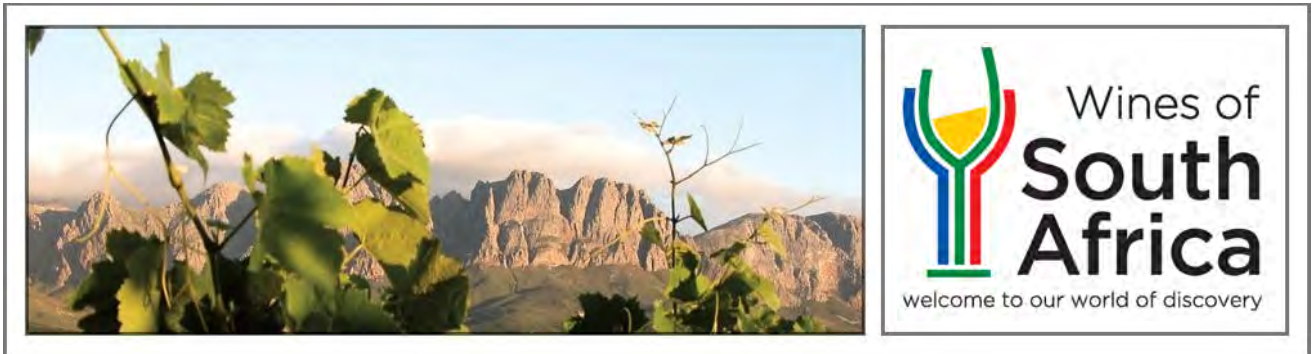


USER MANUAL



January
2020

Export Manual

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

System specification

REGISTRATION SPECIFICATION

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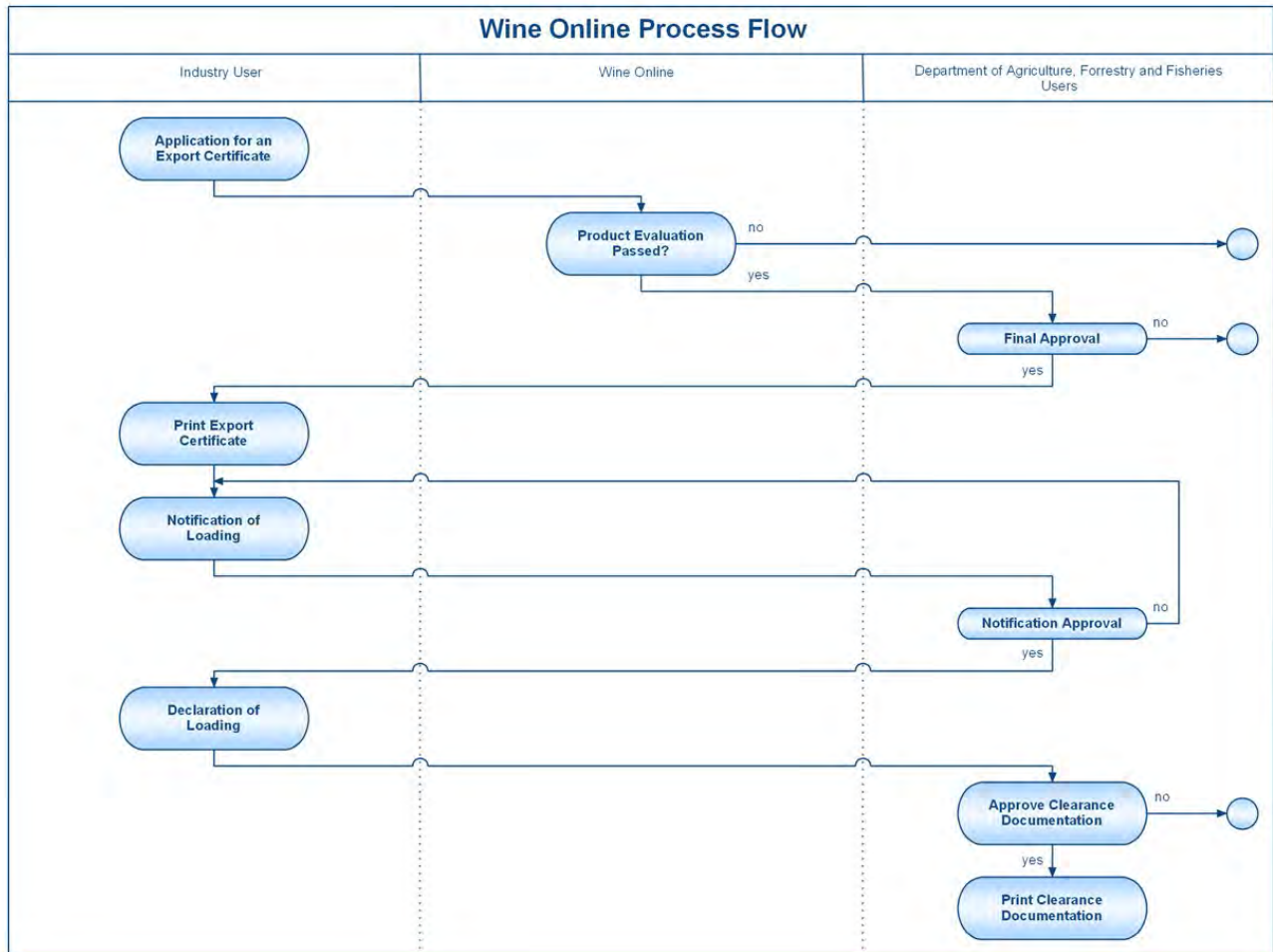
INTRODUCTION

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. V11, 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 screenshot shows the main interface of the Department of Agriculture South Africa. At the top, there is a header with the department name and 'SOUTH AFRICA'. Below this is a navigation bar with buttons for HOME, SAWIS, DOCUMENTATION, STATUS, and LOG OFF. The main content area is titled 'EXPORT CERTIFICATES: LIST' and contains a table with the following data:

Request Number	Serial Number	Document Type	Date Submitted	Actions
A2019/0000000XXXXX	xxxxxxx	Export Certificate : Bottled	2019-05-06	View Cancel

Below the table, there is a 'New' button and a status bar indicating 'Records 1 to 1' and 'Total Records : 1'.

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

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
Certificate Type: * <input type="text" value="SELECT A CERTIFICATE TYPE"/>								
Certified? <input type="text" value="YES"/>								
* Indicates Required Field								
<input type="button" value="Next >>"/>								

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

Department of Agriculture
SOUTH AFRICA

HOME
SAWIS ▾
DOCUMENTATION ▾
STATUS
LOG OFF

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
Search by Consignee's Name: <input type="text"/>		<input type="button" value="Go"/>	<input type="button" value="Show All"/>	CONSIGNEES:		↓		
	Consignee Name	Branch					Country	
<input type="radio"/>	CONSIGNEE 1	CONSIGNEE 1 BRANCH NAME CONSIGNEE 1 PHYSICAL ADDRESS					UNITED ARAB EMIRATES	
<input type="radio"/>	CONSIGNEE 2	CONSIGNEE 2 BRANCH NAME CONSIGNEE 2 PHYSICAL ADDRESS					CHINA	
<input type="radio"/>	CONSIGNEE 3	CONSIGNEE 3 BRANCH NAME CONSIGNEE 3 PHYSICAL ADDRESS					BURMA (MYANMAR)	
<input type="radio"/>	CONSIGNEE 4	CONSIGNEE 4 BRANCH NAME CONSIGNEE 4 PHYSICAL ADDRESS					UNITED KINGDOM	
<input type="radio"/>	CONSIGNEE 5	CONSIGNEE 5 BRANCH NAME CONSIGNEE 5 PHYSICAL ADDRESS					GERMANY	
<input type="radio"/>	CONSIGNEE 6	CONSIGNEE 6 BRANCH NAME CONSIGNEE 6 PHYSICAL ADDRESS					SINGAPORE	
<input type="radio"/>	CONSIGNEE 7	CONSIGNEE 7 BRANCH NAME CONSIGNEE 7 PHYSICAL ADDRESS					NIGERIA	
<input type="radio"/>	CONSIGNEE 8	CONSIGNEE 8 BRANCH NAME CONSIGNEE 8 PHYSICAL ADDRESS					INDIA	
<input type="radio"/>	CONSIGNEE 9	CONSIGNEE 9 BRANCH NAME CONSIGNEE 9 PHYSICAL ADDRESS					BHUTAN	
<input type="radio"/>	CONSIGNEE 10	CONSIGNEE 10 BRANCH NAME CONSIGNEE 10 PHYSICAL ADDRESS					BRAZIL	
<input type="button" value="↑"/> <input type="button" value="↺"/>							Records 1 to 10 of 2931	
<input type="button" value=" << Back"/>								<input type="button" value=" Next >>"/>

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

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
Product Search Criteria:								
Trade Name:		<input type="text"/>						
Type of Product :		SELECT A TYPE OF PRODUCT ▾						
SAWIS Application Number:		<input type="text"/>						
Seal Series:		<input type="text"/>						
Seal Code:		<input type="text"/>						
Lot Number:		<input type="text"/>						
Lab Request Number:		<input type="text"/>						
Lab Lims Number:		<input type="text"/>						
<< Back		Next >>						

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

Department of Agriculture
SOUTH AFRICA

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SAWIS ▾
DOCUMENTATION ▾
STATUS
LOG OFF

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY	
Filter By: SHOW ALL ▾ Go AVAILABLE PRODUCTS: ↓									
	SAWIS App. No.	Vintage	Trade Name	Product Type					
<input type="checkbox"/>	2019/XXXX	2019		NATURAL DRY WHITE WINE					
<input type="checkbox"/>	2019/XXXX	2019		NATURAL RED WINE					
<input type="checkbox"/>	2019/XXXX	2019	PRODUCT TRADE NAME 2019	NATURAL DRY RED WINE					
<input type="checkbox"/>	2019/XXXX	2019	PRODUCT TRADE NAME 2019	NATURAL DRY WHITE WINE					
<input type="checkbox"/>	2019/XXXX	2019		NATURAL DRY RED WINE					
<input type="checkbox"/>	2019/XXXX	2019		NATURAL DRY RED WINE					
<input type="checkbox"/>	2019/XXXX	2019		FORTIFIED WINE					
<input type="checkbox"/>	2019/XXXX	2019		NATURAL RED WINE					
<input type="checkbox"/>	2019/XXXX			SPARKLING WINE METHODE CAP CLASSIQUE WHITE					
<input type="checkbox"/>	2019/XXXX			SPARKLING WINE METHODE CAP CLASSIQUE ROSE					
New ↑ Records 1 to 10 of 100 ↔									
<< Back Next >>									

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

Department of Agriculture
SOUTH AFRICA

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SAWIS ▾
DOCUMENTATION ▾
STATUS
LOG OFF

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY																								
<p>Please select the Seal Series and Seal Codes that you would like to use from the following available WSR4 Certificates.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="text-align: center; background-color: #f2f2f2; padding: 5px;">Product Information</div> <p style="text-align: center; font-size: small;">SAWIS Application Number: 2019/XXXX</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Trade Name: PRODUCT TRADE NAME 2019</td> <td style="width: 50%;">Vintage: 2019</td> </tr> <tr> <td>Product Type: NATURAL DRY RED WINE</td> <td>Cultivar: CABERNET SAUVIGNON, MERLOT</td> </tr> <tr> <td>WSB Number:</td> <td>Alcohol: 14.000%</td> </tr> <tr> <td>Pack Type: 750ML BOTTLE</td> <td>Volume Remaining: 2000 L</td> </tr> <tr> <td>Origin: STELLENBOSCH ▾</td> <td></td> </tr> <tr> <td>Lot Number: <input style="width: 100%;" type="text"/></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 10%;">WSR4</th> <th style="width: 25%;">Seal range</th> <th style="width: 15%;">Pack Type</th> <th style="width: 15%;">Origin</th> <th style="width: 15%;">Total Volume Issued</th> <th style="width: 20%;">Sensorialy valid until</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>OHXXX 1234 : 567890 - 123456</td> <td>750ML BOTTLE</td> <td>STELLENBOSCH</td> <td>6633.000 L</td> <td>2020-12-13</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> << Back Next >> </div> </div>									Trade Name: PRODUCT TRADE NAME 2019	Vintage: 2019	Product Type: NATURAL DRY RED WINE	Cultivar: CABERNET SAUVIGNON, MERLOT	WSB Number:	Alcohol: 14.000%	Pack Type: 750ML BOTTLE	Volume Remaining: 2000 L	Origin: STELLENBOSCH ▾		Lot Number: <input style="width: 100%;" type="text"/>		WSR4	Seal range	Pack Type	Origin	Total Volume Issued	Sensorialy valid until	<input checked="" type="checkbox"/>	OHXXX 1234 : 567890 - 123456	750ML BOTTLE	STELLENBOSCH	6633.000 L	2020-12-13
Trade Name: PRODUCT TRADE NAME 2019	Vintage: 2019																															
Product Type: NATURAL DRY RED WINE	Cultivar: CABERNET SAUVIGNON, MERLOT																															
WSB Number:	Alcohol: 14.000%																															
Pack Type: 750ML BOTTLE	Volume Remaining: 2000 L																															
Origin: STELLENBOSCH ▾																																
Lot Number: <input style="width: 100%;" type="text"/>																																
WSR4	Seal range	Pack Type	Origin	Total Volume Issued	Sensorialy valid until																											
<input checked="" type="checkbox"/>	OHXXX 1234 : 567890 - 123456	750ML BOTTLE	STELLENBOSCH	6633.000 L	2020-12-13																											

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

Department of Agriculture									SOUTH AFRICA
HOME		SAWIS ▾	DOCUMENTATION ▾		STATUS	LOG OFF			
APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY	
No Product Details are required. Please proceed to the next tab.									
<input type="button" value=" << Back"/>				<input type="button" value=" Next >>"/>					

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

Department of Agriculture								SOUTH AFRICA
HOME		SAWIS	DOCUMENTATION	STATUS	LOG OFF			
APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
Please select the Tank Numbers and volumes that you would like to use from the following available WSR4 Certificates.								
Product Information								
SAWIS Application Number: 2019/XXXX								
Trade Name:	PRODUCT TRADE NAME			Vintage:	2019			
Product Type:	NATURAL MEDIUM RED WINE			Cultivar:	SHIRAZ, MERLOT, PETIT VERDOT			
WSB Number:	12345			Alcohol:	0.000%			
Origin:	KWAZULU-NATAL			Volume Remaining:	3600 L			
WSR4 Certificate Number: PD985								
Total Volume Issued:	48060.000 L							
Sensorially Valid Until:	2020-01-14							
Tank Number:	Volume to Use:							
A123	<input type="text"/>			L				
<input type="button" value=" << Back"/>				<input type="button" value=" Next >>"/>				

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

Department of Agriculture
SOUTH AFRICA

HOME
SAWIS ▾
DOCUMENTATION ▾
STATUS
LOG OFF

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY																								
Please input <input style="width: 40px;" type="text" value="5"/> tank numbers and volumes. <input type="button" value="Go"/>																																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Tank Number:</th> <th style="width: 35%;">Tank Volume (Litres):</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>Tank 1:</td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right;">L</td> </tr> <tr> <td>Tank 2:</td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right;">L</td> </tr> <tr> <td>Tank 3:</td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right;">L</td> </tr> <tr> <td>Tank 4:</td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right;">L</td> </tr> <tr> <td>Tank 5:</td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right;">L</td> </tr> </tbody> </table>										Tank Number:	Tank Volume (Litres):		Tank 1:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L	Tank 2:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L	Tank 3:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L	Tank 4:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L	Tank 5:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L
	Tank Number:	Tank Volume (Litres):																														
Tank 1:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L																													
Tank 2:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L																													
Tank 3:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L																													
Tank 4:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L																													
Tank 5:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	L																													
<input type="button" value=" << Back"/>				<input type="button" value=" Next >>"/>																												

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

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
<p>Please select which sample you would like to use with this application, if any. If WSR4s were bottled on the same date it not necessary to submit a sample for each WSR4.</p>								
Product Information								
SAWIS Application Number: 2018/XXXXX								
Trade Name:	PRODUCT TRADE NAME			Vintage:				
Origin:	EASTERN CAPE			Cultivar:	PINOT NOIR, CHARDONNAY			
Product Type:	SPARKLING WINE METHODE CAP			Alcohol:	12.500%			
	CLASSIQUE WHITE							
WSR4 Certificate Number: XX123								
Sensorially Valid Until:				2019-09-04				
Sensorial Tasting Region:				General Region				
Bottle Date:				2018-02-20				
Submit Samples?				Yes				
Reason for Samples				Sensorially Invalid.				
Selected Seal Series and Codes:				Seal Series:	Seal Codes:			
				1234	567890 - 123456			
Select a Sample:		Details						
<input type="radio"/> New Sample		Sample Type:		Export				
		Serial Number of Applicant:		N/A				
		Sensorial Tasting Date:		Please Select ▼				
		Sample Arrival Date:		<input type="text"/> (yyyymmdd)				
		Ascorbic Acid added:		Please Select ▼				
		Samples		Seal Series		Seal Code		
		Lab Sample:		Seal Series ▼		<input type="text"/>		
Sensorial Sample:		Seal Series ▼		<input type="text"/>				
Vinotheque Sample:		Seal Series ▼		<input type="text"/>				
<input style="width: 50px;" type="button" value=" << Back "/>		<input style="width: 50px;" type="button" value=" Next >> "/>						

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

Department of Agriculture									
SOUTH AFRICA									
HOME		SAWIS		DOCUMENTATION		STATUS		LOG OFF	
APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY	
Please select which sample you would like to use with this application.									
PRODUCT INFORMATION									
Trade Name:		PRODUCT TRADE NAME			Vintage:				
Origin:		NOT APPLICABLE (UNCERTIFIED)			Cultivar:				
Product Type:		NATURAL ROSE WINE			Alcohol:		0.000%		
Sensorial Tasting Region:		REGION: NOT APPLICABLE (UNCERTIFIED)							
Submit Samples?		Yes							
Reason for Samples		Uncertified bottled without a Lot Number.							
Select a Sample:		Details							
<input type="radio"/> New Sample		Sample Type:		Export					
		Sensorial Tasting Date:		Select Sensorial Date ▼					
		Serial Number of Applicant:		N/A					
		Sample Arrival Date:						(yyyymmdd)	
		Ascorbic Acid added:		Please Select ▼					
		Sample Bottling Date:						(yyyymmdd)	
		Lab Sample:		Required					
		Sensorial Sample:		Required					
Vinotheque Sample:		Required							
<< Back					Next >>				

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

Department of Agriculture									
SOUTH AFRICA									
HOME		SAWIS		DOCUMENTATION		STATUS		LOG OFF	
APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY	
Please select which sample you would like to use with this application, if any.									
Product Information									
SAWIS Application Number: 2017/XXXX									
Trade Name:	PRODUCT TRADE NAME			Vintage:	2017				
Origin:	KWAZULU-NATAL			Cultivar:	SHIRAZ,MERLOT,PETIT VERDOT				
Product Type:	NATURAL MEDIUM RED WINE			Alcohol:	0.000%				
WSR4 Certificate Number: XX123									
Valid For Export Until:				09-12-2018					
Sensorial Tasting Region:				General Region					
Submit Samples?				Yes					
Reason for Samples				Sensorially Invalid					
Selected Tanks and Volume:				Tank Number:		Volume:			
				A123		10 L			
Select a Sample:		Details							
<input checked="" type="radio"/> New Sample		Sample Type:		Export					
		Serial Number of Applicant:		N/A					
		Sensorial Tasting Date:		Please Select ▼					
		Sample Arrival Date:		<input type="text"/> (yyyymmdd)					
		Ascorbic Acid added:		Please Select ▼					
		Samples		Tank Number					
		Lab Sample:		Tank Number ▼					
		Sensorial Sample:		Tank Number ▼					
		Vinotheque Sample:		Tank Number ▼					
				<input type="button" value=" << Back"/> <input type="button" value=" Next >>"/>					

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

Department of Agriculture
SOUTH AFRICA

HOME
SAWIS ▾
DOCUMENTATION ▾
STATUS
LOG OFF

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
Please select which sample you would like to use with this application.								
Product Information								
Trade Name:			Vintage:					
Alcohol: 0.000%		Cultivar:						
Product Type: BRANDY								
TANK DAFDA								
Select a Sample:		Details						
<input type="radio"/> New Samples		Serial Number of Applicant:		N/A				
		Sample Arrival Date:		<input type="text" value=""/> (yyyymmdd)				
		Ascorbic Acid added:		<input type="text" value="Please Select"/> ▾				
		Lab Sample Tank:		DAFDA				
		Vinotheque Sample Tank:		DAFDA				
<input type="button" value=" << Back"/>				<input type="button" value=" Next >>"/>				

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

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
<p>Applicant Serial Number: * <input type="text"/></p> <p>Number of Cartons: * <input type="text"/></p> <p>Quantity per Carton: * <input type="text"/> X 750ml</p> <p>Total Export Sales Price: <input type="text" value="0"/> <input type="text" value="SELECT A CURRENCY"/></p> <p>Export Sales Price per Case: <input type="text" value="0"/></p> <p>Label Alcohol %: * <input type="text" value="14.000"/> %</p> <p>Organic Wine? * <input type="text" value="PLEASE SELECT"/></p> <p>Number of Cultivars : <input type="text" value="2"/> <input type="button" value="GO"/></p> <p>Cultivar : 1. <input type="text" value="CABERNET SAUVIGNON"/> <input type="text" value="48.00"/> % 2. <input type="text" value="MERLOT"/> <input type="text" value="37.00"/> %</p> <p>Trade Name: * <input type="text" value="PRODUCT TRADE NAME"/></p> <p>A Code Number on Label: <input type="text"/></p> <p>Display Cultivar? * <input type="text" value="YES"/></p> <p>Display Vintage? * <input type="text" value="YES"/></p> <p>Will you print the Export Certificate online? * <input type="text" value="YES"/></p> <p>Who Will Collect the document: <input type="text" value="SELECT A COLLECTOR"/></p> <p>When will the document be collected? <input type="text"/> (yyyymmdd)</p> <p>Collectors Name: <input type="text"/></p> <p>Declared By: (If not yourself): <input type="text"/></p> <p>Export Certificate on Cash or Account? <input type="text" value="ACCOUNT"/></p> <p>Party Responsible for Lab Analysis Billing : * <input type="text" value="APPLICANT NAME"/></p> <p>Lab Analysis Account Number : * <input type="text" value="XXXXX"/> <input type="button" value="Search"/></p> <p>Lab Analysis on Cash or Account : * <input type="text" value="ACCOUNT"/></p> <p>Incoterm : * <input type="text" value="SELECT INCOTERM"/></p> <p style="text-align: center;">* Indicates Required Field</p> <p><input type="button" value=" << Back"/> <input type="button" value=" Next >>"/></p>								

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.

SELECT A PARTY RESPONSIBLE FOR BILLING				
Producer Name:	<input type="text" value="Example"/>			
Applicant Name:	<input type="text"/>			
Other Party Name:	<input type="text"/>			
Account Number:	<input type="text"/>			
		<input type="button" value="Search"/>	<input type="button" value="Close"/>	
	Name	Account Type	Account Number	Type
<input checked="" type="radio"/>	Example Producer (PTY) LTD	Cash		Producer
	<input type="button" value="Select"/>			

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

APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
Applicant Serial Number: *		<input type="text"/>						
Total Litres being Exported:		10						
Total Export Sales Price:		<input type="text" value="0"/>						
		SELECT A CURRENCY ▼						
Export Sales Price per Litre:		<input type="text" value="0"/>						
Bottler: *		SELECT A BOTTLER ▼						
Will the wine be marketed as a South Africa Wine? *		YES ▼						
Organic Wine? *		PLEASE SELECT ▼						
Trade Name:		<input type="text"/>						
A Code Number on Label:		<input type="text"/>						
Will you print the Export Certificate online? *		YES ▼						
Who Will Collect the document:		SELECT A COLLECTOR ▼						
When will the document be collected?		<input type="text"/> (yyyymmdd)						
Collectors Name:		<input type="text"/>						
Declared By: (If not yourself):		<input type="text"/>						
Export Certificate on Cash or Account?		ACCOUNT ▼						
Party Responsible for Lab Analysis Billing : *		APPLICANT NAME						
Lab Analysis Account Number : *		<input type="text" value="XXXXXX"/> Search						
Lab Analysis on Cash or Account : *		ACCOUNT ▼						
Incoterm : *		SELECT INCOTERM ▼						
* Indicates Required Field								
<input type="button" value=" << Back"/>						<input type="button" value=" Next >>"/>		

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.

SELECT A PARTY RESPONSIBLE FOR BILLING				
Producer Name:	<input type="text" value="Example"/>			
Applicant Name:	<input type="text"/>			
Other Party Name:	<input type="text"/>			
Account Number:	<input type="text"/>			
		<input type="button" value="Search"/>	<input type="button" value="Close"/>	
Name	Account Type	Account Number	Type	
<input checked="" type="radio"/> Example Producer (PTY) LTD	Cash		Producer	
<input type="button" value="Select"/>				

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.

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

Department of Agriculture							SOUTH AFRICA	
HOME		SAWIS ▾	DOCUMENTATION ▾	STATUS	LOG OFF			
APPLICATION TYPE	CONSIGNEE	PRODUCT SEARCH	PRODUCT	PRODUCT DETAILS	SAMPLES	APPLICATION	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
DECLARATION OF WOOD PACKAGING MATERIAL								
* Will wood packaging material be used in the consignment? :							Please select ▾	
Is the wood packaging material marked with an IPPC-ISPM 15 mark? :							Please select ▾	
Number of ISPM 15 registration code(s) as indicated on the mark :							1 <input type="text"/> <input type="button" value="GO"/>	
ISPM 15 registration code							1. <input type="text"/>	
Is the registration code registered with DAFF-DIS for ISPM 15 compliance? (Registration status can be verified at www.daff.gov.za) :							Please select ▾	
Indicate the type of wood packaging material used and quantity declared : (e.g. 20 pallets, crates, dunnage, and boxes)							<input type="text"/>	
Is the wood packaging material free of bark and visible infestation? :							Please select ▾	
<input type="checkbox"/> I hereby declare that: The above particulars are true and correct to my knowledge at the current time. That all wood packaging material to be used in this consignment will be marked with an IPPC- ISPM 15 mark and will be free from bark and visible infestation.								
* Name :							<input type="text"/>	
* Contact Number :							<input type="text"/>	
All fields marked with a * are required.								
<input type="button" value=" << Back"/>							<input type="button" value=" Next >>"/>	

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																																																				
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>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.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Billing Information:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Document Fee:</td> <td style="text-align: right;">R 120.00</td> </tr> <tr> <td>Total Hectolitres Fee (1 HL X R 6.00):</td> <td style="text-align: right;">R 6.00</td> </tr> <tr> <td>Total Application Cost:</td> <td style="text-align: right; border-top: 1px solid black;">R 126.00</td> </tr> <tr> <td>Payment Type:</td> <td style="text-align: right;">Account</td> </tr> </table> </div>									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																																												
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Payment Type:	Account																																																											
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;"> <p>DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES REPUBLIC OF SOUTH AFRICA</p> <p>DIRECTORATE FOOD SAFETY AND QUALITY ASSURANCE PRIVATE BAG X5015, STELLENBOSCH, 7599 TELEPHONE: +27 21 809 1602 FAX: +27 21 887 8392 +27 21 887 8396</p> </div> <div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>APPLICATION NUMBER: NOT AVAILABLE</p> <p>LAB NUMBER(S): NOT AVAILABLE</p> </div> </div>																																																												
APPLICATION FOR EXPORT CERTIFICATE : BOTTLED																																																												
<i>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)</i>																																																												
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18. Date:	2019-11-12																																																											
<div style="display: flex; justify-content: space-between;"> << Back Apply </div>																																																												

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 screenshot displays the 'Department of Agriculture' header with 'SOUTH AFRICA' on the right. A navigation bar includes 'HOME', 'SAWIS', 'DOCUMENTATION', 'STATUS', and 'LOG OFF'. A green banner states 'Export Certificate Application Completed Successfully'. A red warning box says 'Please remember that a Notification of Loading is required 24 hours before actual date and time of loading.' Below is a table titled 'Application Details:'.

Application Details:								
Export Application Number:	A2019/0000000XXXXX							
Submission Code:	Lab Number:	WSR4:	Seal Series:	Seal Code:	Tank Number:	Lot Number:	Expected Arrival:	Actual Arrival:
B2019/0000000XXXXX	E2019/0000000XXXXX	XX123				XXXX:XXXXXX	2019-11-12	Not Arrived

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
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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

LOADING	EXPORT CERTIFICATES	EXPORT CERTIFICATE ASSIGNMENT	SAMPLES	SUMMARY
Please select at least one bonded warehouse that you will be loading from.				
Search By Warehouse Name: <input type="text"/>		<input type="button" value="Go"/>	<input type="button" value="Show All"/>	LOADING LOCATIONS: * <input type="button" value="↓"/>
Bonded Warehouse Number	Name	Address 1	Address 2	Contact Person
<input type="checkbox"/> XXXX1	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="checkbox"/> XXXX2	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="checkbox"/> XXXX3	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="checkbox"/> XXXX4	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="checkbox"/> XXXX5	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="checkbox"/> XXXX6	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="checkbox"/> XXXX7	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="checkbox"/> XXXX8	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="checkbox"/> XXXX9	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="checkbox"/> XXXX0	WAREHOUSE NAME	WAREHOUSE ADDRESS 1	WAREHOUSE ADDRESS 2	CONTACT PERSON
<input type="button" value="↑"/> <input type="button" value="↺"/>				Records 1 to 10 of 903
Declared By: (If not yourself) <input type="text"/>				
* Indicates Required Field				
<input type="button" value=" << Prev"/>		<input type="button" value=" Next >>"/>		

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

LOADING	EXPORT CERTIFICATES	EXPORT CERTIFICATE ASSIGNMENT	SAMPLES	SUMMARY	
Please select the Export Certificates you wish to include on the Notification of Loading.					
Search by Applicant's Serial No. <input type="text"/>		<input type="button" value="Go"/>	<input type="button" value="Show All"/>	EXPORT CERTIFICATES: <input type="button" value="↓"/>	
<input type="checkbox"/>	Transaction No	Applicant Serial Number	Consignee	Consignee Branch	Applicant
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 1	CONSIGNEE 1	CONSIGNEE BRANCH	APPLICANT
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 2	CONSIGNEE 1	CONSIGNEE BRANCH	APPLICANT
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 3	CONSIGNEE 2	CONSIGNEE BRANCH	APPLICANT
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 4	CONSIGNEE 2	CONSIGNEE BRANCH	APPLICANT
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 5	CONSIGNEE 3	CONSIGNEE BRANCH	APPLICANT
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 6	CONSIGNEE 4	CONSIGNEE BRANCH	APPLICANT
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 7	CONSIGNEE 1	CONSIGNEE BRANCH	APPLICANT
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 8	CONSIGNEE 10	CONSIGNEE BRANCH	APPLICANT
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 9	CONSIGNEE 11	CONSIGNEE BRANCH	APPLICANT
<input type="checkbox"/>	A2019/XXXXXXXXXXXX	XXXXXXXX 10	CONSIGNEE 8	CONSIGNEE BRANCH	APPLICANT
<input type="button" value="↑"/> <input type="button" value="📄"/>					
Records 1 to 10 of 30					
First 30 Records of Available Export Certificates					
<input type="button" value="<< Prev"/>		<input type="button" value="Next >>"/>			

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

LOADING	EXPORT CERTIFICATES	EXPORT CERTIFICATE ASSIGNMENT	SAMPLES	SUMMARY
Please select the Export Certificates you wish to load at the following warehouses.				
Warehouse Name: XXXXXXXXXX				
Bonded Warehouse Number:		XXXXXX		
Warehouse Physical Address:		XXXXXX		
Contact Numbers:		Tel: XXXXX Cell: XXXXX Fax: XXXXX		
Contact Person:		XXXXX		
Contact Person (if different from above):		<input type="text"/>		
Shipping/Booking number: *		<input type="text"/>		
Please select a Shipping line if shipment is going via seafreight.				
Shipping Line:		SELECT A SHIPPING LINE ▼		
Has wood packaging material been used in the consignment? *		Please select ▼		
Loading Date: *		<input type="text"/> (yyyymmdd)		
Loading Time: *		<input type="text"/> (hhmm)		
Comments for Inspector:		<input type="text"/>		
Export Certificates				
Serial Number of Applicant:	Export Certificate Type:	Consignee:	Consignee Branch:	Applicant:
● XXXXXXXXXXXX	Export Certificate : Bottled	XXXXXX	XXXXXX	XXXXXX
<input type="button" value=" << Prev"/>		<input type="button" value=" Next >>"/>		

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

Department of Agriculture SOUTH AFRICA

HOME SAWIS DOCUMENTATION STATUS LOG OFF

LOADING	EXPORT CERTIFICATES	EXPORT CERTIFICATE ASSIGNMENT	SAMPLES	SUMMARY
Please select which sample you would like to use with these export certificates. No Samples are required for this application. Please proceed to the next tab by clicking the Next button.				
<input style="width: 100px;" type="button" value=" << Back "/>		<input style="width: 100px;" type="button" value=" 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 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

LOADING	EXPORT CERTIFICATES	EXPORT CERTIFICATE ASSIGNMENT	SAMPLES	SUMMARY
Please select which sample you would like to use with these export certificates.				
PRODUCT INFORMATION XXX1234				
SAWIS Application Number: 2019/XXXXX				
Trade Name:		Vintage:	2019	
Origin:	WESTERN CAPE	Cultivar:	CHENIN BLANC	
Product Type:	NATURAL WHITE WINE	Alcohol:	0.000%	
I am loading <input type="text" value="1"/> container(s). <input type="button" value="Go"/>				
CONTAINER: 1				
Select a Sample:	Details			
<input type="radio"/> New Samples	Sample Arrival Date:	<input type="text"/>	(yyyymmdd)	
	Sensorial Tasting Date:	N/A		
Ascorbic Acid added:	<input type="button" value="Please Select ▼"/>			
<input type="button" value=" << Back"/>		<input type="button" value=" Next >>"/>		

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

LOADING	EXPORT CERTIFICATES	EXPORT CERTIFICATE ASSIGNMENT	SAMPLES	SUMMARY
SUMMARY REPORT FOR THE LOADING OF LIQUOR EXPORT CONSIGNMENTS				
Name of applicant/exporter: APPLICANT		Loading Date: 2019-11-13		
Premises where consignment will be loaded:		Loading Time: 12:00		
XXXXXXXXXX		Name & address of consignee		
XXXXXXXXXX		XXXXXXXXXX		
XXXXXXXXXX		XXXXXXXXXX		
Tel: XXXXXXXXX		XXXXXXXXXX		
Contact person at premises:		XXXXXXXXXX		
XXXXXXXXXX		Shipping/Booking number: 123456		
Country to which exported: UNITED KINGDOM				
ITEM 1				
SERIAL NO. ALLOCATED BY APPLICANT: XXX 123		TYPE OF LIQUOR: NATURAL WHITE WINE		
EXPORT CERT NO: 2019/000000XXXXXX		TRADE NAME:		
EXPORT CERT EXPIRY DATE: 2019-12-20		VINTAGE: 2019		
SERIES NO OF SEALS:		ORIGIN: WESTERN CAPE		
NO OF CARTONS x BOTTLES x VOLUME: N/A		CULTIVAR: CHENIN BLANC		
LITRES APPLIED FOR: 28000.000		LOT NO:		
ALC % INDICATION ON LABEL: 0.000%		TRX NO: A2019/000000XXXXXX		
<input type="button" value=" << Prev"/>		<input type="button" value=" Apply"/>		

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

Department of Agriculture SOUTH AFRICA

HOME SAWIS ▾ DOCUMENTATION ▾ STATUS LOG OFF

←

Notification(s) Created Successfully

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 V11 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 screenshot displays the main interface of the Department of Agriculture system. At the top, there is a header bar with the text "Department of Agriculture" and "SOUTH AFRICA". Below this is a navigation menu with buttons for "HOME", "SAWIS", "DOCUMENTATION", "STATUS", and "LOG OFF". The main content area is titled "DECLARATION OF LOADING: LIST" and features a "Show All" button and a search icon. A table lists various declarations with columns for "Loading Transaction No", "Applicant Name", "Consignee Name", "Consignee Branch", "Loading Date", and "Actions". The "Actions" column contains "View" and "Cancel" links for each entry. At the bottom, there is a "New" button and a status bar showing "Records 1 to 10" and "Total Records : 100".

Loading Transaction No	Applicant Name	Consignee Name	Consignee Branch	Loading Date	Actions
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 1	CONSIGNEE BRANCH	2007-09-09	View Cancel
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 2	CONSIGNEE BRANCH	2019-05-03	View Cancel
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 4	CONSIGNEE BRANCH	2019-05-03	View Cancel
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 4	CONSIGNEE BRANCH	2019-05-03	View Cancel
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 3	CONSIGNEE BRANCH	2019-05-03	View Cancel
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 6	CONSIGNEE BRANCH	2019-05-03	View Cancel
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 12	CONSIGNEE BRANCH	2019-05-03	View Cancel
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 15	CONSIGNEE BRANCH	2019-05-02	View Cancel
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 10	CONSIGNEE BRANCH	2019-05-02	View Cancel
L2019/0000000XXXXX	APPLICANT	CONSIGNEE 50	CONSIGNEE BRANCH	2019-05-02	View Cancel

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

EXPORT CERTIFICATES	NOTIFICATIONS	TRANSPORT	DETAILS	CONTAINERS	ANALYSIS CERTIFICATE	SAMPLES	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY	
Please select the Export Certificates you wish to include on the Declaration of Loading.									
Search by Applicant's Serial No. <input type="text"/>				Go	Show All	EXPORT CERTIFICATES:			↓
Transaction No	Applicant Serial Number	Consignee	Consignee Branch	Applicant					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 101	CONSIGNEE BRANCH	APPLICANT					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 50	CONSIGNEE BRANCH	APPLICANT					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 12	CONSIGNEE BRANCH	APPLICANT					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 30	CONSIGNEE BRANCH	APPLICANT					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 21	CONSIGNEE BRANCH	APPLICANT					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 101	CONSIGNEE BRANCH	APPLICANT					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 26	CONSIGNEE BRANCH	APPLICANT					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 200	CONSIGNEE BRANCH	APPLICANT					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 301	CONSIGNEE BRANCH	APPLICANT					
<input type="checkbox"/> A2019/0000000XXXXX	XXXXXXXX	CONSIGNEE 11	CONSIGNEE BRANCH	APPLICANT					
 									
  Records 1 to 10 of 50									
<< Prev									Next >>

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

EXPORT CERTIFICATES	NOTIFICATIONS	TRANSPORT	DETAILS	CONTAINERS	ANALYSIS CERTIFICATE	SAMPLES	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
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Please remove any export certificates that were placed on the notifications of loading but were not loaded.

NOTIFICATION OF LOADING: L2019/0000000XXXXX

Name of applicant/exporter: APPLICANT

Name of consignee:

Location of Unloading: Show all in country group

Premises where consignment will be loaded: XXXXXXXX
XXXXXXXX
XXXXXXXX

Shipping/Booking number:

Waybill number:

Billing Information

Person responsible for billing:

If Other Party, please choose:

Cash or Account?:

Select to Remove Export Certificates:

	Transaction No.	Applicant Serial No.	Type
<input type="checkbox"/>	A2019/0000000XXXXX	XXXXXXXXXX	Export Certificate : Bottled
<input type="checkbox"/>	A2019/0000000XXXXX	XXXXXXXXXX	Export Certificate : Bottled
<input type="checkbox"/>	A2019/0000000XXXXX	XXXXXXXXXX	Export Certificate : Bottled
<input type="checkbox"/>	A2019/0000000XXXXX	XXXXXXXXXX	Export Certificate : Bottled
<input type="checkbox"/>	A2019/0000000XXXXX	XXXXXXXXXX	Export Certificate : Bottled
<input type="checkbox"/>	A2019/0000000XXXXX	XXXXXXXXXX	Export Certificate : Bottled
<input type="checkbox"/>	A2019/0000000XXXXX	XXXXXXXXXX	Export Certificate : Bottled
<input type="checkbox"/>	Restore Original Export Certificates for this notification of loading.		

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

Department of Agriculture SOUTH AFRICA

HOME SAWIS DOCUMENTATION STATUS LOG OFF

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

Please enter the transport information.

Transport Mode: *

Name of Transport: *
(e.g. Vessel Name \ Airline \ Trucking Company)

Number of Transport: *
(e.g. Voyage No. \ Flight No. \ Vehicle Registration)

Estimated Date of Arrival: * (YYYYMMDD)
(Estimated Arrival Date in Foreign Country)

* Indicates Required Field

<< Prev Next >>

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

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					
INVOICE NO :	<input type="text"/>	ORDER NO :	<input type="text"/>					
DA32 / SAWIS 6 :	<input type="text"/>	Port of Loading:	PLEASE SELECT ▼					
Invoice Date: (YYYYMMDD)	<input type="text"/>							
Export Certificate: A2019/0000000XXXXX								
Applicant Serial Number:			XXXXX					
Application Type:			EXPORT CERTIFICATE : BOTTLED					
Product Definition:			CERTIFIED : BOTTLED					
Vintage:	2017	Cultivar:	SAUVIGNON BLANC					
Alcohol:	12.500%	SAWIS Application No:	2018/XXXX					
Type of Product:	NATURAL MEDIUM WHITE WINE	Origin:	WESTERN CAPE					
Lot Number:	<input type="text"/>							
Trade Name:	<input type="text"/>							
Cartons:	<input type="text" value="195"/>	Total Export Sales Price:	<input type="text" value="2825.55"/>					
Quantity per Cartons:	<input type="text" value="6"/>	Currency:	USD - UNITED STATES DOLLARS ▼					
		Export Sale Price per Carton:	<input type="text" value="14.49"/>					
<input type="button" value=" << Prev"/>			<input type="button" value=" Next >>"/>					

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

EXPORT CERTIFICATES	NOTIFICATIONS	TRANSPORT	DETAILS	CONTAINERS	ANALYSIS CERTIFICATE	SAMPLES	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
DECLARATION OF LOADING: L2019/0000000XXXXX								
Name of applicant/exporter:				XXXXXXXXXXXXXXXXXXXX				
Name of consignee				XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX				
Location of Unloading				ANTWERP				
Premises where consignment will be loaded:				XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX				
INVOICE NO :		<input type="text"/>		ORDER NO :		<input type="text"/>		
DA32 / SAWIS 6 :		<input type="text"/>						
Invoice Date: (YYYYMMDD)		<input type="text"/>		Port of Loading:		PLEASE SELECT ▼		
Export Certificate: A2019/0000000XXXXX								
Applicant Serial Number:				XXXXXXXX				
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	Trade Name:	<input type="text"/>					
Type of Product:	Natural White Wine	Select Origin to Display:	WESTERN CAPE					
Total Litres:	<input type="text" value="52000.000"/>	Export Sales Price per litre:	<input type="text" value="7.00"/>					
Total Export Sales Price: *	<input type="text" value="364000.00"/>	Currency:	ZAR - SOUTH AFRICA RAND ▼					
<input type="button" value=" << Prev"/>				<input type="button" value=" Next >>"/>				

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

Department of Agriculture
SOUTH AFRICA

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SAWIS ▾
DOCUMENTATION ▾
STATUS
LOG OFF

EXPORT CERTIFICATES	NOTIFICATIONS	TRANSPORT	DETAILS	CONTAINERS	ANALYSIS CERTIFICATE	SAMPLES	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
Export Certificate(s):								
1. Export Certificate: 2019/0000000XXXXX								
Applicant Serial No: XXXX XXXX			Application Type: EXPORT CERTIFICATE : BOTTLED					
Transaction No: A2019/0000000XXXXX			Cultivar: PINOTAGE					
Vintage: 2017			Product Type: NATURAL MEDIUM RED WINE					
				1	container(s).		Go	
Item	Container Number	Number of Seals			Container Seal(s)			
1:	<input type="text"/>	1	Go		<input type="text"/>			
<< Prev				Next >>				

The Containers Screen requests all the container number(s) and container seal(s) into which the products were 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

EXPORT CERTIFICATES	NOTIFICATIONS	TRANSPORT	DETAILS	CONTAINERS	ANALYSIS CERTIFICATE	SAMPLES	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
Please select which volume/tanks you would like Analysis Certificates for:								
1. Export Certificate: 2019/0000000XXXXX								
Applicant Serial No: XXXXX XXXXX					Application Type: EXPORT CERTIFICATE : BOTTLED			
Vintage: 2017					Product Type: NATURAL MEDIUM RED WINE			
Volume Declared: 370 Cases					Country of Export: BRAZIL			
Required: BRAZIL CERTIFICATE								
Optional:					<input type="text" value="ANALYSIS CERTIFICATE"/> <input type="text" value="CERTIFICATE OF BOTTLING"/> <input type="text" value="CERTIFICATE OF HEALTH AND FREE SALE"/> <input type="text" value="CERTIFICATE OF ORIGIN"/>			
<input type="text" value="1"/> container(s). <input type="button" value="Go"/>								
Item	Volume (Cases\Litres)	Container Number			Container Weight			
1	<input type="text"/> Cases	<input type="text" value="SELECT A CONTAINER"/>			<input type="text"/> kg			
<input type="button" value=" << Prev"/>						<input type="button" value=" Next >>"/>		

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\Litres)'** 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

EXPORT CERTIFICATES	NOTIFICATIONS	TRANSPORT	DETAILS	CONTAINERS	ANALYSIS CERTIFICATE	SAMPLES	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
Please select which volume/tanks you would like Analysis Certificates for:								
1. Export Certificate: 2019/0000000XXXXX								
Applicant Serial No: XXXXXXXX			Application Type: EXPORT CERTIFICATE : BULK					
Vintage: 2019			Product Type: NATURAL WHITE WINE					
Volume Declared: 52000.000 L			Country of Export: UNITED KINGDOM					
Required: V11								
Optional:			<div style="border: 1px solid gray; padding: 2px;"> ANALYSIS CERTIFICATE CERTIFICATE OF HEALTH AND FREE SALE CERTIFICATE OF ORIGIN CHEMICAL ANALYSIS REPORT </div>					
<input type="text" value="1"/> container(s). <input type="button" value="Go"/>								
Item	Volume (Cases\Litres)	Container Number	Container Weight					
1	<input type="text" value="52000.000"/> L	<input type="text" value="SELECT A CONTAINER"/>	<input type="text"/> kg					
<input type="button" value=" << Prev"/>					<input type="button" value=" Next >>"/>			

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: XXXXXX - 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:						XXXXXXXXXXXXXXXXXXXX			
Name of consignee						XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX			
Location of Unloading						ANTWERP			
Premises where consignment will be loaded:						XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX			
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						
<input type="radio"/> New Samples			Sample Arrival Date:		<input type="text"/>		(yyyymmdd)		
			Sensorial Tasting Date:		N/A				
			Ascorbic Acid added:		<input type="text" value="Please Select"/>				
<input type="button" value=" << Prev"/>						<input type="button" value=" 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

EXPORT CERTIFICATES	NOTIFICATIONS	TRANSPORT	DETAILS	CONTAINERS	ANALYSIS CERTIFICATE	SAMPLES	WOOD PACKAGING MATERIAL DECLARATION	SUMMARY
DECLARATION OF WOOD PACKAGING MATERIAL (A2019/0000000XXXXX)								
Applicant Name :							XXXXX XXXXX	
Importing County :							XXXXX	
Mode of Transport :							XXXXX	
Container No :								
Has wood packaging material been used in the consignment? :							Yes	
Is the wood packaging material marked with IPPC-ISPM 15 mark? :							Yes	
Number of ISPM 15 registration code(s) as indicated on the mark :							0	
Is the registration code registered with DAFF-DIS for ISPM 15 compliance? :							Yes	
(Registration status can be verified at www.daff.gov.za) :								
Indicate the type of 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? :							Yes	
Name :							XXXXX XXXXX	
Contact Number :							XXXXXXXXXX	
<input style="float: left;" type="button" value=" << Back "/> <input style="float: right;" type="button" value=" Next >> "/>								

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

Who Will Collect the document: *

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:	<input type="text" value="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	XXXXXXXXXX	TRADE NAME - 2017	370	6 X 750ml	2220	1665
2019-05-02	2019/0000000XXXXX	XXXXXXXXXX	TRADE NAME - 2018	200	6 X 750ml	1200	900
2019-05-02	2019/0000000XXXXX	XXXXXXXXXX	TRADE NAME - 2018	3	6 X 750ml	18	13.5
2019-05-02	2019/0000000XXXXX	XXXXXXXXXX	TRADE NAME - 2018	202	6 X 750ml	1212	909
2019-05-02	2019/0000000XXXXX	XXXXXXXXXX	TRADE NAME - 2018	300	6 X 750ml	1800	1350
2019-05-02	2019/0000000XXXXX	XXXXXXXXXX	TRADE NAME - 2018	400	6 X 750ml	2400	1800
2019-05-02	2019/0000000XXXXX	XXXXXXXXXX	TRADE NAME - 2018	400	6 X 750ml	2400	1800
			TOTAL:	1875		11250	8437.5
DOCUMENTS COLLECTED BY:					Vessel: XXXXXXXXX		

<< 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

EU QUOTA DETAILS		SUMMARY	
EXPORT DETAILS			
Name of Exporter: XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXX	Name of consignee: XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX		
Export Certificate: A2019/000000124290			
Certificate No:	2019/0000XXXXXXXXXX	Serial No:	XXXXXXXXXX
Vintage:	2018	Cultivar:	CABERNET SAUVIGNON
Type of Product:	NATURAL DRY RED WINE	SAWIS App No:	2019/XXX
Origin:	SIMONSBERG-PAARL	Lot No:	
Trade Name:	XXXXXXXXXX		
Carton Sales Price:	20.00	Currency:	GBP
Total Sales Price:	1680.00	Total Cartons:	84
Quantity per Carton:	6	Total Litres:	378.000 L
EU Quota Information			
EU Quota Y/N:	<input type="text" value="YES"/>	EU Quota Volume:	<input type="text" value="378.000"/> litres
<input type="button" value=" << Back"/>		<input type="button" value=" Next >>"/>	

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

EU QUOTA DETAILS		SUMMARY	
EXPORT DETAILS			
Name of Exporter: XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXX		Name of consignee: XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX	
Export Certificate: A2019/000000124290			
Certificate No:	2019/0000XXXXXXXX	Serial No:	XXXXXXXX
Vintage:	2018	Cultivar:	CABERNET SAUVIGNON
Type of Product:	NATURAL DRY RED WINE	SAWIS App No:	2019/XXXX
Origin:	SIMONSBERG-PAARL	Lot No:	
Trade Name:	XXXXXXXX		
Carton Sales Price:	20.00	Currency:	GBP
Total Sales Price:	1680.00	Total Cartons:	84
Quantity per Carton:	6	Total Litres:	378.000 L
EU Quota Information			
EU Quota Y/N:	YES	EU Quota Volume:	378.000 litres
<input type="button" value=" << Back"/>		<input type="button" value=" Submit"/>	

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

Department of Agriculture SOUTH AFRICA

HOME SAWIS DOCUMENTATION STATUS LOG OFF

←

Declaration(s) Created Successfully

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

Department of Agriculture SOUTH AFRICA

HOME SAWIS DOCUMENTATION STATUS LOG OFF

STATUS : SEARCH

* Transaction type : EXPORT APPLICATIONS

Application Transaction No :

Export Certificate Number :

Applicant's Serial No :

Applicant Name :

Consignee Name :

SAWIS Application No :

Lot Number :

Sample No :

Lab Request No :

Lab Submission No :

Search

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

Department of Agriculture SOUTH AFRICA

HOME SAWIS DOCUMENTATION STATUS LOG OFF

Show All STATUS : LIST

Transaction	Certificate No.	Type	Applicant Serial	SAWIS App	Lot No.	Actions
A2019/0000000XXXXX	2019/0000000XXXXX	Export Certificate : Bottled	X	2019/XXXX		View
A2019/0000000XXXXX		Export Certificate : Bottled	XX	2018/XXXXX		View
A2019/0000000XXXXX		Export Certificate : Bottled	XXX	2019/XXX		View
A2019/0000000XXXXX	2019/0000000XXXXX	Export Certificate : Bottled	XXXX	2019/XXXX		View
A2019/0000000XXXXX	2019/0000000XXXXX	Export Certificate : Bottled	XXXXX	2019/XXXX		View
A2019/0000000XXXXX	2019/0000000XXXXX	Export Certificate : Bottled	XXXXX	2019/XXXXX		View
A2019/0000000XXXXX	2019/0000000XXXXX	Export Certificate : Bottled	XXXX	2019/XXXX		View
A2019/0000000XXXXX	2019/0000000XXXXX	Export Certificate : Bottled	XXX	2019/XX		View
A2019/0000000XXXXX	2019/0000000XXXXX	Export Certificate : Bottled	XX	2018/XXXXX		View
A2019/0000000XXXXX	2019/0000000XXXXX	Export Certificate : Bottled	X		XXXXX	View

Records 1 to 10 Total Records : 100

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

To view transaction 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	XXXXXXXXXX	I2019/0000000XXXXX		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	V11	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: XXXXXXXX XXXXXXXX	Loading Date: 2016-12-08 Loading Time: 08:00
Premises where consignment will be loaded:	Name & address of consignee
XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX Tel: XXXXXXXX XXXXXXXX	XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
Contact person at premises: XXXXXXXX XXXXXXXX	Shipping/Booking number: XXXXXXXX XXXXXXXX
Country to which exported: CHINA	
ITEM 1	
SERIAL NO. ALLOCATED BY APPLICANT: XXXXXXXX	TYPE OF LIQUOR: NATURAL MEDIUM DRY RED WINE
EXPORT CERT NO: 2016/0000000XXXXX	TRADE NAME: XXXXXXXX XXXXXXXX
EXPORT CERT EXPIRY DATE: 2017-03-07	VINTAGE: 2014
SERIES NO OF SEALS: XXXX: XXXXXXX - XXXXXXX, XXXX: XXXXXXX - XXXXXXX	ORIGIN: STELLENBOSCH
NO OF CARTONS x BOTTLES x VOLUME: 1300 X 8 X 750ml	CULTIVAR: NON - CULTIVAR
LITRES APPLIED FOR: 9860.000	LOT NO:
ALC % INDICATION ON LABEL: 14.000%	TRX NO: A2016/0000000XXXXX
ITEM 2	
SERIAL NO. ALLOCATED BY APPLICANT: XXXXXXXX	TYPE OF LIQUOR: NATURAL MEDIUM DRY RED WINE
EXPORT CERT NO: 2016/0000000XXXXX	TRADE NAME: XXXXXXXX XXXXXXXX
EXPORT CERT EXPIRY DATE: 2017-03-07	VINTAGE: 2014
SERIES NO OF SEALS: XXXX: XXXXXXX - XXXXXXX	ORIGIN: STELLENBOSCH
NO OF CARTONS x BOTTLES x VOLUME: 1000 X 8 X 750ml	CULTIVAR: NON - CULTIVAR
LITRES APPLIED FOR: 4600.000	LOT NO:
ALC % INDICATION ON LABEL: 14.000%	TRX NO: A2016/0000000XXXXX

DECLARATION OF LOADING

DECLARATION OF LOADING

Loading No	Date Submitted	Arrival Date	Invoice No	EU Quota Declaration	Cancel Reason	Status
L2016:0000000XXXXX	2016-12-12	2017-01-02	XXXXXX			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 : L2016/000000XXXXX								
APPLICANT / EXPORTER				CONSIGNEE				
Name:	XXXXXXXX XXXXXXXX			Name:	XXXXXXXX XXXXXXXX			
Postal Address:	XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX			Postal Address:				
Postal Code:	XXXX			Country of Destination:	CHINA			
Invoice No.:	XXXXXX							
Order No.:	XXXXXX							
DA32 / SAWIS 6:	XXXXXX							
Shipping / Booking No.:	XXXXXXXX XXXXXXXX							
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 XXXXXXXX	XXXXXXXX XXXXXXXX	1237	6 X 750ml	7422	5566.500	XXXXXXXX XXXXXXXX
2016-12-08	2016/000000XXXXXX	XXXXXXXX XXXXXXXX	XXXXXXXX XXXXXXXX	1059	6 X 750ml	6354	4765.500	XXXXXXXX XXXXXXXX
			TOTAL:	2296		13776	10332	
DOCUMENTS COLLECTED BY:			XXXXXXXX XXXXXXXX	Vessel: XXXXXXXX XXXXXXXX				

DECLARATION BY EXPORTER:

I, XXXXXXXX XXXXXXXX, 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																																																		
<div style="display: flex; justify-content: space-between;"> ← ↓ </div>																																																			
<p>Transaction Number : A2019/000000XXXXXX</p> <p>Transaction Type : Export Certificate : Bottled</p>																																																			
	<p>DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES REPUBLIC OF SOUTH AFRICA</p> <p>DIRECTORATE FOOD SAFETY AND QUALITY ASSURANCE PRIVATE BAG X5015, STELLENBOSCH, 7599 TELEPHONE: +27 21 809 1002 FAX: +27 21 887 6392 +27 21 887 6396</p>																																																		
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<p>1. Name and address of Applicant:</p> <p>XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX</p>	<p>2. Name and address of Consignee:</p> <p>XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX</p> <p style="text-align: right;">Country: UNITED KINGDOM</p>																																																		
<p>3. Serial Number of Applicant:</p> <p>XXXXXXXXXX</p>	<p>Trade Name: XXXXXXXX XXXXX XXXXX</p> <p>Cultivar: XXXXXXXXXXXXXXXXXX</p>																																																		
<p>4. Vintage: XXXX</p> <p>Origin: XXXXXXX XXXXXXXXXXXX</p>																																																			
<p>5. Alcohol indicated on label:</p> <p>6. Type of Liquor:</p>	<p>14.000%</p> <p>NATURAL DRY RED WINE</p>																																																		
<p>7. Number of cartons x bottles x volume:</p> <p>8. Total Litres:</p>	<p>10 X 6 x 750ml</p> <p>45.000 L</p>																																																		
<p>9. Last date sensorially submitted:</p> <p>10. Application Number:</p>	<p>2018-10-09</p> <p>2018/XXXX</p>																																																		
<p>11. Sealcode/Lotnumber of samples:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">W.S.R.4:</td> <td style="width: 25%;">Lab Sample:</td> <td style="width: 25%;">Sensorial Sample:</td> <td style="width: 25%;">Vinotheque Sample:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		W.S.R.4:	Lab Sample:	Sensorial Sample:	Vinotheque Sample:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																										
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<div style="display: flex; justify-content: space-between;"> ← ↑ </div>																																																			

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 Submitted	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 :	XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXX	Consignee :	XXXXXXX XXXXXXX XXXXXXX XXXXXXX

PRODUCT INFORMATION (2019/XXXX)

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
E2019/000000XXXX	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 :	L2015/000000000000X	Loaded Date :	2015-01-05
Applicant :	XXXXXXXX XXXXXXXX XXXXXXXX XXXX	Consignee :	XXXXXXXX XXXXXXXX XXXXXXXX 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

DOCUMENT PRINTING

<p>Application Number: <input type="text"/></p> <p>Export Certificate Number: <input type="text"/></p> <p>Applicant's Serial Number: <input type="text"/></p> <p>Applicant Name: <input type="text"/></p> <p>Consignee Name: <input type="text"/></p> <p>SAWIS Application Number: <input type="text"/></p> <p>Lot Number: <input type="text"/></p> <p>Lab Request Number: <input type="text"/></p> <p>Document Type: Export Certificate : Bottled ▼</p> <p>Print Type: Original ▼</p> <p><input type="button" value="Search"/></p> <p><input type="button" value="Print Selected"/></p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 20%;">Application ...</th> <th style="width: 20%;">Applicant's Serial No:</th> <th style="width: 40%;">Consignee Name:</th> <th style="width: 15%;">SAWIS No:</th> <th style="width: 5%;">Lot No:</th> </tr> </thead> <tbody> <tr><td>A2014/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2014/XXXX</td><td></td></tr> <tr><td>A2014/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2013/XXXX</td><td></td></tr> <tr><td>A2014/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2014/XXXX</td><td></td></tr> <tr><td>A2014/0000...</td><td>XXXXXX</td><td>CONSINGNEE</td><td>2014/XXXX</td><td></td></tr> <tr><td>A2015/0000...</td><td>XXXXX</td><td>CONSINGNEE</td><td>2014/XXXX</td><td>LX XXX</td></tr> <tr><td>A2015/0000...</td><td>XXXX</td><td>CONSINGNEE</td><td></td><td>LXX/XX</td></tr> <tr><td>A2015/0000...</td><td>XXX</td><td>CONSINGNEE</td><td></td><td>LXX/XX</td></tr> <tr><td>A2015/0000...</td><td>XX</td><td>CONSINGNEE</td><td>2012/XXXX</td><td></td></tr> <tr><td>A2015/0000...</td><td>X</td><td>CONSINGNEE</td><td>2012/XXXX</td><td></td></tr> <tr><td>A2015/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2013/XXXX</td><td></td></tr> <tr><td>A2015/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2011/XXXX</td><td></td></tr> <tr><td>A2015/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2011/XXXX</td><td></td></tr> <tr><td>A2015/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2015/XXXX</td><td></td></tr> <tr><td>A2015/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2015/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2014/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2014/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2014/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2014/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2014/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2016/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2015/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2015/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2016/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2015/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2016/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2015/XXXX</td><td></td></tr> <tr><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2016/XXXX</td><td></td></tr> <tr style="background-color: #d9ead3;"><td>A2016/0000...</td><td>XXXXXXXXXX</td><td>CONSINGNEE</td><td>2016/XXXX</td><td></td></tr> </tbody> </table>	Application ...	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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.