



CHED-D

Welcome to **TRACES NT**. This manual contains all essential information for the user to create a **CHED-D** certificate in **TNT**. It includes brief descriptions of the program functions and capabilities and step-by-step procedures.

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Glossary

ADMIN USER	Administrator user
BCP	Border Control post
CCA	Central Competent Authority
CN	Combined Nomenclature
CP	Control Point
EU	European Union
FFNAO	Feed and Food of Non-animal Origin
LAU	Local authority unit
RCA	Regional competent authority
RFC	Responsible for Consignment
TNT	TRACES new technology

Before starting with the CHED-D... Go and check our **TNT_Get started guide!**

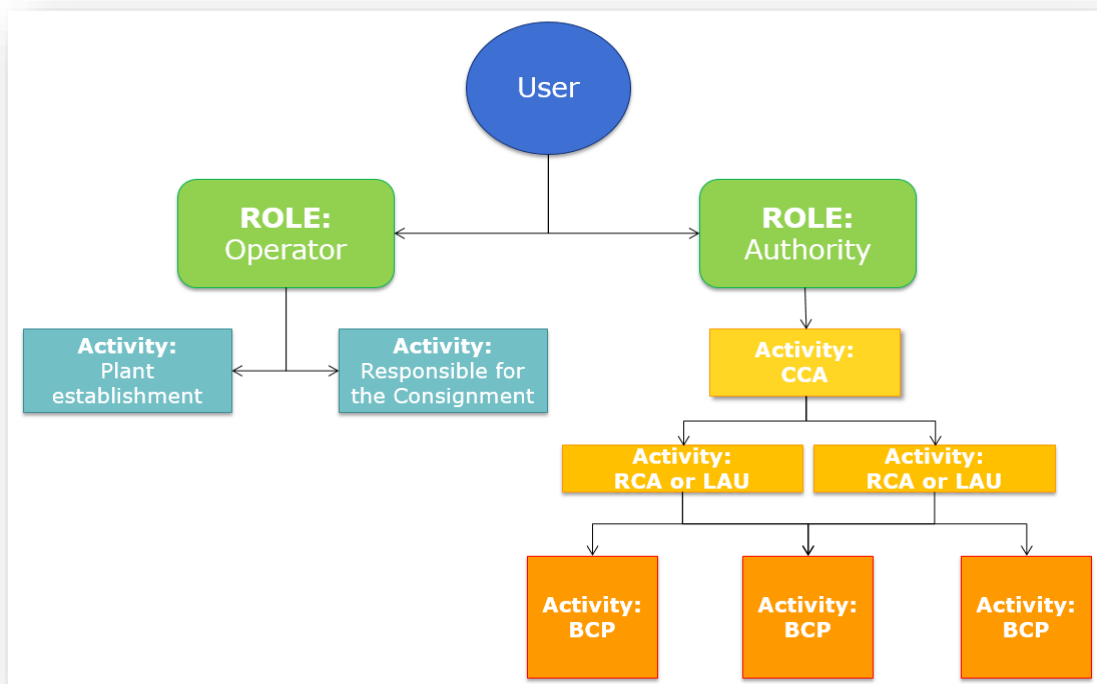
Follow the link: <https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/Home.htm>

Is this the first time you access **TRACES**?

If yes, after logging in, the system will inform you that **you do not have any role** allowing you to access the application.

For **CHED-D**, depending on the nature of your activity, you will have to select the type of organisation you are requesting access for, among “**Operator**”, “**Authority**” or “**Other Body**”. Therefore, a user needs to have a Role to work in TNT (Operator or Authority or Other body, etc.). For each Role, one or more activities are assigned.

The combination of Role and Activity will define what kind and which part of documents the user will be able to create and finalise.



Note: Please be aware of the difference between “User” and “Operator” in TNT.

Users are individuals, natural persons.

They are identified by their e-mail address and name - they all have an EU Login.

Normally they are linked to their businesses.

Operators, on the other hand, are businesses, legal entities.

An individual (User) that needs to work in TRACES to create a CHED-D and that works for a business (Operator), must request a role in TRACES as “Operator”.

He will also need to request to be linked to the company (Operator) he is working for.

He will then be able to work in the system as User attached to that Company.

NB: The Company can have different activities (RFL, Plant establishment etc.).

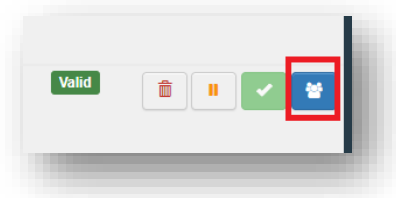
A person (User) that works for an Authority (BCP, RCA, LAU, CCA), must request a role in TRACES as Authority and request to be linked to the proper BCP, RCA, LAU or CCA.

Structures

Possible “Activities” for the Role as “Authority” in TRACES-NT for CHED-D

CCA → Central Competent Authority

The Central Authority of a Member State (MS) is responsible for the organisation of official controls. The European Commission (EC) adds them in the system and validates the first user of CCA. Admin rights are given to this first user.



They are able to validate the requests of their colleagues in the CCA and can give Admin rights to them. They are also able to validate users of RCAs, LAUs, BCPs. Admin rights are given *automatically* to the first users validated for RCAs, LAUs, and BCPs.

Users linked to CCA can see all the documents in Traces involving authorities/operator. The CCA is the superior authority and **can do in the system all the actions that BCP, RCA or LCA can do.**

RCA → Regional Competent Authority

The superior authority of a RCA is the CCA. RCAs can be authorities responsible for Control Points. The users with Admin rights in the RCA can validate the requests of their colleagues in the RCA. They can also give Admin rights to them.

Users linked to RCA can see all the documents involving the authorities/operators the RCA is responsible for. (E.g. RCA is responsible for a Control Point → When a consignment has been authorised for transfer to Control Point in a CHED-D, users linked to the RCA responsible for the selected CP can finalise the subsequent CHED-D.)

LAU → Local Authority Unit

The superior authority of a LAU is a RCA or the CCA. LAUs can be authorities responsible for Control Points. The users with Admin rights in the LAU can validate the requests of their colleagues in the LAU. They can also give Admin rights to them.

Users linked to LAU can see all the documents involving the authorities/operators the LAU is responsible for. (E.g. LAU is responsible for a Control Point → When a consignment has been authorised for transfer to Control Point in a CHED-D, users linked to the LAU responsible for the selected CP can finalise the subsequent CHED-D.)

BCP → Border Control Post

The place, and the facilities belonging to it, designated by a MS for the performance of official controls. The list of BCPs is approved by the MS and sent to the EC, who adds them in the system and validates them

The superior authority of a BCP can be a LAU, RCA or CCA. The user with Admin rights in the BCP can validate the requests of their colleagues in the BCP. They can also give Admin rights to them. BCPs can be authorities responsible for Control Points.

All users linked to an Authority (for example, a BCP) can be linked with other authorities (for example, other BCPs, LAUs and the CCA).

BCP is the responsible authority of operators "Responsible for the Load". All users linked to the BCP (no matter if admin or not) can validate the RFL for which their BCP has been assigned as responsible authority. Users of that BCP must also validate the request of a user to be linked to the operator RFL. When this link is created, Admin rights are given to the first user of the operator, and this user can and will validate the requests of his colleagues.

The inspector at the BCP is the authority that carries out the Official controls and finalises the CHED (Part II). They can create (normally it should be created by the operator RFL) or modify Part I of the CHED-D.

Please note that you can have more than one activity at the same time!

Possible “Activities” for the Role as “Operator” in TRACES-NT for CHED-D

Responsible for the load

It is the role needed to create PART I of a CHED-D.

It needs to be validated by the “Assigned responsible authority” which is always a BCP. This validation is done only once and it gives the first access to TNT to the Operator.

After this step, the operator will be able to work with all the BCPs in the EU.

An operator with RFL activity can create ALL TYPES of CHEDs

Users linked to Operators with RFL activity can see all CHEDs where that Operator is selected as Responsible for the load in Part I (Box I.8 Operator responsible for the consignment).

Feed and Food of Non-Animal Origin operators

The possible roles for a Consignor/Exporter are: NON_ANIMAL_ORIGIN_FOOD_AND_FEED/ORGANIC EXPORTER/ORGANIC PRODUCER/ORGANIC OPERATOR/PLANTS

The possible roles needed for a Consignee/Importer are:
NON_ANIMAL_ORIGIN_FOOD_AND_FEED/ORGANIC IMPORTER/PLANTS/RFL

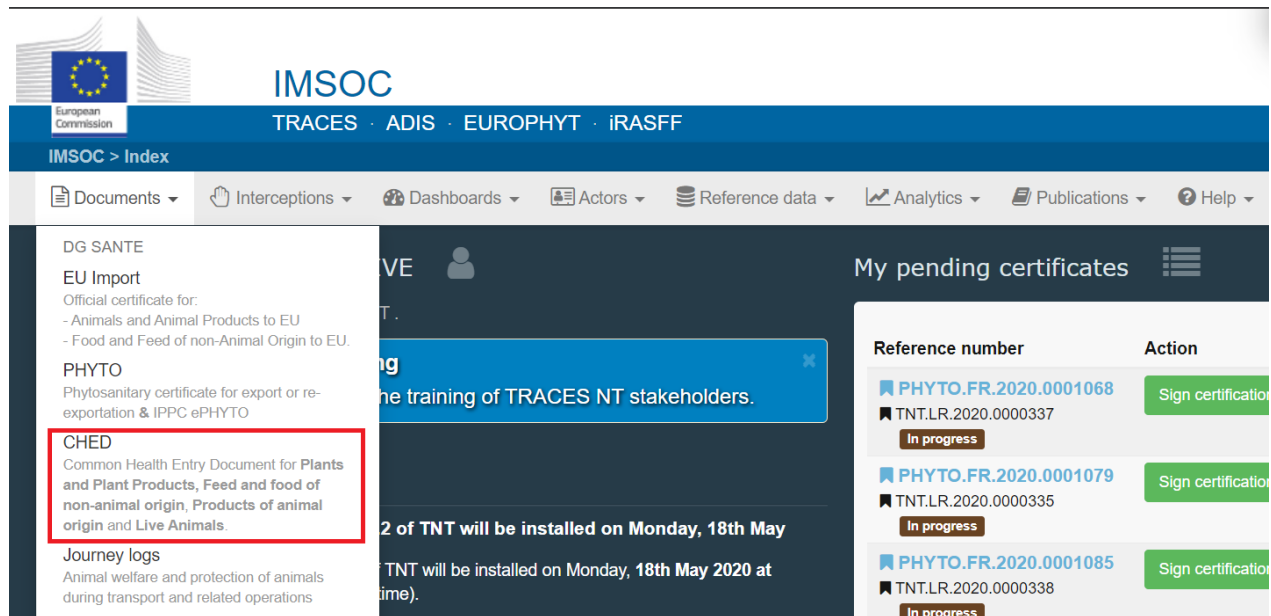
Operators with these activities might not have any user attached, as they do not perform any action in TNT. In the case where the users need to have read-only access to the CHEDs where they are mentioned as Exporter/Importer/Place of destination, the plant operator will have to be validated and the user will have to be attached to this operator. Both actions will need to be carried out by the competent authorities.

The new operators (Exporter/Importer) are automatically assigned a responsible authority by the system. This authority is assigned based on the geographic area where the operator is located and normally it is a RCA or a LAU. Users linked to such RCA or LAU will be able to see the CHEDs concerning that operator. Therefore, Users linked to LCAs, RCAs, CCAs can see CHED-Ds done by other MS if they involve operators of their country (e.g. DE will see a FR CHED-Ds for which the importer is in Germany).

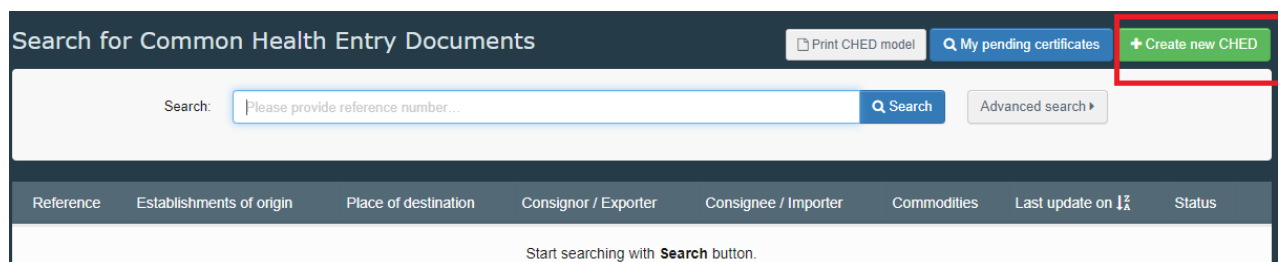
Please note that you can have more than one activity at the same time!

PART I – Dispatched Consignment – As RFC/CA

On the homepage, click on “**Documents**” and then “**CHED**”:



Click on the green button located on the top-right hand side of the window entitled “**+ Create new CHED**”:



Tick the “**CHED-D**” box. You then have 3 options to select the commodity:

- Select it from the list of CN code (example: 07020000)
- Type the name or the CN code of the good (example: tomatoes/07020000)
- Click on the ‘+’ to filter the commodities by species (example: capsicum)

Select the commodity code from the list. Remember to select “**CHED-D**” once again. Click on “**Done**”.

Note: you can still delete, add or modify in the document, box I.31

Select CHED type and commodities

☐ All CHED types
 ☐ CHED-A
 ☐ CHED-P
 ☐ CHED-PP
 ☒ CHED-D
 Unselect all

Please provide nomenclature code, section, species... Filter

☒ 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS CHED-D

- ☒ 0701 Potatoes, fresh or chilled
- ☒ 0702 00 00 Tomatoes, fresh or chilled CHED type
- ☒ 0703 Onions, shallots, garlic, leeks and other alliaceous vegetables, fresh or chilled
- ☒ 0704 Cabbages, cauliflowers, kohlrabi, kale and similar edible brassicas, fresh or chilled
- ☒ 0705 Lettuce (Lactuca sativa) and chicory (Cichorium spp.), fresh or chilled
- ☒ 0706 Carrots, turnips, salad beetroot, salsify, celeriac, radishes and similar edible roots, fresh or chilled
- ☒ 0707 Cucumbers and gherkins, fresh or chilled
- ☒ 0708 Leguminous vegetables, shelled or unshelled, fresh or chilled
- ☒ 0709 Other vegetables, fresh or chilled
- ☒ 0710 Vegetables (uncooked or cooked by steaming or boiling in water), frozen CHED-D

Cancel Done

Note: Different commodity codes can be selected simultaneously

Note: All of the boxes marked with a red asterisk * are mandatory

Note: Depending on the workflow, the mandatory boxes may be different.

Box – I.1. Consignor/Exporter

To fill in this box, it is possible to:

- Start typing the name of the consignor/exporter and select a company from the drop down list that pops out.

I.1. Consignor/Exporter

Name 7 Edit Star

Country MA Fleurs du Maroc Exporter

Activity Type Via Magna NON_ANIMAL_ORIGIN_FOOD_AND_FEED

Address 10105 Rabat Feed and Food of Non-Animal Origin

MA HERBINN MOROCCO Organic Exporter

ROUTE OURIKA KM 7 ORGANIC_EXPORTER Organic Exporter

LAGOUASSEM TASSELTANTE

40000 Marrakesh

- Select a company from the **“Favourite operators”** list, by clicking on the grey star. To select your **“Favourites”**, run an advanced search, find the correct option and tick the star at the left side.

I.1. Consignor/Exporter

Name
Please provide name, address, city...
Edit
★

Country
UA
Agroindustries Ltd.
12345
Belz
Belz
EXPORTER
NON_ANIMAL_ORIGIN_FOOD_AND_FEED
Feed and Food of Non-Animal Origin

Country
AU
marco collu
niev
3
2000 North Sydney
AU
EXPORTER
NON_ANIMAL_ORIGIN_FOOD_AND_FEED
Feed and Food of Non-Animal Origin

- Run an **“advanced”** search and add some filters by clicking the small **“+ button”** on the right. Once the correct match is selected, the **“Name”**, **“Country”** and **“ISO Code”** of the company are automatically completed.

Assign consignor

Country:
Morocco (MA)
Search
+

Section
Activity Type
Activity Identifier
Address
Please provide address, postal code, city

Name	Address	Section	Activity Type	Status	Activity Identifier
★ Fleurs du Maroc	Via Magna 10105 Rabat Morocco	Feed and Food of Non-Animal Origin NON_ANIMAL_ORIGIN_FOOD_AND_FEED	Exporter	New	Select
★ HERBINN MOROCCO	ROUTE OURIKA KM 7 LAGOUASSEM TASSELTANTE 40000 Marrakesh Morocco	Organic Exporter ORGANIC EXPORTER	Organic Exporter	New	Select
★ Morocco test operator	Casbah 10000 Rabat Morocco	Organic Importer ORGANIC IMPORTER	Organic Importer	New	Select
★ MoroccoVEGGIE SRL	General Charles 87 80000 Agadir Morocco	Feed and Food of Non-Animal Origin NON_ANIMAL_ORIGIN_FOOD_AND_FEED	Exporter	Valid	Select
★ MoroccoVEGGIE SRL	General Charles 87 80000 Agadir Morocco	Plant Nurseries PLANTS	Plant establishment	Valid	Select
★ Operator	Test address 01	Feed and Food of Non-Animal Origin	Exporter	Valid	Select

+ Create a new operator
Close

- It is also possible to click on **“Edit”** to modify the content of the box or to clear it and select another consignor/exporter, clicking on the **“Clear”** button.

 Clear

If not, click on the cross to close this window and be able to save your operator:

Tip: You can see the details of the selected establishment by clicking on the three dots:

I.1. Consignor/Exporter

Name [?] **MorocoVEGGIE SRL** Valid Edit ★

Country **Morocco** ISO Code **MA** Advanced...

Click for more details... Clear

Note: CHED-D section/domain is *Feed and Food of Non-Animal Origin*.

Box – I.2. CHED Reference

The CHED Reference number will be automatically allocated by the system once you save as draft and/or once you submit the CHED.

Box – I.3. Local reference

It is possible to add a local reference number for the CHED. This box is not mandatory.

Box – I.4. Border Control Post/Control Point/Control Unit

- ➔ Logged as RFC: If you have only one role as RFC, the system will automatically suggest the BCP assigned to your operator. Click on **“Select”** if you wish to choose it.

I.4. Border Control Post/Control Point/Control Unit

Border Control Posts associated to **AIR FRANCE CARGO**

Name	Role	Code	Competence
Roissy Charles-De-Gaulle	BCP	FRCDG4-OCG	Feed and Food of Non-Animal Origin Fishing Food Veterinary CHED-A rw CHED-D rw CHED-P rw EU IMPORT r- AJL rw

Select

Name Edit

Country ISO Code Advanced...

Clear

If you want to select another BCP, start typing the name or look for it by using the advanced search. The procedure is the same than for box I.1.

- ➔ Logged as BCP: You can click on **“Assign my BCP”** to choose your correct competence.

If you want to select another BCP than yours, start typing the name or look for it by using the **advanced** search. The procedure is the same than for box I.1.

I.4. Border Control Post/Control Point/Control Unit

Name

Country

ISO Code

...

Assign my BCP

Edit

Q Advanced...

Clear

Note: Only a BCP competent for *CHED-D* can be selected when issuing a CHED-D

Box – I.5. Border Control Post/Control Point/Control Unit code

The code will be automatically allocated by the system once the box I.4 has been filled

Box – I.6. Consignee/Importer

To fill in this box, follow one of the procedures described for box I.1.

Box – I.7. Place of destination

The box is automatically set to “**Select an operator**” and filled with the information from box I.6. Consignee/ Importer. To modify the information, click on “**Clear**” and follow one of the procedures described for box I.1.

I.7. Place of Destination

Select an operator

Name [?] Nossa Fruits Valid

Country [?] France ISO Code FR

...

Border control post

Onward transportation facility

Control point

Edit

Star

Q Advanced...

Clear

Box – I.8. Operator responsible for the consignment

If you have only one role as RFC, the box is automatically filled with the details of your operator.

I.8. Operator responsible for the consignment *

Name ⓘ	AIR FRANCE CARGO	Valid	Clear
Country	France	ISO Code	FR
...			

A user linked to different companies/operators will have to select the relevant one.

I.8. Operator responsible for the consignment *

Name	Country	Identifier
TEST RFL Street 76210 Parc-d'Anxtot	FR	Select
Test Operator FR rue 2 59800 Lille	FR	Select

Name		Clear
Country		ISO Code
...		

Box – I.9. Accompanying documents

The purpose of this box is to provide the mandatory number of the health certificate issued by the third country competent authorities and to attach any other relevant documents.

Click on the button “**Add Accompanying Document**” or “**Add Certificate Reference**”:

➔ *Add Accompanying Document*

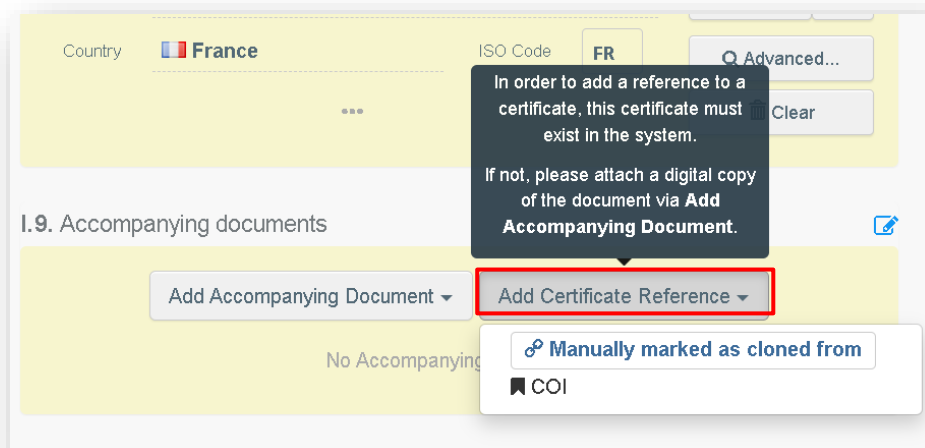
Choose the type of document from the corresponding drop-down list and enter all relevant information, such as “**Number**” and “**Country**”.

If you wish to upload a file that doesn't exist, then click on the **"Select file(s)"** button. Click on **"✓ Apply"**.

Note: The "Attachment" option allows the upload of a PDF document that does not exist electronically in TNT.

➔ *Add Certificate Reference*

Click on the button **"Add Certificate Reference"** if the document you wish to add already exists in the system. Select the type of document, **"COI"**, then type the reference number of the document and select it from the drop down list.



The screenshot shows a web application interface for managing accompanying documents. At the top, there are fields for 'Country' (France) and 'ISO Code' (FR). Below these, the section 'I.9. Accompanying documents' is visible. It contains two buttons: 'Add Accompanying Document' and 'Add Certificate Reference'. The 'Add Certificate Reference' button is highlighted with a red box. A tooltip is displayed over this button, containing the following text: 'In order to add a reference to a certificate, this certificate must exist in the system. If not, please attach a digital copy of the document via Add Accompanying Document.' Below the tooltip, there is a link 'Manually marked as cloned from' and a dropdown menu showing 'COI'.

I.9. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **COI** ✓ Apply

[Manually marked as cloned from](#) Remove

Number * 20+ Advanced...

- COI.BR.2022.0000010
- COI.BR.2022.0000006
- COI.BR.2022.0000005
- COI.BR.2021.0000315
- COI.BR.2021.0000361
- COI.BR.2021.0000213
- COI.BR.2021.0000344

duplicate reference can still attach as an

I.9. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **COI** Edit

[Manually marked as cloned from](#) Remove

Number [COI.BR.2022.0000010](#)

Date **15/01/2022 +01:00 CET**

Country

Place of issue

Note: It is possible to link a COI a CHED-D at this stage. This function of manually mark as clone documents is further described in the chapter [COI](#).

Note: It is possible to add several accompanying documents and to order them by dragging and dropping the items with the double sense arrows on the left. Only the first document will be shown in the PDF version of the CHED.

Box – I.10. Prior notification

In this box, insert the estimated date and time on which the consignment is expected to arrive at the entry point where the BCP is located.

Click on the small calendar icon to choose the date and click on the box to select the exact time (in hours and minutes).

Tip: By clicking the small clock icon, you will set the time to the current date and time.

Tip: After completing the boxes I.1, I.6, I.9 and I.10 you can already **“Save as Draft”** the Part I of the CHED (at the bottom of the page) and complete it later.

Inspection Planner

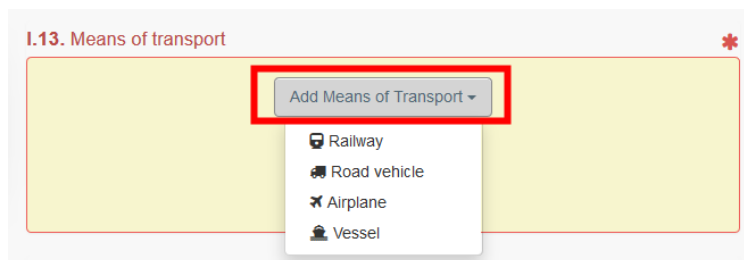
Indicate the date and time when you would like to be inspected at the BCP.

Box – I.11. Country of origin

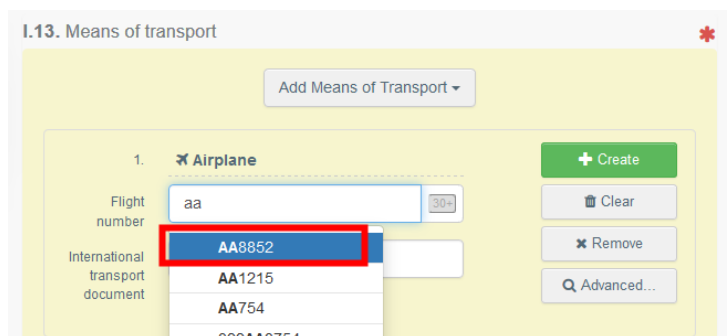
This box will be automatically filled once you filled the box I.31. Description of the goods.

Box – I.13. Means of transport

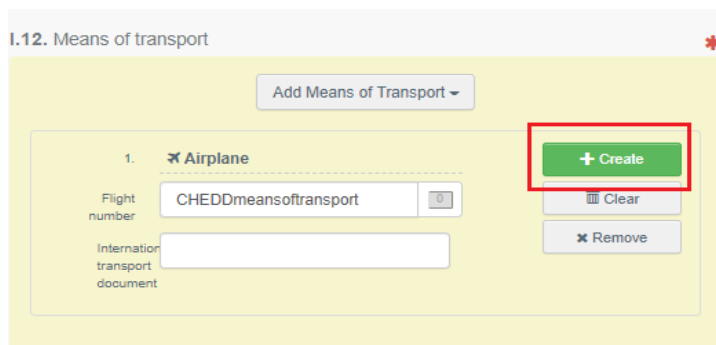
Click on **“Add means of transport”** to select the means of transport by which the consignment arrives at the BCP. You have the choice between **“Rail”**, **“Road vehicle”**, **“Airplane”** or **“Ship”**.



Complete the requested fields. If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.



If it does not exist yet, complete the fields and click on the green button **“+ Create”**.



Note: You can add several means of transport and order them by dragging the items with the double sense arrows on the left.

I.13. Means of transport ✖

Add Means of Transport ▼

1.  Airplane	+ Details ✕ Remove
2.  Railway	+ Details ✕ Remove
3.  Road vehicle	+ Details ✕ Remove

📘 You can order the list by drag and drop the items.

Box – I.14. Country of dispatch

Select from the list the country where the consignment was placed aboard the means of final transport for the journey to the EU.

Box – I.16. Transport conditions

Select the appropriate mode of transport/storage temperature.

Box – I.17. Container No/ Seal No

When applicable, indicate the container number and seal number.

Note: The Container number must consist of three capital letters, followed by U or J or Z, followed by seven numbers. (Ex: AAZ1234567)

Box – I.18. Goods certified as

Select the correct option for the intended use of the consignment. The options displayed depend on the CN code selected.

I.18. Goods certified as

- ☒ Feedstuff
- ☐ Human consumption after further treatment
- ☐ Display exhibition item
- ☐ Human Consumption
- ☐ Sample
- ☐ Other

Box – I.20. / I.21. / I.23. / I.24. / I.25. / I.26. Purpose

Select the purpose of the consignment among the options

Box – I.20. “For transfer to”

When documentary check is done at the entry BCP. Select the control point (or the BCP) where the identity and physical checks will be done. You can do this by typing the name and select the CP/BCP from the drop down list that pops out or by running an advanced search.

The screenshot shows a web form titled "I.20. / I.21. / I.22. / I.23. / I.24. / I.25. / I.26. Purpose". On the left, there are radio buttons for "I.20. For transshipment" and "I.20. For transfer to", with the latter being selected. On the right, a yellow box contains the "Control Point" section. This section has fields for "Name", "Country", and "ISO Code", along with "Edit", "Advanced...", and "Clear" buttons. Below this is the "Authority" section with fields for "Authority" and "Code", and a "Clear" button.

Box – I.21. “Preferred onward transportation facility”

Indicate the authorised onward transportation facility to which the consignment is to be transported after it has been selected for identity/physical checks at the BCP.

The screenshot shows the same web form as before, but with the "Preferred Onward Transportation Facility in case of pending laboratory tests" section highlighted with a red box. This section contains fields for "Name", "Country", and "ISO Code", along with "Edit", "Advanced...", and "Clear" buttons. The "I.20. For transfer to" radio button is also selected.

Box – I.23. “For internal market”

When consignment is intended to be placed on the European Union market.

Transport (when applicable)

Box – I.27. Means of transport after BCP/storage

Choose the mean of transport that will be used after the BCP. The procedure is the same as for box I.13.

Box – I.28. Transporter

Select the transporter after the BCP by following the procedure explained for box I.1.

Box – I.29. Date of departure

Indicate the date and time of departure from the BCP. You can follow the explanations from box I.10.

Box – I.31 Description of the goods

The purpose of this box is to complete the mandatory sections “**Net weight**”, “**Package count**” and “**Country of Origin**”.

Note: Do not forget to select the proper weight unit and package type by clicking the arrow located on the right-hand side of each section.

Note: The information of the “**Country of origin**” will be automatically copied in Box I.11

- ➔ “**+ Add commodity**” or “**Modify commodities**” will allow you to add a CN code or change the CN code selected.
- ➔ “**Remove**” will delete the selected commodity from the document
- ➔ “**Clear rows**” or “**+ Add row**” will affect the lines of commodities included in the document. You can also delete, modify or add rows by clicking on the small icons on the right side of the box.

Tip: you can add 5, 10, 50 or 100 rows at once by clicking on the arrow.

➔ **“Show optional columns”** will show you other optional columns.

➔ In the part **“Quantity totals”**, fill the mandatory boxes

I.31. Description of consignment

+ Add commodities **Modify commodities**

1 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS
0702 00 00 Tomatoes, fresh or chilled
0702 00 00 99 Other

Remove **Clear rows** **+ Add row**

Subtotal number of packages: 0 packages
Subtotal net weight: 0

Default weight unit: Default package type:

*** Show optional columns**

#1	Commodity *	Net weight *	Package count *	Country of Origin *
	0702 00 00 99	Unit	Unit	

Quantity totals

I.34. Total Gross Weight: Unit

I.34. Total gross volume: Unit

I.32. Total number of packages: 0 packages

I.34. Total Net Weight: 0

Note: The **“Remove”** button is only active when there is more than one commodity in the certificate.

Box – I.35 Declaration

Read the declaration then click on **“Submit for Decision”** on the bottom-right of the window.

I.35 Declaration

I, the undersigned person responsible for the consignment detailed above, certify that to the best of my knowledge and belief the statements made in Part I of this document are true and complete and I agree to comply with the legal requirements of Regulation (EC) No 882/2004, including payment for the official controls, and consequent official measures in case of non compliance with the feed and food law.

Date of signature: Full name: Email: Signature:

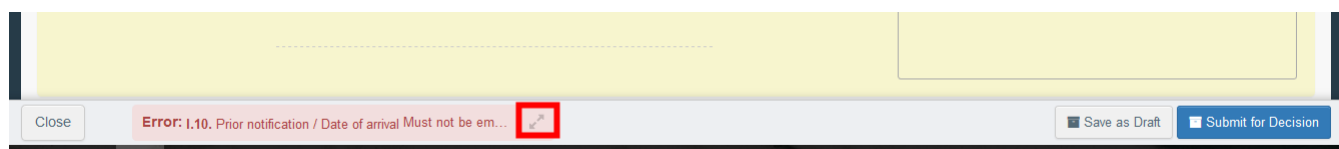
Close **Save as Draft** **Submit for Decision**

Once the document is submitted, the status will change to **“NEW”**. The authority has access to the CHED-D to complete Part. II and take the decision.

Note: the **RFC** can still modify PART I when the official entry document is still at the submission stage (Status **“NEW”**).

Error message

If you filled in any of the boxes incorrectly, or missed a box, an **“Error”** message will appear. Click on the **“expand”** sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.



Do not forget to submit for Decision again once you have corrected the boxes.

You have successfully completed PART I of the CHED-D!

Other options

By clicking on **“More”** at the bottom of the page you can:

- ➔ **Delete** allows you to delete the CHED-D.
- ➔ **Copy as new:** enables you to create a new CHED-D in which most boxes are copied from the original document. The original CHED-D is not altered in any way if you decide to perform this action.
- ➔ **Clone as CHEDPP:** lets you quickly create a CHED-PP linked to the existing CHED-D. This option speeds up the submission process.

By clicking on the button **“Preview PDF”**, you can:

- ➔ Preview **the PDF certificate**
- ➔ Click on **“Advanced Print Options”** to open the language selection and print the PDF in several languages at the same time.

PART II – Decision on Consignment – As BCP

As BCP, you can access the CHED-D and modify every information from Part I.

Note: If you do not want the operator to modify the CHED anymore, you can “**Sign as in progress**”. From that point onwards, the RFC can no longer modify the data from Part. I.

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	Current status: UNSAVED	Next: Please complete the required information to submit this CHED for validation.
Applied Check Frequency:			
Country of Origin	Translation	Minimum Checks (%)	Checks performed at border control post
Turkey	669/2009 (2019/35) Turkey Sulphites	50% 20%	91% 42 documents physically checked out of 46 documents issued by the border control post.
			91% 43 documents physically checked out of 47 documents issued by country.
II.3. Documentary Check		II.4. Identity Check	
EU Standard: ☐ Satisfactory ☐ Not satisfactory		☐ Yes ☐ No ☐ Satisfactory ☐ Not satisfactory	
II.5. Physical Check			
☐ Yes ☐ No ☐ Satisfactory ☐ Not satisfactory			

For the commodity subject to a temporary increase of controls or emergency measures, the system will warn you with a blue boxed message entitled “**Applied Check Frequency**”, stating the laboratory test that needs to be performed and the minimum checks to be done at a national level in a 6 month period.

Box – II.3 Documentary Check

Indicate if “Satisfactory”/ “Not satisfactory” depending on the EU Standard.

Box – II.4 Identity Check

If the check has been performed, tick “Yes” and mark it as “Satisfactory”/ “Not satisfactory” depending on the EU Standard.

If the check was not performed, either leave the box empty or check “No”.

Box – II.5 Physical Check

If the check has been performed, click on “Yes” and mark it as “Satisfactory”/ “Not satisfactory” depending on the EU Standard.

If the check was not performed, either leave the box empty or tick on “No”.

Note: When “yes” is selected in the boxes II.4 and II.5, ticking “satisfactory”/“not satisfactory” is mandatory.

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT		Current status: UNSAVED	Next: Please complete the required information to submit this CHED for validation.
II.3. Documentary Check *		II.4. Identity Check *		
EU Standard: ☒ Satisfactory ☐ Not satisfactory		☒ Yes ☐ No ☐ Satisfactory ☐ Not satisfactory		
II.5. Physical Check *				
☒ Yes ☐ No ☐ Satisfactory ☐ Not satisfactory				

Box – II.6 Laboratory Tests

This box can be completed **only** if a physical check will be performed.

II.6 Laboratory Tests
+ Add laboratory test

No laboratory tests

- Click on “**+ Add laboratory test**”
- Select the commodity on which the test has been performed;
- Select the category of the test by choosing the correct one from the list or type the test name directly in the search bar. Select it from the drop-down list that appears.

Laboratory Test selection

0702 00 00 ▼ *

Category ▼

sulphites

Search

Description	Category	
Labelled particulars: sulphites	Miscellaneous	Select
sulphites	Public Health	Select

Close

Once the test has been added, some information still need to be completed:

- ➔ **Motivation:** if it is a “Random” check or if it has been performed on the basis of “Suspicion”
- ➔ **Inspector conclusion:** select between “Satisfactory”, “Pending” or “Not Satisfactory”
- ➔ **Laboratory:** it is mandatory to specify the laboratory. Start typing the name and select a laboratory from the drop-down list that pops out or run an “advanced” search and add some filters by clicking the small “+” button on the right. Once the correct match is selected, the “Name”, “Country” and “Address” of the laboratory are automatically completed.
- ➔ **Sample date, Sample use date & Released date** – these fields are mandatory
- ➔ **Conclusion** – select either “Satisfactory”, “Not interpretable” or “Not Satisfactory”.

Afterwards you also have the option of adding “+Add Counter Analysis”.

11.6 Laboratory Tests

RESIDUES OF PESTICIDES Residues

Motivation

☐ Random ☐ Emergency measures ☐ Temporary increase of controls ☐ Suspicion

Inspector conclusion

☐ Satisfactory ☐ Pending ☐ Not satisfactory

Commodity

EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS

Vegetables (uncooked or cooked by steaming or boiling in water), frozen

Other vegetables

Tomatoes

Initial Analysis

Applicant

Laboratory

Name

Country ISO Code

Address

Sample date

Batch number

Number of samples

Sample type

Sample conservation

Sample use date

Released date

Test method

Results

Conclusion ☐ Satisfactory ☐ Not interpretable ☐ Not satisfactory

+ Add Counter Analysis

Note: when a Laboratory test is marked as “**Pending**” in the “Inspector conclusion”, in II.9 / II.11 / II.12 / II.14 / II.15 / II.16 Conclusion, the option “**Acceptable for Onward Transportation**” will become available for selection.

The screenshot shows two parts of a web form. The top part, titled 'Inspector conclusion', has three radio buttons: 'Satisfactory' (green), 'Pending' (orange, highlighted with a red box), and 'Not satisfactory' (red). The bottom part, titled 'II.9 / II.11 / II.12 / II.14 / II.15 / II.16 Conclusion', has a 'Decision:' section with three radio buttons: 'Authorize for onward transportation' (green, selected), 'Partially Reject' (orange), and 'Refuse' (red). Below this are several options for conclusion, each with a radio button and a help icon: 'II.9 Acceptable for transshipment', 'II.11 Acceptable for transfer', 'II.10 Acceptable for onward transportation' (selected, marked with a red asterisk), 'II.11 Acceptable for direct transit', 'II.12 Acceptable for internal market', 'II.14 Acceptable for non-conforming goods', 'II.15 Acceptable for temporary admission', and 'II.12 Acceptable for private import'. A yellow box contains fields for 'Name', 'Country', and 'ISO Code', along with 'Edit', 'Advanced...', and 'Clear' buttons.

This could happen when, for example, despite a pending Lab Test result, the consignment is authorised to move to an “*Onward Transportation Facility*”. The authority responsible for the OTF should be notified about the operation and should declare the arrival of the consignment at the OTF.

The Authority of the first CHED, who has performed the Lab Tests, will complete PART II of the CHED-D by submitting the results of the tests and by validating or rejecting it.

Box – II.7. Welfare Check

This box doesn’t apply for the CHED-D and should be greyed out.

Box – II.9 / II.11 / II.12 / II.14 / II.15 / II.16 Conclusion

Indicate your decision regarding the consignment and complete the necessary information.

- ➔ Validation: tick the box “**accept**” and select one of the options available in the box II.12

II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion

Decision: ☒ **Accept** ☐ **Partially Reject** ☐ **Refuse**

☐ II.9 Acceptable for transshipment ⓘ

☐ II.10 Acceptable for onward transportation ⓘ

☒ **II.12 Acceptable for internal market**

☒ **Human Consumption**

☐ Animal feedingstuff

☐ Technical use

☐ Transformation

☐ Other

☐ II.9 Acceptable for transfer ⓘ

☐ II.11 Acceptable for direct transit ⓘ

☐ II.14 Acceptable for non-conforming goods ⓘ

☐ II.15 Acceptable for temporary admission ⓘ

☐ II.12 Acceptable for private import ⓘ

➔ Rejection: tick the box “**refuse**” and select one of the options available for the boxes II.16 Not Acceptable and II.17 Reason for Refusal

II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion

Decision: ☐ **Accept** ☐ **Partially Reject** ☒ **Refuse**

☒ **II.16 NOT ACCEPTABLE**

☐ Destruction

☐ Re-dispatching

☐ Others

☐ Transformation

Date/time

+02:00 CEST

☒ **II.17 Reason for Refusal**

Documentary reason

Origin reason

Physical reason

Identity reason

Laboratory reason

Other reason

II.18 Details of controlled destination

Name

Country ISO Code

- ➔ **Partial rejection:** tick the box “**partially reject**” if you want to accept only a part of the consignment.

II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion

Decision: ☐ Accept ☒ **Partially Reject** ☐ Refuse

Please submit certificate for partial rejection. You will be redirected to a new screen where you can select the accepted and rejected commodities. After selecting the commodities, please fill in the decision information for accepted and rejected consignment. Then you can sign the decision. Once you sign it, two new certificates will be generated, one valid, for the acceptable part of the consignment and one rejected for the not acceptable part.

Submit for Partial Rejection
Roissy Charles-De-Gaulle FRCDG4

After submitting for partial rejection, you will be redirected in a new tab where you will be able to submit both your decision on the accepted part of the consignment and your decision on the rejected part of the consignment.

In the green button, you have the option to reject or partially reject. If you click in “*partially reject*”, in the commodity row, you will be asked to select the amount of packages and/or the quantity of units you wish to reject.

Commodities selection Decision on Accepted Consignment Decision on Rejected Consignment

Selection of accepted/rejected commodities

Commodities

1 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS
0710 Vegetables (uncooked or cooked by steaming or boiling in water), frozen
0710 80 Other vegetables
0710 80 70 Tomatoes
Subtotal number of packages: 10 / packages.
Subtotal net weight: 2 / Kg.
Reject all rows

2 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS
0701 Potatoes, fresh or chilled
Subtotal number of packages: 10 / packages.
Subtotal net weight: 10 / Kg.
Reject all rows

#	Commodity	Net weight	Package count	Country of Origin	
#1	0710 80 70 Tomatoes	2 Kg	10 Bag	Morocco	Reject Partially reject
#2	0701 Potatoes, fresh or chilled	10 Kg	10 Bag	Morocco	

Quantity totals

I.32. Total number of packages: 20 / packages.
I.34. Total Net Weight: 12 / Kg.

#1	Commodity	Net weight	Package count	Country of Origin	
	0710 80 70 Tomatoes	2 Kg	40 Bag	Morocco	Reject Partially reject
#2	Commodity	Net weight	Package count	Country of Origin	
	0701 Potatoes, fresh or chilled	10 Kg	10 Bag	Morocco	

After completing the necessary information in each tab (decision on accepted/rejected consignment), you will be able to take the decision:

Commodities selection
Decision on Accepted Consignment
Decision on Rejected Consignment

I.31. Wood packaging materials

Selection is empty

I.31. Description of consignment

#2	Commodity	Net weight	Package count	Country of Origin
	0701 Potatoes, fresh or chilled	10 Kg	10 Bag	Morocco

II.3. Documentary Check

☒ Yes
☐ No

EU Standard: ☒ Satisfactory ☐ Not satisfactory

II.4. Identity Check

☒ Yes
☐ No

☒ Satisfactory ☐ Not satisfactory

II.5. Physical Check

☒ Yes
☐ No

☒ Satisfactory ☐ Not satisfactory

II.7. Welfare Check

☐ Yes
☐ No

☐ Satisfactory ☐ Not satisfactory

Commodities selection
Decision on Accepted Consignment
Decision on Rejected Consignment

I.31. Wood packaging materials

Selection is empty

I.31. Description of consignment

#1	Commodity	Net weight	Package count	Country of Origin
	0710 80 70 Tomatoes	2 Kg	10 Bag	Morocco

II.3. Documentary Check

☒ Yes
☐ No

EU Standard: ☒ Satisfactory ☐ Not satisfactory

II.4. Identity Check

☒ Yes
☐ No

☒ Satisfactory ☐ Not satisfactory

II.5. Physical Check

☒ Yes
☐ No

☐ Satisfactory ☒ Not satisfactory

Cancel
Sign Partial Rejection

You can see that the consignment has been partially rejected in the menu when there is a little blue icon next to the CHED number. By clicking on this icon, you will see the links to both subsequent CHED: the validated consignment and the rejected one:

- ➔ **Transfer:** If the box I.20 **“For transfer to”** has been ticked in PART I, the box II.9 Acceptable for transfer will appear automatically completed in PART II. If the box I.20 **“For transfer to”** has not been ticked in PART I, you can still change the purpose in the PART I, box I.20

When the documentary check is done at the BCP and the consignment is authorized to move to a Control Point where identity and physical checks will be performed, the consignment is still under custom supervision and cannot be released until the official controls are completed.

Box – Consignment resealed

This box becomes available when container number and seal number are entered in box I.6 of PART I. After the checks have been performed, the authority has the option to introduce the container number for reseal, if necessary.

Box – II.20 Identification of BCP

This box will be automatically completed with the details of the authority that completed PART II.

Box – II.21 Certifying officer

This is where you sign the Validation/Rejection of the consignment. You can also sign by clicking on the button at the bottom of the page.

The screenshot shows a web interface for the CHED-D form. At the top, there is a header bar with a play icon and the text "Official inspector". Below this, the form is divided into three main sections:

- II.20 Identification of BCP:** This section contains a table with the following data:

BCP:	Roissy Charles-De-Gaulle FRCDG4	Stamp:	
Country:	France		
Identifier:	FRCDG4		
- II.21 Certifying officer:** This section is a yellow box containing a certification statement: "I, the undersigned official inspector of the DPE, certify that the checks on the consignment have been carried out in accordance with Community requirements." Below this statement are several input fields: "Full name:", "Email:", "Authority:", "Role and code:", "Country:", and "Date of signature:". To the right of these fields is a green button labeled "Sign Validation" with a signature icon and the text "Roissy Charles...".
- II.23 Customs Document Reference:** This section contains a single input field labeled "Customs Document Reference:".

At the bottom of the form, there is a footer bar with several buttons: "Close", "Save as Draft as", "Submit for Decision as", "Sign as in progress", and "Sign Validation".

If you filled all the boxes and fields correctly, the current status is VALIDATED, REJECTED, PARTIALLY REJECTED or AUTHORIZED FOR TRANSFER.

Box – II.23 Customs Document Reference

This is a free text boxes.

You have successfully completed PART II of the CHED-D!

Other options

By clicking on “**More**” at the bottom of the page you can:

- ➔ **Cancel** document
- ➔ **Replace:** this will create a replacement of the CHED-D in case some information need to be changed after the validation. The first CHED will then have the status “*Replaced*” and the new CHED-D will have the status “*Valid*”. Both will be linked and this link will appear on the printed document as well.
- ➔ **Copy as new:** this will create a new CHED-D that will be pre-filled with the information of the current document. In that case, the two CHED-D are not linked.
- ➔ **Clone as CHEDPP:** lets you quickly create a CHED-PP linked to the existing CHED-D. This option speeds up the submission process.
- ➔ **Clone as CHED from a COI:** this functionality allows the RFL to start a CHED-D from a COI even if the RFL is not mentioned in it. PART I of the CHED-D will contain some information from the COI which is common to both documents. The Box Accompanying document in the CHED-D will automatically be filled in with the information concerning the cloned COI. The COI and the CHED-D will be linked.

Depending on the document that you want to clone, through the menu either go to:

- Documents > COI and click on “clone as CHED”

Search for Certificate of Inspection

Search: - / - results.

Reference number	Country of export	Countries of origin	Country of destination	Country of clearance / Point of entry	Arrival at entry point	Exporter	Importer	Last update on	Certificate status
Start searching with Search button.									

In the window that opens indicate **all** the relevant information and click on “clone as CHED to connect both documents:

Clone as CHED

Reference number: *

Issuing body code: *

Issuing date: *

Cloning CHED reference number: *

Clone to CHED

Issuing country: *

Reference number: *

Issuing date: *

This will link the two documents.

By clicking on “**Preview PDF**” button you can:

- ➔ Preview **the PDF certificate**
- ➔ In the **Advanced Print Options** you can choose the languages in which you want the document to be printed. You can choose more than one language.

Linking a COI to a CHED-D

Attention!

For organic and in-conversion products subject to organic checks at border control posts, if the operator intends to release the products in the consignment covered by the CHED on the EU market as organic or in-conversion products it is mandatory to insert the product type 'organic' in the CHED in TRACES (see below) and to link a COI to the CHED.

To do so, you must select the product type “organic” inside a commodity box of the CHED:

The screenshot shows the CHED-D interface. At the top, there is a summary section for 'EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS' with a subtotal quantity of 0 Units and a subtotal net weight of 7 kg. Below this, there are three dropdown menus for 'Default weight unit', 'Default quantity unit', and 'Default package type'. The main table has columns for '#', 'Commodity', 'Product type', 'Net weight', 'Package count', 'Country of Origin', 'Batch number', and 'Quantity'. The 'Product type' dropdown menu is highlighted with a red box and shows 'ORGANIC' selected. The 'Country of Origin' is set to 'Morocco'.

When this product type has been selected, it becomes mandatory to link a COI to the CHED inside the accompanying documents. Click on the option “Add certificate reference” and select the COI that should be linked to the CHED:

The screenshot shows the 'I.9. Accompanying documents' dialog box. It has two buttons at the top: 'Add Accompanying Document' and 'Add Certificate Reference'. The 'Add Certificate Reference' button is highlighted with a red box. Below the buttons, there is a 'Type' dropdown menu set to 'COI'. There is a checkbox for 'Manually marked as cloned from'. The 'Number' field contains 'COI.AR.2021.0000006'. The 'Date' field contains '29/11/2021 +01:00 CET'. There are also fields for 'Country' and 'Place of issue'.

If a CHED and a COI are linked, the link automatically appears in the “Links” box below the reference number of a COI:

3 Certificate of inspection reference number

COI.AR.2021.0000006

Links

Manually marked as cloned to

CHEDD.FR.2021.0000243
11/30/2021 11:40:29 +01:00 CET

Attention!

The rule above does NOT apply to products exempted from organic checks at border control posts (that is to say, those for which only a point of release for free circulation can be selected in box 10 of the COI) and this even in the case where by virtue of national law only it is required that those goods be checked at border control posts registered in TRACES as points of release for free circulation a be accompanied by an entry document in the same format as the CHED.

Note: If the product type “organic” has been selected in the description of the consignment. A box for “other checks becomes available in Part II of the document. It is mandatory to tick the box next to “I confirm that I have consulted and verified outcome of related official controls on COI.XX.YYYY.ZZZZZZ”. Otherwise it is not possible to sign the CHED.

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT		Current status: NEW	Next: An authority will now check and decide if this CHED can be validated.
II.3. Documentary Check ☒ Yes ☐ No EU Standard: ☐ Satisfactory ☐ Not satisfactory		II.4. Identity Check ☒ Yes ☐ No ☐ Satisfactory ☐ Not satisfactory		
II.5. Physical Check ☒ Yes ☐ No ☒ Satisfactory ☐ Not satisfactory No physical checks reason: ☐ Reduced checks ☐ Others		Other checks ☐ I confirm that I have consulted and verified outcome of related official controls on COI.BR.2021.0000015.		