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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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
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.
- 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:

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.

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.

**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.
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.

**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.

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

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

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.

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.
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.

Box – I.23. “For internal market”

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

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
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.

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.
Box – II.6 Laboratory Tests
This box needs to be completed **only** if a physical check will be performed.

- 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.
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 “Suspicions”

- **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”.
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.

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
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.
Partial rejection: tick the box "partially reject" if you want to accept only a part of the consignment.

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

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.