

How to register for TRACES NT and create a CHED-D

Published: January 2021

Summary

Purpose

This guidance has been produced to help food business operators who are moving agri-goods from Great Britain (GB), or outside the EU, into Northern Ireland (NI). The movement of agri-goods will require businesses to pre-notify authorities in Northern Ireland, using the EU import system TRACES NT. This guidance will demonstrate how to complete the correct pre-notification for High Risk Food Not of Animal Origin (HRNFAO).

Legal status

This guidance is best practice guidance.

This guidance is for

- Food businesses
- Food importers
- Food exporters

The UK countries this guidance applies to

- England
- Northern Ireland
- Scotland
- Wales

Review date

This guidance will be reviewed before March 2022.

Key words

- TRACES NT (TRAde Control and Expert System)
- CHED-D (Common Health Entry Document)
- HRNFAO (High Risk Food Not of Animal Origin)

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Introduction

From 1st January 2021, if you are moving agri-food from GB to NI you will have to follow a new process and ensure your goods have the correct documentation. If you are moving live animals, High Risk Food Not of Animal Origin (HRFNAO), Products of Animal Origin (POAO) or Plant products into NI you will have to pre-notify using TRACES NT. To pre-notify you will have to raise a relevant Common Health Entry Document (CHED) for your consignment, which is sent to an authorised Border Control Post at least 24 hours in advance of arrival of the good.

TRACES NT (TNT) is the European Commission's digital certification and management platform for all sanitary and phytosanitary requirements, supporting the importation of animals, animal products, food and feed of non-animal origin and plants into the European Union.

This guidance will explain how a business can sign up for TRACES NT, what role is required on TRACES NT to create a CHED, and how to complete a CHED for HRFNAO goods.

Intended audience

This guidance is intended for food businesses involved in moving goods into NI. This includes:

- All NI-based businesses who will have to create a CHED-D;
- Any GB business who is moving HRFNAO to NI will need to be aware of the new requirements and ensure they have access to the TRACES NT system and a NI representative who can create CHED's.

Purpose of the guidance

This guidance will explain how the TRACES NT system operates, the steps needed to be able to create a CHED on the system and will detail the step-by-step process of creating a CHED-D. CHED-D is the type of CHED required for the movement of HRFNAO.

Legal status of guidance

These guidance notes have been produced to explain the legal requirements of the **IMSOC Regulation - [Implementing Regulation 2019/1715](#)**, which establish the TRACES NT system, and are limited to the pre-notification of HRFNAO. They cannot cover every situation and you may need to consider the relevant legislation itself to see how it applies in your circumstances. If you do follow the guidance notes they will help you to comply with the law.

Best practice

All best practice guidance is clearly identified within this document by this style of format.

Review

We aim to keep all guidance up to date and undertake regularly reviews to ensure guidance remains relevant. The next scheduled review date for this guidance is **March 2022**.


Contact us

We welcome your feedback on this guidance, including reports of any broken links or out-of-date content, please direct any queries to infofsani@food.gov.uk.

How to register for TRACES NT - Create EU Login

A business/operator cannot access TRACES NT until they have created an EU login account.

There is step by step guidance on how to create a **new EU Login account**, visit the [TRACES webpage](#) or using the [DAERA Guidance](#).

**TRACES**
TRAde Control and Expert System


What's Traces? What's new Getting Started
Operators Certificates FAQs


Search our help and documentation

You are here: [Getting Started](#) > Create a new EU Login account

Getting Started
EU login
Organisations
Create a new EU Login account
Ask for a new password in EU login
Request, validation and rejection of Web-Service accesses
Create a new Operator in TRACES.NT

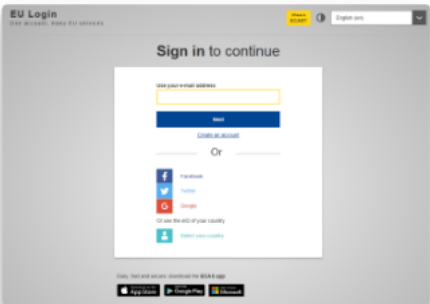
Create a new EU Login account

**Tip:** For more information on EU login, please visit the dedicated pages [here](#) or contact the [EU login application support](#).

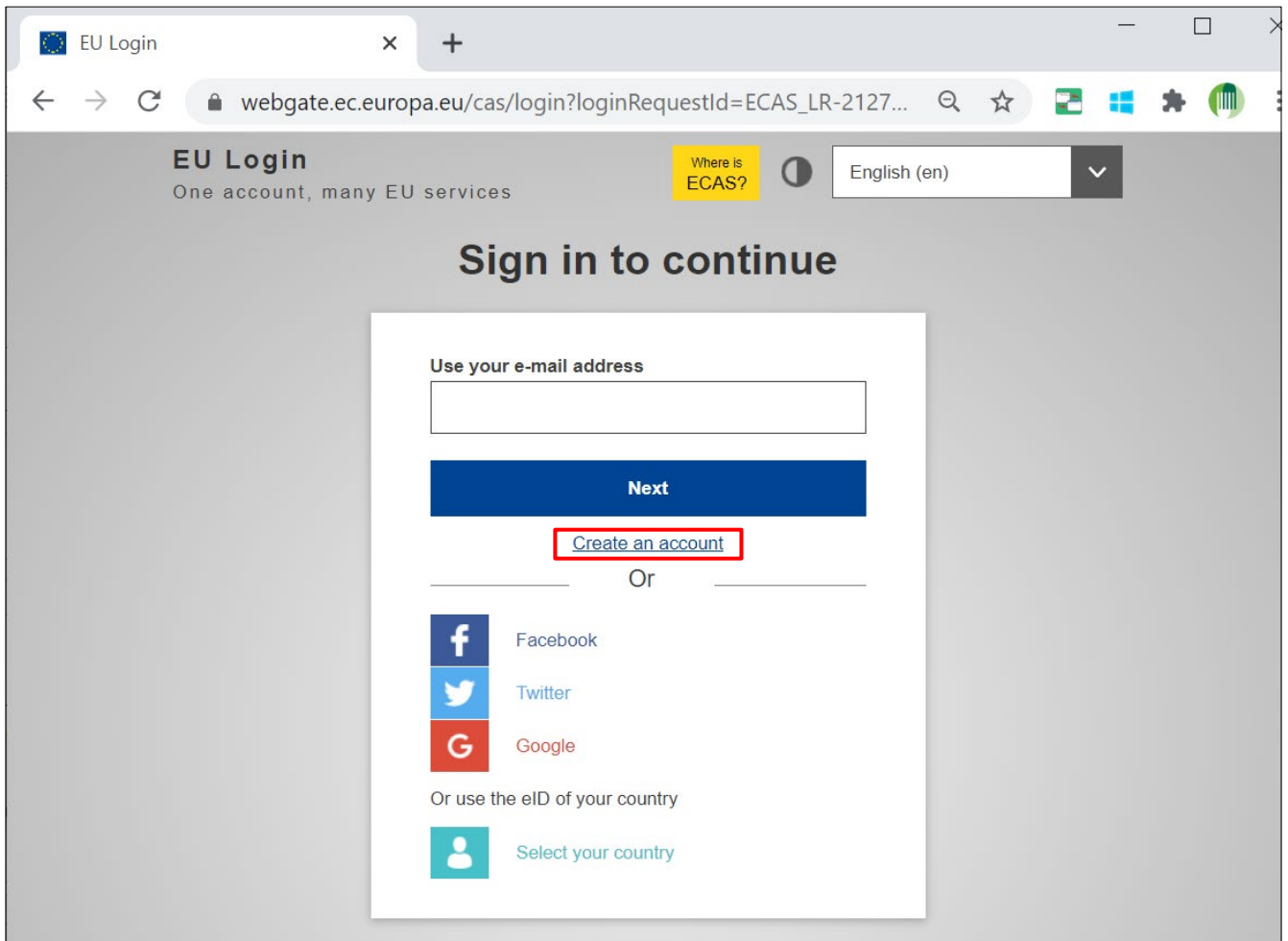
**Note:** If you already have a valid EU login account but forgot your password, go to [Ask for a new password in EU login](#).

Please follow the steps below:

1. Go to the EU login page by entering the following address in the browser:
<https://webgate.ec.europa.eu/cas/login>



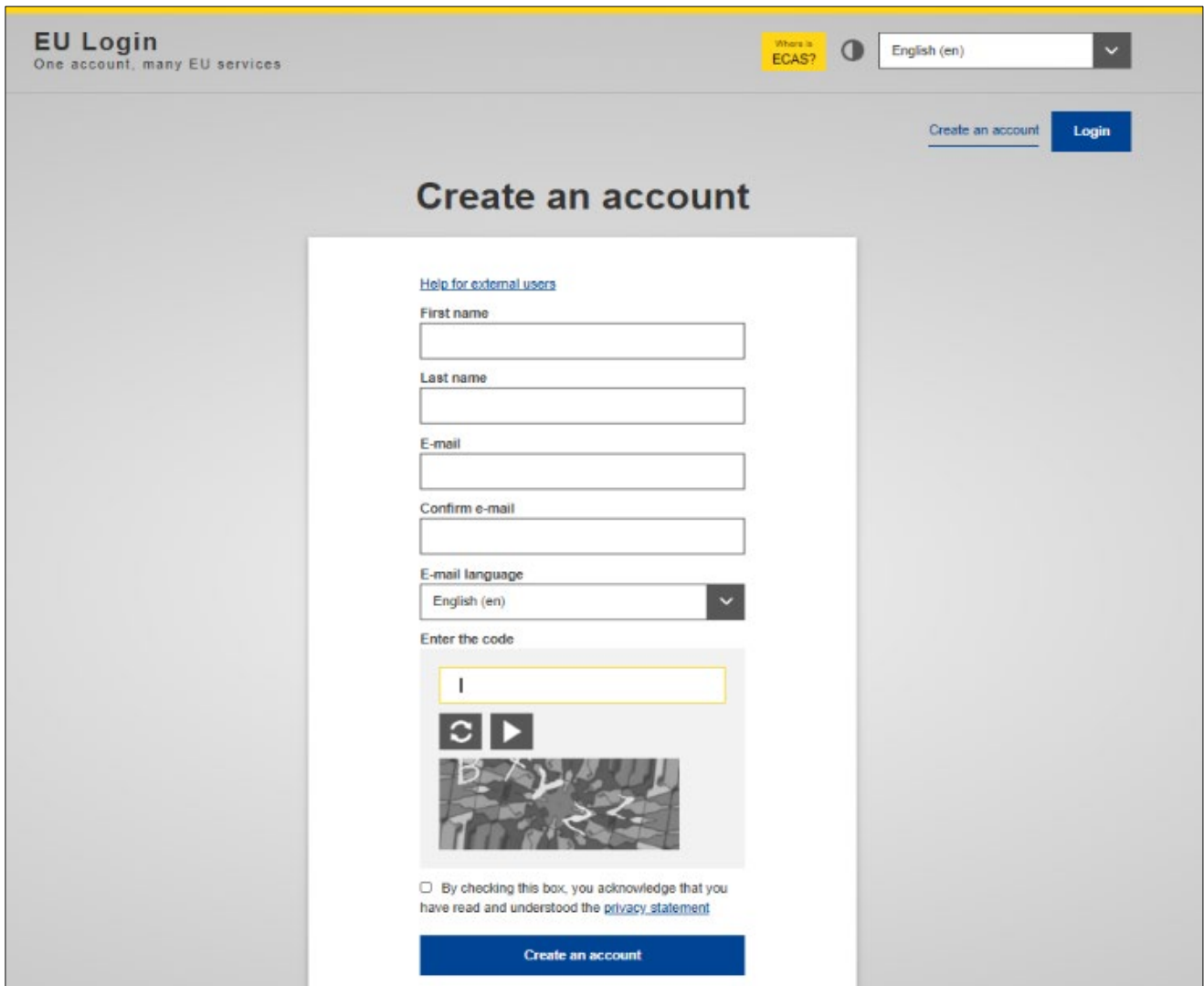
You will see the following box where you must click on **Create an account**.



The screenshot shows a web browser window with the URL `webgate.ec.europa.eu/cas/login?loginRequestId=ECAS_LR-2127...`. The page header includes the EU Login logo, the tagline "One account, many EU services", a "Where is ECAS?" button, and a language selector set to "English (en)". The main heading is "Sign in to continue". Below this, a white box contains the login options:

- A text input field labeled "Use your e-mail address".
- A blue "Next" button.
- A red-bordered link labeled "Create an account".
- A horizontal separator with the word "Or" in the center.
- Three social media login options: Facebook (blue 'f' icon), Twitter (blue bird icon), and Google (red 'G' icon).
- The text "Or use the eID of your country" followed by a teal person icon and the link "Select your country".

You must then supply the required details to create your new account.



The screenshot shows the 'EU Login' website with the tagline 'One account, many EU services'. In the top right corner, there is a yellow button labeled 'Where is ECAS?', a language dropdown menu set to 'English (en)', and a 'Login' button. Below these, there are links for 'Create an account' and 'Login'. The main heading is 'Create an account'. A link for 'Help for external users' is provided. The registration form includes fields for 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'. There is also a dropdown for 'E-mail language' set to 'English (en)'. A 'Captcha' section requires entering a code from an image. A checkbox for terms and conditions is present, with a link to the 'privacy statement'. A blue 'Create an account' button is at the bottom.

You should receive an email notification confirming your registration.

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

In the following pages there is detailed guidance on:

- How to login to TRACES NT for the first time.
- How to request authorisation for user role.
- How to create a Common Health Entry Document for high risk food not of animal origin, referred to as a CHED-D.

1. How to log in to TRACES NT

Open the [TRAdE Control and Export System \(TRACES NT\) login page](#).

Click on the green button **Log in to Traces**, this takes you to the EU login screen.

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

Click on **Sign in**.

Before starting with the CHED

Is this the first time you are accessing **TRACES NT**?

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

To create a **CHED-D** you will have to select the type of organisation you are requesting access for, among **Operator**, **Authority** or **Other Body**.

The screenshot shows the TRACES NT user profile page. The browser address bar displays 'webgate.ec.europa.eu/tracesnt/user-profile/index#!/'. The page header includes the TRACES logo and navigation links. The main content area is titled 'Request authorisation' and features a yellow warning box stating: 'You currently do not have any role allowing you to access the application.' Below this, a message prompts the user to select the type of organization for access, with an important note: 'IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.' A list of five organization types is provided, each with a description and a right-pointing arrow: '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 Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities), 'Appointed Veterinary Offices' (Description), and 'Other body' (Other bodies such as translators, country administrators, customs systems (at national level)...). A link for 'Need help' is at the bottom of the list. On the right, the 'Personal Information' sidebar shows user details: Full Name (Sheila Benjamin), Domain (External), Username (n005rhmj), and Email (Sheila.benjamin@food.gov.uk). It also includes links for 'My account on EU Login', 'Change your Password at EU Login', and 'Update your Information at EU Login'.

This is also covered in the [DAERA TRACES Guidance](#).

2. Operator Role

If you work for a company and you have to create PART I of a CHED-D, select **Operator**. The system will redirect you to a page, which will enable you to search for your company.

If your company is already listed simply select it and submit an authorisation request that will link you as a user to your operator, once it is validated by the authority receiving the request (your company in this instance).

If your company does not exist in the system, you can create a new operator. In both cases, please ensure that one of the roles of your operator is **Responsible for the Load** or you will not be able to create a CHED.

*** Responsible for the load/Responsible for the Consignment Is the role needed by agents/importers to create PART I of a CHED-D. We will refer to this role as Responsible For the Load in this guide.**

The Responsible for the Load request needs to be validated by the Assigned responsible authority which is always a Border Control Post. This validation is done only once and it gives the first access to TRACES NT to the Operator. So when applying for the role Responsible For the Load you will need to select a Border Control Post for your initial registration. You will receive a notification by email as soon as your authorisation request has been approved by the Border Control Post you have selected.

The approved Border Control Posts in Northern Ireland are at Belfast, Larne and Warrenpoint Ports and CHED-D checks are carried out by Council staff. The border control posts in Northern Ireland operated by Councils will contain the following information and border control postcode (e.g. for Belfast – XIBEL1-BCC) on TRACES.

| | | | |
|------------------|--|----------------|---|
| Belfast Port | Belfast City Council 5 Corry Place Belfast Harbour Estate BT3 9HY BT3 County Down United Kingdom (Northern Ireland) | BCP XIBEL1-BCC | <div>Animal By-Products</div> <div>Feed and Food of Non-Animal Origin</div> <div>Food Veterinary</div> <div>CHED-D rw CHED-P rw</div> <div>EU IMPORT r-</div> <div>Select</div> |
| Larne P | Larne P BT40 Larne United Kingdom (Northern Ireland) | BCP XILAR1-MEA | <div>Animal By-Products</div> <div>Feed and Food of Non-Animal Origin</div> <div>Food Veterinary</div> <div>CHED-D rw CHED-P rw</div> <div>EU IMPORT r-</div> <div>Select</div> |
| Warrenpoint Port | Warrenpoint Harbour Authority, Harbour Office, The Docks BT34 Warrenpoint United Kingdom (Northern Ireland) | BCP XIWPT1-NMD | <div>Animal By-Products</div> <div>Feed and Food of Non-Animal Origin</div> <div>Food Veterinary</div> <div>CHED-D rw CHED-P rw</div> <div>EU IMPORT r-</div> <div>Select</div> |

After this step, the operator will be able to use all the Border Control Posts in the EU, without needing individual validation from each Border Control Post.

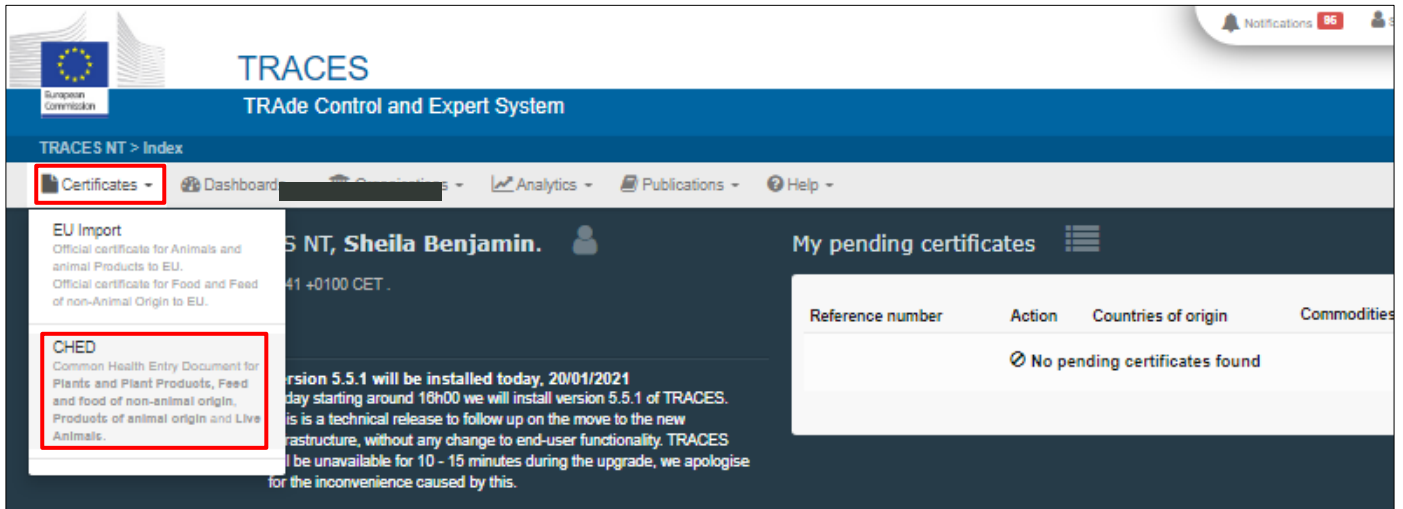
***An operator with RESPONSIBLE FOR THE LOAD activity can create ALL TYPES of CHEDs.**

Users linked to Operators with Responsible For the Load 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).

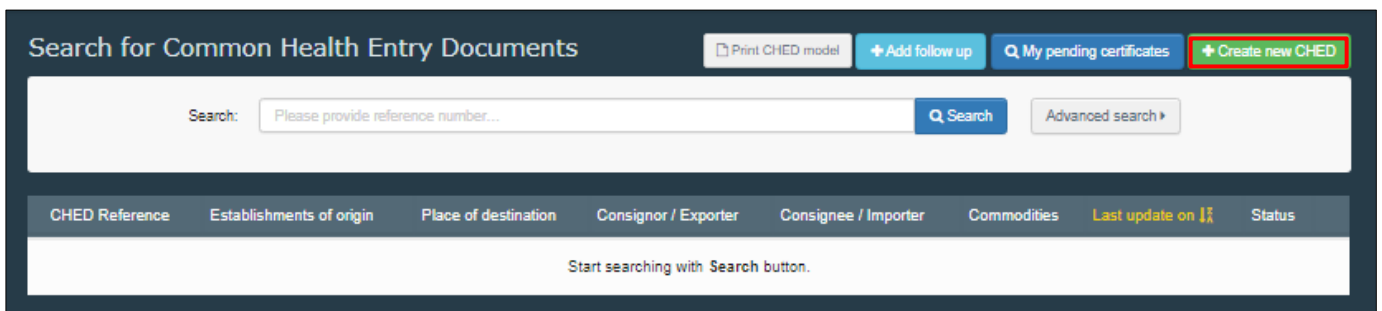
It is important to note that timeframes for pre notification of commodities is specified by legislation, details are available at [Moving or importing food of non-animal origin, including high-risk, into Northern Ireland](#).

3. Create a CHED-D – Part 1

On the homepage, click on **Certificates** and in the drop down menu, click on **CHED**.



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



Tick the relevant **CHED-D** box.

Select CHED type and commodities

☐ All CHED types ☐ CHED-P ☒ CHED-D Unselect all

Please provide nomenclature code, section, species.. Filter

| | | |
|------|--|--------|
| + 05 | PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED | CHED-D |
| + 07 | EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS | CHED-D |
| + 08 | EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS | CHED-D |
| + 09 | COFFEE, TEA, MATÉ AND SPICES | CHED-D |
| + 10 | CEREALS | CHED-D |
| + 11 | PRODUCTS OF THE MILLING INDUSTRY; MALT; STARCHES; INULIN; WHEAT GLUTEN | CHED-D |
| + 12 | OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER | CHED-D |
| + 13 | LAC; GUMS, RESINS AND OTHER VEGETABLE SAPS AND EXTRACTS | CHED-D |
| + 14 | VEGETABLE PLAITING MATERIALS; VEGETABLE PRODUCTS NOT ELSEWHERE SPECIFIED OR INCLUDED | CHED-D |

Once you have selected **CHED-D** it will filter the commodities down to only those which require a **CHED-D**, you can use the search bar to find your product by entering the name or CN code, or you can search by using the options listed to filter through to your product.

Select one (or more) commodities from the list, tick the box **CHED-D** on the right and click on **Done**. If selecting multiple commodities, you must only add additional commodities which require a CHED-D and enclose the appropriate sets of documentation for each commodity.

Select CHED type and commodities

☐ All CHED types
 ☐ CHED-P
 ☒ CHED-D

Unselect all

Please provide nomenclature code, section, species...

Q Filter

| | | |
|-----------------|---|--|
| + 06 | PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED | CHED-D |
| + 07 | EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS | CHED-D |
| + 08 | EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS | CHED-D |
| - 09 | COFFEE, TEA, MATE AND SPICES | CHED-D |
| + 0901 | Coffee, whether or not roasted or decaffeinated; coffee husks and skins; coffee substitutes containing coffee in any proportion | CHED-D |
| - 0902 | Tea, whether or not flavoured | CHED-D |
| + 0902 10 00 | Green tea (not fermented) in immediate packings of a content not exceeding 3kg | <input type="checkbox"/> CHED-D |
| + 0902 20 00 | Other green tea (not fermented) | <input type="checkbox"/> CHED-D |
| + 0902 30 00 | Black tea (fermented) and partly fermented tea, in immediate packings of a content not exceeding 3kg | <input type="checkbox"/> CHED-D |
| + 0902 40 00 | Other black tea (fermented) and other partly fermented tea | <input checked="" type="checkbox"/> CHED-D |
| + 0903 00 00 00 | Maté | <input type="checkbox"/> CHED-D |

Common Health Entry Document for

Feed and Food of Non-Animal Origin

with 1 nomenclature(s).

Cancel

Done

Part I – Description of the Dispatched Consignment

This section is only available to Operators with the designation - Responsible for the Consignment (RFC).

How to fill in the document

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

Mandatory boxes *

Box – I.1. Consignor/Exporter

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

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

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

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

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

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

I.1. Consignor/Exporter

Name

Country

ISO Code

...

Edit

Advanced...

Clear

Assign consignor

Country: No country s

Type business name, approval number...

Search

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

+ Create a new operator

Close

Assign consignior

Country:

United Kingc

United Kingdom

Q Search

Name

Address

Section

Activity Type

Status

Activity Identifier

Start searching with Search button.

+ Create a new operator

Close

Assign consignior

Country:

Monaco (MC

Type business name, approval number...

Q Search

| Name | Address | Section | Activity Type | Status | Activity Identifier |
|---|--|------------------------------------|---------------------------------|--|---------------------|
| ★ BIO PARTNERS SARL National Company Register: 12S05828 | 14 bis Rue Honoré Labande 98000 Monaco Monaco | Organic Operator | ORGANIC OPERATOR | Organic Operator | New ECOCERT S.A. |
| ★ Biodei SARL National Company Register: 20S08659 | 17 Rue des Roses 98000 Monaco Monaco | Organic Operator | ORGANIC OPERATOR | Organic Operator | Valid |
| ★ CASA LA BELLEZZA | 24 BL PRINCESSE GRACE 98000 MONACO 98000 Monaco Monaco | Plant Nurseries | PLANTS | Professional operator (plants, plant products and other objects) | New |
| ★ DEL MONTE INTERNATIONAL GMBH | 74 BOULEVARD D 'ITALE 98000 Monaco Monaco | Feed and Food of Non-Animal Origin | NON_ANIMAL_ORIGIN_FOOD_AND_FEED | Exporter | New |
| ★ ERMES SARL | 74 Boulevard | Feed and Food of Non-Animal Origin | | Importer | New |

+ Create a new operator

Close

Box – I.6. Consignee/Importer

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

I.6. Consignee/Importer

Name

Country

ISO Code

...

Edit

★

Advanced...

Clear

Box – I.8. Operator responsible for the consignment

To fill in this box, it is possible to follow one of the procedures described on page 14 for Box – I.1. Consignor/Exporter (except for the option **use an unregistered operator**).

Normally, this box is automatically filled in by the system, which recognises the operator Responsible For the Load that has initialised the CHED from their log-in.

I.8. Operator responsible for the consignment

Name

Country

ISO Code

...

Edit

★

Advanced...

Clear

Box – I.4. Border control post

When an operator responsible for the consignment is selected in Box – I.8. **Operator responsible for the consignment** the system automatically suggests the **Border control post** in Box – I.4. that you initially registered against. You can then add the suggested Border Control Post to the document clicking on the button **Select**.

Alternatively, you can select another Border Control Post by typing the name or address, and selecting it from the list. You can also run an advanced search. In Northern Ireland, the Border Control Posts for HRFNAO are Belfast, Larne and Warrenpoint (see page 10 section 2 – Operator Role for more information on these). Failure to select the appropriate Border Control Post will mean that neither the notification nor the CHED Part 1 will be visible to the Border Control Post of arrival and delays could be incurred.

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

Name

Larne P


Country


United Kingdom
(Northern Ireland)


ISO Code

XI


...

 Edit

 Advanced...

 Clear

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

 XILAR1-MEA

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

This Box will be automatically filled in once Box I.4. is completed.

Box – I.9. Accompanying documents

It is vital to ensure all accompanying documentation reflects your CHED entries, e.g. you have listed the correct importer, exporter, weights etc.

I.9. Accompanying documents

Add Accompanying Document ▾

No Accompanying Documents

Click on the button **Add Accompanying Document** and select the type of document to add from the drop down list. You must add at least a scanned copy of the export health certificate if one is needed. You must also add copies of certificates of laboratory analysis and commercial documentation when required. Insert the **Number**, **Date** and **Country**, and then click on ✓ **Apply**.

You can find guidance on what the requirements are for particular products and how to get the relevant documents at [Exporting or moving high risk food and feed of non-animal origin to the EU or Northern Ireland](#)

The screenshot displays a web interface with two main sections. The top section, titled 'I.9. Accompanying documents', features a yellow background and a button labeled 'Add Accompanying Document'. A dropdown menu is open, listing various document types, each preceded by a paperclip icon. The bottom section, titled 'I.10. Prior notification', includes a date input field with a placeholder '--/--/---' and a blue button with an information icon and the text 'In your time zone'. To the right of the dropdown menu, a time zone label '-00:00 GMT' is visible.

I.9. Accompanying documents

Add Accompanying Document ▼

Attachment:

- Proforma invoice
- Air Waybill
- Plant health movement document
- Laboratory report
- Contract
- Reforwarding phytosanitary certificate
- Freight invoice
- Commercial invoice
- Universal transport document
- Informal embassy attestation
- Cargo Manifest
- Inspection certificate
- Order
- Phytosanitary certificate
- Import permit
- Origin certificate
- Letter of authority (Directive 2008/61/EC)

I.10. Prior notification

--/--/---

In your time zone

-00:00 GMT

I.9. Accompanying documents



Add Accompanying Document ▼

Type *

 **Health certificate**

✓ Apply

 **Attachment:**

 Remove

Number *

Number

Date

--/--/----



+00:00 GMT

Country *

No country selection



Place of issue

File

Drop file here or

 Select file(s)

 Maximum file size: **2 MB**.

I.9. Accompanying documents

Add Accompanying Document ▾

Type *

Health certificate

Attachment:

✓ Apply

Remove

Number *

Official Cert 01

Date

13/01/2021

+00:00 GMT

Country *

United Kingdom (GB)

▼

Place of issue

File

OFFICIAL CERTIFICATE 00

Change file

Maximum file size: 2 MB.

You also have the option to attach a file with a maximum size of 2MB.


Note: It is possible to add several accompanying documents and to list them in order 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-D.

Please ensure any accompanying documentation is correctly referenced and the official certificate is the top attachment.

I.9. Accompanying documents

Add Accompanying Document ▾

Type

 Health certificate

Edit

Remove

Attachment:


Number

Official Cert 01

Date




13/01/2021 +00:00 GMT

Country


 United Kingdom

Place of issue


Filename

OFFICIAL CERTIFICATE 001
Groundnuts.docx   
29.28 KB

Virus Scan State

 Virus scan has not been performed yet.

Type

 Commercial invoice

Edit

Remove


Attachment:

Number

COMM invoice 01

Date

Country

 United Kingdom

24

Box – I.10. Prior Notification

Indicate the date and time of arrival of your consignment at the Border Control Post.
A CHED-D Part 1 must be submitted at least 24 hours before the arrival of your consignment at the Border Control Post.

I.10. Prior notification

00:00

+00:00 GMT

In your time zone:

Box – I.7. Place of Destination

This box is filled automatically with the information provided in Box I.6.
Consignee/Importer. However, it is possible to edit it by follow one of the procedures described on page 14 for Box – I.1. Consignor/Exporter.

I.7. Place of Destination

Select an operator

Name

Country

ISO Code

Edit

Advanced...

Clear

Border control post

Onward transportation facility

Control point

Only click on **Border control post** if your consignment is a transshipment from a third country to a third country. If your consignment will remain in the EU or NI you should not click this field.

Box – I.13. Means of transport

Click on **Add means of transport**, select the means of transport by which the consignment arrives at the Border Control Post 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.**

If you are travelling to a Northern Ireland port by ferry you should select the **Road Vehicle** option and you must include any relevant vehicle and trailer numbers.

I.13. Means of transport



Add Means of Transport ▾

1.  Road vehicle

Vehicle registration

ABC 123 / CONT 001

Country

 United Kingdom (GB ▾ 

International transport document

+ Create

Clear

Remove

Advanced...

26

Box – I.14. Country of dispatch

Select the last **Country of dispatch** before the consignment entered the EU from the list.

I.14. Country of dispatch

▼

ISO Code

Box – I.16. Transport conditions

Select the condition of your consignment. You can only select one condition per consignment. If the consignment contains both **Chilled** and **Ambient** products you will need to add an extra consignment in box I.31.

I.16. Transport conditions

☐ Chilled

☐ Ambient

☐ Frozen

Box – I.18. Certified as or for

Select the intended use of your product, i.e. state if for **Human Consumption**.

I.18. Certified as or for

☐ Further process

☐ Feedstuff

☐ Human consumption after further treatment

☐ Display exhibition item

☐ Human Consumption

☐ Sample

☐ Other

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

Select the purpose of the document among the options in boxes I.20. to I.26.

Please note the most common selection for these boxes will be **I.23 For internal market**, where the product is brought into the EU for the EU (and NI) market and customers.

The screenshot shows a web interface for selecting the purpose of a document. At the top, a dark blue header bar contains the text 'I.20. / I.22. / I.23. / I.24. / I.25. / I.26. Purpose' and a red star icon. Below the header, there are two columns of radio button options. The left column includes 'I.20. For transshipment', 'I.22. For transit', and 'I.24. For non conforming goods'. The right column includes 'I.20. For transfer to', 'I.23. For internal market', and 'I.25. For re-entry'. The 'I.23. For internal market' option is highlighted with a yellow background. Below these options, there is a section titled 'Preferred Onward Transportation Facility in case of pending laboratory tests' with a blue icon. This section contains a form with fields for 'Name', 'Country', and 'ISO Code', along with 'Edit', 'Advanced...', and 'Clear' buttons.

You select Box – **I.20. For transshipment** when the Documentary check is done at the first Border Control Post, but the consignment is allowed to move to a second Border Control Post where Documentary, Identity and Physical checks will be performed (the second Border Control Post can be in the same Member State, or in another Member State). The consignment changes the means of transport. It is still under customs supervision and cannot be released until the checks are completed.

● **I.20. For transshipment**
✱

3rd country

▼

ISO Code

Border Control Post

Name

Q Advanced...

TRACES unit No.

Responsible for the consignment

✎

Name

✎ Edit

★ ▼

Country

ISO Code

Q Advanced...

🗑 Clear

Choose the Border Control Post to which the consignment is authorised to move after documentary checks. Here you can also specify who will be responsible for the load (if different from the previous) for further movement.

Note: You select Box – **I.20. For transfer to** when the documentary check is done at the Border Control Post, 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 checks are completed.

☒ **I.20. For transfer to**

Control Point (Authority)

Authority

Code

Q Advanced...

or
Control Point (Operator)

Name

Country

ISO Code

Edit

★

Q Advanced...

Clear

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

You select Box – **I.22. For direct transit** when the consignment, coming from a third country and will pass through the EU territory to arrive at its final destination in another third country (e.g. Russia – France – Australia).

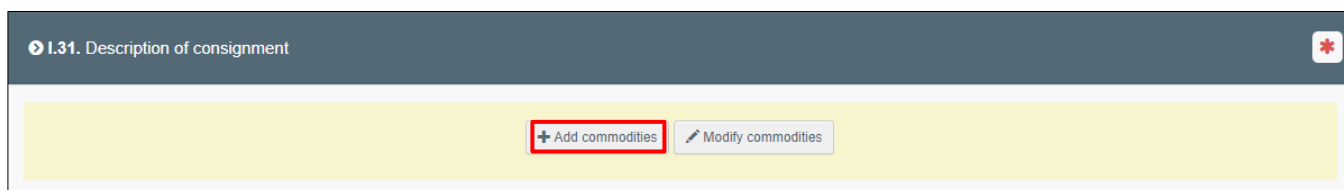
Documentary checks need to be performed at the Border Control Post.

Select Box – **I.23. For internal market** when all the checks are performed at the first Border Control Post. This is the box to be used for a product which will be placed on the market in the EU, including Northern Ireland.

☐ **I.23. For internal market**

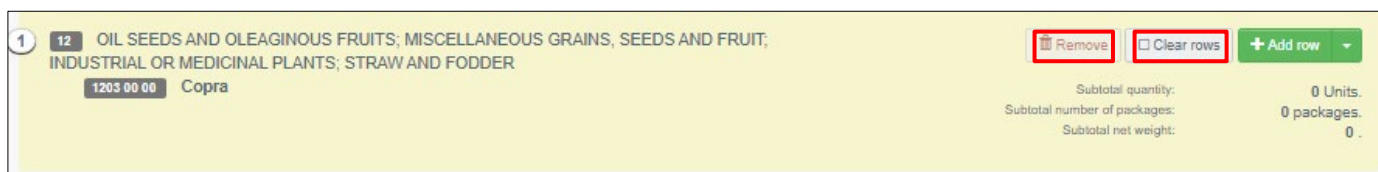
Box – I.31. Description of the consignment

Here you can add commodities to the document by clicking the button **+ Add commodities**.

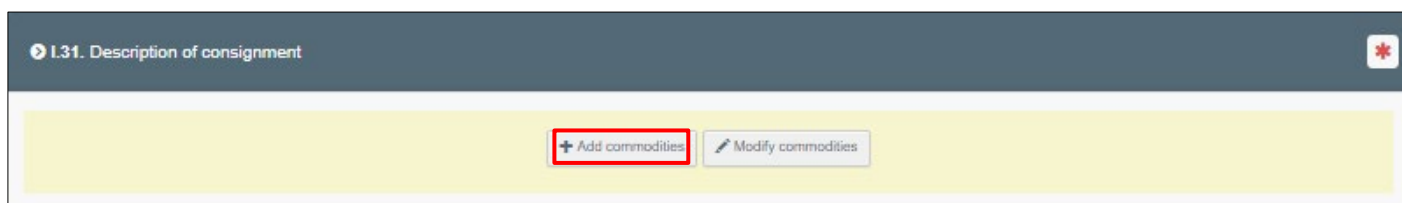


To manipulate each of the commodities included in the document, different options are available:

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



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



Note: In Box – I.31. **Description of the consignment** some fields are mandatory, others are not but we would ask you to insert as much information as you can to help BCP staff.

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

#1 Commodity * Net weight * Package count Country of Origin * Batch number Quantity

1202 42 00 750 kg 10 Box China BATCH123 Unit

Quantity totals

I.34. Total Gross Weight: Unit

I.34. Total gross volume: Unit

I.33. Total quantity: 0 Units.

I.32. Total number of packages: 10 packages.

I.34. Total Net Weight: 750 kg.

Do not forget to specify the **Package count** unit.

#1 Commodity * Net weight * Package count

1001 11 00 750 kg 10 Box

It is possible to click on the button **Show/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 (**Commodity code**, **Net weight**, and **Country of origin**).

#1 Commodity * Net weight * Country of Origin *

1001 11 00 750 kg

Box – I.35. Declaration

Read the **Declaration**, and then click on **Submit for Decision** at the bottom of the page.

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

The screenshot shows the 'I.35 Declaration' form for the operator responsible for the consignment. The form is titled 'I.35 Declaration' and contains a declaration text: 'I, the undersigned operator responsible for the consignment detailed above, certify that to the best of my knowledge and belief the statements made in Part I of this document are true and complete, and I agree to comply with the requirements of Regulation (EU) 2017/625 on official controls, including payment for official controls, as well as for re-dispatching consignments, quarantine or isolation of animals, or costs of euthanasia and disposal where necessary.' Below the text are fields for 'Date of signature', 'Full name', 'Email', and 'Signature'. The 'Signature' field is a large rectangular box. At the bottom right of the form, there is a red box containing the 'Submit for Decision' button. The footer of the page includes links for 'Last update: 2021', 'Report a Problem', 'Legal Notice', 'Cookies', 'Privacy statement', 'Credits', 'Contact', and 'Top Page'. It also mentions 'European Commission - DG Health & Food Safety' and 'TRACES NT 5.5.0 (18/01/2021 12:50:53) - processed by TRACESNT001_PRODv631'.

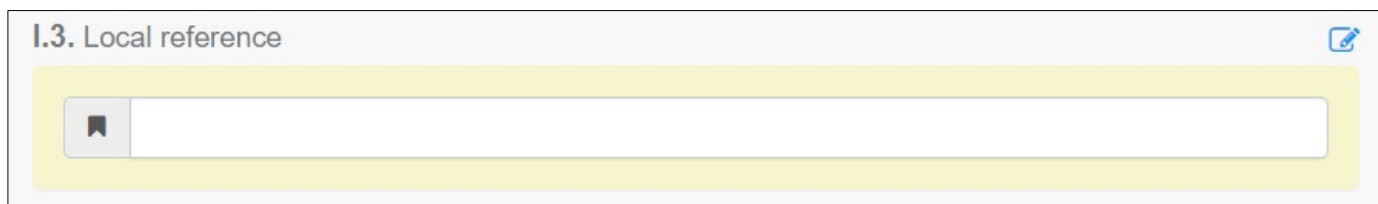
Note: If some of the boxes have been completed incorrectly, an **Error** message will appear at the bottom of the page. If you click on the expand sign you will be able to read the message in detail. When you click on each of the messages, you will be redirected to the relevant box and field(s) which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

You have successfully completed PART I of CHED-D.

Next steps – optional boxes

Box – I.3. Local reference

This number can be assigned by the user themselves, depending on the national administration.



The screenshot shows a form titled "I.3. Local reference" with a yellow background. It contains a single text input field with a bookmark icon on the left. A blue edit icon is in the top right corner.

Box – I.17. Container No/Seal No

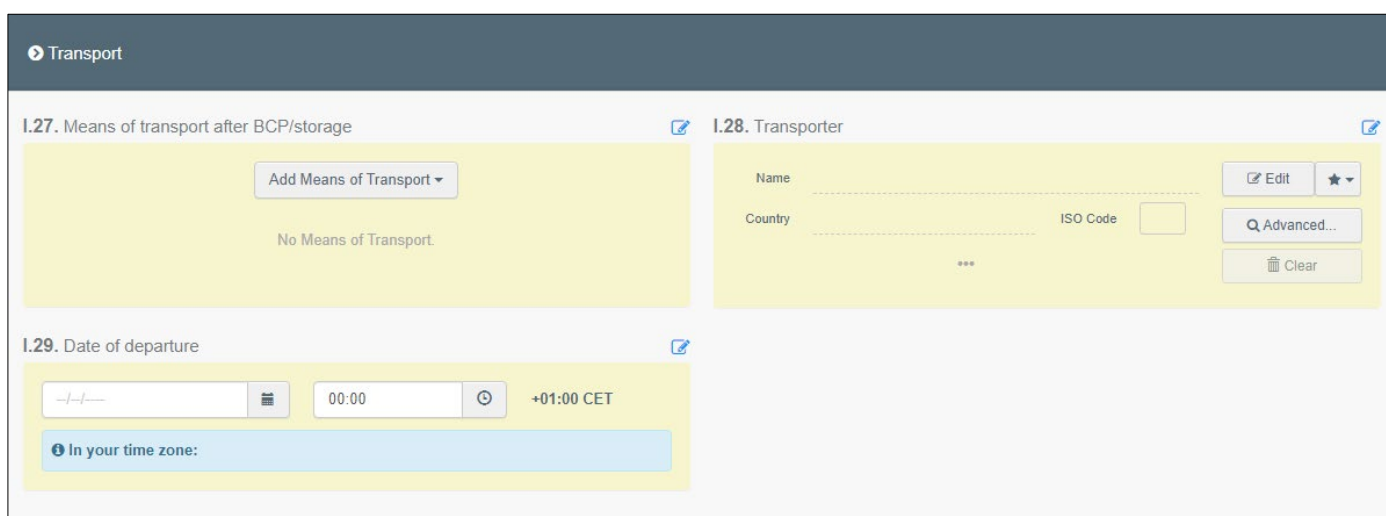
In this box it is possible to add the **Container number** and the **Seal number**. After the checks have been performed, in Part II - Decision on consignment of the CHED, the authority can insert a new Container number for reseal, if necessary. If entering a container number, please also include the vehicle registration.



The screenshot shows a form titled "I.17. Container No / Seal No" with a yellow background. It contains two text input fields: "Container number" (with the value "ABC123 / CONT 007") and "Seal number" (with the value "SEAL 123"). To the right, there is a section for "Official seal" with a checkbox and a minus button. A blue edit icon is in the top right corner.

Box – I.27. Means of transport after BORDER CONTROL POST/Storage

Use this box to provide details on the means of transport used after the consignment leaves the Border Control Post. **For CHED-D this box is mandatory for goods subject to transshipment, direct transit, onward transportation and transfer to a customs control point.**

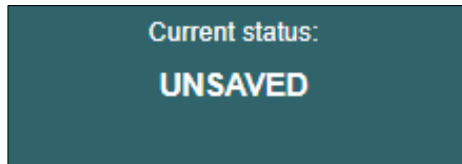


The screenshot shows a "Transport" section with a dark blue header. It contains three boxes: "I.27. Means of transport after BCP/storage" with an "Add Means of Transport" button and "No Means of Transport" text; "I.28. Transporter" with fields for Name, Country, and ISO Code, and buttons for Edit, Advanced search, and Clear; and "I.29. Date of departure" with a date and time picker showing "00:00" and "+01:00 CET", and a note "In your time zone".

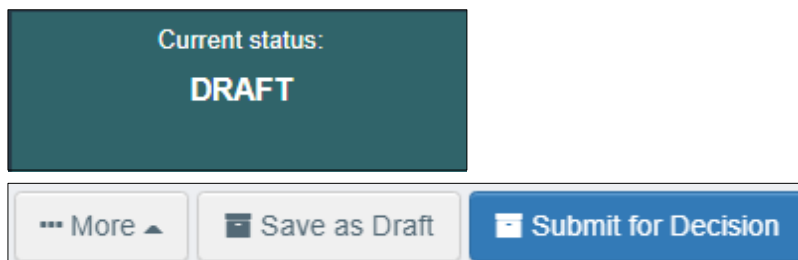
Box – I.31. **Wood packaging material (WPM):** Not available with a CHED-D.

4. More about CHED-D status

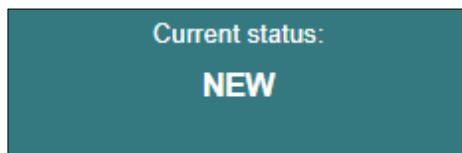
- **Unsaved:** The Responsible For the Load has just initialised the CHED-D and has not saved/submitted it yet. The Responsible For the Load can modify anything in PART I. At this stage, if the user exits the page, all the progress will be lost. The Border Control Post cannot see the CHED-D yet.



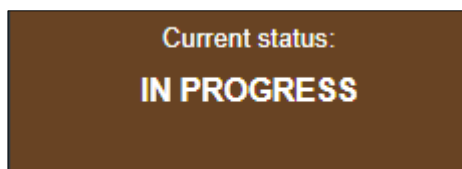
- **Draft:** The Responsible For the Load has clicked on the button **Save as draft**.



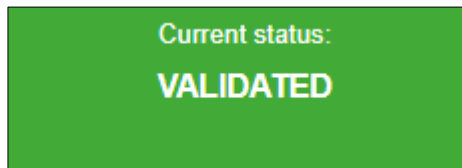
- **New:** The **Responsible For the Load** has completed PART I and the CHED-D has been submitted for decision by the Responsible For the Load to the Authority (button **Submit for Decision**). The Border Control Post receives a notification and is able to see and access the CHED-D with status **New**. Border Control Post can modify PART I. The Responsible For the Load can still access the CHED-D and modify PART I until the document is in status **In progress**.



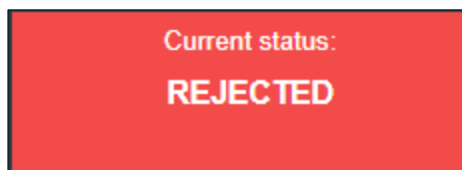
- **In progress:** The Border Control Post has clicked on the button **Sign as in progress**. The CHED-D is now locked for editing by the Responsible For the Load. Only the Border Control Post can edit it.



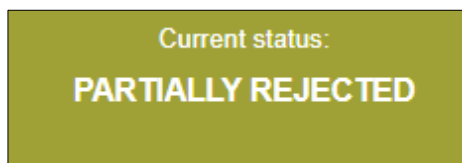
- **Validated:** The checks performed on the consignment are satisfactory and the Border Control Post has validated the CHED-D. The document cannot be modified anymore.



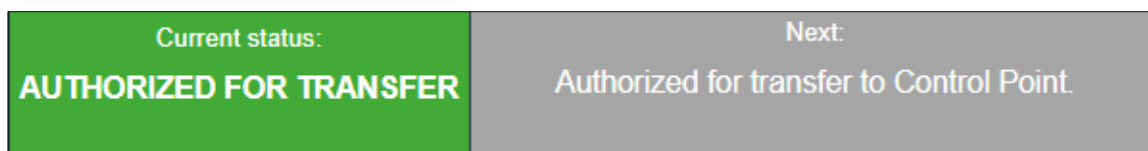
- **Rejected:** Some of the checks performed on the consignment are not satisfactory and the Border Control Post has signed the rejection. The document cannot be modified anymore.



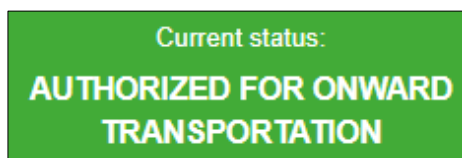
- **Partially rejected:** Some of the checks on part of a consignment are not satisfactory and the Border Control Post signs a Partial Rejection. Two other CHED-Ds will be generated (one with status **Validated** and one with status **Rejected**) and the one with status **Partially rejected** will be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



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



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



- **Deleted:** The document has been Deleted. The Responsible For the Load can Delete a CHED-D which is in status **Draft** or **New**. The Border Control Post can Delete a CHED-D in status **Draft**, **New** or **In progress**.

Current status:
DELETED

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

Current status:
CANCELLED

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

Current status:
REPLACED

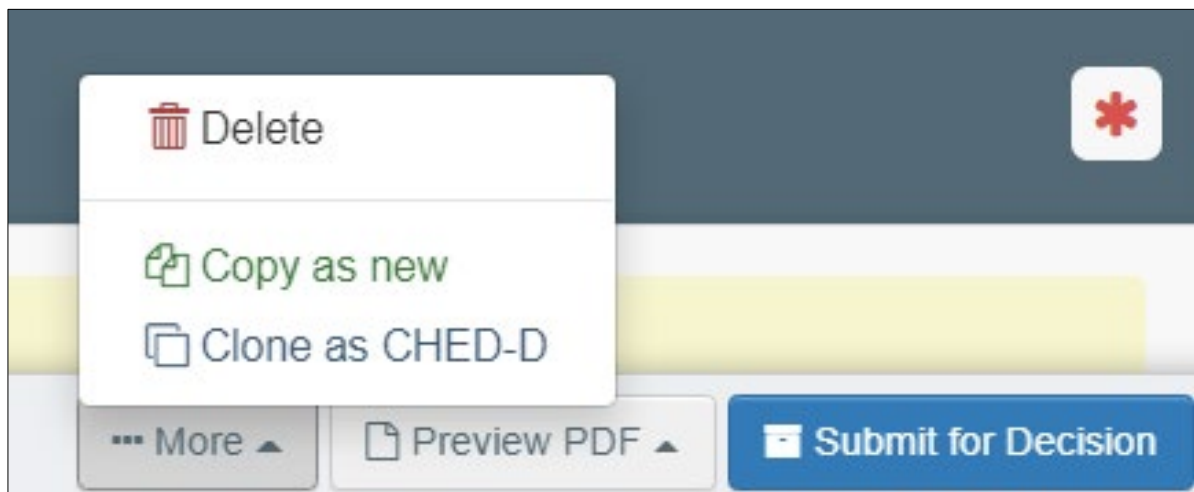
5. More about Functionalities

- **Copy as new:** This functionality allows the user to initialise a new CHED-D from an existing one. All the information in PART I of the CHED-D 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 information are the same in both the CHED-Ds, both Responsible For the Load and Authorities can use this functionality.

- **Save as Draft:** The Responsible For the Load 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-D started earlier and continue working on it or modify it. Border Control Post can already see the CHED-D.

- **Sign as In Progress:** The Border Control Post accesses the CHED-D and clicks on **Sign as in progress**. All the progress made is saved. The Responsible For the Load can still access the CHED-D but can no longer modify PART I. When the CHED-D is **in progress**, the information in the document is saved and they can be modified by the Border Control Post at any time until the CHED-D is in a final status (validated, rejected, partially rejected etc.).

- **Replace:** This functionality allows the **Border Control Post** to replace a validated CHED-D with a new one. (inside the **CHED-D → button More → Replace**). A new CHED-D will be generated in the system and all the information contained in PART I of the replaced CHED-D 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-D is the one with legal value. The replacement can only be done on a Validated CHED-D and not on a Rejected one.
- **Cancel certification:** A **Validated** or **Partially Rejected** CHED-D can be cancelled by the **Border Control Post** (inside the **CHED-D → button More → Cancel certification**). The cancelled CHEDD will not be replaced by a new one.
- **Clone as CHED:** This functionality allows the Responsible For the Load to clone a previous CHED-D. All the information contained in PART I of the CHED-D will be kept in PART I of the new CHED-D.



6. Notifications settings

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.

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