

# 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.

Health and Food Safety

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# Glossary

RFC – Responsible for consignment BCP – Border control post

CP – Control Point

# How to Log into Traces?

1.1. Open the "TRACES NT" page. Link: https://webgate.ec.europa.eu/tracesnt/login

				Documentation   FAQ   Contact   English (English)	į in
0	TRACES			_	
European Commission	TRAde Control and Expert System			TRAINING	
TRACES NT > Log In				27,00,0019 10 57.00	
		TRACES Log In			
		Please log in through the EU Login by clicking on the button below and follow instructions.	Do not have an account?		
		Log into Traces	Sign up for Traces. Your request will be transmitted to Traces support.		
		If you cannot remember your password, you can Reset your password on EU Login.	How to create an EU Login account?		
		Last update: 2019 Report a Problem Legal Notice Cookies Privacy statement Cred			
		European Commission - DG Health & Food Safety.	aya		
		TRACES NT 4.0.5 (27/02/2019 18:57:30) -			
		processed by TRACES-NT_TRNms21.			

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

This website uses cookies. Learn more about	the European Commission's cookie policy		Glose this	message ×	
EU Login One account, many EU services		Where is ECAS7	English (on)	~	
	tracesnt requires you to authenticate				
	Sign in to continue	•			
	<section-header></section-header>				

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: <u>Creating an EU Login Account</u>
    You'll then need to request a role in Traces.
    Please follow the link: <u>Request an Access Role in TRACES</u>
```

# **PART I – Dispatched Consignment – As RFC**

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

TRACES NT > Index	C rol and Expert System ⊃ranisations - M_Analytics - @ Help -						A Notifications 78	BCP01.FR@ex.tr TRAINING 405 27622019 1657.30
Control of the second sec	Welcome to TRACES NT, BCP FR ONE.  Cast login: 2002/011900 39-0100 CET: Cast login: 2002/011900 39-0100 CET: Cast in environment is dedicated to the training of TRACES NT stakeholders Casts News	×	My pending certificates Reference number R CHEOPPFR.2018.000520 Sesses R CHEOPPFR.2018.0005411 PH Account with temptome R CHEOPPFR.2018.0005304 R CHEOPPFR.2018.0005304 Sessessessessessessessessessessessessess	Action Submit Laboratory tests Transtrip Submit Submit Transtrip	Countries of origin Israel United States United States	Commodities GEO 190 STUD: Petunia SEC 19 STUD: Petunia SEC 19 STUD: Petunia SEC 19 SEC		

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".

Search fo	or Commo	n Health	n Entry Docume	nts	Print CH	ED model	Q My pending certificates	+ Create new CHED
	Search:	Please provi	ide reference number			<b>Q</b> Search	Advanced search •	
Reference	Establishment	s of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Comm	odities Last update o	on J <sup>z</sup> Status
				Start searching with Sea	arch button.			

#### 2.3 Tick the "CHED-D" box.

2.4 Select the commodity code from the list. <u>Remember to select "**CHED-D**" once again. Click on "**Done**".</u>

Select CHED type and commodities	ж
All CHED types CHED-A CHED-P CHED-PP	Diselect all
Please provide nomenclarure code, section, species	Q Filter
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	CHED-D
+ 0704 Cabbages, cauliflowers, kohirabi, kale and similar edible brassicas, fresh or chilled	
Coros 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	
Other vegetables, fresh or chilled	
+ 0710 Vegetables (uncooked or cooked by steaming or boiling in water), frozen	CHED-D
	Cancel 🗸 Done

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

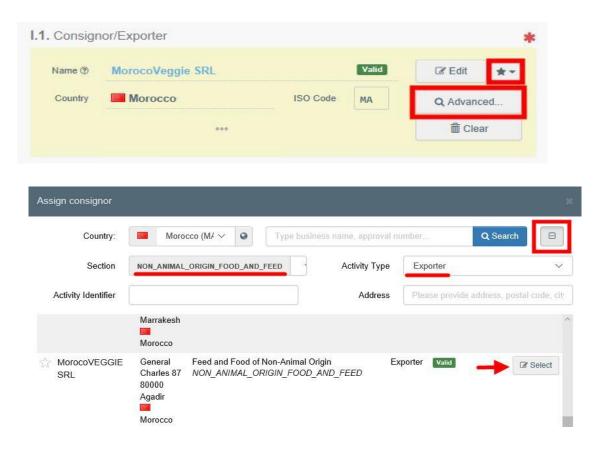


#### Mandatory boxes \*:

#### 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: <u>Create a New</u> <u>Operator in TNT</u>

**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.

I.3. Border Control Post
Border Control Posts associated to AIR FRANCE CARGO. Name Role Code Competence
Roissy Charles-De-Gaulle FRCDG4     BCP     FRCDG4     Plants
Name Please provide name, address, city Q Assign my BCP -
Country No country st 🔻 🥥 ISO Code 🕼 Edit
Q Advanced
益 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

17/04/2019	=	00:00	G	+02:00 CEST
dnesday April 17, 2019 (	00:00:00 +0	2:00 CEST		

**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	I.12. Means of transport	*
Add Means of Transport - Rail Road vehicle Airplane Ship	Add Means of Transport -	+ Create

▶ **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.

l.'	15. Transport conditions	*
	Chilled Ambient	
	<ul> <li>Frozen</li> </ul>	

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

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

I.17. Goods certified as	
<ul> <li>Further process</li> </ul>	
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 transhipment	I.19. For movement to approved place of destination
I.19. For transfer to	O I.20. For direct transit
Control Point Name Q Advanced	O I.21. For internal market
Gode	O I.21. For private import
	1.22. For non conforming goods
O 1.23. For re-entry	O 1.24. For temporary admission

#### 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.

O 1.29. Commodifies	*
+ Add 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:	* Show optional columns
Commodity * Country of Origin * Net weight * Package count * 0702 00 00 V Unit • Unit •	-

#### 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 respon	sible for the consignm									
1.33 Declaration										
Part I of this docun	ed person responsible nent are true and con , and consequent offi Full name:	plete and I agree to	comply with t	the legal re	quirements	of Regula id food la	tion (EC) No 8			
								All fi	ields with a * are rea	quired.
Close	Last update: .	2019 Report a Problem	Legal Notice	Cookies F	rivacy stateme	nt Credits	Contact Top P	age	ift 🔲 Submit for t	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.

		All fields with a * are required.
	Last update: 2019 Report a Problem Legal Notice Cookies Privacy statement Credits Contact T	op Page
Close	Error: 1.9. Arrival at entry point / Date of arrival Must not be 🖉	sion as 🔺 🖉 Sign as in progress 🖒 Sign Validation

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

TRAde (	Control and Expert System				TRAINING 485 FREEDOW HIT N
Certificates + 🚯 Dashboards +					
	<	ocument for Goods Requir			> Shortouts
	PART I DISPATCHED CONSIGNMENT		Gamet slake: UNSAVED	Next Please complete the required information to submit this CHED for validation	Part I: Dispatched Consignment
	I.1. ConsignorExporter	🛊 1.2. Refer	ince	QR code	Traders
	Nere	07.EM +-	No Reference.		Establishments of origin
	Country ISO Code	Q Advanced.	al reference	all cook	Purpose
		E Cear	e njuprence		Transport
					Commodities
	1.6. Consignee/Importer	* Customs	Document Reference		Declaration
	Norm	(714) **			
	Country 100 Code	Q Advanced			
		I Cer			
		111			
		2AN L3. Border L Romer Rolary	r Control Post	*	
		Border C	ontrol Posts associated to AIR FRAM	CE CARGO. le Code Comprénde	
		21		P FRCDG4	

#### **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**

PART I DISPATCHED CON	PART II DECISION ON CONS	IGNMENT		Э	Current status: UNSAVED	Next: Please complete the required information to submit this CHED for validation.
Applied Che Country of Origin	eck Frequency: Translation	Minimum Checks (%)	Checks performed	at border contr	ol post	Checks performed at national level
C Turkey	669/2009 (2019/35) Turkey Sulphites	50% 20% 42 docum	ents physically checked	91% d out of 46 docu control post.	uments issued by the	91% 43 documents physically checked out of 47 documents issued by country.
II.3. Documenta	ary Check		<b>*</b> 11.4	. Identity Che	ck	
	EU Standard: O Satisfactory	O Not satisfa	tory	Yes Satisfactory		No     Not satisfactory
II.5. Physical C	heck					
Yes Satisfactor	y	No Not satisfactory				

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

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".

● II.9 / II.10 / II.11 / II.11 / II.12 / II.13 / II.14 / II.15 Conclusion		*
Decision:   Accept	Refuse	
II.9 Acceptable for transhipment 👁	$\bigcirc$ II.9 Acceptable for movement to approved place of destination ${f O}$	
II.9 Acceptable for transfer 🕲	II.? Acceptable for onward transportation 👁	
II.10 Acceptable for direct transit ③	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 3	
II.14 Acceptable for temporary admission ③	II.11 Acceptable for private import (1)	

• **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.

<b>⊘</b> II.9 / II.10 / II.11 / II.11 / II	.12 / 11.13 / 11.14	/ II.15 Conclusion			*
	Decision:	○ Accept		Refuse	
II.15 NOT ACCEPTABLE	1		*	II.16 Reason for Refusal	*
Destruction		Other ~ *		> Documentary reason	
Re-dispatching				> Origin reason	
Others				> Physical reason	
Date/time				> Identity reason	
	<b>H</b>	•02:00 CEST		Laboratory reason	
				> Other reason	
				II.17 Controlled destination	ß
				Name	C≇ Edit 🔺 ▾
				Country ISO Code	Q 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.

O 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 transhipment 3	$\bigcirc$ 11.9 Acceptable for movement to approved place of destination $^{\textcircled{0}}$
II.9 Acceptable for transfer	II.? Acceptable for onward transportation ③
Control Point Almeria, P Code ESLEI1.	II.10 Acceptable for direct transit 🕲
	○ II.11 Acceptable for internal market ③
○ II.12 Acceptable for channeling ⑦	○ II.13 Acceptable for non-conforming goods <sup>®</sup>
○ II.14 Acceptable for temporary admission ⑦	○ II.11 Acceptable for private import ⑦

#### **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	II.20 Official inspector
BCP: Roissy Charles-De-Gaulle FRCDG4 Country: 11 France Identifier: FRCDG4.	Full name     Signature.       Email:
II.22 Customs Document Reference Customs Document Reference: Close	I Save as Draft as ▲ I Submit for Decision as ▲ I Sign as in progress Ø Sign Validation

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

TRACES			A Notifostore 1888 BCP28 FR@ec-Insces.eu
TRAde Control and Expert System			TRAINING 405
TRACES NT > Health Documents > CHED > CHEDD.FR.2019.0000414			27,022019 16-57:30
🖺 Certificates 👻 🙆 Dashboards 👻 🏛 Organisations 👻 Analytics 👻 🛛 Help 👻			
CHED-D: CHEDD.FR.2019.0000414			
PART I PART II Dispartored: Consideration on Consideration	Current status: VALIDATED	Next: CHED has been validated.	Shortcuts  Part I: Dispatched Consignment
II.3. Documentary Check	II.4. Identity Check		Part II: Decision on O Consignment
EU Standard:   Satisfactory  Not satisfactory	O Yes	O No	Checks
	C Satisfactory	Not satisfactory	Laboratory
II.5. Physical Check			Acceptance/Refusal
C Yes C No			Consignment resealed
Satisfactory     Not satisfactory			Official inspector
II.7. Welfare Check	II.8. Impact on the transport on animals		
C Yes C No	Total number of animals checked	units	
Satisfactory O Not satisfactory	Number of dead animals	· · · · ·	
	Number of unfit animals:	×	
	Number of birth or abortion	units	

#### **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.

Part I Dispatched Consignment	Part II Decision on Consignment			Э	Current status: UN SAVED	Next: Please complete the required information to submit this CHED for validation.
II.3. Documentary Check			*	II.4. Identity C	Check	*
EU Standar	d: 💿 Satisfactory	Not satisfactory		Yes     Satisfact	lory	<ul> <li>No</li> <li>Not satisfactory</li> </ul>
II.5. Physical Check			*			
Yes     Satisfactory	No Not sat	lisfactory				

#### 3.6 Box – II.6 Laboratory Tests

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

ILS 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.

0702 00 00 🗸	* Category	~
sulphites		Q Search
Description	Category	
abelled particulars: sulphites	Miscellaneous	C Select
sulphites	Public Health	C 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".

Commodies	ILS Laboratory Tests				
Modewaldow   Modewaldow   Imagewaldow   Imagewaldow <td>Commodities</td> <td></td> <td></td> <td></td> <td></td>	Commodities				
		ath			
Inspector conclusion	Motivation				•
Statustor Notice	O Hundom		Suspectors		
Commodily  Interest ABL DERIFY ABO CERTAIN PROTE AND TUBERS  Interest Set Transloss, free on or divided  Fatisa Analysis  Applicant  Laboratory  Bergie cent  Bergie cent Bergie	Inspector conclusion				œ
	Substactory	Panding		Not waterfactory	
Excelse	Commodity				
Applicant   Laboratory   Nere   Country   Nere   Country   180 Cods   Advanced   Advanced   Batty number   Batty number <t< td=""><td>67 EDIBLE VEGETABLES AND ( 6768 69 60 Tornatoes, fresh o</td><td>CERTAIN ROOTS AND TUBERS If chilled</td><td></td><td></td><td></td></t<>	67 EDIBLE VEGETABLES AND ( 6768 69 60 Tornatoes, fresh o	CERTAIN ROOTS AND TUBERS If chilled			
Laboratory   Name   Country   Bion   Address   Stample date   stample tates	Initial Analysis				
Name   Constry   Addrese   Sample data   Bach namber   Bach namber   Sample conservation     Containin     Namber of samples   Sample conservation     Containin	Applicant				œ
Country IBO Cods   Address     Berpin date   underse   Batch number   Batch number   Batch number     Berpin conservation     Containing     Berpin ase date   underse   Extended   Extended   Extended   Extended   Extended   Extended   Extended   Extended <td>Laboratory</td> <td></td> <td></td> <td></td> <td></td>	Laboratory				
Address     Bierpin data     Bierpin data <td>Name</td> <td></td> <td>GP Edk</td> <td></td> <td></td>	Name		GP Edk		
Serepto dete		ISO Code	Q; Advanced		
Batch number     Batch numbe	Address				
Batch number     Batch numbe	· · · · · · · · · · · · · · · · · · ·				
Laboratory  Laboratory  Conclusion  Conclusion  Conclusion  Not indergradulat  Not inderg		nderform	Number of samples		
Laboratory	Beach number				~
Simple site date     w/w/www     Released date     w/w/www       Test mathed     Released date     w/w/www       Condusion     Substancedory     Not interpreted/w			Sample conservation		
Simple site date     w/w/www     Released date     w/w/www       Test mathed     Released date     w/w/www       Condusion     Substancedory     Not interpreted/w	Laboratory				~
Test mithed Poisialis Conclusion Subsidienceory Not interpretable Not interpretable			Pulsand days		
Condusion Substactory Not interpretable Not interpretable		adordana 🖉		njujan	
		Satisfactory		Not satisfactory	
+ Add Counter Analysis					
				+ Add Counte	r Analysis

**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.

G 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 transhipment ⑦	$\bigcirc$ II.9 Acceptable for movement to approved place of destination ${}^{\textcircled{O}}$	
○ II.9 Acceptable for transfer ⑦	II.? Acceptable for onward transportation	*
	Name	🕼 Edit 🖌 🛨
	Country ISO Code	Q Advanced
	***	â Clear

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

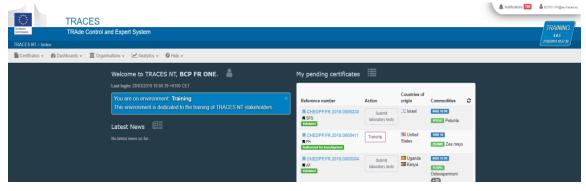
This Box will be automatically completed with the details of the authority that completed PART II.

#### 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".

TRACES TRAde Control and Expert System TRACES NT > Index						A Notifications 755	BCP01.FR@ex-traces.eu TRAINING 405 27.602019 19.57.30
Centrolates -     Image: Centrolates -     Image: Centrolates -     Image: Centrolates -     Image: Centrolates -       CHED     Centrolates -     Welcome to TRACES NT, BCP FR ONE.     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -       Centrolates -     Centrolates -     Centrolates -     Image: Centrolates -	My pending certificates	≣			_		
PH/TO Ph	Reference number	Action Submit laboratory tests	Countries of origin	Commodities 6602 10 50 FFEUG Petunia	0		
Coefficient of Thropeologic fit import of products have object production No latest news so far into the European Linkin	CHEDPP.FR.2018.0005411  FH Authorited for transhoment CHEDPP.FR.2018.0005304	Tranship	United States	1005 10 ZEAMX Zea mays 0602 10 90	1		
	R AF Validated	laboratory tests	E Kenya	105PG Osteospermum •22			
	CHEDPP.FR.2018.0005485	Tranship	states	1005 10 ZEAMX Zea mays			

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.

results.

tions -

Click on the <b>Se</b> Search for Comm				e the list.	Print CHED model	Q My pending cert	ificates + Create
Search: Please prov CHED Type:	ide reference number	-P 🗆 CHED-I	PP CHED-D	1	Q Search Advance	ed search 🔺	Showing 30 / 519
Status:	Status - No selection.				Has pending laboratory Transhipped Controlled at approved Transfer		
Country of origin:	No country selec	tion ~	<b>⊘</b> De	eclaration after:		1	
Country of dispatch:	No country selec	tion 🗸	© Dec	laration before:		=	
Country of destination:	No country selec	tion 🗸	•	Decision after:			
Commodity:	Please provide code, mo	odel	a D	ecision before:		=	
Species:	Please provide taxonom	y, species	Q			× Clear	
Border Control Post:	BCP		Q. Europi	hyt alert status:	Status - No selection.		
Reference	Establishments of origin	Place of destination	Consignor / Exporte	Consignee / er Importer	Commodities	Last update on ↓∡	Status
CHEDD.FR.2019.00004	17 👩 📟 Morocco	florista verde	Primeur Maroc Morocco	La Main Vert	e 0805 21 90 Other 0702 00 00 Tomatoes fresh or chilled	17/04/2019 14:18 +02:00 CEST	Validated 0%
CHEDD.FR.2019.00004	16 👩 💻 Morocco	AAAA	Primeur Maroc	La Main Vert	e 0805 21 90 Other 0702 00 00 Tomatoes fresh or chilled	17/04/2019 14:15 +02:00 CEST	in progress

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 $l_{\rm A}^{\rm z}$	Status
CHEDD.FR.2019.0000417	Morocco	florista verde	Primeur Maroc Morocco	La Main Verte	0805 21 90 Other 0702 00 00 Tomatoes, fresh or chilled	17/04/2019 14:18 +02:00 CEST	Validated 😻 Actions 👻
CHEDD.FR.2019.0000416 🚯	Morocco	AAAA	Primeur Maroc Morocco	La Main Verte	0805 21 90 Other 0702 00 00 Tomatoes, fresh or chilled	17/04/2019 14:15 +02:00 CEST	Derint PDF 안 Copy as new
CHEDD.FR.2019.0000415	Morocco	AAAA	MorocoVeggie SRL Morocco	FRIKUS TEST	0704 20 00 Brussels sprouts	17/04/2019 10:32 +02:00 CEST	progress Q <sup>®</sup> Actions ~

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 Commo	n Health Entry Docur	nents		Print CHED model Q My p	pending certificates	+ Create new CHED
Search:	Please provide reference number			Q Search	Advanced search 🔺	
CHED Type:	CHED-A CHED-P CH	D-PP	HED-D			
Status:	Status -			Has pending laboratory tests     Transhipped     Controlled at approved place of de     Transfer	estination	
Country of origin:	No country selection	~ •	Declaration after:	15/04/2019	<b></b>	
Country of dispatch:	No country selection	~ @	Declaration before:	16/04/2019	<b></b>	
Country of destination:	No country selection	~ •	Decision after:		-	
Commodity:	Please provide code, model	٩	Decision before:		-	
Species:	Please provide taxonomy, species	٩			× Clear	
Border Control Post:	BCP <sup>1</sup>	٩	Europhyt alert status:	Status - No selection.		

- 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 Place of Consignor / Consignee / origin destination Exporter Importer		Commodities	Last update on $J_A^z$	Status		
	Morocco	Frutas Import Export	MorocoVeggie SRL Morocco	Frutas Import Export	0702 00 00 Tomatoes, fresh or chilled	15/04/2019 15:30 +02:00 CEST	New 🕰 Actions 🗸
							Print PDF
	l ast update: 2	2019 Report a Pro	blem Legal Notice	Cookies Privacy	statement Credits Contact <sup>-</sup>	Top Page	Copy as new

**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.

RACES NT > Index	S ntrol and Expert System					New notifications 1000 / 1000
	Criganisations • Analytics • @Help • Welcome to TRACES NT, BCP FR TWENTY-EIGHT.	My pending certificates				CHEDPP.FR.2019.0001516 created April 16, 2019 11:09:51 41 minutes ago
	Last login: 1004/2019 14/52/05 +0200 CEST You are on environment: Training	Reference number	Action	Countries of origin	Commodities	CHEDPP.DE.2019.0000111R rejected April 16, 2019 09:28:17 2 hours ago.
	This environment is dedicated to the training of TRACES NT stakeholders.	CHEDPP.FR.2018.0005230	Submit laboratory	CE Israel	6602.10.90	CHEDPP.DE.2019.0000109R rejected April 16, 2019 09:22:21 2 hours ago.
	Latest News III	CHEDPP.FR.2018.0005411	Tranship	Munited States	1005 10	CHEDPP.DE.2019.0000110R rejected April 16, 2019 09:21:57 2 hours ago.
		Authorized for transhipment CHEDPP.FR.2018.0005304 AF Valuated	Submit laboratory	🔜 Uganda 🖼 Kenya	8602 10 50 10 500	PHYTO.MA.2019.0000397 validated April 16, 2019 08:23:26 3 hours ago.
			tests	]	Osteospermum	CHEDPP.PL.2019.0000100R rejected April 15, 2019 16:38:44 19 hours ago.
		CHEDPP.FR.2018.0005485	Tranship	States	1005 10	

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.

TRACES TRAde Control and Ex TRACES NT > User Profile > Notifications						A fatfeatare 1003	CCF728 FRQsec-traces     TRAINING     40.5     27/0202019 16 57-20
Certificates + 🕲 Dashboards + 🏦 Organisations	• Let Analytics • @ Help •						
	Today's notifications	<b>177</b> 🛍	© Ye	sterday's notifications	<b>1</b>		
	Mark selected as read		8	⊠ Mark selected as read			
	CHEDPP.FR.2019.0001540 created	April 16, 2019 11:53:42 a minute ago.	0	ECHEDPP.PL.2019.0000100R rejected	April 15, 2019 16:38:44 19 hours ago.		
	CHEDPP.FR.2019.0001539 created	April 16, 2019 11:52:29 2 minutes ago	D	CHEDD.FR.2019.0000414 created	April 15, 2019 15:30:09 20 hours ago		
	CHEDPP.FR.2019.0001538 created	April 16, 2019 11:52:03 3 minutes ago		E PHYTO.MA.2019.0000396 validated	April 15, 2019 15, 13, 43 21 hours ago		
	CHEDPP.FR.2019.0001537 created	April 16, 2019 11:52:00 3 minutes ago.		E PHYTO.MA.2019.0000395 validated	April 15, 2019 15:13:11 21 hours ago		
	CHEDPP.FR.2019.0001536 created	April 16, 2019 11:51:51 3 minutes ago.		E PHYTO.MA.2019.0000394 validated	April 15, 2019 15:12:40 21 hours ago		
	CHEDPP.FR.2019.0001532 created	April 16, 2019 11:51:49 3 minutes ago		E PHYTO.MA.2019.0000393 validated	April 15, 2019 15.12:16 21 hours ago		
	CHEDPP.FR.2019.0001533 created	April 16, 2019 11:51:48 3 minutes ago.	0	PHYTO.MA.2019.0000392 validated	April 15, 2019 15:11:51 21 hours ago		
	CHEDPP.FR.2019.0001535 created	April 16, 2019 11:51:48 3 minutes ago	0	E PHYTO.MA.2019.0000391 validated	April 15, 2019 15 11 25 21 hours ago		
	CHEDPP.FR.2019.0001531 created	April 16, 2019 11:51:48 3 minutes ago.		E PHYTO.MA.2019.0000390 validated	April 15, 2019 15:09:17 21 hours ago		