

## How to create a CHED-PP for wood packaging material in TRACES

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### Introduction

Notify all consignments of goods covered by the CN codes 2514, 2515, 2516, 4401, 4415, 6801, 6802, 6803, 6907 and 7606 from Belarus, China or India in TRACES if they contain wood packaging material. Also consignments consisting of empty wooden pallets (CN code 4415) from Belarus, China or India should be registered in TRACES.

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) of the products in the consignment.

Everything marked with a red star in the CHED-PP is mandatory. In box I.10, “Prior notification”, you should choose which date and time you want your consignment to be inspected.

**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 Flygfraktsterminal, 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.

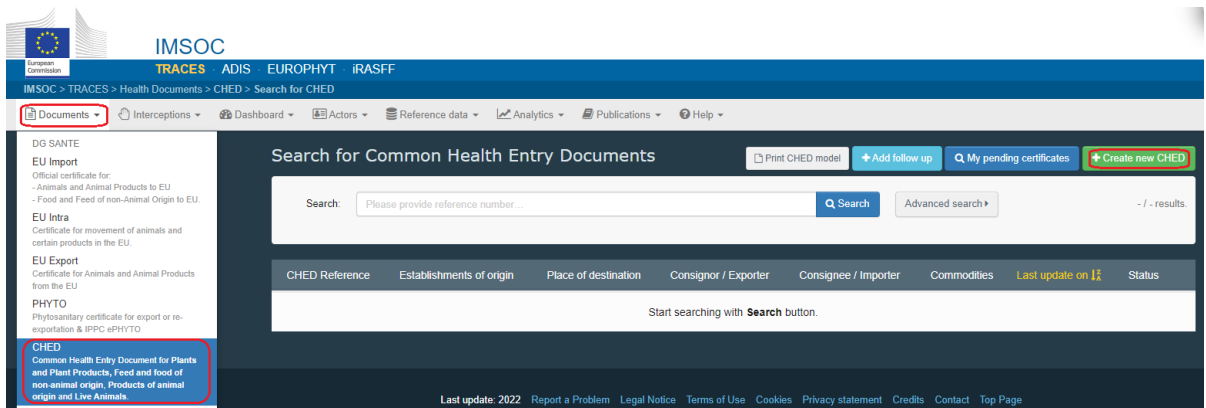
If the consignment is delayed or you want to change date of inspection, you need to inform us at the latest at 08.00 the same day as the reported day of inspection. Please send an e-mail with the changes to [importkontroll@jordbruksverket.se](mailto:importkontroll@jordbruksverket.se). If you don't inform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

## 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.

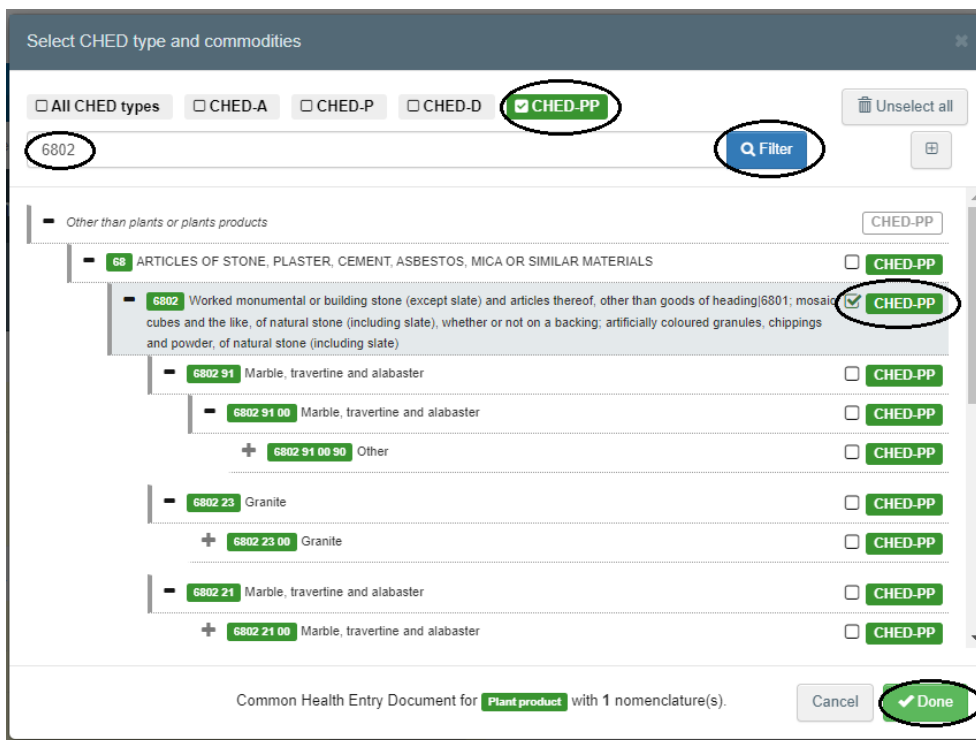
## Create a new CHED-PP

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 on the top. Select one product and press “Filter” to find the alternatives in the list below. You can use CN codes or you can write the name of the product to find it. Tick the box “CHED-PP” on the right and click “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”.

The image shows two identical forms, one for 'I.1. Consignor/Exporter' and one for 'I.6. Consignee/Importer'. Each form is highlighted in yellow and contains the following elements:

- Title:** I.1. Consignor/Exporter (with a red asterisk icon) and I.6. Consignee/Importer (with a red asterisk icon).
- Name:** A text input field with a dashed line below it.
- Country:** A text input field with a dashed line below it.
- ISO Code:** A small square input field.
- Buttons:** 'Edit' (with a pencil icon), a star icon with a dropdown arrow, 'Advanced...' (with a magnifying glass icon), and 'Clear' (with a trash can icon).
- Checkbox:** 'Use a non-business entity' with an unchecked checkbox.

## Create a new exporter and importer in TRACES

If the exporter and importer does not appear, click on “Advanced”. Choose the country and write the name of the exporter/importer in the search field. Click on “Search”. If the exporter/importer 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 exporters/importers in the system. This is to ensure that there are no duplicates present in the system.

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

The screenshot shows a web form for creating a consignator/exporter operator. The form is titled "Create consignator/exporter operator". It is divided into several sections:

- Operator Details:** Contains fields for Name, Country, Phone, and Email. The Name, Country, Phone, and Email fields are highlighted with yellow boxes.
- Addresses:** Contains a section for adding an address. It includes fields for Region, City, Address, and Coordinates. The City and Address fields are highlighted with yellow boxes.
- Operator Identifiers:** Currently empty, with a "No identifiers" message and an "Add Identifier" button.
- Activity:** Contains a section for activity details. It includes dropdowns for Section (Third country professional operators (TCI)) and Activity (Professional operator), both highlighted with yellow boxes. It also includes date fields for Valid From, Valid to, Publication date, and Application date.
- Activity Address:** Contains an Address field, highlighted with a yellow box.

At the bottom right of the form, there are two buttons: "Close" and "Save". The "Save" button is highlighted with a red box.

These are the boxes (marked with yellow) that shall be filled in for a new **importer**. In the box named “National Company Number”, the importer’s organization number shall be entered. This shall also be entered in the box to the right, called “Identifier”.

The screenshot shows a web form for operator registration. It is divided into several sections:

- Operator Details:** Contains fields for Name, Country, Phone, and Email.
- Addresses:** Contains fields for Region, City, Address, and Coordinates (Latitude and Longitude).
- Operator Identifiers:** Contains a dropdown menu for 'National Company Number'.
- Activity details:** Contains dropdown menus for 'Section' and 'Activity', and date fields for 'Valid From', 'Valid to', 'Publication date', and 'Application date'.

A 'Save' button is highlighted in the bottom right corner of the form.

Underneath “Activity details” to the right, choose the following:

Section: EU professional operators other than EU registered professional operators (EUPO)

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

Click on “Save”.

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

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

The screenshot shows a form titled "I.4. Border Control Post/Control Point/Control Unit". It has the following fields and buttons:

- Name:** A text input field.
- Country:** A dropdown menu.
- ISO Code:** A text input field.
- Buttons:** "Assign my BCP", "Edit", "Advanced...", and "Clear".

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

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


### 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.

**I.9. Accompanying documents** \*

Add Accompanying Document ▾ Add Certificate Reference ▾

Type \*  Phytosanitary certificate

**Attachment:**

Number \*

Date     +02:00 CEST

Country \*  ▾

Place of issue

File 

Drop file here or

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** \*

+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.



**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** \*

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** \*

- Railway
- Road vehicle
- Airplane
- Vessel

Remember to add 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.

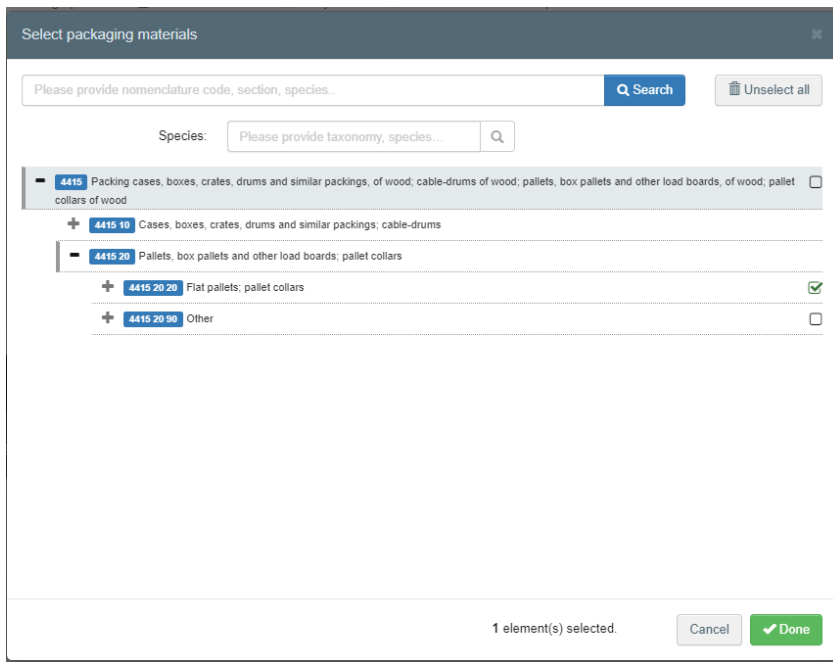
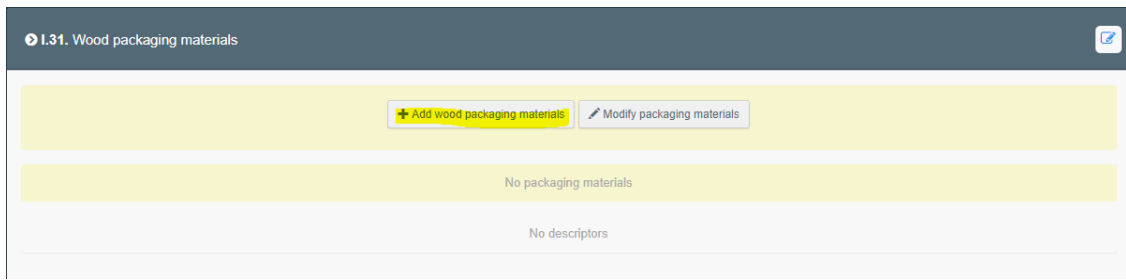
If the consignment arrives by ship, fill in the container number and seal number in box I.17.

## 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.

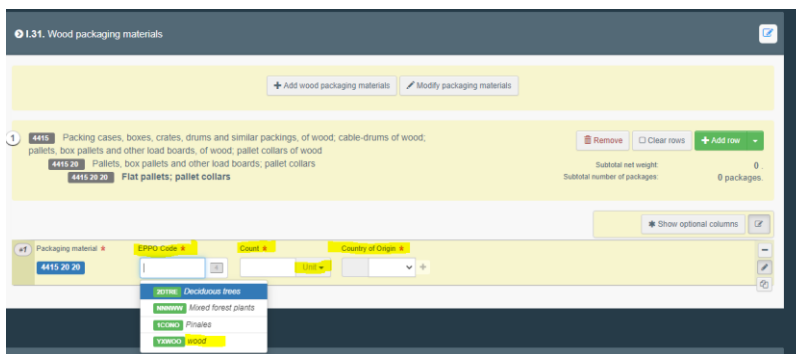
## Description of the products in the consignment

Add the wood packaging material in box I.31. Tick the box “ + Add wood packaging materials” . Then tick a box to select type of wooden packages.



Fill in the mandatory information. Add an EPPO code. A list of suggestions will appear and choose the correct one for the product.

Remember to specify package count and units for each product. Add country of origin.



Below the description of the wood packaging material is the information about the product in the consignment (see example below). Nothing needs to be filled in there.

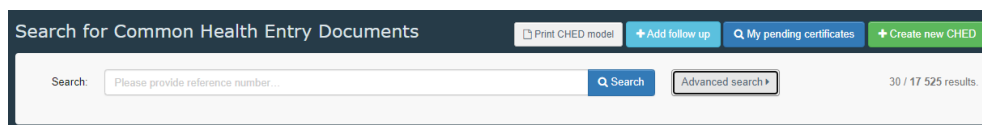
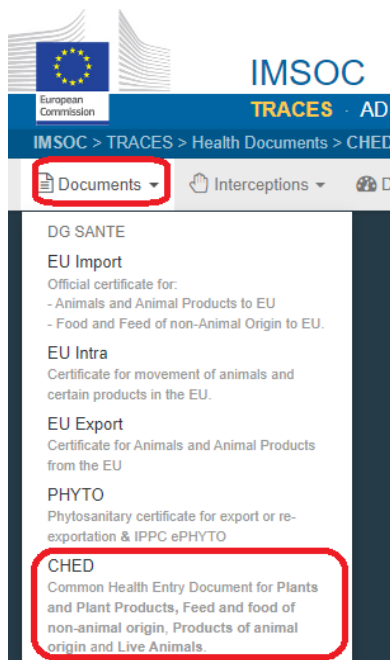
### Sign and submit the CHED-PP

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

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”.

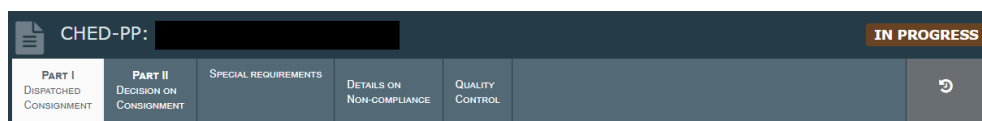
### Search for a CHED-PP in TRACES

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, 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.



## Decision in TRACES

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



**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 wood packaging material, 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 036-158350.