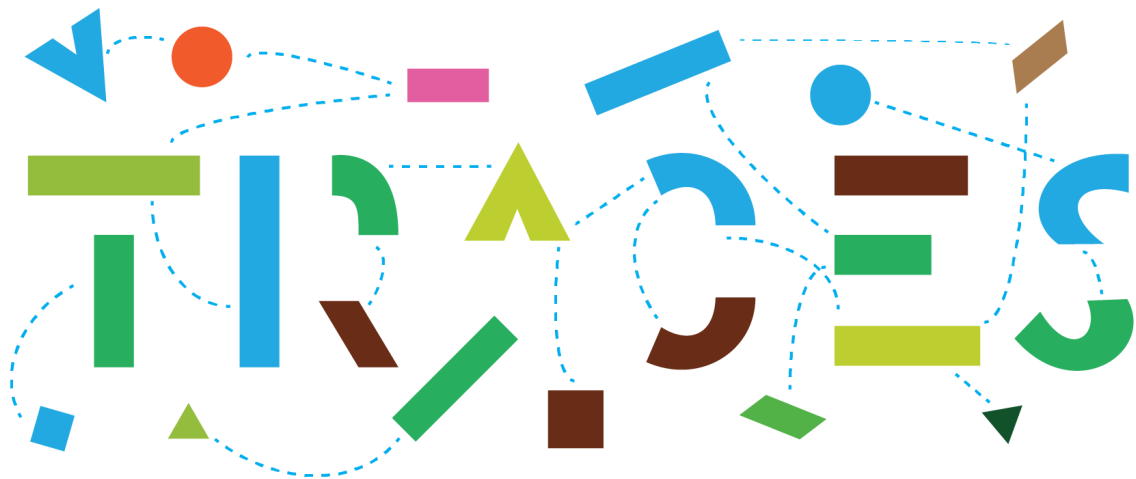




European
Commission



Non-EU countries' user guide to access the CHED-PP module and its non-compliance tab

December 2021

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Purpose

This guide describes the procedure to be followed by non-EU countries to access in read-only mode the Common Health Entry Document for plants and plant products (CHED-PP) module in TRACES-NT (TRACES-New Technologies).

The CHED-PP module allows official plant health officers at EU borders to record the outcome of official controls performed on consignments of plants, plant products or other objects entering the Union and decision taken on those consignments.

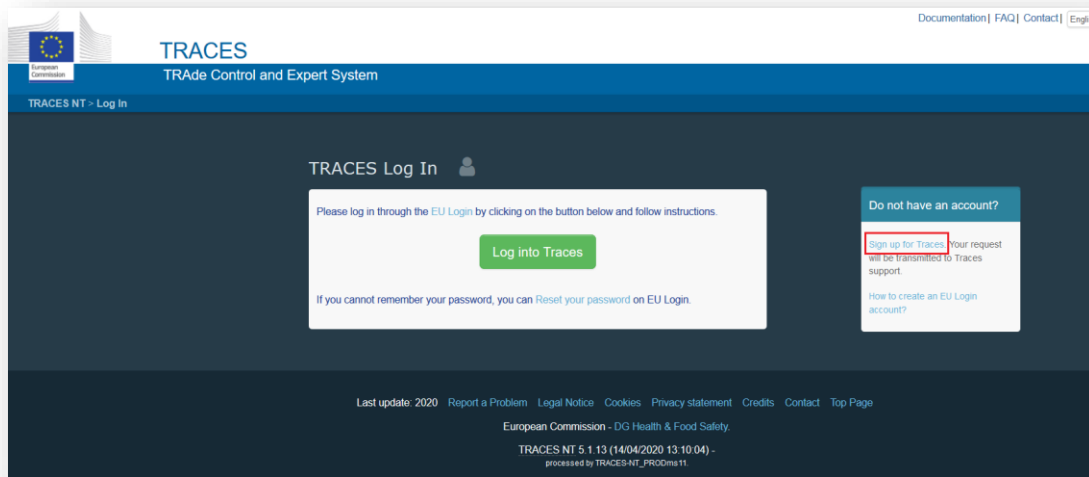
The access to the CHED-PP module allows the non-EU country to monitor in real time the status of its consignments and to apply corrective measures where appropriate. In case of rejections, the non-EU country will be able to see via a separate tab in the CHED-PP the details on the non-compliances such as reasons for refusal and measures taken on the consignment.

1. Register on the EU Login page

Firstly, you need to register yourself on the EU Login page. This is a mandatory security layer.

If you have already a login account, go to the [step 2](#).

To register, click on the following link: <https://webgate.ec.europa.eu/tracesnt/login> to access the TRACES-NT welcome page and on the link “Sign up for TRACES”:



You now access the EU Login registration screen (“create an account”).

The image shows a screenshot of the 'Create an account' registration form. The form is titled 'Create an account' and has a light gray background. It contains several input fields: 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'. There is also a dropdown menu for 'E-mail language' set to 'English (en)'. Below these fields is a section for 'Enter the code' with a text input field and a CAPTCHA image showing the letters 'SARBS'. At the bottom of the form, there is a checkbox with the text 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. A blue button labeled 'Create an account' is positioned at the bottom right of the form.

On the top right of the page you can choose your preferred language:

This website uses cookies. Learn more about the [European Commission's cookie policy](#) Close this message X

EU Login
One account, many EU services

Where is ECAS?

[Create an account](#) [Login](#)

Create an account

[Help for external users](#)

First name

Last name

E-mail

Complete all form fields and keep in mind that the data you insert in the screen above will be those that appear in TRACES-NT.

In addition, it is important to create the EU Login account in the name of a REAL PERSON, NOT a generic account for your central authority.

As regards the e-mail address, you are strongly advised to choose your own professional email address which will be used to login to TRACES-NT.

After completing all the fields, click on the "Create an account" button.

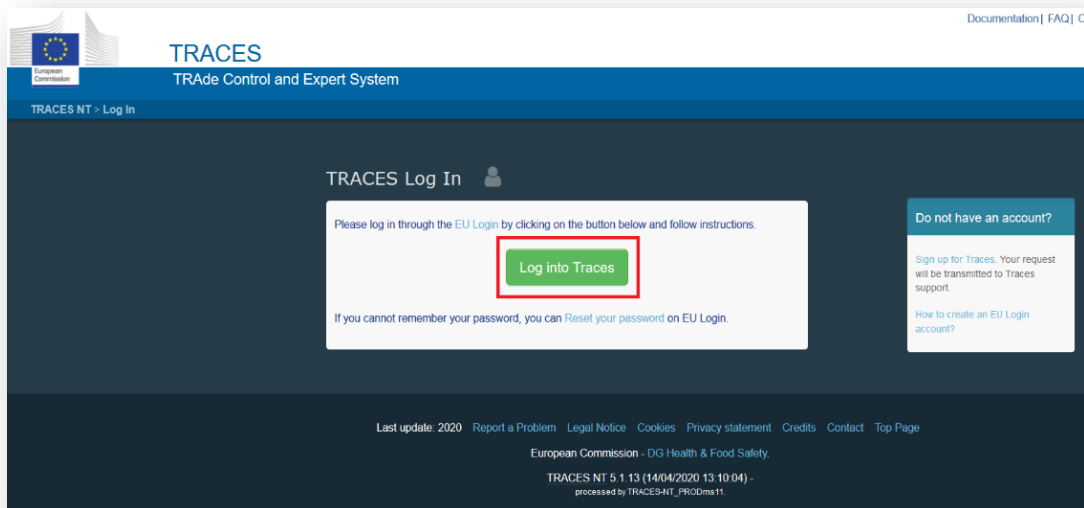
Once you have sent the request, an email will automatically be sent to you with a link to set your password. You have to click on that link within 90 min, otherwise it will expire.

If you do not receive the automatic email, you can find help on this page: <https://webgate.ec.europa.eu/cas/contact.html>

2. Register in TRACES NT and ask for a role

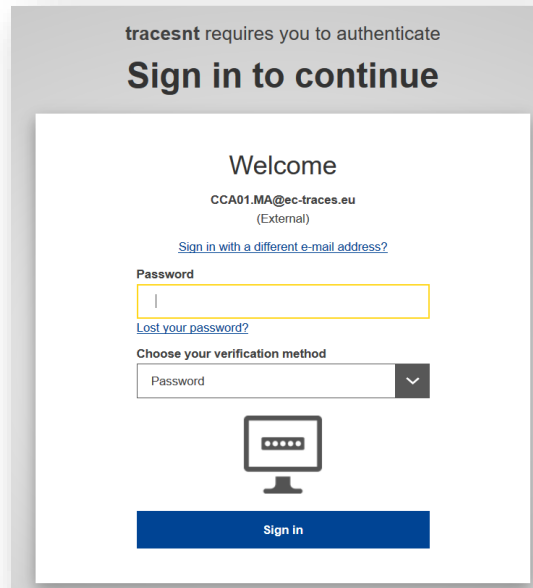
If you are already registered in TRACES-NT, go directly to [step 3](#) and [step 4](#).

Return to the homepage of TRACES-NT (see link above) and click on the green button “Login into TRACES”. You will be redirected to the EU Login access.



To log in, insert the email address you chose when creating the EU Login account and click on “Next”.

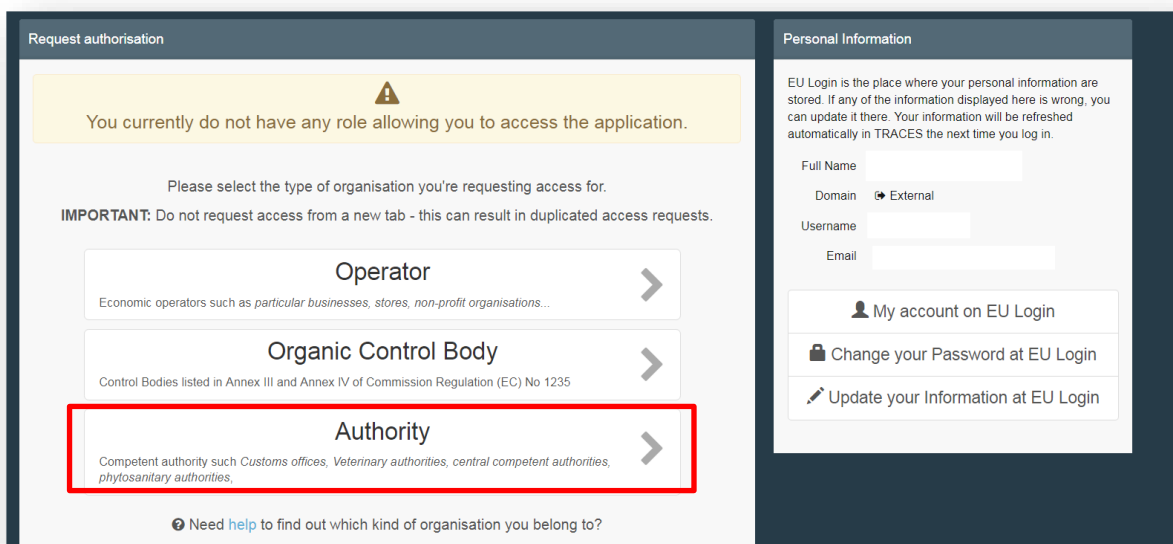
Insert the password you previously chose for the EU Login account and click on Sign in.



You are now redirected to the TRACES-NT welcome page.

Select your role

Please note that in order to be able to see Interception Notifications, you need to request a role as “Authority”.



When you click on Authority:

You can search for your authority by country, role, competence or name of the authority.

Please note that in order to see Interception notifications, you must be attached to an authority with a role as “CCA-Central Competent Authority” and a competence as “Plant health”:

There is no need to enter any Authority name. Click on the Search button.

Name	Full Address	Role	Competence	Code	
Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV)	Avenue hadj Ahmed Cherkaoui – Agdal- Rabat Rabat Morocco	CCA	CHEd-PP rw ePhyto rw EUROPHYT IN rw PHYTO rw	MA00000	<input checked="" type="checkbox"/> Select all <input type="checkbox"/> Select

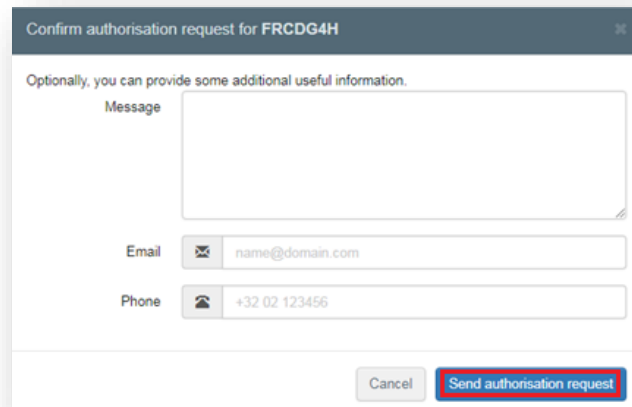
Look for your Authority. Under the competence tab, you can verify the competence assigned to your authority:

CHED-PP, EUROPHYT IN, PHYTO and ePHYTO are competences related to Plant Health.

Tick the box “**select**” and click on the '**Request Authorisation**' green button to submit your request. If you don't find your authority, please write to the TRACES team at sante-traces@ec.europa.eu.

Send authorisation request

After you click on the “Request Authorisation” button, a window pops up:



Confirm authorisation request for FRCDG4H

Optionally, you can provide some additional useful information.

Message

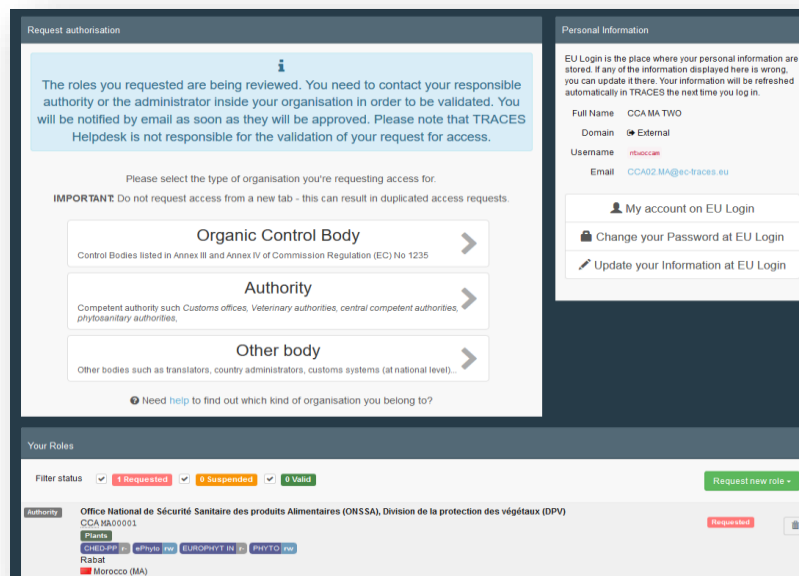
Email name@domain.com

Phone +32 02 123456

Cancel Send authorisation request

You can provide additional information, email and phone number and then click on the “Send authorisation request” blue button.

You will be then re-directed to this page where your request will be visible:



Request authorisation

The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Organic Control Body >
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235

Authority >
Competent authority such Customs offices, Veterinary authorities, central competent authorities, phyto-sanitary authorities.

Other body >
Other bodies such as translators, country administrators, customs systems (at national level)...

Need help to find out which kind of organisation you belong to?

Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

Full Name CCA MA TWO
Domain External
Username rtuccan
Email CCA02_MA@ec-traces.eu

My account on EU Login
Change your Password at EU Login
Update your Information at EU Login

Your Roles

Filter status Requested Suspended Valid Request new role

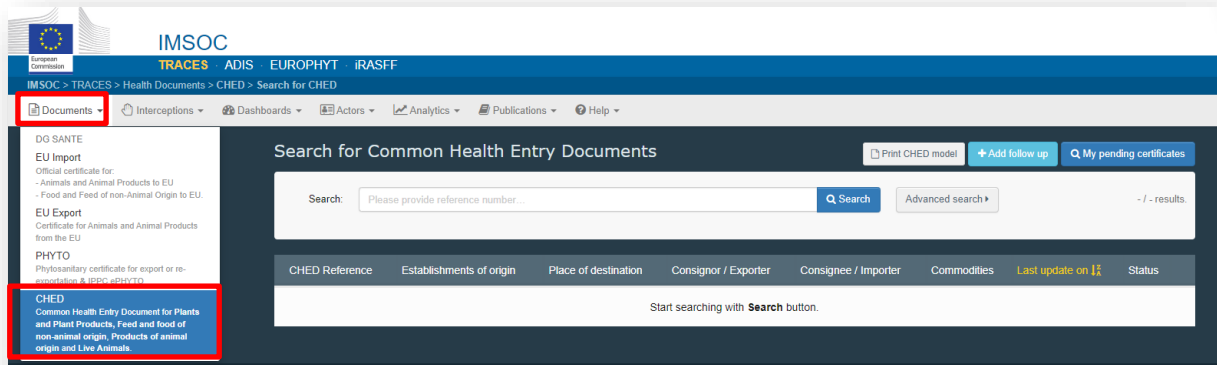
Authority	Role	Status
Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV) CCA MA 00001	Organic Control Body	Requested

Organic Control Body
CCA MA 00001
Rabat
Morocco (MA)

If you are the first user registering for your Authority, the Commission will manage your request. Send an email to the Traces Team at sante-traces@ec.europa.eu and it will validate your request.

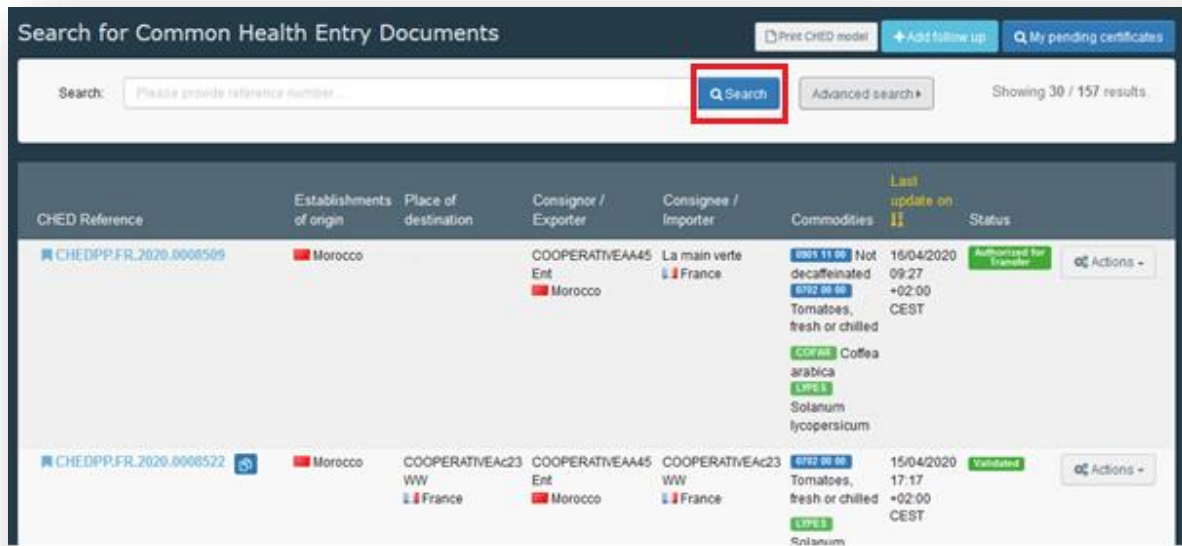
3. CHED-PP module

From the Menu Documents > CHED, you will be able to see via a search screen the CHED-PPs created at the EU border which are relevant for your Authority.



From the search screen, you have two options:

- You run a simple search and a list of all the (relevant) CHED-PPs will appear;



- You run an Advanced search and you can specify some details to narrow your search.

Search for Common Health Entry Documents

Search: 1 / 1 results.

CHED Type: CHED-A CHED-P CHED-D CHED-PP

Status: Has pending laboratory tests Has plant health non-compliance

Purpose:

Country of origin: Requires Follow-up Transhipped Transfer

Country of dispatch: Type of plant health non-compliance:

Country of destination: Declaration date range:

Commodity: Decision date range:

Transport type: Establishment approval number:

Species: Border Control Post/Control Point/Control Unit:

Laboratory test motivation:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDPP.FR.2021.0000654	COOPERATIVEAw71 Ltd Morocco	5.5.0 hug France	COOPERATIVEAw71 Ltd Morocco	5.5.0 hug France	0805 10 Oranges CDSI Citrus sinensis	15/12/2021 10:13 +01:00 CET	Rejected

You can click on the link to the CHED Reference and you will have a read-only access to it that will allow you consulting the CHED-PP:

CHED-PP: CHEDPP.FR.2021.0000654

Cloned from: PHYTO.MA.2021.0000191

Replaces: CHEDPP.FR.2021.0000625

PART I DISPATCHED CONSIGNMENT

PART II DECISION ON CONSIGNMENT

PART III FOLLOW UP

DETAILS ON NON-COMPLIANCE

QUALITY CONTROL

Current status: REJECTED

Next: This is a final step.

I.1. Consignor/Exporter

Name: COOPERATIVEAw71 Ltd

Country: Morocco ISO Code: MA

I.2. CHED Reference

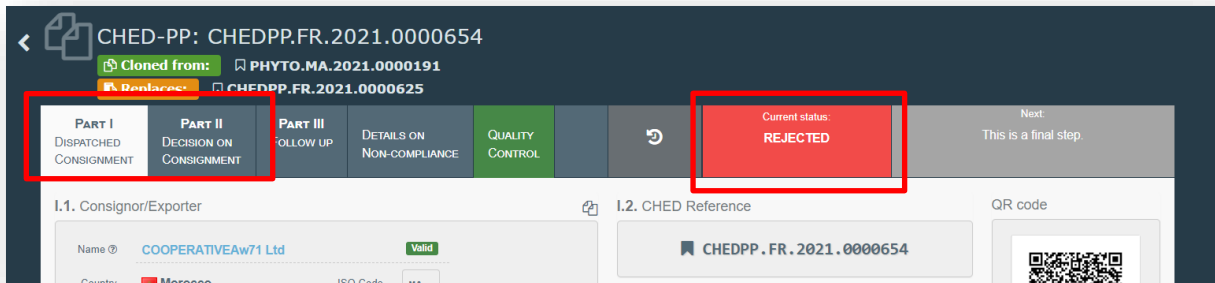
CHEDPP.FR.2021.0000654

QR code

The CHED reference number is indicated in the upper left corner. Other documents linked to the CHED can be consulted by clicking to one of the references below the CHED reference number.

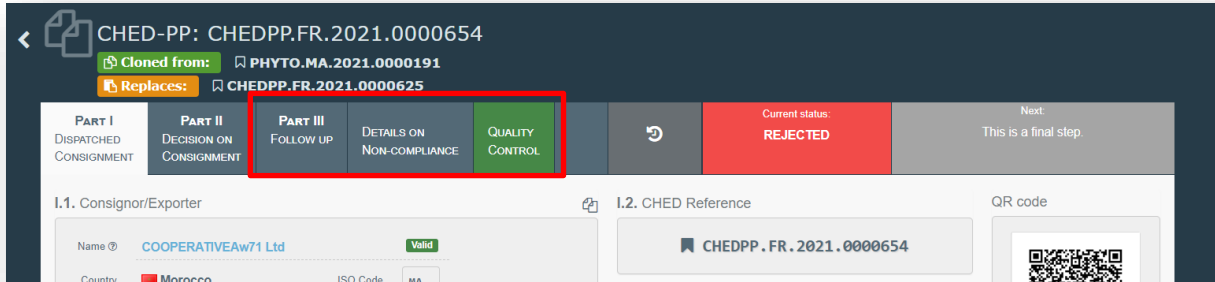
A finalized CHED-PP will necessarily have at least two parts (tabs):

- **Part I: description of the consignment.** Before the arrival at the BCP, the operator fills this part. All details about the exporter, importer, place of destination, etc... along with the description of the plants/plant products can be consulted in this part.
- **Part II: Decision on the consignment.** This part concerns the decision of the inspector at the border. Details about the checks performed can be found there. The status of the CHED is directly related to the decision taken by the inspector:

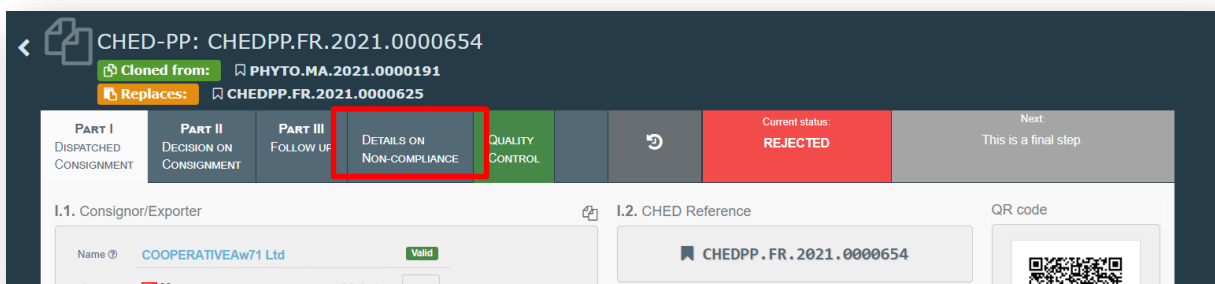


Other tabs might also be available:

- **Part III (follow up):** details on re-dispatching or about the inland inspection.
- **Details on non-compliance:** details about the reasons for refusal and measures taken.
- **Quality control:** details on the quality of the consignment.



Click on the tab “**Details on non-compliance**” if you wish to check the refusal reasons and the measures taken on the rejected part of the consignment:



PART I DISPATCHED CONSIGNMENT	PART II DECISION ON CONSIGNMENT	PART III FOLLOW UP	DETAILS ON NON-COMPLIANCE	QUALITY CONTROL		↻	Current status: REJECTED	Next: This is a final step.
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Reason(s) for refusal *

<p>Refusal reason</p> <p>Other reasons: presence of harmful ▼</p> <p>Harmful organism</p> <p>REYBO Fallopi x bohemica</p> <p>Extent of contamination</p> <p>Plant, plant product or other object ▼</p> <p>Non-EU regulated harmful organism</p> <p>EFSA Pest Risk Analysis ▼</p> <p>Comment</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>Commodities</p> <p>C/O # 1</p> <p>0805 10 Oranges</p>	<p>Packaging materials</p>
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Measure(s) taken on consignment *

<p>Measure taken:</p> <p>Entry refusal ▼</p> <p>Measure extent:</p> <p>The intercepted part of the consignor ▼</p> <p>Comment on Measure(s) taken</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>Commodities</p> <p>C/O # 1</p> <p>0805 10 Oranges</p>	<p>Packaging materials</p>
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