

Wine E-Cert – Access Control Policy

Wine Company Users

Access to Wine E-Cert may only be given to wine companies users where:

1. A completed WA10 form has been received for the wine company and there is evidence to confirm that the company either operates under a registered and appropriately verified WSMP, or is able to demonstrate that the wine to be exported will be made and bottled under a registered and appropriately verified WSMP as required under the Wine Act 2003; and
2. If the access for the specific user is not requested on the WA10 form a WA11 form has been received for the user set up and the request has been confirmed as coming from an appropriately authorised person at the wine company.

Roles which may be associated with wine company users are:

- Request Submitter – can add wine batches and samples, request export eligibility assessment and documentation, search and view batches and requests.
- Read Only – Applicant Level – can search and view batches and requests.
- WSMP Owner – can view batches of wine which have been said by other users to have been manufactured under the WSMP they are associated with. Can confirm or dispute the details of manufacture/packaging and any declarations made by the request submitter.

A user may be associated with one or many of the above roles.

For all these roles access is limited to the wine company the user is associated with.

WECS and MPI Users

Access to Wine E-Cert may only be given to MPI or Wine Export Certification Service (WECS) users with the approval of the MPI Specialist Advisor Wine

Roles which may be associated with WECS users are:

- System Administrator – can view all information in the system and carry out actions on behalf of companies and WSMP owners once edit functions are no longer available to other roles.
- Certificate Printer – can print export documentation
- Verifier – can view requests for export documentation and approve, decline or send back for further information.
- Sensory Lab User – can receipt samples, schedule tasting sessions and input results

Roles which may be associated with MPI users are:

- System Administrator – can view all information in the system and carry out actions on behalf of companies and WSMP owners once edit functions are no longer available to other roles.

- System Administrator – MPI – can carry out administrative functions to set up officials and users and to upload permit numbers
- Certificate Printer – can print export documentation
- Verifier – can view requests for export documentation and approve, decline or send back for further information.
- Sensory Lab User – can receipt samples, schedule tasting sessions and input results
- Read Only - MPI