

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

How to create a CHED-PP for wood packaging material in TRACES.....	1
Introduction.....	1
Before you start.....	2
Log in to TRACES.....	2
Create a new CHED-PP .....	2
Choose the products .....	3
The consignment's exporter and importer .....	3
Border Control Post, Inspection Planner and Operator responsible for the consignment .....	6
Accompanying documents .....	7
Prior notification, Place of Destination and Country of dispatch.....	8
Means of transport.....	9
Purpose.....	10
Description of the products in the consignment.....	11
Sign and submit the CHED-PP .....	12
Search for a CHED-PP in TRACES .....	13
Decision in TRACES .....	14
More information and contact information .....	14

### Introduction

Notify all consignments of goods covered by the CN codes 2514, 2515, 2516, 4401, 4415, 6801, 6802, 6803, 6907 and 7606 from China, Belarus or India in TRACES if they contain wood packaging material. Also consignments consisting of empty wooden pallets (CN code 4415) from China, Belarus 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 10 a.m.** one business day before the consignment is available for import check. This applies to all border control posts approved for wood packaging material, 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. The consignments must enter Sweden by a border control post approved for wood packaging material. A list of our border control posts can be found on 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](mailto:importkontroll@jordbruksverket.se). If you don't inform us of any delay, you will be charged a fee of 800 SEK.

You can find more information about importing wood packaging material from China, Belarus and India on our [website](#).

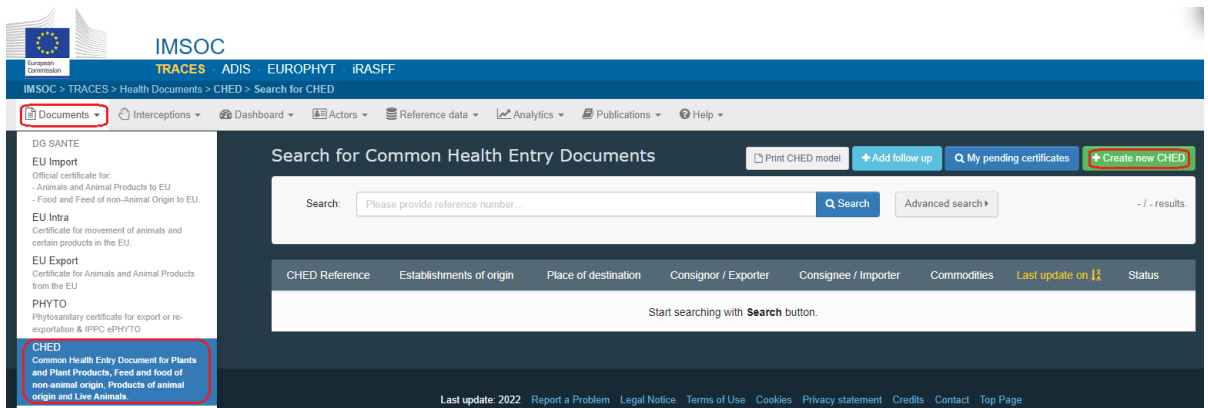
## Log in to TRACES

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.

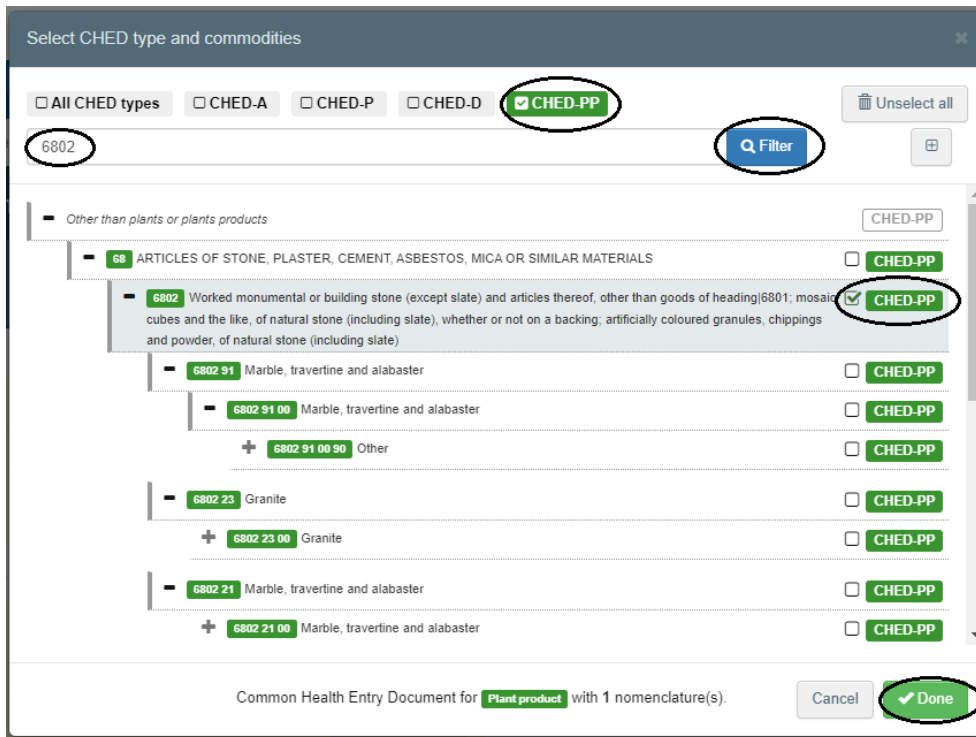
## Create a new CHED-PP

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 form sections, I.1 and I.6, for adding a Consignor/Exporter and a Consignee/Importer respectively. Each section has a yellow background 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 underline, followed by an "Edit" button and a star icon.
- Country:** A text input field with a dashed underline, followed by an "Advanced..." search button.
- ISO Code:** A small square input field, followed by a "Clear" button.
- Separator:** Three asterisks (\*\*\*) between the Country and ISO Code fields.
- Checkbox:** A checkbox labeled "Use a non-business entity" at the bottom left of the section.

## 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 consignor/exporter operator. The form is titled "Create consignor/exporter operator" and is divided into several sections:

- Operator Details:** Contains fields for Name, Country, Phone, and Email. The Name, Country, Phone, and Email labels are highlighted with yellow boxes.
- Addresses:** Contains a section for adding an address with fields for Region, City, Address, and Coordinates. The City and Address labels are highlighted with yellow boxes.
- Operator Identifiers:** A section for adding identifiers, currently showing "No identifiers".
- Activity:** Contains a section for activity details with dropdowns for Section and Activity, and an Identifier field. The Section and Activity dropdowns are highlighted with yellow boxes. Below this is the Activity Address section with an Address field, also 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”.

**Operator Details**

Name

Country

Phone

Email

**Activity**

**Activity details**

Section

Activity

Identifier

Valid From  +02:00 CEST

Valid to  +02:00 CEST

Publication date

Application date

Activity Address

Address

**Addresses** + Add address

1

Region

City

Address

Coordinates Latitude / Longitude

**Operator Identifiers** + Add Identifier

Type	Value
National Company Number	<input type="text"/>

Close Save

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) (l) IMSOC

Click on “Save”.

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

Choose border control post 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

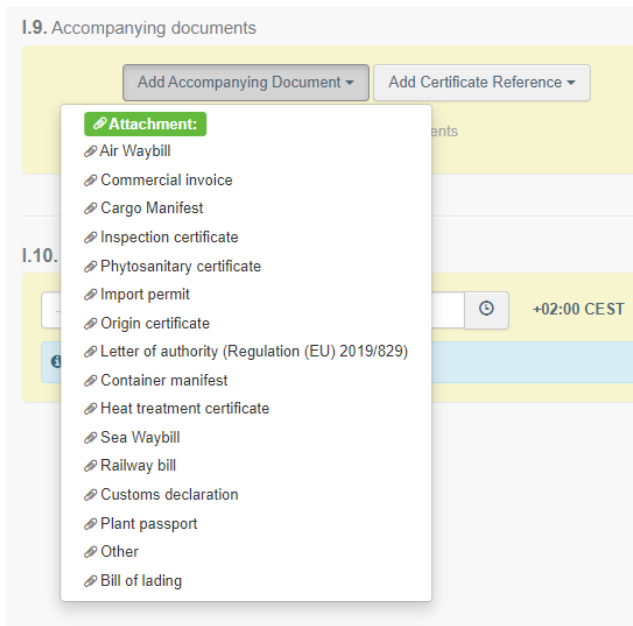
Edit

Advanced...

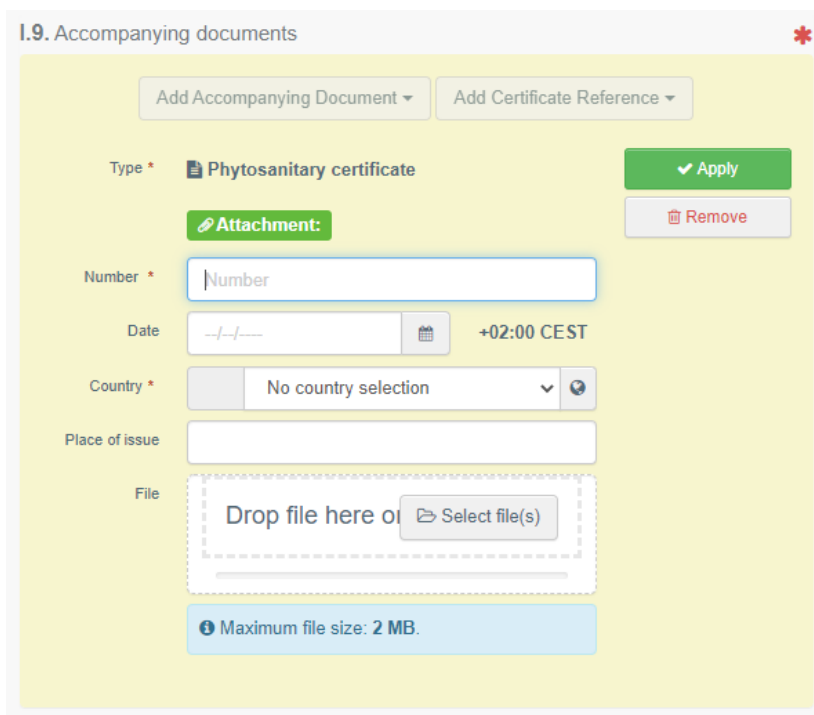
Clear

### 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.



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** \*

**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

*(Note: The 'Select an operator' section is circled in yellow, and the radio button options below are crossed out with a red X.)*

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

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

ISO Code

### Means of transport

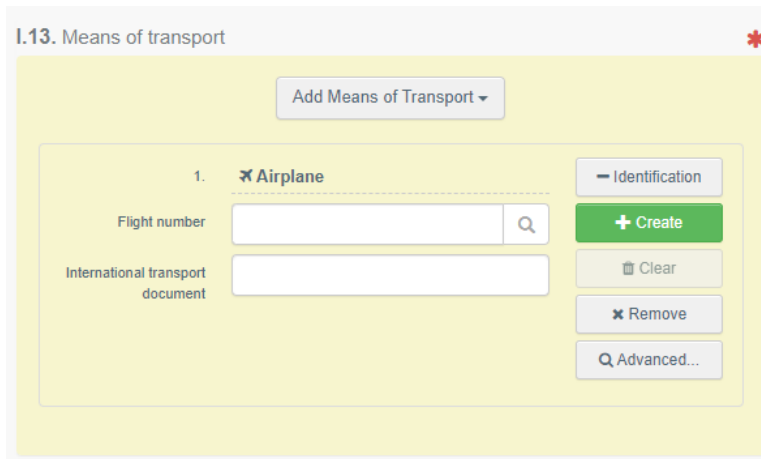
Click on the button “Add means of transport” in box I.13 and select the means of transport by which the consignment arrives at the border control post.

**I.13. Means of transport** \*

**Add Means of Transport**

- Railway
- Road vehicle
- Airplane
- Vessel

Remember to add the 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

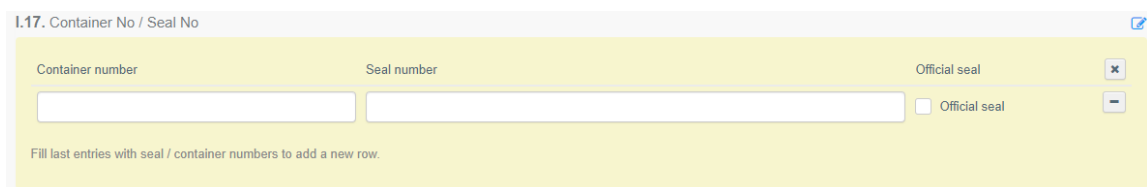
+ Create

🗑 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

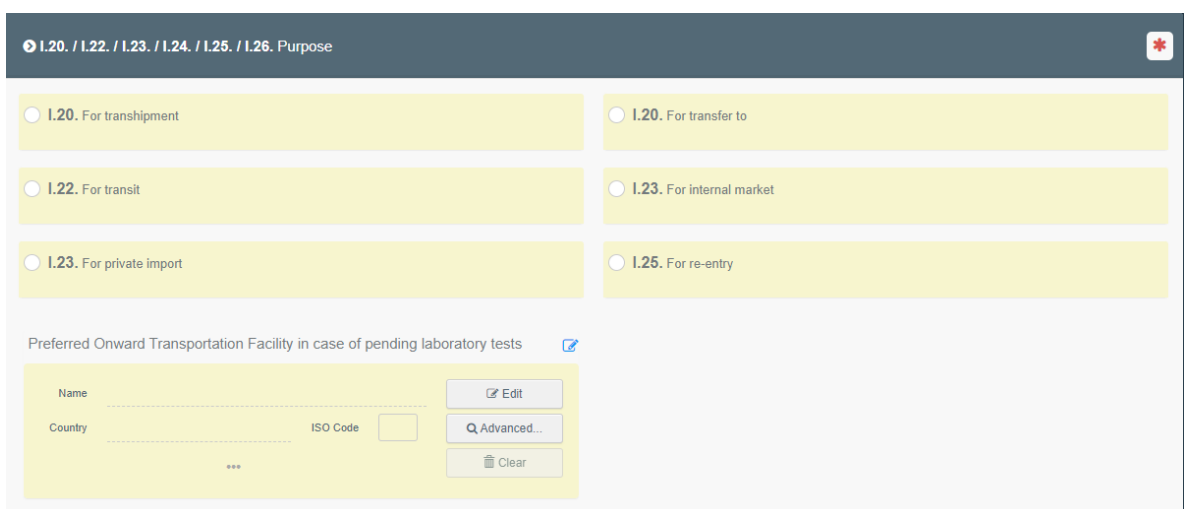
Container number Seal number Official seal

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.



I.20. / I.22. / I.23. / I.24. / I.25. / I.26. Purpose

I.20. For transshipment

I.20. For transfer to

I.22. For transit

I.23. For internal market

I.23. For private import

I.25. For re-entry

Preferred Onward Transportation Facility in case of pending laboratory tests

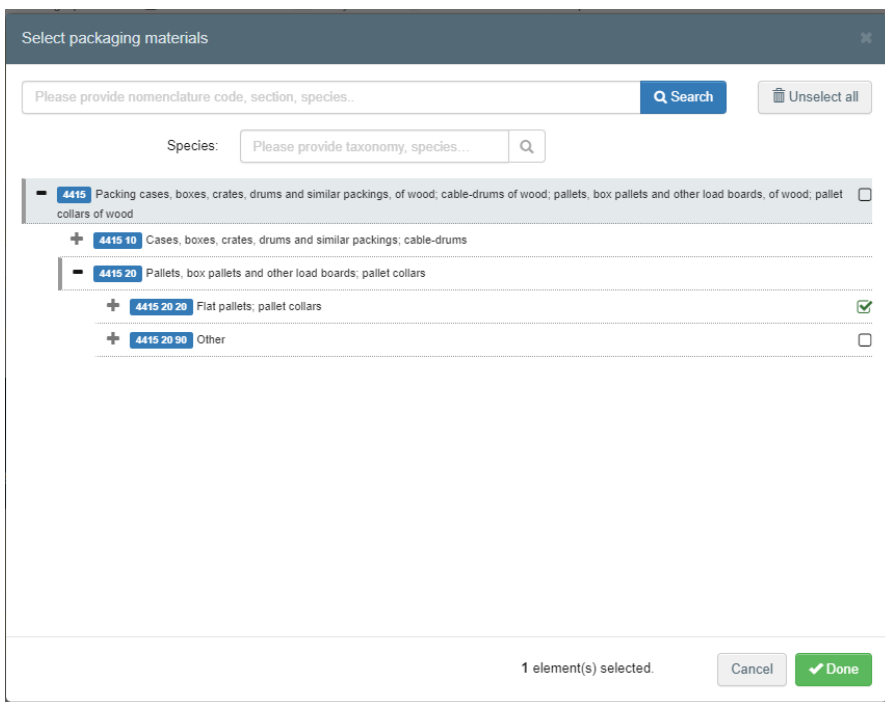
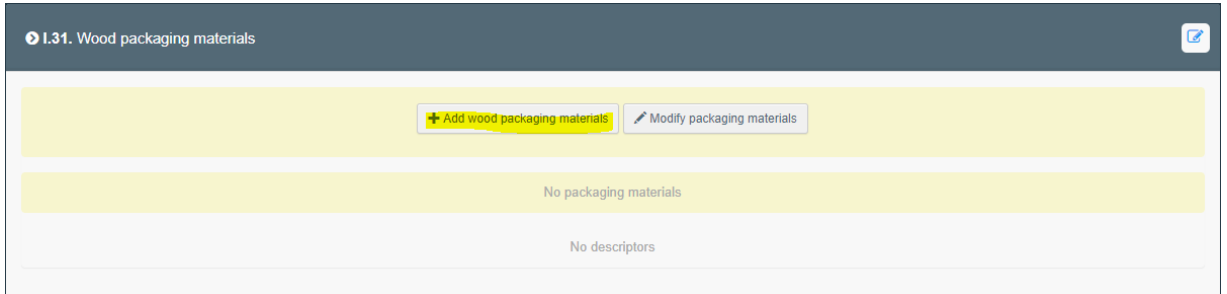
Name  Edit

Country  ISO Code  Advanced...

\*\*\* Clear

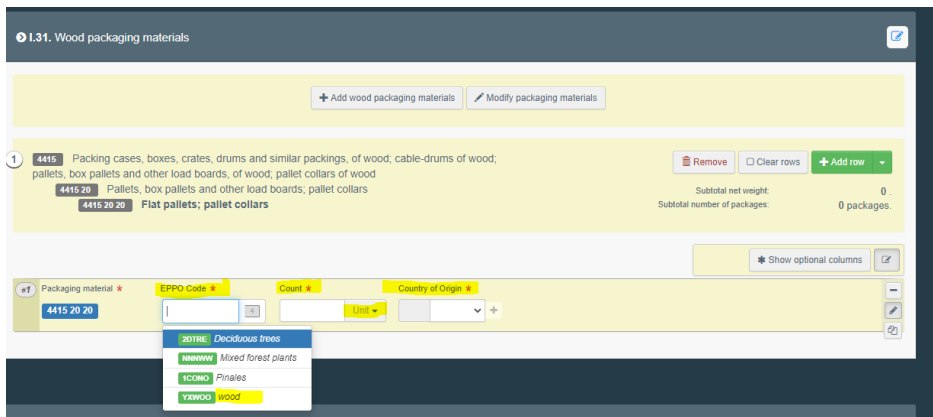
## Description of the products in the consignment

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.

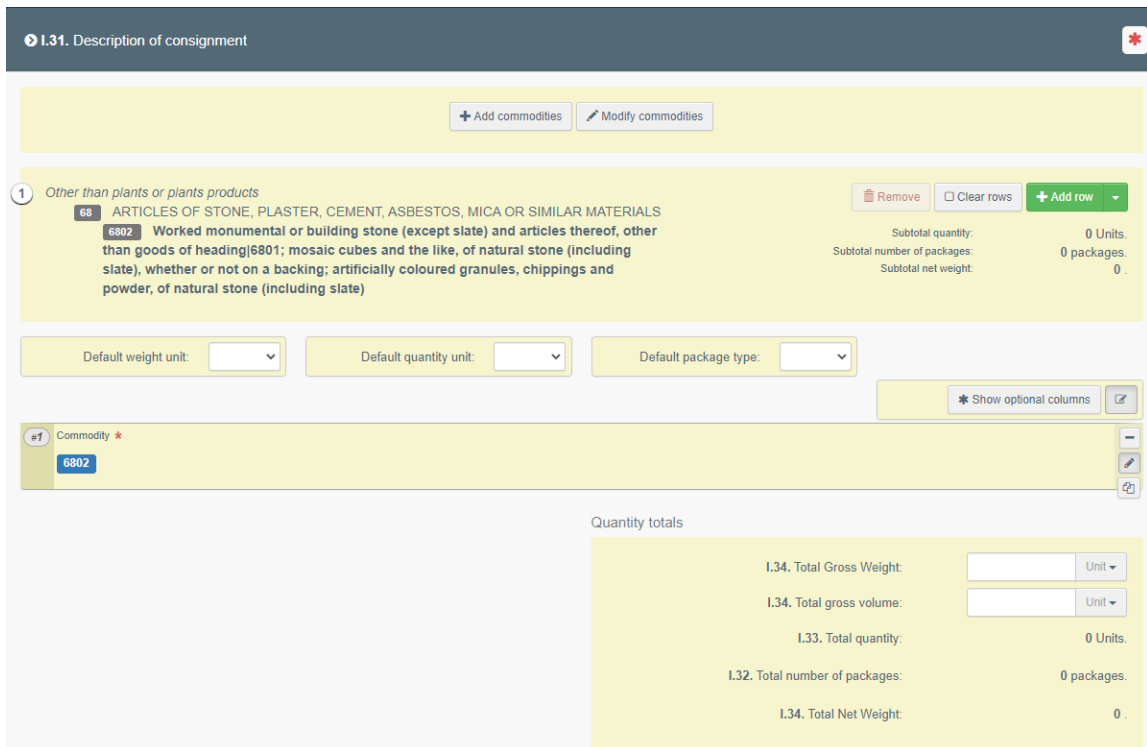


Fill in the mandatory information. Add an EPPO code. A list of suggestions will appear and choose the correct one for the product.

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.

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.

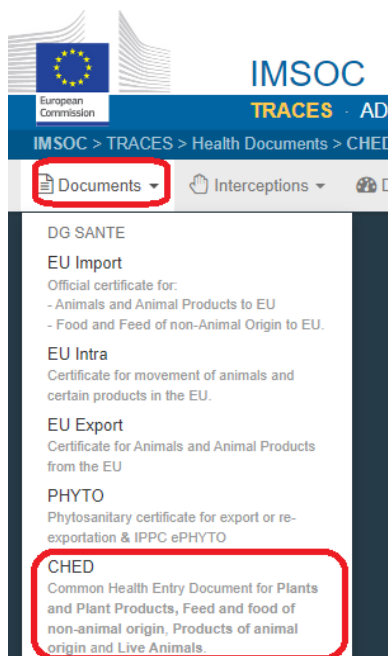
Date of signature: \_\_\_\_\_ Full name: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

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, 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: Please provide reference number... 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	
-------------------------------------	---------------------------------------	-----------------------	---

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

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

CHED-PP: [REDACTED] **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 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.