



# CHED-D

Welcome to **TRACES NT**. This manual contains all essential information for the user to create a **CHED-D** certificate in **TNT**. It includes brief descriptions of the program functions and capabilities and step-by-step procedures.

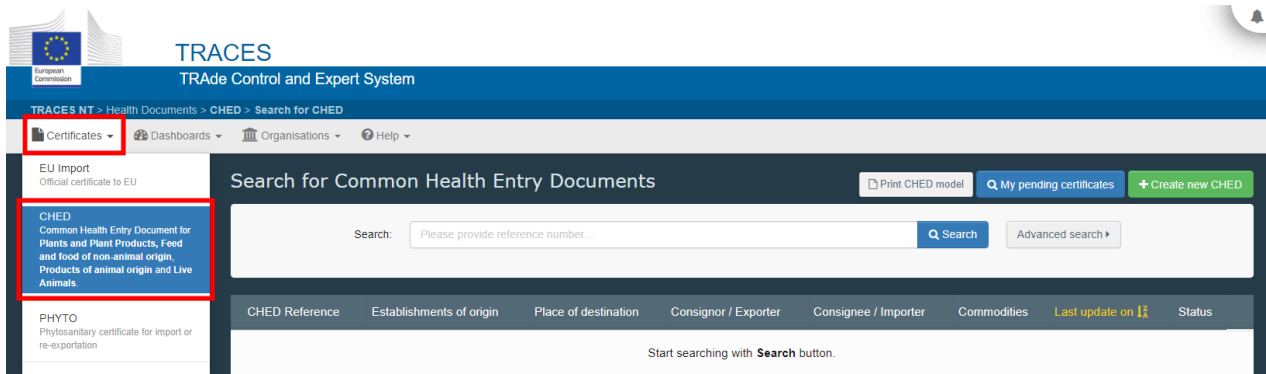
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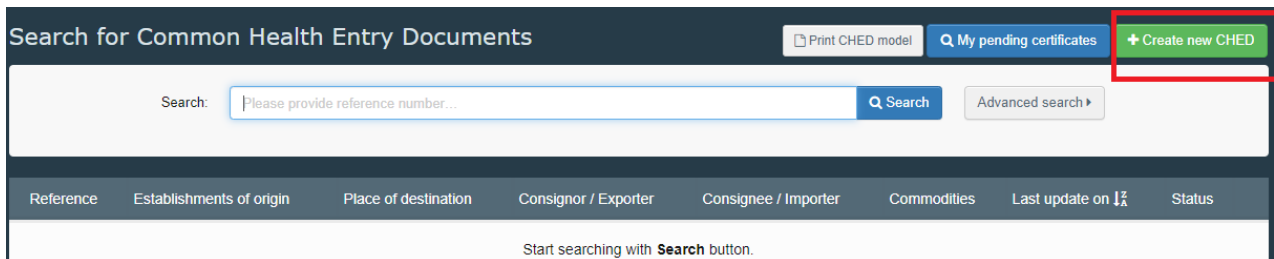
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## PART I – Dispatched Consignment – As RFC/CA

On the homepage, click on “**Certificates**” and then “**CHED**”:



Click on the green button located on the top-right hand side of the window entitled “**+ Create new CHED**”:



Tick the “**CHED-D**” box. You then have 3 options to select the commodity:

- Select it from the list of CN code (example: 07020000)
- Type the name or the CN code of the good (example: tomatoes/07020000)
- Click on the ‘+’ to filter the commodities by species (example: capsicum)

Select the commodity code from the list. Remember to select “**CHED-D**” once again. Click on “**Done**”.

**Note:** you can still delete, add or modify in the document, box I.31

Select CHED type and commodities

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

Please provide nomenclature code, section, species... Filter

07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS CHED-D

- +  0701 Potatoes, fresh or chilled
- +  0702.00.00 Tomatoes, fresh or chilled CHED type ▾
- +  0703 Onions, shallots, garlic, leeks and other alliaceous vegetables, fresh or chilled  CHED-D  
 CHED-PP
- +  0704 Cabbages, cauliflowers, kohlrabi, kale and similar edible brassicas, fresh or chilled
- +  0705 Lettuce (Lactuca sativa) and chicory (Cichorium spp.), fresh or chilled
- +  0706 Carrots, turnips, salad beetroot, salsify, celeriac, radishes and similar edible roots, fresh or chilled
- +  0707 Cucumbers and gherkins, fresh or chilled
- +  0708 Leguminous vegetables, shelled or unshelled, fresh or chilled
- +  0709 Other vegetables, fresh or chilled
- +  0710 Vegetables (uncooked or cooked by steaming or boiling in water), frozen CHED-D

Cancel

**Note:** Different commodity codes can be selected simultaneously

**Note:** All of the boxes marked with a red asterisk \* are mandatory

**Note:** Depending on the workflow, the mandatory boxes may be different.

### Box – I.1. Consignor/Exporter

To fill in this box, it is possible to:

- Start typing the name of the consignor/exporter and select a company from the drop down list that pops out.

**I.1. Consignor/Exporter** \*

Name  7 Edit

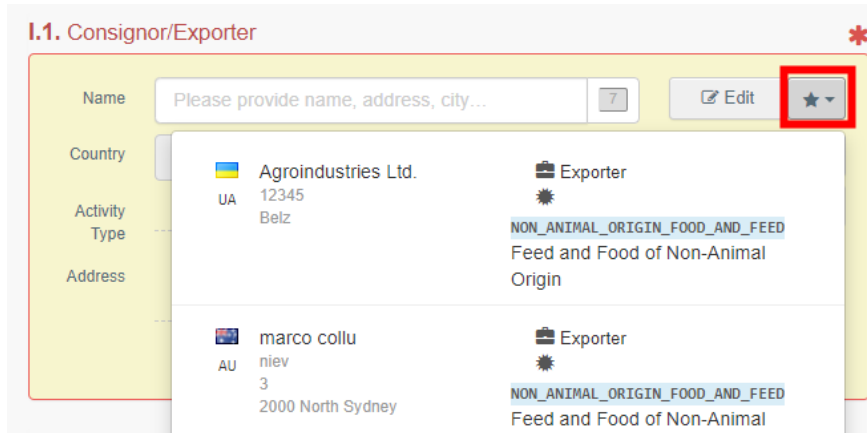
Country  Exporter

Activity Type  Feed and Food of Non-Animal Origin

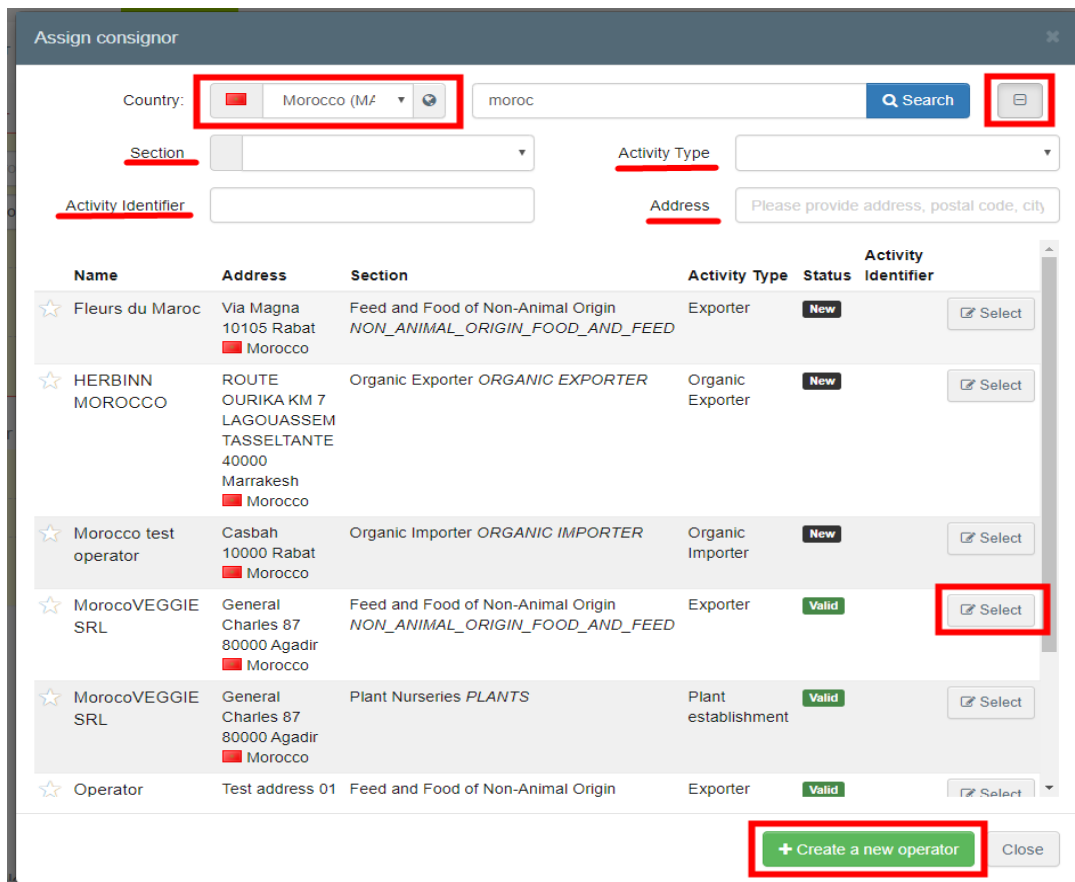
Address  Organic Exporter

ROUTE OURIKA KM 7  
LAGOUASSEM TASSELTANTE  
40000 Marrakesh ORGANIC\_EXPORTER Organic Exporter

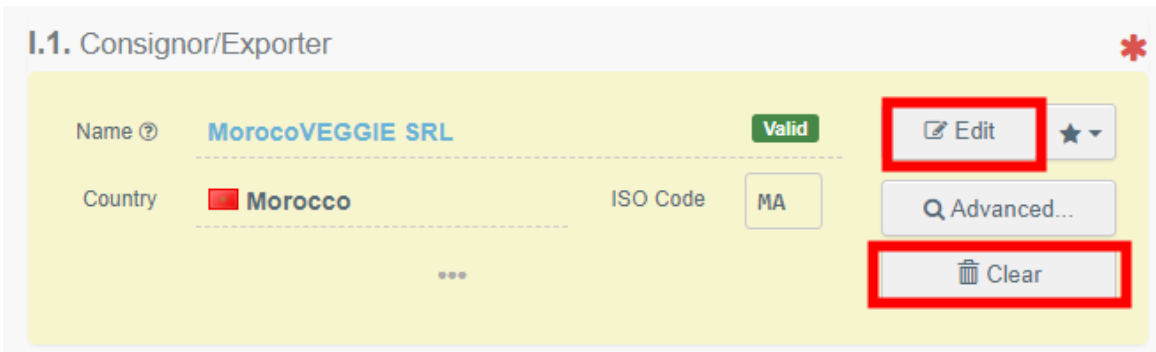
- Select a company from the “**Favourite operators**” list, by clicking on the grey star. To select your “**Favourites**”, run an advanced search, find the correct option and tick the star at the left side.



- Run an “**advanced**” search and add some filters by clicking the small “**+ button**” on the right. Once the correct match is selected, the “**Name**”, “**Country**” and “**ISO Code**” of the company are automatically completed.



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

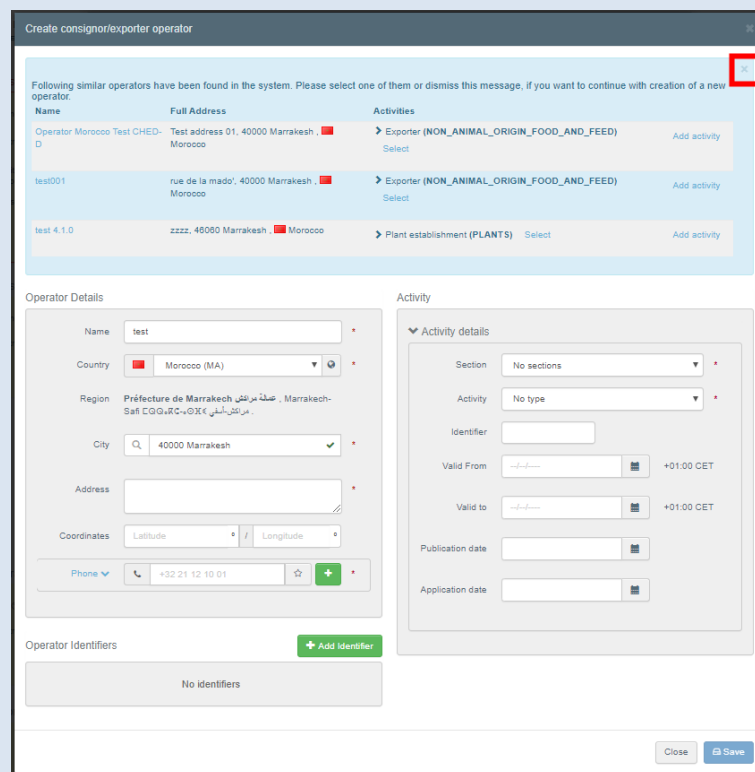


**Note:** If the operator is not present in the system, you can create a new one by clicking on “+ Create a new Operator”. This button will only appear once you did an advanced search in order to avoid as much as possible duplicates in the system.

Please note that you have to fill all the mandatory information in the part “**Operator details**” in order to be able to chose the section and activity. Chose the section available and the correct activity. Then click on “Save”.

It is possible that a blue window pops up to inform you that there are already some other operators in the system with similar names. In order to avoid duplicates, first check if the operator is not in the list of suggestions. You can also add an activity to an existing operator if needed.

If not, click on the cross to close this window and be able to save your operator:



**Tip:** You can see the details of the selected establishment by clicking on the three dots:

I.1. Consignor/Exporter

Name <sup>?</sup> **MorocoVEGGIE SRL** Valid Edit ★

Country **Morocco** ISO Code MA Q Advanced... Clear

Click for more details...

**Note:** CHED-D section/domain is *Feed and Food of Non-Animal Origin*.

#### Box – I.2. CHED Reference

The CHED Reference number will be automatically allocated by the system once you save as draft and/or once you submit the CHED.

#### Box – I.3. Local reference

It is possible to add a local reference number for the CHED. This box is not mandatory.

#### Box – I.4. Border Control Post/Control Point/Control Unit

- ➔ Logged as RFC: If you have only one role as RFC, the system will automatically suggest the BCP assigned to your operator. Click on **“Select”** if you wish to choose it.

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

Border Control Posts associated to **AIR FRANCE CARGO**

Name	Role	Code	Competence
Roissy Charles-De- Gaulle FRCDG4	<b>BCP</b>	FRCDG4- OCG	<b>Feed and Food of Non-Animal Origin</b> Fishing Food Veterinary CHED-A rw CHED-D rw CHED-P rw EU IMPORT r- AJL rw

Name Country ISO Code Edit Q Advanced... Clear

If you want to select another BCP, start typing the name or look for it by using the advanced search. The procedure is the same than for box I.1.

- ➔ Logged as BCP: You can click on **“Assign my BCP”** to choose your correct competence.



If you want to select another BCP than yours, start typing the name or look for it by using the **advanced** search. The procedure is the same than for box I.1.

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

Name

Country

ISO Code

Assign my BCP

Edit

Advanced...

Clear

**Note:** Only a BCP competent for *CHED-D* can be selected when issuing a CHED-D

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

The code will be automatically allocated by the system once the box I.4 has been filled

#### Box – I.6. Consignee/Importer

To fill in this box, follow one of the procedures described for box I.1.

#### Box – I.7. Place of destination

The box is automatically set to “**Select an operator**” and filled with the information from box I.6. Consignee/ Importer. To modify the information, click on “**Clear**” and follow one of the procedures described for box I.1.

I.7. Place of Destination

Select an operator

Name **Nossa Fruits** Valid

Country **France** ISO Code **FR**

Edit

Advanced...

Clear

Border control post

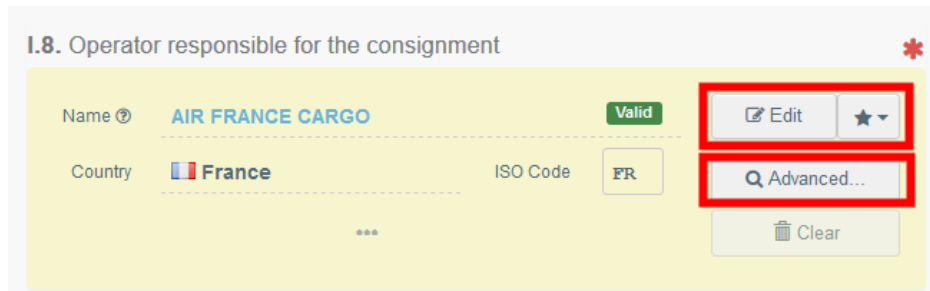
Onward transportation facility

Control point


### Box – I.8. Operator responsible for the consignment


If you have only one role as RFC, the box is automatically filled with the details of your operator.

If you wish to modify the information, follow the same procedure as explained for box I.1.



I.8. Operator responsible for the consignment

Name  AIR FRANCE CARGO Valid Edit ★

Country  France ISO Code FR Advanced...

Clear

**Note:** that a user linked to different companies/operators will have to select the relevant one.

### Box – I.9. Accompanying documents

The purpose of this box is to provide the mandatory number of the health certificate issued by the third country competent authorities and to attach any other relevant documents.

Click on the button “**Add Accompanying Document**” or “**Add Certificate Reference**”:

➔ *Add Accompanying Document*

Choose the type of document from the corresponding drop-down list and enter all relevant information, such as “**Number**” and “**Country**”.

If you wish to upload a file that doesn’t exist, then click on the “**Select file(s)**” button. Click on “**✓ Apply**”.

**Note:** The “Attachment” option allows the upload of a PDF document that does not exist electronically in TNT.

➔ Add Certificate Reference

The certificate reference is the reference of an IMPORT certificate that is issued in TRACES.

I.9. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type \* Veterinary certificate  Apply

Attachment:

Number \*

Date  +01:00 CET

Country \*

Place of issue

File  Select file(s)

Maximum file size: 10 MB.

**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.

I.9. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type Commercial invoice  Edit

Attachment:  Remove

Number 1111

Date

Country Morocco

Place of issue

Filename No file attached

---

Type Air Waybill  Edit

Attachment:  Remove

Number 2222

Date

Country Morocco

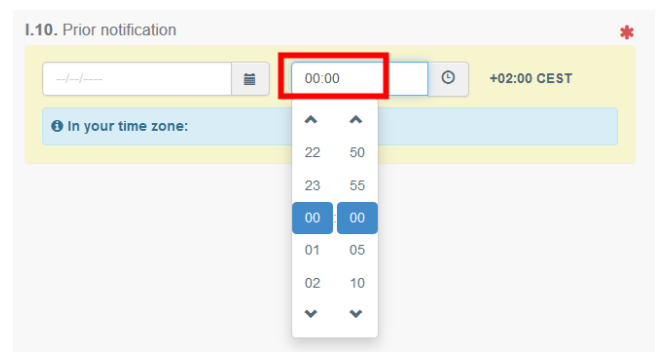
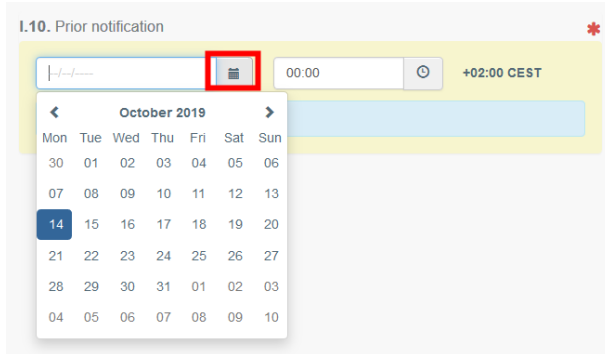
Place of issue

Filename No file attached

### Box – I.10. Prior notification

In this box, insert the estimated date and time on which the consignment is expected to arrive at the entry point where the BCP is located.

Click on the small calendar icon to choose the date and click on the box to select the exact time (in hours and minutes).



**Tip:** By clicking the small clock icon, you will set the time to the current date and time.

**Tip:** After completing the boxes I.1, I.6, I.9 and I.10 you can already **“Save as Draft”** the Part I of the CHED (at the bottom of the page) and complete it later.

### Inspection Planner

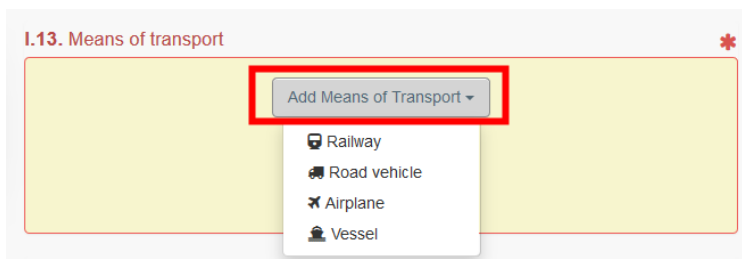
Indicate the date and time when you would like to be inspected at the BCP.

### Box – I.11. Country of origin

This box will be automatically filled once you filled the box I.31. Description of the goods.

### Box – I.13. Means of transport

Click on **“Add means of transport”** to select the means of transport by which the consignment arrives at the BCP. You have the choice between **“Rail”**, **“Road vehicle”**, **“Airplane”** or **“Ship”**.



Complete the requested fields. If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.

I.13. Means of transport \*

Add Means of Transport ▾

1. ✈ Airplane **+ Create**

Flight number:  ↩

International transport document: AA8852

AA1215

AA754

099AA0754

Clear  
✕ Remove  
🔍 Advanced...

If it does not exist yet, complete the fields and click on the green button “+ Create”.

I.12. Means of transport \*

Add Means of Transport ▾

1. ✈ Airplane **+ Create**

Flight number:  ↩

International transport document:

Clear  
✕ Remove

**Note:** You can add several means of transport and order them by dragging the items with the double sense arrows on the left.

I.13. Means of transport \*

Add Means of Transport ▾

1. ✈ Airplane + Details

↑ ↓ ✕ Remove

2. 🚆 Railway + Details

↑ ↓ ✕ Remove

3. 🚚 Road vehicle + Details

↑ ↓ ✕ Remove

🔔 You can order the list by drag and drop the items.

#### Box – I.14. Country of dispatch

Select from the list the country where the consignment was placed aboard the means of final transport for the journey to the EU.

### Box – I.16. Transport conditions

Select the appropriate mode of transport/storage temperature.

### Box – I.17. Container No/ Seal No

When applicable, indicate the container number and seal number.

**Note:** The Container number must consist of three capital letters, followed by U or J or Z, followed by seven numbers. (Ex: AAAZ1234567)

### Box – I.18. Goods certified as

Select the correct option for the intended use of the consignment. The options displayed depend on the CN code selected.

I.18. Goods certified as

- Feedstuff
- Human consumption after further treatment
- Display exhibition item
- Human Consumption
- Sample
- Other

### Box – I.20. / I.21. / I.23. / I.24. / I.25. / I.26. Purpose

Select the purpose of the consignment among the options

#### Box - I.20. "For transfer to"

When documentary check is done at the entry BCP. Select the control point (or the BCP) where the identity and physical checks will be done. You can do this by typing the name and select the CP/BCP from the drop down list that pops out or by running an advanced search.

I.20. / I.21. / I.22. / I.23. / I.23. / I.24. / I.25. / I.26. Purpose

I.20. For transshipment

I.20. For transfer to

**Control Point**

Name

Country  ISO Code

\*\*\*

**Authority**

Authority

Code

### Box - I.21. “Preferred onward transportation facility”

Indicate the authorised onward transportation facility to which the consignment is to be transported after it has been selected for identity/physical checks at the BCP.

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

I.20. For transhipment

I.22. For direct transit

I.24. For non conforming goods

I.20. For transfer to

I.23. For internal market

I.25. For re-entry

Preferred Onward Transportation Facility in case of pending laboratory tests

Name

Country  ISO Code

### Box - I.23. “For internal market”

When consignment is intended to be placed on the European Union market.

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

I.20. For transhipment

I.22. For direct transit

I.24. For non conforming goods

I.23. For internal market

I.25. For re-entry

Preferred Onward Transportation Facility in case of pending laboratory tests

Name

Country  ISO Code

Transport (when applicable)

### Box – I.27. Means of transport after BCP/storage

Choose the mean of transport that will be used after the BCP. The procedure is the same as for box I.13.

### Box – I.28. Transporter

Select the transporter after the BCP by following the procedure explained for box I.1.

### Box – I.29. Date of departure

Indicate the date and time of departure from the BCP. You can follow the explanations from box I.10.

## Box – I.31 Description of the goods

The purpose of this box is to complete the mandatory sections “**Net weight**”, “**Package count**” and “**Country of Origin**”.

**Note:** Do not forget to select the proper weight unit and package type by clicking the arrow located on the right-hand side of each section.

**Note:** The information of the “**Country of origin**” will be automatically copied in Box I.11

- ➔ “**+ Add commodity**” or “**Modify commodities**” will allow you to add a CN code or change the CN code selected.
- ➔ “**Remove**” will delete the selected commodity from the document
- ➔ “**Clear rows**” or “**+ Add row**” will affect the lines of commodities included in the document. You can also delete, modify or add rows by clicking on the small icons on the right side of the box.

**Tip:** you can add 5, 10, 50 or 100 rows at once by clicking on the arrow.

- ➔ “**Show optional columns**” will show you other optional columns.
- ➔ In the part “**Quantity totals**”, fill the mandatory boxes

**I.31. Description of consignment**

+ Add commodities    Modify commodities

07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS  
0702 00 00 Tomatoes, fresh or chilled  
0702 00 00 99 Other

Remove    Clear rows    + Add row

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

Default weight unit:    Default package type:

Show optional columns

#1	Commodity *	Net weight *	Package count *	Country of Origin *
	0702 00 00 99	Unit	Unit	

Quantity totals

I.34. Total Gross Weight:    Unit

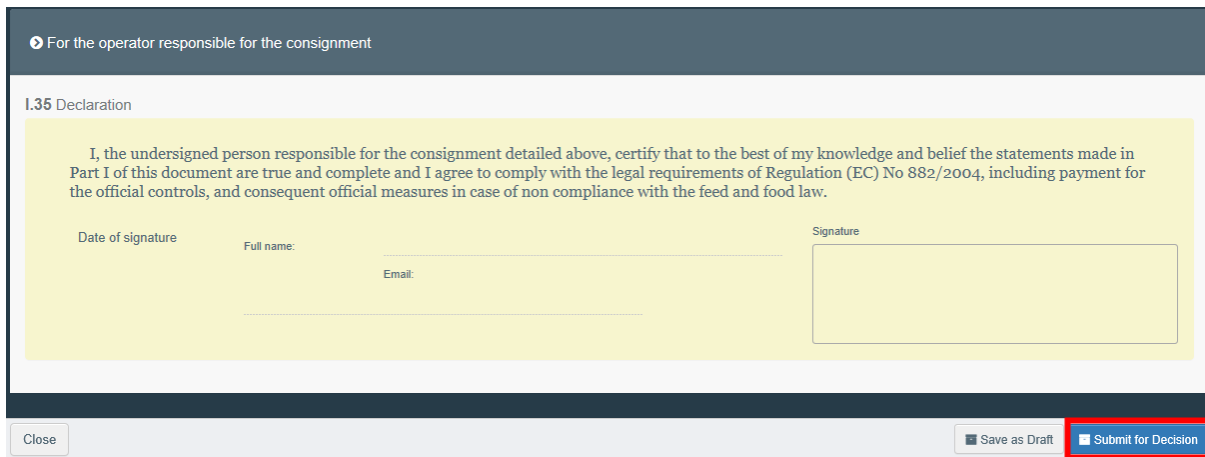
I.34. Total gross volume:    Unit

I.32. Total number of packages: 0 packages.  
I.34. Total Net Weight: 0



## Box – I.35 Declaration

Read the declaration then click on “**Submit for Decision**” on the bottom-right of the window.

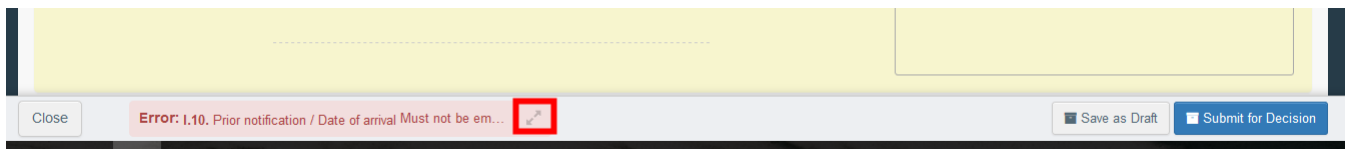


Once the document is submitted, the status will change to “**NEW**”. The authority has access to the CHED-D to complete Part. II and take the decision.

**Note:** the **RFC** can still modify PART I when the official entry document is still at the submission stage (Status “**NEW**”).

## Error message

If you filled in any of the boxes incorrectly, or missed a box, an “**Error**” message will appear. Click on the “**expand**” sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.



Do not forget to submit for Decision again once you have corrected the boxes.

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

## Other options

By clicking on “**More**” at the bottom of the page you can:

- ➔ **Delete** allows you to delete the CHED-D.
- ➔ **Copy as new**: enables you to create a new CHED-D in which most boxes are copied from the original document. The original CHED-D is not altered in any way if you decide to perform this action.
- ➔ **Clone as CHEDPP**: lets you quickly create a CHED-PP linked to the existing CHED-D. This option speeds up the submission process.

By clicking on the button “**Preview PDF**”, you can:

- ➔ Preview **the PDF certificate**
- ➔ Click on “**Advanced Print Options**” to open the language selection and print the PDF in several languages at the same time.

## PART II – Decision on Consignment – As BCP

As BCP, you can access the CHED-D and modify every information from Part I.

**Note:** If you do not want the operator to modify the CHED anymore, you can “**Sign as in progress**”. From that point onwards, the RFC can no longer modify the data from Part. I.

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	Current status: UNSAVED	Next: Please complete the required information to submit this CHED for validation.
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Applied Check Frequency:				
Country of Origin	Translation	Minimum Checks (%)	Checks performed at border control post	Checks performed at national level
Turkey	669/2009 (2019/35) Turkey Sulphites	50% 20%	91% 42 documents physically checked out of 46 documents issued by the border control post.	91% 43 documents physically checked out of 47 documents issued by country.

II.3. Documentary Check	II.4. Identity Check
EU Standard: <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory

II.5. Physical Check
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory

For the commodity subject to a temporary increase of controls or emergency measures, the system will warn you with a blue boxed message entitled “**Applied Check Frequency**”, stating the laboratory test that needs to be performed and the minimum checks to be done at a national level in a 6 month period.

### Box – II.3 Documentary Check

Indicate if “Satisfactory”/ “Not satisfactory” depending on the EU Standard.

### Box – II.4 Identity Check

If the check has been performed, tick “Yes” and mark it as “Satisfactory”/ “Not satisfactory” depending on the EU Standard.

If the check was not performed, either leave the box empty or check “No”.

### Box – II.5 Physical Check

If the check has been performed, click on “Yes” and mark it as “Satisfactory”/ “Not satisfactory” depending on the EU Standard.

If the check was not performed, either leave the box empty or tick on “No”.

**Note:** When “yes” is selected in the boxes II.4 and II.5, ticking “satisfactory”/“not satisfactory” is mandatory.

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	Current status: <b>UNSAVED</b>	Next: Please complete the required information to submit this CHED for validation.
<b>II.3. Documentary Check</b> * EU Standard: <input checked="" type="radio"/> Satisfactory <input type="radio"/> Not satisfactory		<b>II.4. Identity Check</b> * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory	
<b>II.5. Physical Check</b> * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory			

### Box – II.6 Laboratory Tests

This box needs to be completed **only** if a physical check will be performed.

**II.6 Laboratory Tests** + Add laboratory test

No laboratory tests

- Click on “**+ Add laboratory test**”
- Select the commodity on which the test has been performed;
- Select the category of the test by choosing the correct one from the list or type the test name directly in the search bar. Select it from the drop-down list that appears.

**Laboratory Test selection** ✕

\* Category

Search

Description	Category	
Labelled particulars: sulphites	Miscellaneous	<input type="button" value="Select"/>
sulphites	Public Health	<input checked="" type="button" value="Select"/>

Once the test has been added, some information still need to be completed:

- ➔ **Motivation:** if it is a “Random” check or if it has been performed on the basis of “Suspicion”
- ➔ **Inspector conclusion:** select between “Satisfactory”, “Pending” or “Not Satisfactory”
- ➔ **Laboratory:** it is mandatory to specify the laboratory. Start typing the name and select a laboratory from the drop-down list that pops out or run an “advanced” search and add some filters by clicking the small “+” button on the right. Once the correct match is selected, the “Name”, “Country” and “Address” of the laboratory are automatically completed.
- ➔ **Sample date, Sample use date & Released date** – these fields are mandatory
- ➔ **Conclusion** – select either “Satisfactory”, “Not interpretable” or “Not Satisfactory”.

Afterwards you also have the option of adding “+Add Counter Analysis”.

The screenshot displays a web-based form for 'RESIDUES OF PESTICIDES Residues'. The form is organized into several sections:

- Motivation:** A section with four radio button options: 'Random', 'Emergency measures', 'Temporary increase of controls', and 'Suspicion'.
- Inspector conclusion:** A section with three radio button options: 'Satisfactory', 'Pending', and 'Not satisfactory'.
- Commodity:** A section showing a list of commodity codes and names, including 'EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS', 'Vegetables (uncooked or cooked by steaming or boiling in water), frozen', 'Other vegetables', and 'Tomatoes'.
- Initial Analysis:** A large section containing:
  - Applicant:** A sub-section with a 'Laboratory' field and input fields for 'Name', 'Country', 'ISO Code', and 'Address'. There are also 'Edit' and 'Advanced...' buttons.
  - Sample Information:** Input fields for 'Sample date', 'Batch number', 'Number of samples', 'Sample type', and 'Sample conservation'.
  - Laboratory:** A sub-section with input fields for 'Sample use date', 'Released date', 'Test method', and 'Results'. It also includes radio buttons for 'Satisfactory', 'Not interpretable', and 'Not satisfactory'.
- + Add Counter Analysis:** A green button located at the bottom right of the form.

**Note:** when a Laboratory test is marked as “**Pending**” in the “Inspector conclusion”, in II.9 / II.11 / II.12 / II.14 / II.15 / II.16 Conclusion, the option “**Acceptable for Onward Transportation**” will become available for selection.

The image shows two screenshots of a web application interface. The top screenshot is titled 'Inspector conclusion' and features three radio button options: 'Satisfactory' (green), 'Pending' (orange, highlighted with a red box), and 'Not satisfactory' (red). The bottom screenshot is titled 'II.9 / II.11 / II.12 / II.14 / II.15 / II.16 Conclusion'. It has a 'Decision:' section with three radio button options: 'Authorize for onward transportation' (green, selected), 'Partially Reject' (orange), and 'Refuse' (red). Below this is a list of conclusion options with radio buttons: 'II.9 Acceptable for transshipment', 'II.9 Acceptable for transfer', 'II.10 Acceptable for onward transportation' (selected, marked with a red asterisk), 'II.11 Acceptable for direct transit', 'II.12 Acceptable for internal market', 'II.14 Acceptable for non-conforming goods', 'II.15 Acceptable for temporary admission', and 'II.12 Acceptable for private import'. A yellow box highlights a form section for 'II.10' containing fields for 'Name', 'Country', and 'ISO Code', along with 'Edit', 'Advanced...', and 'Clear' buttons.

This could happen when, for example, despite a pending Lab Test result, the consignment is authorised to move to an “*Onward Transportation Facility*”. The authority responsible for the OTF should be notified about the operation and should declare the arrival of the consignment at the OTF.

The Authority of the first CHED, who has performed the Lab Tests, will complete PART II of the CHED-D by submitting the results of the tests and by validating or rejecting it.

### Box – II.7. Welfare Check

This box doesn't apply for the CHED-D and should be greyed out.

### Box – II.9 / II.11 / II.12 / II.14 / II.15 / II.16 Conclusion

Indicate your decision regarding the consignment and complete the necessary information.

- ➔ Validation: tick the box “**accept**” and select one of the options available in the box II.12

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

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

II.9 Acceptable for transshipment ⓘ

II.10 Acceptable for onward transportation ⓘ

**II.12 Acceptable for internal market**

**Human Consumption**

Animal feedingstuf

Technical use

Transformation

Other

II.9 Acceptable for transfer ⓘ

II.11 Acceptable for direct transit ⓘ

II.14 Acceptable for non-conforming goods ⓘ

II.15 Acceptable for temporary admission ⓘ

II.12 Acceptable for private import ⓘ

➔ **Rejection:** tick the box “**refuse**” and select one of the options available for the boxes II.16 Not Acceptable and II.17 Reason for Refusal

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

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

**II.16 NOT ACCEPTABLE**

Destruction

Re-dispatching

Others

Transformation

Date/time

+02:00 CEST

**II.17 Reason for Refusal**

Documentary reason

Origin reason

Physical reason

Identity reason

Laboratory reason

Other reason

II.18 Details of controlled destination ✎

Name

Country  ISO Code

➔ **Partial rejection:** tick the box “**partially reject**” if you want to accept only a part of the consignment.

Decision:  Accept  **Partially Reject**  Refuse

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

**Submit for Partial Rejection**  
Roissy Charles-De-Gaulle FRCDG4

After submitting for partial rejection, you will be redirected in a new tab where you will be able to submit both your decision on the accepted part of the consignment and your decision on the rejected part of the consignment.

In the green button, you have the option to reject or partially reject. If you click in “*partially reject*”, in the commodity row, you will be asked to select the amount of packages and/or the quantity of units you wish to reject.

Commodities selection | **Decision on Accepted Consignment** | Decision on Rejected Consignment

Selection of accepted/rejected commodities

Commodities

1 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS  
0710 Vegetables (uncooked or cooked by steaming or boiling in water), frozen  
0710 80 Other vegetables  
0710 80 70 Tomatoes  
Subtotal number of packages: 10 / packages.  
Subtotal net weight: 2 / Kg. [Reject all rows]

2 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS  
0701 Potatoes, fresh or chilled  
Subtotal number of packages: 10 / packages.  
Subtotal net weight: 10 / Kg. [Reject all rows]

#	Commodity	Net weight	Package count	Country of Origin	
#1	0710 80 70 Tomatoes	2 Kg	10 Bag	Morocco	[Dropdown]
#2	0701 Potatoes, fresh or chilled	10 Kg	10 Bag	Morocco	[Dropdown]

Quantity totals

I.32. Total number of packages: 20 / packages.  
I.34. Total Net Weight: 12 / Kg.

#	Commodity	Net weight	Package count	Country of Origin	
#1	0710 80 70 Tomatoes	2-Kg	40-Bag	Morocco	[Reject]
#2	0701 Potatoes, fresh or chilled	10 Kg	10 Bag	Morocco	[Dropdown]



Then, in each tab (decision on accepted/rejected consignment), you will be able to take the decision:

Commodities selection **Decision on Accepted Consignment** Decision on Rejected Consignment

I.31. Wood packaging materials

Selection is empty

I.31. Description of consignment

#2	Commodity	Net weight	Package count	Country of Origin
	0701 Potatoes, fresh or chilled	10 Kg	10 Bag	Morocco

II.3. Documentary Check \*

Yes  No

EU Standard:  Satisfactory  Not satisfactory

II.4. Identity Check \*

Yes  No

Satisfactory  Not satisfactory

II.5. Physical Check \*

Yes  No

Satisfactory  Not satisfactory

II.7. Welfare Check

Yes  No

Satisfactory  Not satisfactory

Cancel **Sign Partial Rejection**

Commodities selection Decision on Accepted Consignment **Decision on Rejected Consignment**

I.31. Wood packaging materials

Selection is empty

I.31. Description of consignment

#1	Commodity	Net weight	Package count	Country of Origin
	0710 80 70 Tomatoes	2 Kg	10 Bag	Morocco

II.3. Documentary Check \*

Yes  No

EU Standard:  Satisfactory  Not satisfactory

II.4. Identity Check \*

Yes  No

Satisfactory  Not satisfactory

II.5. Physical Check \*

Yes  No

Satisfactory  Not satisfactory

Cancel **Sign Partial Rejection**

You can see that the consignment has been partially rejected in the menu when there is a little blue icon next to the CHED number. By clicking on this icon, you will see the links to both subsequent CHED: the validated consignment and the rejected one:

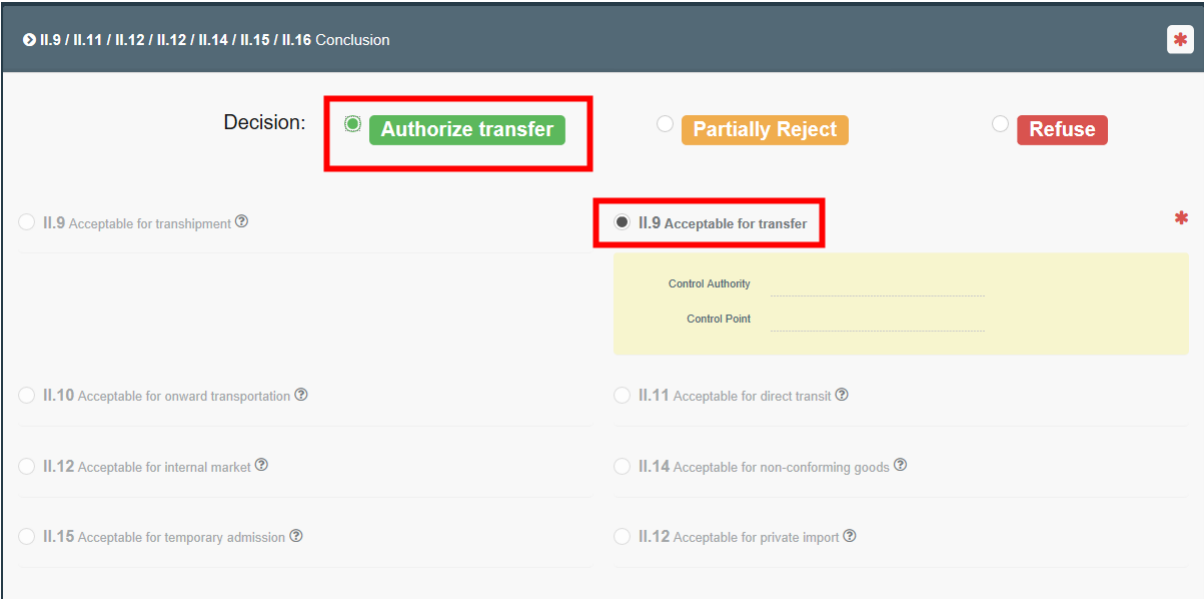


➔ **Transfer:** tick the box **“authorize transfer”** and in the box II.9 Acceptable for transfer, select the Control point (or the BCP) where the identity and physical checks will be done. The selection can be done by typing the name and selecting the CP/BCP from the corresponding drop-down list or by running an advanced search.

**Note:** If the box I.20 **“For transfer to”** has been ticked in PART I, this option will appear automatically completed in PART II.

If the box I.20 **“For transfer to”** has not been ticked in PART I, you can still change the purpose in the PART I, box I.20.

When the documentary check is done at the BCP and the consignment is authorized 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.



### Box - Consignment resealed

This box becomes available when container number and seal number are entered in box I.6 of PART I. After the checks have been performed, the authority has the option to introduce the container number for reseal”, if necessary.

### Box – II.20 Identification of BCP

This box will be automatically completed with the details of the authority that completed PART II.

### Box – II.21 Certifying officer

This is where you sign the Validation/Rejection of the consignment. You can also sign by clicking on the button at the bottom of the page.

The screenshot shows a web interface for an official inspector. At the top, there is a header 'Official inspector'. Below it, the interface is divided into three main sections:

- II.20 Identification of BCP:** This section contains a form with the following fields:
  - BCP: Roissy Charles-De-Gaulle FRCDG4
  - Stamp: \_\_\_\_\_
  - Country: France (with a small French flag icon)
  - Identifier: FRCDG4.
- II.21 Certifying officer:** This section is highlighted in yellow and contains a certification statement: "I, the undersigned official inspector of the DPE, certify that the checks on the consignment have been carried out in accordance with Community requirements." Below this statement are several input fields:
  - Full name: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Authority: \_\_\_\_\_
  - Role and code: \_\_\_\_\_
  - Country: \_\_\_\_\_
  - Date of signature: \_\_\_\_\_To the right of these fields is a 'Signature:' label and a green button labeled 'Sign Validation Roissy Charles...'. There is also a 'Signature:' label above the 'Full name' field.
- II.23 Customs Document Reference:** This section contains a single input field labeled 'Customs Document Reference: \_\_\_\_\_'.

At the bottom of the interface, there is a navigation bar with the following buttons: 'Close', 'Save as Draft as ^', 'Submit for Decision as ^', 'Sign as in progress', and 'Sign Validation'.

If you filled all the boxes and fields correctly, the current status is VALIDATED, REJECTED, PARTIALLY REJECTED or AUTHORIZED FOR TRANSFER.

### Box – II.22 & II.23 Customs Document Reference & Customs Document Reference

These are free text boxes.

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

## Other options

By clicking on “**More**” at the bottom of the page you can:

- ➔ **Cancel** document
- ➔ **Replace**: this will create a replacement of the CHED-D in case some information need to be changed after the validation. The first CHED will then have the status “*Replaced*” and the new CHED-D will have the status “*Valid*”. Both will be linked and this link will appear on the printed document as well.
- ➔ **Copy as new**: this will create a new CHED-D that will be pre-filled with the information of the current document. In that case, the two CHED-D are not linked.
- ➔ **Clone as CHEDPP**: lets you quickly create a CHED-PP linked to the existing CHED-D. This option speeds up the submission process.

By clicking on “**Preview PDF**” button you can:

- ➔ Preview **the PDF certificate**
- ➔ In the **Advanced Print Options** you can choose the languages in which you want the document to be printed. You can choose more than one language.