



European  
Commission

# CHED-D USER MANUAL

VERSION 1.0



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

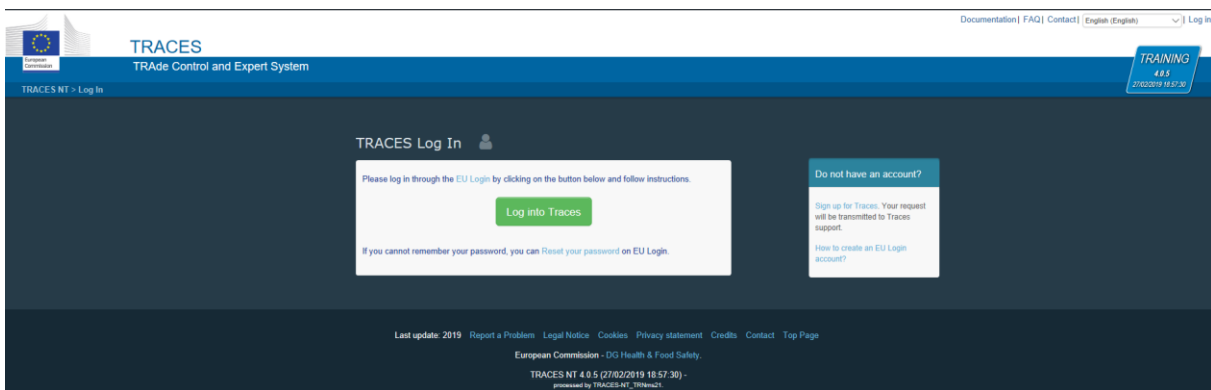
**RFC** – Responsible for consignment

**CP** – Control Point

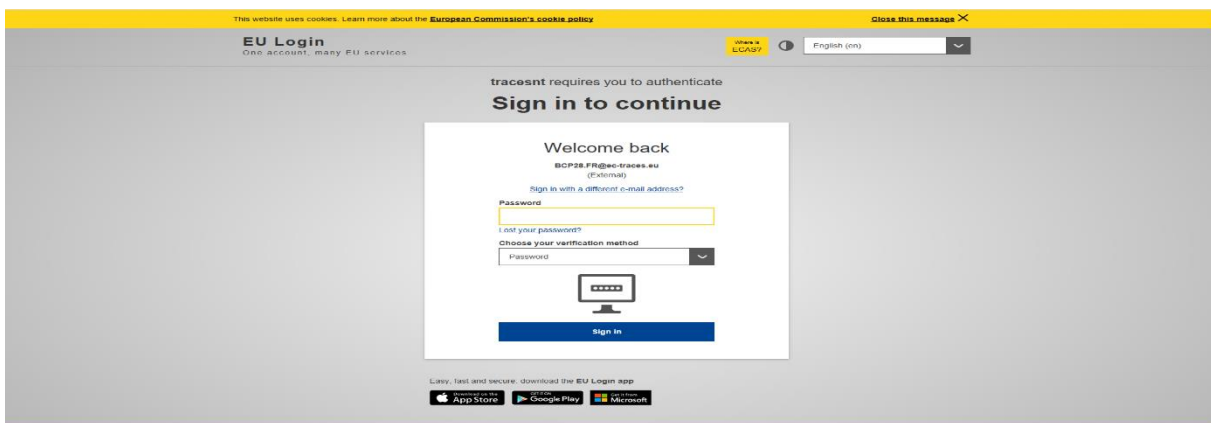
**BCP** – Border control post

## How to Log into Traces?

1.1. Open the “TRACES NT” page. Link: <https://webgate.ec.europa.eu/tracesnt/login>



1.2. Click on the green button “Log into Traces”. Clicking on this leads you to the EU login screen.



1.3. Enter your EU Login account details (e-mail and password).

1.4. Click “Sign In”.

► *Note: If you don't yet have an EU Login account, you'll need to create one.*

Please follow the link: [Creating an EU Login Account](#)

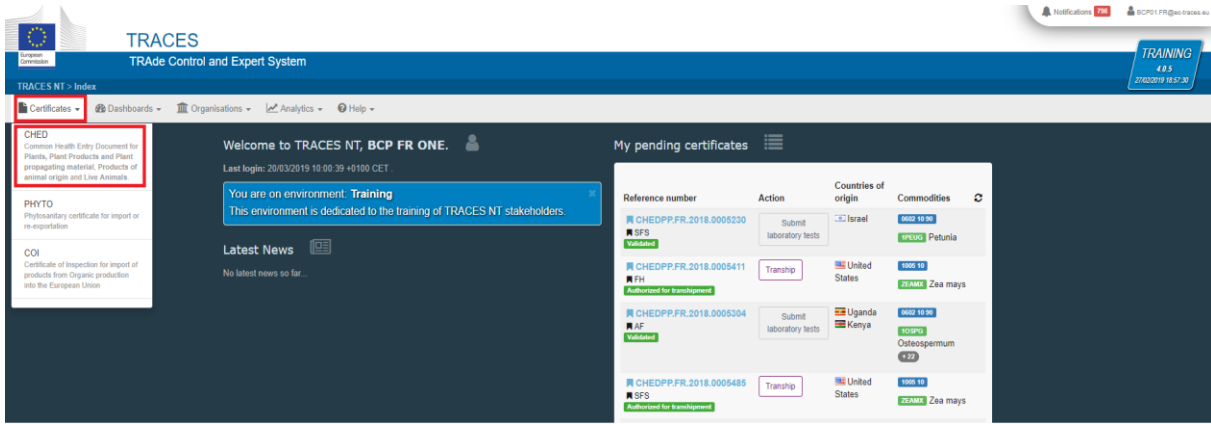
► *You'll then need to request a role in Traces.*

Please follow the link: [Request an Access Role in TRACES](#)

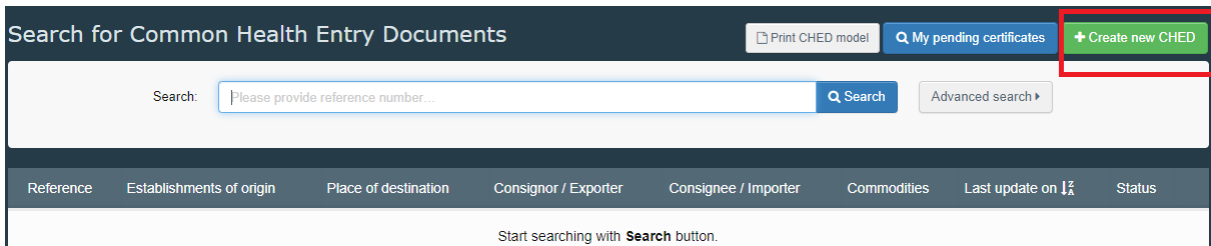
# PART I – Dispatched Consignment – As RFC

## 2. How to create PART I of CHED-D?

2.1 On the homepage, click on “Certificates” and then “CHED”.

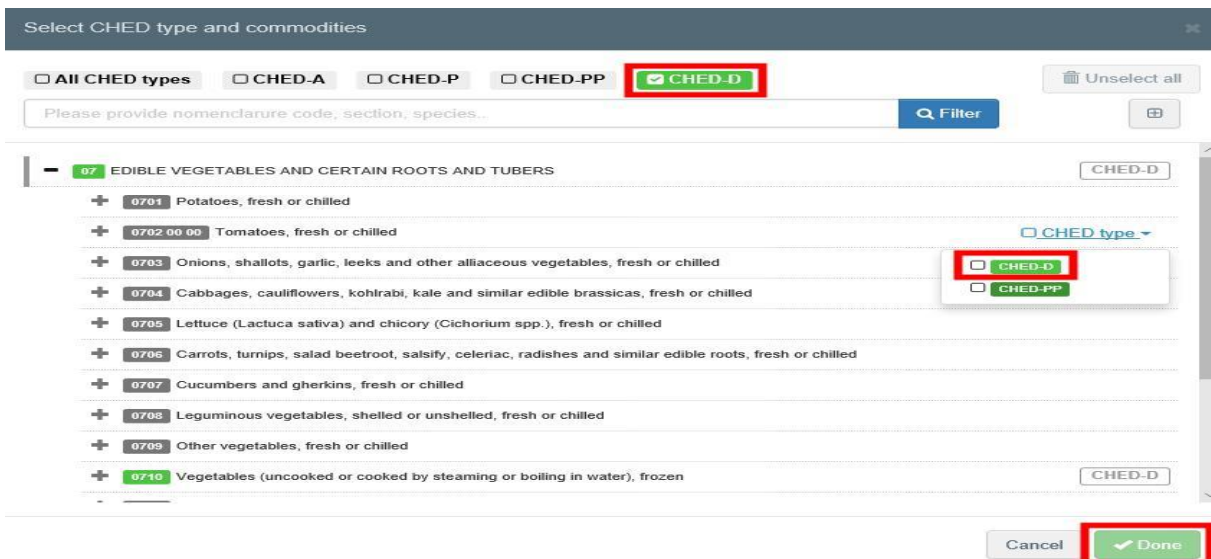


2.2 Click on the green button located on the top-right of the window entitled “+ Create new CHED”.



2.3 Tick the “CHED-D” box.

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



► **Note:** All the boxes marked with a red asterisk \* are mandatory.



**Mandatory boxes \*:**

### 2.5 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;
- 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.
- 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.
- 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.

If the operator is not present in the system, you can create a new operator clicking on **“+ Create a new Operator”**. This button will appear once an advanced search has been run in order to ensure that there are no duplicates in the system.

► **Note:** Follow the link to help you to create a new Operator in TNT: [Create a New Operator in TNT](#)

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

### 2.6 Box – I.5. Consignee/Importer

To fill in this box, it is possible to follow one of the procedures described under point 2.5.

► **Note:** After completing the Box I.1 and I.2 you can already **"Save as Draft"** Part I of the CHED-D and complete it at a later date.

### 2.7 Box – I.7. Operator responsible for the consignment

To fill in this box, it is possible to follow one of the procedures described under point 2.5.

- When you are logged in as the RFC this box is automatically filled in.

### 2.8 Box – I.3. Border Control Post

To fill in this box, it is possible to follow one of the procedures described under point 2.5.

- When you are logged in as a RFC the system automatically suggests a BCP. It is possible to add the suggested BCP to the certificate by clicking on the button "Select".
- When you are logged in as a BCP you can click "Assign my BCP" to choose your correct competence. Then the box is automatically completed.

Name	Role	Code	Competence
Roissy Charles-De-Gaulle FRCDG4	BCP	FRCDG4	Plants

Name:

Country:

ISO Code:

Buttons: Select, Assign my BCP, Edit, Advanced..., Clear

► **Note:** Choose the **BCP** with **Feed and Food of Non-Animal Origin** competence.

### 2.9 Box – I.9. Arrival at entry point

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

- Click on the small calendar icon and choose the date;
- Click on the box to select the exact time (in hours and minutes);
- By clicking the small clock icon, you will set things to the current date and time

**I.9. Arrival at entry point** \*

17/04/2019  +02:00 CEST

Wednesday April 17, 2019 00:00:00 +02:00 CEST

**In your time zone:** Wednesday April 17, 2019 00:00:00 +02:00 CEST  
in a day.

► **Note:** You have the option to add a suggestion on the inspection to the inspectors such as location, time and other comments, by using the **"Inspector planner"** section.

### 2.10 Box – I.12. Means of transport

- Click on **"Add means of transport"**;
- Select the means of transport that arrives at the BCP: you have the choice between **"Rail"**, **"Road vehicle"**, **"Airplane"** or **"Ship"**;
- Complete the mandatory fields;
- Click on the green button **"+ Create"**.
- If the means of transport already exists in the system, select it from the drop-down list that appears.

**I.12. Means of transport** \*

Add Means of Transport ▾

- Rail
- Road vehicle
- Airplane
- Ship

**I.12. Means of transport** \*

Add Means of Transport ▾

1.  Airplane

Flight number:

International transport document:

**+ Create** (highlighted)

Clear

Remove

► **Note:** It is possible to add several means of transport and to order them by dragging the items with the double sense arrows on the left.

### 2.11 Box – I.13. Country of dispatch

Select from the list the Country where the consignment was placed aboard the means of transport, before entering the EU.

### 2.12 Box – I.15. Transport conditions

Select the appropriate mode of transport/storage temperature.

**I.15. Transport conditions** \*

Chilled  
 Ambient  
 Frozen

**2.13 Box – I.17. Goods certified as**

Select the correct option for the intended use of the consignment.

**I.17. Goods certified as**

Further process  
 Human Consumption  
 Other  
 Animal Feedingstuff

**2.14 Box – I.19. / I.19. / I.20. / I.21. / I.21. / I.22. / I.23. / I.24. Purpose**

Select the purpose of the consignment among the options I.19. and I.21.

- Option I.21. For internal market
- Option I.19. For transfer to: Documentary check is done at the first BCP.

Select the Control point (or 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.

**I.19. / I.19. / I.20. / I.21. / I.21. / I.22. / I.23. / I.24. Purpose** \*

I.19. For transshipment  
 I.19. For transfer to  
 I.19. For movement to approved place of destination  
 I.20. For direct transit  
 I.21. For internal market  
 I.21. For private import  
 I.22. For non conforming goods  
 I.23. For re-entry  
 I.24. For temporary admission

**Control Point**

Name \_\_\_\_\_

Code \_\_\_\_\_

**2.15 Box – I.29 Commodities**

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

► **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.

- Use buttons “+ Add commodity” or “Modify commodities” to add or change commodities included in your certificate.
- You have the option of using the buttons “Remove”, “Clear rows” or “+ Add row” to alter each of the commodities included in the certificate.
- “Remove” will delete the selected commodity from the list (if there is more than one).
- “Clear rows” will delete all the details and information provided within the selected commodity.
- “+ Add row” will add 1(one) row to the selected commodity. If you click the arrow on the right you have the option of adding 5, 10, 50 or 100 rows.

1.29. Commodities

+ Add commodities Modify commodities

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

Remove Clear rows + Add row

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

Default weight unit: [dropdown] Default package type: [dropdown]

Show optional columns

#7	Commodity *	Country of Origin *	Net weight *	Unit	Package count *	Unit
	0702 00 00	[dropdown]	[input]	[dropdown]	[input]	[dropdown]

## 2.16 Box – I.33 Declaration

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

For the operator responsible for the consignment

I.33 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

All fields with a \* are required

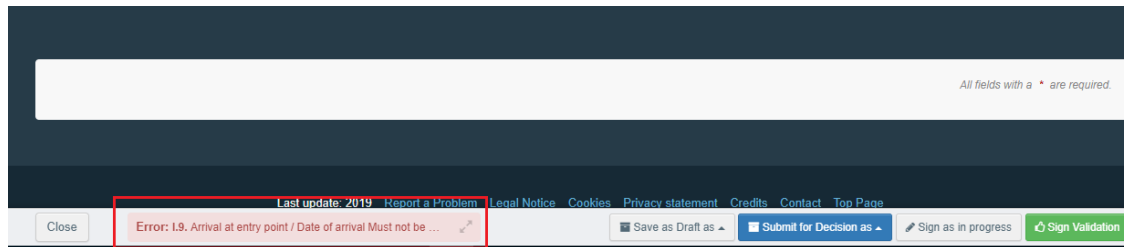
Last update: 2019 Report a Problem Legal Notice Cookies Privacy statement Credits Contact Top Page

Close Save as Draft Submit for Decision

► If you filled in any of the boxes incorrectly, 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 and you will be redirected to the box and field that requires modification.



If you filled in all of the boxes and fields correctly, the current status changes to “**NEW**”. The authority will then check and decide if the CHED can be validated.

## **SUCCESS:** You have successfully completed **PART I** of the CHED-D!

You have the option of clicking on “**More**” at the bottom of the page in order to:

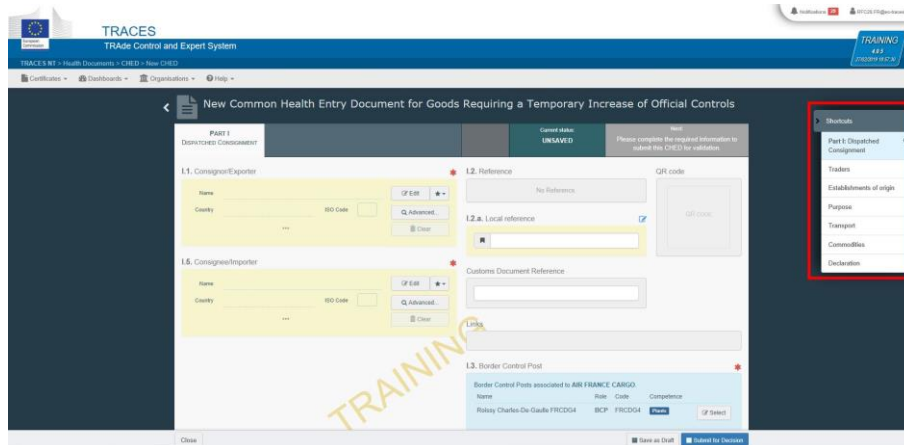
- “**Delete**”: lets you to delete the submitted CHED-D.
- “**Copy as new**”: lets you to quickly create a new CHED-D based upon the original. This option speeds up the submission process. The original CHED-D is not altered in any way if you decide to perform this action.
- “**Clone as CHEDPP**”: lets you quickly create a CHED-PP linked to the existing CHED-D. This option speeds up the submission process.

You can preview the certificate in PDF format and print from the PDF viewer, if required.

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

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

► **Suggestion:** use the shortcut tool on the right-hand side of the certificate in order to speed up the search during the creation of the CHED-D



## Optional Boxes:

### 2.17 Box – I.2. Reference

The reference number is automatically filled in once Part I is submitted.

### 2.18 Box – I.2.a. Local reference

The user can, depending on the national administration, assign this number themselves.

### 2.19 Box – I.6. Place of Destination

This box is automatically filled in after completing box I.5. Consignee/Importer.

To alter the details, click on “Clear” and follow one of the procedures described in point 2.5.

### 2.20 Box – I.8. Accompanying Documents

The purpose of this box is to attach any relevant documents.

- Click on the button “**Add Accompanying Document**”;
- Choose the type of document from the corresponding drop-down list and enter all relevant details, such as “**Number**”, “**Date**” and “**Country**”.
- Once you have finished entering the details, you have the option of uploading one file by clicking the “**Select file(s)**” button and performing a local search for it on your device/computer.
- Click on “**✓ Apply**”.

► **Note:** The “Attachment” option allows the upload of a PDF document that does not exist electronically in TNT. “Corresponds to” allows you to establish a link with a pre-existing electronic certificate in TNT.

### 2.21 Box – I.10. Country of Origin

This box is automatically filled in after completing box I.29. **Commodities**.

### 2.22 Box – I.16. Container No/Seal No

In this box you have the option of adding the **Container number** and the **Seal number**.

► **Note:** *The Container number must consist of three capital letters, followed by U or J or Z, followed by seven numbers. (Ex: AAAZ1234567)*

**2.23 Box – I.25 Means of transport after BCP/storage**

To fill in this box, you can follow one of the procedures described under point 2.10.

**2.24 Box – I.26 Transporter**

Complete the details concerning the transporter, such as the “**Name**” and “**Country**”.

**2.25 Box – I.27 Date of departure**

To fill in this box, you can follow the procedure described under point 2.19.

# PART II – Decision on Consignment – As BCP

## 3. How to create PART II of the CHED-D?

Country of Origin	Translation	Minimum Checks (%)	Checks performed at border control post	Checks performed at national level
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.

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.

► **Note:** After having opened the certificate, you can “Sign as in progress”. From that point onwards, the RFC can no longer modify the data in the CHED-D!

### Mandatory boxes \*:

#### 3.1 Box – II.3 Documentary Check

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

#### 3.2 Box – “II.9 / II.10 / II.11 / II.11 / II.12 / II.13 / II.14 / II.15 Conclusion

The purpose of this box is to make your decision concerning the consignment.

You have the option to:

- **ACCEPT** - Box II.11 Acceptable for internal market  
Select an option between “Human consumption”, “Animal feedingstuff”, “Technical use”, “Transformation” or “Other”.

Decision:  **Accept**  **Refuse**

II.9 Acceptable for transhipment ⓘ

II.9 Acceptable for transfer ⓘ

II.10 Acceptable for direct transit ⓘ

**II.11 Acceptable for internal market** \*

- Human Consumption
- Animal feedingstuf
- Technical use
- Transformation
- Other

II.12 Acceptable for channeling ⓘ

II.13 Acceptable for non-conforming goods ⓘ

II.14 Acceptable for temporary admission ⓘ

II.11 Acceptable for private import ⓘ

- REFUSE** - Box II.15 Not Acceptable and II.16 Reason for Refusal  
 Indicate clearly the action to be taken in case of rejection of the consignment, including the reasons for refusal.

Decision:  **Accept**  **Refuse**

**II.15 NOT ACCEPTABLE** \*

- Destruction
- Re-dispatching
- Others
- Transformation

Date/time:   +02:00 CEST

**II.16 Reason for Refusal** \*

- > Documentary reason
- > Origin reason
- > Physical reason
- > Identity reason
- > Laboratory reason
- > Other reason

II.17 Controlled destination

Name:  Edit ☆

Country:  ISO Code:  Advanced... Clear

- AUTHORISE TRANSFER** – Box II.19 Acceptable for transfer  
 If the “**Box I.19 For transfer to**” is filled in PART I, this option will appear automatically completed in PART II.  
 If you change the purpose “**For internal market**” and decide to transfer, go to PART I and change the Box I.19.  
 Select the Control point (or BCP) where the **Identity** and **Physical checks** will be done. The selection can be done by typing the name and selecting the CP/BCP from the corresponding drop-down list or by running an advanced search.

II.9 / II.10 / II.11 / II.11 / II.12 / II.13 / II.14 / II.15 Conclusion ✖

Decision:  **Authorize transfer**  **Refuse**

II.9 Acceptable for transshipment ?  II.9 Acceptable for movement to approved place of destination ?

**II.9 Acceptable for transfer** \*  II.? Acceptable for onward transportation ?

Control Point **Almería, P** Code **ESLE11**

II.10 Acceptable for direct transit ?

II.11 Acceptable for internal market ?

II.12 Acceptable for channelling ?  II.13 Acceptable for non-conforming goods ?

II.14 Acceptable for temporary admission ?  II.11 Acceptable for private import ?

### 3.3 Box – II.20 Official inspector

You have the option of clicking either on **Sign Validation** or on **Sign Rejection**.

Official inspector

II.19 Identification of BCP

BCP: **Roissy Charles-De-Gaulle FRCDG4** Stamp: \_\_\_\_\_

Country: **France**

Identifier: **FRCDG4**

II.20 Official inspector

Full name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ **Sign Validation**

Authority: \_\_\_\_\_ **Roissy Charles-De-Gaulle FRCDG4**

Role and code: \_\_\_\_\_

Country: \_\_\_\_\_

Date of signature: \_\_\_\_\_

II.22 Customs Document Reference

Customs Document Reference: \_\_\_\_\_

Close Save as Draft as Submit for Decision as Sign as in progress **Sign Validation**

If you filled all the boxes and fields correctly, the Current status is **VALIDATED**, **REJECTED** or **AUTHORIZED FOR TRANSFER**, respectively.

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

You have the option of clicking on **“More”** at the bottom of the page in order to:

- **Cancel certification:** this allows you to **stop** the release of the consignment from a **VALIDATED** CHED-D.
- **Replace:** this allows you to quickly correct a pre-validated CHED-D, whilst cancelling the original one.

- **Copy as new:** this allows you to quickly create a new **CHED-D** based on the original. This action greatly speeds up the submission process. The original CHED-D is **not** altered by this action.
- **Clone as CHEDPP:** this allows you to quickly create a **CHED-PP** linked to the existing **CHED-D**. This action greatly speeds up the submission process.

You can preview the certificate in **PDF format** and print from the **PDF viewer**, when required.

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

► **Suggestion:** use the shortcut tool at the right-hand of the certificate/screen in order to speed up the search as you fill in the **CHED-D** details.

## Optional Boxes:

### 3.4 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”**.

### 3.5 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:** Box II.4 and II.5 become mandatory when “yes” is selected.

The screenshot shows a form with three sections: II.3. Documentary Check, II.4. Identity Check, and II.5. Physical Check. In II.3, 'Satisfactory' is selected under 'EU Standard'. In II.4, 'Yes' is selected. In II.5, 'Yes' is selected. Red boxes highlight the 'Yes' selections in II.4 and II.5, and red asterisks indicate mandatory status.

### 3.6 Box – II.6 Laboratory Tests

This box needs to be completed **only** if a physical check was performed.

The screenshot shows the 'II.6 Laboratory Tests' section. It has a header with a '+ Add laboratory test' button and a message 'No laboratory tests' below it.

- 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.

The screenshot shows the 'Laboratory Test selection' dialog box. It has a search bar with 'sulphites' entered. A table lists 'sulphites' under 'Public Health' with a 'Select' button highlighted in red.

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



Once the test has been added, you are required to give some information about it:

- 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 – this field is **mandatory**;
- Sample use date - this field is **mandatory**;
- Released date - this field is **mandatory**;
- Conclusion – select either **“Satisfactory”**, **“Not interpretable”** or **“Not Satisfactory”**.

The other fields are not mandatory.

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

The screenshot displays the 'ILS Laboratory Tests' form. At the top, there is a header with the title 'ILS Laboratory Tests' and a '+ Add laboratory test' button. Below the header, the form is organized into several sections:

- Commodities:** A dropdown menu is set to 'sulphites Public Health'. Below this, the 'Motivation' section has two radio buttons: 'Random' (selected) and 'Suspicion'. The 'Inspector conclusion' section has three radio buttons: 'Satisfactory' (selected), 'Pending', and 'Not satisfactory'.
- Commodity:** A grey box displays '07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS' and '0703 90 90 Tomatoes, fresh or chilled'.
- Initial Analysis:** This section is divided into two main parts:
  - Applicant:** A yellow box containing fields for 'Name', 'Country', and 'Address'. There are 'Edit' and 'Advanced...' buttons. Below these are fields for 'Sample date', 'Batch number', 'Number of samples', 'Sample type', and 'Sample conservation'.
  - Laboratory:** A yellow box containing fields for 'Sample use date', 'Test method', 'Released date', and 'Results'. It also has radio buttons for 'Satisfactory' (selected), 'Not interpretable', and 'Not satisfactory'. A '+ Add Counter Analysis' button is located at the bottom right of this section.

► **Note:** when a Laboratory test is marked as "Pending" in the "Inspector conclusion", in Box II.9 / II.10 / II.11 / II.11 / II.12 / II.13 / II.14 / II.15 Conclusion, the option "Acceptable for Onward Transportation" will become available for selection.

II.9 / II.10 / II.11 / II.11 / II.12 / II.13 / II.14 / II.15 Conclusion

Decision:  **Authorize for onward transportation**  **Refuse**

II.9 Acceptable for transshipment ⓘ

II.9 Acceptable for movement to approved place of destination ⓘ

II.9 Acceptable for transfer ⓘ

**II.? Acceptable for onward transportation** \*

Name

Country  ISO Code

\*\*\*

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.

### 3.7 Consignment released

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 of inserting a new "**Container number for reseal**", if necessary.

### 3.8 Box - II.19 Identification of the BCP

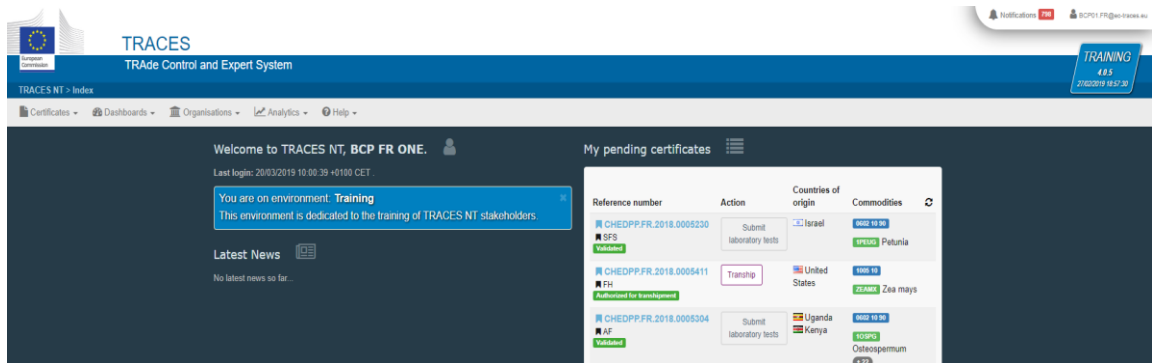
This Box will be automatically completed with the details of the authority that completed PART II.

### 3.9 Box – II.22 Custom Reference Number

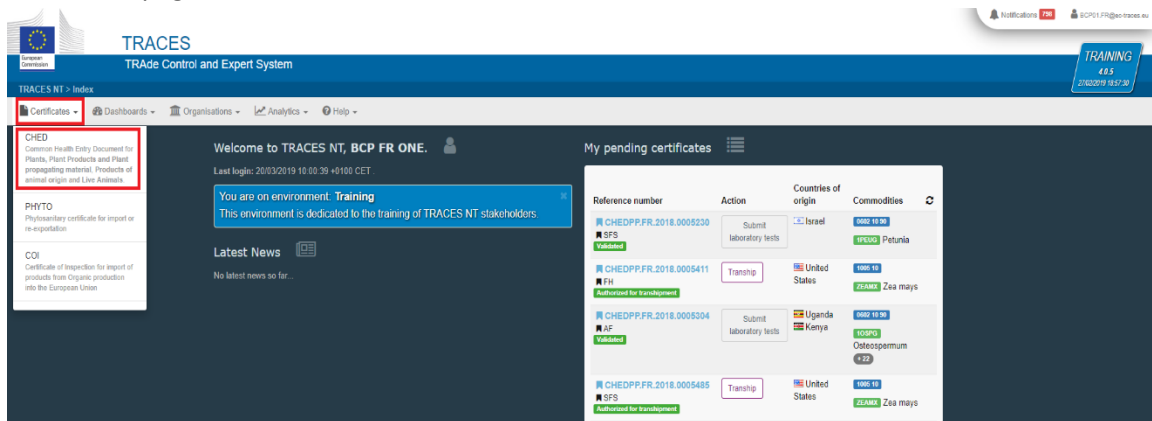
This is a free text Box.

## 4. How to search for a CHED-D?

### 4.1. Log into “TRACES NT”. Link: [TRACES NT LOGIN](#)

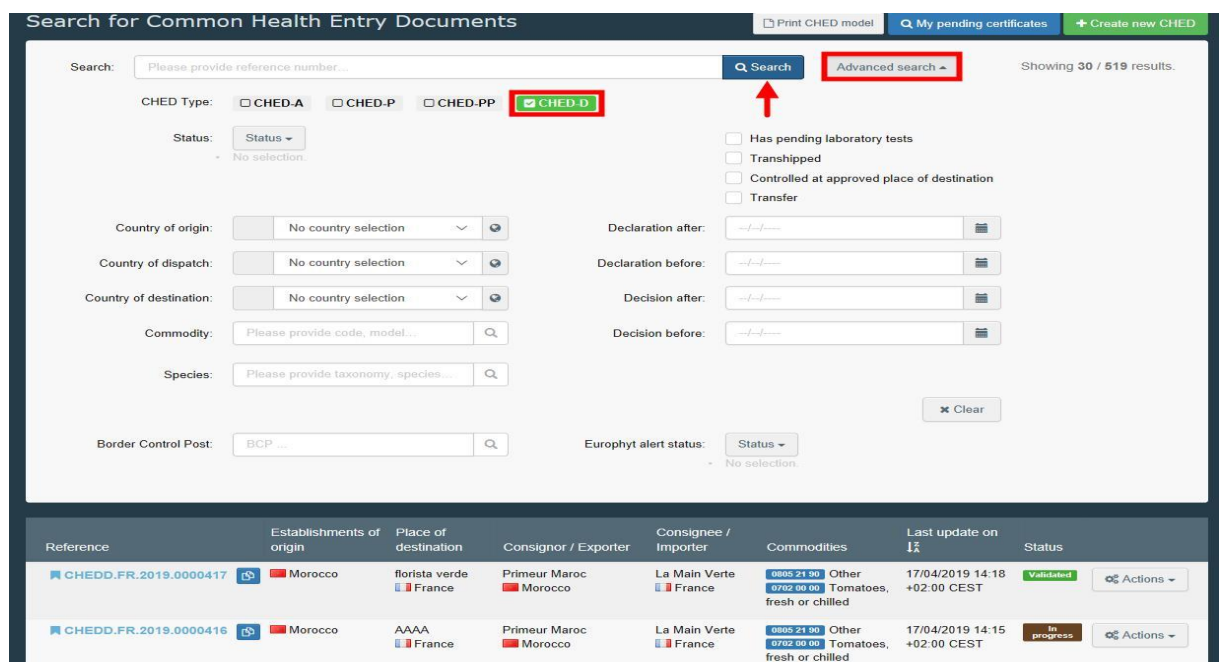


### 4.2 On the homepage, click on “Certificates” and then “CHED”.



### 4.3 Type directly the Reference number or the Local reference number of the CHED-D. If you don't know, run an “Advanced search” and select the details.

### 4.4 Click on the **Search** button and scroll down to see the list.



4.5 Click directly on the Reference number of the CHED-D that you are searching to open the certificate. Alternatively, click on the **Actions** button displayed on the right and select **“Open in a new Tab”**.

***Suggestion:** use the Actions button to have access to some extra functionalities to speed up the submission process (“Print PDF”, “Copy as new” and “Clone as CHEDPP”).*

Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
<a href="#">CHEDD.FR.2019.0000417</a>	Morocco	florista verde France	Primeur Maroc Morocco	La Main Verte France	0805 21 90 Other 0702 00 00 Tomatoes, fresh or chilled	17/04/2019 14:18 +02:00 CEST	Validated <b>Actions</b>
<a href="#">CHEDD.FR.2019.0000416</a>	Morocco	AAAA France	Primeur Maroc Morocco	La Main Verte France	0805 21 90 Other 0702 00 00 Tomatoes, fresh or chilled	17/04/2019 14:15 +02:00 CEST	<b>Open in a new Tab</b> Print PDF Copy as new Clone as CHEDPP progress <b>Actions</b>
<a href="#">CHEDD.FR.2019.0000415</a>	Morocco	AAAA France	MorocoVeggie SRL Morocco	FRIKUS TEST Slovenia	0704 20 00 Brussels sprouts	17/04/2019 10:32 +02:00 CEST	<b>Actions</b>

If you work at a BCP, perform the following steps in order to find the certificates to validate:

4.6 Follow the procedure described under point 4.1 and 4.2.

4.7 Run an **“Advanced search”** and select the details:

- **CHED type:** CHED-D
- **Status:** New
- **Declaration after:** the previous day
- **Declaration before:** the actual day

Search for Common Health Entry Documents

Print CHED model | My pending certificates | Create new CHED

Search:   **Advanced search**

CHED Type:  CHED-A  CHED-P  CHED-PP  **CHED-D**

Status:    Has pending laboratory tests  Transhipped  Controlled at approved place of destination  Transfer

Country of origin:

Country of dispatch:

Country of destination:

Commodity:

Species:

Border Control Post:

Declaration after:

Declaration before:

Decision after:

Decision before:

Europhyt alert status:

4.8 Click **“Search”** and scroll down to see the list.

4.9 Click directly on the Reference number of the CHED-D to open the certificate.

Alternatively, click on the **“Actions”** button displayed on the right and select **“Open in a new Tab”**.

Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
<a href="#">CHEDD.FR.2019.0000414</a>	Morocco	Frutas Import Export France	MorocoVeggie SRL Morocco	Frutas Import Export France	0702 00 00 Tomatoes, fresh or chilled	15/04/2019 15:30 +02:00 CEST	New <b>Actions</b>

Open in a new Tab  
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Clone as CHEDPP

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**Note:** You can also find all the information about certificates that have been created, validated or rejected at your BCP by date.

4.10 Click on “**Notifications**” next to your profile, in the top right-hand corner of the window.

The screenshot shows the TRACES NT dashboard with a notification dropdown menu open in the top right corner. The dropdown menu lists several notifications, including 'New and read notifications', 'CHEDD.FR.2019.0001516 created', 'CHEDD.DE.2019.0001118 rejected', 'CHEDD.DE.2019.0001109 rejected', 'PHYTO.MA.2019.0000397 validated', and 'CHEDPP.PL.2019.0000100R rejected'. A red box highlights the 'Notifications' button in the top right corner of the dashboard.

4.11 Select the three dots at the bottom of the drop-down list.  
Now you are able to see all of **today’s notifications** and those from previous days/weeks.

The screenshot shows the TRACES NT dashboard with the 'Notifications' page open. The page is divided into two sections: 'Today's notifications' and 'Yesterday's notifications'. The 'Today's notifications' section shows a list of notifications, including 'CHEDD.FR.2019.0001540 created', 'CHEDD.FR.2019.0001539 created', 'CHEDD.FR.2019.0001538 created', 'CHEDD.FR.2019.0001537 created', 'CHEDD.FR.2019.0001536 created', 'CHEDD.FR.2019.0001532 created', 'CHEDD.FR.2019.0001533 created', 'CHEDD.FR.2019.0001535 created', and 'CHEDD.FR.2019.0001531 created'. The 'Yesterday's notifications' section shows a list of notifications, including 'CHEDD.PL.2019.0000100R rejected', 'CHEDD.FR.2019.0000414 created', 'PHYTO.MA.2019.0000396 validated', 'PHYTO.MA.2019.0000395 validated', 'PHYTO.MA.2019.0000394 validated', 'PHYTO.MA.2019.0000393 validated', 'PHYTO.MA.2019.0000392 validated', 'PHYTO.MA.2019.0000391 validated', and 'PHYTO.MA.2019.0000390 validated'. A red box highlights the three dots at the bottom of the dropdown list in the previous screenshot.