



Ministério da Agricultura e Desenvolvimento  
Rural



# **MAAP Integrated Export and Import Certification System (SELICEF)**

## **User Manual**

## Revision History

Version	Date	Name/Author	Description
v1.0	Jun 2024	BSL Project Team	Initial Creation (First Draft)
v1.1	Jul 2024	BSL Project Team	Exporter Registration Importer Registration
v1.2	Oct 2024	BSL Project Team	Agent registration Exporter Processes Importer Processes
V1.3	Jan 2025	BSL Project Team	Updated Revised Prototype Features

## 2 Table of Contents

3	Preamble .....	6
4	Purpose of the Document.....	7
5	Proposed User Operating Environment. ....	7
6	Account Creation .....	8
6.1	System Account Activation & Log In.....	11
6.2	System Menu & Navigation.....	13
6.3	Menu Icons.....	13
6.4	Profile.....	14
6.5	Change Password .....	14
7	Exporter New Registration .....	15
8	Exporter Processes .....	18
8.1	Registrations.....	18
8.1.1	Agent Registration .....	19
8.1.2	Consignee Registration .....	19
8.1.3	Warehouse Registration .....	20
8.1.4	Farms Registrations. ....	21
8.2	Inspections.....	23
8.2.1	Dry Commodity Facility Inspection Request /Warehouse .....	23
8.2.2	Own Farm Inspection Request.....	24
8.3	Applications .....	25
8.3.1	Phytosanitary Applications .....	25
8.3.2	Phytosanitary Replacement.....	28
8.3.3	Split Phytosanitary .....	29
8.3.4	All Phytosanitary Applications.....	30
8.4	IMPORTS-Importer Registrations .....	31
8.5	Reports .....	32
8.5.1	Phytosanitary Applications .....	32

8.5.2	Restricted Products .....	33
9	Importer New Registrations .....	34
9.1	Attachments.....	35
9.2	Upload Additional Attachments.....	35
10	Importer Processes .....	36
10.1	Registrations .....	36
10.1.1	Maintain Exporter .....	36
10.1.2	Maintain Agent .....	37
10.1.3	Maintain a Quarantine Facility .....	38
10.1.4	Product Request for Quarantine.....	39
10.1.5	New Commodity Request. ....	40
10.2	Applications.....	41
10.2.1	Import Permit Request. ....	41
10.2.2	Import Permit Replacement. ....	43
10.2.3	All Import Permit Applications. ....	44
10.2.4	Cargo Release. ....	45
10.2.5	Cargo Release Replacement. ....	46
10.3	Inspections .....	47
10.3.1	Inspection Requests. ....	47
10.4	Exports.....	48
10.4.1	Exporter Registration .....	48
10.5	Reports.....	49
10.5.1	All Import Permit.....	49
10.5.2	Restricted Products .....	49
11	IEICS Payments.....	50
12	Agent New Registration.....	53
12.1	Attachments.....	53
12.2	Exports.....	54
12.2.1	Agent Phyto Applications.....	54

12.3	Imports.....	57
12.3.1	Agent Pip Application Request.....	57
12.3.2	PIP Applications. ....	58
12.3.3	Cargo Release. ....	59
12.4	Reports.....	60
12.4.1	All Phytosanitary Applications.....	60
12.4.2	All PIP applications .....	60
13	Settings.....	61
13.1	Profile .....	61
13.2	Change Password.....	61

### 3 Preamble

The phytosanitary certification process is currently being done manually with paper, which can be time-consuming and error-prone. The certification process involves ensuring that plant products comply with phytosanitary regulations and standards, and it is critical for international trade. As trade in plant products has increased, the workload of certification authorities has also grown, leading to a need for a more efficient and reliable process. The digitalization of the phytosanitary certification process aims to address these challenges by automating the process, reducing the time and cost of the means to get the certification, improving accuracy and consistency, and facilitating trade.

The IEICS is intended to achieve the following business objectives;

1. Automate processes under MAAP:
  - a. Registration
  - b. Import
  - c. Export
2. Enable traders importing and exporting crops acquire regulatory documents from remote locations and at their convenience without having to visit the agency
3. Enable MAAP to realize full efficiency gains
4. Prepare MAAP for integration to the Single Window System, Payment platform, IPPC – ePhyto and other applications as may be appropriate
5. Reduce administrative cost and time by eliminating paperwork through automated data collection
6. Increased transparency through built in audit trail reports and analytics.

## 4 Purpose of the Document

This manual is developed with the aim of demonstrating to MAAP stakeholders on how the MAAP IEICS System has captured the business and functional requirements.

The IEICS system aim is to automate MAAP processes for Imports and Exports and the issuance of the respective import and export documentation.

The IEICS will facilitate traders importing and exporting crops to acquire regulatory documents from remote locations and at their convenience without having to visit the agency. This will enable MAAP to realize full efficiency gains as well as prepare for integration to;

1. Single Window System
2. Payment Gateway
3. IPPC e-Phyto
4. Email & SMS

## 5 Proposed User Operating Environment.

The IEICS has been optimized to work on the web and is mobile responsive as well. It is recommended to operate on the following web browsers;

1. Mozilla Firefox
2. Microsoft Edge
3. Google Chrome
4. Brave
5. Opera

## 6 Account Creation

If you're new to the system, follow these steps to create an account:

1. Click on "Sign Up" under the login form.
2. Fill in the registration form with the required details, such as name, email, and contact information.
3. Submit the form to create your account.
4. Check your email for confirmation and complete the sign-up process
5. Login to the MAAP IEICS platform via the link  
<https://geoportal.agricultura.gov.mz/en/login.html>

First time applicants will register to get an account on the system as per below screen via the link  
<https://geoportal.agricultura.gov.mz/en/register.html>

The users will then navigate to the Sign up here link to proceed with registration on the below screen.



# Registration

Already a member? [Login](#)

Click here to login if you already have an account

TIN \*

Enter a valid TIN

## Company Details

<b>Company Name *</b> <input type="text" value="Company Name"/>	<b>Entity Type *</b> -Select Entity Type-
<b>Company Registration Number *</b> <input type="text" value="COMPANY REGISTRATION NO"/>	<b>Date of Registration/Incorporation (Business) *</b> <input type="text" value="Date"/>

Enter all the required company details in their respective

## Company Contact Details

<b>Company Valid Email Address *</b> <input type="text" value="Company Valid Email Address"/>	<b>Postal Address *</b> <input type="text" value="Postal Address"/>
<b>Postal Code *</b> <input type="text" value="Postal Code"/>	<b>Building Name</b> <input type="text" value="Building Name"/>
<b>Street Name *</b> <input type="text" value="Street Name"/>	<b>Plot Number</b> <input type="text" value="Plot No"/>
<b>Region *</b> -Select >Region<-	<b>Zone *</b> -Select District-
<b>Woreda (Districts) *</b> - Select Woreda (Districts) -	<b>Kebele *</b> <input type="text" value="Kebele"/>

Enter all the required company contact details in their respective fields.

## Contact Person details

<b>First Name *</b> <input type="text" value="First Name"/>	<b>Other Names</b> <input type="text" value="Other Name"/>
<b>Surname *</b> <input type="text" value="Surname"/>	<b>Telephone Number *</b> <input type="text" value="0700000000"/>
<b>Select ID Type *</b> -Select ID Type-	<b>National ID Number/Alien/Passport *</b> <input type="text" value="National ID"/>
<b>Email *</b> <input type="text" value="email"/>	


Enter all the required company contact details in their respective fields.

## Account Username

**Company Username \***

Enter the company username.

I'm not a robot



Click here to confirm if you are a real person and not an automated

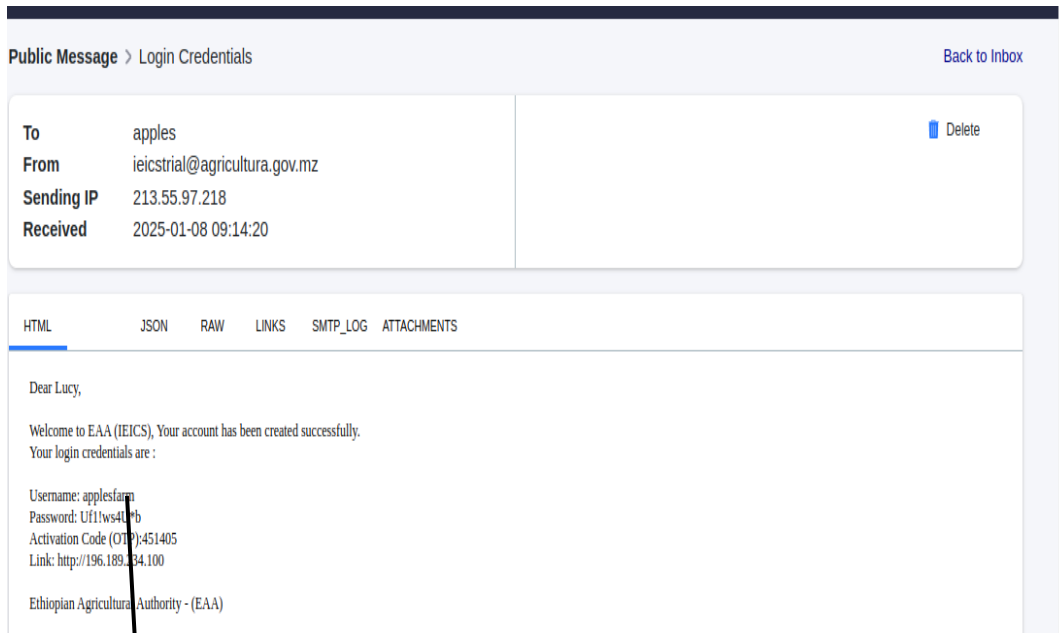
**Submit Application**

Click here to submit application.

**FIGURE 1: REGISTRATION PAGE**

On successfully filling in the details the user will click on the am not a robot re CAPTCHA field and submit registration details.

The registration details are sent to the email used for registration, this will include username, password, OTP Code as per below screen.



These here are your account details:  
username, password, & the Activation  
code use these details to log into the  
system.

**FIGURE 2: IEICS LOGIN ACCESS - REGISTRATION DETAILS SENT TO EMAIL**

## 6.1 System Account Activation & Log In

This user will be required to activate their account using the credentials shared on email via the login screen as below.

The screenshot shows the EAA IEICS login and account activation interface. On the left, there is a 'Welcome to EAA IEICS' section with a logo and a paragraph of text. On the right, there is a 'Login' form with the following fields and buttons:

- Username field: applesfarm
- Password field: masked with dots
- Enter (OTP) field: for activation code
- New Password field: for new password
- Confirme New Password field: for re-entering new password
- Log In button: blue button to submit

Below the login form are links for 'Don't have an account? Sign Up', 'Forgot Password', 'Check Export Requirements', 'Check Import Requirements', and 'Help and Support'.

Callouts on the right side of the form:

- Enter the activation code on the email. (points to 'Enter (OTP)')
- Enter your new password (points to 'New Password')
- Re-enter your new password to confirm (points to 'Confirme New Password')
- Click here to login (points to 'Log In')

FIGURE 3: ACTIVATE ACCOUNT FORM

N.B. When you enter a wrong password, you will get a ***“Login Failed! Wrong Username or Password”*** error/authentication message.

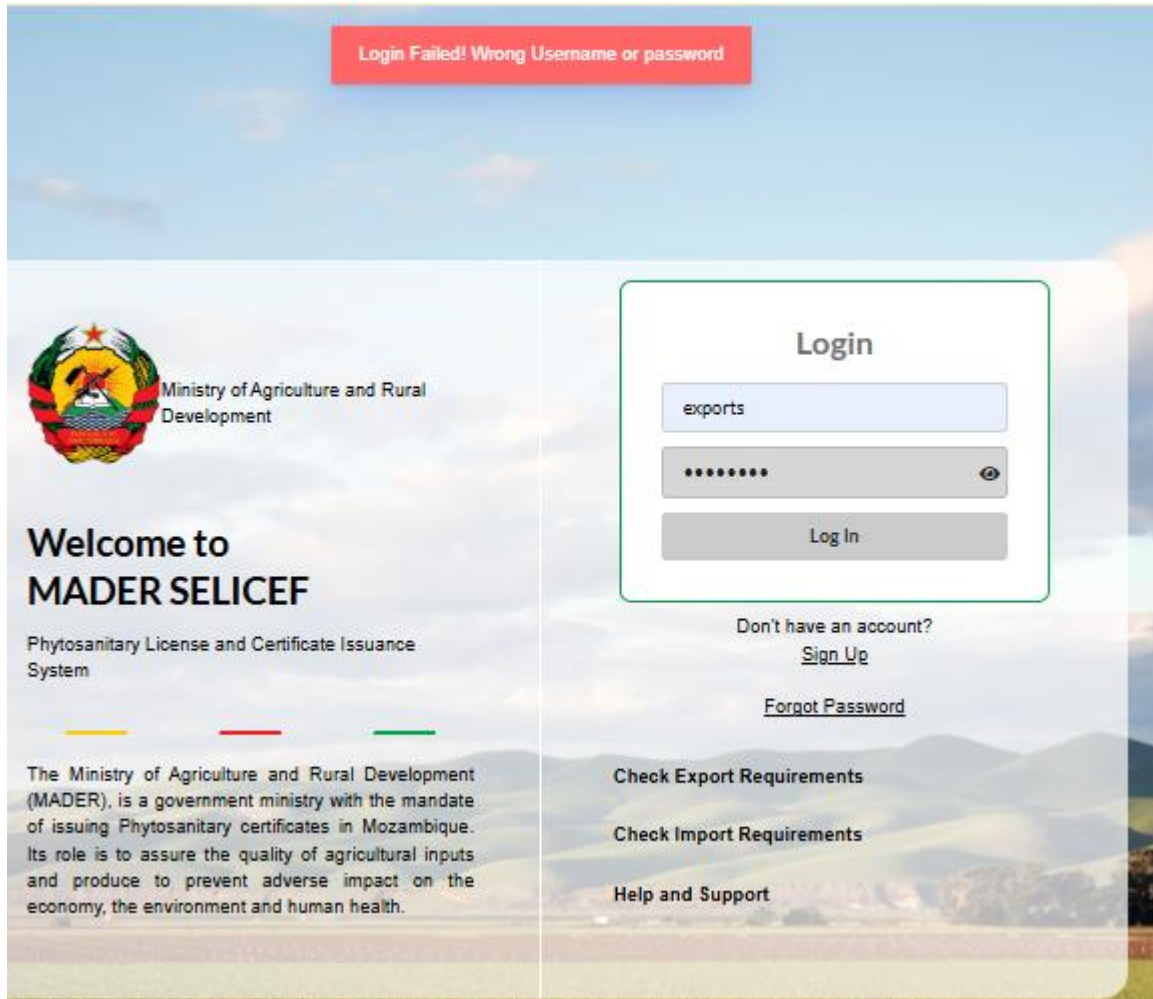


FIGURE 4: WRONG DETAILS LOGIN FORM

## 6.2 System Menu & Navigation

The screenshot shows the MAAP IEICS home page. At the top left, there is a logo for 'Ministério da Agricultura e Desenvolvimento Rural' and the text 'SELICEF'. To the right, there are links for 'Log Out', a home icon, and dropdown menus for 'New Registration' and 'English'. On the left side, there is a green sidebar menu with options: 'Home Page', 'Exports', 'Imports', 'Agents', and 'Settings'. The main content area displays user and company information in a table format. A box labeled 'IEICS Menu' points to the menu icon in the top left. A callout box labeled 'User details entered during registration' points to the user and company information fields.

Account Information	
First Name	Lucy
Last Name	Meger
Other Names	Cherobon
Company UserName	exports
Email	exports@mailinator.com
Phone Number	067353425
National ID	368900863
Staff ID	N/A
Application Date	20-02-2025 14:40:53
<a href="#">Update Profile</a>	
Company Information	
Company Name	EXPORTS COMPANY
Company Email	exports@mailinator.com
NUIT	898745326
Company Registration Date	2025-02-19
Company Registration No	507
Company Entity Name	Partnership
Location Information	
Province	Maputo Province
District	Cidade Da Matola District
City	Cidade Da Matola
Building Name	Exports building
Postal Address	46537-Maputo
Postal Code	3647
Plot No	2
Street Name	Maputo 123

FIGURE 5: HOME PAGE

After successfully logging on to the MAAP IEICS, the user will be directed to the home page which contains the details as shown above:

1. Menu
2. Landing page
3. User & Company logged in details
4. Applicant Status
5. Logout option

## 6.3 Menu Icons

Icons	Description
	Expand View
	Logout button
	Global refresh
	Home
	Notification

FIGURE 6: MENU ICONS

### 6.4 Profile

On the menu, navigate to Settings ⇒ Profile.

This displays the user and company details. Select details can also be updated using the update profile and location buttons.

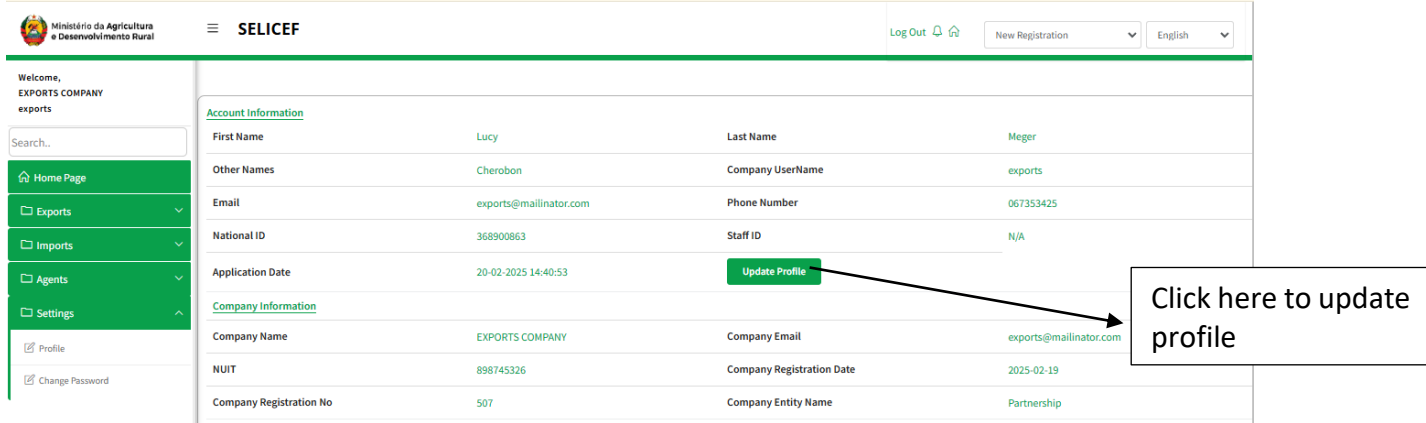


FIGURE 7: PROFILE PAGE

### 6.5 Change Password

On the menu, navigate to Settings ⇒ Change Password.

This displays the option to update the password set.

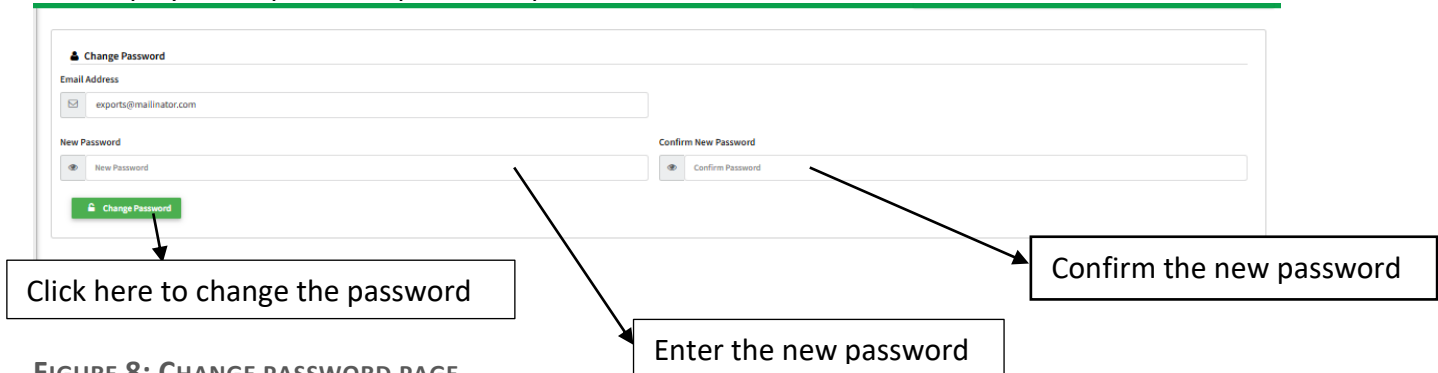


FIGURE 8: CHANGE PASSWORD PAGE

## 7 Exporter New Registration

This is the process that facilitates the stakeholders to register as Exporters on the IEICS.

User navigates to MAAP Menu ⇒ New Registration ⇒ Exports⇒ Application for certificate of competency.

Ministério da Agricultura e Desenvolvimento Rural | SELICEF | Log Out | New Registration | English

Welcome, EXPORTS COMPANY exports

Search..

- Home Page
- Exports
- Exporter Registration
- Imports
- Agents
- Settings

### Exporter Registration

Approval Stage: Applicant Stage | Application Status: DRAFT

**Contact Person Details**

Researcher: No | Own Farm: No

Dry Commodity Exporter: No | Consolidator: No

**Contact Person Details**

First Name	Lucy	Last Name	Meger
Other Names	Cherobon	Company UserName	exports
Email	exports@mailinator.com	Phone Number	067353425
National ID	368900863	Application Date	20-02-2025

FIGURE 9: NEW REGISTRATION WINDOW

The exporter form is displayed with the different exporter registrations presented;

1. Researcher
2. Own Farm
3. Dry Commodity Exporter
4. Consolidator

The applicant can only register as researcher independently and/or own farm, dry commodity exporter & consolidator.

Populate the Exporter detail by capturing all required/mandatory fields based on category being applied for.

Company details (auto populated), Location (auto populated), Attachments, Production, Low Risk Commodity Facility, Own Farms, Firms/Producers

Ministério da Agricultura e Desenvolvimento Rural | SELICEF | Log Out | New Registration | English

Welcome, EXPORTS COMPANY exports

Search..

- Home Page
- Exports
- Imports
- Agents
- Settings

Postal Address: 46537-Maputo | Postal Code: 3647

Plot No: 2 | Street Name: Maputo 123

City: Matola | Email: exports@mailinator.com

### Attachments

Attachment (Documents format allowed are jpeg,png, .pdf and maximum document size is 2MB)

Document Type	Document	Status	Action
Director's National I.D./Alien's Card	10664_60.png	✓ Uploaded	<input type="button" value="Choose file"/> No File Chosen
Certificate of Incorporation/Business Registration	10664_3472.png	✓ Uploaded	<input type="button" value="Choose file"/> No File Chosen
MRA NUIT Certificate	10664_6963.png	✓ Uploaded	<input type="button" value="Choose file"/> No File Chosen

FIGURE 10: EXPORTER REGISTRATION DETAILS

Click add new to add new farm commodity.

Click here to add a new commodity.

The screenshot shows a web interface with a green header bar. On the left, there is a green button labeled 'Add New Farm'. Below it, a breadcrumb trail shows 'Farm Details' and 'Completed'. The main content area has a green bar labeled 'Farm Commodities' and a green button labeled 'Add New'. Below this is a form titled 'Farm Commodities Details' with the following fields: 'Commodity Name' (dropdown menu with 'Sisal' selected), 'Number of Seasons Per Year' (text input with '5'), 'Area Under Production(ha)' (text input with '3545'), and 'Estimated Yields per season in kgs.' (text input with '100'). At the bottom of the form are 'Save' and 'Return' buttons. Below the form are 'Previous' and 'Return' buttons.

FIGURE 11: ADD NEW COMMODITY

Type the commodity name and choose from the auto search selection

The screenshot shows a web interface with a green header bar. On the left, there is a green button labeled 'Add New'. Below it, a breadcrumb trail shows 'Farm Details' and 'Completed'. The main content area has a green bar labeled 'Farm Commodities' and a green button labeled 'Add New'. Below this is a form titled 'Farm Commodities Details' with the following fields: 'Commodity Name' (dropdown menu with 'Sisal' selected), 'Licensing Body' (dropdown menu with 'Ministry of Agriculture and Rural Development (MADER)' selected), and 'Exporter License No' (text input with '3'). At the bottom of the form are 'Save' and 'Return' buttons.

Choose the licensing body from the drop down

Click here to save the details

Click here to return to the previous page.

FIGURE 12: COMMODITY DETAILS FORM.



If exporter has own farm capture farm details (optional)

Enter the farm details in their respective fields.

Click here to move back to the top of the page.

FIGURE 13: OWN FARM DETAILS

### Exporter Low Risk Facility.

If the exporter has a warehouse capture low risk facility details (optional)

Click here to add a new low risk facility.

Enter the LRC details in these fields.

FIGURE 14: CAPTURING LOW RISK COMMODITY FACILITY DETAILS

The exporter has now been approved

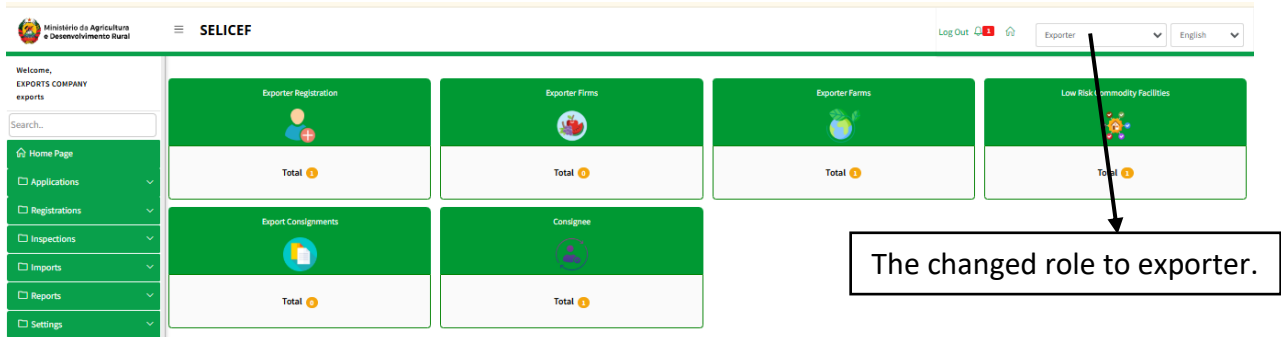


FIGURE 15: APPROVED EXPORTER REGISTRATION WITH STATUS/ROLE CHANGED

## 8 Exporter Processes

After being approved as an Exporter the applicant will on a periodic basis be required to manage the below details.

1. Agents
2. Consignees
3. Farms
4. Facilities
5. Producers
6. Users

### 8.1 Registrations

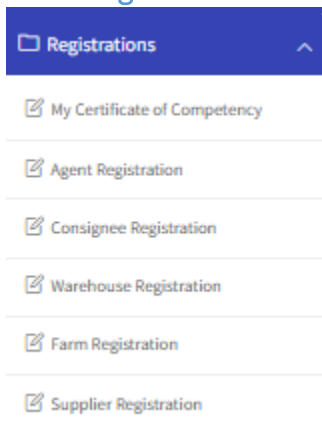


FIGURE 16: REGISTRATIONS MENU

### 8.1.1 Agent Registration

MAAP Menu ⇒ Registrations ⇒ Agent registrations.

Click to open the Agent registration details by adding on the required fields/details.

This will present a list of available agents and provide the opportunity to add, view details, or deactivate.

1. Click add new to add a new agent.
2. From the drop down select the agent's name then pick the start and end date.
3. Save the documents

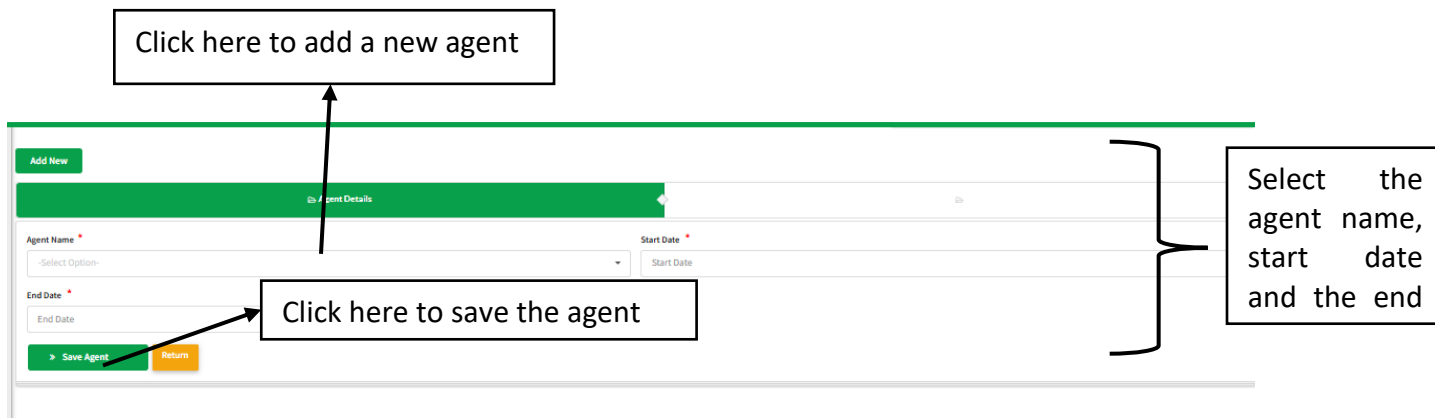


FIGURE 17: ADD AGENT WINDOW

### 8.1.2 Consignee Registration

MAAP Menu ⇒ Registration ⇒ Consignee Registrations.

This allowed the applicant to manage consignees.

Click on add to populate the consignee details.

On the consignee main tab

- Populate the consignee details & save.

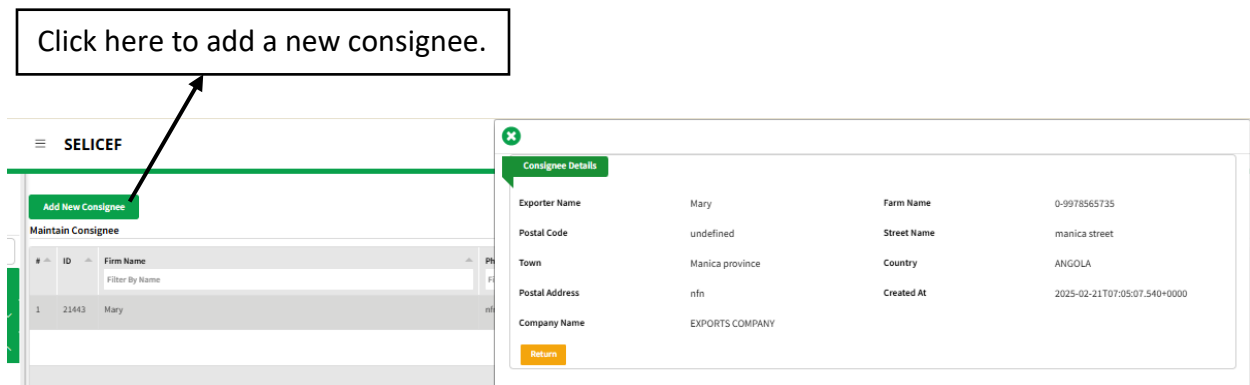


FIGURE 18: ADD NEW CONSIGNEE

### 8.1.3 Warehouse Registration

The section allows for managing dry commodity or low risk facilities.

After filling the details, the user will forward them to the internal approvers so the inspection can be conducted.

Applicant requires to pay for inspection of the facility prior to forwarding for approval.

Fill in the dry commodity details in their respective fields

Click here to save and proceed to the next page make payments.

FIGURE 19: DRY COMMODITY FACILITY LIST

#	Action	ID	Application Date	LRC Facility Name	Commodity Name	Country	Status	Approve Stage	Action
1	<input type="checkbox"/>	875	21-02-2025 09:04:30	grapes farm	Sisa,	MOZAMBIQUE	DRAFT	Applicant Stage	View > Clone Edit Delete > Submit

This is the added dry commodity facility.

These button are view, clone, edit, delete and submit respectively. Click any to perform the required task.

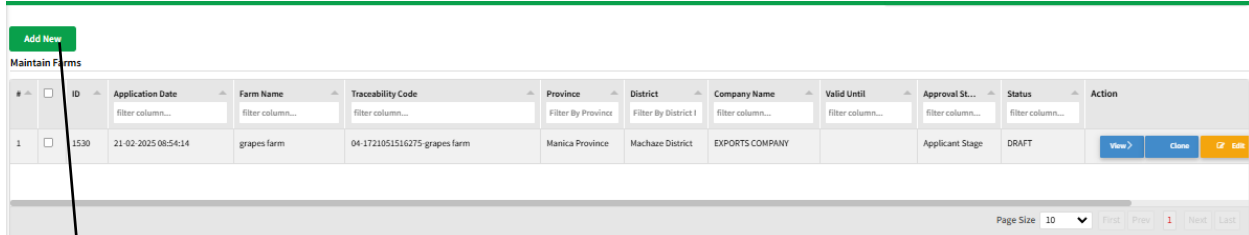
FIGURE 20: UPDATED DRY COMMODITY FACILITY LIST

### 8.1.4 Farms Registrations.

The section allows for managing farms.

After filling the details, the user will forward them to the internal approvers so the inspection can be conducted.

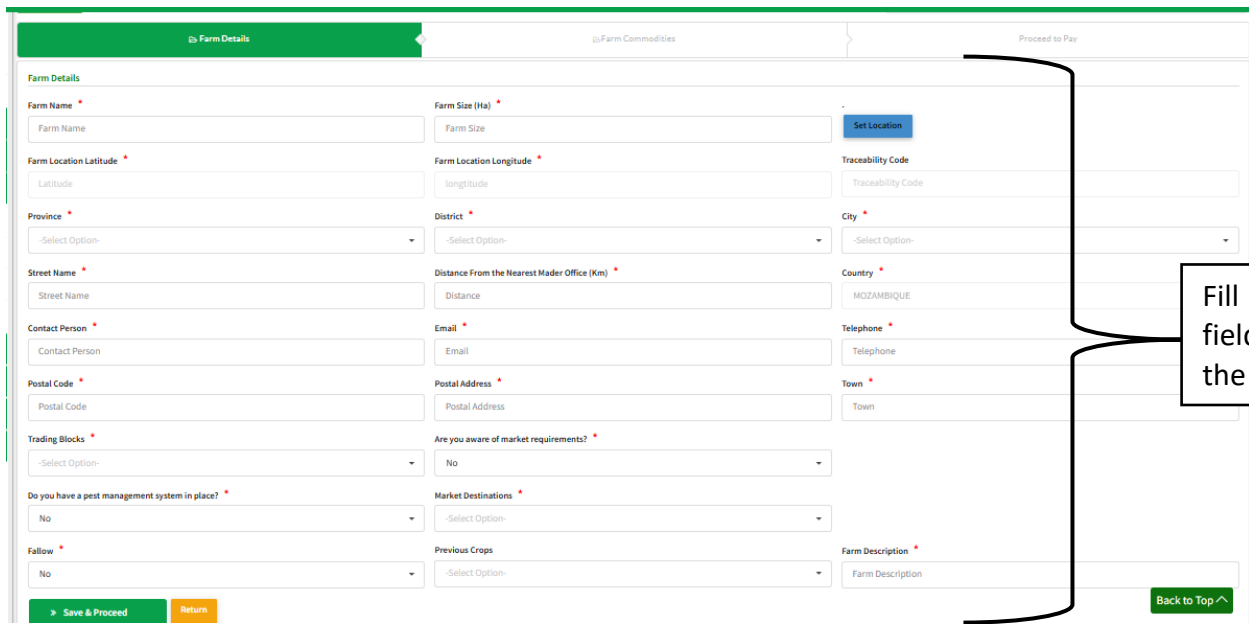
Applicant requires to pay for inspection of the facility prior to forwarding for approval.



#	ID	Application Date	Farm Name	Traceability Code	Province	District	Company Name	Valid Until	Approval St...	Status	Action
1	1530	21-02-2025 08:54:14	grapes farm	04-1721051516275-grapes farm	Manica Province	Machare District	EXPORTS COMPANY		Applicant Stage	DRAFT	<a href="#">View</a> <a href="#">Clone</a> <a href="#">Edit</a>

Click here to add a new farm.

FIGURE 21: ADD NEW FARM DETAILS



**Farm Details**

Farm Name

Farm Size (Ha)

Set Location

Farm Location Latitude

Farm Location Longitude

Traceability Code

Province

District

City

Street Name

Distance From the Nearest Mader Office (Km)

Country

Contact Person

Email

Telephone

Postal Code

Postal Address

Town

Trading Blocks

Are you aware of market requirements?

Do you have a pest management system in place?

Market Destinations

Fallow

Previous Crops

Farm Description

Save & Proceed Return Back to Top

Fill in these fields to capture the farm details.

FIGURE 22: CAPTURING FARM DETAILS

The screenshot shows a web form titled 'Farm Commodities Details'. At the top, there are three tabs: 'Farm Details' (marked as 'Completed'), 'Farm Commodities' (the active tab), and 'Proceed to Pay'. Below the tabs, there is a green 'Add New' button. The main form area contains several input fields:

- Commodity Category**: A dropdown menu with '-Select Option-'.
- Commodity Name**: A text input field with '-Select Option-'.
- Number of Seasons Per Year**: A text input field with 'Production Area' below it.
- Area Under Production(ha)**: A text input field with 'Production Area' below it.
- Estimated Yields per season in kgs**: A text input field with 'Estimated Yield' below it.

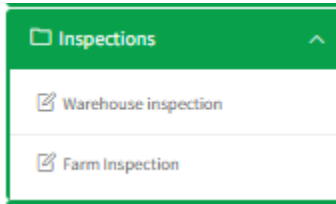
At the bottom of the form, there are two buttons: a green 'Save >' button and an orange 'Return' button. Below these are two green buttons: '< Previous' and 'Proceed >'. A callout box on the right side of the form, with a bracket pointing to the input fields, contains the text: 'Enter the farm commodity details in these fields.'

**FIGURE 23: FARM COMMODITY DETAILS**

Save and proceed to make payment /inspection fee.  
For payments refer to page50

## 8.2 Inspections

This process allows the user to request for an inspection for Farm and warehouse.



MAAP → Inspections → warehouse inspection.

### 8.2.1 Dry Commodity Facility Inspection Request /Warehouse

Click on warehouse and the window is opened.

Click add new to add a new warehouse.

Click here to add a new dry commodity facility request.

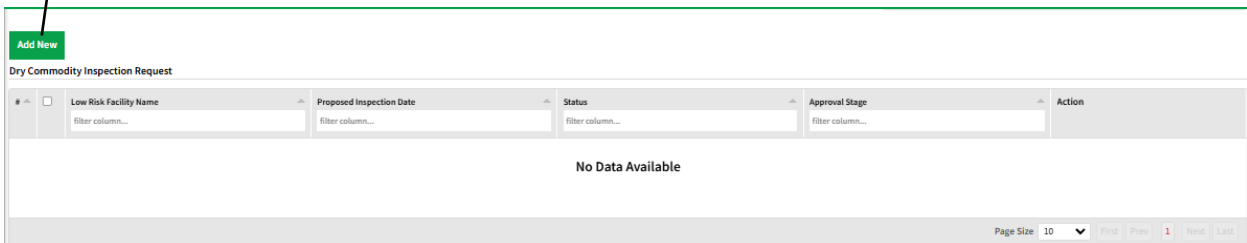


FIGURE 24: DRY COMMODITY DETAILS

Proceed to add the dry commodity details

Select the warehouse from the drop down

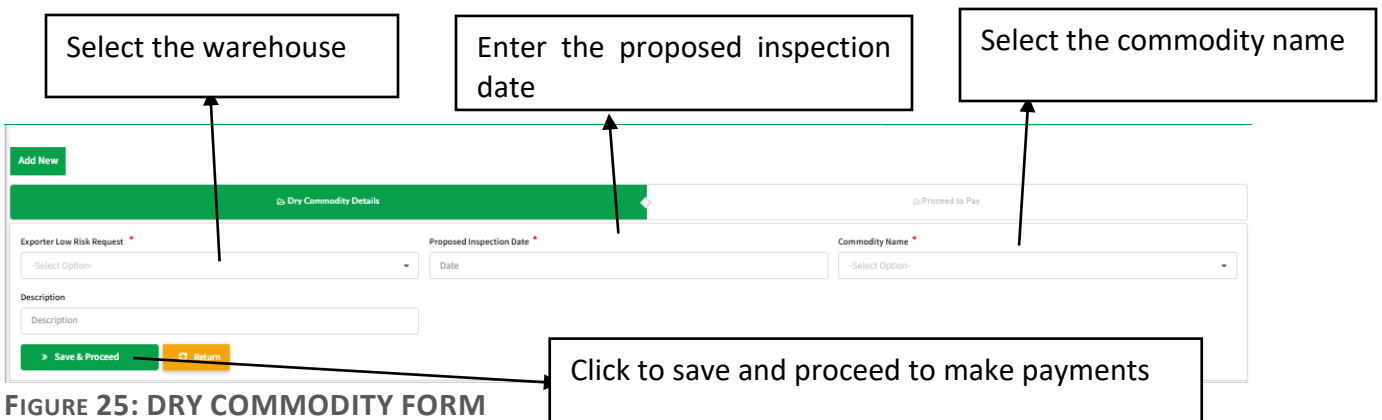


FIGURE 25: DRY COMMODITY FORM

Save and proceed to make payments.  
For payments refer to IEICS payments on page 50

### 8.2.2 Own Farm Inspection Request

MAAP → Inspections → farm inspections

1. Click on farm inspections and the window is opened.
2. Click add new to add a new farm

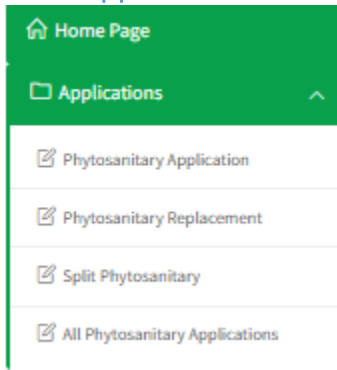
The screenshot shows a web form titled "Farm Inspection Details". At the top left is a green "Add New" button. Below it are three main input sections: "Farm Name" with a dropdown menu, "Proposed Inspection Date" with a date field, and "Commodity Name" with a dropdown menu. Below these are "Description" and "Non-Conformity" sections, each with a text input field and a dropdown menu. At the bottom left are two buttons: a green "Save & Proceed" button and an orange "Return" button. Four callout boxes with arrows point to: 1) the "Add New" button, 2) the "Proposed Inspection Date" field, 3) the "Commodity Name" dropdown, and 4) the "Save & Proceed" button.

FIGURE 26: OWN FARM INSPECTIONS FORM

Save and proceed to make payments.  
For payments refer to IEICS payments on page 50



## 8.3 Applications



### 8.3.1 Phytosanitary Applications

MAAP Menu → Applications → phytosanitary Application.

This process is used for the application of a Consignment/Phytosanitary certificate.

Click on add to populate the details, then click on save-to-save details.

Click here to add a new phyto

The screenshot shows a software window titled 'Certificate Application'. At the top left, there are two buttons: 'Add New Phyto' and 'View My Applications'. To the right, there are two date input fields (2025-02-19 and 2025-02-22) and a 'Filter' button. Below the buttons is a table with the following columns: #, S..., ID, Application Date, Document Number, Invoice Nu..., Consignee, Office, Company Name, UCR No, Destination, Total W..., Approval St..., Status, and Action. Each column has a filter dropdown menu. The table is currently empty, displaying 'No Data Available'. At the bottom right, there is a pagination control showing 'Page Size 10', 'First', 'Prev', '1', 'Next', and 'Last'.

FIGURE 27: PHYTOSANITARY APPLICATIONS WINDOW

1. Select whether application for seed or not to capture details from the seed approval.
2. Click add consignee to add consignee and click save to save the changes.

The screenshot displays a web application interface for adding a consignee. At the top, there are navigation buttons: 'Add New Phyto' and 'View My Applications'. On the right, there are date filters for '2025-02-19' and '2025-02-22', and a 'Filter' button. The main content area is titled 'Consignment Details' and contains a form for adding a consignee. The form has a white background and a green border. It includes the following fields and sections:

- Exporter Details:** Invoice Number, Country of Origin (MOZAMBIQUE), Is Repackaged? (No), Place Of Issue, Point of Entry, UCR Number, and a 'Validate UCR' button.
- Consignee Name:** Name (text input).
- Consignee Email:** email (text input).
- Telephone:** Telephone (text input).
- Postal Address:** Postal Code (text input).
- Street Name:** Street Name (text input).
- Town:** Town (text input).
- Country Of Consignee:** A dropdown menu.
- Physical Address:** Physical Address (text input).
- Exporter:** A dropdown menu.

At the bottom of the form, there are two buttons: 'Exit' (red) and 'Save Consignee' (green). A callout box with a black border and white background points to the form with the text 'Enter the consignee details here.' Below the form, there are additional fields for 'Shipping Order No', 'Inspection Location', 'Preferred Inspection Date/Time', 'Departure Time/Date', 'Distinguishing Mark', and 'Additional Information'.

FIGURE 28: ADD A CONSIGNEE

## Variety details.

1. Click add new to add commodity details.
2. Click save the details.
3. Click on proceed to make payments.

Click here to add a new variety

The screenshot shows the SELICEF web application interface. At the top, there is a header with the logo of the Ministry of Agriculture and Rural Development, the text 'SELICEF', and user options like 'Log Out', 'Exporter', and 'English'. Below the header, there is a navigation menu on the left with options like 'Home Page', 'Applications', 'Registrations', 'Inspections', 'Imports', 'Reports', and 'Settings'. The main content area is titled 'Variety Details' and contains a form with the following fields:

- Mixed Commodity Types**: A dropdown menu with 'No' selected.
- HS Code**: A text input field.
- Commodity Name**: A text input field with the placeholder 'Type commodity name here'.
- Botanical Name**: A text input field.
- Commodity Form**: A dropdown menu with '-Select Option-' selected.
- Commodity Category**: A dropdown menu with '-Select Option-' selected.
- Nature of Produce**: A dropdown menu with '-Select Option-' selected.
- Packaging Type**: A dropdown menu with '-Select Option-' selected.
- Number of Packages**: A text input field with the placeholder 'Number Of Packages'.
- Quantity**: A text input field.
- Units**: A dropdown menu with '-Select Option-' selected.
- VAG.QTY.Weight (kgs)**: A text input field with the placeholder 'Vag Qty Weight'.
- Lot Number**: A text input field.
- Grade**: A text input field.
- Numbering**: A text input field with the placeholder 'Lot Number'.
- Source of Produce**: A section with two dropdown menus for 'Firms' and 'Farms', both with '-Select Option-' selected.

FIGURE 29: VARIETY DETAILS FORM

Based on the data captured payment details will be populated.  
For payments, refer IEICS Payments on page 50

### 8.3.2 Phytosanitary Replacement

MAAP Menu → Applications → Phytosanitary Replacement.

This process is used for Phyto replacement.

Click on add to fill the form

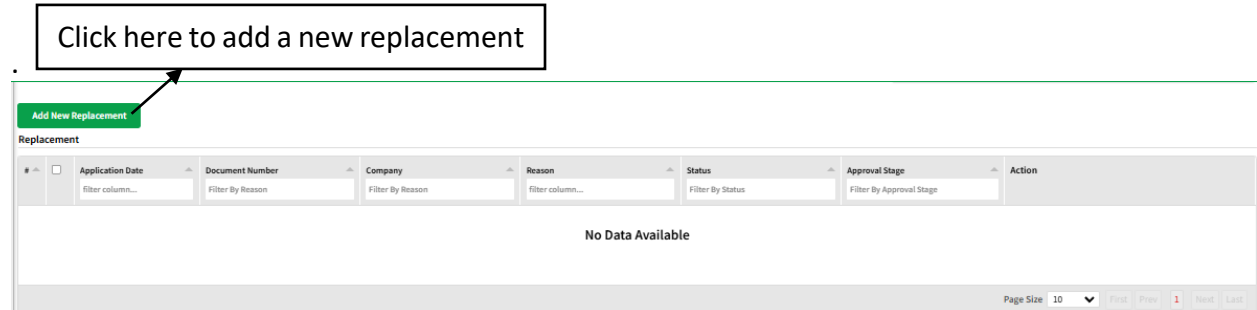


FIGURE 30: PHYTOSANITARY REPLACEMENT WINDOW

The screenshot shows the "replacement/Consignment Details" form. At the top left is a green button "Add New Replacement". Below it is a green header bar with "replacement/Consignment Details" and a "Proceed to Pay" link. A red note reads: "Note: Change the provided fields for amendments or proceed without changing for replacement phyto. Amendment of Consignment weight and quantity is not applicable to applications with multiple commodities)". The form contains several fields: "Is amendments?" (dropdown menu with "No" selected), "Phyto Document Number (Type here)" (text input), "Replacement Reason" (text input), "Point of Entry" (dropdown menu with "Point Of Entry" selected), "Consignee" (dropdown menu with "- Select Option -" selected), "Consignee Country" (dropdown menu with "- Select Option -" selected), "Vessel Name" (text input), "Additional Information" (text input), "Consignment weight" (text input), "Number Of Packages" (text input), "Quantity" (text input), "VAQ Quantity weight" (text input), "Commodity" (text input), and "Distinguishing Mark" (text input). At the bottom, there are two buttons: "Proceed" (green) and "Return" (orange).

FIGURE 31: PHYTOSANITARY REPLACEMENT FORM

Based on the data captured payment details will be populated.

For payments, refer IEICS Payments, Page 50

### 8.3.3 Split Phytosanitary

MAAP Menu → Applications → Split Phytosanitary.

This process allows the user to split the phytosanitary applications multiple times.

Click on split add to select the phytosanitary to be split and the number of times it should be split.

The screenshot shows a web form titled "Split Phytosanitary". At the top left, there are two buttons: "Add New Split" and "View My Split phyto Applications". A callout box points to "Add New Split" with the text "Click here to add a new split." Below the buttons is a green bar with "Split Details" and "Exporter Consignment" tabs. The form contains two input fields: "Number of Splits" and "Exporter Consignment" (a dropdown menu). A callout box points to the dropdown menu with the text "Select the phytosanitary certificate to split from the drop down." At the bottom left, there is a green button labeled "Save & Proceed". A callout box points to this button with the text "Click here to save and proceed to the next page." At the top right, there are date and time filters and a "Filter" button.

FIGURE 32: SPLIT PHYTOSANITARY FORM

Click on “view my split applications “to select the split you want to pay for  
The split details are listed.

Click view my split phyto applications.  
The splits are listed.

FIGURE 33: SPLIT PAYMENT FORM

Click on pay and proceed the payment process as shown on the IEICS payments on page50

### 8.3.4 All Phytosanitary Applications

All the phytosanitary applications are listed here.

All Phyto Applications

#	ID	Application Date	Application ID	Invoice Number	Consignee	Company Name	Certificate Type	UCR No	Destination	Total Weight	Ap
		filter column...	Filter By Document Number	Filter By Invoice Numb	Filter By Consignee	Filter By Company Name	Filter By Certificate Type	Filter By UCR Number	Filter By Destination	Filter By Total Weight	Fi
1	701626	08-01-2025 12:13:49	701626/EXPC/PIF/2025	643	mayor	APPLESFARM	Re-export Phytosanitary Ce...	67	AFGHANISTAN	78	Ap
2	701624	08-01-2025 11:27:40	701623/EXPC/PIF/2025	5643	james	APPLESFARM	Re-export Phytosanitary Ce...	4560	ALBANIA	56	Ap

Page Size 10 First Prev 1 Next Last

FIGURE 34: ALL PHYTOSANITARY APPLICATIONS.

## 8.4 IMPORTS-Importer Registrations

The exporter can apply as an importer.

The details are auto populated, upload the attachments and submit for approval.

Location Details			
Province	Maputo Province	District	Cidade Da Matola District
Ward	Cidade Da Matola	Building Name	Exports building
Postal Address	46537-Maputo	Postal Code	3647
Plot No	2	Street Name	Maputo 123
City	Matola	Email	exports@mailinator.com

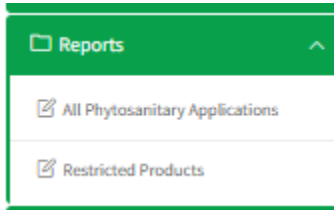
Attachments			
Attachment (Documents format allowed are jpeg,png , pdf and docx and maximum document size is 2MB)			
Document Type	Document	Status	Action
Director's National I.D./Alien's Card	<a href="#">Choose file</a> No File Chosen	! Pending Upload	
Certificate of Incorporation/Business Registration	<a href="#">Choose file</a> No File Chosen	! Pending Upload	
MRA NUIT Certificate	<a href="#">Choose file</a> No File Chosen	! Pending Upload	

Upload Any other Attachment(If Any)			
<a href="#">Upload Document</a>			
[Documents format allowed are jpeg,png , pdf and docx and maximum document size is 2MB]			
Document Type	Document	Status	
<a href="#">Submit Application</a> >			
<a href="#">Back to Top</a> ^			

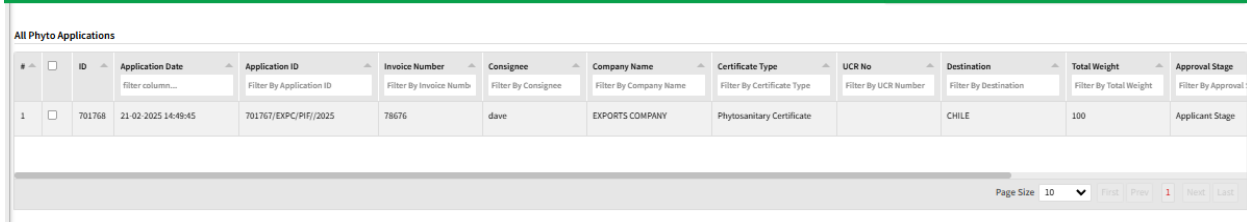
## 8.5 Reports

A report of all the phytosanitary applications and restricted products are listed here:



### 8.5.1 Phytosanitary Applications

Select one application and click on “view” to open the document.



The screenshot shows a table titled 'All Phyto Applications'. The table has 12 columns: #, ID, Application Date, Application ID, Invoice Number, Consignee, Company Name, Certificate Type, UCR No, Destination, Total Weight, and Approval Stage. Each column has a filter dropdown menu. The first row contains the following data: # 1, ID 701768, Application Date 21-02-2025 14:49:45, Application ID 701767/EXPC/PHF/2025, Invoice Number 78676, Consignee dave, Company Name EXPORTS COMPANY, Certificate Type Phytosanitary Certificate, UCR No, Destination CHILE, Total Weight 100, and Approval Stage Applicant Stage. At the bottom right of the table, there is a 'Page Size' dropdown set to 10, and navigation buttons for 'First', 'Prev', '1', 'Next', and 'Last'.

#	ID	Application Date	Application ID	Invoice Number	Consignee	Company Name	Certificate Type	UCR No	Destination	Total Weight	Approval Stage
1	701768	21-02-2025 14:49:45	701767/EXPC/PHF/2025	78676	dave	EXPORTS COMPANY	Phytosanitary Certificate		CHILE	100	Applicant Stage

FIGURE 35: ALL PHYTOSANITARY APPLICATIONS



Click view to open the document details.

Phyto Application						
Exporter Details						
Seed Application	true	SR 14 Number				
Country Of Origin	MOZAMBIQUE	Office Location	Cabo Delgado Province			
Packaging Type		Country Of Destination	CHILE			
Country Of Transit		Point of Entry	AMSTERDAM			
Invoice Number	78676	Consignee	dave			
Consignee Country	BELARUS	Certificate Type	Phytosanitary Certificate			
Country Of Origin	MOZAMBIQUE	UCR Number				
Exporter Name	EXPORTS COMPANY	Conveyance Means	By Sea			
Vessel Name	667	Shipping Order Number	79			
Inspection Location	PIF Beira International Airport	DepartureDate	Feb 27, 2025, 2:46:00 AM			
Prefered Inspection Date/Time	Feb 27, 2025, 2:46:00 AM	Distinguishing Mark	label			
Additional Information	good	Consignment Weight(in kg)	100			
Variety Details						
#	Commodity Name	Botanical Name	Commodity Category	Quantity Weight	Description	Action
	Filter By Commodity Name	Filter By Botanical Name	Filter By Category	Filter By Netweight	Filter By Description	

FIGURE 36: PHYTOSANITARY APPLICATIONS DETAILS WINDOW

### 8.5.2 Restricted Products

All the restricted products are listed here.

Restricted Products						
#	Commodity Name	Commodity Form	Country Name	Start Date	End Date	Action
	Filter By Commodity Name	Filter By Country Name	Filter By Country Name	Filter By Date	Filter By Date	
No Data Available						
					Page Size	10
					First	Prev
					1	Next
					Last	

FIGURE 37: RESTRICTED PRODUCTS

## 9 Importer New Registrations

This Process allows for registration as an Importer.

MAAP Menu → New Registration → Importer Registration

A registration record is automatically created with importer details used during registration. The contact person details, company & location details will be auto populated based on initial registration details.

1. Click on importer registration.
2. Populate the Importer details.
3. Attach required documents.
4. Click save and return.
5. Submit application by forwarding for approval

The screenshot shows the SELICEF web application interface. The top navigation bar includes the logo of the Ministério da Agricultura e Desenvolvimento Rural, the SELICEF logo, and user options like Log Out, New Registration, and English. The sidebar on the left contains navigation links: Home Page, Exports, Imports, Importer Registration (highlighted), Agents, and Settings. The main content area displays the 'Importer Registration' form, which is divided into three sections: Contact Person Details, Company Details, and Location Details. The form fields are populated with the following data:

Contact Person Details		Approval Stage: Applicant Stage		Application Status: DRAFT	
First Name	Kigarde	Last Name	Tomas	Company UserName	importer
Other Names	Tomas	Phone Number	078943565	Application Date	21-02-2025 15:33:31
Email	imports@mailinator.com	National ID	65876779577	Company Name	IMPORTS COMPANY
Company Details		NUIT	089476864	Company Registration Date	2025-02-20
Company Email	imports@mailinator.com	Company Registration No	57	Company Entity Name	Private Company
Building Name	Inhambane	City	Malema	Location Details	
Postal Code	57446	Province	Nampula Province	District	Malema District
Plot No	6880	Ward	Chihulo	Building Name	Inhambane
City	Malema	Postal Address	35Tinhambane	Postal Code	57446
		Plot No	6880	Street Name	Maputo import street
		City	Malema	Email	imports@mailinator.com

FIGURE 38: POPULATED IMPORTER DETAILS.

## 9.1 Attachments

Attach the required files by choosing file and uploading then save document. Status will change from pending upload to upload.

Document Type	Document	Status	Action
Director's National I.D./Alien's Card	<a href="#">Choose File</a> No File Chosen	! Pending Upload	
Certificate of Incorporation/Business Registration	<a href="#">Choose File</a> No File Chosen	! Pending Upload	
MRA NUIT Certificate	<a href="#">Choose File</a> No File Chosen	! Pending Upload	

FIGURE 39: ATTACHMENT

Click on choose file to upload a file.

## 9.2 Upload Additional Attachments

Enter the document name, description and attach the additional files. Confirm upload.

Click here to upload any other document

Click here to submit the application.

FIGURE 40: ADDITIONAL ATTACHMENT.

## 10 Importer Processes

Submit application - awaiting approval from the internal MAAP teams.  
The role changes to that of importer.

The importer role has been updated

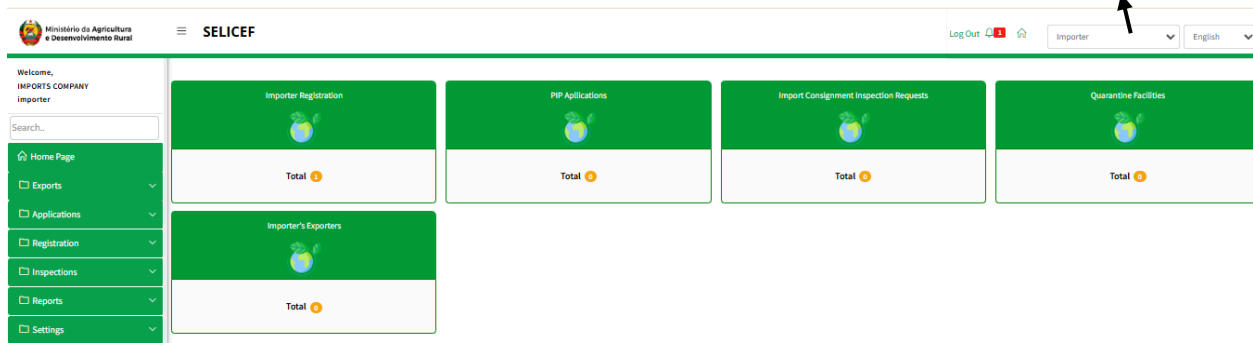
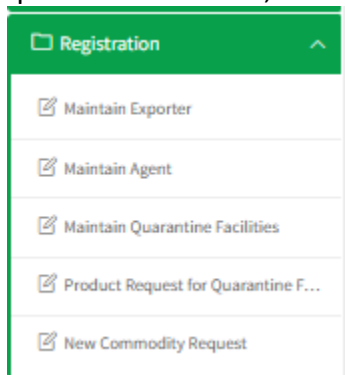


FIGURE 41: IMPORTER WINDOW/HOMEPAGE

### 10.1 Registrations

After importer registration approval, the importer will maintain details of their agents, exporters, quarantine facilities, new commodity requests and product requests for quarantine.



#### 10.1.1 Maintain Exporter

MAAP Menu → Registration → Exporter.

This process allows the importer to add and maintain the exporter.

Click on add to add the exporter details

Click here to add new exporter

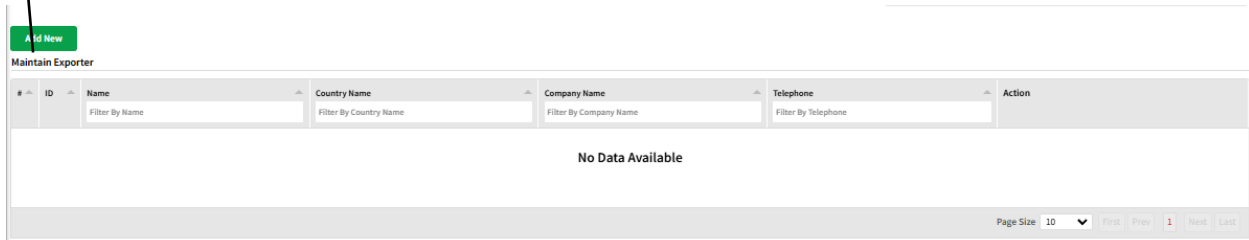


FIGURE 42: MAINTAIN EXPORTER WINDOW

### Update exporter details.

Click save and return to save the details.

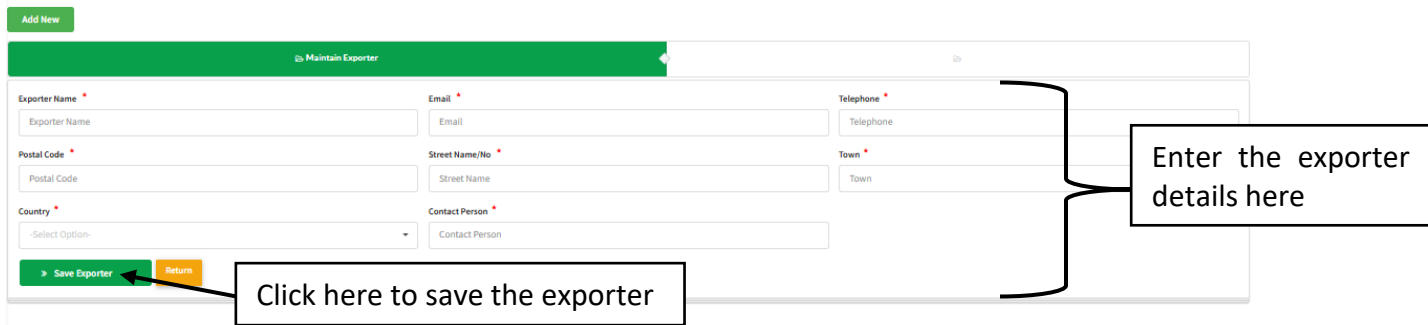


Figure 43: Fig: add new exporter window

### 10.1.2 Maintain Agent

MAAP Menu → Registration → Agent

This process allows users to register an agent acting on their behalf.

Click on add to add the agent's details.

Fill in the agent name and start and end date then proceed to save the

Agent details are populated from a list of approved agents

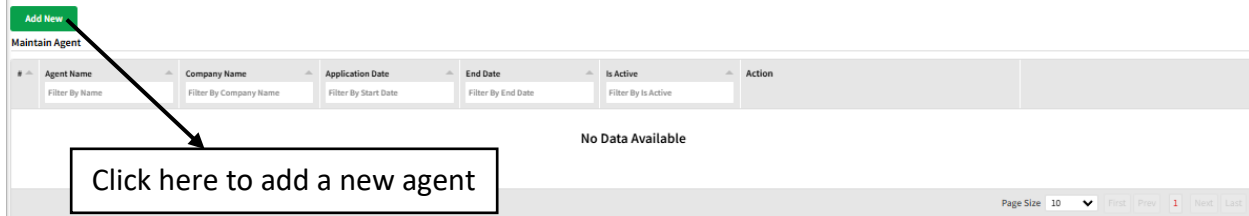
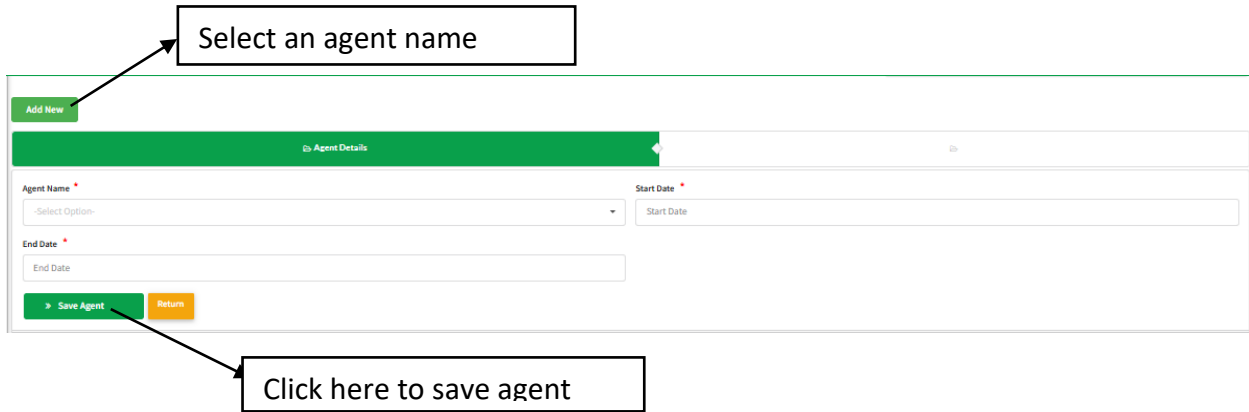


FIGURE 44: A LIST OF AGENTS.



**FIGURE 45: ADD NEW AGENT WINDOW.**

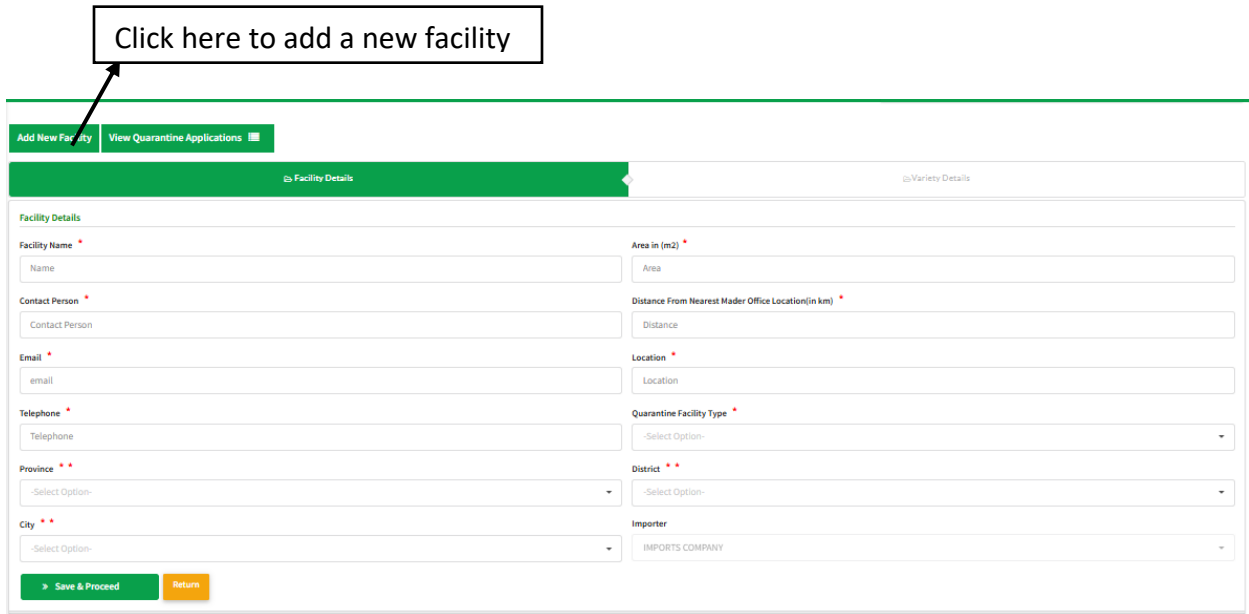
An Importer can view, edit and deactivate an agent.

### 10.1.3 Maintain a Quarantine Facility

MAAP Menu → Registration → Quarantine facility.

Allows importers to apply for a quarantine facility inspection.

1. Click on add new to add details.
2. Click save and proceed to save details.



**FIGURE 46: MAINTAIN QUARANTINE FACILITY WINDOW**

Variety details.

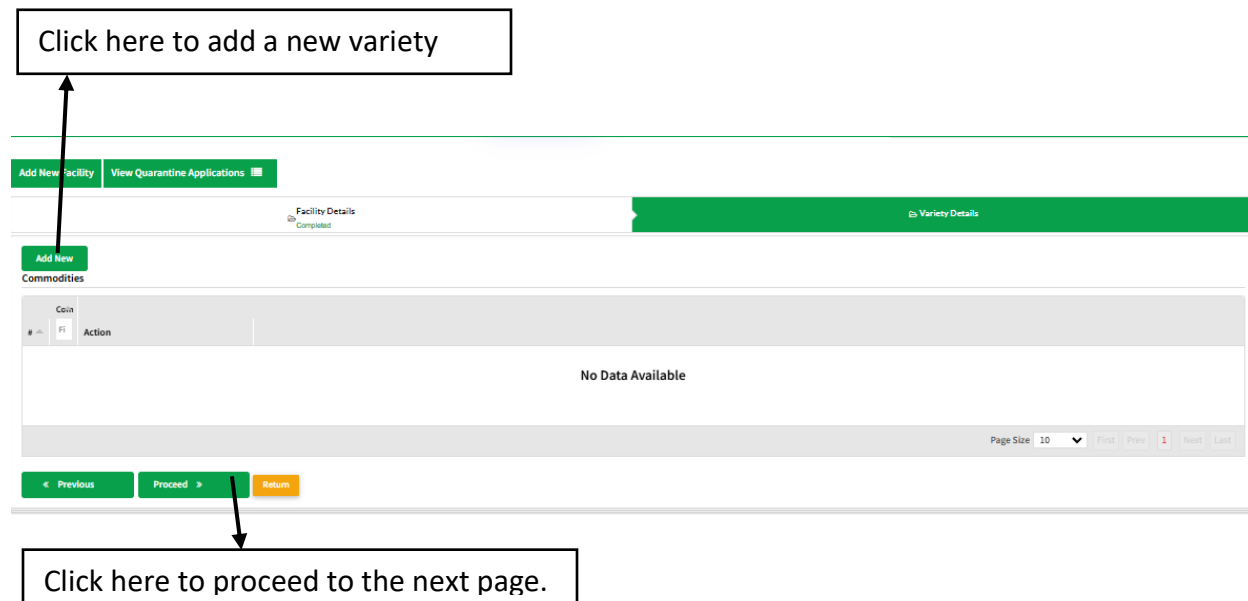


FIGURE 47: VARIETY DETAILS FORM

Click on proceed to continue to make payments.  
For payments refer to IEICS payments on Page 50

#### 10.1.4 Product Request for Quarantine.

Quarantine facility requests for quarantine are listed below

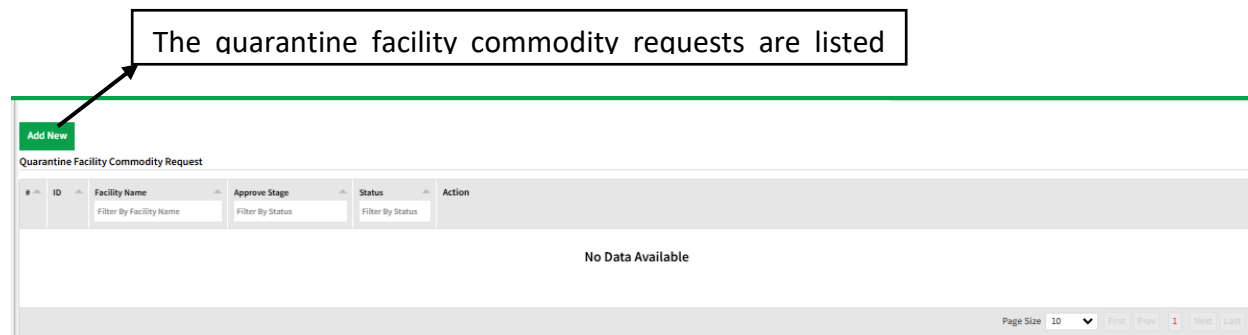


FIGURE 48: PRODUCT REQUEST FOR QUARANTINE

Click add new to add a new product quarantine facility commodity request.

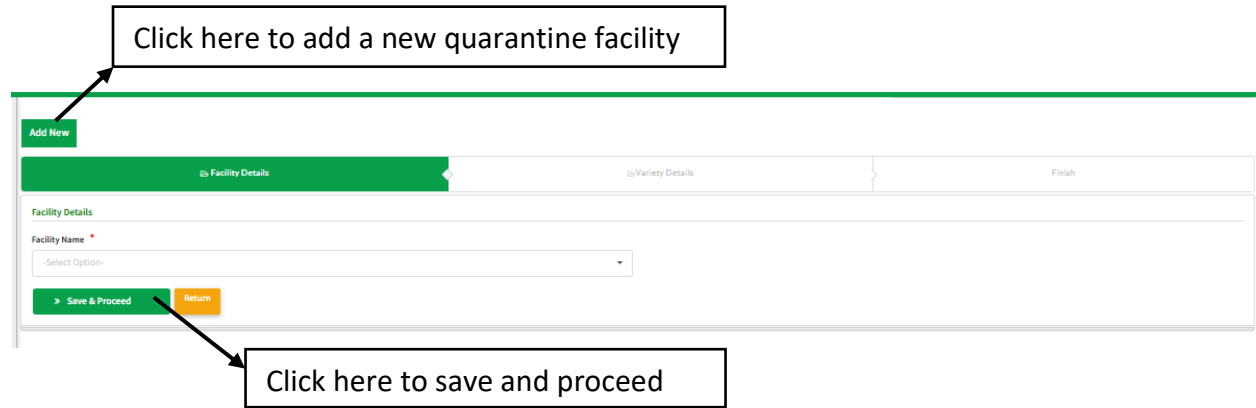
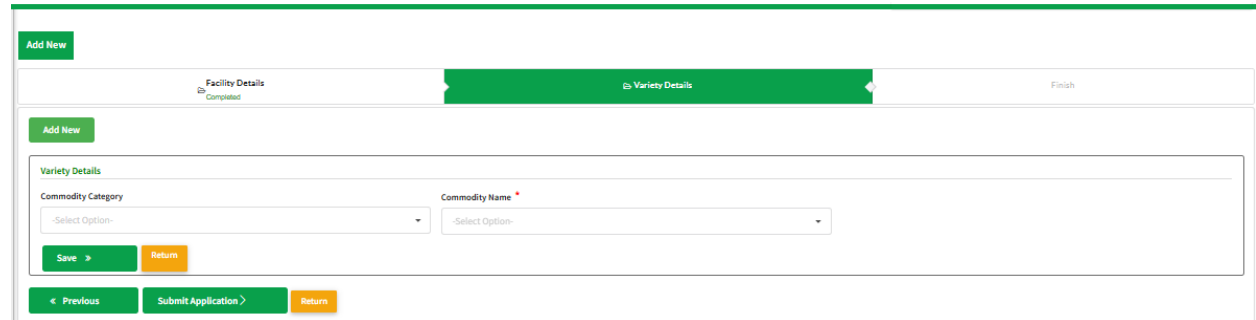


FIGURE 49: ADD NEW QUARANTINE FACILITY

### Variety details

Click add new to add new variety details



### 10.1.5 New Commodity Request.

The commodities are listed on the page.

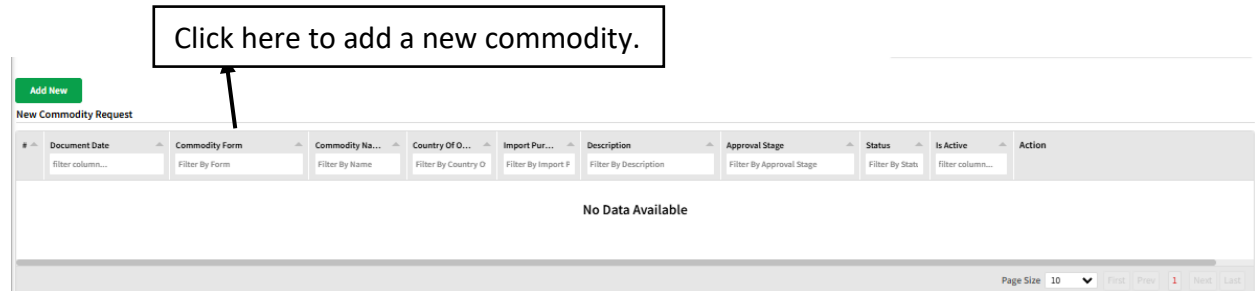


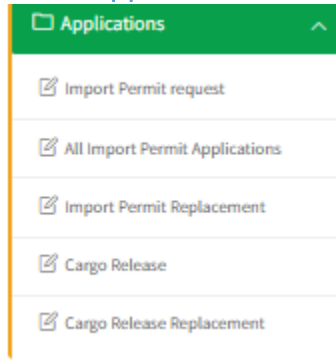
FIGURE 50: NEW COMMODITY REQUEST WINDOW



1. Click add new to add a new commodity.
2. Add the commodity category and commodity farm and proceed to save.
3. Submit application.

FIGURE 51: AGENTS DETAILS

## 10.2 Applications



### 10.2.1 Import Permit Request.

MAAP Menu → Applications → Import Permit Request.

Click add to add a new PIP application request.

FIGURE 52: IMPORT PERMIT REQUEST FORM

1. Capture the PIP application details in the PIP Application Request Form.
2. Add a new exporter, and save the details.

The screenshot shows the 'PIP Application Details' form with a modal window for adding a new exporter. The modal contains the following fields:

- Exporter Name:** Name (text input)
- Exporter Email:** Email (text input)
- Telephone:** Telephone (text input)
- Postal Code:** Postal Code (text input)
- Street Name/No:** Street Name (text input)
- Town:** Town (text input)
- Country Of Exporter:** Select Country (dropdown menu)
- Contact Person:** Contact Person (text input)

Buttons in the modal include 'Exit' (top right), 'Exit' (bottom right), and 'Save Exporter' (bottom right).

FIGURE 53: ADD NEW EXPORTER.

Save and proceed to the variety page.

Add a new pip application variety.

Click here to add a new PIP application

The screenshot shows the 'Variety Details' window. At the top, there is a navigation bar with 'Add New', 'View PIP Requests', and 'View Generated PIPs'. Below this is a table with the following columns:

#	Commodity Type	Import Condition	Import Purpose	Quantity	Action
No Data Available					

At the bottom of the table, there is a pagination control showing 'Page Size 10' and 'First Prev 1 Next Last'. Below the table are buttons for '< Previous', 'Generate PIP Application >', and 'Returns'.

FIGURE 54: VARIETY WINDOW

Click add new to add application

FIGURE 55: FIG PIP APPLICATIONS FORM

### 10.2.2 Import Permit Replacement.

MAAP menu → Applications → Import Permit Replacement

Click add new to start PIP replacement.

Click here to add a new permit replacement

FIGURE 56: IMPORT PERMIT REPLACEMENT

Fill in the import permit application and replacement reason.

The screenshot shows a web form titled 'Add New Replacement'. At the top left is a green button labeled 'Add New Replacement'. Below it is a green bar with 'Replacement Details' and a 'Proceed to Pay' link on the right. The main form area contains two input fields: 'Import Permit Application' with a dropdown menu showing '- Select Option -' and 'Replacement Reason' with a text input field containing 'Reason'. At the bottom, there are two buttons: 'Proceed' and 'Return'.

FIGURE 57: ADD NEW REPLACEMENT

### 10.2.3 All Import Permit Applications.

MAAP menu → Applications → all import permit Applications

The screenshot shows a web interface for 'PIP Applications'. At the top, there are two date input fields (2025-02-19 and 2025-02-22) and a 'Filter' button. Below is a table with the following columns: #, S..., ID, Application D..., Document Number, Company Name, Import Condition, Country of Origin, Place Of Issue, Approval Stage, Status, Is Active, and Action. The table is currently empty, displaying 'No Data Available'. A callout box points to the table area.

The PIP applications are displayed here.

FIGURE 58: IMPORT PERMIT APPLICATIONS WINDOW

### 10.2.4 Cargo Release.

Click on add new to add a new cargo inspection request.

Click here to add new cargo release

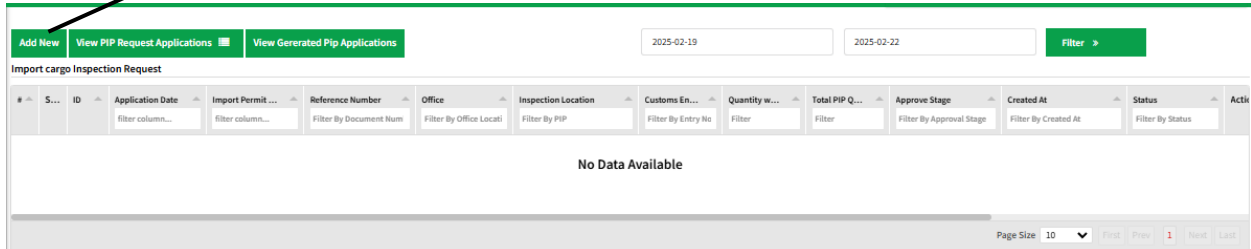


FIGURE 59: CARGO RELEASE PAGE

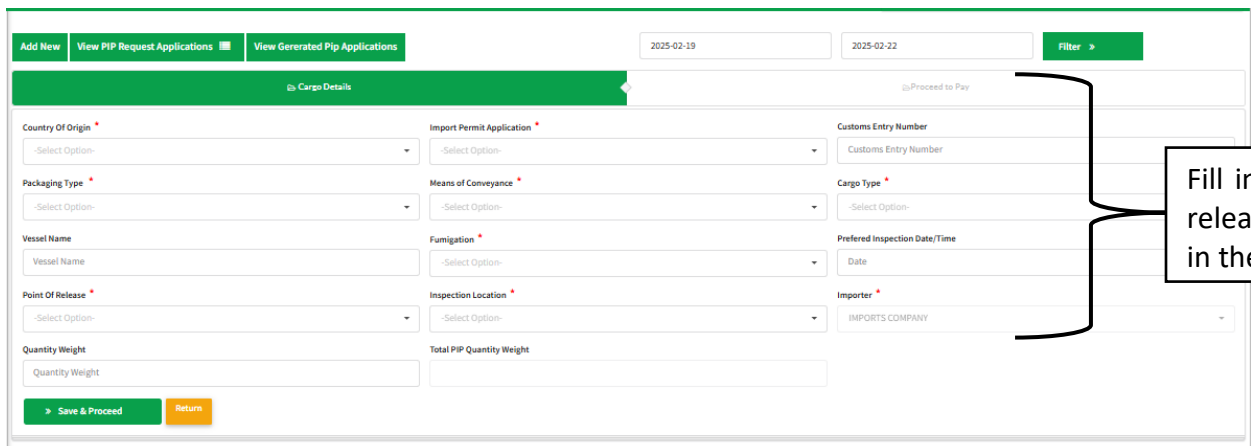


FIGURE 60: FIG: ADD NEW IMPORT CARGO RELEASE.

Save and proceed to make payment.

Refer to payment IEICS Payments, Page 50

### 10.2.5 Cargo Release Replacement.

1. Click on add new replacement
2. Update the replacement details.

Click here to add a new replacement

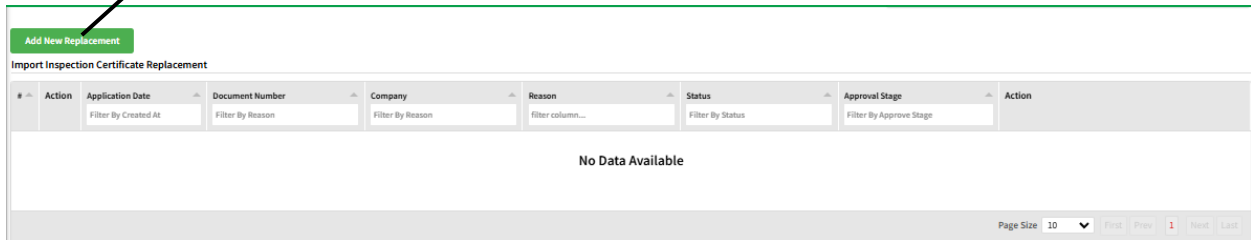
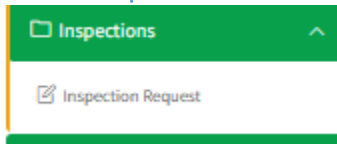


FIGURE 61: CARGO RELEASE REPLACEMENT

Save and proceed to make payment.

Refer to payment IEICS Payments, Page50

## 10.3 Inspections



### 10.3.1 Inspection Requests.

All inspection requests are displayed here, select any inspection request and click on view to open the document.

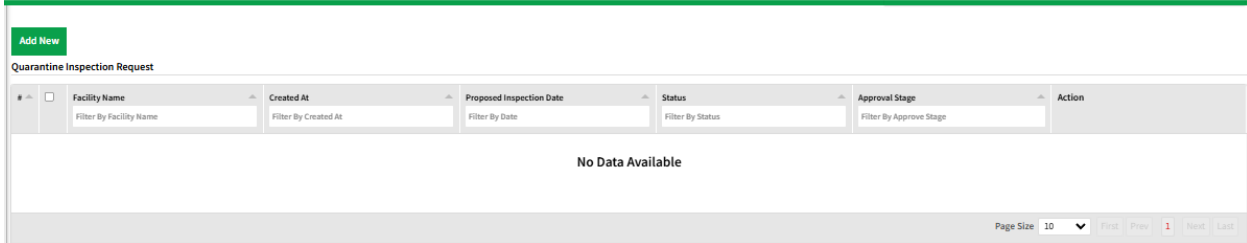


FIGURE 62: INSPECTION REQUEST WINDOW

Click add new to add a new inspection request

Fill in the details and click save and proceed make the payments.

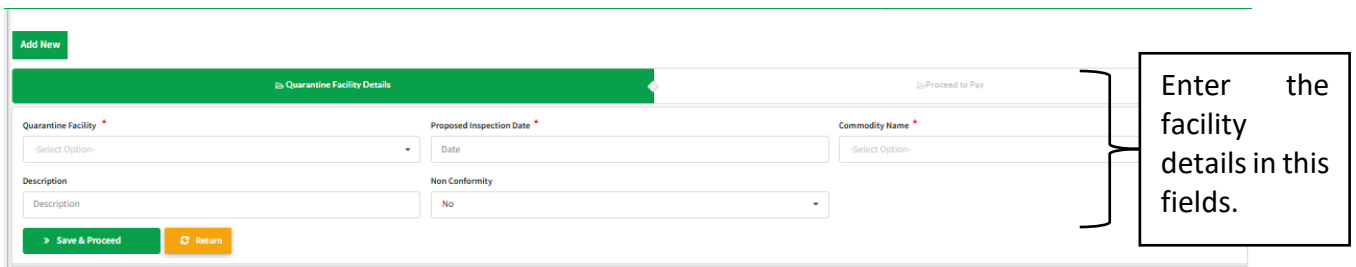


FIGURE 63: QUARANTINE FACILITY DETAILS.

Save and proceed to make payment.

Refer to payment IEICS Payments, Page50

## 10.4 Exports

### 10.4.1 Exporter Registration

The importer can register as an exporter here by filling in the details and submitting them for approval.

The screenshot displays the 'Exporter Registration' form. At the top, it shows 'Approval Stage: Applicant Stage' and 'Application Status: DRAFT'. The form is divided into sections: 'Contact Person Details' and 'Company Details'. A callout box points to the populated details.

Contact Person Details			
Researcher	No	Own Farm	No
Dry Commodity Exporter	No	Consolidator	No
First Name	Kigarde	Last Name	Tomas
Other Names	Tomas	Company UserName	importer
Email	imports@mailinator.com	Phone Number	078943565
National ID	65876779577	Application Date	21-02-2025

Company Details			
Company Name	IMPORTS COMPANY	NUIT	089476864
Company Email	imports@mailinator.com	Company Registration Date	20-02-2025
Company Registration No	57	Company Entity Name	Private Company
Building Name	Inhambane	City	Malema
Postal Code	57446		

Location Details			
Province	Nampula Province	District	Malema District
Ward	Chihulo	Building Name	Inhambane

**Populated exporter details.**

FIGURE 64: EXPORTER REGISTRATION HOME PAGE

Upload the attachments and click submit to submit the application.

The screenshot shows the 'Attachments' section with a table of uploaded documents. Below the table is a 'Commodities' section with a table that currently has no data. At the bottom, there is an 'Upload Any other Attachment (If Any)' section and a 'Submit Application' button.

Document Type	Document	Status	Action
Director's National ID/Alien's Card	ex-1740142498352_3964_60.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen
Certificate of Incorporation/Business Registration	ex-1740142511840_3964_3472.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen
MRA NUIT Certificate	ex-1740142521609_3964_6963.png	✓ Uploaded	<a href="#">Choose File</a> No File Chosen

#	Commodity Name	Licensing Body	Exporter Licence Number	Action
No Data Available				

Page Size: 10 | First | Prev | 1 | Next | Last

**Upload Any other Attachment (If Any)**

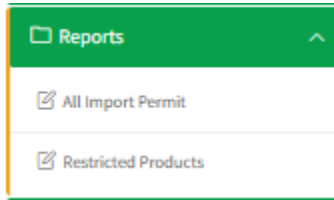
[Upload Document](#)  
(Documents format allowed are jpeg,png , pdf and maximum document size is 2MB)

Document Type	Document	Status
---------------	----------	--------

[Submit Application](#) [Back to Top](#)



## 10.5 Reports



### 10.5.1 All Import Permit

All PIP applications are listed here  
Click view to open the documents.

The screenshot shows a table titled 'All PIP Applications'. The table has a header row with the following columns: #, ID, Application Date, PIP Request Number, Import Condition, Company Name, Country of Origin, Place Of Issue, Approval Stage, Status, Is Active, and Action. Each column has a filter icon and a text input field. The main body of the table is empty and contains the text 'No Data Available'. At the bottom right, there is a pagination control showing 'Page Size 10', 'First', 'Prev', '1', 'Next', and 'Last'.

The PIP applications are listed

FIGURE 65: ALL PIP APPLICATIONS

### 10.5.2 Restricted Products

The restricted products are listed here.

The screenshot shows a table titled 'Restricted Products'. The table has a header row with the following columns: #, Commodity Name, Commodity Form, Country Name, Start Date, End Date, and Action. Each column has a filter icon and a text input field. The main body of the table is empty and contains the text 'No Data Available'. At the bottom right, there is a pagination control showing 'Page Size 10', 'First', 'Prev', '1', 'Next', and 'Last'.

FIGURE 66: RESTRICTED PRODUCTS PAGE IEICS PAYMENTS

## 11 IEICS Payments.

The applicant will be required to make payments prior to submitting for approval.

1. The amount is already populated.
2. Click on pay to make payment.
3. Choose payment mode then proceed to attach payment files
4. Confirm upload to finish the payment process.
5. Payment status will change from not paid to pay.
6. On clicking the pay button, a pop-up screen appears giving the applicant the two (2) available options for payment.
7. Upload document.
8. This redirects the user to the payment option.

Click here to make payment


  

**Make Payments**

[Pay](#) [Refresh Payments](#) [Print Invoice](#)

**Payment Details**

Kindly note that attaching an invalid document may lead to your application being rejected.

 **MZN:3,170** Payment Status: **Not Paid** Invoice No: EXP/10425

Company Name: RICOFFY TRADERS  
Payment Date: Aug 13, 2024, 8:48:23 AM

---

**Summary**

Payment For Farm Export Registration	MZN 3,170	<b>Not Paid</b>
<b>Total Amount</b>	<b>MZN3,170</b>	

[Submit Application >](#)

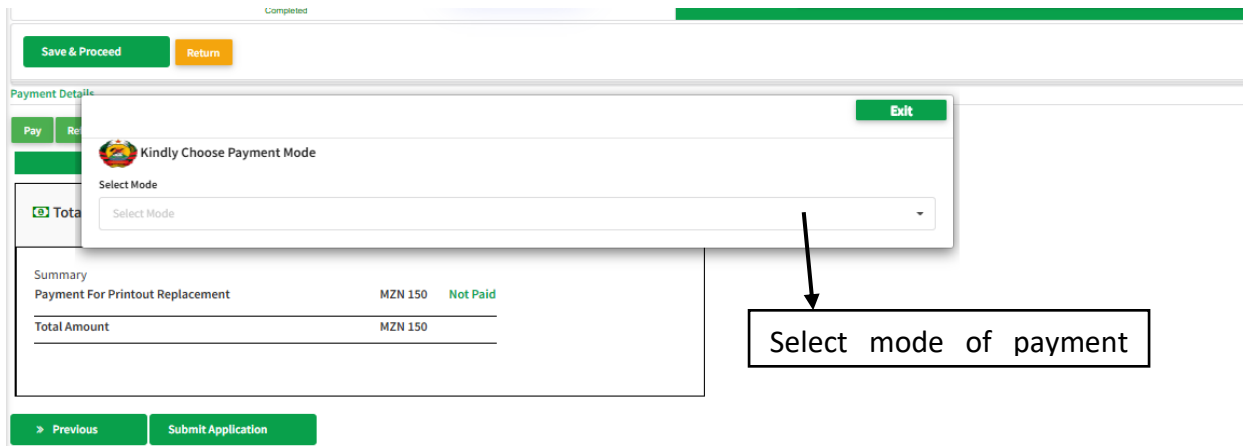


FIGURE 67: SELECTION OF PAYMENT OPTIONS

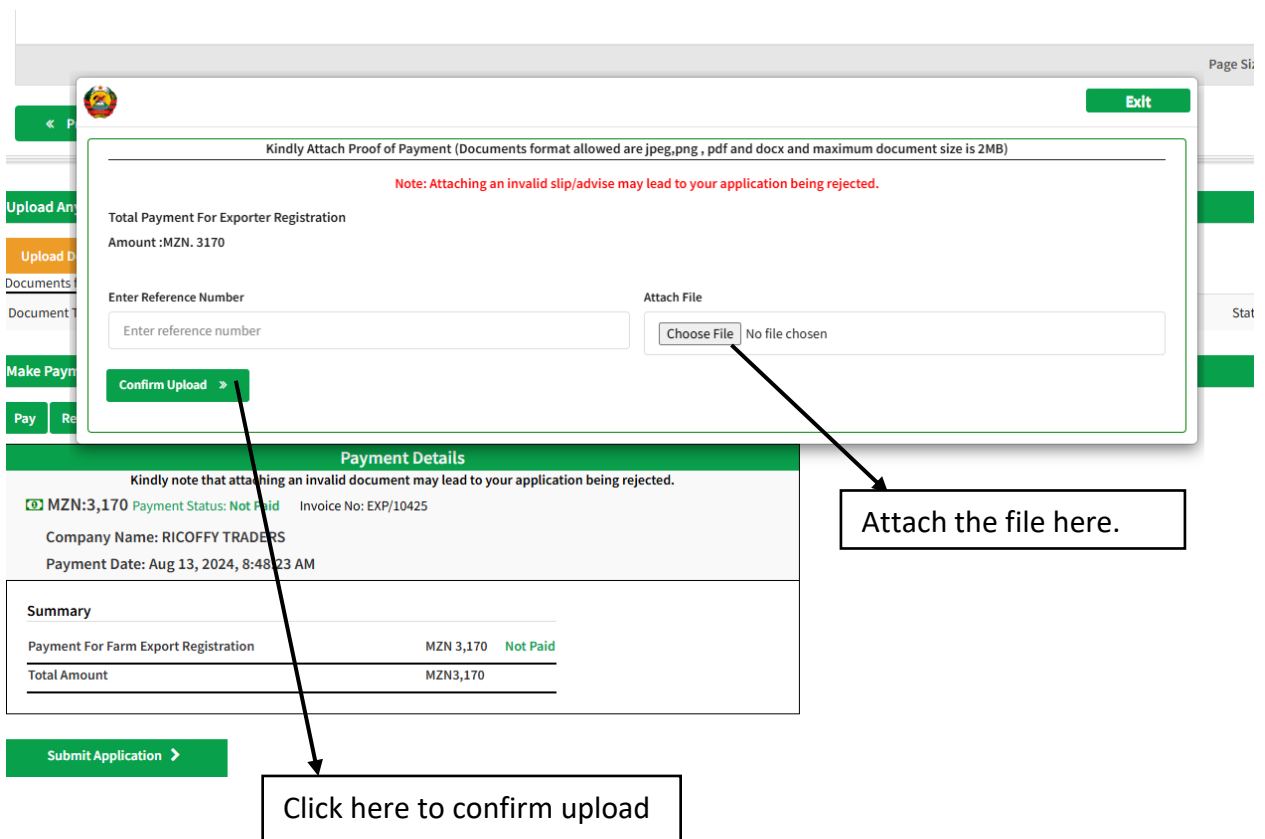


FIGURE 68: ATTACHING PAYMENT FILE

**Make Payments**

[Preview Invoice](#)

**Payment Details**

Kindly note that attaching an invalid document may lead to your application being rejected.

**MZN:3,170** Payment Status: **Paid** Invoice No: EXP/10425

Company Name: RICOFFY TRADERS  
Payment Date: Aug 13, 2024, 9:00:21 AM

**Summary**

Payment For Farm Export Registration	MZN 3,170	<b>Paid</b>
<b>Total Amount</b>	<b>MZN3,170</b>	

[Submit Application >](#) Click here to submit application

FIGURE 69: APPLICATION PAID WITH STATUS CHANGE

The document will go through internal approvers and the user will be approved as an Exporter after passing the inspection.

## 12 Agent New Registration.

MAAP menu → new registration → Agent Registration.

A registration record is automatically created with agent details used during registration. The contact person details, company & location details will be auto populated based on initial registration details as shown below.

The screenshot shows the 'AGENT COMPANY' profile page in the SELICEF system. The page is divided into three main sections: Account Information, Company Information, and Location Information. A callout box on the right side of the page indicates that contact person details, company, and location details are auto-populated.

Account Information			
First Name	Prince	Last Name	Kelly
Other Names	Vincent	Company UserName	agentcompany
Email	agent@mailinator.com	Phone Number	073456756
National ID	57734463673	Staff ID	N/A
Application Date	25-02-2025 09:03:29	<a href="#">Update Profile</a>	
Company Information			
Company Name	AGENT COMPANY	Company Email	agent@mailinator.com
NUIT	985678584	Company Registration Date	2025-02-25
Company Registration No	980	Company Entity Name	Private Company
Location Information			
Province	Tete Province	District	Zumbo District
City	Zumbu	Building Name	Agents building
Postal Address	4545maputo	Postal Code	68798
Plot No	809	Street Name	Maputo street
City	Zumbu	Email	agent@mailinator.com
<a href="#">Update Location</a>			

Auto populated contact person details, company and location details.

### 12.1 Attachments.

Attach the required files by choosing file and uploading then save document. Status will change from pending upload to upload.

#### Upload Any Other Attachments

Enter the document name, description and attach the file.

Confirm upload.

Submit application -Wait for approval from the inspector and senior inspect

Click here to choose the file to upload

Attachments

Attachment (Documents format allowed are jpeg, png, pdf and docx and maximum document size is 2MB)

Document Type	Document	Status	Action
Customs License	<a href="#">Choose file</a> No File Chosen <a href="#">Save Document</a>	! Pending Upload	
Research License	<a href="#">Choose file</a> No File Chosen <a href="#">Save Document</a>	! Pending Upload	

Upload Any other Attachment(If Any)

[Upload Document](#)

(Documents format allowed are jpeg, png, pdf and docx and maximum document size is 2MB)

Document Type	Document	Status
---------------	----------	--------

[Submit Application](#) [Back to Top](#)

## 12.2 Exports

### 12.2.1 Agent Phyto Applications.

MAAP Menu → Exports → Agent phyto Application.

This process allows the user to apply for a Phytosanitary certificate.

1. Click on add to populate the details.
2. Click on save to save details.

Click here to add new phyto

[Add New Phyto](#) [View My Applications](#)

Certificate Application

#	Action	ID	Application Date	Company Name	Document Number	Invoice No...	Consignee	Company Name	UCR No	Destination	Total W...	Approval St...	Status	Action
			filter column...	Filter By PIP	Filter By Document Number	Filter By Invoice I	Filter By Consignee	Filter By Company Name	Filter By UCR Nur	Filter By Destin	Filter By Tot	Filter By Appro	Filter By Stat	
No Data Available														

Page Size 10 [First](#) [Prev](#) 1 [Next](#) [Last](#)

FIGURE 70: PHYTOS LIST PAGE.

Click on add new to add new phyto.

The screenshot shows a web application interface for adding a new phyto certificate. The form is titled 'Certificate Phyto Details' and is divided into several sections:

- Exporter Details:** Includes fields for Agent Name (AGENT COMPANY), Invoice Number (Invoice Number), Country of Origin (KENYA), Is Repackaged? (No), Place Of Issue, Point of Entry (Point Of Entry), UCR Number (UCR Number), Shipping Order No (Shipping Order Number), Departure Time/Date (Departure Time/Date), and Consignment Weight (kg) (Consignment Weight).
- Company Name:** A dropdown menu for selecting the company.
- Seed Application:** A dropdown menu for selecting the seed application.
- SR 14 Number:** A dropdown menu for selecting the SR 14 Number.
- Country of Origin Phyto sanitary certificate Number:** A dropdown menu for selecting the certificate number.
- Country of Destination:** A dropdown menu for selecting the destination country.
- Means of Conveyance:** A dropdown menu for selecting the means of conveyance.
- Inspection Location:** A dropdown menu for selecting the inspection location.
- Additional Information:** Includes fields for Preferred Inspection Date/Time, Preferred Inspection Date/Time, and Additional Information.

A callout box on the right side of the form contains the text 'Fill in the consignment details in their respective' with a bracket pointing to the form fields.

FIGURE 71: CERTIFICATE PHYTO DETAILS

1. Select the consignee by clicking on the drop down.
2. The consignee are listed depending on the company name
3. If the consignees are not listed, the exporter is responsible for assigning agents.

The screenshot displays a web application interface for adding a new consignee. The main form is titled "Consignment Details" and is divided into several sections:

- Exporter Details:** Includes fields for Agent Name (AGENT COMPANY), Invoice Number, Country of Origin (KENYA), Is Repackaged? (No), Place Of Issue (Select Option), Point of Entry, and UCR Number.
- Consignee Information:** Includes fields for Consignee Name (Name), Consignee Email (email), Telephone, Postal Address (Postal Code), Street Name, Town, Country Of Consignee (Select Country), and Physical Address.
- Exporter:** A dropdown menu for selecting the exporter.

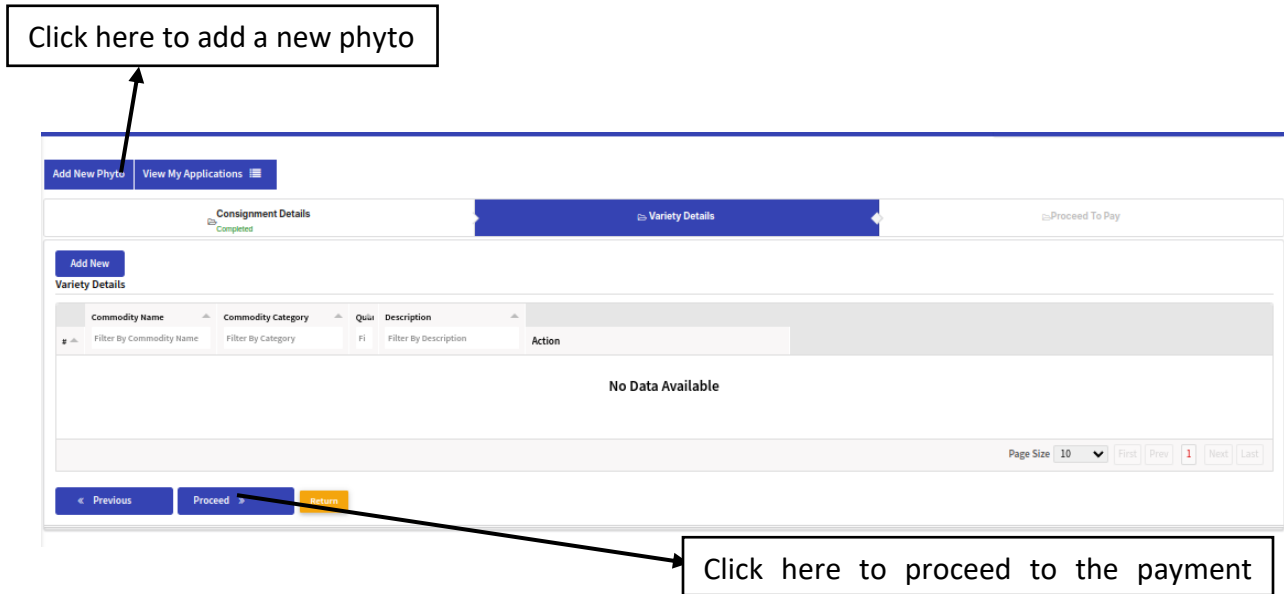
At the bottom right of the form, there are two buttons: "Exit" (red) and "Save Consignee" (green). A callout box with a black border and white background points to the "Save Consignee" button, containing the text: "This is the new consignee form fill in the details and save the consignee".

FIGURE 72: ADD A CONSIGNEE



## Variety details.

1. Click add new to add commodity details.
2. Click save the details.
3. Click on proceed to make payments.



Save and proceed to make payment.  
Refer to payment IEICS Payments, Page50

## 12.3 Imports

- ### 12.3.1 Agent Pip Application Request.
- MAAP Agent menu Imports → PIP Application Request.  
Click add to add a new PIP application request.

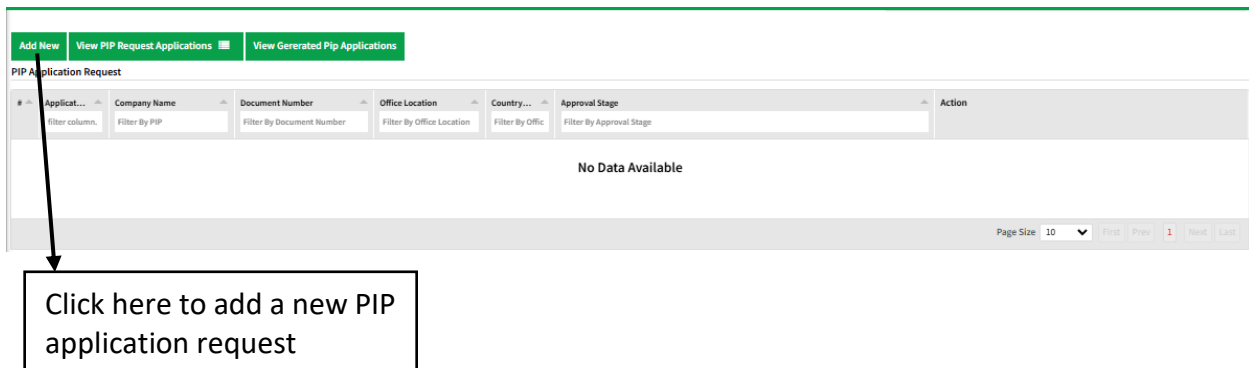


FIGURE 73: PIP DETAILS FORM.

1. Click add new to add a new pip application request.
2. Fill in the form
3. Add a new exporter, and save the details.
4. Click save & proceed to save the information.

### 12.3.2 PIP Applications.

All PIP applications are listed here;

All PIP applications are listed

FIGURE 74: PIP APPLICATION LIST

### 12.3.3 Cargo Release.

Click on add new to add a new cargo inspection request.

Click here to add a new cargo

The screenshot shows a web application interface for 'Import cargo Inspection Request'. At the top, there are three buttons: 'Add New', 'View PIP Request Applications', and 'View Generated Pip Applications'. Below these is a table with columns: #, Action, ID, Application Date, Import Permit Applicat..., Company Name, Reference Number, Office, Inspection Location, and Customs Entry Nu... Each column has a filter dropdown. The table content is empty, displaying 'No Data Available'. At the bottom right, there is a pagination control showing 'Page Size 10', 'First', 'Prev', '1', 'Next', and 'Last'. An arrow from the text box above points to the 'Add New' button.

Click add new to add a new cargo release

The screenshot shows the 'Cargo Details' form. It contains several input fields: 'Agent Name' (with 'AGENT COMPANY' selected), 'Company Name' (with '-Select Option-' selected), 'Country' (with '-Select Option-' selected), 'Import Permit Application' (with '-Select Option-' selected), 'Customs Entry Number' (with 'Customs Entry Number' entered), 'Packaging Type' (with '-Select Option-' selected), 'Means of Conveyance' (with '-Select Option-' selected), 'Container Type' (with '-Select Option-' selected), 'Vessel Name' (with 'Vessel Name' entered), 'Fumigation' (with '-Select Option-' selected), 'Preferred Inspection Date/Time' (with 'Date' entered), and 'Point Of Release' (with '-Select Option-' selected). At the bottom, there are two buttons: 'Save & Proceed' and 'Return'. A callout box on the right side of the form contains the text 'Enter the cargo release details here.' and has a bracket pointing to the input fields.

Click here to save and

Save and proceed to make payment.  
Refer to payment IEICS Payments, Page50

## 12.4 Reports

### 12.4.1 All Phytosanitary Applications

All phytosanitary applications are listed here, click view to open the documents.

Click here to add a new

All the phyto applications are listed

FIGURE 75: ALL PHYTOSANITARY APPLICATIONS

### 12.4.2 All PIP applications

All the PIP applications are listed here

Restricted Products

No Data Available

FIGURE 76: RESTRICTED PRODUCTS

## 13 Settings

### 13.1 Profile

On the menu, navigate to Settings ⇒ Profile.

This displays the user and company details. Select details can also be updated using the update profile and location buttons.

The screenshot shows the SELICEF user interface. At the top, there is a header with the logo of the Ministério da Agricultura e Desenvolvimento Rural, the text 'SELICEF', and options for 'Log Out', 'New Registration', and 'English'. A left sidebar contains navigation links: Home Page, Exports, Imports, Agents, Settings, Profile, and Change Password. The main content area is titled 'Account Information' and contains a table of user details:

Account Information			
First Name	Lucy	Last Name	Mejer
Other Names	Cherobon	Company UserName	exports
Email	exports@mailinator.com	Phone Number	067353425
National ID	368900863	Staff ID	N/A
Application Date	20-02-2025 14:40:53	<a href="#">Update Profile</a>	

Below this is the 'Company Information' section:

Company Information			
Company Name	EXPORTS COMPANY	Company Email	exports@mailinator.com
NUIT	898745326	Company Registration Date	2025-02-19
Company Registration No	507	Company Entity Name	Partnership

An arrow points from the 'Update Profile' button to a callout box that says 'Click here to update profile'.

FIGURE 77: PROFILE PAGE

### 13.2 Change Password

On the menu, navigate to Settings ⇒ Change Password.

This displays the option to update the password set.

The screenshot shows the 'Change Password' form. It includes an 'Email Address' field with the value 'exports@mailinator.com'. Below it are two password fields: 'New Password' and 'Confirm New Password'. A green 'Change Password' button is located below the 'New Password' field. Three callout boxes with arrows point to these elements:

- 'Click here to change the password' points to the 'Change Password' button.
- 'Enter the new password' points to the 'New Password' input field.
- 'Confirm the new password' points to the 'Confirm New Password' input field.

FIGURE 78: CHANGE PASSWORD PAGE