied the user can click on 'NEXT' to continue to the Application Screen.

SAMPLES SCREEN – UNCERTIFIED BULK



The Samples Screen indicates whether samples are required for the applicable product before the export certificate will be granted by the Department.

Should Wine Online indicate that **'NO SAMPLES ARE REQUIRED'** the user can click on **'NEXT'** to continue to the Application Screen.

In the case where samples are required the user needs to do the following:

Select a new sample by clicking on the circle next to **'New Sample'**.

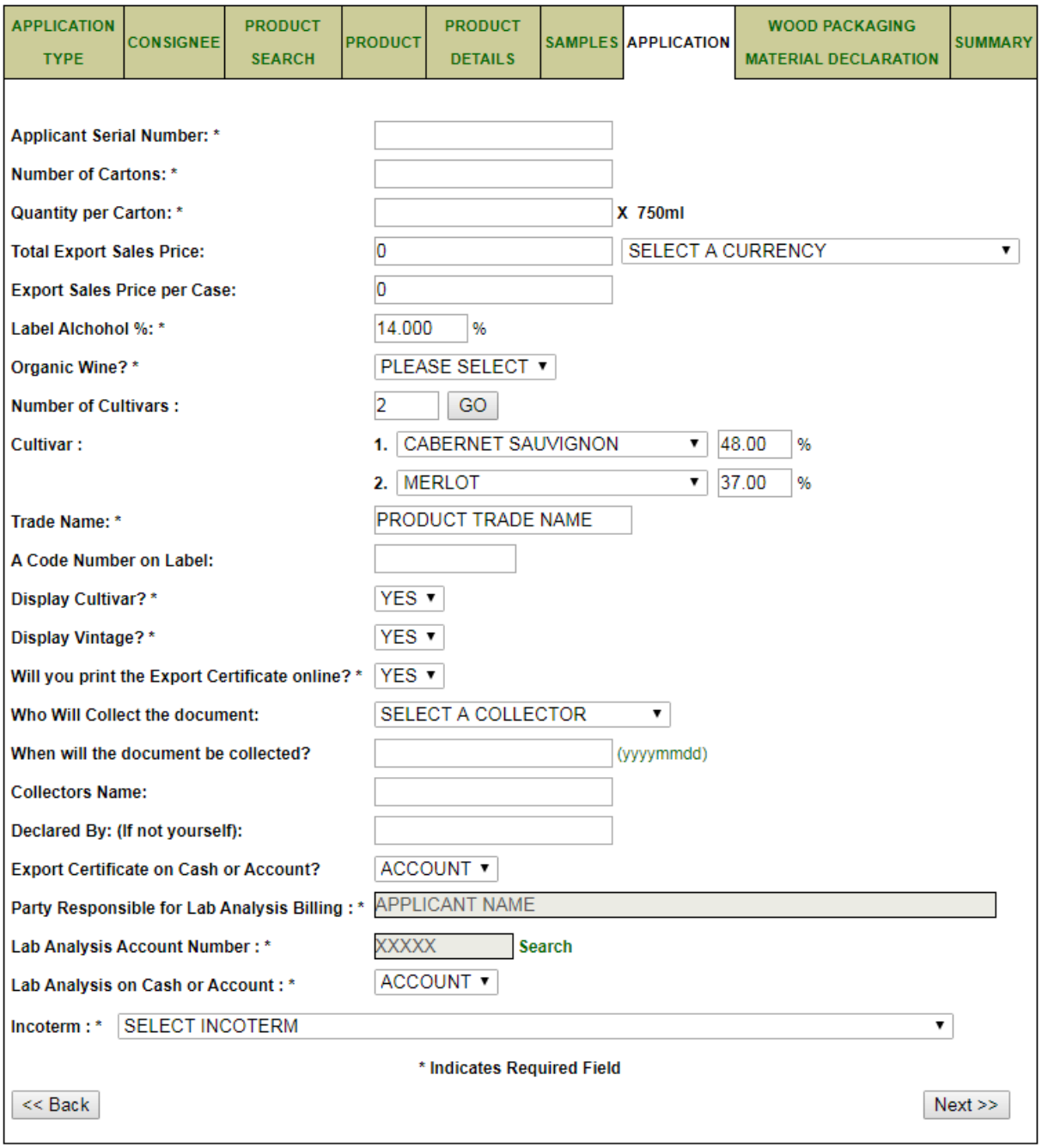
Supply the **'Sample Arrival Date'** as the date when the sample will be sent to the Department.

Indicate whether **'Ascorbic Acid added'** was added to the product. Should the user be unsure, it should be indicated that **'NO'** Ascorbic Acid was added to the product.

NB: Should Wine Online request that a sample needs to be submitted and the user is aware that no samples should be needed, the user needs to contact the Department to confirm whether the samples are required.

Once all the information has been supplied the user can click on 'NEXT' to continue to the Application Screen.

APPLICATION SCREEN – BOTTLED



The Application Screen requests the final information needed to complete the export application. The following fields should be supplied:

Main Fields:

Applicant Serial Number

The Applicant Serial Number is a unique reference number that the exporter assigns to the export application. This can be alpha or numeric or a combination of both. The serial number is used by the exporter and the Department for tracking and reference purposes.

Number of Cartons

The number of cartons that the exporter intends on exporting.

Quantity Per Carton

The number of bottles per carton.

Sales Price

The applicant can choose to provide the **"Total Export Sales Price"** or **"Export Sales Price per Case"**

Total Export Sales Price

The sales price per carton as indicated on the Tax Invoice. Select the currency from the drop-down that was used in the Tax Invoice.

Export Sales Price per Carton

The sales price per carton as indicated on the Tax Invoice.

Label Alcohol %

The label alcohol as indicated on the bottle.

Organic Wine

Select 'YES' if the wine will be marketed as an organic wine.

Number of Cultivars

Should the number of cultivars the user be more than the two, the user can change the value and click on **'GO'**. A Cultivar option will then be created for the number of cultivars.

Cultivar(s)

The cultivar(s) as indicated on the label.

Trade Name

The trade name of the product as indicated on the label. Note that the Trade Name should not include the Vintage, Origin or Cultivar.

A Code Number on Label

The A code number as indicated on the label of the product.

Display Cultivar

Indicate whether the cultivar(s) should be displayed on the export certificate. Should the label contain no cultivar information the user should select **'NO'** as the option.

Display Vintage

Indicate whether the vintage of the product should be displayed on the export certificate. Should the label contain no vintage the user should select **'NO'** as the option.

Will you print the Export Certificate online?

Indicate whether the certificate will be printed.

Declared By: (If not yourself)

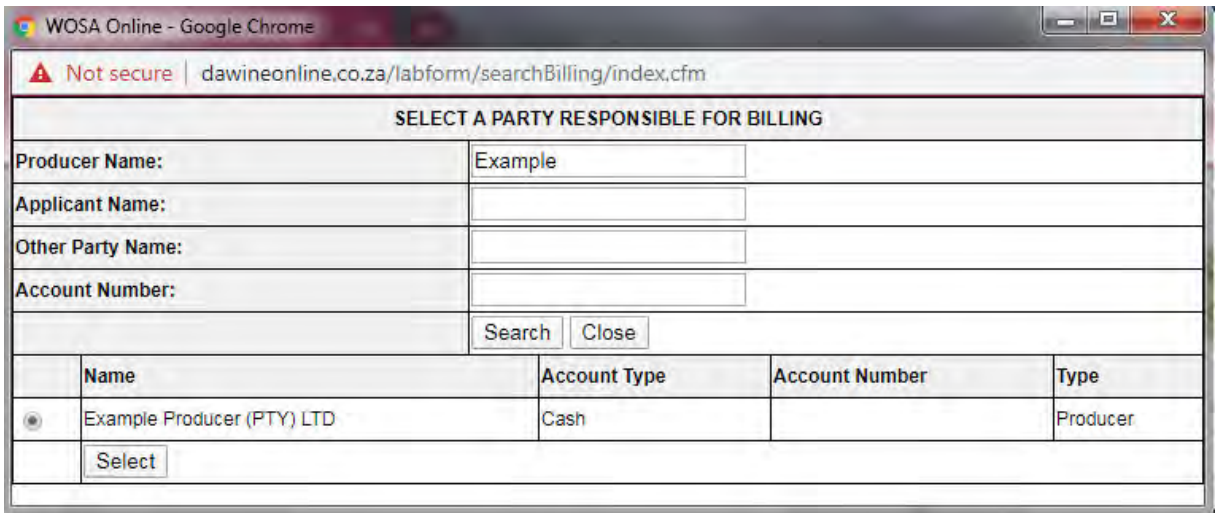
Supply the name and surname of the person completing the export application.

Export Certificate on Cash or Account

Indicate whether the export transaction should be dealt with on the account of the exporter.

Party Responsible for Lab Analysis Billing

Select the party responsible for the lab analysis billing by clicking on **'Search'**. A popup window will display where the applicant can provide either the name of the producer, applicant or other party. If the account number is known this can also be entered.



Click on the **'Search'** button to display the search results for the search criteria provided.

Select the responsible party by clicking on the circle next to the name followed by the **'Select'** button.

Lab Analysis on Cash or Account

If the party selected for billing has an account the applicant can select between **'ACCOUNT'** and **'CASH'** but if the party selected for billing has a cash account **'CASH'** is the only valid option.

Incoterm

Select the shipping term as agreed with the buyer.

Additional Fields:

Should the user have indicated that the export certificate should **'NO'** be printed online the following fields need to be completed.

Who will Collect the document

Select the company that will collect the document from the Department.

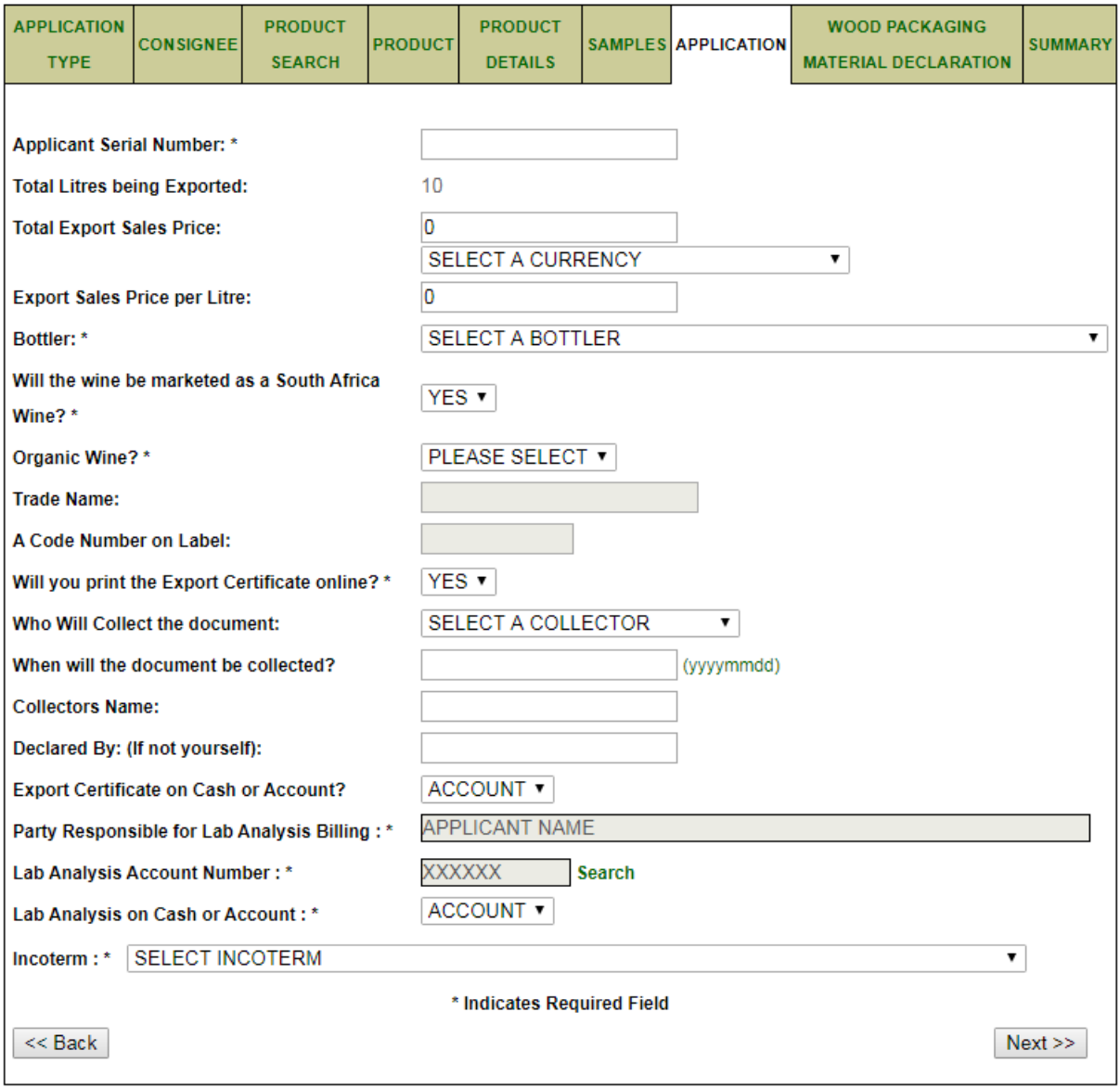
When will the document be collected?

Supply the intended date that the document will be collected. This is only an indication and will not ensure that the document is made available at the Department on the supplied date.

Collectors Name

Supply the name and surname of the person that will collect the export certificate from the Department.

APPLICATION SCREEN - BULK



The Application Screen requests the final information needed to complete the export application. The following fields should be supplied:

Main Fields:

Applicant Serial Number

The Applicant Serial Number is a unique reference number that the exporter assigns to the export application. This can be alpha or numeric or a combination of both. The serial number is used by both the exporter and the Department for tracking and reference purposes.

Total Export Sales Price

The sales price per carton as indicated on the Tax Invoice. Select the currency from the drop-down that was used in the Tax Invoice.

Export Sales Price per Liter

The sales price per litre as indicated on the Tax Invoice.

Bottler

Select the overseas bottler that will be responsible for bottling the wine. Should this information be unknown at the time of application the user can select **'NO BOTTLER'** as the option.

South African Wine

Indicate whether the product will be sold, in the foreign country, in its final bottled format as a South African wine.

Trade Name

The trade name of the product. Note that the Trade Name should not include the Vintage, Origin or Cultivar.

A Code Number on Label

The A code number of the producer of the product.

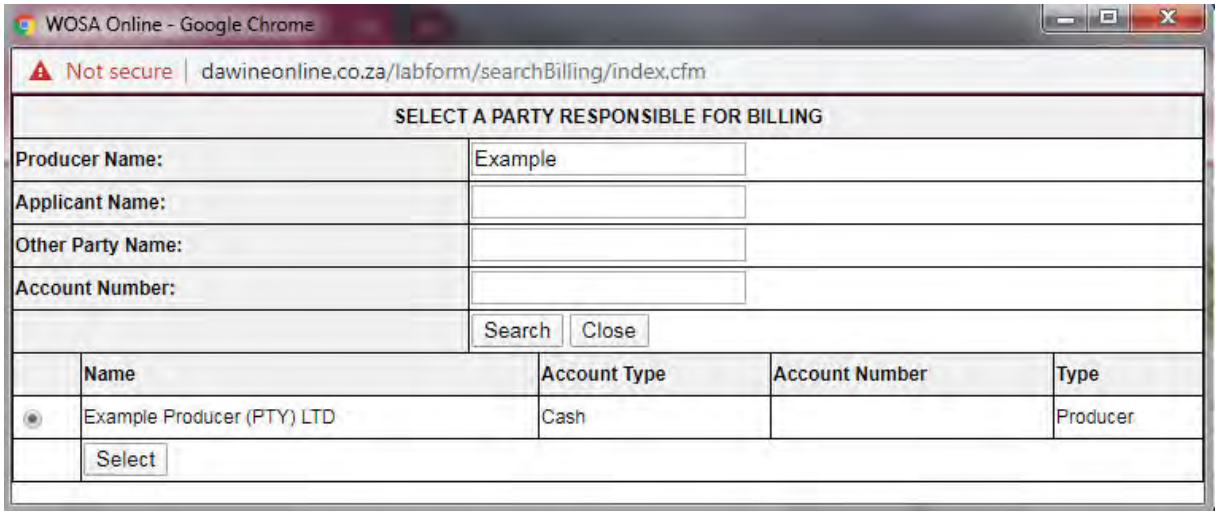
Will you print the Export Certificate online?

Indicate whether the certificate will be printed online. **Declared By: (If not yourself)**

Supply the name and surname of the person completing the export application.

Party Responsible for Lab Analysis Billing

Select the party responsible for the lab analysis billing by clicking on **'Search'**. A popup window will display where the applicant can provide either the name of the producer, applicant or other party. If the account number is known this can also be entered.



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Select the responsible party by clicking on the circle next to the name followed by the **'Select'** button.

Lab Analysis on Cash or Account

If the party selected for billing has an account the applicant can select between **'ACCOUNT'** and **'CASH'** but if the party selected for billing has a cash account **'CASH'** is the only valid option.

Incoterm

Select the shipping term as agreed with the buyer.

Additional Fields:

Should the user have indicated that the export certificate should **'NO'** be printed online the following fields need to be completed.

Who will Collect the document

Select the company that will collect the document from the Department.

When will the document be collected?

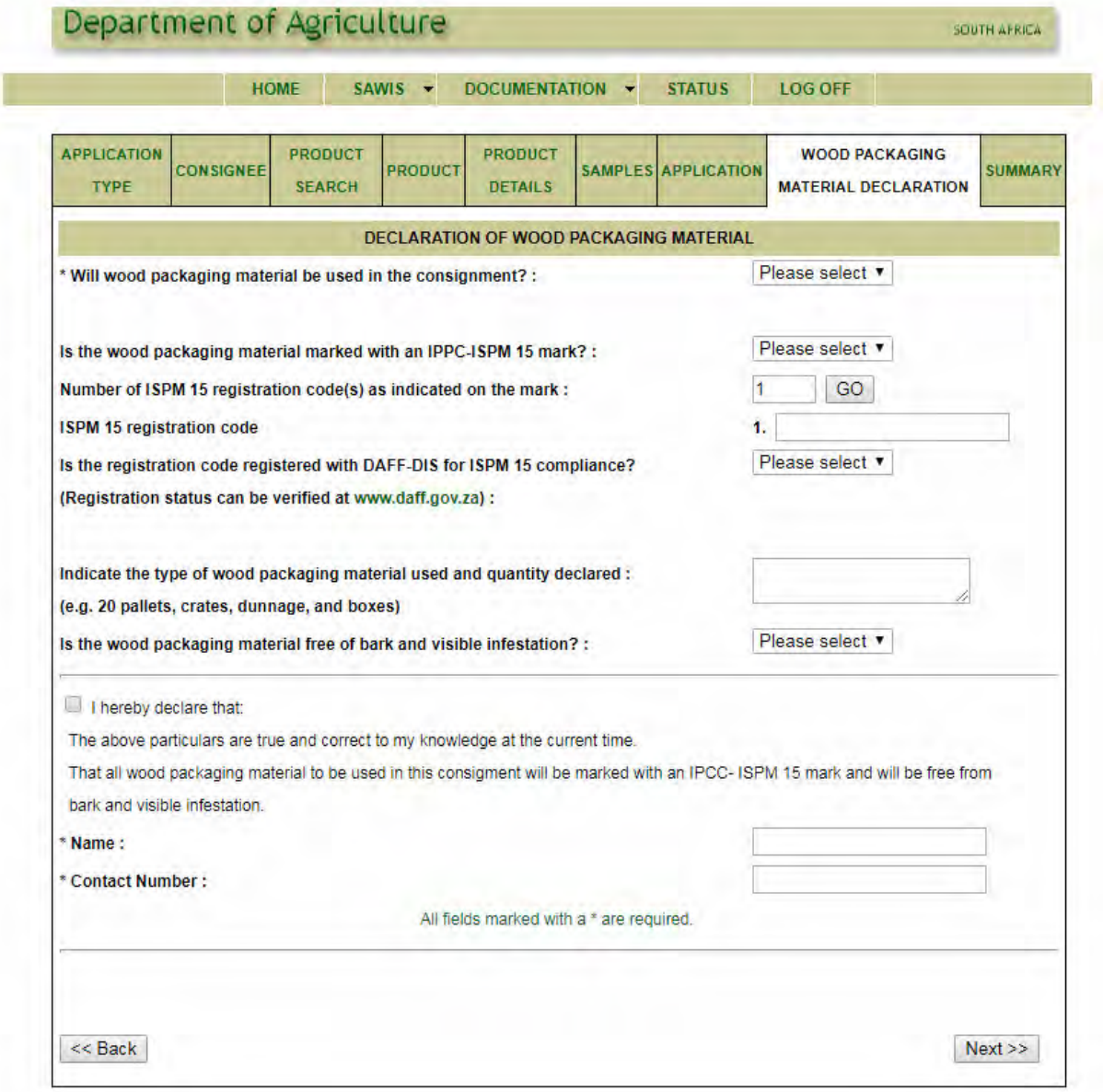
Supply the intended date that the document will be collected. This is only an indication and will not ensure that the document is made available at the Department on the supplied date.

Collectors Name

Supply the name and surname of the person that will collect the export certificate from the Department.

Once all the information has been supplied the user can click on **'NEXT'** to continue to the Wood Packaging Material Declaration Screen.

WOOD PACKAGING MATERIAL DECLARATION



The Wood Packaging Material Declaration Screen requests the information needed to complete the declaration of the wood packaging material. The following fields should be supplied:

Wood packaging material used

Select **'YES'** if wood packaging material will be used for the consignment.

Wood packaging material marked with an IPPC-ISPM 15 mark

Select **'YES'** if the wood packaging material will be marked with an IPPC-ISPM 15 mark.

Number of ISPM 15 registration code(s) as indicated on the mark

If there is more than one ISPM 15 registration code on the mark, enter the number in the textbox and click **'GO'**; ISPM 15 registration code textboxes will be generated according to the number provided.

Is the registration code registered with DAFF-DIS for ISPM 15 compliance?

Select **'YES'** if the registration code was registered with DAFF-DIS for ISPM 15 compliance.

Indicate the type of wood packaging material used and quantity declared

Provide detail regarding the wood packaging material used and quantity declared e.g. 20 pallets, crates, dunnage and boxes.

Is the wood packaging material free of bark and visible infestation?

Select **'YES'** if the wood packaging material is free of bark and visible infestation.

Tick the checkbox in agreement that the information regarding the wood packaging material is correct and true.

Name

The name of the person declaring that the information provided is correct and true.

Contact number

The contact number of the person declaring that the information provided is correct and true.

SUMMARY SCREEN

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY

You application has been approved, however your application will still have to be issued in order to get your export certificate. Please click apply below to submit your application.

Billing Information:

Document Fee:	R 120.00
Total Hectolitres Fee (1 HL X R 6.00):	R 6.00
Total Application Cost:	R 126.00
Payment Type:	Account

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

REPUBLIC OF SOUTH AFRICA

DIRECTORATE FOOD SAFETY AND QUALITY ASSURANCE
PRIVATE BAG X5015, STELLENBOSCH, 7599
TELEPHONE: +27 21 809 1602
FAX: +27 21 887 6392
+27 21 887 6396

APPLICATION NUMBER:
NOT AVAILABLE
LAB NUMBER(S):
NOT AVAILABLE

APPLICATION FOR EXPORT CERTIFICATE : BOTTLED

Regulation 51 to 54, published in Government Notice R.1433 of 29 June 1990 promulgated in terms of Liquor Products Act 1989 (Act 60/1989)

1. Name and address of Applicant:
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Postal Code: XXXX

2. Name and address of Consignee:
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Country: UNITED ARAB EMIRATES

3. Serial Number of Applicant: XXXXXX

4. Vintage: 2017 Trade Name: PRODUCT TRADE NAME
Origin: STELLENBOSCH Cultivar: CABERNET SAUVIGNON / MERLOT

5. Alcohol indicated on label: 14.000%

6. Type of Liqour: NATURAL DRY RED WINE

7. Number of cartons x bottles x volume: 1 X 1 x 750ml

8. Total Litres: 0.75 L

9. Last date sensorially submitted: 2019-11-12

10. Application Number: 2018/10706

11. Sealcode/Lotnumber of samples:

W.S.R.4:	Lab Sample:		Sensorial Sample:		Vinotheque Sample:	
XX123	1234	567890	8415	567901	8415	567902

12. W.S.R.4 Cert No and Seal Series:

W.S.R.4:	Seal Range	Seal Code From:	Seal Code To:
XX123	1234	567890	123456

13. Lot Number:

14. Administratively:	YES		NO	X
15. Application accompanied by Samples:	YES	X	NO	
16. Submitted simultaneously for certification:	YES		NO	X

17. Declared By: XXXXXXXXXX XXXXXXXXXX

18. Date: 2019-11-12

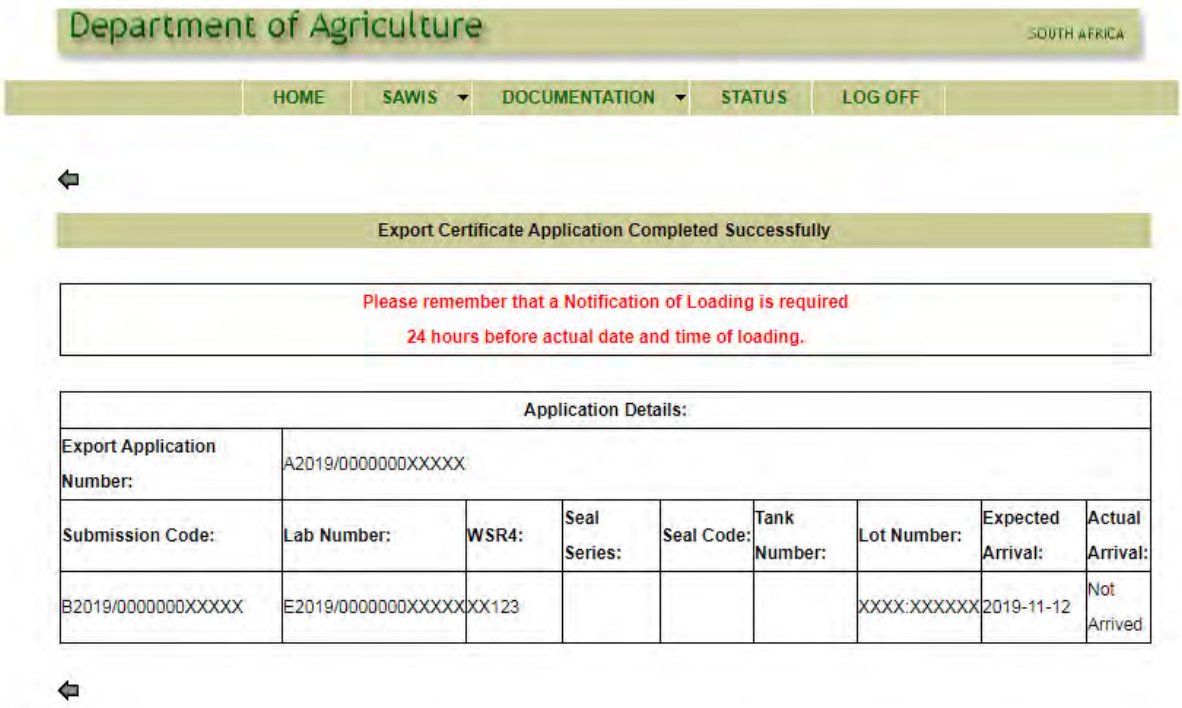
<< Back Apply

The Summary Screen displays the export application with the information as supplied by the user during the application process with a preliminary Costing of the application.

The user should verify that all the information as indicated on the Summary is true and correct. Should any information be incorrect the user can click on **'BACK'** to make the necessary changes.

Once all the information has been verified the user can click on **'APPLY'** to submit the application.

SUCCESS SCREEN



The Success Screen confirms that the export application has been submitted and should be printed out and kept as proof of application.

NOTIFICATION OF LOADING

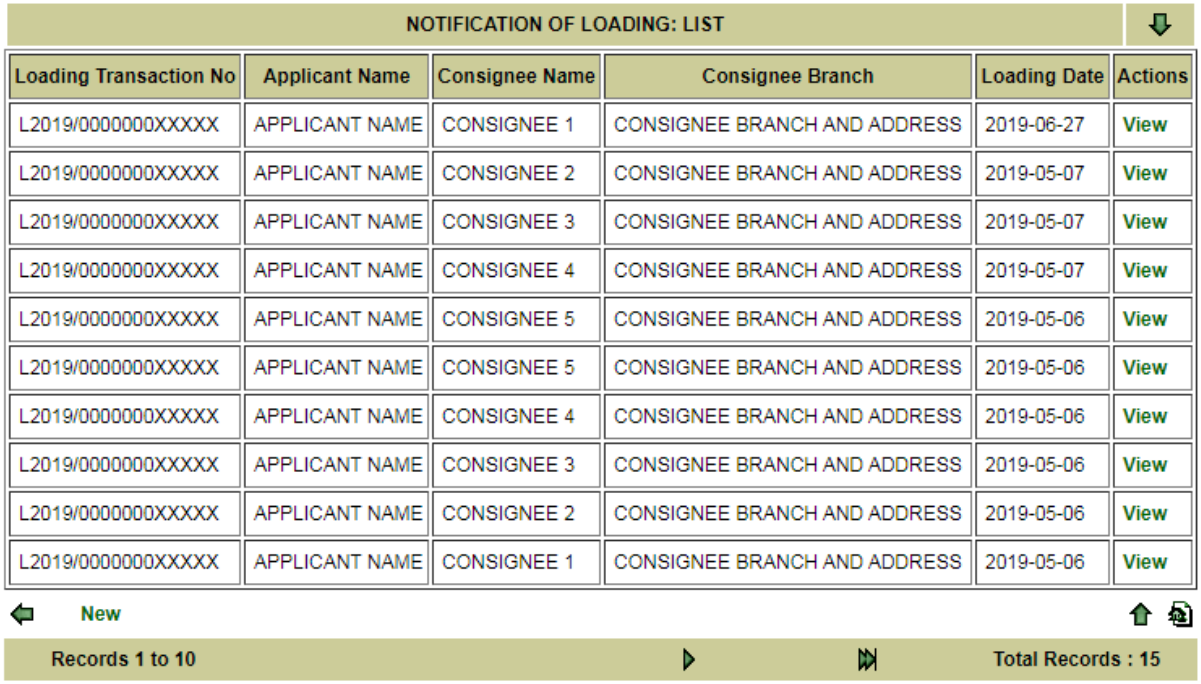
Once the export certificate has been approved by the Department the user will be able to plan the exporting of the product. A notification of loading needs to be submitted on Wine Online at least 48 hours before loading or depending on the risk category assigned. The notification reminder is displayed on the Success Screen of the export application and contains the risk category in hours.

The notification of loading is used by Inspection Services to plan physical inspections of products being loaded. It is important to verify the information on export certificates against the bottles before dispatching liquor products to loading warehouses and to ensure that the original export certificates accompany liquor products on all deliveries to loading warehouses.

The notification of loading can be submitted at the following path:

DOCUMENTATION – DOCUMENTS – APPLICATIONS – NOTIFICATION OF LOADING

MAIN SCREEN



NOTIFICATION OF LOADING: LIST

Loading Transaction No	Applicant Name	Consignee Name	Consignee Branch	Loading Date	Actions
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 1	CONSIGNEE BRANCH AND ADDRESS	2019-06-27	View
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 2	CONSIGNEE BRANCH AND ADDRESS	2019-05-07	View
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 3	CONSIGNEE BRANCH AND ADDRESS	2019-05-07	View
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 4	CONSIGNEE BRANCH AND ADDRESS	2019-05-07	View
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 5	CONSIGNEE BRANCH AND ADDRESS	2019-05-06	View
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 5	CONSIGNEE BRANCH AND ADDRESS	2019-05-06	View
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 4	CONSIGNEE BRANCH AND ADDRESS	2019-05-06	View
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 3	CONSIGNEE BRANCH AND ADDRESS	2019-05-06	View
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 2	CONSIGNEE BRANCH AND ADDRESS	2019-05-06	View
L2019/0000000XXXXX	APPLICANT NAME	CONSIGNEE 1	CONSIGNEE BRANCH AND ADDRESS	2019-05-06	View

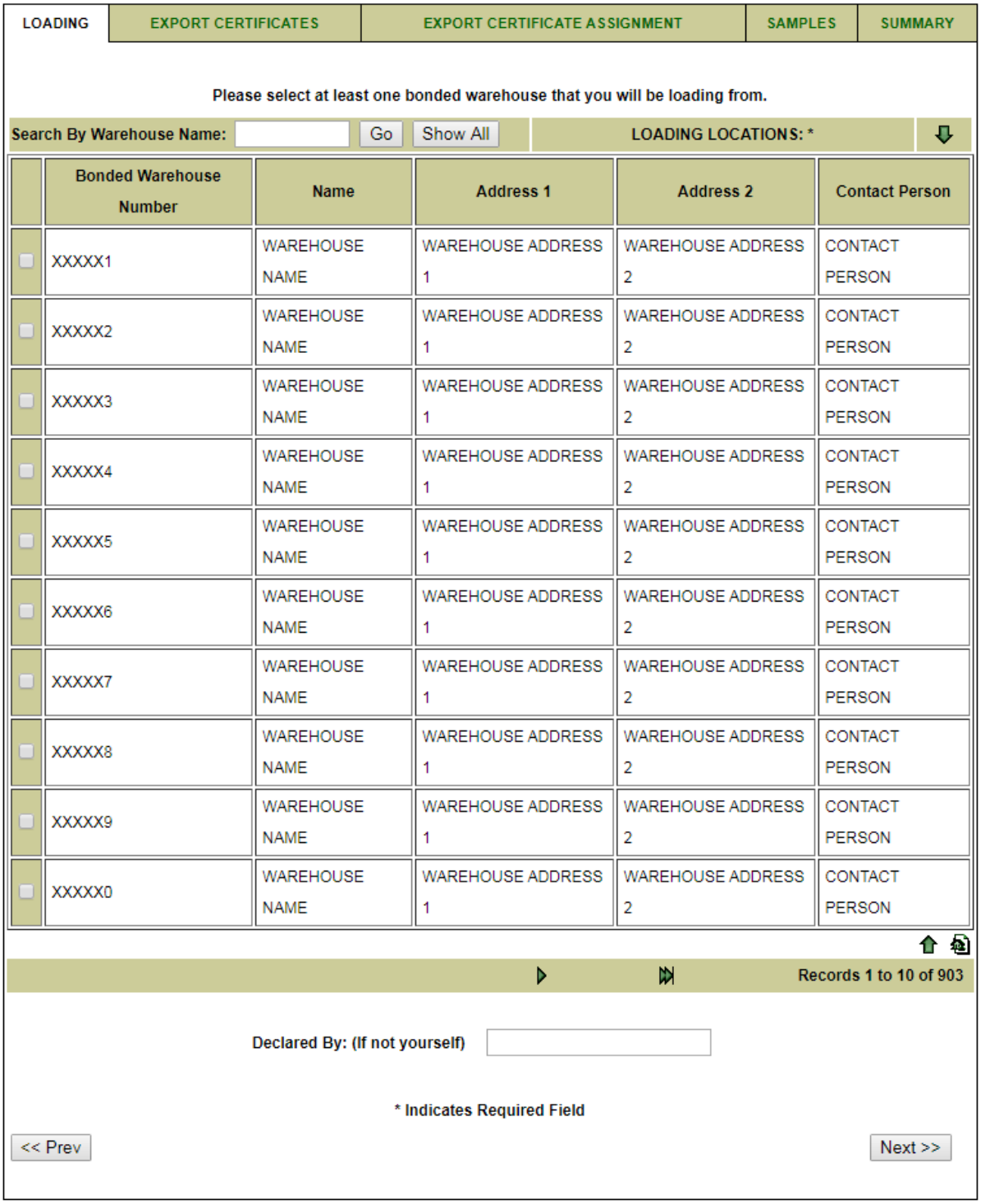
New

Records 1 to 10 Total Records : 15

The Main Screen displays a list of all notifications that have previously been submitted and are either awaiting approval or the declaration of loading. The existing notification detail can be viewed by clicking on **'View'** for the corresponding transaction.

To create a new notification of loading the user can click on **'New'**.

LOADING SCREEN



The Loading Screen displays a list of all the existing Loading Warehouses on Wine Online. The user can use the search function **'Search by Warehouse Name:'** to search for the applicable warehouse or use the directional arrows to page through the list.

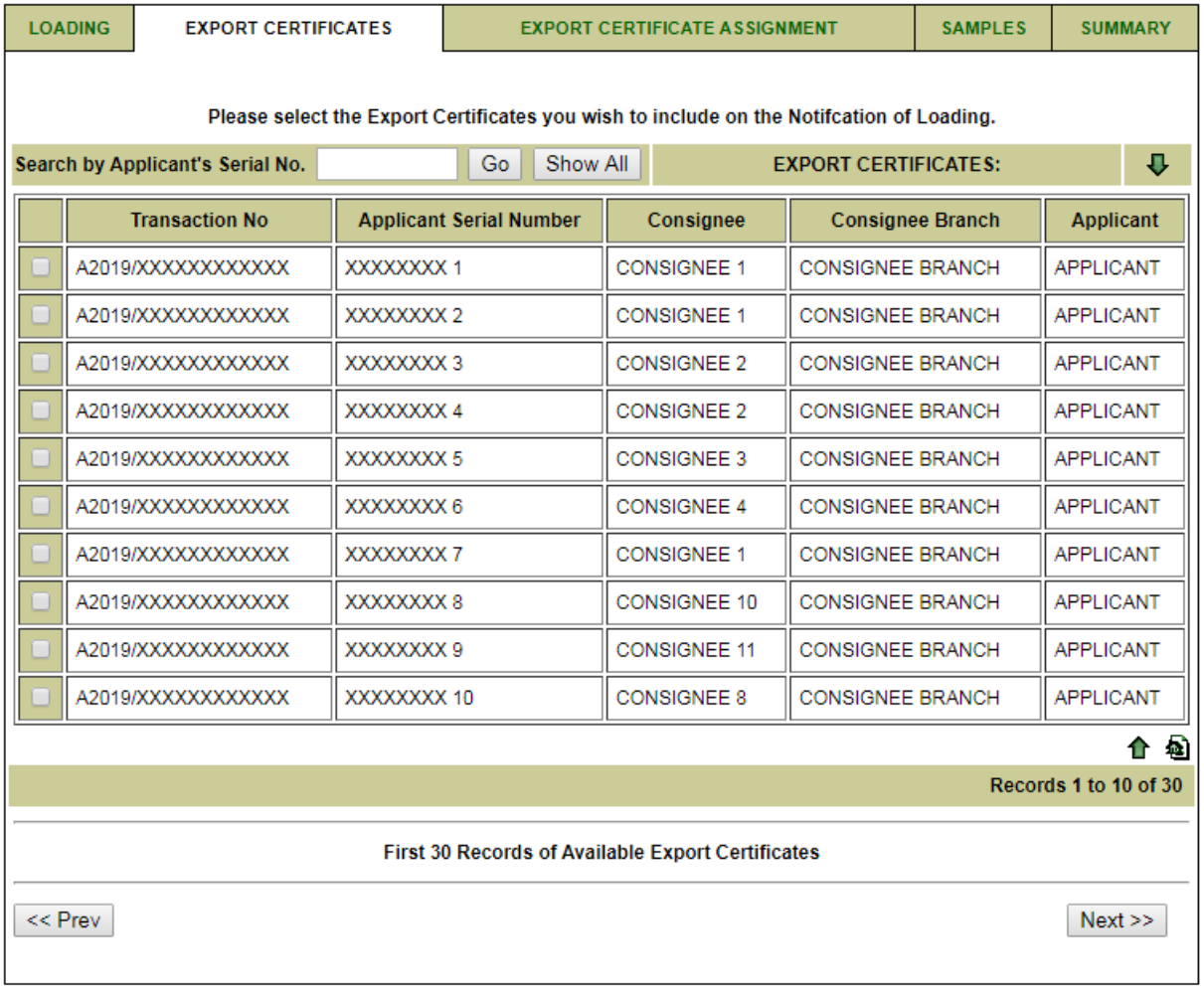
Should the Loading Warehouse not be available in the list, the exporter will need to complete the Loading Warehouse information form, which can be found on Wine Online. Once the form has been completed it should be faxed or emailed to the Department for capturing. The Loading Warehouse Information form can be found at:

www.dawineonline.co.za
Click on **'Register Now'** on the right-hand side of the screen.
Click on **'Loading Warehouse Information'** to open the form

The **'Declared By: (If not yourself)'** field should be completed with the users' name and surname. The loading warehouse can be selected by clicking on the Circle to the left of the **'Bonded Warehouse Number'**.

Once the Loading Warehouse has been selected and the user detail supplied, the user can click on **'NEXT'** to proceed to the Export Certificates Screen.

EXPORT CERTIFICATES SCREEN



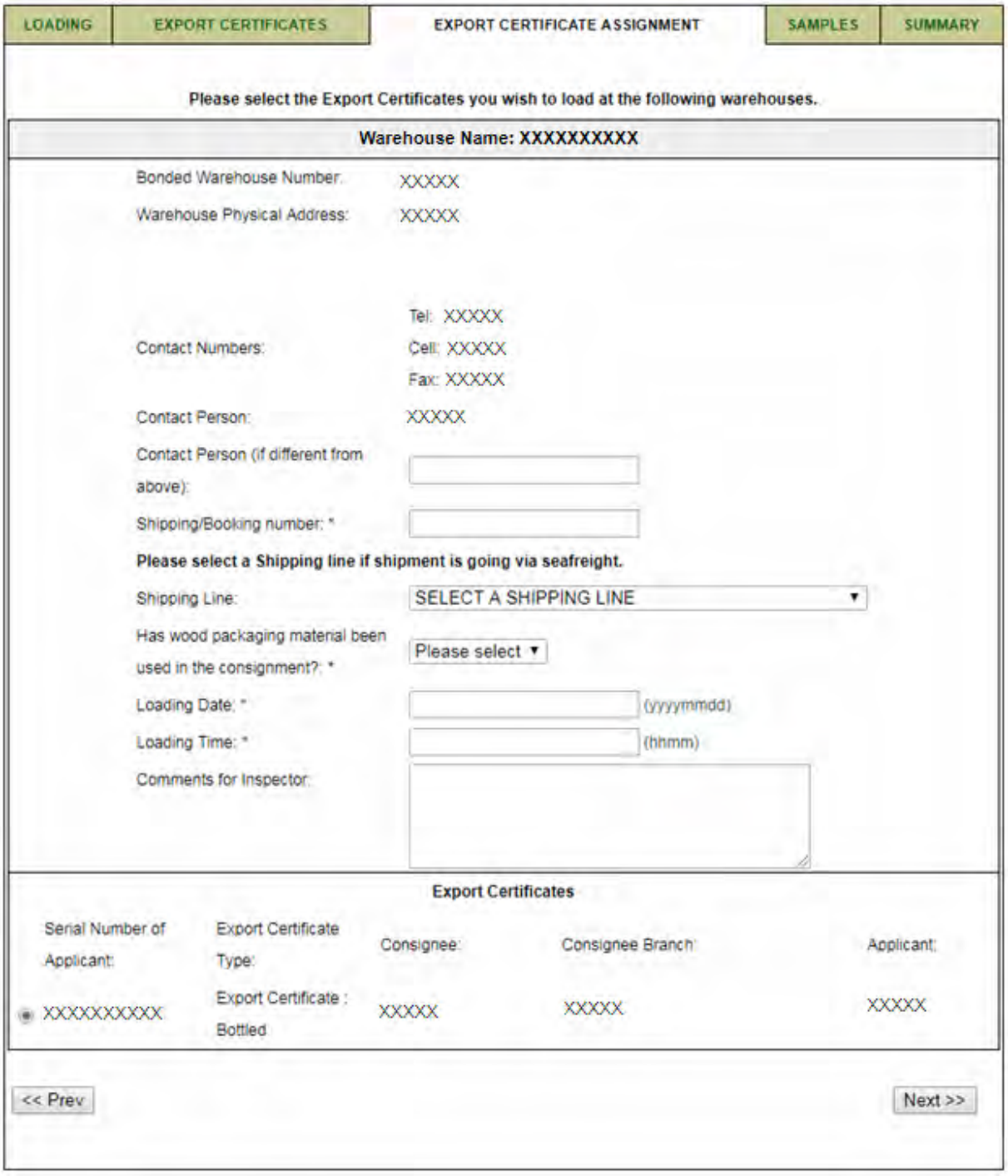
The Export Certificates Screen displays a list of all approved export certificates that are available for loading. The user can use the search function **'Search by Applicant's Serial No.'** to search for the applicable export certificates or use the directional arrows to page through the list.

Should the desired export certificate not be displayed in the list the user should verify if the export certificate was approved. This can be done by viewing the transaction information under Status.

Multiple certificates can be notified together as long as the products will be exported together to the same Consignee. The applicable certificates can be selected by clicking on the Square to the left of the **'Transaction Number'**.

Once all the required export certificates have been selected the user can click on **'Next'** to continue to the Export Certificate Assignment Screen.

EXPORT CERTIFICATE ASSIGNMENT SCREEN



The Export Certificate Assignment Screen displays the Loading Warehouse information and also requests additional information regarding the loading. The following fields should be completed if applicable:

Contact Person (if different from above)

The contact person of the loading warehouse needs to be supplied if it differs from the default contact person as displayed above the field.

Shipping/Booking number

The shipping/booking number of the consignment

Shipping Line

The shipping line to be used

Loading Date

The date that the export certificates products will be loaded.

Loading Time

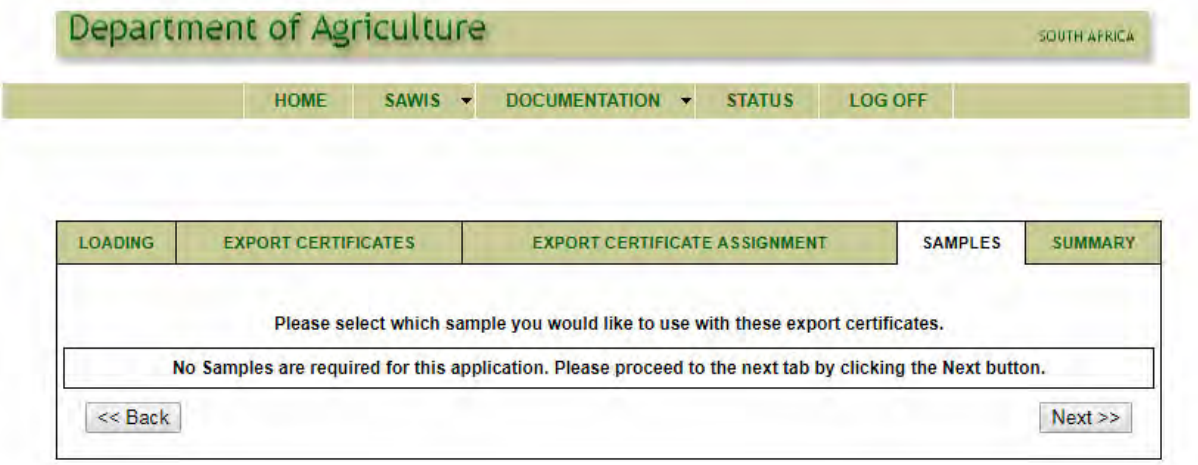
The estimated time that export certificates products will be loaded.

Comments for Inspector

Any additional information or instructions to the Inspectors can be supplied here. Note that if the products will be loaded on a weekend special arrangements need to be made and this field can be used to indicate such.

Once all the applicable fields have been completed the user will be able to click on **'Next'** to continue to the Samples Screen.

SAMPLES SCREEN – BOTTLED EXPORT CERTIFICATE

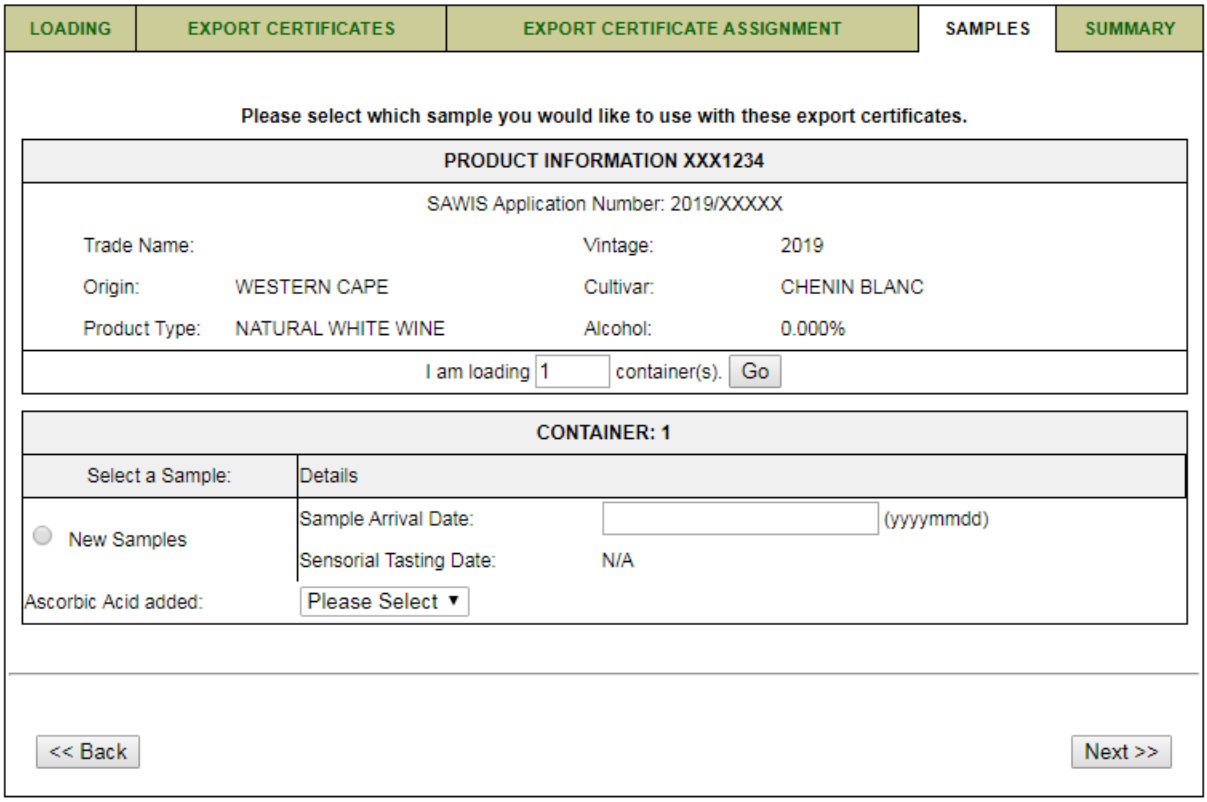


The samples screen will request samples for the transaction if the product has failed tolerance testing. In the case of bottled products no new samples will be required as the compliance of the product was already ascertained on the export application.

Should Wine Online request a sample for a bottled product on the notification level the user should contact the Department to rectify the problem.

The user can click on **'Next'** to continue to the Summary Screen.

SAMPLES SCREEN – BULK EXPORT CERTIFICATE



The Samples Screen for Bulk exports will always request loading samples as it is required to ensure product reliability and safety. All containers and samples must be captured on the notification as additional documentation issued for foreign countries relies on this.

The user should indicate the number of containers that will be used to ship the product for each export certificate. The user will default the number of containers to one, but this can be changed by editing the **'I am loading # container(s)'** field and clicking on **'Go'**.

Once all of the container amounts have been adjusted the user needs to select a sample for each container by clicking on the Circle at **'New Samples'**. The user should also supply the **'Sample Arrival Date'** and indicate if **'Ascorbic Acid added'**.

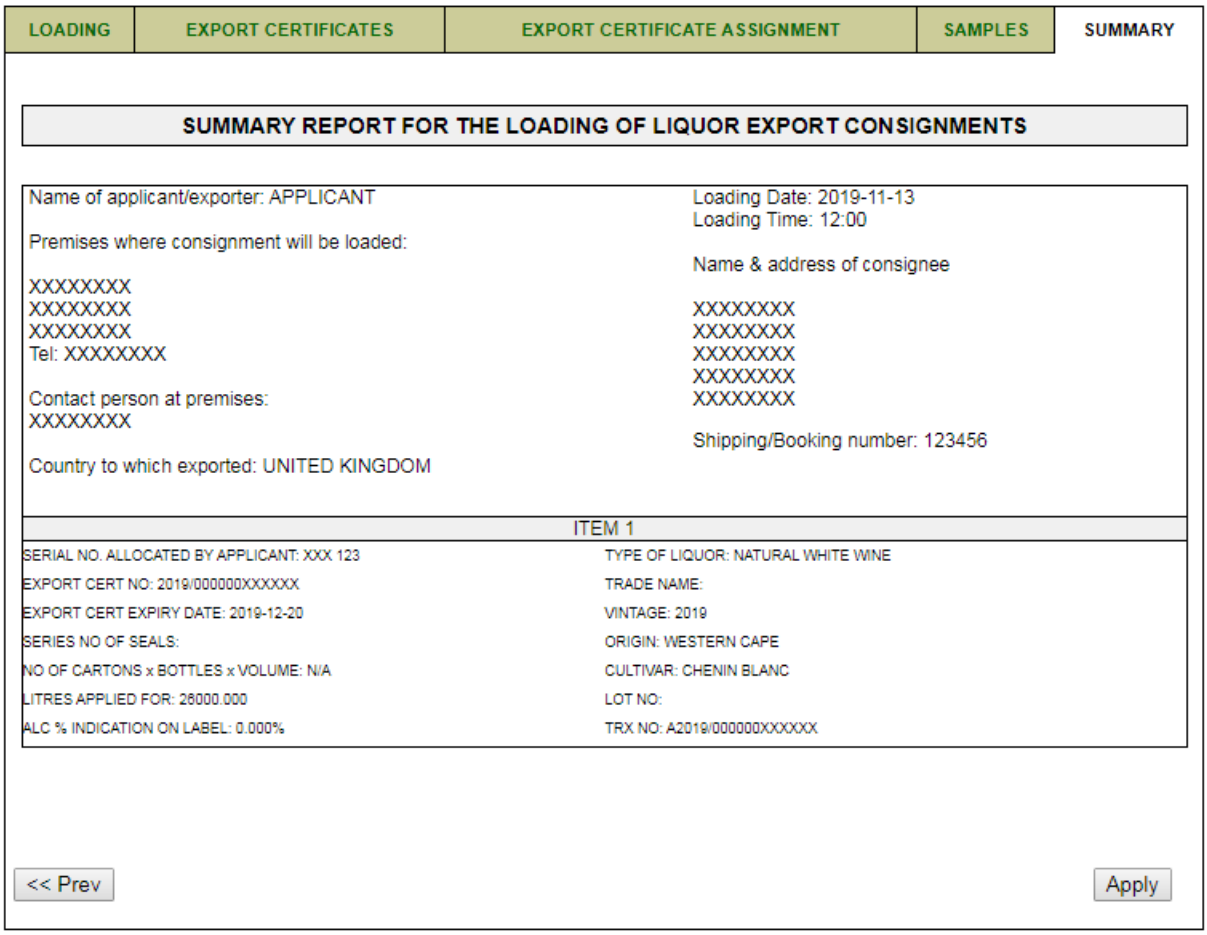
Once all of the container(s) and sample(s) information has been captured the user can click on **'Next'** to continue to the Summary Screen.

Note: On loading a bulk export, 2 X 750ml samples are required by Department. These samples will be drawn by a Wine Inspector if present at the physical loading, else the exporter is liable to draw and send these samples to the Department. The samples should be accompanied by copies of the export certificates with the container numbers indicated.

Each sample should be clearly marked with the following information:

Exporter Name
Export Certificate Serial number
Container number
Tank number
Type of Product

SUMMARY SCREEN



The Summary Screen will display a summary of all the export certificates and information as supplied for the Notification of Loading. The user should verify that all the information as stated is true and

The user should verify that all the information as indicated on the Summary is true and correct. Should any information be incorrect the user can click on **'BACK'** to make the necessary changes.

Once all the information has been verified the user can click on **'APPLY'** to submit the notification.

SUCCESS PAGE

Notification: L2019/0000000XXXXX									
Export Number:	Submission Code:	Lab Number:	Seal Series:	Seal Code:	Tank Number:	Container Number:	Lot Number:	Expected Arrival:	Actual Arrival:
2019/0000000XXXXX	B2019/00000000XXXX	E2019/00000000XXXX	1234	567890				2019-01-31	2019-02-01

The Success Screen confirms that the notification of loading has been submitted and should be printed out and kept as proof.

DECLARATION OF LOADING

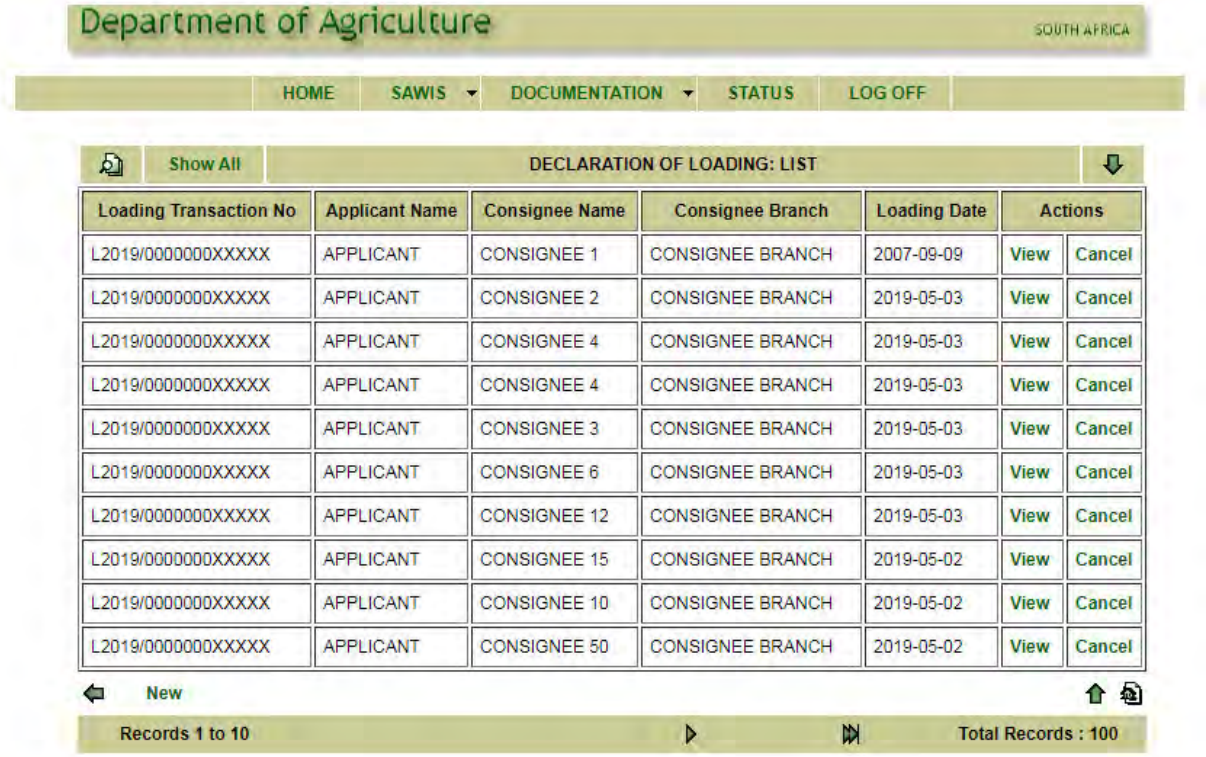
Once the Notification of Loading has been submitted and approved the Declaration of Loading must be completed on Wine Online. The declaration must reflect the exact quantities loaded and any other deviations from the export certificate. It must be submitted within 72 hours of actual loading to ensure that Wine Online does not blacklist the exporter.

The VI1 document and any other clearance documentation which the Department issues is based on the information contained in the declaration of loading, and the foreign countries will not accept any shipment for which the clearance documentation does not exactly match the actual shipment which arrives on the other side.

The declaration of loading can be submitted at the following path:

DOCUMENTATION – DOCUMENTS – APPLICATIONS – DECLARATION OF LOADING

MAIN SCREEN



The main screen displays a list of all the declarations previously submitted.

The screen gives the user the option to perform the following tasks:

Search:

By clicking on the "Magnifying Glass" in the top left-hand side corner the user will be able to search for previously submitted declarations.

View:

The "View" option will allow the user to view the details of the corresponding declaration as previously submitted on Wine Online.

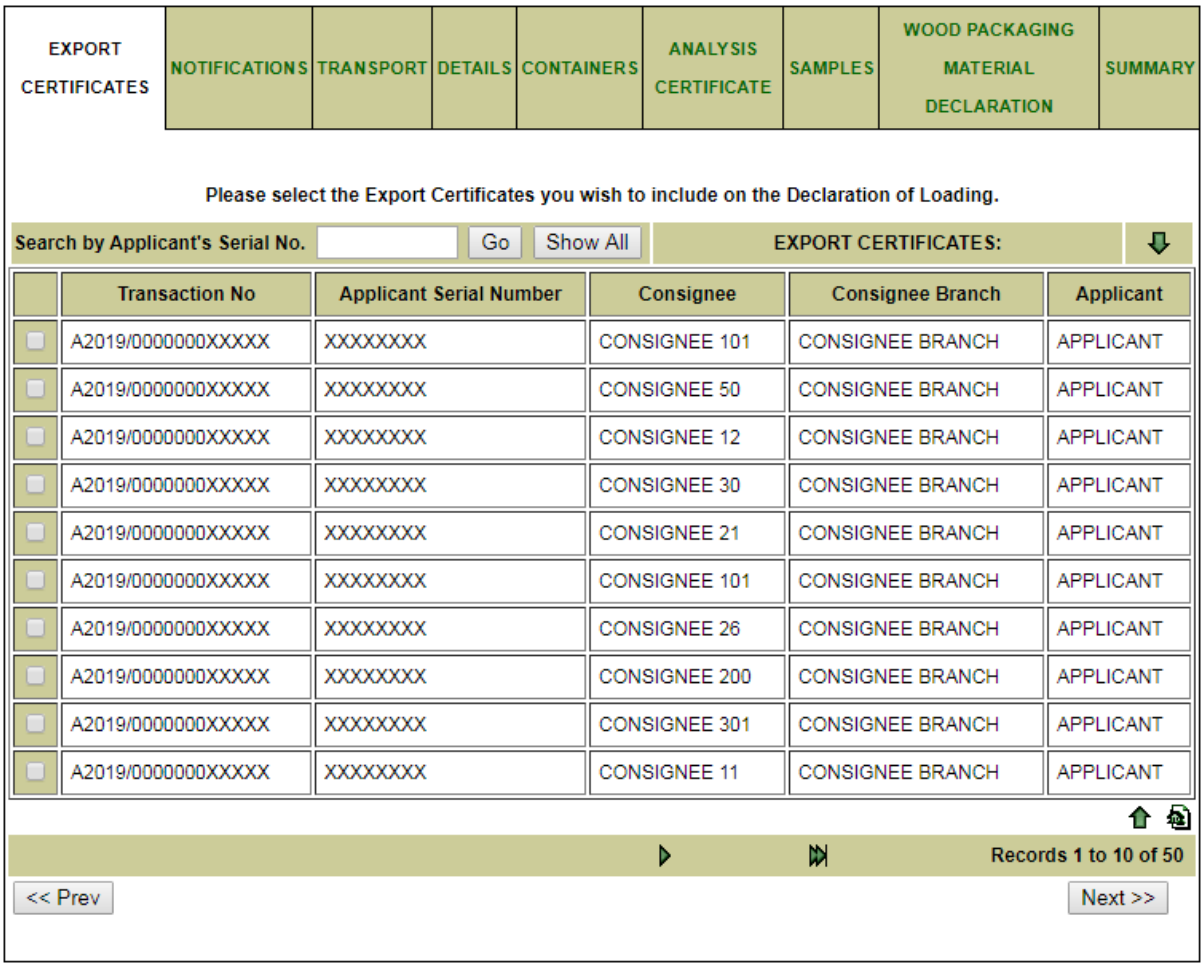
Cancel:

The "Cancel" option will allow the user to amend the corresponding declaration as previously submitted on Wine Online.

New Application:

The "New" option will take the user to the application page for a new declaration of loading.

EXPORT CERTIFICATES SCREEN



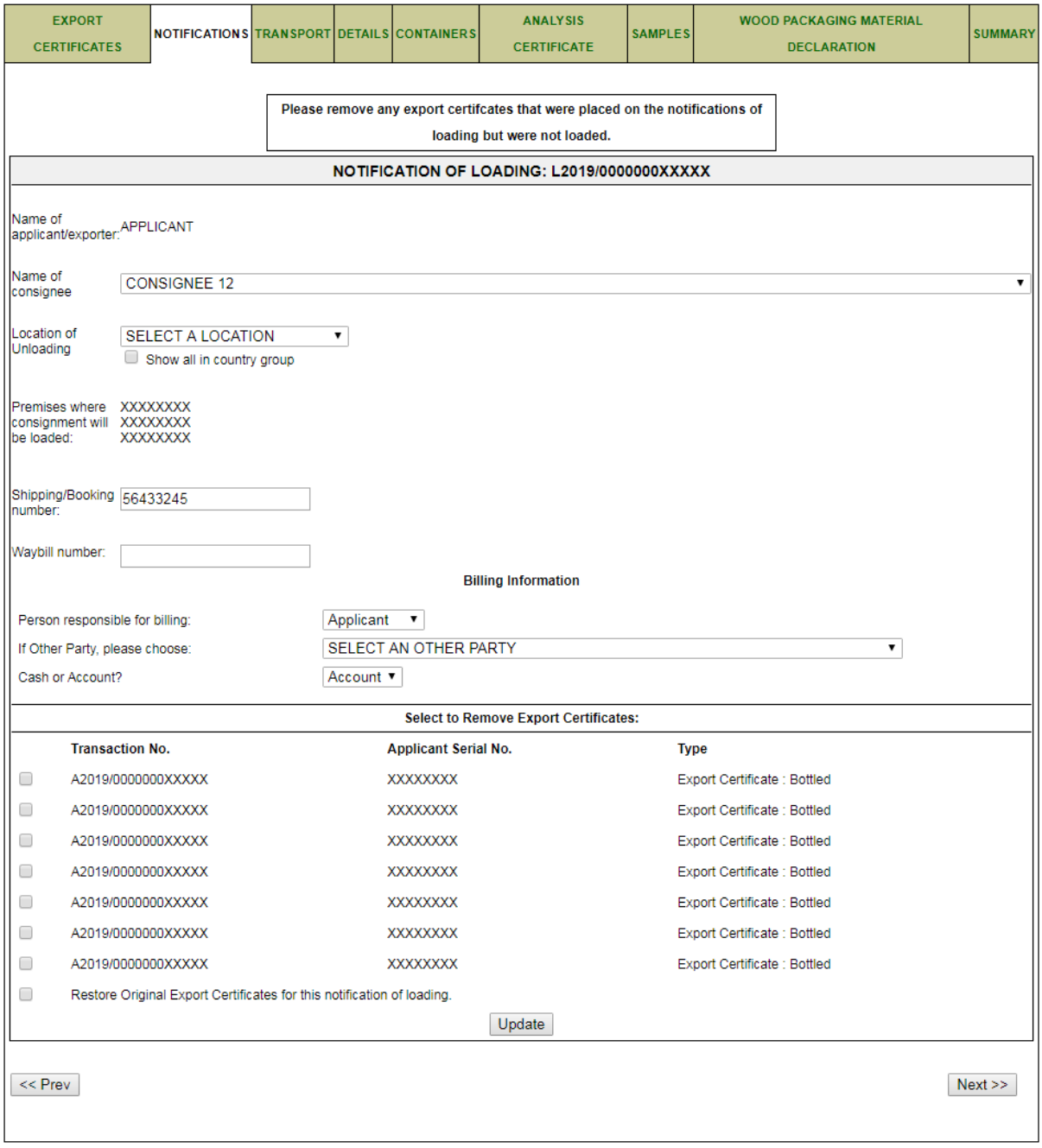
The Export Certificates Screen displays a list of all approved export certificates that have been notified and are available to declare. The user can use the search function **'Search by Applicant's Serial No.'** to search for the applicable export certificates or use the directional arrows to page through the list.

Should the desired export certificate not be displayed in the list the user should verify if the notification of loading has been submitted and approved. This can be done by viewing the transaction information under Status.

Multiple certificates can be declared together as long as the products were exported together to the same Consignee. The applicable certificates can be selected by clicking on the Square to the left of the **'Transaction Number'**.

Once all the required export certificates have been selected the user can click on **'Next'** to continue to the Notifications Screen.

NOTIFICATIONS SCREEN



The Notification Screen displays all the information regarding the notification as previously submitted and all the export certificates for the particular notification. The user has a range of options as described below:

Name of Consignee

Should the Consignee have changed from the Consignee indicated on the export certificate, the user can select the applicable consignee to change it accordingly.

Location of Unloading

The location where the shipment will be offloaded should be indicated. This information can be found on the Bill of Lading and should be the same as the Port of Discharge.

Shipping/Booking number

If the shipping number has changed it can be amended.

Waybill number

The waybill number of the shipment.

Billing Information

The billing information of the declaration of loading.

Person responsible for billing

Choose between the applicant or other party.

If Other Party, please choose

Select the name of the other party that will be responsible for billing.

Cash or Account

If the applicant or other party responsible for billing does not have an account, "Cash" should be selected otherwise the either "Cash" or "Account" will be valid.

Export Certificate Removal

Should a product on an export certificate not have loaded as originally indicated on the notification of loading the user will be able to remove the document from the declaration.

To remove a document the user should select the applicable document(s) by clicking on the Square next to the **'Transaction Number'**.

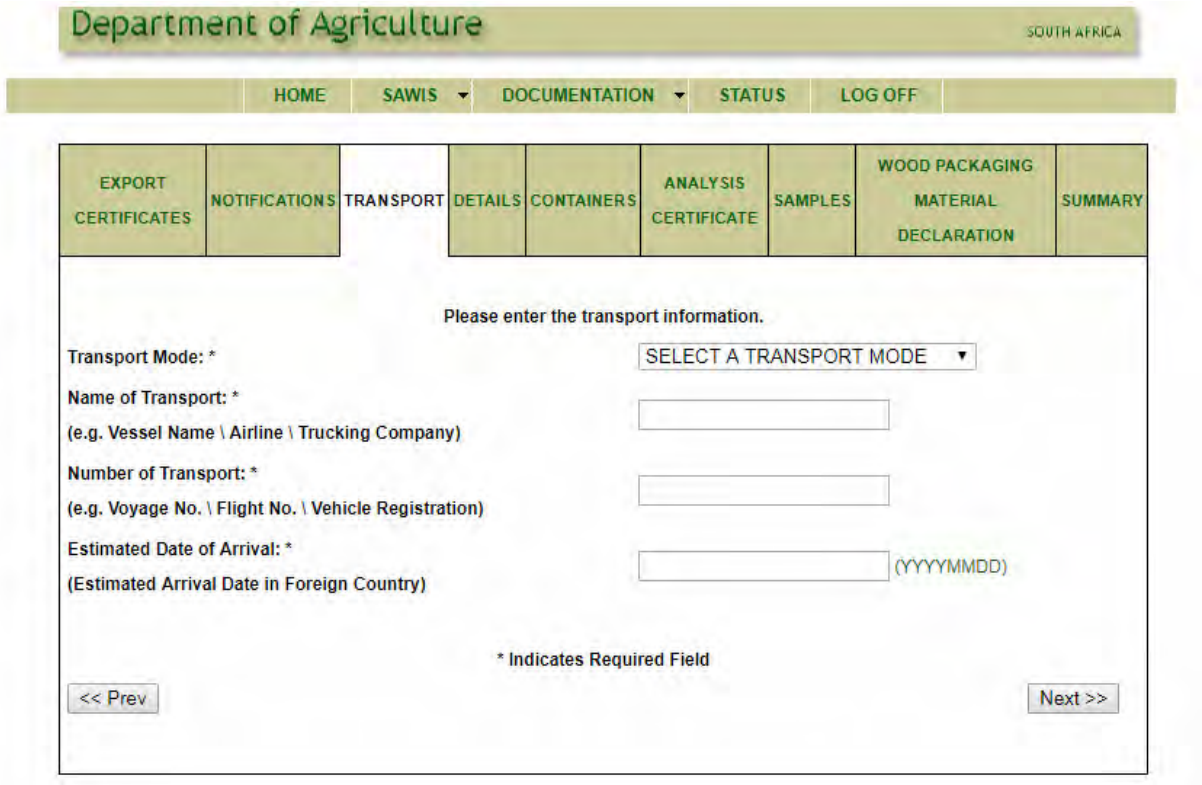
Note: Removing a document from the declaration will cancel the notification attached to it, as it will be regarded as not loaded. The export certificate will thus be available at notification of loading to notify for loading at a different date.

The user is also able to restore documentation removed accidentally from the declaration of loading by clicking on the Square next to **'Restore Original Export Certificates for this notification of loading'**.

Before the user can continue to the next page all the information first needs to be submitted to the system, this should be done by clicking on **'Update'**.

Once all the changes have been updated the user can continue to the Transport Screen by clicking on **'Next'**.

TRANSPORT SCREEN



The Transport Screen requests the transport details of the exported products. The following fields should be completed:

Transport Mode

Select the transport mode from the predefined modes.

Name of Transport

The name of the transport used.

Number of Transport

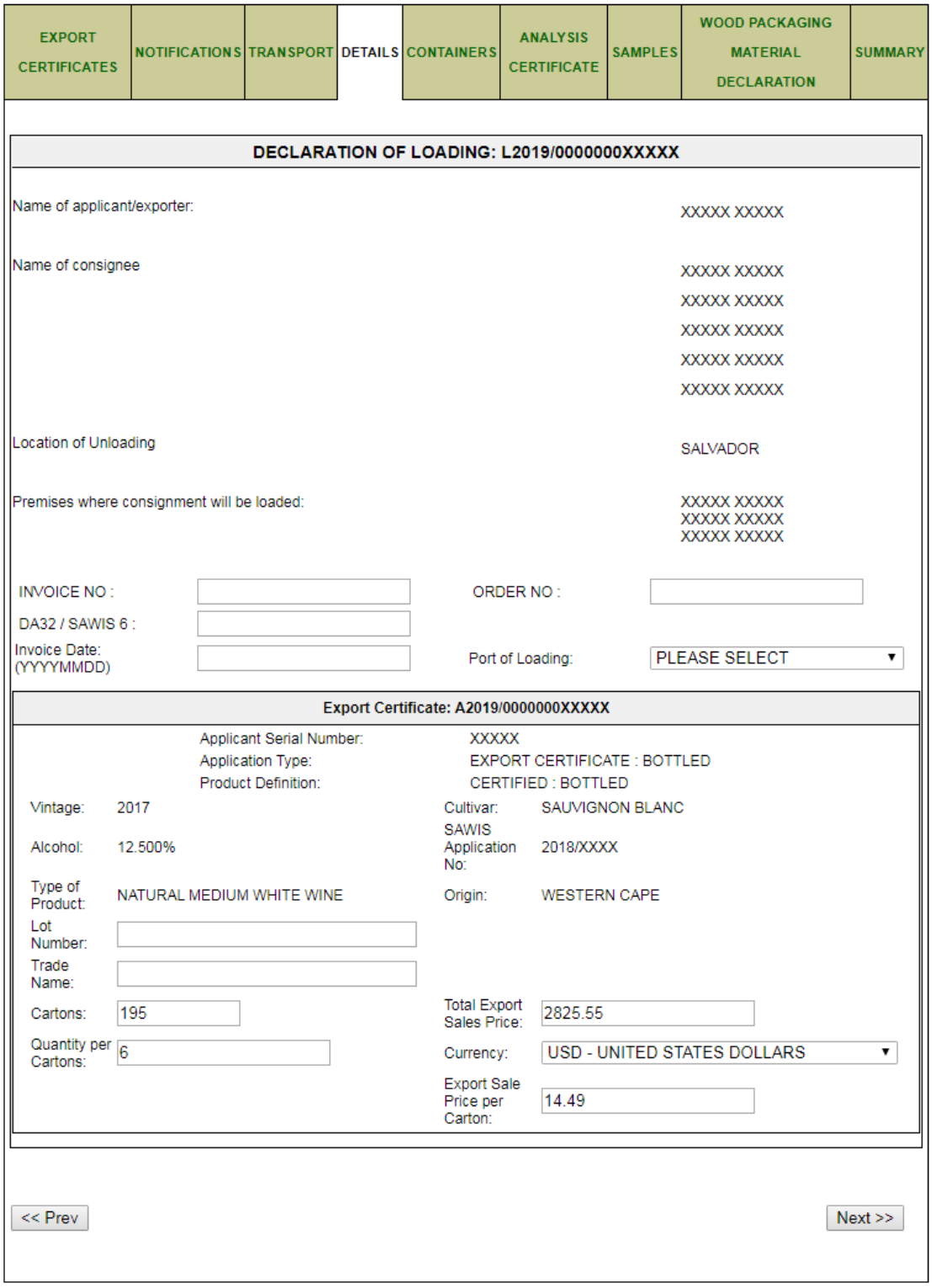
The transport number and means of transport.

Estimated Date of Arrival

Provide the estimated date of arrival in the foreign country.

Once all the information has been supplied the user can continue to the Details Screen by clicking on **'Next'**.

DETAILS SCREEN – BOTTLED EXPORT



The Details Screen displays all the export certificate details linked to the notification of loading. The information supplied on the export certificate will be displayed with certain fields being editable. The following information should be verified and changed if necessary:

Invoice number

The invoice number of the consignment.

Order Number

The order number of the consignment.

DA32/SAWIS 6

Provide the DA32/SAWIS 6 document number.

Invoice Date

The date on which the invoice was issued.

Port of loading

Select the port where the consignment was loaded.

Origin to Display

Should the origin indicated on the label or the required origin, differ from the origin stated on the export certificate, the user will be able to change the origin.

This can be done by selecting the desired origin from the list. Note that only origins within the rules of the Wine of Origin Scheme applicable to the product will be available.

Lot Number

The lot number of the product as indicated on the label can be supplied here if it differs from the lot number already supplied on the export application. The lot number is optional for certified products.

Trade Name

The trade name of the product as indicated on the label. Note that the Trade Name should not include the Vintage, Origin or Cultivar.

Cartons

The number of cartons loaded should it differ from the amount stated on the export certificate. If the quantity on the declaration exceeds that on the export certificate by a significant amount (>5%), an additional export certificate for the balance will be printed automatically if there are any litres available on that specific product.

Quantity per Cartons

The number of bottles per carton can be changed if it differs from the value already supplied on the export application.

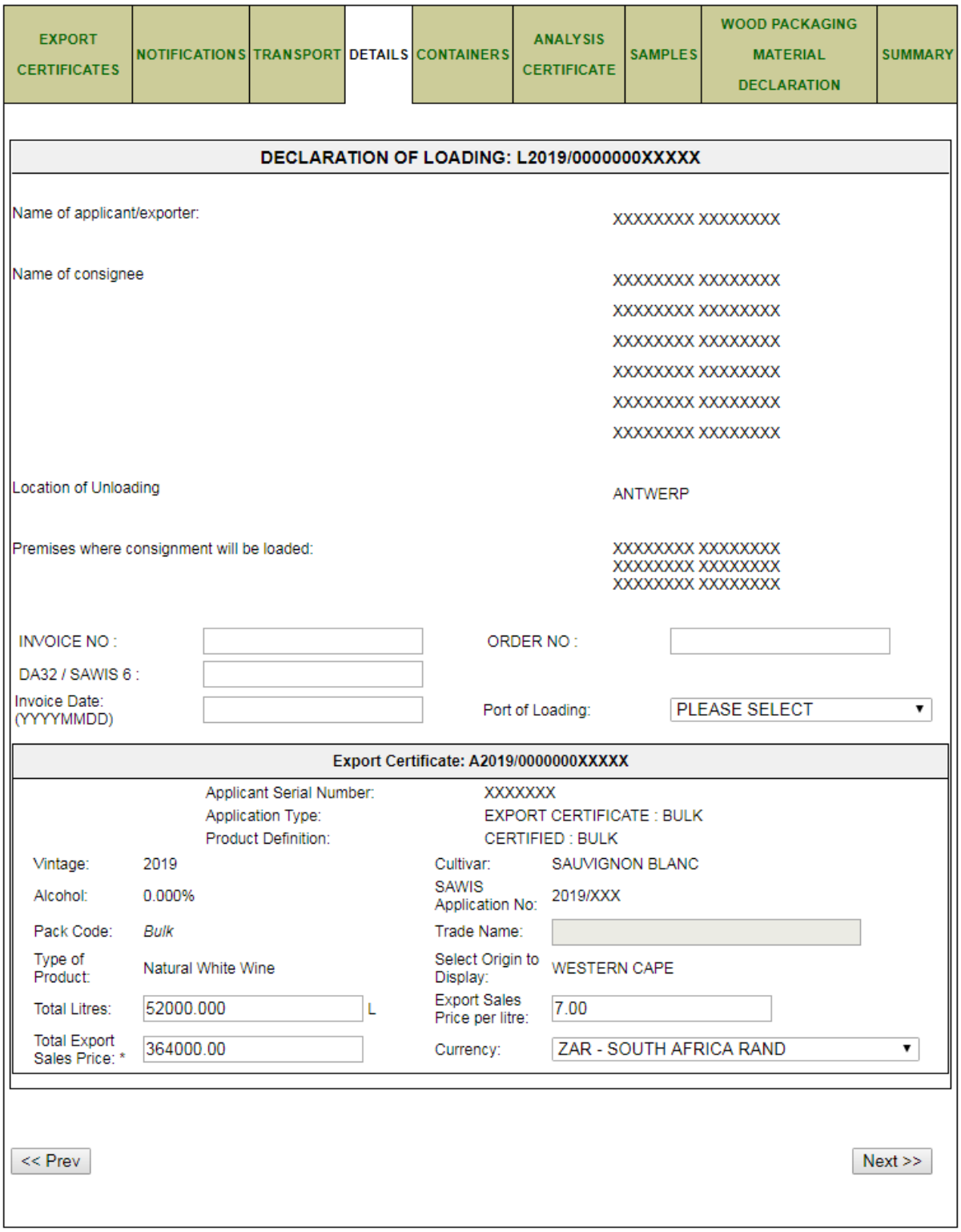
Total Export Sales Price

The total export sales price as indicated on the Tax Invoice.

Export Sales Price per Carton and Currency

The export sales price per carton and the currency as indicated on the Tax Invoice.

DETAILS SCREEN – BULK EXPORT



The Details Screen displays all the export certificate details linked to the notification of loading. The information supplied on the export certificate will be displayed with certain fields being editable. The following information should be verified and changed if necessary:

Invoice number

The invoice number of the consignment.

Order Number

The order number of the consignment.

DA32/SAWIS 6

Provide the DA32/SAWIS 6 document number.

Invoice Date

The date on which the invoice was issued.

Port of loading

Select the port where the consignment was loaded.

Origin to Display

Should the origin indicated on the label or the required origin, differ from the origin stated on the export certificate, the user will be able to change the origin.

This can be done by selecting the desired origin from the list. Note that only origins within the Wine of Origin Scheme applicable to the product will be available.

Total Liters

The number of litres loaded should it differ from the amount stated on the export certificate. If the quantity on the declaration exceeds that on the export certificate by a significant amount (>5%), an additional export certificate for the balance will be printed automatically if there are any litres available on that specific product.

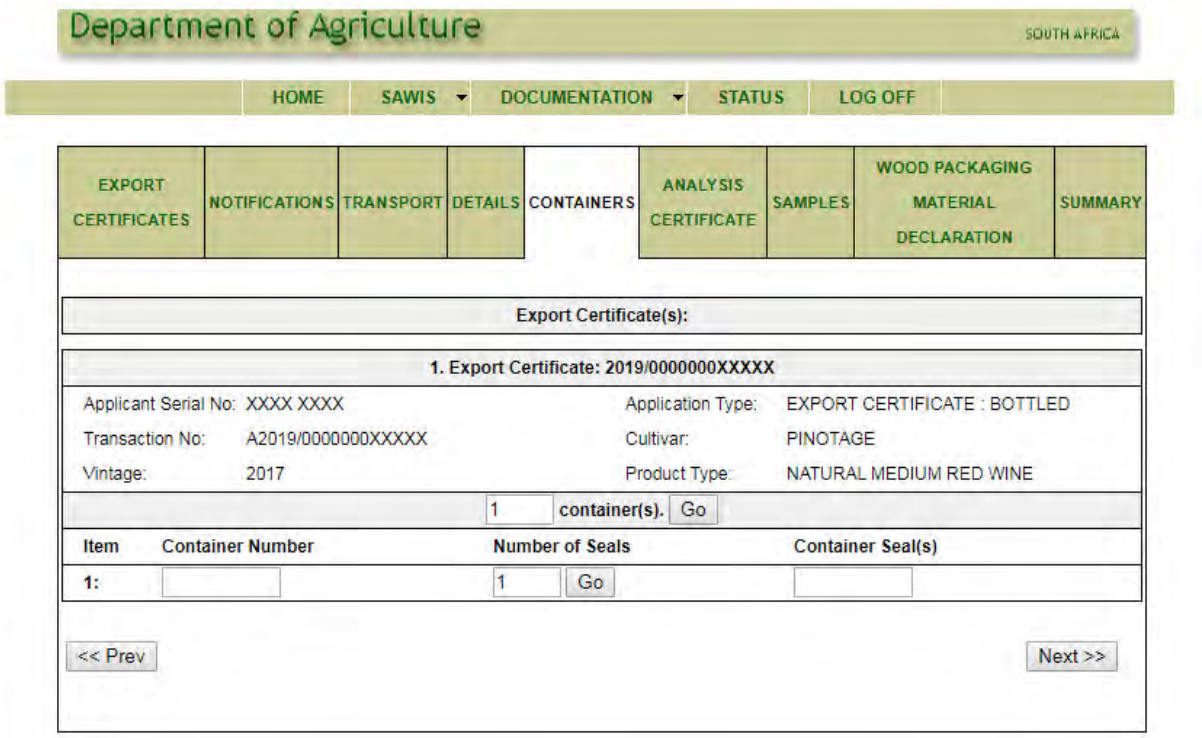
Total Export Sales Price

The total export sales price as indicated on the Tax Invoice.

Export Sales Price per Liter and Currency

The export sales price per litre and the currency as indicated on the Tax Invoice.

CONTAINERS SCREEN



The Containers Screen requests all the container number(s) and container seal(s) into which the products where loaded. By default, space is made for one container and container seal per export certificate. Should there be more than one container or container seal the user will be able to add new spaces as follows:

Container Number

Change the **'# container(s)'** field to the desired amount of containers used to load the products into and click on **'Go'**. The screen will then be reloaded with space for the number of containers supplied.

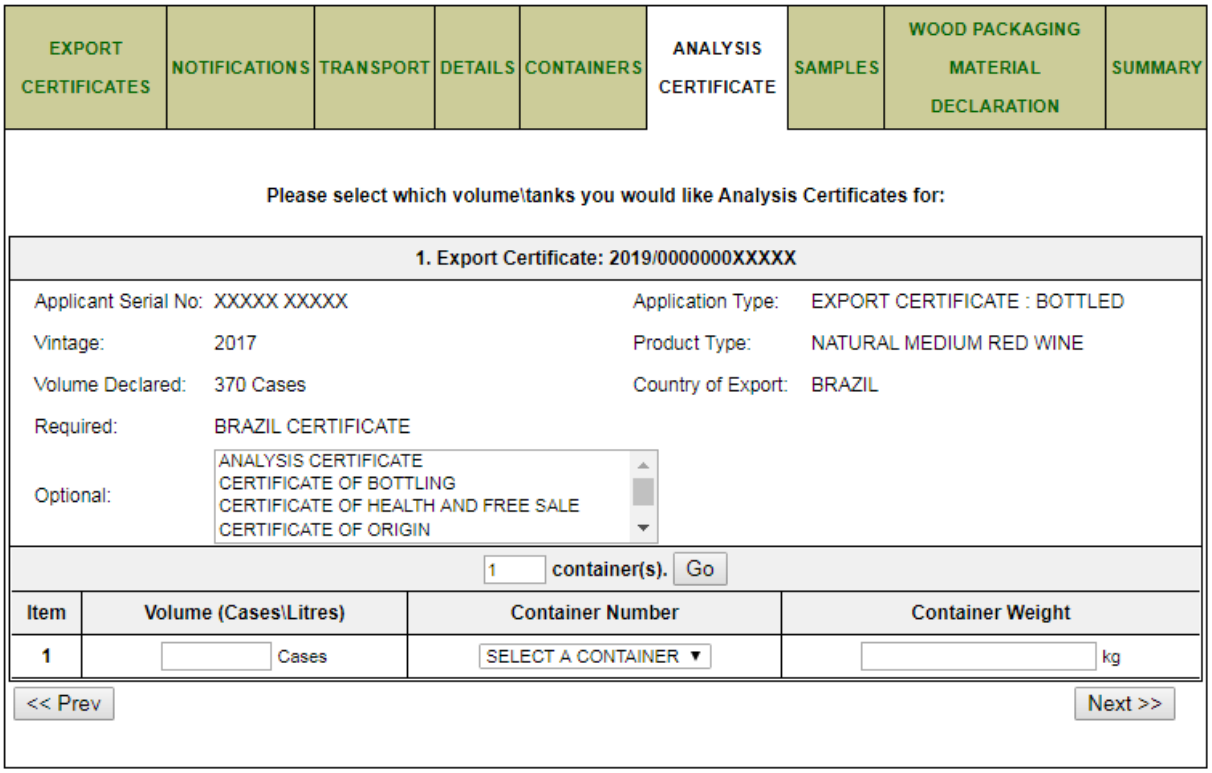
Container Seal

Change the **'Number of Seals'** field to the desired amount of container seals used and click on **'Go'**. The screen will then be reloaded with space for the number of container seals supplied.

Once all the container and container seal information has been supplied the user can click on **'Next'** to continue to the Analysis Certificates Screen.

Note: The container numbers supplied for Bulk Exports need to match the container numbers as submitted with the control loading samples.

ANALYSIS CERTIFICATE SCREEN – BOTTLED EXPORT



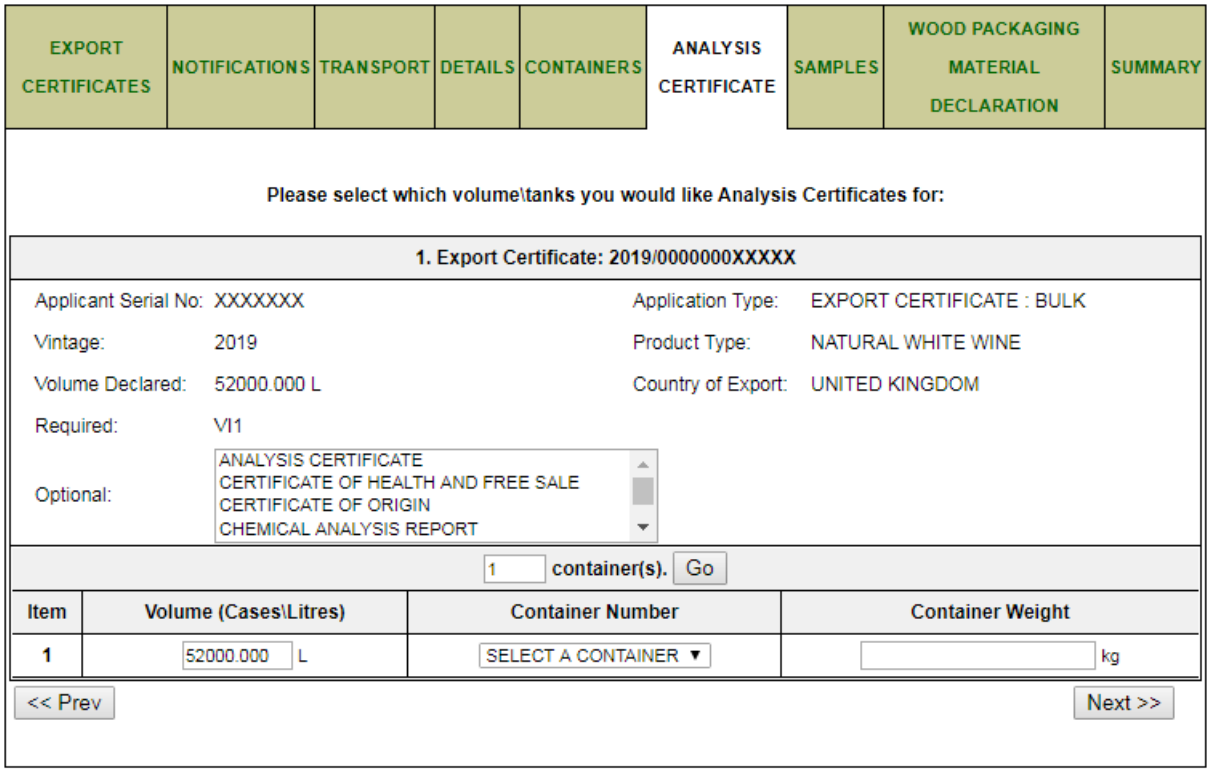
The Analysis Certificate Screen allows the user to apply for any clearance documentation as required. The **'Required'** field will indicate the default documentation as required by the foreign country, these documents will automatically be selected and will not be available in the **'Optional'** box.

To select multiple certificates the user should hold CTRL and click on the desired documents. Selected documents will be highlighted in blue.

The amount of cases per export certificate needs to be supplied as well. This should match the **'Volume Declared'** amount and should be captured under the **'Volume (Cases\Liters)'** field. Note that for Bottled Exports the amount of cases is required and not the volume in litres.

Once the desired clearance documentation has been selected and the number of cases entered the user can click on **'Next'** to continue to the Samples Screen.

ANALYSIS CERTIFICATE SCREEN – BULK EXPORT



The Analysis Certificate Screen allows the user to apply for any clearance documentation as required. The **'Required'** field will indicate the default documentation as required by the foreign country, these documents will automatically be selected and will not be available in the **'Optional'** box.

To select multiple certificates the user should hold CTRL and click on the desired documents. Selected documents will be highlighted in blue.

The volume in litres should be supplied per container, the total of which should match the **'Volume Declared'** amount and should be captured under the **'Volume (Cases\Liters)'** field. Note that for Bulk Exports the volume in litres is required and not the number of cases.

The container number(s) should also be selected under the **'Container Number'** field. These should match the volume in litres as loaded into the applicable container.

Once the desired clearance documentation has been selected and the volume in litres per container entered the user can click on **'Next'** to continue to the Samples Screen.

SAMPLES SCREEN – BOTTLED EXPORT

EXPORT CERTIFICATES | NOTIFICATIONS | TRANSPORT | DETAILS | CONTAINERS | ANALYSIS CERTIFICATE | SAMPLES | WOOD PACKAGING MATERIAL DECLARATION | SUMMARY

DECLARATION OF LOADING: L2019/0000000XXXXX

Name of applicant/exporter:	XXXXX XXXXX
Name of consignee	XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX
Location of Unloading	SALVADOR
Premises where consignment will be loaded:	XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX

Export Certificate: A2019/0000000XXXXX

Applicant Serial Number:	XXXXX XXXXX
Application Type:	EXPORT CERTIFICATE : BOTTLED
Product Definition:	CERTIFIED : BOTTLED

Vintage:	2017	Cultivar:	PINOTAGE
Alcohol:	13.500%	SAWIS Application No:	2018/XXXXX
Packaging:	370 x 6 x 750ml	Trade Name:	Trade Name
Type of Product:	NATURAL MEDIUM RED WINE	Origin:	WESTERN CAPE

WSR4 Certificate XXXXX:

Selected Seal Codes:	XXXX: XXXXXX - XXXXXX

Export Certificate: A2019/0000000XXXXX

Applicant Serial Number:	XXXXX XXXXX
Application Type:	EXPORT CERTIFICATE : BOTTLED
Product Definition:	CERTIFIED : BOTTLED

Vintage:	2018	Cultivar:	CABERNET SAUVIGNON / MERLOT
Alcohol:	13.500%	SAWIS Application No:	2018/XXXXX
Packaging:	200 x 6 x 750ml	Trade Name:	Trade Name
Type of Product:	NATURAL MEDIUM RED WINE	Origin:	WESTERN CAPE

WSR4 Certificate XXXXX:

Selected Seal Codes:	XXXX: XXXXX - XXXXXX

<< Prev Next >>

The samples screen will request samples for the transaction if the product has failed tolerance testing. In the case of bottled products no new samples will be required as the compliance of the product was already ascertained on the export application.

Should Wine Online request a sample for a bottled product on the declaration level the user should contact the Department to rectify the problem.

NOTE: No new samples should ever be selected on the declaration of loading.

The user can click on **'Next'** to continue to the Summary Screen.

SAMPLES SCREEN – BULK EXPORT

EXPORT CERTIFICATES	NOTIFICATIONS	TRANSPORT	DETAILS	CONTAINERS	ANALYSIS CERTIFICATE	SAMPLES	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY

DECLARATION OF LOADING: L2019/0000000XXXXX

Name of applicant/exporter:	XXXXXXXX XXXXXXXX
Name of consignee	XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
Location of Unloading	ANTWERP
Premises where consignment will be loaded:	XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX

Export Certificate: A2019/0000000XXXXX

	Applicant Serial Number:	XXXXX	
	Application Type:	EXPORT CERTIFICATE : BULK	
	Product Definition:	CERTIFIED : BULK	
Vintage:	2019	Cultivar:	SAUVIGNON BLANC
Alcohol:	0.000%	SAWIS Application No:	2019/XXX
Pack Code:	*Bulk* - 52000.000 L	Trade Name:	
Type of Product:	Natural White Wine	Origin:	WESTERN CAPE

CONTAINER: MCUL1234567

Select a Sample:	Details	
○ New Samples	Sample Arrival Date:	(yyyymmdd)
	Sensorial Tasting Date:	N/A
	Ascorbic Acid added:	Please Select ▾

<< Prev Next >>

The samples screen will request samples for the transaction if the product has failed tolerance testing or the container number(s) declared does not match the container number(s) supplied with the loading control samples.

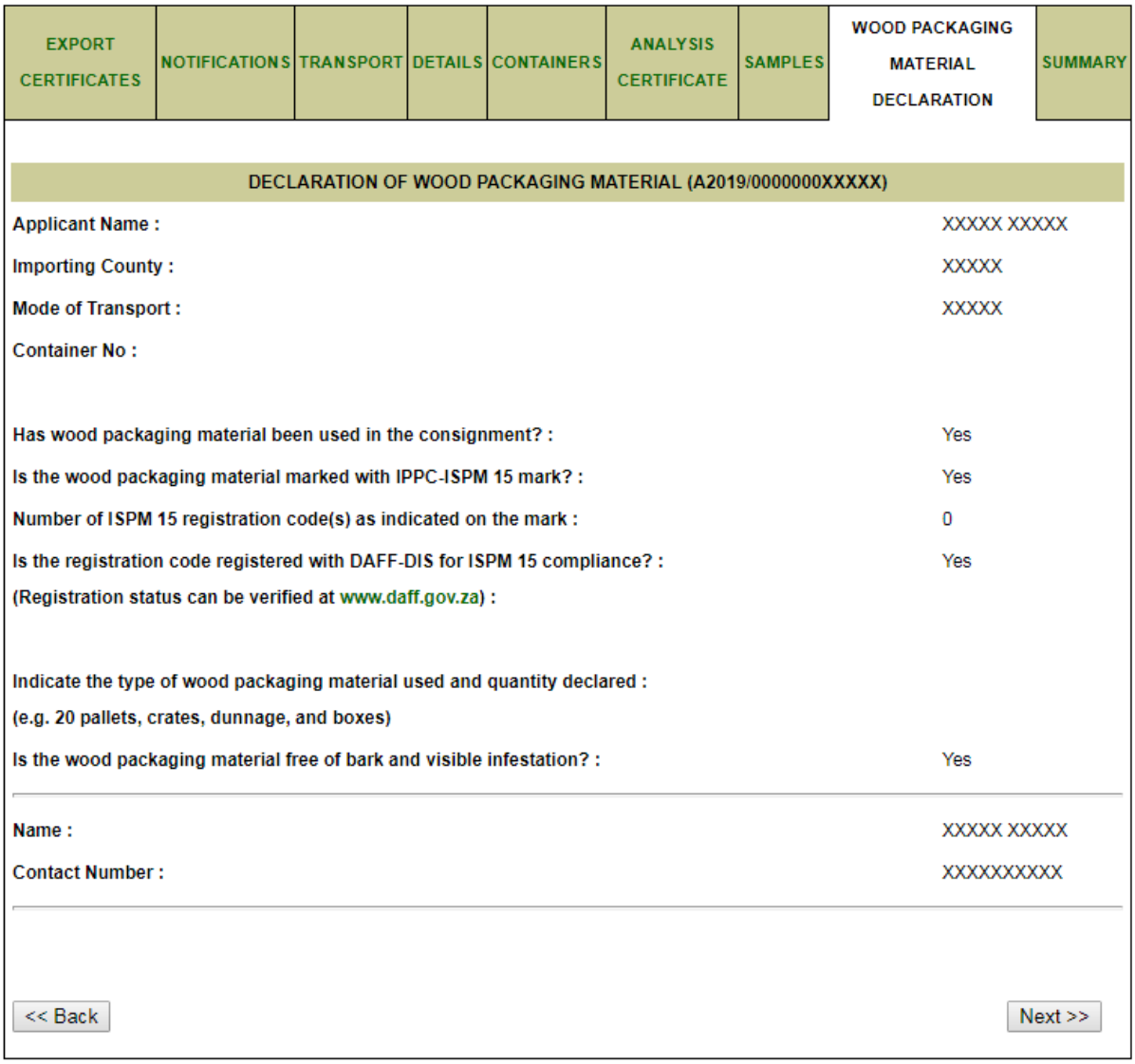
Should the container number(s) have matched and the evaluation of the loading control samples have not been completed Wine Online will make the Lab Transaction number(s) of such samples available. The user should then select the Lab Transaction (E Number) under **'Select a Sample'**.

In the case where samples are requested, but no Lab Transactions made available the user should contact the Department to ascertain the problem with the samples.

NOTE: No new samples should ever be selected on the declaration of loading.

The user can click on **'Next'** to continue to the Wood Packaging Material Declaration Screen.

WOOD PACKAGING MATERIAL DECLARATION

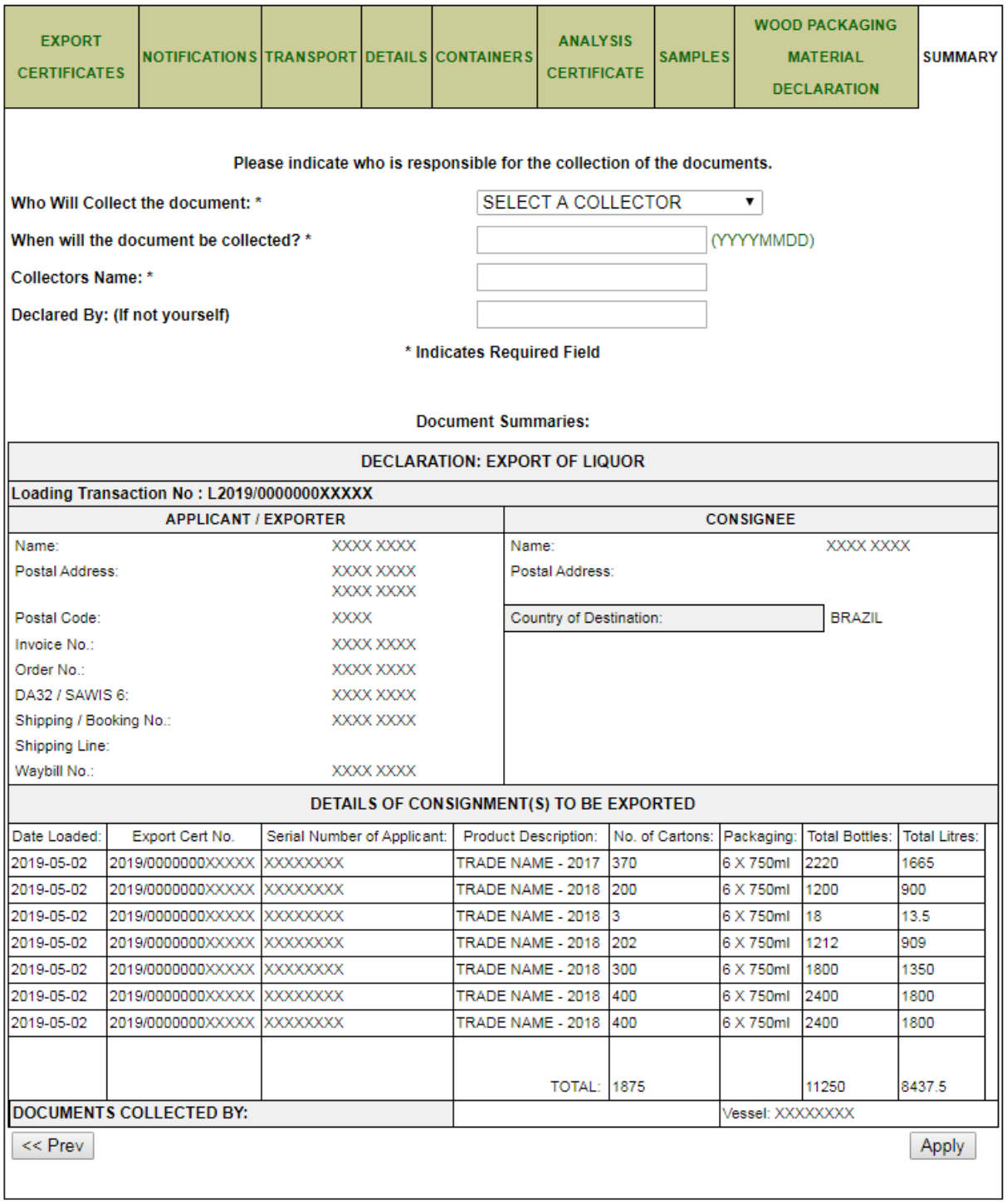


The Wood Packaging Material Screen displays the declaration of the wood packaging material as it was declared when the applicant applied for the export certificate.

NOTE: Changes to the Wood Packaging Material Declaration can be made at DOCUMENTATION – Documents – Applications – Declaration of Loading, once the declaration has been submitted.

Confirm that all information is correct and click on **'Next'** to proceed to the Summary Screen.

SUMMARY SCREEN



EXPORT CERTIFICATES | NOTIFICATIONS | TRANSPORT | DETAILS | CONTAINERS | ANALYSIS CERTIFICATE | SAMPLES | WOOD PACKAGING MATERIAL DECLARATION | SUMMARY

Please indicate who is responsible for the collection of the documents.

Who Will Collect the document: * SELECT A COLLECTOR

When will the document be collected? * (YYYYMMDD)

Collectors Name: *

Declared By: (If not yourself)

* Indicates Required Field

Document Summaries:

DECLARATION: EXPORT OF LIQUOR

Loading Transaction No : L2019/0000000XXXXX

APPLICANT / EXPORTER		CONSIGNEE	
Name:	XXXX XXXX	Name:	XXXX XXXX
Postal Address:	XXXX XXXX XXXX XXXX	Postal Address:	
Postal Code:	XXXX	Country of Destination:	BRAZIL
Invoice No.:	XXXX XXXX		
Order No.:	XXXX XXXX		
DA32 / SAWIS 6:	XXXX XXXX		
Shipping / Booking No.:	XXXX XXXX		
Shipping Line:			
Waybill No.:	XXXX XXXX		

DETAILS OF CONSIGNMENT(S) TO BE EXPORTED

Date Loaded:	Export Cert No.	Serial Number of Applicant:	Product Description:	No. of Cartons:	Packaging:	Total Bottles:	Total Litres:
2019-05-02	2019/0000000XXXXX	XXXXXXXX	TRADE NAME - 2017	370	6 X 750ml	2220	1665
2019-05-02	2019/0000000XXXXX	XXXXXXXX	TRADE NAME - 2018	200	6 X 750ml	1200	900
2019-05-02	2019/0000000XXXXX	XXXXXXXX	TRADE NAME - 2018	3	6 X 750ml	18	13.5
2019-05-02	2019/0000000XXXXX	XXXXXXXX	TRADE NAME - 2018	202	6 X 750ml	1212	909
2019-05-02	2019/0000000XXXXX	XXXXXXXX	TRADE NAME - 2018	300	6 X 750ml	1800	1350
2019-05-02	2019/0000000XXXXX	XXXXXXXX	TRADE NAME - 2018	400	6 X 750ml	2400	1800
2019-05-02	2019/0000000XXXXX	XXXXXXXX	TRADE NAME - 2018	400	6 X 750ml	2400	1800
			TOTAL:	1875		11250	8437.5

DOCUMENTS COLLECTED BY: | Vessel: XXXXXXXX

<< Prev | Apply

The Summary Screen will display a summary of the declaration of loading and request information regarding the collection of the Analysis Certificates.

The user should complete the following fields:

Who Will Collect the document

Select the company that will collect the document from the Department.

When will the document be collected

Supply the intended date that the document will be collected. This is only an indication and will not ensure that the document is made available at the Department on the supplied date.

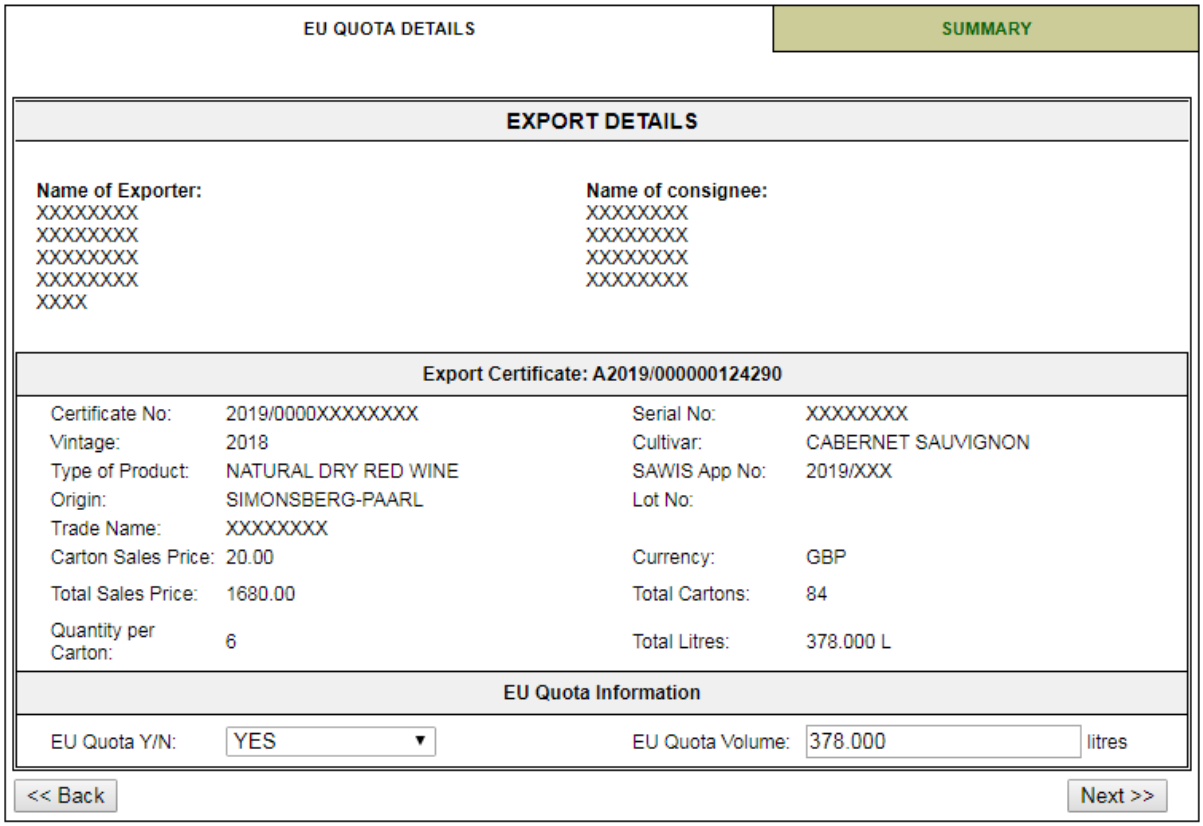
Collectors Name

Supply the name and surname of the person that will collect the export certificate from the Department.

Declared By: (If not yourself)

Supply the name and surname of the person completing the declaration of loading.

EU Quota Declaration



The EU Quota Declaration Screen is only displayed for exports to Europe.

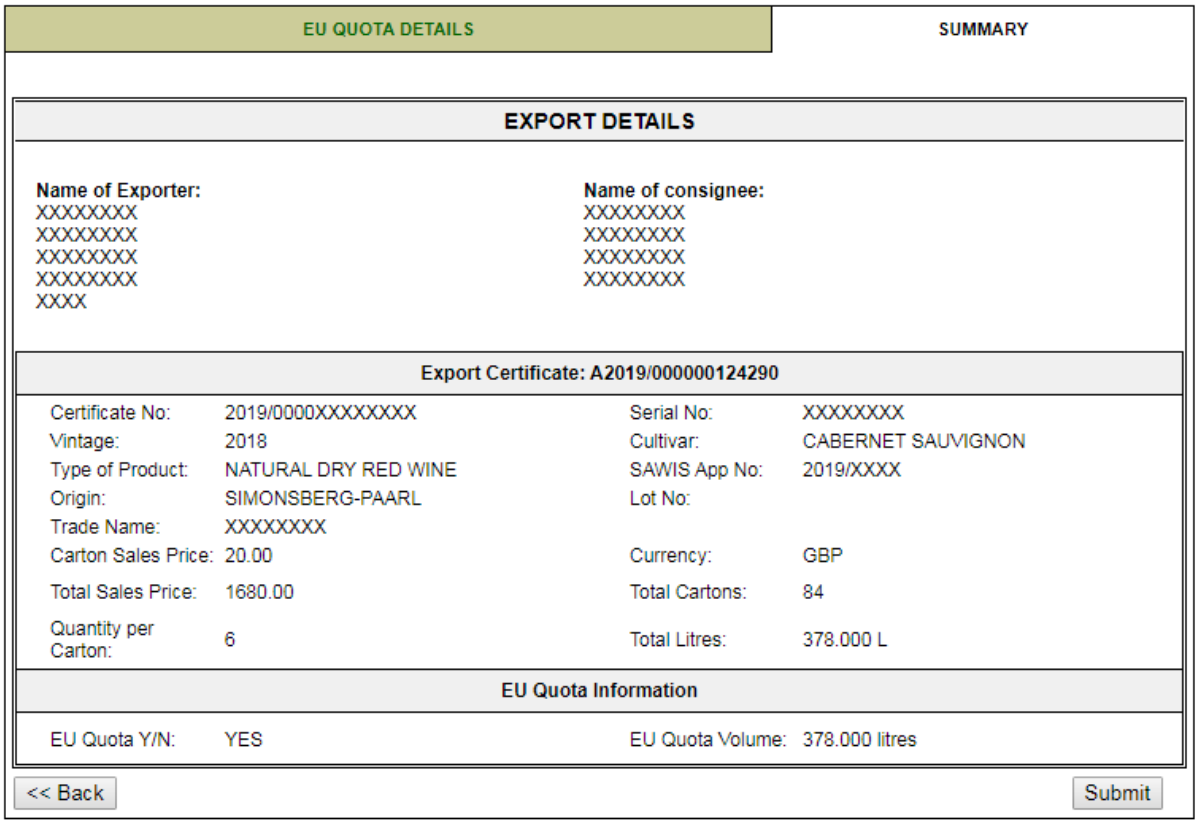
EU Quota Y/N

Indicate if EU Quota should be used the export.

EU Quota Volume

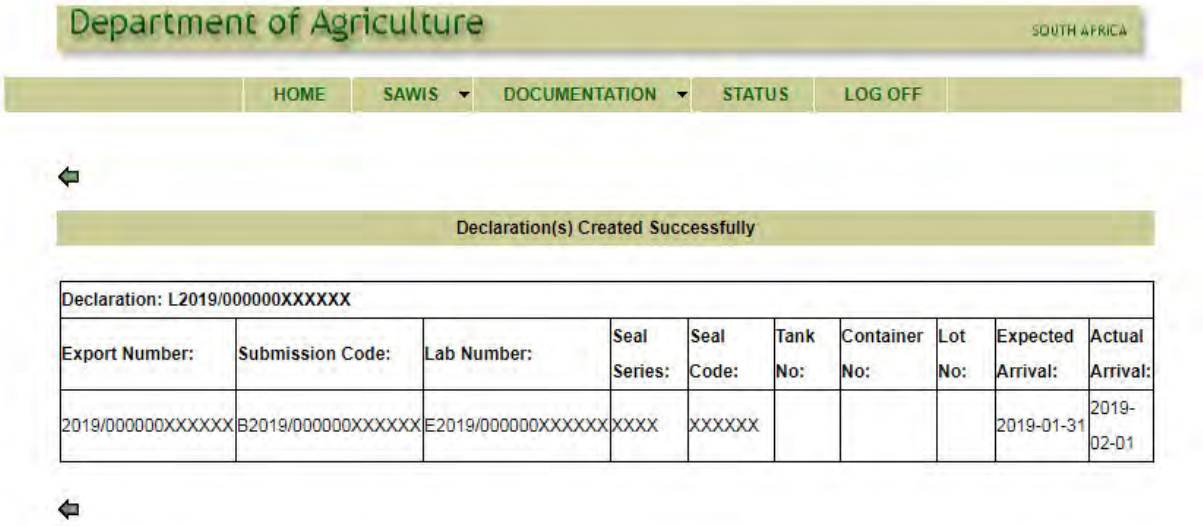
Indicate the volume that needs to be deducted from the EU Quota.

EU Quota Declaration Summary



The summary screen shows EU quota information as selected by the user on the previous screen. Confirm that all information is correct and click on **'Submit'** to submit the declaration of loading.

SUCCESS SCREEN



Declaration: L2019/000000XXXXXX									
Export Number:	Submission Code:	Lab Number:	Seal Series:	Seal Code:	Tank No:	Container No:	Lot No:	Expected Arrival:	Actual Arrival:
2019/000000XXXXXX	B2019/000000XXXXXX	E2019/000000XXXXXX	XXXX	XXXXXX				2019-01-31	2019-02-01

The Success Screen confirms that the export application has been submitted and should be printed out and kept as proof of application.

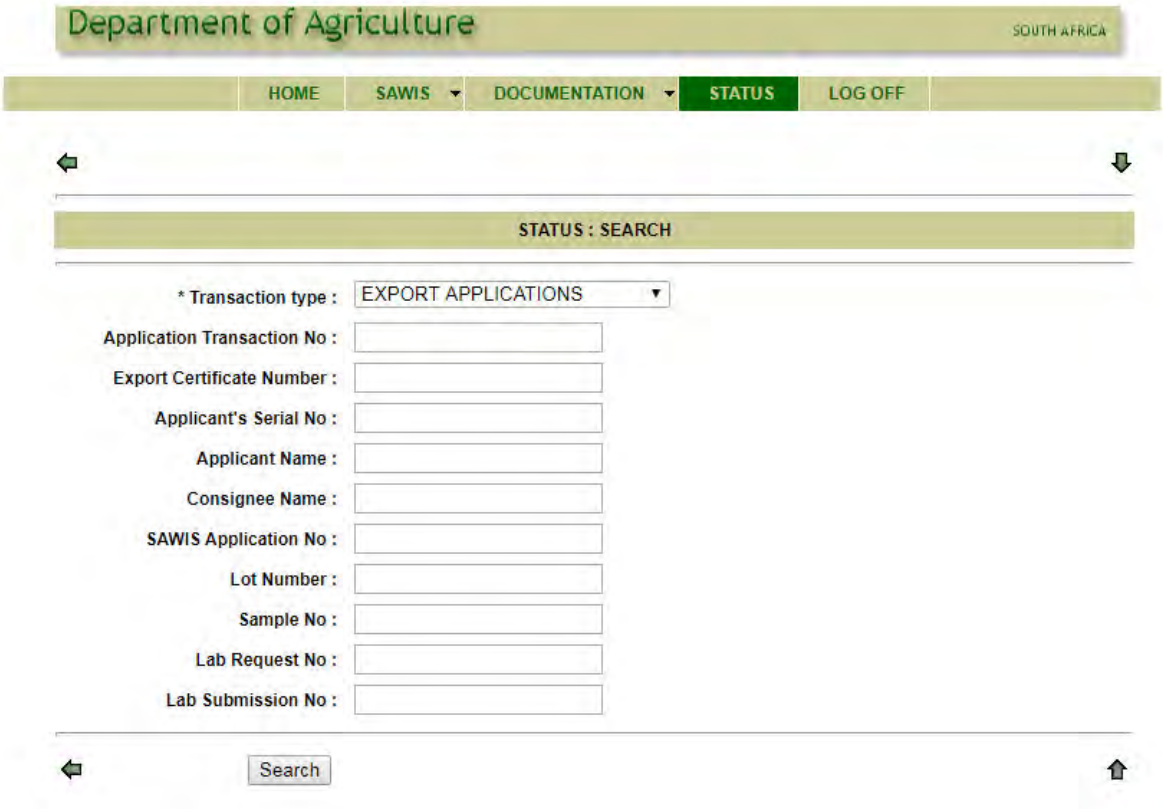
STATUS

The status function on Wine Online can be used to view the current status and history of a transaction.

Numerous transaction types can be viewed, but for this manual, only the Export Applications will be covered.

To access the status function the can click on **'Status'** on the menu bar.

SEARCH SCREEN

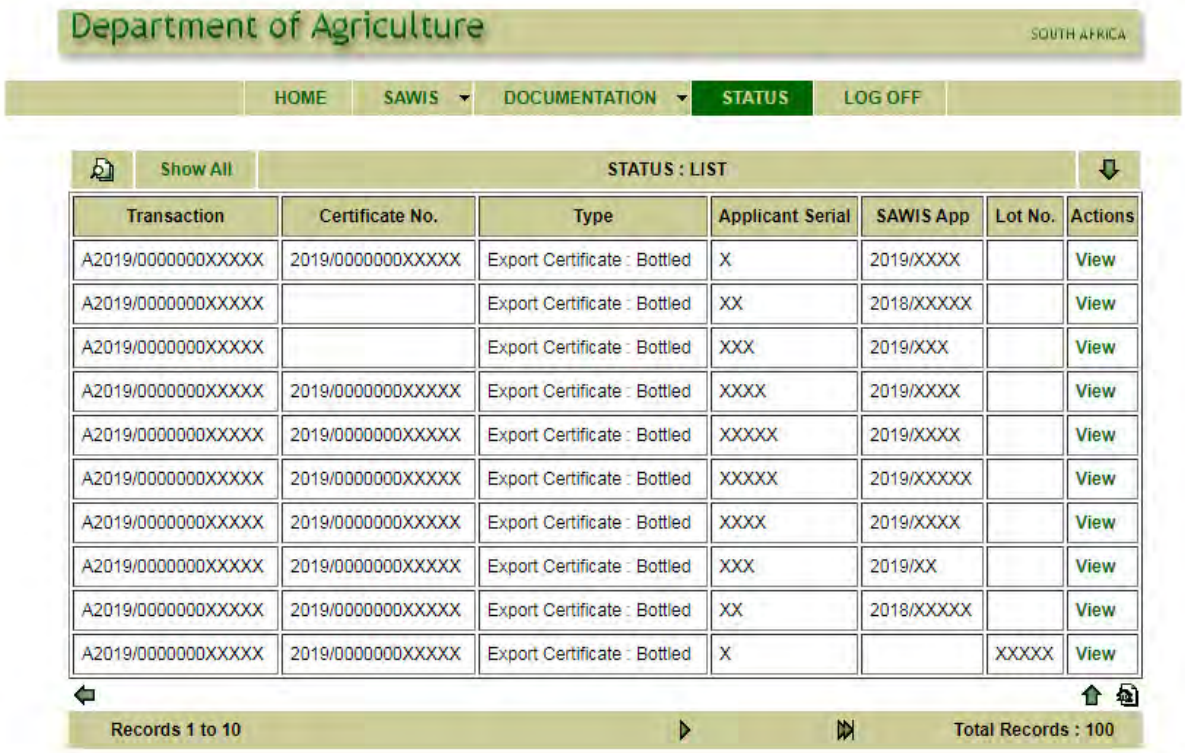


The search screen allows the user to search for transactions to view. To search for a transaction the user needs to select the transaction type and supply the search criteria as applicable.

To view export applications the user should select the **'Transaction type'** as **'Export Applications'** and supply the **'Applicant's Serial No'** as entered on the export application.

Once all the applicable information has been entered the user can click on **'Search'** to continue with the search.

STATUS LIST SCREEN



The Status List Screen will display a list of all the transactions that matched the search criteria as supplied. The user will be page through the list by making use of the direction arrows as the bottom of the screen.

To view transactions details the user can click on **'View'** for the applicable transaction.

Once the user has clicked on **'View'** the Status Information Screen will be displayed.

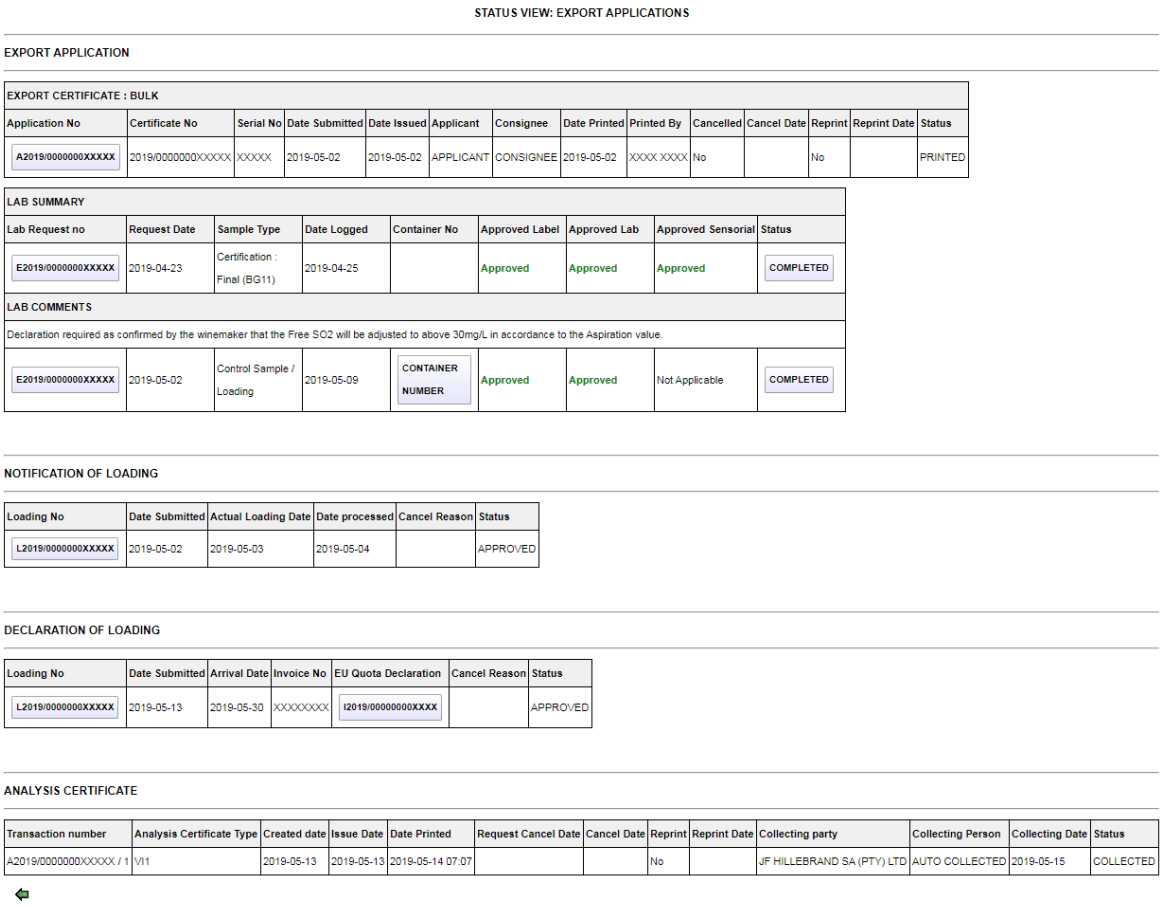
STATUS INFORMATION SCREEN

The Status Information Screen will display the full transaction history and current status of the transaction. The screen can be broken up in four parts namely:

Export Certificate
Notification of Loading
Declaration of Loading
Analysis Certificates

These four sections are displayed together on the Status Information Screen but will be covered separately.

EXPORT CERTIFICATE



STATUS VIEW: EXPORT APPLICATIONS

EXPORT APPLICATION

EXPORT CERTIFICATE : BULK

Application No	Certificate No	Serial No	Date Submitted	Date Issued	Applicant	Consignee	Date Printed	Printed By	Cancelled	Cancel Date	Reprint	Reprint Date	Status
A2019/0000000XXXXX	2019/0000000XXXXX	XXXXX	2019-05-02	2019-05-02	APPLICANT	CONSIGNEE	2019-05-02	XXXX XXXX	No		No		PRINTED

LAB SUMMARY

Lab Request no	Request Date	Sample Type	Date Logged	Container No	Approved Label	Approved Lab	Approved Sensorial	Status
E2019/0000000XXXXX	2019-04-23	Certification : Final (BG11)	2019-04-25		Approved	Approved	Approved	COMPLETED

LAB COMMENTS

Declaration required as confirmed by the winemaker that the Free SO2 will be adjusted to above 30mg/L in accordance to the Aspiration value.

E2019/0000000XXXXX	2019-05-02	Control Sample / Loading	2019-05-09	CONTAINER NUMBER	Approved	Approved	Not Applicable	COMPLETED

NOTIFICATION OF LOADING

Loading No	Date Submitted	Actual Loading Date	Date processed	Cancel Reason	Status
L2019/0000000XXXXX	2019-05-02	2019-05-03	2019-05-04		APPROVED

DECLARATION OF LOADING

Loading No	Date Submitted	Arrival Date	Invoice No	EU Quota Declaration	Cancel Reason	Status
L2019/0000000XXXXX	2019-05-13	2019-05-30	XXXXXXXX	I2019/00000000XXXX		APPROVED

ANALYSIS CERTIFICATE

Transaction number	Analysis Certificate Type	Created date	Issue Date	Date Printed	Request Cancel Date	Cancel Date	Reprint	Reprint Date	Collecting party	Collecting Person	Collecting Date	Status
A2019/0000000XXXXX / 1	VI1	2019-05-13	2019-05-13	2019-05-14 07:07			No		JF HILLEBRAND SA (PTY) LTD	AUTO COLLECTED	2019-05-15	COLLECTED

The status view is broken up into four sections which are defined as:

Export Application

This section displays details of the export certificate application as well as a lab summary and lab comments.

Export Certificate

Application Number

The application number generated for the export application.

Certificate Number

The certificate number generated for the export certificate.

Serial Number

The serial number of the export application as supplied by the applicant.

Date submitted

The submission date of the export application.

Date issued

The date the export application was evaluated by the Department.

Applicant

The name of the applicant who applied for the export application.

Consignee

The name of the consignee who will be receiving the product in the foreign country.

Date Printed

The date the export certificate was printed.

Printed By

The name of the person who printed the export certificate.

Cancelled

Indication if the export certificate has been cancelled.

Cancel Date

The date the export certificate was cancelled.

Reprint

Indication if a reprint of the export certificate has been requested.

Reprint Date

The date the reprint was approved by the Department.

Status

Awaiting Payment

The export application payment method is cash and the payment has not been received by the Department.

Pending

The export application is awaiting final evaluation by the Department. This could be due to outstanding samples, label alcohol tolerance issues or the applicant is blacklisted.

Click on the “Pending” button to view exactly why the application is pending.

Ready to Print

The export certificate is ready to be printed. Click on the “Ready to Print” button to be directed to the document printing page.

Printed

The export certificate has been printed.

Reprint Requested

A reprint has been requested but has yet to be evaluated by the Department.

Cancel Requested

The applicant applied for a cancellation of the export certificate.

Cancelled

The export application and/or export certificate has been cancelled.

Rejected

The certificate has been rejected by the Department.

Lab Summary

Lab Request Number

The lab request number of the sample.

Request Date

The date the sample analysis was requested.

Sample Type

The type of sample.

Date Logged

The date the sample was submitted to the laboratory for analysis.

Container Number

The container number from which the sample was drawn, if it is a bulk wine export.

Approved Label

Results of the label evaluation.

Approved Lab

Results of the lab analysis evaluation.

Approved Sensorial

Results of the sensorial evaluation.

Status

Overall status of the sample evaluation.

Awaiting Sample

The requested sample has not yet arrived at the Department of Agriculture.

In Progress

The evaluation of the sample is still in progress.

Completed

The evaluation of the sample has been completed.

NOTIFICATION OF LOADING

NOTIFICATION OF LOADING

Loading No	Date Submitted	Actual Loading Date	Date processed	Cancel Reason	Status
L2016/0000000XXXXX	2016-12-07	2016-12-08	2016-12-09		APPROVED

NOTIFICATION OF LOADING

The fields and their information apply to the Notification of Loading that was submitted for the export transaction.

Loading No

The loading transaction number assigned to the notification of loading.

Date Submitted

The submission date of the notification of loading by the applicant.

Actual Loading Date

The actual date the export certificate is intended to load.

Date Processed

The date the notification of loading was processed.

Cancel Reason

The reason for cancelling the notification of loading.

Status

The overall inspection status of the notification of loading.

Awaiting Evaluation

The notification of loading is awaiting evaluation by the Department of Agriculture.

Approved

The notification of loading was approved.

Rejected

The notification of loading was rejected.

Cancelled

The notification of loading was cancelled.

Cancel Requested On 'Date'

A cancellation request has been submitted for the notification of loading.

Cancellation Rejected

The cancellation request has been rejected by the Department of Agriculture.

Cancellation Approved

The cancellation request has been approved by the Department of Agriculture.

Removed from Loading on 'Date' by 'Person who declared'

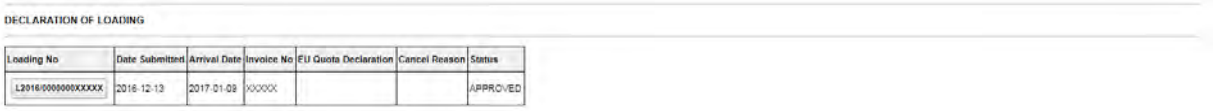
The export certificate has been removed from the declaration of loading and notification of loading.

NOTE: The summary report for the notification of loading can be displayed by clicking on the button containing the loading number.

SUMMARY REPORT FOR THE LOADING OF LIQUOR EXPORT CONSIGNMENTS

Loading Transaction No : L2016/0000000XXXXX	
Name of applicant/exporter: XXXXXXX XXXXXXX Premises where consignment will be loaded: XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXXX Tel: XXXXXXX XXXXXXX Contact person at premises: XXXXXXX XXXXXXX Country to which exported: CHINA	Loading Date: 2016-12-08 Loading Time: 08:00 Name & address of consignee XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXXX Shipping/Booking number: XXXXXXX XXXXXXX
ITEM 1	
SERIAL NO. ALLOCATED BY APPLICANT: XXXXXXX	TYPE OF LIQUOR: NATURAL MEDIUM DRY RED WINE
EXPORT CERT NO: 2016/000000XXXXX	TRADE NAME: XXXXXXX XXXXXXX
EXPORT CERT EXPIRY DATE: 2017-03-07	VINTAGE: 2014
SERIES NO OF SEALS: XXXX: XXXXXX - XXXXXXX, XXXX: XXXXXX - XXXXXXX	ORIGIN: STELLENBOSCH
NO OF CARTONS x BOTTLES x VOLUME: 1300 X 6 X 750ml	CULTIVAR: NON - CULTIVAR
LITRES APPLIED FOR: 5850.000	LOT NO:
ALC % INDICATION ON LABEL: 14.000%	TRX NO: A2016/000000XXXXX
ITEM 2	
SERIAL NO. ALLOCATED BY APPLICANT: XXXXXXX	TYPE OF LIQUOR: NATURAL MEDIUM DRY RED WINE
EXPORT CERT NO: 2016/000000XXXXX	TRADE NAME: XXXXXXX XXXXXXX
EXPORT CERT EXPIRY DATE: 2017-03-07	VINTAGE: 2014
SERIES NO OF SEALS: XXXX: XXXXXX - XXXXXX	ORIGIN: STELLENBOSCH
NO OF CARTONS x BOTTLES x VOLUME: 1000 X 6 X 750ml	CULTIVAR: NON - CULTIVAR
LITRES APPLIED FOR: 4500.000	LOT NO:
ALC % INDICATION ON LABEL: 14.000%	TRX NO: A2016/000000XXXXX

DECLARATION OF LOADING


DECLARATION OF LOADING

Loading No	Date Submitted	Arrival Date	Invoice No	EU Quota Declaration	Cancel Reason	Status
L2016/0000000XXXXX	2016-12-13	2017-01-09	XXXXX			APPROVED

DECLARATION OF LOADING

The fields and their information apply to the Declaration of Loading that was submitted for the export transaction.

Loading No

The loading transaction number.

Date Submitted

The date the declaration of loading was submitted. **Arrival Date**

The estimated arrival date as declared.

Invoice No

The invoice number as declared.

EU Quota Declaration

The EU Quota transaction number assigned to the EU Quota Declaration.

Cancel Reason

Reason for cancelling the declaration of loading.

Status

The overall status of the declaration of loading.

Approved

The declaration of loading was approved by the Department.

Cancelled

The declaration of loading has been cancelled.

Cancel Requested

A request for the declaration of loading to be cancelled. This entails that an amendment to the previous declaration of loading has been submitted.

Cancel Request Rejected

The request to cancel the declaration of loading was rejected by the Department.

Temporary Declaration

The applicant amended the declaration of loading and is awaiting approval of the new declaration of loading.

NOTE: The declaration of loading can be displayed by clicking on the button containing the loading number.

DECLARATION: EXPORT OF LIQUOR

Loading Transaction No : L2016/0000000XXXXX

APPLICANT / EXPORTER		CONSIGNEE	
Name:	XXXXXXXX XXXXXXX	Name:	XXXXXXXX XXXXXXX
Postal Address:	XXXXXXXX XXXXXXX XXXXXXXX XXXXXXX XXXXXXXX XXXXXXX	Postal Address:	
Postal Code:	XXXX	Country of Destination:	CHINA
Invoice No.:	XXXXXX		
Order No.:	XXXXXX		
DA32 / SAWIS 6:	XXXXXX		
Shipping / Booking No.:	XXXXXXXX XXXXXXX		
Shipping Line:			
Waybill No.:			

DETAILS OF CONSIGNMENT(S) TO BE EXPORTED

Date Loaded:	Export Cert No.	Serial Number of Applicant:	Product Description:	No. of Cartons:	Packaging:	Total Bottles:	Total Litres:	Container(s):
2016-12-08	2016/000000XXXXXX	XXXXXXXX XXXXXXX	XXXXXXXX XXXXXXX	1237	6 X 750ml	7422	5566.500	XXXXXXXX XXXXXXX
2016-12-08	2016/000000XXXXXX	XXXXXXXX XXXXXXX	XXXXXXXX XXXXXXX	1059	6 X 750ml	6354	4765.500	XXXXXXXX XXXXXXX
			TOTAL:	2296		13776	10332	
DOCUMENTS COLLECTED BY:			XXXXXXXX XXXXXXX		Vessel: XXXXXXXX XXXXXXX			

DECLARATION BY EXPORTER:

I, XXXXXXXX XXXXXXX, the undersigned declare that the above-mentioned particulars are true and correct.

Date: 2016-12-13

SIGNATURE: .....

ANALYSIS CERTIFICATES

ANALYSIS CERTIFICATE

Transaction number	Analysis Certificate Type	Created date	Issue Date	Date Printed	Request Cancel Date	Cancel Date	Reprint	Reprint Date	Collecting party	Collecting Person	Collecting Date	Status
A2016/000000 / 1	CERTIFICATE OF BOTTLING	2016-12-13	2016-12-14				No				2016-12-20	COLLECTED
A2016/000000 / 2	CERTIFICATE OF HEALTH AND FREE SALE	2016-12-13	2016-12-14				No				2016-12-20	COLLECTED
A2016/000000 / 3	CERTIFICATE OF ORIGIN	2016-12-13	2016-12-14				No				2016-12-20	COLLECTED
A2016/000000 / 4	HEALTH CERTIFICATE	2016-12-13	2016-12-14				No				2016-12-20	COLLECTED
A2016/000000 / 5	SANITARY CERTIFICATE	2016-12-13	2016-12-14				No				2016-12-20	COLLECTED
A2016/000000 / 6	ANALYSIS CERTIFICATE	2016-12-13	2016-12-14				No				2016-12-20	COLLECTED

ANALYSIS CERTIFICATE

The fields and their information apply to the clearance documentation that was requested with the declaration of loading for the export transaction.

Transaction number

The transaction number assigned to the analysis certificate.

Analysis Certificate Type

The type of analysis certificate applied for.

Created date

The date on which the analysis certificate was requested.

Issue date

The date on which the analysis certificate was issued.

Date Printed

The date on which the analysis certificate was printed.

Request Cancel Date

The date on which a request to cancel the certificate was submitted.

Cancel Date

The date on which the analysis certificate was cancelled.

Reprint

Specifies the date on which the reprint was approved by the Department.

Reprint Date

The date on which the analysis certificate was reprinted.

Collecting party

Specifies the party who will be responsible for collecting the analysis certificate.

Collecting Person

The name of the person who will be collecting the analysis certificate.

Collecting Date

The date on which the analysis certificate collection slip was captured on the Wine Online System.

Status

The overall status of the analysis certificate.

Submitted

Indicates that the certificate was requested.

Pending

The certificate is awaiting final evaluation by the Department.

Click on the "Pending" button to view exactly why the certificate is pending.

Rejected

The certificate has been rejected by the Department.

Awaiting Payment

The certificate payment method is cash and the payment has not been received by the Department.

To be printed

The payment for the certificate was received by the Department and is ready to be printed at the Department.

Printed and being processed

The certificate has been printed and is being processed by the Department.

Printed and ready for collection

The certificate has been printed and processed and is ready for collection at the Department.

Collected

The collecting person signed the collection slip and has been captured by the Department

Reprint requested

A reprint of the certificate has been requested but has yet to be evaluated by the Department.

Reprint rejected

The reprint request for the certificate was rejected by the Department.

Cancel requested

Cancellation has been requested for the export certificate but has yet to be evaluated by the Department.

Cancelled

The certificate has been cancelled.

Created Date

The date on which the analysis certificate was requested.

NOTE: Should this information not be displayed the user can make use of the Pending Analysis Certificates function on Wine Online.

NOTE: The actual documentation will be available for collection 24 hours after the printed date.

TRANSACTION INFORMATION SCREEN

STATUS INFORMATION | TRANSACTION INFORMATION

Transaction Number : A2019/000000XXXXXX

Transaction Type : Export Certificate : Bottled

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

REPUBLIC OF SOUTH AFRICA

DIRECTORATE FOOD SAFETY AND QUALITY ASSURANCE
PRIVATE BAG X5015, STELLENBOSCH, 7599
TELEPHONE: +27 21 809 1602
FAX: +27 21 887 6392
+27 21 887 6396

APPLICATION NUMBER:
A2019/000000XXXXXX
LAB NUMBER(S):
E2018/0000000XXXXX

APPLICATION FOR EXPORT CERTIFICATE : BOTTLED

Regulation 51 to 54, published in Government Notice R.1433 of 29 June 1990 promulgated in terms of Liquor Products Act 1989 (Act 60/1989)

1. Name and address of Applicant:	2. Name and address of Consignee:
XXXXXXXXX	XXXXXXXXX
XXXXXXXXX	XXXXXXXXX
XXXXXXXXX	XXXXXXXXX
	XXXXXXXXX
XXXXXXXXX	Country: UNITED KINGDOM
3. Serial Number of Applicant:	XXXXXXXXX
4. Vintage: XXXX	Trade Name: XXXXXXX XXXXX XXXXX
Origin: XXXXXX XXXXXXXXXX	Cultivar: XXXXXXXXX/XX/XXXXXXXX
5. Alcohol indicated on label:	14.000%
6. Type of Liqour:	NATURAL DRY RED WINE
7. Number of cartons x bottles x volume:	10 X 6 x 750ml
8. Total Litres:	45.000 L
9. Last date sensorially submitted:	2018-10-09
10. Application Number:	2018/XXXX

11. Sealcode/Lotnumber of samples:

W.S.R.4:	Lab Sample:	Sensorial Sample:	Vinotheque Sample:

12. W.S.R.4 Cert No and Seal Series:

W.S.R.4:	Seal Range	Seal Code From:	Seal Code To:
XX321	1234	123456	789901

13. Lot Number:				
14. Administratively:	YES	X	NO	
15. Application accompanied by Samples:	YES		NO	X
16. Submitted simultaneously for certification:	YES		NO	X
17. Declared By:	XXXX XXXX			
18. Date:	2019-11-12			

The Transaction Information Screen displays a copy of the export application as submitted by the user.

PENDING EXPORT CERTIFICATES

The Pending Export Certificates function allows the user to view all export applications that are awaiting final approval/rejection from the Department. The details of outstanding certificates are viewable and allows the user to determine the reasons for rejection or the outstanding requirements for the product before approval can be granted.

The Pending Export Certificates function can be accessed through the following path on Wine Online:

DOCUMENTATION – DOCUMENTS – PENDING DOCUMENTS – EXPORT CERTIFICATES

PENDING EXPORT CERTIFICATES LIST SCREEN

Show All | PENDING DOCUMENTS : APPLICATIONS FOR EXPORT CERTIFICATES

Transaction Number	Serial Number	Type	Applicant	Consignee	Date Submited	Actions
A2019/000000XXXXXX	XXXXX	Export Certificate : Bottled	APPLICANT	CONSIGNEE 1	2019-10-15	View
A2019/000000XXXXXX	XXXX	Export Certificate : Bottled	APPLICANT	CONSIGNEE 1	2019-10-15	View
A2019/000000XXXXXX	XXX	Export Certificate : Bottled	APPLICANT	CONSIGNEE 2	2019-10-29	View
A2019/000000XXXXXX	XX	Export Certificate : Bottled	APPLICANT	CONSIGNEE 3	2019-10-31	View
A2019/000000XXXXXX	X	Exemption	APPLICANT	CONSIGNEE 4	2019-11-07	View
A2019/000000XXXXXX	XXXXX	Export Certificate : Bottled	APPLICANT	CONSIGNEE 5	2019-11-12	View
A2019/000000XXXXXX	XXXX	Export Certificate : Bottled	APPLICANT	CONSIGNEE 6	2019-11-12	View
A2019/000000XXXXXX	XXX	Export Certificate : Bottled	APPLICANT	CONSIGNEE 7	2019-11-12	View
A2019/000000XXXXXX	XX	Exemption	APPLICANT	CONSIGNEE 8	2019-11-12	View
A2019/000000XXXXXX	X	Export Certificate : Bottled	APPLICANT	CONSIGNEE 9	2019-11-12	View

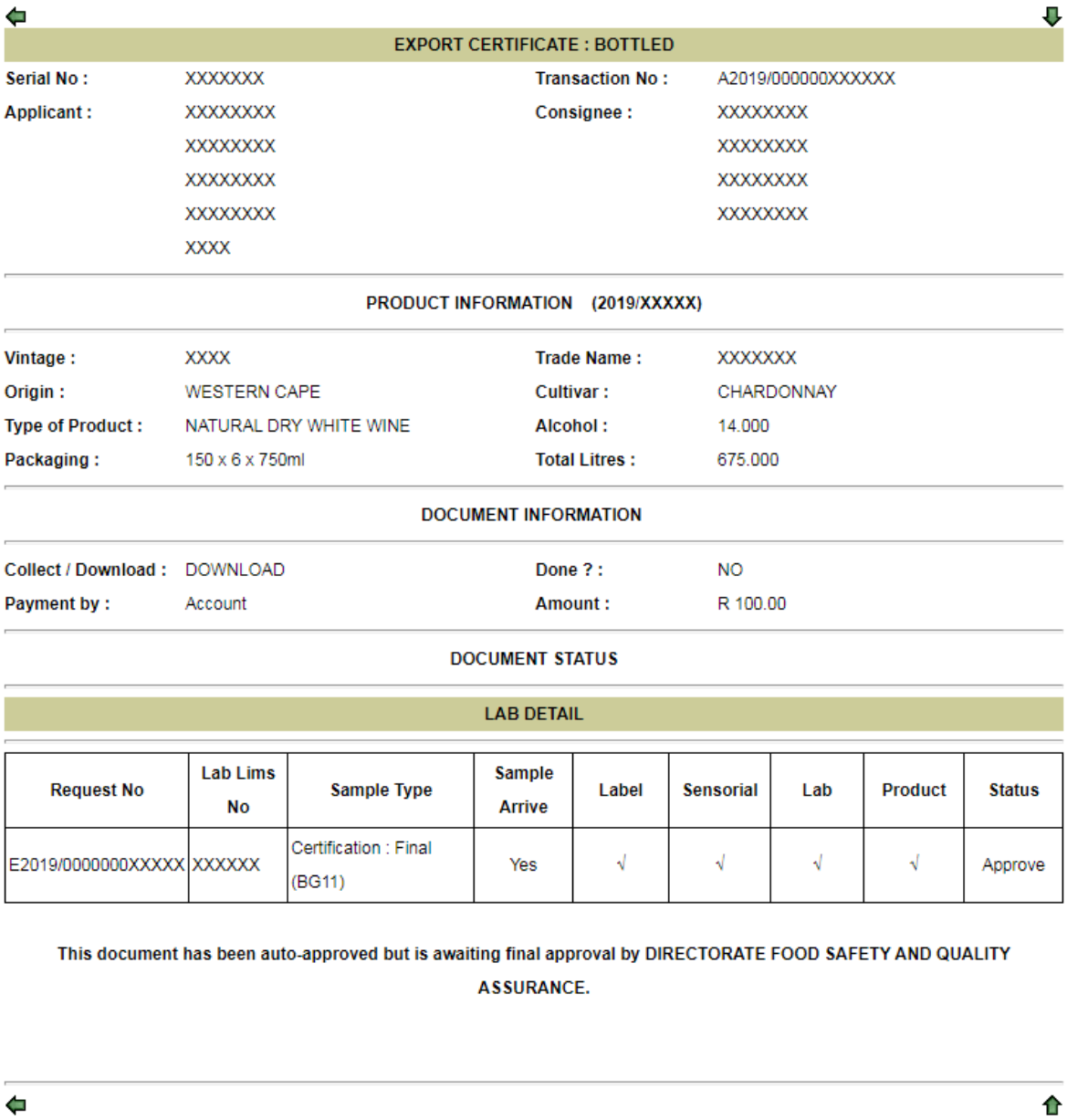
Records 1 to 10 | Total Records : 100

The Pending Export Certificates List Screen displays a list of all the pending export applications.

The user has the option to search for a specific transaction by clicking on the **'Magnifying Glass'** at the top left-hand side of the screen. The user can also page through the list by making use of the directional arrows.

The details of a pending export application can be viewed by clicking on **'View'** for the applicable transaction.

PENDING EXPORT CERTIFICATE DETAIL SCREEN



EXPORT CERTIFICATE : BOTTLED

Serial No :	XXXXXXX	**Transaction No :**	A2019/000000XXXXXX
Applicant :	XXXXXXXX	**Consignee :**	XXXXXXXX
	XXXXXXXX		XXXXXXXX
	XXXXXXXX		XXXXXXXX
	XXXXXXXX		XXXXXXXX
	XXXX		

PRODUCT INFORMATION (2019/XXXXX)

Vintage :	XXXX	**Trade Name :**	XXXXXXX
Origin :	WESTERN CAPE	**Cultivar :**	CHARDONNAY
Type of Product :	NATURAL DRY WHITE WINE	**Alcohol :**	14.000
Packaging :	150 x 6 x 750ml	**Total Litres :**	675.000

DOCUMENT INFORMATION

Collect / Download :	DOWNLOAD	**Done ? :**	NO
Payment by :	Account	**Amount :**	R 100.00

DOCUMENT STATUS

LAB DETAIL

Request No	Lab Lims No	Sample Type	Sample Arrive	Label	Sensorial	Lab	Product	Status
E2019/0000000XXXXX	XXXXXX	Certification : Final (BG11)	Yes	√	√	√	√	Approve

This document has been auto-approved but is awaiting final approval by DIRECTORATE FOOD SAFETY AND QUALITY ASSURANCE.

The Pending Export Certificate Detail Screen displays all the information regarding the export application as submitted by the user. The screen will also display the evaluation results for all the samples of the product linked to the application. At the bottom of the screen, the system will display the preliminary export application evaluation.

A favourable preliminary export application evaluation will state that the document is **'awaiting final approval'**. Wine Online will automatically approve all export certificates awaiting final approval every 10 minutes and these documents will be available for printing after the final approval has been granted.

Wine Online will also display another message if follow up or actions are required from the user. This is usually the case of bulk wine exports that require FSO2 declarations to be made, before export application approval.

To determine any other problems with the application the user should evaluate all of the following:

Lab Lims No

The Lab Lims No is the reference number assigned to the sample of the product linked to the export application. In the case where the Lab Lims No is blank, the user should determine if new samples were sent in to the Department for analysis, as a blank Lab Lims No indicates that no sample has yet been received.

Label

In the case that the Label has an **'X'** underneath, it means that the label was rejected. Should the label result be blank the user can contact the Department to enquire about the evaluation status.

Sensorial

In the case that the Sensorial has an **'X'** underneath, it means that the product was rejected sensorially. Should the sensorial result be blank the user can contact the Department to enquire about the evaluation status.

Lab

In the case that the Lab has an **'X'** underneath, it means that the product was rejected on analysis results. Should the Lab result be blank the user can contact the Department to enquire about the evaluation status.

Product

In the case that the Product has an **'X'** underneath, it means that the product was rejected as it did not conform to the foreign country requirements. Should the product result be blank the user can contact the Department to enquire about the evaluation status.

PENDING ANALYSIS CERTIFICATES

The Pending Analysis Certificates function allows the user to view all analysis applications that are awaiting final approval/rejection from the Department. The details of outstanding certificates are viewable and allows the user to determine the reasons for rejection or the outstanding requirements for the product before approval can be granted.

The Pending Analysis Certificates function can be accessed through the following path on Wine Online:

DOCUMENTATION – DOCUMENTS – PENDING DOCUMENTS – ANALYSIS CERTIFICATES

PENDING ANALYSIS CERTIFICATES LIST SCREEN

Show All | PENDING DOCUMENTS : ANALYSIS CERTIFICATES

Transaction Number	Serial Number	Type	Applicant	Country	Date Submitted	Actions
	XXXXX	ANALYSIS CERTIFICATE	APPLICANT	CHINA	2015-01-05	View
	XXXX	CERTIFICATE OF HEALTH AND FREE SALE	APPLICANT	CHINA	2015-01-05	View
	XXX	CERTIFICATE OF ORIGIN	APPLICANT	CHINA	2015-01-05	View
	XX	ANALYSIS CERTIFICATE	APPLICANT	SWITZERLAND	2015-01-14	View
	X	MANUFACTURE AND FREESALE CERTIFICATE	APPLICANT	NIGERIA	2015-01-14	View
	X	MANUFACTURE AND FREESALE CERTIFICATE	APPLICANT	NIGERIA	2015-01-14	View
	XX	MANUFACTURE AND FREESALE CERTIFICATE	APPLICANT	NIGERIA	2015-01-14	View
	XXX	MANUFACTURE AND FREESALE CERTIFICATE	APPLICANT	NIGERIA	2015-01-14	View
	XXXX	MANUFACTURE AND FREESALE CERTIFICATE	APPLICANT	NIGERIA	2015-01-14	View
	XXXXX	MANUFACTURE AND FREESALE CERTIFICATE	APPLICANT	NIGERIA	2015-01-14	View

Records 1 to 10 | Total Records : 60

The Pending Analysis Certificates List Screen displays a list of all the pending analysis applications.

The user has the option to search for a specific transaction by clicking on the **'Magnifying Glass'** at the top left-hand side of the screen. The user can also page through the list by making use of the directional arrows.

The details of a pending analysis application can be viewed by clicking on **'View'** for the applicable transaction.

PENDING ANALYSIS CERTIFICATE DETAIL SCREEN

ANALYSIS CERTIFICATE

Serial No :	XXXXX	**Analysis Cert. No :**	A2015/0000000000XX
Export Certificate :		**Additional :**	N/A
Loading No :	L2015/00000000000X	**Loaded Date :**	2015-01-05
Applicant :	XXXXXXXX	**Consignee :**	XXXXXXXX
	XXXXXXXX		XXXXXXXX
	XXXXXXXX		XXXXXXXX
	XXXX		XXXXXXXX
			XXXXXXXX
			XXXXXXXX

PRODUCT INFORMATION

Description :	RED		
Origin :	W.O NOT APPLICABLE (UNCERTIFIED) / SOUTH AFRICA		
Type of Product :	NATURAL DRY RED WINE		
Packaging :	3 x 6 x 750ml	**Total Litres :**	13.500

DOCUMENT INFORMATION

Ready to Collect ? :	No	**Country Group :**	EASTERN COUNTRIES (EAS)
Collecting Date :	2015-01-07	**Done ? :**	NO
Collecting Company :	XXXXXXXX	**Collecting By :**	XXXXX XXXX
Payment by :	Cash	**Amount :**	R 57.00

DOCUMENT STATUS

LAB DETAIL (E2015/000000000049)

Request No	Lab Lims No	Sample Type	Sample Arrive	Label	Sensorial	Lab	Product	Country	EU	Phase Out	Additional	Status
E2015/0000000000XX		Exemption	No	N/A	N/A				N/A	√	N/A	Pending

This document is waiting for outstanding lab,label or sensorial tests.

The Pending Analysis Certificate Detail Screen displays all the information regarding the analysis certificate application as submitted by the user. The screen will also display the evaluation results for all the samples of the product linked to the application. At the bottom of the screen, the system will display the preliminary analysis certificate application evaluation.

A favourable preliminary analysis certificate application evaluation will state that the document is **'awaiting final approval'**. These documents will be approved, printed and processed by the Department at regular intervals.

To determine any other problems with the application the user should evaluate all of the following:

Lab Lims No

The Lab Lims No is the reference number assigned to the sample of the product linked to the analysis certificate application. In the case where the Lab Lims No is blank, the user should determine if new samples were sent in to the Department for analysis, as a blank Lab Lims No indicates that no sample has yet been received.

Label

In the case that the Label has an **'X'** underneath, it means that the label was rejected. Should the label result be blank the user can contact the Department to enquire about the evaluation status.

Sensorial

In the case that the Sensorial has an **'X'** underneath, it means that the product was rejected sensorially. Should the sensorial result be blank the user can contact the Department to enquire about the evaluation status.

Lab

In the case that the Lab has an **'X'** underneath, it means that the product was rejected on analysis results. Should the Lab result be blank the user can contact the Department to enquire about the evaluation status.

Product

In the case that the Product has an **'X'** underneath, it means that the product was rejected as it did not conform to the foreign country requirements. Should the product result be blank the user can contact the Department to enquire about the evaluation status.

DOCUMENT PRINTING

The Document Printing can be used by the user to print the original documentation from Wine Online. This option is only available for exporters with an account with Department.

Copies of documentation can also be printed once the original document has already been printed.

The following documents can be printed:

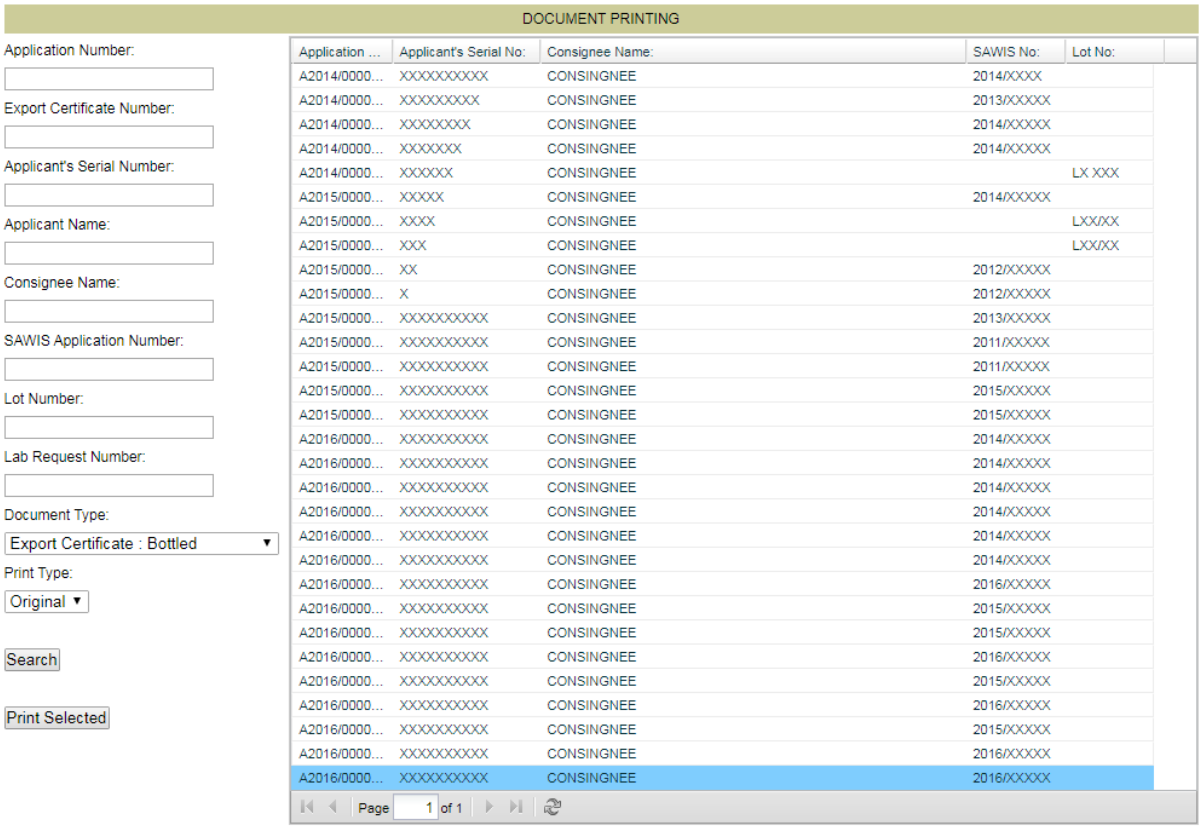
Export Certificate: Bottled
Export Certificate: Bulk
Exemption
Renewal of Stock / Sensorial Date

The Document Printing can be accessed through the following path:

DOCUMENTATION – DOCUMENTS – PRINT DOCUMENTS – EXPORT CERTIFICATE

NOTE: To access the document printing the latest version of Macromedia Flash Player needs to be installed on the computer. To download the latest version the user should go to www.adobe.com.

DOCUMENT PRINTING SCREEN



The Document Printing Screen will by default display all the unprinted original bottled export certificates. The user has the option to search for specific transactions and to print selected documentation.

To search for a transaction the following needs to be done:

Supply the related search criteria.

Select the required **'Document Type'**.

Select the required **'Print Type'**.

The printing of documentation can be done by clicking on the desired document and then clicking on **'Print Selected'**. Multiple documents can be selected by holding SHIFT or CTRL on the keyboard and then clicking on the desired documentation.