



CHED-P

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

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PART I – Dispatched Consignment – As RFC/CA

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

The screenshot shows the IMSOC homepage. The 'Documents' menu is open, and 'CHED' is highlighted with a red box. The 'My pending certificates' table is visible on the right.

Reference number	Action	Countries of origin	Commodities
PHYTO.FR.2020.0001068 TNT.LR.2020.0000337 In progress	Sign certification	France France	0808 10 10
PHYTO.FR.2020.0001079 TNT.LR.2020.0000335 In progress	Sign certification	France France	0808 10 10
PHYTO.FR.2020.0001085 TNT.LR.2020.0000338 In progress	Sign certification	France France	0808 10 10
PHYTO.FR.2020.0001114 TNT.LR.2020.0000366 In progress	Sign certification	Argentina Australia Argentina	0702 00 00
PHYTO.FR.2020.0001023	Sign certification	France	0709 60 10

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

The screenshot shows the 'Search for Common Health Entry Documents' window. The '+ Create new CHED' button is highlighted with a red box.

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

- Select it from the list of CN code (example: 030231)
- Type the name or the CN code of the animal (example: tuna/030231)
- Click on the ‘+’ to filter the commodities by species (example: albacore)

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

Note: Different commodity codes can be selected simultaneously

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-D
 ☐ CHED-PP
 Unselect all

Please provide nomenclature code, section, species. Q Filter

+ 02	MEAT AND EDIBLE MEAT OFFAL	CHED-P
- 03	FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES	CHED-P
- 0302	Fish, fresh or chilled, excluding fish fillets and other fish meat of heading 0304	CHED-P
+ 0302 31	Albacore or longfinned tunas (Thunnus alalunga)	<input checked="" type="checkbox"/> CHED-P
+ 0302 32	Yellowfin tunas (Thunnus albacares)	CHED-P
+ 0302 33	Skipjack or stripe-bellied bonito	CHED-P
+ 0302 34	Bigeye tunas (Thunnus obesus)	CHED-P
+ 0302 35	Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)	CHED-P
+ 0302 36	Southern bluefin tunas (Thunnus maccoyii)	CHED-P
+ 0302 39	tuna others than 030231 030232 030233 030234 030235 030236	CHED-P
+ 0302 40	Herrings (Clupea harengus, Clupea pallasii), excluding livers and roes	CHED-P

Common Health Entry Document for **Animal Product** with 1 nomenclature(s). Cancel ☒ Done

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

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

Tip: use the shortcut tool on the right-hand side of the certificate in order to navigate easily between the boxes.

Customs Document Reference

Links

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

Name **Roissy Charles-De-Gaulle FRCDG4** Edit

Country **France** ISO Code **FR** Advanced... Clear

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

FRCDG4-OCG

Identification of applicant

Full name

Shortcuts

Part I: Dispatched Consignment

Traders

Establishments of origin

Purpose

Transport

Commodities

Declaration

Journey Log

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.





The screenshot shows the 'I.1. Consignor/Exporter' form. The 'Name' field contains 'acme' and is highlighted with a red box. Below the field, a dropdown list is open, showing search results for 'ACME Fish'. The results include a green checkmark, 'MR ACME Fish', '111', 'null Nouakchott', a factory icon, 'Processing Plant', 'PP111111', and 'FFP Fishery products'. The 'Country' and 'Activity Type' fields are also visible on the left.

- 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. This will register this operator as your favourite.

The screenshot shows the 'I.1. Consignor/Exporter' form. The 'Name' field contains 'Please provide name, address, city...' and is highlighted with a red box. Below the field, a dropdown list is open, showing search results for 'BARBEROUSSE FISH'. The results include a green checkmark, 'BARBEROUSSE FISH', 'SN SN000', 'KM 5 Bcdd Hann', 'Dakar', a factory icon, 'Exporter', '001/12/CE', and 'FFP Fishery products'. The 'Country' and 'Activity Type' fields are also visible on the left.














- Run an advanced search by clicking on the “**Advanced...**” button and add some filters by clicking on 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:  Senegal (SN)   

Section: FFP Fishery products (FFP) Activity Type:

Activity Identifier: Address:

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ BABCAR CIN: 123	Yoff Dakar  Senegal	Fishery products FFP	Exporter	Valid	00123456	 Select
★ BARBEROUSSE FISH TRACES Number: SN000	KM 5 Bccd Hann Dakar  Senegal	Fishery products FFP	Exporter	Valid	001/12/CE	 Select
★ BARBEROUSSE FISH TRACES Number: SN000	KM 5 Bccd Hann Dakar  Senegal	Fishery products FFP	Processing Plant	Valid	001/12/CE	 Select
★ CharlesWY55 Ent	Banat Street 48 Dakar  Senegal	Fishery products FFP	Exporter	Valid	55555	 Select
★ DAKAR ICE	PLAGE DE HANN DAKAR SENEGAL Dakar  Senegal	Fishery products FFP	Processing Plant	Valid	06/79/C	 Select
★ DIALLO CIN: 1234	23, rue MAO Dakar  Senegal	Fishery products FFP	Processing Plant	Valid	109	 Select
★ DIOP SEYDOU	Rue de poisson Sessou	Fishery products FFP	Cold Stores	Valid	Iñajsdñiflka	 Select

 Create a new operator 

Note: If the operator is not present in the system, you can create a new one by clicking on “**+ Create a new Operator**”. This button will only appear once you did an advanced search in order to avoid as much as possible duplicates in the system.

Please note that you have to fill all the mandatory information in the part “**Operator details**” in order to be able to chose the section and activity. Chose the section available and the correct activity. Then click on “Save”.

It is possible that a blue window pops up to inform you that there are already some other operators in the system with similar names. In order to avoid duplicates, first check if the operator is not in the list of suggestions. You can also add an activity to an existing operator if needed.

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

Create consigner/exporter operator

Following similar operators have been found in the system. Please select one of them or dismiss this message, if you want to continue with creation of a new operator.

Name	Full Address	Activities	
Operator Morocco Test CHED-D	Test address 01, 40000 Marrakesh, Morocco	➤ Exporter (NON_ANIMAL_ORIGIN_FOOD_AND_FEED) Select	Add activity
test001	rue de la mado', 40000 Marrakesh, Morocco	➤ Exporter (NON_ANIMAL_ORIGIN_FOOD_AND_FEED) Select	Add activity
test 4.1.0	zzzz, 46090 Marrakesh, Morocco	➤ Plant establishment (PLANTS) Select	Add activity

Operator Details

Name: test

Country: Morocco (MA)

Region: Préfecture de Marrakech مراكش, Marrakech-Safi مراكش-السفي

City: 40000 Marrakesh

Address:

Coordinates: Latitude / Longitude

Phone: +32 21 12 10 01

Operator Identifiers: No identifiers

Activity

Activity details

Section: No sections

Activity: No type

Identifier:

Valid From: +01:00 CET

Valid to: +01:00 CET

Publication date:

Application date:

Close Save

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

I.1. Consignor/Exporter

Name: BARBEROUSSE FISH

Country: Senegal (SN)

ISO Code: SN

Activity Type: Exporter

Activity ID: 001/12/CE

Edit

Advanced...

Clear

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

I.6. Consignee/Importer

Name: Finistere Animal Holding

Country: France

ISO Code: FR

Valid

Edit

Advanced...

Clear

Click for more details...

Note: CHED-P section/domain is *Food / Animal by-products*.

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 optional.

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.

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

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.

Name

Country

ISO Code

Assign my BCP

Edit

Advanced...

Clear

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

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.

The screenshot shows the 'I.7. Place of Destination' form. At the top, there is a red asterisk icon. Below the title, there is a radio button labeled 'Select an operator'. The form is filled with the following information: Name 'Artichauts de Bretagne' with a 'Valid' status, Country 'France' with the French flag, and ISO Code 'FR'. To the right of the Name field are 'Edit' and 'star' buttons. Below the Country field is an 'Advanced...' search button. At the bottom right is a 'Clear' button. Below the main form area, there are three radio buttons: 'Border control post', 'Onward transportation facility', and 'Control point'.

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. If you wish to modify the information, follow the same procedure as explained for box I.1.

The screenshot shows the 'I.8. Operator responsible for the consignment' form. At the top, there is a red asterisk icon. Below the title, there is a radio button labeled 'Select an operator'. The form is filled with the following information: Name 'AIR FRANCE CARGO' with a 'Valid' status, Country 'France' with the French flag, and ISO Code 'FR'. To the right of the Name field are 'Edit' and 'star' buttons. Below the Country field is an 'Advanced...' search button. At the bottom right is a 'Clear' button. The 'Edit' and 'star' buttons, and the 'Advanced...' search button are highlighted with red boxes.

Note: that a user linked to different companies/operators will have to select the relevant one.

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**”.

➡ Add Certificate Reference

The certificate reference is the reference of an IMPORT certificate that is issued in TRACES. Fill in the number of the EU IMPORT.

Note: When the CHED is done by cloning an IMPORT certificate issued in TRACES by a third country, this box will be filled in automatically. Furthermore, the IMPORT reference will appear in the box “Links”

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.

I.9. Accompanying documents

Add Accompanying Document ▼ Add Certificate Reference ▼

Type Commercial invoice Edit Remove

Attachment:

I Number 1111

Date

Country Morocco

Place of issue

Filename No file attached

Type Air Waybill Edit Remove

Attachment:

I Number 2222

Date

Country Morocco

Place of issue

Filename No file attached

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).

I.10. Prior notification

00:00 +02:00 CEST

October 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

I.10. Prior notification

00:00 +02:00 CEST

In your time zone:

22 50

23 55

00 00

01 05

02 10

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 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

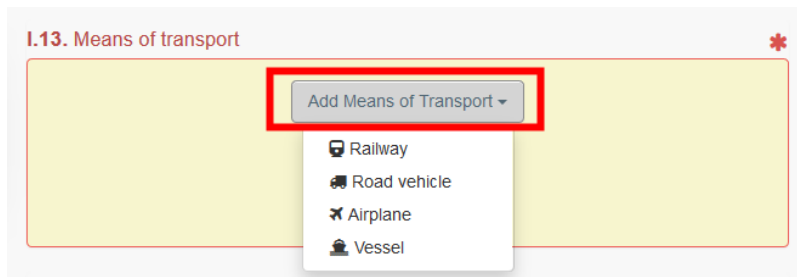
This box will be automatically filled once you filled the box I.31. Description of the goods.

Box – I.12. Region of origin

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

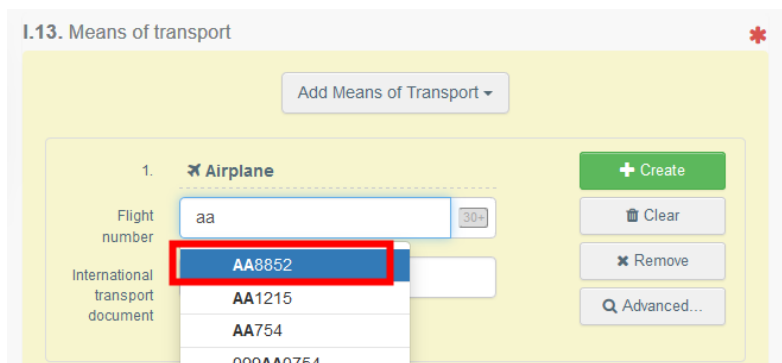
Box – I.13. Means of transport

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**”.



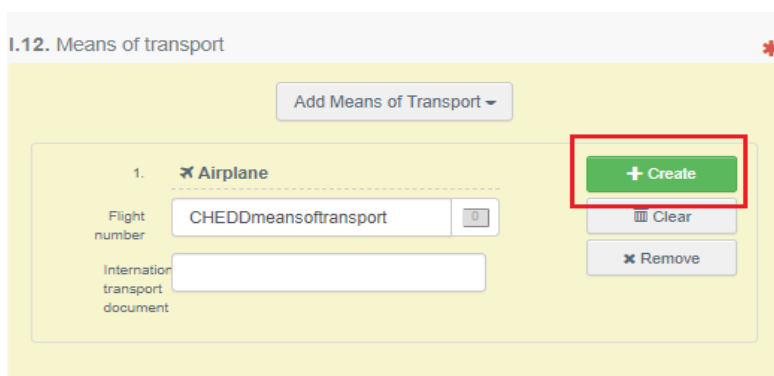
The screenshot shows the 'I.13. Means of transport' form. A red box highlights the 'Add Means of Transport' dropdown button. The dropdown menu is open, showing four options: 'Railway' (with a train icon), 'Road vehicle' (with a truck icon), 'Airplane' (with an airplane icon), and 'Vessel' (with a ship icon).

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.



The screenshot shows the 'I.13. Means of transport' form with 'Airplane' selected. The 'Flight number' field contains 'aa'. A dropdown list of existing flight numbers is shown, with 'AA8852' highlighted by a red box. Other visible flight numbers include 'AA1215', 'AA754', and 'nqqAA0754'. To the right of the list are buttons: '+ Create', 'Clear', 'Remove', and 'Advanced...'.

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



The screenshot shows the 'I.12. Means of transport' form. The 'Flight number' field contains 'CHEDMeansoftransport'. The 'International transport document' field is empty. A red box highlights the green '+ Create' button. Other buttons visible are 'Clear' and 'Remove'.

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.15. Establishment of origin

When applicable, this box is automatically filled based on the information provided in box I.31

Box – I.16. Transport conditions

Tick the category of required temperature during transport among the options.

I.16. Transport conditions *

☐ Chilled

☐ Ambient

Box – I.17. Container No/ Seal No

When applicable, indicate the container number and seal number.

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

☐ Further process

☐ Trade sample

☐ Human Consumption

☐ Other

☐ Pharmaceutical Use

Box – I.19. Conformity of the goods

Tick the appropriate option for the conformity of the goods.

I.19. Conformity of the goods

☒ Conforms ☐ Does not conform

Box – I.20. / I.22. / I.23. / I.23. / I.24. / I.25. / I.26. Purpose

Select the purpose of the movement of the consignment. If necessary, complete the requested information by clicking on “Advanced”.

I.20. / I.20. / I.22. / I.23. / I.23. / I.24. / I.25. / I.26. Purpose

☐ I.20. For transshipment

☐ I.22. For direct transit

☐ I.23. For internal market

☐ I.24. For non conforming goods

☐ I.25. For re-entry

Box - I.20. “For transshipment”

When the consignment change means of transport and is sent directly to another BCP in the EU or to a third country.

Documentary check is done at the first BCP (entry BCP) and the consignment is allowed to move to a second BCP where identity and physical checks will be performed in a subsequent CHED. The second BCP can be in the same MS, or in another MS.

Select the **BCP** to which the consignment is authorized to move after the documentary checks or the **destination 3rd country** where the consignment is transshipped. Here you can also specify the responsible for the load, if different from the one indicated in box I.8.

I.20. For transshipment

3rd country Russian Federation (f) ISO Code RU

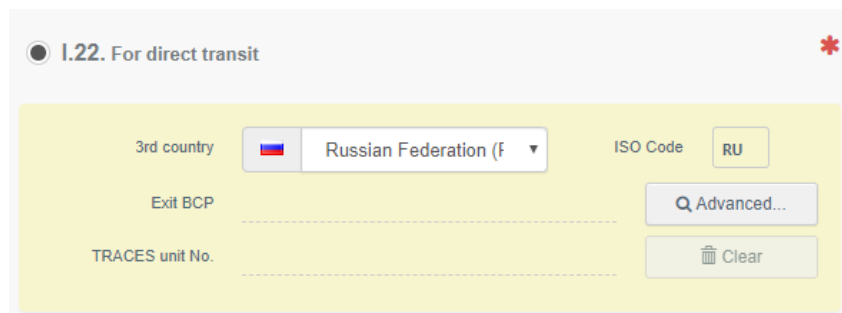
Border Control Post/Control Point/Control Unit
Name Roissy Charles-De-Gaulle FRCDG4
TRACES unit No. FRCDG4

Responsible for the consignment
Name 2 Liam
Country France ISO Code FR

Box – I.22 “For direct transit”

When the consignment, coming from a third country, will pass through the EU territory to arrive to its final destination in another third country. (E.g. Russia – France – Australia)

Indicate the name of the destination 3rd country. Documentary checks is performed at the BCP.



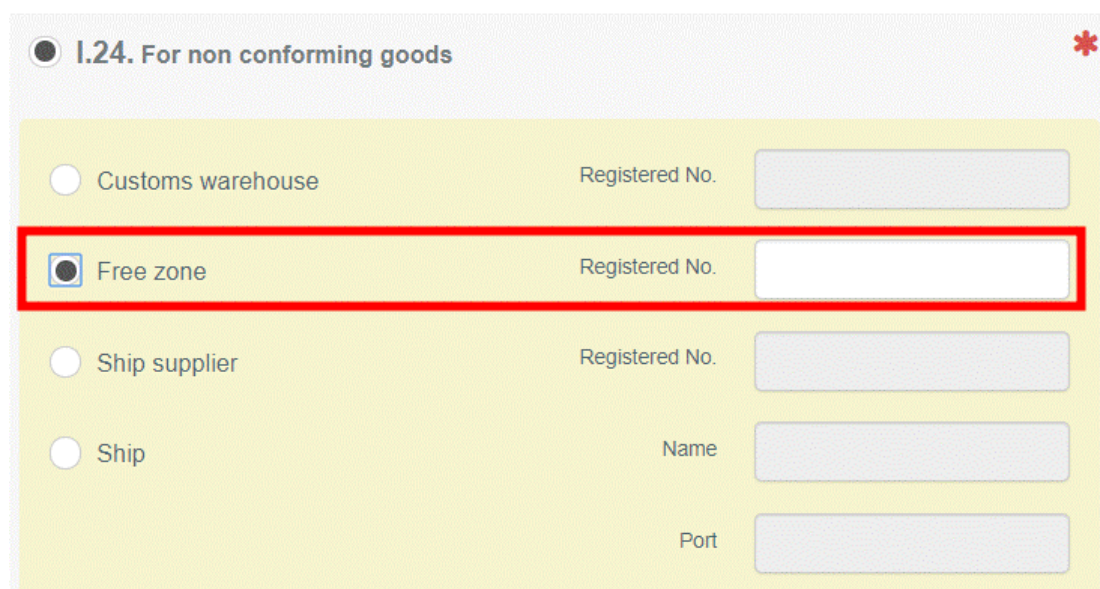
Box – I.23 “For internal market”

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

Box – I.24 “For non-conforming goods”

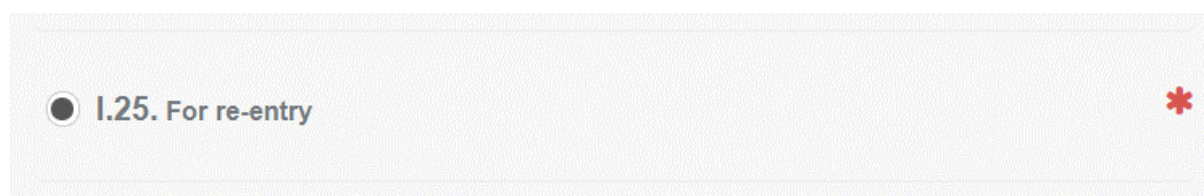
Select the type of destination where the consignment will be delivered.

Indicate also the registration number when applicable.



Box I.25 “For Re-entry”

Tick the box in the case of re-entry of goods originating in and returning to the EU after refusal of entry by a third country.



Transport

Note: This box is mandatory for the following cases:

- goods subject to transshipment, direct transit, monitoring, re-entry or delivery to all controlled destinations, including onward transportation facility or control point, where additional official controls are required
- non-conforming goods in transit

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 depending of the commodity.

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

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.

- ➔ “**+ 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 **03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES**

0302 Fish, fresh or chilled, excluding fish fillets and other fish meat of heading 0304

0302 31 Albacore or longfinned tunas (Thunnus alalunga)

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

Default weight unit: Default quantity unit: Units Default package type:

[* Show optional columns](#)

#1	Commodity *	Species *	Package count *	Net weight *	Establishment of Origin *	Product type *
	0302 31	<input type="text"/> <input type="text"/>	<input type="text"/> Unit	<input type="text"/> Unit	<input type="text"/> Select	<input type="text"/> +
		Thunnus alalunga				

Quantity totals

I.34. Total Gross Weight: * Unit

I.33. Total quantity: 0 Units.
I.32. Total number of packages: 0 packages.
I.34. Total Net Weight: 0 .

Note: Linking a CHED to a COI

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:

1 **07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS**

0702 00 00 Tomatoes, fresh or chilled

Subtotal quantity: 0 Units.
Subtotal number of packages: 500 packages.
Subtotal net weight: 2500 kg.

Default weight unit: Default quantity unit: Default package type:

[* Hide optional columns](#)

#1	Commodity *	Net weight *	Package count *	Country of Origin *	Region of Origin	Batch number	Quantity
	0702 00 00	2500 kg	500 Carton	Argentina			<input type="text"/> Unit

Product type Organic +

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:

I.9. Accompanying documents

Add Accompanying Document ▾
Add Certificate Reference ▾

Type **COI**
Edit

Manually marked as cloned from
Remove

Number **COI.AR.2021.0000006**

Date **29/11/2021 +01:00 CET**

Country

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 and be accompanied by an entry document in the same format as the CHED.

Box – I.35. 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.35 Declaration

I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in Part 1 of this document are true and complete and I agree to comply with the legal requirements of Directive 91/496/EEC, including payment for veterinary checks, as well as for redispaching consignments, for quarantine or isolation of animals, or costs of euthanasia and disposal if necessary.

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-P 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.

Close **Error: I.10. Prior notification / Date of arrival Must not be em...** Expand Save as Draft Submit for Decision

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

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

Other options

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

➔ “**Delete**”: lets you to delete the CHED-P.

- ➔ **“Copy as new”**: create a new CHED-P in which most boxes are copied from the original document. The original CHED-P is not altered in any way if you decide to perform this action.

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.

Cloning a COI as CHED

A responsible for the consignment has the possibility to clone a COI as CHED, even if the operator is not mentioned in the COI.

Through the menu go to Documents > COI and click on “clone as CHED”:

The screenshot shows the 'Search for Certificate of Inspection' page. At the top, there is a navigation bar with links to Documents, Dashboards, Actors, Publications, and Help. Below this is a search bar with the placeholder text 'Type the Reference Number, Traces Reference N°...'. To the right of the search bar is a 'Search' button and an 'Advanced search' link. Further right, the 'Clone as CHED...' button is highlighted with a red box. Below the search bar is a table with columns: 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 (with a clock icon), and Certificate status. At the bottom of the table, there is a message: 'Start searching with Search button.'

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

The screenshot shows the 'Clone as CHED' dialog box. It contains four input fields: 'Reference number:' with the value 'COI.AR.2021.0000006', 'Issuing body code:' with the value 'AR-BIO-001', 'Issuing date:' with the value '11/2021', and 'Cloning CHED reference number:' with the value 'CHEDD.FR.2021.0000243'. Each input field has a red asterisk to its right. At the bottom right of the dialog box, the 'Clone as CHED' button is highlighted with a red box.

This will link the two indicated documents

PART II – Decision on Consignment – As BCP

As BCP, you can access the CHED-P 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.

The screenshot shows the CHED-P interface. At the top, there are tabs for 'PART I DISPATCHED CONSIGNMENT' and 'PART II DECISION ON CONSIGNMENT'. The 'PART II' tab is active. Below the tabs, there is a 'Current status: NEW' and a 'Next: An authority will now check and decide if this CHED can be validated'. The main form area is divided into three sections: II.3. Documentary Check, II.4. Identity Check, and II.5. Physical Check. Each section has a yellow box with radio buttons for 'Yes' and 'No', and a section for 'EU Standard' with 'Satisfactory' and 'Not satisfactory' options. The 'Sign as in progress' button is highlighted with a red box.

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.

Box – II.6. Laboratory Tests

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

Click on “+ Add laboratory test” to add one or more lab tests.

Select the commodity that will be tested and the category of the test. Select the test from the list.

Description	Category	Action
Clobetasol	A.3. Steroids	Select
Clobetasol-Propionat	A.3. Steroids	Select
Clostebol	A.3. Steroids	Select
Clostebolacetate	A.3. Steroids	Select

Complete the mandatory information: motivation and inspector conclusion.

You also have the possibility to add a counter-analysis.

II.6 Laboratory Tests

+ Add laboratory test

Alphavirus (Venezuelan equine encephalomyelitis) Equine diseases
Pending

Motivation

☒ Random
☐ Emergency measures
☐ Suspicion

Inspector conclusion

☐ Satisfactory
☒ Pending
☐ Not satisfactory

Commodity

0101 Live horses, asses, mules and hinnies

Equus ferus caballus
Equus ferus caballus

Note: If the motivation is ‘*Random*’, you can sign the CHED-P with the inspector conclusion “pending” and submit the test results later by clicking on “**Submit laboratory tests**”.

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

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

➔ Validation: tick the box “**accept**” and select one of the options available for 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.9 Acceptable for transfer ⓘ

☐ II.10 Acceptable for onward transportation ⓘ ☐ II.11 Acceptable for direct transit ⓘ

☒ **II.12 Acceptable for internal market** * ☐ II.13 Acceptable for monitoring

☒ **Human Consumption**

☐ Animal feedingstuff

☐ Pharmaceutical use

☐ Technical use

☐ Other

☐ 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** * ☐ **II.17 Reason for Refusal** *

☒ **Destruction**

☐ Appropriate treatments

☐ Re-dispatching

☐ Others

Date/time: +01:00 CET

☐ **Documentary**

☐ Origin

☐ Physical

☐ Identity

☐ Laboratory

☐ Other

II.18 Details of controlled destination ⓘ

Name:

Country: ISO Code:

Created by BCP FR TWO on 01/28/2020 17:33:26 +01:00 CET

- ➔ 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 15 PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEBRATES

1605 Crustaceans, molluscs and other aquatic invertebrates, prepared or preserved

Shrimps and prawns

1605 21 Not in airtight containers

1605 21 90 other than. 1605 21 10

Subtotal number of packages: 50 / packages.

Subtotal net weight: 3240 / Kg.

Reject all rows

#1	Commodity	Species	Net weight	Package count	Country of Origin	Sanitary Region of Origin	Establishment of Origin
	1605 21 90		3240 Kg	50 Bag	Bangladesh		General Company 1813179 4700 Cox's Bazar Bangladesh Processing Plant CXB-78

Product type: Farmed stock

Quantity totals

I.32. Total number of packages: 50 / packages.

I.34. Total Net Weight: 3240 / Kg.

If you ticked **“partially rejected”** for the commodity line, you will be able to specify the weights and packages you reject/validate.

#1	Commodity	Species	Net weight	Package count	Country of Origin	Sanitary Region of Origin	Establishment of Origin
	1605 21 90		1240 2000 Kg	20 30 Bag	Bangladesh		General Company 1813179 4700 Cox's Bazar Bangladesh Processing Plant CXB-78

Product type: Farmed stock

Then, 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.3.1. Wood packaging materials

Selection is empty

I.3.1. Description of consignment

Commodity	Species	Net weight	Package count	Country of Origin	Sanitary Region of Origin	Establishment of Origin
1605 21 90		1240 Kg	20 Bag	Bangladesh		General Company1613179 4700 Cox's Bazar Bangladesh Processing Plant CXB-78
Product type Farmed stock						

II.3. Documentary Check

☒ Yes

☐ No

EU Standard: ☒ Satisfactory

☐ Not satisfactory

II.4. Identity Check

☒ Yes

☐ No

☒ Satisfactory

☐ Not satisfactory

☐ Seal check

☐ Full check

II.5. Physical Check

☒ Yes

☐ No

☒ Satisfactory

☐ Not satisfactory

No physical checks reason

☐ Reduced checks

☐ Others

Commodities selection

Decision on Accepted Consignment

Decision on Rejected Consignment

I.3.1. Wood packaging materials

Selection is empty

I.3.1. Description of consignment

Commodity	Species	Net weight	Package count	Country of Origin	Sanitary Region of Origin	Establishment of Origin
1605 21 90		2000 Kg	30 Bag	Bangladesh		General Company1613179 4700 Cox's Bazar Bangladesh Processing Plant CXB-78
Product type Farmed stock						

II.3. Documentary Check

☒ Yes

☐ No

EU Standard: ☒ Satisfactory

☐ Not satisfactory

II.4. Identity Check

☒ Yes

☐ No

☒ Satisfactory

☐ Not satisfactory

☐ Seal check

☐ Full check

II.5. Physical Check

☒ Yes

☐ No

☐ Satisfactory

☒ Not satisfactory

No physical checks reason

☐ Reduced checks

☐ Others

II.7. Welfare Check

II.8. Impact of the transport on animals

Cancel

Sign Partial Rejection

Note: 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:

CHED	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDA.FR.2019.0000212	Finistere Animal Holding	Finistere Animal Holding	0101 Live horses, asses, mules and hinnies EQUUAA Equus africanus asinus	04/12/2019 16:10 +01:00 CET	Partially Rejected

- ➔ Authorize for transshipment: When *transshipment* has been ticked in the box I.20 in the PART I, this option will appear automatically completed in PART II and the destination third country will be automatically filled in the box II.9

Decision: ☒ **Authorise for transshipment** ☐ Partially Reject ☐ Refuse

☒ II.9 Acceptable for transshipment

3rd country: **Angola** ISO Code: **AO**

BCP: TRACES unit No.

☐ II.9 Acceptable for onward travel

☐ II.9 Acceptable for transfer

☐ II.10 Acceptable for onward transportation

☐ II.11 Acceptable for direct transit

☐ II.12 Acceptable for internal market

☐ II.13 Acceptable for monitoring

☐ II.14 Acceptable for non-conforming goods

☐ II.15 Acceptable for temporary admission

☐ II.12 Acceptable for private import

- ➔ Authorize for transit: When *direct transit* has been ticked in the box I.22 PART I, this option will appear automatically completed in PART II and the destination third country will be automatically filled in the box II.9

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

Decision: ☒ **Authorize for transit** ☐ **Partially Reject** ☐ **Refuse**

☐ II.9 Acceptable for transshipment ?

☐ II.9 Acceptable for transfer ?

☒ II.11 Acceptable for direct transit

☐ II.12 Acceptable for internal market ?

☐ II.13 Acceptable for monitoring ?

☐ II.14 Acceptable for non-conforming goods ?

☐ II.15 Acceptable for temporary admission ?

☐ II.12 Acceptable for private import ?

3rd country **Argentina** ISO Code **AR**

Exit BCP TRACES unit No.

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.

II.21 Certifying officer

I the undersigned official veterinarian for the BIP, certify that the veterinary checks on the consignment have been carried out in accordance with EU requirements and if needed in accordance with the national requirements of the member states of destination.

Full name: _____ Signature: _____

Email: _____

Authority: _____

Role and code: _____

Country: _____

Date of signature: _____

Sign Validation
Roissy Charles...

More Preview PDF Sign as in progress **Sign Validation**

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

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 titled "Official inspector". It contains three main sections:

- II.20 Identification of BCP:** A form with fields for BCP (filled with "Roissy Charles-De-Gaulle FRCDG4"), Stamp, Country (filled with "France"), and Identifier (filled with "FRCDG4").
- II.21 Certifying officer:** 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 are fields for Full name, Email, Authority, Role and code, Country, and Date of signature. A green button labeled "Sign Validation Roissy Charles..." is positioned to the right of these fields.
- II.23 Customs Document Reference:** A form with a single text input field for the Customs Document Reference.

At the bottom of the interface, there is a navigation bar with 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, AUTHORIZED FOR TRANSSHIPMENT, ACCEPTABLE FOR TRANSIT.

Box –II.23 Customs Document Reference

This is a free text boxes.

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

Other options

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

- ➔ **Cancel** document
- ➔ **Replace**: create a replacement of the CHED-P in case some information need to be changed after the validation. The first CHED will then have the status *“Replaced”* and the new CHED-P 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-P that will be pre-filled with the information of the current document. In that case, the two CHED-PA are not linked.

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

- ➔ **Preview the PDF** certificate
- ➔ **Preview the PDF** certificate and the **Journey Log**.
- ➔ 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.

PART III – Follow up – As Local Competent authority

In the cases of monitoring/channeling, the local competent authority can add a follow up in order to notify and verify the successful arrival of the consignment to the place of destination.

From the “Search for Common Health Entry Documents” page, search for the CHED-P and click on the actions button. You have to click on **‘Add new follow up’** as shown below:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on 11	Status	
CHEDP.FR.2019.0002433	Fishery Morocco Morocco	FISH TEST IMPORTER 1 France	Erik fish Morocco	FISH TEST IMPORTER 1 France	15 PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEBRATES 1ARTIO Artiodactyla	05/12/2019 10:57 +01:00 CET	Validated	<div>Actions</div> <div>Open in a new Tab</div> <div>Print PDF</div> <div>Add new follow up</div>

After you open the CHED-P, you have to click on the tab “Part III – Follow up”:

The screenshot shows the CHED-P interface with the 'PART III FOLLOW UP' tab selected. The interface is divided into several sections:

- PART I DISPATCHED CONSIGNMENT**
- PART II DECISION ON CONSIGNMENT**
- PART III FOLLOW UP** (highlighted with a red box)
- Current status: VALIDATED**
- Next: CHED has been validated.**

Below the tabs, there are several input fields and sections:

- I.1. Consignor/Exporter:** Name (Erik fish), Country (Morocco), ISO Code (MA).
- I.2. CHED Reference:** CHEDP.FR.2019.0002433
- I.3. Local reference:** (Empty field)
- I.6. Consignee/Importer:** Name (FISH TEST IMPORTER 1), Country (France), ISO Code (FR).
- Customs Document Reference:** (Empty field)
- QR code:** A QR code is displayed on the right side.

The screenshot shows the CHED-P interface with the 'PART III FOLLOW UP' tab selected. The message "No Follow up found" is displayed. A red box highlights the "+ Add new follow up" button.

At the bottom right, there is a note: "All fields with a * are required."

You will then be redirected to the tab that allows you to select between adding the follow up if the consignment is in compliance or the options required in case of re-dispatching:

The screenshot shows the "New Follow up" form. The "In compliance" tab is selected. The form includes several sections:

- III.1 Previous CHED:** (Empty field)
- III.2 CHED Reference:** CHEDP.FR.2019.0002433
- III.3 Subsequent CHED:** (Empty field)
- III.4 Details on re-dispatching:** (Radio button selected)
- III.5 Follow up:** (Highlighted with a red box)
 - Type of control: ☐ Local competent authority, ☐ Second entry point
 - Arrival of the consignment: ☒ Yes, ☐ No
 - Compliance of the consignment: ☒ Yes, ☐ No
 - Reasons: Select reasons (No selection)
- III.6 Official Inspector:**
 - Animal product declaration content
 - Date of signature, Full name, Authority, Role and Code, Country
 - Signature
 - Sign Follow up Finistere button

At the bottom right, there is a note: "All fields with a * are required."

New Follow up

III.1 Previous CHED

III.2 CHED Reference

CHEDP:FR [2019.0002433](#)

III.3 Subsequent CHED

III.4 Details on re-dispatching

Add Means of Transport

1. Road vehicle

Country

France (FR)

Vehicle registration

1111

International transport document

Create

Clear

Remove

Advanced...

Country of destination

Belarus (BY)

ISO Code

BY

Place of destination

Name

Edit

Star

Country

ISO Code

Advanced...

Clear

Exit authority

Authority

Advanced...

Code

Date and time

III.5 Follow up

Close

Created by BCP FR THREE on 12/05/2019 10:57:38 +01:00 CET

More

Cancel current follow up

Sign Follow up

Preview PDF

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