



Department
for Environment
Food & Rural Affairs

Responsible for Load (RFL) TRACES New Technology (NT) Additional Guidance for CHED-D

FINAL v1.0 17th February 2020



Forestry Commission
England



NATURAL
ENGLAND



Environment
Agency

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Key contact details

QUERY TYPE	ORGANISATION	CONTACT INFO
Technical system queries, logon issues etc	TRACES	e-mail: sante-traces@ec.europa.eu
General Import queries not relating to system	APHA	Tel: 03000 200 301 (Mon – Fri, 08:30 – 17:00) Imports team: e-mail: imports@apha.gov.uk CIT: e-mail: SSC.Carlisle@apha.gov.uk
Queries regarding fish and aquaculture	Cefas	Tel: 01502 562244
Queries regarding fish and aquaculture inspections	Cefas Fish Health Inspectorate (FHI)	Tel: 01305 206700 e-mail: fhi@cefas.co.uk
Queries regarding food products	FSA (General Enquiries)	Tel: 020 7276 8829 (Mon – Fri, 09:30-16:00) e-mail: helpline@food.gov.uk

Introduction

The Imports programme team have created additional guidance to support the implementation of TRACES New Technology (NT) and the training material prepared by the EU Commission.

Training guides and material can be found at:

<https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/Home.htm>

This guidance is to draw awareness to any differences or workarounds between Classic and NT, visualisations have been created around the following areas:

- Internet compatibility
- Certificate reference numbers (Draft V Submitted)
- Draft Notifications
- Weights and default packages
- Copy as new
- Customs Declaration

Internet browser compatibility

When using a desktop or a laptop – logging into TRACES NT using internet browser Google Chrome will give the best user experience.

Using Internet Explorer will still allow you to raise notifications however it may look and feel quite different to guides and training material.

Some non standard internet browsers may have reduced functionality so for the best user experience we recommend Google Chrome for laptops and desktops, or Safari or Chrome for handheld devices such as mobiles or tablets.



Certificate Reference Numbers

Draft reference number V Submitted Reference number

In TRACES Classic, a draft notification number would not change once submitted.

In TRACES NT, the number does change.

The draft notification number is not searchable once submitted so you **MUST** make a note of the new notification reference number.

CHED-D: DRAFT.CHEDD.2020.0006741

CHED-D: CHEDD.GB.2020.0000130

If you do not make a note of the submitted certificate reference, you will have to locate the reference number in the advance search.

TRACES NT > Health Documents > CHED > CHEDD.GB.2020.0000130

CHED-D: CHEDD.GB.2020.0000130

Part I Dispatched Consignment | Part II Decision on Consignment | Part III Follow Up | Current status: **VALIDATED** | Note: CHED has been validated.

Type some text to filter the history logs... [Q Filter](#)

Reference	User	Body	Certificate status	Action	Time
CHEDD GB 2020 0000130	Marie Trotter	Food Standards Agency (FSA)	Validated	Sign decision	Saturday 25/01/2020 14:16:31 +0000
CHEDD GB 2020 0000130	Marie Trotter	Department of Environment, Food and Rural Affairs (DEFRA)	New	Update consignment	Saturday 25/01/2020 14:15:32 +0000
DRAFT CHEDD 2020 0006741	Marie Trotter	Department of Environment, Food and Rural Affairs (DEFRA)	Draft	Create draft consignment	Saturday 25/01/2020 13:38:12 +0000

Search for Common Health Entry Documents

Print CHED model | My pending certificates | Create new CHED

Search: Please provide reference number... [Q Search](#) [Advanced search](#) Showing 30 / 1058 results.

CHED Type: CHED-A CHED-P CHED-D CHED-PP

Status:

Country of origin: [Q](#)

Country of dispatch: [Q](#)

Country of destination: [Q](#)

Border Control Post/Control Point/Control Unit: [Q](#)

Commodity: [Q](#)

Species: [Q](#)

Has pending laboratory tests:

Requires Follow-up:

Transhipped:

Transfer:

Declaration after: [Q](#)

Declaration before: [Q](#)

Decision after: [Q](#)

Decision before: [Q](#)

Europhyt alert status:

[X Clear](#)

Draft Notifications

Creating, saving and viewing draft notifications

Drafts are not automatically saved. The only way a draft can be generated is if the user has entered a certain amount of data (this is not the mandatory fields) and clicks Save As Draft. There appear to be a random set of minimum requirements for a draft, some but not all mandatory fields have to be complete.

Minimum data needed to save a draft notification:

- Consignor/Exporter
- Consignee/Importer
- BCP
- Operator responsible for load
- Prior Notification

Notifications are only viewable as certificates once the notification is submitted.

You are unable to view a PDF of a draft notification.

Weights and default package types

Both 'Net Weight' and 'Package count' are mandatory fields you need to complete in the 'Description of consignment' section.

However, 'Default Weight Unit' and 'Default Package Type' are also mandatory but it does not show this, nor does the message on the page suggest it.

Only use weight units as KGs and **DO NOT use Tonnes.** Using Tonnes will cause issues at customs and your consignment will be delayed.

Net Weight is mandatory to submit a notification

Default package is mandatory to submit a notification

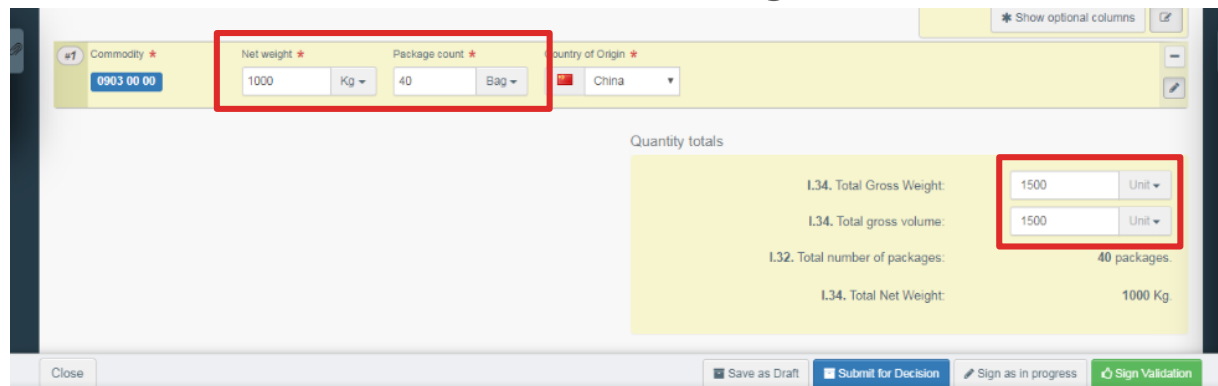
Copy as New

When using the “Copy as New” functionality, the new notification will hold the original notification details for:

- Net Weight,
- Package count,
- Total Gross Weight
- Total Gross Volumes

In Classic, this would have blanked out the values for you to enter in line with the notification you are raising.

Please double check values before submitting.



The screenshot displays a software interface with a yellow header bar and a white main area. The header bar contains the following fields: 'Commodity' with value '0903 00 00', 'Net weight' with value '1000' and unit 'Kg', 'Package count' with value '40' and unit 'Bag', and 'Country of Origin' with value 'China'. A red box highlights the 'Net weight' and 'Package count' fields. Below the header bar, the 'Quantity totals' section is visible, containing the following items: 'I.34. Total Gross Weight: 1500' with a 'Unit' dropdown, 'I.34. Total gross volume: 1500' with a 'Unit' dropdown, 'I.32. Total number of packages: 40 packages', and 'I.34. Total Net Weight: 1000 Kg'. A red box highlights the 'I.34. Total Gross Weight' and 'I.34. Total gross volume' items. At the bottom of the interface, there are buttons for 'Close', 'Save as Draft', 'Submit for Decision', 'Sign as in progress', and 'Sign Validation'.

Customs Declaration

While you will need to use a new Common Health Entry Document (CHED) on TRACES NT, you or your appointed agent should continue to use the existing Common Entry Document code (**N852**) when completing your corresponding import declaration.



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