



V A N U A T U

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

SANITARY AND PHYTOSANITARY MODULE TERMS AND REFERENCE

Applicant – Submission of SPS Applications

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| Job Summary | <ul style="list-style-type: none">• Prepare and submit SPS applications:<ul style="list-style-type: none">- For imports, an import permit must be obtained prior to the shipment of the consignment from the port of export- For exports, an export certificate must be obtained prior to the export of the consignment from Vanuatu• Respond to queries from Biosecurity Officer regarding application.• To meet all Biosecurity regulations and requirements in regards to the submission of SPS applications.• To comply with the signed Memorandum of Agreement “Relating to the Security and Use of the Vanuatu Electronic Single Window (VeSW) System”. |
| Location | Anywhere on the Internet. |
| Reference Docs | <ul style="list-style-type: none">• Flowchart: Submitting applications to the VeSW• Flowchart: Requesting a Trader Code• SPS - Understanding terminologies• SPS - Reference tables and Coding conventions• Flowchart: Animal Health Certificate application process• Flowchart: Animal Import Permit application process• Flowchart: Plant Export Certificate application process• Flowchart: Plant Import Permit application process• SOP Live Animals and Animal Products Health Certificate• SOP Live Animals and Animal Products Import Permit• SOP Plants and Plant Products Export Certificate• SOP Plants and Plant Products Import Permit• SPS Module “How To” Notes |
| Other specific Biosecurity Guidelines | <ul style="list-style-type: none">• Plant Import Specifications Manual |

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| Procedure | <p>The Authorized VeSW User should log into the VeSW system using their dedicated username and password to conduct any system procedure. (S)</p> <p>Note: Failure to provide all the required and correct information, with required documents, is not only in breach of the law, but may result in a delay in the processing of the application.</p> <p>1. <u>Submission of SPS applications</u> Fill out the SPS application required, capturing as much information as possible. (S)</p> <p>2. <u>Responding to queries from Biosecurity</u> Should there be a query from Biosecurity, the Applicant will receive an email to check the application in the system and respond to query from Biosecurity. (S)(M)</p> <p>3. <u>Payment of application fees</u> 3.1 Tender correct payment amount to Biosecurity equivalent to the amount shown on the approved application. (M)¹ 3.2 Ensure that any cheque payments are made out to the “Vanuatu Government” as the payee, dated and signed (M)². 3.3 Present the application registration number and payment to the Biosecurity Cashier at the Biosecurity Office, where the application was lodged in the system, for payment. (M)</p> <p>Note: It is possible to make one remittance of multiple applications using a single means of payment– either cash or cheque.</p> <p>4. <u>Receiving Permit or Certificate</u> 4.1 Once the application fees has been paid, the Biosecurity Cashier can print the Permit or Certificate or the Applicant. (S) 4.2 Otherwise, the Applicant can print the Permit or Certificate themselves from the VeSW system. (S)</p> <p>5. <u>Application amendment</u> Should, at any stage after the application is submitted, the Applicant identifies an error in the application, they should contact Biosecurity immediately requesting the amendment on the application. (M)</p> |
| Legend | (M) = Manual action (S) = System action |

¹ For security purpose, the maximum authorized cash payment is 50,000vt. Payments can also be automatically done online.

² Biosecurity may accept bank cheques from Applicants or from authorized Traders only.