

## 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 [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 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 [website](#).

**If the consignment is delayed or there is any other change, you must notify 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. Please send an e-mail with the changes to [importkontroll@jordbruksverket.se](mailto:importkontroll@jordbruksverket.se). If you do not notify in time, we will charge you SEK 1000 per consignment.

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

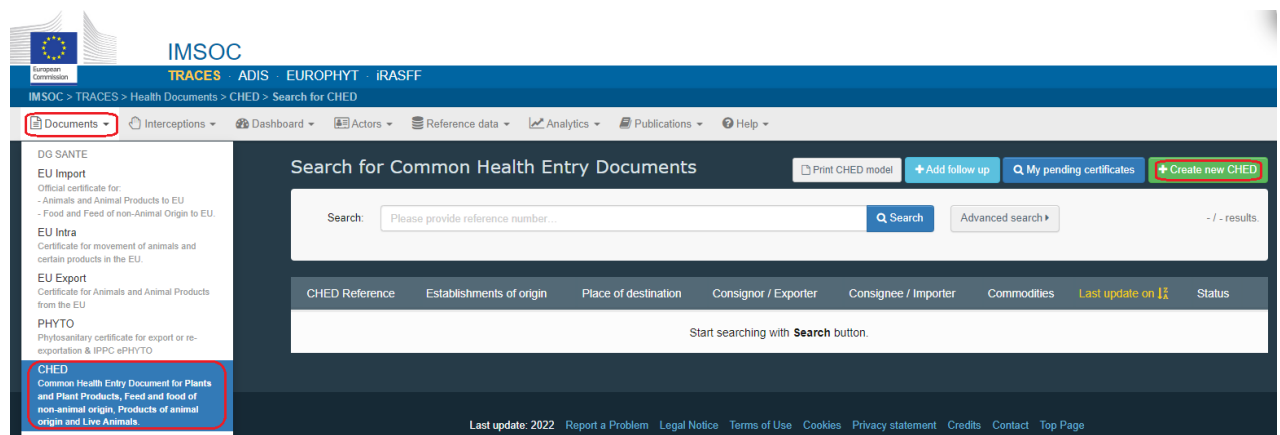
at the Swedish Board of Agriculture (e-mail address:  
[importkontroll@jordbruksverket.se](mailto:importkontroll@jordbruksverket.se)).

## 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”.



## 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...

\*\*\* Clear

☐ Use a non-business entity

**I.6. Consignee/Importer**

Name Edit ★

Country ISO Code 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: No country s

Type business name, approval number... Search

Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with <b>Search</b> button.					

+ 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 consignator/exporter operator**

**Operator Details**

Name

Country

Phone  +32 21 12 10 01

Email  name@domain.com

**Addresses** [+ Add address](#)

1

Region

City  Please provide city name, postal code

Address

Coordinates Latitude  / Longitude

**Operator Identifiers** [+ Add Identifier](#)

No identifiers

**Activity**

**Activity details**

Section  Third country professional operators (TCI)

Activity  Professional operator

Identifier

Valid From  +02:00 CEST

Valid to  +02:00 CEST

Publication date

Application date

**Activity Address**

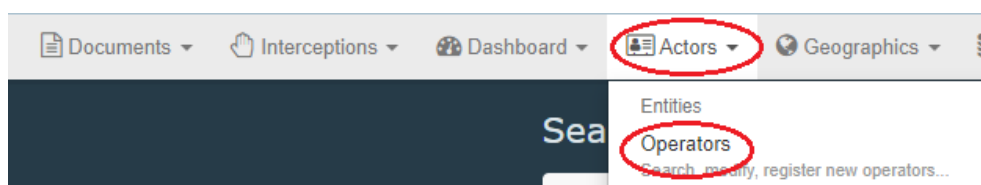
Address

[Close](#) [Save](#)

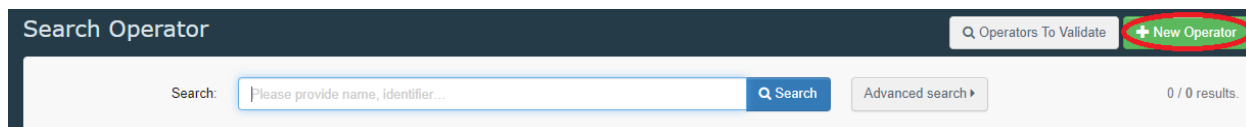
## Create a new importer in TRACES

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.

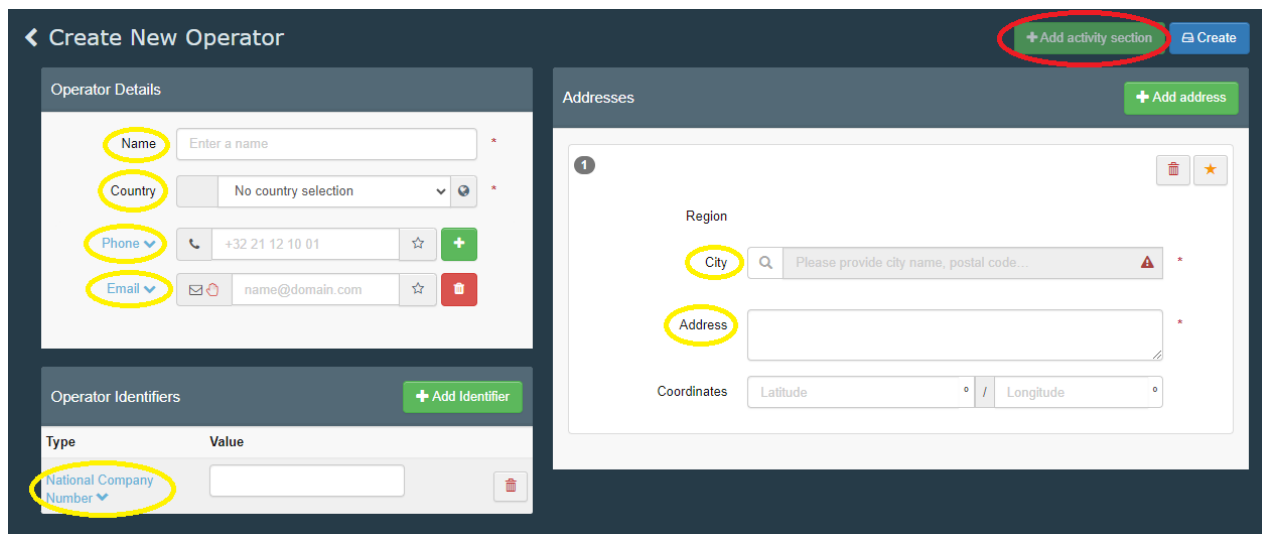
To create a new importer that **imports products that require a phytosanitary certificate**, you must leave the CHED-PP that you are creating, open a new tab in TRACES and go to “Actors – Operators”.



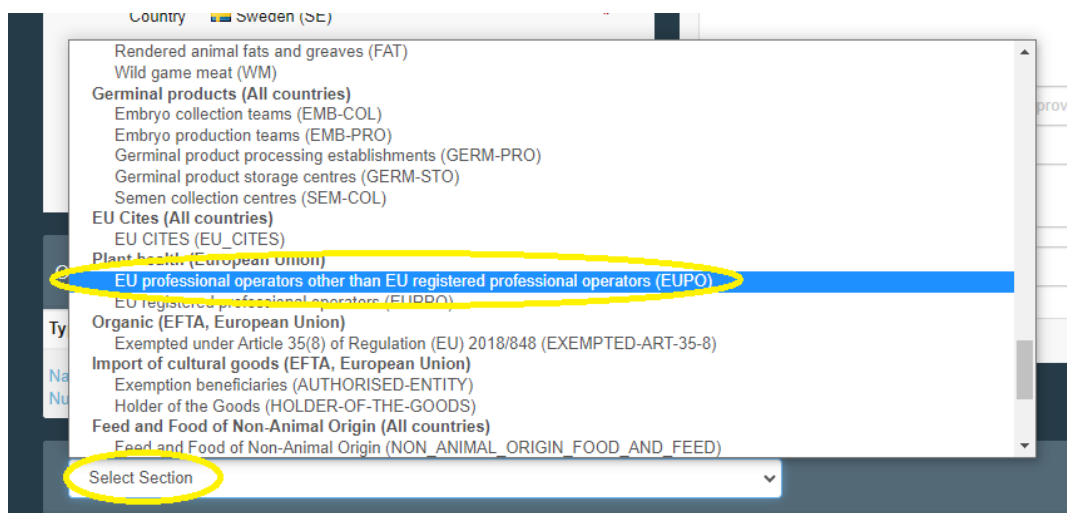
Click on “+ New operator”.



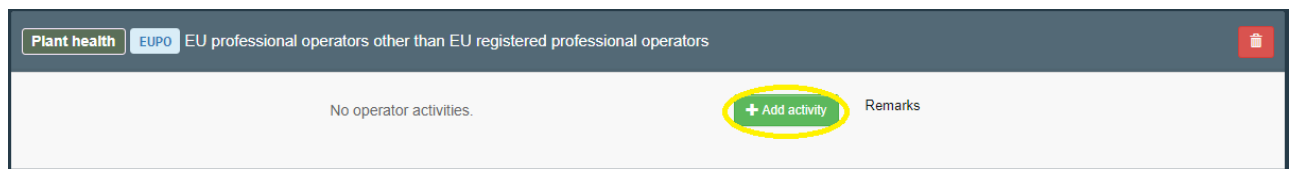
Everything marked in yellow in the example below shall be filled in for a new **importer**. In the box named “National Company Number”, the importer’s organization number shall be entered.



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”.

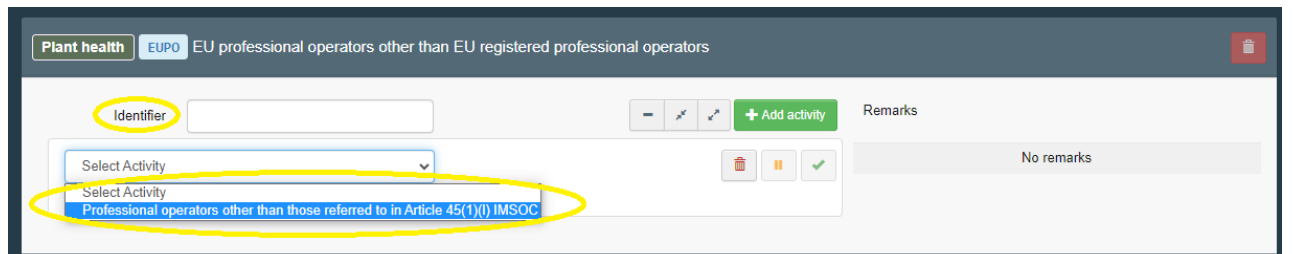


Plant health EUPD EU professional operators other than EU registered professional operators

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)(l) IMSOC”.



Plant health EUPD EU professional operators other than EU registered professional operators

Identifier

Select Activity

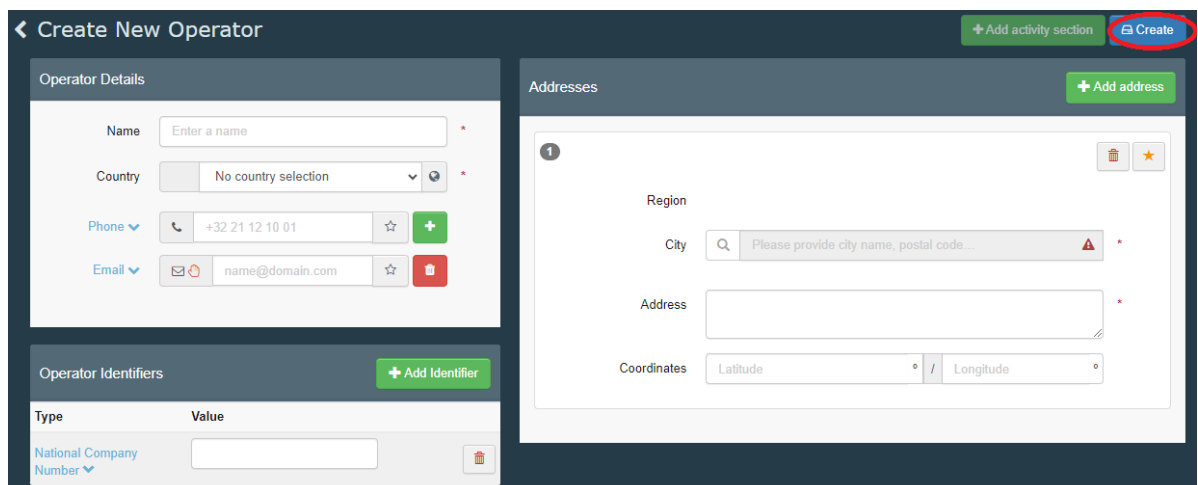
Select Activity

Professional operators other than those referred to in Article 45(1)(l) IMSOC

+ Add activity Remarks

No remarks

Then click on “Create”.



Create New Operator

+ Add activity section Create

Operator Details

Name Enter a name \*

Country No country selection \*

Phone +32 21 12 10 01 \*

Email name@domain.com \*

Operator Identifiers + Add Identifier

Type Value

National Company Number

Addresses + Add address

1

Region

City Please provide city name, postal code... \*

Address \*

Coordinates Latitude / Longitude

**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	<input type="text"/>
***			<input type="button" value="Edit"/>
			<input type="button" value="Advanced..."/>
			<input type="button" value="Clear"/>

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

**Inspection Planner** 

Location	<input type="text"/>		
Comment	<input type="text"/>		
<input type="text" value="--/--"/>	<input type="button" value="📅"/>	<input type="text" value="00:00"/>	<input type="button" value="🕒"/>
+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			<input type="button" value="Edit"/>	<input type="button" value="★ ▾"/>
Country		ISO Code	<input type="text"/>	<input type="button" value="Advanced..."/>
***			<input type="button" value="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.

The screenshot shows the 'I.9. Accompanying documents' section of a web form. A dropdown menu is open under the 'Add Accompanying Document' button. The menu lists various document types, each preceded by a small icon. The list includes: Air Waybill, Commercial invoice, Cargo Manifest, Inspection certificate, Phytosanitary certificate, Import permit, Origin certificate, Letter of authority (Regulation (EU) 2019/829), Container manifest, Heat treatment certificate, Sea Waybill, Railway bill, Customs declaration, Plant passport, Other, and Bill of lading. The background shows parts of other form sections, including 'I.10.' and a time zone selector set to '+02:00 CEST'.

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.

This screenshot shows the 'I.9. Accompanying documents' form with a red star icon in the top right corner. The 'Type' field is set to 'Phytosanitary certificate'. The 'Attachment' section is visible. The 'Number' field contains the text 'Number'. The 'Date' field is empty, with a calendar icon and a time zone selector set to '+02:00 CEST'. The 'Country' field is set to 'No country selection'. The 'Place of issue' field is empty. The 'File' section has a dashed box with the text 'Drop file here or Select file(s)'. A blue box at the bottom indicates 'Maximum file size: 2 MB.'. There are 'Apply' and 'Remove' buttons on the right side of the form.

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** \*

+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

Country  ISO Code

☐ Use a non-business entity

☐ Border control post

☐ Onward transportation facility

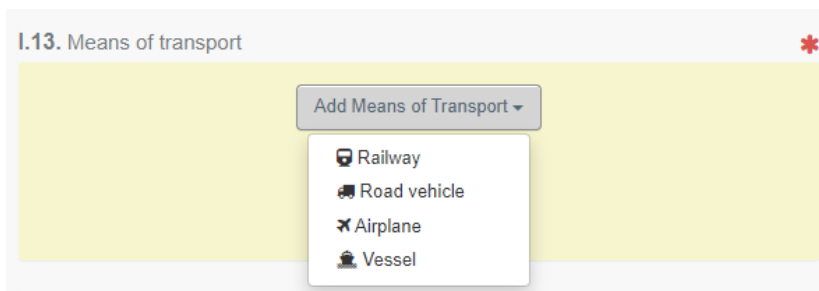
☐ Control point

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

**I.14. Country of dispatch** \*

## 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.

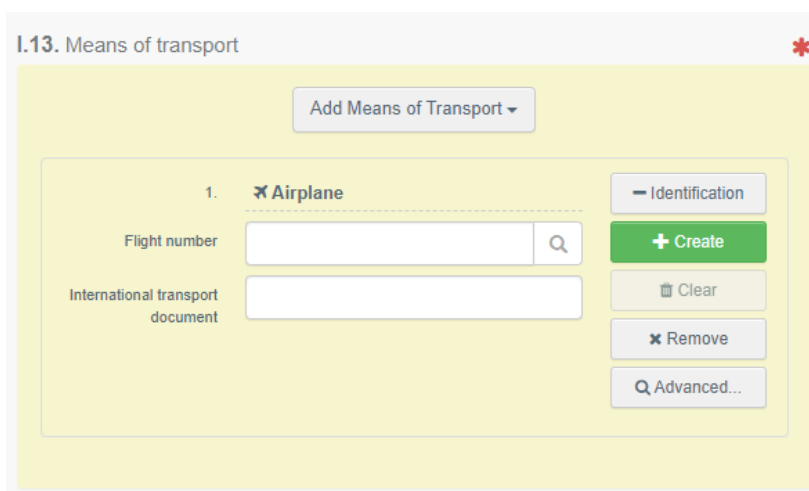


I.13. Means of transport

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

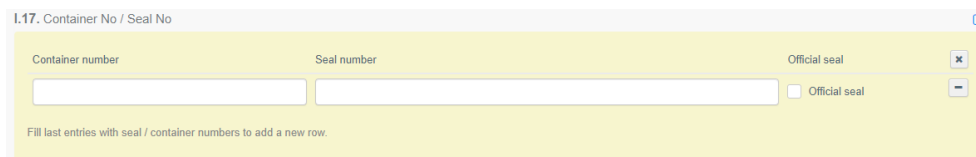
+ Create

🗑 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

☐ 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](mailto:importkontroll@jordbruksverket.se)) to get information about which box to choose.

1.20. / 1.22. / 1.23. / 1.24. / 1.25. / 1.26. Purpose

☐ 1.20. For transshipment

☐ 1.20. For transfer to

☐ 1.22. For transit

☐ 1.23. For internal market

☐ 1.23. For private import

☐ 1.25. For re-entry

Preferred Onward Transportation Facility in case of pending laboratory tests ☐

Name

Country  ISO Code

## 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.

1.31. Description of consignment

1 00 EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS

0804 Dates, figs, pineapples, avocados, guavas, mangoes and mangosteens, fresh or dried

0804 50 00 Guavas, mangoes and mangosteens

Subtotal quantity: 0 Units.

Subtotal number of packages: 0 packages.

Subtotal net weight: 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 \* Product type \* Net weight \* Package count \* Country of Origin \*

0804 50 00  14 Other living pl.  kg  Box

Acca sellowiana

Garcinia mangostana

Mangifera

Mangifera indica

Psidium

Quantity totals

1.34. Total Gross Weight:  Unit

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.

For the operator responsible for the consignment

**I.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.

European Commission

IMSOC

TRACES

IMSOC > TRACES > Health Documents > CHED

Documents Interceptions

DG SANTE

EU Import  
Official certificate for:  
- Animals and Animal Products to EU  
- Food and Feed of non-Animal Origin to EU.

EU Intra  
Certificate for movement of animals and certain products in the EU.

EU Export  
Certificate for Animals and Animal Products from the EU

PHYTO  
Phytosanitary certificate for export or re-exportation & IPPC ePHYTO

**CHED**  
Common Health Entry Document for Plants and Plant Products, Feed and food of non-animal origin, Products of animal origin and Live Animals.

Search for Common Health Entry Documents

Print CHED model

Add follow up

My pending certificates

Create new CHED

Search:

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 I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	PART III FOLLOW UP		
-------------------------------------	---------------------------------------	-----------------------	--	--

CHED-PP:

REJECTED

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	DETAILS ON NON-COMPLIANCE		
-------------------------------------	---------------------------------------	------------------------------	--	--

CHED-PP:

IN PROGRESS

PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	SPECIAL REQUIREMENTS	DETAILS ON NON-COMPLIANCE	QUALITY CONTROL	
-------------------------------------	---------------------------------------	----------------------	------------------------------	--------------------	--

**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](mailto:SANTE-TRACES@ec.europa.eu) (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 [importkontroll@jordbruksverket.se](mailto:importkontroll@jordbruksverket.se) or dial +4636-158350.