

How to create a CHED-PP in TRACES

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Introduction

All consignments of fresh fruit, vegetables, live plants and plant products that are covered by a phytosanitary certificate or the EU marketing standards should be pre-announced in the TRACES system. Used agricultural and forestry machinery should also be reported in TRACES. Create one CHED-PP document for each consignment.

The first time you create a CHED-PP, there is a lot of information to fill in and it will take time. Later it is possible to copy a previously submitted CHED-PP and only change/fill in some information.

Before you start

Before you start to create a CHED-PP, look up the commodity codes (CN numbers/HS/tariff codes) and the botanical names of the products in the consignment. Having these codes and names will make it easier to fill in a CHED-PP. You can find the commodity codes [here](#).

Be aware of that the importer must have the status “valid” for you to be able to submit a CHED-PP. This applies to consignments with products that require phytosanitary certificate. Each business day, the Swedish Board of Agriculture will check which new Swedish importers that have been created and approve those that have the required information. The following information is required: Name, country, phone number, email address, street address including postal code and city and national registration number (= Swedish organization number or EORI number). When an importer has been approved then the status becomes valid. If the importer is in another country than Sweden, you must contact the Plant Authority in that country to get the importer approved.

Everything marked with a red star in the CHED-PP is mandatory to fill in. In box I.10, “Prior notification”, you should choose which date and time you want your consignment to be inspected. Remember to fill in the **flight number** (AWB) and the **registration number** of the road vehicle after choosing the means of transport in box I.13. If the consignment arrives by ship, fill in the **container number** in box I.17.

Your CHED-PP must be submitted at latest at 13.00 the business day before the wanted day of inspection. This applies to Stockholm Arlanda airport, Helsingborg, Malmö port, Malmö flygfraktsterminalen, Gothenburg port, Gothenburg – Landvetter and Svinesund. If your consignment arrives at Stockholm Norvik port, the CHED-PP must be submitted at latest at 10.00 the business day before the consignment arrives. For our other border control posts the inspection will be performed within 5 days after the consignment is reported in TRACES. You can find more information about our border control posts at our [website](#).

If the consignment is delayed or you want to change date of inspection, you need to inform us at the latest at 08.00 the same day as the reported day of inspection. Please send an e-mail with the changes to importkontroll@jordbruksverket.se. If you don't inform us of any delay, you will be charged a fee of 800 SEK.

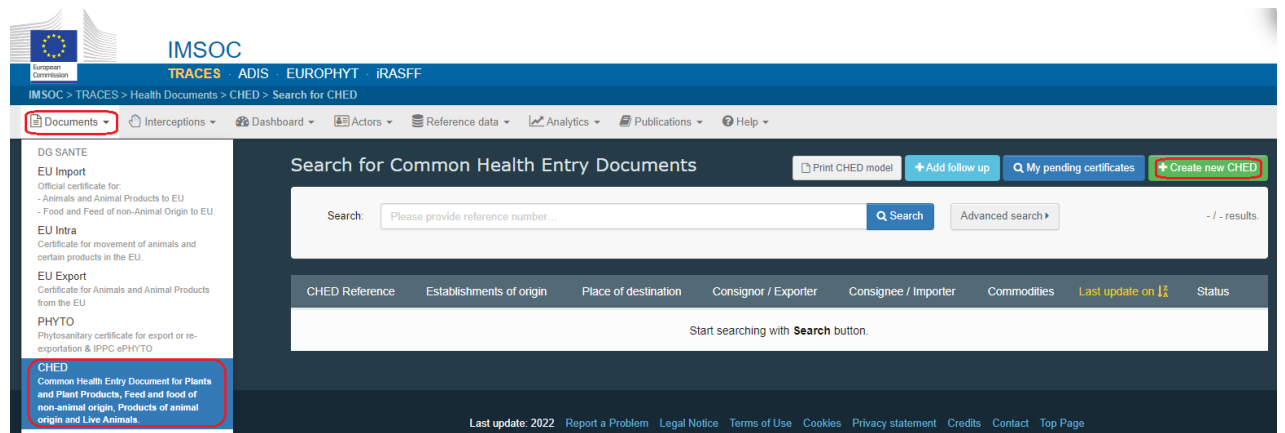
Many products require a phytosanitary certificate (in original) to be allowed to be imported to Sweden and the EU. If you are unsure if a phytosanitary certificate is required for your consignment, please contact the Import and Export Control Unit at the Swedish Board of Agriculture (e-mail address: importkontroll@jordbruksverket.se).

Log in to TRACES

Click on this link <https://webgate.ec.europa.eu/tracesnt/login> and then on the green box “Log in” in the middle of the page. You will then be redirected to a webpage where you shall log in with two-factor authentication. More information about two-factor authentication can be found in the instruction “Get access to TRACES”. When you have logged in, you will be redirected to TRACES.

Create a new CHED-PP

On the homepage, click on “Documents” and then “CHED”. After that you click on the green button “Create new CHED”.



The screenshot shows the TRACES web interface. The top navigation bar includes the European Commission logo, the IMSOC logo, and links for TRACES, ADIS, EUROPHYT, and iRASFF. The breadcrumb trail is: IMSOC > TRACES > Health Documents > CHED > Search for CHED. The main navigation menu includes: Documents (highlighted with a red box), Interceptions, Dashboard, Actors, Reference data, Analytics, Publications, and Help. The left sidebar lists various document types: DG SANTE, EU Import, EU Intra, EU Export, PHYTO, and CHED (highlighted with a red box). The CHED description is: "Common Health Entry Document for Plants and Plant Products, Feed and food of non-animal origin, Products of animal origin and Live Animals". The main content area is titled "Search for Common Health Entry Documents" and features a search input field, a "Search" button, and an "Advanced search" dropdown. A green button labeled "Create new CHED" is visible in the top right corner of the main content area. The footer contains the text "Last update: 2022" and links for "Report a Problem", "Legal Notice", "Terms of Use", "Cookies", "Privacy statement", "Credits", "Contact", and "Top Page".

Choose the products

Tick the CHED-PP box for plants and plant products. Select one (or more) products from the list, tick the box CHED-PP on the right and click “Done”. You can use taric codes or you can write the name of the product.

Select CHED type and commodities

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

mango Filter

- 08 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS CHED-PP
 - 0804 Dates, figs, pineapples, avocados, guavas, mangoes and mangosteens, fresh or dried CHED-PP
 - + 0804 50 00 Guavas, mangoes and mangosteens CHED-PP
 - 0812 Fruit and nuts, provisionally preserved (for example, by sulphur dioxide gas, in brine, in sulphur water or in other preservative solutions), but unsuitable in that state for immediate consumption CHED-PP
 - 0812 90 Other CHED-PP
 - + 0812 90 70 Guavas, mangoes, mangosteens, tamarinds, cashew apples, lychees, jackfruit, sapodillo plums, passion fruit, carambola, pitahaya and tropical nuts CHED-PP
- 12 OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT, INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER CHED-PP
 - 1214 Swedes, mangolds, fodder roots, hay, lucerne (alfalfa), clover, sainfoin, forage kale, lupines, vetches and similar forage products, whether or not in the form of pellets CHED-PP
 - 1214 90 Other CHED-PP
 - + 1214 90 10 Manolds, swedes and other fodder roots CHED-PP

Common Health Entry Document for **Plant product** with 1 nomenclature(s). Cancel Done

The next step is to fill in “Part 1 – Dispatched consignment” of the CHED-PP.

The consignment’s exporter and importer

Fill in name and country in box I.1, “Consignor/Exporter”, and box I.6, “Consignee/Importer”. It is also possible to do an advanced search by clicking on “Advanced”.

I.1. Consignor/Exporter *

Name Edit ★

Country ISO Code Advanced...

Use a non-business entity Clear

I.6. Consignee/Importer *

Name Edit ★

Country ISO Code Advanced...

Use a non-business entity Clear

Create a new exporter in TRACES

If the exporter does not appear when you write the name in box I.1, click on “Advanced”. Choose the country and write the name of the exporter in the search field. Click on “Search”. If the exporter is still not found in the system, you can create a new one. Click on “Create a new operator”. This button will become active after you run a search of the exporter in the system. This is to ensure that there are no duplicates present in the system.

Assign consignor

Country: No country s

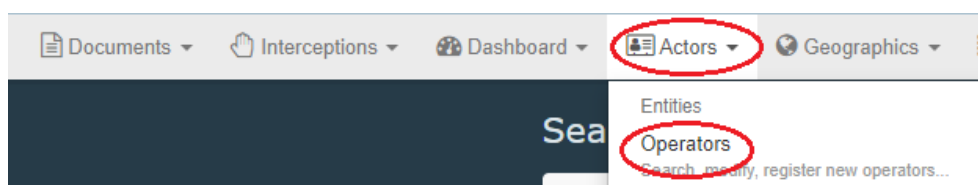
Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

All boxes that are marked in yellow shall be filled in for a new **exporter**. Then click on “Save”.

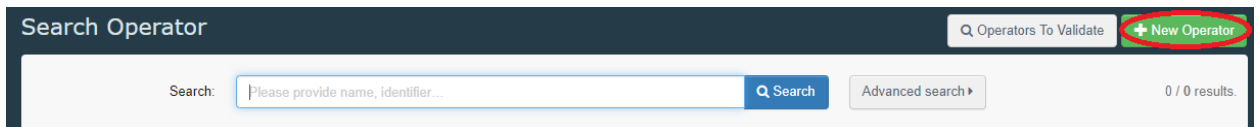
Create a new importer in TRACES

To create a new importer that **imports products that do not require a phytosanitary certificate**, for instance wood packaging material or pineapple, is it possible to do the same way as when you create a new exporter (see above). The only difference is that you click on “Advanced” in box I.6, “Importer”, instead.

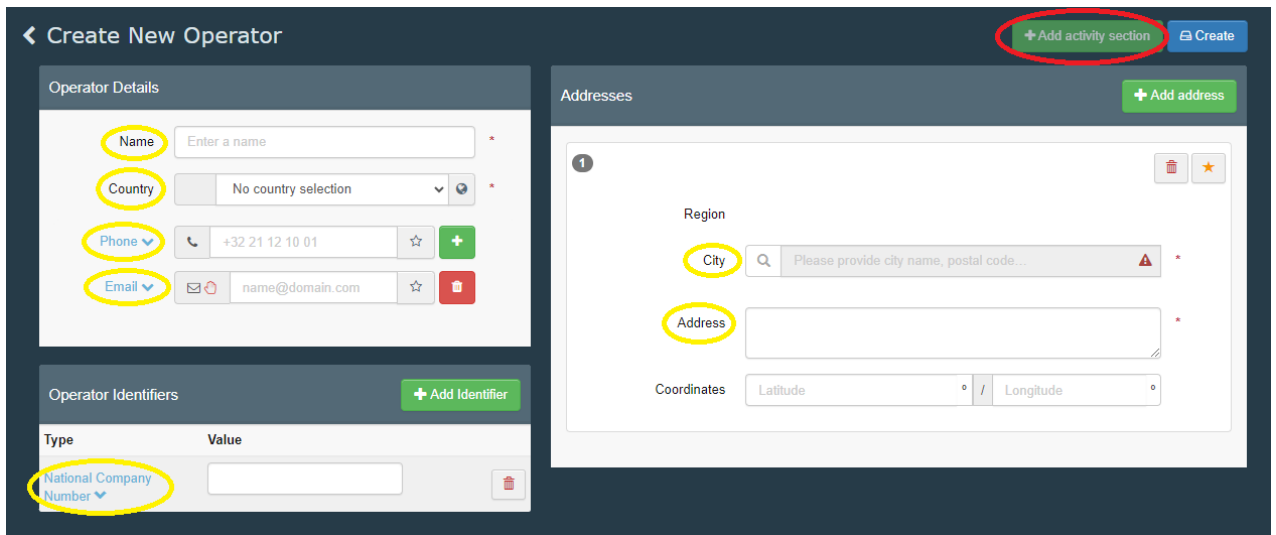
To create a new importer that **imports products that require a phytosanitary certificate**, you must leave the CHED-PP that you are creating, open a new tab in TRACES and go to “Actors – Operators”.



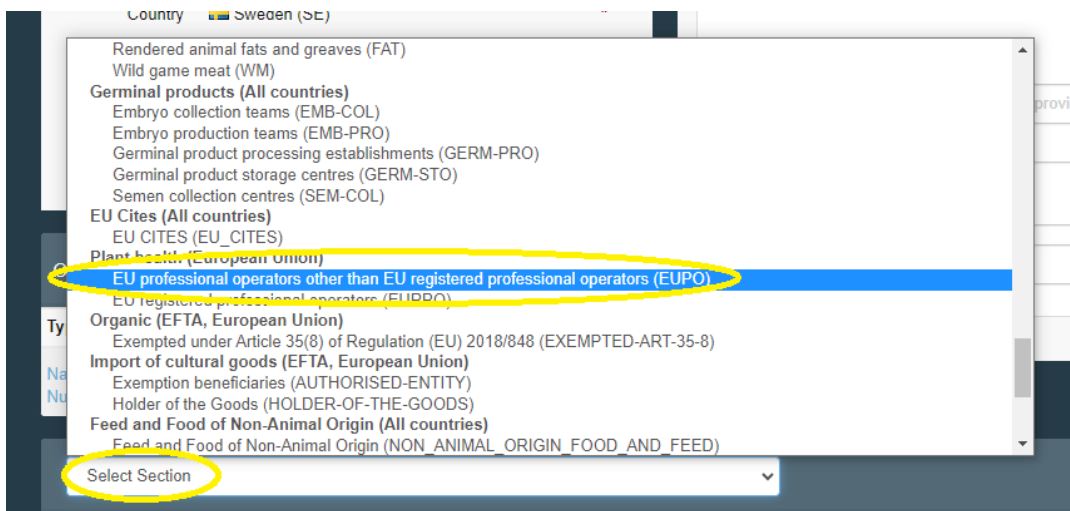
Click on “+ New operator”.



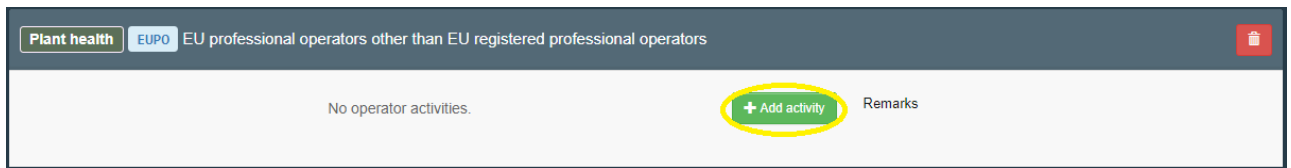
Everything marked in yellow in the example below shall be filled in for a new **importer**. In the box named “National Company Number”, the importer’s organization number shall be entered.



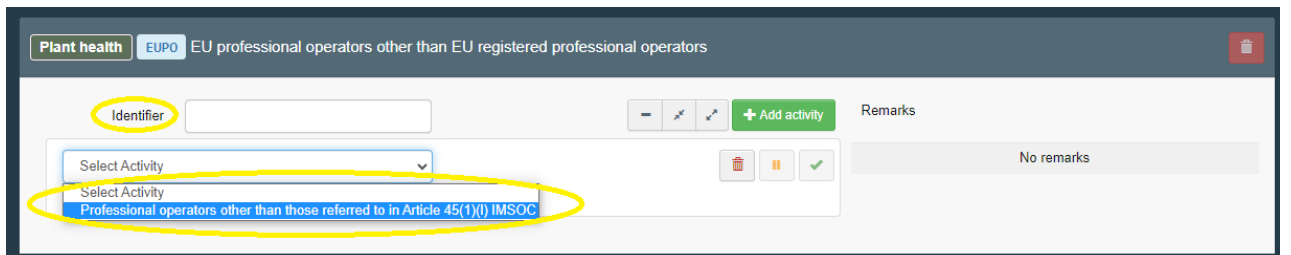
When you have filled in the yellow marked boxes, click on “+ Add activity section” (marked in red in the example above). In the box that appears, click on “Select Section” and choose “Plant health – EU professional operators other than EU registered professional operators (EUPO)”.



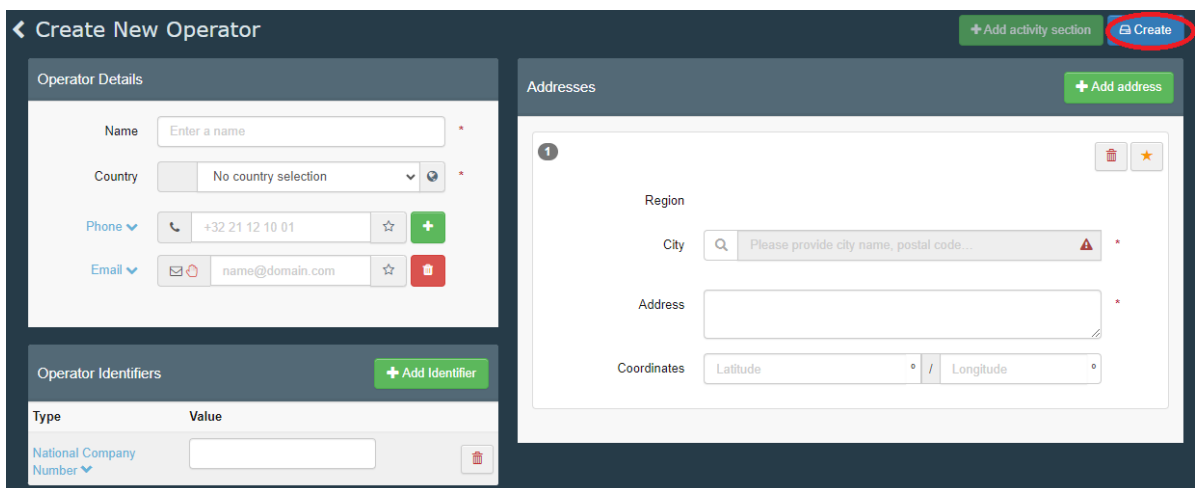
Click on “+ Add activity”.



The box “Identifier” should be filled in with the importer’s organization number. You should also click on “Select Activity” and choose ”Professional operators other than those referred to in Article 45(1)(l) IMSOC”.




Then click on “Create”.



Remember that the importer must have the status “valid” for you to be able to submit a CHED-PP for a consignment consisting of products that require phytosanitary certificate.

Border Control Post, Inspection Planner and Operator responsible for the consignment

Choose border control post for inspection (of your consignment) in box I.4.

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

Name

Country ISO Code

...


Assign my BCP ▾

Edit

Advanced...



Clear


It is possible to add details on the inspection or other comments concerning the consignment in the “Inspection Planner” box.

Inspection Planner 


Location

Comment

 00:00  +02:00 CEST

 In your time zone:


Operator responsible for the consignment (box I.8) is the agent, if there is one. Otherwise it is the importer.

I.8. Operator responsible for the consignment 

Name

Country ISO Code

...

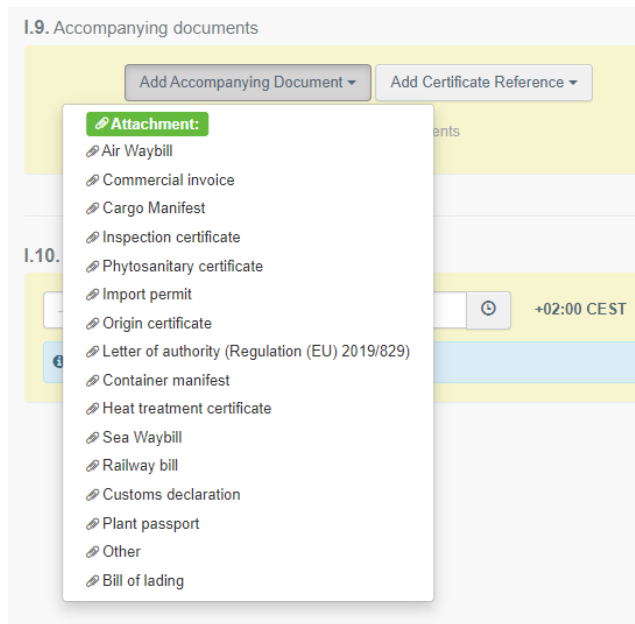
Edit 

Advanced...

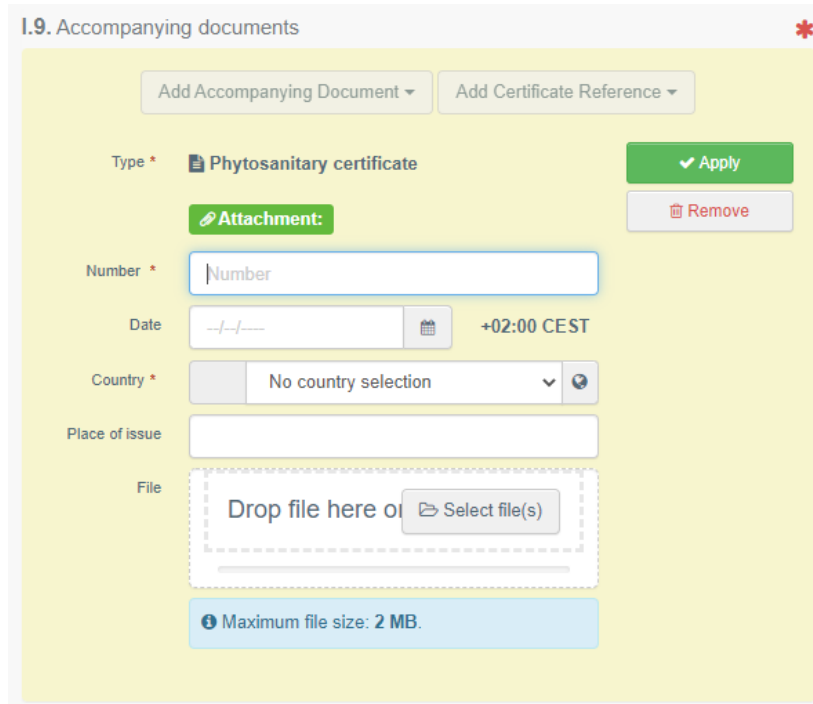
Clear

Accompanying documents

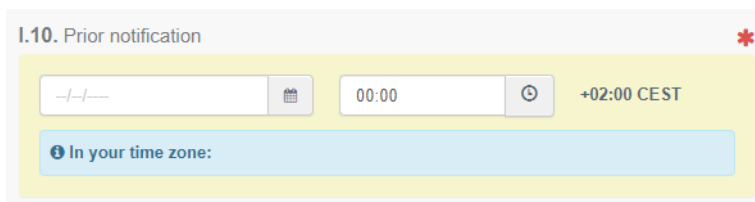
Click on the button “Add Accompanying Document” and select the type of document to add from the drop down list. Note that it is possible to add several documents.



Fill in the boxes that are marked with a red star and then click on “Apply”. You also have the option to attach a file. Please attach the phytosanitary certificate if the products in your consignment requires one. Some phytosanitary certificates are nowadays electronic and can be found in TRACES. Contact the Import and Export Control Unit at the Swedish Board of Agriculture for more information about this.



Prior notification, Place of Destination and Country of dispatch
 In box I.10, “Prior notification”, you should choose which date and time you want your consignment to be inspected.

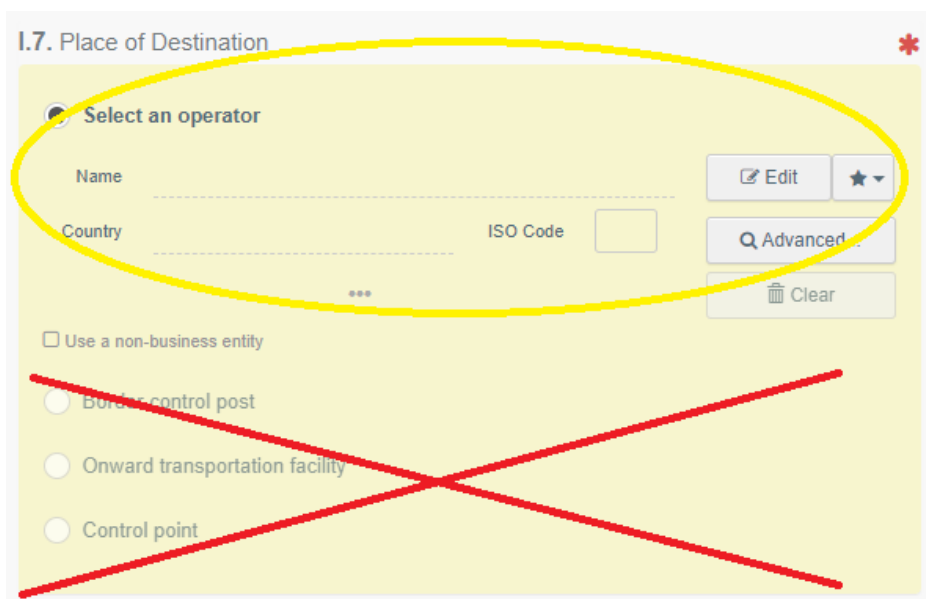


I.10. Prior notification *

---:--:-- 00:00 +02:00 CEST

In your time zone:

“Place of Destination” (box I.7) is the final address for the consignment. In many cases this is the importer’s address. Tick “Select an operator” and fill in the importer’s or other operator’s name and country. Remember that it is only possible to choose importers/operators with the status valid if the consignment consists of products that require phytosanitary certificate.



I.7. Place of Destination *

Select an operator

Name _____ Edit ★

Country _____ ISO Code

Use a non-business entity

Border control post

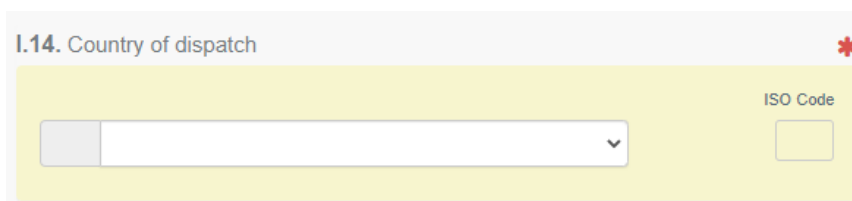
Onward transportation facility

Control point

Advanced Search

Clear

Select the country of dispatch from the list in box I.14.

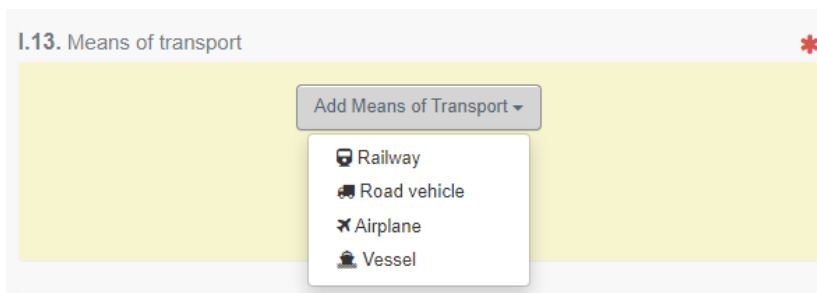


I.14. Country of dispatch *

ISO Code

Means of transport

Click on the button “Add means of transport” in box I.13 and select the means of transport by which the consignment arrives at the border control post.

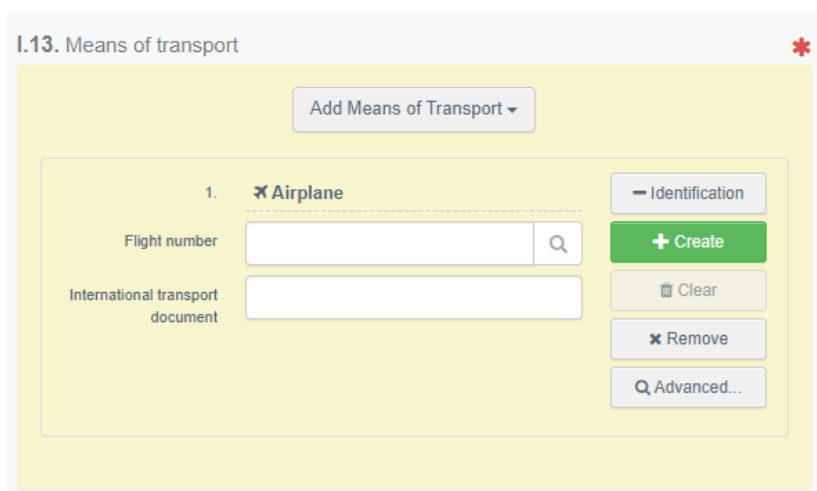


I.13. Means of transport

Add Means of Transport ▾

- Railway
- Road vehicle
- Airplane
- Vessel

Remember to add the flight number (AWB) and the registration number of the road vehicle by clicking on “Identification” after choosing the means of transport. Click on “Create” to save the added information.



I.13. Means of transport

Add Means of Transport ▾

1. ✕ Airplane

Flight number 🔍

International transport document

— Identification

+ Create

🗑 Clear

✕ Remove

🔍 Advanced...

If the consignment arrives by ship, fill in the container number and seal number in box I.17.



I.17. Container No / Seal No

Container number

Seal number

Official seal

Fill last entries with seal / container numbers to add a new row.

Purpose

The purpose of the consignment shall be registered in box I.20-I.26. In most cases, choose box I.23, “For internal market”. If your consignment is in **transit**, please contact the Import and Export Control Unit at the Swedish Board of Agriculture (e-mail address: importkontroll@jordbruksverket.se) to get information about which box to choose.

Description of the products in the consignment

At I.31, “Description of the consignment”, you can see the products that you previously specified. Here you can modify, remove or add more products.

Fill in the mandatory information for each product. Write the botanical name of the product in the box for “EPPO Code”. A list of suggestions will appear and choose the correct one for the product. Remember to specify the “Net weight” and “Package count” unit for each product.

Sign and submit the CHED-PP

Read the declaration and sign the CHED-PP by clicking on “Submit for Decision” at the bottom of the page.

For the operator responsible for the consignment

1.35 Declaration

I, the undersigned operator responsible for the consignment detailed above, certify that to the best of my knowledge and belief the statements made in Part I of this document are true and complete, and I agree to comply with the requirements of Regulation (EU) 2017/625 on official controls, including payment for official controls, as well as for re-dispatching of consignments, for quarantine of plants or plant products or cost of destruction and disposal where necessary.

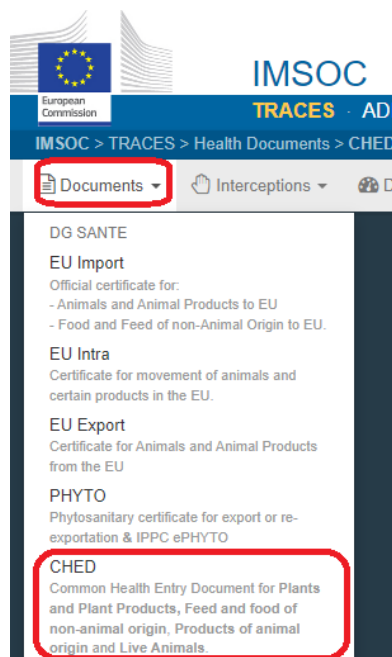
Date of signature: _____ Full name: _____ Email: _____ Signature: _____

Close Save as Draft as Submit for Decision as

Note: If some of the boxes have been completed incorrectly, an “Error” message will appear at the bottom of the page. The message will inform you about which boxes in the CHED-PP that are incorrect. Change them and try again to “Submit for Decision”.

Search for a CHED-PP in TRACES

To search for a CHED-PP, click on “Documents” and then “CHED”. Write the CHED-PP reference number or some other information concerning the consignment, for instance the importer’s name, in the search field and click on “Search”. The search result is shown below. If you choose “Advanced search”, there are more options to choose from.



Search for Common Health Entry Documents

Print CHED model Add follow up My pending certificates Create new CHED

Search: Search Advanced search > 30 / 17 525 results.

Decision in TRACES

The importer/agent can log in to TRACES and see the decision of their CHED-PP.


CHED-PP: [REDACTED]  **VALIDATED**

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	PART III FOLLOW UP	
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CHED-PP: [REDACTED]  **REJECTED**

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	DETAILS ON NON-COMPLIANCE	
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CHED-PP: [REDACTED] **IN PROGRESS**

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	SPECIAL REQUIREMENTS	DETAILS ON NON-COMPLIANCE	QUALITY CONTROL	
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Validated means that the consignment is approved to be imported to Sweden and the EU. **Rejected** means that the consignment is **not approved** to be imported to Sweden and the EU. **In progress** means that a change has been made and saved in the CHED-PP. A decision has not yet been made for the consignment.

More information and contact information

To find more detailed information in English about how to create a CHED-PP, click [here](#).

If you have questions about TRACES in general, please contact SANTE-TRACES@ec.europa.eu (in English). If the questions concern CHED-PP and TRACES in connection with import of fresh fruit, vegetables, live plants, plant products and used agricultural or forestry machinery, please contact the Import and Export Control Unit at the Swedish Board of Agriculture (in Swedish or English) at importkontroll@jordbruksverket.se or dial 036-158350.