Export Applicant

Split an Approved 9060-5 Application
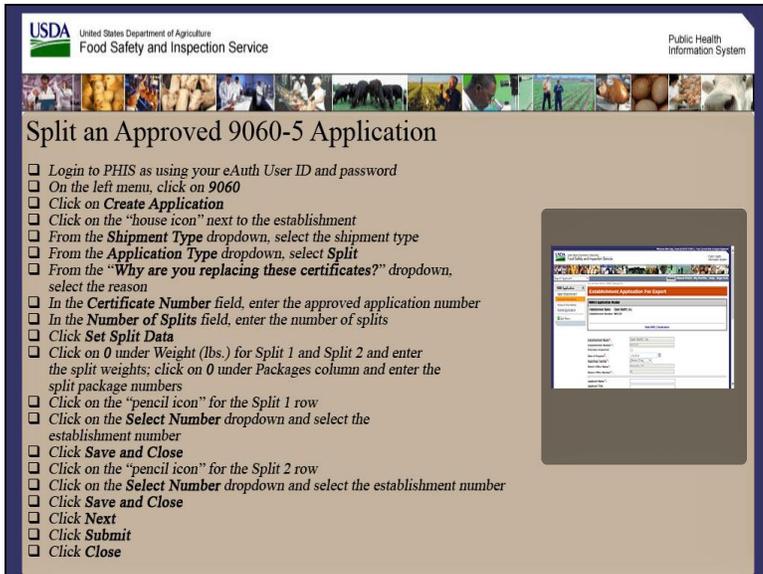
Welcome to the Public Health Information System. In this demonstration, you will learn how to split an approved 9060-5 application. I'll guide you through the steps of accomplishing this task.

Login to PHIS using your eAuth User ID and password and then click the Login button.
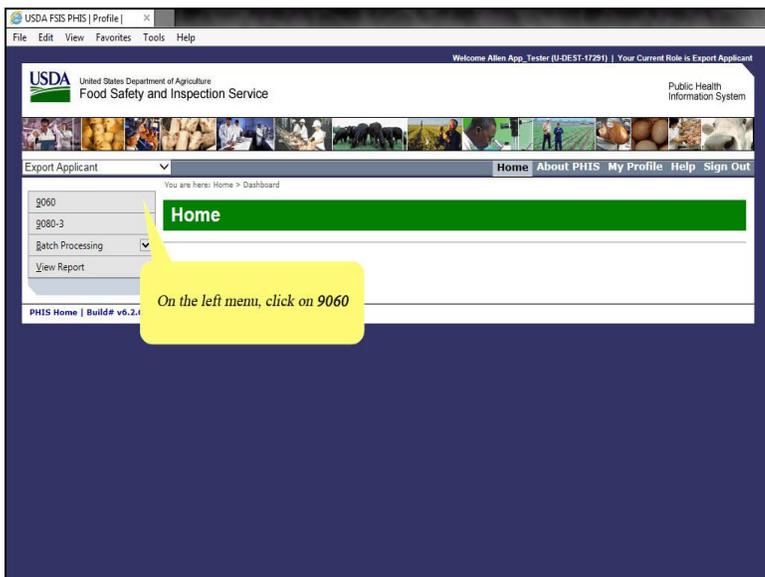
First, click on 9060 in the left menu of Export Applicant.
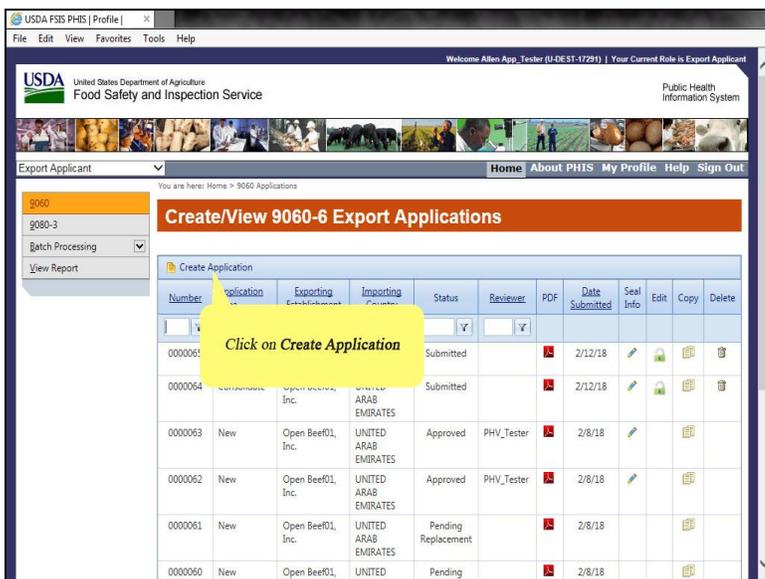
Next, click on Create Application.
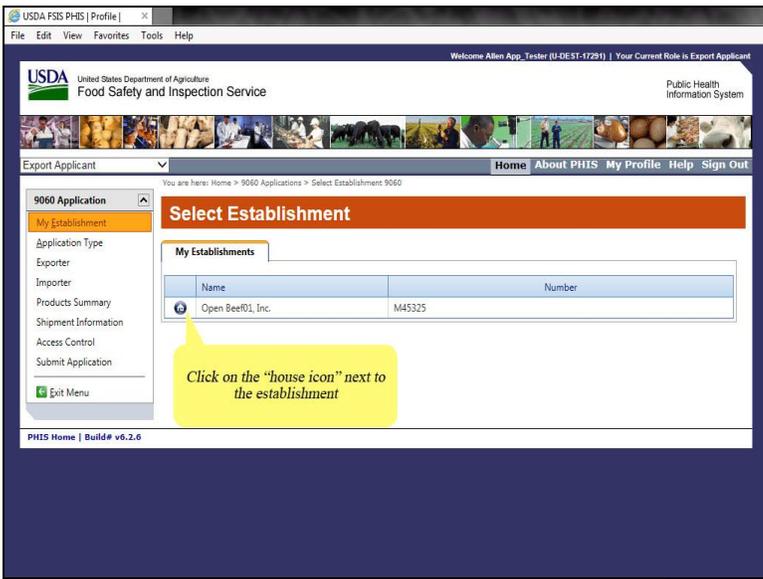
The Select Establishment page appears.
Click the house icon in the left column of the desired establishment.
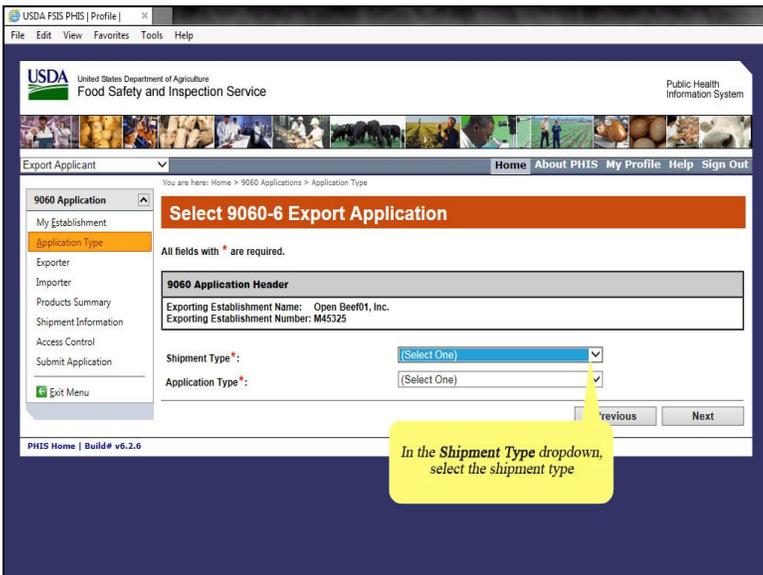
The Select 9060-6 Export Application page appears.
Select the Shipment Type from the dropdown.
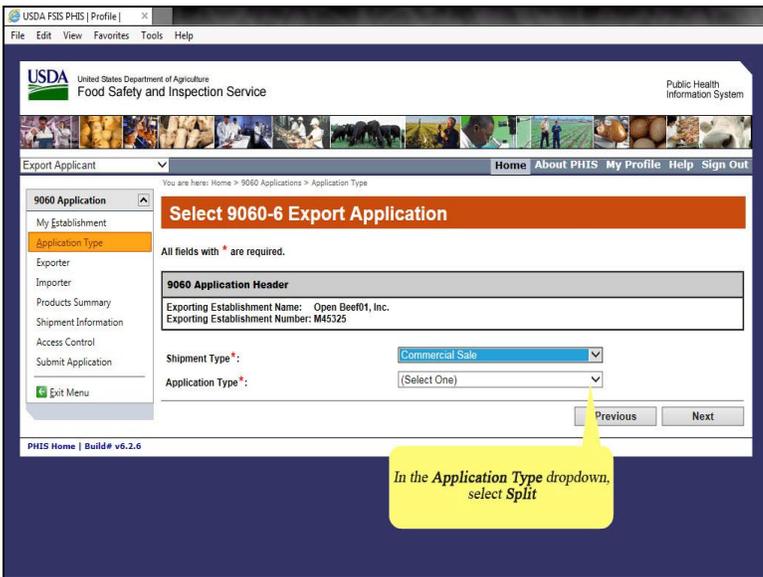
In the Application Type dropdown, select Split.
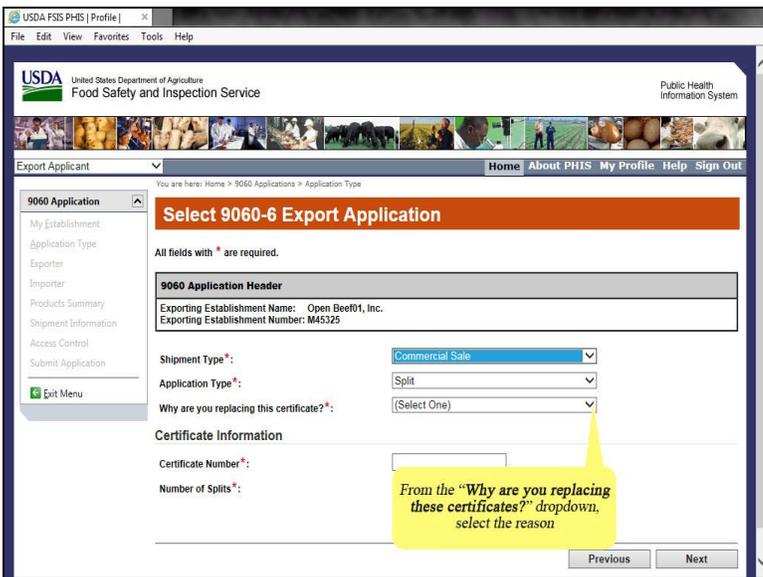
From the "Why are you replacing these certificates?" dropdown, select the reason "Split Shipment".

In the Certificate Number field, enter the approved application number.

In the Number of Splits field, enter the number of new applications you want to create.
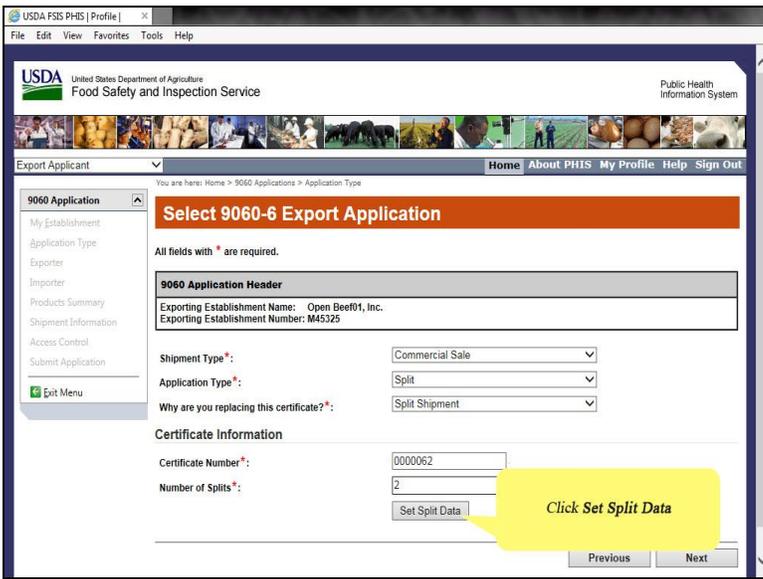
Click Set Split Data.
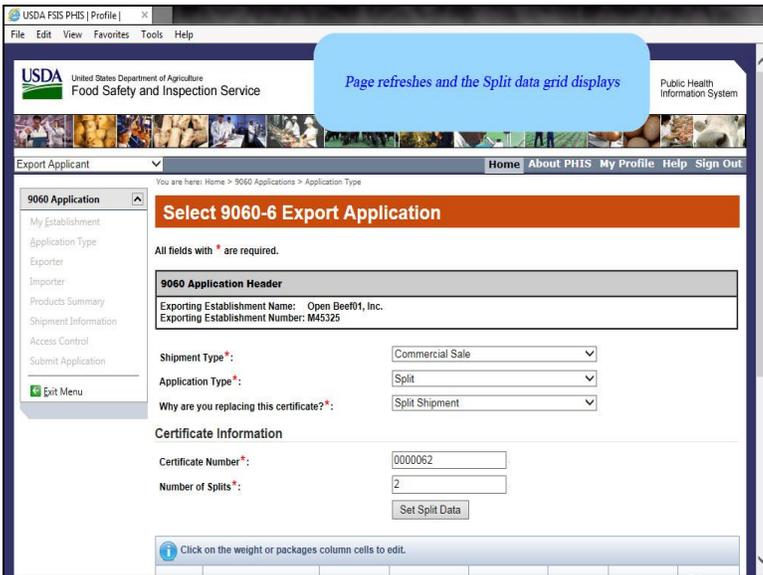
The page refreshes and the Split data grid displays.
Scroll down to the data grid.

Click on zero under the Weight column for Split 1.
Enter the split weight and split number of packages.

Click on zero under the Weight column for Split 2.
Enter the split weight and split number of packages.
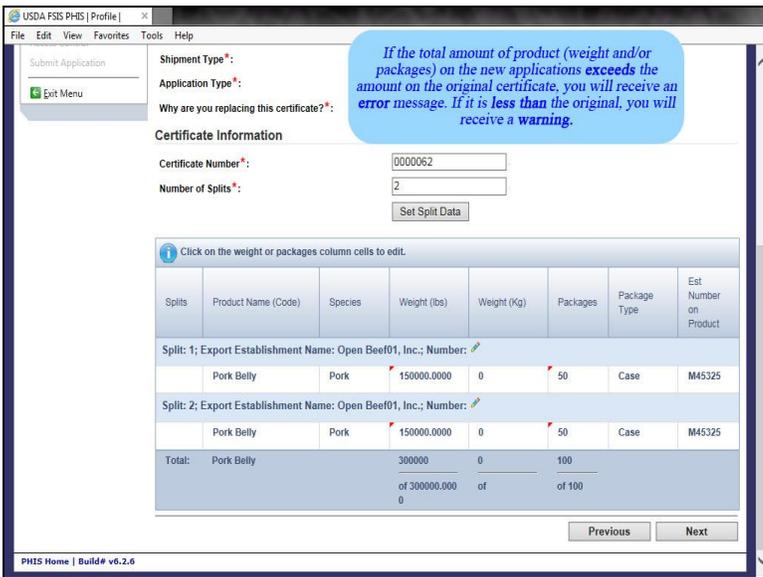
If the total amount of the product (weight and/or packages) on the new applications exceeds the amount on the original certificate, you will receive an error message. If it is less than the original, you will receive a warning.
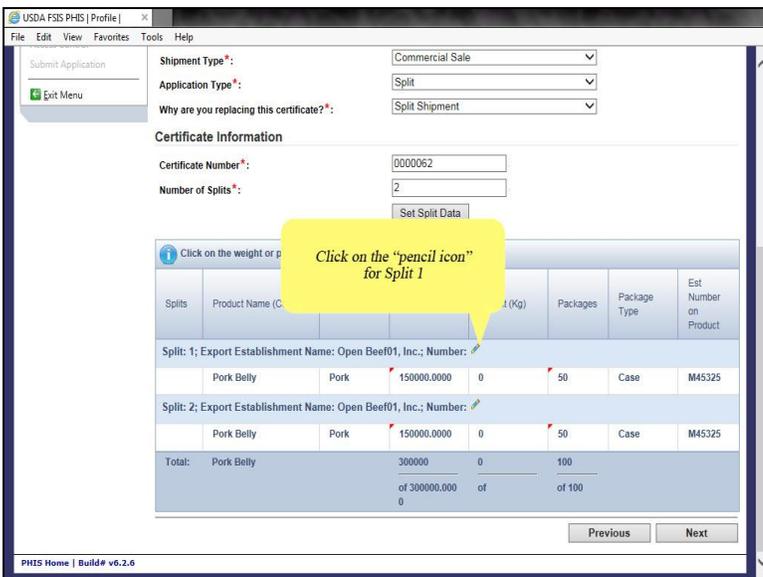
Click the pencil icon for Split 1 in order to enter the establishment number.
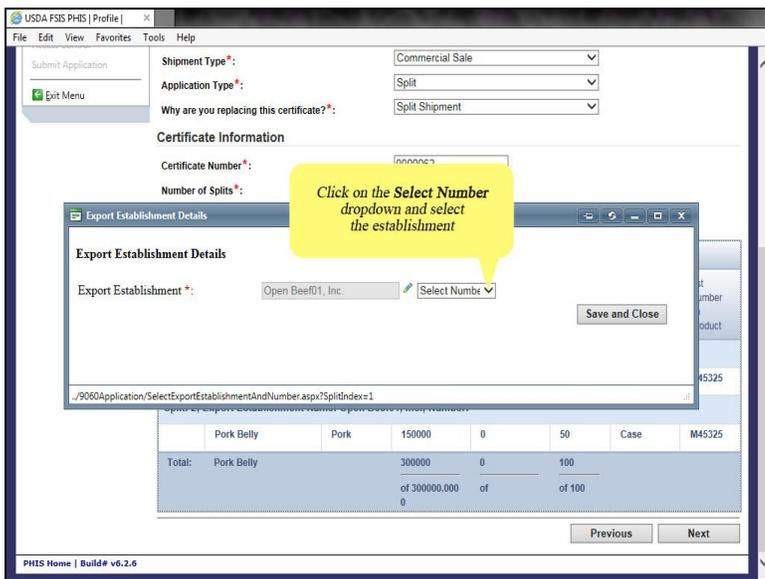
The Export Establishment Details window pops up.
Click on the Select Number dropdown and select the establishment.
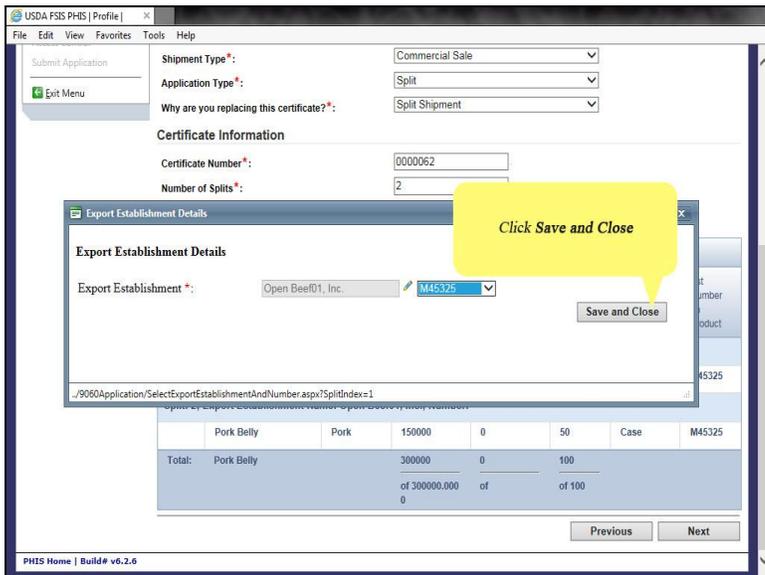
Click Save and Close.
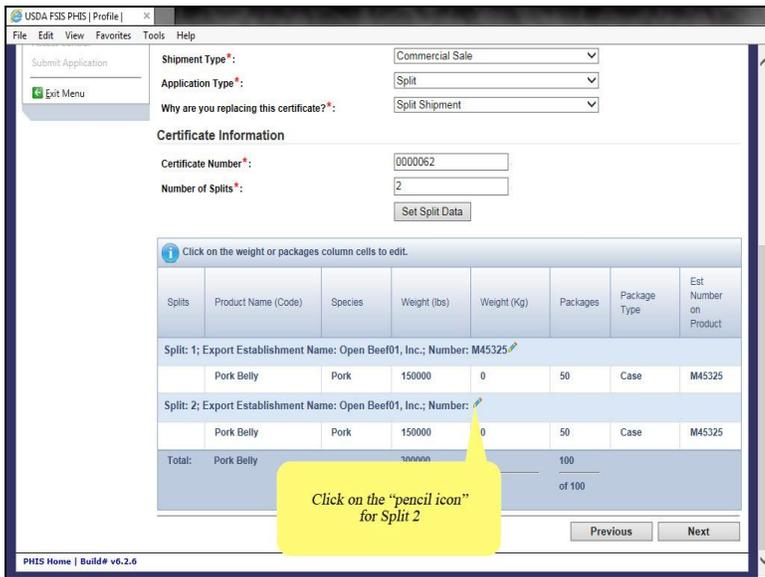
Click the pencil icon for Split 2 in order to enter the establishment number.
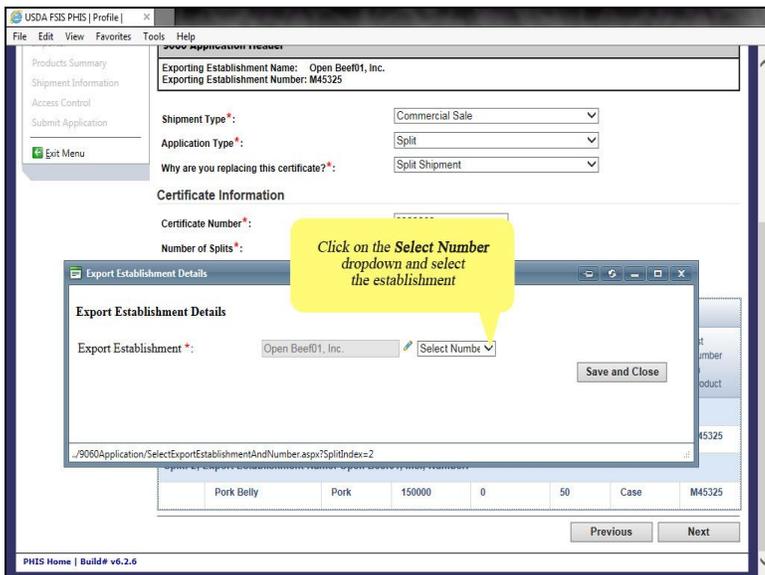
The Export Establishment Details window pops up.
Click on the Select Number dropdown and select the establishment.
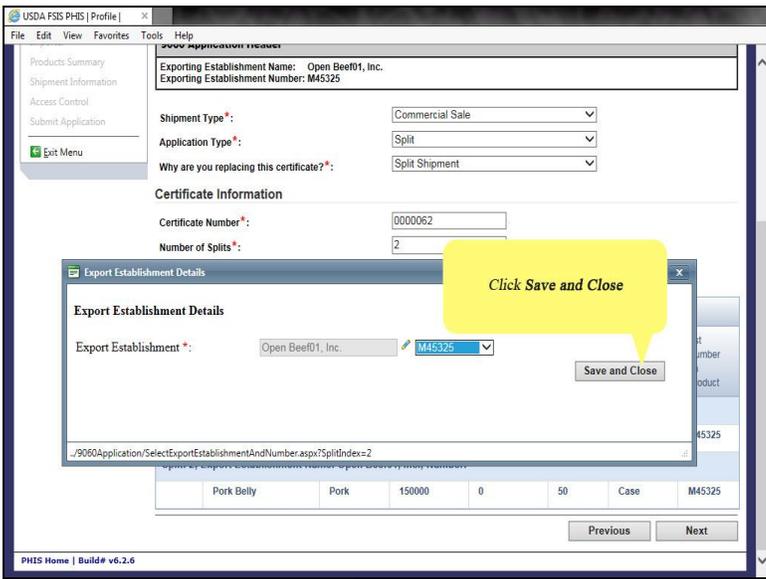
Click Save and Close.
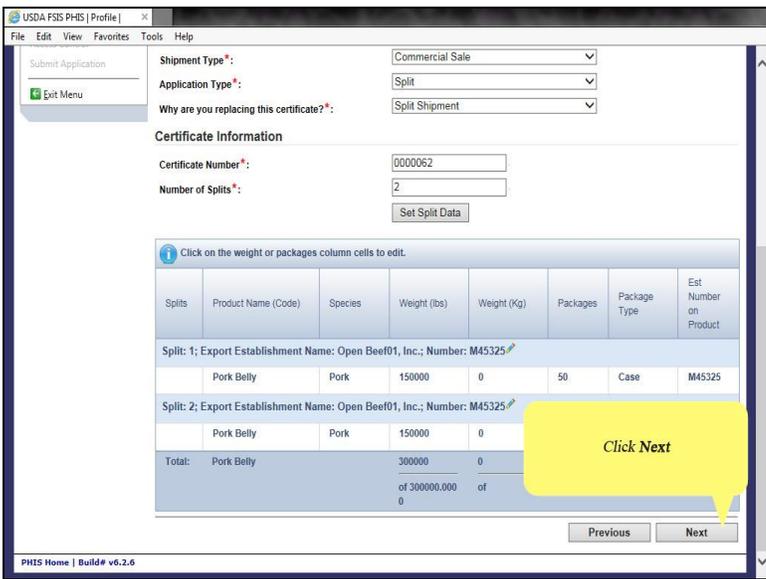
Click Next.
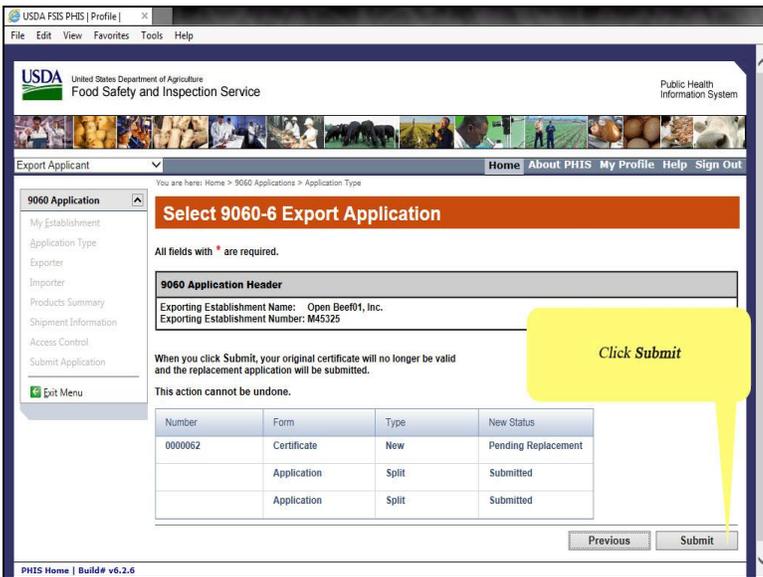
The Select 9060-6 Export Application page appears with the preview of the new split applications to be created in the grid.
Click Submit.
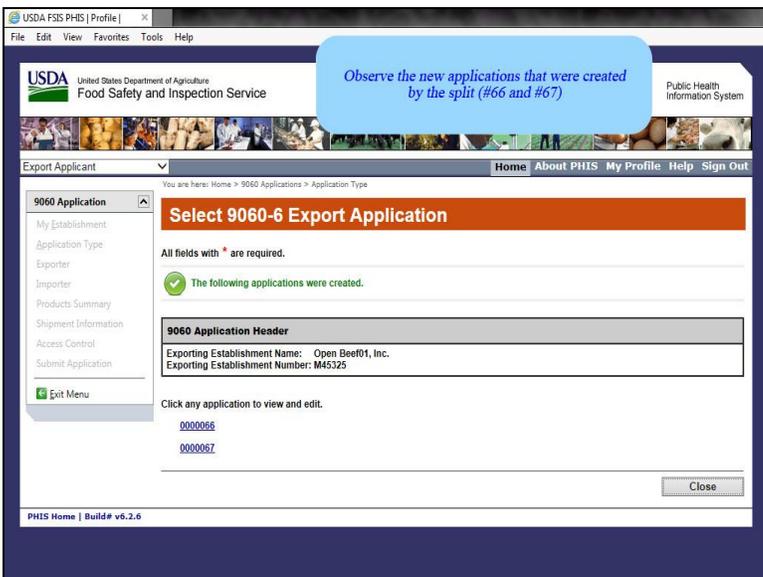
Notice the new application numbers created by the split.
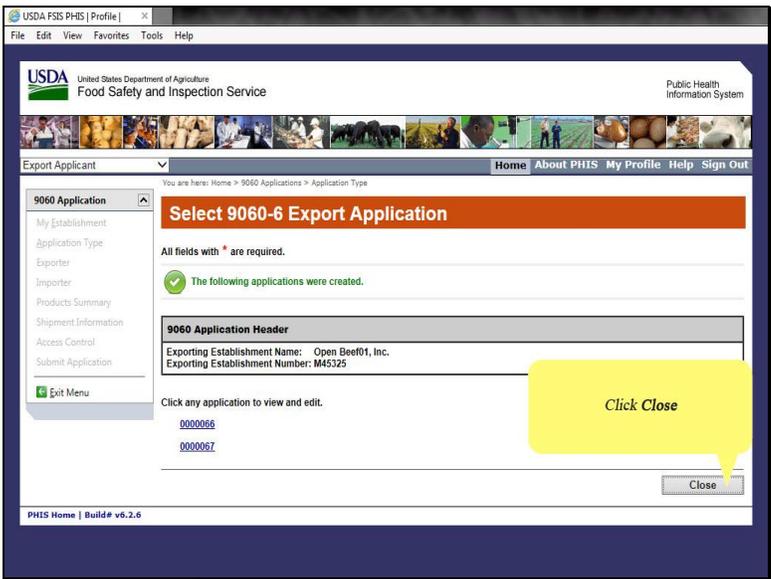
Click Close.
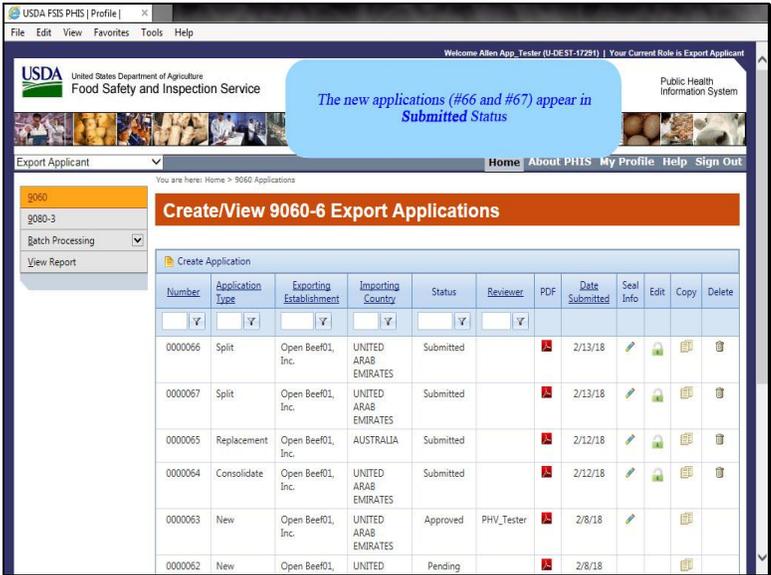
The new applications appear in the Submitted Status.

Click Sign Out.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.