



TradeWindow Prodoc Fact Sheet - AP E-cert



Introduction

Prodoc can raise Health Certificates via the MPI AP E-cert system for meat, seafood, game, poultry, eggs, pet food, bee products, hides, wool and skins, and dairy.

Will using Prodoc save me time on my Health Certificates?

In most cases yes. However, if your existing process involves taking a single Eligibility Document (ED) and turning it into an Export Certificate without the need to add additional data then you may find that doing this via Prodoc is no more efficient than doing it via the AP E-cert website.

This is common in the seafood industry, where in most cases Prodoc is not used for AP E-cert.

What you'll need

A very simple rule is that to submit to AP E-cert from Prodoc, you must be able to do the same via the AP E-cert website. Prodoc also needs a system login – more on that below.

If you're new to AP E-cert then you'll first need to follow the steps to register. Search for AP E-cert and the top result should be where you need to start.

Users of the system will need a RealMe account.

How to get a system login

You'll need to complete the EC03 System Access form and send to ecert.admin@mpi.govt.nz

A copy of the EC03 should be included in your Fact Sheet pack.

How it works

Prodoc uploads data directly to AP E-cert, placing your request in a Raised state. This is then picked up and approved as normal. Due to the nature of the AP E-cert system Prodoc does not receive a certificate back electronically. However, there are processes that can be followed to amend or replace certificates from within Prodoc.

If you're unfamiliar with the process it is recommend to raise some certificate requests via the website so that you have a good understanding of the data requirements and the overall process.