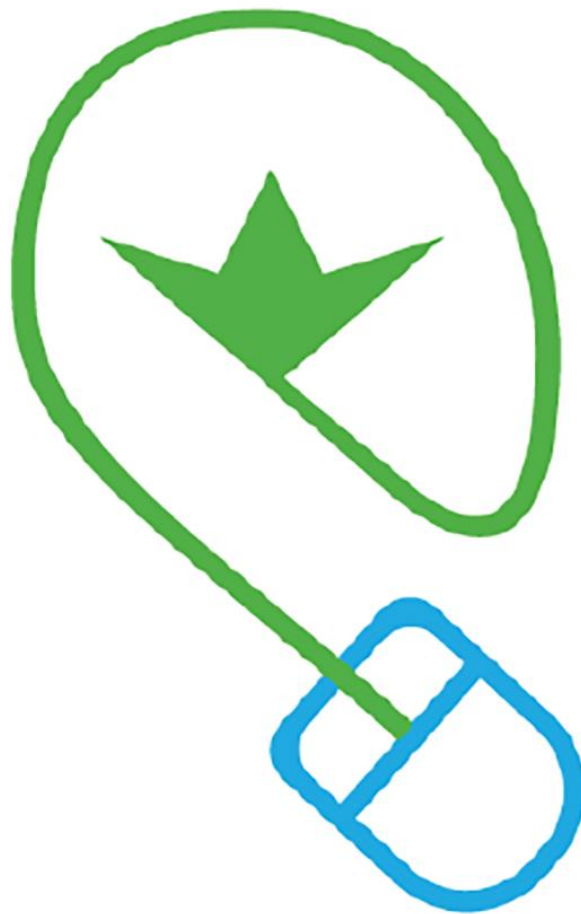




European
Commission



CHED PP User Manual

*Health and
Food Safety*

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Glossary

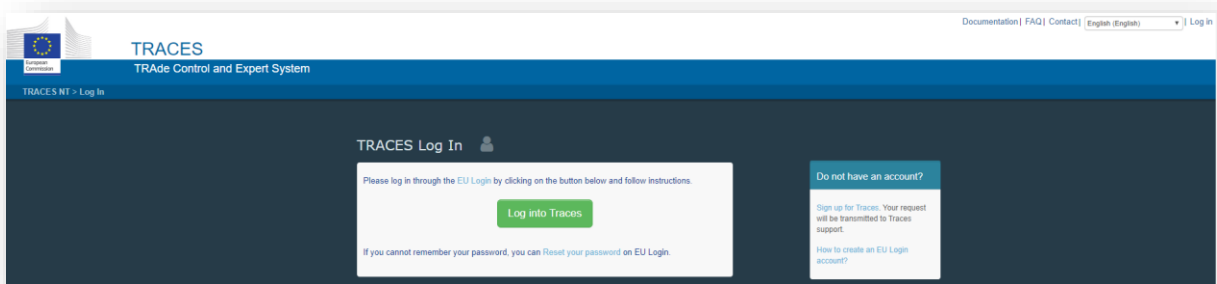
ADMIN USER	Administrator user
BCP	Border Control post
CCA	Central Competent Authority
CN	Combined Nomenclature
CP	Control Point
EU	European Union
LAU	Local authority unit
RCA	Regional competent authority
RFC	Responsible for Consignment
TNT	TRACES new technology
UN/LOCODE	United Nations Code for Trade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

How to log into Traces?

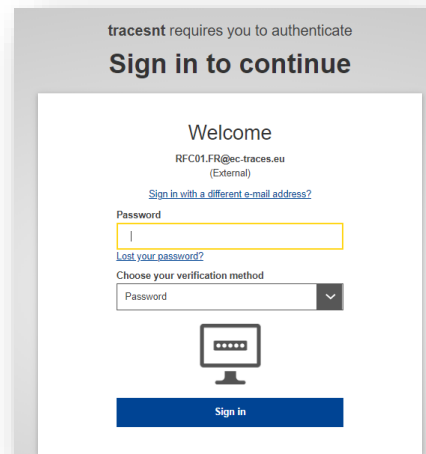
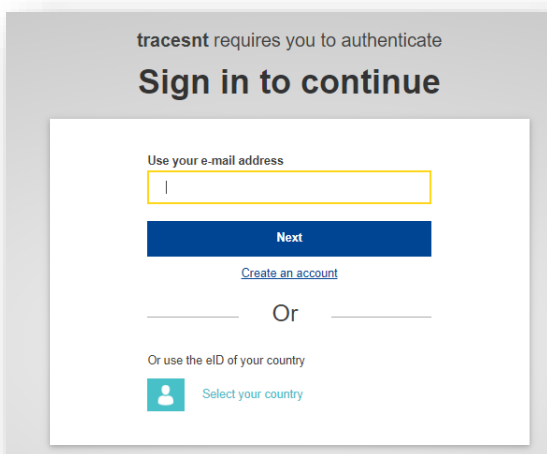
Open the “TRACES NT” page.

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):

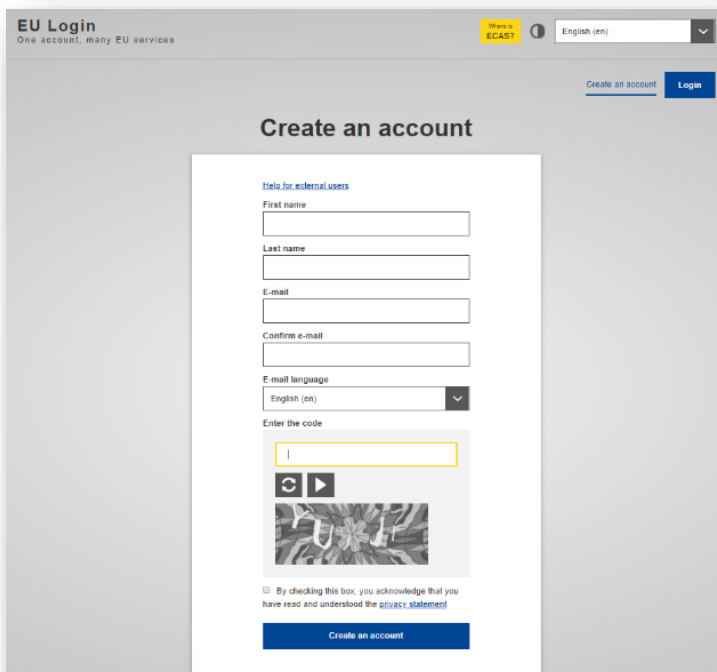
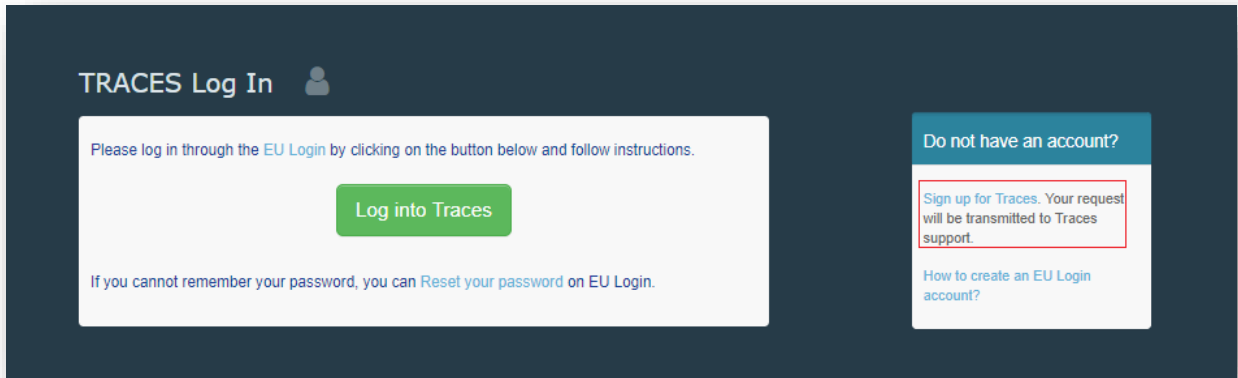


Click on “**Sign in**”.

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**.

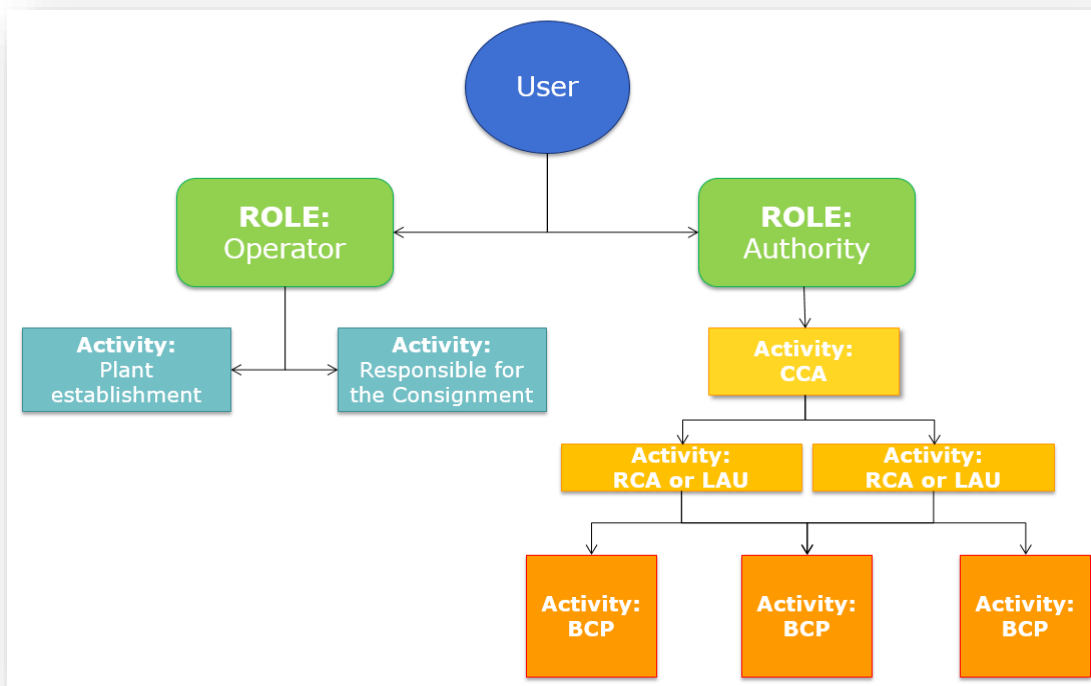
Before starting with the CHED-PP...

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.).

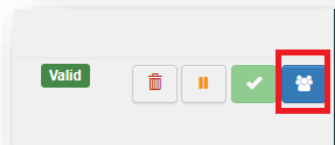
A person (User) that works for an Authority (BCP, RCA, LAU, CCA), must request a role in TRACES as Authority and request to be linked to the proper BCP, RCA, LAU or CCA.

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 transshipment” and “Authorised for transfer” to control point CHEDs.

“Replace” → BCP, LAU, RCA and CCA can replace “Validated”, “Authorised for transshipment” 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.

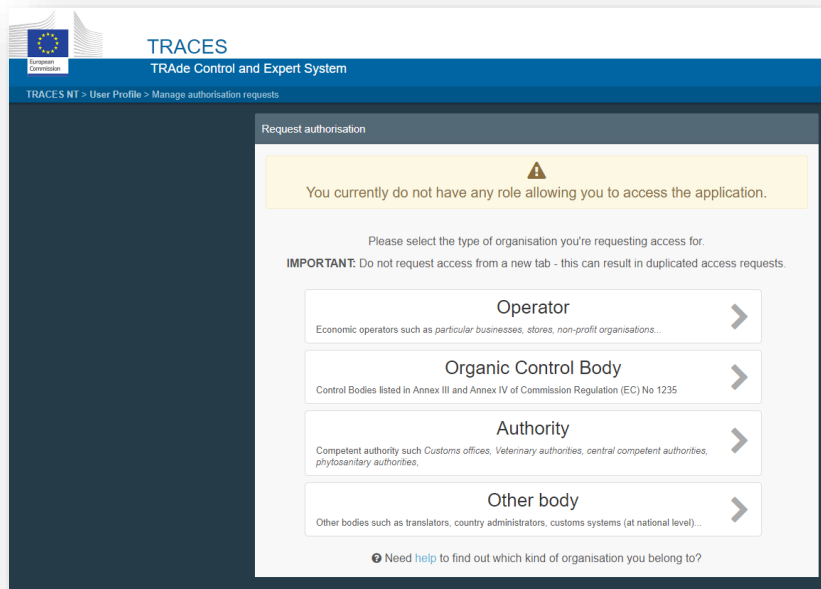
The CCA of a Member State approves and creates them in the system, or sends a list to the EC, who creates them.

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:

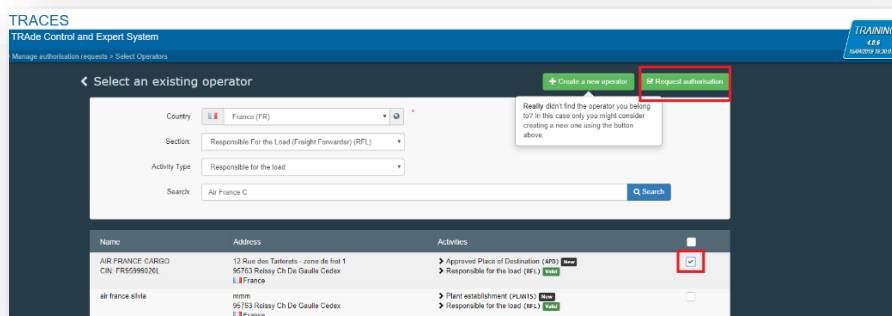


Operator Role

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”:

Confirm authorisation request for Anita France

Optionally, you can provide some additional useful information.

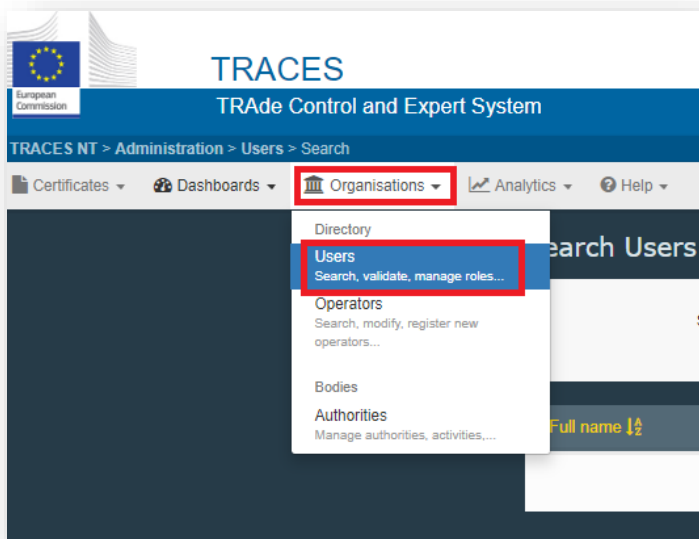
Message

Email name@domain.com

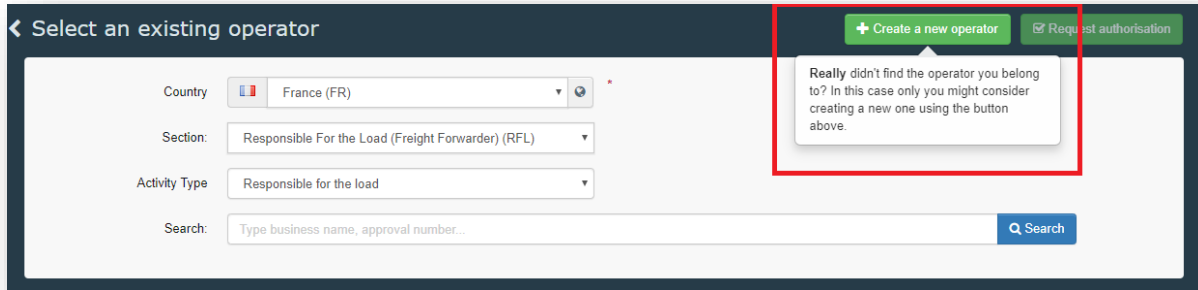
Phone +32 02 123456

Cancel 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:



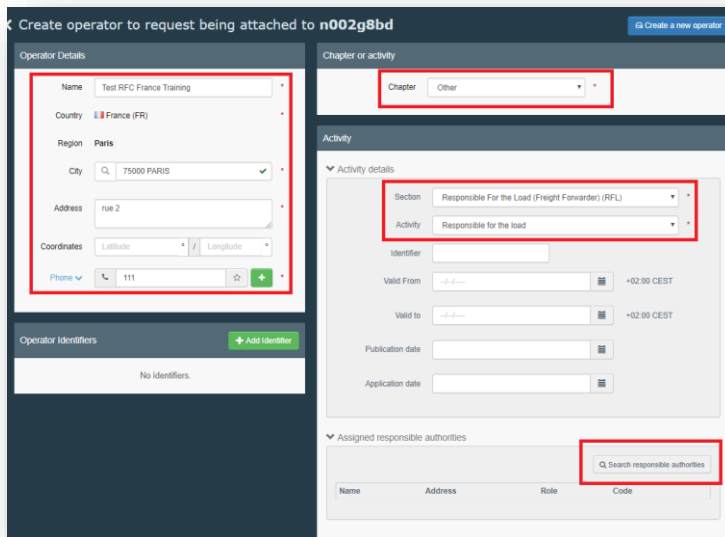
If your company does not exist in the system, you can create it by clicking on the **green** button “**Create a new operator**”.



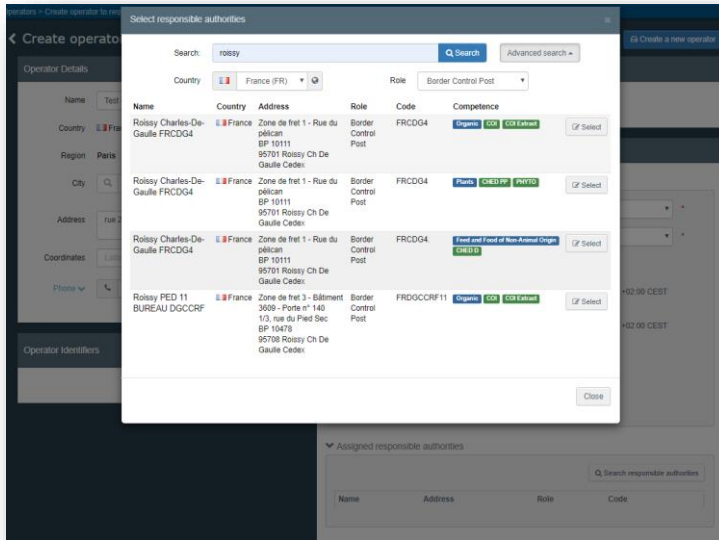
If you are creating an operator with activity **Responsible for the Consignment**, please follow this procedure:

- 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**”.

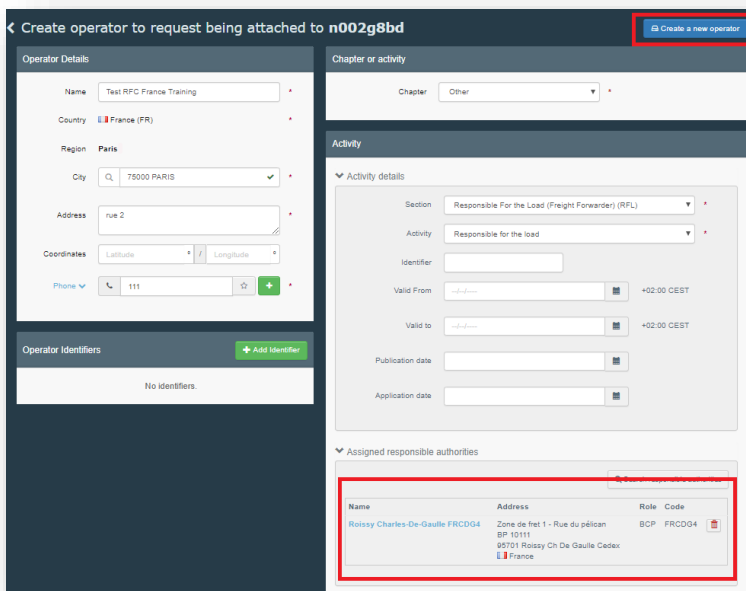
Note: For operators “Responsible for the Load”, you will have to select a Responsible Authority.



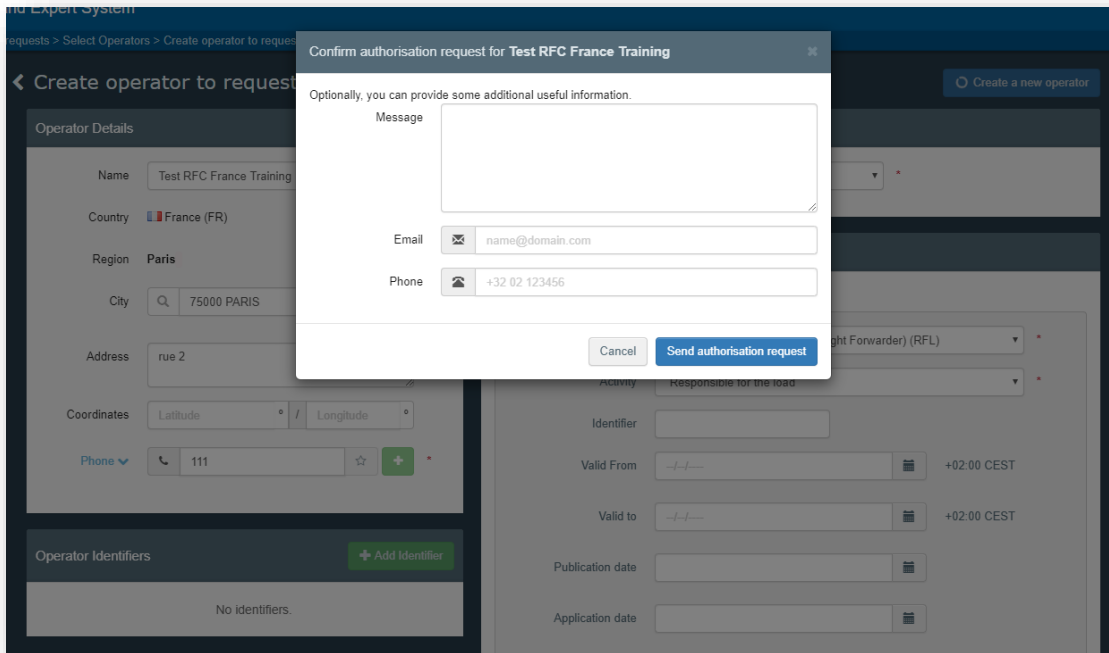
Click on **“Search responsible authorities”** and search for the **BCP** that you wish to assign and that will validate the Operator and your request to be linked to it.



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:

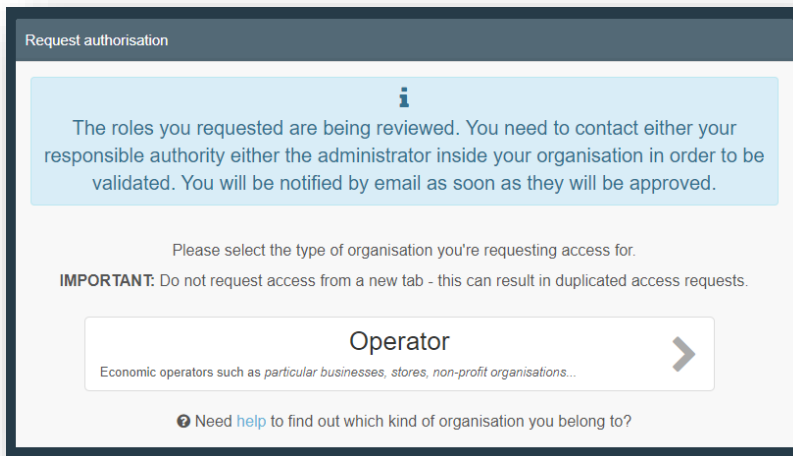


Click on “Send authorisation request”.

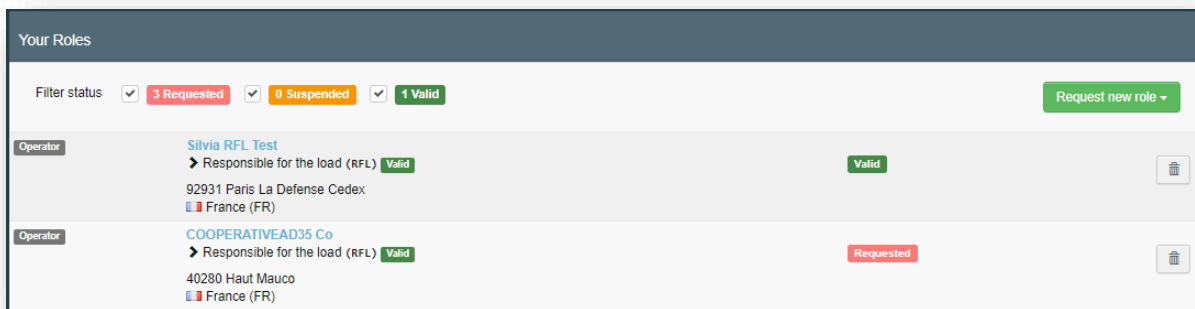
Note: By clicking on “Send authorisation request” you are making a request to the users in the **BCP** that you have assigned as responsible authority for the validation of the operator as **Responsible for the Load**. You are also requesting to be linked to that operator **Responsible for the Load**.

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	<input type="checkbox"/> 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	<input type="checkbox"/> 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.	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> Select

Once you have selected the Authority, click on the green button “Request authorisation”.

TRACES
TRAdE Control and Expert System
Manage authorisation requests > Select Authority

← Select an authority Request authorisation

Country: France (FR)
Role: BCP - Border Control Post
Competence: Plants
Authority Name: roissy Search

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	Plants	FRCDG4	<input checked="" type="checkbox"/> Select

Then this pop-up window appears:

Confirm authorisation request for Anita France

Optionally, you can provide some additional useful information.

Message:

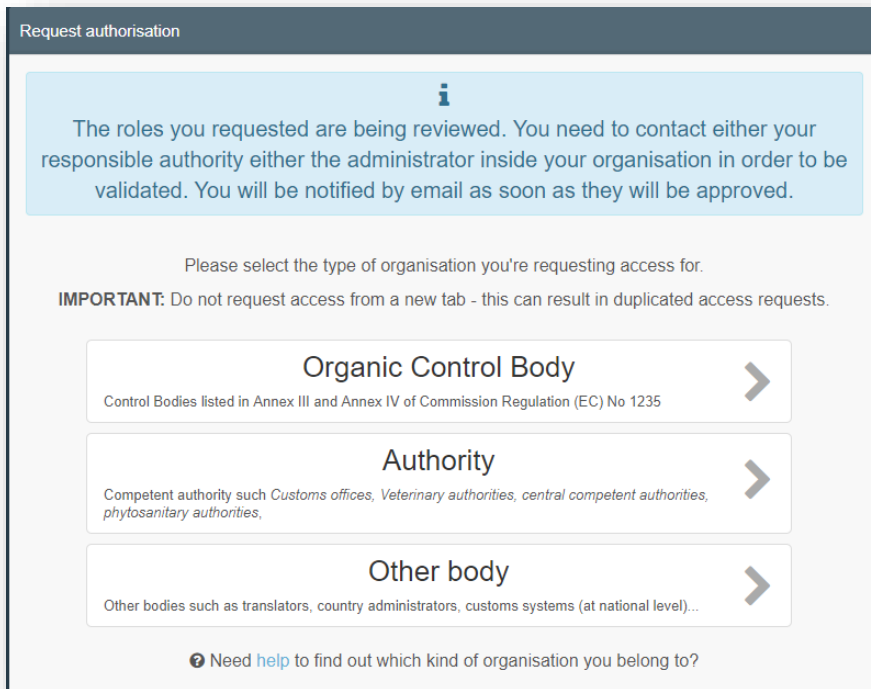
Email:

Phone:

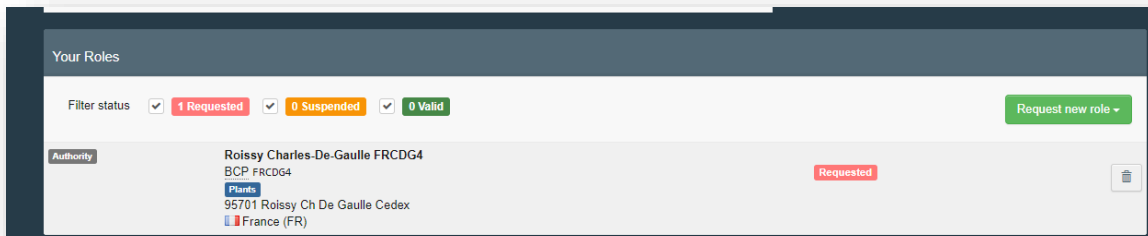
Click on the button “Send authorisation request”.

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

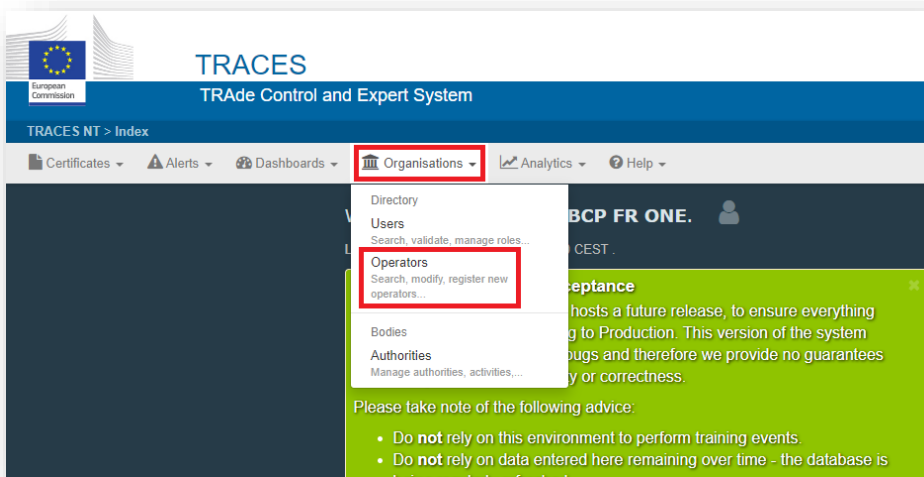
You can only validate Operators in your country (except for Responsible for the load).

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

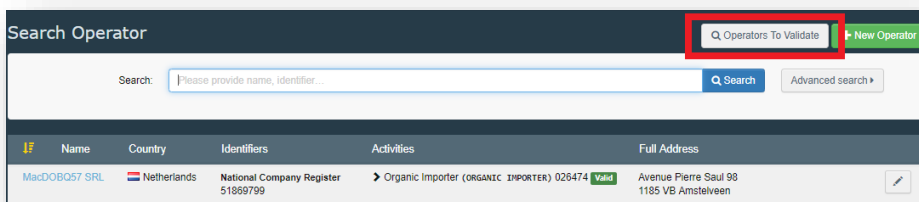
You can only validate those Responsible for the load that are linked to your authority.

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.



Search Operator

Q Operators To Validate + New Operator

Search: Please provide name, identifier... Search Advanced search

IF	Name	Country	Identifiers	Activities	Full Address
	Charleszi97 WW	France	National Company Number FR BIO 10		via Savigliano 45 76600 Le Havre
	Daimler AG	Germany			Hanns-Martin Schleyer- Str. 21-57 68229 Mannheim, Universitätsstadt
	test cp g	France			sa 72500 Vaas
	Training CHED-PP Bratislava	Austria			Wieningerstraße 9 4020 Linz, Dopau
	Test RFC Paris	France			Rue 1 75116 Paris

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.

Test RFC Paris

Delete Synchronize LMS operator Save

Operator Details

Name: Test RFC Paris

Country: France (FR)

Region:

City: 75116 Paris

Address: Rue 1

Coordinates: Latitude / Longitude

Phone: 222

Operator Identifiers: + Add Identifier

No identifiers.

Operator Activities

+ Add Activity

Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) **New** [Delete] [Pause] [Check]

Users

Test RFC Paris

Delete Synchronize LMS operator Save

Success: Operator Test RFC Paris was successfully saved.

Operator Details

Name: Test RFC Paris

Country: France (FR)

Region:

City: 75116 Paris

Address: Rue 1

Coordinates: Latitude / Longitude

Phone: 222

Operator Identifiers: + Add Identifier

No identifiers.

Operator Activities

+ Add Activity

Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) **Valid** [Delete] [Pause] [Check]

Users

“As an **Authority** or an **Operator** I want to validate a **User**.”

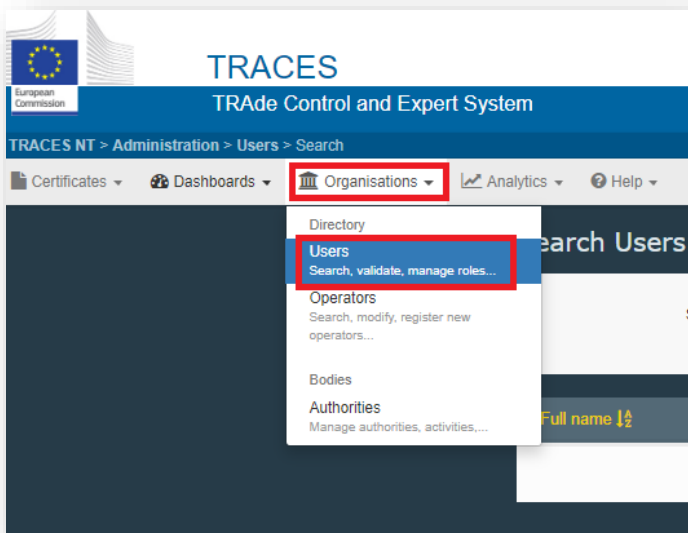
Remarks

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

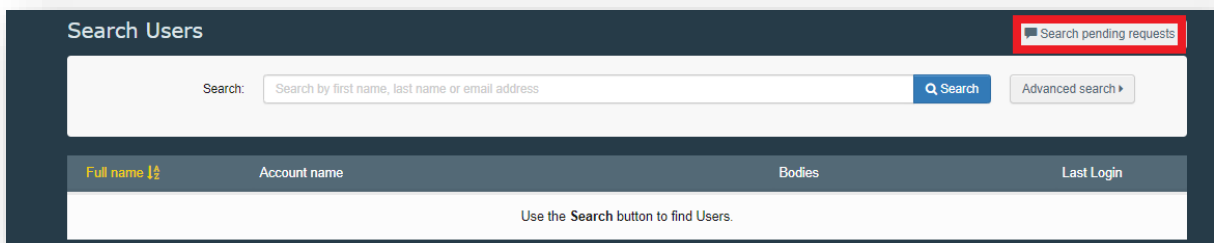
A superior **Authority** can validate users from a subordinate **Authority**.

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

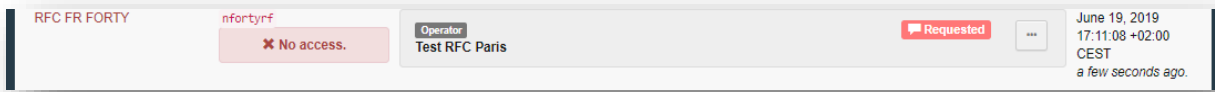
Click on Organisations → Users



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**.

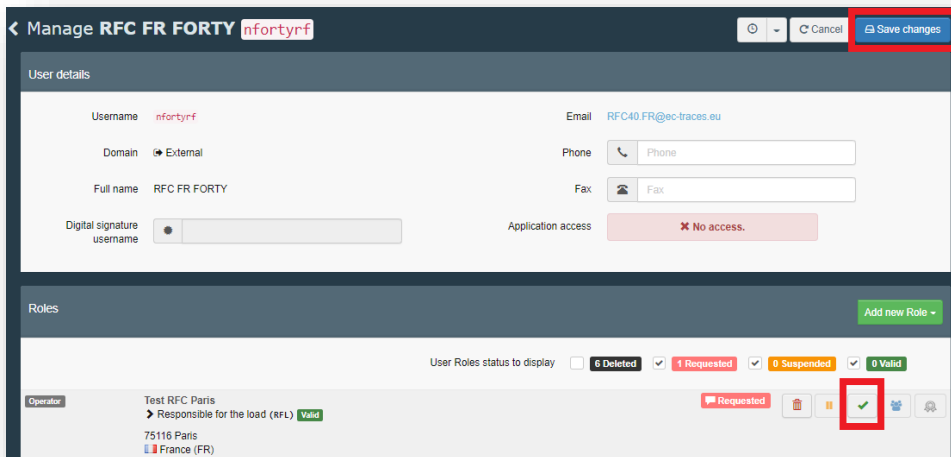


Click on the User to open their details.

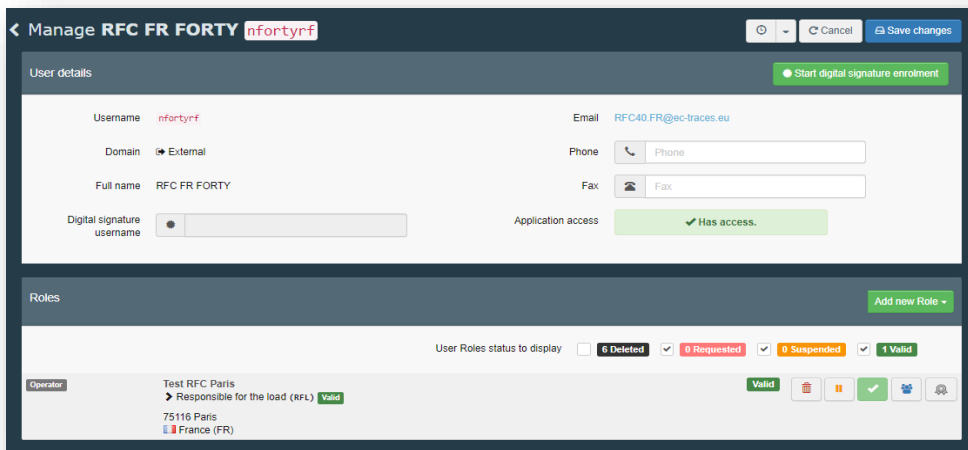


Click on the check button to validate the relevant role requested. If you want this User to be able to validate their colleagues inside their authority or organisation, activate the blue icon on the right to give them the administrator rights for this organisation.

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.

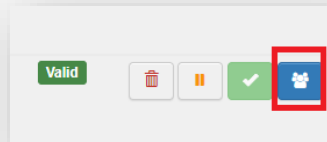


Once the changes have been saved, the profile of the user should look like this:



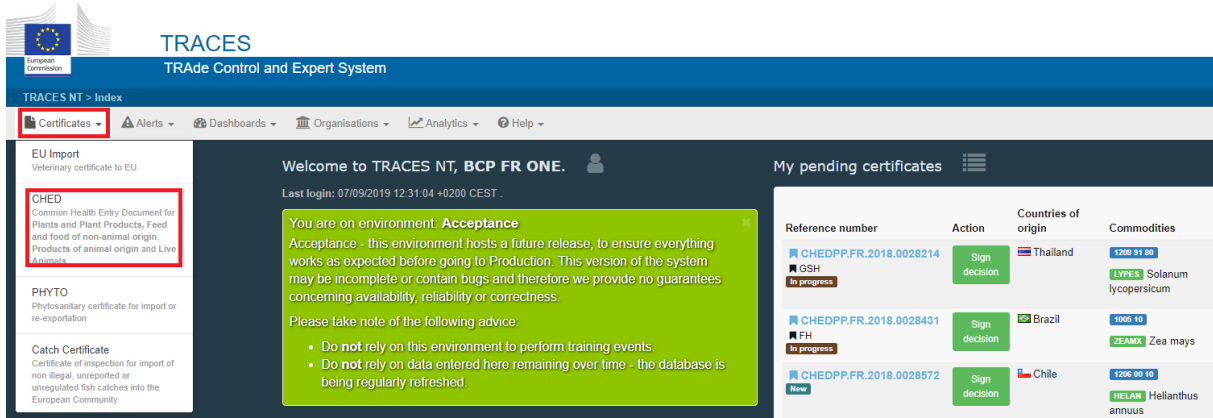
Tip: You can always “delete” or “pause” the operator, by ticking the small icons next to the “check”.

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).

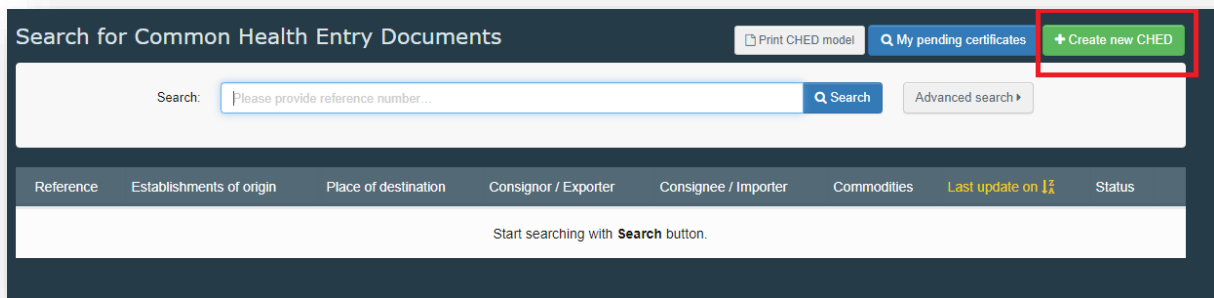


Create a CHED-PP

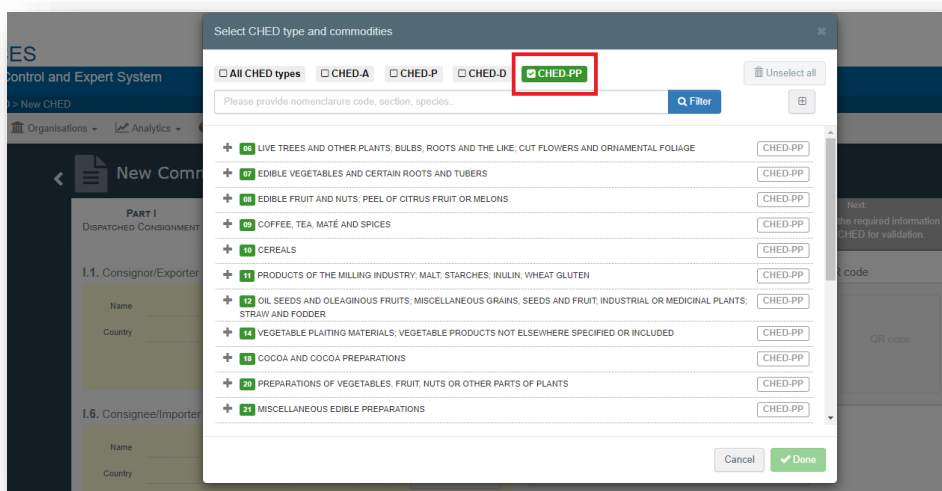
On the homepage, click on **Certificates** → **CHED**



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**.

The screenshot shows a dialog box titled "Select CHED type and commodities". At the top, there are radio buttons for "All CHED types", "CHED-A", "CHED-P", "CHED-D", and "CHED-PP" (which is selected). A search bar contains the text "Please provide nomenclature code, section, species..." and a "Filter" button. Below the search bar, a list of commodities is displayed. The commodity "0702 00 00 Tomatoes, fresh or chilled" is highlighted in grey, and its "CHED-PP" checkbox is checked. At the bottom of the dialog, it says "Common Health Entry Document for Plant product with 1 nomenclature(s)." and has "Cancel" and "Done" buttons. The "Done" button is highlighted with a red box.

Commodity Code	Description	CHED-PP
06	LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND ORNAMENTAL FOLIAGE	<input type="checkbox"/>
07	EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS	<input type="checkbox"/>
0701	Potatoes, fresh or chilled	<input type="checkbox"/>
0702 00 00	Tomatoes, fresh or chilled	<input checked="" type="checkbox"/>
0703	Onions, shallots, garlic, leeks and other alliaceous vegetables, fresh or chilled	<input type="checkbox"/>
0704	Cabbages, cauliflowers, kohlrabi, kale and similar edible brassicas, fresh or chilled	<input type="checkbox"/>
0705	Lettuce (<i>Lactuca sativa</i>) and chicory (<i>Cichorium</i> spp.), fresh or chilled	<input type="checkbox"/>
0706	Carrots, turnips, salad beetroot, salsify, celeriac, radishes and similar edible roots, fresh or chilled	<input type="checkbox"/>
0707	Cucumbers and gherkins, fresh or chilled	<input type="checkbox"/>
0708	Leguminous vegetables, shelled or unshelled, fresh or chilled	<input type="checkbox"/>
0709	Other vegetables, fresh or chilled	<input type="checkbox"/>

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

The screenshot shows the 'New Common Health Entry Document for Plant Product' interface. The 'PART I DISPATCHED CONSIGNMENT' section is highlighted. The 'I.1. Consignor/Exporter' field is highlighted in yellow and marked with a red star. It contains input fields for 'Name', 'Country', and 'ISO Code', along with buttons for 'Edit', 'Advanced...', and 'Clear'. A checkbox 'Use an unregistered operator' is also visible.

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.

I.1. Consignor/Exporter *

Name

Country ISO Code

Use an unregistered operator

Assign consignor ✕

Country:

Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

Assign consignor ✕

Country:

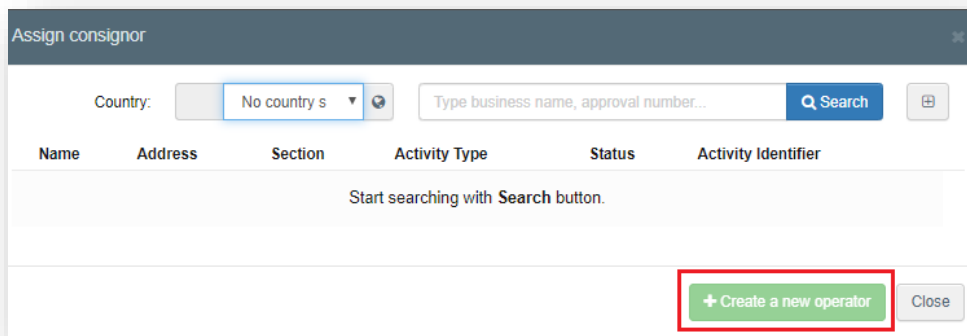
Section Activity Type

Activity Identifier Address

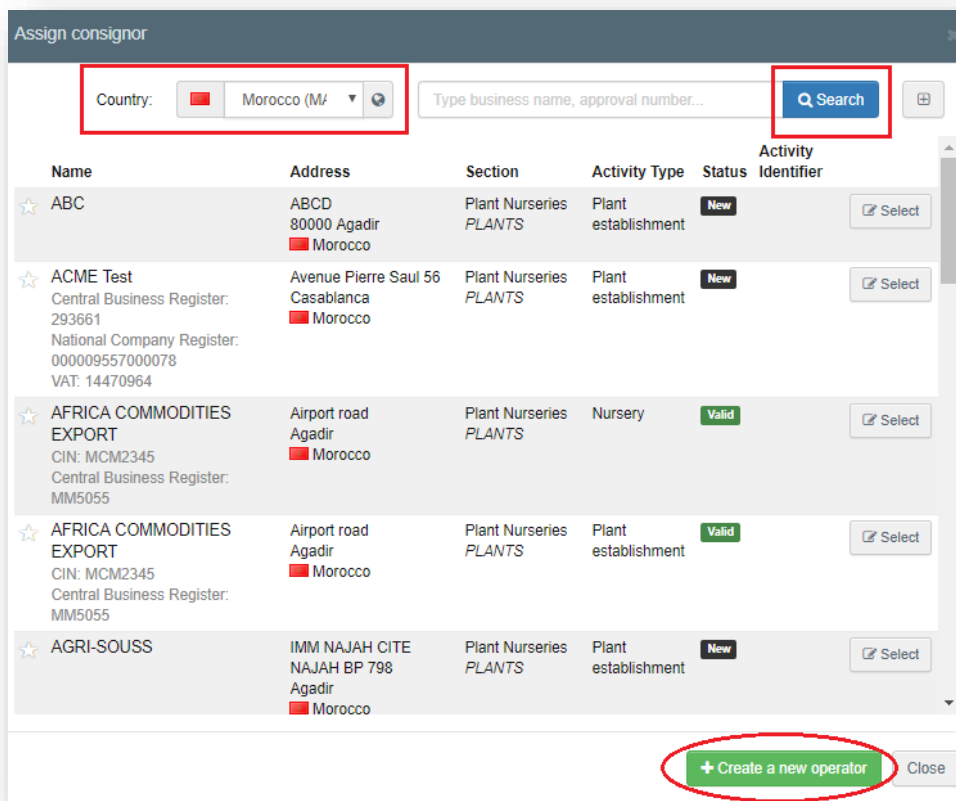
Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

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 consignors/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.

The screenshot shows a form titled "I.6. Consignee/Importer" with a red asterisk icon in the top right corner. The form has a yellow background. It contains the following elements:

- Name:** A text input field with a dashed line below it.
- Country:** A text input field with a dashed line below it.
- ISO Code:** A text input field with a dashed line below it.
- Buttons:** "Edit" (with a pencil icon), "Advanced..." (with a magnifying glass icon), and "Clear" (with a trash can icon).
- Checkbox:** "Use an unregistered operator" located at the bottom left.

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.

The screenshot shows a form titled "I.8. Operator responsible for the consignment" with a red asterisk icon in the top right corner. The form has a yellow background. It contains the following elements:

- Name:** A text input field containing "AIR FRANCE CARGO" with a "Valid" status indicator in a green box to its right.
- Country:** A text input field containing "France" with a small French flag icon to its left.
- ISO Code:** A text input field containing "FR".
- Buttons:** "Edit" (with a pencil icon), "Advanced..." (with a magnifying glass icon), and "Clear" (with a trash can icon).

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”.

I.4. Border Control Post

Border Control Posts associated to AIR FRANCE CARGO.

Name	Role	Code	Competence
Roissy Charles-De-Gaulle FRCDG4	BCP	FRCDG4	Plants: CHED PP PHYTO

I.5. Border Control Post code

Border Control Post has not been selected.

I.8. Operator responsible for the consignment

Name: AIR FRANCE CARGO (Valid)

Country: France (FR)

Identification of applicant

Full name
Creator Body
Declaration date/time

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.

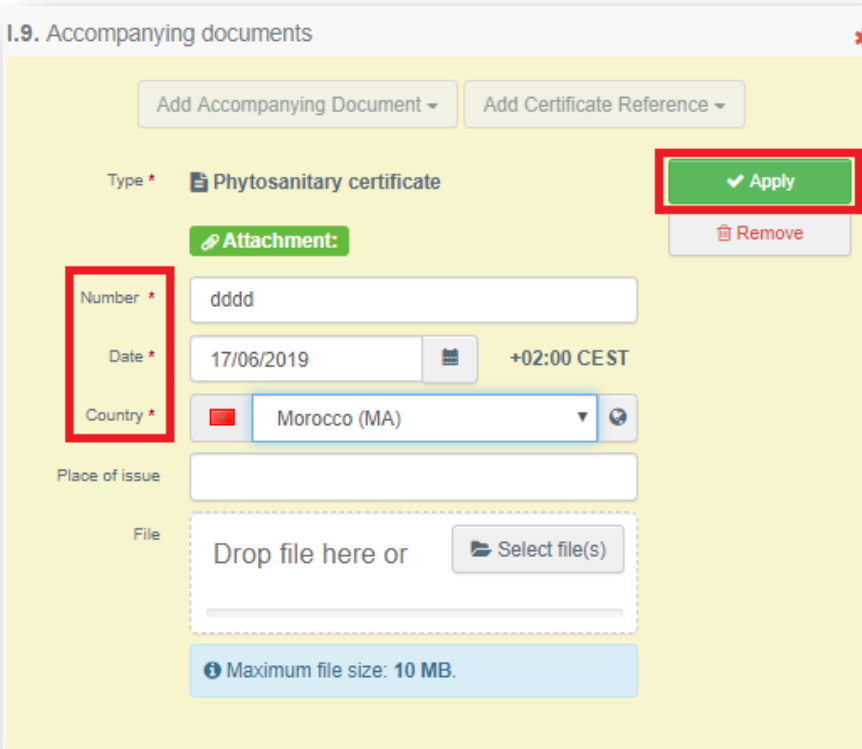
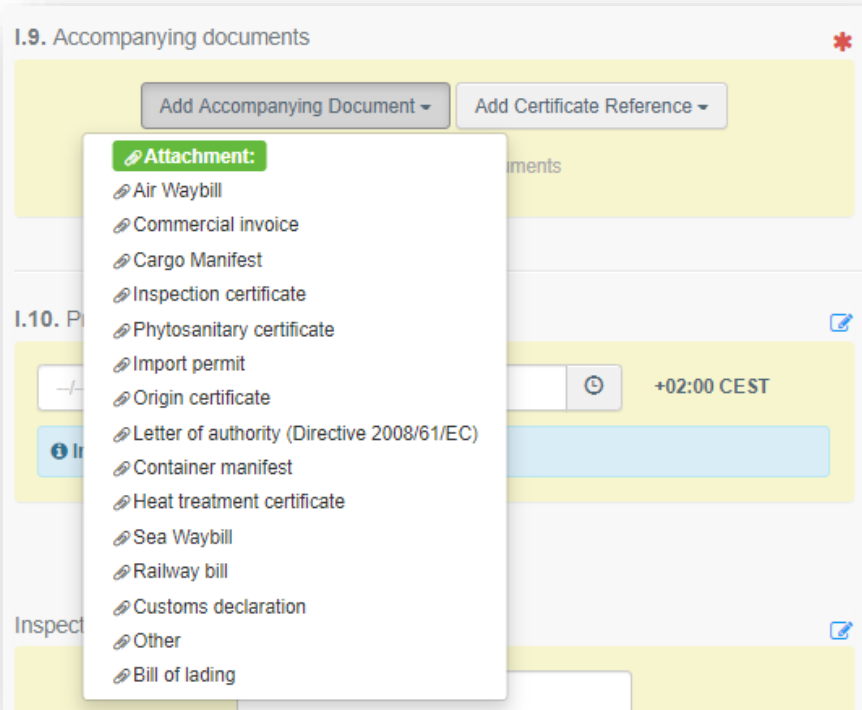
2.4.1 Box – I.5. Border Control Post code: This Box will be automatically filled in once Box I.4. is completed.

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

I.9. Accompanying documents


No Accompanying Documents

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 ▾

Type  Phytosanitary certificate

Attachment:

Number **dddd**

Date **17/06/2019 +02:00 CEST**

Country  **Morocco**

Place of issue

Filename **No file attached**

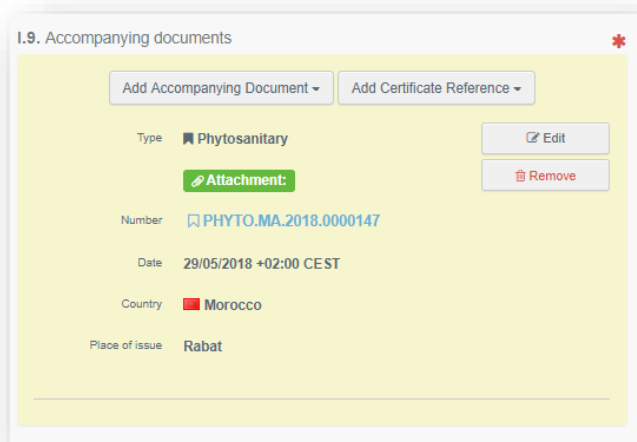
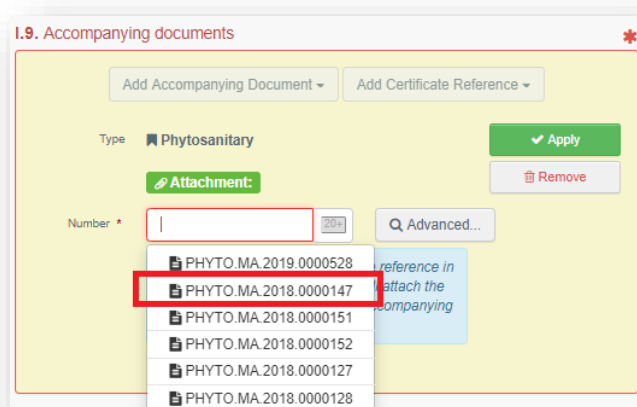
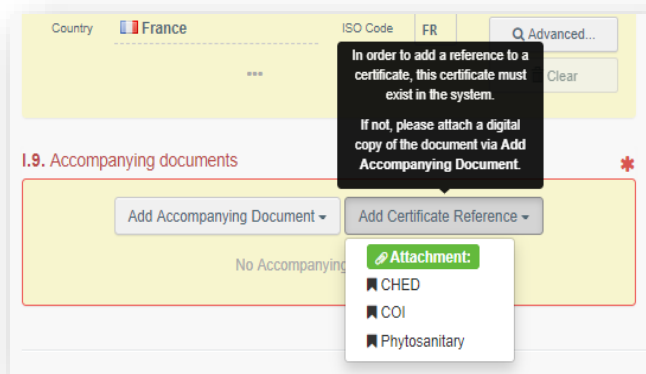
You also have the option to attach a file with a maximum size of 10MB.

File

Drop file here or

Maximum file size: 10 MB.

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.

I.9. Accompanying documents

Add Accompanying Document Add Certificate Reference

Type **Phytosanitary certificate** Edit Remove

Attachment:

Number phyto

Date 02/07/2019 +02:00 CEST

Country **Morocco**

Place of issue

Filename No file attached

Type **Import permit** Edit Remove

Attachment:

Number ImportPermit

Date 02/07/2019 +02:00 CEST

Country **France**

Place of issue

Filename No file attached

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

I.10. Prior notification

02/07/2019 00:00 +02:00 CEST

In your time zone:

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.

I.7. Place of Destination *

Name _____

Country _____ ISO Code

Use an unregistered operator

Edit ★

Advanced...

Clear

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.

I.13. Means of transport *

Add Means of Transport ▾

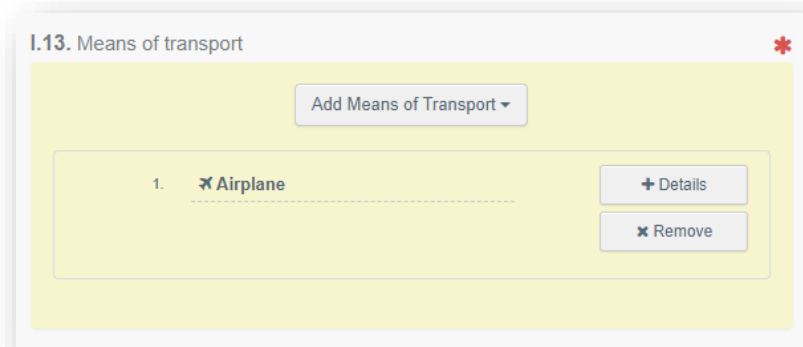
No Means of Transport.

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

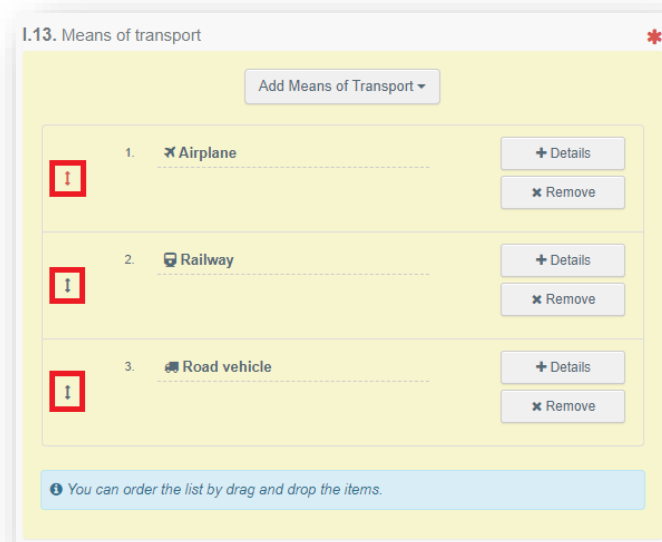
I.13. Means of transport *

Add Means of Transport ▾

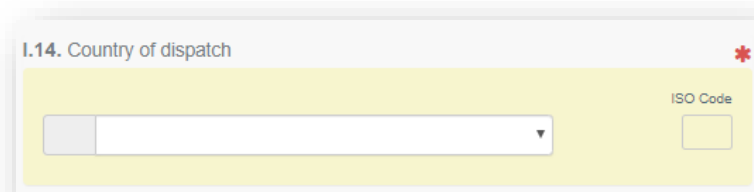
- Railway
- Road vehicle
- Airplane
- Vessel



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 transshipment” 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.

The screenshot shows a web form titled "I.20. For transshipment" with a red asterisk icon in the top right. The form is divided into several sections:

- 3rd country:** A dropdown menu.
- ISO Code:** An input field.
- Border Control Post:** A section containing:
 - Name:** A text input field with a "Q Advanced..." search button to its right.
 - TRACES unit No.:** A text input field.
- Responsible for the consignment:** A section containing:
 - Name:** A text input field with an "Edit" button and a star icon to its right.
 - Country:** A text input field.
 - ISO Code:** An input field.
 - Advanced Search:** A "Q Advanced..." search button.
 - Clear:** A "Clear" button with a trash icon.

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.

I.20. For transfer to *

Control Point (Authority)

Authority

Code

or

Control Point (Operator)

Name

Country ISO Code

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.

I.22. For direct transit *

3rd country

Exit BCP

TRACES unit No.

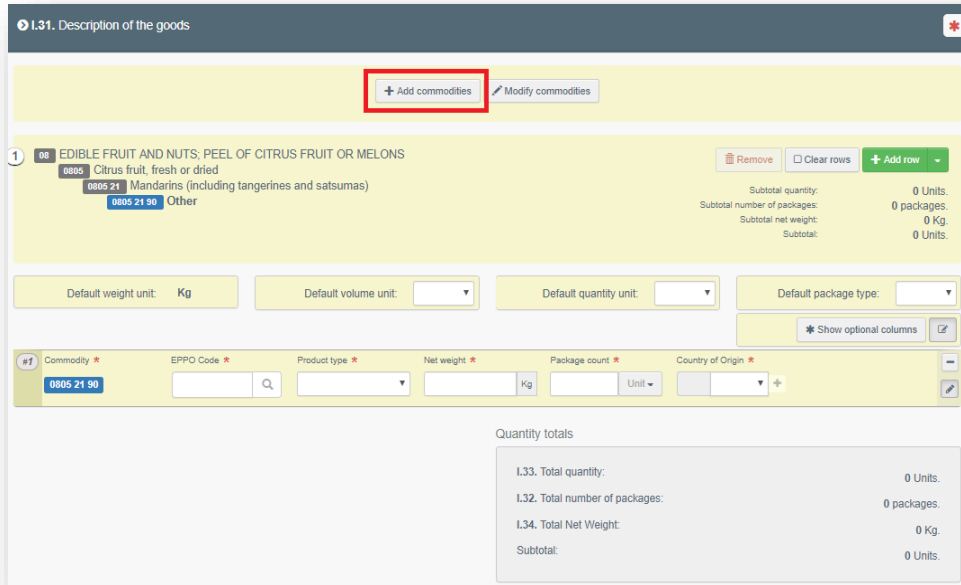
Select Box – I.23 “For internal market” when all the checks are performed at the first BCP.

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.

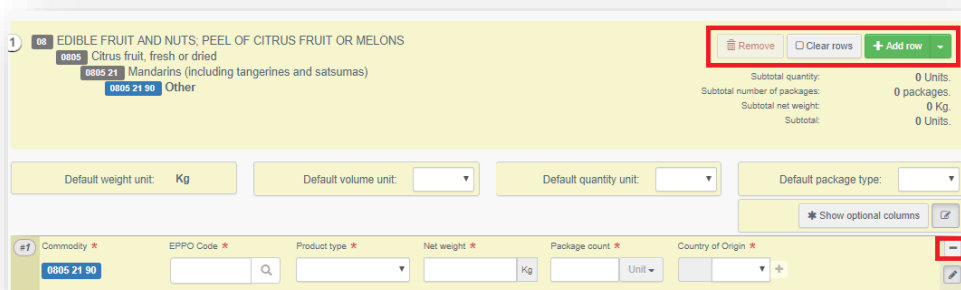
The data of the private individual that you will provide will **not** be kept in the system and they will be available only in the CHED-PP where they are added.

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

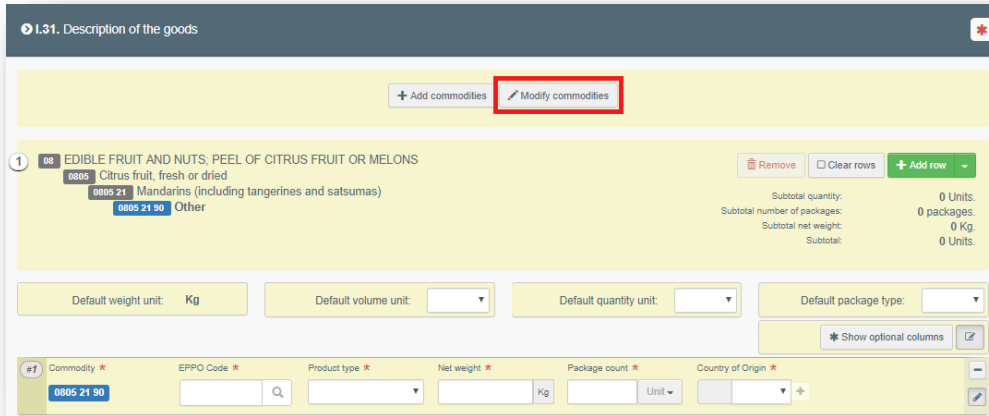


To manipulate each of the commodities included in the document, different options are available:

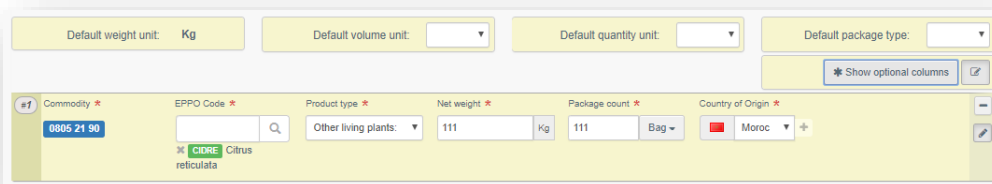
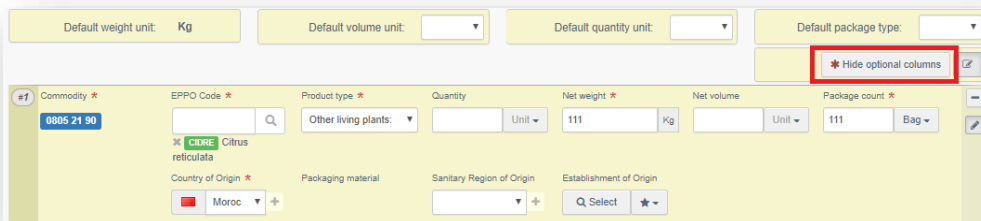
- Use the button “**Remove**” to delete the commodity from the list;
- Use the button “**Clear rows**” to delete all the details and information provided with the commodity. Each row can be also independently removed by clicking the minus button (-) on the right;
- Use the button “**+ Add row**” to add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

Commodity * 0805 21 90 Other
 EPPD Code *
 Product type * Other living plants:
 Net weight * 111 Kg
 Package count * Unit
 Country of Origin *

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

For the operator responsible for the consignment

I.35 Declaration

I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in Part I of this document are true and complete and I agree to comply with the legal requirements of Council Directive 2000/29, including payment for phytosanitary checks, as well as for redispaching consignments, for quarantine of plants, or costs of destruction and disposal if necessary.

Date of signature: _____ Full name: _____ Email: _____ Signature: _____

All fields with a * are required.

Close Save as Draft **Submit for Decision**

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.

DISPATCHED CONSIGNMENT UNSAVED Please complete the required information to submit this CHED for validation.

I.1. Consignor/Exporter *
 Name: _____ Country: _____ ISO Code: _____
 I.2. Reference No Reference. QR code
 I.3. Local reference QR CODE
 I.6. Consignee/Importer *
 Name: La Main Verte Country: France ISO Code: FR
 I.4. Border Control Post *
 Name: Roissy Charles-De-Gaulle FRCDG4 Country: France (FR) ISO Code: FR
 I.5. Border Control Post code

Close **Error: I1. Consignor/Exporter Must not be empty.** Save as Draft **Submit for Decision**

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.

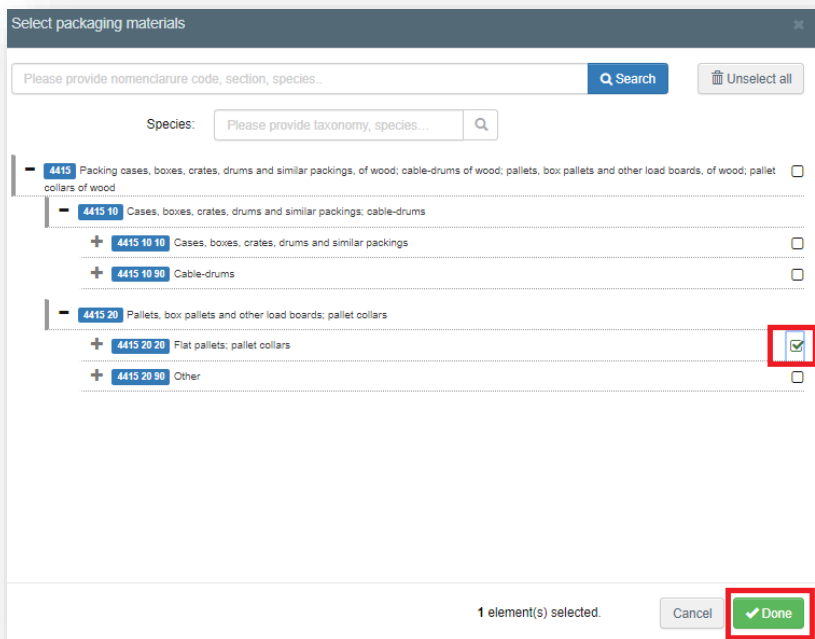
2.15 Box – I.27. Means of transport after BCP/Storage: use this box to provide details on the means of transport used after the consignment leaves the BCP.

For CHED-PP this box is mandatory for goods subject to transshipment, 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.

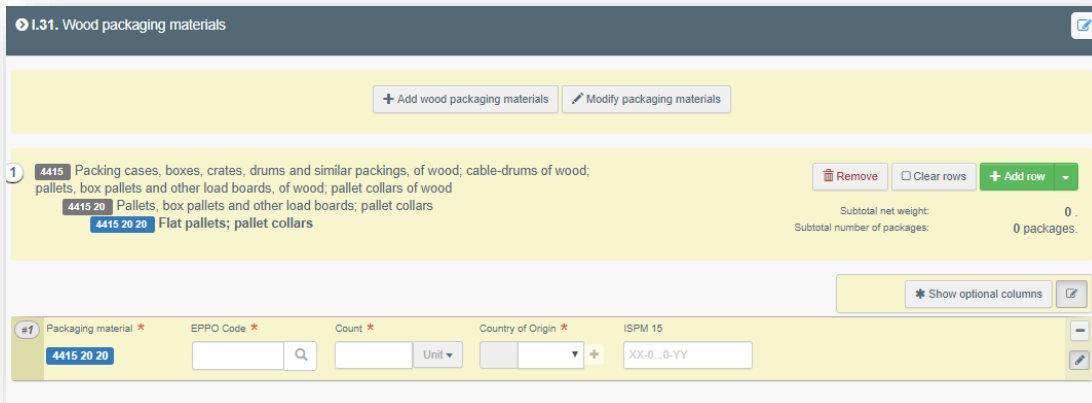


To modify the packaging, click on “Modify packaging materials”.

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.

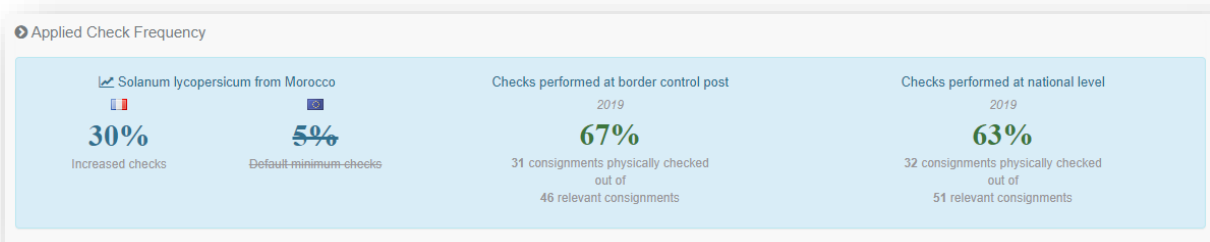
PART II – Decision on Consignment

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.

II.4. Identity Check *

Yes No

Satisfactory Not satisfactory

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”.

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

Decision: **Accept** **Partially Reject** **Refuse**

II.9 Acceptable for transshipment ⓘ II.9 Acceptable for transfer ⓘ

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

II.12 Acceptable for internal market * II.14 Acceptable for non-conforming goods ⓘ

Human Consumption Technical use Transformation Other

II.15 Acceptable for temporary admission ⓘ II.12 Acceptable for private import ⓘ

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:

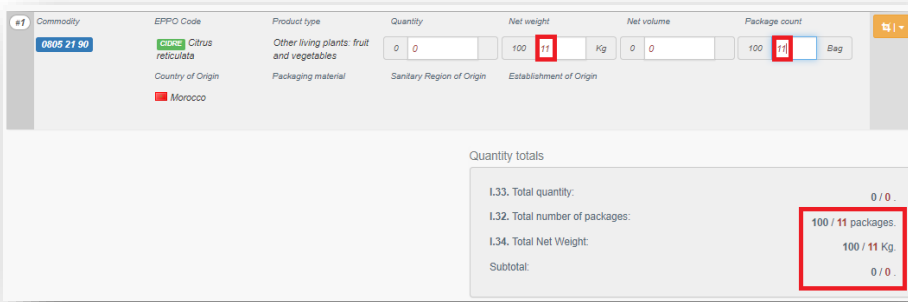
- “**Commodities selection**”
- “**Decision on Accepted Consignment**”
- “**Decision on Rejected Consignment**”

#1	Commodity	EPPO Code	Product type	Quantity	Net weight	Net volume	Package count
	EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS						
	Citrus fruit, fresh or dried	0805					
	Mandarins (including tangerines and satsumas)	0805 21					
	Other	0805 21 90					
			Other living plants: fruit and vegetables	0	111 Kg	0	111 Bag
			Country of Origin				
			Morocco				

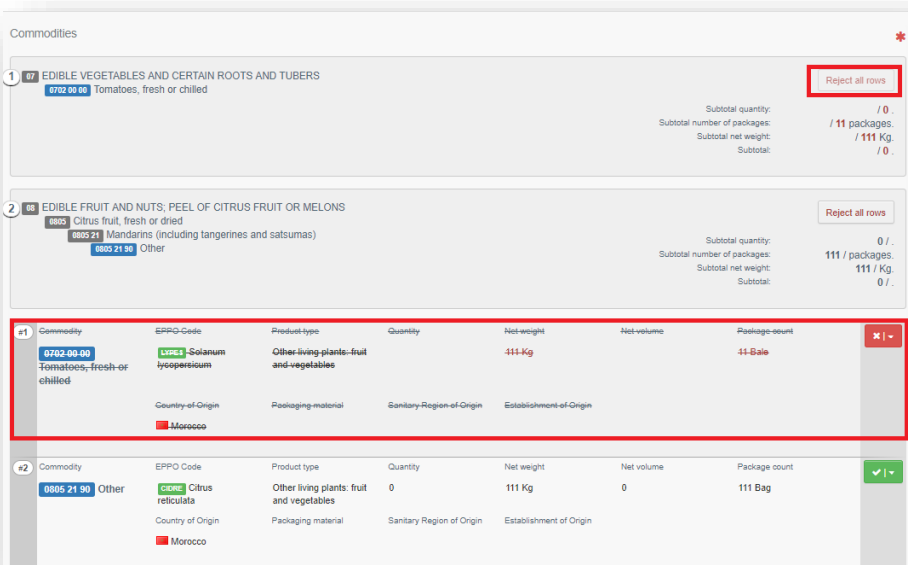
If there is only one commodity in the CHED-PP, and part of it should be rejected, in the **“Commodities Selection”** Tab, the user can click on the green button on the right and select **“Partially Reject”**.



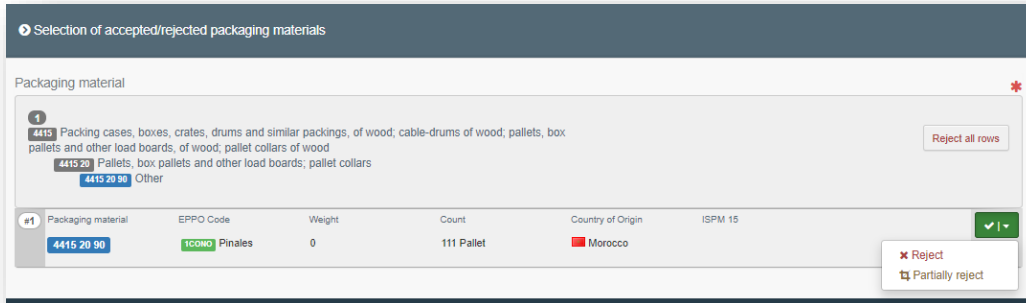
The system will allow the user to modify the values of “net weight” and “package count” (and Quantity and Net volume if provided) which had been added in PART I. Here the user can type the quantity that is intended to BE REJECTED.



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).



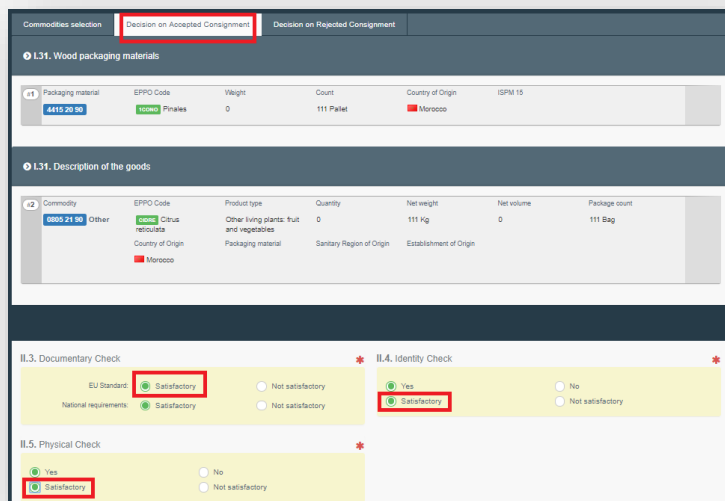
The same procedure is applicable when there is WPM in the CHED-PP, and all or part of it should be rejected.



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.

The screenshot shows the 'Decision on Rejected Consignment' tab in the TRACES.NT system. It includes a table for commodity details and several check sections. The 'Not satisfactory' options are highlighted with red boxes.

Commodity	EPPO Code	Product type	Quantity	Net weight	Net volume	Package count
0702 00 00 Tomatoes, fresh or chilled	LYPEX Solanum lycopersicum	Other living plants: fruit and vegetables		111 Kg		11 Bale
	Country of Origin	Packaging material	Sanitary Region of Origin	Establishment of Origin		
	Morocco					

II.3. Documentary Check *

- EU Standard: Satisfactory Not satisfactory
- National requirements: Satisfactory Not satisfactory

II.4. Identity Check *

- Yes No
- Satisfactory Not satisfactory

II.5. Physical Check *

- Yes No
- Satisfactory 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:

The screenshot shows the 'Conclusion - Acceptance' section in the TRACES.NT system. It includes several radio button options for different types of acceptance.

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

- II.9 Acceptable for transhipment
- II.9 Acceptable for transfer
- II.10 Acceptable for onward transportation
- II.11 Acceptable for direct transit
- II.12 Acceptable for internal market *
- II.14 Acceptable for non-conforming goods
- II.15 Acceptable for temporary admission
- II.12 Acceptable for private import

Under II.12 Acceptable for internal market:

- Human Consumption
- Technical use
- Transformation
- Other

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”:

The screenshot shows the CHED-PP interface for CHEDPP.FR.2019.0002821. The top navigation bar includes tabs for PART I (DISPATCHED CONSIGNMENT), PART II (DECISION ON CONSIGNMENT), and EUROPHYT (highlighted with a red box). The current status is REJECTED. The main content area is divided into sections: I.1. Consignor/Exporter (Primeur Maroc, Morocco, ISO Code MA), I.2. Reference (CHEDPP.FR.2019.0002821), I.3. Local reference, I.6. Consignee/Importer (La Main Verte, France, ISO Code FR), and a QR code. A 'Links' icon is visible at the bottom.

Click on the green button “New Europhyt Alert”:

The screenshot shows the CHED-PP interface for CHEDPP.FR.2019.0002821. The top navigation bar includes tabs for PART I (DISPATCHED CONSIGNMENT), PART II (DECISION ON CONSIGNMENT), and EUROPHYT. The current status is REJECTED. The main content area shows 'Europhyt Alerts' with a green button labeled '+ New Europhyt Alert' (highlighted with a red box). Below the button, it says 'No Europhyt alerts found.'

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 + Create

Flight number: S Clear

International transport document: 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 hamfu

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”:

The screenshot displays the TRACES.NT interface with three main sections:

- 10 Description of the intercepted part of the consignment - Commodities:** A yellow bar containing a button labeled "+ Add commodity" which is highlighted with a red box.
- 10 Description of the intercepted part of the consignment - Packaging materials:** A yellow bar containing a button labeled "+ Add packaging materials" which is highlighted with a red box.
- 16. Free text:** A large empty text input field with a blue edit icon on the right.
- 17. Information about the interception:** A grey box containing the following details:
 - Place/ Check point: Roissy Charles-De-Gaulle FRCDG4
 - TRACES Unit Number: FRCDG4
 - Date: Wednesday 3 July 2019 at 11:56:27 +02:00 CEST.
- 18. Sender of the message:** A grey box containing the following details:
 - Name: _____
 - Date of notification: _____

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

The screenshot displays the '10 Description of the intercepted part of the consignment - Commodities' section. It features a table for commodities with the following entries:

Commodities	Quantity type	Quantity unit
0805 21 90		

Additional fields include Epico Code: CIDRE Citrus reticulata and Class of commodity: Other living plants: fruit and vegetables. Below the commodity table is the '15. Measure(s) taken on consignment' section, which contains a table for measures:

Measure	Extent of measure
Entry refusal	The intercepted part of the consignment

At the bottom of the interface, there are two buttons: 'Delete Alert' and 'Submit Alert', with the 'Submit Alert' button highlighted in red.

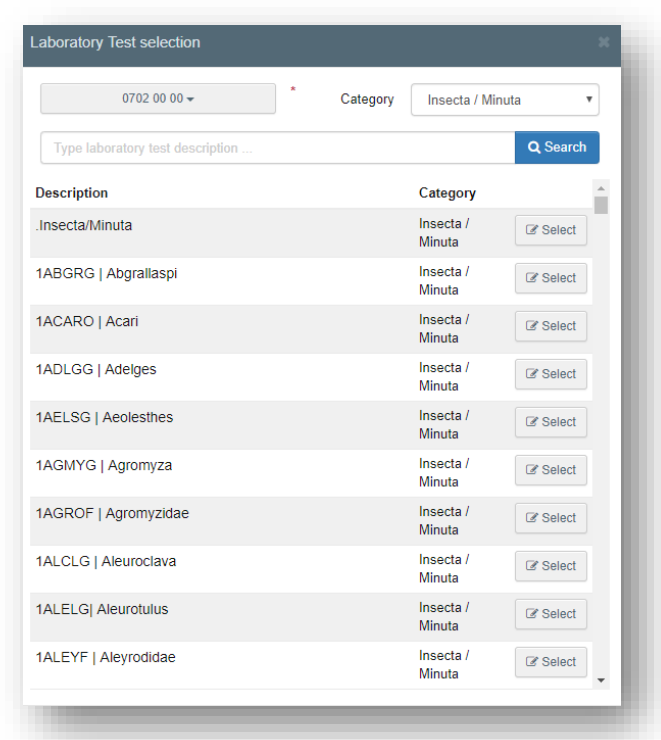
Note: a Europhyt alert can also be sent when the CHED-PP is signed as “in progress”.

Optional boxes:

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

The screenshot shows the 'II.6 Laboratory Tests' section. It has a header with the text 'II.6 Laboratory Tests' and a green button labeled '+ Add laboratory test'. Below the header, the text 'No laboratory tests' is displayed in the center.

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.

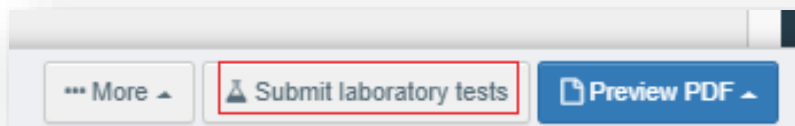
What if I have to wait for the result of Lab tests and I do not want to lose the progress in my CHED-PP?

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 tests” 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.

Official Inspector

II.20 Identification of BCP

BCP: Roissy Charles-De-Gaulle FRCDG4 Stamp:

Country: France

Identifier: FRCDG4

II.21 Certifying officer

I, the undersigned official inspector for the entry point, certify that the phytosanitary checks on the consignment have been carried out in accordance with EU requirements.

Full name: Signature:

Email:

Authority:

Role and code:

Country:

Date of signature:

II.23 Customs Document Reference

Customs Document Reference:

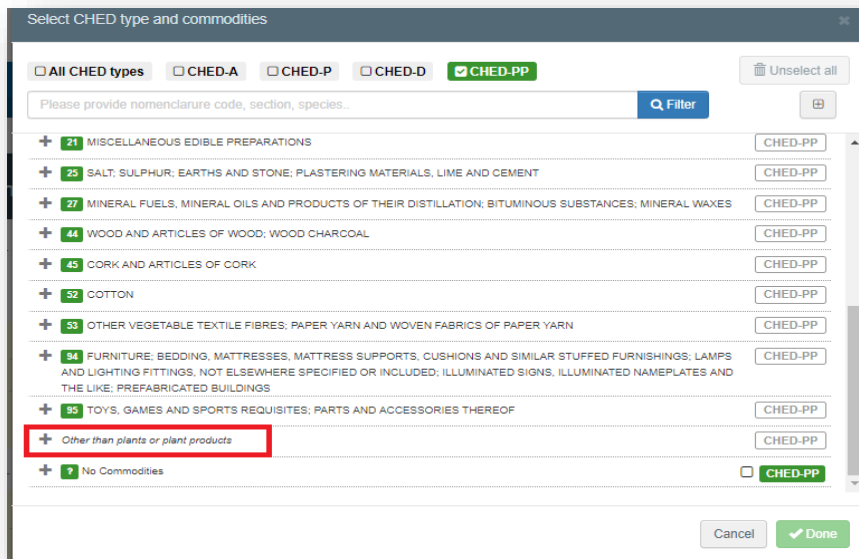
Create a CHED-PP for WPM

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

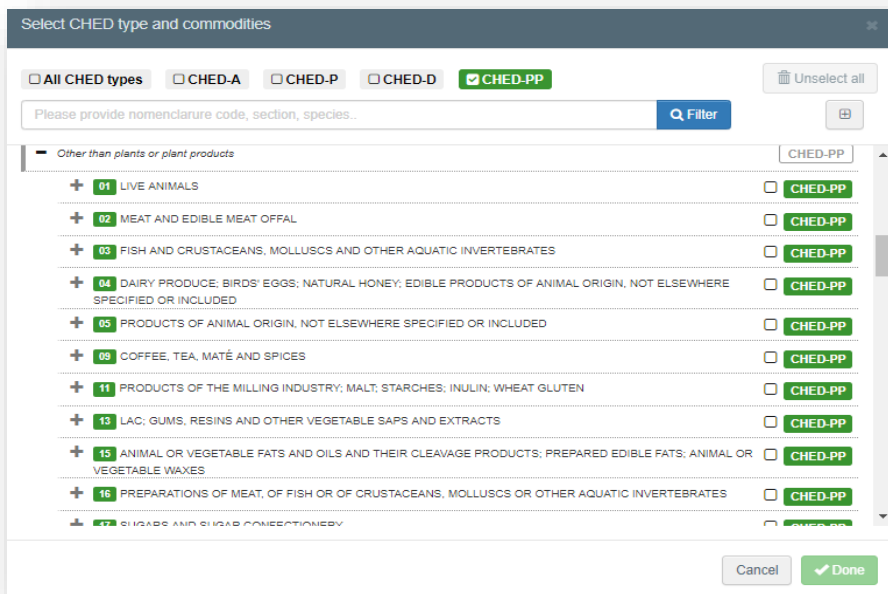
- A. You have to create a CHED-PP for WPM of commodities that are not plants nor plant products;
- B. You have to create a CHED-PP for WPM but you do not know what are the commodities, because you only got the WPM;
- C. You have to create a CHED-PP for WPM, and the WPM is the commodity itself.

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”



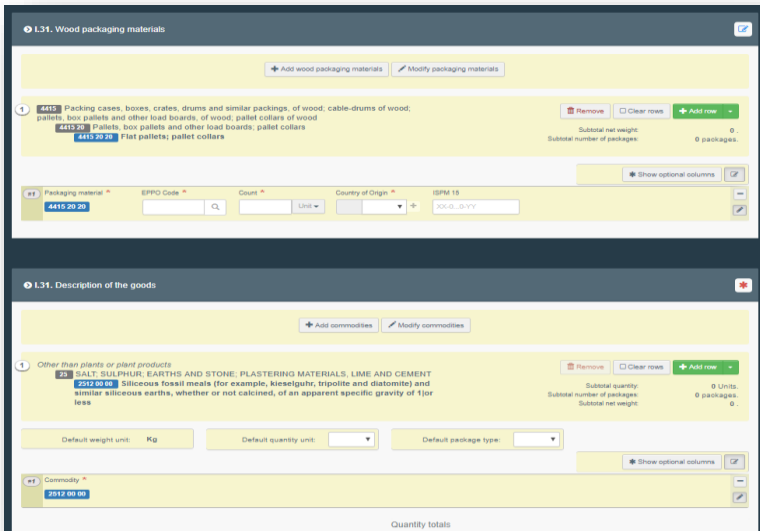
You will find there a list of Chapters of CN codes that **are not related** to plants or plant products:



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.

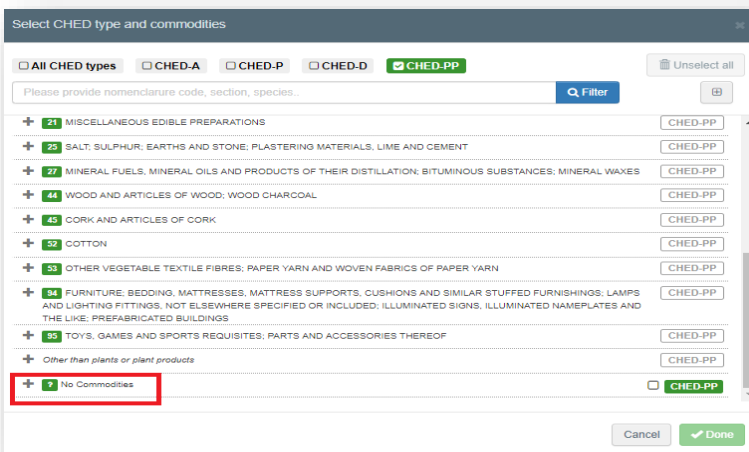
Then add the WPM in Box I.31 – Wood packaging material and the Checks performed and registered in PART II will refer only to the WPM.

Your CHED-PP will look like this:



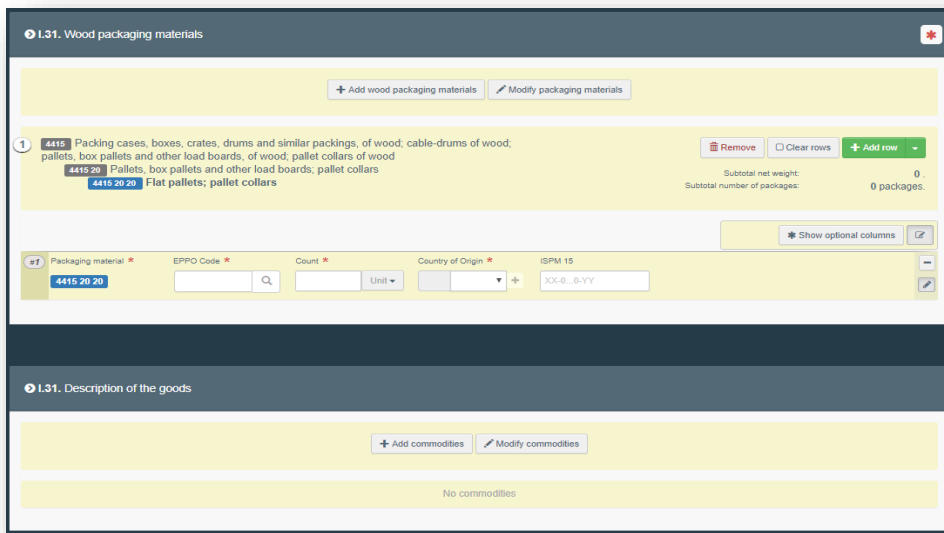
You have to create a CHED-PP for WPM but you do not know what are the commodities, because you only got the WPM

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



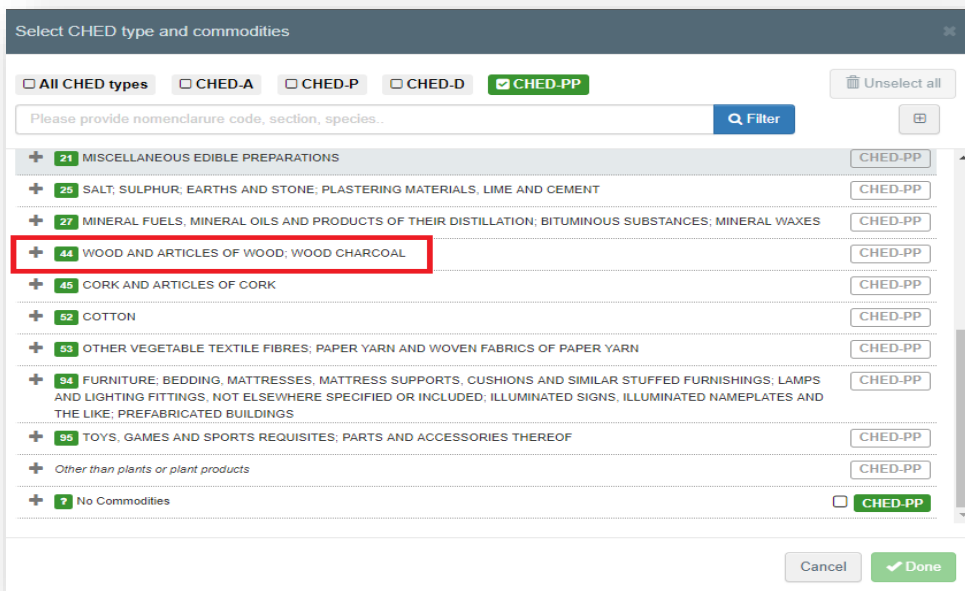
When you select “No commodities”, at the level of Box I.31 – Description of the goods, you will have an empty box.

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

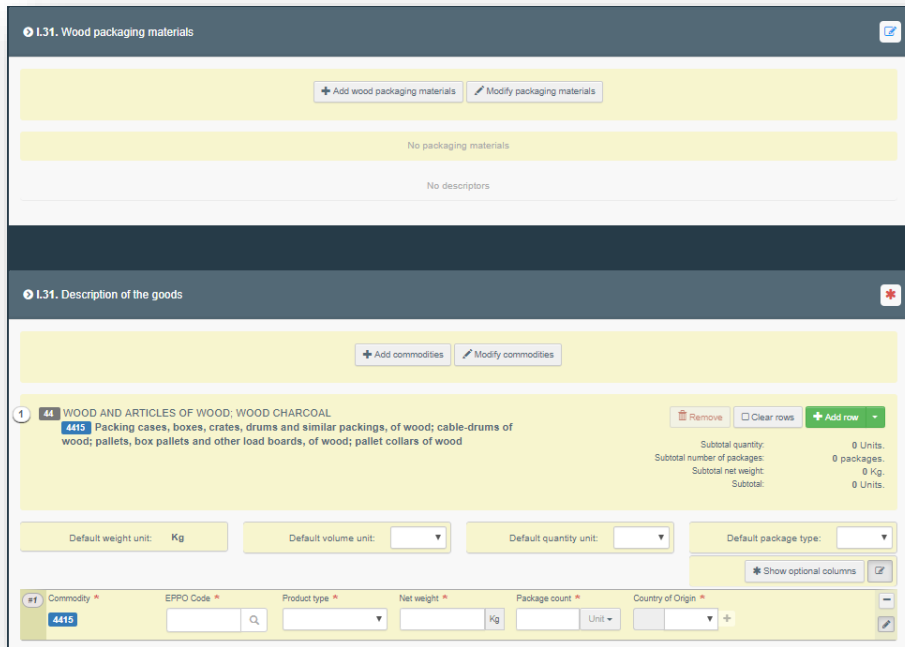


You have to create a CHED-PP for WPM, and the WPM is the commodity itself

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:

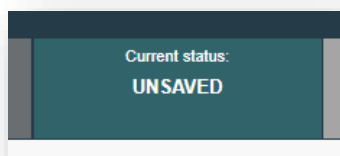


In all three case, you will then proceed normally to the completion of the data requested, and finalise the document on WPM.

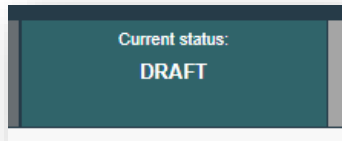
More about CHED-PP

Status of the CHED-PP:

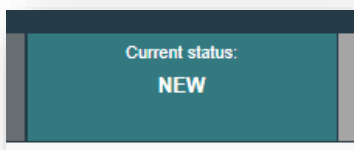
- **Unsaved:** the RFL has just initialised the CHED-PP and has not saved/submitted it yet. The RFL can modify anything in PART I. At this stage, if the user exits the page, all the progresses will be lost. The BCP cannot see the CHED-PP yet.



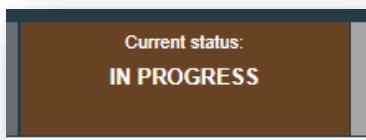
- **Draft:** the RFL has clicked on the button “Save as draft”.



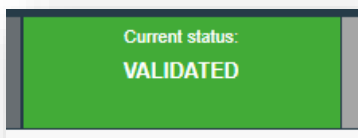
- **New:** the RFL has completed PART I and the CHED-PP has been submitted for decision by the RFL to the Authority (button “Submit for Decision”). The BCP receives a notification, and is able to see and access the CHED-PP with status “New”. BCP can modify PART I. The RFL can still access the CHED-PP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



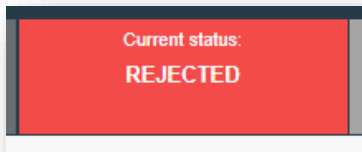
- **In progress:** the BCP has clicked on the button “Sign as in progress”. The CHED-PP is now locked for editing by the RFL. Only the BCP can edit it.



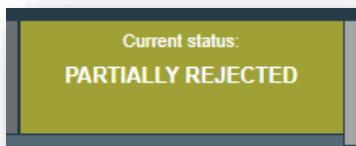
- **Validated:** the checks performed on the consignment are satisfactory and the BCP has validated the CHED-PP. The document cannot be modified anymore.



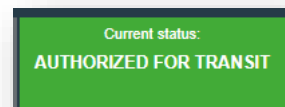
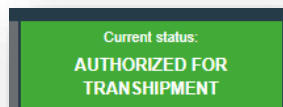
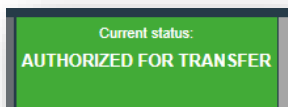
- **Rejected:** Some of the checks performed on the consignment are not satisfactory and the BCP has signed the rejection. The document cannot be modified anymore.



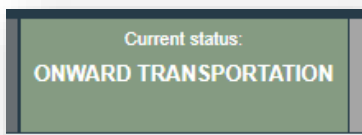
- **Partially rejected:** some of the checks on part of a consignment are not satisfactory and the BCP signs a Partial Rejection. Two other CHED-PPs will be generated (one with status “Validated” and one with status “Rejected”) and the one with status “Partially rejected” will be linked to the other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



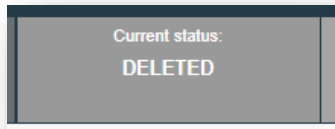
- **Authorised for transfer to/for transshipment/for onward travel/for transit:** in the Box “Purpose”, option I.20 has been selected.



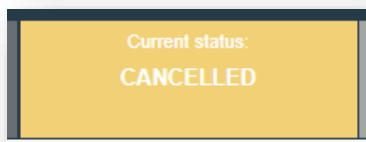
- **Onward transportation:** the consignment is acceptable for onward transportation.



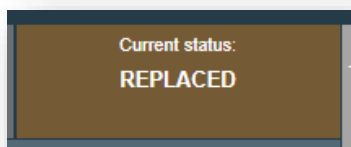
- **Deleted:** the document has been Deleted. The RFL can “Delete” a CHED-PP which is in status “Draft” or “New”. The BCP can “Delete” a CHED-PP in status “Draft”, “New” or “In progress”.



- **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.

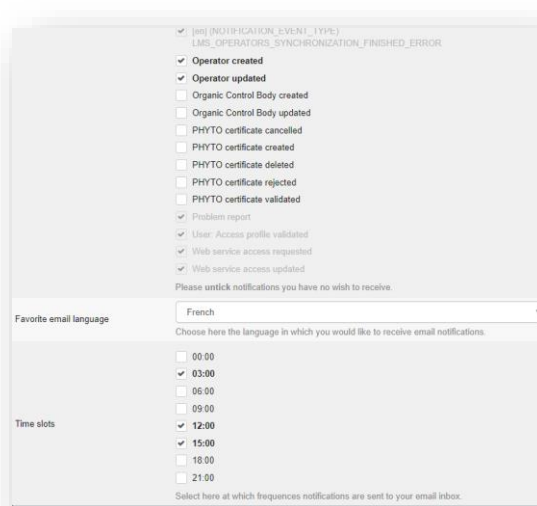
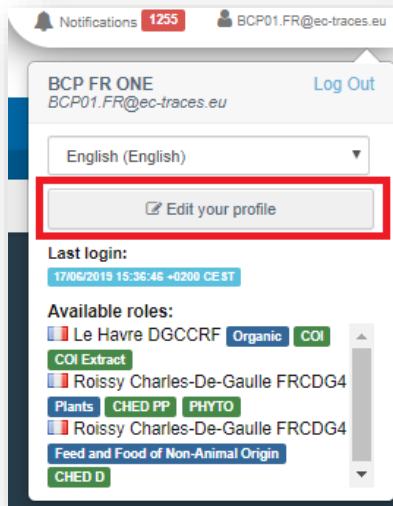


Functionalities

- **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.CHEDEPP.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

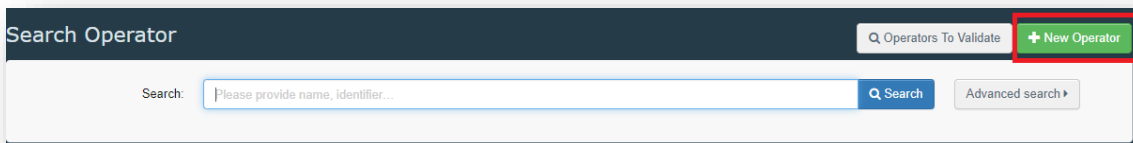
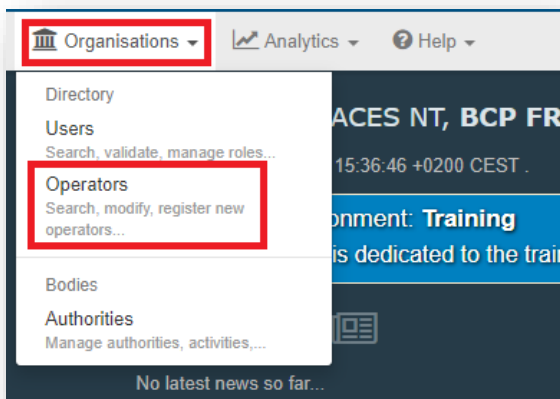
Notifications settings can be modified in the user profile. The user clicks on “Edit your profile” and can select his “Notification Preferences”. It is possible to select which notifications to receive and the time-slot when the user wants to receive them.



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.

The screenshot shows the 'Create New Operator' interface. The 'Operator Details' section is highlighted with a red box and contains the following fields: Name (text input), Country (dropdown menu), Region (text input), City (text input with a search icon and a warning icon), Address (text input), Coordinates (Latitude and Longitude dropdowns), and Phone (text input with a plus icon). The 'Operator Activities' section is currently empty and has a disabled '+ Add Activity' button. The 'Operator Identifiers' section is also empty and has a '+ Add Identifier' button.

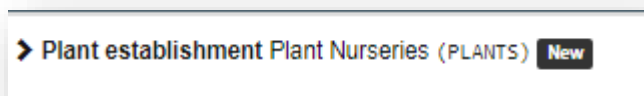
In the Box “Operator Activities”, the green button “+Add Activity” will become available only when the mandatory fields in the Box “Operator Details” are filled in.

The screenshot shows the 'Create New Operator' interface with the 'Operator Details' section filled out. The fields are: Name (Test Exporter), Country (Morocco (MA)), Region (Préfecture de Rabat مملكة الرباط, Rabat-Salé-Kénitra الرباط-سلا-الكنيطرة), City (Rabat), Address (rue 1), Coordinates (Latitude and Longitude dropdowns), and Phone (0000). The '+ Add Activity' button in the 'Operator Activities' section is now active and highlighted with a red box. The '+ Add Identifier' button in the 'Operator Identifiers' section is also active.

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.

➤ Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) **Valid**

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.

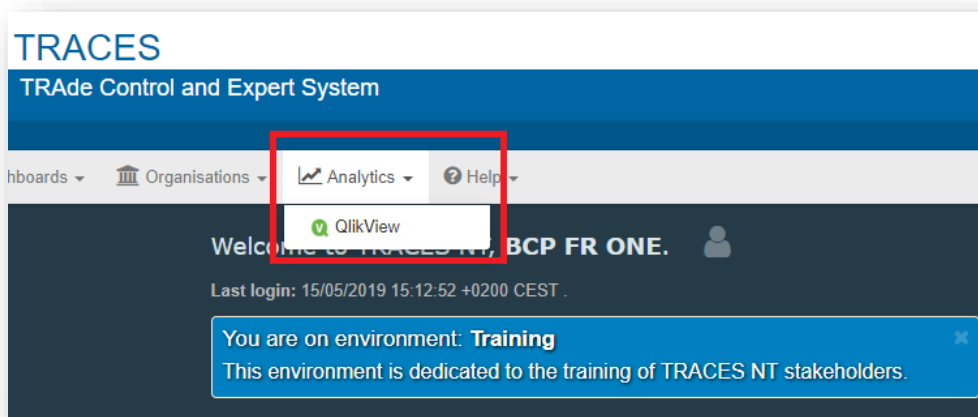
If the BCP created the RFL, it can validate it at the same time clicking on the green button “✓”.

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

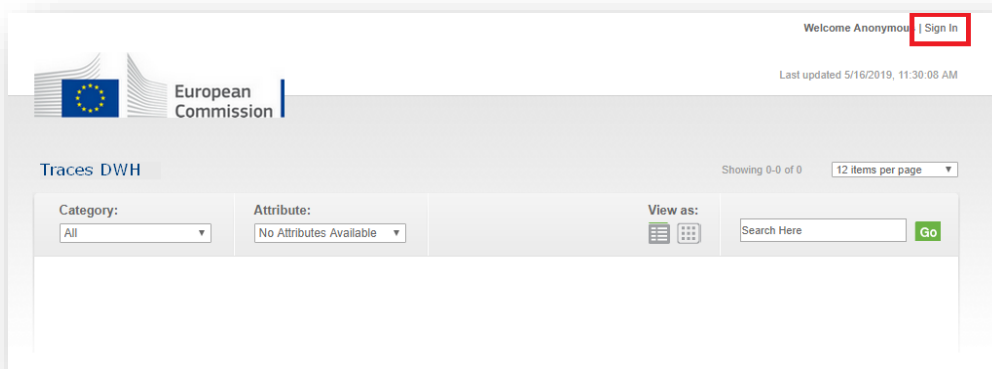
QlikView

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.

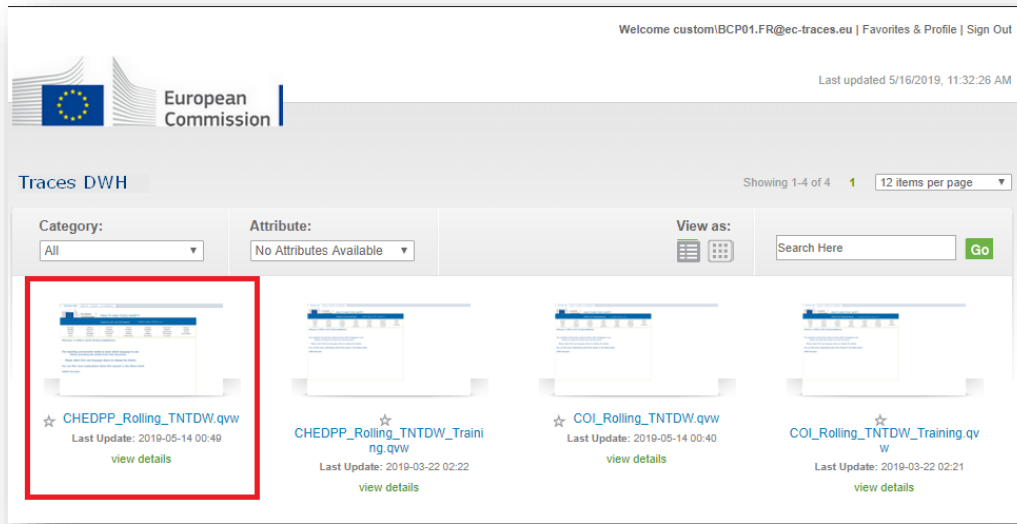
To access QlikView, click on “Analytics” and then on QlikView.



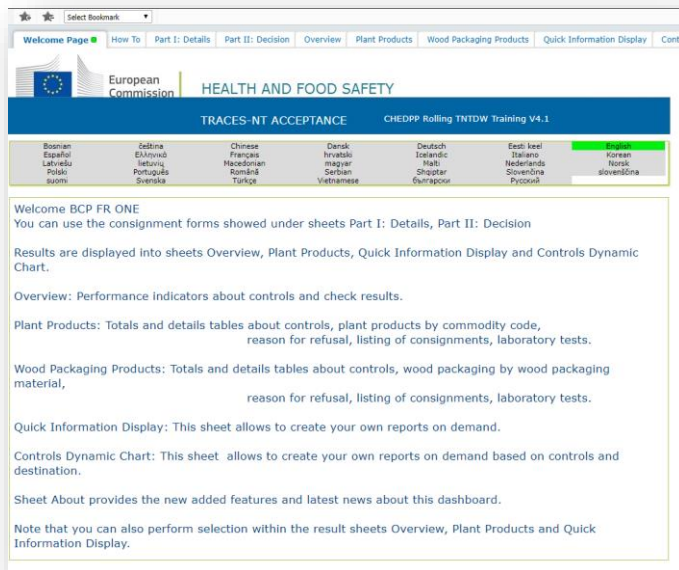
The system will redirect you to a webpage where you will have to click on the small button in the top right corner “Sign in”.



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:

The screenshot displays the QlikView interface for a CHED-PP search. At the top, there are filters for 'Declaration Date' and 'Decision Date'. Below these are 'Consignments' filters for Year (2019, 2018), Quarter (Q1, Q2, Q3, Q4), Month, and Day. A 'Selection Board' on the right lists various fields with checkboxes. The main area shows a 'Dynamic Chart - # Of Consignments (1184)' and a table of data. The table columns are: I.3. Border Control Post, I.6. Place Of Destination, I.10. Country Of Origin, I.12. Means Of Transport Before Reg/Storage Identifier Of Means Of Transport, I.20. Commodities, and Number Certificates. The 'Available Fields' and 'Metrics' sections on the left are highlighted with red boxes. An 'Export' button is visible in the top right corner of the table area.

I.3. Border Control Post	I.6. Place Of Destination	I.10. Country Of Origin	I.12. Means Of Transport Before Reg/Storage Identifier Of Means Of Transport	I.20. Commodities	Number Certificates
Total					
1.184					
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	GR 252	08052190	1
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	GYHS89866	07020000	1
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	GYHS89866	08052190	1
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	Helga	080510	1
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	Helga	07020000	1
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	HG1253	07020000	1
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	HG1253	08052190	1
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	HG207000YTD	080510	1
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	HGPHG	08052190	1
Roisley Charles-De-Gaulle FRCDD4	La Main Verte	Morocco	HGT4569	08052190	1

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.



