

How to create a CHED-PP in TRACES

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Introduction

All consignments of fruit, vegetables, plants, plant products, wood packaging material, wood and other items covered by the plant health regulations or the EU marketing standards must be registered in the TRACES system. Used agricultural and forestry machinery should also be registered 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 <u>here</u>.

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 10 a.m. one business day before the consignment is available for import check. This applies to all border control posts except Arlanda. When importing via Stockholm Arlanda Airport, the notification must be submitted at the latest at 1 p.m. one business day before the consignment is available for import check. If the consignment consists of wood and arrives at one of our border control posts which is only approved for wood, you must notify us at the latest 10 a.m. **five** business days before the consignment is available for import check. You can find more information about our border control posts at our <u>website</u>.

If the consignment is delayed or there is any other change, you must notify us by e-mail at the latest 08.00 a.m. the same day that the consignment was notified to arrive. Please send an e-mail with the changes to

importkontroll@jordbruksverket.se. If you do not notify in time, we will charge you SEK 800 per consignment. As of July 1 2025, the changes must be notified to the Swedish Board of Agriculture by e-mail at the latest 3 p.m. the weekday before the day that the consignment was notified to arrive. For consignments arriving by air, the changes must be notified at latest 08.00 a.m. the same day that the consignment was notified to arrive. As of July 1, we will charge you SEK 1000 per consignment if you do not notify in time. 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 <u>https://webgate.ec.europa.eu/tracesnt/login</u> 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 twofactor 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".

IMSOC									
Commission TRACES · ADIS	: · EUROPHYT · iRASFF								
IMSOC > TRACES > Health Documents > CHED >	IMSOC > TRACES > Health Documents > CHED > Search for CHED								
🖹 Documents 🔹 🖒 Interceptions 🔹 🍘 Dashboard 👻 🕮 Actors 👻 🗟 Reference data 🔹 🗠 Analytics 🔹 🙆 Publications 👻 🚱 Help 🔹									
DG SANTE EU Import	Search for Common Health Entry Documents Print CHED model +Add follow up Q My pending certificates								
Official certificate for: - Animals and Animal Products to EU - Food and Feed of non-Animal Origin to EU.	Search: Please provide reference number Q Search Advanced search -/ - results.								
EU Intra Certificate for movement of animals and certain products in the EU.									
EU Export Certificate for Animals and Animal Products from the EU	CHED Reference Establishments of origin Place of destination Consignor / Exporter Consignee / Importer Commodities Last update on 🔓 Status								
PHYTO Phytosanitary certificate for export or re- exportation & IPPC ePHYTO	Start searching with Search button.								
CHED Common Health Entry Document for Plants									
and Plant Products, Feed and food of non-animal origin, Products of animal origin and Live Animals.	Last update: 2022 Report a Problem Legal Notice Terms of Use Cookies Privacy statement Credits Contact 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	🛍 Unselect all
mango Q Filter	Œ
EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS	CHED-PP
Dates, figs, pineapples, avocados, guavas, mangoes and mangosteens, fresh or dried	CHED-PP
Oct 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
Guavas, mangoes, mangosteens, tamarinds, cashew apples, lychees, jackfruit, sapodillo plums, passion fruit, carambola, pitahaya and tropical nuts	CHED-PP
OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER	CHED-PP
 tztt 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
+ Erzmentin Mandolds, swedes and other fodder roots	
Common Health Entry Document for Plant product with 1 nomenclature(s).	el 🗸 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			In It
Country		ISO Code	Q Advanced
	•••		💼 Clear
Use a non-business entity			
I.6. Consignee/Importer			*
Name			🕼 Edit 🔹 🛧 🗸
Country		ISO Code	Q Advanced
	***		🛱 Clear
Use a non-business entity			

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	: N	o country s 🗸 🤇	Type business nam	e, approval numb	er Q Search	
Name A	ddress	Section	Activity Type	Status	Activity Identifier	
		Start	t searching with Search t	utton.		
					+ Create a new operator	Close

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

Create consignor/exp	orter operator					
Operator Details			Activity			
Name		*	✓ Activity details			
Country	~ Ø	*	Section	Third country profes	ssional operat	ors (TCI 🗸 *
Phone 🗸	 +32 21 12 10 01 ☆ 		Activity	Professional operat	tor	♥ *
Email 🗸	name@domain.com		Identifier			
			Valid From			+02:00 CEST
Addresses	+ Add a	address	Valid to			+02:00 CEST
0	a	*	Publication date			
Region			Application date		Ê	
City	Q Please provide city name, postal (A	*				
Address	·	*	✓ Activity Address			
			Address			@ - *
Coordinates	Latitude ° / Longitude °					
Operator Identifiers	+ Add Io	dentifier				
	No identifiers					

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".

Documents 👻	Interceptions •	🚳 Dashboard 👻	Actors - Seographics -	U
		Sea	Entities Operators Search, meany, register new operators	

Click on "+ New operator".

Search Operator			Q (Operators To Validate
Search:	Please provide name, identifier	Q Search	Advanced search	0 / 0 results.

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.

Create New	Operator			+ Add activ	vity section 🖨 Create
Operator Details			Addresses		+ Add address
Name	Enter a name	*	0		
Country	No country selection	¥ @ *	Desien		
Phone 🗸	• +32 21 12 10 01	☆ +	Region	O Blocco provido city parto postal codo	A *
Email	► 👌 name@domain.com	☆ 💼	City	A Prease provide city name, postar code	A
			Address		*
Operator Identifiers		+ Add Identifier	Coordinates	Latitude • 1 Longitude	0
Туре	Value				
National Company Number 🗸		a			

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".

Plant health EUPO EU professional operators other than EU registered professional operators	;		Î
No operator activities.	+ Add activity	Remarks	

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)(1) IMSOC".

Plant health EUPO EU professional operators other than EU registered profess	sional operators	
Identifier	- 💉 🦨 + Add activity	Remarks
Select Activity	â II 🗸	No remarks
Select Activity Professional operators other than those referred to in Article 45(1)(i) IMSOC		

Then click on "Create".

<	Create New	Operator			+Add activity section
	Operator Details			Addresses	+ Add address
	Name	Enter a name	•	0	
	Country	No country selection	✓ Ø	Pagian	
	Phone 🗸	+32 21 12 10 01	☆ +	Region	
	Email 🗸	name@domain.com	☆ 💼	City	Q Please provide city name, postal code
				Address	
	Operator Identifiers	3	+ Add Identifier	Coordinates	Latitude • / Longitude •
	Туре	Value			
	National Company Number 💙				

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		Assign my BCP -
Country	ISO Code	C Edit
	***	Q Advanced
		💼 Clear

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

Inspection Planner					Ø
Location					
Comment					
/	(11)	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		☑ Edit	**
Country	ISO Code	Q Advance	ed
	•••	🛅 Clea	r

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.

I.9. Accompanying	g documents	*
Add	d Accompanying Document - Add Certificate Reference -	
Type *	Phytosanitary certificate	
	Attachment:	
Number *	Number	
Date	// 🛗 +02:00 CEST	
Country *	No country selection	
Place of issue		
File	Drop file here of 🗁 Select file(s)	
	Maximum file size: 2 MB.	

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	Q Advanced
	💼 Clear
Use a non-business entity	
Borders control post	
Onward transportation facility	
Control point	

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	
	â 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		- Identification	
Flight number		۹	+ Create	
International transport			🛱 Clear	
document			× Remove	
			Q Advanced	

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

1.1	7. Container No / Seal No			Ø
	Container number	Seal number	Official seal	×
			Official seal	-
	Fill last entries with seal / container numbers to add a new	гож.		

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: <u>importkontroll@jordbruksverket.se</u>) to get information about which box to choose.

● 1.20. / 1.22. / 1.23. / 1.24. / 1.25. / 1.26. Purpose	*
I.20. For transhipment	O 1.20. For transfer to
I.22. For transit	O I.23. For internal market
I.23. For private import	O 1.25. For re-entry
Preferred Onward Transportation Facility in case of pending laboratory tests	r
Name C Edit	
Country ISO Code Q Advanced	
*** 🗎 Clear	

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.

● I.31. Description of consignment	*
+ Add commodities	
EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS Dates, figs, pineapples, avocados, guavas, mangoes and mangosteens, fresh or dried Guavas, mangoes and mangosteens Guavas, mangoes and mangosteens	Clear rows + Add row Subtotal quantity: 0 Units. Subtotal number of packages: 0 packages. Subtotal net veight: 0 . Subtotal net volume: 0 .

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.

(#1) Commodity *	EPPO Code * Pr	oduct type \star	Net weight *	Package count *	Country of Origin *	-
0804 50 00	14	Other living pl: 🗸 🛨	kg	g 🕶 🛛 🖉 🗸	* +	
	FEJSE Acca sellowiana					92
	GANMA Garcinia mangost	tana	Qua	antity totals		
	1MNGG Mangifera					
	MNGIN Mangifera indica			1.34.	Total Gross Weight:	Unit -
	1PSIG Psidium			1.34	Total gross volume:	Unit 🕶

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.

S For the operator responsible for the consignment								
1.35 De	eclaration							
	I, the undersigned Part I of this docume payment for official c where necessary.	operator responsible nt are true and comp ontrols, as well as for	for the consignment detailed above, certify that to the best of lete, and I agree to comply with the requirements of Regulation re-dispatching of consignments, for quarantine of plants or pl	my knowledge and belief the statements made in n (EU) 2017/625 on official controls, including lant products or cost of destruction and disposal				
	Date of signature Full name:			Signature				
			Email:					
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 fo	r Common Health Entry Documents	Print CHED model	+ Add follow up	Q My pending certificates	+ Create new CHED
Search:	Please provide reference number	Q 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:		*				VALIDATED
PART IPART IIDISPATCHEDDECISION ONCONSIGNMENTCONSIGNMENT	Part III Follow up					5
CHED-PP:		#				REJECTED
PART I PART II DISPATCHED DECISION ON CONSIGNMENT CONSIGNMENT	Details on Non-compliance					ల
CHED-PP:					I	N PROGRESS
PART I PART II DISPATCHED DECISION ON CONSIGNMENT CONSIGNMENT	Special requirements	Details on Non-compliance	QUALITY Control			9

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 <u>here</u>.

If you have questions about TRACES in general, please contact <u>SANTE-</u><u>TRACES@ec.europa.eu</u> (in English). If the questions concern CHED-PP and TRACES in connection with import of fruit, vegetables, plants, plant products, wood packaging material, wood 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 <u>importkontroll@jordbruksverket.se</u> or dial +4636-158350.