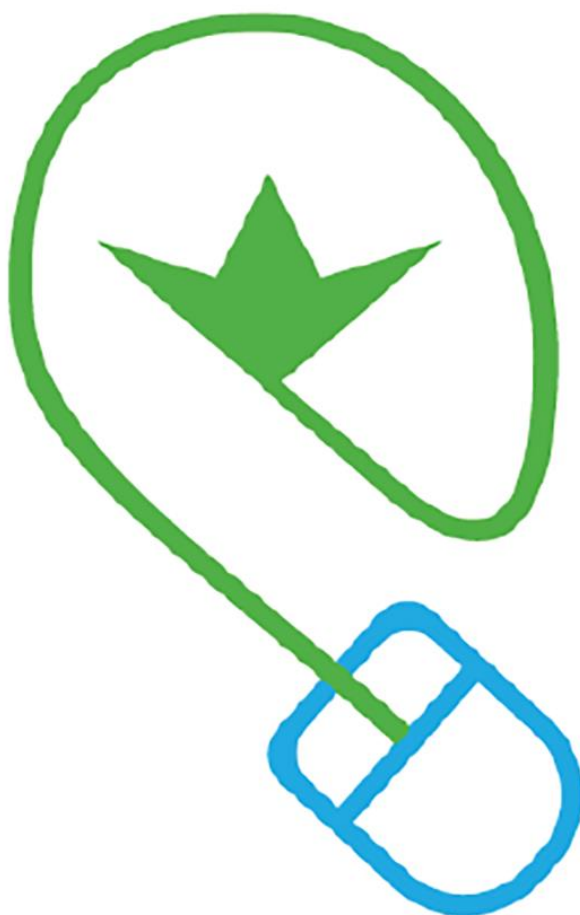




European
Commission



TRACES.NT

User manual for CHED-PP

*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
EURPO	EU registered professional operators
EUPO	EU professional operators other than EU registered professional operators
TPCO	Third country professional operators
QUA-CONF	Quarantine and confinement facilities

Before starting with the CHED-PP... Go and check our **TNT_Get started guide!**

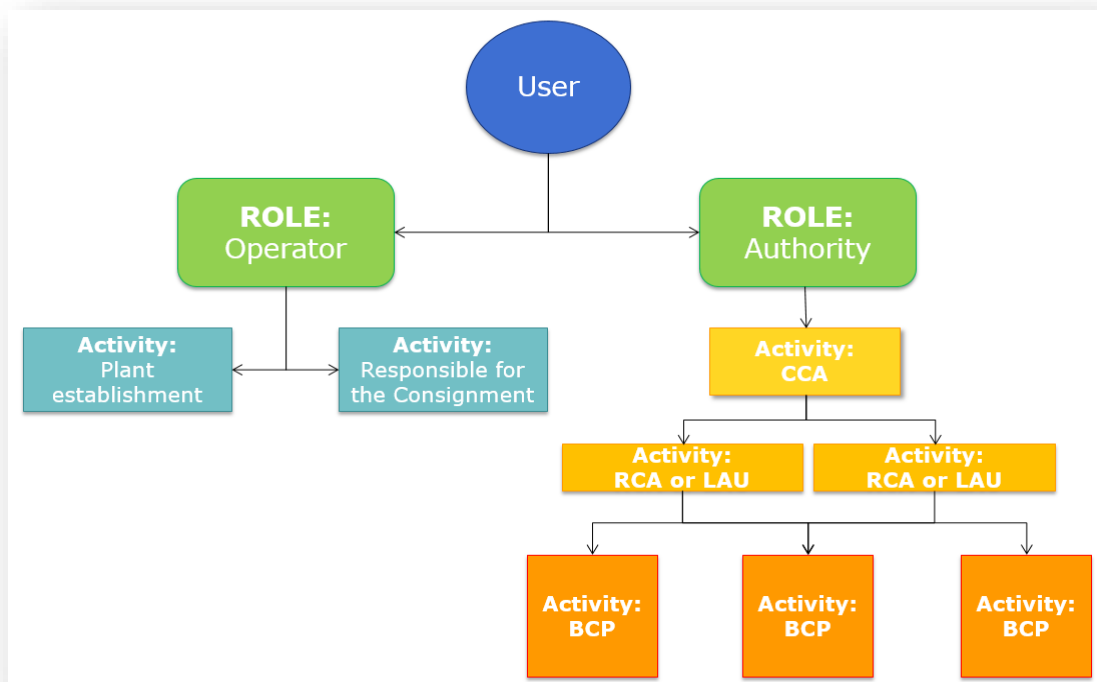
Follow the link: <https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/Home.htm>

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.).

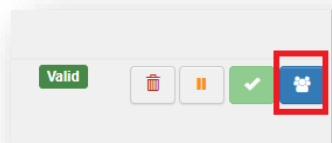
A person (User) that works for an Authority (BCP, RCA, LAU, CCA), must request a role in TRACES as Authority and request to be linked to the proper BCP, RCA, LAU or CCA.

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. BCPs can be authorities responsible for Control Points.

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.

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 operators

The possible roles for a Consignor/Exporter are: EUPO/EURPO/PLANTS/QUA-CONF/ TCPO/ ORGANIC EXPORTER/ORGANIC PRODUCER/ NON_ANIMAL_ORIGIN_FOOD_AND_FEED

The possible roles needed for a Consignee/Importer are: EUPO/EURPO/PLANTS/QUA-CONF

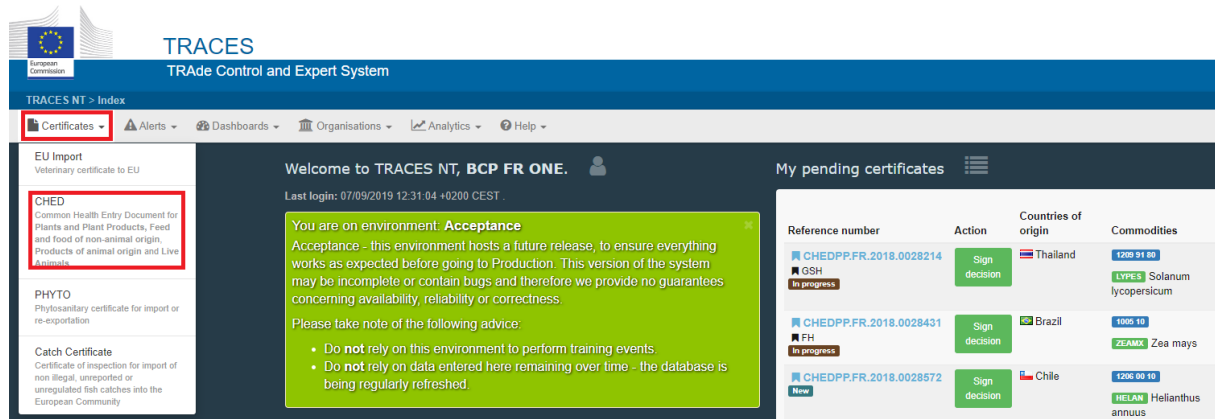
Operators with these activities might not have any user attached, as they do not perform any action in TNT. In the case where the users need to have read-only access to the CHEDs where they are mentioned as Exporter/Importer/Place of destination, the plant operator will have to be validated and the user will have to be attached to this operator. Both actions will need to be carried out by the competent authorities.

Plant operators (Exporter/Importer) 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).

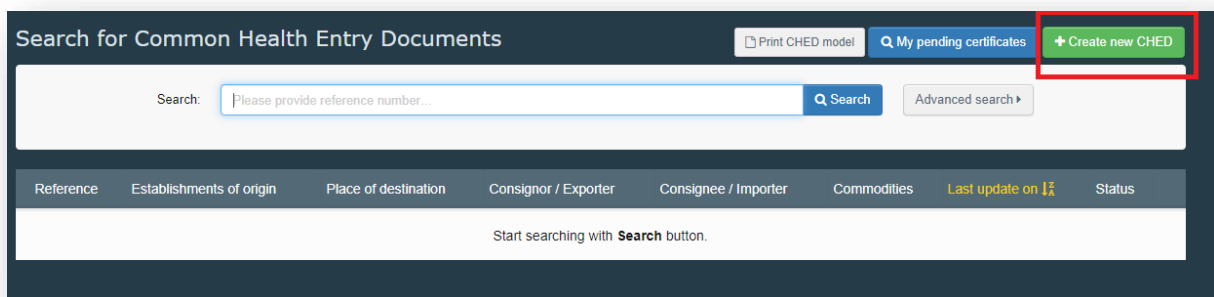
Please note that you can have more than one activity at the same time!

Create a CHED-PP

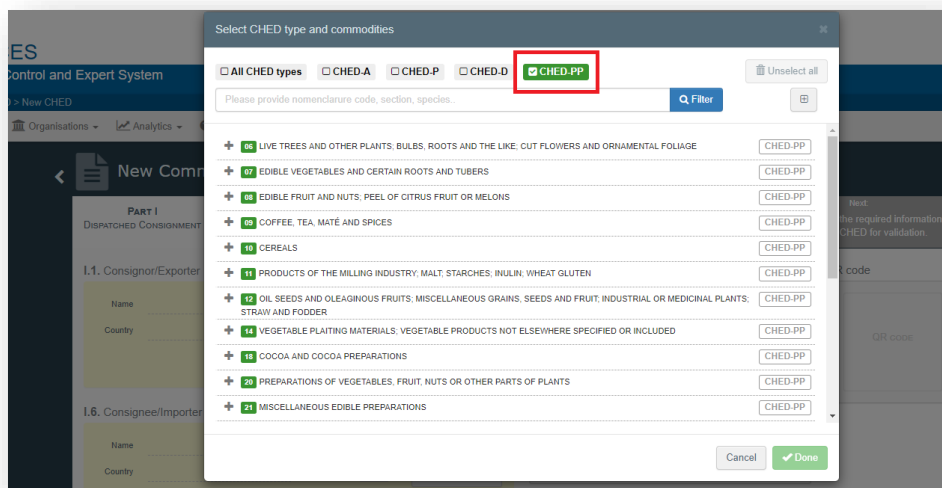
On the homepage, click on **Certificates** → **CHED**



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**.

Select CHED type and commodities

All CHED types CHED-A CHED-P CHED-D CHED-PP Unselect all

Please provide nomenclature code, section, species. Filter

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

Common Health Entry Document for **Plant product** with 1 nomenclature(s). Cancel Done

1. 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 a mobile application interface for creating a 'New Common Health Entry Document for Plant Product'. The top bar is dark blue with a back arrow and a menu icon. Below it, the title 'New Common Health Entry Document for Plant Product' is displayed. The main content area is divided into sections. The first section is 'PART I DISPATCHED CONSIGNMENT'. Underneath, there are three sub-sections: 'I.1. Consignor/Exporter', 'I.2. CHED', and 'I.3. Local re'. The 'I.1. Consignor/Exporter' section is highlighted in yellow and has a red star icon in the top right corner. It contains a 'Name' field with a dashed line, a 'Country' field with a dashed line, and an 'ISO Code' field with a small square icon. To the right of these fields are three buttons: 'Edit' with a pencil icon, 'Advanced...' with a magnifying glass icon, and 'Clear' with a trash can icon. Below the 'Name' field is a checkbox labeled 'Use a non-business entity'. The 'I.2. CHED' section has a grey star icon and a search icon. The 'I.3. Local re' section has a search icon and a grey star icon.

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 a non-business entity**”. 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 a non-business entity

Assign consignor ✕

Country:

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

Assign consignor ✕

Country:

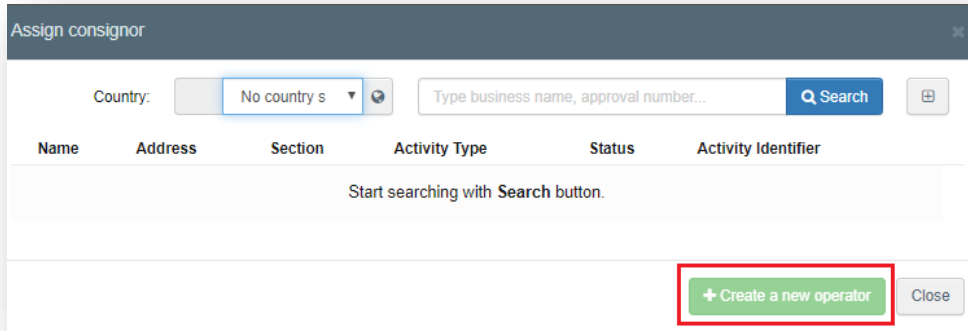
Section Activity Type

Activity Identifier Address

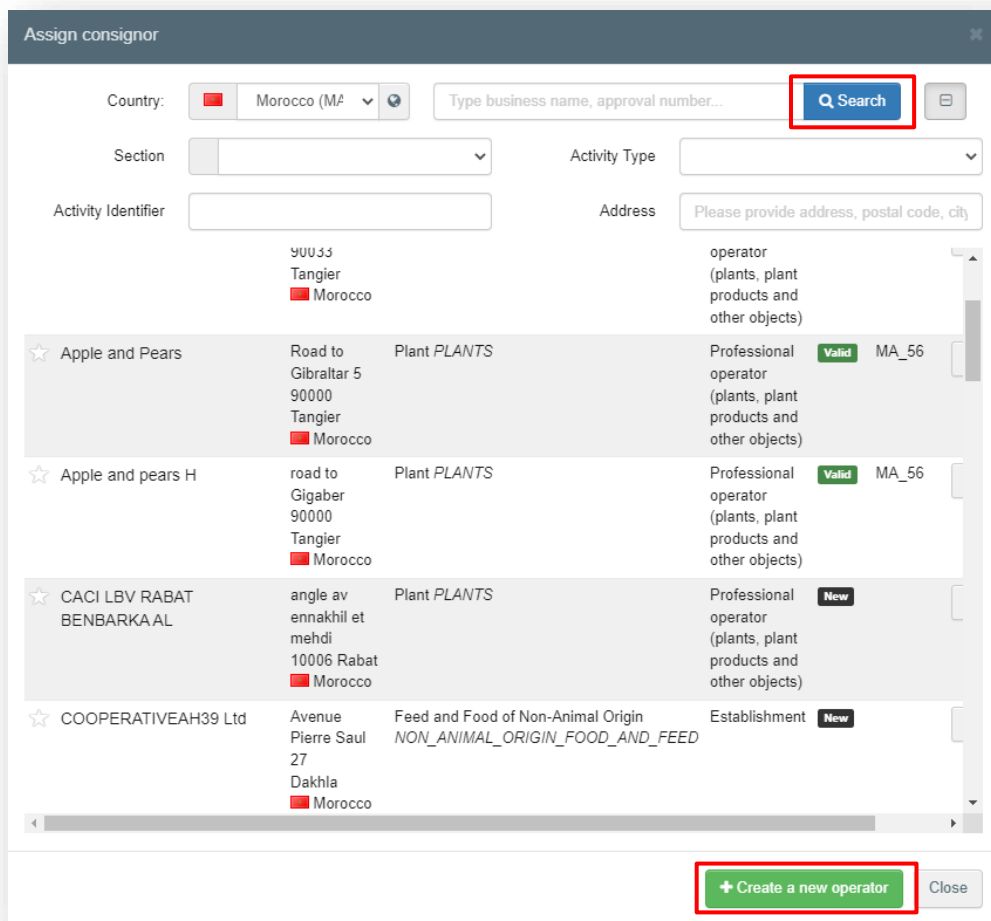
Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

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 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.

I.6. Consignee/Importer

Name _____

Country _____ ISO Code

...

Use a non-business entity

Edit ★

Advanced...

Clear

Note: the option “Use a non-business entity” 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 a non-business entity”).

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

I.8. Operator responsible for the consignment

Name © AIR FRANCE CARGO Valid

Country France ISO Code FR

...

Edit ★

Advanced...

Clear

2.4 Box – I.4. Border control post/Control Point/Control Unit: 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”.

The screenshot displays three interconnected form boxes:

- I.4. Border Control Post/Control Point/Control Unit:** A table lists "Border Control Posts associated to AIR FRANCE CARGO". The entry for "Roissy Charles-De-Gaulle" (BCP FRCDG4) is highlighted. A "Select" button is next to it. Below the table are input fields for Name, Country, and ISO Code, along with "Edit", "Advanced...", and "Clear" buttons.
- I.5. Border Control Post/Control Point/Control Unit code:** A grey box containing the text "Border Control Post has not been selected."
- I.8. Operator responsible for the consignment:** A yellow box containing details for "AIR FRANCE CARGO", including Country (France), Activity Type (Responsible for the load), and Address (12 Rue des Tarterets - zone de fret 1, 95763 Roissy Ch De Gaulle Cedex).

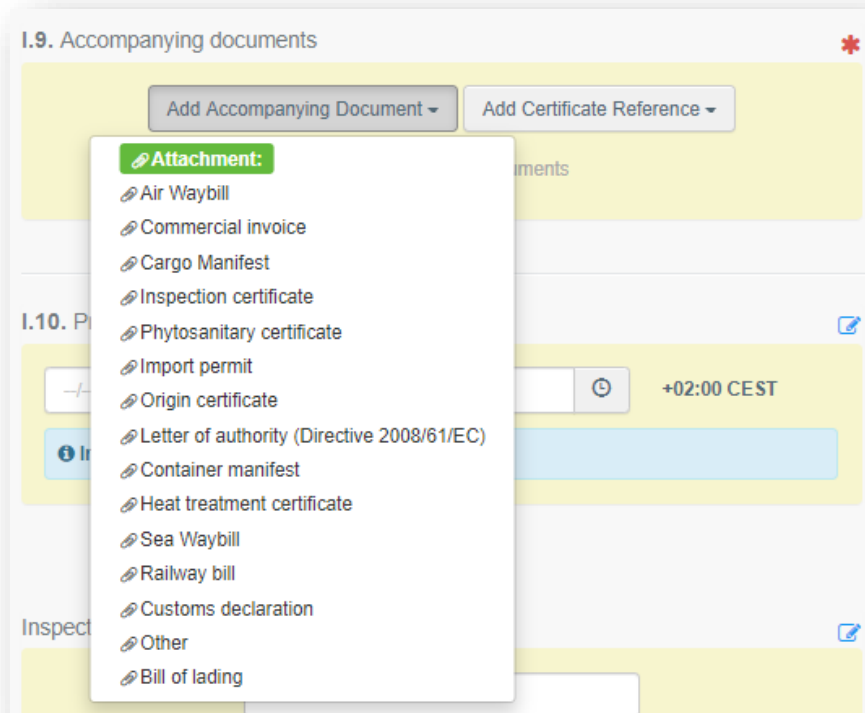
Alternatively, you can select another BCP by typing the name or address, and selecting it from the list. You can also run an advanced search.

2.4.1 Box – I.5. Border Control Post code /Control Point/Control Unit 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:

The screenshot shows a yellow box titled "I.9. Accompanying documents" with a red asterisk icon in the top right corner. Inside the box, there are two buttons: "Add Accompanying Document" and "Add Certificate Reference". Below these buttons, the text "No Accompanying Documents" is displayed.

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



I.9. Accompanying documents *

Add Accompanying Document ▾ Add Certificate Reference ▾

Type * **Phytosanitary certificate** Apply

Attachment: Remove

Number *

Date +01:00 CET

Country * ▼


Place of issue

File Select file(s)

Maximum file size: 10 MB.

I.9. Accompanying documents ✖


Add Accompanying Document ▾ Add Certificate Reference ▾

Type  Phytosanitary certificate ✎ Edit

📎 Attachment: 🗑 Remove

Number dddd

Date 17/06/2019 +02:00 CEST


Country  Morocco

Place of issue

Filename No file attached

I.9. Accompanying documents ✖


Add Accompanying Document ▾ Add Certificate Reference ▾

Type  Phytosanitary certificate ✎ Edit

📎 Attachment: 🗑 Remove

Number phyto 123123

Date

Country  Morocco

Place of issue

Filename No file attached

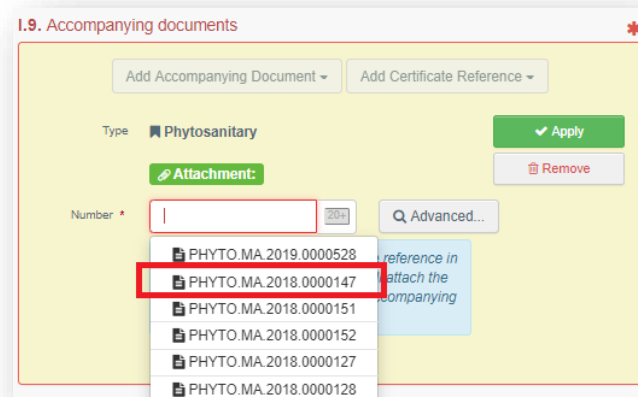
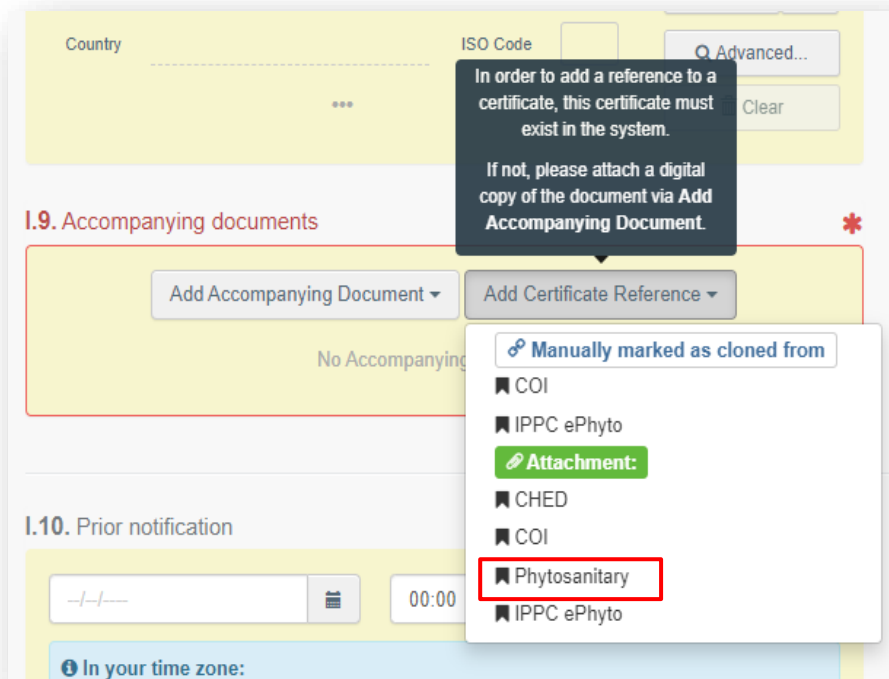
You also have the option to attach a file with a maximum size of 10MB.

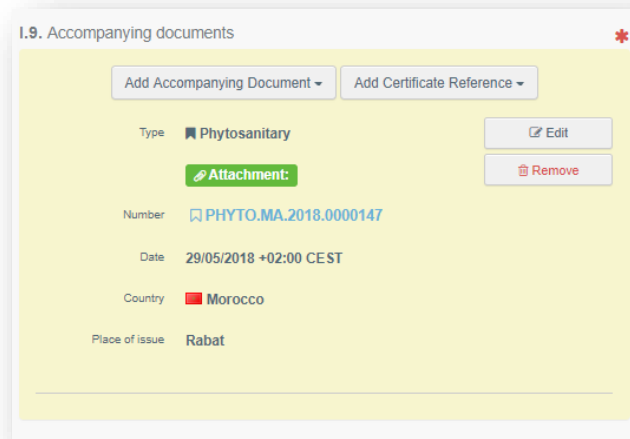
File

Drop file here or 📎 Select file(s)

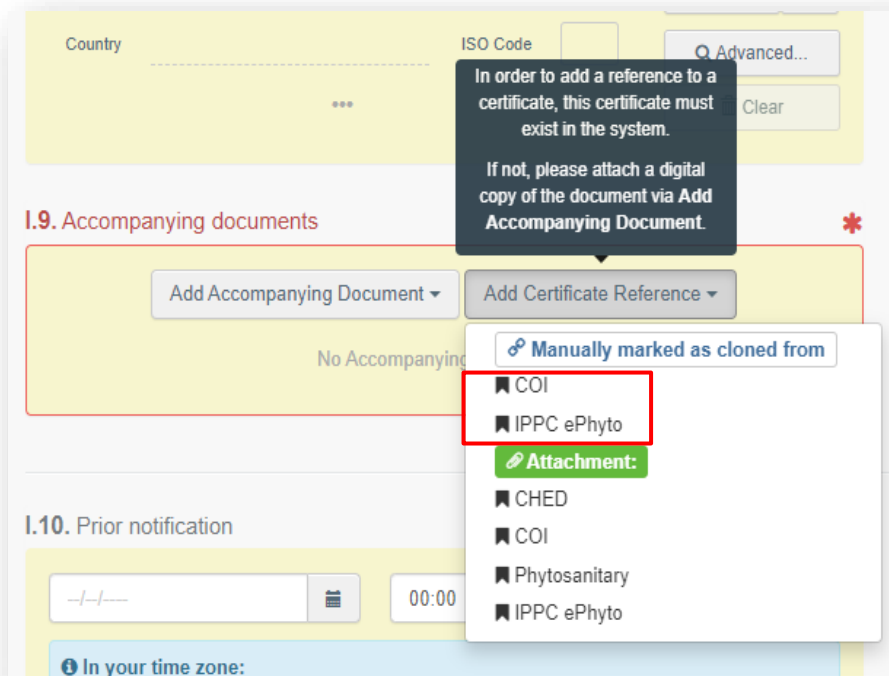
📘 Maximum file size: 10 MB.

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**”, “**IPPC ePhyto**” then type the reference number of the document and select it from the drop down list.





Note: It is possible to link a COI or an IPPC ePhyto to a CHED-PP at this stage. This function of manually mark as clone documents is further described in the chapter [IPPC ePhyto](#) and [COI](#).



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

Attachment: Remove

Number phyto

Date 02/07/2019 +02:00 CEST

Country Morocco

Place of issue

Filename No file attached

Type Import permit Edit

Attachment: Remove

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

+02:00 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 *

Select an operator

Name

Country ISO Code

Use a non-business entity

Border control post

Onward transportation facility

Control point

Options Border control post, Onward transportation facility and Control point can be selected according to the Purpose selected in Box I.20./I.20./I.22./I.23./I.23./I.24./I.25/I.26.

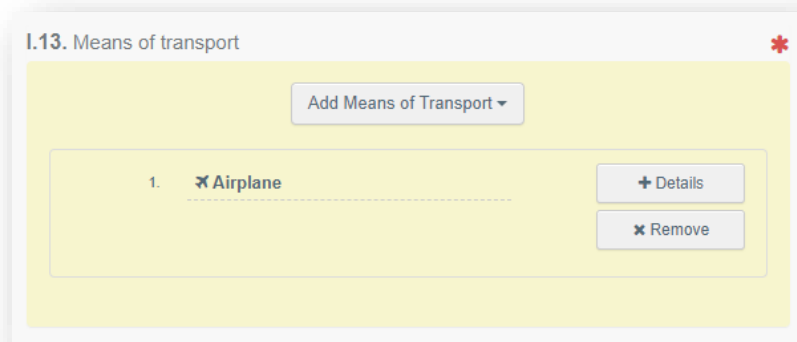
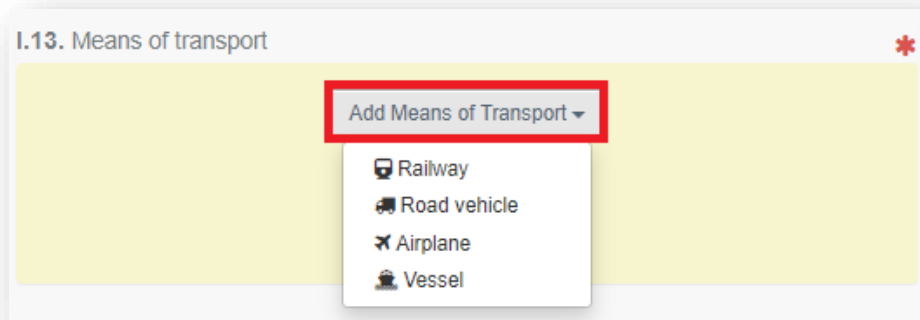
Purpose.

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.

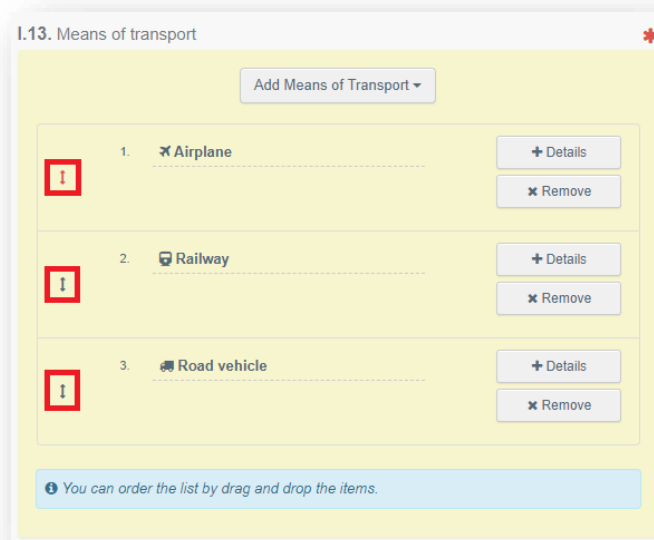
I.13. Means of transport *

No Means of Transport.

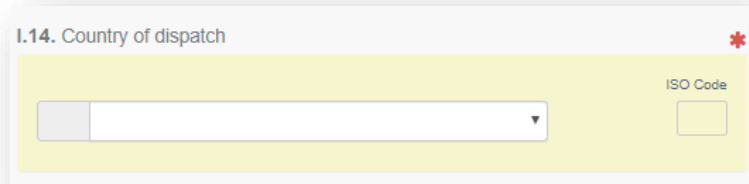
Choose the type of transport from the list: “Rail”, “Road vehicle”, “Airplane” or “Ship”;



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:

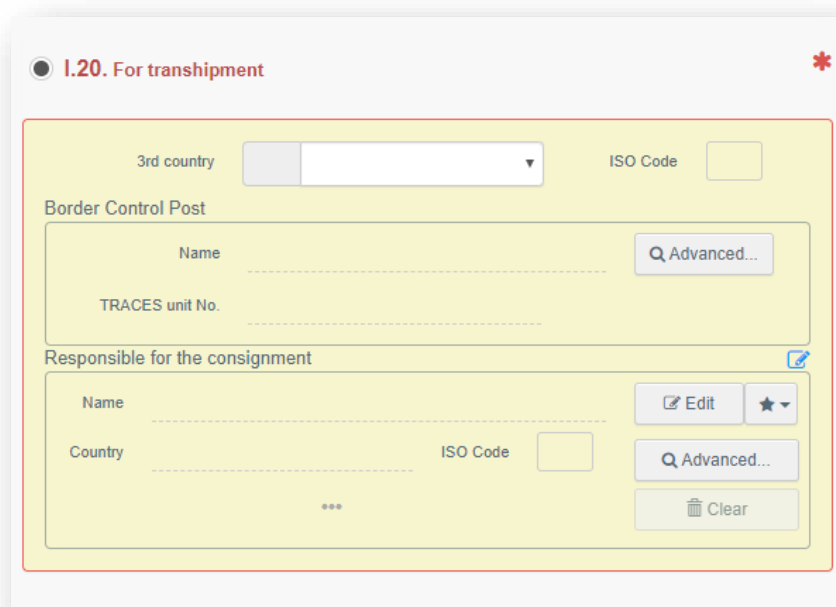


I.14. Country of dispatch

ISO Code

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.

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.



I.20. For transhipment

3rd country ISO Code

Border Control Post

Name Advanced...

TRACES unit No.

Responsible for the consignment

Name Edit ★

Country ISO Code Advanced...

Clear

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.

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

Name

Country ISO Code

.....

Authority

Authority

Code

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

Select Box – I.22 “For 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)

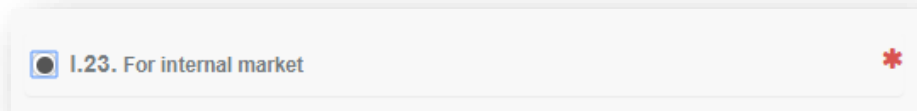
I.22. For transit

3rd country

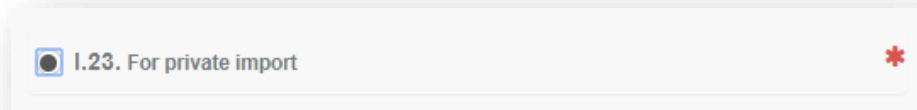
Exit BCP

TRACES unit No.

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



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 a non-business entity** 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.

I.1. Consignor/Exporter

Name

Country

ISO Code

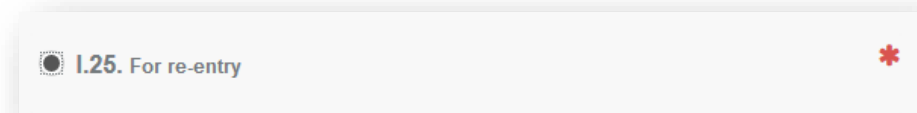
Use a non-business entity

Edit

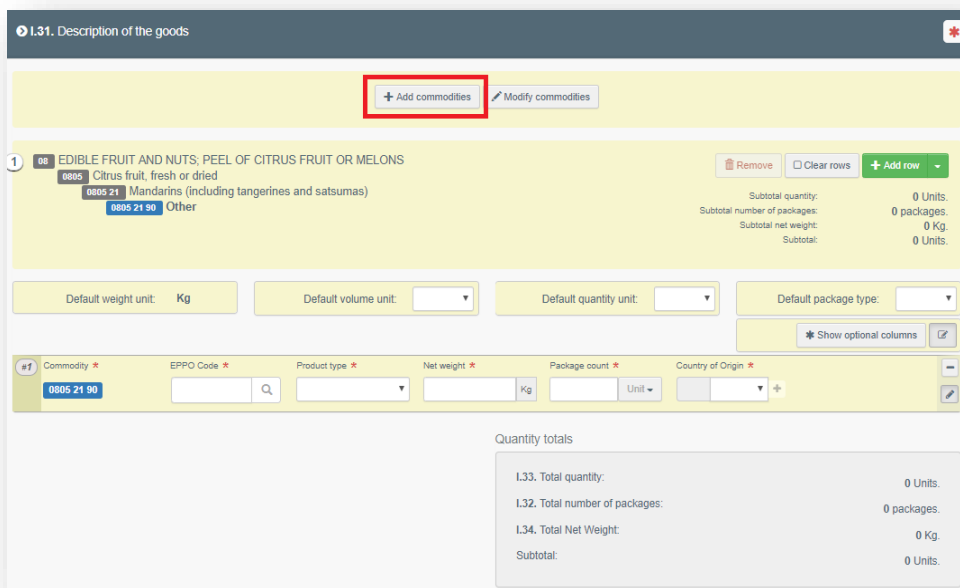
Advanced...

Clear

Select Box I.25 For re-entry when the consignment to be exported to a third country has been rejected at the third country border, and is now re-entering the Union.

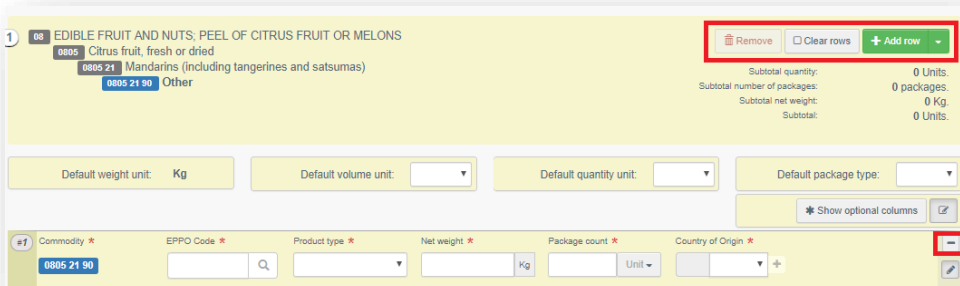


2.10 Box – I.31. Description of the goods: Here you can add commodities to the document by clicking the button “+ Add commodities”.



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**”.

1.31. Description of the goods

+ Add commodities **Modify commodities**

1 08 EDIBLE FRUIT AND NUTS, PEEL OF CITRUS FRUIT OR MELONS
 0805 Citrus fruit, fresh or dried
 0805 21 Mandarins (including tangerines and satsumas)
 0805 21 90 Other

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

Default weight unit: Kg Default volume unit: Default quantity unit: Default package type:

* Show optional columns

#1	Commodity *	EPPO Code *	Product type *	Net weight *	Package count *	Country of Origin *
	0805 21 90					

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).

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

*** Hide optional columns**

#1	Commodity *	EPPO Code *	Product type *	Quantity	Net weight *	Net volume	Package count *
	0805 21 90						

Country of Origin * Packaging material Sanitary Region of Origin Establishment of Origin Batch number

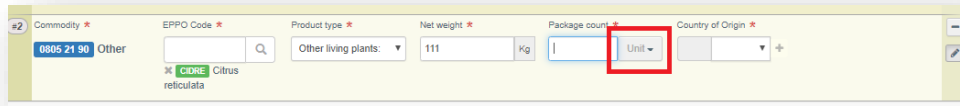
Default weight unit: Kg Default volume unit: Default quantity unit: Default package type:

* Show optional columns

#1	Commodity *	EPPO Code *	Product type *	Net weight *	Package count *	Country of Origin *
	0805 21 90		Other living plants:	111 Kg	111 Bag	Moroc

* CIDRE Citrus reticulata

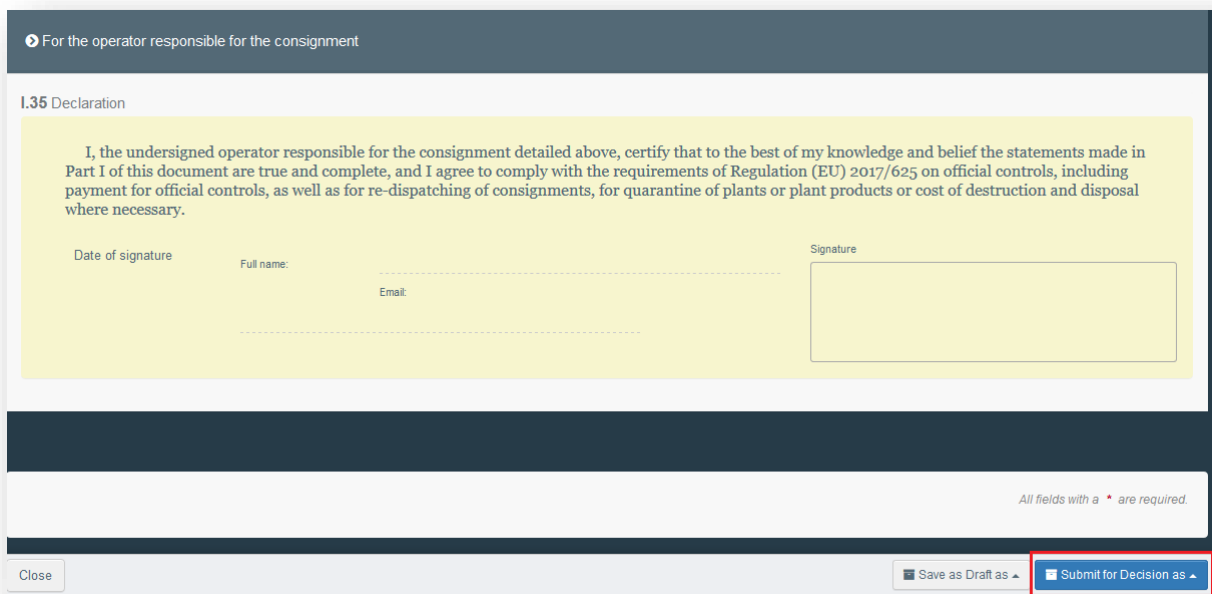
Do not forget to always specify the both **unit** and the **value** when you provide the data in the descriptors. An example below:



The screenshot shows a horizontal form with several fields: 'Commodity' (0805 21 90), 'Eppo Code', 'Product type' (Other living plants), 'Net weight' (111 Kg), 'Package count' (1), and 'Country of Origin'. A red box highlights the 'Unit' dropdown menu in the 'Package count' field.

This tip applies also to the Box I.31 Wood packaging material.

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



The screenshot shows a declaration form titled 'I.35 Declaration'. It contains a text area with a declaration statement, followed by input fields for 'Date of signature', 'Full name', 'Email', and 'Signature'. At the bottom right, there are two buttons: 'Save as Draft as' and 'Submit for Decision as', with the latter highlighted by a red box.

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) that require modification.

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

I.1. Consignor/Exporter *

Name

Country ISO Code

Use an unregistered operator

I.2. Reference

No Reference.

I.3. Local reference

Customs Document Reference

Links

I.6. Consignee/Importer *

Name

Country ISO Code

Use an unregistered operator

I.4. Border Control Post *

Name

Country ISO Code

I.5. Border Control Post code

ERROR: I.1, Consignor/Exporter Must not be empty.
X

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

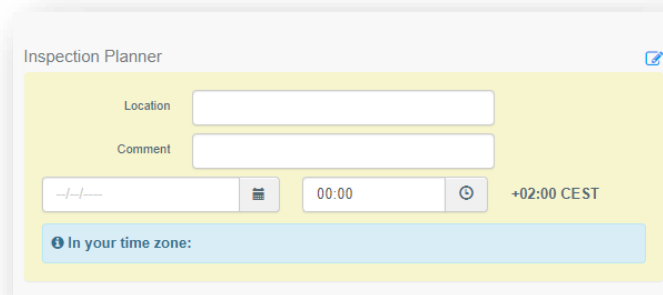


You have successfully completed PART I of the CHED-PP!

Optional boxes:

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

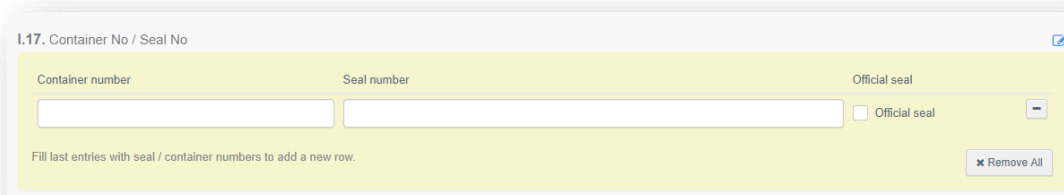
2.13 Inspection Planner: It is possible to add details on the inspection such as location, time and other comments in the inspection planner box.



The 'Inspection Planner' form is a light yellow box with a title bar. It contains the following fields and controls:

- Location:** A text input field.
- Comment:** A text input field.
- Time:** A time selection field showing '00:00' with a clock icon.
- Time Zone:** A dropdown menu currently set to '+02:00 CEST'.
- Footer:** A blue bar with the text 'In your time zone:' and a globe icon.

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 resale”, if necessary.



The 'I.17. Container No / Seal No' form is a light yellow box with a title bar. It contains the following fields and controls:

- Container number:** A text input field.
- Seal number:** A text input field.
- Official seal:** A checkbox labeled 'Official seal'.
- Footer:** A blue bar with the text 'Fill last entries with seal / container numbers to add a new row.' and a 'Remove All' button.

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.

The screenshot displays the 'Transport' section of a software interface. It is divided into three main panels:

- I.27. Means of transport after BCP/storage:** This panel contains a button labeled 'Add Means of Transport' and the text 'No Means of Transport.'
- I.28. Transporter:** This panel includes input fields for 'Name', 'Country', and 'ISO Code'. It also features buttons for 'Edit', 'Advanced...', and 'Clear'.
- I.29. Date of departure:** This panel shows a date and time selector set to '00:00' with a '+02:00 CEST' time zone. Below it, there is a blue button labeled 'In your time zone'.

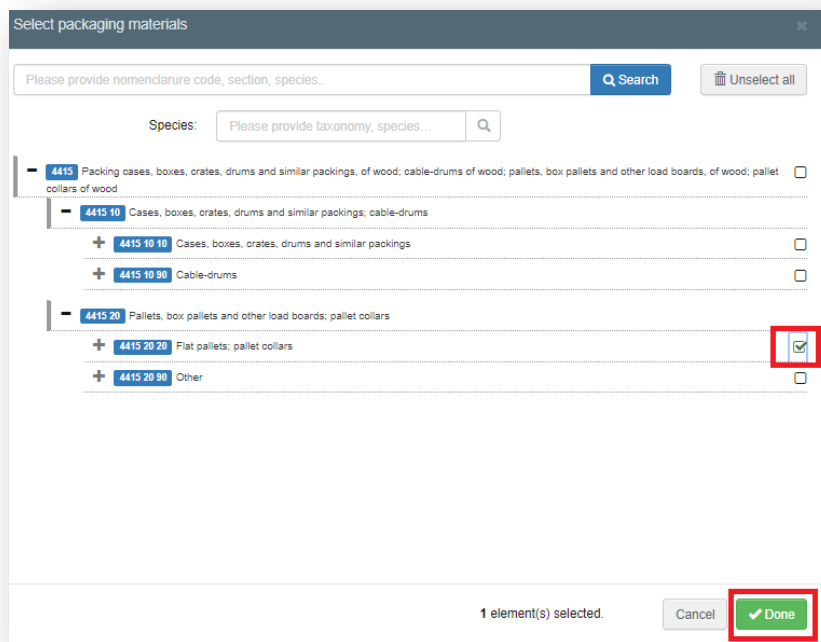
For CHED-PP this box is mandatory for goods subject to transshipment, direct transit, onward transportation and transfer to control point.

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”.

The screenshot shows the 'Wood packaging materials' section of a software interface. It features a header with the text 'I.31. Wood packaging materials' and a blue icon. Below the header, there are two buttons: '+ Add wood packaging materials' (which is highlighted with a red rectangular box) and 'Modify packaging materials'. Underneath these buttons, the text 'No packaging materials' and 'No descriptors' is displayed.

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).

1.31. Wood packaging materials

+ Add wood packaging materials ✎ Modify packaging materials

1 4415 Packing cases, boxes, crates, drums and similar packings, of wood; cable-drums of wood; pallets, box pallets and other load boards, of wood; pallet collars of wood
 4415 20 Pallets, box pallets and other load boards; pallet collars
 4415 20 20 **Flat pallets; pallet collars**

Remove Clear rows + Add row

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

* Hide optional columns

#	Packaging material *	EPPO Code *	Weight	Count *	Country of Origin *	ISPM 15
	4415 20 20	<input type="text"/>	<input type="text"/> Kg	<input type="text"/> Unit	<input type="text"/>	XX-0...0-YY

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.

2. 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.



How to fill in the document?

*Mandatory boxes *:*

- **3.1 Box – II.3 Documentary 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**”.

II.3. Documentary Check

Yes
 No

EU Standard: Satisfactory Not satisfactory

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.

Applied Check Frequency

<p>Solanum lycopersicum from Morocco</p> <p>30%</p> <p>Increased checks</p>	<p>Default minimum checks</p> <p>5%</p>	<p>Checks performed at border control post</p> <p>2019</p> <p>67%</p> <p>31 consignments physically checked out of 46 relevant consignments</p>	<p>Checks performed at national level</p> <p>2019</p> <p>63%</p> <p>32 consignments physically checked out of 51 relevant consignments</p>
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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
 No physical checks reason Reduced checks Others

II.7. Welfare Check

Yes No
 Satisfactory Not satisfactory

II.8. Impact on the transport on animals

Number of dead animals: Unit ▼
 Number of unfit animals: Unit ▼
 Number of birth or abortion units

Close | Created by BCP FR ONE on 09/10/2019 11:48:41 +02:00 CEST |
 More ▲ |
 Preview PDF ▲ |
 Submit for Decision |
 Sign as in progress |
 Sign Validation ▲

Applied Check Frequency

RFC Solanum lycopersicum from Morocco

20% Increased checks

5% Default minimum checks

Checks performed by authority 2020

100%

12 consignments physically checked out of 12 relevant consignments

Checks performed at national level 2020

100%

12 consignments physically checked out of 12 relevant consignments

II.3. Documentary Check

Yes No

EU Standard: Satisfactory Not satisfactory

II.4. Identity Check

Yes No

Satisfactory Not satisfactory

II.5. Physical Check

Yes No

Satisfactory Not satisfactory

No physical checks reason Reduced checks Others

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

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”. If you tick “No”, specify the reason why the check has not been performed.

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 transhipment ?

II.10 Acceptable for onward transportation ?

II.12 Acceptable for internal market *

II.15 Acceptable for temporary admission ?

II.9 Acceptable for transfer ?

II.11 Acceptable for transit ?

II.14 Acceptable for non-conforming goods ?

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. 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.

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.

Signature: _____

Full name: _____

Email: _____

Authority: _____

Role and code: _____

Country: _____

Date of signature: _____

Sign Validation
Roissy Charles-De-Gaulle FRCDG4

Close Created by RFC FR ONE on 06/17/2019 15:35:58 +02:00 CEST More Preview PDF Sign as in progress Sign Validation

- **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.

The screenshot displays the CHED-PP interface with the following elements:

- Decision:** Three radio buttons are visible: "Accept" (green), "Partially Reject" (orange), and "Refuse" (red, highlighted with a red box).
- II.16 NOT ACCEPTABLE:** A yellow box containing a list of reasons with checkboxes:
 - Destruction
 - Entry refusal (with a dropdown menu showing "Contaminated products" and a red asterisk)
 - Quarantine imposed
 - Appropriate treatments
 - Industrial processing
 - Re-dispatching
 - Others
- II.17 Reason for Refusal:** A yellow box with expandable sections:
 - Documentary reason
 - Origin reason
 - Physical reason (expanded):
 - Other reasons: prohibited plants, plants products or other objects
 - Other reasons: presence of harmful organism (with a dropdown menu showing "Commodities")
 - Invasive species
 - Other reasons: non compliance with special requirements (physical)
 - Other reason
- II.18 Controlled destination:** A yellow box with fields for Name, Country, and ISO Code, along with "Edit" and "Advanced..." buttons.
- Footer:** Includes a "Close" button, creation timestamp "Created by RFC FR ONE on 06/17/2019 15:35:58 +02:00 CEST", and action buttons: "More", "Preview PDF", "Sign as in progress", and "Sign Rejection" (highlighted with a red box).

Note: you can modify reasons for refusal with no time limit.

It is possible to update the measure selected in Box II.16 **after** the CHED-PP has been rejected, with no time limit.

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

Decision: Accept Refuse

● II.16 NOT ACCEPTABLE

Destruction

Entry refusal *

Quarantine imposed

Appropriate treatments

Industrial processing

Re-dispatching

Others

Date/time

+01:00 CET

✳ II.17 Reason for Refusal

▼ Documentary

Plant health movement document missing

Plant health movement document inadequate or invalid

Phyto. cert./ plant passport: absent

Phyto. cert./ plant passport: incomplete

Phyto. cert./ plant passport: illegible

Phyto. cert./ plant passport: expired date

Phyto. cert./ plant passport: modification of document

Phyto. cert./ plant passport: false information

Phyto. cert./ plant passport: not official e.u. language

Phyto. cert./ plant passport: copy/duplicata not endorsed

Phyto. cert./ plant passport: additional declaration missing

Phyto. cert./ plant passport: additional declaration inadequate or invalid

Phyto. cert./ plant passport: plant not included

Phyto. cert./ plant passport: fake / forged

Phyto. cert./ plant passport: others

Non compliance with a derogation: expired validity date

Non compliance with a derogation: permitted quantity exceeded for import

Non compliance with a derogation: permitted quantity exceeded by export country

Non compliance with a derogation: non compliance with treatment specifications

Non compliance with a derogation: others

The box remains editable after the CHED-PP has been signed for Rejection. Therefore, it is possible to access the CHED-PP and modify the measure. To confirm the modification and update the PDF, click on the button **“Update measure”** at the bottom.

Decision:

Accept

Refuse

● II.16 NOT ACCEPTABLE

- Destruction
- Entry refusal
- Quarantine imposed
- Appropriate treatments Contaminated products
- Industrial processing
- Re-dispatching
- Others

Date/time

+01:00 CET

✱ II.17 Reason for Refusal

▼ Documentary

- Plant health movement document missing
- Plant health movement document inadequate or invalid
- Phyto. cert./ plant passport: absent Commodities
- Phyto. cert./ plant passport: incomplete
- Phyto. cert./ plant passport: illegible
- Phyto. cert./ plant passport: expired date
- Phyto. cert./ plant passport: modification of document
- Phyto. cert./ plant passport: false information
- Phyto. cert./ plant passport: not official e.u. language
- Phyto. cert./ plant passport: copy/duplicata not endorsed
- Phyto. cert./ plant passport: additional declaration missing
- Phyto. cert./ plant passport: additional declaration inadequate or invalid
- Phyto. cert./ plant passport: plant not included
- Phyto. cert./ plant passport: fake / forged
- Phyto. cert./ plant passport: others
- Non compliance with a derogation: expired validity date
- Non compliance with a derogation: permitted quantity exceeded for import
- Non compliance with a derogation: permitted quantity exceeded by export country
- Non compliance with a derogation: non compliance with treatment specifications
- Non compliance with a derogation: others
- Other reasons: incorrect identity declared on documents

Close

Created by CCA FR ONE on 01/20/2020 11:41:29 +01:00 CET

More

Update measures

Preview PDF

Submit for Partial Rejection

The option “Partial Rejection” allows to reject only a part of a consignment.

In PART II of the CHED-PP, do not complete Boxes II.3. Documentary check, II.4. Identity check and II.5. Physical check: the results will be completed in the Partial Rejection screen.

Note: there is no possibility to Sign as in progress the Partial Rejection. Therefore, start completing the partial rejection only when you are sure to finish the workflow.

In Box II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion, click on the orange button “Partially Reject”.

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

Decision: Accept Partially Reject Refuse

Please submit certificate for partial rejection. You will be redirected to a new screen where you can select the accepted and rejected commodities. After selecting the commodities, please fill in the decision information for accepted and rejected consignment. Then you can sign the decision. Once you sign it, two new certificates will be generated, one valid, for the acceptable part of the consignment and one rejected for the not acceptable part.

Submit for Partial Rejection
Roissy Charles-De-Gaulle FRCDG4

Close Save as Draft Submit for Decision Sign as in progress Submit for Partial Rejection

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**”

Commodities selection Decision on Accepted Consignment Decision on Rejected Consignment

Selection of accepted/rejected commodities

Commodities

1 EDIBLE FRUIT AND NUTS, PEEL OF CITRUS FRUIT OR MELONS
0802 Citrus fruit, fresh or dried
0805 21 Mandarins (including tangerines and satsumas)
0805 21 90 Other

Subtotal quantity: 0 /
Subtotal number of packages: 111 / packages.
Subtotal net weight: 111 / Kg.
Subtotal: 0 /.

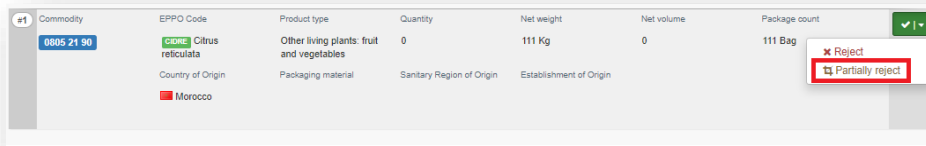
Commodity	EPPO Code	Product type	Quantity	Net weight	Net volume	Package count
0805 21 90	0805 21 90	Other living plants: fruit and vegetables	0	111 Kg	0	111 Bag

Country of Origin: Morocco

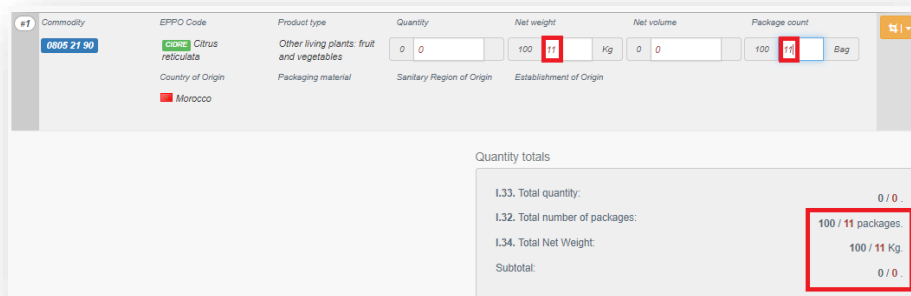
Quantity totals

L33. Total quantity: 0 /
L32. Total number of packages: 111 / packages.
L34. Total Net Weight: 111 / Kg.
Subtotal: 0 /.

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).

Commodities

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

Subtotal quantity: / 0 .
Subtotal number of packages: / 11 packages.
Subtotal net weight: / 111 Kg.
Subtotal: / 0 .

2 08 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS
0805 Citrus fruit, fresh or dried
0805 21 Mandarins (including tangerines and satsumas)
0805 21 90 Other

Subtotal quantity: 0 / .
Subtotal number of packages: 111 / packages.
Subtotal net weight: 111 / Kg.
Subtotal: 0 / .

#1	Commodity	EPPO-Code	Product-type	Quantity	Net-weight	Net-volume	Package-count
	0702-00-00 Tomatoes, fresh or chilled	LYRES-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					

#2	Commodity	EPPO Code	Product type	Quantity	Net weight	Net volume	Package count
	0805 21 90 Other	CIDRE Citrus reticulata	Other living plants: fruit and vegetables	0	111 Kg	0	111 Bag
		Country of Origin	Packaging material	Sanitary Region of Origin	Establishment of Origin		
		Morocco					

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

Selection of accepted/rejected packaging materials

Packaging material

1 4415 Packing cases, boxes, crates, drums and similar packings, of wood; cable-drums of wood; pallets, box pallets and other load boards, of wood; pallet collars of wood
4415 20 Pallets, box pallets and other load boards; pallet collars
4415 20 90 Other

Subtotal quantity: / 0 .
Subtotal number of packages: / 11 packages.
Subtotal net weight: / 111 Kg.
Subtotal: / 0 .

#1	Packaging material	EPPO Code	Weight	Count	Country of Origin	ISPM 15
	4415 20 90	1CONO Pinales	0	111 Pallet	Morocco	

Reject all rows

Reject Partially reject

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.

The screenshot displays the CHED-PP interface. At the top, the 'Current status' is 'PARTIALLY REJECTED' (highlighted with a red box). The 'Next' section contains the text: 'This certificate has been partially rejected. Find more information in its validating/rejecting linked certificates.'

Under 'I.2. Reference', the TRACES reference number 'CHEDPP.FR.2019.0001804' is shown (highlighted with a red box). To its right is a QR code.

Under 'I.3. Local reference', there is an empty input field.

Below that is the 'Customs Document Reference' field, also empty.

The 'Links' section shows two entries:

- ✓ Partially Validated: [CHEDPP.FR.2019.0001804V](#) 5/03/2019 13:33:40 +02:00 CEST
- ✗ Partially Rejected: [CHEDPP.FR.2019.0001804R](#) 5/03/2019 13:33:40 +02:00 CEST

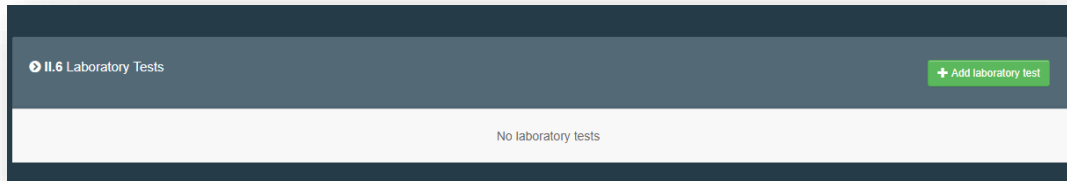
The 'R' in the second link is circled in red.



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

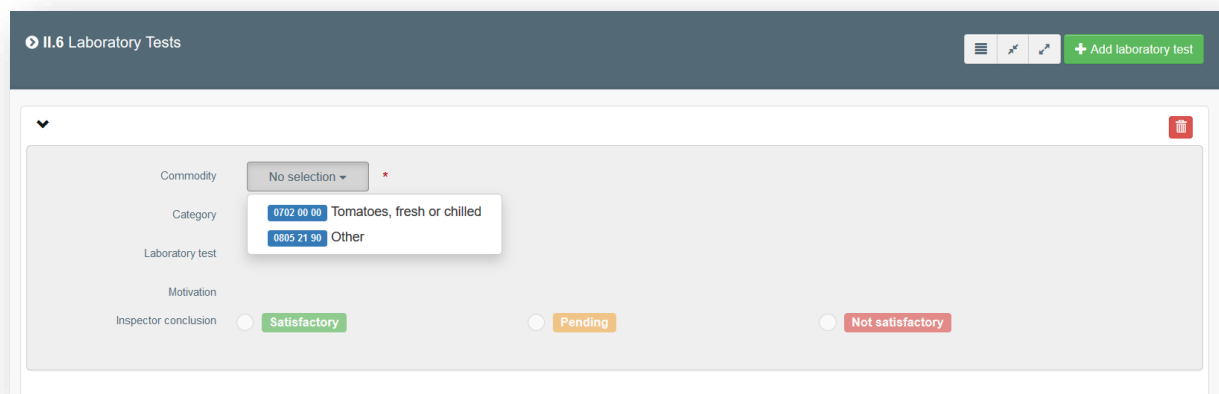
Optional boxes:

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

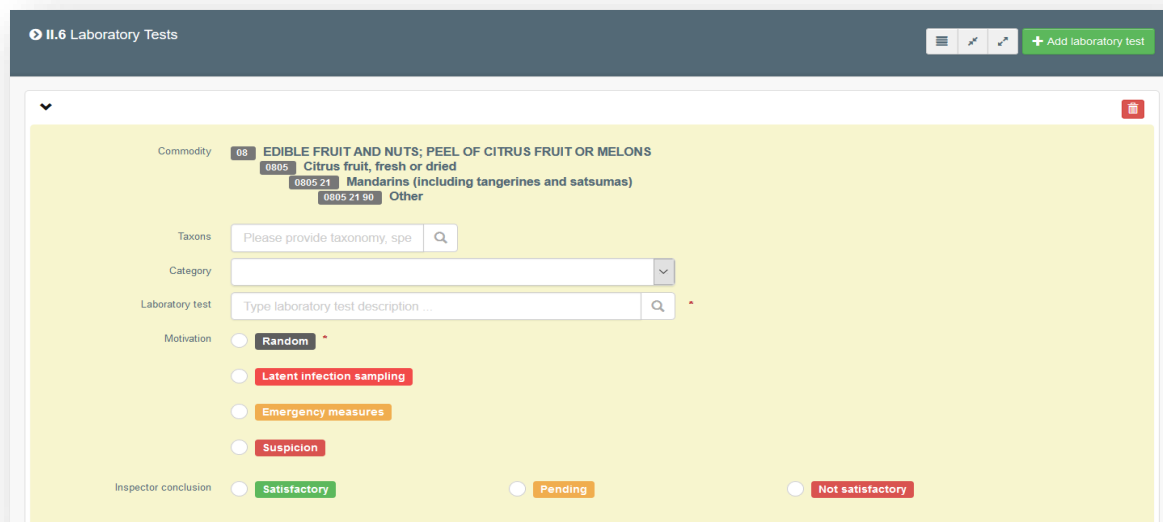


If a Laboratory test has been made, click on “+Add laboratory test”.

Select the commodity on which it has to be performed/has been performed:



Provide the data required (taxons, category and Laboratory test):



Choose the Motivation of the test:

- “Random” check;
- “Latent infection sampling”, where sampling is required in accordance with Union law and the consignment is not 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;
- “Suspicion”, where animals and goods are suspected of not complying with Union law and are 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**”.

1TEPHF | Tephritidae insects / Minuta

Commodity EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS
 Citrus fruit, fresh or dried
 Mandarins (including tangerines and satsumas)
 Other

Taxons Citrus reticulata

Category

Laboratory test

Motivation Random
 Latent infection sampling
 Emergency measures
 Suspicion

Inspector conclusion Satisfactory Pending Not satisfactory

Initial Analysis

Applicant

Laboratory

Name

Country ISO Code

Address

sampling date

Batch number

Number of samples

Sample type

Sample conservation

Laboratory

receipt date

lab report date

Test method

Results

Conclusion Satisfactory Not interpretable Not satisfactory

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.

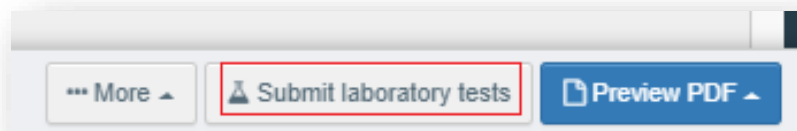
What if you have to wait for the result of Lab tests and do not want to lose any progress made in the CHED-PP?

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 you need to validate/reject the 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 Inspection fees: type the inspection fees.

5.4 Box – II.23 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: **BCP FR ONE** Signature: _____
Ⓞ Decision signed.

Email: **BCP01.FR@ec-traces.eu**

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

Role and code: **BCP FRCDG4**

Country: **France**

Date of signature: **Monday 20 April 2020**
at **11:26:54**
+02:00 CEST.

II.22 Inspection fees

Inspection fees:

II.23 Customs Document Reference

Customs Document Reference:

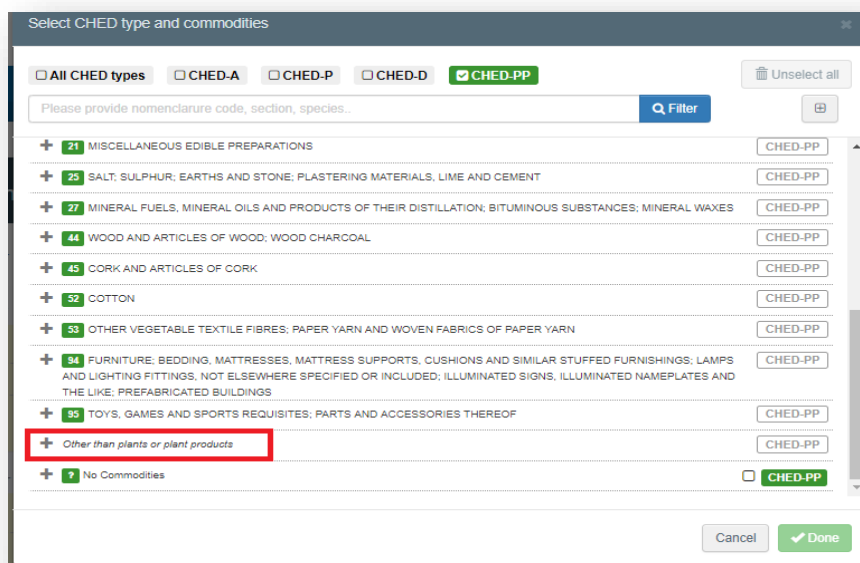
Create a CHED-PP for WPM

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

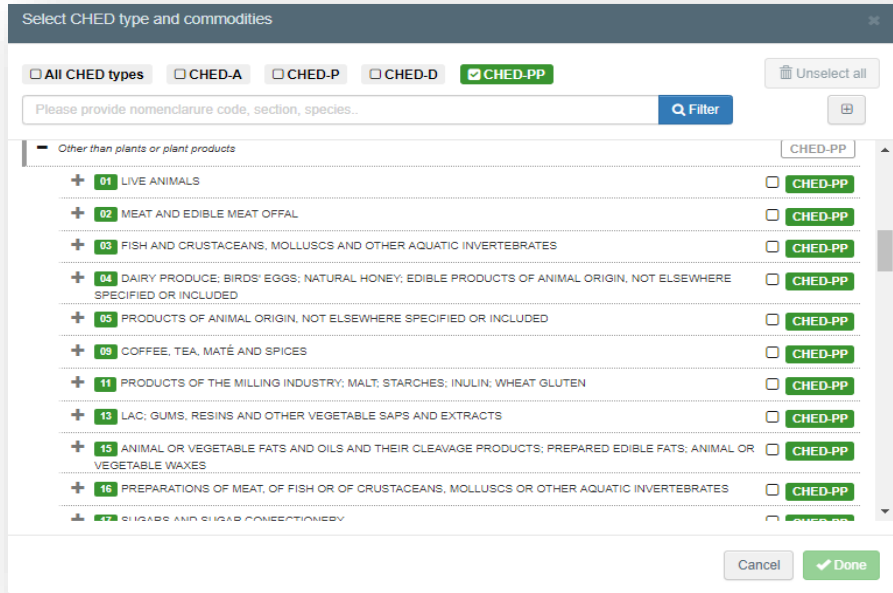
- A. You have to create a CHED-PP for WPM accompanying commodities of which you have information;
- B. You have to create a CHED-PP for WPM accompanying commodities of which you do not have information;
- C. You have to create a CHED-PP for WPM, as commodity.

- A. You have to create a CHED-PP for WPM accompanying commodities of which you have information

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



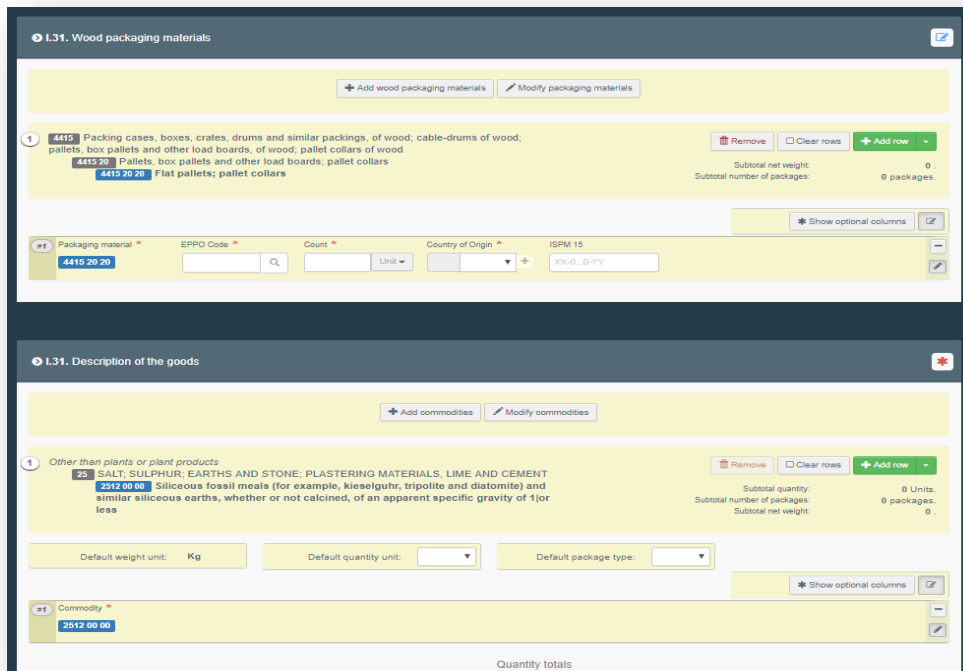
You will find there a list of Chapters of CN codes that **are not related** to plants or plant products:



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.

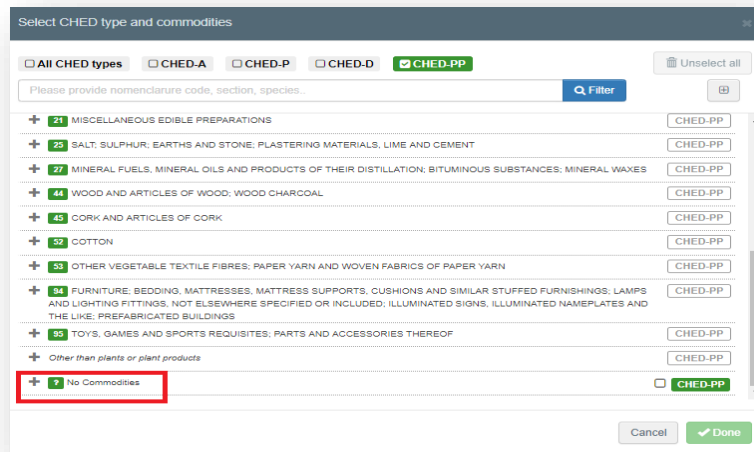
Then add the WPM in Box I.31 – Wood packaging material and the Checks performed and registered in PART II will refer only to the WPM.

Your CHED-PP will look like this:



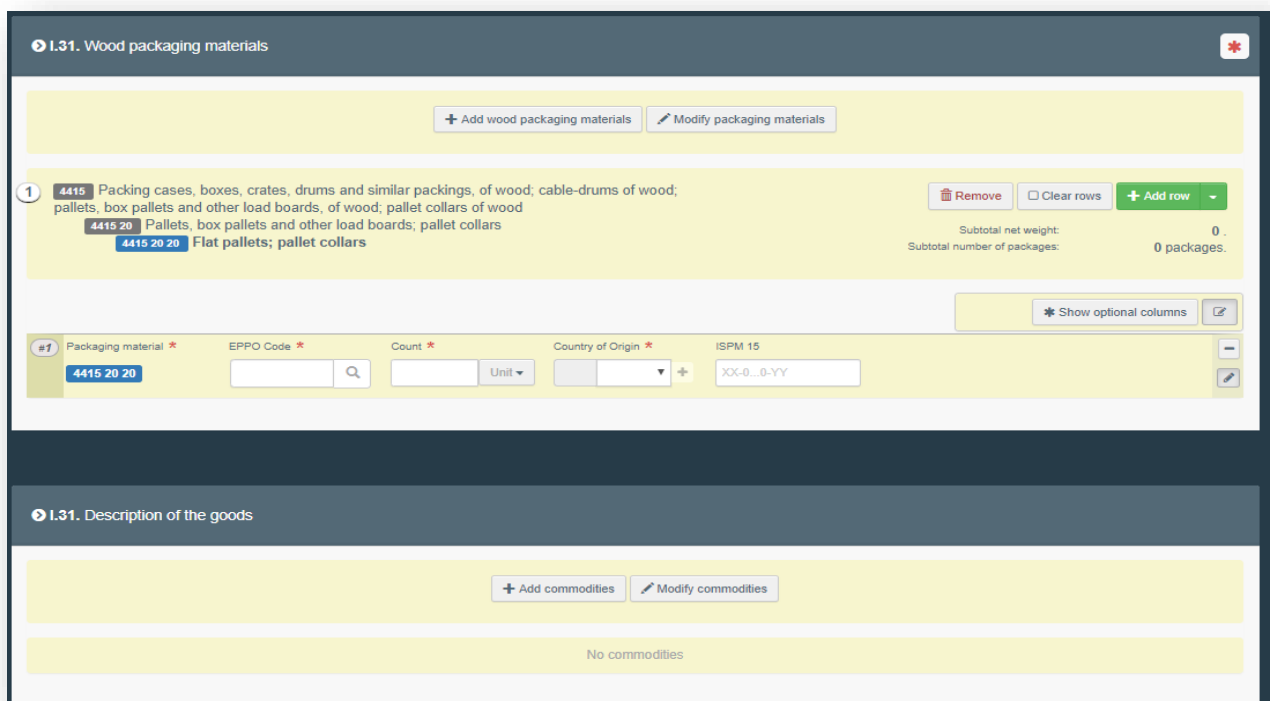
B. You have to create a CHED-PP for WPM accompanying commodities of which you do not have information

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



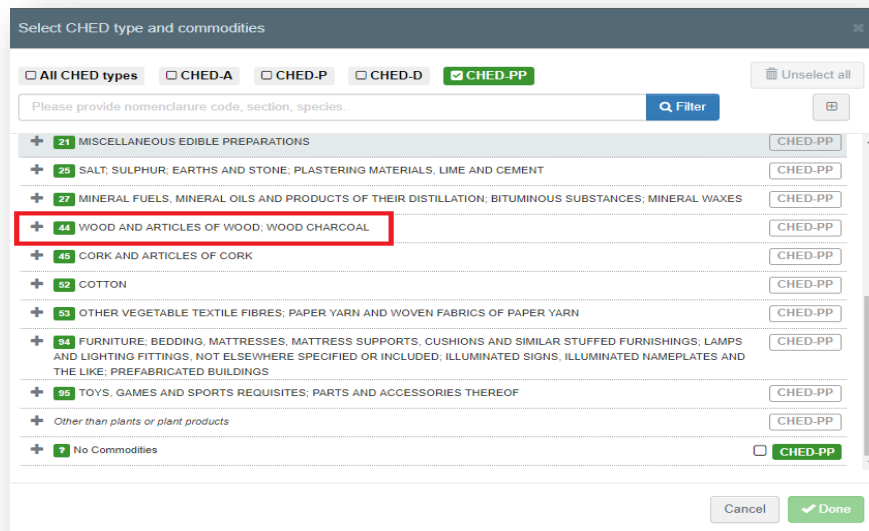
When you select “No commodities”, at the level of Box I.31 – Description of the goods, you will have an empty box.

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

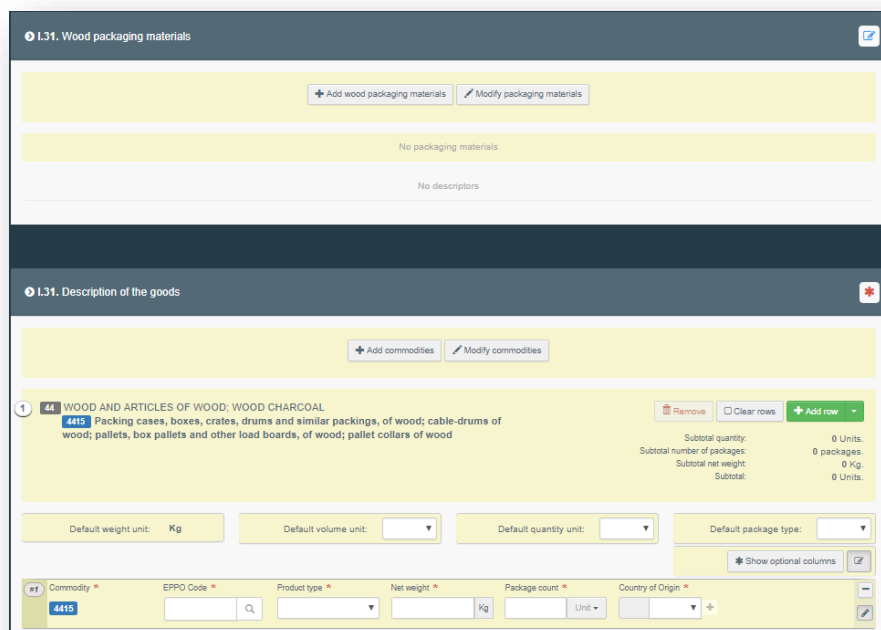


C. You have to create a CHED-PP for WPM, as commodity

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:

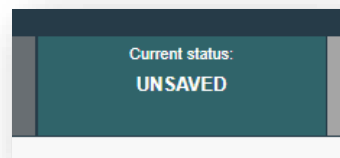


In all three case, you will then proceed normally to the completion of the data requested, and finalise the document on WPM.

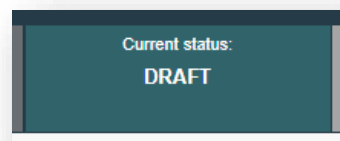
More about CHED-PP

Status of the CHED-PP:

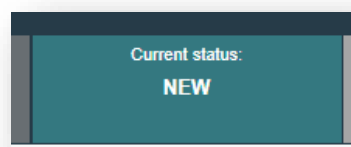
- **Unsaved:** the RFL has just initialised the CHED-PP and has not saved/submitted it yet. The RFL can modify anything in PART I. At this stage, if the user exits the page, all the progresses will be lost. The BCP cannot see the CHED-PP yet.



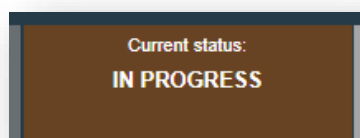
- **Draft:** the RFL has clicked on the button "Save as draft".



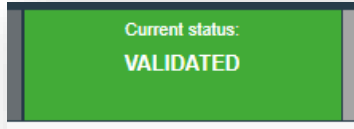
- **New:** the RFL has completed PART I and the CHED-PP has been submitted for decision by the RFL to the Authority (button "Submit for Decision"). The BCP receives a notification, and is able to see and access the CHED-PP with status "New". BCP can modify PART I. The RFL can still access the CHED-PP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



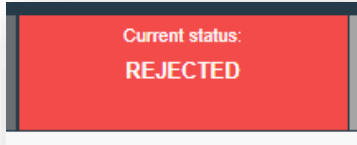
- **In progress:** the BCP has clicked on the button "Sign as in progress". The CHED-PP is now locked for editing by the RFL. Only the BCP can edit it.



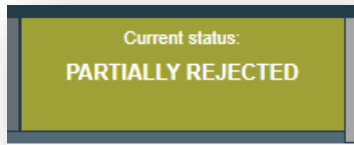
- **Validated:** the checks performed on the consignment are satisfactory and the BCP has validated the CHED-PP. The document cannot be modified anymore.



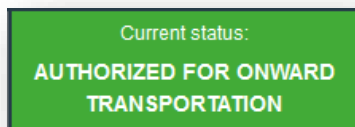
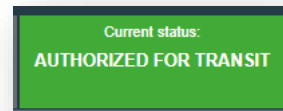
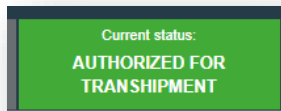
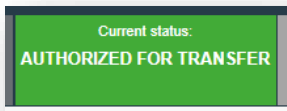
- **Rejected:** Some of the checks performed on the consignment are not satisfactory and the BCP has signed the rejection. The document cannot be modified anymore.



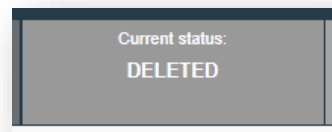
- **Partially rejected:** some of the checks on part of a consignment are not satisfactory and the BCP signs a Partial Rejection. Two other CHED-PPs will be generated (one with status "Validated" and one with status "Rejected") and the one with status "Partially rejected" will be linked to the other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



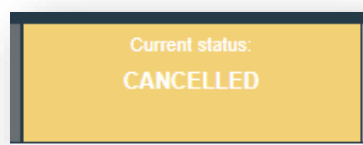
- **Authorised for transfer to/for transhipment/for onward travel/for transit/onward transportation:** in the Box "Purpose", option I.20 has been selected.



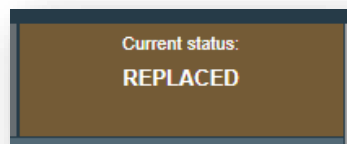
- **Deleted:** the document has been Deleted. The RFL can “Delete” a CHED-PP which is in status “Draft” or “New”. The BCP can “Delete” a CHED-PP in status “Draft”, “New” or “In progress”.



- **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.



Controlled locations

“**Controlled location**” is the new name for entities such as **Control Points** and **Onward Transportation Facilities**. All Control Points and Onward Transportation Facilities were previously located under the “**Operators**” section in the menu. They have now all been migrated to the “**Controlled location**” section inside the “**Actors**” menu.

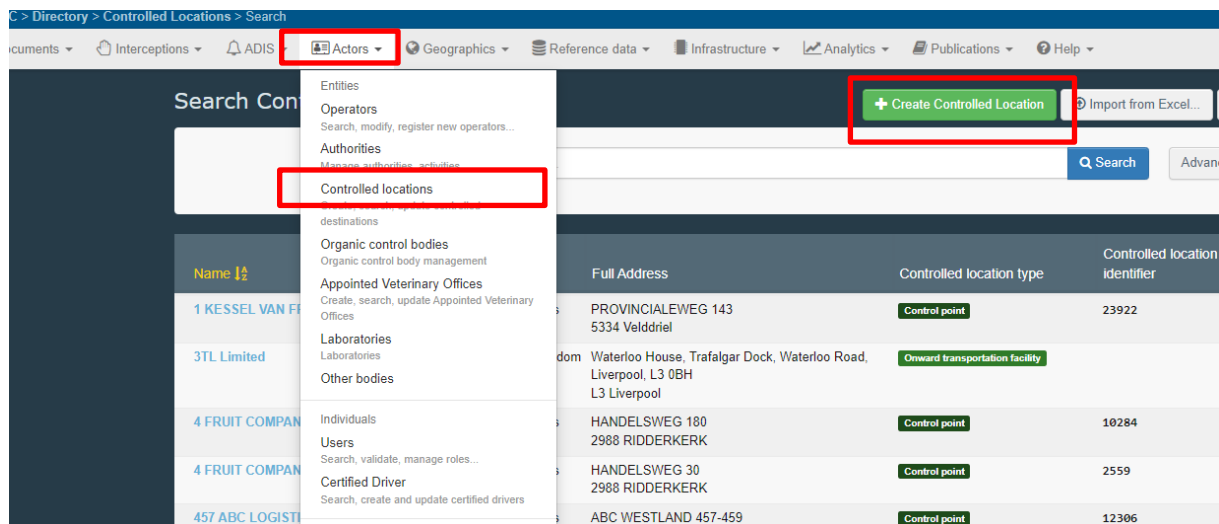
No user is attached to these entities

There are **six** possible roles for “**Controlled locations**”:

- ➔ Control Points
- ➔ Onward Transportation
- ➔ Free Zones
- ➔ Specially Approved Custom Warehouses
- ➔ Place of loading
- ➔ Point of release for free circulation

Authorities with a domain which includes editing capabilities have the option of editing and creating Controlled Destinations through the menu:

“Actors” > “Controlled Locations” > “+Create Controlled Location”



The screenshot shows the CHED-PP system interface. The top navigation bar includes 'Actors', 'Geographics', 'Reference data', 'Infrastructure', 'Analytics', 'Publications', and 'Help'. The 'Actors' menu is open, showing a list of categories: Entities, Operators, Authorities, Controlled locations, destinations, Organic control bodies, Appointed Veterinary Offices, Laboratories, Individuals, Users, and Certified Driver. The 'Controlled locations' category is highlighted with a red box. In the top right corner of the main content area, a green button labeled '+ Create Controlled Location' is also highlighted with a red box. Below the menu, a table displays a list of controlled locations with columns for 'Full Address', 'Controlled location type', and 'Controlled location identifier'.

Full Address	Controlled location type	Controlled location identifier
PROVINCIALEWEG 143 5334 Velddriël	Control point	23922
Waterloo House, Trafalgar Dock, Waterloo Road, Liverpool, L3 0BH L3 Liverpool	Onward transportation facility	
HANDELSWEG 180 2988 RIDDERKERK	Control point	10284
HANDELSWEG 30 2988 RIDDERKERK	Control point	2559
ABC WESTLAND 457-459	Control point	12306

Controlled locations are always assigned to **two types of authority**:

“**Responsibly Authority**”: to manage, edit, define control authorities. They are automatically assigned by the system as soon as the controlled destination, based on available geographical data.

“**Control Authority**”: this is the authority responsible for performing the controls at that location. In case of a transfer to a **Control Point** or **Onward Transportation**, the **Control Authority** has permission to finalise the subsequent **CHED-PP**. Therefore, please make sure that an authority with the right competence (e.g. **plants for CHED-PP**) is selected. The authority that creates the controlled destination manually assigns it via the button “**Add Control Authority**”. It is possible to assign more than one authority.

Create New Controlled Destination

Controlled Destination Details

Name: *

Status: Valid

Identifier:

Phone: *

Role: *

Address

Country: *

Region:

City: *

Street: *

Coordinates: /

UNLOCODE: *

LOCODE: Country:

Sub-Division: Name:

Lat/Lon: /

Status:

Functions:

Responsible Authorities

Control Authorities

Name	Address	Role	Code	Competence

Specific workflows

Workflow for Transfer to Control point

This purpose is selected when Documentary check will be performed at the BCP, and identity and physical checks will be performed at a Control point.

In the case of a consignment selected for identity and physical check to be performed at a Control Point, the operator responsible for the consignment can select in Box I.20 the option Transfer to Control Point.

In the Box, the operator has to choose the Control point where the consignment will be sent (For the procedure on creation of a Control Point in TNT, go to section "[Controlled location](#)"). Once the Control point is selected, the system will display the Control authority/ies of that Control point.

If the control authority is selected at this stage, once the CHED will be finalised and in status Authorised for transfer, that control authority selected will be notified.

Selecting the authority at this stage is not mandatory. It can be selected also in Part I of the subsequent CHED.

1.20. / 1.20. / 1.22. / 1.23. / 1.23. / 1.24. / 1.25. / 1.26. Purpose

1.20. For transshipment

1.20. For transfer to

Control Point

Name: Silvia CP Test [Edit]

Country: France [FR] ISO Code: FR [Advanced...]

Authority

Control authorities of Silvia CP Test:

Name	Role	Code	Competence	
Local CP authority	LAU	FRLAU2	Feed and Food of Non-Animal Origin Plants	Select

Please note that only the selected control authority will be notified.

Authority: [Clear]

Code: [Clear]

When the purpose I.20 is selected, Box I.7 Place of destination must be filled in with the information of the Control point.

I.7. Place of Destination

Select an operator

Border control post

Onward transportation facility

Control point

Name: Silvia CP Test

Country: France [FR] ISO Code: FR

Once Part I of the CHED is completed, it can be submitted for decision to the BCP.

The BCP completes Part II of the CHED and registers the Documentary check only.

CHED-PP: CHEDPP.FR.2020.0008449

PART I DISPATCHED CONSIGNMENT PART II DECISION ON CONSIGNMENT EUROPHYT

Current status: **IN PROGRESS** Next: The related authority needs more time or information to validate this CHED.

QUALITY CONTROL

II.3. Documentary Check ***** II.4. Identity Check

Yes No
 EU Standard: Satisfactory Not satisfactory

Yes No
 Satisfactory Not satisfactory

II.5. Physical Check

Yes No
 Satisfactory Not satisfactory
 No physical checks reason Reduced checks Others

If the outcome of the check is Satisfactory, the BCP clicks on “Authorise for transfer” and sign the validation.

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

Decision: **Authorize transfer** Partially Reject Refuse

II.9 Acceptable for transshipment

II.9 Acceptable for transfer *****

Authority _____
 Control Point **Silvia CP Test**

II.10 Acceptable for onward transportation

II.11 Acceptable for transit

II.12 Acceptable for private import

Close Created by BCP FR TWO on 04/02/2020 08:38:10 +02:00 CEST More Preview PDF Sign as in progress **Sign Validation**

Note that when the purpose selected is “transfer to control point”, box I.27 Means of transport after BCP becomes mandatory.

The final result will be a first CHED-PP, with only Documentary check registered, and in Status “Authorised for transfer”. But the workflow is not completed, as the consignment is now authorised to move to the Control Point, for further Official Controls.

The operator responsible for the consignment mentioned in the first CHED, has the possibility to click on “Transfer”, from the action button, and create a so called subsequent CHED. The subsequent CHED is the prior notification to be sent to the Control Authority of the Control point, who will perform the identity and physical check on the consignment.

The “transfer” action can also be performed by the control authority/ies of the Control Point.

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDPP.FR.2020.0008449	Morocco	La main verte France	COOPERATIVEAA45 Ent Morocco	La main verte France	0702 00 00 Tomatoes, fresh or chilled LYPES Solanum lycopersicum	06/04/2020 10:19 +02:00 CEST	Authorized for transfer
CHEDPP.FR.2020.0008452	Mexico	COOPERATIVEAA19 Co	COOPERATIVECg75 Ent	COOPERATIVEAA19 Co	0805 50 10 Lemons (Citrus)	03/04/2020 16:58	Valid

The subsequent CHED is a new CHED linked to the first, with almost all data in Part I copied from the first CHED.

New Common Health Entry Document for Plant Product

PART I
DISPATCHED CONSIGNMENT

Current status: **UNSAVED**

Next: Please complete the required information to submit this CHED for validation.

I.1. Consignor/Exporter
Name: COOPERATIVEAA45 Ent (Valid)
Country: Morocco (ISO Code: MA)

I.2. CHED Reference
No Reference.

I.3. Local reference
123

I.6. Consignee/Importer
Name: La main verte (New)
Country: France (ISO Code: FR)

Customs Document Reference

Links
Transfer of: [CHEDPP.FR.2020.0008449](#)

The operator responsible for the consignment has to fill in the following missing information in Part I:

- Box I.4: The control authority in charge of performing the identity and physical check at the Control Point (if not selected in Box I.20 of the first CHED)

Name	Role	Code	Competence
Local CP authority	LAU	FRLAU01	Plants

Name _____

Country _____ ISO Code

There can be more than one control authority for the same Control point, but only one can be selected.

The authority selected here will receive the notification of the submission of the CHED (prior notification of the consignment arriving at the control point), and will be able to access and complete it.

- Box I.10: Estimated date and time of arrival of the consignment at the Control point

00:00 +02:00 CEST

In your time zone:

- Box I.23: the only purpose that can be selected in a subsequent CHED of a Transfer to Control point is "Internal market"

I.20. For transshipment

I.22. For transit

I.23. For private import

I.20. For transfer to

I.23. For internal market

I.25. For re-entry

Preferred Onward Transportation Facility in case of pending laboratory tests

Name _____

Country _____ ISO Code

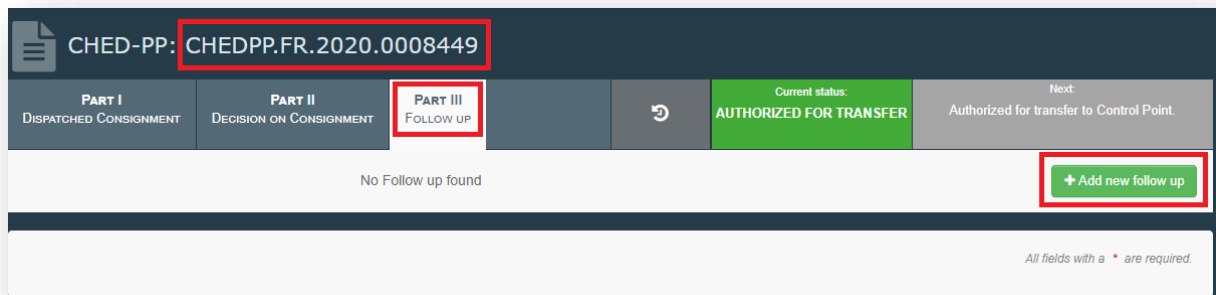
Once such information have been provided, the operator can submit the CHED for decision.

In case of more than one control authority, if the control authority selected in I.4 is not the correct one, the control authority selected can re-assign the CHED changing the authority in Box I.4.

The Control authority of the control point (mentioned in Box I.4) has the possibility to add a Follow-up (Part III) on the first CHED, to confirm the arrival of the consignment at the control point.



Click on +Add a new follow up.



Select Box III.5 Follow up, complete the information, and Sign the follow up.

CHED-PP: CHEDPP.FR.2020.0008449

PART I DISPATCHED CONSIGNMENT PART II DECISION ON CONSIGNMENT PART III FOLLOW UP Current status: AUTHORIZED FOR TRANSFER Next: Authorized for transfer to Control Point.

No Follow up found Cancel current follow up

New Follow up

III.1 Previous CHED

III.2 CHED Reference CHEDPP.FR.2020.0008449

III.3 Subsequent CHED CHEDPP.FR.2020.0008453

III.4 Details on re-dispatching * **III.5 Follow up** *

Type of control Local competent authority Second entry point

Arrival of the consignment Yes No

Compliance of the consignment Yes No

Reasons No selection.

III.6 Certifying officer

Date of signature _____ Full name: _____ Signature Sign Follow up Local CP authority

Authority: _____

Role and Code: _____

Country: _____

Controlled on Monday 6 April 2020 at 10:58 by Local CP authority (LAU FRLAU01) In compliance

III.1 Previous CHED III.2 CHED Reference III.3 Subsequent CHED

CHEDPP.FR.2020.0008449 CHEDPP.FR.2020.0008453

III.4 Details on re-dispatching III.5 Follow up

No Means of Transport.

Means of transport

Country of destination ISO Code

Place of destination

Name

Country ISO Code

Exit authority

Authority Code

Date and time

Type of control Local competent authority Second entry point

Arrival of the consignment Yes No

Compliance of the consignment Yes No

Reasons No selection.

III.6 Certifying officer

Full name: **Silvia Helpdesk**

Authority: **Local CP authority**

Role and Code: **LAU FRLAU01**

Country: **France**

Date of signature: **Monday 6 April 2020 at 10:58:12 +02:00 CEST.**

Signature: **Follow up signed.**

The Control authority of the control point can now finalise Part II of the subsequent CHED by registering the outcome of the identity and physical check. The outcome of Documentary check will be already filled in as the documentary check have been performed at the BCP of entry, and registered in the First CHED.

Note that the blue banner of the applied frequency for the physical checks on the commodities (where appropriate) will be displayed in Part II of the subsequent CHED.

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	PART III FOLLOW UP		Current status: VALIDATED	Next: CHED has been validated.			
QUALITY CONTROL								
<p>Applied Check Frequency</p> <table border="1"> <tr> <td> <p> RFC Citrus from Morocco</p> <p>3%</p> <p>Default minimum checks</p> </td> <td> <p>Checks performed by authority</p> <p>2020</p> <p>67%</p> <p>2 consignments physically checked out of 3 relevant consignments</p> </td> <td> <p>Checks performed at national level</p> <p>2020</p> <p>66%</p> <p>19 consignments physically checked out of 29 relevant consignments</p> </td> </tr> </table>						<p> RFC Citrus from Morocco</p> <p>3%</p> <p>Default minimum checks</p>	<p>Checks performed by authority</p> <p>2020</p> <p>67%</p> <p>2 consignments physically checked out of 3 relevant consignments</p>	<p>Checks performed at national level</p> <p>2020</p> <p>66%</p> <p>19 consignments physically checked out of 29 relevant consignments</p>
<p> RFC Citrus from Morocco</p> <p>3%</p> <p>Default minimum checks</p>	<p>Checks performed by authority</p> <p>2020</p> <p>67%</p> <p>2 consignments physically checked out of 3 relevant consignments</p>	<p>Checks performed at national level</p> <p>2020</p> <p>66%</p> <p>19 consignments physically checked out of 29 relevant consignments</p>						
<p>II.3. Documentary Check</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>EU Standard: <input checked="" type="radio"/> Satisfactory <input type="radio"/> Not satisfactory</p>			<p>II.4. Identity Check</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input checked="" type="radio"/> Satisfactory <input type="radio"/> Not satisfactory</p>					
<p>II.5. Physical Check</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input checked="" type="radio"/> Satisfactory <input type="radio"/> Not satisfactory</p> <p>No physical checks reason <input type="radio"/> Reduced checks <input type="radio"/> Others</p>								

In the end, the result will be two CHED-PPs: a first CHED-PP with only documentary check registered, and in status authorised for Transfer, and a subsequent CHED, with identity and physical check registered, in status Validated/Rejected/Partially rejected, depending on the outcome of the controls. First and subsequent CHED will be linked, and the link is visible in Part I of both CHEDs, in the box "Link":

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	PART III FOLLOW UP		Current status: AUTHORIZED FOR TRANSFER	Next: Authorized for transfer to Control Point.				
<p>I.1. Consignor/Exporter</p> <p>Name COOPERATIVEAA45 Ent Valid</p> <p>Country Morocco ISO Code MA</p> <p><input type="checkbox"/> Use a non-business entity</p>						<p>I.2. CHED Reference</p> <p> CHEDPP.FR.2020.0008454</p>		<p>QR code</p>	
<p>I.6. Consignee/Importer</p> <p>Name AIR FRANCE CARGO Valid</p> <p>Country France ISO Code FR</p> <p><input type="checkbox"/> Use a non-business entity</p>						<p>I.3. Local reference</p> <p> <input type="text"/></p>		<p>Customs Document Reference</p> <p><input type="text"/></p>	
<p>Links</p> <p> Transferred in: CHEDPP.FR.2020.0008454 04/06/2020 11:13:41 +02:00 CEST</p>									

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	PART III FOLLOW UP		Current status: VALIDATED	Next: CHED has been validated.
QUALITY CONTROL					
I.1. Consignor/Exporter Name COOPERATIVEAA45 Ent Valid Country Morocco ISO Code <input type="text" value="MA"/> <input type="checkbox"/> Use a non-business entity		I.2. CHED Reference <input type="text" value="CHEDPP.FR.2020.0008455"/>		QR code 	
I.6. Consignee/Importer Name AIR FRANCE CARGO Valid Country France ISO Code <input type="text" value="FR"/> <input type="checkbox"/> Use a non-business entity		I.3. Local reference <input type="text"/>		Customs Document Reference <input type="text"/>	
		Links <input type="button" value="Transfer of:"/> CHEDPP.FR.2020.0008454 04/06/2020 11:13:41 +02:00 CEST			

Workflow for Transhipment

The workflow for Transhipment is available for CHED-PP.

Select the purpose “Transhipment” when the consignment is to be transhipped to the next BCP for further Official controls.

The screenshot displays the 'Purpose' selection screen in the CHED-PP system. The top navigation bar shows the breadcrumb 'I.20. / I.20. / I.22. / I.23. / I.23. / I.24. / I.25. / I.26. Purpose'. The main content area features a list of radio buttons for selecting a purpose. The 'I.20. For transhipment' option is selected and highlighted with a red box. Below this, there are three main sections: '3rd country' with a dropdown menu and 'ISO Code' field; 'Border Control Post/Control Point/Control Unit' with 'Name' (Rotterdam Reeweg) and 'TRACES unit No.' (NL000510) fields, both highlighted with red boxes; and 'Responsible for the consignment' with 'Name' and 'Country' fields, also highlighted with red boxes. To the right, a vertical list of other purpose options is shown: 'I.20. For transfer to', 'I.22. For transit', 'I.23. For internal market', 'I.23. For private import', and 'I.25. For re-entry'. The interface includes various interactive elements like 'Advanced...' search buttons, 'Edit', 'Clear', and 'ISO Code' fields.

Select the next BCP.

It is possible to also specify the operator Responsible for the consignment that will be in charge of moving the goods from the first BCP to the next BCP. Specifying the operator RFC in this box is not mandatory.

Note: the operator indicated in this Box will be able to initiate the subsequent CHED - PP and do the prior notification to the next BCP.

Once Part I of the CHED is completed, it can be submitted for decision to the BCP.

The BCP completes Part II of the CHED and clicks on “authorize for transhipment”. No check is mandatory at this stage.

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

Decision: **Authorise for transhipment** Partially Reject Refuse

II.9 Acceptable for transhipment II.9 Acceptable for transfer

3rd country: BCP **Rotterdam Reeweg** ISO Code: TRACES unit No. **NL000510**

II.10 Acceptable for onward transportation II.11 Acceptable for transit II.12 Acceptable for internal market II.12 Acceptable for private import

Note that when the purpose selected is “transhipment”, box I.27 Means of transport after BCP becomes mandatory.

The workflow is not completed, as the consignment is now authorised to move to the next BCPt, for further Official Controls.

The operator responsible for the consignment or the BCP mentioned in Box I.20 of the first CHED, have the possibility to click on “Tranship”, from the action button, and create the subsequent CHED. The subsequent CHED is the prior notification to the next BCP, who will perform the check on the consignment.

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status	Actions
CHEDPP.FR.2020.0008524	Morocco	COOPERATIVEAc23 WW France	COOPERATIVEAA45 Ent Morocco	COOPERATIVEAc23 WW France	0702 00 00 Tomatoes, fresh or chilled 0805 21 90 Other LYPES Solanum lycopersicum CIDRE Citrus reticulata	20/04/2020 14:28 +02:00 CEST	Authorized for transhipment	<ul style="list-style-type: none"> Open in a new Tab Print PDF Add new follow up Copy as new Tranship
CHEDPP.ES.2020.0000144	Germany	prueba Spain	ALM Spain	prueba Spain	1004 10 00 Seed AVESA Avocado	20/04/2020 14:04	Rejected	<ul style="list-style-type: none"> Actions

The subsequent CHED is a new CHED linked to the first, with almost all data in Part I copied from the first CHED.

The operator responsible for the consignment/BCP has to fill in the following missing information in Part I:

- Box I.10: Estimated date and time of arrival of the consignment at the Control point

I.10. Prior notification

00:00 +02:00 CEST

In your time zone:

- **Box Purpose:**

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

I.20. For transhipment
 I.20. For transfer to

I.22. For transit
 I.23. For internal market

I.23. For private import
 I.25. For re-entry

Preferred Onward Transportation Facility in case of pending laboratory tests

Name
 Country ISO Code

Once such information have been provided, the operator can submit the CHED for decision /the BCP can complete Part II.

The BCP selected in Box I.20 Transhipment of the first CHED, has the possibility to add a Follow-up (Part III) on the first CHED, to confirm the arrival of the consignment at the BCP.

Search for Common Health Entry Documents

Search: CHEDPP.FR.2020.0008524 Showing 1 / 1 results.

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDPP.FR.2020.0008524	Morocco	COOPERATIVEAc23 WW France	COOPERATIVEAM45 Ent Morocco	COOPERATIVEAc23 WW France	0782 00 00 Tomatoes, fresh or chilled 0893 21 30 Other LYPES Solanum lycopersicum CSRE Citrus reticulata	20/04/2020 14:28 +02:00 CEST	Authorized for transhipment

Available roles:
 Feed and Food of Non-Animal Origin
 Onward transportation facility
 Amsterdam, A
 Animal By-Products
 CHED-A iw
 AUL iw
 Specially approved customs warehouse
 Rotterdam
 Animal By-Products
 CHED-A iw
 AUL iw
 Specially approved customs warehouse
 Rotterdam Reeveg
 Plants
 EUROPHYTI iw

Click on +Add a new follow up and select Box III.5 Follow up.

The screenshot shows the CHED-PP interface for case CHEDPP.FR.2020.0008524. The top navigation bar includes 'PART I DISPATCHED CONSIGNMENT', 'PART II DECISION ON CONSIGNMENT', and 'PART III FOLLOW UP'. The current status is 'AUTHORIZED FOR TRANSHIPMENT'. Below the navigation bar, there is a 'No Follow up found' message and a 'Cancel current follow up' button. The main content area is titled 'New Follow up' and contains several sections: 'III.1 Previous CHED', 'III.2 CHED Reference' (with value CHEDPP.FR.2020.0008524), and 'III.3 Subsequent CHED'. The 'III.4 Details on re-dispatching' section is currently selected. The 'III.5 Follow up' section is highlighted with a red box and contains the following fields: 'Type of control' (radio buttons for 'Local competent authority' and 'Second entry point'), 'Arrival of the consignment' (radio buttons for 'Yes' and 'No'), and 'Compliance of the consignment' (radio buttons for 'Yes' and 'No'). A 'Reasons' dropdown menu is also present, currently showing 'No selection'.

Complete the information required and Validate the follow up.

The screenshot shows the CHED-PP interface with the 'III.5 Follow up' section completed. The 'Arrival of the consignment' and 'Compliance of the consignment' radio buttons are now checked under 'Yes'. The 'Reasons' dropdown menu is still set to 'No selection'. Below the 'III.5 Follow up' section is the 'III.6 Certifying officer' section, which includes fields for 'Date of signature', 'Full name', 'Authority', 'Role and Code', and 'Country'. A green button labeled 'Validate Follow up Rotterdam Reeweg' is highlighted with a red box.

The BCP can now finalise Part II of the subsequent CHED by registering the outcome of the checks.

Note that the blue banner of the applied frequency for the physical checks on the commodities (where appropriate) will be displayed in Part II of the subsequent CHED.

In the end, the result will be two CHED-PPs: a first CHED-PP in status authorised for Transhipment, and a subsequent CHED, with the check registered, in status Validated/Rejected/Partially rejected, depending on the outcome of the controls.

First and subsequent CHED will be linked, and the link is visible in Part I of both CHEDs, in the box "Link":

The screenshot shows the CHED-PP interface for CHEDPP.FR.2020.0008524. The top navigation bar includes 'PART I DISPATCHED CONSIGNMENT', 'PART II DECISION ON CONSIGNMENT', 'PART III FOLLOW UP', a refresh icon, 'Current status: AUTHORIZED FOR TRANSHIPMENT', and 'Next: This is a final step.'. The main content area is divided into sections: I.1. Consignor/Exporter (Name: COOPERATIVEAA45 Ent, Country: Morocco, ISO Code: MA), I.2. CHED Reference (CHEDPP.FR.2020.0008524), I.3. Local reference, I.6. Consignee/Importer (Name: COOPERATIVEAc23 WW, Country: France, ISO Code: FR), and a QR code. A 'Links' section at the bottom right contains a red-bordered box with the text: 'Transhipped by: CHEDPP.NL.2020.0001932 04/20/2020 14:48:16 +02:00 CEST'.

The screenshot shows the CHED-PP interface for CHEDPP.NL.2020.0001932. The top navigation bar includes 'PART I DISPATCHED CONSIGNMENT', 'PART II DECISION ON CONSIGNMENT', 'QUALITY CONTROL', a refresh icon, 'Current status: VALIDATED', and 'Next: CHED has been validated.'. The main content area is divided into sections: I.1. Consignor/Exporter (Name: COOPERATIVEAA45 Ent, Country: Morocco, ISO Code: MA), I.2. CHED Reference (CHEDPP.NL.2020.0001932), I.3. Local reference, I.6. Consignee/Importer (Name: COOPERATIVEAc23 WW, Country: France, ISO Code: FR), and a QR code. A 'Links' section at the bottom right contains a red-bordered box with the text: 'Transhipment of: CHEDPP.FR.2020.0008524 04/20/2020 14:48:16 +02:00 CEST'.

Workflow for Onward transportation

The workflow for Onward transportation is available for CHED-PP.

In case the consignment is selected for Onward Transportation, the Responsible for the consignment has the possibility in Part I of the CHED-PP (I.20. / I.20. / I.22. / I.23. / I.23. / I.24. / I.25. / I.26. Purpose) to choose the onward transportation facility where he would prefer the consignment to be sent.

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

I.20. For transhipment

I.22. For direct transit

I.23. For private import

I.25. For re-entry

I.20. For transfer to

I.23. For internal market *

I.24. For non conforming goods

I.26. For temporary admission

Preferred Onward Transportation Facility in case of pending laboratory tests

Name OTF test 5.0.0 Edit

Country France ISO Code FR Advanced... Clear

The BCP can change this information at any time before authorizing the onward transportation.

With pending laboratory test results and motivation “**Random**” selected, the consignment can be authorised by the BCP to move towards the Onward transportation facility, by selecting the option **II.10 Acceptable for onward transportation** in the **Box Conclusion** in **Part II**.

Clicking on the button “**Authorize for onward transportation**” will finalise this first CHED-PP, which will be in status *Authorised for onward transportation*.

Please note that when the Conclusion “Acceptable for onward transportation” is selected, the Box I.27 Means of transport after BCP/Storage in Part I of the CHED-PP becomes mandatory.

The screenshot displays the 'II.6 Laboratory Tests' interface. At the top, there is a header with a menu icon, a pencil icon, and a '+ Add laboratory test' button. Below the header, the main content area is titled '1CRONG | Cronartium Fungorum' with a 'Pending' status tag. The form is divided into several sections:

- Motivation:** A horizontal bar with four radio button options: 'Random' (selected and highlighted with a red box), 'Latent infection sampling', 'Emergency measures', and 'Suspicion'.
- Inspector conclusion:** A horizontal bar with three radio button options: 'Satisfactory', 'Pending' (selected and highlighted with a red box), and 'Not satisfactory'.
- Commodity:** A list of commodity codes and descriptions: '08 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS', '0805 Citrus fruit, fresh or dried', '0805 40 00 Grapefruit, including pomelos', and 'C/CP Citroncirus Citrumelo hybrids' (with a link icon).
- Initial Analysis:** A large form area containing:
 - Applicant:** A sub-section with a yellow background for 'Laboratory' information, including fields for Name, Country, ISO Code, and Address, along with 'Edit' and 'Advanced...' buttons.
 - Sample details:** Fields for Sample date, Batch number, Number of samples, Sample type, and Sample conservation.
 - Final Laboratory:** Fields for Sample use date, Released date, Test method, and Results.

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

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

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

Name: OTF test 5.0.0

Country: France ISO Code: FR

CHED-PP: CHEDPP.FR.2020.0000157

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	QUALITY CONTROL	<input type="button" value="Refresh"/>	Current status: AUTHORIZED FOR ONWARD TRANSPORTATION	Next: Authorized for Onward Transportation.
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To complete the workflow, once the lab test results have been received, the BCP responsible for the Onward transportation facility (the BCP of the first CHED-PP) has the possibility, from the action button of the CHED-PP authorised for onward transportation to click on **“Resume onward transportation”**

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status	Actions
CHEDPP.FR.2020.0000157	Morocco Argentina		MorocoVEGGIE SRL Morocco	La main verte France	0805 29 00 Other +2 CIDRE Citrus reticulata +2	22/01/2020 09:35	Authorized for Onward Transportation	<input type="checkbox"/> Open in a new Tab <input type="button" value="Print PDF"/> <input type="button" value="Print Quality Control as PDF"/> <input type="button" value="Register Quality Control"/> <input type="button" value="Replace"/> <input type="button" value="Copy as new"/> <input checked="" type="button" value="Resume Onward Transportation"/>
CHEDPP.NL.2020.0000117	South Africa	COOL CONTROL Netherlands	ZA Synthetic Exporter South Africa	LOGISTIC BUSINESS PARTNERS (ROTTERDAM) B.V. Netherlands	0804 50 00 Guavas, mangoes and mangosteens +2 MNGIN Mangifera indica	22/01/2020 09:2		

This will generate a subsequent CHED-PP, where all the fields will be already completed and copied from the first one, except the checks in Part II and the lab test fiche. The BCP will then complete the missing information (decision on physical checks and lab test fiche) and will be able to finalise the CHED-PP (Validate, Reject, Partially rejectetc).

Both first and subsequent CHED-PP will be linked.

The screenshot displays the CHED-PP system interface for a specific consignment. The title bar shows "CHED-PP: CHEDPP.FR.2020.0000158". The interface is divided into several sections:

- Navigation and Status:** A top bar contains tabs for "PART I DISPATCHED CONSIGNMENT", "PART II DECISION ON CONSIGNMENT", and "QUALITY CONTROL". A green button indicates the "Current status: VALIDATED", and a grey button shows the "Next: CHED has been validated." step.
- Consignor/Exporter (I.1.):** Fields include Name "MorocoVEGGIE SRL" (Valid), Country "Morocco" (ISO Code MA), and a checkbox for "Use a non-business entity".
- Consignee/Importer (I.6.):** Fields include Name "La main verte" (Valid), Country "France" (ISO Code FR), and a checkbox for "Use a non-business entity".
- CHED Reference (I.2.):** A field containing the reference "CHEDPP.FR.2020.0000158".
- Local reference (I.3.):** An empty input field.
- Customs Document Reference:** An empty input field.
- QR code:** A QR code representing the consignment.
- Links:** A section with a link for "Resuming Onward Transportation" and a link for "CHEDPP.FR.2020.0000157" dated "01/22/2020 09:43:07 +01:00 CET".

Workflow for Re-entry

In case of re-entry of goods originating in and returning to the Union after refusal of entry by a third country, it is possible now to select in Part I of the CHED-PP, option I.25 for re-entry in Box I.20. / I.20. / I.22. / I.23. / I.23. / I.24. / I.25. / I.26. Purpose.

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

I.20. For transshipment

I.20. For transfer to

I.22. For direct transit

I.23. For internal market

I.23. For private import

I.24. For non conforming goods

I.25. For re-entry *

I.26. For temporary admission

Preferred Onward Transportation Facility in case of pending laboratory tests

Name: _____ Edit

Country: _____ ISO Code: _____ Advanced...

Clear

It is also possible to select an EU country of origin in Box I.31 Description of the goods.

Commodity * 0805 21 90

EPPQ Code * _____

Product type * Other living plants

Net weight * 11 Kg

Package count * 1 Bag

Country of Origin * Franc

In part II, all checks will be set as mandatory.

PART I DISPATCHED CONSIGNMENT

PART II DECISION ON CONSIGNMENT

Current status: UNSAVED

Next: Please complete the required information to submit this CHED for validation.

II.3. Documentary Check

Yes No

EU Standard: Satisfactory Not satisfactory

II.4. Identity Check *

Yes No

Satisfactory Not satisfactory

II.5. Physical Check *

Yes No

Satisfactory Not satisfactory

No physical checks reason Reduced checks Others

Workflow for Transit

To be compliant with the relevant legislation, in a CHED-PP with purpose **“For direct transit”**, Documentary check are not mandatory anymore for the finalisation of the document.

When this purpose is chosen, and the consignment is not selected for any control, the CHED - PP can be validated without any check performed.

The screenshot shows a form with several radio button options for the purpose of the transit. The option **I.22. For direct transit** is selected, indicated by a black dot and a red asterisk. Other options include I.20. For transhipment, I.20. For transfer to, I.23. For internal market, I.23. For private import, I.24. For non conforming goods, I.25. For re-entry, and I.26. For temporary admission. Below the selected option, there is a section for entering details: '3rd country' is set to Turkey (TR) with a dropdown arrow, 'Exit BCP' is 'Bari, P', and 'TRACES unit No.' is 'ITBR1'. There are buttons for 'Advanced...' and 'Clear'. An 'ISO Code' field contains 'TR'.

The screenshot shows the 'PART II' section of the CHED-PP form, titled 'DECISION ON CONSIGNMENT'. The current status is 'UNSAVED'. The form is divided into three main sections: 'II.3. Documentary Check', 'II.4. Identity Check', and 'II.5. Physical Check'. Each section contains radio button options for 'Yes' and 'No', and 'Satisfactory' and 'Not satisfactory'. The 'II.3. Documentary Check' section has options for 'Yes', 'No', 'Satisfactory', and 'Not satisfactory'. The 'II.4. Identity Check' section has options for 'Yes', 'No', 'Satisfactory', and 'Not satisfactory'. The 'II.5. Physical Check' section has options for 'Yes', 'No', 'Satisfactory', and 'Not satisfactory', and a 'No physical checks reason' section with options for 'Reduced checks' and 'Others'. The top navigation bar includes 'PART I DISPATCHED CONSIGNMENT', 'PART II DECISION ON CONSIGNMENT', a refresh icon, 'Current status: UNSAVED', and 'Next: Please complete the required information to submit this CHED for validation.'

After Validation, the CHED-PP will be in status Authorised for Transit, showing **no check** performed.

The screenshot displays the CHED-PP interface for a specific consignment. At the top, the consignment number is CHEDPP.FR.2020.0000139. Below this is a progress bar with several stages: PART I (DISPATCHED CONSIGNMENT), PART II (DECISION ON CONSIGNMENT), QUALITY CONTROL, a refresh icon, and the current status 'AUTHORIZED FOR TRANSIT' (highlighted in green). The next step is labeled 'Next: This is a final step.' Below the progress bar, there are three main check sections: II.3. Documentary Check, II.4. Identity Check, and II.5. Physical Check. Each section contains radio button options for 'Yes' and 'No', and 'Satisfactory' and 'Not satisfactory'. The Physical Check section also includes options for 'No physical checks reason', 'Reduced checks', and 'Others'.

CHED-PP: CHEDPP.FR.2020.0000139

PART I
DISPATCHED CONSIGNMENT

PART II
DECISION ON CONSIGNMENT

QUALITY CONTROL

Current status:
AUTHORIZED FOR TRANSIT

Next:
This is a final step.

II.3. Documentary Check

Yes No

EU Standard: Satisfactory Not satisfactory

II.4. Identity Check

Yes No

Satisfactory Not satisfactory

II.5. Physical Check

Yes No

Satisfactory Not satisfactory

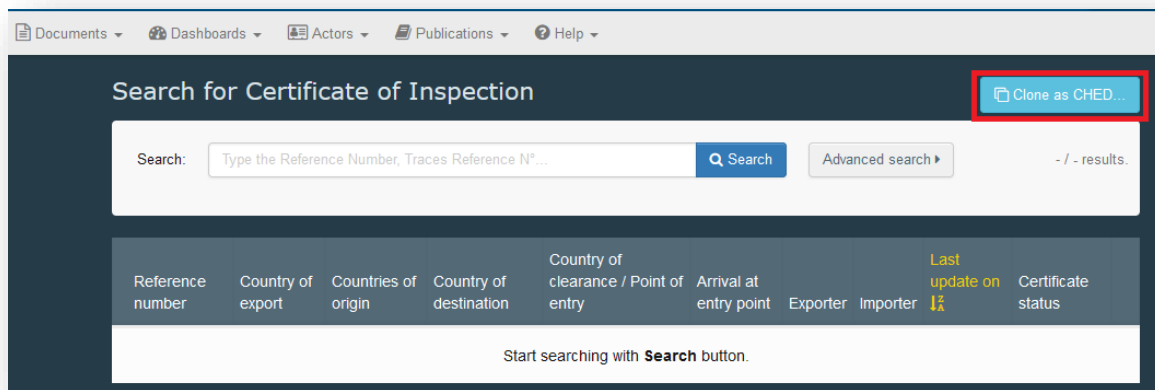
No physical checks reason Reduced checks Others

Functionalities

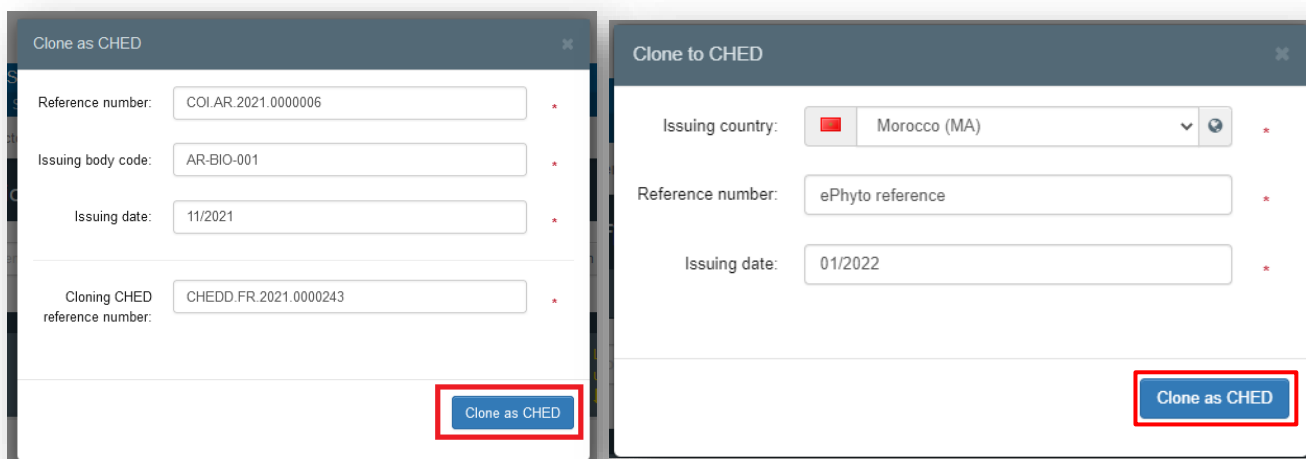
- **Copy as new:** this functionality allows the user to initialise a new CHED-PP from an existing one. All the information in PART I of the CHED-PP which is being copied will be kept in the new Document. The only information that will need to be inserted are the “Accompanying document” and the “Means 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 authorities to replace a 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.
- **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, a COI or an IPPC ePhyto even if the RFL is not mentioned in it. PART I of the CHED-PP will contain some information from the PHYTO/ePhyto/COI which is common to both documents. The Box Accompanying document in the CHED-PP will automatically be filled in with the information concerning the cloned PHYTO/ePhyto/COI. The PHYTO/ePhyto/COI and the CHED-PP will be linked.

Depending on the document that you want to clone, through the menu either go to:

- Documents > COI and click on “clone as CHED”
- Documents > PHYTO > Select the Phyto tab and click on “clone as CHED”
- Documents > PHYTO > Select the IPPC ePhyto tab and click on “clone as CHED”



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



This will link the two documents.

- **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.
- **Split function:** this allows to release the consignment in more steps. On a **Validated** CHED-PP with a BCP inserted as Place of destination (Box I.7), the Responsible for the consignment has the possibility, from the button *Actions*, to click on **Split**.

CHED ID	Country	Origin	Product	Commodity Code	Product Type	Weight	Time	Status	Actions
CHEPP.FR.2020.0000107	Morocco	MorocoVEGGIE SRL	La main verte	0805 21 90	Other	12 Kg	17/01/2020 10:09 +01:00 CET	Validated	Open in a new Tab, Print PDF, Copy as new, Clone as CHED-D, Split
CHEPP.FR.2020.0000106	Morocco	COOPERATIVECA83 Ltd	La main verte	0805 29 00	Other	12 Kg	17/01/2020 09:49 +01:00 CET	Validated	
CHEDD.FR.2020.0000037	Morocco	MorocoVEGGIE SRL	test cca create	0805 29 00	Other	12 Kg	16/01/2020 16:58 +01:00 CET	Validated	

The split action will generate a subsequent CHED, linked to the first **Validated** one.

The subsequent CHED-PP will be already pre-filled in with the information of the previous, and the RFC will only need to provide the final **Place of Destination (Box I.7)** and indicate in **Box I.31 Description of the goods the quantity to be released**.

The RFC can then *Submit* for decision to the BCP indicated in the first CHED, which is the authority that **will Validate the subsequent**. If the net weight to be released exceeds the total net weight in the first CHED, the system will not allow the submission showing an error message.

I.31. Description of the goods

+ Add commodities ✎ Modify commodities

1 08 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS

0805 Citrus fruit, fresh or dried

0805 21 Mandarins (including tangerines and satsumas)

0805 21 90 Other

Subtotal quantity: 0 Units
Subtotal number of packages: 1 packages
Subtotal net weight: 12 Kg
Subtotal net volume: 0

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

* Hide optional columns

#1	Commodity *	Eppo Code *	Product type *	Net weight *	Package count *	Country of Origin *	Quantity
	0805 21 90	CIDRE Citrus reticulata	Other living plants: fruit and vegetables	12 Kg	1 Bag	Morocco	
		Net volume	Packaging material	Sanitary Region of Origin	Establishment of Origin		

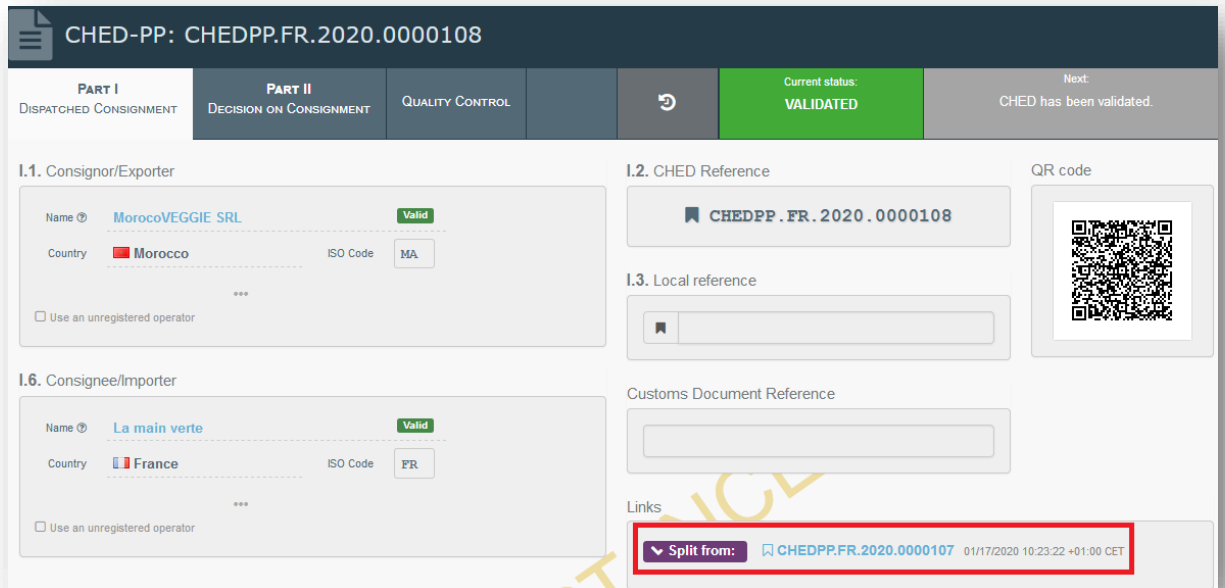
CHED-PP-SPLIT-002 I.31. Description of the goods Commodities Net weight of 0805 21 90 Other (12.0 Kg) exceeds remaining quantity (11.0 Kg)

Error

If the net weight to be released is less than or equal to the total net weight in the first CHED, the RFC will be able to **Submit for decision** and wait for the finalisation of the CHED from the BCP.

There can be many split actions, until the maximum total net weight of the first CHED is reached.

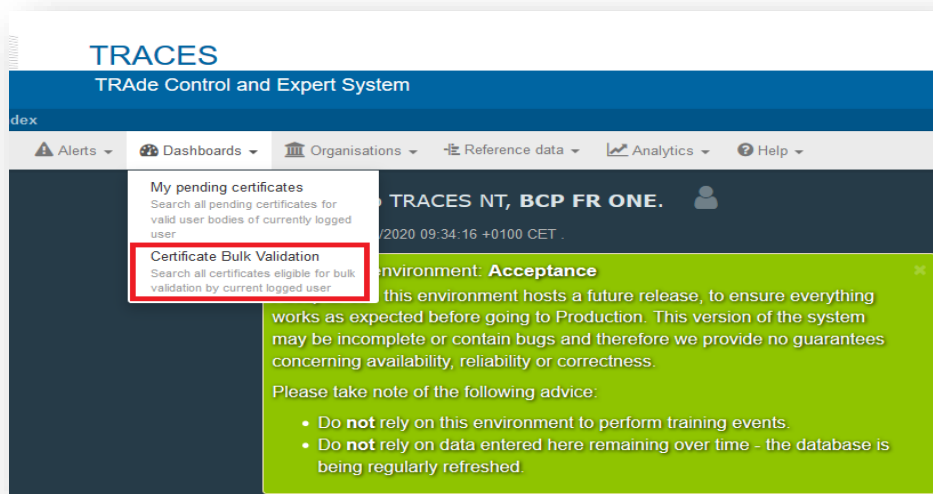
First and subsequent(s) CHEDs will be linked.



- **Bulk validation:** The Bulk Validation functionality is available **for relevant commodities and Wood Packaging Material**.

Bulk validation allows the validation of multiple CHED-PPs at the same time, where no check on the consignment is needed, without opening them and completing Part II.

The CHED-PPs including **only** relevant commodities in status NEW and IN PROGRESS, and with purpose “Internal market” or “Transfer to control point”, will be shown in the dedicated **Dashboard for Bulk Validation**.



As BCP assigned in **Box I.4**, the user can access the list of CHED-PPs for Bulk validation from the menu **Dashboard > Certificate Bulk Validation**.

Certificate Bulk Validation Refresh Sign Validation

Showing 30 / 33 results.

CHED Reference	Phyto Certificate	Consignor / Exporter	Consignee / Importer	Description of commodity	Status
CHEDPP.FR.2019.0000315	PHYTO.MA.2018.0000354	COOPERATIVEA155 Co Morocco	COOPERATIVEAA67 WW France	4415 Morocco	In progress
CHEDPP.FR.2019.0000361	sss	QUALITE Morocco	La main verte France	0901 11 00 Intended for planting: shrubs 11 Kg 11 Bag	New
CHEDPP.FR.2019.0000362	www	QUALITE Morocco	La main verte France	0901 11 00 Intended for planting: shrubs 11 Kg 11 Bag	New
CHEDPP.FR.2020.0000008	aa	QUALITE Morocco	La main verte France	0901 11 00 Other living plants: cut trees retaining foliage 10 Kg 10 Bag	New
CHEDPP.FR.2020.0000109	asf	MorocoVEGGIE SRL Morocco	La main verte France	0901 11 00 Intended for planting: bonsai 1 Kg 1 Bag	In progress
CHEDPP.FR.2020.0000110		MorocoVEGGIE SRL Morocco	La main verte France	0901 11 00 Intended for planting: bonsai 1 Kg 1 Bag	New
CHEDPP.FR.2020.0000111	F	COOPERATIVEco47 WW Morocco	La main verte France	0901 11 00 Intended for planting: bonsai 1 Kg 1 Bag	New

From this screen, it is possible to select one or more CHED-PPs by ticking the box on the right.

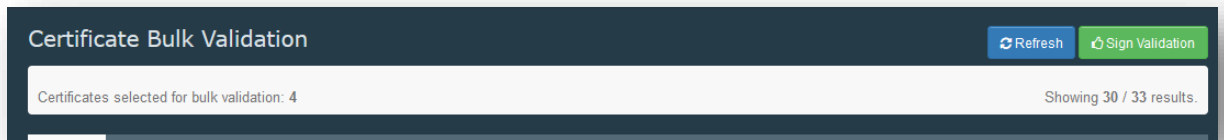
Certificate Bulk Validation Refresh Sign Validation

Certificates selected for bulk validation: 4

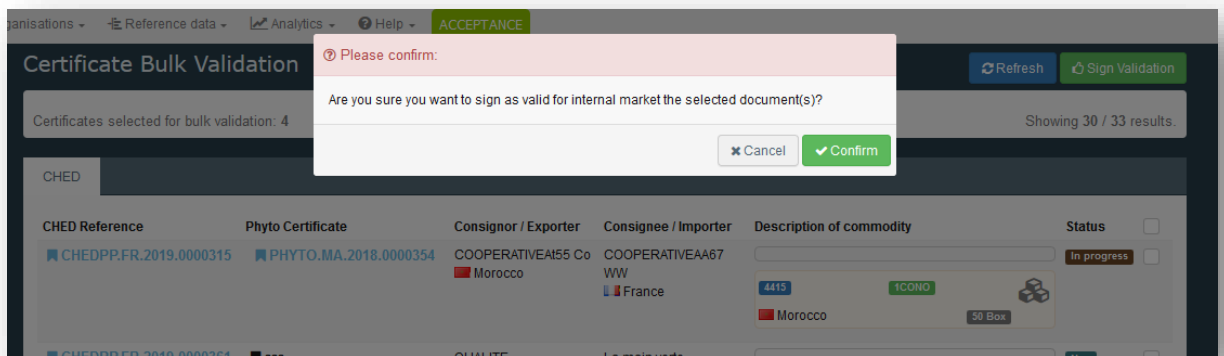
Showing 30 / 33 results.

CHED Reference	Phyto Certificate	Consignor / Exporter	Consignee / Importer	Description of commodity	Status
CHEDPP.FR.2019.0000315	PHYTO.MA.2018.0000354	COOPERATIVEA155 Co Morocco	COOPERATIVEAA67 WW France	4415 Morocco	In progress
CHEDPP.FR.2019.0000361	sss	QUALITE Morocco	La main verte France	0901 11 00 Intended for planting: shrubs 11 Kg 11 Bag	New
CHEDPP.FR.2019.0000362	www	QUALITE Morocco	La main verte France	0901 11 00 Intended for planting: shrubs 11 Kg 11 Bag	New
CHEDPP.FR.2020.0000008	aa	QUALITE Morocco	La main verte France	0901 11 00 Other living plants: cut trees retaining foliage 10 Kg 10 Bag	New <input checked="" type="checkbox"/>
CHEDPP.FR.2020.0000109	asf	MorocoVEGGIE SRL Morocco	La main verte France	0901 11 00 Intended for planting: bonsai 1 Kg 1 Bag	In progress
CHEDPP.FR.2020.0000110		MorocoVEGGIE SRL Morocco	La main verte France	0901 11 00 Intended for planting: bonsai 1 Kg 1 Bag	New
CHEDPP.FR.2020.0000111	F	COOPERATIVEco47 WW Turkey	La main verte France	0901 11 00 Other living plants: fruit and vegetables 1 Kg 1 Bag	New <input checked="" type="checkbox"/>
CHEDPP.FR.2020.0000112		COOPERATIVEco47 WW Turkey	La main verte France	0901 11 00 Other living plants: fruit and vegetables 1 Kg 1 Bag	New <input checked="" type="checkbox"/>
CHEDPP.FR.2020.0000113		COOPERATIVEco47 WW Turkey	La main verte France	0901 11 00 Other living plants: fruit and vegetables 1 Kg 1 Bag	New <input checked="" type="checkbox"/>
CHEDPP.FR.2020.0000114		COOPERATIVEco47 WW Turkey	La main verte France	0901 11 00 Other living plants: fruit and vegetables 1 Kg 1 Bag	New <input checked="" type="checkbox"/>

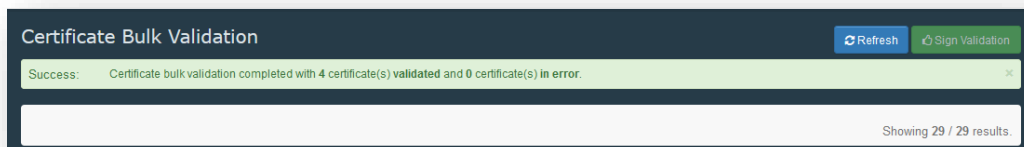
When the selection is complete, the user can click on **“Sign validation”** in the upright corner.



The system will show a pop-up window, asking for confirmation of the action:



After clicking on “**Confirm**”, the user will get a green message of confirmation:



It is possible to notice that the total number of CHEDs in the right corner decreases real-time as some of them are validated.

The Bulk-validated CHED-PPs disappear from the list in the Dashboard, but they can be found in the menu **Certificates > CHED > Search**.



Please note: only the CHED-PPs with purpose Internal market and Transfer to CP will be shown in the dedicated dashboard.

Moreover, all CHED-PPs for “transfer to CP” to be Bulk-validated, **will be automatically converted, at the moment of the Bulk Validation, to CHED-PPs for Internal market.** The Bulk-validated CHED-PPs will be in status *Validated*, but with **no checks performed**.

If there is an error in of the CHED-PPs selected for Bulk validation, the system will display a message and the CHED-PP will have to be opened and handled with the normal workflow.

The screenshot shows the CHED-PP interface for CHEDPP.FR.2020.0000114. The current status is 'VALIDATED'. The interface is divided into three main sections: PART I (DISPATCHED CONSIGNMENT), PART II (DECISION ON CONSIGNMENT), and QUALITY CONTROL. Under PART II, there are three check sections: II.3. Documentary Check, II.4. Identity Check, and II.5. Physical Check. In each of these sections, the 'No' radio button is selected and highlighted with a red box, indicating that no checks were performed. The 'EU Standard' section also shows 'Satisfactory' and 'Not satisfactory' options, but they are not selected.

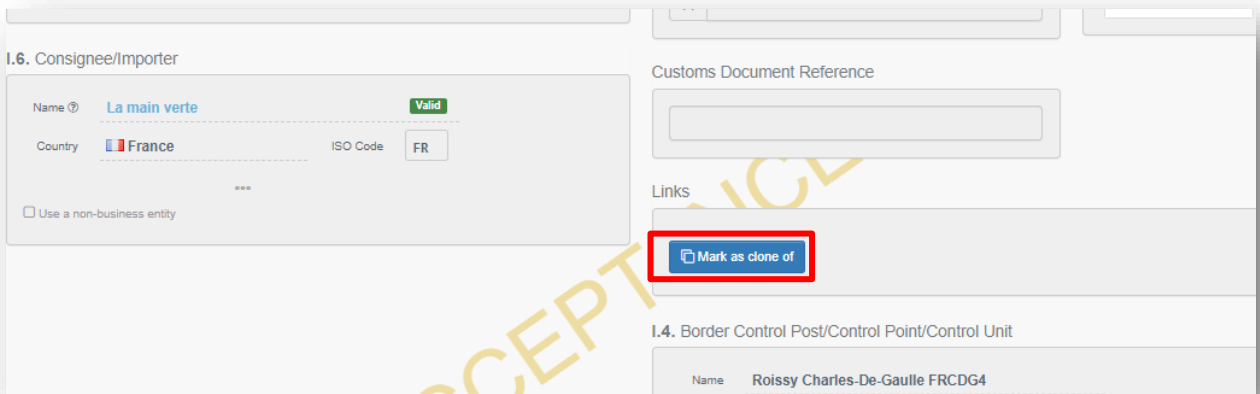
The PDF will also show **no checks performed**.

The screenshot shows the CHED-PP PDF form for CHEDPP.FR.2020.0000114. The form is titled 'EUROPEAN UNION CHED-PP'. It is divided into several sections: II.1 Previous CHED, II.2 CHED Reference (CHEDPP.FR.2020.0000114), II.24 Subsequent CHEDs, II.3 Documentary Check, II.4 Identity Check, II.5 Physical Check, II.6 Laboratory Tests, II.12 Acceptable for internal market (checked), II.20 Identification of BCP, II.21 Certifying officer, and II.22 Inspection fees. The 'Part II: Decision on consignment' section is highlighted. The 'EU Standard' section shows 'Satisfactory' and 'Not satisfactory' checkboxes. The 'II.3 Documentary Check' section shows 'Satisfactory' and 'Not satisfactory' checkboxes. The 'II.4 Identity Check' section shows 'Satisfactory' and 'Not satisfactory' checkboxes. The 'II.5 Physical Check' section shows 'Satisfactory' and 'Not satisfactory' checkboxes. The 'II.6 Laboratory Tests' section shows 'Random', 'Suspicion', 'Pending', 'Satisfactory', and 'Not satisfactory' checkboxes. The 'II.12 Acceptable for internal market' checkbox is checked. The 'II.20 Identification of BCP' section shows 'BCP' as 'Roissy Charles-De-Gaulle' and 'Unit number' as 'FRCDG4'. The 'II.21 Certifying officer' section shows 'Full name' as 'BCP FR ONE' and 'Date of signature' as '20 January 2020 10:57:28 +0100 CET'. The 'II.22 Inspection fees' section is empty.

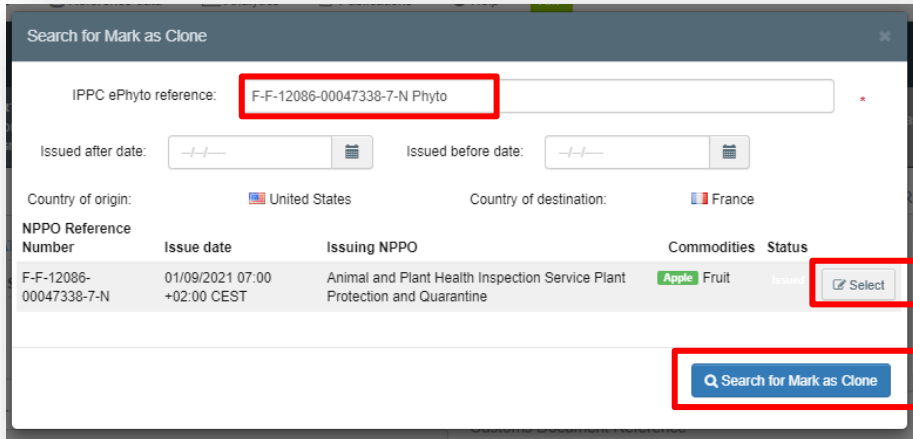
- **Mark as clone of:** The function creates a link identical to the one created after cloning. CHED-PPs can be marked as cloned of both IPPC ePhytos and COIs:

Linking an IPPC ePhyto to a CHED-PP

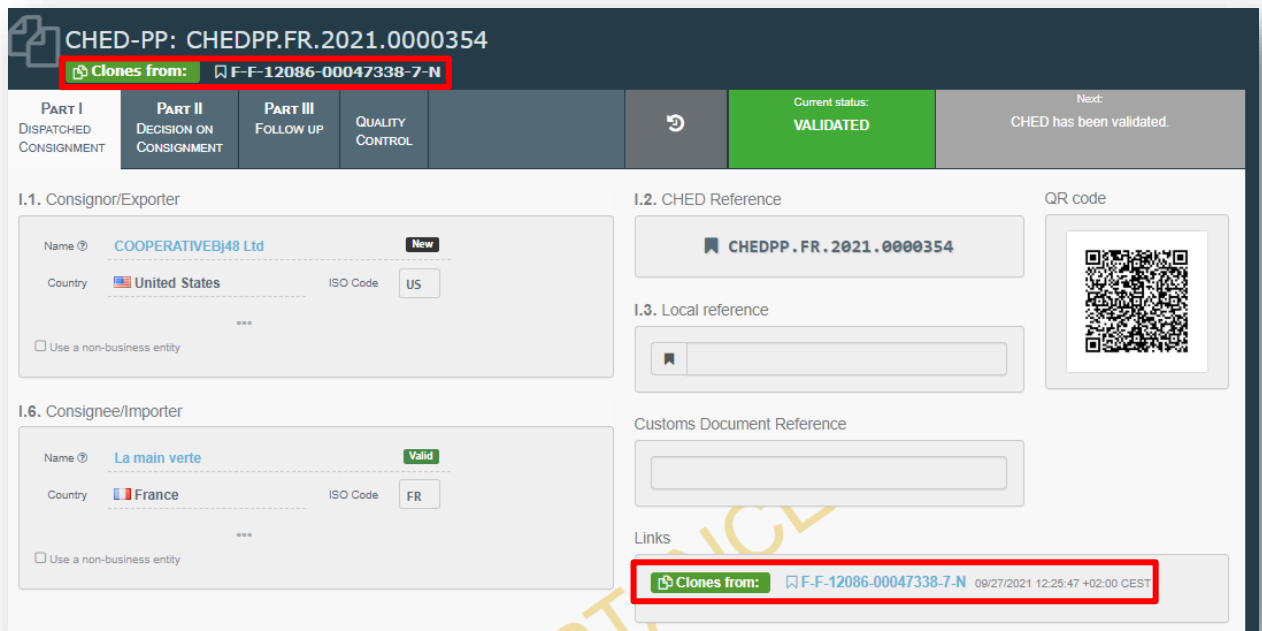
The function is either available as an option in the actions button on the search screen or directly from the CHED-PP links box:



The option allow users to search for the ePhyto reference and select the IPPC ePhyto they want to link to the already created CHED-PP:



A link between the documents will be created. The users will be able to see from which ePhyto the document has been cloned from:



And from the ePhyto, users will see that the document has been cloned into a CHED-PP.

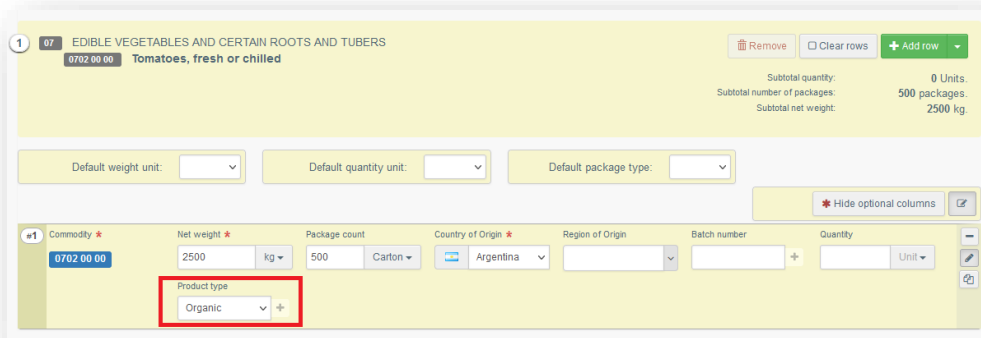


Linking a COI to a CHED-PP

Attention!

For organic and in-conversion products subject to organic checks at border control posts, if the operator intends to release the products in the consignment covered by the CHED on the EU market as organic or in-conversion products it is mandatory to insert the product type 'organic' in the CHED in TRACES (see below) and to link a COI to the CHED.

To do so, you must select the product type "organic" inside a commodity box of the CHED:



When this product type has been selected, it becomes mandatory to link a COI to the CHED inside the accompanying documents. Click on the option "Add certificate reference" and select the COI that should be linked to the CHED:

I.9. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **COI** Edit

Manually marked as cloned from Remove

Number [COI.AR.2021.0000006](#)

Date 29/11/2021 +01:00 CET

Country

Place of issue

If a CHED and a COI are linked, the link automatically appears in the “Links” box below the reference number of a COI:

3 Certificate of inspection reference number

COI . AR . 2021 . 0000006

Links

Manually marked as cloned to [CHEDD.FR.2021.0000243](#) 11/30/2021 11:40:29 +01:00 CET

Attention!

The rule above does NOT apply to products exempted from organic checks at border control posts (that is to say, those for which only a point of release for free circulation can be selected in box 10 of the COI) and this even in the case where by virtue of national law only it is required that those goods be checked at border control posts registered in TRACES as points of release for free circulation and be accompanied by an entry document in the same format as the CHED.

Note:

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

Users 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.

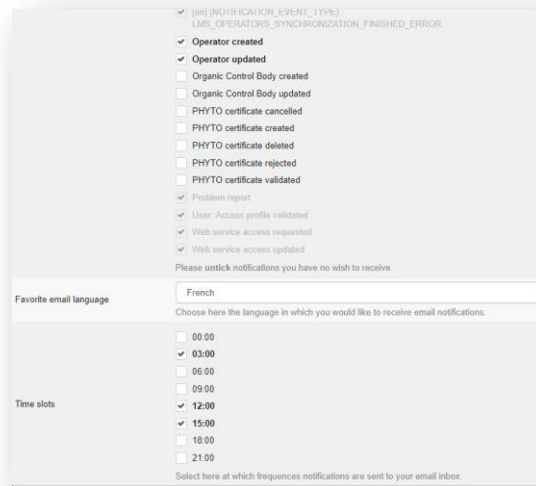
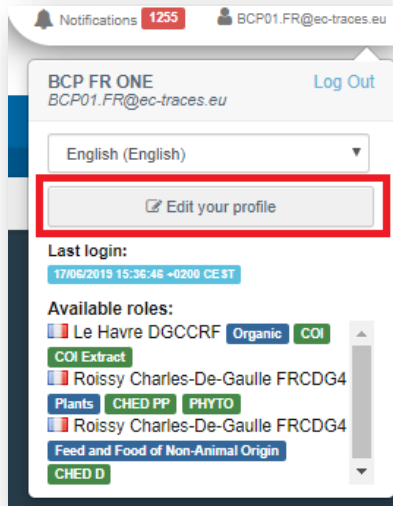
“Cancel certification” → BCP, LAU, RCA and CCA can cancel “Validated”, “Authorised for transhipment” and “Authorised for transfer” to control point CHEDs.

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

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

Notifications

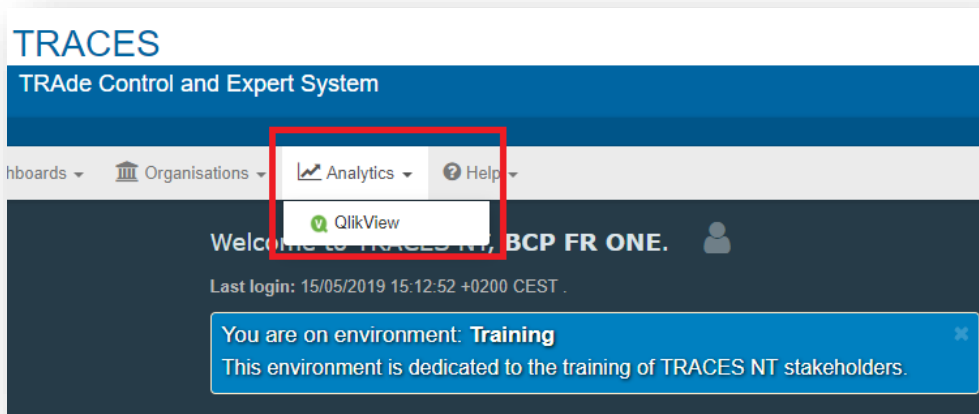
Notifications settings can be modified in the user profile. The user clicks on “Edit your profile” and can select his “Notification Preferences”. It is possible to select which notifications to receive and the time-slot when the user wants to receive them.



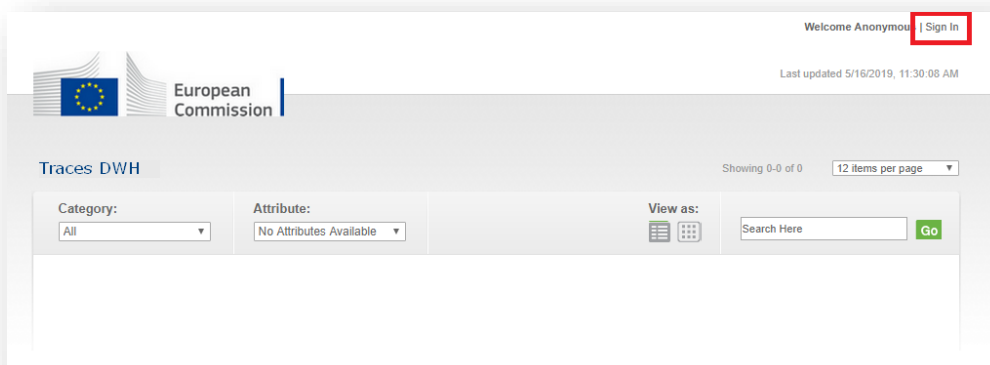
QlikView

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.

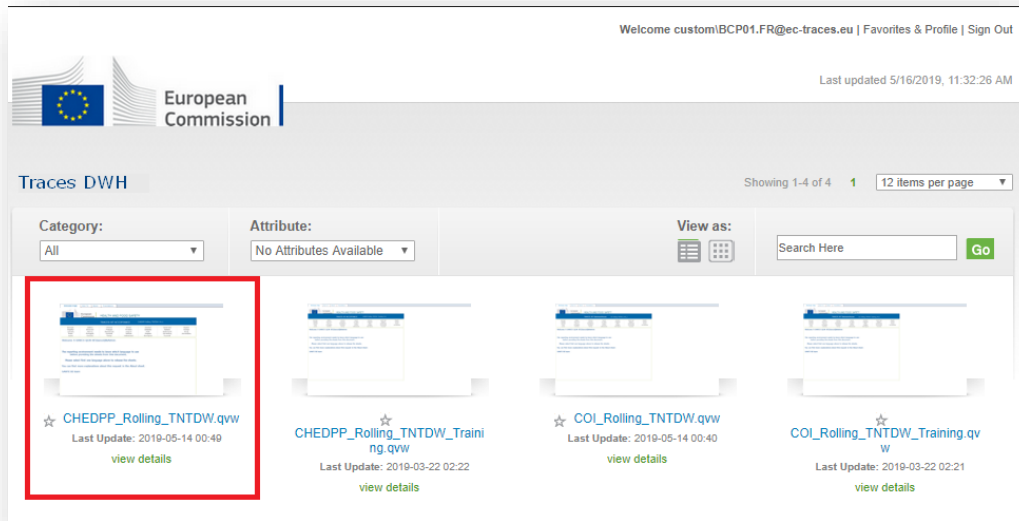
To access QlikView, click on “Analytics” and then on QlikView.



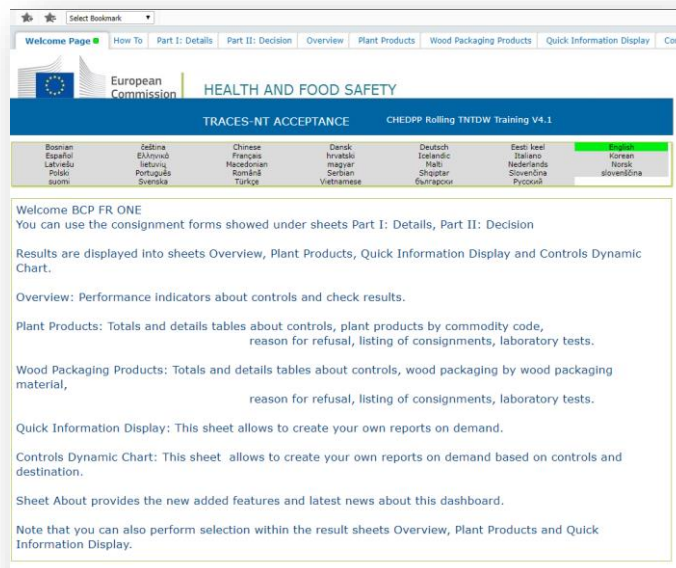
The system will redirect you to a webpage where you will have to click on the small button in the top right corner “Sign in”.



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 a QlikView dashboard with the following components:

- Top Navigation:** Includes filters for "Declaration Date" and "Decision Date". A date picker shows "2019" for the year and "01" for the quarter. A calendar view is visible below.
- Dimensions & Metrics:** A sidebar on the left lists available fields and metrics. The "Available Fields" section includes items like "I.3. Border Control Post", "I.6. Place Of Destination", "I.10. Country Of Origin", "I.12. Means Of Transport Before Bcp/Storage Identifier Of Means Of Transport", and "I.29. Commodities". The "Metrics" section includes "Number of Consignments", "Number of Packages", "Number of Containers", "Net Weight (kg)", "Quantity", "% Of Consignments", "Wood Packaging Number of Packages", and "Wood Packaging Net Weight (kg)".
- Dynamic Chart:** A table titled "# Of Consignments (1184)" is displayed. It has the following columns: "I.3. Border Control Post", "I.6. Place Of Destination", "I.10. Country Of Origin", "I.12. Means Of Transport Before Bcp/Storage Identifier Of Means Of Transport", "I.29. Commodities", and "Number Certificates". The table shows a total of 1,184 consignments and lists individual entries with their respective values.
- Selection Board:** A sidebar on the right contains a list of fields with checkboxes for selection, including "Status", "Traces Unit No.", "Country Of Origin", "Country Of Dispatch", "Commodities", "Common Names", "Esso Code", and "Wood Packaging Material".

