

TRACES NT

**Operators: Responsible
for the load**

**Guide to completing
Part 1 of a CHED-PP**



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Glossary

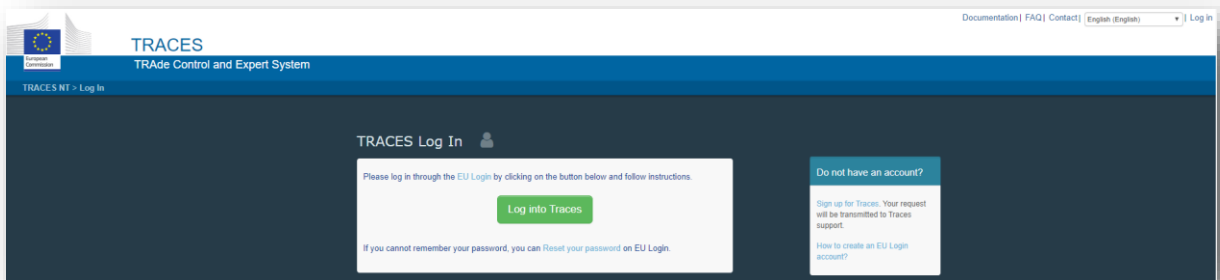
ADMIN USER	Administrator user
BCP	Border Control post
CCA	Central Competent Authority
CN	Combined Nomenclature
CP	Control Point
EU	European Union
LAU	Local authority unit
RCA	Regional competent authority
RFC	Responsible for Consignment
TNT	TRACES new technology
UN/LOCODE	United Nations Code for Trade and Transport Locations
PHYTO	Phytosanitary certificate issued in TRACES new technology
WPM	Wood packaging material

How to log into Traces?

Open the “TRACES NT” page.

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

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



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

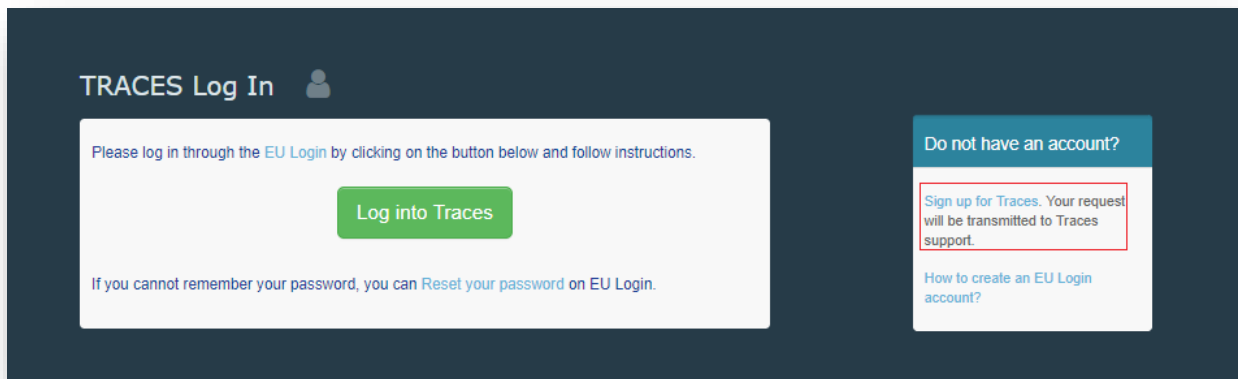
This screenshot shows the 'Sign in to continue' page. It prompts the user to 'Use your e-mail address' with an input field containing a vertical bar. Below the input field is a blue 'Next' button and a link for 'Create an account'. An 'Or' separator is followed by the text 'Or use the eID of your country' and a 'Select your country' button with a person icon.This screenshot shows the 'Sign in to continue' page with the user's email 'RFC01.FR@ec-traces.eu (External)' displayed. It prompts for a 'Password' with an input field containing a vertical bar and a 'Lost your password?' link. Below is a 'Choose your verification method' dropdown menu set to 'Password' with a computer icon. A blue 'Sign in' button is at the bottom.

Click on “**Sign in**”.

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

Please follow the link and follow the procedure described:

https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/C_EU%20login/create-a-new-EU-login-account.htm



The screenshot shows the EU Login "Create an account" page. At the top left, it says "EU Login" with the tagline "One account, many EU services". There is a "Where is ECAS?" button and a language dropdown menu set to "English (en)". On the right, there are links for "Create an account" and "Login". The main heading is "Create an account". Below this, there is a form for external users with the following fields: "First name", "Last name", "E-mail", "Confirm e-mail", "E-mail language" (set to "English (en)"), and "Enter the code". There is a CAPTCHA image below the code field. At the bottom, there is a checkbox: "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)". A "Create an account" button is at the bottom of the form.

Once your [EU login](#) is set up, you are able to log into **TRACES**.

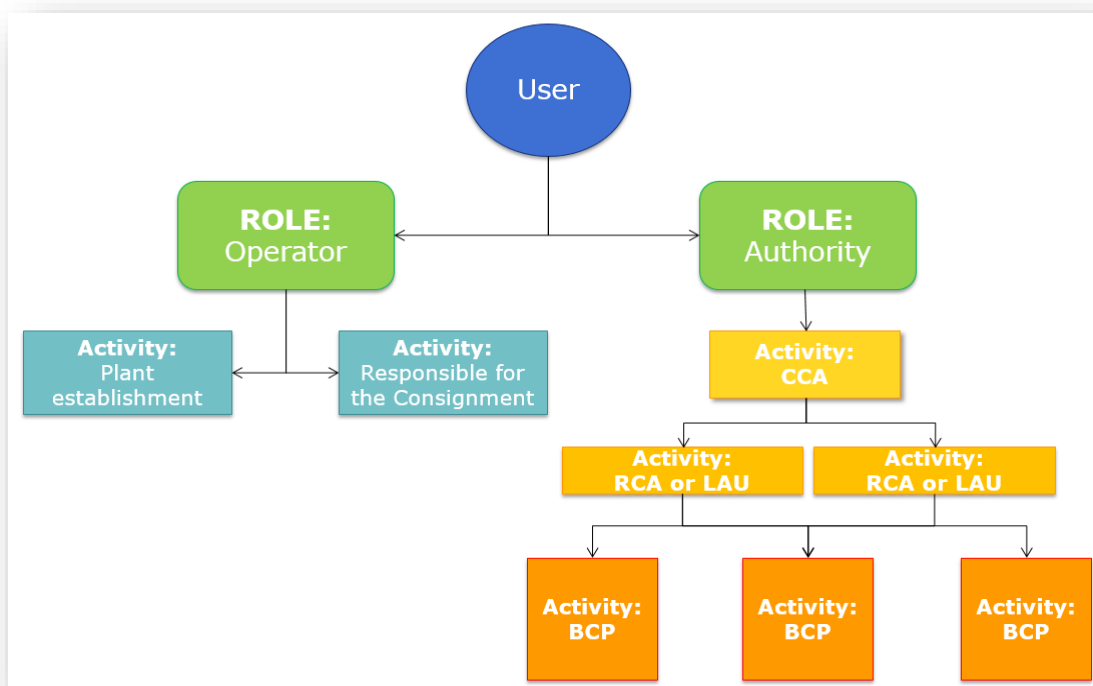
Before starting with the CHED-PP...

Is this the first time you access **TRACES**?

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

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

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



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

Users are individuals, natural persons.

They are identified by their e-mail address and name - they all have an EU Login. Normally they are linked to their businesses.

Operators, on the other hand, are businesses, legal entities.

An individual (User) that needs to work in TRACES to create a CHED-PP and that works for a business (Operator), must request a role in TRACES as “Operator”.

He will also need to request to be linked to the company (Operator) he is working for. He will then be able to work in the system as User attached to that Company.

NB: The Company can have different activities (RFL, Plant establishment etc.).

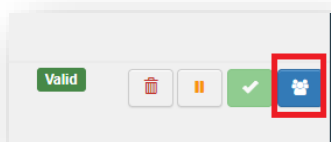
A person (User) that works for an Authority (BCP, RCA, LAU, CCA), must request a role in TRACES as Authority and request to be linked to the proper BCP, RCA, LAU or CCA.

Structures

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

CCA → Central Competent Authority

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



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

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

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

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

Responsible for the consignment

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

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

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

An operator with RFL activity can create ALL TYPES of CHEDs

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

Plant Establishments/Plant nurseries

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

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

Operators (Exporter/Importer) that have activity Plant Establishment are automatically assigned a responsible authority by the system. This authority is assigned based on the geographic area where the operator is located and normally it is a RCA or a LAU. Users linked to such RCA or LAU will be able to see the CHEDs concerning that operator. Therefore, Users linked to LCAs, RCAs, CCAs can see CHED-PPs done by other MS if they involve operators of their country (e.g. DE will see a FR CHED-PPs for which the importer is in Germany).

Control Point

Facility where identity and physical checks are performed.

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

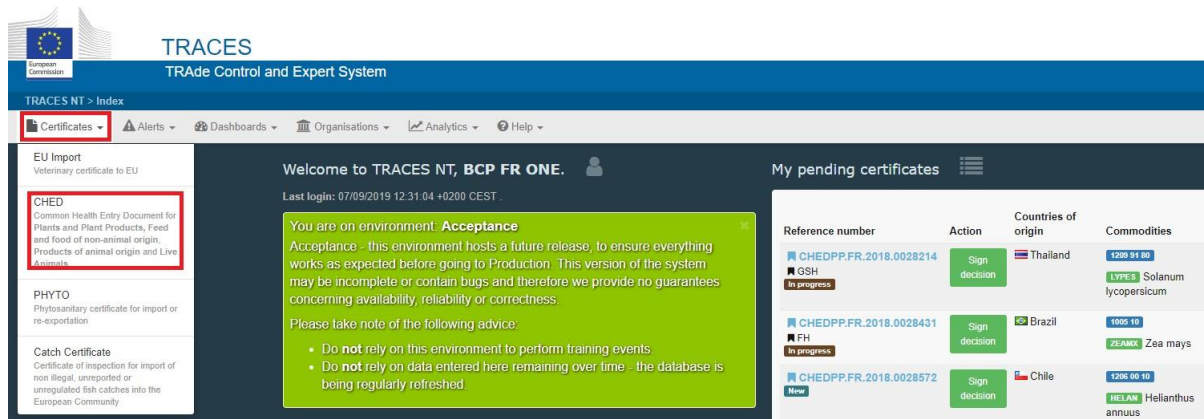
The CCA of a Member State approves and creates them in the system, or sends a list to the EC, who creates them.

No user is attached to such type of operator.

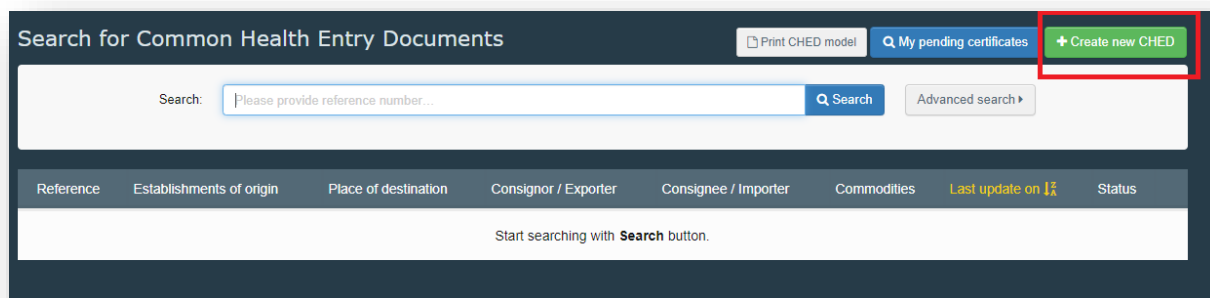
Please note that you can have more than one activity at the sametime!

Create a CHED-PP Part 1

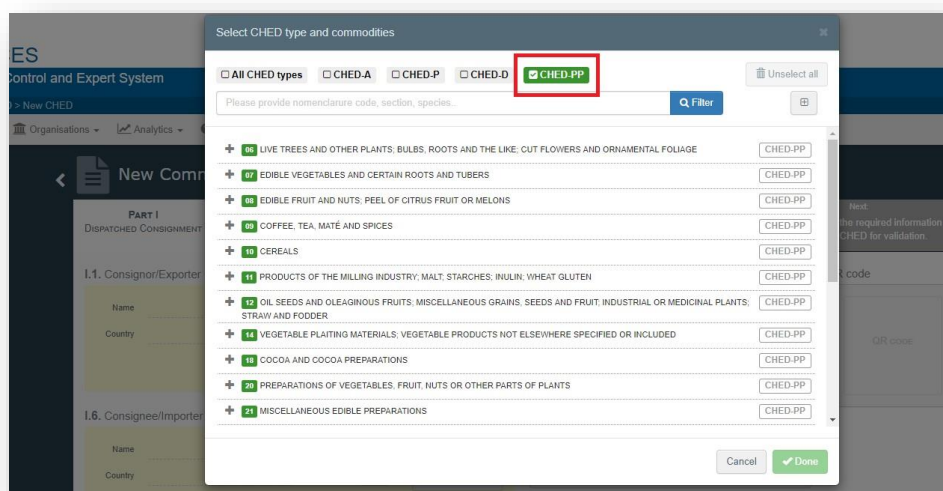
On the homepage, click on **Certificates** → **CHED**



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



Tick the **CHED-PP** box:



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

The screenshot shows a dialog box titled "Select CHED type and commodities". At the top, there are radio buttons for "All CHED types", "CHED-A", "CHED-P", "CHED-D", and "CHED-PP" (which is selected). There is a search bar with the placeholder text "Please provide nomenclature code, section, species." and a "Filter" button. Below the search bar, a list of commodities is displayed. The commodity "0702 00 00 Tomatoes, fresh or chilled" is highlighted, and its "CHED-PP" checkbox is checked. At the bottom of the dialog, there is a status bar that reads "Common Health Entry Document for Plant product with 1 nomenclature(s)." and two buttons: "Cancel" and "Done" (which is highlighted).

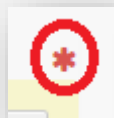
Commodity Code	Description	CHED-PP
06	LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND ORNAMENTAL FOLIAGE	<input type="checkbox"/>
07	EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS	<input type="checkbox"/>
0701	Potatoes, fresh or chilled	<input type="checkbox"/>
0702 00 00	Tomatoes, fresh or chilled	<input checked="" type="checkbox"/>
0703	Onions, shallots, garlic, leeks and other alliaceous vegetables, fresh or chilled	<input type="checkbox"/>
0704	Cabbages, cauliflowers, kohlrabi, kale and similar edible brassicas, fresh or chilled	<input type="checkbox"/>
0705	Lettuce (<i>Lactuca sativa</i>) and chicory (<i>Cichorium spp.</i>), fresh or chilled	<input type="checkbox"/>
0706	Carrots, turnips, salad beetroot, salsify, celeriac, radishes and similar edible roots, fresh or chilled	<input type="checkbox"/>
0707	Cucumbers and gherkins, fresh or chilled	<input type="checkbox"/>
0708	Leguminous vegetables, shelled or unshelled, fresh or chilled	<input type="checkbox"/>
0709	Other vegetables, fresh or chilled	<input type="checkbox"/>

PART I – Description of the consignment

As Responsible for the Consignment (RFC)

How to fill in the document?

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



Mandatory boxes *:

2.1 Box – I.1. Consignor/Exporter

The screenshot shows a web interface for creating a 'New Common Health Entry Document for Plant Product'. The main heading is 'PART I DISPATCHED CONSIGNMENT'. Below this, the 'I.1. Consignor/Exporter' section is highlighted in yellow and marked with a red star icon, indicating it is mandatory. This section contains input fields for 'Name', 'Country', and 'ISO Code'. There are also buttons for 'Edit', 'Advanced...', and 'Clear'. A checkbox labeled 'Use an unregistered operator' is located at the bottom left of this section. To the right, parts of sections 'I.2. Refere' and 'I.3. Local r' are visible.

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

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

I.1. Consignor/Exporter *

Name

Country ISO Code

Use an unregistered operator

Assign consignor ✕

Country:

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

Assign consignor ✕

Country:

Section Activity Type

Activity Identifier Address

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

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"**

Assign consignors

Country:

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

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.

Assign consignors

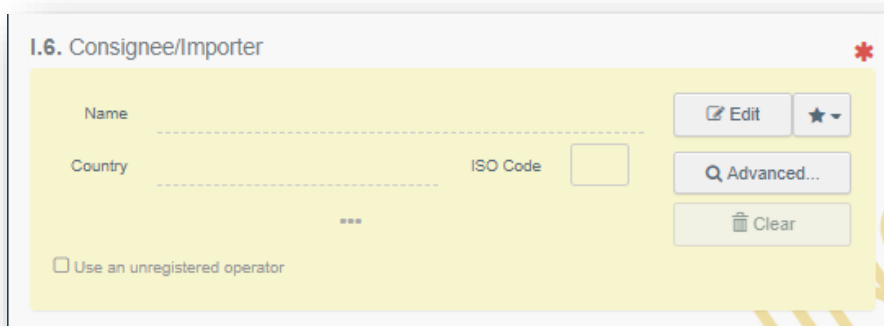
Country:

Name	Address	Section	Activity Type	Status	Activity Identifier
★ ABC	ABCD 80000 Agadir Morocco	Plant Nurseries PLANTS	Plant establishment	New	<input type="button" value="Select"/>
★ ACME Test Central Business Register: 293661 National Company Register: 000009557000078 VAT: 14470964	Avenue Pierre Saul 56 Casablanca Morocco	Plant Nurseries PLANTS	Plant establishment	New	<input type="button" value="Select"/>
★ AFRICA COMMODITIES EXPORT CIN: MCM2345 Central Business Register: MM5055	Airport road Agadir Morocco	Plant Nurseries PLANTS	Nursery	Valid	<input type="button" value="Select"/>
★ AFRICA COMMODITIES EXPORT CIN: MCM2345 Central Business Register: MM5055	Airport road Agadir Morocco	Plant Nurseries PLANTS	Plant establishment	Valid	<input type="button" value="Select"/>
★ AGRI-SOUSS	IMM NAJAH CITE NAJAH BP 798 Agadir Morocco	Plant Nurseries PLANTS	Plant establishment	New	<input type="button" value="Select"/>

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

2.2 Box – I.6. Consignee/Importer:

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



The screenshot shows the 'I.6. Consignee/Importer' form. It has a yellow background and a red asterisk icon in the top right corner. The form contains the following fields and controls:

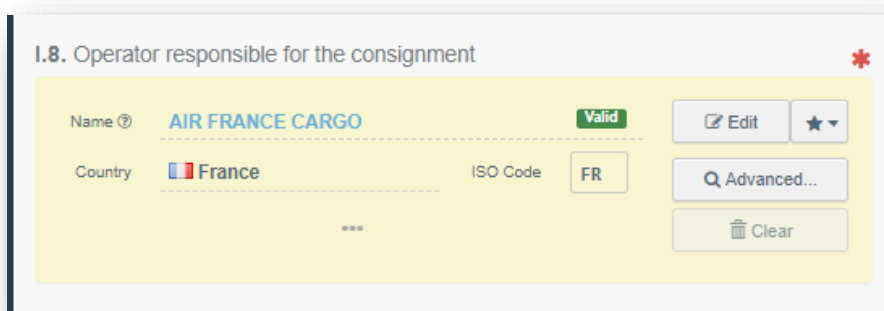
- Name:** A text input field with a dashed line below it.
- Country:** A text input field with a dashed line below it.
- ISO Code:** A text input field with a dashed line below it.
- Use an unregistered operator:** A checkbox.
- Buttons:** 'Edit' (with a pencil icon), a star icon with a dropdown arrow, 'Advanced...' (with a magnifying glass icon), and 'Clear' (with a trash icon).

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

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

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

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



The screenshot shows the 'I.8. Operator responsible for the consignment' form. It has a yellow background and a red asterisk icon in the top right corner. The form contains the following fields and controls:

- Name:** A text input field containing 'AIR FRANCE CARGO' with a green 'Valid' status indicator to its right.
- Country:** A text input field containing 'France' with a small French flag icon to its left.
- ISO Code:** A text input field containing 'FR'.
- Buttons:** 'Edit' (with a pencil icon), a star icon with a dropdown arrow, 'Advanced...' (with a magnifying glass icon), and 'Clear' (with a trash icon).

2.4 Box – I.4. Border control post: when an operator responsible for the consignment is selected in Box – I.8, the system automatically suggests the Border control post in Box – I.4. that is the responsible authority for that Responsible for the consignment. You can then add the suggested BCP to the document clicking on the button “Select”.

I.4. Border Control Post

Border Control Posts associated to AIR FRANCE CARGO.

Name	Role	Code	Competence
Roissy Charles-De-Gaulle	BCP	FRCDG4	Plans CHED PP PPR no

Name

Country ISO Code

I.5. Border Control Post code

Border Control Post has not been selected.

I.8. Operator responsible for the consignment

Name

Country

Identification of applicant

Full name

Creator Body

Declaration date/time

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

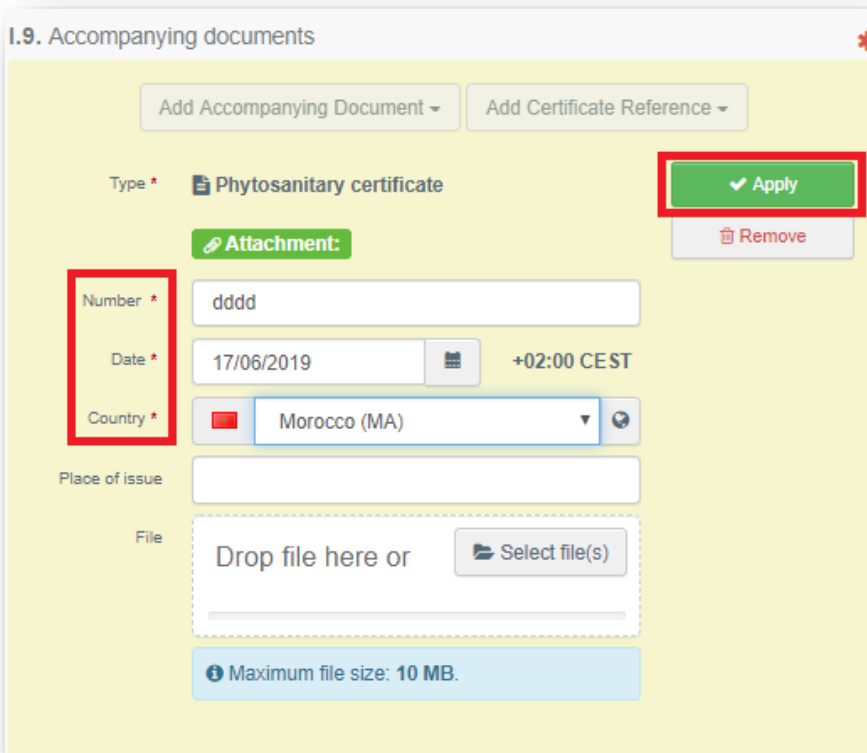
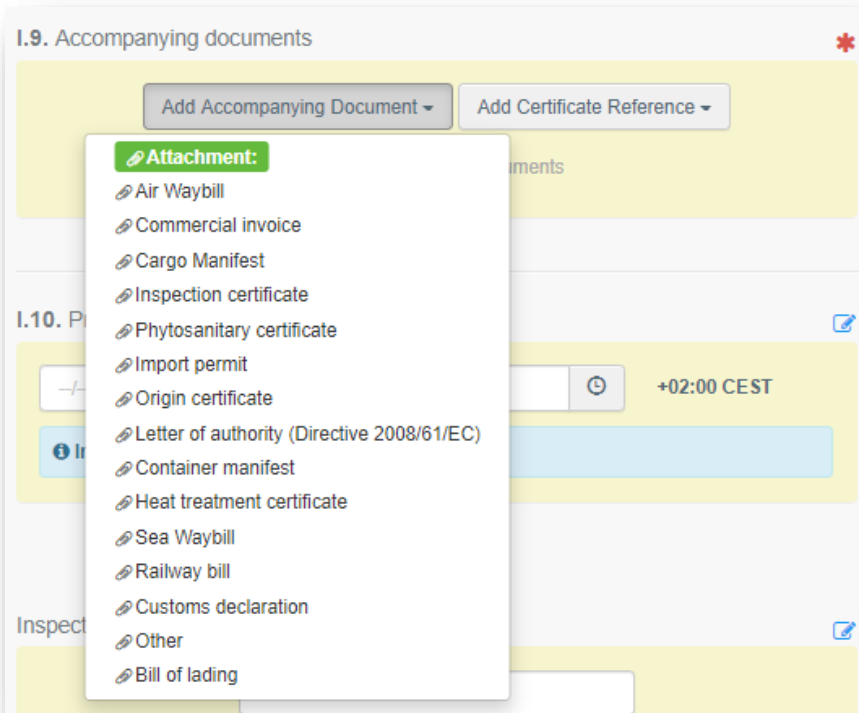
2.4.1 Box – I.5. Border Control Post code: This Box will be automatically filled in once Box I.4. is completed.

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

I.9. Accompanying documents


No Accompanying Documents

Click on the button “Add Accompanying Document” and select the type of document to add from the drop down list. Insert the “Number”, “Date” and “Country”, and then click on “✓ Apply”.



I.9. Accompanying documents ✖


Add Accompanying Document ▾ Add Certificate Reference ▾

Type  Phytosanitary certificate ✎ Edit

📎 Attachment: 🗑 Remove

Number **dddd**

! Date **17/06/2019 +02:00 CEST**

Country  **Morocco**

Place of issue

Filename **No file attached**

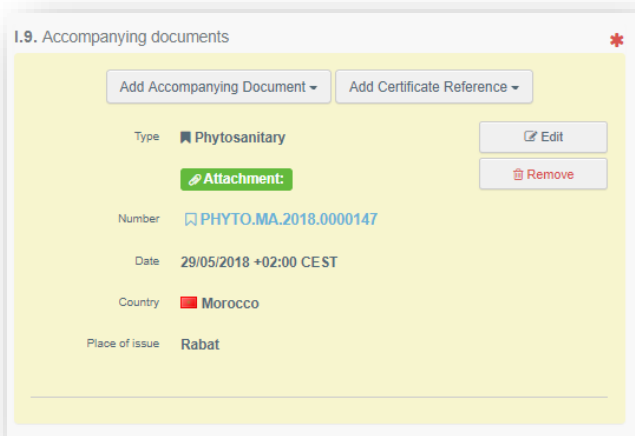
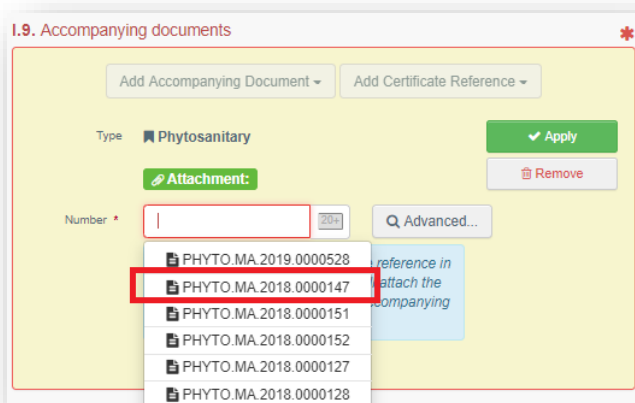
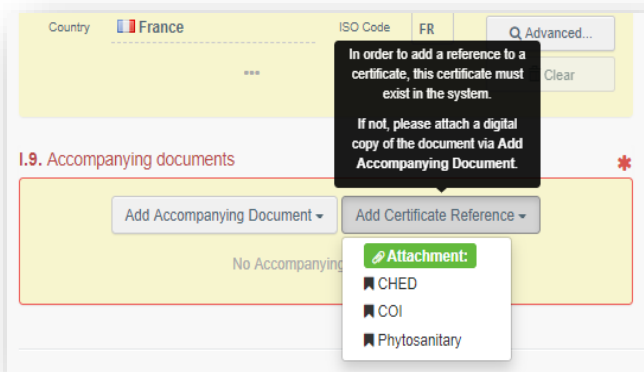
You also have the option to attach a file with a maximum size of 10MB.

File

Drop file here or 📎 Select file(s)

📘 Maximum file size: 10 MB.

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



Note: It is possible to add several accompanying documents and to order them by dragging and dropping the items with the double sense arrows on the left. Only the first document will be shown in the PDF version of the CHED-PP.

I.9. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type Phytosanitary certificate Edit

Attachment: Remove

Number phyto

Date 02/07/2019 +02:00 CEST

Country Morocco

Place of issue

Filename No file attached

Type Import permit Edit

Attachment: Remove

Number ImportPermit

Date 02/07/2019 +02:00 CEST

Country France

Place of issue

Filename No file attached

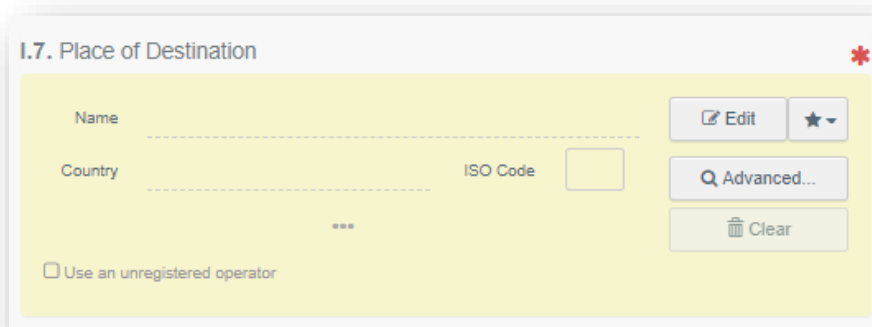
2.6 Box – I.10 Prior Notification: indicate the date and time of arrival of the consignment to the BCP.

I.10. Prior notification

+02:00 CEST

ⓘ In your time zone:

2.6 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 change it following one of the procedures described in point 2.1.



I.7. Place of Destination *

Name _____

Country _____ ISO Code

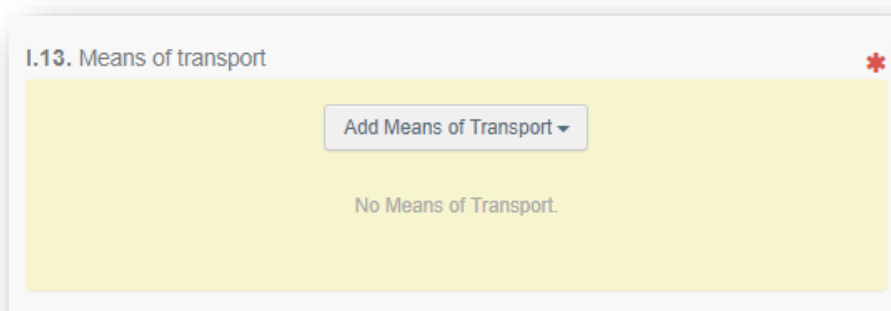
Use an unregistered operator

Edit ★

Advanced...

Clear

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

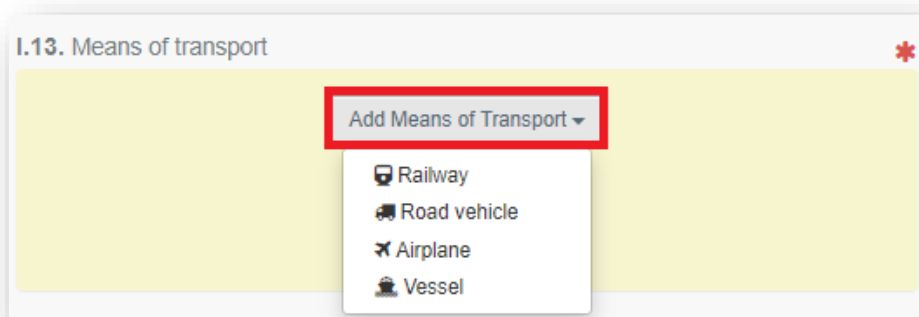


I.13. Means of transport *

Add Means of Transport ▾

No Means of Transport.

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



I.13. Means of transport *

Add Means of Transport ▾

- Railway
- Road vehicle
- Airplane
- Vessel

I.13. Means of transport *

Add Means of Transport ▾

1. ✕ Airplane + Details

✕ Remove

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

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.

2.8 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

2.9 Boxes – I.20./I.20./I.22./I.23./I.23./I.24./I.25/I.26. Purpose: Select the purpose of the document among the options in boxes I.20. - I.26.

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

The screenshot displays a software interface for selecting a box type. The selected box is 'I.20. For transshipment', indicated by a radio button and a red asterisk icon. The form is divided into several sections:

- 3rd country:** A dropdown menu.
- ISO Code:** A text input field.
- Border Control Post:** A section containing:
 - Name:** A text input field with an 'Advanced...' search button to its right.
 - TRACES unit No.:** A text input field.
- Responsible for the consignment:** A section containing:
 - Name:** A text input field with an 'Edit' button and a star icon to its right.
 - Country:** A text input field.
 - ISO Code:** A text input field.
 - Advanced...:** A search button.
 - Clear:** A button with a trash icon.

Choose the BCP to which the consignment is authorised to move after Documentary checks. Here you can also specify the responsible for the load (if different from the previous one) that will be in charge of the consignment to move.

Note: You select Box – I.20 “For transfer to” when the Documentary check is done at the BCP, and the consignment is authorised to move to a Control Point where Identity and Physical checks will be performed. The consignment is still under custom supervision and cannot be released until the Official controls are completed.

I.20. For transfer to *

Control Point (Authority)

Authority

Code

or

Control Point (Operator)

Name

Country ISO Code

.....

.....

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, will pass through the EU territory to arrive to its final destination in another third country. (E.g. Russia – France – Australia)

Documentary checks need to be performed at the BCP.

I.22. For direct transit *

3rd country

ISO Code

Exit BCP

TRACES unit No.

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

I.23. For internal market *

Note: Select Box – I.23 “For private import” when the goods have been introduced in the EU by a private individual and on an occasional basis.

I.23. For private import *

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

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

I.1. Consignor/Exporter *

Name _____

Country _____ ISO Code

Use an unregistered operator

Edit ★

Advanced...

Clear

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

The screenshot shows the 'I.31. Description of the goods' window. At the top, there is a '+ Add commodities' button (highlighted with a red box) and a 'Modify commodities' link. Below this, a table displays commodity information for 'EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS'. The table has columns for commodity codes (0805, 0805 21, 0805 21 90) and descriptions (Citrus fruit, fresh or dried; Mandarins; Other). To the right of the table are buttons for 'Remove', 'Clear rows', and '+ Add row'. Below the table, there are dropdown menus for 'Default weight unit' (Kg), 'Default volume unit', 'Default quantity unit', and 'Default package type'. A 'Show optional columns' button is also present. At the bottom, a table header shows columns for '#1', 'Commodity', 'EPPO Code', 'Product type', 'Net weight', 'Package count', and 'Country of Origin'. A single row is visible with the commodity code '0805 21 90'. To the right of this table is a 'Quantity totals' section with the following data:

Quantity totals	
I.33. Total quantity:	0 Units.
I.32. Total number of packages:	0 packages.
I.34. Total Net Weight:	0 Kg.
Subtotal:	0 Units.

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.

This screenshot is similar to the previous one, but with different highlights. The 'Remove', 'Clear rows', and '+ Add row' buttons are highlighted with a red box. Additionally, the minus button (-) on the right side of the table header is highlighted with a red box.

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 goods, some fields are mandatory, others are not. It is possible to click on the button “Hide optional columns” to show only the fields which must be completed. This will only permit you to see the information that has to be provided to complete the document (EPPO code, Product Type, Net weight, Package count and type of package, Country of origin).

Do not forget to always specify the “Package count” unit:

2.11 Box – I.35. Declaration: read the declaration, and then click on “Submit for Decision” at the bottom of the page.

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.

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



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

Optional boxes:

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

2.13 Inspection Planner: It is possible to add details on the inspection such as location, time and other comments in the inspection planner box. Location of the consignment on arrival e.g. *for Dublin Port, South Bank Quay (SBQ), Marine Terminals Limited (MTL) or Dublin Ferry Terminal DFT or for Dublin Airport, Swissport, WFS or Aerlingus, Emirates.*

The screenshot shows the 'Inspection Planner' form. It includes a title bar with 'Inspection Planner' and a close button. The form has a yellow background and contains the following fields: 'Location' (text input), 'Comment' (text input), a date-time picker showing '00:00' and '+02:00 CEST', and a blue bar at the bottom with the text 'In your time zone:'.

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

The screenshot shows the 'I.17. Container No / Seal No' form. It has a title bar with 'I.17. Container No / Seal No' and a close button. The form has a yellow background and contains three input fields: 'Container number', 'Seal number', and 'Official seal'. There is a checkbox labeled 'Official seal' and a minus sign button. At the bottom, there is a text prompt 'Fill last entries with seal / container numbers to add a new row.' and a 'Remove All' button.

2.15 Box – I.27. Means of transport after BCP/Storage: use this box to provide details on the means of transport used after the consignment leaves the BCP.

The screenshot shows the 'Transport' section of the TRACES.NT interface. It contains three main boxes:

- I.27. Means of transport after BCP/storage:** A yellow box with a button labeled 'Add Means of Transport' and the text 'No Means of Transport' below it.
- I.28. Transporter:** A yellow box with input fields for 'Name', 'Country', and 'ISO Code'. It also includes buttons for 'Edit', 'Advanced...', and 'Clear'.
- I.29. Date of departure:** A white box with a date and time picker showing '00:00' and '+02:00 CEST', along with a note 'In your time zone:'.

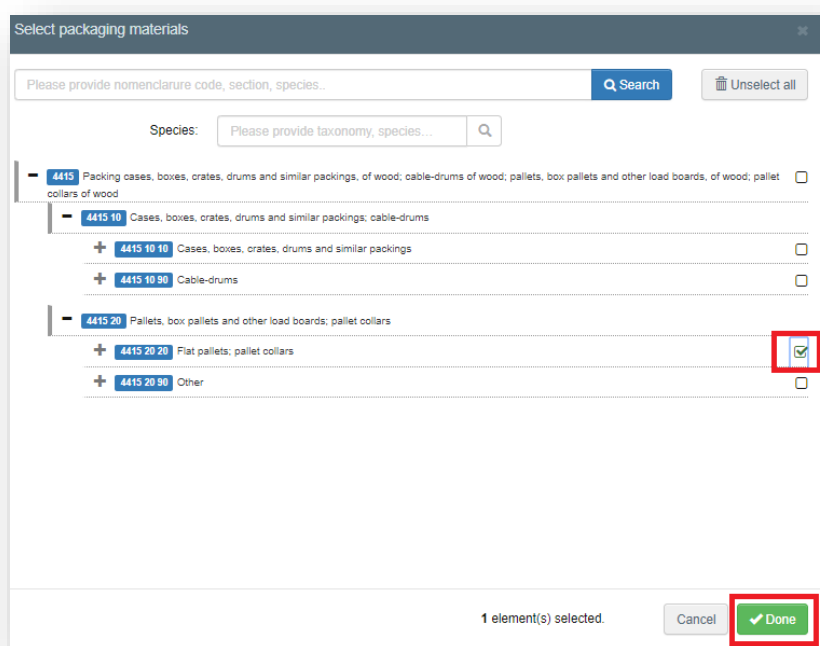
For CHED-PP this box is mandatory for goods subject to transshipment, direct transit, onward transportation and transfer to control point.

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

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

The screenshot shows the 'I.31. Wood packaging materials' section of the TRACES.NT interface. It features a yellow header bar with two buttons: '+ Add wood packaging materials' (highlighted with a red box) and 'Modify packaging materials'. Below the header, the text 'No packaging materials' and 'No descriptors' is displayed.

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



To modify the packaging, click on “Modify packaging materials”.

To manipulate each the WPM included in the document, different options are possible:

- Use the button “Remove” to delete the WPM from the list;
- Use the button “Clear rows” to delete all the details and information provided for the WPM. Each row can be also independently removed by clicking minus button (-) on the right;
- Use the button “+ Add row” to add another WPM line.

Note: that some fields are mandatory, others are not. It is possible to click on the button “Hide optional columns” to show only the fields which must be completed. This will ensure an easy visualisation of only the information that has to be provided to complete the document (EPPo code, Count, Country of Origin).

1.31. Wood packaging materials

+ Add wood packaging materials ✎ Modify packaging materials

1 4415 Packing cases, boxes, crates, drums and similar packings, of wood; cable-drums of wood; pallets, box pallets and other load boards, of wood; pallet collars of wood
4415 20 Pallets, box pallets and other load boards; pallet collars
4415 20 20 Flat pallets; pallet collars

Remove Clear rows + Add row

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

* Show optional columns

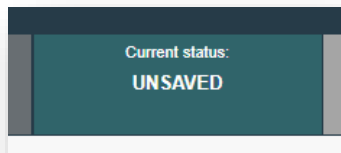
#7	Packaging material *	EPPO Code *	Count *	Country of Origin *	ISPM 15
	4415 20 20	<input type="text"/>	<input type="text"/> Unit	<input type="text"/>	XX-B...B-YY

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

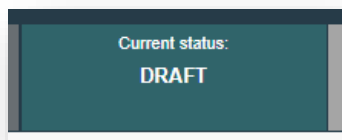
More about CHED-PP

Status of the CHED-PP:

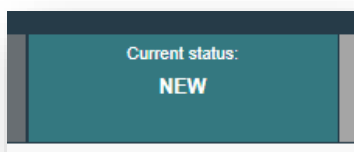
- **Unsaved:** the RFL has just initialised the CHED-PP and has not saved/submitted it yet. The RFL can modify anything in PART I. At this stage, if the user exits the page, all the progresses will be lost. The BCP cannot see the CHED-PP yet.



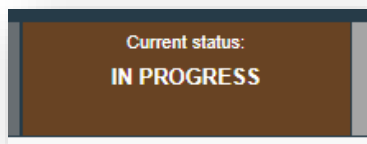
- **Draft:** the RFL has clicked on the button "Save as draft".



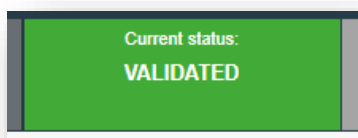
- **New:** the RFL has completed PART I and the CHED-PP has been submitted for decision by the RFL to the Authority (button "Submit for Decision"). The BCP receives a notification, and is able to see and access the CHED-PP with status "New". BCP can modify PART I. The RFL can still access the CHED-PP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



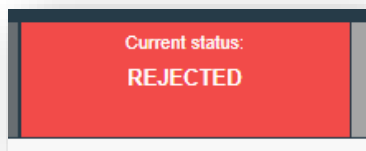
- **In progress:** the BCP has clicked on the button "Sign as in progress". The CHED-PP is now locked for editing by the RFL. Only the BCP can edit it.



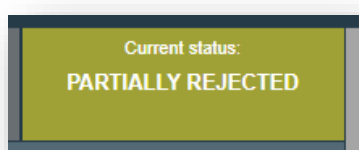
- **Validated:** the checks performed on the consignment are satisfactory and the BCP has validated the CHED-PP. The document cannot be modified anymore.



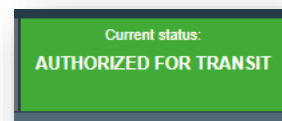
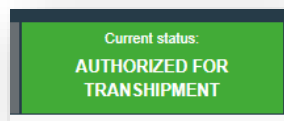
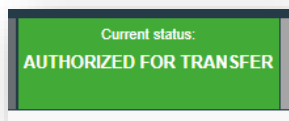
- **Rejected:** Some of the checks performed on the consignment are not satisfactory and the BCP has signed the rejection. The document cannot be modified anymore.



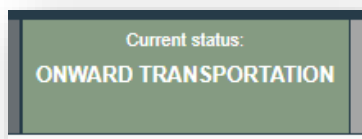
- **Partially rejected:** some of the checks on part of a consignment are not satisfactory and the BCP signs a Partial Rejection. Two other CHED-PPs will be generated (one with status "Validated" and one with status "Rejected") and the one with status "Partially rejected" will be linked to the other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



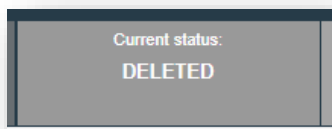
- **Authorised for transfer to/for transhipment/for onward travel/for transit:** in the Box “Purpose”, option I.20 has been selected.



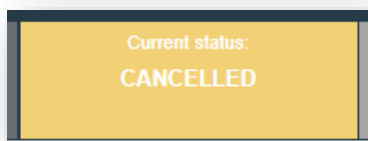
- **Onward transportation:** the consignment is acceptable for onward transportation.



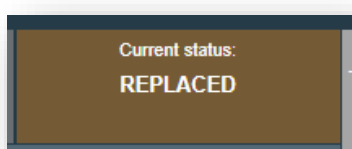
- **Deleted:** the document has been Deleted. The RFL can “Delete” a CHED-PP which is in status “Draft” or “New”. The BCP can “Delete” a CHED-PP in status “Draft”, “New” or “In progress”.



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



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

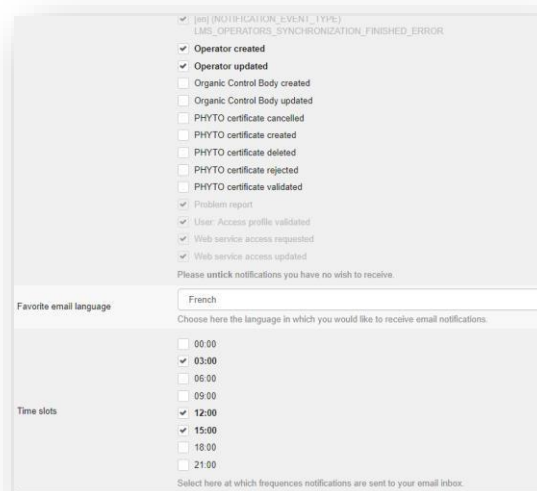
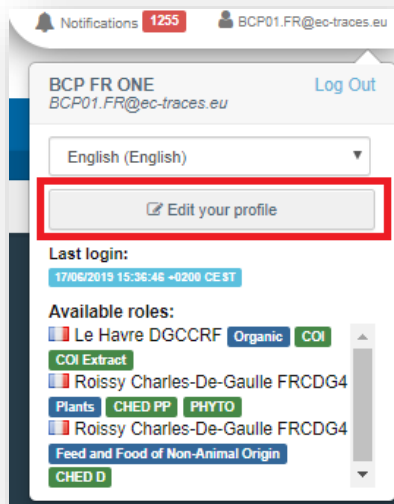


Functionalities

- **Copy as new:** this functionality allows the user to initialise a new CHED-PP from an existing one. All the information in PART I of the CHED-PP which is being copied will be kept in the new Document. The only information that will need to be inserted are the “Accompanying document” and the “Means of transport”. All the information can be modified. This functionality allows to save time when creating a new document if the majority of the information are the same in both the CHED-PPs. Both RFL and Authorities can use this functionality.
- **Save as Draft:** the RFL clicks on “Save as draft” and the progresses the user made in the completion of the document is saved. The user can exit the page, start a new document etc. He/she will be able to come back to the CHED-PP started earlier and continue working on it or modify it. BCP can already see the CHED-PP. (the TRACES number is DRAFT.CHEDEPP.XX.2019.0000000)
- **Sign as In Progress:** the BCP accesses the CHED-PP and clicks on “Sign as in progress”. All the progress made is saved. The RFL can still access the CHED-PP but can no longer modify PART I. When the CHED-PP is “in progress”, the information in the document is saved and they can be modified by the BCP at any time until the CHED-PP is in a “final status” (validated, rejected, partially rejected etc).
- **Replace:** this functionality allows the BCP to replace a validated CHED-PP with a new one. (inside the CHED-PP → button “More” → “Replace”). A new CHED-PP will be generated in the system and all the information contained in PART I of the replaced CHED-PP will be kept in the new one, whereas PART II needs to be completed from scratch. All the information in PART I can be modified. The two documents will be linked together, but the replacement CHED-PP is the one with legal value. The replacement can only be done on a Validated CHED-PP and not on a Rejected one.
- **Cancel certification:** a “Validated” or “Partially Rejected” CHED-PP can be cancelled by the BCP (inside the CHED-PP → button “More” → “Cancel certification”). The cancelled CHED-PP will not be replaced by a new one.
- **Clone as CHED:** this functionality allows the RFL to initialise a CHED-PP from a PHYTO which has been created directly in TNT. PART I of the CHED-PP will contain all the mandatory information from the PHYTO which is common to both documents. The Box Accompanying document in the CHED-PP will be automatically filled in with the information concerning the cloned PHYTO. The PHYTO and the CHED-PP will be linked.
- **Clone as CHED-D:** this functionality allows the RFL to clone a CHED-PP into a CHED-D. All the information contained in PART I of the CHED-PP will be kept in PART I of the new CHED-D.

Notifications

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



E-signature

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

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

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

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

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

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

How to enrol?

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

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

