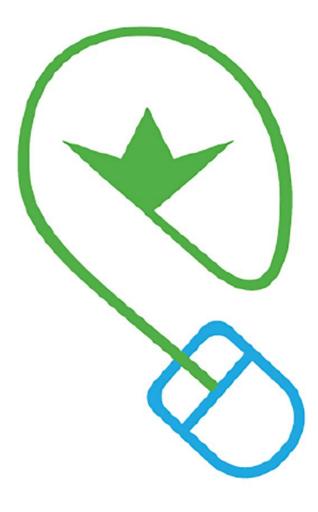


European Commission



# CHED PP User Manual

Health and Food Safety

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# Glossary

ADMIN USER	Administrator user	
ВСР	Border Control post	
ССА	Central Competent Authority	
CN	Combined Nomenclature	
СР	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	
РНҮТО	Phytosanitary certificate issued in TRACES new technology	
WPM	Wood packaging material	

## How to log into Traces?

Open the "TRACES NT" page.

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

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

				Documentation   FAQ   Contact   English (English)	•   Log in
	TRACES				
European Commission	TRAde Control and Expert System				
TRACES NT > Log In					
		TRACES Log In  着			
		Please log in through the EU Login by clicking on the button below and follow instructions.	Do not have an account?		
		Log into Tracos	Sign up for Traces. Your request will be transmitted to Traces support.		
		If you cannot remember your password, you can Reset your password on EU Login.	How to create an EU Login account?		

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

Sign in to continue	Sign in to continue
	Welcome
Use your e-mail address	RFC01.FR@ec-traces.eu (External)
1	Sign in with a different e-mail address?
Next	Password I Lost your password?
Create an account	Choose your verification method
Or	Password
Or use the eID of your country	
Select your country	
	Sign in

Click on "Sign in".

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

Please follow the link and follow the procedure described:

https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/C\_EU%20login/create-anew-EU-login-account.htm

Please log in through the EU Login by	/ clicking on the button below and follow instructions.		o not have an account?
l	Log into Traces	w	ign up for Traces. Your request ill be transmitted to Traces upport.
If you cannot remember your passwo	rd, you can Reset your password on EU Login.		ow to create an EU Login

Create an account Login
Create an account
Help for external users
First name
Last name
E-mail
Confirm e-mail
Email language
Enter the code
2008 IL
By checking this box, you acknowledge that you have read and understood the grivacy statement
Creale an account

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

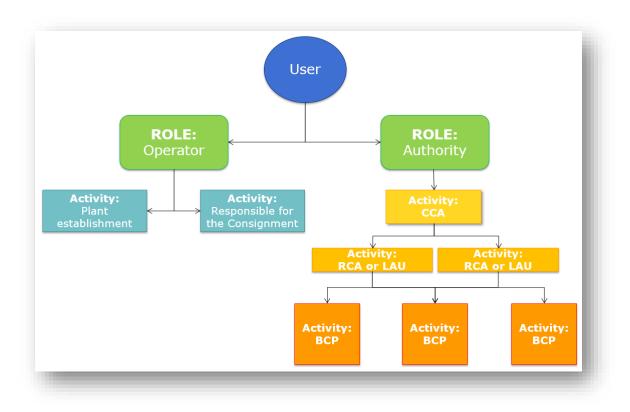
## Before starting with the CHED-PP...

Is this the first time you access TRACES?

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

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

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



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

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

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

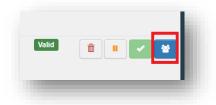
**NB:** The Company can have different activities (RFL, Plant establishment etc.). A person (User) that works for an Authority (BCP, RCA, LAU, CCA), must request a role in TRACES as Authority and request to be linked to the proper BCP, RCA, LAU or CCA.

## Structures

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

#### CCA → Central Competent Authority

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



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

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

#### **RCA** → Regional Competent Authority

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

Users linked to RCA can see all the documents involving the authorities/operators the RCA is responsible for. (E.g. RCA is responsible for a Control Point  $\rightarrow$  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** $\rightarrow$ 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  $\rightarrow$  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** $\rightarrow$ Border Control Post

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

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

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

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

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

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

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

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

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

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

"Delete"  $\rightarrow$  BCP, LAU, RCA and CCA can delete "New" and "In progress" CHEDs.

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

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

#### Responsible for the consignment

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

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

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

#### An operator with RFL activity can create ALL TYPES of CHEDs

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

#### **Plant Establishments/Plant nurseries**

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

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

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

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

#### **Control Point**

Facility where identity and physical checks are performed.

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

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

No user is attached to such type of operator.

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

## **Request a role in TNT**

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

S NT > User Profile	> Manage authorisation requests
	Request authorisation
	You currently do not have any role allowing you to access the application.
	Please select the type of organisation you're requesting access for. IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.
	Operator Economic operators such as particular businesses, stores, non-profit organisations
	Organic Control Body Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235
	Authority Competent authority such Coatoms offices, Veterinary authorities, central competent authorities, phytosanitary authorities,
	Other body Other bodies such as translators, country administrators, customs systems (at national level)

#### **Operator Role**

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

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

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

trol and Expert System			TRAINI
sation requests > Select Operators			15440019 18-3
Select an existing	operator	+ Create a new operator	
Country	France (FR)	Really ddn't find the operator you belong to? In this case only you might consider creating a neor one using the button	
Section	Responsible For the Load (Freight Forwarder) (RFL)	above.	
Activity Type	Responsible for the load		
Search:	Air France C	Q Starch	
Name	Address	Activities	
AIR FRANCE CARGO CIN: FR95999020L	12 Rue des Tarterets - zone de fret 1 95763 Reissy Ch De Gaulis Cedex L France	Approved Place of Destination (4F9) Twe     Responsible for the load (4F1) Twe	
air france silvia	mmm 95763 Rolssy Ch De Gaulle Cedex	Plant establishment (PLWIS) New     Responsible for the load (trs.) Vale	

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

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

A pop-up window will appear, click on "Send authorisation request":

Message	
	li li
Email	name@domain.com
Phone	<b>a</b> +32 02 123456

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

	TRAC	ES	
European Commission	TRAde	Control and Expert S	ystem
TRACES NT > Adr	ninistration > Users >	> Search	
Certificates 👻	🚯 Dashboards 👻	🟦 Organisations 🗸 💆	🖞 Analytics 👻 🔞 Help 👻
		Directory	
		Users Search, validate, manage role	arch Users
		Operators Search, modify, register new	s s
		operators	, i i i i i i i i i i i i i i i i i i i
		Bodies	
		Authorities Manage authorities, activities,	Full name <mark>↓</mark> ≵

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

Country	France (FR)	Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button
Section:	Responsible For the Load (Freight Forwarder) (RFL)	above.
Activity Type	Responsible for the load	
Search:	Type business name, approval number	Q Search

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

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

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

tor Details	Chapter or activity
Name Test RFC France Training	Chapter Other •
Country III France (FR)	
Region Paris	Activity
City 0, 75000 PARIS 🗸	✓ Activity details
Address rue 2	Section Responsible For the Load (Freight Forwarder) (RFL) *
li	Activity Responsible for the load *
oordinates Latitude • / Longitude •	Identifier
Phone ✓ 🔽 111 🚖 🛨 *	Valid From #02:00 CEST
	Valid to 🗃 +02:00 CEST
for Identifiers + Add Identifier	Publication date
No identifiers.	Application date
	✓ Assigned responsible authorities
	Q Search responsible authorities
	Name Address Role Code

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

	eratoi	Search:	roissy					Q Search	Advanced sear	ch e	
perator Details		Country	Fr	ance (FR) 🔻			Role	Border Control Post	•		
Name	Test	Name	Country	Address		Role	Code	Competence			
Country		Roissy Charles-De- Gaulle FRCDG4	E. France	Zone de fret 1 pélican BP 10111 95701 Roissy		Border Control Post	FRCDG4	Organic CO	COLENTRAL	Gr Select	
Region	Parts			Gaulle Cedex	Un De						
City	q	Roissy Charles-De- Gaulle FRCDG4	II France	Zone de fret 1 pélican BP 10111 95701 Roissy		Border Control Post	FRCDG4	Pants CHEC	OTHE PHYTO	Of Select	
Address	rue 2			Gaulle Cedex	UN Die						
Coordinates	Lon	Roissy Charles-De- Gaulle FRCDG4	E. France	pélican BP 10111 95701 Roissy		Border Control Post	FRCDG4	Feed and Food CHEOD	l of Non-Animal Origin	(2 Select	
Phone 🛩	¢			Gaulle Cedex Zone de fret 3							+02:00 CEST
perator Identifie	15	Roissy PED 11 BUREAU DGCCRF	France	Zone de fret 3 3609 - Porte n 1/3, rue du Pie BP 10478 95708 Roissy Gaule Cedex	* 140 id Sec	Border Control Post	FRDGCC	RF11 Grganic 60	COLExtract	2 Select	+02.00 CEST
										Close	
					20						
											i firmana an
										Q, Sea	ich responsible authorities
					N	ame.	A	ddross	Role	Co	de

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

erator Details			Chapter or activity					
Name	Test RFC France Training		Chapter	Other		•		
Country	France (FR)							
Region	Paris		Activity					
City	Q 75000 PARIS 🗸		✓ Activity details					
Address	rue 2		Section	Responsi	ble For the Load (Freigh	t Forwarder) (Ri	FL) ¥	
	l. li		Activity	Respons	ble for the load		¥	
Coordinates	Latitude • / Longitude •		Identifier					
Phone 🗸	<u>с</u> ні ф. +	·	Valid From			=	+02:00 CEST	
			Valid to				+02:00 CEST	
erator Identifie	ers + Add Identi	Ter .	Publication date					
	No identifiers.		Application date					
			Application date					
			✓ Assigned responsible a	uthorities				
				unonaco				
			Name		Address		Role Code	
			Roissy Charles-De-Gaul	e FRCDG4	Zone de fret 1 - Rue BP 10111 95701 Roissy Ch De France		BCP FRCDG4	
				_				

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

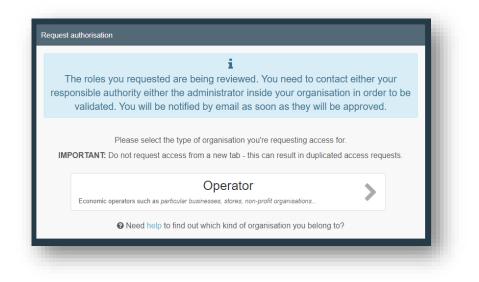
Expert System					_		
		Confirm authorisation reque	st for Test RFC France Train	ing 🕺			
Create ope	rator to request	Optionally, you can provide some	e additional useful information.				
		Message					
Name	Test RFC France Training				*		
Country	France (FR)					_	
Region	Paris	Email 🗷	name@domain.com				
City	Q 75000 PARIS	Phone	+32 02 123456				
Address	rue 2		Cancel	Send authorisation request	ght Forwarder) (RFI	.) • •	
Coordinates	Latitude	/ Longitude •	Identifier	Responsible for the load			
Phone 🗸	L 111	☆ <b>+</b> *	Valid From		Ĭ	+02:00 CEST	
_	_	_	Valid to		Ĭ	+02:00 CEST	
Operator Identifie	rs	🕂 Add Identifier	Publication date		i		
	No identifiers.		Application date		=		

Click on "Send authorisation request".

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

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

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



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

Your Roles			
Filter status	✓ 3 Requested ✓ 0 Suspended ✓ 1 Valid		Request new role +
Operator	Silvia RFL Test > Responsible for the load (RFL) Valid 92931 Paris La Defense Cedex III France (FR)	Valid	â
Operator	COOPERATIVEAD35 Co > Responsible for the load (RFL) Valid 40280 Haut Mauco France (FR)	Requested	ŧ

15

## **Authority Role**

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

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

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

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

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

Name <mark>↓</mark> 2	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex LI France	BCP	Organic COI COI Extract	FRCDG4	Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex III France	BCP	Plants CHED PP PHYTO	FRCDG4	Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex III France	BCP	Feed and Food of Non-Animal Origin CHED D	FRCDG4.	Select
Roissy PED 11 BUREAU DGCCRF	Zone de fret 3 - Bâtiment 3609 - Porte n° 140 1/3, rue du Pied Sec BP 10478 95708 Roissy Ch De Gaulle Cedex	BCP	Organic COI COI Extract	FRDGCCRF11	Select

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

ntrol and Expert System					
isation requests > Select Authority					
Select an authority					Request authorisation
Country	France (FR)		• @		
Role	BCP - Border Control Post		•		
Competence	Plants		•		
Authority Name	roissy		Q Search		
			_		
Namel‡	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Rolssy Ch De Gaulle Cedex II France	BCP	Plants	FRCDG4	Select

Then this pop-up window appears:

at

Click on the button "Send authorisation request".

**Note:** By clicking on "Send authorisation request" you are making a request to a **European Commission Administrator** or to the **Admin User** of the CCA to be linked to that authority. Once your request is sent, you will receive the following message on the **TRACES** homepage:

	i	
espo	ne roles you requested are being reviewed. You need to contact eith onsible authority either the administrator inside your organisation in validated. You will be notified by email as soon as they will be appre-	order to b
IMP	Please select the type of organisation you're requesting access for. ORTANT: Do not request access from a new tab - this can result in duplicated acces	s requests.
	Organic Control Body Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235	>
	Authority Competent authority such Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,	>
	Other body Other bodies such as translators, country administrators, customs systems (at national level)	>

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

Your Roles			
Filter status	1 Requested		Request new role -
Authority	Roissy Charles-De-Gaulle FRCDG4 BCP FRCDG4 Plants 95701 Roissy Ch De Gaulle Cedex III France (FR)	Requested	

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

## Validation steps

#### Remarks

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

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

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

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

Click on Organisations  $\rightarrow$  Operators

European Commission		ACES	Expert System	
TRACES NT > Ind	ex			
Certificates 👻	🛕 Alerts 👻	🚯 Dashboards 👻	🟛 Organisations 🗸 📗	🚈 Analytics 👻 😰 Help 👻
			Directory Users Search, validate, manage re Operators Search, modify, register new operators Bodies Authorities Manage authorities, activitie	cEST. eptance hosts a future release, to ensure everything g to Production. This version of the system pugs and therefore we provide no guarantees
				his environment to perform training events. Iata entered here remaining over time - the database is

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

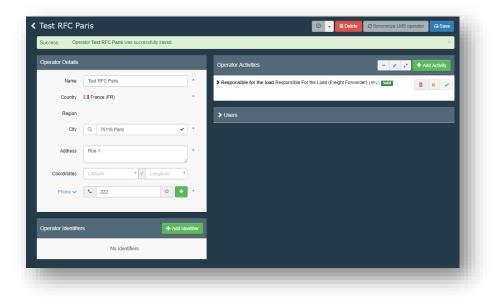
earch Ope	rator			Q Operators To Valid	ate
	Search:	Please provide name, identifier		Q Search Ad	vanced search >
<b>↓</b> F Name	Country	Identifiers	Activities	Full Address	
MacDOBQ57 SRL	Netherl	ands National Company Register 51869799	> Organic Importer (ORGANIC IMPORTER) 026474 Valid	Avenue Pierre Saul 98 1185 VB Amstelveen	/

	Search:	Please provide name	e, identifier		Q Search	Advanced search >
Ŧ	Name	Country	Identifiers	Activities	Full Address	
harleszk	97 WW	France	National Company Number FR BIO 10		via Savigliano 45 76600 Le Havre	
aimler A	G	📕 Germany			Hanns-Martin Schleyer- Str. 21-57 68229 Mannheim, Universitaetsstadt	/
est cp g		France			aa 72500 Vaas	
raining C	HED-PP Bratislava	Austria			Wieningerstraße 8 4020 Linz, Donau	/
est RFC	Paris	France			Rue 1 75116 Paris	

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

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

Test RFC Pa	aris		🖸 🚽 😫 Delate 🖉 Syncronize LMS operator 🖨 Save
Operator Details			Operator Activities + Add Activity
Name	Test RFC Paris	*	> Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) 🔤 👔 🖌
Country	France (FR)		
Region			> Users
City	Q 75116 Paris	*	
Address	Rue 1		
Coordinates	Latitude • / Longitude	•	
Phone 🗸	<b>℃</b> 222 章	•	
		_	
Operator Identifier	's 🚺	Add Identifier	
	No identifiers.		



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

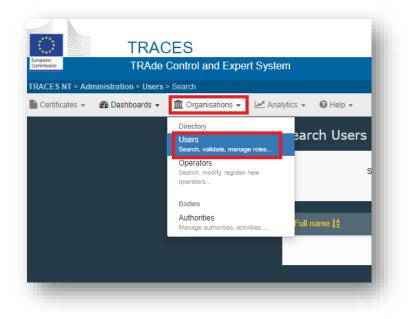
#### Remarks

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

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

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

#### Click on Organisations $\rightarrow$ Users



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

Search Use	rs				Search pending requests
	Search:	Search by first name, last name or email address		Q Search	Advanced search >
Full name ↓ <b>≜</b>	ŀ	ccount name	Bodies		Last Login
		Use	he Search button to find Users.		
	_			_	

Click on the User to open their details.

RFC FR FORTY	nfortyrf X No access.	Operator Test RFC Paris	FRequested	June 19, 2019 17:11:08 +02:00 CEST a few seconds ago.

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

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

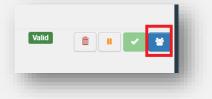
ser details				
Username	nfortyrf	Email	RFC40.FR@ec-traces.eu	
Domain	(+ External	Phone	Phone	
Full name	RFC FR FORTY	Fax	Fax	
Digital signature username		Application access	¥ No access.	
Roles	_	_	_	
				Add new Role -
		User Roles status to display	Deleted V 1 Requested V 0 Suspended	✓ 0 Valid
	Test RFC Paris > Responsible for the load (RFL) Valid		Requested	
Operator	<ul> <li>Responsible for the load (RFE) Maid</li> </ul>			

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

ser details				Start digital s	ignature enrolment
Username	nfortyrf	Email	RFC40	).FR@ec-traces.eu	
Domain	🕞 External	Phone	<u>\$</u>	Phone	
Full name	RFC FR FORTY	Fax		Fax	
Digital signature username	•	Application access		✓ Has access.	
ples					Add new Role +
oles		User Roles status to display 🗌 🕻	Deleted	O Requested     V     O Suspended	Add new Role •
oles perator	Test RFC Paris > Responsible for the load (srt.) Veed	User Roles status to display 📃 🕻	Deleted	Image: O Requested     Image: O Suspended       Valid     Image: Image: Image: O Suspended	_

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

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



# **Create a CHED-PP**

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

	CES e Control and Expert System	
TRACES NT > Index		
Certificates - Alerts - d	b Dashboards 👻 🏛 Organisations 👻 🗠 Analytics 👻 🕜 Help 👻	
EU Import Veterinary certificate to EU	Welcome to TRACES NT, BCP FR ONE.	My pending certificates
CHED Common Health Entry Document for Plants and Plant Products, Feed and food of non-animal origin.	Last login: 07/09/2019 12:31:04 +0200 CEST . You are on environment: Acceptance	Countries of Reference number Action origin Commodities
Products of animal origin and Live	Acceptance - this environment hosts a future release, to ensure everything works as expected before going to Production. This version of the system may be incomplete or contain bugs and therefore we provide no guarantees	GSH     GSH     Crees     Constraints     Constants     Constraints     Constraints     Constraints     C
PHYTO Phytosanitary certificate for import or re-exportation	concerning availability, reliability or correctness. Please take note of the following advice:	CHEDPP.FR.2018.0028431 Sign Brazil 1005 10
Catch Certificate Certificate of inspection for import of non illegal, unreported or unregulated fish catches into the European Community	<ul> <li>Do not rely on this environment to perform training events.</li> <li>Do not rely on data entered here remaining over time - the database is being regularly refreshed.</li> </ul>	CHEDPP.FR.2018.0028572 Sign decision CEXAXX Zea mays

Click on the green button +Create new CHED

Search fo	r Commo	n Health	n Entry Docume	nts	Print CH	IED model	Q My pend	ling certificates	+ Create new CHED
	Search:	Please provi	ide reference number			Q Search	Adva	nced search 🕨	
Reference	Establishment	s of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commo	dities	Last update on	J <sup>Z</sup> Status
				Start searching with Se	arch button.				

Tick the **CHED-PP** box:

ol and Expert System	□ All CHED types □ CHED-A □ CHED-P □ CHED-D ☑ CHED-PP		
CHED	Please provide nomenclarure code, section, species Q Filter		
ganisations 🗸 🛃 Analytics 🗸 🌘			
	🕂 👩 LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND ORNAMENTAL FOLIAGE	CHED-PP	
New Comm	+ 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS	CHED-PP	
	+ 00 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS	CHED-PP	Next
PART I DISPATCHED CONSIGNMENT	+ 02 COFFEE, TEA, MATÉ AND SPICES	CHED-PP	the required information to
	+ 10 CEREALS	CHED-PP	CHED for validation.
I.1. Consignor/Exporter	PRODUCTS OF THE MILLING INDUSTRY; MALT; STARCHES; INULIN; WHEAT GLUTEN	CHED-PP	l code
Name	12 OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER	CHED-PP	
Country	+ 14 VEGETABLE PLAITING MATERIALS; VEGETABLE PRODUCTS NOT ELSEWHERE SPECIFIED OR INCLUDED	CHED-PP	QR CODE
	+ 18 COCOA AND COCOA PREPARATIONS	CHED-PP	
	+ 20 PREPARATIONS OF VEGETABLES, FRUIT, NUTS OR OTHER PARTS OF PLANTS	CHED-PP	
I.6. Consignee/Importer	+ 21 MISCELLANEOUS EDIBLE PREPARATIONS	CHED-PP	-
Name			
Country	Cance	al 🗸 Done	
	Cance	el 🗸 Done	

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

All CHED t	ypes 🗆 CHED-A	CHED-P	CHED-D	CHED-PP		🛅 Un	select all
lease provid	de nomenclarure code,	section, species	ð		Q Filter		Œ
06 LIVE	TREES AND OTHER PLAN	ITS; BULBS, ROO	TS AND THE LIKE	; CUT FLOWERS AND ORNA	MENTAL FOLIAGE	СН	ED-PP
07 EDIBI	LE VEGETABLES AND CE	RTAIN ROOTS AN	D TUBERS			Сн	ED-PP
+ 07	D1 Potatoes, fresh or chille	d				Сн	ED-PP
+ 07	02 00 00 Tomatoes, fresh o	r chilled				Сн	ED-PP
+ 07	03 Onions, shallots, garlic,	leeks and other al	liaceous vegetable	s, fresh or chilled		Сн	ED-PP
+ 07	Cabbages, cauliflowers	, kohlrabi, kale and	l similar edible bras	ssicas, fresh or chilled		Сн	ED-PP
+ 07	D5 Lettuce (Lactuca sativa	) and chicory (Cich	orium spp.), fresh	or chilled		Сн	ED-PP
+ 07	Carrots, turnips, salad I	beetroot, salsify, ce	leriac, radishes an	d similar edible roots, fresh or	chilled	Сн	ED-PP
+ 07	07 Cucumbers and gherki	ns, fresh or chilled				Сн	ED-PP
+ 07	B Leguminous vegetables	s, shelled or unshel	led, fresh or chilled	1		Сн	ED-PP
+ 07	09 Other vegetables, fresh	or chilled				Сн	ED-PP
•	_						-
	Comm	on Health Entry	Document for	Plant product with 1 nomer	aclature(s)	Cancel	✓ Done

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## **PART I – Description of the consignment**

As Responsible for the Consignment (RFC)

How to fill in the document?



### Mandatory boxes \*:

2.1 Box – I.1. Consignor/Exporter

<	New Commo	on Health Entry Document for Plant P	roduct
	PART I DISPATCHED CONSIGNMENT		
	I.1. Consignor/Exporter	*	I.2. Refere
	Name	Cữ Edit ★ ▼	
	Country	ISO Code Q Advanced	I.3. Local r
	Use an unregistered operator	*** 💼 Clear	Ħ

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

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

sign consignor	+ Create a new operator Close
ign consignor	+ Create a new operator Close
ign consignor	
Country: No country s V 😧 Type business name, approval number	name, approval number Q Search 🖯
Country: No country s 🔻 🥥 Type business name, approval number	name approval number
Type business name, approval number	
Type business name, approval number	
Section Activity Type	
Type business name, approval number	
Type business name, approval humber	

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**"

C	Country:	No country s 🔻	0	Type business I	name, approval nun	nber	Q Search	Ð
Name	Address	Section	Ac	tivity Type	Status	Activity Ident	tifier	
		Si	tart sea	rching with Searc	ch button.			

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

	Country: More	оссо (М4 🔻 🥹 Тур	oe business name,	approval number.		Q Sear	ch 🕀	
Na	me	Address	Section	Activity Type		Identifier		
AB	3C	ABCD 80000 Agadir Morocco	Plant Nurseries PLANTS	Plant establishment	New		C Select	
Ce 29 Na 00	CME Test ntral Business Register: 3661 tional Company Register: 0009557000078 T: 14470964	Avenue Pierre Saul 56 Casablanca Morocco	Plant Nurseries PLANTS	Plant establishment	New		2 Select	
EX CII Ce	RICA COMMODITIES (PORT N: MCM2345 ntral Business Register: //5055	Airport road Agadir Morocco	Plant Nurseries PLANTS	Nursery	Valid		Select	
EX CII Ce	RICA COMMODITIES (PORT N: MCM2345 ntral Business Register: //5055	Airport road Agadir Morocco	Plant Nurseries PLANTS	Plant establishment	Valid		C Select	
AG	GRI-SOUSS	IMM NAJAH CITE NAJAH BP 798 Agadir Morocco	Plant Nurseries PLANTS	Plant establishment	New		C Select	•

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

## 2.2 Box – I.6. Consignee/Importer:

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

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

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

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

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

Name 🔊	AIR FRANCE CARGO		Valid	l Edit ★ ▼
Country	France	ISO Code	FR	Q Advanced
				🛱 Clear

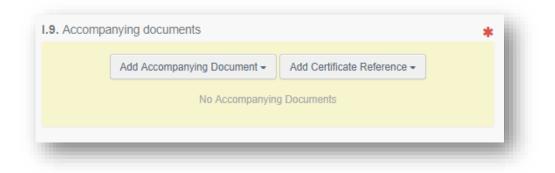
**2.4** Box - 1.4. **Border control post**: when an operator responsible for the consignment is selected in Box - 1.8, the system automatically suggests the Border control post in Box - 1.4. that is the responsible authority for that Responsible for the consignment. You can then add the suggested BCP to the document clicking on the button "Select".

TRAIN	I.4. Border Control Post           Border Control Posts associated to AIR FRANCE CARGO.           Name         Role           Code         Competence           Roissy Charles-De-Gaulle         BCP           FRCDG4         Parto
	Name 27 Edit Country ISO Code Q Advanced
	Clear
	Border Control Post code Border Control Post has not been selected.
.8. Operator responsible for the consignment *	Identification of applicant
Name @         AIR FRANCE CARGO         Mill         If Edit         ★ ▼           Country         III France         ISD Code         FR         Q. Advanced	Full name Creator Body
····	Declaration date/lime _

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

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

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



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

	Add Accompanying Document -	Add Certificate Reference -	
	Attachment:	iments	
	Commercial invoice		
	🔗 Cargo Manifest		
	@Inspection certificate		
0. Pi	Phytosanitary certificate		Ø
_			
_/_		• +02:00 CEST	
<b>O</b> Ir	@Letter of authority (Directive 2008/61/EC)		
0	Container manifest		
	& Heat treatment certificate		
	🖉 Sea Waybill		
in a st			
pect	@ Other		

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

Add A	ccompanying Document - Add Certificate R	teference -
Тур	E Phytosanitary certificate	C Edit
	Attachment:	i Remove
Numbe	r dddd	
1 Dat	17/06/2019 +02:00 CEST	
Countr	И Могоссо	
Place of issu	2	
Filenam	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	3.

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

Country	France	SO Code FR Q In order to add a reference to a certificate, this certificate must exist in the system.	
9. Accompa	nying documents	If not, please attach a digital copy of the document via Add Accompanying Document.	*
	Add Accompanying Document -	Add Certificate Reference	
	No Accompanying	CHED	
		COI	

Ad	d Accompanying Document 🗸 🗌 A	dd Certificate Refere	ence 👻
Туре	Phytosanitary		🗸 Apply
	Attachment:		団 Remove
Number *	20+	Q Advanced	
	PHYTO.MA.2019.0000528	reference in	
	PHYTO.MA.2018.0000147	attach the	
	PHYTO.MA.2018.0000151	companying	
	PHYTO.MA.2018.0000152		
	PHYTO.MA.2018.0000127		
	PHYTO.MA.2018.0000128		

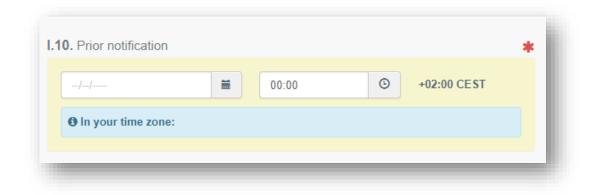
Add Acc	companying Document -	Add Certificate Reference -		
Туре	Phytosanitary		C Edit	
	Attachment:		<sup>⊕</sup> Remove	
Number	R PHYTO.MA.2018.0000147			
Date	29/05/2018 +02:00 CEST			
Country	Morocco			
Place of issue	Rabat			

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**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.

	Add A	ccompanying Document - Add Certificate Re	eference 👻
	Тур	Phytosanitary certificate	☑ Edit
		@ Attachment:	
	Numbe	phyto	
I	Dat	02/07/2019 +02:00 CEST	
	Countr	Могоссо	
	Place of issu		
	Filenam	No file attached	
	Тур	🖺 Import permit	☑ Edit
		@ Attachment:	
	Numbe	ImportPermit	
Ţ	Dat	02/07/2019 +02:00 CEST	
	Countr	France	
	Place of issu		
	Filenam	No file attached	

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



**2.6** Box - 1.7. **Place of Destination**: this box is filled automatically with the information provided in Box 1.6 Consignee/Importer. However, it is possible to change it following one of the procedures described in point 2.1.

Name			C Edit	*-
Country		ISO Code	Q Advanced	
			💼 Clea	ır
Use an unregistered	operator			

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

I.13. Means of transport		*
	Add Means of Transport 🗸	
	No Means of Transport.	

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

I.13. Means of transport		*
	Add Means of Transport -	
	<ul> <li>Railway</li> <li>Road vehicle</li> <li>Airplane</li> </ul>	
	â Vessel	

	Add Means of Transport -	
1. <b>≭ Airplane</b>	•	+ Details
		× Remove

**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.

_	1.	<b>∢</b> Airplane	+ Details
I			× Remove
	2.	🖥 Railway	+ Details
1			× Remove
	3.	Road vehicle	+ Details
I			* Remove

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

*
ISO Code

**2.9** Boxes – 1.20./1.20./1.22./1.23./1.23./1.24./1.25/1.26. **Purpose**: Select the purpose of the document among the options in boxes 1.20. - 1.26.

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

3rd country		▼ ISO Code
order Control Post		
Name		Q Advanced
TRACES unit No.		
esponsible for the cons	ignment	
Name		In the second secon
Country	ISO Code	Q 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.

**Note:** You select Box - 1.20 "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.

ontrol Point	t (Authority)		
	Authority		Q Advanced
	Code		
Name			l dit ★ -
Country		ISO Code	Q Advanced
			fil Clear

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

You select Box - 1.22 "For direct transit" when the consignment, coming from a third country, will pass through the EU territory to arrive to its final destination in another third country. (E.g. Russia - France - Australia)

Documentary checks need to be performed at the BCP.

3rd country		• ISO	Code
Exit BCP			Q Advanced
TRACES unit No.			💼 Clear

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



I.23. For private import	*

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

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

		C Edit	
Country	ISO Code	Q Advance	ed
		🛱 Clea	r

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

			+ Ad	d commodities	🖍 Modify co	mmodifies				
8 EDIBLE FRUIT AND 0805 Citrus fruit, fr 0805 21 Mand 0805 21 90	esh or dried arins (including tar							Subtotal qu number of pao Subtotal net	kages:	+ Add row • 0 Units. 0 packages. 0 Kg. 0 Units.
Default weight unit:	Kg		Default volume unit:	Ţ	[	Default quantity unit:	¥	De	fault package ty	
Commodity * 0805 21 90	EPPO Code *	٩	Product type *	Net weight *	Kg	Package count *	Country of Or	gin *		-
					Quantity 1	totals				
					1.33. T	otal quantity:				0 Units.
						otal number of packages:				0 packages.
					1.34.1	otal Net Weight:				0 Ka.

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.

0805 21 90		ngerines and satsumas)				Subtotal quantity: mber of packages: iubtotal net weight: Subtotal:	0 Units. 0 packages. 0 Kg. 0 Units.
Default weight unit:	Kg	Default volume unit:	T	Default quantity unit:	•	Default package ty	
Commodity *	EPPO Code *	Product type *	Net weight *	Package count *	Country of Origin	*	
0805 21 90		٩	Y	Kg Unit 🗸		<b>*</b> +	

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

		+ ~	dd commodities	Modify commodities		
0805 Citrus fruit, fre	esh or dried arins (including tai	CITRUS FRUIT OR MELONS			ERmove Clear Subtotal quantity: Subtotal number of packages: Subtotal net weight Subtotal net weight	rows + Add row • 0 Units. 0 packages. 0 Kg. 0 Units.
Default weight unit:	Kg	Default volume unit:	•	Default quantity unit:	Default pace     # Sh	ckage type:
#1) Commodity *	EPPO Code *	Product type *	Net weight *	Package count *	Country of Origin *	-

**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).

							* Hide option	al columns	8
Commodity *	EPPO Code *	Product type *	Quantity	Net weight *	Net volume		Package count *	:	-
0805 21 90	Q	Other living plants:	Unit 👻	111 Kg		Unit 🛩	111	Bag 👻	
	CIDRE Citrus reticulata								
	Country of Origin *	Packaging material	Sanitary Region of Origin	Establishment of Origin					
	Moroc 🔻 🛨		• +	Q Select ★ -					

						* Show optional columns
Commodity *	EPPO Code *	Product type *	Net weight *	Package count *	Country of Origin *	-
0805 21 90	(	Q Other living plants:	• 111	Kg 111 Bag -	Moroc 🔻 🛨	1
	CIDRE Citrus reticulata					

Do not forget to always specify the "Package count" unit:

Commodity * 0805 21 90 Other	EPPO Code *	Product type * Other living plants:	Net weight <b>*</b>	Package count *	Country of Origin *	-

**2.11** Box – 1.35. **Declaration**: read the declaration, and then click on "**Submit for Decision**" at the bottom of the page.

st of my knowledge and belief the statements made in Part I of f Council Directive 2000/29, including payment for or costs of destruction and disposal if necessary.
Signature
All fields with a * are required.

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

ISPATCHED CONSIGNMENT			UNSAVED	Please complete the required information to submit this CHED for validation.
1. Consignor/Exporter		*	I.2. Reference	QR code
Name		G? Edit ★ ▼	No Reference.	
Country	ISO Code	Q Advanced	I.3. Local reference	QR CODE
Use an unregistered operator			Ħ	
3. Consignee/Importer		*	Customs Document Reference	
Name  La Main Verte Country France	Valid ISO Code FR			
Use an unregistered operator			I.4. Border Control Post	
	TRA	IL.	Name Roissy Charles-De-Gaulle FF Country France (FR) Country	
	11			1 Clear
			I.5. Border Control Post code	
Iose Error: I.1. Consignor/Expor	ter Must not be empty.	0		Save as Draft Submit for Decision

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

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

#### **Optional boxes:**

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

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

Location					
Comment					
	=	00:00	©	+02:00 CEST	
• In your time zone	:				

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

ontainer number	Seal number	Official seal	
		Official seal	-
last entries with seal / container numbers	to add a new row		× Remove All

**2.15** Box - 1.27. **Means of transport after BCP/Storage**: use this box to provide details on the means of transport used after the consignment leaves the BCP.

27. Means of transport after	BCP/storage		Ø	I.28. Transporter			Ø
	Add Means of Transport -			Name			ll Edit ★ -
	No Means of Transport.			Country		ISO Code	Q Advanced
	ree means or manspore.				•••		Clear
29. Date of departure			C				
	■ 00:00	+02:00 CEST					
In your time zone:							

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

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

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

Add wood packaging materials     Modify packaging materials     No packaging materials     No descriptors	
No descriptors	

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

	nomenclarure cod	e, section, species			Q Searc	h 🗇 🗇	Inselect all
	Species:	Please provide taxono	my, species	Q			
4415 Packing		s, drums and similar packings	of wood; cable-drums	of wood; pallets, b	ox pallets and other l	oad boards, of wo	od; pallet 🔲
- 4415 1	0 Cases, boxes, cra	tes, drums and similar packing	ıs; cable-drums				
+ (	4415 10 10 Cases, b	ooxes, crates, drums and simil	ar packings				
+	4415 10 90 Cable-di	ums					0
- 4415 2	0 Pallets, box pallets	and other load boards; pallet	collars				
+	4415 20 20 Flat palle	ets; pallet collars					
+	4415 20 90 Other						

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).

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 Packaging material * EPPO Code * Count * Country of Origin * ISPM 15	.31. Wood packaging	materials					Ø
pallets, box pallets and other load boards, of wood, pallet collars of wood          #41520       Pallets, box pallets and other load boards; pallet collars       Subtotal net weight:       0         #41520       Pallets, box pallets and other load boards; pallet collars       0       packages:       0         #41520       Pallets, box pallets and other load boards; pallet collars       0       packages:       0       packages:       0         #41520       Pallets, box pallets and other load boards; pallet collars           0       packages:       0 </th <th></th> <th></th> <th>+ Add w</th> <th>ood packaging materials</th> <th>Modify packaging materials</th> <th></th> <th></th>			+ Add w	ood packaging materials	Modify packaging materials		
Packaging material * EPPO Code * Count * Country of Origin * ISPM 15	pallets, box pallets and 4415 20 Pallets, b	other load boards, o ox pallets and other	wood; pallet collars of w oad boards; pallet collars	ood	ıd;	Subtotal net weight:	+ Add row - 0 . 0 packages.
						* Show option	onal columns
	Packaging material * 4415 20 20	EPPO Code *					-

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

# **PART II – Decision on Consignment**

#### As Authority

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

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.

🗠 Solanum lycop	ersicum from Morocco	Checks performed at border control post	Checks performed at national level
	0	2019	2019
30%	<del>5%</del>	67%	63%
Increased checks	Default minimum checks	31 consignments physically checked out of	32 consignments physically checked out of
		46 relevant consignments	51 relevant consignments

# Fill in the document

Mandatory boxes \*:

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

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

I.3. Documentary Check			*
EU Standard: National requirements:	<ul> <li>Satisfactory</li> <li>Satisfactory</li> </ul>	<ul> <li>Not satisfactory</li> <li>Not satisfactory</li> </ul>	
	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. <u>The RFL can still access the CHED-PP but can no longer modify PART I.</u>

Solanum lycop	ersicum from Morocco	Checks perfor	med at border control post 2019	Checks performed at national lev 2019	el
30% Increased checks	5% Default-minimum-checks		67% ents physically checked out of want consignments	63% 32 consignments physically checke out of 51 relevant consignments	d
Documentary Check			* II.4. Identity Check		
EU Standard:	Satisfactory	Not satisfactory	Yes	O No	
National requirements:	Satisfactory	<ul> <li>Not satisfactory</li> </ul>	Satisfactory	Not satisfactory	
5. Physical Check					
O Yes	🔿 No				
Satisfactory	<ul> <li>Not satisf</li> </ul>	actory			
No physical checks reason	Reduced checks	Others			
. Welfare Check			II.8. Impact on the transport o	n animals	
) Yes	⊖ No		Number of dead animals:	Unit -	
<ul> <li>Satisfactory</li> </ul>	<ul> <li>Not satisf</li> </ul>	actory	Number of unfit animals:	Unit 🕶	
			Number of birth or abortion	units	
Created by BCP FR	DNE on 09/10/2019 11:48:41 +02:00 CI	IST	More - DPreview PDF -	Submit for Decision 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**".

**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.

Yes	No No Not satisfactory	
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.15 / II.16 Conclusion" click on "Accept", "Partially Reject" or "Refuse".

Decision: O Accept	Partially Reject   Refuse
I.9 Acceptable for transhipment ${oldsymbol{\Im}}$	◯ II.9 Acceptable for transfer ⑦
II.10 Acceptable for onward transportation ${rak O}$	○ II.11 Acceptable for direct transit ⑦
II.12 Acceptable for internal market	<ul> <li>II.14 Acceptable for non-conforming goods <sup>®</sup></li> </ul>
Human Consumption Technical use	○ II.15 Acceptable for temporary admission ⑦
Transformation Other	○ II.12 Acceptable for private import ③

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

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

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

20 Identification of BCP	II.21 Certifying officer
BCP Rolssy Charles-De- Gaulle FRCDG4	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: Emai: Authority. Relis and code Country. Date of
Ose Created by RFC FR ONE on 06/17/2019 15:35:58 +02:00 CEST	signature:

- **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.

Decision: O Accept	Partially Reject
.16 NOT ACCEPTABLE	* II.17 Reason for Refusal *
Destruction Entry refusal Contaminated products Ousrantine imposed Appropriate treatments industrial processing Re-dispatching others etime	Documentary reason     Origin reason     Origin reason     Origin reason     Origin reason     Other reasons: prohibited plants, plants products or     other reasons: presence of harmful organism     Other reasons: on compliance with special     requirements (physical)     Other reason
	II.18 Controlled destination

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

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

<b>)</b>   .9 /   .11 /   .12 /	II.12 / II.14 / II.15 / II.16 Conclu	usion				*
	Decision:	Accept	O Partially R	leject	Refuse	
commodities. After sel you can sign the decis	ecting the commodities, please fill i	n the decision information for accepte ficates will be generated, one valid, for		🙀 'Submit for I	Partial Rejection' le-Gaulle FRCDG4	
			Save as Draft	nit for Decision 🖉 Sign as in	progress to Submit for Partial	_

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"

icction of accept	ted/rejected commodities						
odities							
EDIBLE FRUIT AN	ND NUTS; PEEL OF CITRUS	FRUIT OR MELONS					Reject all rows
0805 21 Mar	ndarins (including tangerines 90 Other	and satsumas)			Subtotal	Subtotal quantity: I number of packages: Subtotal net weight: Subtotal:	0 / . 111 / packages. 111 / Kg. 0 / .
Commodity	EPPO Code	Product type	Quantity	Net weight	Net volume	Package count	<b>v</b> 1-
0805 21 90	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 Orig	in		
	Morocco						
			Qu	antity totals			
				I.33. Total quantity:			0/.
				I.32. Total number of p			111 / packages.
				I.34. Total Net Weight:			111 / Kg.
				Subtotal:			0/.

51

If there is only <u>one commodity</u> 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**".

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

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.

Commodity	EPPO Code	Product type	Quantity	Net weight	Net volume	Package count	<b>1</b> 41+
0805 21 90	CIDRE Citrus reticulata	Other living plants: fruit and vegetables	0 0	100 <mark>11</mark> K	ig 0 0	100 11 Bag	
	Country of Origin	Packaging material	Sanitary Region of Ori	gin Establishment of Origin			
	Morocco						
			G	uantity totals			
				I.33. Total quantity:			0/0.
				I.32. Total number of pack	kages:	100/1	1 packages.
				1.34. Total Net Weight:			
				-			100 / 11 Kg.
				Subtotal:			0/0.

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  $\rightarrow$  partially reject).

	DIBLE VEGETABLES	S AND CERTAIN ROOTS	AND TUBERS					Reject all rows
							Subtotal quantity: mber of packages: ubtotal net weight: Subtotal:	/0. /11 packages. /111 Kg. /0.
	0805 Citrus fruit, fres	ins (including tangerines a					Subtotal quantity: mber of packages: ubtotal net weight: Subtotal:	Reject all rows           0 / .           111 / packages.           111 / Kg.           0 / .
	ammodily	EPPO Gode	Product type	Quantity	Net weight	Net volume	Package count	× -
Ŧ	o <del>702 00 00</del> omatoes, fresh or hilled	LYPES Solanum lycopercicum	Other-living-plants:-fruit and vegetables		111-Kg		- <del>11-Bale</del>	
e		Country-of-Origin	Paokaging-material	Sanitary Region-of-Origin	Establishment-of-Origin			
e								<b>V</b>   <b>v</b>
	ommodity	EPPO Code	Product type	Quantity	Net weight	Net volume	Package count	
Ca	ommodity 0805 21 90 Other	EPPO Code CIDRE Citrus reticulata	Product type Other living plants: fruit and vegetables	Quantity 0	Net weight 111 Kg	Net volume 0	Package count 111 Bag	

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

kaging material						*
1 Rus Packing cases bo	ves crates drums and sir	milar packings of wood	d; cable-drums of wood; palle	ats hov		
allets and other load bo	ards, of wood; pallet colla	rs of wood	, cable arams of wood, pair	101 DOM		Reject all rows
	x pallets and other load bo	pards; pallet collars				
4415 20 90 Oth						
		Weight	Count	Country of Origin	ISPM 15	<b>v</b> 1•
4415 20 90 Oth	er	Weight 0	Count 111 Pallet	Country of Origin	ISPM 15	× 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.

Commodities selection	Decision on Accepted Co	nsignment Decision						
L31. Wood packaging     A Packaging material	EPPO Code	Weight	Count	Country of Origin	ISPM 15		- 1	
4415 20 90	100NO Pinales	0	111 Pallet	Morocco	Ianii Io			
I.31. Description of the     Commodiy     Opposite 21 90 Other	EPPO Code Cose Clinus reticulata	Product type Other living plants: fruit and vegetables	Quantity D	Net weight 111 Kg	Net volume D	Package count 111 Bag	71	
	Country of Origin	Paokaging material	Sanitary Region of Origin	Establishment of Origin				
II.3. Documentary Check	_			Identity Check			-	
EU Standa National requiremen	0	Not satisf		) Yes ) Satisfactory		No Not satisfactory	- 11	
II.5. Physical Check			*					

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.

			Selection is	s empty			
1.31. Description of the	e goods						
1 Commodity	EPPO Code	Product type	Quantity	Net weight	Net volume	Package count	
0702 00 00 Tomatoes, fresh or chilled	LYPE8 Solanum lycopersicum	Other living plants: fruit and vegetables		111 Kg		11 Bale	
	Country of Origin	Packaging material	Sanitary Region of Or	rigin Establishment of Origin			
	Country of Origin	Packaging material	Sanitary Region of O	rigin Establishment of Origin			
3. Documentary Check	Morocco	Paokaging material		rigin Establishment of Origin			*
3. Documentary Check	Morocco		*			Ne	
	Morocco rd:	Packaging material           Not satisf           Not satisf	* I	II.4. Identity Check		Ne 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:

II.9 Acceptable for transhipment 🕐	○ II.9 Acceptable for transfer ⑦
II.10 Acceptable for onward transportation ${f D}$	○ II.11 Acceptable for direct transit ⑦
II.12 Acceptable for internal market	<ul> <li>II.14 Acceptable for non-conforming goods <sup>®</sup></li> </ul>
) Human Consumption	○ II.15 Acceptable for temporary admission ⑦
Transformation Other	○ II.12 Acceptable for private import ⑦

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

> Documentary reason
> Origin reason
✓ Physical reason
Other reasons: prohibited plants, plants products or
other objects     Other reasons: presence of harmful organism     Commodities     V
Invasive species
Other reasons: non compliance with special requirements (physical)
> Other reason
II.18 Controlled destination
Name 🕼 😽 🖛
Country ISO Code Q Advanced

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.

		Next: ertificate has been partially rejected. Find nformation in its validating/rejecting linked certificates.
I.2. Reference		QR code
CHEDPP.	FR.2019.0001804	
Links Partially Validated:	CHEDPP.FR.2019.0001	×

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

# Europhyt interception notification

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

PART I PART II SPATCHED CONSIGNMENT DECISION ON CONSIGNMENT EUROPHYT	Current status: D REJECTED	
1. Consignor/Exporter	I.2. Reference	QR code
Name  Primeur Maroc Valid	CHEDPP.FR.2019.000282	1
Country MOFOCCO ISO Code MA	I.3. I ocal reference	
	I.3. Local reference	
6. Consignee/Importer	Customs Document Reference	
Name 1 La Main Verte Verd		
Country III France ISO Code FR		
 Use an unregistered operator	Links	

Click on the green button "New Europhyt Alert":

	PART II DN ON CONSIGNMENT EUROPHYT	গ	Current status: REJECTED	Next: This is a final step.
Europhyt Alerts				+ New Europhyt Alert
		No Europhyt alerts found.		

New Europhyt Alert	🛱 Delete Alert
Consignor	2. Interception file
Name Primeur Maroc Country Morocco ISO Code MA	Notifying country: Date of notification: Consignment from: Request for message to be sent: be sent: Country States be sent: be sent: Country States be sent: Country States Country Coun
Consignee	5. Dispatch
Name O La Main Verte Country La France ISO Code FR	Dispatch country: Morocco Place of dispatch:
	6. Origin
Destination country:	Country of angin:
Transport 😽	9. Identification of consignment
• X Airplane        ◆ Creatio        Flight number     S     Q       International transport        ☆ Creatio        Value        ★ Remove	Type of document: Phytosanitary certificate   Number: as Country: Place of Issue: Date of Issue: 02/07/2019
Point of entry POE's Country: POE's Place: POE's Place: Roissy Charles-De-Gaulle FRCDG4	
). Description of the intercepted part of the consignment	14. Reasons for interception 🔹
Package type:	Reason: Other reasons: presence of harmfu 🔻 *
Seal number Container number	Harmful organism: Please p Q • Extent of contamination: •
	🕱 Remove All 🕇 Add

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

10 Description of the	e intercepted part of the consignment - Commodities	
	+ Ad	d commodity
10 Description of the second secon	e intercepted part of the consignment - Packaging materials	
	+ Add pa	ckaging materials
Sender details		
16. Free text		ß
		1
17. Information about	the interception	18. Sender of the message
Place/ Check point:	Roissy Charles-De-Gaulle FRCDG4	Nama:
TRACES Unit Number: Date:	FRCDG4 Wednesday 3 July 2019 at 11:56:27 +02:00 CEST.	Date of notification:

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

0 Description of the interce	pted part of the consignment - Commoditie	es		
		_	_	
06 21 90 Other CIDRE Citrus re	iculata			×
Commodities:	0805 21 90 🗸	*	Quantity type:	· ·
Eppo Code:	CIDRE Citrus reticulata	<b>•</b>	Quantity unit:	• •
Eppo Code: Class of commodity:	Other living plants: fruit and vegetables			
and a contraction of	Contra and yogenoon	•		
. Measure(s) taken on cor	signment		*	11. Quantity in consignment
Meas	are: Entry refusal	¥ *		
Extent of meas	The intercepted part of the consignment	t <b>v</b> *		
				12. Quantity in intercepted part 🍂
			X Remove All + Add	
				13. Quantity in contaminated part
		+ Add commodity		
		T. And commonly		
0 Description of the interce	pted part of the consignment - Packaging r	materials		
		+ Add packaging materials		
Sender details				
Created by BCP FR ONE	on 07/03/2019 11:56:27 +02:00 CEST			🖹 Delete Alert 🖍 Submit Alert

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

#### **Optional boxes:**

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

OII.6 Laboratory Tests		+ Add laboratory test
	No laboratory tests	
_		

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

0702 00 00 -	Category	Insecta / Mir	nuta 🔻
Type laboratory test description			Q Search
Description		Category	
nsecta/Minuta		Insecta / Minuta	C Select
ABGRG   Abgrallaspi		Insecta / Minuta	Select
IACARO   Acari		Insecta / Minuta	I Select
IADLGG   Adelges		Insecta / Minuta	Select
AELSG   Aeolesthes		Insecta / Minuta	C Select
AGMYG   Agromyza		Insecta / Minuta	C Select
AGROF   Agromyzidae		Insecta / Minuta	C Select
ALCLG   Aleuroclava		Insecta / Minuta	C Select
ALELG Aleurotulus		Insecta / Minuta	C Select
ALEYF   Aleyrodidae		Insecta / Minuta	C Select

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

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

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

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

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

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

I.6 Laboratory Tests			<b>≡</b> / / <b>+</b> ∧d	d laboratory test
1TEPHF   Tephritida	e Insecta / Minuta			Ê
lotivation				*
Random	Latent infection sampling	Emergency measures	Suspicion	
spector conclusion				Ø
Satisfactory	Pending		Not satisfactory	
ommodity				
Citrus reticulata 🗹 Citrus reticulata	ding tangerines and satsumas)			
Applicant				Ø
				6
Laboratory Name Country Address	ISO Code	Q Advanced		
Sample date		Number of samples		
Batch number		Sample type		Y
		Sample conservation		<b>v</b>
Laboratory				ø
Sample use date		Released date	-/-/	
Test method		Results		
Conclusion	Satisfactory	Not Interpretable	Not satisfactory	
			+ Add Counter	r Analysis

**Note:** when a Laboratory test result is marked as "pending", in Boxes "II.9 / II.10 / II.11 / II.11 / II.12 / II.13 / II.14 / II.15 Conclusion" the option "Acceptable for Onward Transportation" will become selectable.

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

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

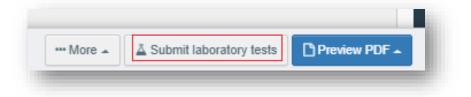
# What if I have to wait for the result of Lab tests and I do not want to lose the progress in my CHED-PP?

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

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

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

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



#### **Box – Official Inspector:**

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

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

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

0 Identification of BCP	II.21 Certifying officer
BCP: Roissy Charles-De- Gaulle FRCDG4	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: Email: Authority: Role and code: County: Date of signature:
Customs Document Reference	

### Create a CHED-PP for WPM

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

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

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

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

A	II CHED types	CHED-A	CHED-P	CHED-D	CHED-PP		ī	Unselect all	
Ple	ase provide nom	enclarure code, s	section, species			Q Filter		œ	
ŀ	21 MISCELLANE	OUS EDIBLE PREF	PARATIONS				(	CHED-PP	*
ŀ	25 SALT; SULPH	UR; EARTHS AND !	STONE; PLASTER	RING MATERIALS,	LIME AND CEMENT		(	CHED-PP	
ŀ	27 MINERAL FUE	ELS, MINERAL OILS	5 AND PRODUCT	S OF THEIR DIST	ILLATION; BITUMINO	US SUBSTANCES; MINERAL WA	XES (	CHED-PP	
F	44 WOOD AND A	RTICLES OF WOO	D; WOOD CHAR	COAL			(	CHED-PP	
F	45 CORK AND A	RTICLES OF CORK	¢				(	CHED-PP	
F	52 COTTON						(	CHED-PP	
F	53 OTHER VEGE	TABLE TEXTILE FI	BRES; PAPER YA	RN AND WOVEN	FABRICS OF PAPER	YARN	(	CHED-PP	
F		TINGS, NOT ELSE	WHERE SPECIFI			AR STUFFED FURNISHINGS; LA IS, ILLUMINATED NAMEPLATES		CHED-PP	
ŀ	95 TOYS, GAMES	S AND SPORTS RE	QUISITES; PART	S AND ACCESSO	RIES THEREOF		(	CHED-PP	
ŀ	Other than plants or	r plant products					(	CHED-PP	
ŀ	No Commoditie	5					0	CHED-PP	Ŧ
							Cancel	✓ Done	

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

All CHED types CHED-A CHED-P CHED-D CHED-PP	Diselect all
ease provide nomenclarure code, section, species Q Filter	•
Other than plants or plant products	CHED-PP
+ 01 LIVE ANIMALS	CHED-PP
+ 02 MEAT AND EDIBLE MEAT OFFAL	CHED-PP
+ 03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES	CHED-PP
4 GL DAIRY PRODUCE; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED	CHED-PP
+ 05 PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED	CHED-PP
+ 09 COFFEE, TEA, MATÉ AND SPICES	CHED-PP
+ 11 PRODUCTS OF THE MILLING INDUSTRY; MALT; STARCHES; INULIN; WHEAT GLUTEN	CHED-PP
+ 13 LAC; GUMS, RESINS AND OTHER VEGETABLE SAPS AND EXTRACTS	CHED-PP
15 ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PREPARED EDIBLE FATS; ANIMAL OF VEGETABLE WAXES	
+ 16 PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEBRATES	CHED-PP
C	ancel   Done

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:

I.31. Wood packaging materials		Sec. 1997
	+ Add wood packaging materials	riats
4415         Packing cases, boxes, crates, drums a pallets, box pallets and other load boards, of 4415 20           4415         Pallets, box pallets and other k 4415 20 20           Flat pallets; pallet coll	ad boards; pallet collars	Clear rows
		* Show optional columns
Packaging material * EPPO Code * 4415 20 20	Count *         Country of Origin *         ISPM 15           Q.         Unit •         •         *         XXX.0_0.YY	-
I.31. Description of the goods		
	+ Add commodities	
2512 00 00 Siliceous fossil meals	TONE: PLASTERING MATERIALS, LIME AND CEMENT (for example, kieseiguhr, tripoilite and diatomite) and or not calcined, of an apparent specific gravity of 1/or	Bremove     Clear rows     Subtosel quantity:     Subtosel quantity:     Subtosel net weight:     O Units.     O packages:     Subtosel net weight:     O.
Default weight unit: Kg	Default quantity unit:	type:
Commodity *		* Show optional columns GP
2512 00 00		

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

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

All CHED types CHED-A CHED-P CHED-D CHED-PP	💼 Unselect all
lease provide nomenclarure code, section, species Q Filter	•
21 MISCELLANEOUS EDIBLE PREPARATIONS	CHED-PP
25 SALT: SULPHUR: EARTHS AND STONE; PLASTERING MATERIALS, LIME AND CEMENT	CHED-PP
27 MINERAL FUELS, MINERAL OILS AND PRODUCTS OF THEIR DISTILLATION; BITUMINOUS SUBSTANCES; MINERAL WAXES	CHED-PP
44 WOOD AND ARTICLES OF WOOD; WOOD CHARCOAL	CHED-PP
45 CORK AND ARTICLES OF CORK	CHED-PP
52 COTTON	CHED-PP
53 OTHER VEGETABLE TEXTILE FIBRES; PAPER YARN AND WOVEN FABRICS OF PAPER YARN	CHED-PP
FURNITURE: BEDDING, MATTRESSES, MATTRESS SUPPORTS, CUSHIONS AND SIMILAR STUFFED FURNISHINGS; LAMPS AND LIGHTING FITTINGS, NOT ELSEWHERE SPECIFIED OR INCLUDED; ILLUMINATED SIGNS, ILLUMINATED NAMEPLATES AND THE LIKE; PRE-PREMICATED BUILDINGS	CHED-PP
55 TOYS, GAMES AND SPORTS REQUISITES; PARTS AND ACCESSORIES THEREOF	CHED-PP
Other than plants or plant products	CHED-PP
No Commodities	CHED-PP
Cano	cel 🗸 Done

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:

Add wood packaging materials     Add wood     Add wo	Emove Clear rows Add row • Subtotal net weight 0 , Subtotal number of packages 0 packages.
pallets, box pallets and other load boards, of wood; pallet collars of wood 4415 20 Pallets, box pallets and other load boards; pallet collars	Subtotal net weight: 0 .
Polkaging material *         EPPO Code *         Count *         Country of Origin *         ISPM 15           4415 20 20         Q         Unit *         V         +         XXX6_0-0-YY	* Show optional columns
	×.
O I.31. Description of the goods	
+ Add commodities	
No commodities	

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

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

Please provide nomenclarure code, section, species Q Filter	
MISCELLANEOUS EDIBLE PREPARATIONS	CHED-PP
28 SALT; SULPHUR; EARTHS AND STONE; PLASTERING MATERIALS, LIME AND CEMENT	CHED-PP
TIMINERAL FUELS, MINERAL OILS AND PRODUCTS OF THEIR DISTILLATION; BITUMINOUS SUBSTANCES; MINERAL WAXE	ES CHED-PP
44 WOOD AND ARTICLES OF WOOD; WOOD CHARCOAL	CHED-PP
45 CORK AND ARTICLES OF CORK	CHED-PP
52 COTTON	CHED-PP
53 OTHER VEGETABLE TEXTILE FIBRES; PAPER YARN AND WOVEN FABRICS OF PAPER YARN	CHED-PP
G4 FURNITURE; BEDDING, MATTRESSES, MATTRESS SUPPORTS, CUSHIONS AND SIMILAR STUFFED FURNISHINGS; LAMA AND LIGHTING FITTINGS, NOT ELSEWHERE SPECIFIED OR INCLUDED; ILLUMINATED SIGNS, ILLUMINATED NAMEPLATES AI THE LIKE; PREFABRICATED BUILDINGS	
95 TOYS, GAMES AND SPORTS REQUISITES; PARTS AND ACCESSORIES THEREOF	CHED-PP
Other than plants or plant products	CHED-PP
+ 7 No Commodities	CHED-PP

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:

I.31. Wood packaging materials	2
	+ Add wood packaging materials / Modify packaging materials
	No packaging materials
	No descriptors
1.31. Description of the goods	*
	+ Add commodilies
	CODD CHARCOAL       Image: Remove image: Remov
Default weight unit: Kg	Default volume unit: V Default quantity unit: V Default package type: V 🔹
ef Commodity * EPPD Code *	Product type * Net weight * Package court * Country of Origin * Q V Kg Unit  V +

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

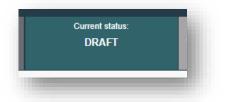
# More about CHED-PP

#### Status of the CHED-PP:

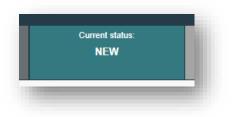
• Unsaved: the RFL has just initialised the CHED-PP and has not saved/submitted it yet. The RFL can modify anything in PART I. At this stage, if the user exits the page, all the progresses will be lost. The BCP cannot see the CHED-PP yet.



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



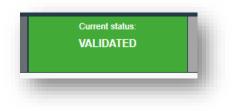
 New: the RFL has completed PART I and the CHED-PP has been submitted for decision by the RFL to the Authority (button "Submit for Decision"). The BCP receives a notification, and is able to see and access the CHED-PP with status "New". BCP can modify PART I. The RFL can still access the CHED-PP and modify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



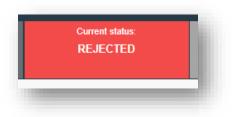
• *In progress*: the BCP has clicked on the button "Sign as in progress". The CHED-PP is now locked for editing by the RFL. Only the BCP can edit it.



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



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



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



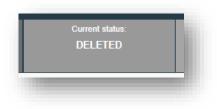
• Authorised for transfer to/for transhipment/for onward travel/for transit: in the Box "Purpose", option I.20 has been selected.



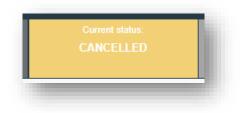
• **Onward transportation:** the consignment is acceptable for onward transportation.



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



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



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

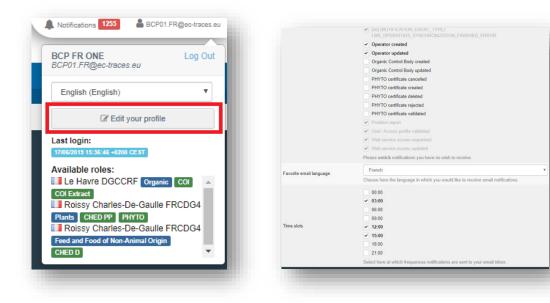


# Functionalities

- **Copy as new:** this functionality allows the user to initialise a new CHED-PP from an existing one. All the information in PART I of the CHED-PP which is being copied will be kept in the new Document. The only information that will need to be inserted are the "Accompanying document" and the "Means of transport". All the information can be modified. This functionality allows to save time when creating a new document if the majority of the information are the same in both the CHED-PPs. Both RFL and Authorities can use this functionality.
- Save as Draft: the RFL clicks on "Save as draft" and the progresses the user made in the completion of the document is saved. The user can exit the page, start a new document etc. He/she will be able to come back to the CHED-PP started earlier and continue working on it or CHED-PP. TRACES modify it. BCP can already see the (the number is DRAFT.CHEDPP.XX.2019.000000)
- Sign as In Progress: the BCP accesses the CHED-PP and clicks on "Sign as in progress". All the progress made is saved. The RFL can still access the CHED-PP but can no longer modify PART I. When the CHED-PP is "in progress", the information in the document is saved and they can be modified by the BCP at any time until the CHED-PP is in a "final status" (validated, rejected, partially rejected etc).
- Replace: this functionality allows the BCP to replace a validated CHED-PP with a new one. (inside the CHED-PP → button "More" → "Replace"). A new CHED-PP will be generated in the system and all the information contained in PART I of the replaced CHED-PP will be kept in the new one, whereas PART II needs to be completed from scratch. All the information in PART I can be modified. The two documents will be linked together, but the replacement CHED-PP is the one with legal value. The replacement can only be done on a Validated CHED-PP and not on a Rejected one.
- Cancel certification: a "Validated" or "Partially Rejected" CHED-PP can be cancelled by the BCP (inside the CHED-PP → button "More" → "Cancel certification"). The cancelled CHED-PP will not be replaced by a new one.
- Clone as CHED: this functionality allows the RFL to initialise a CHED-PP from a PHYTO which has been created directly in TNT. PART I of the CHED-PP will contain all the mandatory information from the PHYTO which is common to both documents. The Box Accompanying document in the CHED-PP will be automatically filled in with the information concerning the cloned PHYTO. The PHYTO and the CHED-PP will be linked.
- **Clone as CHED-D:** this functionality allows the RFL to clone a CHED-PP into a CHED-D. All the information contained in PART I of the CHED-PP will be kept in PART I of the new CHED-D.

#### Notifications

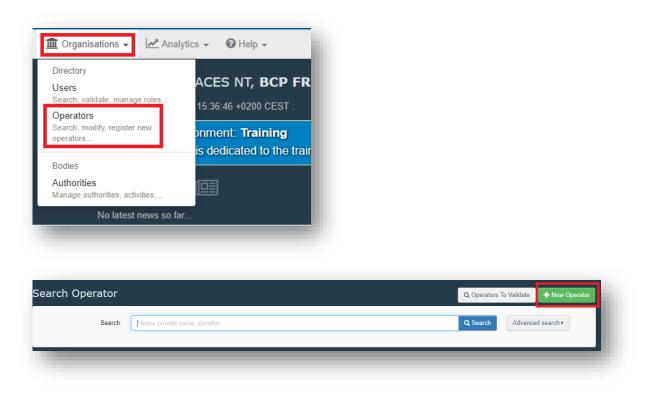
Notifications settings can be modified in the user profile. The user clicks on "Edit your profile" and can select his "Notification Preferences". It is possible to select which notifications to receive and the time-slot when the user wants to receive them.



# **Management of operators**

#### How to create an Operator in the system?

Click on "Organisations" → "Operators" → "+New Operator"



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

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

73

perator Details		Operator Activities + Add Activ	
Name	Enter a name	No operator activities.	
Country	No country selection		
Region		> Users	
City	Q Please provide city name, postal coc A		
Address	· ·		
Coordinates	Latitude • / Longitude •		
Phone 🗸	↓ 32 21 12 10 01		
perator Identifier	s + Add Identifier		
	No identifiers.		

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

Create New	w Operator			∃ Create
Operator Details			Operator Activities + Add/	Activity
Name	Test Exporter	*	No operator activities.	
Country	Morocco (MA)	•		
Region	Rabat-Salé- مستة الرياط Rabat-Salé- الرياط-سان-التوطره هاله-2الا9-00 الرياط-مال		▶ Users	_
City	Q. Rabat	× *		
Address	rue 1	*		
Coordinates	Latitude • / Longitude	0		
Phone 🗸	€ 0000 ☆	•		
Operator Identifie	rs 🕇 Add	d Identifier		
	No identifiers.			

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

Click on the blue button "Create".

perator Details		Operator Activities	🗕 🧭 🥕 Add Activity
Name	Test Exporter *	✓ Plant establishment Plant Nurseries (PLANTS) New	1
Country	Morocco (MA) *	✤ Activity Details	
Region	-Rabat-Salé, محسلة الرياط Rabat-Salé الرياط-سد-الشيطره ،EI€EO، ا00-E-0اله-R	Section Plant Nurseries (PLANTS)	¥ *
City	Q Rabat 🗸	Activity Plant establishment	v *
Address	rue 1 *	Identifier	
		Valid From/_/	+02:00 CEST
Coordinates	Latitude • / Longitude •	Valid to	+02:00 CEST
Phone 🗸	€ 0000 ☆ + *	Publication date	+02:00 CEST
perator Identifie	ers 🗕 Add Identifie	Application date	+02:00 CEST
	No identifiers.	✓ Remarks	

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

Plant establishment Plant Nurseries (PLANTS) New

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

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

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

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

Create Nev	v Operator						🖨 Create
Operator Details		O	perator Activities			-	💉 🥜 🕂 Add Activity
Name	Test RFC *	~1	Responsible for the load Re	esponsible For	the Load (Freight Forwarder) (RF	L) New	
Country	France (FR) *		Activity Details				
Region			Section	Responsib	le For the Load (Freight Forwarde	r) (RFL	) ▼ *
City	Q 75116 Paris 🗸		Activity	Responsib	le for the load		<b>v</b>
Address	rue1 *		Identifier				
Coordinates	Latitude • / Longitude •		Valid From	_/_/			+02:00 CEST
Phone 🗸	<ul> <li>€ 111</li> <li>☆ + *</li> </ul>		Valid to	_/_/			+02:00 CEST
			Publication date	_/_/			+02:00 CEST
Operator Identifie	rs + Add Identifie	r	Application date	_/_/			+02:00 CEST
	No identifiers.						
		~	Assigned responsible a	uthorities			
						Q Sea	arch responsible authorities
			Name		Address		Role Code
			Roissy Charles-De-Gaulle	e FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Ceo	dex	BCP FRCDG4

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

> Respo	onsible for the lo	ad Responsible	For the Load (Fr	eight Forwarder) (r	RFL) Valid

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

Click on the blue button "Create".

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

If the BCP created the RFL, it can validate it at the same time clicking on the green button " $\sqrt{"}$ .

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

# **QlikView**

QlikView is the statistical tool for TRACES-NT. <u>As Authority</u>, 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.

TRACES	nd Expert System	
oards 🗸 🛛 🏛 Organi	sations - Analytics - 🕑 Help -	
	Last login: 15/05/2019 15:12:52 +0200 CEST .	
	You are on environment: <b>Training</b> This environment is dedicated to the training of TRACES NT stakeholders.	×

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".

Euro	ppean mission		Last updated 5/16/2019, 11:30:08 AM
races DWH		Showing 0	-0 of 0 12 items per page 🔻
Category:	Attribute: No Attributes Available <b>v</b>	View as:	h Here Go

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).

European Commissio	n		Last updated 5/16/2019, 11:32:26 AM
ces DWH		SI	howing 1-4 of 4 1 12 items per page 🔻
<u>3</u> <u>J</u> -	ttribute: No Attributes Available •	View as:	Search Here Go
The second secon			
CHEDPP_Rolling_TNTDW.qvw Last Update: 2010-05-14 00:40 view details	CHEDPP_Rolling_TNTDW_Traini ng.qvw Last Update: 2019-03-22 02:22 view details	★ COI_Rolling_TNTDW.qvw Last Update: 2019-05-14 00:40 view details	COL_Rolling_TNTDW_Training.qv W Last Update: 2019-03-22 02:21 view details

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

European Commission HEALTH AND FOOD SAFETY						
		TRACES-NT ACC	CEPTANCE	CHEDPP Rolling TNTD	W Training V4.1	
Bosnian Español Latviešu Polski suomi	čeština Eλληνικό lietuvių Portuguės Svenska	Chinese Français Macedonian Română Türkçe	Dansk hrvatski magyar Serbian Vietnamese	Deutsch Icelandic Malti Shqiptar български	Eesti keel Italiano Nederlands Slovenčina Русский	English Korean Norsk slovenščina
Welcome BCP F						
rou can use the	consignment fo	rms showed und	er sneets Part I:	Details, Part II:	Decision	
Results are disp Chart.	layed into sheet	s Overview, Plan	t Products, Quic	k Information Di	splay and Contro	ols Dynamic
Overview: Perfo	rmance indicato	rs about controls	and check resu	Its.		
Plant Products:	Totals and detai	ls tables about co reason f		oducts by comm g of consignmen		sts.
Wood Packaging material,	Products: Tota	s and details tab	les about contro	ls, wood packag	ing by wood pac	kaging
		reason f	for refusal, listin	g of consignmen	ts, laboratory te	sts.
Quick Informati	on Display: This	sheet allows to a	create your own	reports on dema	and.	
Controle Dupar	ic Chart: This s	heet allows to cr	eate your own r	eports on demar	nd based on con	rols and
destination.		ddad faaturae ar	ad latest news a	bout this dashbo	ard.	
destination.	vides the new a	iuueu leatures ai				

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

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

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

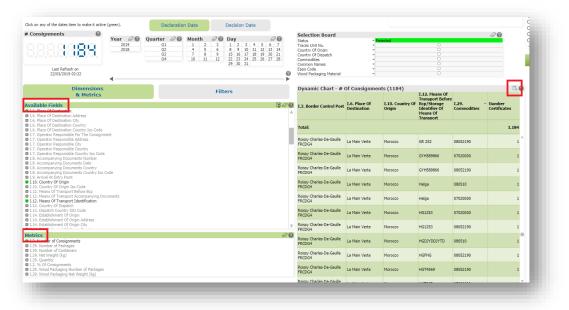
In the tabs "Overview", "Plant Products" and "Wood packaging material" some pre-made tables are available.

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

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

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

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



# **E-signature**

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

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

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

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

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

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

#### How to enrol?

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

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



