

CHED
COMMON MANUAL

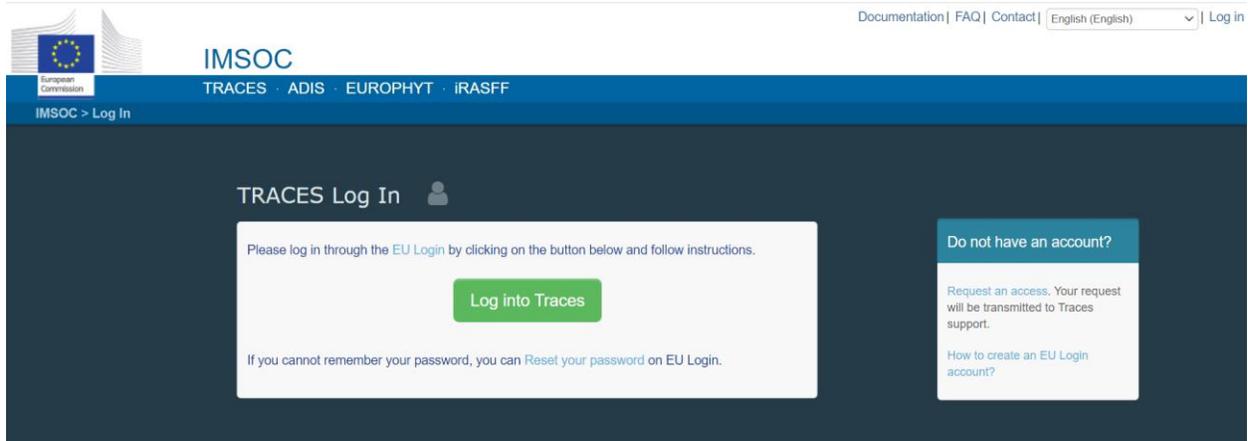
Contents

- 1. How to register into Traces NT? 2
 - 1.1. EU Login 2
 - 1.2. Request a role in TNT 4
 - 1.2.1. Available roles 5
 - 1.2.2. Request an Operator role 6
 - 1.2.3. Request an Authority role 10
- 2. Validation of users and operators 13
 - 2.1. Validation of operators 13
 - 2.2. Validation of user 15
- 3. Management of operators 17
 - 3.1. How to create an Operator in the system? 17
- 4. QlikView 21
- 5. E-signature 23
 - How to enrol? 24
- 6. How to search for a CHED? 25

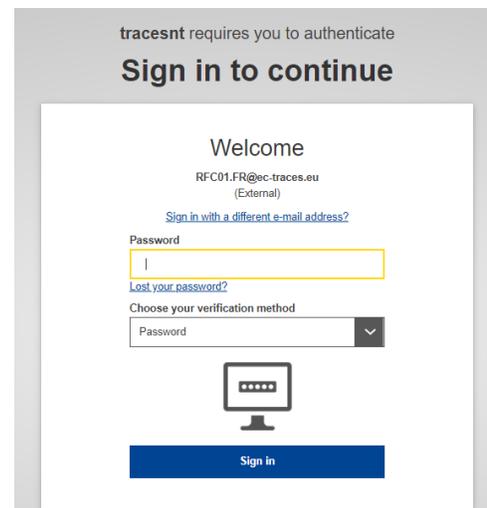
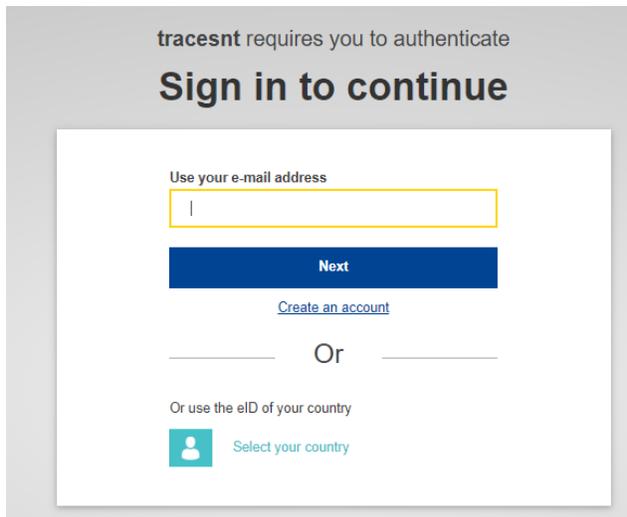
1. How to register in Traces NT?

1.1. EU Login

- ➔ Open the “TRACES NT” page with this link: <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):



- ➔ Click on “Sign in”.
- ➔ If you do not have an EU Login account yet, you can create it by clicking on ‘Sign up for TRACES’:

TRACES Log In 

Please log in through the **EU Login** by clicking on the button below and follow instructions.

Log into Traces

If you cannot remember your password, you can [Reset your password on EU Login](#).

Do not have an account?

[Sign up for Traces](#). Your request will be transmitted to Traces support.

[How to create an EU Login account?](#)

EU Login
One account, many EU services

traces  English (en)

[Create an account](#) [Login](#)

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en)

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

[Create an account](#)

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

Note: you can find more information about EU Login registration by clicking on the link:
https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/C_EU%20login/create-a-new-EU-login-account.htm

1.2. Request a role in TNT

When accessing **TRACES** for the first time, you need to request a role in order to access the application. Every user has a role. The role represent what you are working for: a company (operator) or an authority.

Request authorisation

⚠
You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.
IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

- Operator** >
Economic operators such as *particular businesses, stores, non-profit organisations...*
- Organic Control Body** >
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235
- Authority** >
Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*
- Appointed Veterinary Offices** >
Description
- Other body** >
Other bodies such as translators, country administrators, customs systems (at national level)...

[Need help](#) to find out which kind of organisation you belong to?

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. They are linked to a business.

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

NB: The Company can have different activities (RFL, Importer, equine holding, plant establishment etc.).

1.2.1. Available roles

As Authority

- **CCA** → Central Competent Authority

The Central Competent Authority of a Member State (MS) is the superior authority for RCA, BCP or LAU. Users linked to a CCA can see all the documents in Traces involving authorities/operators from their country and can validate all users.

- **RCA** → Regional Competent Authority

RCAs are the regional competent authorities when the MS have this organisation in his country. The RCA is the superior authority for LAU. Users linked to RCA can see all the documents involving the authorities/operators the RCA is responsible for.

- **LAU** → Local Authority Unit

LAUs are the local competent authorities. They can do Part III of the CHED when it's required by legislation. Users linked to LAU can see all the documents involving the authorities/operators the LAU is responsible for.

- **BCP** → Border Control Post

The inspector at the BCP is the authority that carries out the Official controls and finalises the CHED (Part II). The BCP is the responsible authority of operators with the role "*Responsible for the Load*". All users linked to the BCP can validate the RFL for which their BCP has been assigned as responsible authority.

As Operator

- **RFC** → Responsible for the consignment

It is the role needed to create PART I of a CHED. It is under the authority of a BCP, which is responsible for the validation of the operators with the role “Responsible for the consignment”. RFL users can see all CHEDs where they are mentioned (Box I.8 Operator responsible for the consignment).

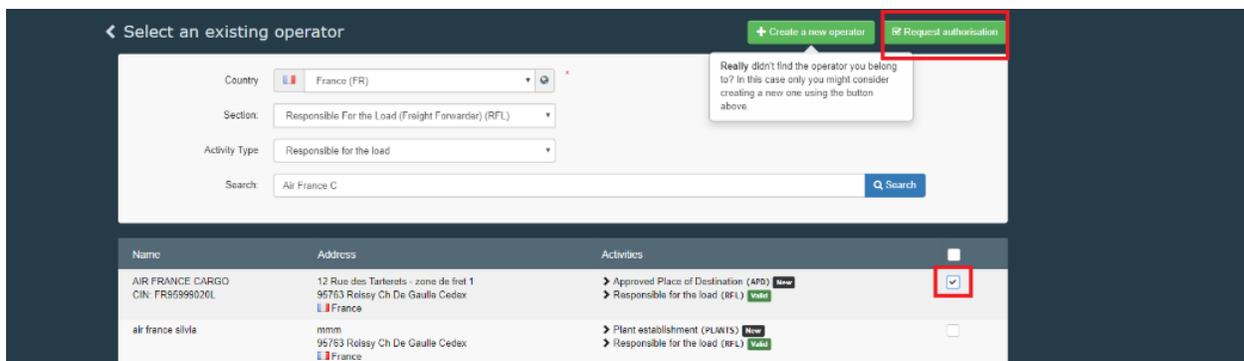
- **All other types**

These are 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.

Operators (Exporter/Importer) that have an activity other than responsible for the consignment are automatically assigned a responsible authority by the system. This authority is assigned based on the geographical area where the operator is located.

1.2.2. Request an Operator role

➔ If you work for a company and you have to create PART I of a CHED, select “Operator”.



➔ Complete the fields and part of our organisation's name. Click on ‘Search’.

➔ If you find your company, tick the small box on the right (you can select more than one company) and then the green button “Request authorisation”. A pop-up window will appear, click on “Send authorisation request”:

Confirm authorisation request for Anita France

Optionally, you can provide some additional useful information.

Message

Email

Phone

➔ If your company does not exist in the system, you can create it by clicking on the **green** button “**Create a new operator**”:

Select an existing operator

Country

Section:

Activity Type

Search:

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

Note: Please keep in mind that to create PART I of a CHED, the company must have the activity “Responsible for the Load”.

To create an operator with the activity **Responsible for the Consignment**, please follow this procedure:

1. Type the requested information in the box “**Operator details**”.
2. In the box “**Chapter or Activity**”, select “**Other**”.
3. In “**Section**” and “**Activity**” select “**Responsible for the Load**”.
4. Click on “**Search responsible authorities**” and search for the **BCP** that you wish to assign. He will be responsible for validation of your operator and user request.

Operator Details

Name: Test

Country: France (FR)

Phone: +33 00000000

Addresses + Add address

1. Region: Saône-et-Loire (FR-71) / Bourgogne-Franche-Comté (FR-BFC) / Metropolitan France
 City: 71150 Paris-RHôpital
 Address: Rue Test 1
 Coordinates: Latitude / Longitude

2. Region: Cher (FR-18) / Centre-Loire Valley (FR-CVL) / Metropolitan France
 City: 18320 Marseilles-lès-Aubigny
 Address: Rue Test 2
 Coordinates: Latitude / Longitude

Chapter or activity

Chapter: Other

Activity

Activity details

Section: Responsible For the Load (Freight Forwarder) (RFL)
 Activity: Responsible for the load

Identifier:

Valid From: +01:00 CET

Valid to: +01:00 CET

Publication date:

Application date:

Activity Address

Address: Rue Test 1
 71150 Paris-RHôpital

Assigned responsible authorities

Search responsible authorities

Name	Address	Role	Code
------	---------	------	------

operators > Create operator to register

Select responsible authorities

Search: roissy

Country: France (FR)

Role: Border Control Post

Name	Country	Address	Role	Code	Competence	
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Organic COI COI Extract	<input type="button" value="Select"/>
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Plants CRED PP PHYTO	<input type="button" value="Select"/>
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Feed and Food of Non-Animal Origin CRED D	<input type="button" value="Select"/>
Roissy PED 11 BUREAU DGCCRF	France	Zone de fret 3 - Bâtiment 3609 - Porte n° 140 1/3, rue du Pied Sec BP 10478 95708 Roissy Ch De Gaulle Cedex	Border Control Post	FRDGCCRF11	Organic COI COI Extract	<input type="button" value="Select"/>

5. Click on the button "Create new operator".

← Create operator to request being attached to n002g8bd Create a new operator

Operator Details

Name:

Country:

Region:

City:

Address:

Coordinates: /

Phone:

Operator Identifiers + Add Identifier

No identifiers.

Chapter or activity

Chapter:

Activity

Activity details

Section:

Activity:

Identifier:

Valid From: +02:00 CEST

Valid to: +02:00 CEST

Publication date:

Application date:

Assigned responsible authorities

Name	Address	Role	Code
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	FRCDG4

6. A pop-up window will appear, click on **“Send authorisation request”**:

Confirm authorisation request for Test RFC France Training

Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

Once your role is requested, it needs to be validated before you can access TRACES NT. It can be validated by your competent authority or by a colleague with Admin Rights. (See part 2).

Request authorisation

i

The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator >

Economic operators such as *particular businesses, stores, non-profit organisations...*

? Need [help](#) to find out which kind of organisation you belong to?

1.2.3. Request an Authority role

If you are an **Authority** user, select “**Authority**”. Complete the fields to find the authority you work for. Note that you can be linked to the more than one authority.

➔ Tick the small box on the right-hand side, followed by the green button “**Request authorisation**”.

Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRCDG4	<input checked="" type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Plants CHED PP PHYTO	FRCDG4	<input checked="" type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Feed and Food of Non-Animal Origin CHED D	FRCDG4	<input checked="" type="checkbox"/> Select
Roissy PED 11 BUREAU DGCCRF	Zone de fret 3 - Bâtiment 3609 - Porte n° 140 1/3, rue du Pied Sec BP 10478 95708 Roissy Ch De Gaulle Cedex	BCP	Organic COI COI Extract	FRDGCCRF11	<input type="checkbox"/> Select

Note: it is very important to select the right competence: for instance, the same BCP may have competence for Plants (CHED-PP), for Food and Feed of non-animal origin (CHED-D), for Organic (COI) etc.

➔ Once you have selected the Authority, click on the green button “Request authorisation”.

TRACES
TRAdE Control and Expert System
Manage authorisation requests > Select Authority

← Select an authority Request authorisation

Country: France (FR) | Role: BCP - Border Control Post | Competence: Plants | Authority Name: roissy Search

Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRC DG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Plants	FRC DG4	Select

➔ A pop-up window appears, click on “Send authorisation request”.

Confirm authorisation request for Anita France

Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

Once your role is requested, it needs to be validated before you can access TRACES NT. It can be validated by your superior authority or by a colleague with Admin Rights. (See part 2).



The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Organic Control Body

Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235



Authority

Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*



Other body

Other bodies such as translators, country administrators, customs systems (at national level)...



Need [help](#) to find out which kind of organisation you belong to?

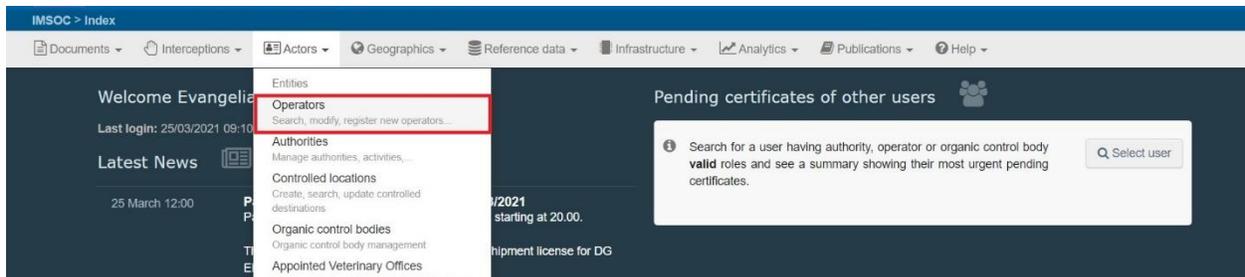
2. Validation of users and operators

In order to have access to TRACES NT, your account must be validated.

Note: when validating a new request, the authority must validate first the operator, and then the user account.

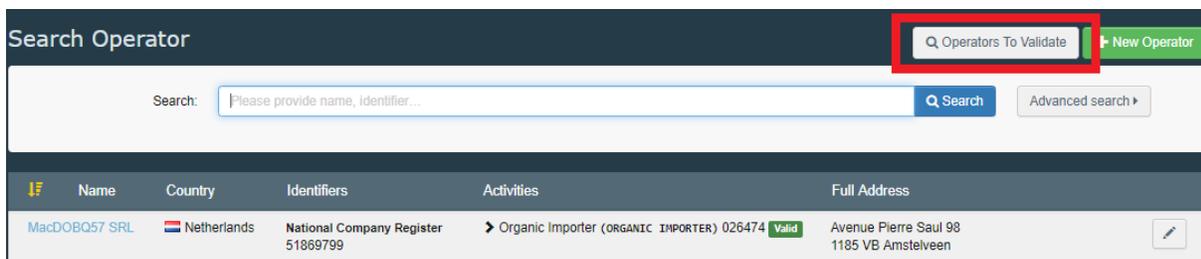
2.1. Validation of operators

➔ Only competent authorities can validate operators. To do so, click on “Actors” and then “Operators”.



Use the *Search Bar* or *Advanced Search* option to find the operator. You can also see the list of operators waiting for validation by clicking on “Operators to Validate”.

➔ Click on the operator to open the details.



Search Operator Operators To Validate + New Operator

Search: Search Advanced search >

Name	Country	Identifiers	Activities	Full Address
Charleszi97 VVV	France	National Company Number FR BIO 10		via Savigliano 45 76600 Le Havre
Daimler AG	Germany			Hanns-Martin Schleyer- Str. 21-57 68229 Mannheim, Universitaetsstadt
test cp g	France			aa 72500 Vaas
Training CHED-PP Bratislava	Austria			Wieningerstraße 8 4020 Linz, Donau
Test RFC Paris	France			Rue 1 75116 Paris

➔ On the right column click on the check button to validate the Operator's activity. The activity that you have validated now has the status **Valid**.

Be aware that you still need to click on the **Save** button to save the changes.

Test RFC Paris Delete Synchronize LMS operator Save

Operator Details

Name:

Country: France (FR)

Region:

City:

Address:

Coordinates: /

Phone:

Operator Identifiers Add Identifier

No identifiers.

Operator Activities Add Activity

▶ Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) Valid

▶ Users

Test RFC Paris Delete Synchronize LMS operator Save

Success: Operator Test RFC Paris was successfully saved.

Operator Details

Name:

Country: France (FR)

Region:

City:

Address:

Coordinates: /

Phone:

Operator Identifiers Add Identifier

No identifiers.

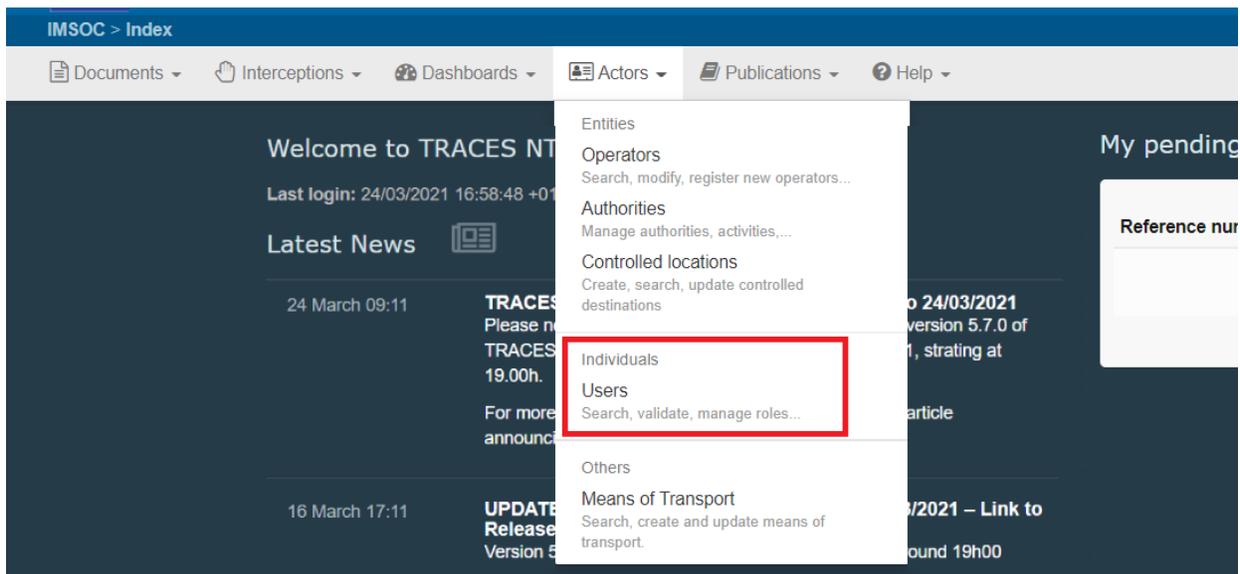
Operator Activities Add Activity

▶ Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) Valid

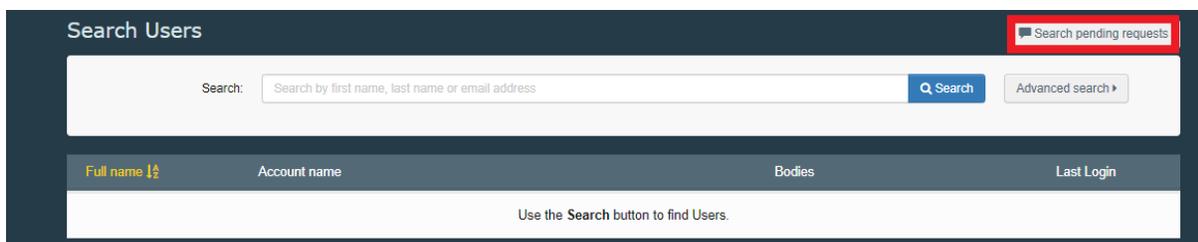
▶ Users

2.2. Validation of user

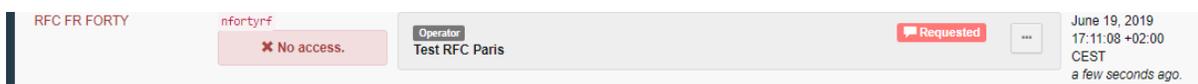
- ➔ If you are the first user in your company, your competent authority will validate you.
 - ➔ If you are not the first user in your company, one of your colleague might have the admin rights for your company. As user with admin rights, he can manage users in the company.
- ➔ To validate users, click on “Actors” and then “Users”.

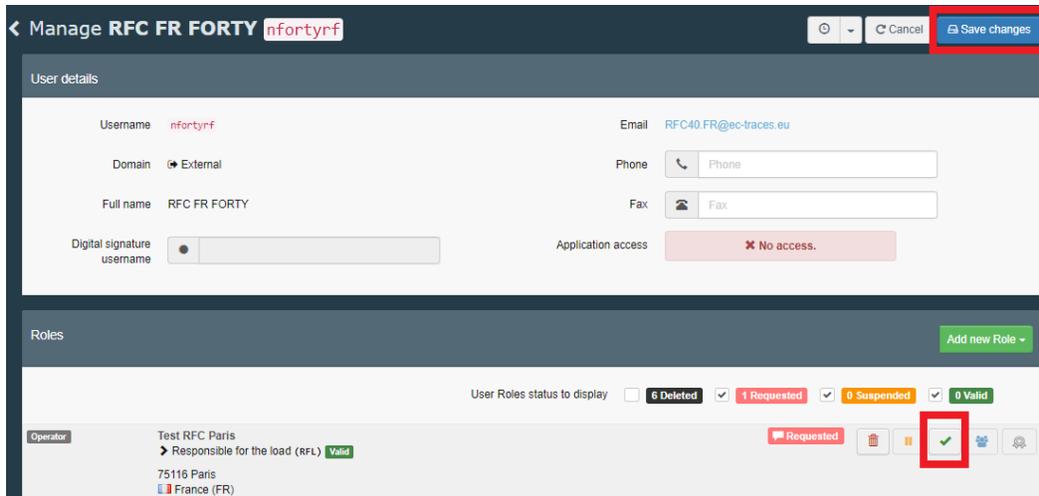


- ➔ Use the *Search bar* or *Advanced search* option to find the user. You can also see the list of users waiting for your validation by clicking on “Search pending requests”.



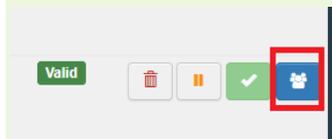
- ➔ Click on the User to open the details.





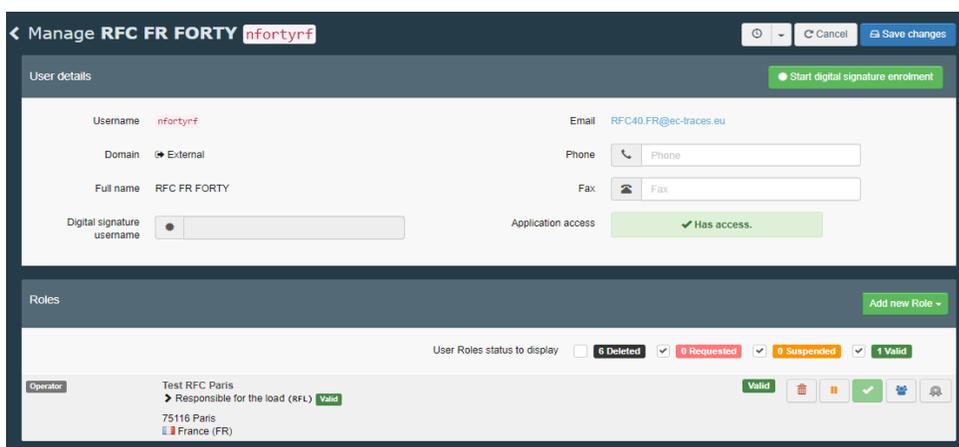
➔ Click on the check button to validate the relevant role requested.

Note: it is possible to give the “Administrator role” to a user linked to a company or authority: this will allow him/her to validate the requests of his/her colleagues. To do so, enable the button on the right (it will become blue).



The role that you have validated now has the status **Valid**.

➔ Please be aware that you still need to click on the **Save changes** button to commit to the changes. Once the changes have been saved, the profile of the user should look like this:

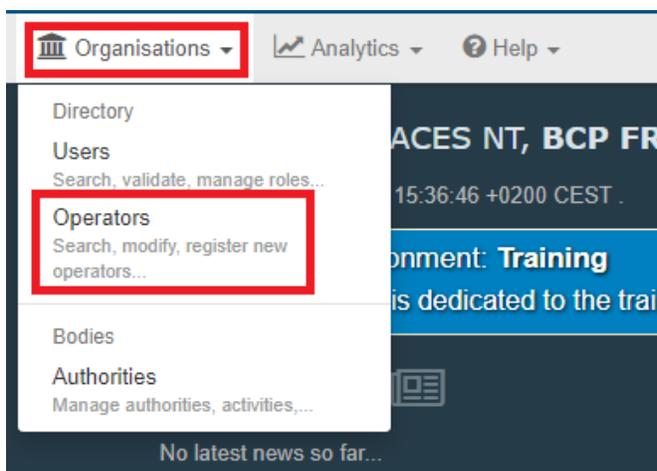


Tip: You can always “delete” or “pause” the operator, by ticking the small icons next to the “check”.

3. Management of operators

3.1. How to create an Operator in the system?

- ➔ Once you have a valid account in TRACES NT, you can create new operators. To do so, click on “Actors”, then “Operators” and then “+New Operator”.



- ➔ In the Box “Operator Details” fill in the mandatory information requested:
 - Name,
 - Country,
 - Phone/Email/Fax/WebUrl.

- ➔ The Box “**Operator Identifiers**” is not mandatory. If you wish to add an identifier, click on the button “**+Add Identifier**” and type the necessary information.
- ➔ In the Box “**Addresses**” specify your address. If your Company has more than one addresses, select “**+Add address**” and select the little star to indicate your main address.

The screenshot displays the 'Create New Operator' interface. It is divided into two main sections: 'Operator Details' and 'Addresses'.
The 'Operator Details' section includes:

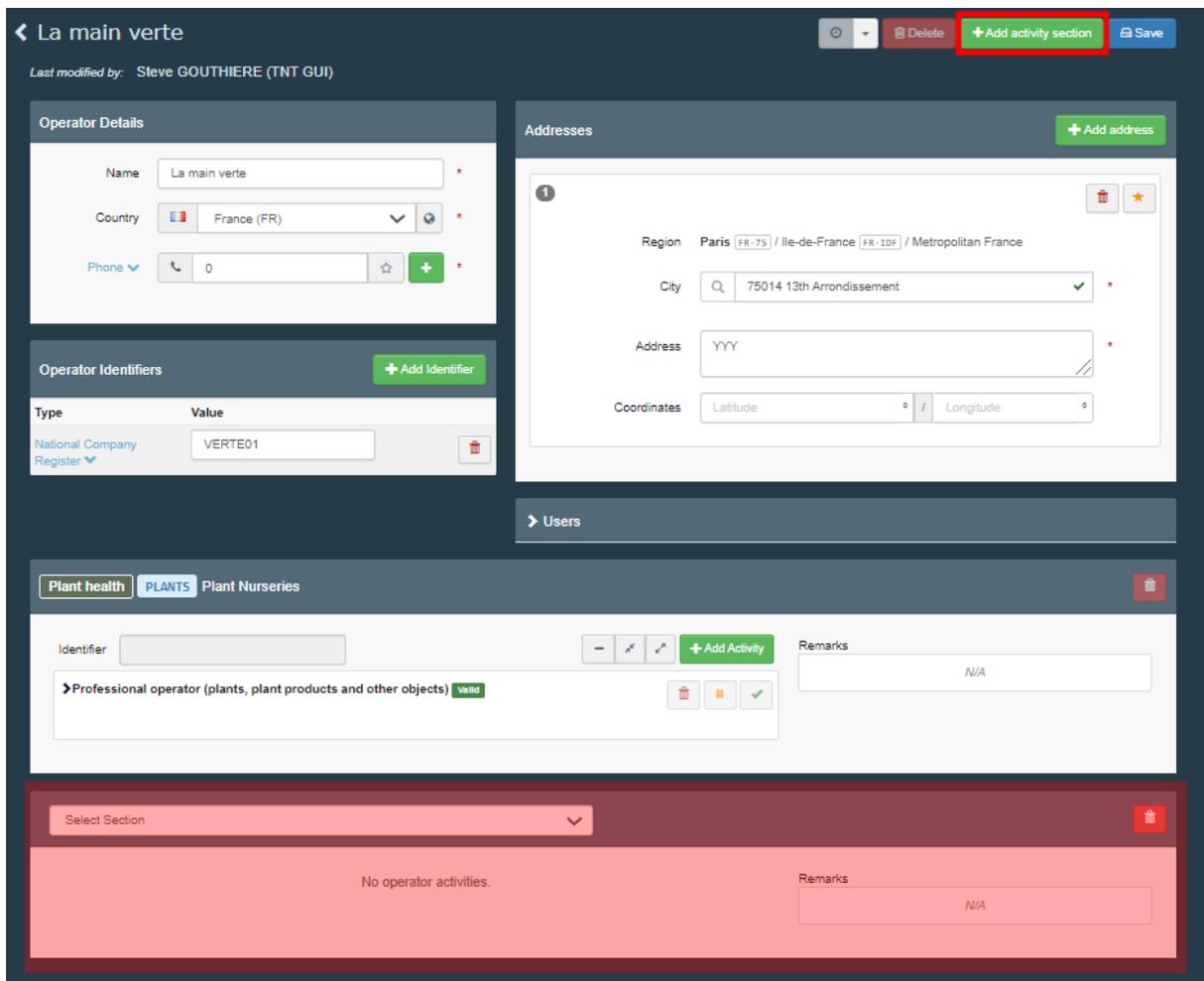
- Name:** A text input field with the placeholder 'Enter a name'.
- Country:** A dropdown menu currently showing 'No country selection'.
- Phone:** A text input field with a telephone icon, containing the number '+32 21 12 10 01', and a green '+ Add Identifier' button.

Below these fields is a separate box for 'Operator Identifiers' with a '+ Add Identifier' button and the text 'No identifiers'.
The 'Addresses' section features a '+ Add address' button and a list of address entries. The first entry, numbered '1', includes:

- Region:** A text input field.
- City:** A search-style input field with a magnifying glass icon and a warning triangle, containing the placeholder 'Please provide city name, postal code...'. A red asterisk indicates it is mandatory.
- Address:** A text input field with a red asterisk indicating it is mandatory.
- Coordinates:** Two input fields for 'Latitude' and 'Longitude', separated by a slash, with degree symbols.

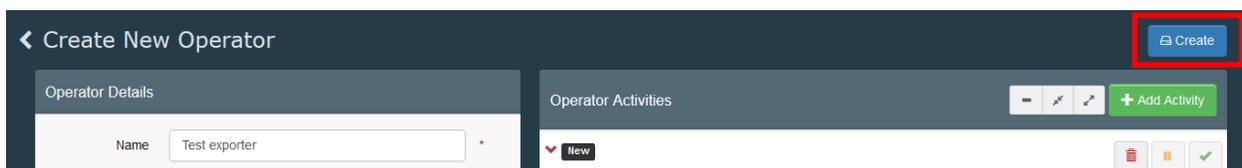
At the top right of the form are two buttons: '+ Add activity section' (green) and 'Create' (blue).

- ➔ The green button “**+Add Activity Section**” will become available only when the mandatory fields in the Box “**Operator Details**” are filled in.

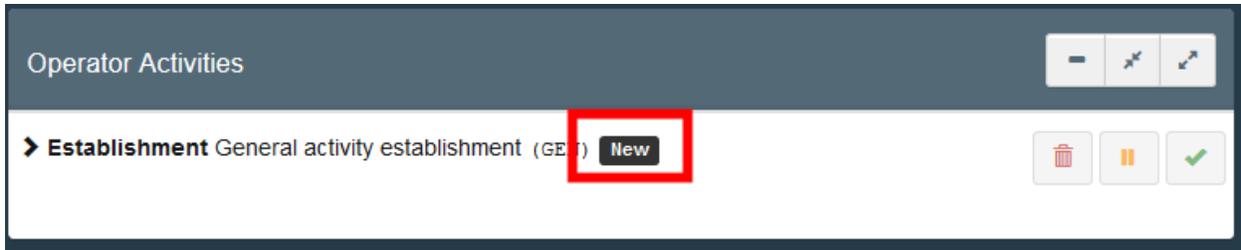


➔ Click on “+Add Activity section”, select the relevant section from the drop down menu, and then “Add activity”. You can add as many activities as you need for one operator.

➔ Then click on the blue button “Create”.

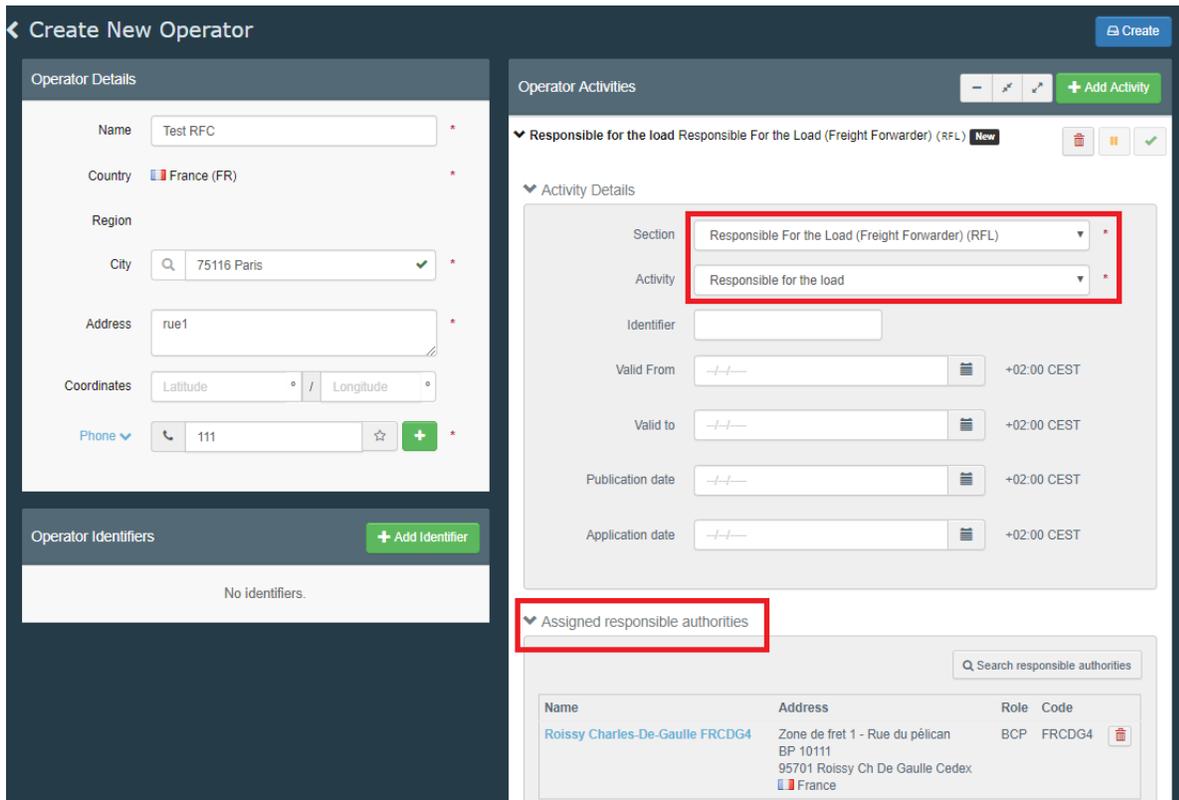


➔ The operator will have the status “New” and it will be selectable in the system. It is also possible to remove an activity by clicking on the red bin icon.



Note: Only operators in Member States can have the activity 'Responsible for the Load'.

In the case of a Responsible for the Load you must add a responsible authority. The responsible authority is usually the BCP with which the RFL works the most. The selection of one BCP does not prevent the RFL from working with ANY OTHER BCP in the EU.



The RFL will be validated by the assigned responsible authority. Once validated, the RFL is able to create PART I of the CHED.

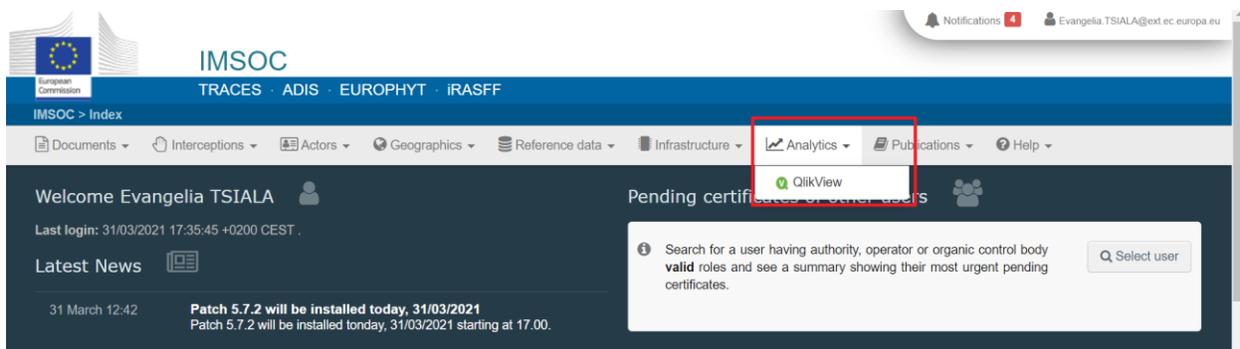
Note: When an authority user creates an operator, it is automatically validated.

4. QlikView

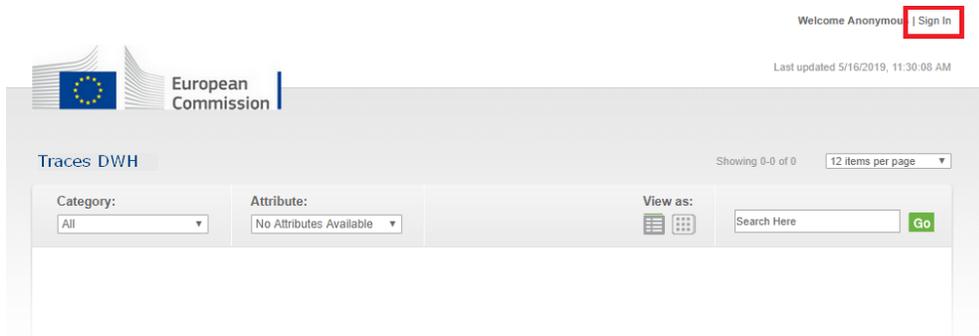
QlikView is the statistical tool for TRACES-NT.

As Authority, you can access it and search for data relating to CHED signed in your country as well as the rejected CHED of the entire EU.

➔ To access QlikView, click on “Analytics” and then on QlikView.



➔ The system will redirect you to a webpage where you will have to click on the small button in the top right corner “Sign in”.



➔ Select which CHED database you want to access (Production environment as shown in the printscreen or Training environment if you want to train on the tool).

You can only access the data of the certificate for which you have the authority.

➔ On the welcome page of QlikView, select the language you want.

Welcome BCP FR ONE
 You can use the consignment forms showed under sheets Part I: Details, Part II: Decision

Results are displayed into sheets Overview, Plant Products, Quick Information Display and Controls Dynamic Chart.

Overview: Performance indicators about controls and check results.

Plant Products: Totals and details tables about controls, plant products by commodity code, reason for refusal, listing of consignments, laboratory tests.

Wood Packaging Products: Totals and details tables about controls, wood packaging by wood packaging material, reason for refusal, listing of consignments, laboratory tests.

Quick Information Display: This sheet allows to create your own reports on demand.

Controls Dynamic Chart: This sheet allows to create your own reports on demand based on controls and destination.

Sheet About provides the new added features and latest news about this dashboard.

Note that you can also perform selection within the result sheets Overview, Plant Products and Quick Information Display.

➔ Once the language is selected, you will be able to freely navigate in the tabs and customize your research.

Note: In tab “Part I: Details”, you can filter your search by ANY of the fields present in Part I of a CHED.

In tab “Part II: Decision” you can filter your search by ANY of the fields present in Part II of a CHED.

Some pre-made tables are available in the other tabs.

In the tab “Quick information display”, you can create your own table by selecting the proper filters from the “Available fields” and the “Metrics”.

All the tables made in QlikView can be exported to Excel to be manipulated on convenience.

You can “Bookmark” your searches: the system will save them and when you will need to access those searches again in the future, you will have to click on the star in the upper left corner. By refreshing the page, all the data inside a specific search will be updated, without having to re-do the table from scratch.

Here is an example of customised table to be exported to Excel:

The screenshot displays a QlikView dashboard interface. At the top, there are navigation tabs for "Declaration Date" and "Decision Date". Below these, a "Consignments" card shows a date picker for 2018 and a "Last refresh on 22/03/2019 02:22" timestamp. A "Selection Board" on the right lists various fields with checkboxes. The main area features a "Dynamic Chart - # Of Consignments (1184)" with a table of data. The table has columns for various identifiers and a "Number Certificates" column. A "Dimensions & Metrics" panel on the left lists "Available Fields" and "Metrics" with checkboxes for selection.

I.3. Border Control Post	I.6. Place Of Destination	I.10. Country Of Origin	I.12. Means Of Transport Before Bcp/Storage Identifier Of Means Of Transport	I.29. Commodities	Number Certificates
Total:					
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	GR 252	08052190	1
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	GYS589866	07020000	1
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	GYS589866	08052190	1
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	Helga	080510	1
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	Helga	07020000	1
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	HG1253	07020000	1
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	HG1253	08052190	1
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	HGDYDDJYTD	080510	1
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	HGFHG	08052190	1
Roissey Charles-De-Gaulle FRCDG4	La Main Verte	Morocco	HGT4569	08052190	1

5. 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.



6. How to search for a CHED?

➔ On the homepage, click on “Documents” and then “CHED”.

The screenshot shows the IMSOC homepage. The top navigation bar includes 'Documents', 'Interceptions', 'Dashboards', 'Actors', 'Reference data', 'Analytics', 'Publications', and 'Help'. A dropdown menu for 'Documents' is open, showing options like 'EU Import', 'PHYTO', 'CHED', 'DG AGRI', and 'COI'. The 'CHED' option is highlighted with a red box. The main content area shows 'My pending certificates' with a table of certificates.

Reference number	Action	Countries of origin	Commodities
PHYTO.FR.2020.0001068	Sign certification	France	0808 10 10
TNT.LR.2020.0000337	In progress	France	
PHYTO.FR.2020.0001079	Sign certification	France	0808 10 10
TNT.LR.2020.0000335	In progress	France	
PHYTO.FR.2020.0001085	Sign certification	France	0808 10 10
TNT.LR.2020.0000338	In progress	France	
PHYTO.FR.2020.0001114	Sign certification	Argentina, Australia	0702 00 00
TNT.LR.2020.0000366	In progress	Argentina	
PHYTO.FR.2020.0001023	Sign certification	France	0709 60 10

➔ Type directly the Reference number or the Local reference number of the CHED. If you don't know, run an “Advanced search” and select the details.

Tip: As BCP, you can also find all the information about certificates that have been created, validated or rejected at your BCP by date.

➔ Click on the **Search** button and scroll down to see the list.

The screenshot shows the 'Search for Common Health Entry Documents' interface. The search bar contains 'Please provide reference number...'. The 'Search' button is highlighted with a red box and an arrow. The 'Advanced search' button is also highlighted with a red box. The 'CHED Type' section has 'CHED-D' selected and highlighted with a red box. The 'Status' dropdown is set to 'Status'. The 'Country of origin', 'Country of dispatch', and 'Country of destination' dropdowns are all set to 'No country selection'. The 'Commodity' and 'Species' search boxes contain 'Please provide code, model...' and 'Please provide taxonomy, species...' respectively. The 'Border Control Post' dropdown is set to 'BCP...'. The 'Europhyt alert status' dropdown is set to 'Status'. The results table shows two entries:

Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status	Actions
CHEDD.FR.2019.0000417	Morocco	florista verde France	Primeur Maroc Morocco	La Main Verte France	0805 21 90 Other 0702 00 00 Tomatoes, fresh or chilled	17/04/2019 14:18 +02:00 CEST	Validated	Actions
CHEDD.FR.2019.0000416	Morocco	AAAA France	Primeur Maroc Morocco	La Main Verte France	0805 21 90 Other 0702 00 00 Tomatoes, fresh or chilled	17/04/2019 14:15 +02:00 CEST	In progress	Actions

- ➔ Click directly on the Reference number of the CHED that you are searching to open the certificate. Alternatively, click on the **Actions** button displayed on the right and select **“Open in a new Tab”**.

Note: the Action button gives access to some extra functionalities to speed up the submission process (“Print PDF”, “Copy as new” and “Clone as CHEDPP”).

Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDD.FR.2019.0000417	Morocco	florista verde France	Primeur Maroc Morocco	La Main Verte France	0805 21 90 Other 0702 00 00 Tomatoes, fresh or chilled	17/04/2019 14:18 +02:00 CEST	Validated Actions
CHEDD.FR.2019.0000416	Morocco	AAAA France	Primeur Maroc Morocco	La Main Verte France	0805 21 90 Other 0702 00 00 Tomatoes, fresh or chilled	17/04/2019 14:15 +02:00 CEST	<ul style="list-style-type: none"> Open in a new Tab Print PDF Copy as new Clone as CHEDPP
CHEDD.FR.2019.0000415	Morocco	AAAA France	MorocoVeggie SRL Morocco	FRIKUS TEST Slovenia	0704 20 00 Brussels sprouts	17/04/2019 10:32 +02:00 CEST	progress Actions