



CHED-A

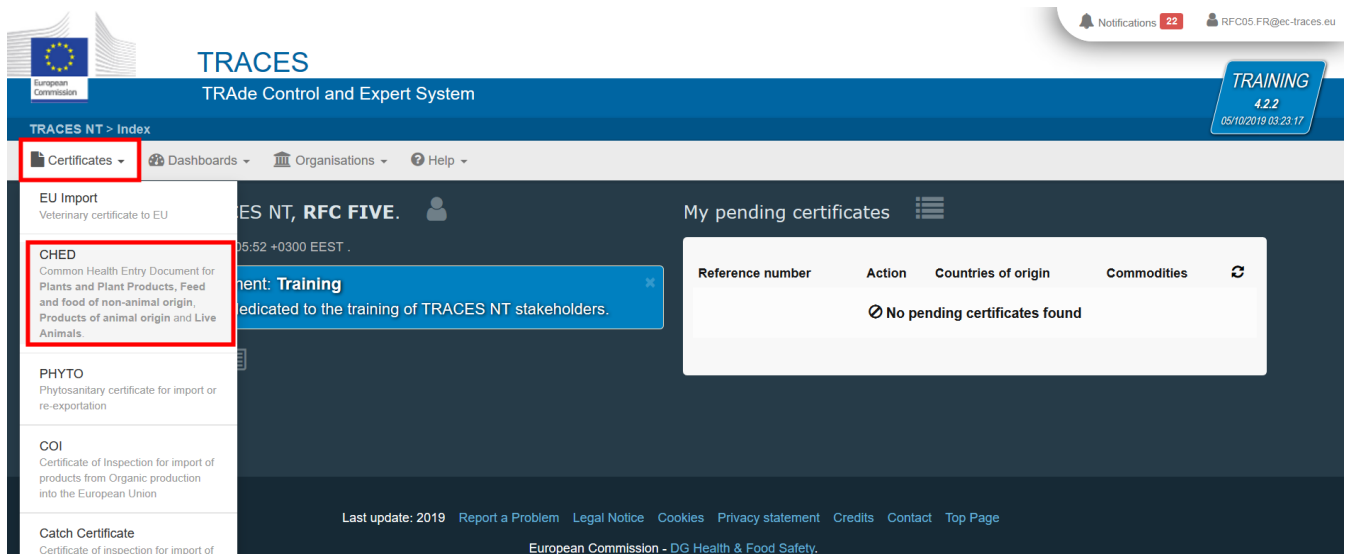
Welcome to **TRACES NT**. This manual contains all essential information for the user to create a **CHED-A** certificate in **TNT**. It includes brief descriptions of the program functions and capabilities and step-by-step procedures.

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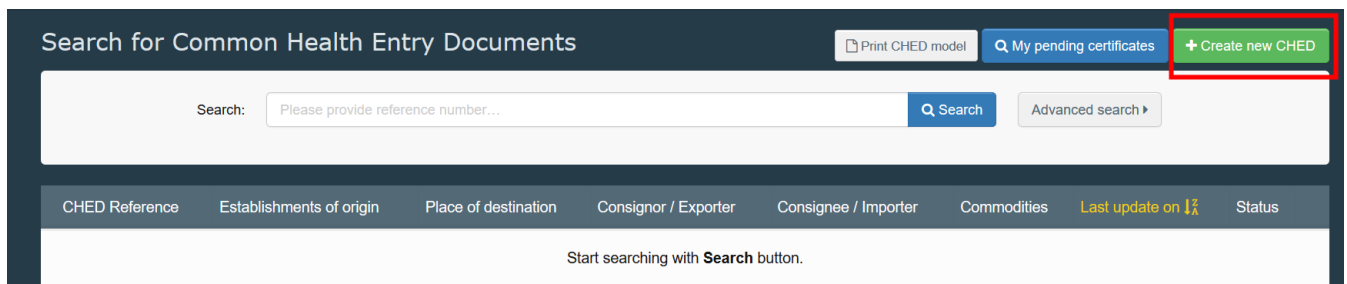
PART I – Dispatched Consignment – As RFC/CA

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



The screenshot shows the TRACES NT homepage. The navigation menu at the top includes 'Certificates', 'Dashboards', 'Organisations', and 'Help'. The 'Certificates' menu is expanded, showing options for 'EU Import', 'CHED', 'PHYTO', 'COI', and 'Catch Certificate'. The 'CHED' option is highlighted with a red box. A notification banner at the top right indicates 'TRAINING 4.2.2' with a date of '05/10/2019 03:23:17'. The main content area shows 'My pending certificates' with a table that currently displays 'No pending certificates found'.

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



The screenshot shows the 'Search for Common Health Entry Documents' page. The page has a search bar with the placeholder text 'Please provide reference number...'. To the right of the search bar are buttons for 'Print CHED model', 'My pending certificates', and '+ Create new CHED'. The '+ Create new CHED' button is highlighted with a red box. Below the search bar is a table with columns: 'CHED Reference', 'Establishments of origin', 'Place of destination', 'Consignor / Exporter', 'Consignee / Importer', 'Commodities', 'Last update on', and 'Status'. The table is currently empty, with the text 'Start searching with Search button.' below it.

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

- Select it from the list of CN code (example: 0101)
- Type the name or the CN code of the animal (example: horse/0101)
- Click on the ‘+’ to filter the commodities by species (example: equidae)

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

Note: Different commodity codes can be selected simultaneously

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

Select CHED type and commodities

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

2 Filter 3 +

+ 01 LIVE ANIMALS 1	CHED-A
+ 0101 Live horses, asses, mules and hinnies	<input checked="" type="checkbox"/> CHED-A
0102 Live bovine animals	<input type="checkbox"/> CHED-A
0103 Live swine	CHED-A
+ 0104 Live sheep and goats	CHED-A
+ 0105 Live poultry, that is to say, fowls of the species Gallus domesticus, ducks, geese, turkeys and guinea fowls	CHED-A
+ 0106 Other live animals	CHED-A
+ 02 MEAT AND EDIBLE MEAT OFFAL	CHED-P
+ 03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES	
+ 0302 Fish, fresh or chilled, excluding fish fillets and other fish meat of heading0304	CHED-P
+ 0303 Fish, frozen, excluding fish fillets and other fish meat of heading0304	CHED-P

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

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

Tip: Use the shortcut tool on the right-hand side of the certificate in order to navigate easily between the boxes.

Customs Document Reference

Links

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

Name: **Roissy Charles-De-Gaulle FRCDG4** Edit

Country: **France** ISO Code: **FR** Advanced... Clear

I.5. Border Control Post/Control Point/Control Unit code

FRCDG4-OCG

Identification of applicant

Full name

Creator Role

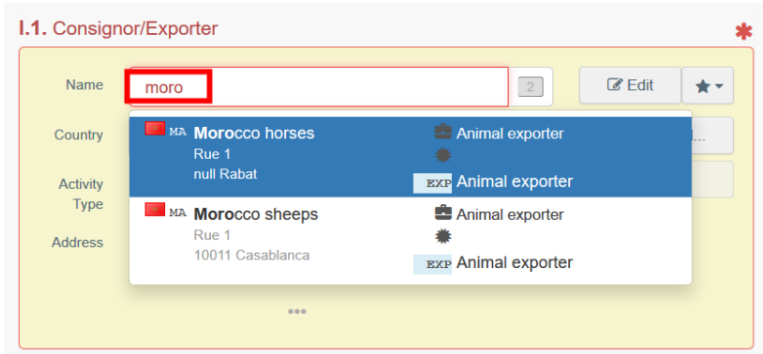
Shortcuts

- Part I: Dispatched Consignment
- Traders
- Establishments of origin
- Purpose
- Transport
- Commodities
- Declaration
- Journey Log

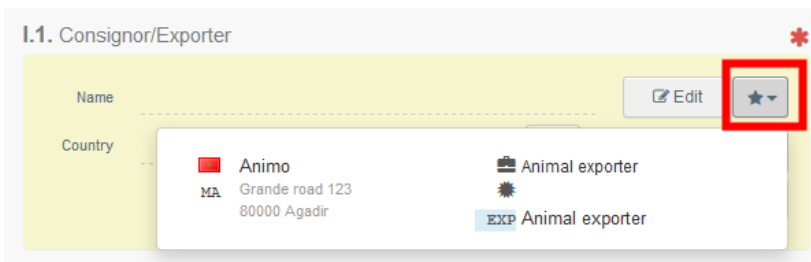
Box – I.1. Consignor/Exporter

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. This will register this operator as your favourite.



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

Assign consignors

Country: Morocco (M) Q Search ✕

Section Activity Type

Activity Identifier Address

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ Animo	Grande road 123 80000 Agadir Morocco	Animal exporter EXP	Animal exporter	Valid		✎ Select
☆ FRMSE	DAR SALAM Rabat Morocco	Animal exporter EXP	Animal exporter	New	4545	✎ Select
☆ Hamdani	Rue des fleurs n 10 90000 Tangier Morocco	Animal exporter EXP	Animal exporter	New	AA 324	✎ Select
☆ PREMIUM SEAFOOD GROUP Central Business Register: 002244076000028	640, BD ABDELKRIM EL KHETTABI - EL ALIA 28820 Mohammédia Morocco	Animal exporter EXP	Animal exporter	New		✎ Select
☆ test exporter	- 10000 Rabat Morocco	Animal exporter EXP	Animal exporter	New		✎ Select

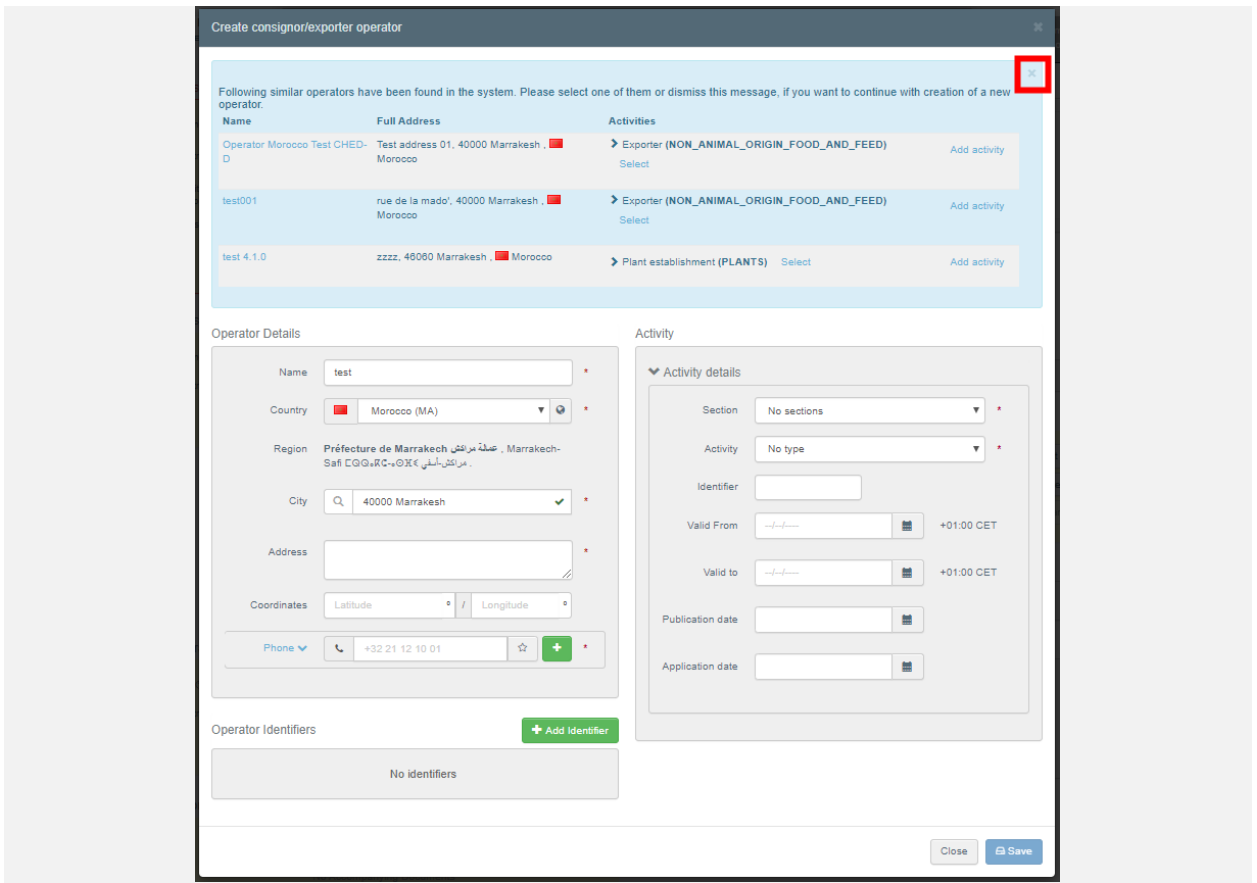
+ Create a new operator Close

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.

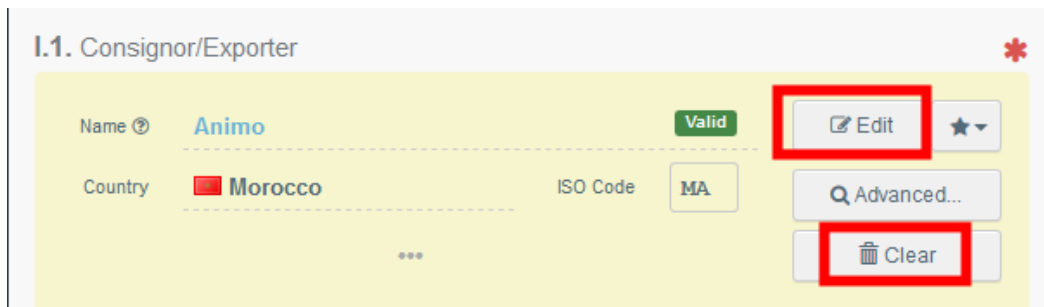
Please note that you have to fill all the mandatory information in the part **“Operator details”** in order to be able to chose the section and activity. Chose the section available and the correct activity. Then click on *“Save”*.

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.

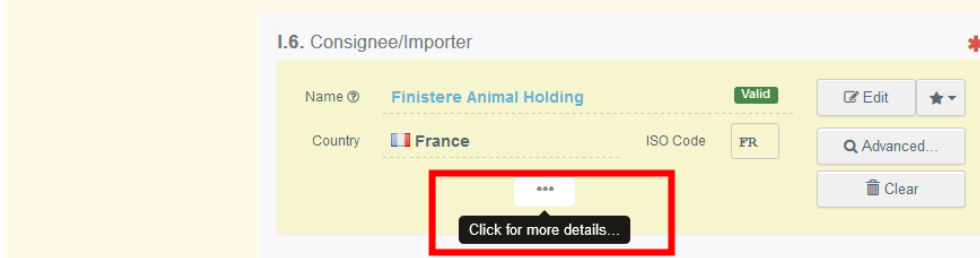
If not, click on the cross to close this window and be able to save your operator:



- 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.



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



Note: CHED-A section/domain is *Veterinary*

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.

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

Name

Country ISO Code

...

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

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

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

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

Name _____

Country _____ ISO Code

...

Assign my BCP ▾

Edit

Advanced...

Clear

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

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

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

Box – I.6. Consignee/Importer

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

Box – I.7. Place of destination

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

I.7. Place of Destination *

Select an operator

Name ⓘ **Finistere Animal Holding** Valid Edit ★ ▾

Country **France** ISO Code Advanced...

...

Border control post

Onward transportation facility

Control point

Clear

Box – I.8. Operator responsible for the consignment

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

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

I.8. Operator responsible for the consignment *

Name ⓘ **AIR FRANCE CARGO** Valid Edit ★

Country **France** ISO Code **FR** Advanced...

Clear

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

Box – I.9. Accompanying documents

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

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

➔ *Add Accompanying Document*

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

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

➔ *Add Certificate Reference*

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

I.9. Accompanying documents *

Add Accompanying Document Add Certificate Reference

Type * **Veterinary certificate** ✓ Apply Remove

Attachment:

Number *

Date

Country *

Place of issue

File Select file(s)

Maximum file size: 10 MB.

Note: When the CHED is done by cloning an IMPORT certificate issued in TRACES by a third country, this box will be filled in automatically. Furthermore, the IMPORT reference will appear in the box “Links”

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

I.9. Accompanying documents

Add Accompanying Document Add Certificate Reference

Type Commercial Invoice Edit Attachment Remove

Number 1111

Date

Country Morocco

Place of issue

Filename No file attached

Type Air Waybill Edit Attachment Remove

Number 2222

Date

Country Morocco

Place of issue

Filename No file attached

Box – I.10. Prior notification

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

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

I.10. Prior notification

00:00 +02:00 CEST

October 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

I.10. Prior notification

00:00 +02:00 CEST

In your time zone:

22 50

23 55

00 00

01 05

02 10

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 and complete it later.

Inspection Planner

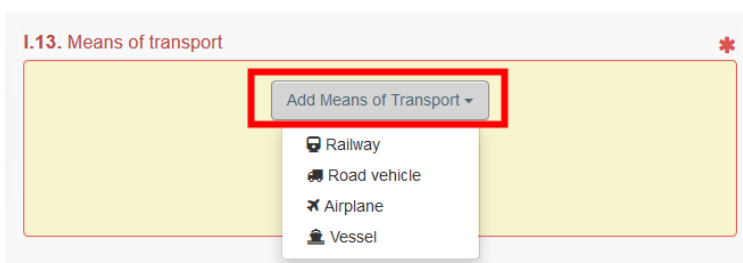
Indicate the date and time when you would like to be inspected at the BCP.

Box – I.11. Country of origin

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

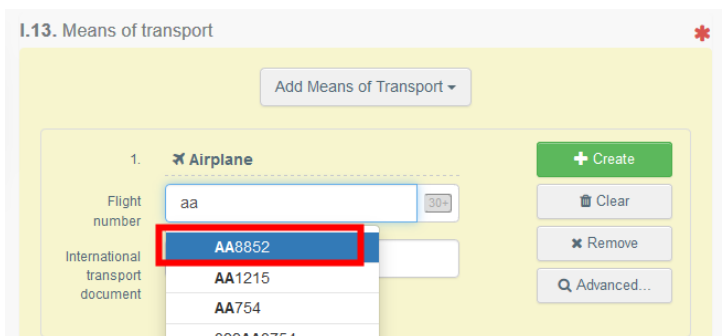
Box – I.13. Means of transport

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”**.



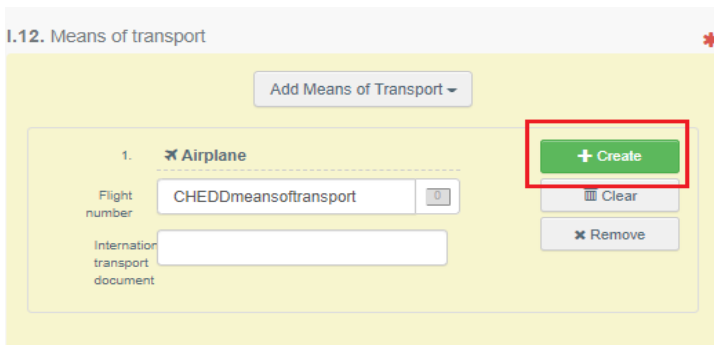
The screenshot shows the 'I.13. Means of transport' form. A red box highlights the 'Add Means of Transport' dropdown menu. The menu is open, showing four options: 'Railway', 'Road vehicle', 'Airplane', and 'Vessel'. The 'Airplane' option is selected.

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.



The screenshot shows the 'I.13. Means of transport' form. The 'Add Means of Transport' dropdown menu is open, showing four options: 'Railway', 'Road vehicle', 'Airplane', and 'Vessel'. The 'Airplane' option is selected. The flight number 'aa' is entered in the 'Flight number' field. The dropdown list shows 'AA8852' highlighted. The 'International transport document' field is empty. The 'Create' button is highlighted in green.

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



The screenshot shows the 'I.12. Means of transport' form. The 'Add Means of Transport' dropdown menu is open, showing four options: 'Railway', 'Road vehicle', 'Airplane', and 'Vessel'. The 'Airplane' option is selected. The flight number 'CHEDDmeansoftransport' is entered in the 'Flight number' field. The 'International transport document' field is empty. The 'Create' button is highlighted in green.

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

I.13. Means of transport

Add Means of Transport ▾

1. ✈ Airplane + Details * Remove
2. 🚆 Railway + Details * Remove
3. 🚗 Road vehicle + Details * Remove

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

Box – I.15. Establishment of origin

When applicable, this box is automatically filled based on the information provided in box I.31

Box – I.17. Container No/ Seal No

When applicable, indicate the container number and seal number.

Box – I.18. Goods certified as

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

I.18. Goods certified as

- Breeding/production
- Exhibition
- Registered equidae
- Fattening
- Confined establishment
- Travelling circus animal act

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

Select the purpose of the movement of animals. If necessary, complete the requested information by clicking on “Advanced”.

Box - I.20. "For transshipment"

When the animals change means of transport and are sent directly to another BCP in the EU or to a third country.

Documentary check is done at the first BCP (entry BCP) and the animals are allowed to move to a second BCP where identity and physical checks will be performed in a subsequent CHED. The second BCP can be in the same MS, or in another MS.

Select the BCP to which the consignment is authorised to move after the documentary checks or the destination 3rd country where the animals are transhipped. Here you can also specify the responsible for the load, if different from the one indicated in box I.8.

Box – I.20 "For onward travel"

Where the animals stay within the **same vessel or airplane**.

Select the 3rd country or the BCP to which the consignment is authorised to move after the documentary checks. Here you can also specify the responsible for the load, if different from the one indicated in box I.8.

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)

Indicate the name of the destination 3rd country. Documentary checks is performed at the BCP.

Box – I.23 “For internal market”

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

Box I.25 “For Re-entry”

For animals returning to the EU after being refused by a third country or after temporary exports of registered horses in certain third countries.

Box I.26 “For temporary admission”

For registered horses only. You must indicate the “exit BCP” and the “exit date” (it must be less than 90 days after admission).

I.26. For temporary admission

Exit authority

Authority

Code

Exit date

Transport

Note: Only when applicable for animals subject to Council Regulation (EC) n° 1/2005

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.

Tip: you can see the estimated duration of the journey and preview a route map by clicking on “preview”:

Journey estimation

Journey calculation (between the Border Control Post and place of destination)	Distance (km)	Duration (hours)	<input type="button" value="Preview"/>
	576	6	

Box – I.30. Journey Log

The journey log refers to the requirements in Regulation (EC) n° 1/2005

Box – I.31. Description of the goods

The purpose of this box is to complete the mandatory sections depending of the commodity.

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

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.

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

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

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

I.31. Description of consignment

+ Add commodities Modify commodities

01 LIVE ANIMALS
0101 Live horses, asses, mules and hinnies

Remove Clear rows + Add row

Subtotal quantity: 0 Units
Subtotal number of packages: 0 packages.

Default quantity unit: Units Default package type: [v]

Show optional columns

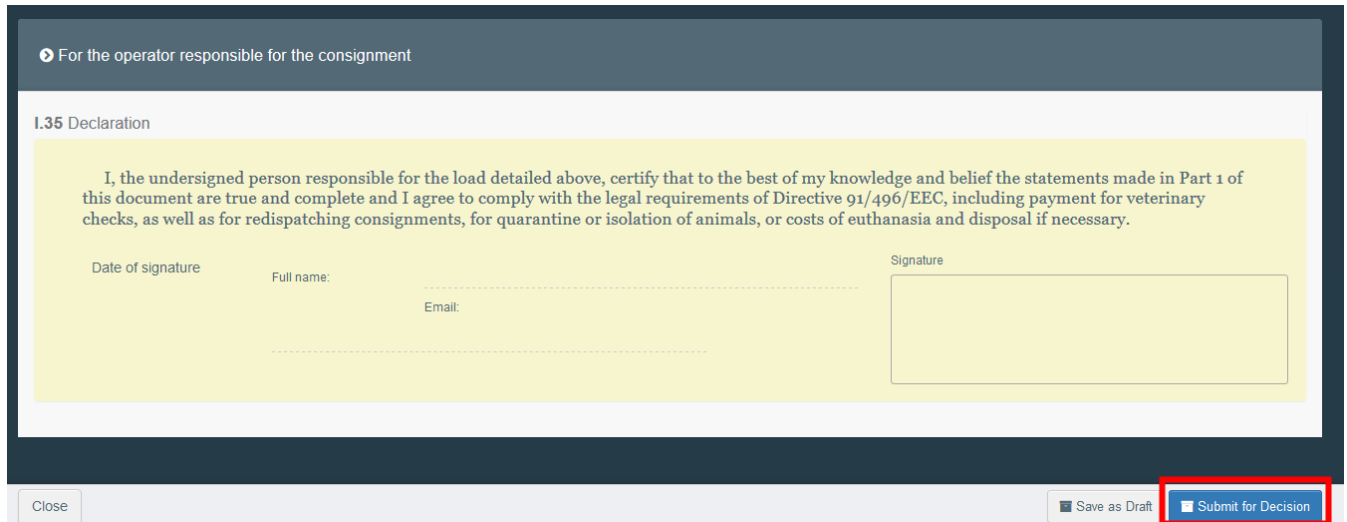
Commodity *	Species *	Quantity *	EPPO code / Invasive / Allowed	Country of Origin *
0101	[input]	[input] Units	[dropdown]	[dropdown]

Quantity totals

I.34. Total Gross Weight: * [input] Unit [v]
I.34. Total gross volume: [input] Unit [v]
I.33. Total quantity: 0 Units
I.32. Total number of packages: 0 packages.

Box – I.35. Declaration

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



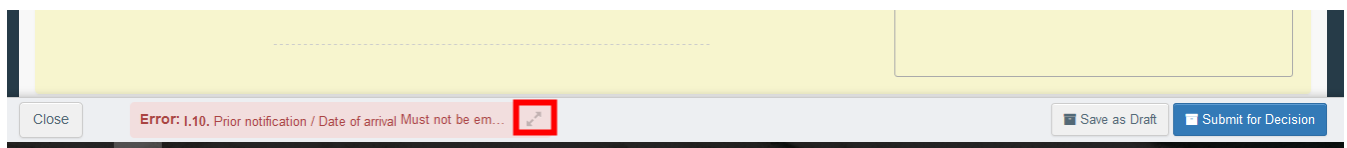
The screenshot shows a web interface for the 'I.35 Declaration'. At the top, it says 'For the operator responsible for the consignment'. Below that, the title 'I.35 Declaration' is followed by a yellow box containing the following text: 'I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in Part 1 of this document are true and complete and I agree to comply with the legal requirements of Directive 91/496/EEC, including payment for veterinary checks, as well as for redispaching consignments, for quarantine or isolation of animals, or costs of euthanasia and disposal if necessary.' Below the text are input fields for 'Date of signature', 'Full name:', 'Email:', and 'Signature'. At the bottom of the form, there are three buttons: 'Close', 'Save as Draft', and 'Submit for Decision'. The 'Submit for Decision' button is highlighted with a red box.

Once the document is submitted, the status will change to “**NEW**”. The authority has access to the CHED-A 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.



The screenshot shows the same I.35 Declaration form as above, but with an error message displayed at the bottom. The error message is: 'Error: I.10. Prior notification / Date of arrival Must not be em...'. To the right of the error message is a small red square icon with a white pencil, which is the 'expand' sign mentioned in the text. The 'Submit for Decision' button is still visible and highlighted with a red box.

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

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

Other options

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

- ➔ **“Delete”**: lets you to delete the CHED-A.
- ➔ **“Copy as new”**: create a new CHED-A in which most boxes are copied from the original document. The original CHED-A is not altered in any way if you decide to perform this action.

By clicking on the button **“Preview PDF”** to open the document as PDF.

- ➔ 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-A and modify every information from Part I.

Tip: 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.

The screenshot displays the CHED-A interface for Part II: Decision on Consignment. The top navigation bar shows 'PART I DISPATCHED CONSIGNMENT' and 'PART II DECISION ON CONSIGNMENT' (highlighted with a red box). The 'Current status' is 'NEW'. The interface is divided into several sections:

- II.3. Documentary Check:** Includes radio buttons for 'Satisfactory' and 'Not satisfactory' for both 'EU Standard' and 'National requirements'.
- II.4. Identity Check:** Includes radio buttons for 'Yes', 'No', 'Satisfactory', and 'Not satisfactory'.
- II.5. Physical Check:** Includes radio buttons for 'Yes', 'No', 'Satisfactory', and 'Not satisfactory', and a text input for 'Total number of animals checked' with a unit dropdown.
- II.7. Welfare Check:** Includes radio buttons for 'Satisfactory' and 'Not satisfactory'.
- II.8. Impact on the transport on animals:** Includes text inputs for 'Number of dead animals' and 'Number of unfit animals', each with a unit dropdown.

The right sidebar shows shortcuts, with 'Part II: Decision on Consignment' highlighted (red box). At the bottom, there are buttons for 'Close', 'More', 'Preview PDF', 'Sign as in progress' (red box), and 'Sign Validation'. The footer indicates 'Created by RFC FIVE on 10/15/2019 15:45:41 +02:00 CEST'.

Box – II.3. Documentary Check

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

Box – II.4. Identity Check

Indicate if an identity check was performed. If yes, indicate if it was satisfactory or not.

Box – II.5. Physical Check

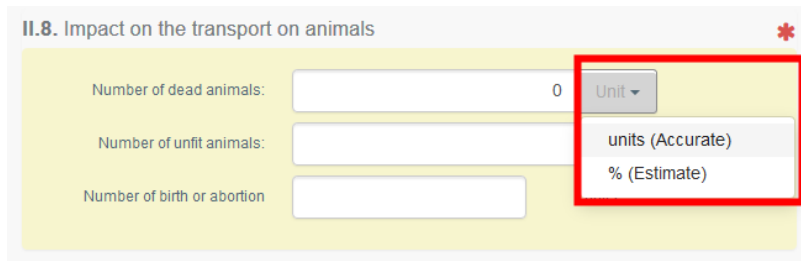
Indicate if a physical check was performed. If yes, indicate if it was satisfactory or not and indicate the number of animals checked.

Box – II.7. Welfare Check

Indicate if a welfare check was performed. If yes, indicate if it was satisfactory or not.

Box – II.8. Impact on the transport on animals

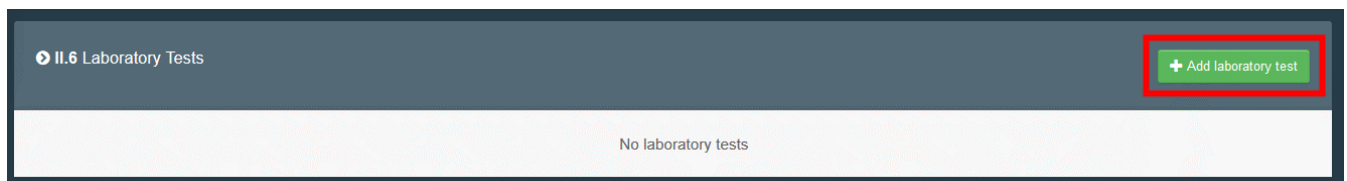
Complete the boxes with the correct information and choose the correct unit.



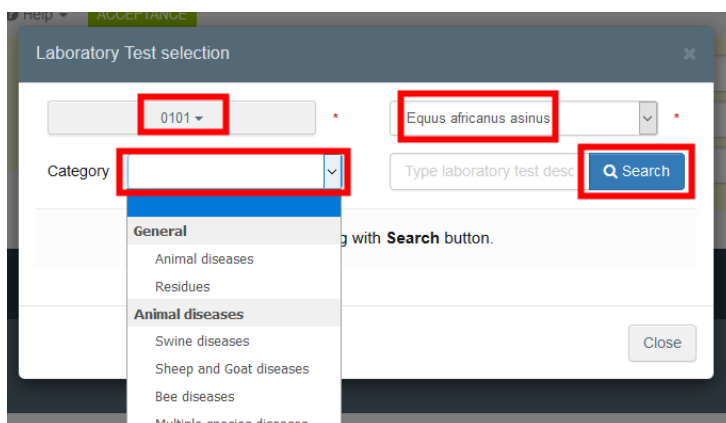
Box – II.6. Laboratory Tests

This box is to be completed **only** if a physical check was performed.

Click on “+ **Add laboratory test**” to add one or more lab tests.



Select the commodity and the species that will be tested and the category of the test, then select the test from the list.



Complete the mandatory information: motivation and inspector conclusion.

You also have the possibility to add a counter-analysis.

II.6 Laboratory Tests + Add laboratory test

Alphavirus (Venezuelan equine encephalomyelitis) Equine diseases Pending

Motivation

Random
 Emergency measures
 Suspicion

Inspector conclusion

Satisfactory
 Pending
 Not satisfactory

Commodity

0104 Live horses, asses, mules and hinnies
 Equus ferus caballus [↗](#)
 Equus ferus caballus

Note: If the motivation is 'Random', you can sign the CHED-A with the inspector conclusion "pending" and submit the test results later by clicking on "Submit laboratory tests".

Box – II.9 / II.10 / II.11 / II.11 / II.12 / II.13 / II.14 / II.15 Conclusion

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

➔ Validation: tick the box "accept" and select one of the options available for the box – II.12

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

Decision: Accept Partially Reject Refuse

II.9 Acceptable for transhipment [?](#)
 II.9 Acceptable for onward travel [?](#)

II.9 Acceptable for transfer [?](#)
 II.10 Acceptable for onward transportation [?](#)

II.11 Acceptable for direct transit [?](#)
 II.12 Acceptable for internal market *

Slaughterhouse
 Approved Bodies
 Quarantine
 Holding
 Scientific breeding
 Other

II.13 Acceptable for monitoring
 II.14 Acceptable for non-conforming goods [?](#)

II.15 Acceptable for temporary admission [?](#)
 II.12 Acceptable for private import [?](#)

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

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

Decision: Accept Partially Reject Refuse

II.16 NOT ACCEPTABLE

Destruction
 Re-dispatching
 Slaughter
 Euthanasia

Date/time: [] [] +01:00 CET

II.17 Reason for Refusal

Documentary
 Origin
 Physical
 Identity
 Laboratory
 Other

II.18 Details of controlled destination

Name: _____
Country: _____ ISO Code: []

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

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

Decision: Accept Partially Reject Refuse

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

Roissy Charles-De-Gaulle FRCDG4

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

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

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

Selection of accepted/rejected commodities

Commodities

1 03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES Reject all rows

0301 Live fish
Ornamental fish
0301 11 Freshwater fish
0301 11 00 Freshwater fish

Subtotal quantity: 13821 /
Subtotal number of packages: 10 / packages.

#1	Commodity	Species	EPPO code / Invasive / Allowed	Package count	Country of Origin	Quantity	
	0301 11 00	Fundulopanchax traudeae		10 Bag	Viet Nam	13821 Units	<input type="checkbox"/> ✓ v <input checked="" type="checkbox"/> ✗ Reject <input type="checkbox"/> ✖ Partially reject

Quantity totals

I.33. Total quantity: 13821 /
I.32. Total number of packages: 10 / packages.

#1	Commodity	Species	EPPO code / Invasive / Allowed	Package count	Country of Origin	Quantity	
	0301 11 00	Fundulopanchax traudeae		5 5 Bag	Viet Nam	7321 6500 Units	<input type="checkbox"/> v

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

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

I.31. Wood packaging materials

Selection is empty

I.31. Description of the goods

#1	Commodity	Species	EPPO code / Invasive / Allowed	Package count	Country of Origin	Quantity
	0301 11 00	Fundulopanchax traudeae		5 Bag	Viet Nam	7321 Units

II.3. Documentary Check *

Yes No

EU Standard: Satisfactory Not satisfactory

National requirements: Satisfactory Not satisfactory

II.4. Identity Check *

Yes No

Satisfactory Not satisfactory

II.5. Physical Check *

Yes No

Satisfactory Not satisfactory

Total number of animals checked: units

II.7. Welfare Check *

Yes No

Satisfactory Not satisfactory

II.8. Impact on the transport on animals

Number of dead animals: Unit v

Number of unfit animals: Unit v

Cancel

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

1.31. Wood packaging materials

Selection is empty

1.31. Description of the goods

#1	Commodity	Species	EPPO code / Invasive / Allowed	Package count	Country of Origin	Quantity
	0301 11 00	Fundulopanchax traudeae		5 Bag	Viet Nam	6500 Units

II.3. Documentary Check * II.4. Identity Check *

Yes No
 EU Standard: Satisfactory Not satisfactory
 National requirements: Satisfactory Not satisfactory

Yes No
 Satisfactory Not satisfactory

II.5. Physical Check *

Yes No
 Satisfactory Not satisfactory
 Total number of animals checked: units

II.7. Welfare Check * II.8. Impact on the transport on animals

Yes No
 Satisfactory Not satisfactory

Number of dead animals: Unit
 Number of unfit animals: Unit

Cancel **Sign Partial Rejection**

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

CHEDA	Status	Commodity	Last update on	Status	Actions				
CHEDA.FR.2019.0000212	Partially Validated								
CHEDA.FR.2019.0000212V	Partially Rejected								
CHEDA.FR.2019.000021R									
CHEDA.FR.2019.000021		Morocco	Finistere Animal Holding	Animo Morocco	Finistere Animal Holding	0101 Live horses, asses, mules and hinnies	04/12/2019 16:10 +01:00 CET	Partially Rejected	Actions
		France		France		EQUUAA Equus africanus asinus			

- ➔ Authorize for transshipment: When *transshipment* has been ticked in the box I.20 in the PART I, this option will appear automatically completed in PART II and the destination third country will be automatically filled in the box II.9

The screenshot shows a web interface for a decision form. At the top, there is a navigation bar with links: II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion. Below this, the 'Decision:' section has three radio buttons: 'Authorise for transshipment' (selected and highlighted with a red box), 'Partially Reject', and 'Refuse'. Underneath, the 'II.9 Acceptable for transshipment' option is selected. A yellow highlighted box contains the following information: '3rd country' with the flag of Angola and the text 'Angola', 'ISO Code' with the value 'AO', 'BCP' (blank), and 'TRACES unit No.' (blank). To the right of this box, there are several other radio button options, including 'II.9 Acceptable for onward travel', 'II.9 Acceptable for transfer', 'II.10 Acceptable for onward transportation', 'II.11 Acceptable for direct transit', 'II.12 Acceptable for internal market', 'II.13 Acceptable for monitoring', 'II.14 Acceptable for non-conforming goods', and 'II.15 Acceptable for temporary admission'.

- ➔ Authorize for transit: When *direct transit* has been ticked in the box I.22 PART I, this option will appear automatically completed in PART II and the destination third country will be automatically filled in the box II.9

The screenshot shows a web interface for a decision form. At the top, there is a navigation bar with links: II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion. Below this, the 'Decision:' section has three radio buttons: 'Authorize for transit' (selected and highlighted with a red box), 'Partially Reject', and 'Refuse'. Underneath, the 'II.11 Acceptable for direct transit' option is selected. A yellow highlighted box contains the following information: '3rd country' with the flag of Argentina and the text 'Argentina', 'ISO Code' with the value 'AR', 'Exit BCP' (blank), and 'TRACES unit No.' (blank). To the right of this box, there are several other radio button options, including 'II.9 Acceptable for transshipment', 'II.9 Acceptable for onward travel', 'II.9 Acceptable for transfer', 'II.10 Acceptable for onward transportation', 'II.12 Acceptable for internal market', 'II.13 Acceptable for monitoring', 'II.14 Acceptable for non-conforming goods', and 'II.15 Acceptable for temporary admission'.

➔ Authorize for onward travel: When *Onward travel* has been ticked in PART I and the destination third country has been chosen in the list.

The screenshot shows a decision form with a dark header bar containing the text "II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion" and a red asterisk icon. Below the header, the "Decision:" label is followed by three radio button options: "Authorize for onward travel" (highlighted with a red box), "Partially Reject", and "Refuse". Below these are two columns of radio button options. The left column includes "II.9 Acceptable for transshipment", "II.9 Acceptable for transfer", "II.11 Acceptable for direct transit", "II.13 Acceptable for monitoring", and "II.15 Acceptable for temporary admission". The right column includes "II.9 Acceptable for onward travel" (which is selected and marked with a red asterisk), "II.10 Acceptable for onward transportation", "II.12 Acceptable for internal market", "II.14 Acceptable for non-conforming goods", and "II.12 Acceptable for private import".

➔ Acceptable for re-entry

The screenshot shows a decision form with a dark header bar containing the text "II.9 / II.11 / II.12 / II.12 / II.14 / II.15 / II.16 Conclusion" and a red asterisk icon. Below the header, the "Decision:" label is followed by three radio button options: "Accept" (highlighted with a red box), "Partially Reject", and "Refuse". Below these are two columns of radio button options. The left column includes "II.9 Acceptable for transshipment", "II.9 Acceptable for transfer", "II.11 Acceptable for direct transit", "II.13 Acceptable for monitoring", and "Re-entry monitoring" (which is selected and highlighted in yellow). The right column includes "II.9 Acceptable for onward travel", "II.10 Acceptable for onward transportation", "II.12 Acceptable for internal market", "II.14 Acceptable for non-conforming goods" (marked with a red asterisk), "II.15 Acceptable for temporary admission", and "II.12 Acceptable for private import".

➔ Acceptable for temporary admission

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.

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

Other options

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

- ➔ **Cancel** document
- ➔ **Replace**: create a replacement of the CHED-A in case some information need to be changed after the validation. The first CHED will then have the status *“Replaced”* and the new CHED-A 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-A that will be pre-filled with the information of the current document. In that case, the two CHED-A are not linked.

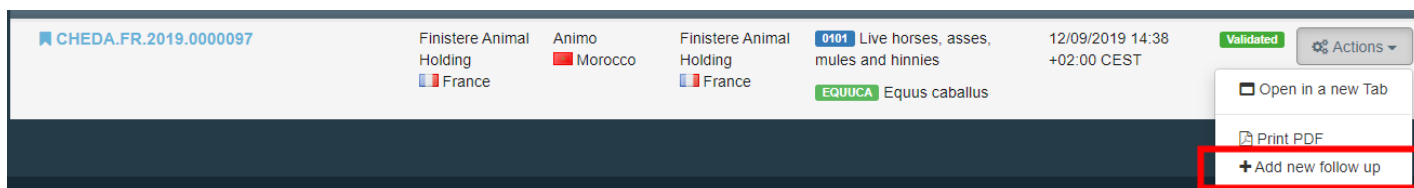
By clicking on **“Preview PDF”** button you can:

- ➔ **Preview the PDF** certificate
- ➔ **Preview the PDF** certificate and the **Journey Log**.
- ➔ 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.

PART III – Follow-up - As Local Competent authority

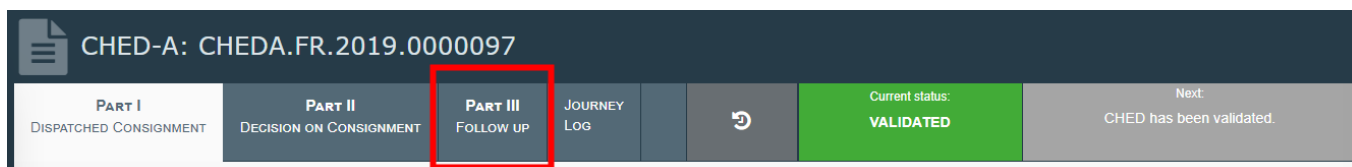
In the cases of re-entry/temporary, the local competent authority can add a follow up in order to notify and verify that the animals are leaving the EU or are coming back from a third country.

From the main *“Search for Common Health Entry Documents”* page you have to click on **‘Add new follow up’** as shown below:



The screenshot shows a header bar for a CHED-A document with ID CHEDA.FR.2019.0000097. It includes details for the origin (Finistere Animal Holding, France) and destination (Animo, Morocco). The document is for 'Live horses, asses, mules and hinnies' (0104) and 'Equus caballus' (EQUUCA). The status is 'Validated' and the date is 12/09/2019 14:38 +02:00 CEST. An 'Actions' dropdown menu is open, showing options: 'Open in a new Tab', 'Print PDF', and '+ Add new follow up', which is highlighted with a red box.

The CHED-A will open and you will have the tab **“PART III – Follow up”**. Click on **“+ Add new follow up”**



The screenshot shows the CHED-A interface with the title 'CHED-A: CHEDA.FR.2019.0000097'. Below the title is a navigation bar with several tabs: 'PART I DISPATCHED CONSIGNMENT', 'PART II DECISION ON CONSIGNMENT', 'PART III FOLLOW UP', 'JOURNEY LOG', a refresh icon, 'Current status: VALIDATED', and 'Next: CHED has been validated.'. The 'PART III FOLLOW UP' tab is highlighted with a red box.

CHED-A: CHEDA.FR.2019.0000097

PART I DISPATCHED CONSIGNMENT PART II DECISION ON CONSIGNMENT **PART III FOLLOW UP** JOURNEY LOG Current status: **VALIDATED** Next: CHED has been validated.

No Follow up found + Add new follow up

You will then be redirected to the tab that allows you to select between adding the follow up or the details of re-dispatching:

New Follow up In compliance

III.1 Previous CHED III.2 CHED Reference CHEDP.FR.2019.0002433 III.3 Subsequent CHED

III.4 Details on re-dispatching **III.5 Follow up**

Type of control Local competent authority Second entry point

Arrival of the consignment Yes No

Compliance of the consignment Yes No

Reasons
 No selection

III.6 Official Inspector

Animal product declaration content

Date of signature Full name Signature

Authority Role and Code Sign Follow up Finistere

Country

All fields with a * are required.

Close Created by BCP FR THREE on 12/05/2019 10:57:38 +01:00 CET More .. Cancel current follow up Sign Follow up Preview PDF ..

New Follow up

III.1 Previous CHED III.2 CHED Reference CHEDA.FR.2019.0000097 III.3 Subsequent CHED

III.4 Details on re-dispatching III.5 Follow up

Add Means of Transport

1. **Road vehicle** + Create

Vehicle registration Clear

Country Remove

International transport document Advanced...

Country of destination ISO Code

Place of destination

Name Edit ★

Country ISO Code Advanced...

Clear

Exit authority Advanced...

Close Created by BCP FR TEN on 09/12/2019 14:38:14 +02:00 CEST More .. Cancel current follow up Sign Follow up Preview PDF ..