

Quick Reference Guide 1.0.0 (October 2017)

Remarks and notes:

- All **mandatory fields** in the application are marked with a red asterisk 
 - Editable fields that are not mandatory are marked with an edit icon .
 - The star icon  allows you choose an operator from your favourites.
 - **Procedures** can be consulted along the certificate by clicking the blue linked titles.
 - For all matters related to CHED-PP, please contact sante-traces@ec.europa.eu
 - Do not forget to Create an EU Login account and Request a role in TRACES NT.



Quick steps

1. Go to the EU login page.
2. Click on **Create an account**.
3. Complete the form.
4. Copy the **security code**.
5. Tick the box regarding the **Privacy statement**.
6. Click on **Create an account**.
You'll receive an email allowing you to complete the registration process.
7. Consult your email and click the provided link.
8. On EU login choose a password and click on **Submit**.

Access here:
<https://webgate.ec.europa.eu/cas/login>

Sign in to continu

Use your e-mail address

Next

Create an account

Or



Facebook



Twitter



Google

Or use the eID of your country



Select your country

Download the ECAS app



Possible next steps:

Request a new access profile.

Request a new access profile

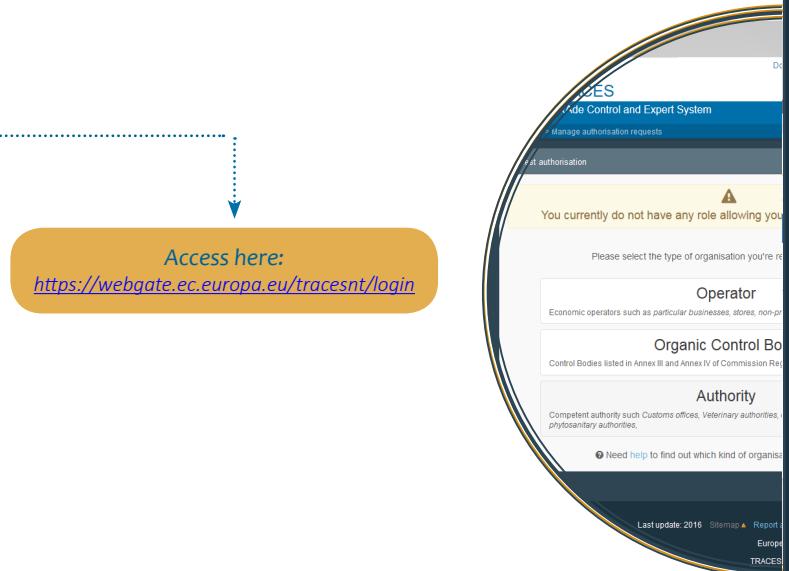
3

Quick steps

1. Open the **TRACES NT** page.
2. Click on **Login into TRACES**.
3. Select **Operator*/Authority*** as user profile, based on your organisation type.
4. Select your **Country**.
5. Optionally select also a **Role** from the list.
6. Type your organisation's full name or part of it.
7. And click **Search**.
8. Choose the correct organisation from the list and tick the checkbox next to it.
9. Click the green button **Request authorisation**.
10. In the pop-up you can enter a **request message**, a **contact email** and **phone number**.

Access here:

<https://webgate.ec.europa.eu/tracesnt/login>



Possible next steps:

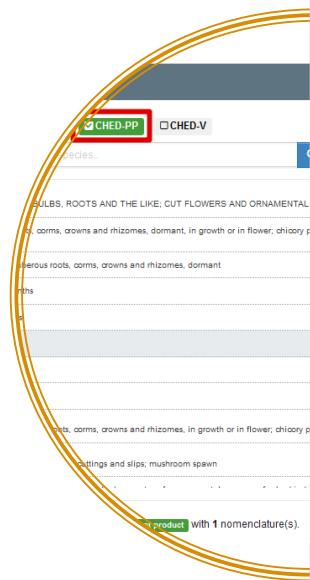
- Create a new certificate.
- Search an existing certificate.

How can I start a new certificate?

Select commodity

Quick steps

1. Open the **TRACES NT** page.
2. On the Homepage, click on **Certificates > CHED**
3. Click on the green button + **Create new CHED**.
4. Select one (or more) **Commodity** from the list and click **Done**.
5. Now, complete the certificate details.



Possible next steps:

- Complete the Traders details.

New CHED-PP certificate - PART I: Dispatched Consignment

Traders

Quick steps

Continues from slide 4 "Select Commodity"

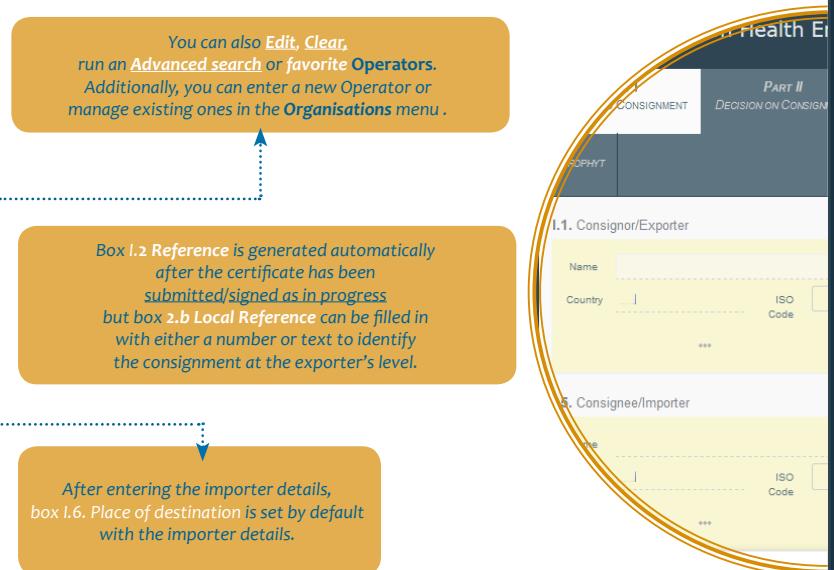
1. **Box I.1.** Type the name or address of the **Consignor/Exporter**.
2. From the list, select the correct match and the **Name, Country and ISO Code** of your company are automatically filled in.
3. **Box I.5.** Type part or the entire name or address of the **Consignee/Importer**. Again, the list is populated and you can select the correct match.
4. **Box I.7.** Type the details of the **operator responsible for the consignment** in the EU, and select from the list.
5. **Box I.3.** After selecting the operator in box 7, the **Border control post (BCP)** is proposed. You must click on **Select** to add it to the certificate.
Alternatively Type the name or address of the **Border Control Post (BCP)** and select it from the list.

You can also **Edit**, **Clear**, run an **Advanced search** or favorite **Operators**. Additionally, you can enter a new Operator or manage existing ones in the **Organisations** menu.

Box I.2 Reference is generated automatically after the certificate has been submitted/signed as in progress but **box 2.b Local Reference** can be filled in with either a number or text to identify the consignment at the exporter's level.

After entering the importer details, **box I.6. Place of destination** is set by default with the importer details.

- Possible next steps:
- Complete the Traders details.



The screenshot shows the 'PART I: DISPATCHED CONSIGNMENT' section of the TNT system. It includes fields for 'I.1. Consignor/Exporter' (Name, Country, ISO Code) and 'I.5. Consignee/Importer' (Name, Country, ISO Code). A large orange callout box highlights the 'Edit', 'Clear', and search functions for operators. Another callout box explains the automatic generation of the reference number and the option to enter a local reference. A third callout box states that the place of destination is set by default based on the importer details. The overall interface is clean with a blue header and white background.

New CHED-PP certificate - PART I: Dispatched Consignment

Traders

Quick steps

Continues from slide 5 "Traders"

1. The **Identification of applicant** will be filled in to match the profile you used to login into the system.
-
2. **Box I.8.** Click on the button **Add Accompanying Document**.
Optional
.....
3. Choose the type of document you wish to add and enter its details, such as **Number**, **Date** and **Country**.
.....
4. Add the attachment by clicking **Select file** or **dropping** the document on the field.
.....
5. Click on the button **✓ Save** after entering all mandatory fields.
.....
6. **Box I.9.** Insert the date and time of the consignment's **arrival at the entry point**. Details on the inspection planner can be written too.
Optional
.....
7. **Box I.12.** Select the **Means of transport** of arrival at the BCP and enter the mandatory fields. Then click on **+ Create** to add it to the certificate.
.....
8. **Box I.13.** Select the last **Country of dispatch** before entering the EU.
.....



In case the file you wish to add is a PHYTO certificate, you have TWO OPTIONS:

- a) **Reference:** this option allows you to link an electronic PHYTO certificate that already exists in TNT. Enter the TRACES number. Click on **✓ Save** and you will see the link to the existing PHYTO certificate.
- b) **Attachment:** in case the PHYTO certificate does not exist yet in an electronic version in TNT, add it as an attachment. Enter the Number, Date and Country and upload the file by clicking the **Select file** button and searching it from your computer. Then, click on **✓ Save**.



Possible next steps:

- Complete the Purpose and Transport details.

New CHED-PP certificate - PART I: Dispatched Consignment

Purpose and Transport

Quick steps

1. **Box I.16.** Enter the **seal** and **container numbers**. *Optional*
2. **Box I.19.** Select the **Purpose** of this certificate by choosing between the options on boxes 19 and 21.
3. **Box I.25.** Click on the button **Add Means of transport** to enter a transport used *after* the BCP/storage. *Optional*
4. Choose the type of transport from the list: **Rail**, **Road vehicle**, **Airplane** or **Ship**.
5. Depending on the type of vehicle, enter the specific identifiers.
6. Click on **+ Create** to add it to the certificate.

The container number consists of three capital letters, then U or J or Z, followed by seven numbers.
For example, ABC1234567

Please be aware that:

If you select box 19. for transhipment you must enter the BCP, but the details of the operator responsible for the load are not mandatory;

If you select box 19. for approved place of destination, you can either select the authority or the APD operator.

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



I.23. / I.24. / null Purpose

BCP

TRACES unit No.

Responsible for the load

Name _____
Country _____ ISO Code _____

I.21. For internal market

For movement to approved place of destination

Approved place of destination (Authority)

Authority _____
Code _____

or

APD operator (Operator)

Ed

New CHED-PP certificate - PART I: Dispatched Consignment

Commodities

Quick steps

Continues from slide 7 "Purpose and Transport"

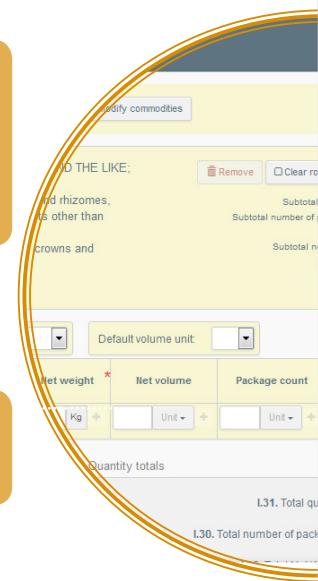
1. **Box I.29:** You can click on **Add commodities** to add an entire new commodity to the certificate.
2. If you want to modify the existing commodity, choose the option **Modify commodities**.
3. The **Commodity** field is selected to match what you have chosen when first creating the certificate.
4. Select the **EPPO code** from the list. *You can select one or more EPPO codes.*
5. For each EPPO code enter the details:
 - a) **Product type:** and choose from the list.
 - b) **Quantity:** and choose a unit measure. *Optional*
 - c) **Net weight:** in kilos.
 - d) **Net volume:** and choose a unit measure. *Optional*
 - e) **Packages count:** and choose its unit. *Unit=type of packaging.*
 - f) **Country of Origin:** click on the field and select the available options from the list.
 - g) **Region of Origin:** click on the field and select the available options from the list. *Optional*
 - h) **Establishment of Origin:** search for it or use one of your favourites. *Optional*

It is possible to **Remove**, **Clear** or **+ Add rows** to each commodity in the list.

Remove will delete the commodity from the list.
Clear will delete the correspondent row with details to be filled.

Each row can be also independently removed by clicking on the right minus button (-).

You can add different EPPO codes to the same commodity row or add one new row for each EPPO code, for the same commodity and then its details (quantity, weight, etc).



If you click on the pencil icon you can toggle between the certificate edit and view modes.

Possible next steps:

- Save as **Draft/In Progress**.
- Complete the wood packaging materials description.

New CHED-PP certificate - PART I: Dispatched Consignment

Wood packaging materials

Quick steps

1. **Box I.29:** You can click on **Add wood packaging materials** to add the description for the commodities wooden package. *Optional*
2. If already add a WPM and want to modify it, choose the option **Modify packaging materials**.
3. The **Packaging material** field is selected to match what you have chosen when adding the WPM previously.
4. Select the **EPPO code** from the list. *You can select one or more EPPO codes.*
5. For each WPM enter the details:
 - a) **Weight:** in kilos.
 - b) **Count:** and choose a unit measure.
 - and c) **Country of Origin:** click on the field and select the available options from the list.
6. After you have completed the certificate, you can:
submit for Decision *as an Economic Operator*
or
fill-in PART II of the certificate *as an Authority*

It is possible to **create a CHED-PP just for the Wood Packaging Materials using non-PHYTO commodities**.

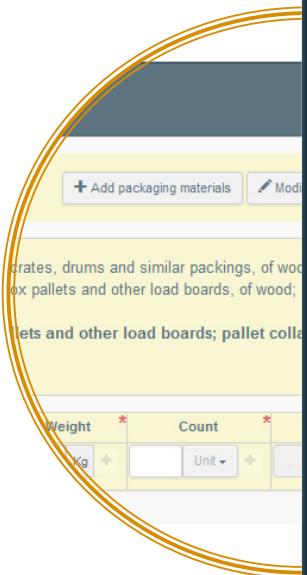
To do so, **when starting a new certificate**, on the commodities pop-up select the option: **Other than plants or plant products**.



If you click on the pencil icon you can toggle between the certificate edit and view modes.

Possible next steps:

- As an AUTHORITY, complete PART II.
- As an OPERATOR, submit for certification.



The screenshot shows a user interface for managing wood packaging materials. At the top right is a yellow button labeled '+ Add packaging materials'. Below it is a dropdown menu with several options: 'Crates, drums and similar packings, of wood; box pallets and other load boards, of wood; pallets and other load boards; pallet colla...'. A magnifying glass is drawn over this dropdown. At the bottom of the interface is a table with columns for 'Weight' (marked with an asterisk), 'Count' (marked with an asterisk), and units ('Kg', 'Unit').

PART II - Decision on consignment

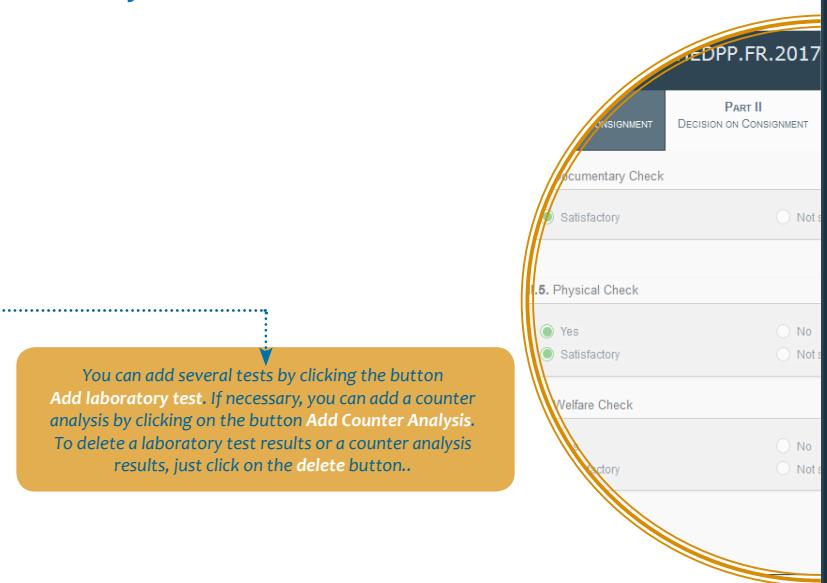
Add laboratory tests

Quick steps

As an authority When all the mandatory fields in PART I are filled-in, you will be able to complete PART II.

1. Boxes II.3., II.4., II.5. Indicate if the checks were **done or not done**, and whether were **satisfactory or not satisfactory**.
2. Box II.6. If a Physical check has been done, you can **Add a laboratory test**. *Optional*
3. In case you add a laboratory test, select the commodity and the species from the list.
4. You can also select a category and enter the desired laboratory test.
5. Click on **Search** and select one test from the list.
6. Indicate the motivation, the inspector conclusion and enter the laboratory details.
7. You must also enter the sample and release dates and indicate a conclusion.

You can add several tests by clicking the button **Add laboratory test**. If necessary, you can add a counter analysis by clicking on the button **Add Counter Analysis**. To delete a laboratory test results or a counter analysis results, just click on the **delete** button..



EDPP.FR.2017

PART II
DECISION ON CONSIGNMENT

Documentary Check

Physical Check

Welfare Check



Possible next steps:

- Take a decision and sign the certificate.

PART II - Decision on consignment

Take a decision

Quick steps

1. Box II.9 / II.10 / II.11 / II.12 / II.13 / II.14 / II.15 . Take a decision.
2. If your decision is to **Accept** the certificate, choose the **purpose** between boxes II.9 and II.11.
3. If your decision is to **Refuse** the certificate...
 - a) ^{Box II.9} indicate the measure taken and choose to which part of the consignment you are applying such measure.
 - b) ^{Box II.16} select among the possibilities a **reason for refusal**.
4. If your decision is to **Partially reject** the certificate, it will be submitted for partial rejection. In this case...
 - a) click the button **Submit for Partial rejection**;
 - b) choose either to **reject all rows**, meaning the entire commodity and all rows inside that commodity will be rejected;
 - c) or you can click on the **Action** button for each row, and choose **Reject** to choose part of the row that will be rejected.
5. Then, you can sign the decision.

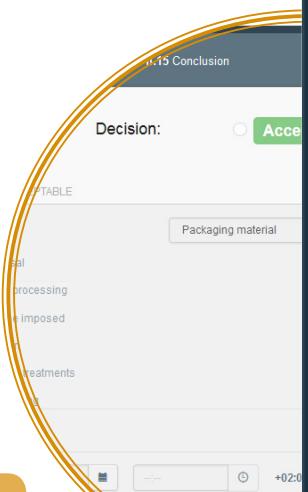
The certificate is signed
and a PDF version is generated!

You will be redirected to a new screen
where you can select the accepted and
rejected commodities.

Please make sure you have **saved** the
certificate to be able to **Partially reject** it.
If the certificate has not been saved at
least once yet, this option is not available.

After selecting the commodities,
please fill in the decision information
for rejected consignment on boxes I.15
and I.16.

If you signed as **Partially rejected**, two new certificates will be generated:
- one **Partially Validated** (for the acceptable part of the consignment);
- and one **Partially Rejected** (for the rejected for the not acceptable part).



Decision: Accept

TABLE

Packaging material

Processing

Treatments

+0:00

Create an EUROPHYT notification

Quick steps

As an authority

When the certificate is **Rejected**, you will be able to create an EUROPHYT notification.

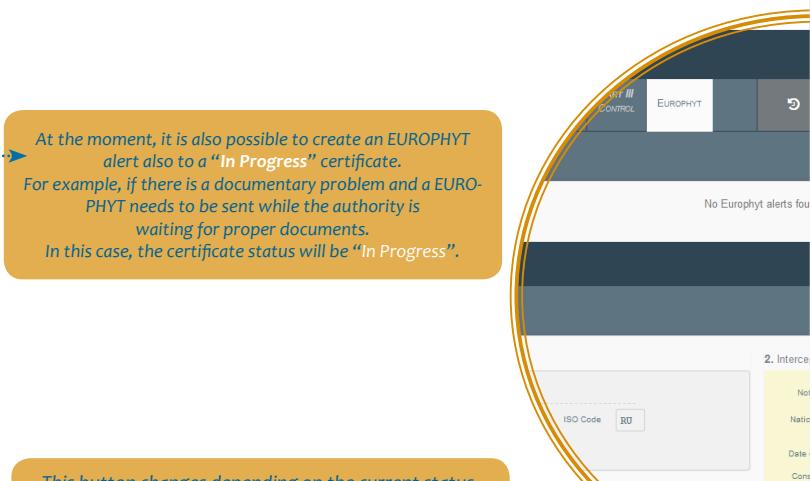
1. Click on **Certificates** in the menu and select **CHED**. Search for the desired certificate.
2. From the list, click the certificate's reference number link to open the certificate.
3. **Alternatively** If you are currently working on the certificate, open the tab **EUROPHYT** and click on the button + **Create New Alert**.
4. **Box III.7.** Enter the Transport details.
5. **Box III.9.** Fill in the **Identification of consignment**.
6. **Box III.14.** Enter the **Reasons for interception**.
7. **Box III.15.** Describe the **Measure(s) taken on consignment**.
8. Click on the button **Sign in progress decision and submit alert** or only **submit alert** to proceed with the alert.
Alternatively You can click on **Delete Alert** to dismiss this information.

At the moment, it is also possible to create an EUROPHYT alert also to a "In Progress" certificate. For example, if there is a documentary problem and a EUROPHT needs to be sent while the authority is waiting for proper documents. In this case, the certificate status will be "In Progress".

This button changes depending on the current status of the certificate. If the certificate has been "Rejected", the button is set as **submit alert**; if the certificate has not yet been saved, the button is set as **Sign in progress decision and submit alert**.

Possible next steps:

- Complete PART III: Control.
- Search an existing certificate.



PART III - Control, as an Authority

Quick steps

As an authority When the certificate is **Validated**, you will be able to add a control to the consignment and complete PART III.

1. Open TRACES NT.
2. On the Homepage, click on **Certificates > CHED**.
3. Or, **search for the certificate**. In the results list, click the **Action** button and select **Create a new control**.
4. **Box III.1.** Enter the **Details on re-dispatching**.
5. **Box III.2.** Enter the **Follow up** details, such as if the new control was taken at the arrival of the consignment and if the consignment is in compliance or not. If it is not in compliance, you can select the reasons for non-compliance.
6. **Sign the control** by clicking on the button.

Authority can be:
Authority from the place
of destination (1.6) or
from the approved place
of destination (1.19)".

You can choose more than one
reason(s) of non-compliance.



Copy as new

14

Quick steps

1. Click on **Certificates** in the menu and select **CHED**.
2. You get to the **Search** page. On the Search bar enter any specific detail about your certificate: its reference number, the operators' (exporter or consignee) names, or the commodities.
3. Or you can click the **Advanced search**. Then, choose from different parameters for refining your search.
4. Click on the **Search** button.

The certificates matching your search criteria are displayed.

5. Click on the **Actions** button.
6. Choose the option **Copy as new** from the list.
7. On the new certificate that is already pre-filled in, delete, modify or add information.
8. After you have completed the certificate,

*submit for Decision as an Economic Operator
or
fill-in PART II of the certificate as an Authority.*

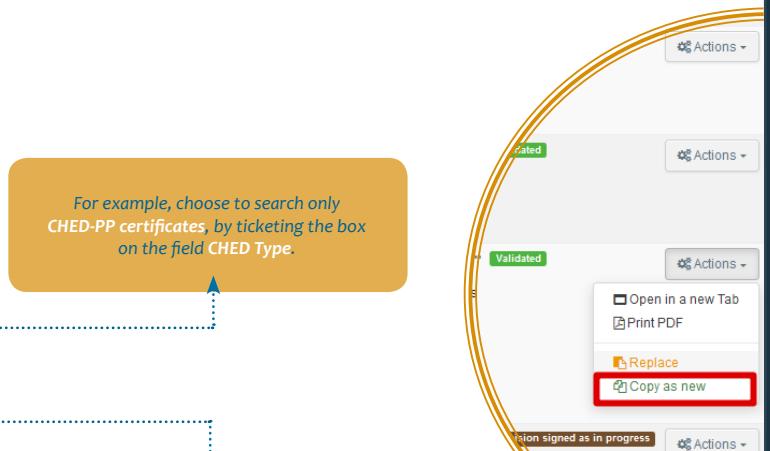
For example, choose to search only CHED-PP certificates, by ticketing the box on the field CHED Type.

Depending on the valid roles of your profile, your search may not return any search results, as the permission to see a certificate in a specific status is linked to the permissions given to specific roles.



Possible next steps:

- Copy as replacement.
- Search an existing certificate.



Copy as replacement, as an Authority on a Validated certificate

Quick steps

1. Click on **Certificates** in the menu and select **CHED**.

2. You get to the **Search** page. On the Search bar enter any specific detail about your certificate: its reference number, the operators' (exporter or consignee) names, or the commodities.

3. Or you can click the **Advanced search**. Then, choose from different parameters for refining your search.

4. Click on the **Search** button.

The certificates matching your search criteria are displayed.

5. Click on the **Actions** button.

6. Choose the option **Replace** from the list.

7. On the new certificate that is already pre-filled in, delete, modify or add information.

8. After you have completed the certificate,

submit for Decision *as an Economic Operator*

or

fill-in PART II of the certificate *as an Authority*

For example, choose to search only CHED-PP certificates, by ticketing the box on the field CHED Type.

Depending on the valid roles of your profile, your search may not return any search results, as the permission to see a certificate in a specific status is linked to the permissions given to specific roles.



On the new certificate's title there is a link to the reference number of the replaced certificate.

Possible next steps:

Create an EUROPHYT alert (slide 12).

Search an existing certificate.



Search for a CHED-PP

Quick steps

1. Click on **Certificates** in the menu and select **CHED**.
2. You get to the **Search** page. On the Search bar enter any specific detail about your certificate: its reference number, the operators' (exporter or consignee) names, or the commodities.
3. Or you can click the **Advanced search**. Then, choose different parameters for refining the search (e.g. **CHED Type=CHED-PP**).
4. Click on the **Search** button.
The certificates matching your search criteria are displayed.
5. Choose one and click on the reference number, which opens open the certificate you searched for.

Depending on the valid roles of your profile, your search may not return any search results, as the permission to see a certificate in a specific status is linked to the permissions given to specific roles.



The screenshot shows a search interface for CHED-PP. At the top, there are two radio buttons: 'CHED-PP' (selected) and 'CHED-V'. Below the radio buttons are dropdown menus for 'Declaration after:' and 'Declaration before:'. Further down are dropdown menus for 'Decision after:' and 'Decision before:'. A text input field for 'Species:' with the placeholder 'Please provide species' is also visible. The entire interface is enclosed in a large orange circle.



Possible next steps:

- ✓ Print an existing certificate.

Print a PDF CHED-PP certificate

Quick steps

1. Click on **Certificates** in the menu and select **CHED**.
2. You get to the **Search** page. On the Search bar enter any specific detail about your certificate: its reference number, the operators' (exporter or consignee) names, or the commodities.
3. Or you can click the **Advanced search**. Then, choose different parameters for refining the search (e.g. **CHED Type=CHED-PP**).
4. Click on the **Search** button.
The certificates matching your search criteria are displayed.
5. Click on the **Actions** button.
6. Choose the option **Print PDF** from the list.
7. **Save or Print** the PDF version of the certificate that opens.

As an Authority, when a certificate is In Progress you have more options for printing a certificate.

1. **Resume from step 4.** on the left.
2. Choose a certificate from the list of results and click on the reference number, which opens it.
3. At the bottom of the certificate, you can click on:
 - a) **preview PDF** which opens a PDF version of the certificate in a new window;
 - b) or open the **Advanced Print options** (click the small button ) to choose the language in which you want to print the PDF version of the certificate.



Thank you for your presence!

TRAde Control and Expert System

(TRACES New Technology - TNT)
is a management tool for tracking movements of animals, products of animal origin, feed and food of non-animal origin, plants, seeds, propagating material, goods of organic origin and woods.

TRACES NT aims to improve the relationship between the private and public sectors, and to strengthen cooperation between EU and non-EU parties. It aims to facilitate trade, to enhance the safety of the food chain and to protect plant and animal health.

This system consolidates and simplifies the existing systems. It is a major innovation in improving the management of plant and animal diseases and reducing the administrative burden on economic operators and competent authorities.

Dr Didier CARTON

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[TNT Documentation site](#)

This booklet is intended for TRACES-NT users.



Health and Food Safety