



European  
Commission

# **TRAde Control and Expert System New Technology User Manual**

*Updated: March, 2018*



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## What's New?



### CHEDPP & PHYTO

1. General enhancements

#### **Search**

It is now easier and faster to retrieve results and open certificates which have a long list of commodities.

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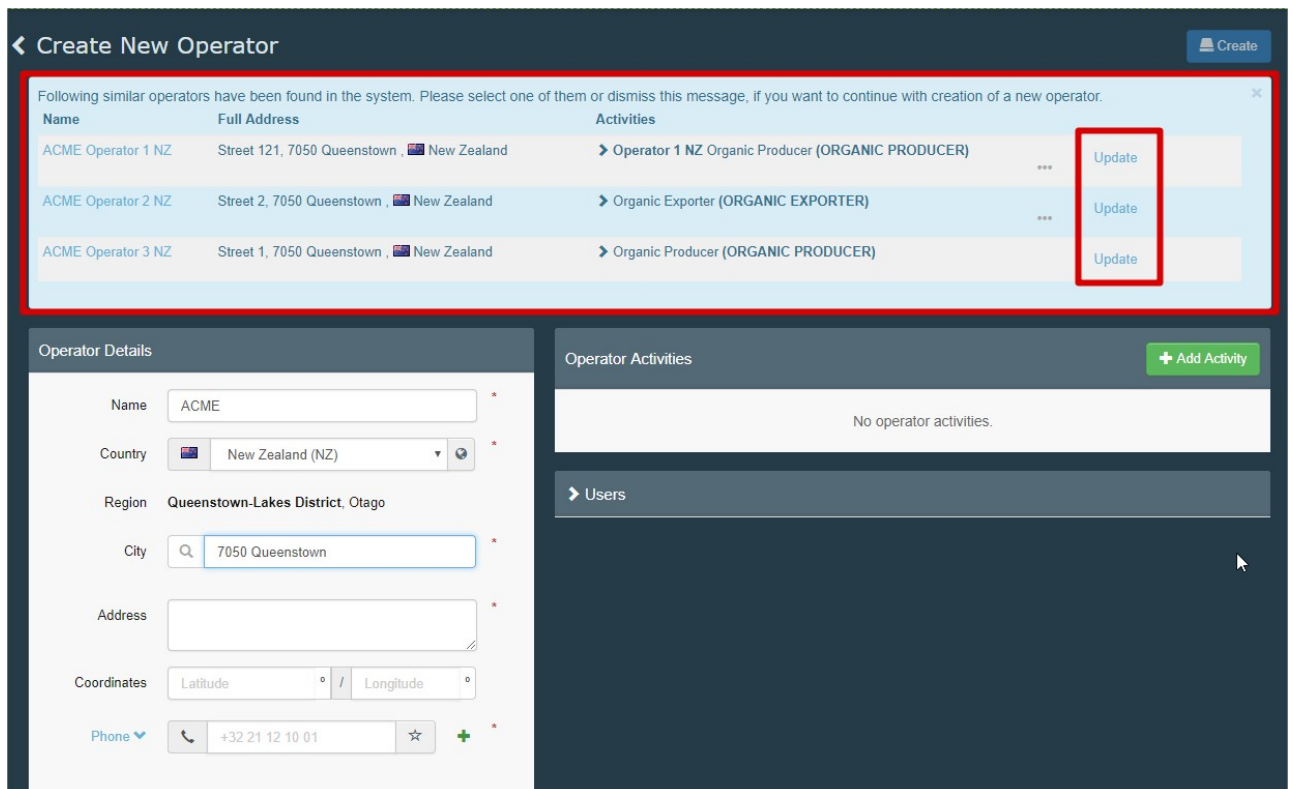
2. Organisations management

What's New?




### Duplicates are highlighted when creating a new operator

When a user creates a new operator a check for duplicates already existing in TRACES NT is being made based on the name the country and the city of the new operator.


When a matching already existing entry is found, a blue box opens on top of the page, displaying the information about the duplicate:



The screenshot shows the 'Create New Operator' page in TRACES NT. A blue notification box at the top displays a warning about similar operators found in the system. The notification contains a table with the following data:

Name	Full Address	Activities
ACME Operator 1 NZ	Street 121, 7050 Queenstown,  New Zealand	➤ Operator 1 NZ Organic Producer (ORGANIC PRODUCER) ...
ACME Operator 2 NZ	Street 2, 7050 Queenstown,  New Zealand	➤ Organic Exporter (ORGANIC EXPORTER) ...
ACME Operator 3 NZ	Street 1, 7050 Queenstown,  New Zealand	➤ Organic Producer (ORGANIC PRODUCER)

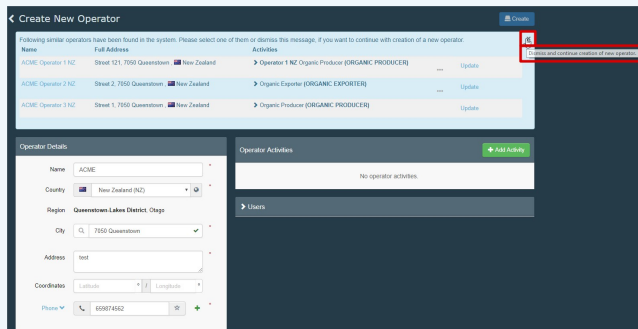
Each row in the table has an 'Update' button to its right. The 'Update' button for the first row is highlighted with a red box. Below the notification box, the 'Operator Details' form is visible, with the following fields:

- Name: ACME
- Country:  New Zealand (NZ)
- Region: Queenstown-Lakes District, Otago
- City: 7050 Queenstown
- Address: (empty)
- Coordinates: Latitude / Longitude (empty)
- Phone: +32 21 12 10 01

The 'Operator Activities' section shows 'No operator activities.' and a '+ Add Activity' button. A 'Users' link is also visible at the bottom of the page.



**Note:** In case the new entry is indeed new and not a duplicate, the user needs to click on the cross inside the blue box to close the box before the new entry can be saved.



### Competent authorities and control body users can modify operator's details

It is possible for users that are "hierarchically" above an operator to modify the operator's contact details. The conditions are:

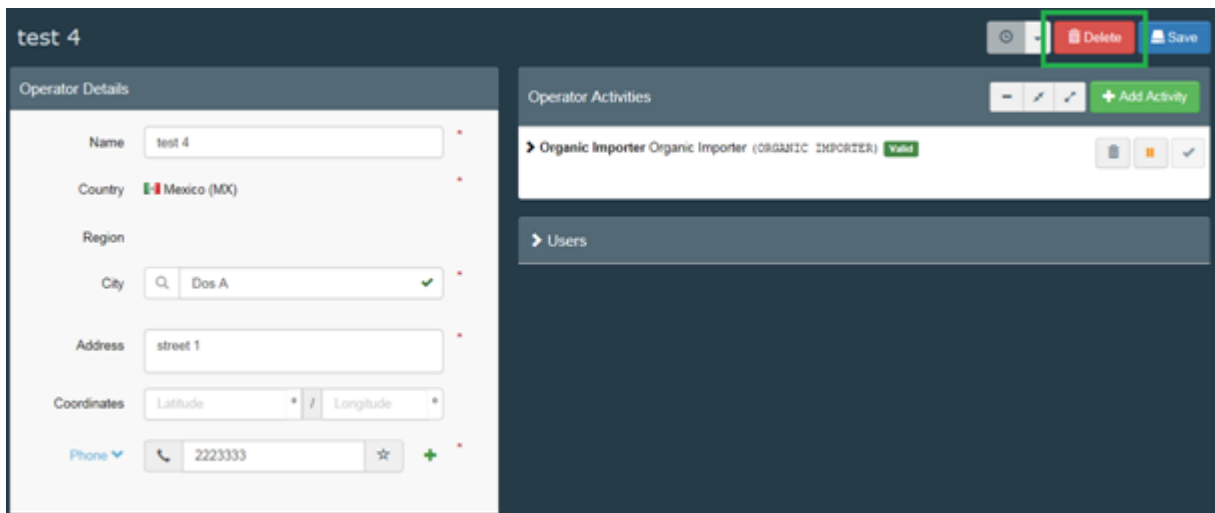
- for **competent authority users**: the operator needs to be inside their country;
- for **BCP/Customs office users**: the Responsible for the load operator needs to have their BCP/CO as Assigned responsible authority;
- for **organic control body users**: at least one of the operator's activities needs to be controlled by the control body.

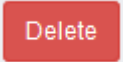
What's New?

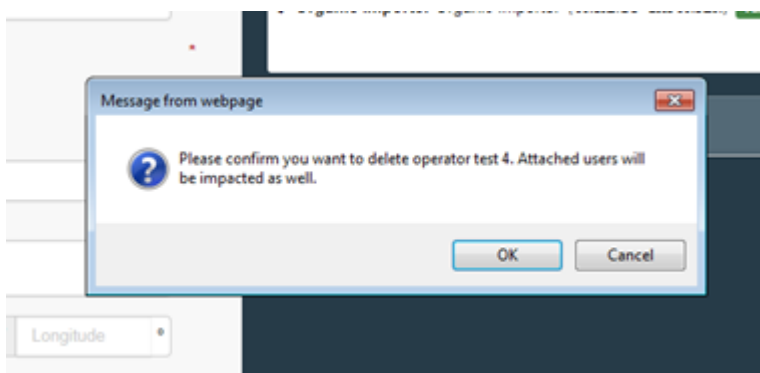
### Responsible authority users and control body users can delete operators

A user logged in as a responsible authority or an organic control body can delete an operator for which he has administrative rights.

When the user opens the operator details a delete button is visible on top of the information:



When clicking on the  button a message pops up, asking the user to confirm the deletion:



Clicking on **OK** deletes the operator. Clicking on **Cancel** leaves the operator valid.



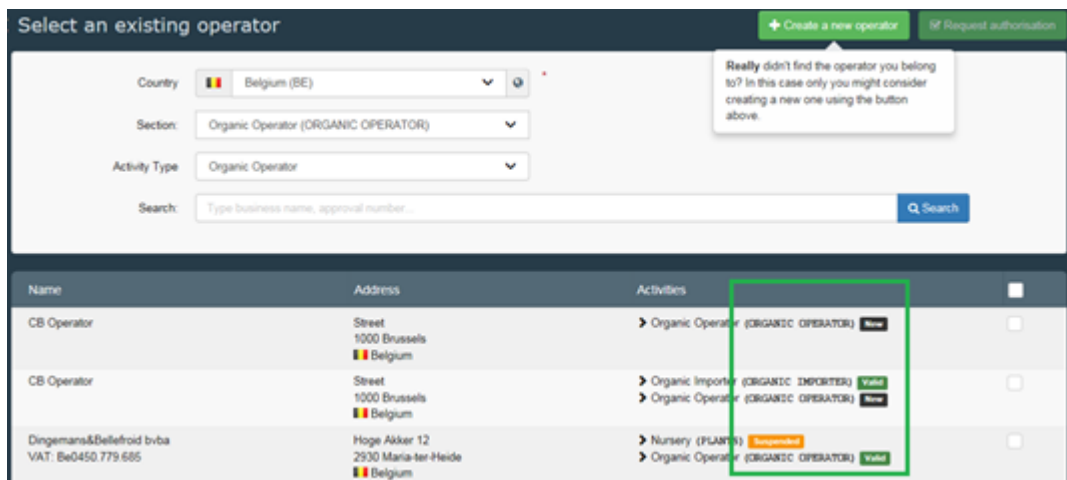
**Note:** If an operator acts under two different activities, for example "Plants" (PHYTO) and 'Organics', this operator needs to be deleted in two steps by the competent authorities: first one of the authorities needs to delete the operator activity under their supervision and then the second authority may delete the complete operator as described above.



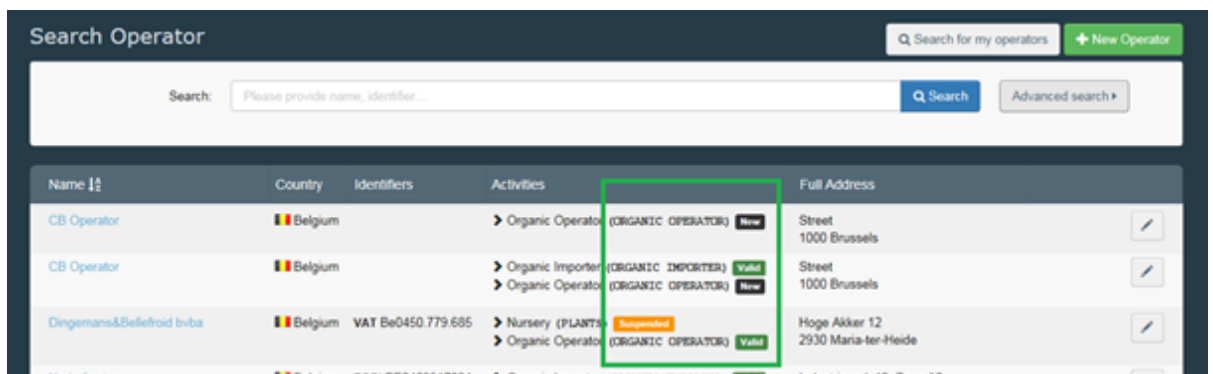
**Validity of operator activities visible on several screens**

When a user is looking at or searching for the information about an operator, the status of the operator's activities is now displayed in several places.

1. A user requesting a new role as operator and searching for the company:

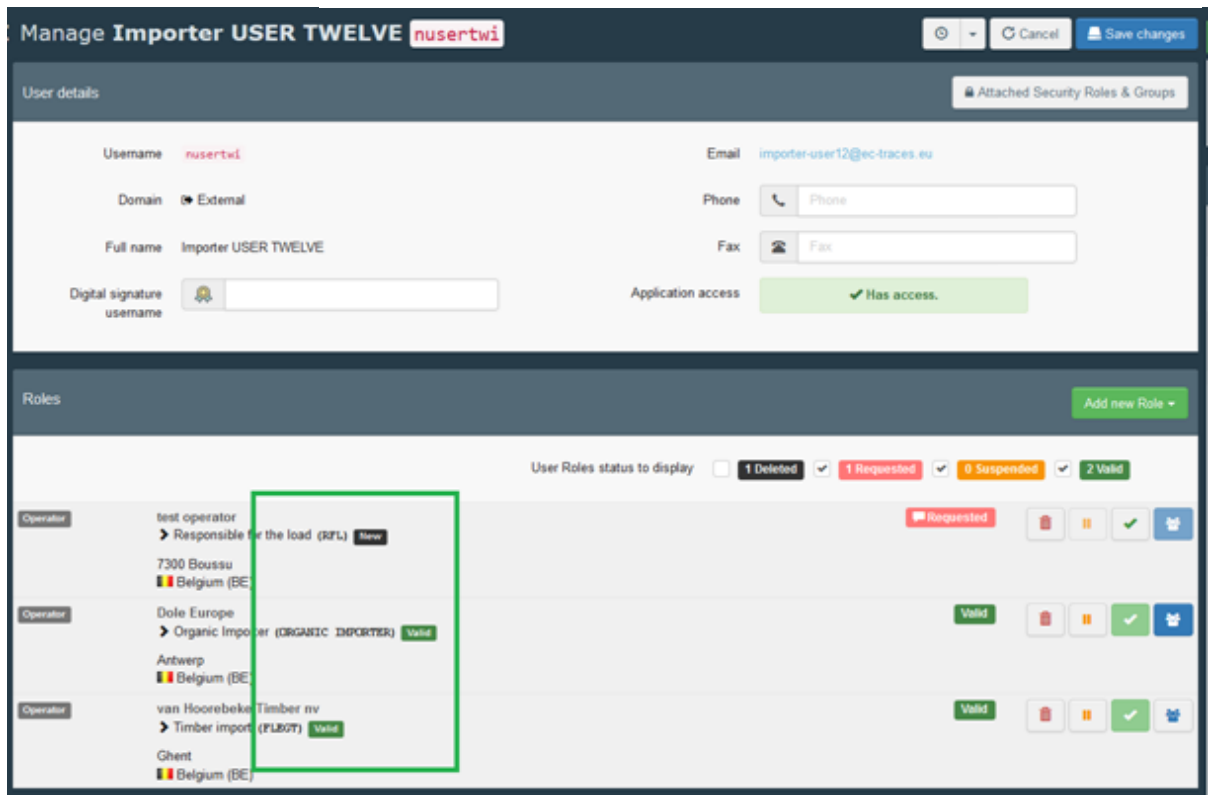


2. A user looking for operator information on the operators screen via the "organization menu":



3. A user looking at the profile of another user, whose roles need to be verified:

What's New?



Manage Importer USER TWELVE nusertwi Cancel Save changes

User details Attached Security Roles & Groups

Username nusertwi Email importer-user12@ec-traces.eu

Domain External Phone Phone

Full name Importer USER TWELVE Fax Fax

Digital signature username Application access Has access.

Roles Add new Role

User Roles status to display 1 Deleted 1 Requested 0 Suspended 2 Valid

Operator	Role Name	Status	Actions
test operator	Responsible for the load (RFL) <span>New</span>	Requested	<span>Request</span> <span>Delete</span> <span>Pause</span> <span>Check</span> <span>Refresh</span>
7300 Boussu Belgium (BE)			
Dole Europe	Organic Importer (ORGANIC IMPORTER) <span>Valid</span>	Valid	<span>Request</span> <span>Delete</span> <span>Pause</span> <span>Check</span> <span>Refresh</span>
Antwerp Belgium (BE)			
van Hoorebeka Timber nv	Timber importer (FLBGT) <span>Valid</span>	Valid	<span>Request</span> <span>Delete</span> <span>Pause</span> <span>Check</span> <span>Refresh</span>
Ghent Belgium (BE)			

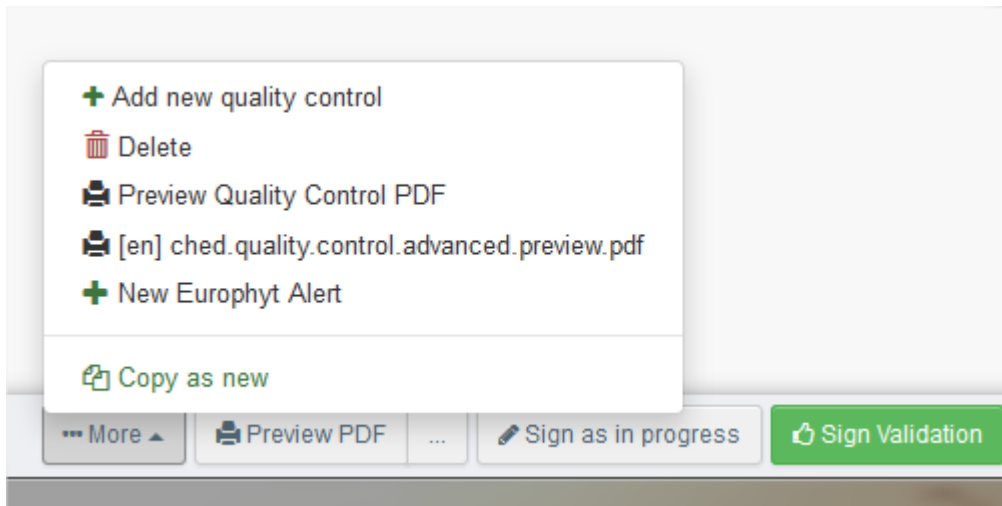


**Note:** Point three is of particular use to the users who validate new roles. As a new user role can only be validated, if the operator has at least one valid activity. You can now see at one glance, if you first need to validate the operator, before the user's role can be validated.

### 3. CHED-PP & PHYTO General enhancements

**New button**

A new button called **More** has been added to the bottom of the certificate's page grouping several allowed actions. This is due to the added functionalities.



**Bug fixing: select deleted RFL**

It is not possible any more to select a deleted RFL in certificates - as before an error message was shown at validation step.

**Bug fixing: total of packages in total sum up for commodities**

Resolution of a bug ignoring different type of packages in total sum up for commodities.

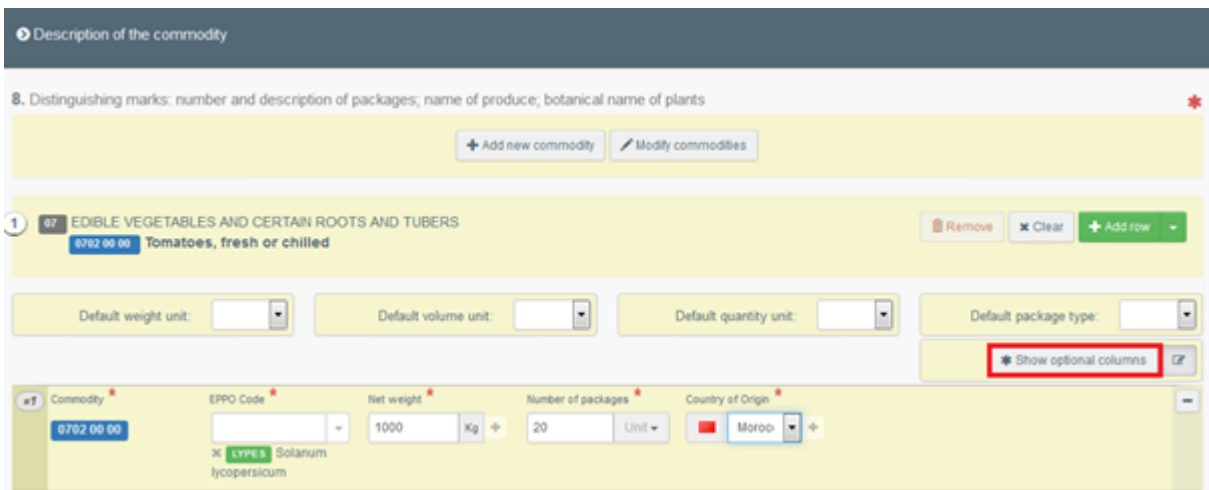
8. Distinguishing marks: number and description of packages; name of produce; botanical name of plants										9. Quantity declared	
<b>1. 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS</b>										Total net weight	
07020000 Tomatoes, fresh or chilled										200.0 Kg	
Commodity	Net weight	Establishment of Origin	Quantity	Country of Origin	Sanitary Region of Origin	Number of packages	Gross volume	Distinguishing marks	EPO Code	Total quantity	
07020000	100.0 Kg			Morocco (MA)		2 Box			LYPES Solanum lycopersicum	Total number of packages	
07020000	100.0 Kg			Morocco (MA)		2 Bag			LYPES Solanum lycopersicum	2 Box, 2 Bag	
										Total gross volume	

What's New?

### Description of the commodity format has changed

Now it is possible to choose between different types of view: only mandatory or all fields.

This has been done to allow a better visualisation of data.



8. Distinguishing marks: number and description of packages; name of produce; botanical name of plants

+ Add new commodity / Modify commodities

1 97 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS  
6702.00.00 Tomatoes, fresh or chilled

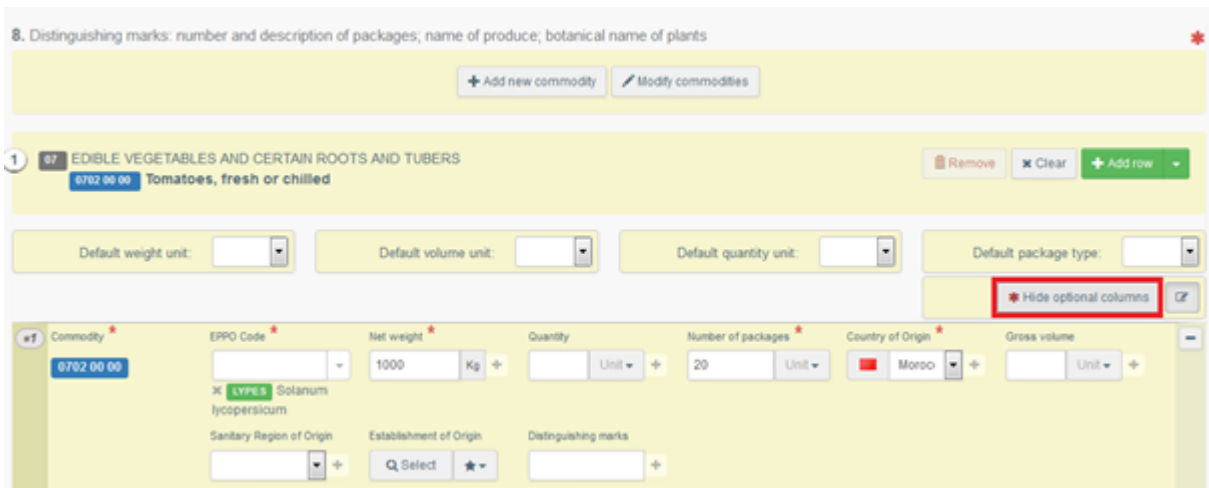
Remove Clear Add row

Default weight unit: Default volume unit: Default quantity unit: Default package type:

Show optional columns

Commodity	EPPO Code	Net weight	Number of packages	Country of Origin
6702.00.00		1000 Kg	20 Unit	Moroo

X LYPES Solanum lycopersicum



8. Distinguishing marks: number and description of packages; name of produce; botanical name of plants

+ Add new commodity / Modify commodities

1 97 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS  
6702.00.00 Tomatoes, fresh or chilled

Remove Clear Add row

Default weight unit: Default volume unit: Default quantity unit: Default package type:

Hide optional columns

Commodity	EPPO Code	Net weight	Quantity	Number of packages	Country of Origin	Gross volume
6702.00.00		1000 Kg	Unit	20 Unit	Moroo	Unit

X LYPES Solanum lycopersicum

Sanitary Region of Origin Establishment of Origin Distinguishing marks

Select

#### 4. CHED-PP

##### **Bug fixing: CCA unable to view some certificates in own country**

The bug not allowing a CCA to view certain cases certificates made by a BCP in its own country has been solved.

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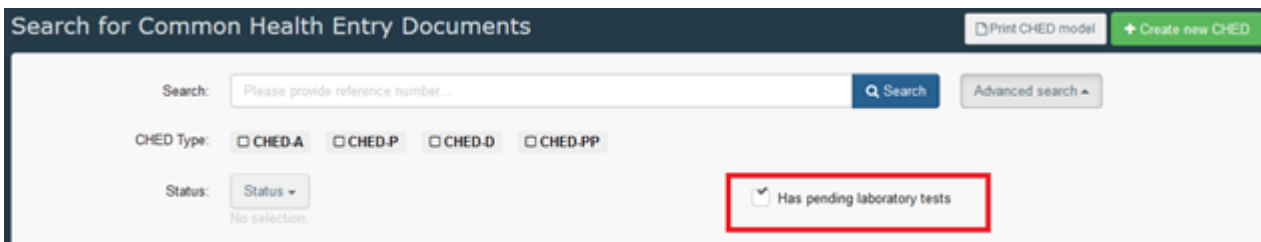
##### **Bug fixing: RFL not able to see CHEDPP from other RFL users in the search screen**

The RFL users no longer can view certificates from other RFL on the search results list.

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##### **NEW! Pending laboratory tests**

It is now possible to search for CHEDPP with pending laboratory test from the advanced search screen.

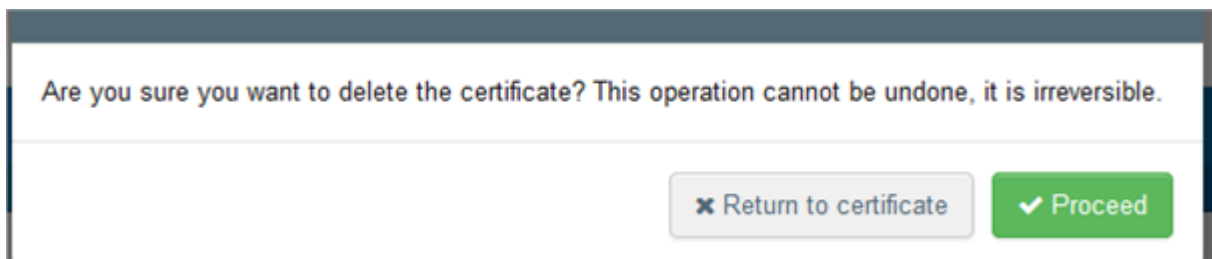
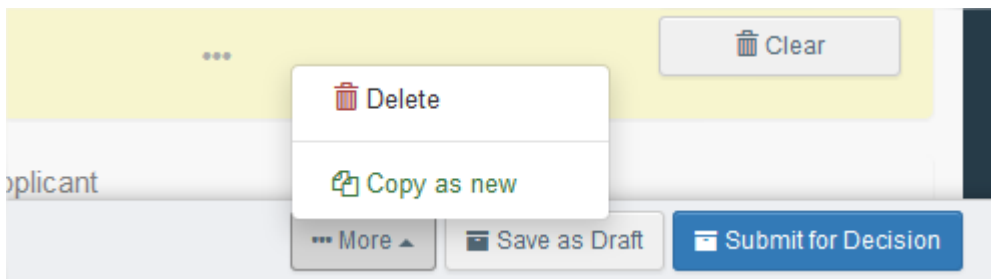


The screenshot shows the 'Search for Common Health Entry Documents' interface. At the top right, there are buttons for 'Print CHED model' and '+ Create new CHED'. Below this is a search bar with the placeholder text 'Please provide reference number...' and a 'Search' button. To the right of the search bar is an 'Advanced search' dropdown menu. Underneath the search bar, there are radio buttons for 'CHED-A', 'CHED-P', 'CHED-D', and 'CHED-PP'. Below these are 'Status' dropdown menus, one of which shows 'No selection'. A red box highlights a checkbox labeled 'Has pending laboratory tests', which is currently checked.

### NEW! CHED-PP deletion

It is now possible to delete a CHED-PP according to the following rules:

- the user is warned about this irreversible action and must confirm it;
- RFL can delete if status is *DRAFT* and *NEW*;
- BCP can delete if status is *DRAFT* and *NEW* and *IN PROGRESS*.



### Status changes: *Valid to Authorised for movement to APD*

A CHED-PP signed for control at APD does not longer have status *Valid* but *Authorised for movement to APD* to allow a faster identification of such documents.



### Status changes: *Valid to Authorised for Transshipment*

A CHED-PP signed for transshipment does not longer have status *Valid* but *Authorised for transshipment* to allow a faster identification of such documents.

### Bug fixing: Cloning PHYTO into a CHED-PP

Several bugs occurring during the cloning of a PHYTO into a CHED-PP were solved.

### Certificate tabs visible only depending on user rights

The different tabs (**Part I, II, III, Europhyt**) are now only visible if they are populated or if you have the right to access them in order to add information.




**Note:** For example, a RFL only see tab **Part I** on a *Draft* certificate.

### Box I.1 / I.5 / I.7

The city of the operator is now visible in the interface and in the PDF.



**Box I.7.**

The **Responsible for the load** is now automatically filled according to the RFL profile of the user filling Part I.

---

**Box I.8.**

When a CHED-PP is a clone of a PHYTO, the PHYTO is now correctly mentioned on the PDF.

I.8. Accompanying documents	
Type	Clones:
Number	PHYTO.MA.2018.0000184//TNT.LR.2018.0000 099

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**Box I.8.**

**Time zone** is displayed in both certificate page and PDF for accompanying documents, which may indicate why date varies.



**Note:** When the date is set, as it is an absolute date/time it is defined at the specified day/month/year, at midnight, for the current user time zone (account settings). This means that anytime the certificate is accessed by someone else on a time zone one hour before the previous user's one, will see it one day backward.

Add Accompanying Document ▾

*ⓘ You have two options here. Your certificate already exists in the database and you choose referenced or you just have the paper, a file and you choose attachment.*

Type \* **Phytosanitary certificate**

Referenced Attachment Open

Number \* aa Save

Date \* 13/03/2018 +02:00 EET Cancel

**I.8. Accompanying documents**

Type	Phytosanitary certificate
Number	aa
Date of Issue	13.03.2018 +0200 EET

**Box I.13.**

The **Country of dispatch** is now filled with the country issuing the PHYTO certificate, in case of **cloning**.



What's New?

**Bug fixing: Box I.16.**

The bug not allowing the seal number to be saved or printed if there was no container number has been solved.

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**Box I.29.**

- **New:** It is now possible to link commodities and wood packaging material thanks to numbers appearing on the left of the description lines.

**I.29. Wood packaging materials**

[+ Add wood 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

#	Packaging material *	EPPO Code *	Weight *	Count *
#1	<b>4415 20 20</b>	<b>20TRE</b> Deciduous trees	40 Kg	2 Pallet
#2	<b>4415 20 20</b>	<b>20TRE</b> Deciduous trees	20 Kg	1 Pallet

**I.29. Commodities**

[+ Add commodities](#)

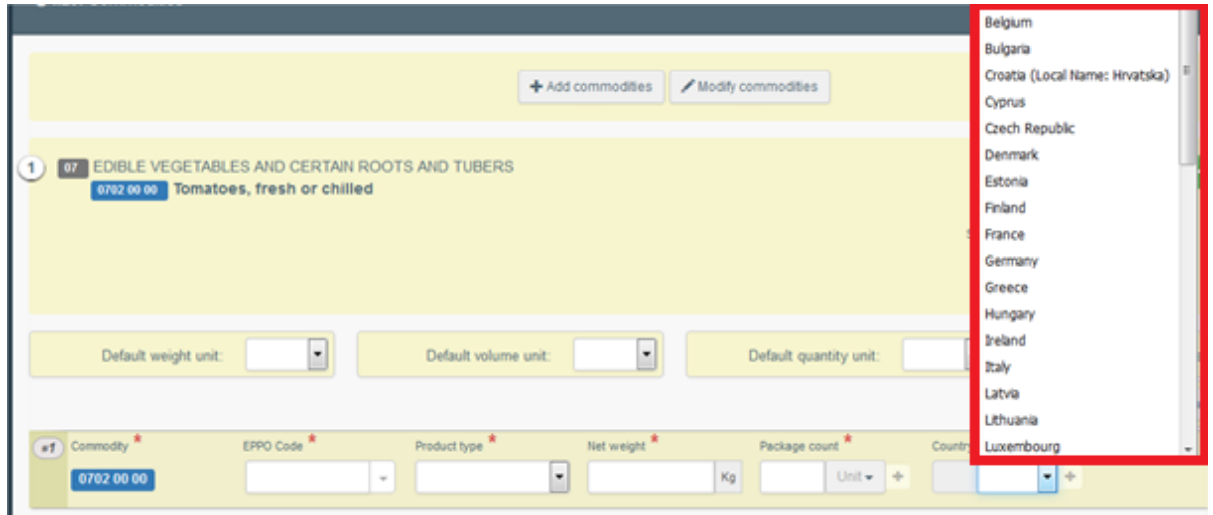
1 **07** EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS

**0703** Onions, shallots, garlic, leeks and other alliaceous vegetables, fresh or chilled

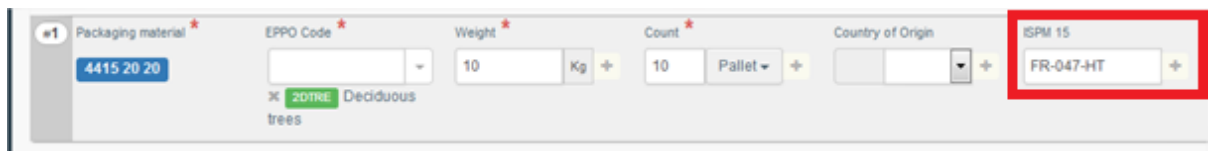
**0703 20 00** Garlic

What's New?

- **New:** The the list of **Country of Origin** for commodities is now alphabetically sorted.



- **New:** It is now possible to enter the **ISPM 15** mark for **Wood Packaging Material** (optional).



- **Bug fixing:** Resolution of a bug where in a particular case not mandatory columns were requested if left empty.

### Box I.33.

- **New:** [Box I.33 and II.20] The date and time are now always generated according to logged user's time zone profile.
- **Bug fixing:** Resolution of a bug where some IT characters were appearing in the Declaration.

**Box II.6.**

- **Bug fixing:** Resolution of a bug preventing to submit multiple *.pending* laboratory tests results on one CHED-PP.
  - **Bug fixing:** Resolution of a bug making that *Pending laboratory test* were not generating any fiche for sampling on the PDF.
- 

**Box II.5.**

**Bug fixing:** Resolution of a bug where a wrong value was displayed on PDF for physical check *Not done* on certificate signed as *In Progress*.

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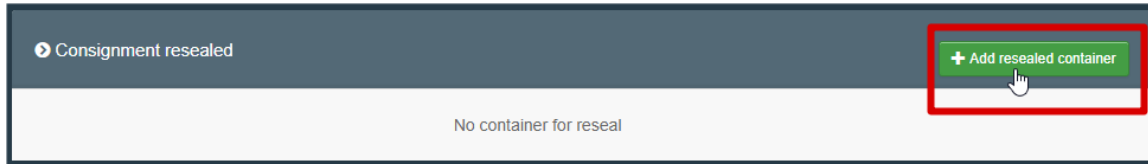
**Boxes II.9 and II.9**

These boxes are now correctly crossed out on the CHED-PP PDF.

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**Box II.18.**

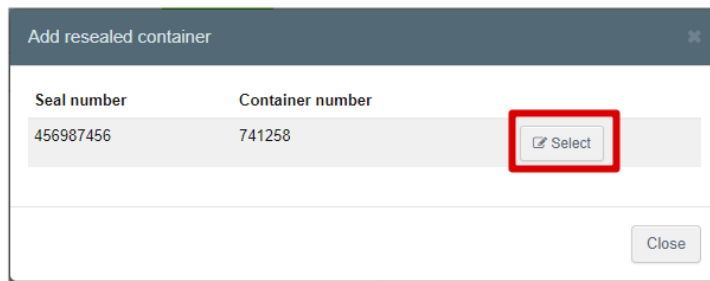
It is now possible to add information about **Resealed** container.



Consignment resealed

Seal number	Container number
No container for reseal	

+ Add resealed container

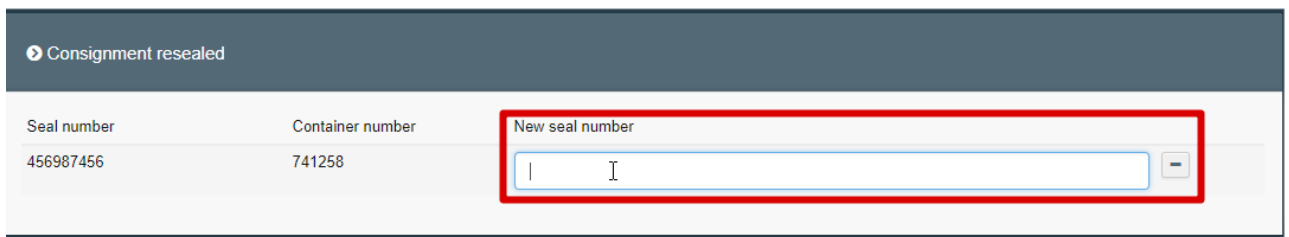


Add resealed container

Seal number	Container number
456987456	741258

Select

Close

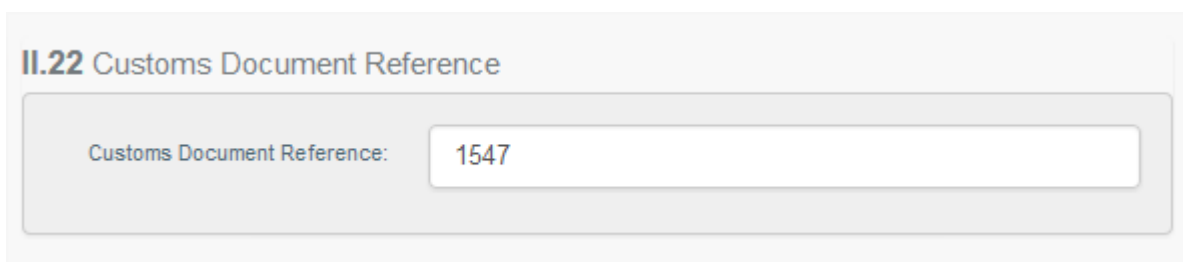


Consignment resealed

Seal number	Container number	New seal number
456987456	741258	<input type="text"/>

**Box II.22.**

**Customs Document Reference** added as free text box.



II.22 Customs Document Reference

Customs Document Reference:

What's New?

### Partial accepted / rejected tab

The accepted / rejected tab now correctly summarises the **Wood packing materials**, the same way as for commodities.

Commodities selection	Decision on Accepted Consignment	Decision on Rejected Consignment																						
<p>1.29. Wood packaging materials</p> <table border="1"> <thead> <tr> <th>#1</th> <th>Packaging material *</th> <th>EPPO Code *</th> <th>Weight *</th> <th>Count *</th> <th>Country of Origin</th> </tr> </thead> <tbody> <tr> <td></td> <td>4415 20 20</td> <td>NNNWW Mixed forest plants</td> <td>6 Kg</td> <td>1 Pallet</td> <td></td> </tr> </tbody> </table>				#1	Packaging material *	EPPO Code *	Weight *	Count *	Country of Origin		4415 20 20	NNNWW Mixed forest plants	6 Kg	1 Pallet										
#1	Packaging material *	EPPO Code *	Weight *	Count *	Country of Origin																			
	4415 20 20	NNNWW Mixed forest plants	6 Kg	1 Pallet																				
<p>1.29. Commodities</p> <table border="1"> <thead> <tr> <th>#2</th> <th>Commodity *</th> <th>EPPO Code *</th> <th>Product type *</th> <th>Net weight *</th> <th>Package count *</th> <th>Country of Origin *</th> </tr> </thead> <tbody> <tr> <td></td> <td>0702 00 00</td> <td>LYPES Solanum lycopersicum</td> <td>Other living plants: cut flowers and branches with foliage</td> <td>15 Kg</td> <td>1 Carton</td> <td>Malta</td> </tr> <tr> <td></td> <td></td> <td>Quantity</td> <td>Sanitary Region of Origin</td> <td>Establishment of Origin</td> <td></td> <td></td> </tr> </tbody> </table>				#2	Commodity *	EPPO Code *	Product type *	Net weight *	Package count *	Country of Origin *		0702 00 00	LYPES Solanum lycopersicum	Other living plants: cut flowers and branches with foliage	15 Kg	1 Carton	Malta			Quantity	Sanitary Region of Origin	Establishment of Origin		
#2	Commodity *	EPPO Code *	Product type *	Net weight *	Package count *	Country of Origin *																		
	0702 00 00	LYPES Solanum lycopersicum	Other living plants: cut flowers and branches with foliage	15 Kg	1 Carton	Malta																		
		Quantity	Sanitary Region of Origin	Establishment of Origin																				

### Europhyt tab

- **Bug fixing:** The coherence rule for the format of the container number now correctly only applies to boat in **Europhyt** notification tab.
- **New:** It is now possible to submit multiples **Europhyt** notification on one single CHED-PP.

Alertes Europhyt		+ Créer une nouvelle alerte
Sent	Created by Steve GOUTHIERE on 13/03/2018 11:47:19 +01:00 CET	EUROPHYT Message Nr : 96053 / CHEDPP.FR.2018.0000324_01
Sent	Created by Steve GOUTHIERE on 13/03/2018 11:46:50 +01:00 CET	EUROPHYT Message Nr : 96052 / CHEDPP.FR.2018.0000324

### Bug fixing: add control (in French)

Resolution of a bug preventing to add a control (Part III) in French.

What's New?

**Bug fixing: fiche for sampling corrected**

The fiche for sampling is now correctly generated on the PDF in case the lab test applies to **Wood Packages Material**.

<b>Fiche for sampling</b>	Certificate reference number	CHEDPP.FR.2018.0000313	
		<b>Identification of the sample</b>	
	Establishments of origin		
	Countries of origin	Maroc	MA
	Pays d'expédition	Maroc	MA
	Lieu de destination	A42 45453 75014 Paris 2e Arrondissement France	
	Packaging material	4415 Caisses, caissettes, cageots, cylindres et emballages similaires, en bois; tambours (tourets) pour câbles, en bois; palettes simples, palettes-caisses et autres plateaux de chargement, en bois; rehausses de palettes en bois 441520 Palettes simples, palettes-caisses et autres plateaux de chargement; rehausses de palettes 44152020 Palettes simples; rehausses de palettes	
	Eppo code	2DTRE Deciduous trees	
		<b>Requested analysis</b>	
	Inspector conclusion	En attente	
Motivation	Suspicion		





What's New?

5. PHYTO

## General enhancements

- The CCA of the entry point is now able to see PHYTO.
- **Bug fixing:** Financial liability statement does not appear any more on the PDF when it has not been ticked in the certificate.
- **Bug fixing:** Resolution of a bug allowing an operator with Organic and Plant activities submit for certification a PHYTO certificate using the organic profile. Now an Operator with both Plant and Organic activities can **only** submit a PHYTO as Plant Establishment.

Help Desk GLORIA [Log Out](#)  
helpdeskgloria@gmail.com

English (English) ▼

[Edit your profile](#)

**Last login:**  
05/03/2018 15:56:07 +0100 CET

**Available roles:**  
■ AGRISOUSS **plant**  
■ PRONATURA MAROC **organic**

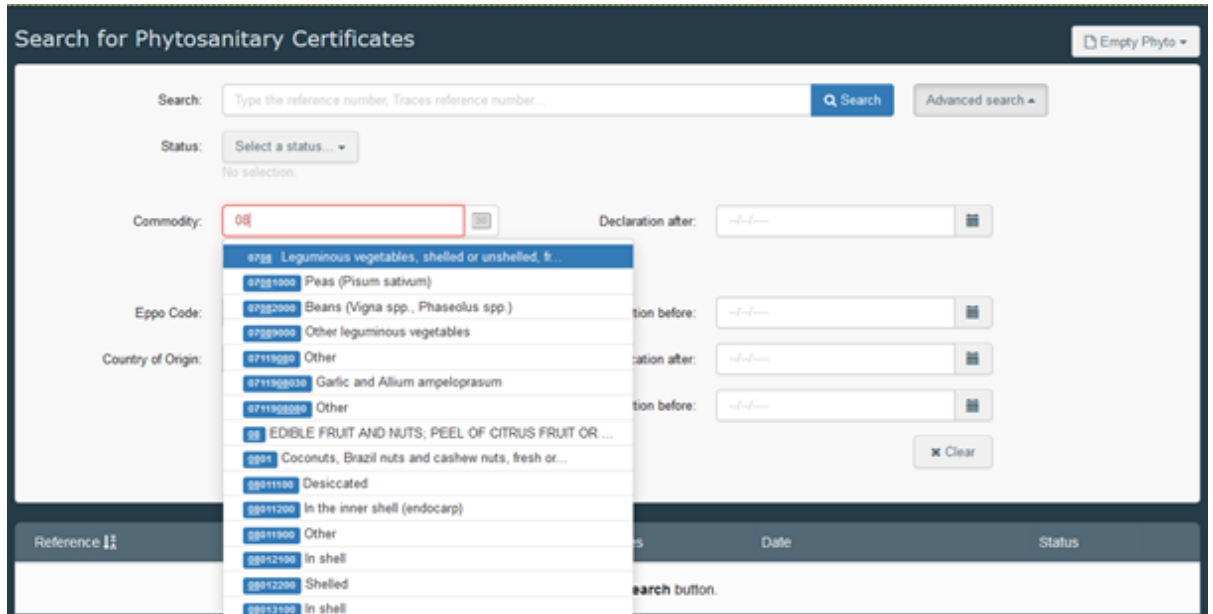
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Identification of Applicant

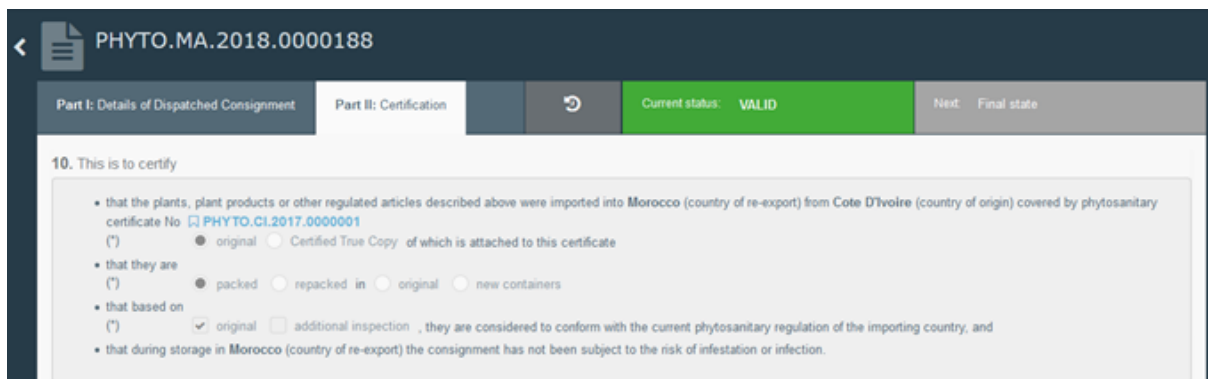
Fullname	Help Desk GLORIA
Body Description	AGRISOUSS
Declaration date/time	March 9, 2018 16:03:22 +01:00 CET.

What's New?

- **Bug fixing:** Resolution of a bug leading to error 403 when searching aPHYTO by CN code.

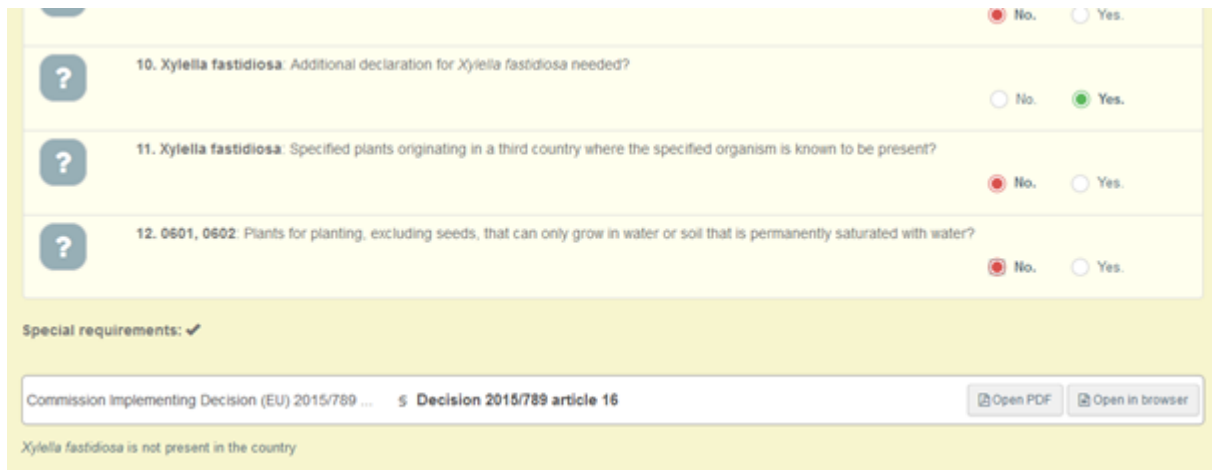


- **Bug fixing:** Resolution of a bug which was generating same Local reference number when **Copy as new** a certificate.
- **Bug fixing:** Resolution of a bug preventing validating a PHYTO for re-export from an existing PHYTO.



### Box 11

Resolution of a bug leading to an error in the box 11. Additional declaration in relation with *Xylella fastidiosa* Decision.



The screenshot shows a form with three questions and a special requirements section. The questions are:

- 10. *Xylella fastidiosa*: Additional declaration for *Xylella fastidiosa* needed? (Radio buttons: No, Yes)
- 11. *Xylella fastidiosa*: Specified plants originating in a third country where the specified organism is known to be present? (Radio buttons: No, Yes)
- 12. 0601, 0602: Plants for planting, excluding seeds, that can only grow in water or soil that is permanently saturated with water? (Radio buttons: No, Yes)

Special requirements: ✓

Commission Implementing Decision (EU) 2015/789 ... § Decision 2015/789 article 16

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*Xylella fastidiosa* is not present in the country

### Previous release notes

#### Consult here:

[Version 3.1.0 \(15/01/2018\)](#)

[Version 3.0.0 \(15/01/2018\)](#)

[Version 2.6.5 \(16/10/2017\)](#)

[Version 2.6.0 \(04/07/2017\)](#)

[Version 2.5.1 \(04/04/2017\)](#)

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