European Commission

CHED PP
User Manual

Health and Food Safety

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Glossary

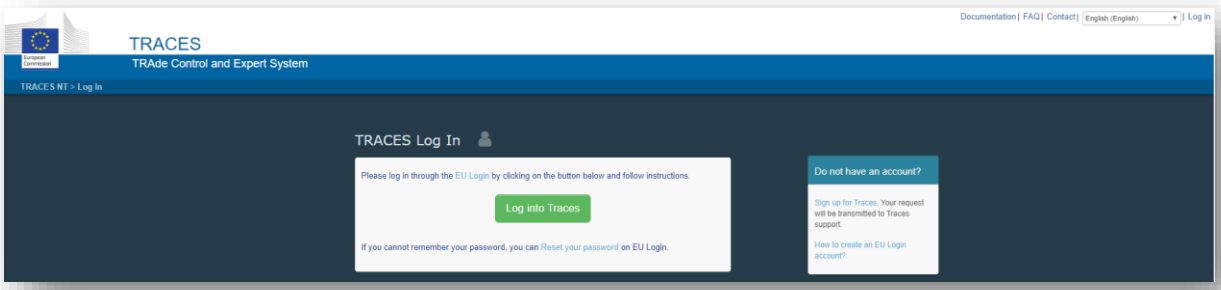
ADMIN USER	**Administrator user**
BCP	**Border Control post**
CCA	**Central Competent Authority**
CN	**Combined Nomenclature**
CP	**Control Point**
EU	**European Union**
LAU	**Local authority unit**
RCA	**Regional competent authority**
RFC	**Responsible for Consignment**
TNT	**TRACES new technology**
UN/LOCODE	**United Nations Code for Trade and Transport Locations**
PHYTO	**Phytosanitary certificate issued in TRACES new technology**
WPM	**Wood packaging material**

How to log into Traces?

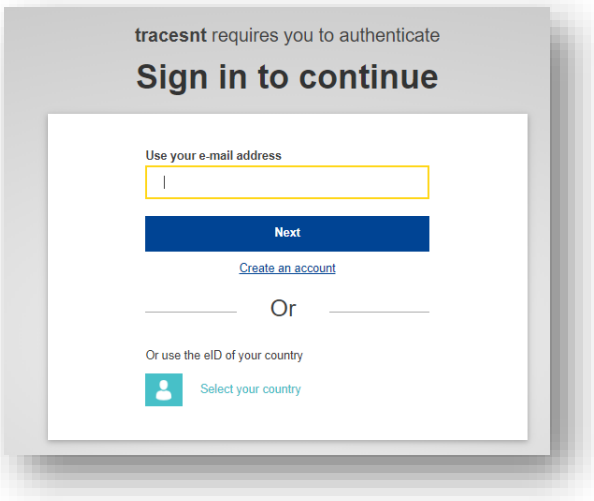
Open the "**TRACES NT**" page.

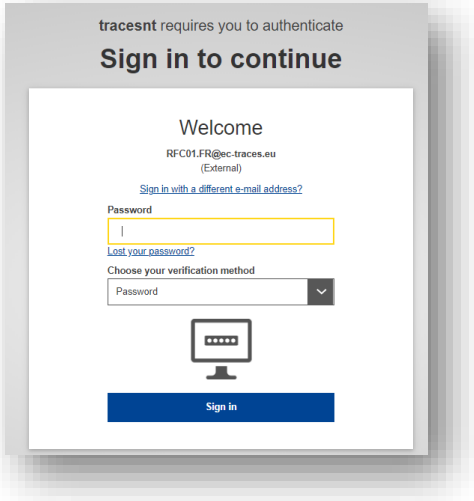
Follow this link for **official use**: https://webgate.ec.europa.eu/tracesnt/login

Click on the green button "**Log into Traces**", this leads you to the EU login screen:



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

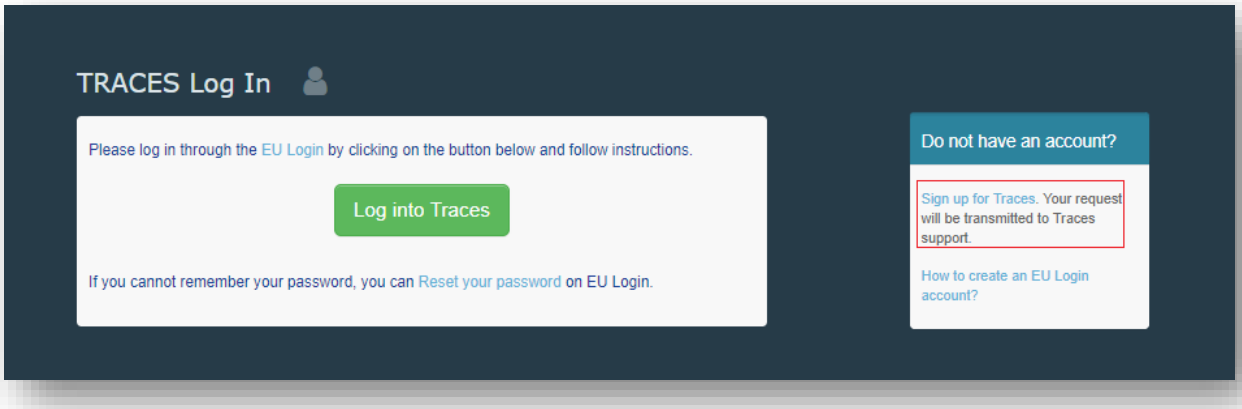


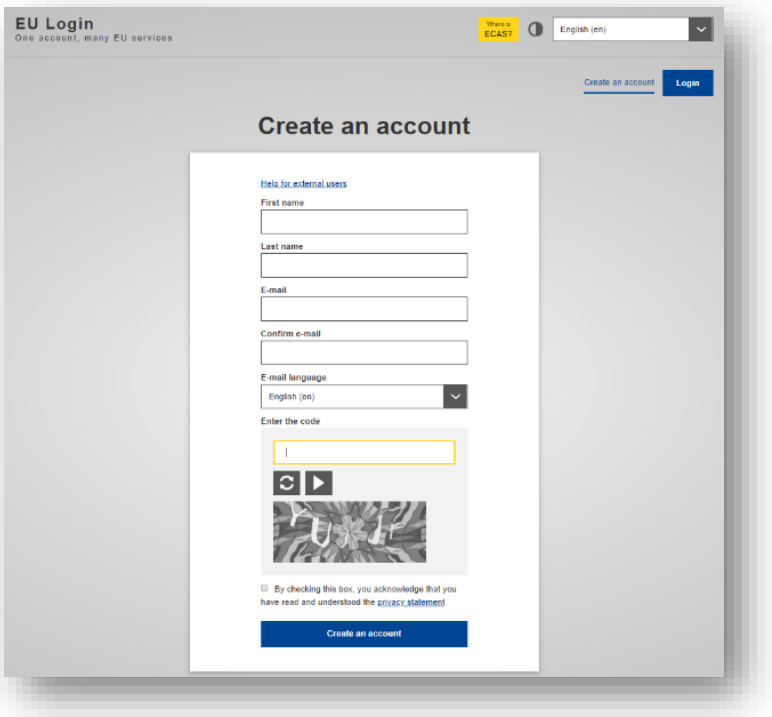


Click on "**Sign in**".

Note: If you do not have an EU Login account yet, we invite you to create one.

Please follow the link and follow the procedure described:
https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/C_EU%20login/create-a-new-EU-login-account.htm





Once your EU login is set up, you are able to log into **TRACES**.

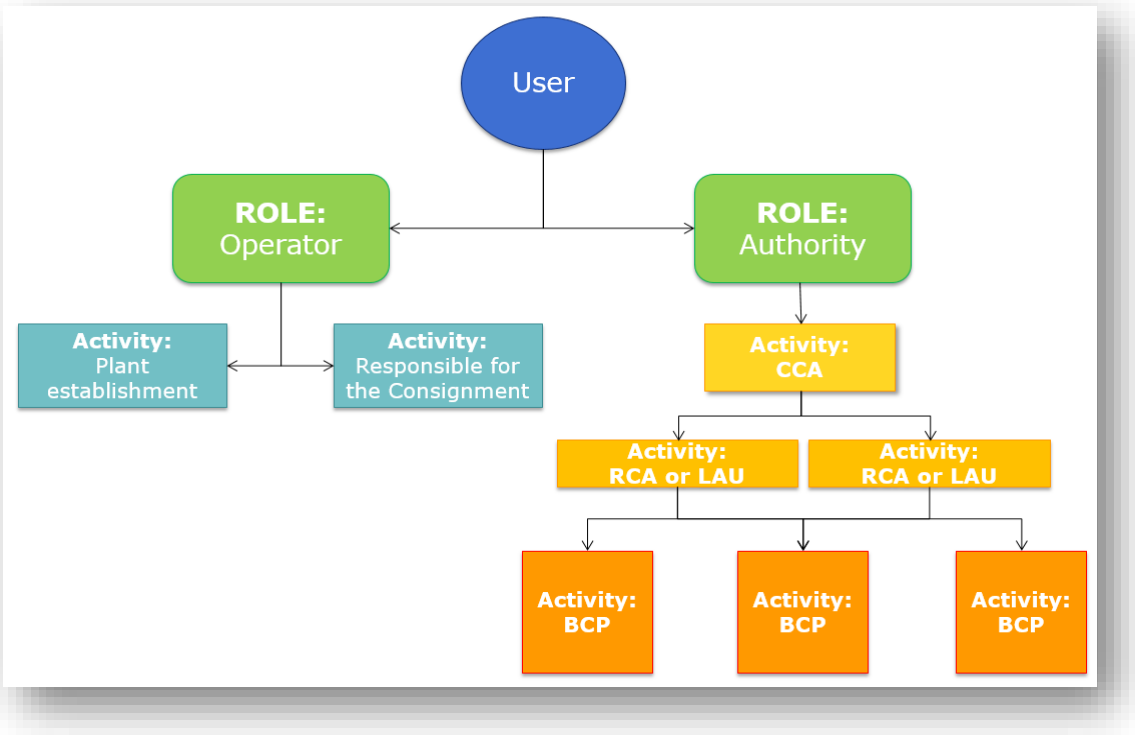
Before starting with the CHED-PP…

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

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

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

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



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

Users are individuals, natural persons.
They are identified by their e-mail address and name - they all have an EU Login.
Normally they are linked to their businesses.

Operators, on the other hand, are businesses, legal entities.
An individual (User) that needs to work in TRACES to create a CHED-PP and that works for a business (Operator), must request a role in TRACES as "Operator".
He will also need to request to be linked to the company (Operator) he is working for.
He will then be able to work in the system as User attached to that Company.

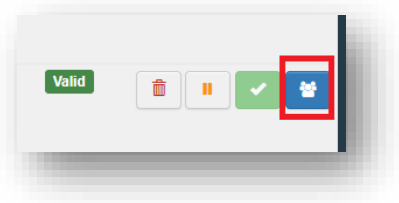
NB: The Company can have different activities (RFL, Plant establishment etc.).
A person (User) that works for an Authority (BCP, RCA, LAU, CCA), must request a role in TRACES as Authority and request to be linked to the proper BCP, RCA, LAU or CCA.

Structures

Possible "Activities" for the Role as "Authority" in TRACES-NT for CHED-PP

CCA → Central Competent Authority

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



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

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

RCA → Regional Competent Authority

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

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

LAU → Local Authority Unit

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

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

BCP → Border Control Post

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

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

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

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

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

The CHED can also be finalised by the user linked to the authority responsible for a Control point.

User inspector at BCP can see Documents in all status (except for "Draft") from his BCP and the Rejected from all the EU. He can issue a Europhyt Interception notification on "In progress" and "Rejected" CHED-PPs and can do Quality controls on "Validated" CHED-PPs (these actions can be done also by users linked to CCA).

"Rejected" CHEDs are visible by all authorities in all EU, but they cannot access them.

"Cancel certification" → BCP, LAU, RCA and CCA can replace "Validated", "Authorised for transhipment" and "Authorised for transfer" to control point CHEDs.

"Replace" → BCP, LAU, RCA and CCA can replace "Validated", "Authorised for transhipment" and "Authorised for transfer" to control point CHEDs.

"Delete" → BCP, LAU, RCA and CCA can delete "New" and "In progress" CHEDs.

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

Possible "Activities" for the Role as "Operator" in TRACES-NT for CHED-PP

Responsible for the consignment

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

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

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

An operator with RFL activity can create ALL TYPES of CHEDs

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

Plant Establishments/Plant nurseries

It is the role needed for an Exporter/Importer to be selectable in the system (status "New").

They do not need to be validated. Operators with these activities might not have any user attached, as they do not perform any action in TNT. They are "Read only" activities.

Operators (Exporter/Importer) that have activity Plant Establishment are automatically assigned a responsible authority by the system. This authority is assigned based on the geographic area where the operator is located and normally it is a RCA or a LAU. Users linked to such RCA or LAU will be able to see the CHEDs concerning that operator. Therefore, Users linked to LCAs, RCAs, CCAs can see

CHED-PPs done by other MS if they involve operators of their country (e.g. DE will see a FR CHED-PPs for which the importer is in Germany).

Control Point

Facility where identity and physical checks are performed.

It can be either operators' premises or Authorities' premises.

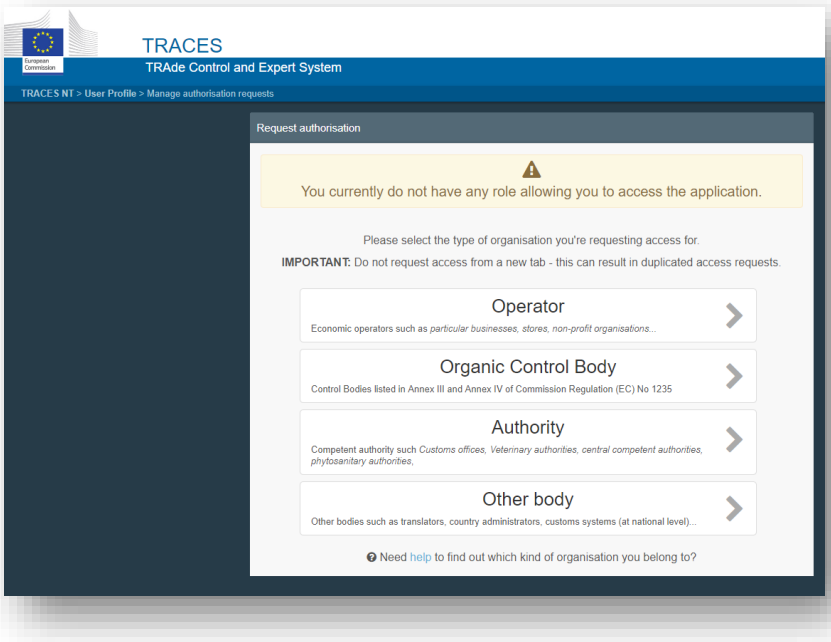
The CCA of a Member State approves and creates them in the system, or sends a list to the EC, who creates them.

No user is attached to such type of operator.

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

Request a role in TNT

When accessing **TRACES** for the first time, you will see this page:

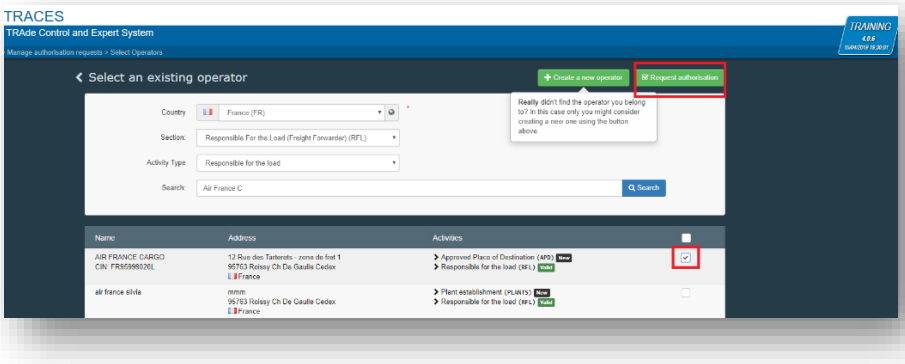


Operator Role

If you work for a company and you have to create PART I of a CHED-PP, select "**Operator**".

The system will redirect you to a page, which will enable you to search for your company.

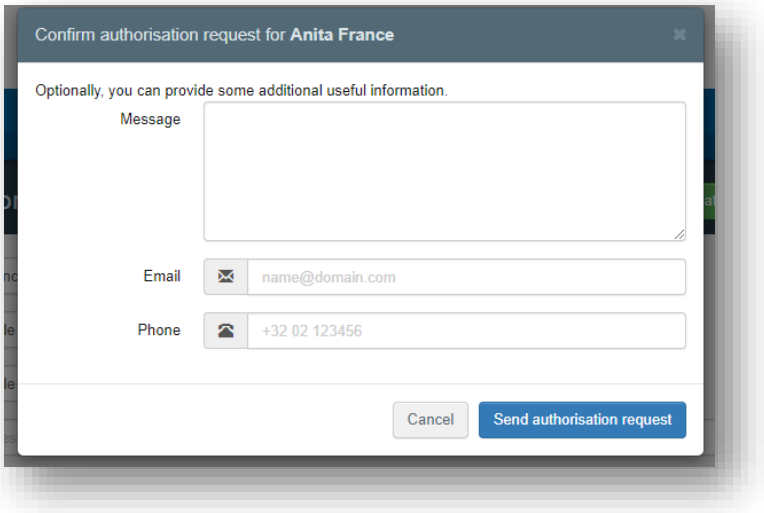
> **Note:** Please keep in mind that to create PART I of a CHED-PP, the company must have the activity "Responsible for the Load".



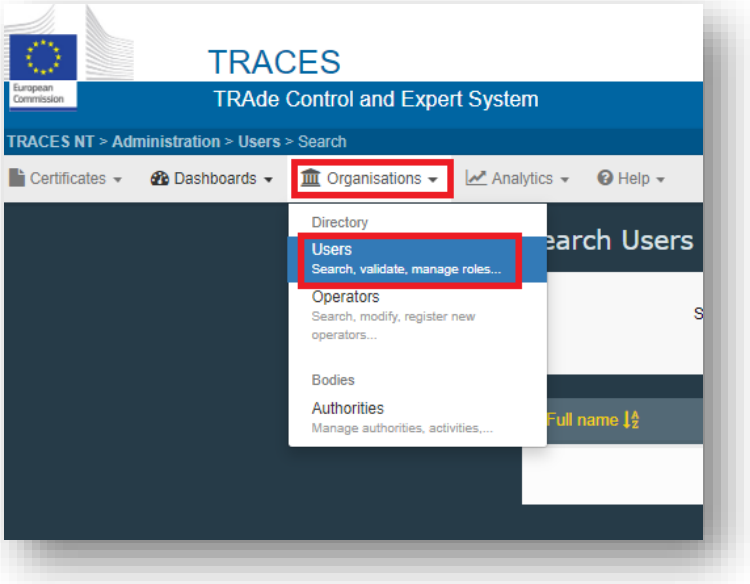
Complete the fields requested by the system by inserting "**Country**", "**Section**", "**Activity type**" and the name of the company you are looking for. If your company already exists in the system, you will have to request the authorisation to be linked to the company.

Tick the small box on the right (you can select more than one company) followed by the green button named “Request authorisation”.

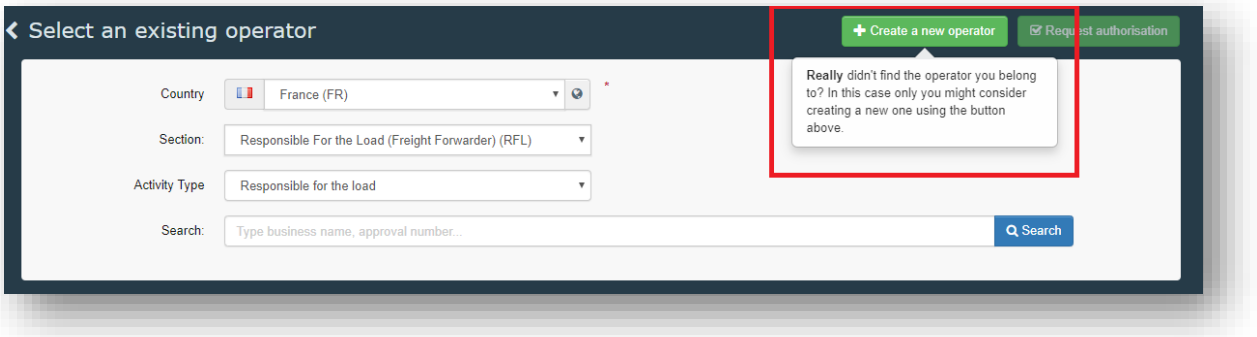
A pop-up window will appear, click on “**Send authorisation request**”:



After this action, the **Admin User** of the Company (or if there is no other user linked to it yet, the **BCP** responsible for the company) will find your request in “**User**” → “**Search Pending requests**” and will validate it:



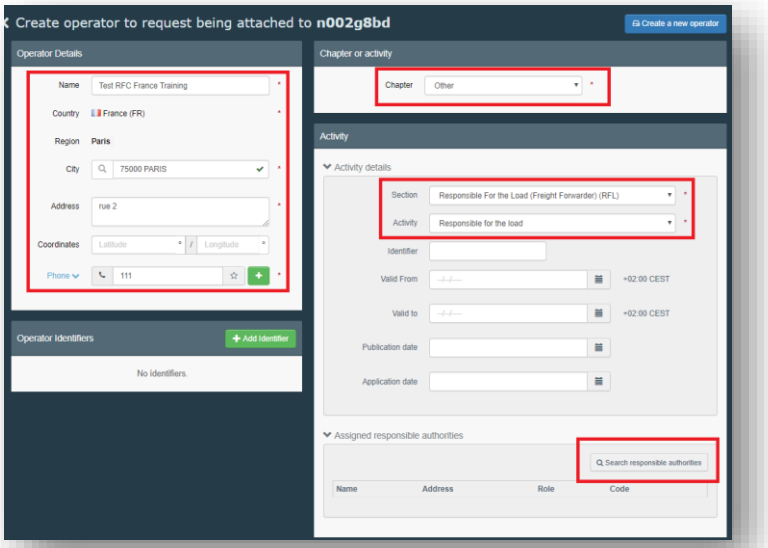
If your company does not exist in the system, you can create it by clicking on the **green** button "**Create a new operator**".



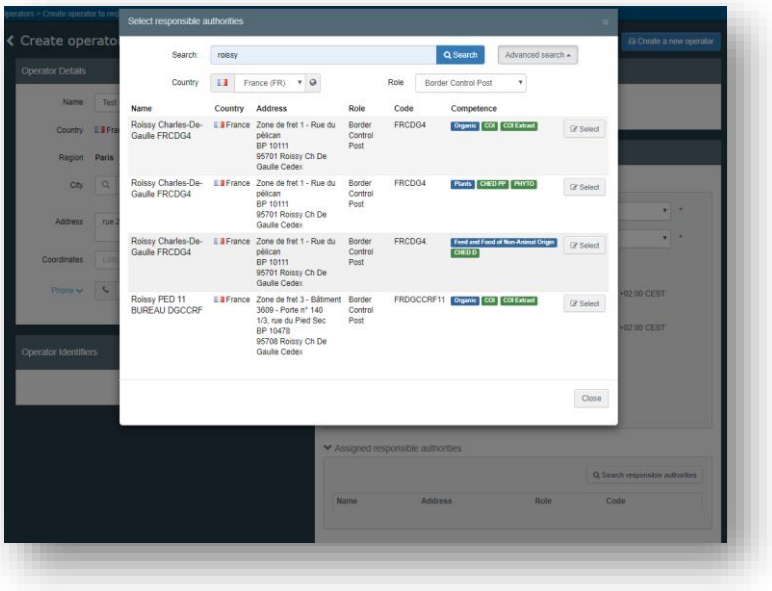
If you are creating an operator with activity **Responsible for the Consignment**, please follow this procedure:

- Type the requested information in the box "**Operator details**" and in the box "**Chapter or Activity**" and select "**Other**". Then, in "**Section**" and "**Activity**" select "**Responsible for the Consignment**".

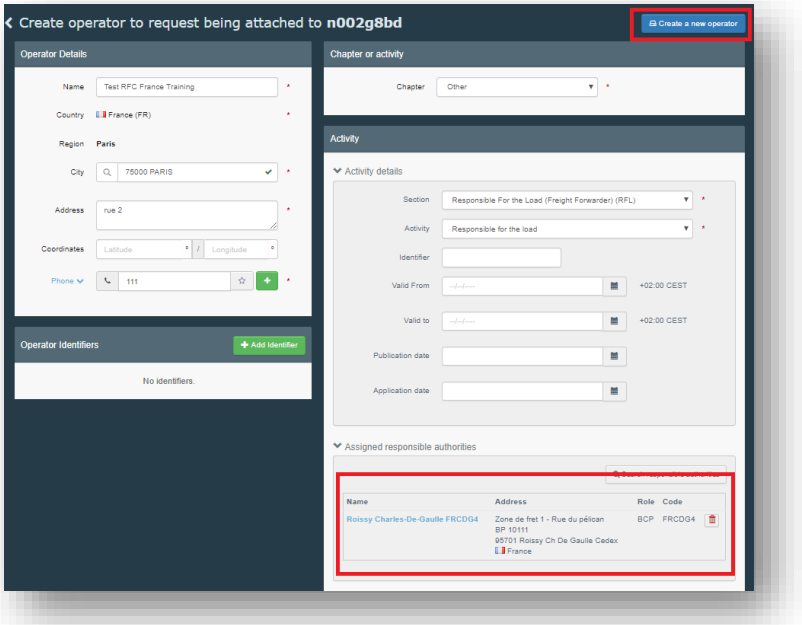
> **Note:** For operators "Responsible for the Load", you will have to select a Responsible Authority.



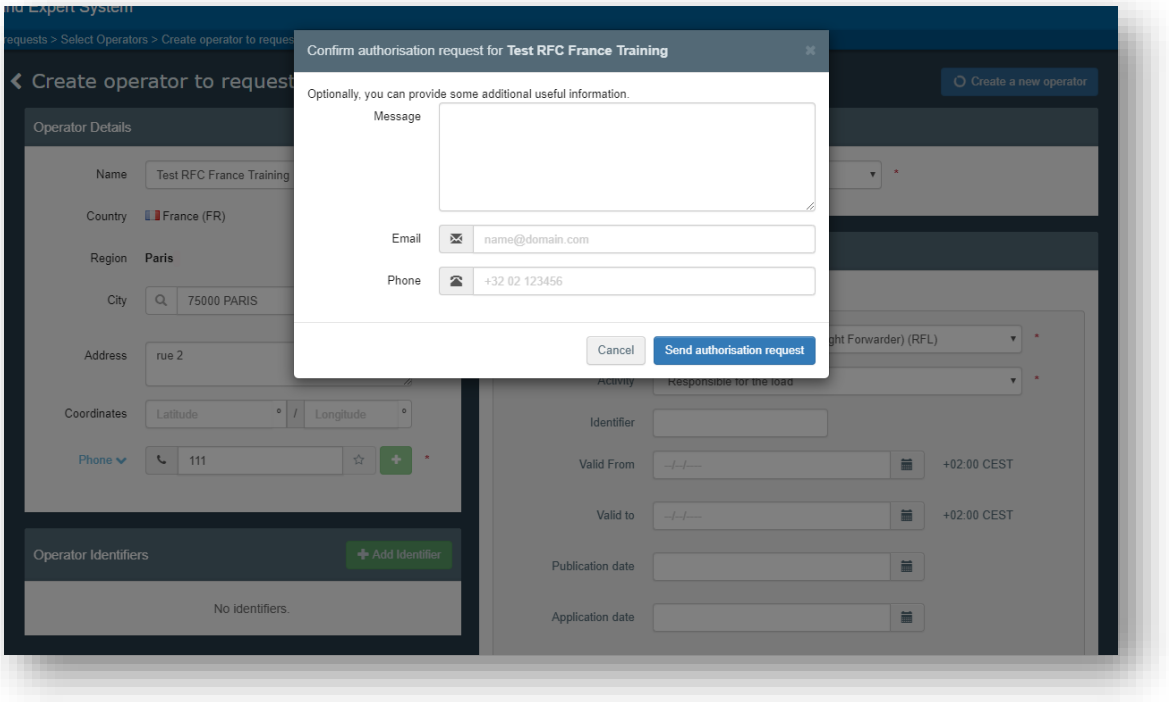
Click on "**Search responsible authorities**" and search for the **BCP** that you wish to assign and that will validate the Operator and your request to be linked to it.



Once you have selected the **Authority**, click on the button "**Create new operator**".



When you click on “Create new operator”, a pop-up window will appear:

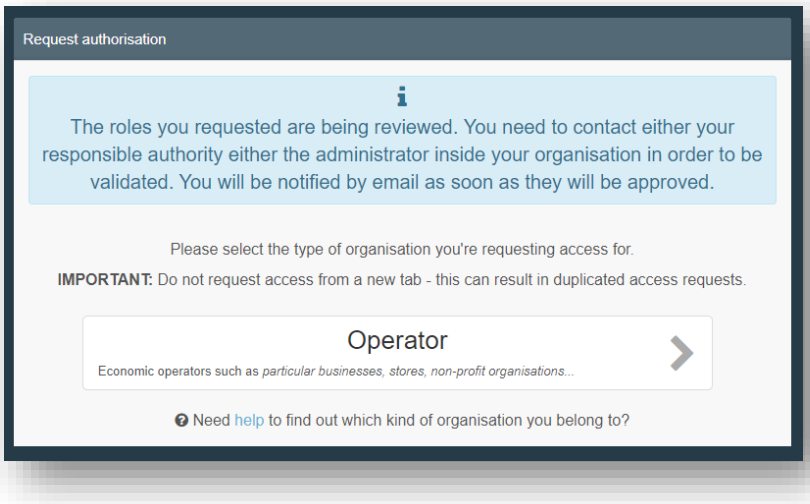


Click on “**Send authorisation request**”.

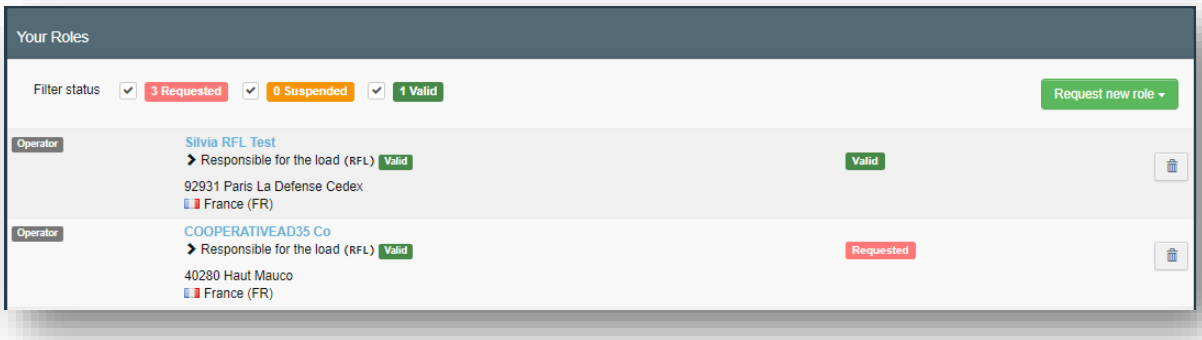
> **Note:** By clicking on “**Send authorisation request**” you are making a request to the users in the **BCP** that you have assigned as responsible authority for the validation of the operator as **Responsible for the Load**. You are also requesting to be linked to that operator **Responsible for the Load.**

Following this action, the **BCP** will find the pending request of the validation of the operator in “**Organisation**” → “**Operators**” → “**Operators to validate**”. The request (as user) to be linked to the operator can be found in “**Organisations**” → “**Users**” → “**search pending requests**”.

Once your request is sent, you will receive the following message on the **TRACES** homepage:



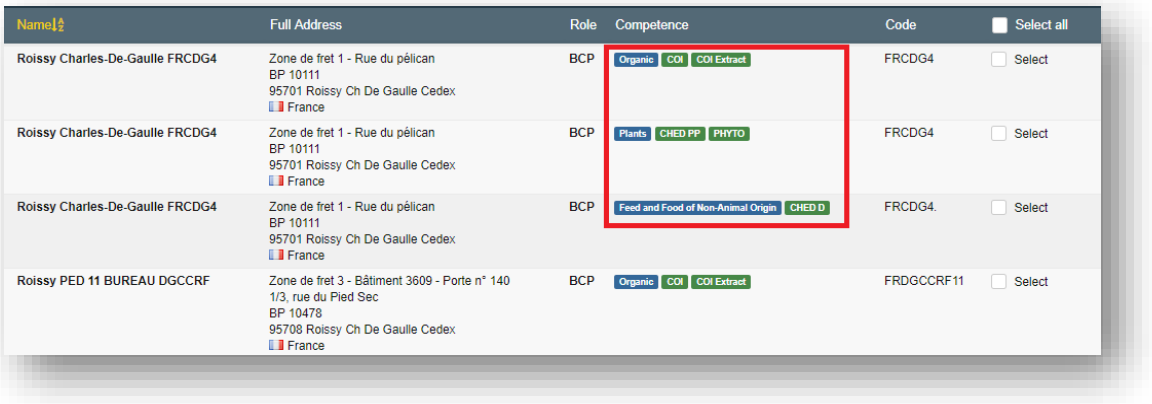
You will then be able to see the status of your request.



Authority Role

If you are an **Authority** user, select "**Authority**". Search for your **Authority** (select **Country, Role** (CCA, RCA, LAU, BCP etc), and the competence → **Plants**), tick the small box on the right-hand side, followed by the green button "**Request authorisation**".

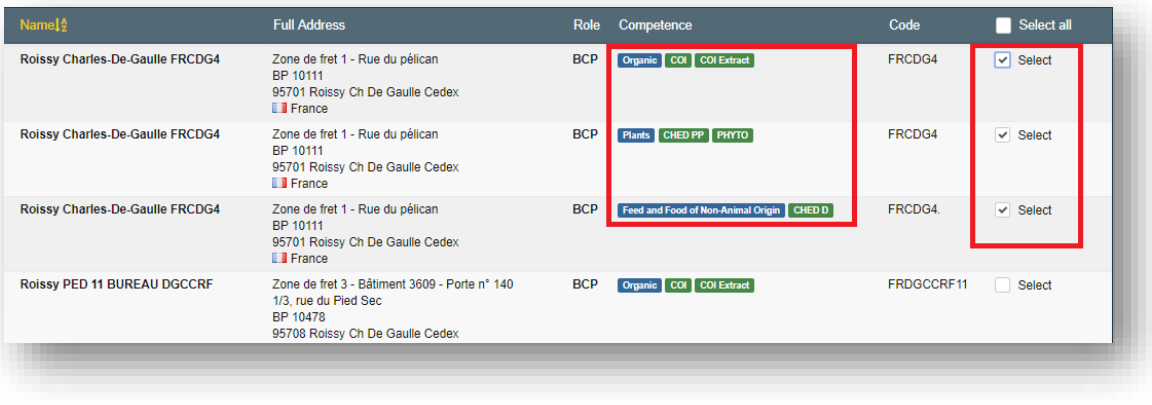
> **Note:** it is very important to select the right competence: for instance, the same BCP may have competence for Plants (CHED-PP), for Food and Feed of non-animal origin (CHED-D), for Organic (COI) etc.



Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRCDG4	Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Plants CHED PP PHYTO	FRCDG4	Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Feed and Food of Non-Animal Origin CHED D	FRCDG4.	Select
Roissy PED 11 BUREAU DGCCRF	Zone de fret 3 - Bâtiment 3609 - Porte n° 140 1/3, rue du Pied Sec BP 10478 95708 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRDGCCRF11	Select

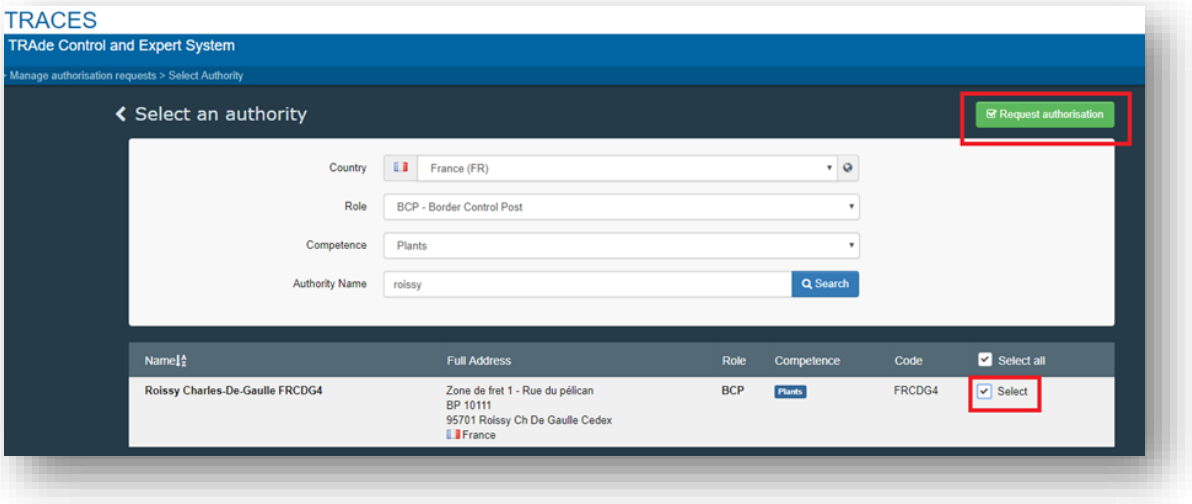
Therefore, if you select the wrong competence (e.g. for **Organic**), your request will be sent to the colleagues of the corresponding **BCP** dealing solely with **Organic**, and they will most likely not validate your request as they do not know who you are.

You can be linked to the same BCP for more than one competence, if necessary, by selecting more than one competence.

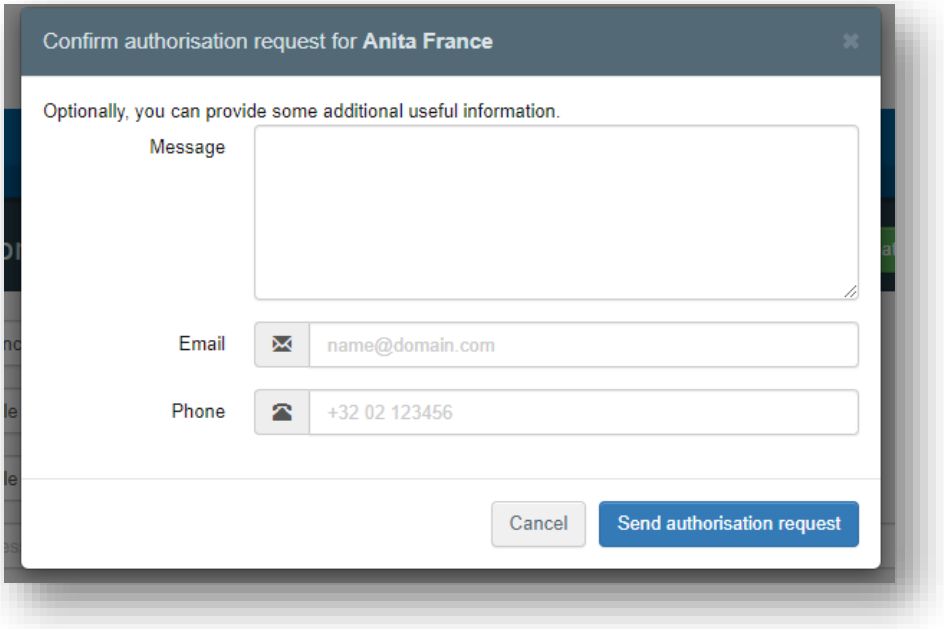


Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRCDG4	Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Plants CHED PP PHYTO	FRCDG4	Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Feed and Food of Non-Animal Origin CHED D	FRCDG4.	Select
Roissy PED 11 BUREAU DGCCRF	Zone de fret 3 - Bâtiment 3609 - Porte n° 140 1/3, rue du Pied Sec BP 10478 95708 Roissy Ch De Gaulle Cedex	BCP	Organic COI COI Extract	FRDGCCRF11	Select

Once you have selected the Authority, click on the green button "**Request authorisation**".



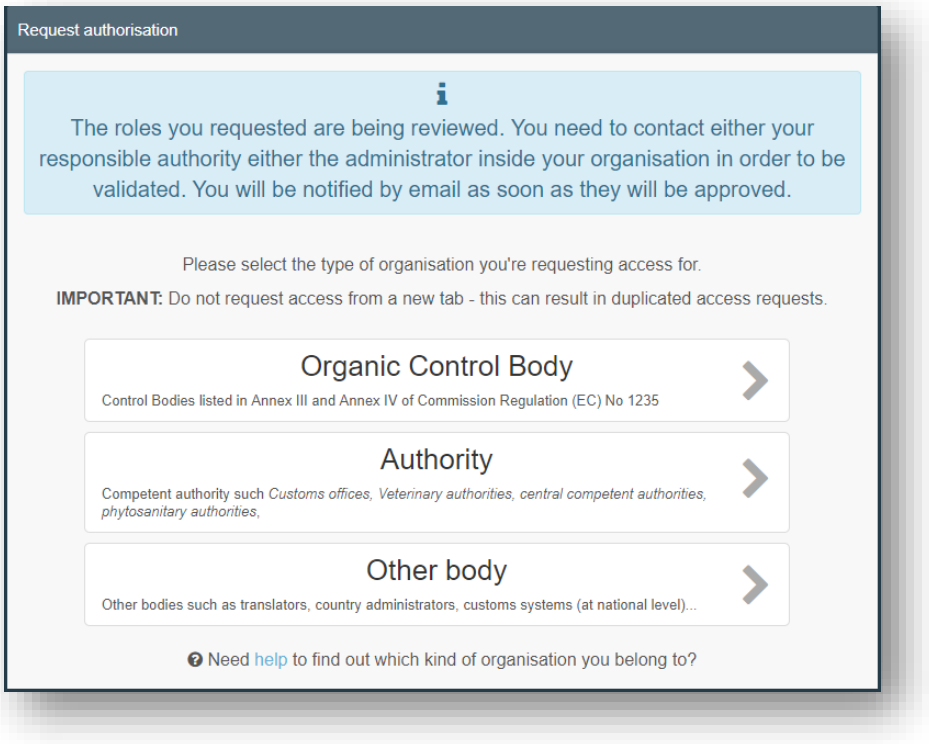
Then this pop-up window appears:



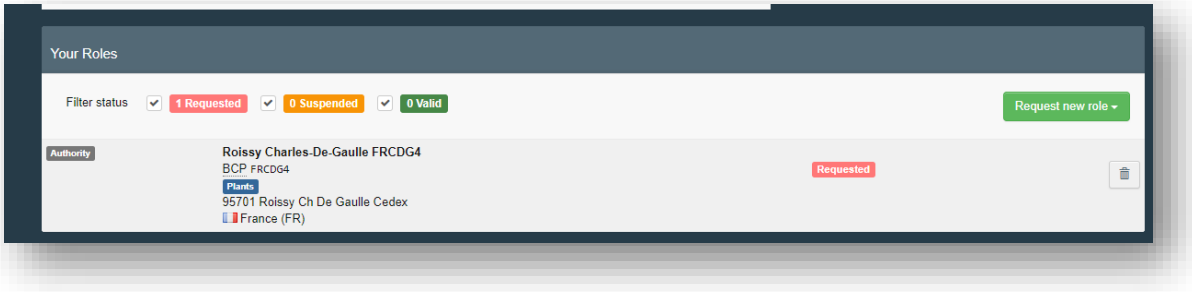
Click on the button "**Send authorisation request**".

> **Note:** By clicking on "Send authorisation request" you are making a request to a **European Commission Administrator** or to the **Admin User** of the CCA to be linked to that authority.

Once your request is sent, you will receive the following message on the **TRACES** homepage:



You will then be able to see the status of your request.



If you are an **Operator** or **Authority**, once the person responsible in your company or authority will validate your request, you will be able to work in the system.

Validation steps

Remarks

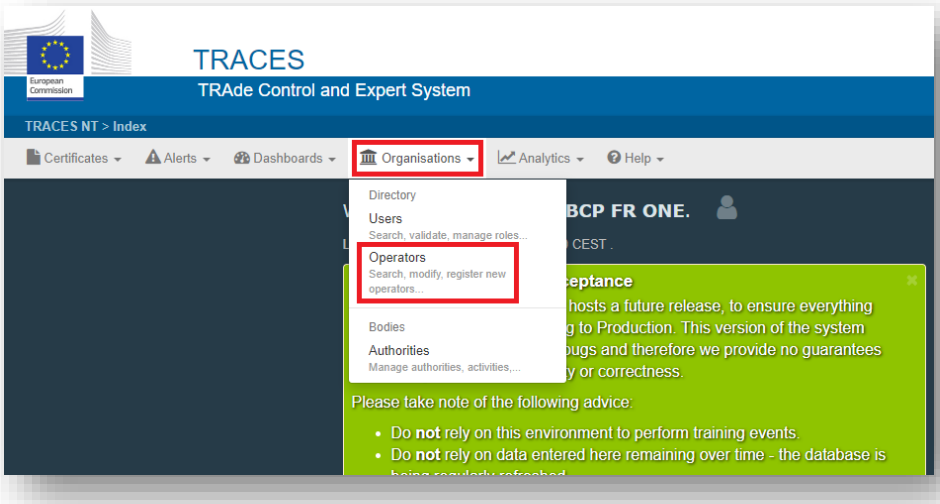
You can only validate Operators in your country (except for Responsible for the load).

"As an Authority I want to validate an Operator (=Organisation):"

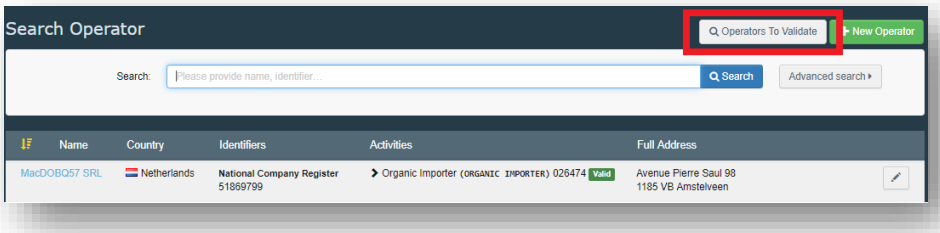
You can only validate those Responsible for the load that are linked to your authority.

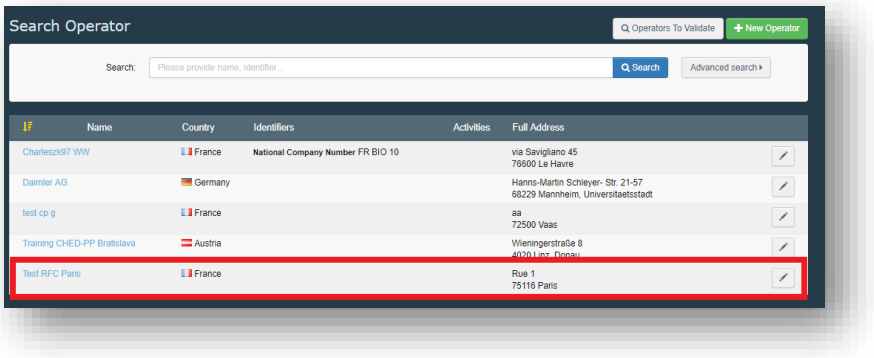
> **Note:** the country of the operator does not have any effect on validation.

Click on Organisations → Operators



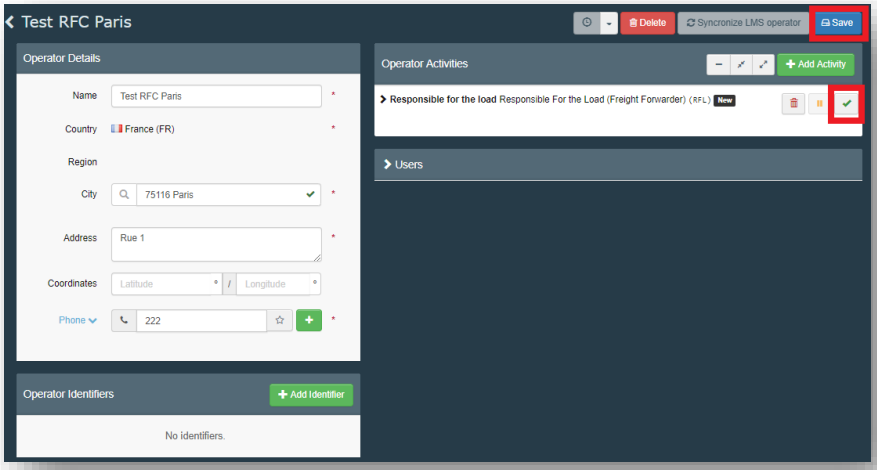
Use the *Search Bar* or *Advanced Search* option to find the Operator. You can also see the list of Operators waiting for your validation by clicking on Operators to Validate.

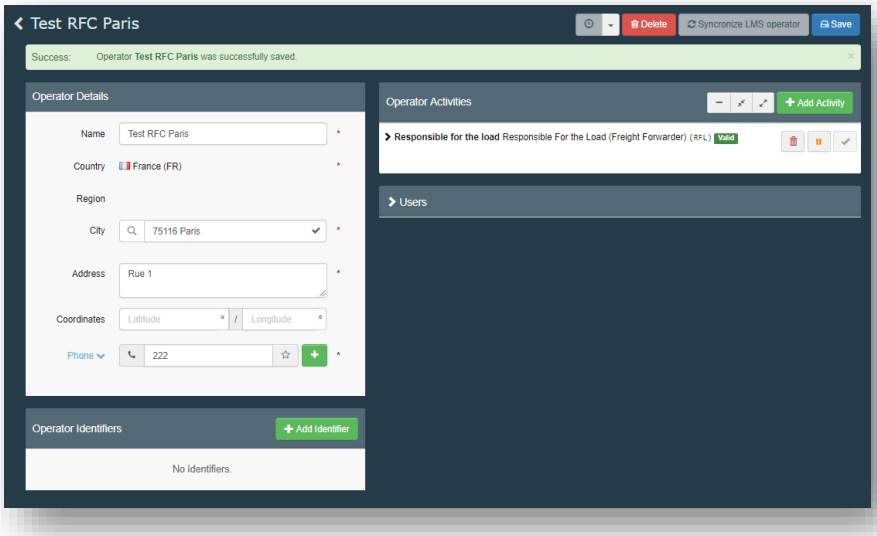




Click on the **Operator** to open their details.

On the right column click on the check button to validate the Operator's activity. The activity that you have validated now has the status **Valid** Be aware that you still need to click on the **Save** button to commit to the changes.





*"As an **Authority** or an **Operator** I want to validate a **User**:"*

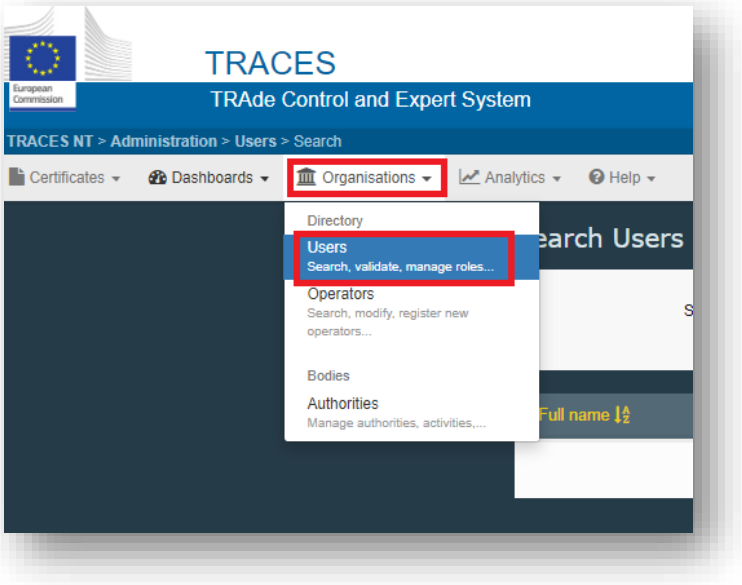
Remarks

You can only validate **Users** of an organisation for which you are the competent authority.

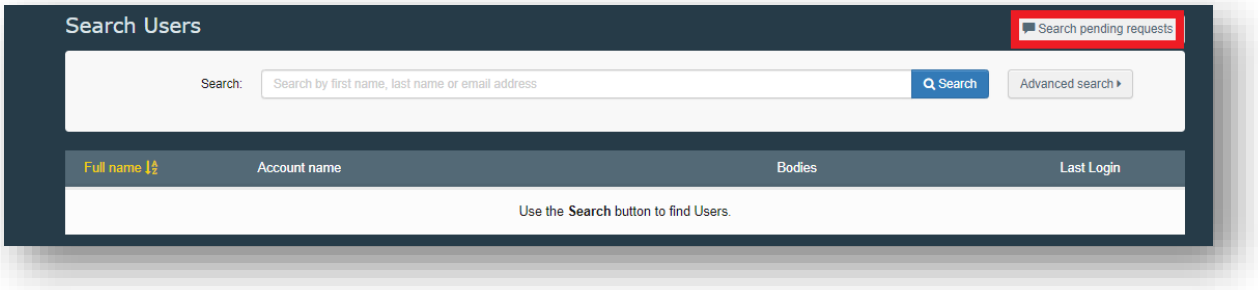
A superior **Authority** can validate users from a subordinate **Authority**.

You can only validate **Users** inside your **Authority** / your organisation if you are the corresponding administrator.

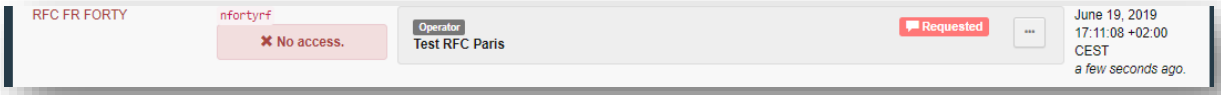
Click on Organisations → Users



Use the Search bar or **Advanced search** option to find the User. You can also see the list of users waiting for your validation by clicking on **Search pending requests**.

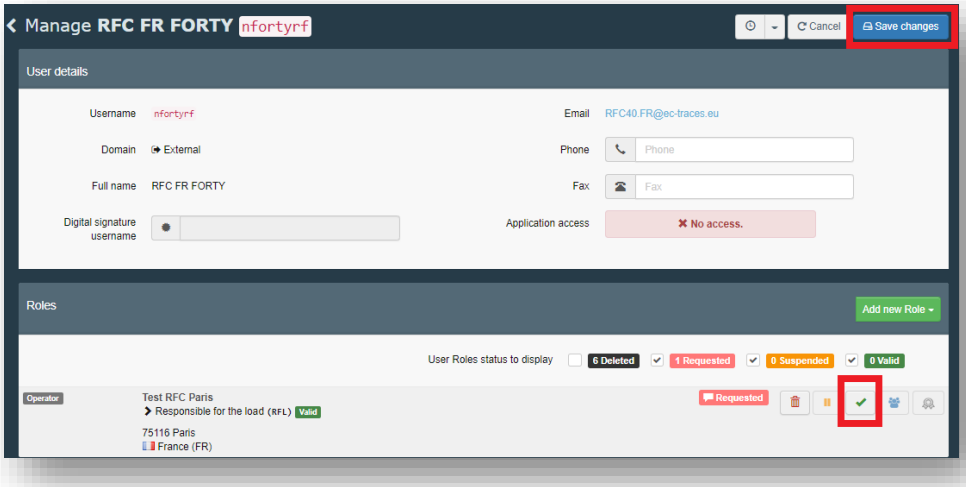


Click on the User to open their details.

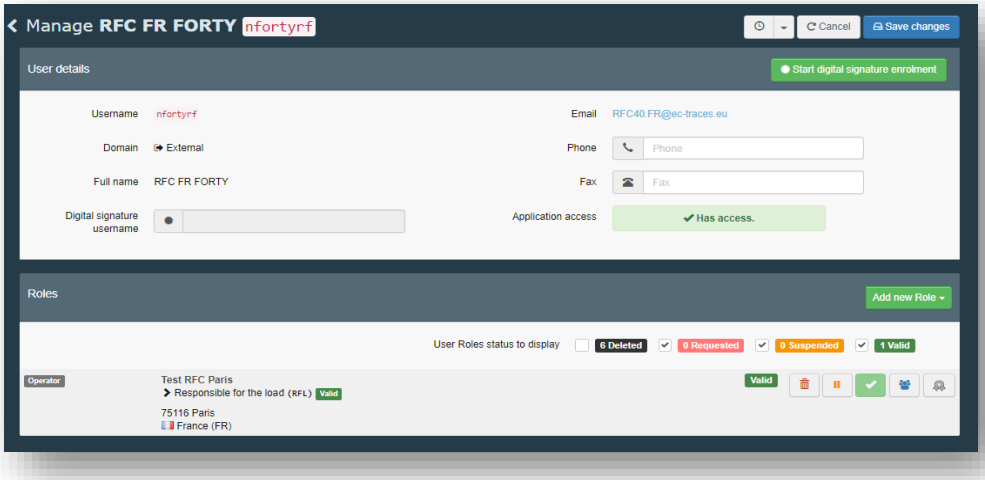


Click on the check button to validate the relevant role requested. If you want this User to be able to validate their colleagues inside their authority or organisation, activate the blue icon on the right to give them the administrator rights for this organisation.

The role that you have validated now has the status **Valid** Please be aware that you still need to click on the **Save changes** button to commit to the changes.

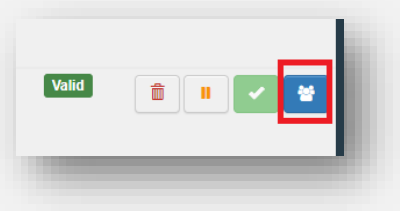


Once the changes have been saved, the profile of the user should look like this:



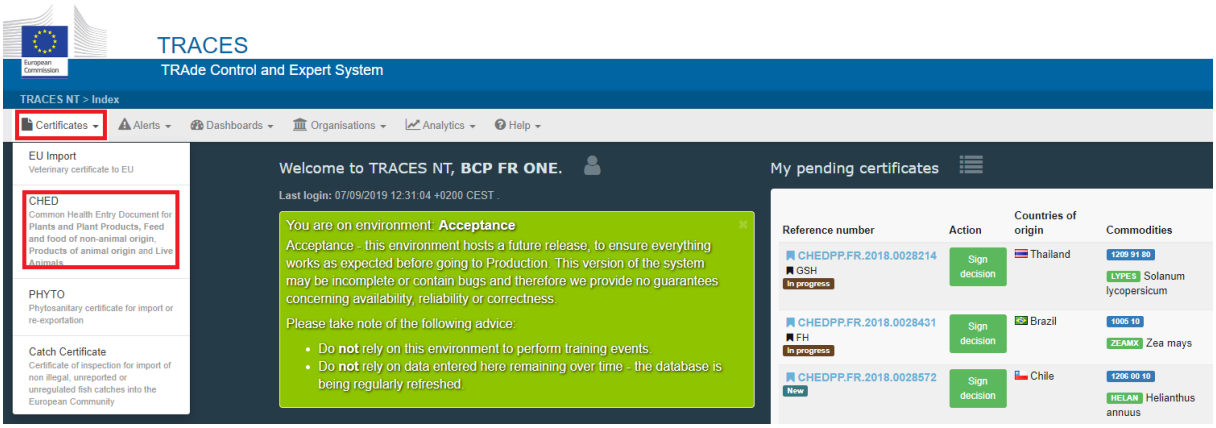
Tip: You can always “delete” or “pause” the operator, by ticking the small icons next to the “check”.

Note: it is possible to give the “Administrator role” to a user linked to a company or authority: this will allow him/her to validate the requests of his/her colleagues. To do so, enable the button on the right (it will become blue).

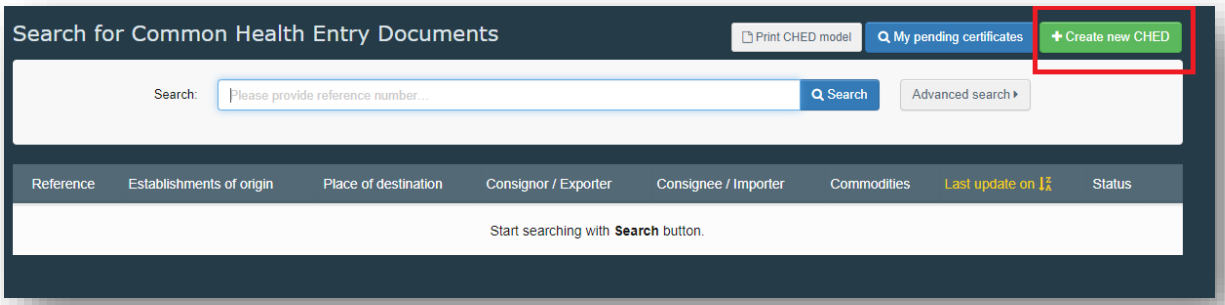


Create a CHED-PP

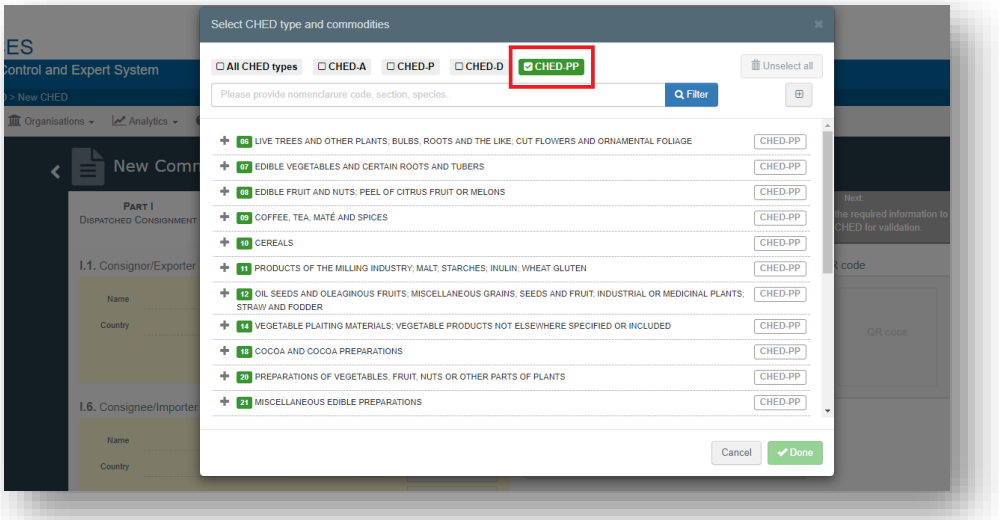
On the homepage, click on **Certificates ➔ CHED**



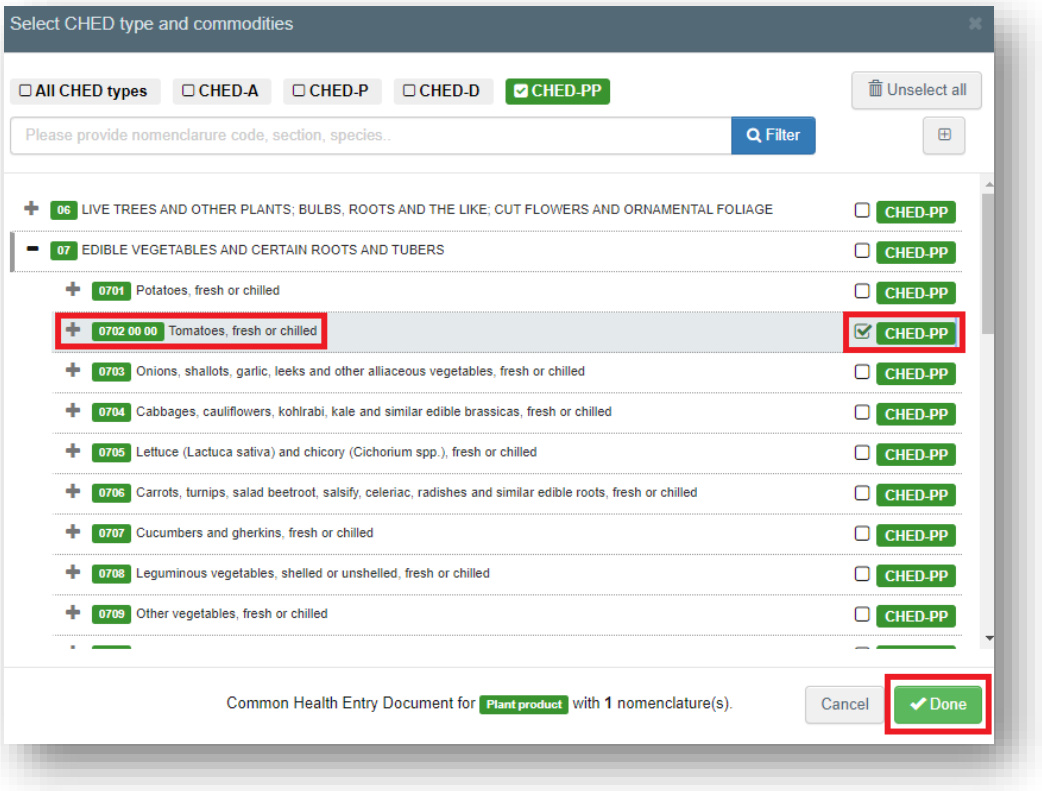
Click on the green button +**Create new CHED**



Tick the **CHED-PP** box:



Select one (or more) commodities from the list, tick the box **CHED-PP** on the right and click on **Done**.



PART I – Description of the consignment

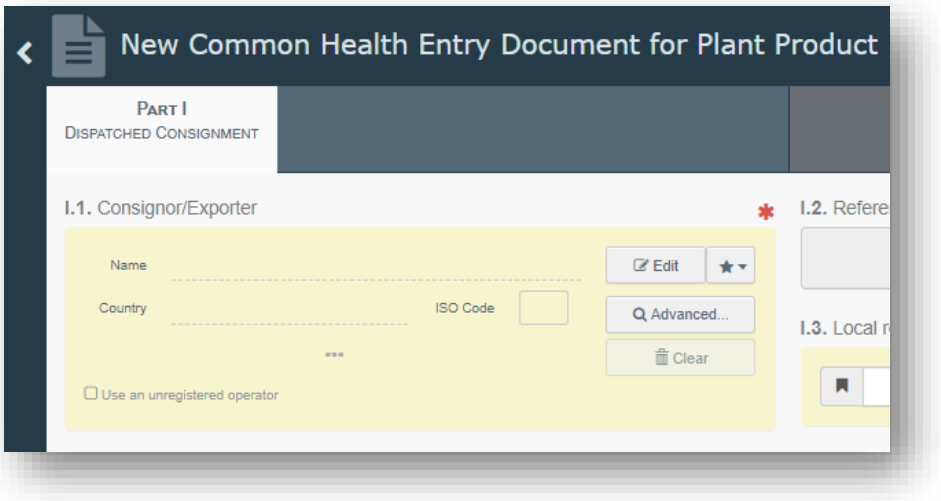
As Responsible for the Consignment (RFC)

How to fill in the document?

> **Note:** All the boxes marked with a red star * are mandatory

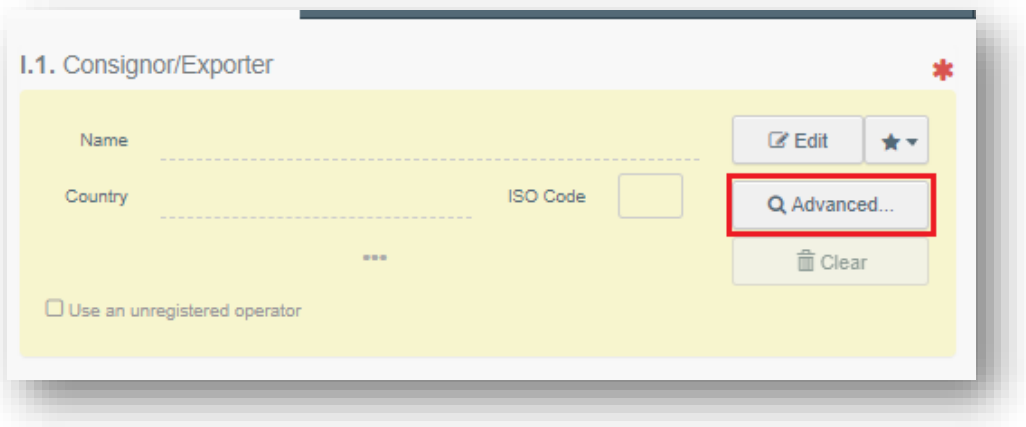
Mandatory boxes *:

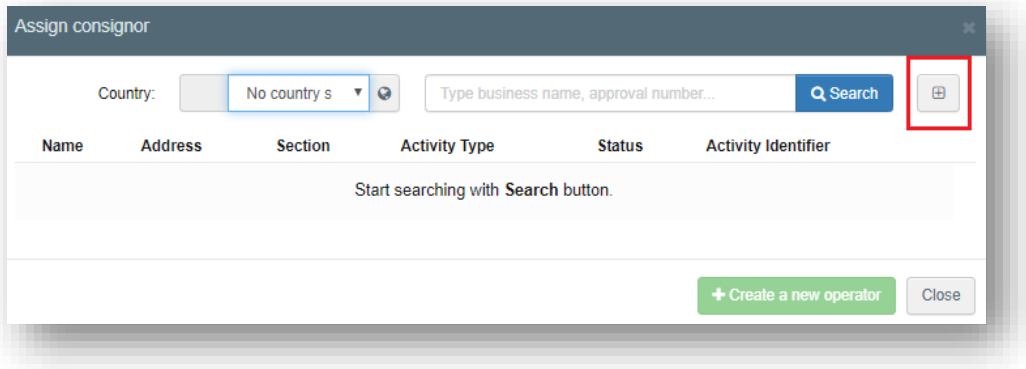
2.1 Box – I.1. **Consignor/Exporter**

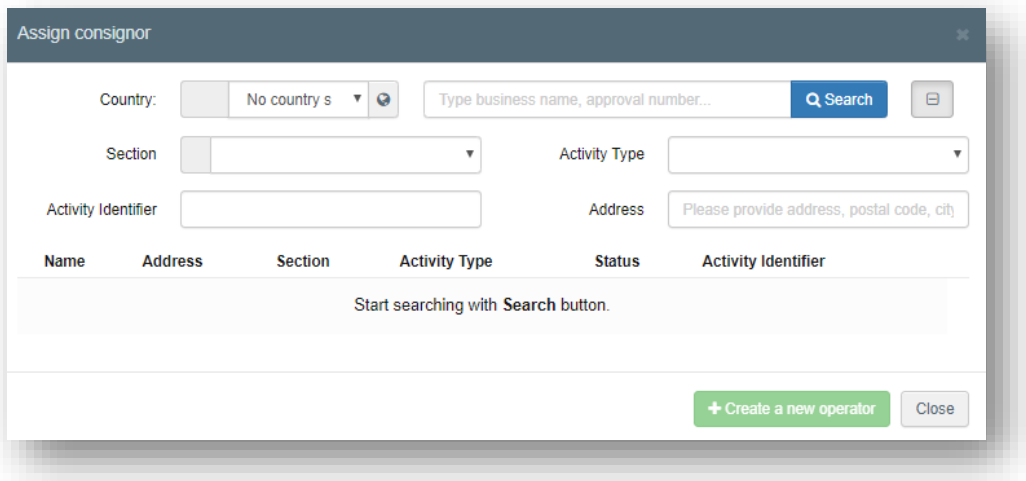


To fill in this Box, you have the option to:

- Start typing the name or address of the consignor/exporter and select a company from the drop-down list that pops out;
- Select a company from the "Favourite operators" list by clicking on the grey star;
- You can also use and insert the details of a private individual by ticking the box "**Use an unregistered operator**". Further details on this option are provided in Point 2.9.
- Run an "advanced search" using corresponding filters to narrow the search.

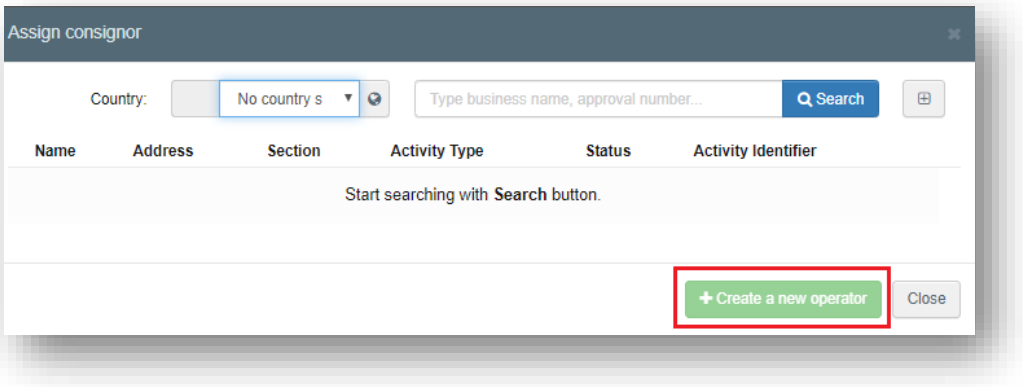




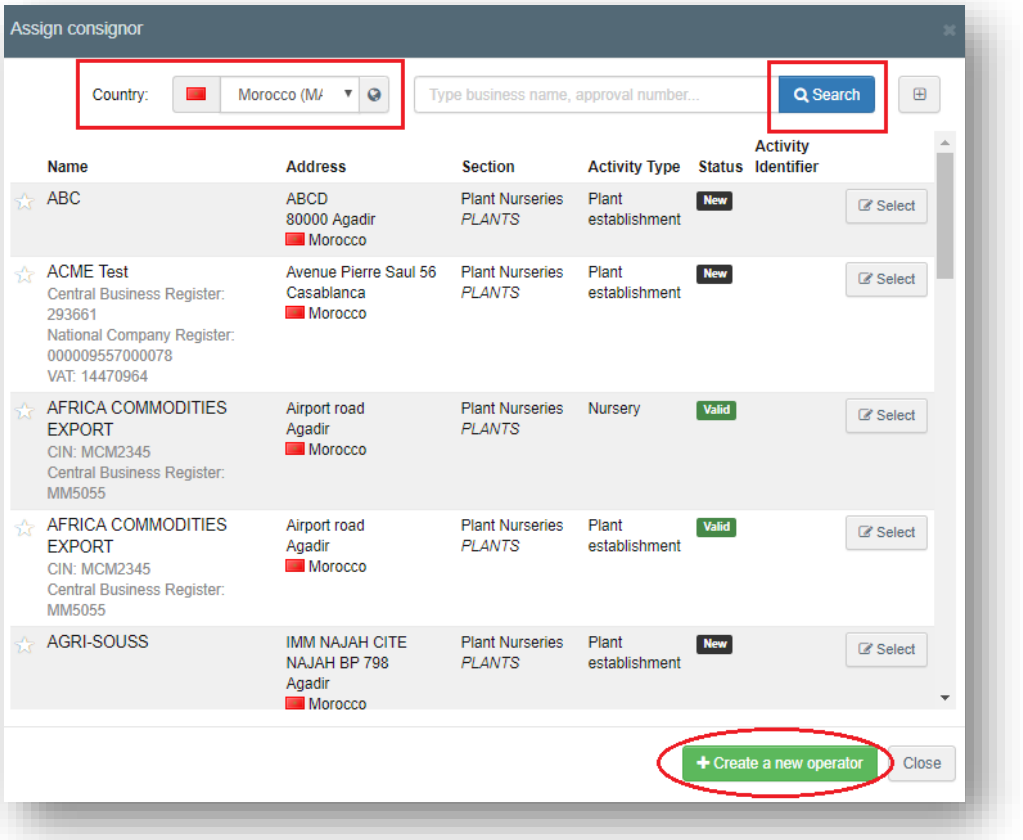


Once the correct match is selected, the "**Name**", "**Country**" and "**ISO Code**" of the company are automatically filled inside the box.

If the operator is not present in the system, you have the option of creating a new operator. To do so, click on "**Advanced search**"



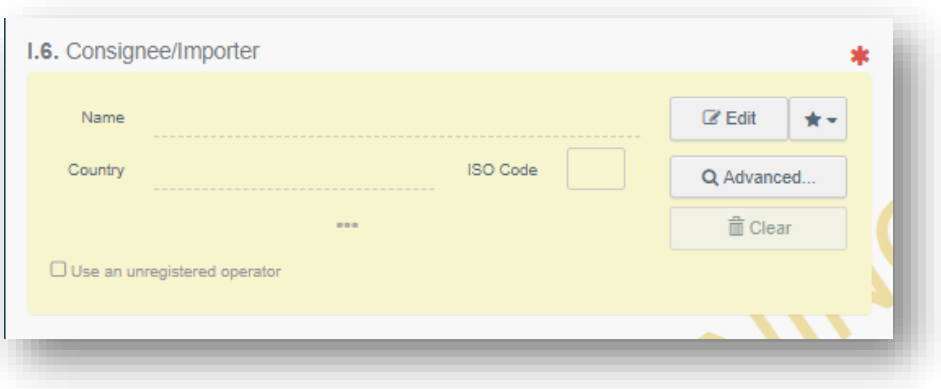
The button **+ Create new operator** will become active after you run a search in the system. This is to ensure that there are no duplicates present in the system.



It is also possible to click on "**Edit**" and modify the content of the Box or to clear it completely and select another consignor/exporter by clicking on the "Clear" button.

2.2 Box – I.6. **Consignee/Importer**:

To fill in this box, simply follow one of the procedures described in point 2.1.



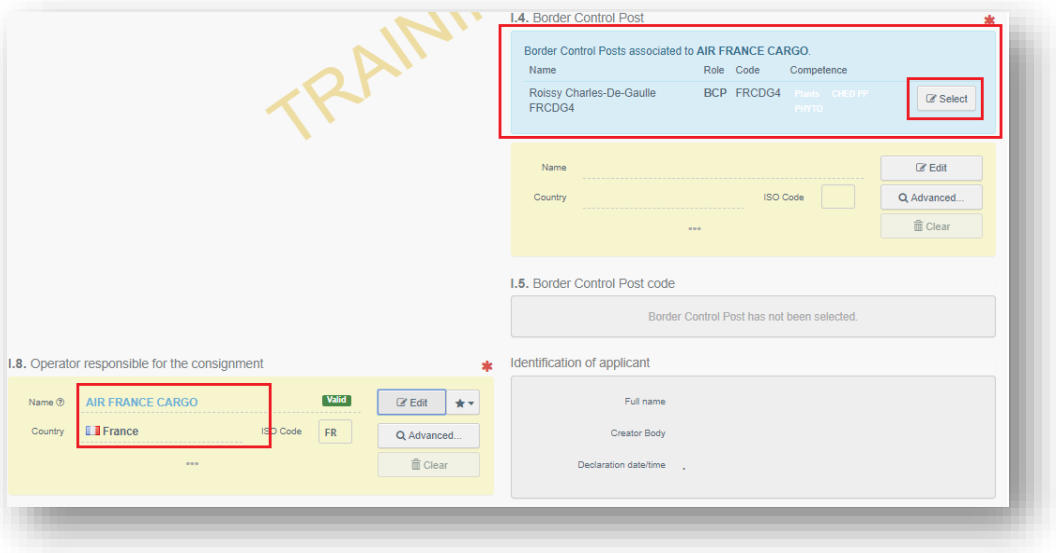
Note: the option "Use an unregistered operator" is explained in Point 2.9.

2.3 Box – I.8. **Operator responsible for the consignment**:

To fill in this box, it is possible to follow one of the procedures described in point 2.1 (except for the option "**use an unregistered operator**").

Normally, this box is automatically filled in by the system, which recognises the operator RFL that has initialised the CHED.

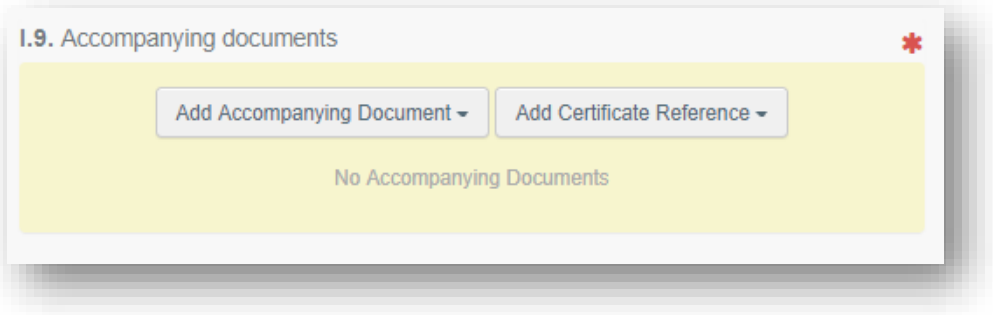
2.4 Box – I.4. **Border control post**: when an operator responsible for the consignment is selected in Box – I.8, the system automatically suggests the Border control post in Box – I.4. that is the responsible authority for that Responsible for the consignment. You can then add the suggested BCP to the document clicking on the button "Select".



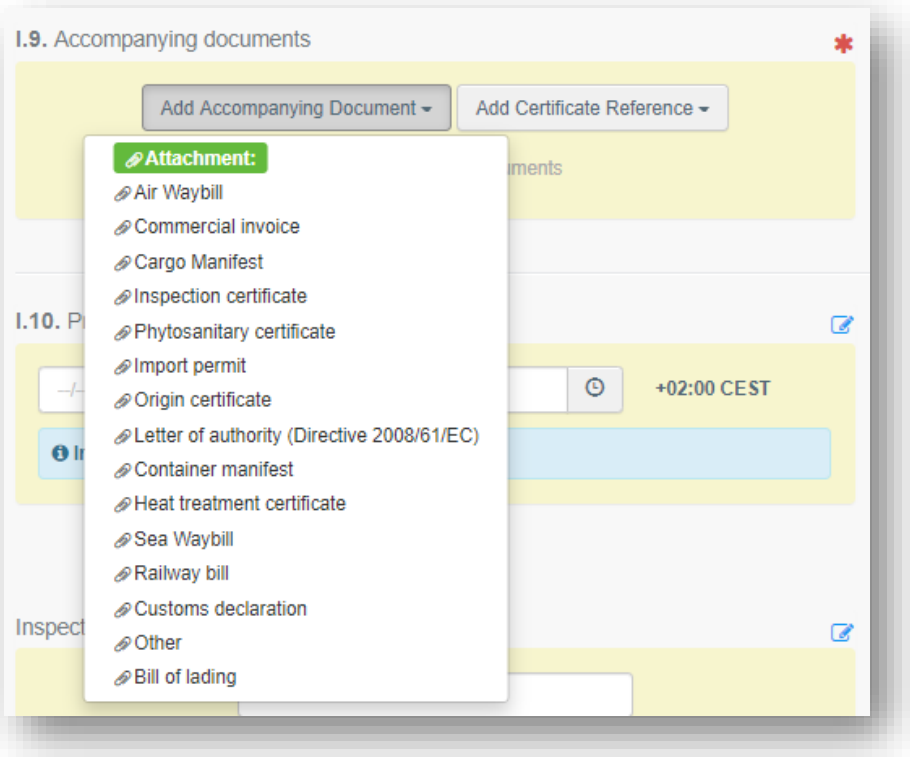
Alternatively, you can select another BCP by typing the name or address, and selecting it from the list. You can also run an advanced search.

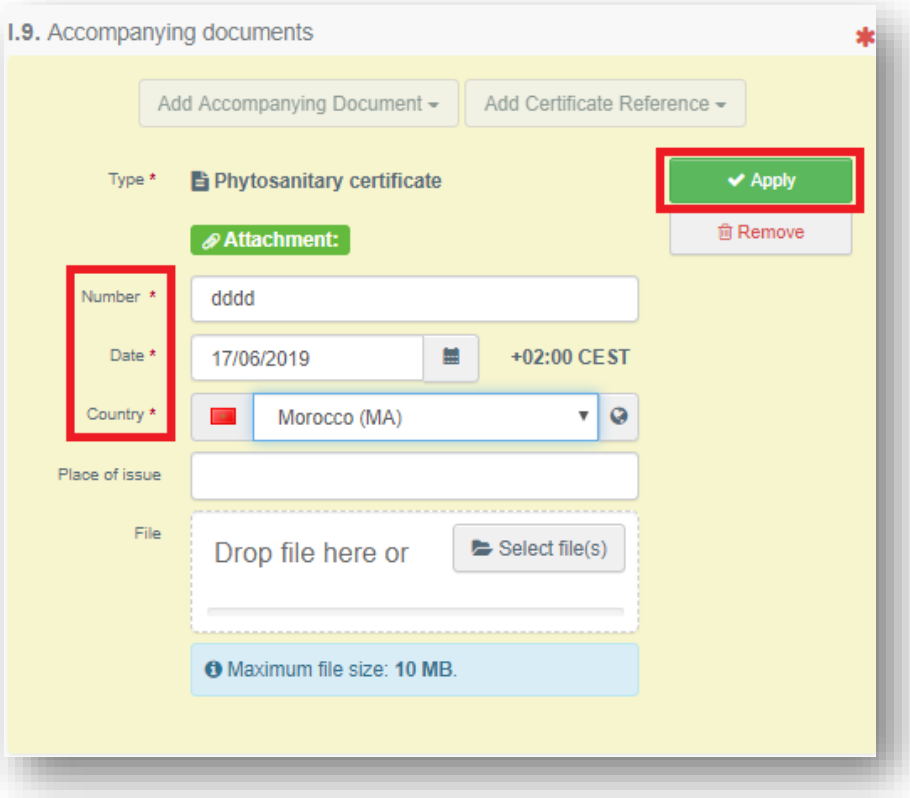
2.4.1 Box – I.5. **Border Control Post code**: This Box will be automatically filled in once Box I.4. is completed.

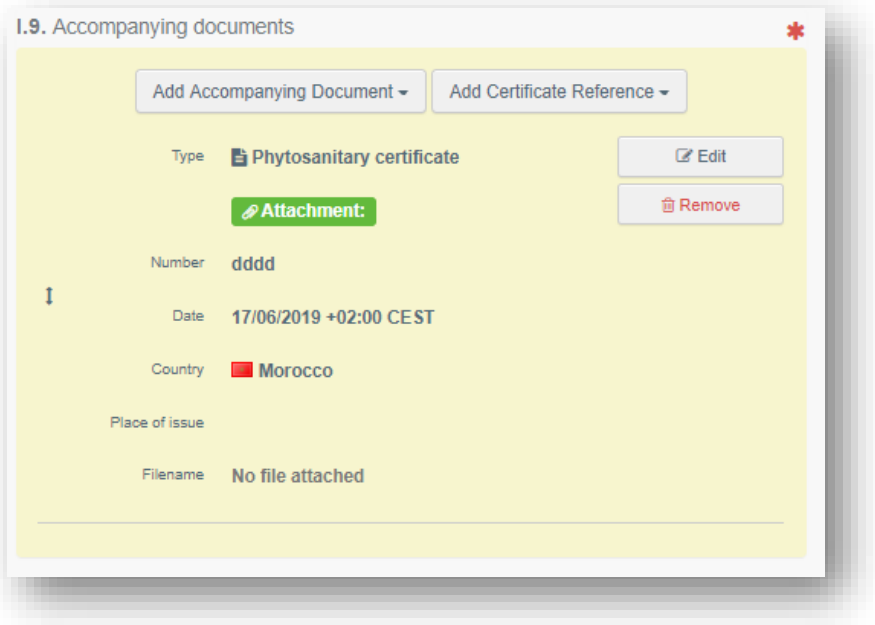
2.5 Box – I.9. **Accompanying documents**: there are two options:



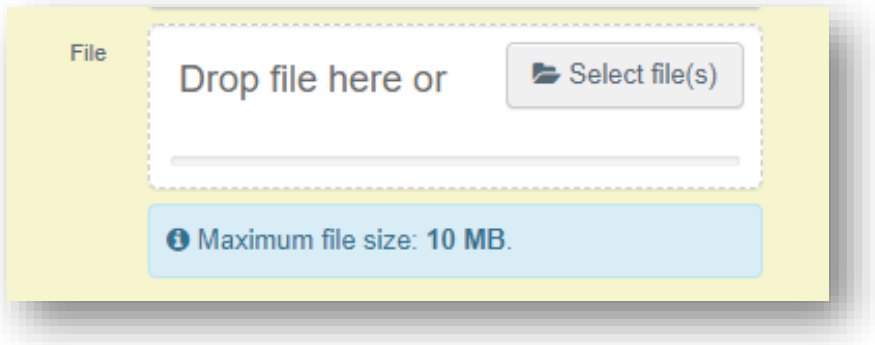
Click on the button "**Add Accompanying Document**" and select the type of document to add from the drop down list. Insert the "**Number**", "**Date**" and "**Country**", and then click on "**✓ Apply**".


I.9. Accompanying documents
Add Accompanying Document
Add Certificate Reference
Attachment:
Air Waybill
Commercial invoice
Cargo Manifest
Inspection certificate
Phytosanitary certificate
Import permit
Origin certificate
Letter of authority (Directive 2008/61/EC)
Container manifest
Heat treatment certificate
Sea Waybill
Railway bill
Customs declaration
Other
Bill of lading
I.10.
+02:00 CEST
Inspect

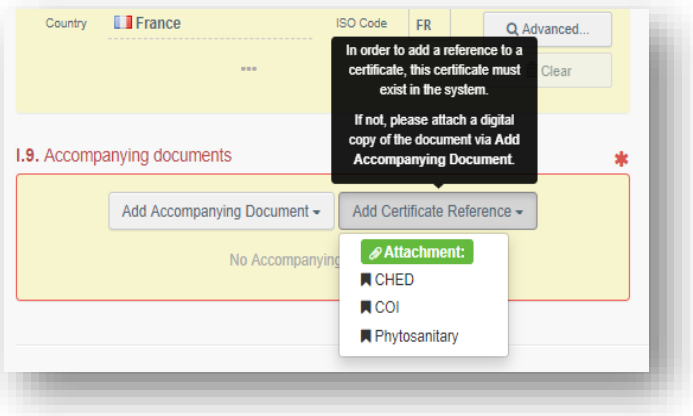

I.9. Accompanying documents
Add Accompanying Document
Add Certificate Reference
Type *
Phytosanitary certificate
Apply
Remove
Attachment:
Number *
dddd
Date *
17/06/2019
+02:00 CEST
Country *
Morocco (MA)
Place of issue
File
Drop file here or
Select file(s)
Maximum file size: 10 MB.

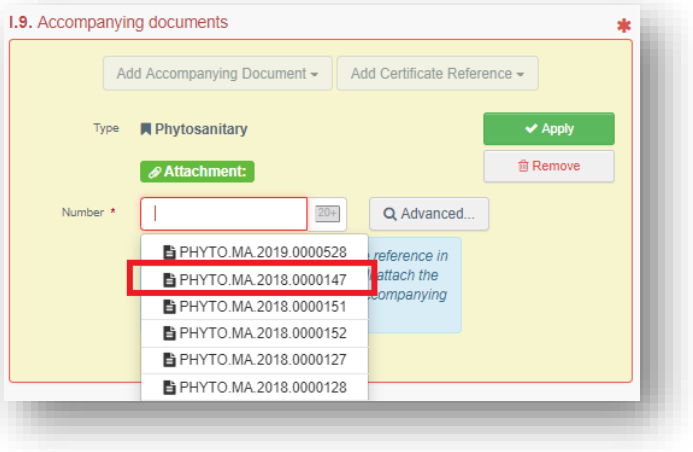


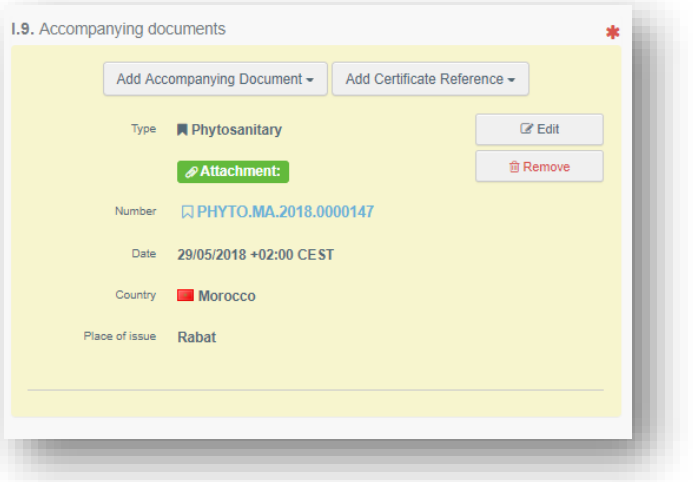
You also have the option to attach a file with a maximum size of 10MB.



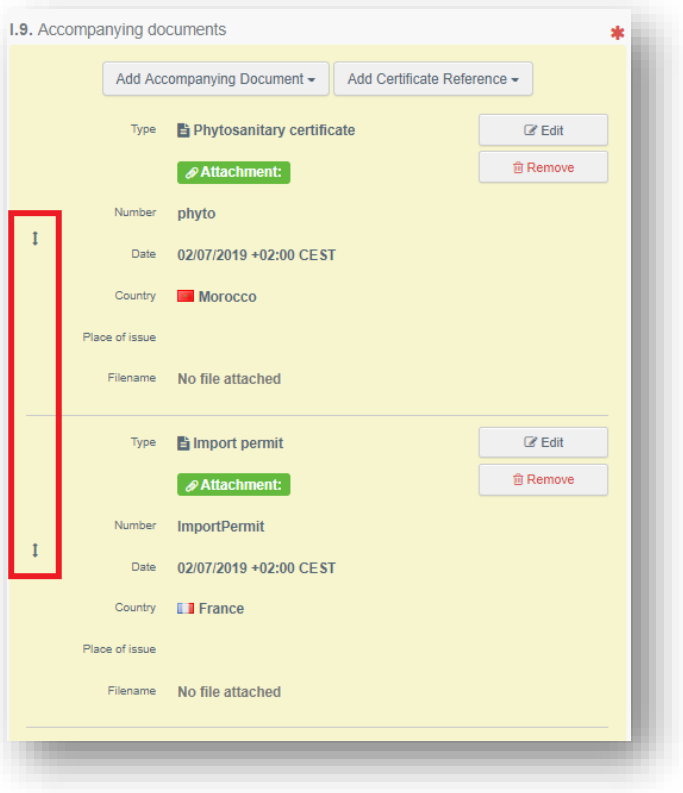
Click on the button "**Add Certificate Reference**" if the document you wish to add already exists in the system. Select the type of document between "**CHED**", "**COI**", "**Phytosanitary**", then type the reference number of the document and select it from the drop down list.



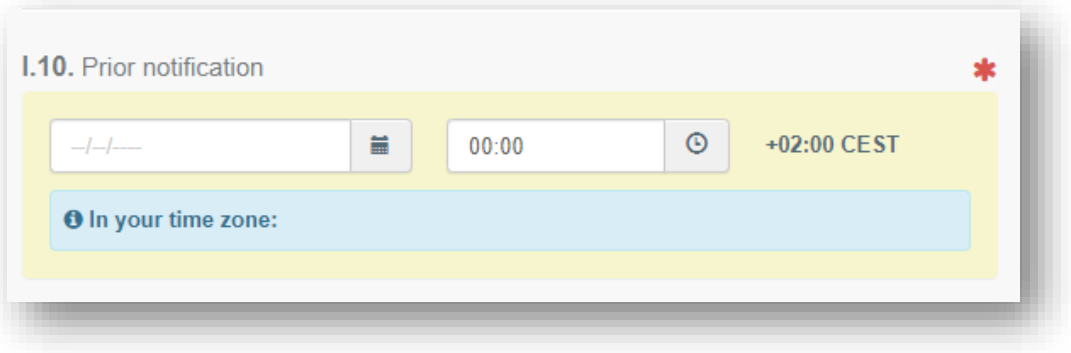




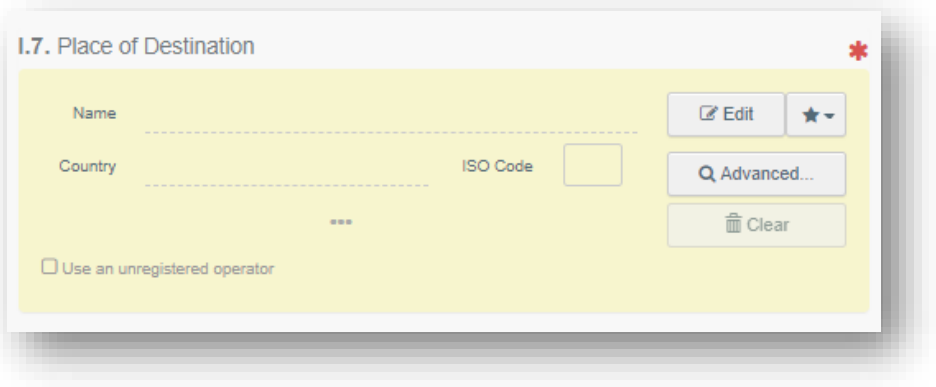
> **Note:** It is possible to add several accompanying documents and to order them by dragging and dropping the items with the double sense arrows on the left. Only the first document will be shown in the PDF version of the CHED-PP.



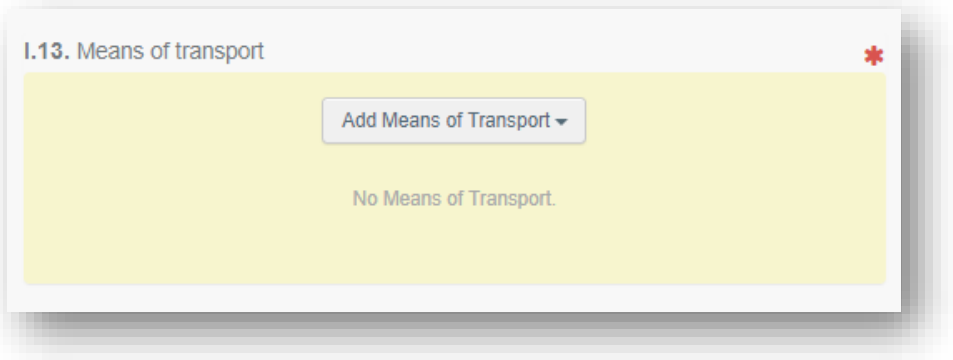
2.6 Box – I.10 **Prior Notification**: indicate the date and time of arrival of the consignment to the BCP.



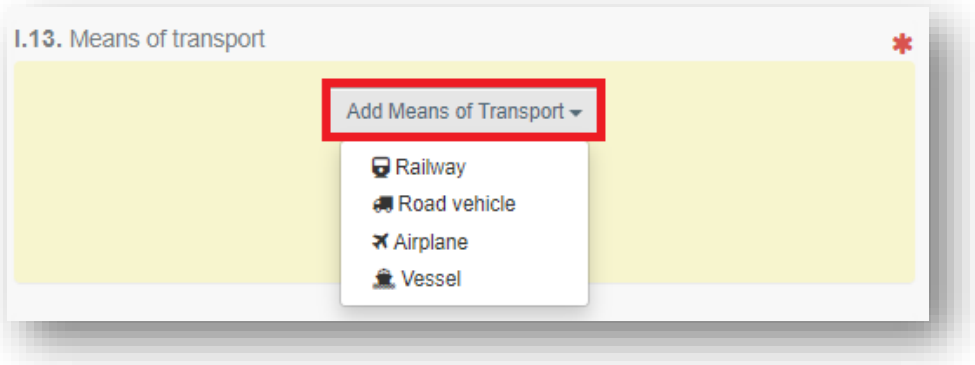
2.6 Box – I.7. **Place of Destination**: this box is filled automatically with the information provided in Box I.6 Consignee/Importer. However, it is possible to change it following one of the procedures described in point 2.1.

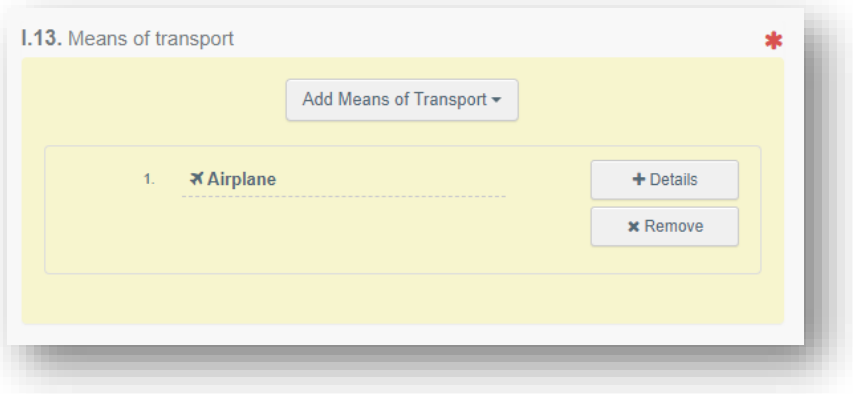


2.7 Box – I.13. **Means of transport**: click on the button "**Add means of transport**", select the means of transport by which the consignment arrives at the BCP and fill in the mandatory fields.

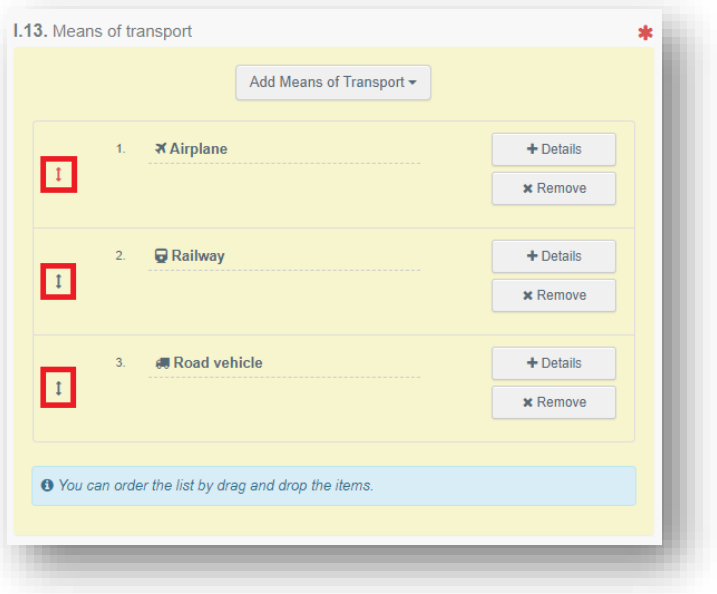


Choose the type of transport from the list: "Rail", "Road vehicle", "Airplane" or "Ship";

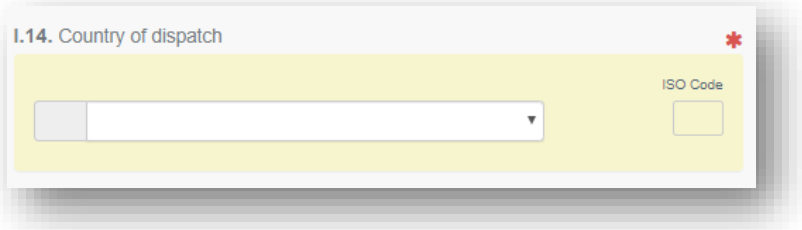




Note: It is possible to add several means of transport and to order them by dragging and dropping the items with the double sense arrows on the left.

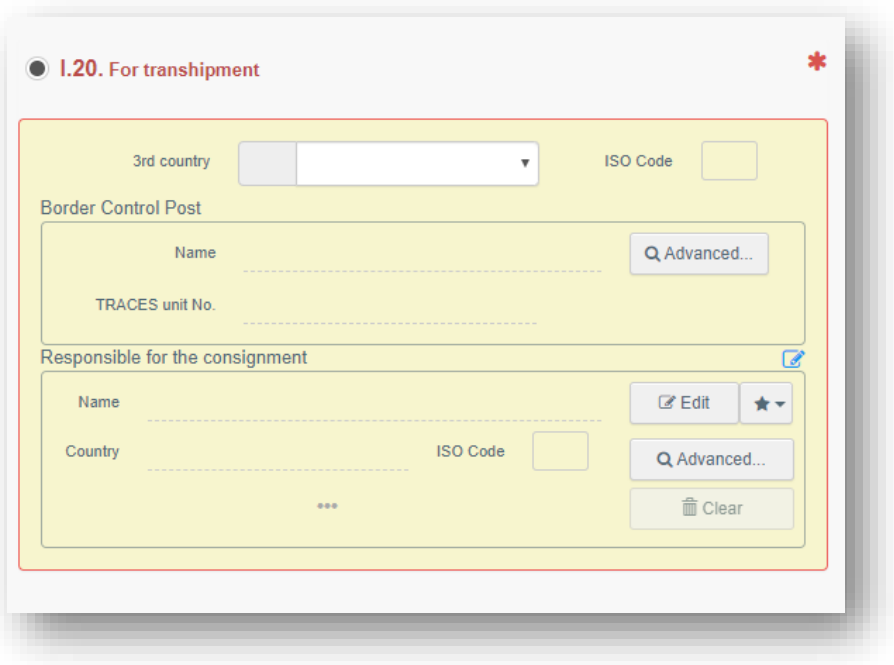


2.8 Box – I.14. **Country of dispatch**: Select the last Country of dispatch before the consignment entered the EU from the list:



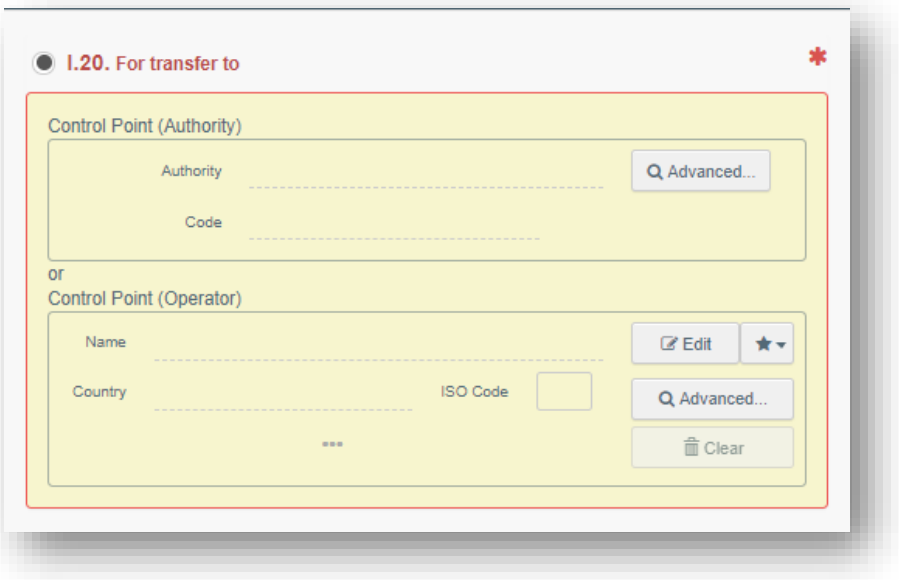
2.9 Boxes – I.20./I.20./I.22./I.23./I.23./I.24./I.25/I.26. **Purpose**: Select the purpose of the document among the options in boxes I.20. - I.26.

You select Box - I.20. "For transhipment" when the Documentary check is done at the first BCP, but the consignment is allowed to move to a second BCP where Documentary, Identity and Physical checks will be performed (the second BCP can be in the same MS, or in another MS). The consignment changes the means of transport. It is still under custom supervision and cannot be released until the Official controls are completed.



Choose the BCP to which the consignment is authorised to move after Documentary checks. Here you can also specify the responsible for the load (if different from the previous one) that will be in charge of the consignment to move.

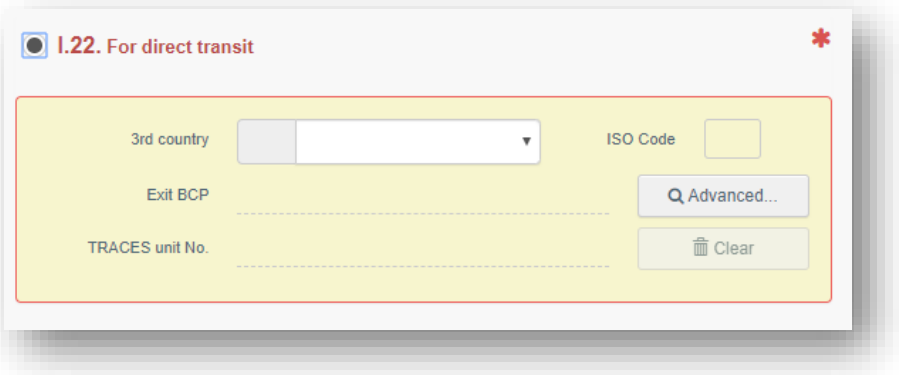
> **Note:** You select Box – I.20 "For transfer to" when the Documentary check is done at the BCP, and the consignment is authorised to move to a Control Point where Identity and Physical checks will be performed. The consignment is still under custom supervision and cannot be released until the Official controls are completed.



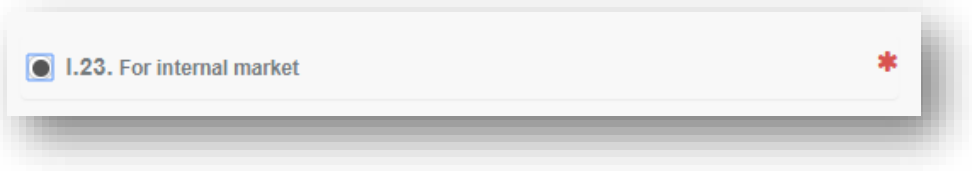
Choose the Control Point to which the consignment is authorised to move after Documentary checks.

You select 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)

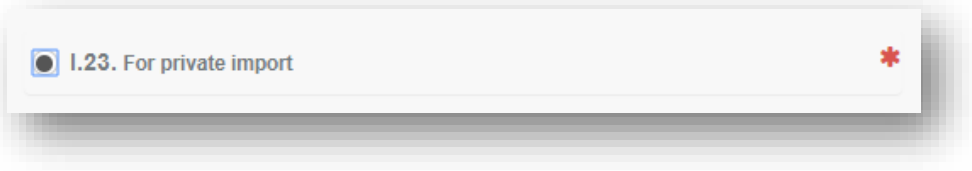
Documentary checks need to be performed at the BCP.



Select Box – I.23 “For internal market” when all the checks are performed at the first BCP.

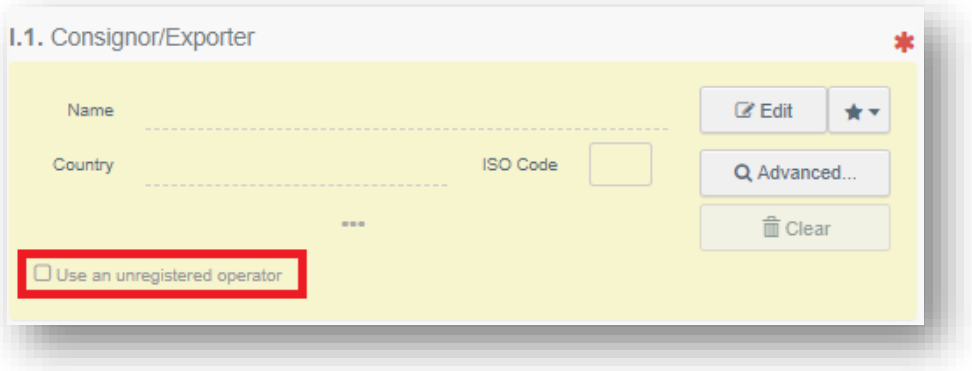


> **Note:** Select Box – I.23 “For private import” when the goods have been introduced in the EU by a private individual and on an occasional basis.

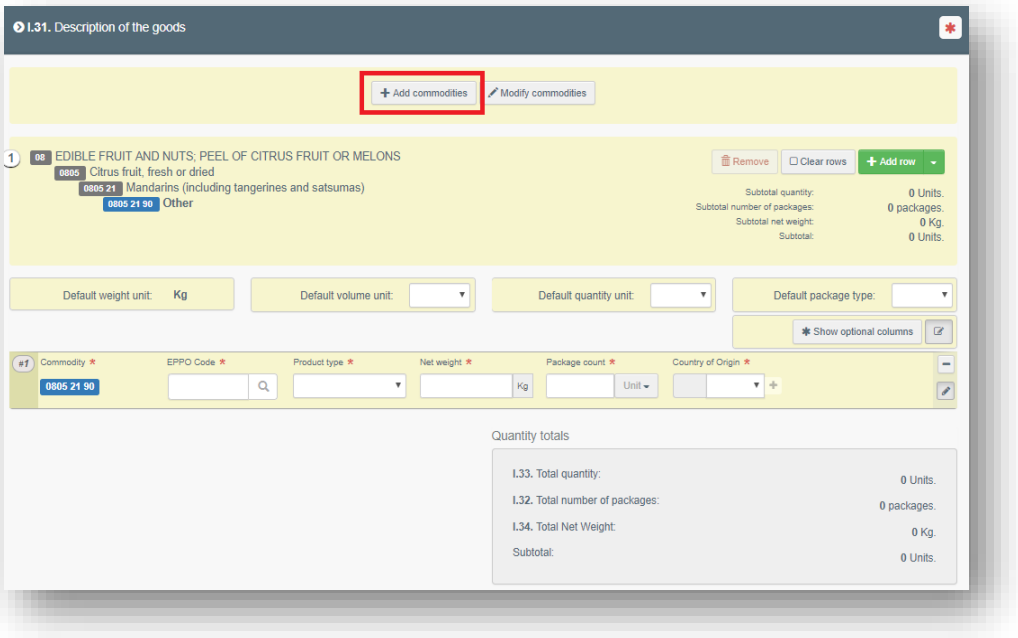


When you select this option, you can **Use an unregistered operator** in Boxes I.1. and I.6.

The data of the private individual that you will provide will **not** be kept in the system and they will be available only in the CHED-PP where they are added.

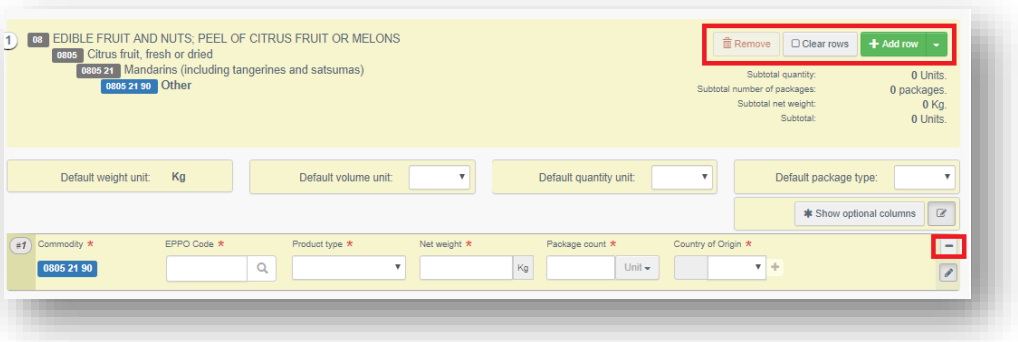


2.10 Box – I.31**. Description of the goods**: Here you can add commodities to the document by clicking the button "**+** Add commodities".

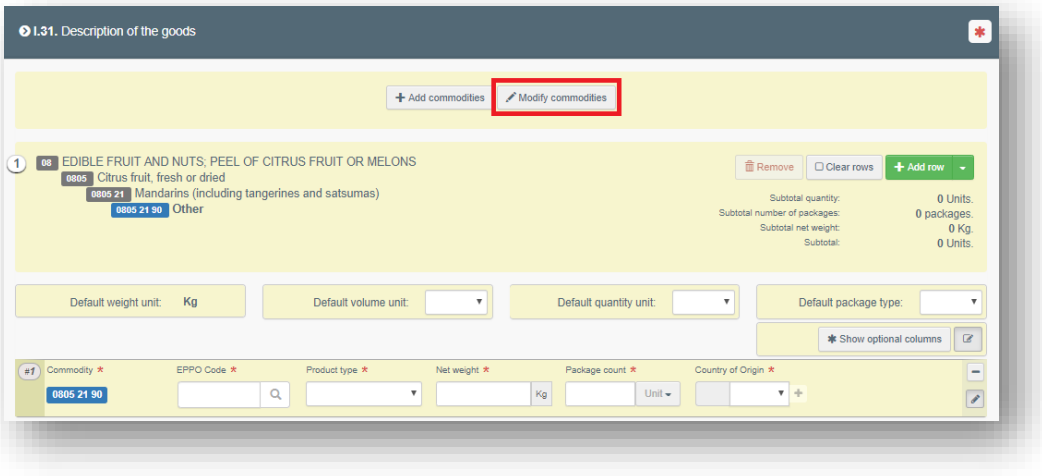


To manipulate each of the commodities included in the document, different options are available:

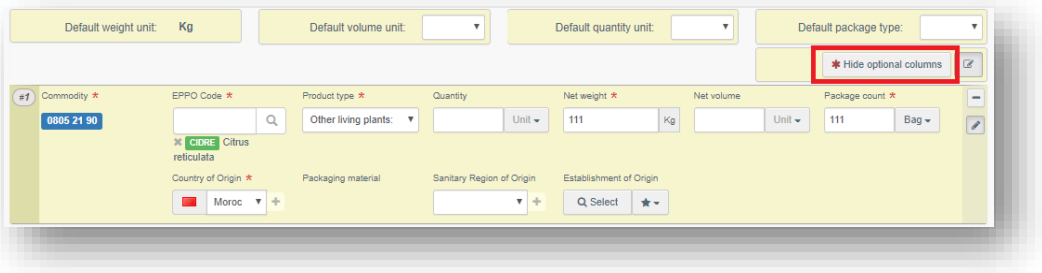
- Use the button "**Remove**" to delete the commodity from the list;
- Use the button "**Clear rows**" to delete all the details and information provided with the commodity. Each row can be also independently removed by clicking the minus button (-) on the right;
- Use the button "**+ Add row**" to add another commodity line;
- To delete a commodity line, click on the "**-**" button on the right, and then on the bin icon.

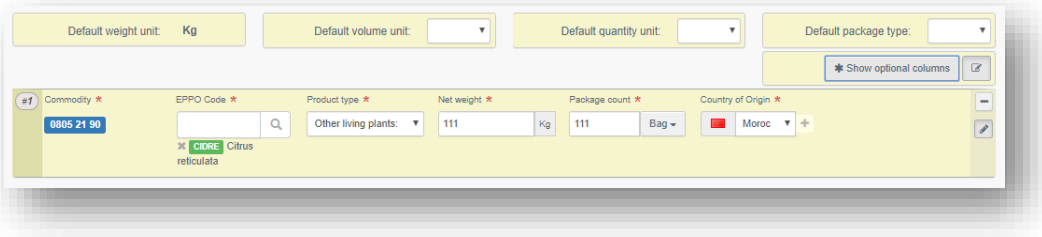


If you need to change the commodity included in the document, click on the button "**Modify commodities**".

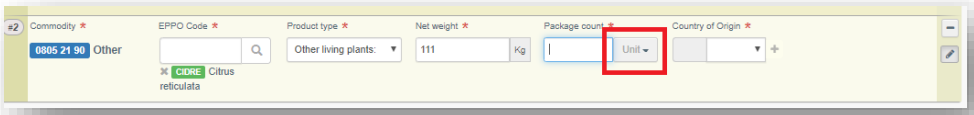


Note: in Box – I.31. Description of the goods, some fields are mandatory, others are not. It is possible to click on the button "Hide optional columns" to show only the fields which must be completed. This will only permit you to see the information that has to be provided to complete the document (EPPO code, Product Type, Net weight, Package count and type of package, Country of origin).

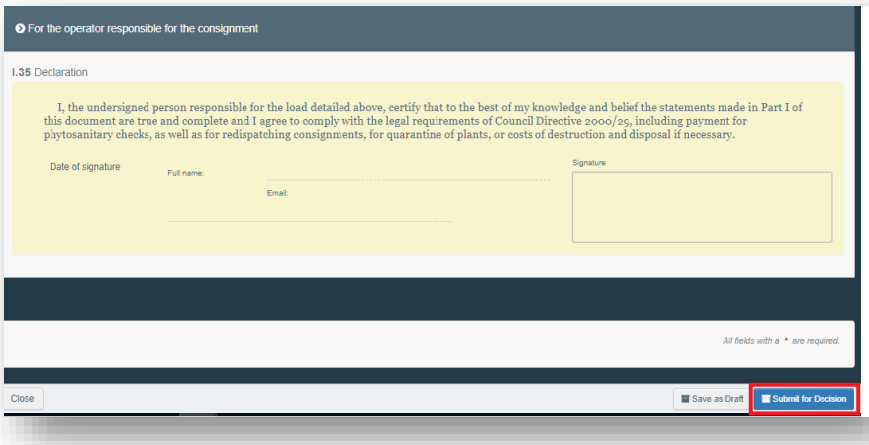




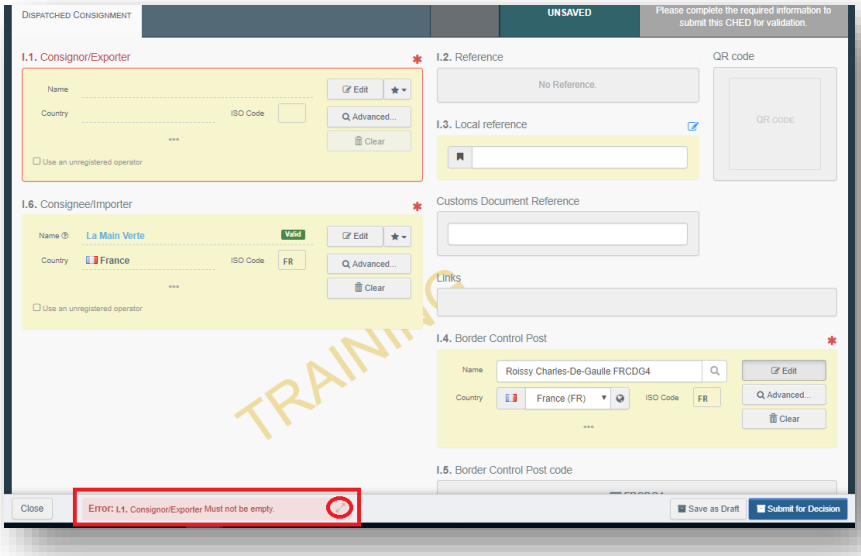
Do not forget to always specify the “Package count” unit:



2.11 Box – I.35. **Declaration**: read the declaration, and then click on “**Submit for Decision**” at the bottom of the page.



> **Note:** if some of the boxes have been completed incorrectly, an “Error” message will appear at the bottom of the page. If you click on the expand sign you will be able to read the message in detail. When you click on each of the messages, you will be redirected to the relevant box and field(s) which require modification.



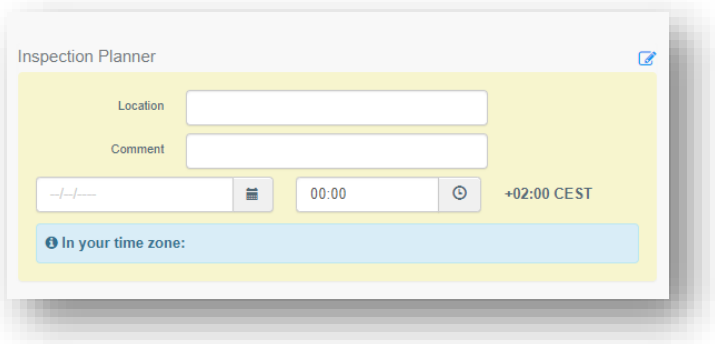
Note: If you filled all the boxes and fields correctly, the message "Submitted for Decision" will appear.

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

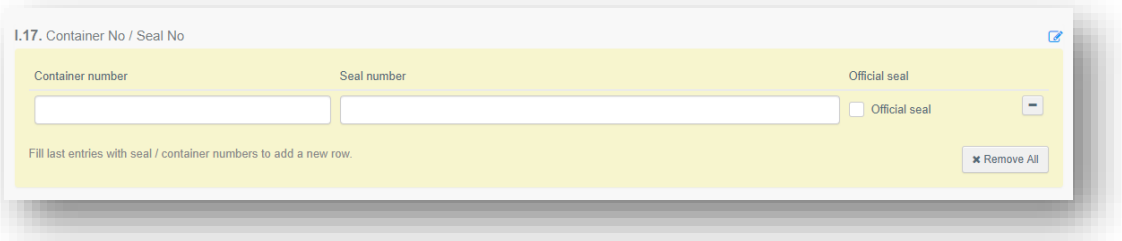
Optional boxes:

2.12 Box – I.3. **Local reference**: this number can be assigned by the user themselves, depending on the national administration.

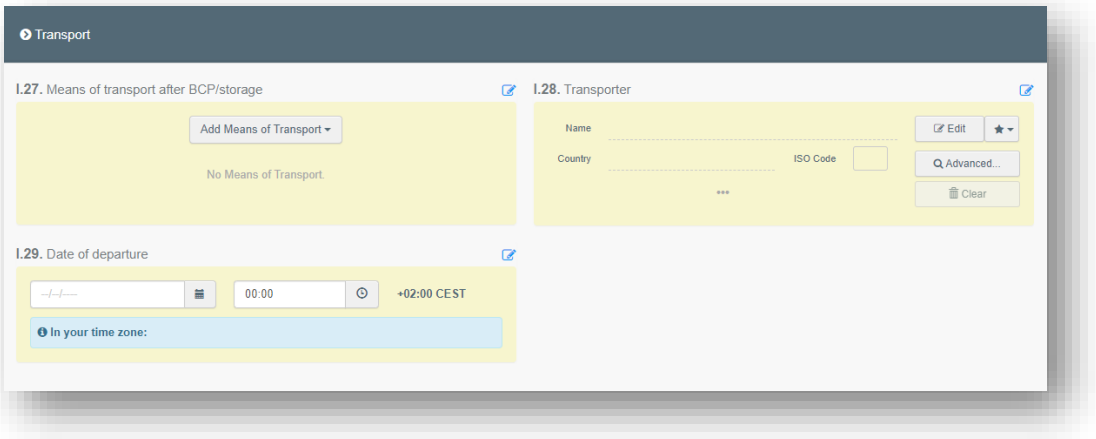
2.13 Inspection Planner: It is possible to add details on the inspection such as location, time and other comments in the inspection planner box.



2.14 Box – I.17. **Container No/Seal No:** in this box it is possible to add the Container number and the Seal number. After the checks have been performed, in "Part II - Decision on consignment" of the CHED, the authority can insert a new "Container number for reseal", if necessary.



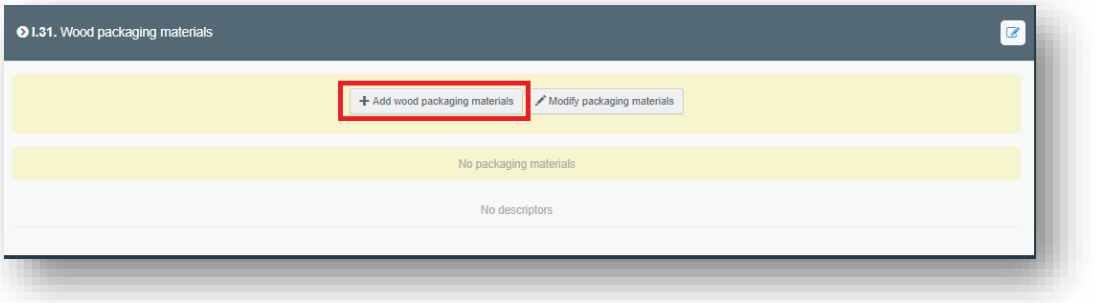
2.15 Box – I.27. **Means of transport after BCP/Storage**: use this box to provide details on the means of transport used after the consignment leaves the BCP.



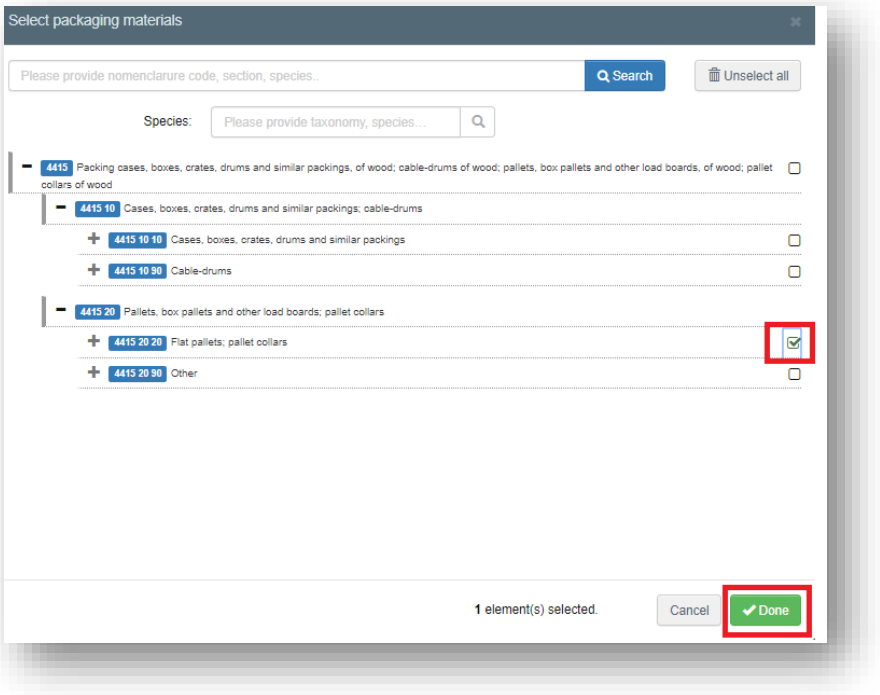
For CHED-PP this box is mandatory for goods subject to transhipment, direct transit, onward transportation and transfer to control point.

> **Note:** if the container number is indicated in Box I.17, the indication of the means of transport is not required.

2.16 Box – I.31. **Wood packaging material (WPM):** To add wood packaging material to the document, click on "+Add wood packaging materials".



A pop-up window will appear, and it will be possible to select the type of packaging.

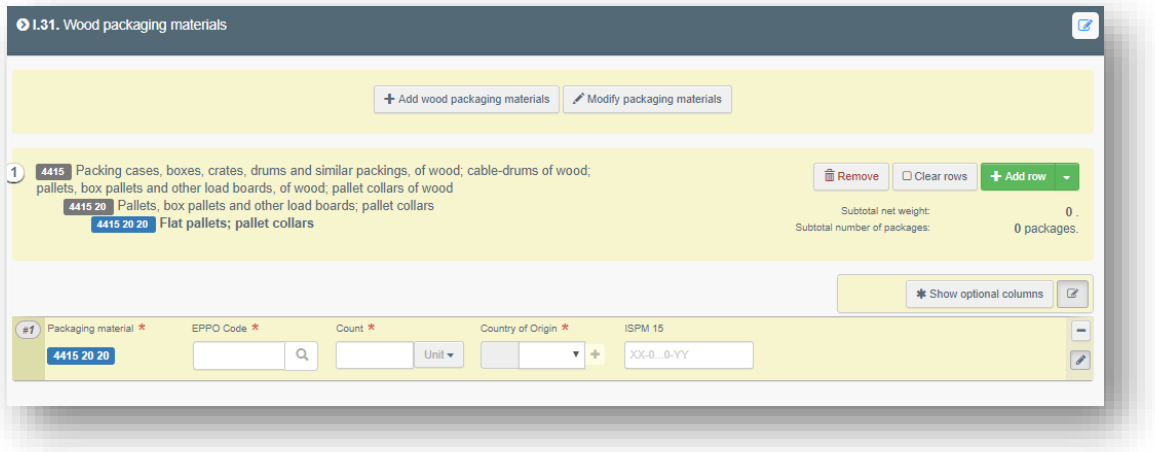


To modify the packaging, click on “Modify packaging materials”.

To manipulate each the WPM included in the document, different options are possible:

- Use the button “Remove” to delete the WPM from the list;
- Use the button “Clear rows” to delete all the details and information provided for the WPM. Each row can be also independently removed by clicking minus button (-) on the right;
- Use the button “+ Add row” to add another WPM line.

> **Note:** that some fields are mandatory, others are not. It is possible to click on the button “Hide optional columns” to show only the fields which must be completed. This will ensure an easy visualisation of only the information that has to be provided to complete the document (EPPO code, Count, Country of Origin).



Note: ISPM 15 mark is not a mandatory field in the CHED-PP, but it is still a mandatory requirement under EU law for the import of WPM. Therefore, the fact that you can decide whether to insert the number in the CHED-PP or not does not mean that the mark itself should not be present on the WPM.

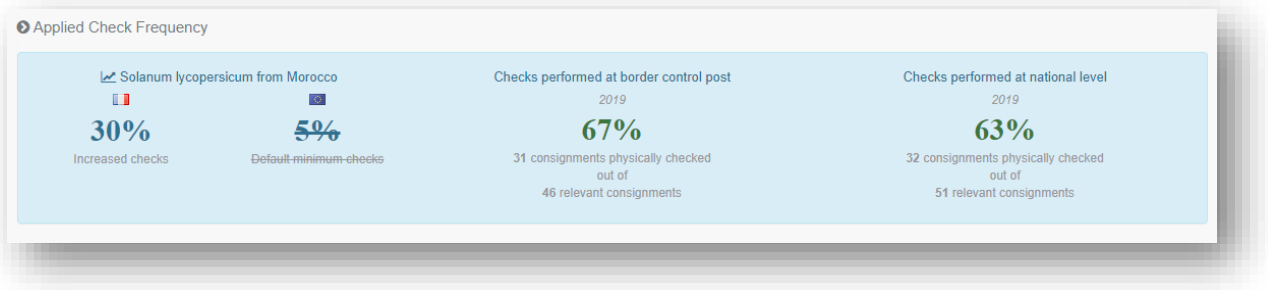
PART II – Decision on Consignment

As Authority

> **Note:** where appropriate, depending on the commodity chosen and the Country of origin, the system will show the blue box "**Applied Check Frequency**".

There, the user will be able to see:

- The minimum frequency of checks per specific trade requested at EU level;
- If different, the frequency requested at National level (nothing prevents the MS to have a higher frequency than the EU requested for the checks of a particular trade);
- The percentage of checks performed at his/her BCP;
- The percentage of checks performed at national level.

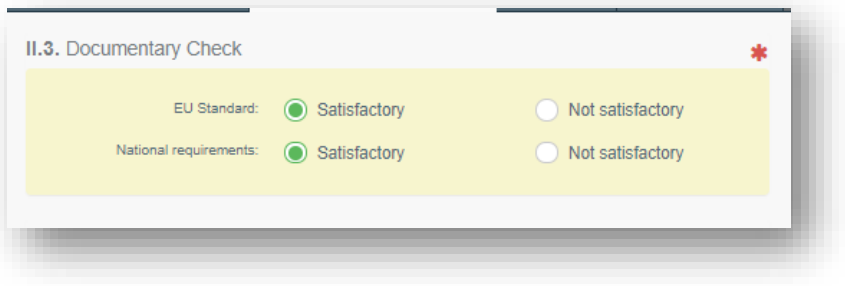


Fill in the document

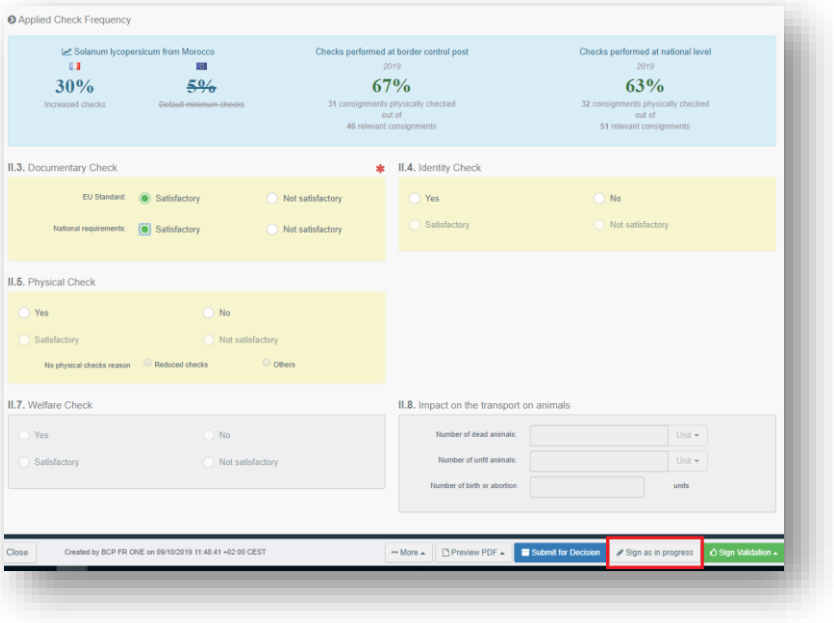
Mandatory boxes *:

- **3.1** Box – II.3 **Documentary Check:** indicate if "**Satisfactory"/ "Not satisfactory**" depending on the EU Standard.

It is also possible to specify if the consignment complies with national requirements, if any.



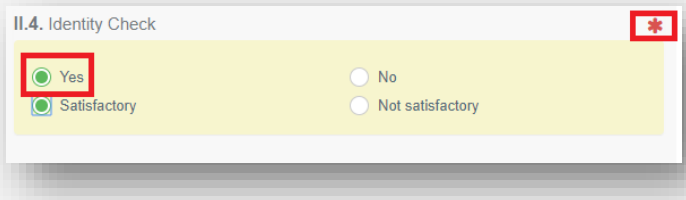
At any time, it is possible to use on the document the option “Sign as in progress”. This will save it in the system as it is, in order for the user to modify/validate/reject it later, if necessary. The RFL can still access the CHED-PP but can no longer modify PART I.



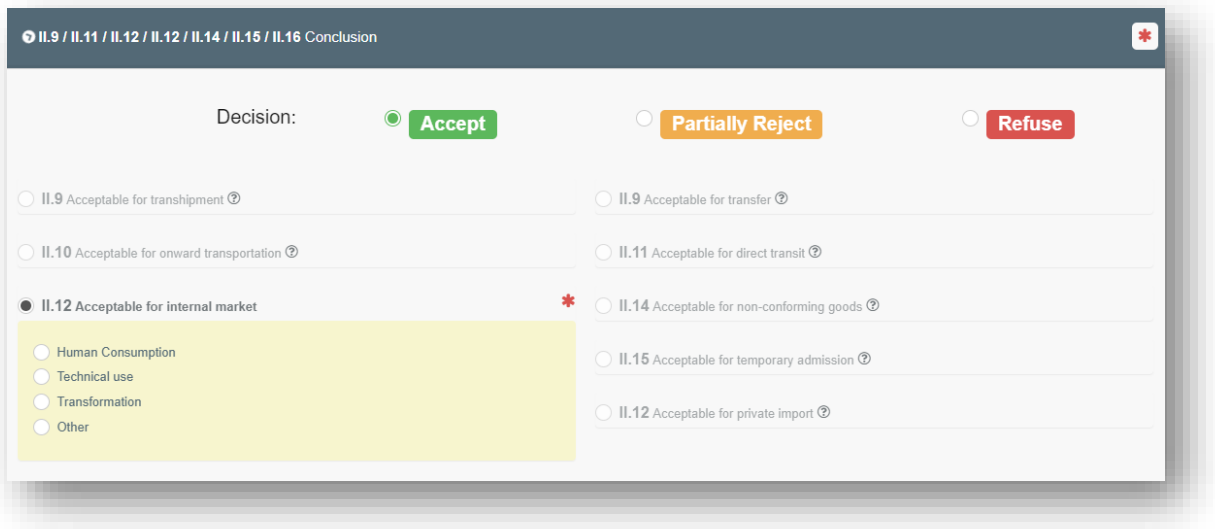
3.2 Box – II.4 **Identity Check**: if the check has been performed, tick “**Yes**” and select if the check was “**Satisfactory**” or “**Not Satisfactory**”. If the check was not performed, either leave the box empty, or tick on “**No**”.

3.3 Box – II.5 **Physical Check**: if the check has been performed, tick “**Yes**” and select if the check was “**Satisfactory**” or “**Not Satisfactory**”. If the check was not performed, either leave the box empty, or tick on “**No**”.

Note: Boxes II.4. and II.5. become mandatory when "yes" or "no" is ticked. Therefore, if you selected "yes" it will be necessary to specify whether the check performed was satisfactory or not.



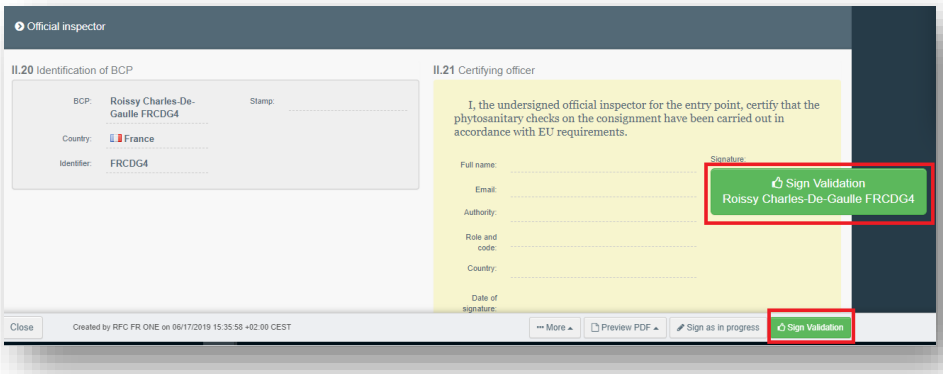
3.4 Boxes II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion: Depending on the result of the checks, in Boxes "II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion" click on "Accept", "Partially Reject" or "Refuse".



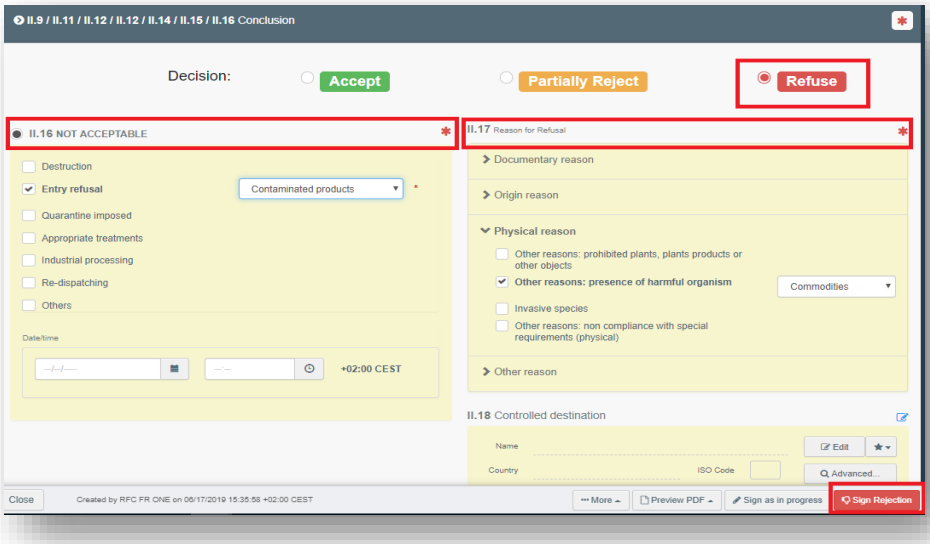
3.5 Box II.12 **Acceptable for internal market** is automatically ticked when Box – I.23 Internal market is selected in PART I and when "Accept" is selected.

It is also possible to select an option between "**Human consumption**", "**Technical use**", "**Transformation**" or "**Other**".

To finalize the CHED-PP, once the checks have been marked as "Satisfactory" or "Not Satisfactory", and depending on how the Box "Conclusion" has been filled in, it is possible to click either on "Sign Validation", or to "Submit for Partial Rejection" or "Sign Rejection" at the bottom of the page.

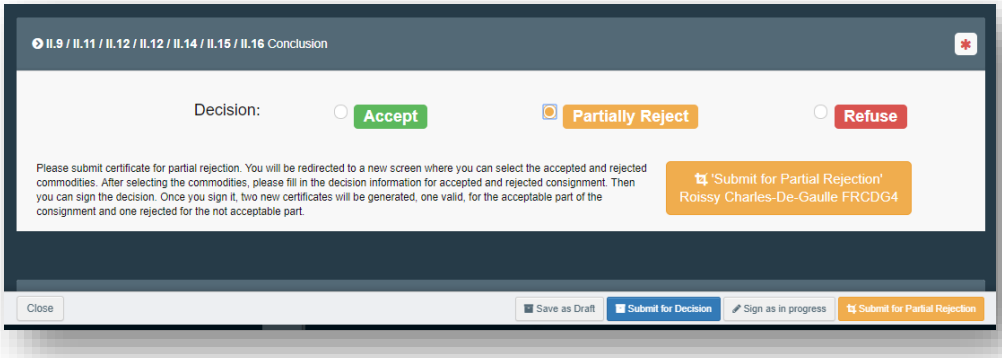


- **Sign Validation:** when all the checks performed are "Satisfactory" and all the mandatory fields are completed, click on Sign Validation and the CHED-PP will be finalised with the status "Validated". The document is ready to be printed, stamped and signed.
- **Sign Rejection:** When some of the checks performed are "Not Satisfactory" and the option "Refuse" in Boxes II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion is selected, Boxes II.16. Not Acceptable and II.17. Reason for refusal become mandatory.
    - In Box II.16. it is necessary to specify the measure to be adopted after the rejection. Select among the options in the list and specify on which part of the consignment the measure that is applicable.
    - In Box II.17. it is necessary to specify the reason for refusal among the options provided in the list, and to specify on which part of the consignment they refer to.
    - Once these two Boxes are filled in, it will be possible to use the option "Sign Rejection", finalising the CHED-PP which will have the status "Rejected". The document is ready to be printed, stamped and signed.



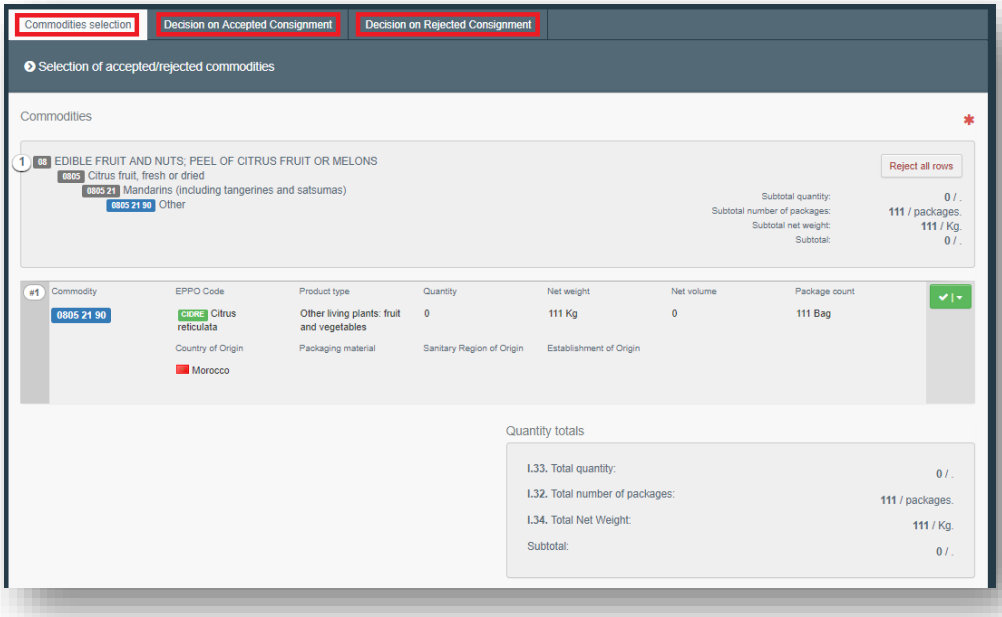
- **Submit for Partial Rejection:** with the option “Partial Rejection”, it is possible to reject part of a consignment.

In PART II of the CHED-PP, complete Boxes II.3. Documentary check, II.4. Identity check and II.5. Physical check with the proper results. In Box II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion, click on the orange button “Partially Reject”.

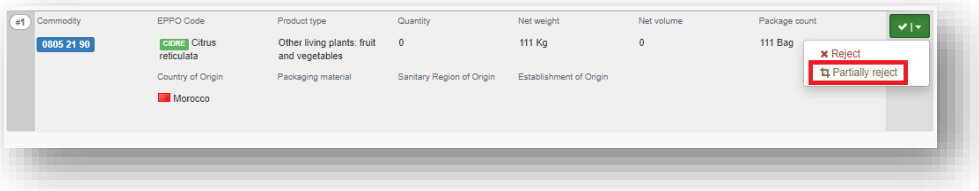


At the bottom right of the page, click on “**Submit for Partial Rejection**”. A new screen will appear where three tabs are displayed:

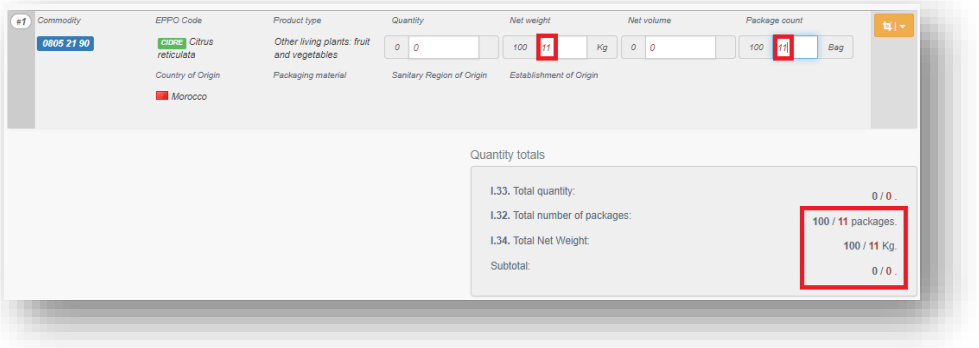
- “**Commodities selection**”
- “**Decision on Accepted Consignment**”
- “**Decision on Rejected Consignment**”



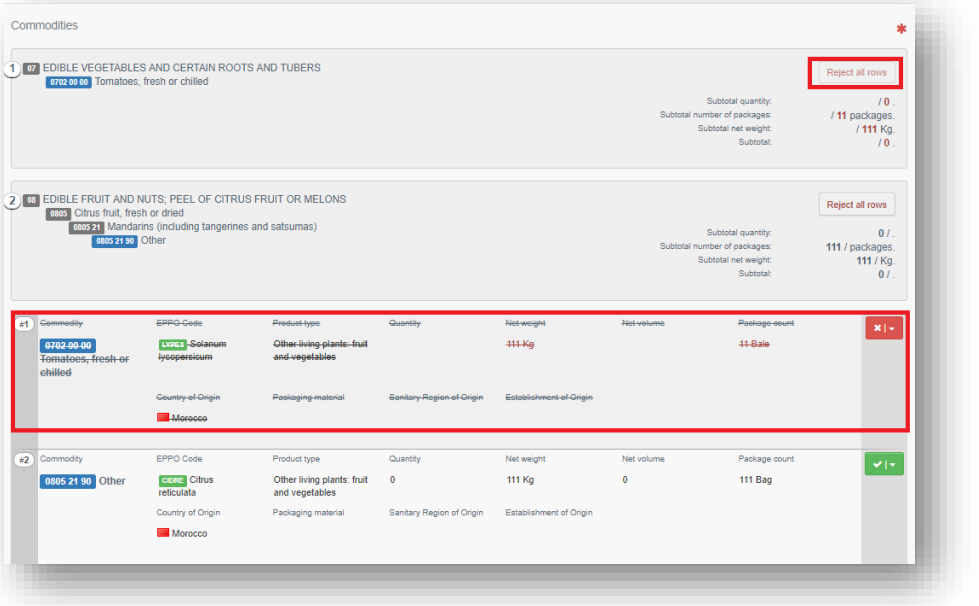
If there is only one commodity in the CHED-PP, and part of it should be rejected, in the "**Commodities Selection**" Tab, the user can click on the green button on the right and select "**Partially Reject**".



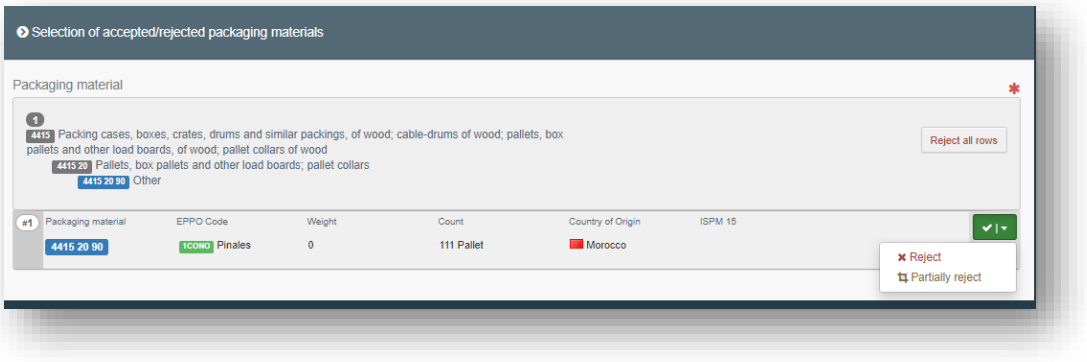
The system will allow the user to modify the values of "net weight" and "package count" (and Quantity and Net volume if provided) which had been added in PART I. Here the user can type the quantity that is intended to BE REJECTED.



If there is more than one commodity in the CHED-PP, it is possible either to reject an entire commodity line (click on "reject all rows"), or part of it or part of both (click on the green button ➔ partially reject).



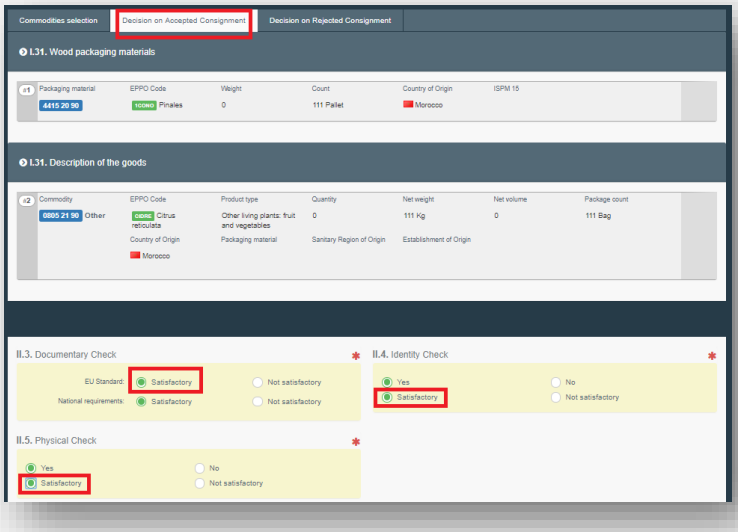
The same procedure is applicable when there is WPM in the CHED-PP, and all or part of it should be rejected.



The field entitled "**Quantity totals**" is dynamic, and changes according to the modifications made in the commodity line.

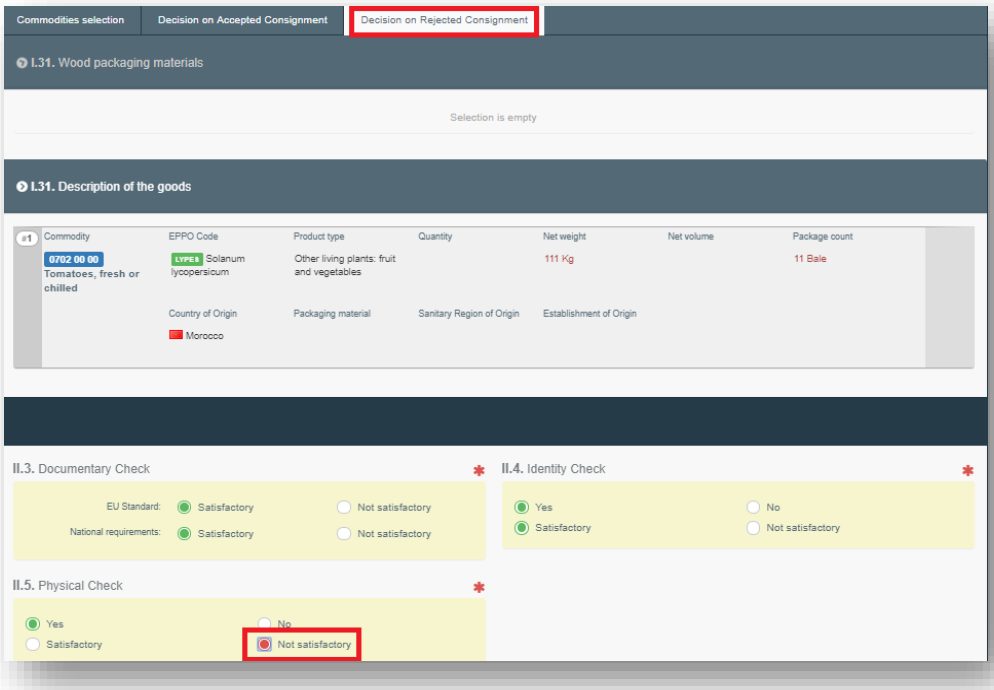
Once the "**Commodities Selection**" is completed, the Tab "Decision on Accepted Consignment" needs to be filled in. In the Box I.31. Description of the goods, the system will show the part of the consignment which will be ACCEPTED.

Note: Boxes II.3., II.4. and II.5. must be completed and, as this part of the consignment is the one to be ACCEPTED, all the checks must be SATISFACTORY.



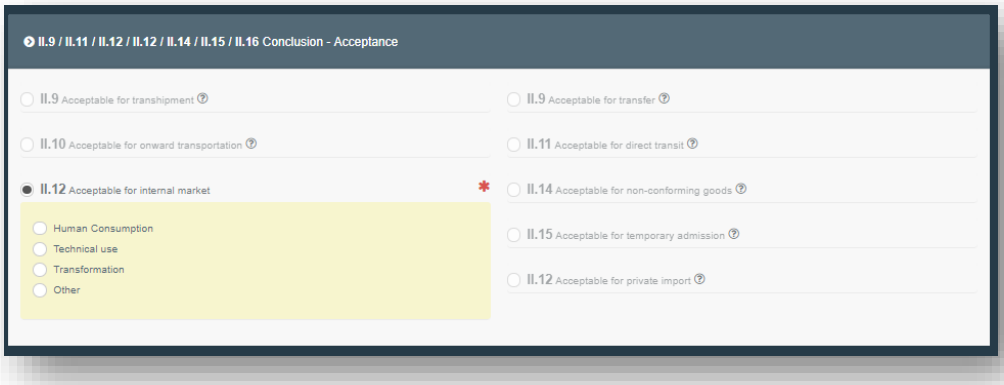
Once the Tab "**Decision on Accepted Consignment**" is completed, the Tab "**Decision on Rejected Consignment**" needs to be filled in. In the Box I.31. Description of the goods, the system will show the part of the consignment which will be REJECTED.

Note: Boxes II.3., II.4. and II.5. must be completed and, as this part of the consignment is the one to be REJECTED, at least one of the checks must be NOT SATISFACTORY.

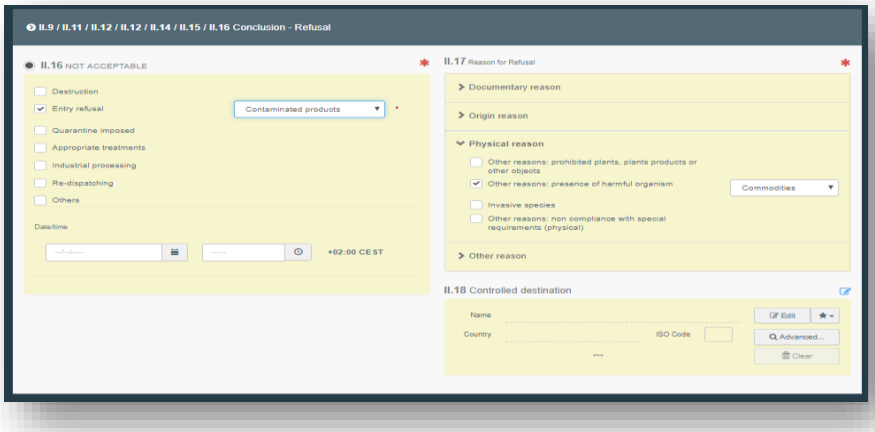


Both "**Decision on Accepted Consignment**" and "**Decision on Rejected Consignment**" work as PART II of the CHED-PP, therefore all the mandatory fields must be completed (Boxes II.3., II.4., II.5., II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16) to finalise the document.

For the Tab "Decision on **Accepted** Consignment" it will be:



For the Tab “Decision on **Rejected** Consignment” it will be:

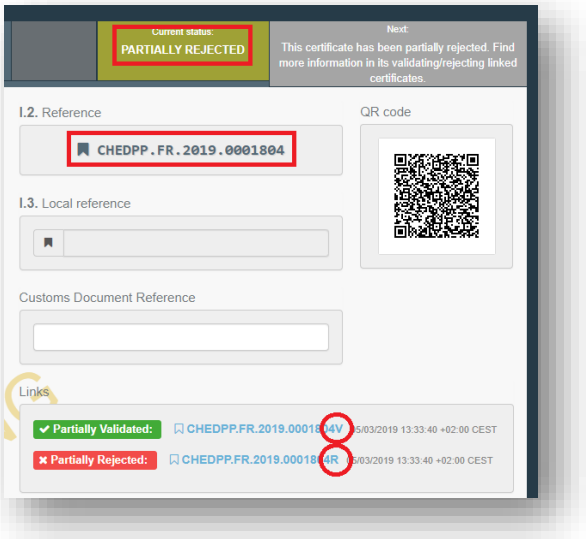


When all the Tabs are completed and all the mandatory fields are filled, the user can click on the green button “**Sign Partial Rejection**” on the bottom right. This action will generate two different CHED-PPs, one for the Accepted part of the consignment, and one for the Rejected part of the consignment. Both these new documents will be linked to the initial CHED-PP, which contains the details on ALL the consignment.

The initial CHED-PP will have the status “**Partially Rejected**”.

The CHED-PP for the accepted part of the consignment will have the status “**Validated**” and it will have a “**V**” at the end of the TRACES reference number.

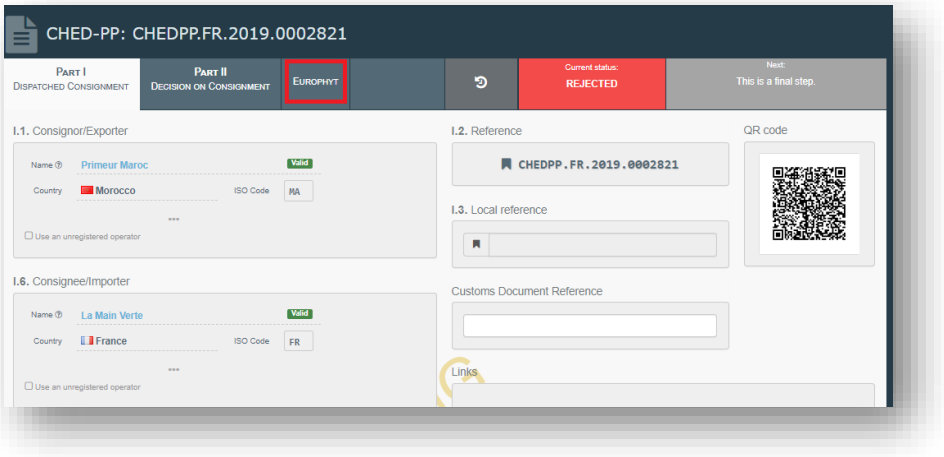
The CHED-PP for the rejected part of the consignment will have the status “**Rejected**” and it will have an “**R**” at the end of the TRACES reference number.



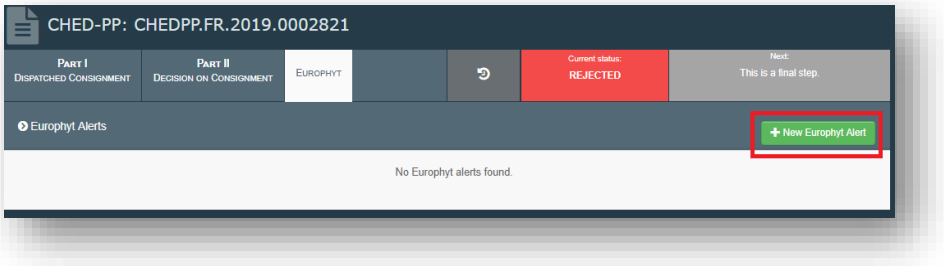
You have successfully completed PART II of the CHED-PP!

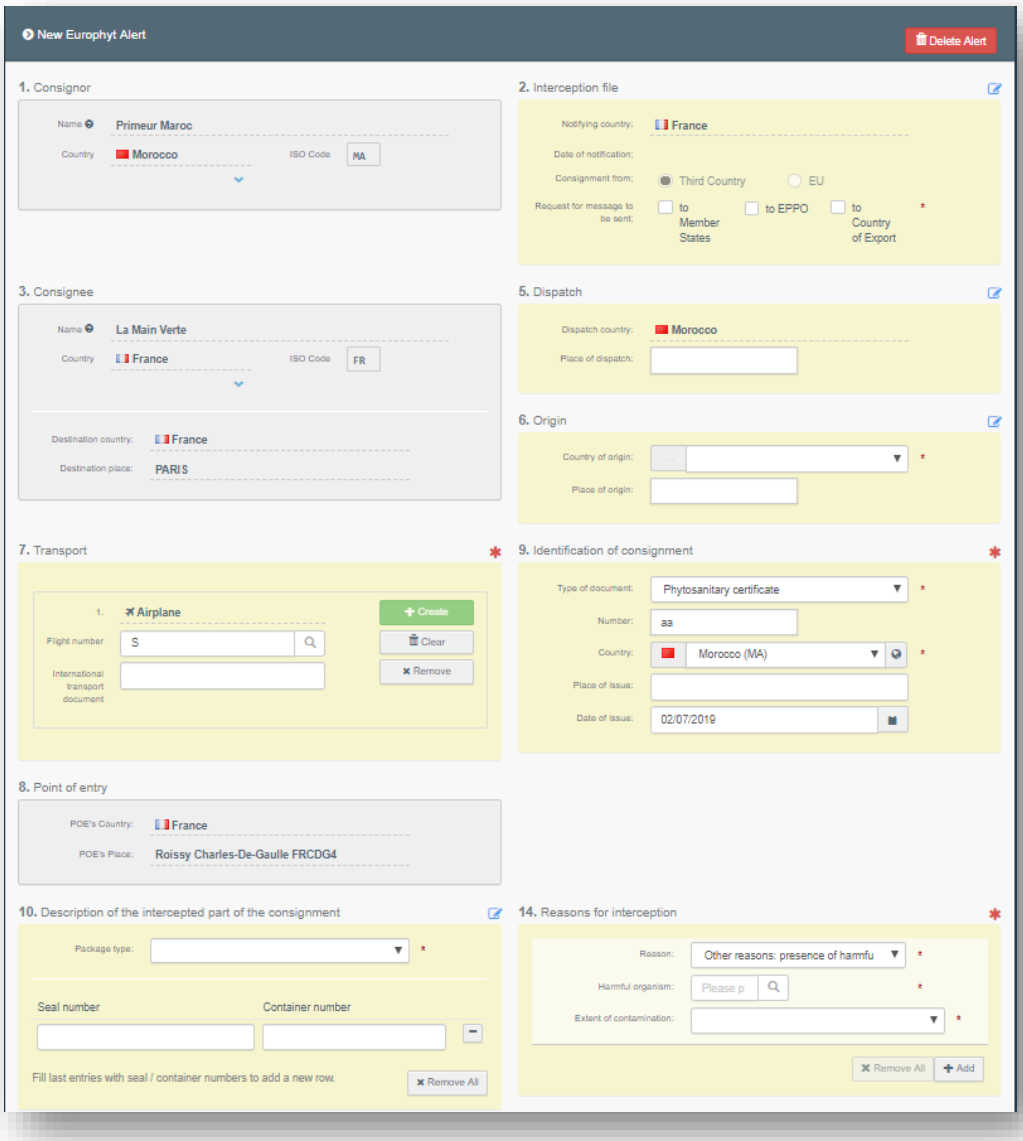
Europhyt interception notification

On a Rejected CHED-PP, it is possible to create a Europhyt interception notification. At the top of the CHED, click on the tab "**Europhyt**":

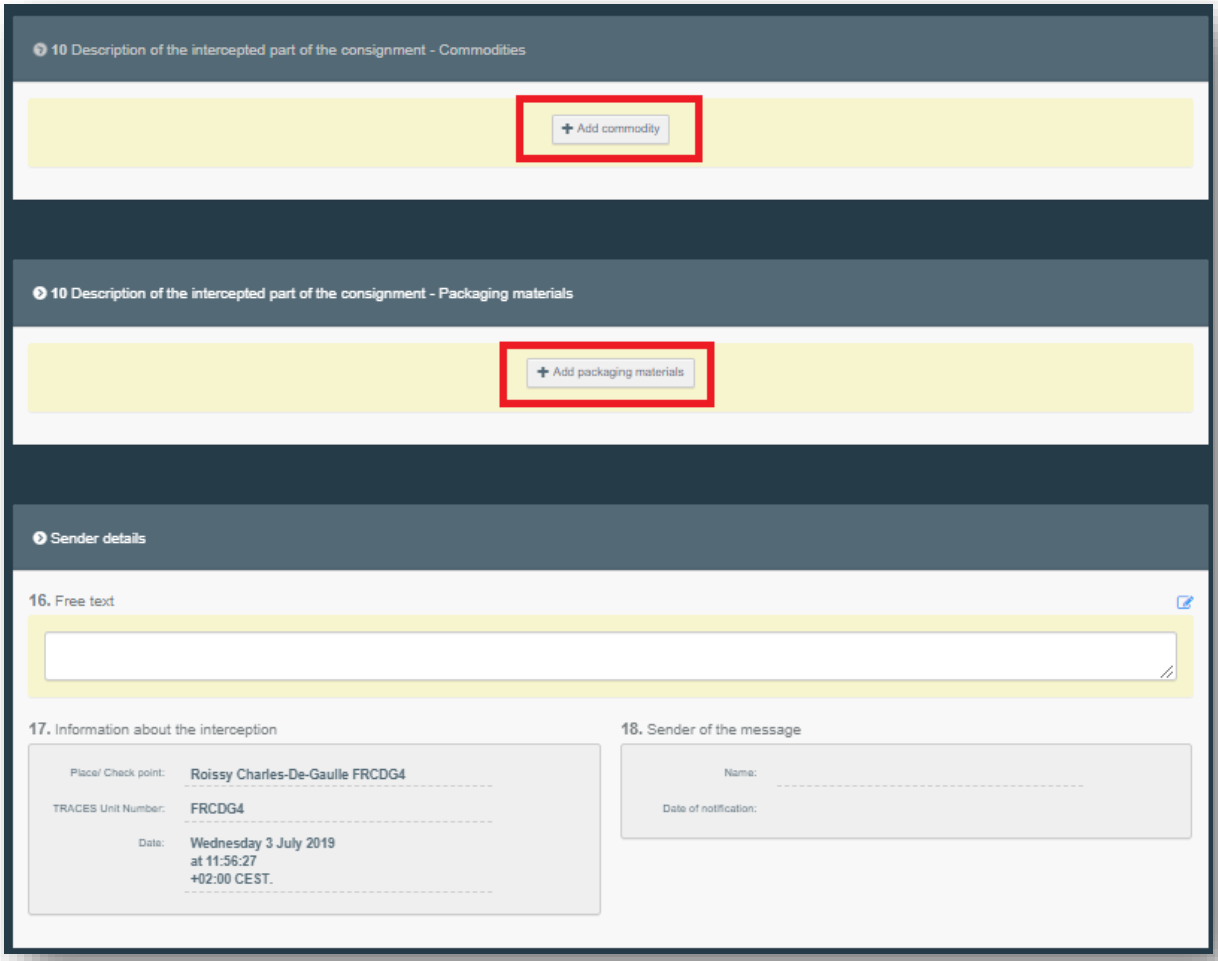


Click on the green button "**New Europhyt Alert**":

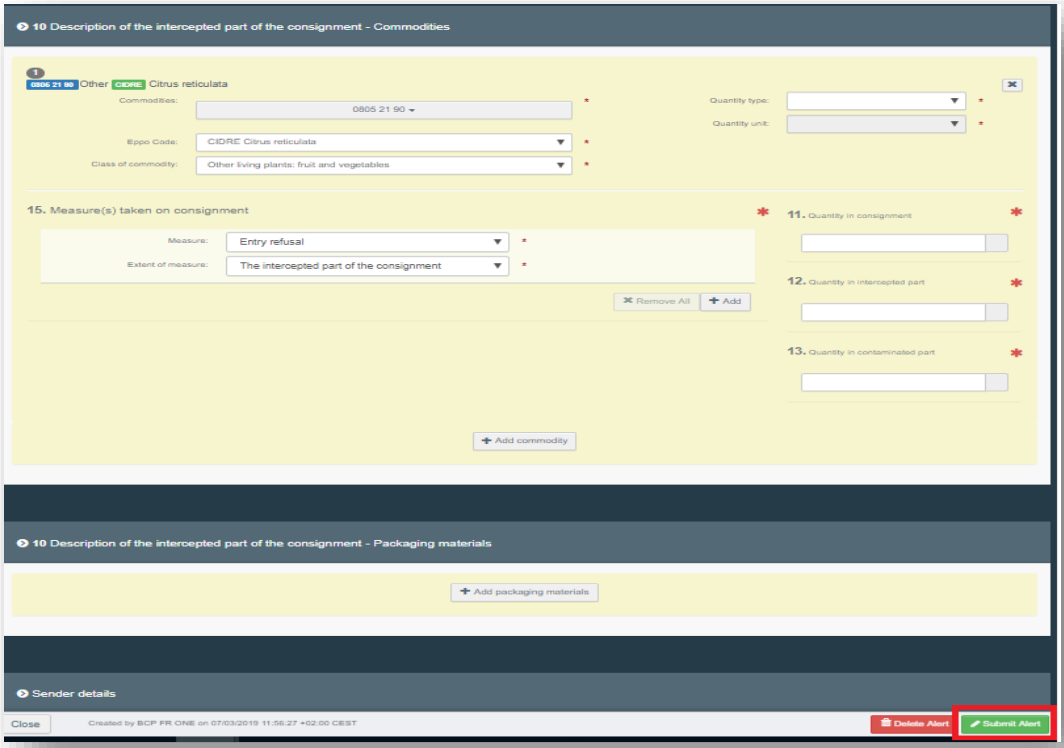



New Europhyt Alert
Delete Alert
1. Consignor
Name
Primeur Maroc
Country
Morocco
ISO Code
MA
2. Interception file
Notifying country:
France
Date of notification:
Consignment from:
Third Country
EU
Request for message to be sent:
to Member States
to EPPO
to Country of Export
3. Consignee
Name
La Main Verte
Country
France
ISO Code
FR
Destination country:
France
Destination place:
PARIS
5. Dispatch
Dispatch country:
Morocco
Place of dispatch:
6. Origin
Country of origin:
Place of origin:
7. Transport
1.
Airplane
Flight number
S
International transport document
Create
Clear
Remove
9. Identification of consignment
Type of document:
Phytosanitary certificate
Number:
aa
Country:
Morocco (MA)
Place of issue:
Date of issue:
02/07/2019
8. Point of entry
POE's Country:
France
POE's Place:
Roissy Charles-De-Gaulle FRCDG4
10. Description of the intercepted part of the consignment
Package type:
Seal number
Container number
Fill last entries with seal / container numbers to add a new row.
Remove All
14. Reasons for interception
Reason:
Other reasons: presence of harmfu
Harmful organism:
Please p
Extent of contamination:
Remove All
Add

In Box 10, depending if the alert refers to the commodities or the WPM, click on "**Add commodity**" or on "**Add packaging material**":



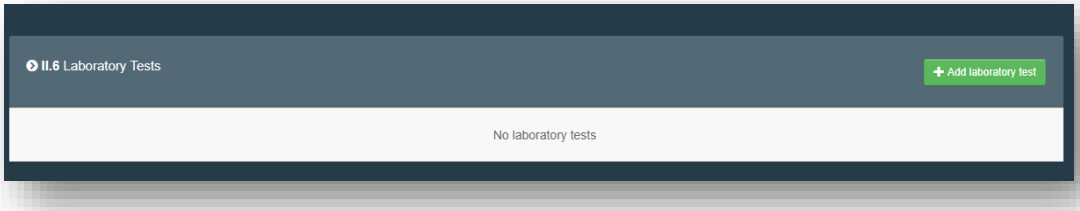
Complete the mandatory fields and when you are done click on the button "**Submit alert**" at the bottom right corner:



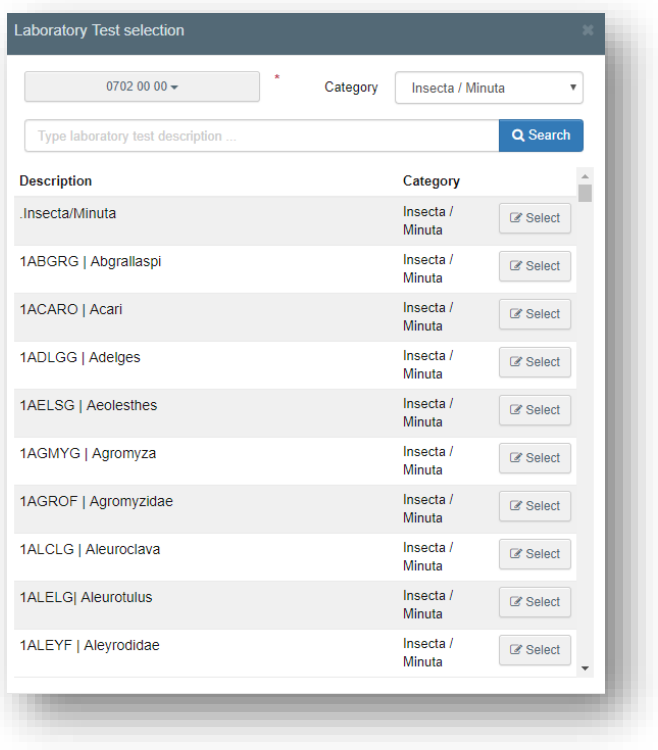
Note: a Europhyt alert can also be sent when the CHED-PP is signed as "in progress".

Optional boxes:

- Box – II.6. **Laboratory tests**: this box needs to be filled in only if a physical check was performed.



If a Laboratory test has been made, click on "+Add laboratory test". A pop up window will appear: here, select the commodity on which it has to be/has been performed, the category of the test, and type in the search bar the name of the specific test. Select it from the drop down list that appears.



Once the test has been added, choose the Motivation of the test:

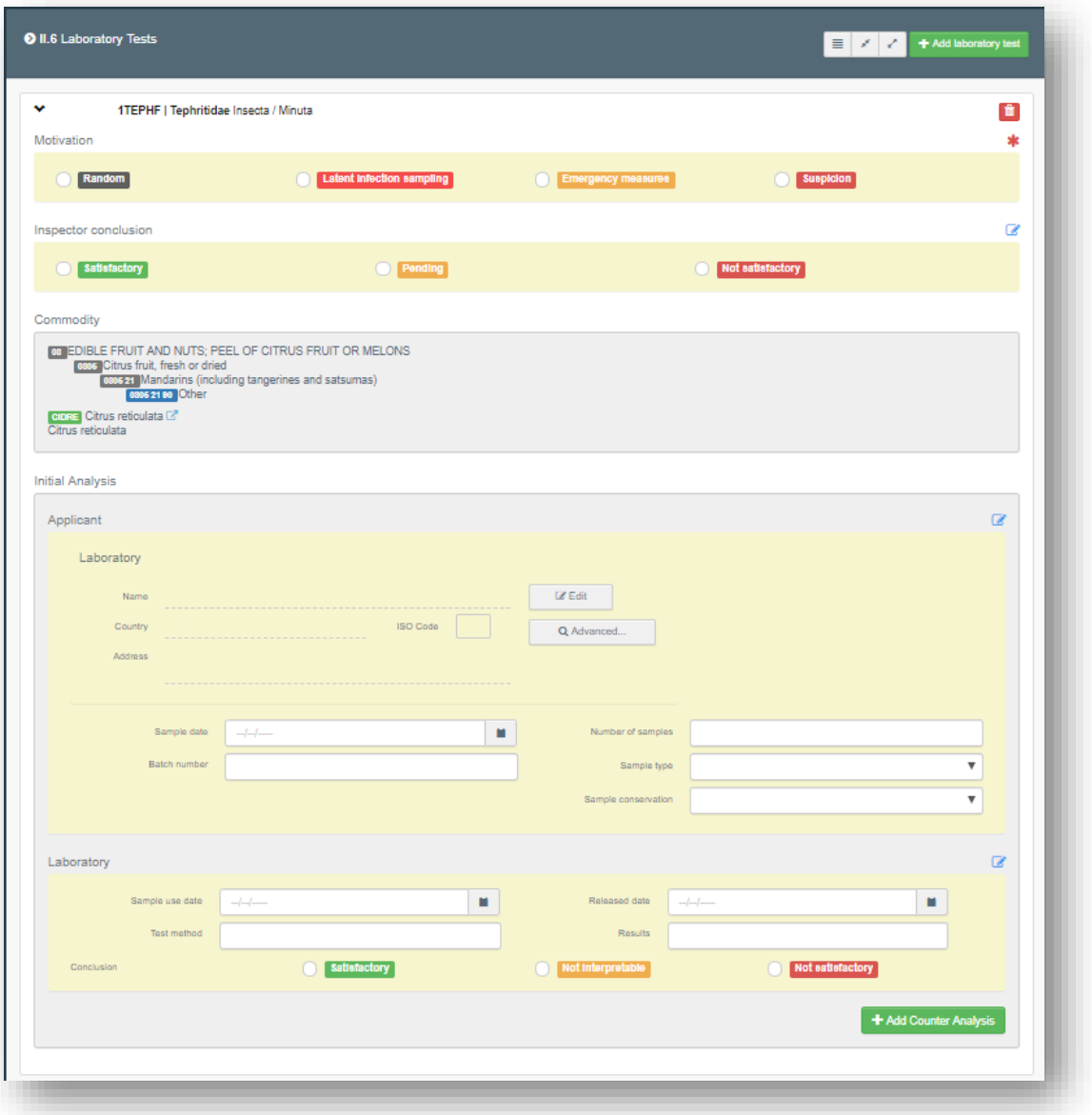
- "Random" check;
- "Suspicion", where animals and goods are suspected of not complying with Union law and are detained at the BCP pending test results;
- "Emergency measures", where animals and goods are under specific emergency measures and are detained at the BCP pending test results;
- "Latent infection sampling", where sampling is required in accordance with Union law and the consignment is not detained at the BCP pending test results.

Indicate the Inspector conclusion by selecting among "**Satisfactory**", "**Pending**" or "**Not Satisfactory**".

In the "**Applicant**" box, it is mandatory to specify the Laboratory. To do so, insert the name, country and address of the Laboratory. When starting typing the name, it is possible to select it from the drop down list that appears. Alternatively, it is possible to run an advanced search inserting the proper filters. It is also mandatory to specify the "**Sample date**", the "**Sample use date**" and the "**Released**

date" and the Lab Conclusion, which can be "**Satisfactory**", "Not interpretable" or "Not Satisfactory". The other fields are not mandatory.

Eventually, it is possible to "**+Add Counter Analysis**".



Note: when a Laboratory test result is marked as "pending", in Boxes "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 selectable.

This would be the case when, despite a pending Lab Test result, the consignment is authorised to move to an "Onward Transportation Facility". Once the consignment arrives at the OTF, a subsequent CHED will be generated and the RFL will complete PART I. The authority responsible for the OTF will acknowledge the arrival of the consignment at the OTF by filling in PART III of the first CHED.

> The Authority of the first CHED, which has performed the Lab Tests, will complete PART II of the subsequent CHED, will insert the results of the tests and will finalise it by validating or rejecting it.

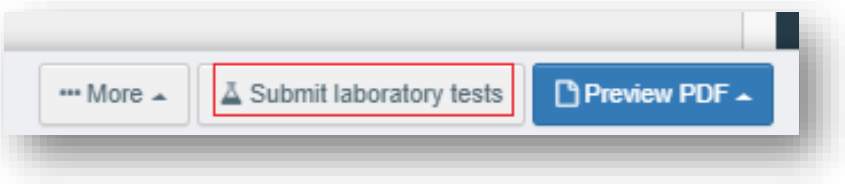
What if I have to wait for the result of Lab tests and I do not want to lose the progress in my CHED-PP?

When this is the case, in the "**Inspector conclusion**" box of the Lab test, select "**Pending**". Sign the document as "**In progress**". When the lab test results will be ready, you will be able to access the CHED-PP "**In progress**", update the part on Lab tests, and finalise the document with your decision on the consignment.

What if I need to validate/reject my CHED-PP before the Lab test results are available?

- When you select "Random" in the "Motivation" box of the Lab test, you select "Pending" in the "Inspector conclusion box" and you can validate/reject the CHED-PP.
- When you select "Suspicion" in the "Motivation" box of the Lab test, you select "Pending" in the "Inspector conclusion box" you can only reject the CHED-PP.

When the Lab test result will be available, you access the validated/rejected CHED-PP and you update the Lab result Box. To save the modification, you click on "Submit laboratory test" and the CHED-PP will be updated with the results. The number of the Document will remain the same.

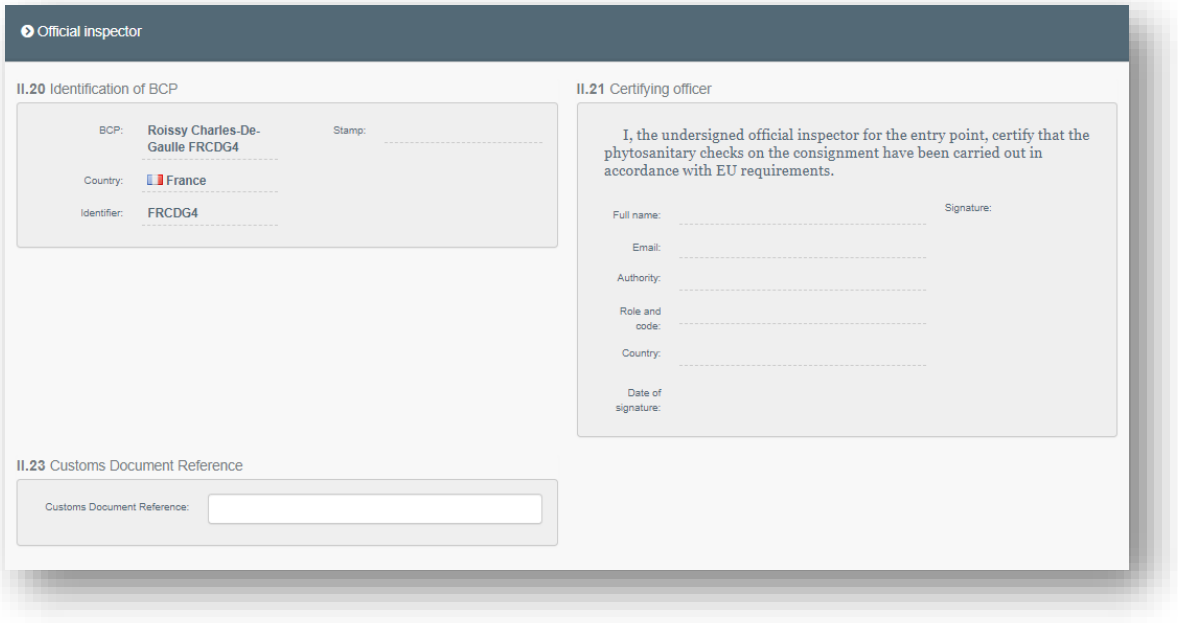


Box – Official Inspector:

5.1 Box - II.20 **Identification of the BCP**: this Box will be automatically filled in with the information about the authority which completed PART II, after the validation/rejection of the document.

5.2 Box – II.21 **Certifying officer**: this Box will be filled in with the information about the inspector who signed the validation/rejection.

5.3 Box – II.22 **Custom Document Reference**: This is a free text Box and it is not mandatory.



Create a CHED-PP for WPM

To create a CHED-PP that only contains WPM, you have three options, depending on the case:

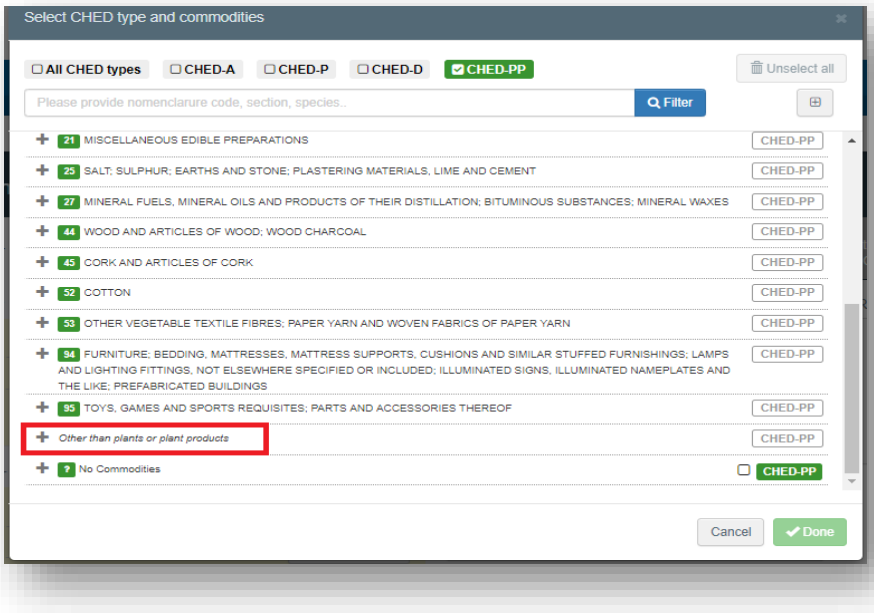
A. You have to create a CHED-PP for WPM of commodities that are not plants nor plant products;

B. You have to create a CHED-PP for WPM but you do not know what are the commodities, because you only got the WPM;

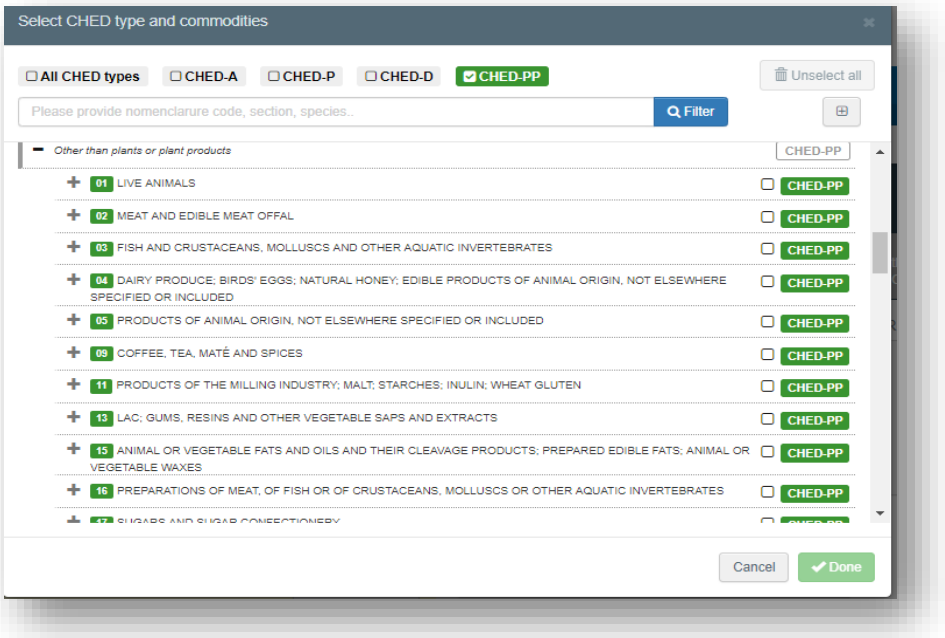
C. You have to create a CHED-PP for WPM, and the WPM is the commodity itself.

You have to create a CHED-PP for WPM of commodities that are not plants nor plant products

When you create a new CHED-PP, select in the pop-up window the option “Other than plants or plant products”



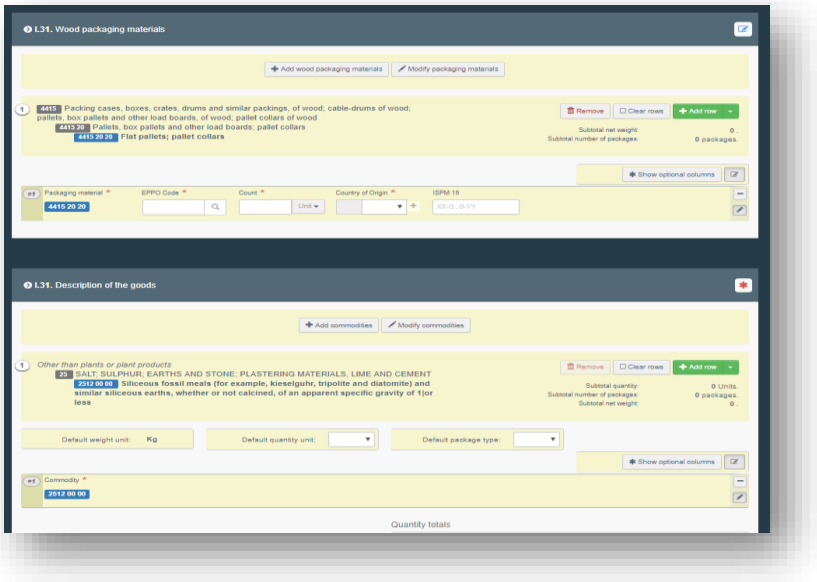
You will find there a list of Chapters of CN codes that **are not related** to plants or plant products:



When you select the option “Other than plants or plant products”, at the commodity level (Box I.31 – Description of the goods), you will not have the possibility to complete the information.

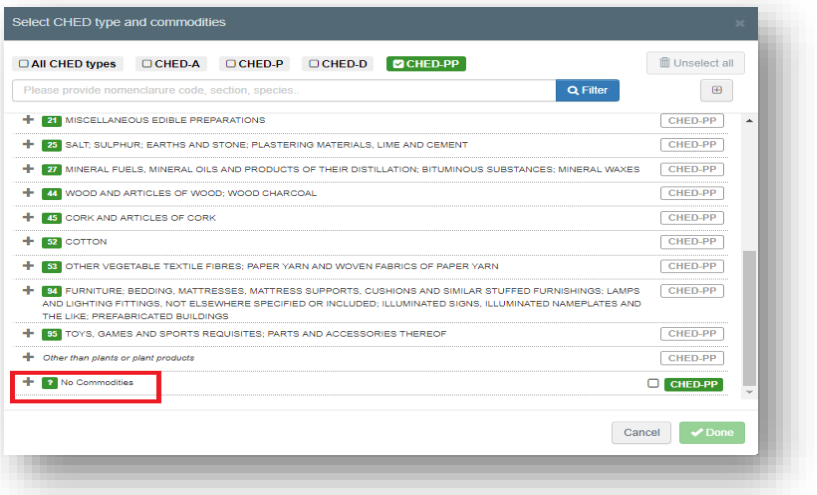
Then add the WPM in Box I.31 – Wood packaging material and the Checks performed and registered in PART II will refer only to the WPM.

Your CHED-PP will look like this:



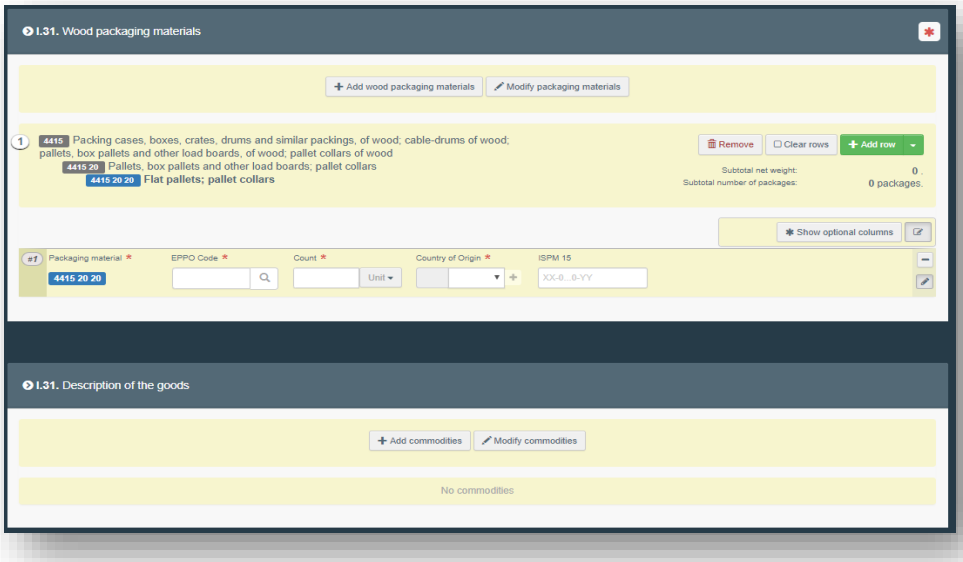
You have to create a CHED-PP for WPM but you do not know what are the commodities, because you only got the WPM

When you create a new CHED-PP, select the option “No commodities” in the pop-up window:



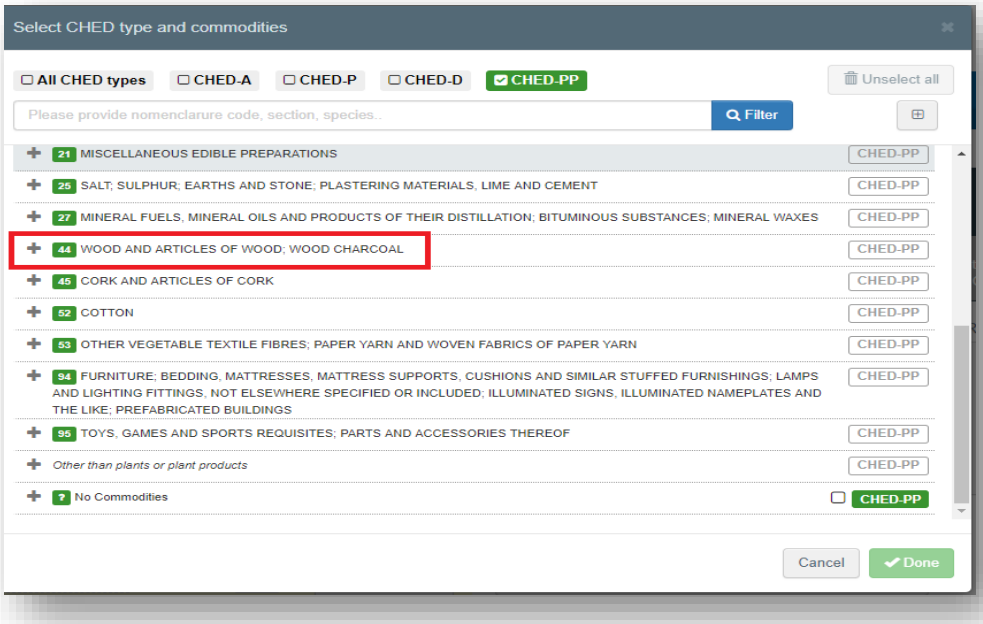
When you select “No commodities”, at the level of Box I.31 – Description of the goods, you will have an empty box.

Add the WPM in the proper box I.31 – Wood packaging material. Your CHED-PP will look like this:

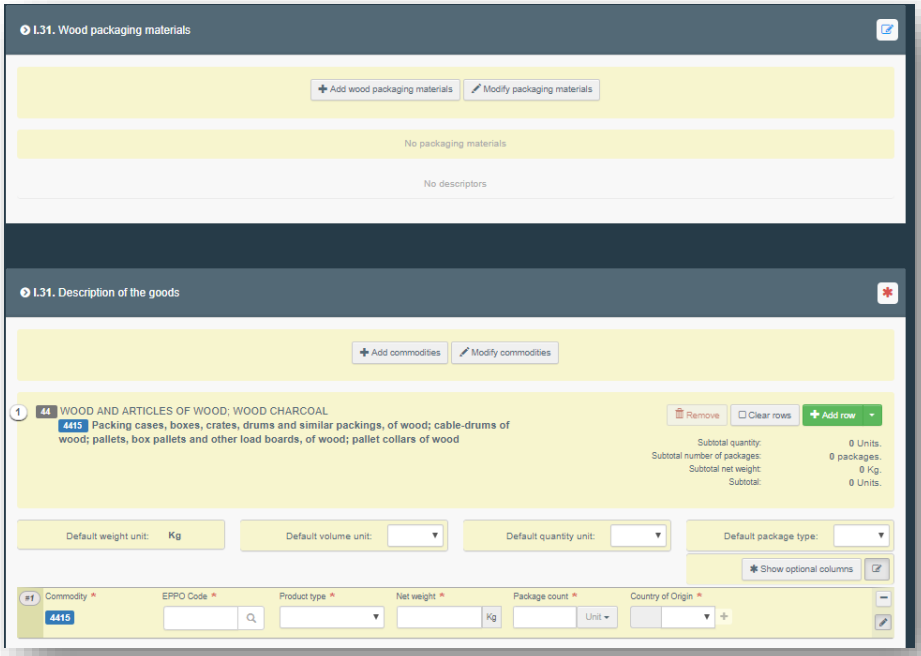


You have to create a CHED-PP for WPM, and the WPM is the commodity itself

When the WPM itself is the commodity, select the proper CN code from the list in the pop-up window:



At the level of Box I.31 – Description of the goods, you will find the CN code that you selected and your CHED-PP will look like this:

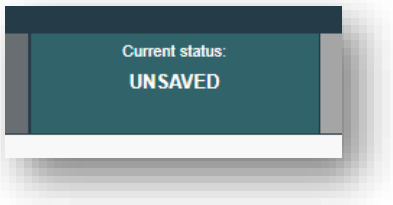


In all three case, you will then proceed normally to the completion of the data requested, and finalise the document on WPM.

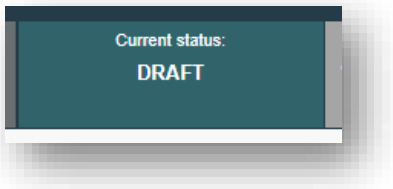
More about CHED-PP

Status of the CHED-PP:

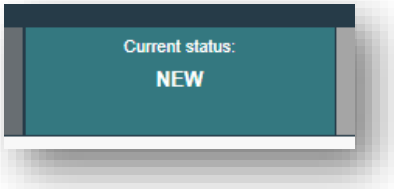
- ***Unsaved*:** the RFL has just initialised the CHED-PP and has not saved/submitted it yet. The RFL can modify anything in PART I. At this stage, if the user exits the page, all the progresses will be lost. The BCP cannot see the CHED-PP yet.



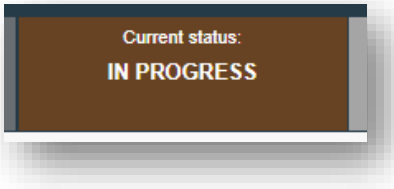
- ***Draft*:** the RFL has clicked on the button “Save as draft”.



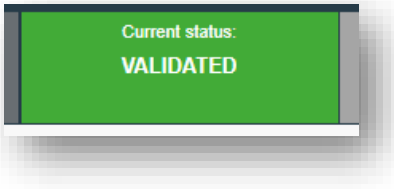
- ***New*:** the RFL has completed PART I and the CHED-PP has been submitted for decision by the RFL to the Authority (button “Submit for Decision”). The BCP receives a notification, and is able to see and access the CHED-PP with status “New”. BCP can modify PART I. The RFL can still access the CHED-PP and modify PART I until the document is in status “In progress”.



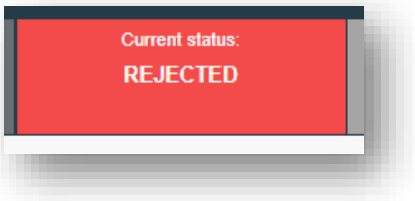
- ***In progress*:** the BCP has clicked on the button “Sign as in progress”. The CHED-PP is now locked for editing by the RFL. Only the BCP can edit it.



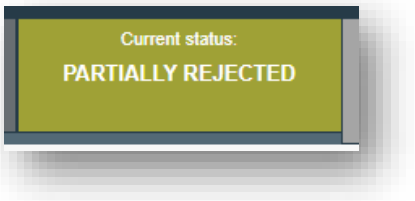
- ***Validated*:** the checks performed on the consignment are satisfactory and the BCP has validated the CHED-PP. The document cannot be modified anymore.



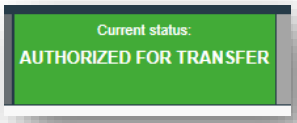
- ***Rejected*:** Some of the checks performed on the consignment are not satisfactory and the BCP has signed the rejection. The document cannot be modified anymore.

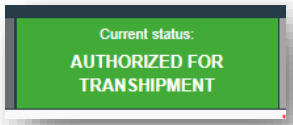


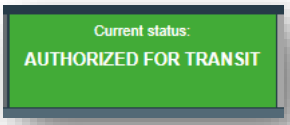
- ***Partially rejected***: some of the checks on part of a consignment are not satisfactory and the BCP signs a Partial Rejection. Two other CHED-PPs will be generated (one with status "Validated" and one with status "Rejected") and the one with status "Partially rejected" will be linked to the other two.



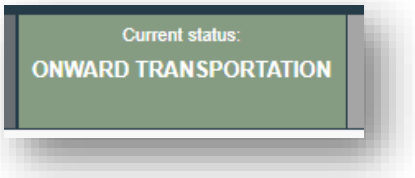
- ***Authorised for transfer to/for transhipment/for onward travel/for transit***: in the Box "Purpose", option I.20 has been selected.



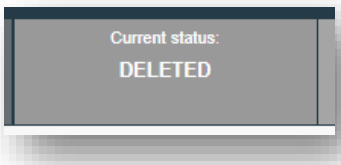




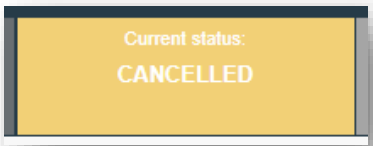
- ***Onward transportation:*** the consignment is acceptable for onward transportation.



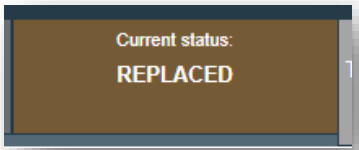
- ***Deleted***: the document has been Deleted. The RFL can "Delete" a CHED-PP which is in status "Draft" or "New". The BCP can "Delete" a CHED-PP in status "Draft", "New" or "In progress".



- ***Cancelled***: the CHED-PP in the final status "Validated" or "Partially rejected" has been cancelled by the Authority who finalised it.



- ***Replaced***: the "Validated" CHED-PP has been replaced by a new one, which is the document that has legal value, by the Authority who finalised it.

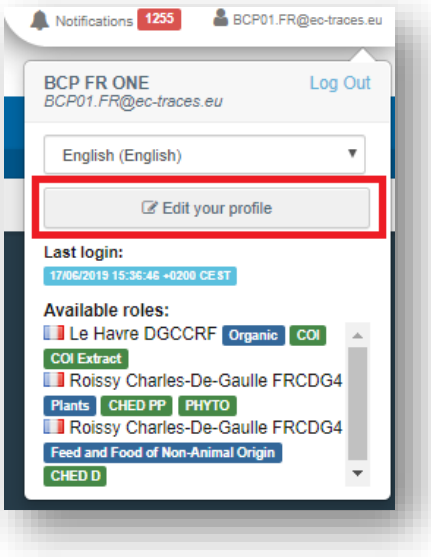


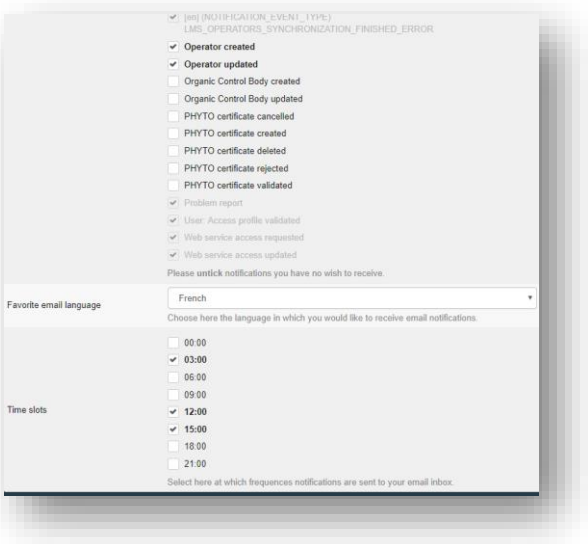
Functionalities

- ***Copy as new:*** this functionality allows the user to initialise a new CHED-PP from an existing one. All the information in PART I of the CHED-PP which is being copied will be kept in the new Document. The only information that will need to be inserted are the "Accompanying document" and the "Means of transport". All the information can be modified. This functionality allows to save time when creating a new document if the majority of the information are the same in both the CHED-PPs. Both RFL and Authorities can use this functionality.
- ***Save as Draft*****:** the RFL clicks on "Save as draft" and the progresses the user made in the completion of the document is saved. The user can exit the page, start a new document etc. He/she will be able to come back to the CHED-PP started earlier and continue working on it or modify it. BCP can already see the CHED-PP. (the TRACES number is DRAFT.CHEDPP.XX.2019.0000000)
- ***Sign as In Progress:*** the BCP accesses the CHED-PP and clicks on "Sign as in progress". All the progress made is saved. The RFL can still access the CHED-PP but can no longer modify PART I. When the CHED-PP is "in progress", the information in the document is saved and they can be modified by the BCP at any time until the CHED-PP is in a "final status" (validated, rejected, partially rejected etc).
- ***Replace:*** this functionality allows the BCP to replace a validated CHED-PP with a new one. (inside the CHED-PP → button "More" → "Replace"). A new CHED-PP will be generated in the system and all the information contained in PART I of the replaced CHED-PP will be kept in the new one, whereas PART II needs to be completed from scratch. All the information in PART I can be modified. The two documents will be linked together, but the replacement CHED-PP is the one with legal value. The replacement can only be done on a Validated CHED-PP and not on a Rejected one.
- ***Cancel certification:*** a "Validated" or "Partially Rejected" CHED-PP can be cancelled by the BCP (inside the CHED-PP ➔ button "More" ➔ "Cancel certification"). The cancelled CHED-PP will not be replaced by a new one.
- ***Clone as CHED:*** this functionality allows the RFL to initialise a CHED-PP from a PHYTO which has been created directly in TNT. PART I of the CHED-PP will contain all the mandatory information from the PHYTO which is common to both documents. The Box Accompanying document in the CHED-PP will be automatically filled in with the information concerning the cloned PHYTO. The PHYTO and the CHED-PP will be linked.
- ***Clone as CHED-D:*** this functionality allows the RFL to clone a CHED-PP into a CHED-D. All the information contained in PART I of the CHED-PP will be kept in PART I of the new CHED-D.

Notifications

Notifications settings can be modified in the user profile. The user clicks on “Edit your profile” and can select his “Notification Preferences”. It is possible to select which notifications to receive and the time-slot when the user wants to receive them.

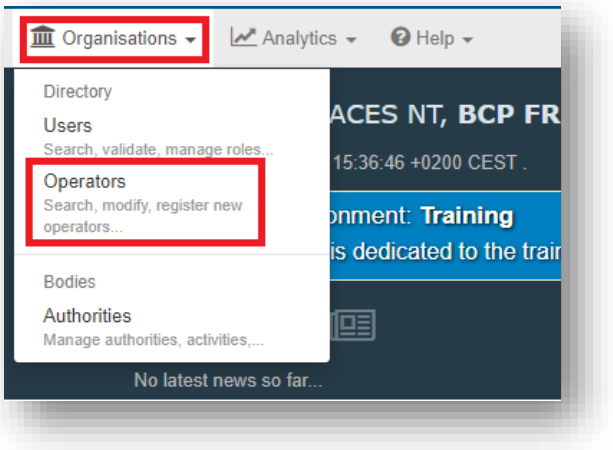


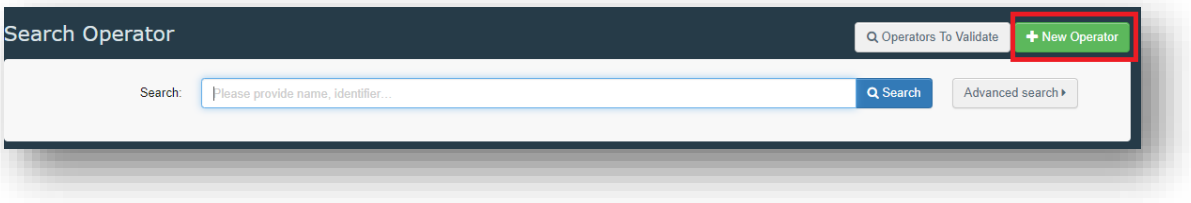


Management of operators

How to create an Operator in the system?

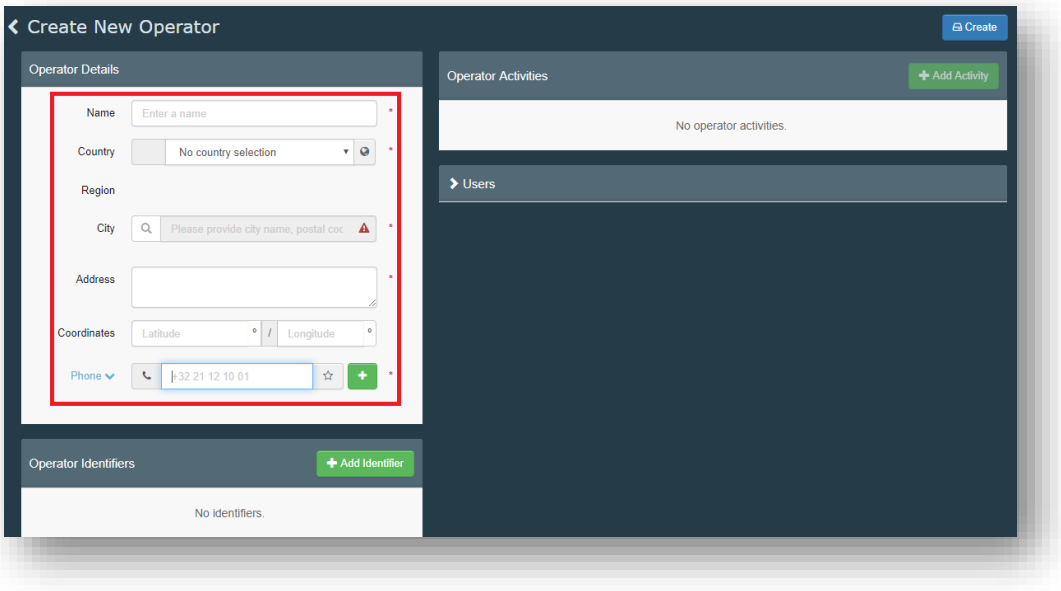
Click on “Organisations” ➔ “Operators” ➔ “+New Operator”



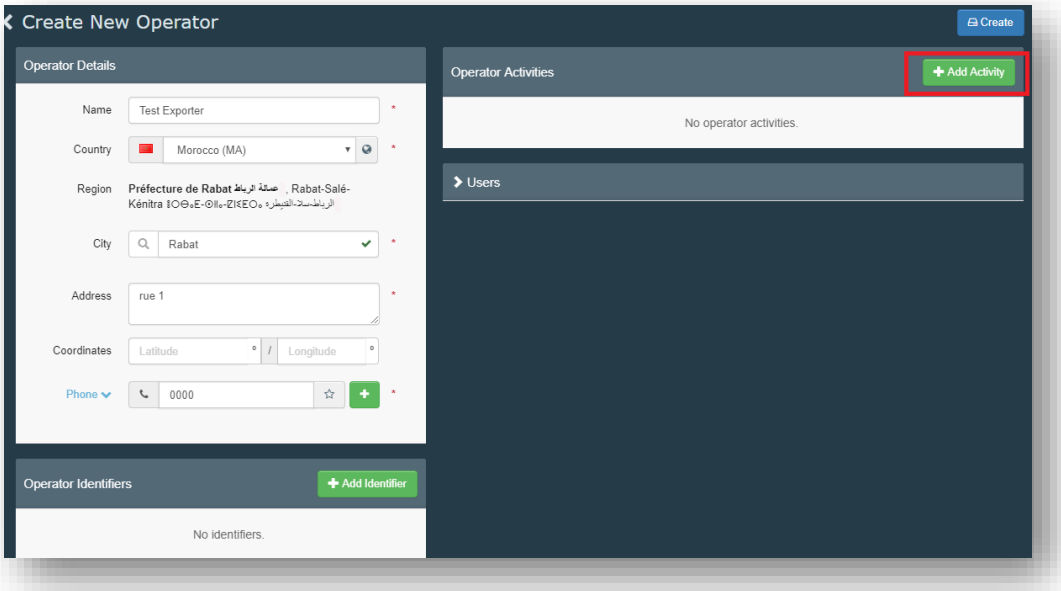


Exporter/Importer: in the Box “Operator Details” fill in the mandatory information requested: Name, Country, City and Phone/Email/Fax/WebUrl.

The Box “Operator Identifiers” is not mandatory. If you wish to add an identifier, click on the button “+Add Identifier” and type the necessary information.

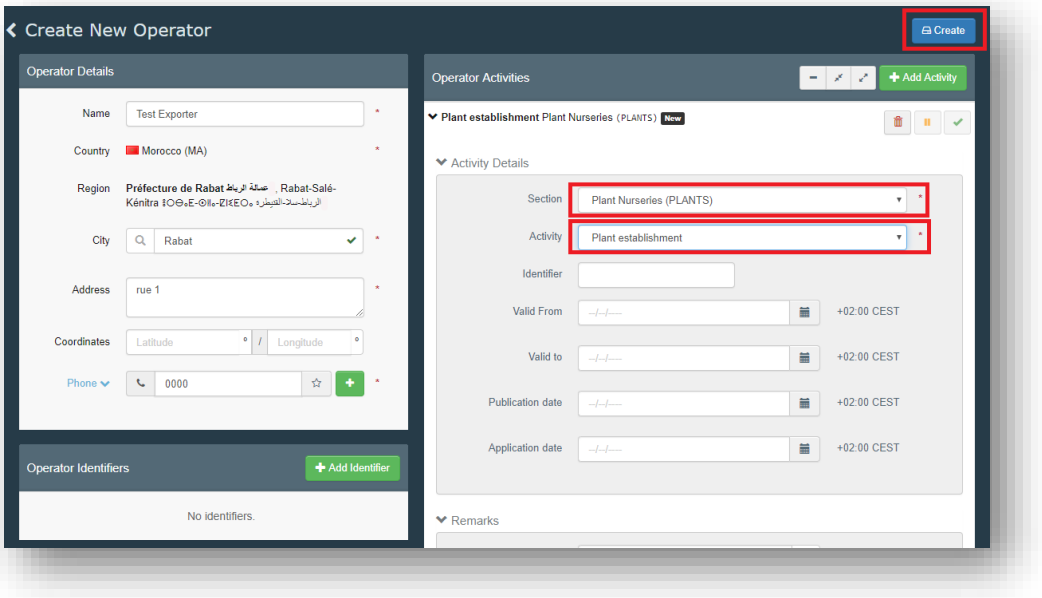


In the Box “Operator Activities”, the green button “+Add Activity” will become available only when the mandatory fields in the Box “Operator Details” are filled in.

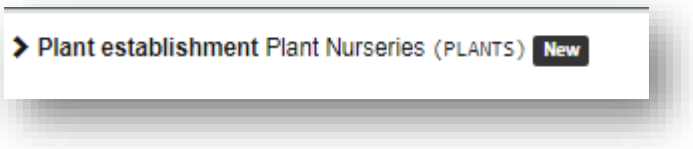


Click on “+Add Activity” and in the Box “Activity details” select the proper Section and Activity from the drop down lists. In Section, select “Plant nurseries”; in Activity select Plant establishment.

Click on the blue button “Create”.



The operator will have the status “New” and it will be selectable in the system.

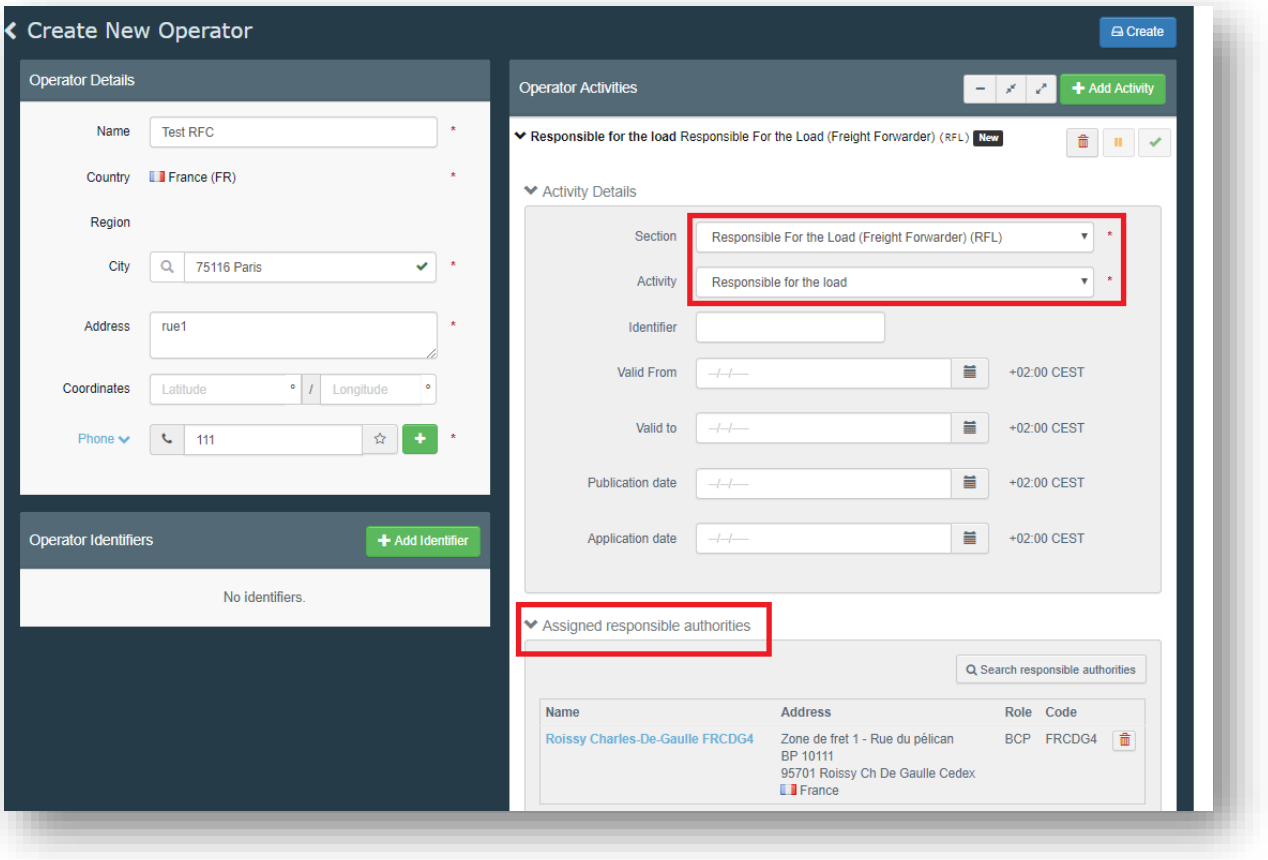


> **Note:** if you click more than one time on “+ Add activity”, you will have as many activities as many times you clicked, and you might not notice them as they are added at the bottom. If you wish to add only one activity, be sure to have only one activity, otherwise if you do not complete the mandatory information (section and activity) you will not be able to create the operator as the system will give you an error. It is possible to remove an activity by clicking on the red bin icon.

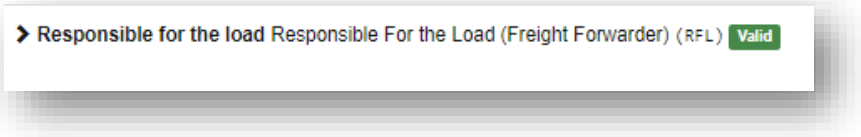
Responsible for the load: in the Box “Operator Details” fill in the mandatory information requested: Name, Country, City and Phone/Email/Fax/WebUrl.

- The Box “Operator Identifiers” is not mandatory. If you wish to add an identifier, click on the button “+Add Identifier” and type the necessary information.
- In the Box “Operator Activities”, the green button “+Add Activity” will become available only when the mandatory fields in the Box “Operator Details” are filled in.

- Click on "+Add Activity" and in the Box "Activity details" select the proper Section and Activity from the drop down lists. In Section select "Responsible for the Load (Freight Forwarder) (RFL)"; in Activity select "Responsible for the load".



> **Note:** the RFL MUST BE VALIDATED by the Assigned responsible authority. Therefore, it is mandatory to complete the Box "Assigned Responsible Authority". Normally, this is the BCP with which the RFL works the most. The selection of one BCP does not prevent the RFL from working with ANY OTHER BCP in the EU.



The RFL must have the status "Valid" for the users attached to it to be able to create PART I of a CHED-PP.

Click on the blue button "Create".

If the RFL user itself created the operator, he/she has to wait for the validation by the BCP selected as assigned responsible authority to be able to operate in the system.

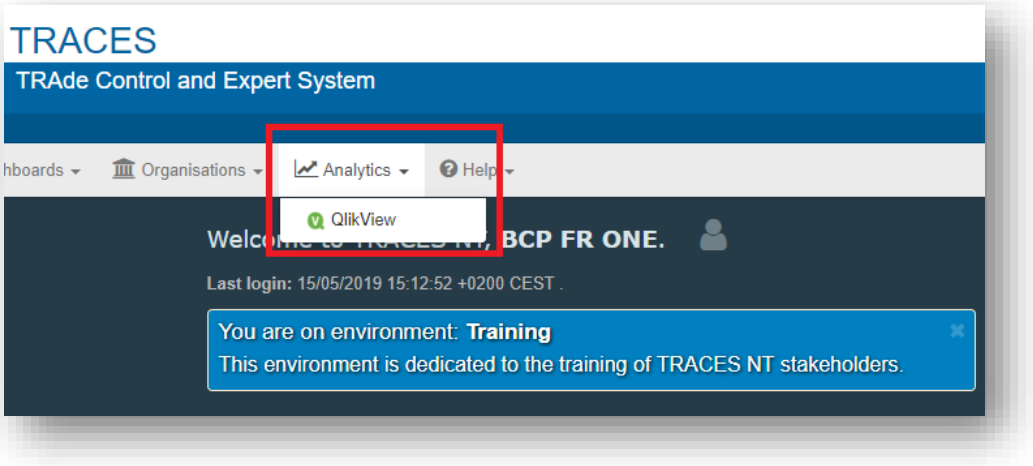
If the BCP created the RFL, it can validate it at the same time clicking on the green button "✓".

Once validated, the RFL is able to create PART I of the CHED-PP.

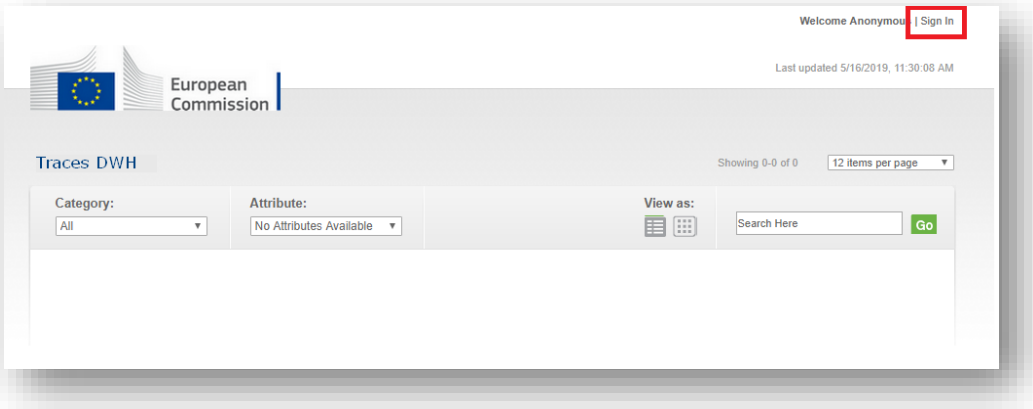
QlikView

QlikView is the statistical tool for TRACES-NT. As Authority, you can access it and be able to search for data relating to CHED-PPs signed in your Country as well as the Rejected CHED-PPs of the entire EU.

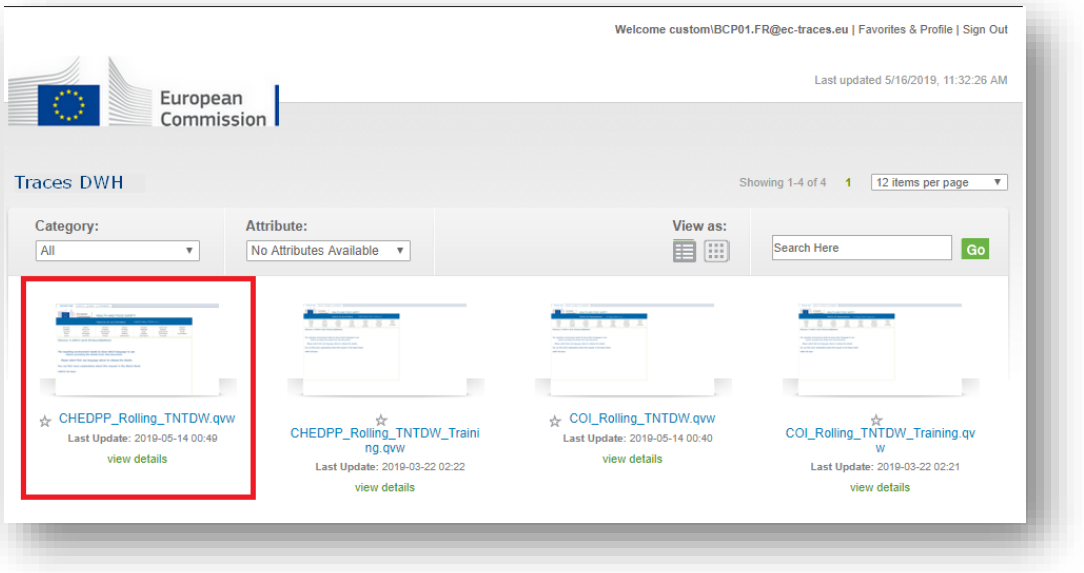
To access QlikView, click on "Analytics" and then on QlikView.



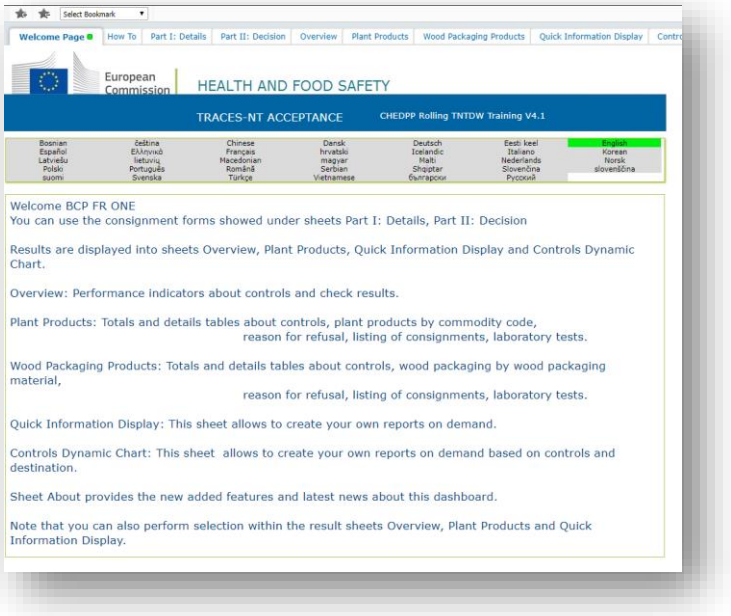
The system will redirect you to a webpage where you will have to click on the small button in the top right corner "Sign in".



Select which CHED-PP database you want to access (Production Env. as shown in the printscreen or Training Env. if you want to train on the tool).



On the welcome page of QlikView, you will be asked to select a language.



When the language is selected, you will be able to freely navigate in the tabs and customize your research.

Note: In tab “Part I: Details”, you can filter your search by ANY of the fields present in Part I of a CHED-PP

In tab “Part II: Decision” you can filter your search by ANY of the fields present in Part II of a CHED-PP

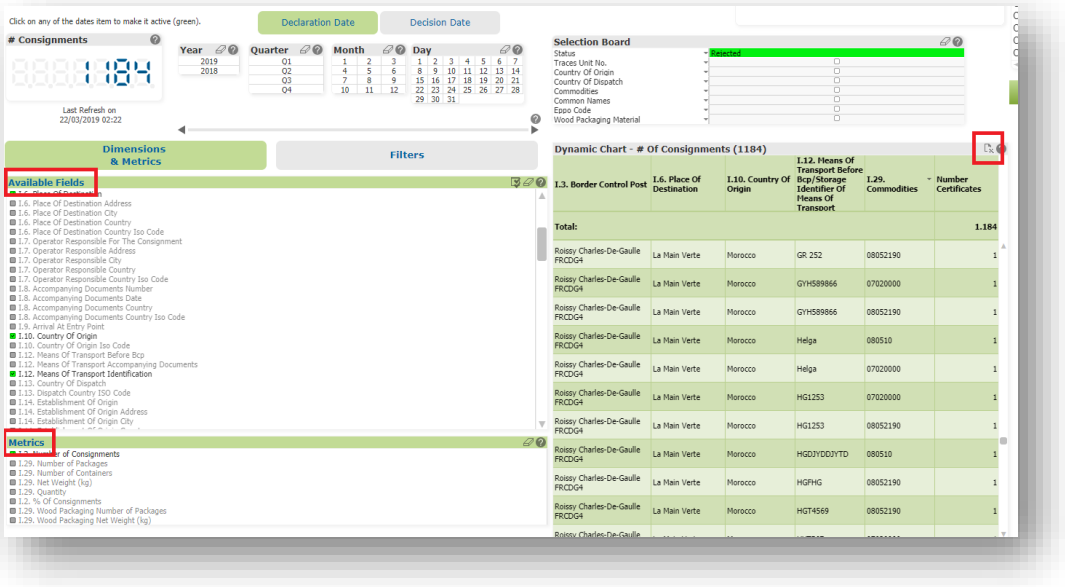
In the tabs “Overview”, “Plant Products” and “Wood packaging material” some pre-made tables are available.

In the tab “Quick information display”, you can create your own table by selecting the proper filters, the “Available fields” and the “Metrics”.

All the tables made in QlikView can be exported to Excel to be manipulated on convenience.

You can “Bookmark” your searches: the system will save them and when you will need to access those searches again in the future, you will have to click on the star in the upper left corner. By refreshing the page, all the data inside a specific search will be updated, without having to re-do the table from scratch.

Here is an example of customised table to be exported to Excel:



E-signature

The electronic signature, based on the eIDAS Regulation (Regulation (EU) 910/2014), just like a handwritten signature, ensures an unequivocal link between the identity and the signature of the signatory. It provides a simple and effective way to secure that link.

Documents that are signed or sealed in accordance with eIDAS Regulation, have the same legal value as their paper versions in the EU.

The eIDAS Regulation defines three levels of assurance of e-signature/e-seal: “Simple”, “Advanced” and “Qualified”. The qualified e-signature, the one required for the Authorities to sign a Document in TNT, is based on a qualified certificate issued by a “qualified trust service provider” and ensures the highest level of assurance and non-repudiation of the document.

As a general rule, when a document is finalised in TNT WITHOUT digital signature (meaning it has a final status “Validated” or “Rejected”), the document still needs to be printed, stamped and signed by the Authority. The printed document (the paper version) has “legal value” and is the “original”.

With the new features of electronic signature and seal in TNT, implemented according to eIDAS Regulation, it is possible to sign the document “digitally”. This means that the “original” document is the PDF, which has been signed through E-signature, and that any paper version of it is considered a “Copy”.

The advantages of the E-signature in TNT are many: the document is accessible from everywhere and at any time; it will facilitate the full dematerialisation of paper documents; it will make it very difficult to falsify signatures, stamps or dates; there will be no need for “officially certified copies” because all copies are original documents.

How to enrol?

To be able to sign digitally a document in TNT, it is necessary to start the enrolment procedure of the inspectors, who will need to contact their central administration, and who will need to be identified by the trust service provider and assigned a “digital identity” (User ID and password). In TNT, inspectors will need a “Qualified signature” to sign a CHED, and the “digital identity” (namely, only ID and Password) will not be sufficient, and in addition they will need a tool to generate a One-Time Password (OTP). Therefore, the trust service provider will make available for the inspectors the means to generate such OTP that will be used and will be different for every single signature. This tool can be a “Token” or a mobile application.

When the document is signed digitally, its validity can be checked by either looking for the logo of the e-signature, or in the PDF document downloaded from TRACES, in the signature panel.