GENERAL INFORMATION

The purpose of this user’s guide is to provide general information and instructions to foreign users regarding use of the CHINA INSPECTION AND QUARANTINE ELECTRONIC CERTIFICATE SYSTEM (China E-cert System).

NOTE ON THE SYSTEM

For the purpose of promoting healthy development of trade in food and agricultural products as well as trade facilitation, the China Inspection and Quarantine Electronic Certificate System (China E-cert) was developed by AQSIQ, which has come into effect recently. The use of this system will also provide effective prevention to China Inspection and Quarantine (CIQ) certificates from illegal forgeries and alterations.

I. The China E-cert has opened to all your authorities from now. The text information regarding export Certificates officially issued by our local CIQ authorities after 1st January 2010 is currently available on the system for verifications.

Meanwhile, the function of Export Cert Data Input enables your authorities to input and send SPS certificate information of your export products as assistance for our border inspection and quarantine.

II. All users should first register when using the system. After the registration information being submitted successfully, please apply for AQSIQ’s approval through your embassy in China and indicate in your application which of following functions you would like to use: Verification or View. There is no limit at number of users, and you could register appropriate numbers of users at your convenience.

Please find the latest updates User Guide of our system from the website in time.

III. In order to safeguard the healthy development of bilateral trade, we sincerely expect to develop mutual inter-communication and cooperation with your inspection and quarantine authorities, to share the experiences regarding establishment of E-cert system and to exchange electronic data with all partner countries.

IV. Contact information

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1. GETTING STARTED

1.1. REGISTRATION

The user can login and register into the System. Follow these steps to login into the System:

Step 1 Enter the URL http://ecert.eciq.cn in a Web browser. As shown in the figure:

Step 2 Click Register. As shown in the figure:
**Step 3** Click *Register* from the system menu. Enter the items on the right side. Items with * marks are required. As shown in the figure:

**Step 4** Complete all of the fields in the form. Click *Save* to submit the registry information. The login name may be 6 to 20 characters. As shown in the figure:

After the account request is submitted, AQSIQ officials will review the account request.
Step 5 Before the account request is approved, you may change or be prompted to modify your registry information after logging into the system. As shown in the figure:

Step 6 Click **Registry States** to inquire about the approval results of the progress. As shown in the figure:
Step 7 To change your password, click *Change Password* link.
1.2. LOGGING ON

Step 1 Enter the URL [http://ecert.eciq.cn](http://ecert.eciq.cn) in a Web browser. As shown in the figure:

Step 2 Enter the Username and Password for an active account and click Login. As shown in the figure:
2. USING THE SYSTEM (ONLINE)

2.1. IMPORT CERT VERIFICATION

Scan and verify electronic certificate or text certificate. Record the verification results.
There’re 3 choices.
  i. Accept - the certificate is conformity with your country’s requirement.
  ii. Refuse - the certificate is not conformity with your country’s requirement.
  iii. Request - not sure about the certificate to make further request.

2.1.1. E-CERT VERIFICATION

Scan and verify electronic certificate. Record the verification results. (Remark: No data currently)

**Step 1** Click `Import Cert Verification -> E-cert Verification` in the navigation tree after logging in the system. As shown in the figure:

**Step 2** Input related query in above query area and then click `Search` to get the matching records. After clicking `Reset`, clicking `Search` will search all records. As shown in the figure:
Step 3 Select the record of “Unused” or “Replied” status and click Verification to scan and verify and click View to view the certificate. As shown in the figure:

Click icon to unfold to view the response information. As shown in the figure:

Select Verification Result to verify results and click Submit to submit.
If the certificate is conformity with your country’s requirement, choose Accept.
If the certificate is not conformity with your country’s requirement, choose Refuse and write down the refusal reason in Remarks.
If you are not sure about the certificate, choose Request and write down your question in Remarks.
2.1.2. TEXT CERT VERIFICATION

Scan and verify text certificate. Record the verification results. (is available now)

**Step 1** Click *Import Cert Verification-* > *Text Cert Verification* in the navigation tree after logging in the system. As shown in the figure.

**Step 2** Input related query in above query area and then click *Search* to get the matching records. After clicking *Reset*, clicking *Search* will search all records. As shown in the figure:

**Step 3** Select the record of “Unused” or “Replied” status and click *Verification* to scan and verify and click *View* to view the certificate. As shown in the figure:
In the page of certificate verification, click **View** to view the text certificate.
SANITARY CERTIFICATE

Name and Address of Consignee:

Name and Address of Consignee:

Description of Goods:

State or Type of Produce:

Name, Address and serial No. of the establishment:

Name, Address and serial No. of the establishment:

Temperature during Storage and Transport:

Temperature during Storage and Transport:

Country and Place of Destination:

Country and Place of Destination:

Means of Conveyance:

Means of Conveyance:

Date of Issue:

Date of Issue:

Official Stamp:

Official Stamp:

Authorized Officer:

Authorized Officer:

Signature:

Signature:
Click icon to view the response information. As shown in the figure:

Select Verification Result to verify the result and Click Submit to submit.

If the certificate is conformity with your country’s requirement, choose Accept.
If the certificate is not conformity with your country’s requirement, choose Refuse and write down the refusal reason in Remarks.
If you are not sure about the certificate, choose Request and write down your question in Remarks.
2.2. **IMPORT CERT VIEW**

View electronic certificates or text certificates. The user can search for one record or all records as needed by inputting related query in the query area. *(Remark: Only for view, not for verification.)*

2.2.1. **E-CERT VIEW**

View electronic certificate. The user can search for one record or all records as needed by inputting related query in the query area. *(Remark: No data currently)*

**Step 1** Click *Import Cert View-* > *E-cert View* in the navigation tree after logging in the system. As shown in the figure:

**Step 2** Input related query in above query area and then click *Search* to get the matching records. After clicking *Reset*, clicking *Search* will search all records. As shown in the figure:
**Step 3** Select one record and click **View** to view the electronic certificate. As shown in the figure:

Click **Download** to download xml data files of certificates. As shown in the figure:
2.2.2. TEXT CERT VIEW

View text certificate. The user can search for one record or all records as needed by inputting related query in the query area. (is available now)

**Step 1** Click **Import Cert View-> Text Cert View** in the navigation tree after logging in the system. As shown in the figure:

![Text Cert View](image1)

**Step 2** Input related query in above query area and then click **Search** to get the matching records. After clicking **Reset**, clicking **Search** will search all records. As shown in the figure:

![Text Cert View](image2)
Step 3 Select one record and click **View** to view the certificate. As shown in the figure:
SANITARY CERTIFICATE

Name and Address of Consignor:

Name and Address of Consignee:

Description of Goods:

Weight:

Mode of Transport:

Temperature during Storage and Transport:

Name, Address and official No. of the Establishment (if applicable):

Issued by:

Place of Issue:

Date of Issue:

Authorized Officer:

Signature:

Official Stamp:

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北京育苗分公司有限公司

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100000

09-03-09
2.3. EXPORT CERT DATA INPUT

For certificates for products exporting to China which are not transmitted automatically to our system, the contents of the certificate can be entered manually in the system. So these certificates can be verified by Chinese border inspectors.

After logging into the system with your login and password, the system home page will be displayed. Click **Export Cert Data Input->Certificate Input** from the system menu. As shown in the figure:

![Certificate Input Page](image)

2.3.1. SEARCH

Click **Search** with null, all metadata as well as the contents of all certificates is searched. Enter the fields and click **Search**, metadata as well as the contents of certificates is searched.

Click **Reset** to clear all fields you entered.

As shown in the figure:
2.3.2. CREATING A NEW CERTIFICATE DATA

To create a new certificate, click the **New** button. Complete all required fields and click **Save**. If the system detects that Certificate No. may be a duplicate, it will prompt you to confirm that it is a unique one. As shown in the figure:

2.3.3. MODIFICATION

The MODIFY screen will allow you to edit the data for an existing record. After making the desired changes, click **Save** to update the record. As shown in the figure:
2.3.4. VIEW

The VIEW screen will allow you to view the existing record without any edit operation. As shown in the figure:

![Certificate Information Table]

2.3.5. DELETE

Click **Delete** after you choose an existing record. Select **Ok** of a pop-up dialog box to delete the record. As shown in the figure:

![Delete Certificate Input Form]
2.4. TIPS

2.4.1. If you first visit the system, setting of system areas and languages is needed. Please click **Set Chinese Language Support** link to get the detail setting. As shown in the figure:

![Set Chinese Language Support](image1)

2.4.2. In the system, click 📚 icon to pop out windows showing related optional data. As shown in the figure:

![Optional Data Window](image2)
2.4.3. Click icon to pop out date-selection control to choose the date. As shown in the figure: