



Department
for Environment
Food & Rural Affairs

GB Traders Webinar

How to Register for The Import of Products,
Animals, Food and Feed System (IPAFFS)

For POAO and HRFNAO only

August 2021



Content

This is a walk-through of the IPAFFS registration process. This webinar will cover registration for POAO and HRFNAO only, including:

- How to register for IPAFFS, including
 - How to create a Government Gateway account
 - How to create a Defra account
- How to invite team members to your organisation account
- How to assign a team member account, service and service role
- You're welcome to register your company whilst we do this walk-through
- Overview of the IPAFFS address book

This webinar will not:

- Repeat the content in the general POAO webinar which goes into detail on the phased changes

Agenda

1. Overview of IPAFFS and Pre-Notifications
2. Registration Guidance
3. Accessing IPAFFS
4. IPAFFS Demonstration
5. Be Prepared
6. Questions and Answers

Overview of IPAFFS and Import Notifications

Overview: The Import of Animals, Food and Feed System – IPAFFS - is Great Britain's National system for the notification of the arrival of SPS goods into GB

- IPAFFS is currently being used to pre-notify the import of Live Animals, Germinal Products, Products of Animal Origin (under safeguard measure) from EU/EEA countries
- From 1 October 2021, all POAO and HRFNAO arriving from EU/EEA countries must also be pre-notified in IPAFFS (please note a full CHED is not required)
- All notifications must be raised in IPAFFS by the person responsible for the load, and it must be done in advance of the goods arriving at the point of entry in Great Britain

Registration Guidance

Overview: Before you can submit your first pre-notification, you must register for IPAFFS

- Decide who will register the business or organisation
- The first person to register will automatically be the administrator for the company **and will need to invite other company users to register for them to gain access under one company**
- The administrator can create other 'administrators' to share the task and we suggest that you always have at least two administrators in case one person is away or leaves permanently
- You can use an existing Government Gateway account or create a new one, but we recommend you have different accounts for personal and business
- Each person using IPAFFS must have a Gateway account – **do not** share accounts
- You will need your company's information to hand, including company registration number and type (e.g. Limited Company, Sole Trader etc.)

Remember:

If you've already registered your business for another Defra Service (e.g. exports), you do not need to re-register for a Government Gateway account

Accessing IPAFFS

- **Overview:** You can add the IPAFFS link to your Bookmarks for faster access <https://import-products-animals-food-feed.service.gov.uk/notification/prd/protected/notifications>

- For the best user experience, we recommend
 - Google Chrome for laptops and desktops
 - Safari or Google Chrome for handheld devices such as mobiles or tablets (some non standard internet browsers may have reduced functionality)
- Using Internet Explorer will still allow you to raise notifications, but this is not recommended
- If errors occur, it is recommended to clear your cache and browser history
- If you have forgotten your password or memorable word, you can reset it online
- You can contact APHA Service Desk if you have a query/issue with system registration, system access or government gateway ID/recovery word

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

Problems signing in

[I have forgotten my password](#)

[I have forgotten my Government Gateway user ID](#)

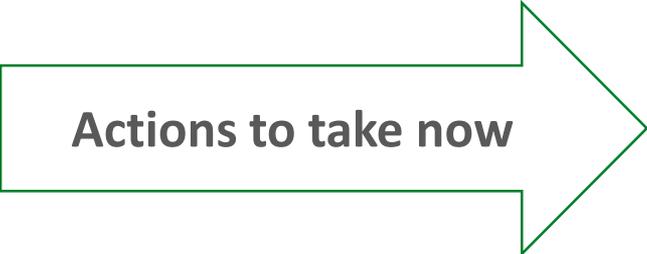
[I have forgotten my Government Gateway user ID and password](#)



IPAFFS Registration Demonstration



Be Prepared Now...



Actions to take now

Having trouble registering?

APHA Service Desk

- Telephone: 03300 416 999
- Email: aphaservicedesk@apha.gov.uk

Register for the **live** IPAFFS service using the link - [IPAFFS LIVE Environment](#)

Speak to your organisation's administrator, if your organisation is already registered. If your organisation administrator has left the company, please speak with APHA Service Desk

You can use the IPAFFS [IPAFFS Training Environment](#) alongside the guidance.

You will need to create another Government Gateway account specifically for this training environment

Sign up for new requirement and notification webinars - [Sign Up Here](#)

There is further IPAFFS guidance available on gov.uk
<https://www.gov.uk/guidance/import-of-products-animals-food-and-feed-system>

Written and video IPAFFS guidance can be found on our [Dropbox](#) microsite

Start to pre-load your address book (e.g. place of origin, importer, place of destination)

Email traders@defra.gov.uk for any queries relating to the new rules for animal and animal product imports



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Please use this time to raise any questions in the chat function
for our panel to answer



Thank You

