

TRACES New Technology (TNT) training for Forwarding Agents

Change in terminology:

Old term				New term	
CVEDA	Common Veterinary Entry Document – Animals			CHEDA	Common Health Entry Document - Animals
CVEDP	Common Veterinary Entry Document - Products			CHEDP	Common Health Entry Document – Products of Animal Origin
CED	Common Entry Document			CHEDD	Common Health Entry Document – Products Not of Animal Origin
				CHEDPP	Common Health Entry Document – Plant Products
BIP, DPE	Border Inspection Post, Designated Point of Entry			BCP	Border Control Post

Changes compared to TRACES Classic:

- Designed to be used on tablets and smart phones
- Modules in TNT include CHEDA, CHEDP, CHEDD, CHEDPP and FLEGT = Forest Law Enforcement, Governance and Trade (import controls to reduce illegal logging). Will also include CATCH – IUU module.
- TNT is part of IMSOC (Integrated Management System for Official Controls) - to be developed and which will include other Commission systems such as rapid alerts, animal disease notification system, Europhyt – a rapid alert system for plant health, as well as TNT
- Re-enforced checks are now called Intensified Official Controls (IOCs)
- No collective accounts - CHEDS must be produced in name of a person

Note: Users are people, operators are companies

Registering on the system:

If you are accessing TNT for the first time you need to register with 'EU login' and then create your company as an organisation in TNT with the status 'responsible for consignment (RFC). You then have to be approved by the BCP after which you can use the system

Please see our website <https://www.porthhealth.eu/updates/> under 'Updates'

The first person for a company to register on TNT will be authenticated by the BCP they select.

They then become a 'power user' for that company and have admin rights to approve other users in the same company.

Other users in the same company create their accounts in EU login and TNT in the same way but then the 'power user' in the company (i.e. the first person in the company to register in TNT) authenticates them instead of the BCP.

To do this the 'power user' needs to select Organisations > Users and then click the 'search pending requests' button – as highlighted:



Logging into TNT

Logging in is a 2 stage process. First you have to log into the EU authentication service called 'EU login'. Then you have to log into TNT as a separate operation.

The live TNT site can be accessed here: <https://webgate.ec.europa.eu/tracesnt/login>

Login notes:

For EU login you have only 3 attempts to get the password right after which you must wait 15 minutes.

For TNT login you don't get timed out, nor are you locked out with wrong passwords

For EU login password re-set you have to email 'EU login', not TRACES team

One person (a 'user') can link to several different companies. They select the company they are working for when they sign off each CHED

Logging into the training site

If you want to practice on the system you can use the training site.

The training site is public so don't use your work login, use the special training site logins. Only use fake data e.g. use made-up exporter or importer names as others will be able to see what you have created on the training site

The training site is here: <https://webgate.training.ec.europa.eu/tracesnt/login>

For training site you must first log into the normal 'EU login' but using the fake user name rather than your own and then into training TNT site using the same fake user name.

Available fake user names for forwarding agents ('responsible for consignment' or RFC) is in the format RFCXX.FR@ec-traces.eu where XX is any number between 01 and 40.

In all cases the password for both EU Login and the TNT training site is **Welovetnt2019.1**

If you have problems logging in, look at the URL and check you are in the training site and not in the live site

There is very limited data currently on the training site.

- The fake RFC logins on the training site are linked to 'Air France Cargo' in Paris as the forwarding agent (although others may since have been created).
- On the training site use the BCP Roissy Charles de Gaulle.
- Use Morocco as the country of origin to ensure you find some establishments on the system.
- If searching for a destination in the EU, select country of destination = France. You can of course create your own destinations in the UK (make sure they are fake)
- There are only a few CN codes on the training site and these are mainly for fish

TNT Home page - what's there

Your profile is at top right – click on your email address top right. Click on person icon to see your roles

You can amend which email notifications you receive – click on 'Edit your profile' and tick / untick the reports as necessary and the times you want to receive them

Click on 'Save preferences' blue button

Scroll down to see the BCPs you are linked to

Details on how to complete CHEDs are available under Help > Documentation. CHEDP instructions have yet to be added – refer to CHEDD documentation for now

Searching for existing CHEDs:

Click on Certificates > CHEDS

You can search for CHEDS by entering the details (last 4 numbers should be enough).

If you want a CHEDP, make sure you don't inadvertently select a CHEDPP

Click on the grey 'Advanced' search button to see possible search fields - click on the relevant CHED type e.g. CHED-P and then complete one or more fields

Creating a new CHED

On the TNT home page, click on the green '+Create new CHED' button


Select CN code. Click CHED-P (to narrow the CN code selection down to animal products (POAOs), or CHED-D for products not of animal origin (PNAOs).

Open up the 'tree' to see more CN codes as per TRACES Classic

You can also search for CN codes by, for example, putting the fish species in the search box, (e.g. Gadus); click on the blue 'Filter' button and it will bring up the relevant CN codes for tuna



Click the green 'Done' button


Notes on fields:

Mandatory fields have a red star 

Box 1.1 Consignor

To select, either:

- Click in 'country' and select country from drop down list to narrow down selection. Then start typing the exporters name in the 'name' box, or
- If you have already marked the consignor as a favourite (see below), select using the drop down list 
- If not found click 'Advanced'  to see additional search fields.

To 'favourite' an organisation, go to advanced tab, enter the country from the drop down list (on the training site select Morocco) and click search. On the organisation you wish to 'favourite' click the star to the left of the organisation. It will turn gold and will then be available to select under the favourites drop down 

If still not found, the green '+Create a new operator' button will become live and allow you to create a new operator. It is a feature of TNT that it will not allow you to create a new operator etc. without having searched first. This is to avoid the multiple entries for the same organisation which plagues TRACES Classic

How to create a new operator while completing a CHED:

Go to Advanced Search

Select the country and search for the exporter/importer and click 'search'. If not found, this will make the green '+Create a new operator' button live. Click on it. In other words, you have to search first before you can create a new operator. This is to try to avoid creation of multiple duplicate entries

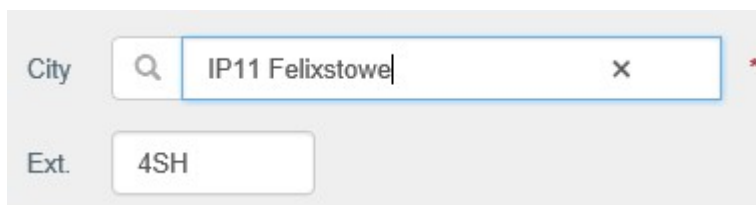
'Operator details' field notes

Complete the name and select the country:

Start typing the city details and select the relevant option. Once the 'City' option has been selected, the system will link the operator you are creating to the relevant competent authority

Address: On the live site, *please make sure you complete the address field with the full postal address* including the city and postcode. Please complete in a line with each part of the address separated by a comma and a space e.g. 4. Exporter Road, Bangkok, 10500

For **importers in the UK** there is a box 'Ext'. This is for the second half of the postcode (the first half is selected when you select the City e.g. for Felixstowe IP11 4SH the entry will be:



City

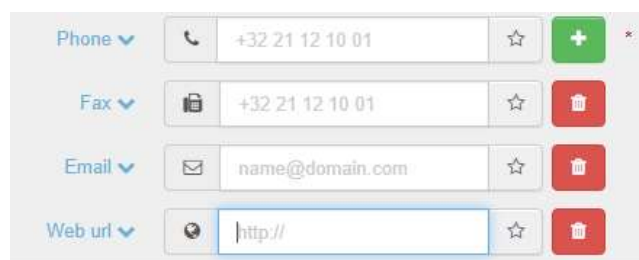
Ext.

Coordinates: Leave empty

A phone number is required and should include the international dialling code as this is an international system.

For *consignors/exporters only*, if the phone number is not known it is acceptable to put a dot .

Fax, email and websites are available by clicking on the green button and should be completed if known. In particular the company's general email address should be included:



Phone

Fax

Email

Web url

'Operator Identifiers' field notes:

- For exporters, this field can be left blank
- For forwarding agents, the EORI number must be selected under 'Type' and the details entered in the 'Value' box.
- For importers please select 'VAT' and enter the company's VAT number or if not registered for VAT, select 'National Company Register' and enter the Companies House 'company number'
- In other cases, select 'TRACES number and make a suitable entry e.g. the company or individuals name

'Activity details' field notes:

For exporters (box I.1) select:

Section = 'General activity establishment'; Activity = 'Exporter'

For importers (box I.6) select:

Section = 'Import establishment (IMP)'; Activity = 'Importer'

For delivery addresses (box I,7) select:

Section = 'Import establishment (IMP)'; Activity = 'Establishment'

Identifier:

For exporters and importers leave blank


For delivery addresses please put the official approval number which is usually in the format AB 123 for cold stores but will be different for animal by-products. If in doubt we can advise.

Valid from, Valid to, Publication date, Application date fields: Leave all fields empty

Once created, click on 'Save' and it takes you back to CHED

Box I.6 Create consignee / importer

As there is only one field for consignee and importer please state the importer if they are not the same. In such cases we will require documentary evidence linking the consignee on the health certificate to the importer declared on the CHED, e.g. an invoice confirming sale from consignee to importer

For UK addresses you can also search by city or first half of the postcode. Click on  to see the additional fields and enter details in the 'address' box

Box I.3 Local Reference

Forwarding agents can use this box for their own reference as far as we are concerned at Felixstowe. Other BCPS may have different requirements for this box

Customs document reference. This should be left blank

Box I.4 BCP

By default this will show the BCP you are linked to. To change, click on 'Advanced' and type the name or click on 'Advanced Search' select the country and search to see BCPs available.

The list shows only BCPs approved for CHEDPs if you are working on a CHEDP.

Note: You can see the various procedures the BCP is approved for e.g. CHED-D, CHED-P. Rw means the BCP has read / write CHEDs (i.e. can see CHEDs created in other BCPS and create their own); r- means the BIP has read only access to CHEDs produced in other BCPS.

Box I.8. Operator responsible for the consignment. Your details should be here

(On the training site this is Air France Cargo as this is the organisation linked to the fake RFCXX.FR@ec-traces.eu email you log in with)

Box I.9

Click on 'Add accompanying document'.

Select document type e.g. health certificate and enter details. As a minimum 'health certificate' must be selected and the health certificate details entered. Click apply.

Copy documents e.g. a copy of the invoice, bill of lading, packing list, health certificate can be uploaded up to 10MB maximum. We will let you know if/when we require such documents to be uploaded for consignments coming into Felixstowe

Box I.10 Prior notification. This means the estimated date of arrival. Please note that from 14/12/2019 the CHED must be submitted a minimum of 24hrs before arrival

Box I.7 Place of destination. This is pre-filled with importers address but for imports it must be changed to the actual delivery address.

For other destinations e.g. 3rd country to 3rd country transshipments select 'Border Control Post'

Inspection planner This is for plant health to plan their examinations – leave blank

I.13 Means of transport = Vessel. Start typing vessel name and select from list that appears. *Do not select the country* as in this case it refers to the flag state of the vessel.

On the live site ensure the vessel with its correct IMO number is selected. You can also select the vessel by searching on the IMO number instead

International transport document: Enter bill of lading or airway bill number here

Box I.14: Country of dispatch. Select the country of dispatch of the consignment

Box I.11 Country of origin and Box I.15 Establishment of origin: These cannot be completed directly. They are completed automatically when box I.31 is completed – see note at bottom of box I.15 which says ‘see I.31’

Box I.16 Transport conditions: Tick the relevant box even if only one option is presented (e.g. because the CN code covers only frozen products)

Box I.17 Container no. / Seal no.

Enter container number in correct format as shown. Container letters must be in capitals

Seal numbers:

- If there are seals stated on the health certificate, enter only these seals (do not include any additional seals on the bill of lading) and tick ‘Official seal’
- If there are no seals on the health certificate enter the seals from the bill of lading and do not tick ‘Official seal’

Include any lettering on the seal as well as the number

If there are multiple seals please separate them with a comma and a space, e.g.: ABCD12345, BCDE56478, CDEF58945

Box I.18 Goods certified as

Tick relevant option

Box I.19 Conformity of the goods

For imports, tick ‘conforms’ (‘Conforms’ means meets EU requirements for placing on the single market. ‘Does not conform’ is for everything else e.g. 3rd country to 3rd country transshipments in port for more than 7 days)

Boxes I.20 etc.

Tick box I.23 for internal market (i.e. goods for import)

Greyed- out boxes are not relevant for CHEDPs

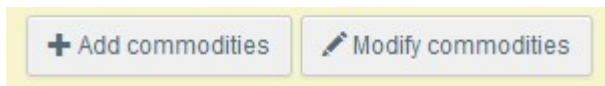
Preferred Onward Transportation facility Leave blank

Transport section

The whole transport section including boxes I.27, I.28 and I.29 is not completed for CHEDPs

Box I.31 Description of goods

Note you can add or modify the CN code details you entered earlier at this point



For default weight select kg please, not tonnes

You can select the default package type if this applies to all the commodities. By selecting default weight and package type you do not then have to enter the units separately for each CN code

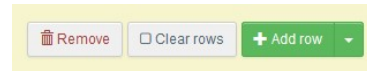
For each CN code:

Complete Species, Net weight, package count, Product type – see drop down

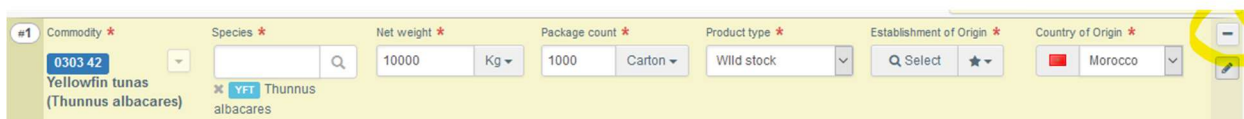
Select establishment of origin. You can select only establishments which are relevant, e.g. for fishery products from Morocco you can select only fishery products establishments in Morocco, or EU fishing vessels

You must have one line per species per establishment.

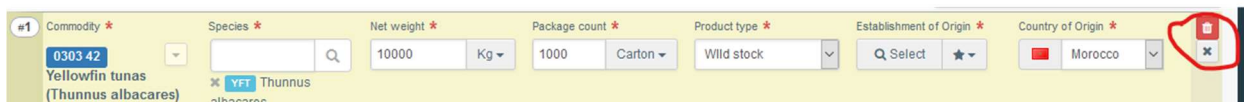
To add new lines click on green '+ Add row' next to relevant CN code:



To remove a row added in error, click on the minus sign on right side:



and it will turn into a dustbin symbol. Click this to delete the line or click the x below the dustbin symbol if you decide to keep the entry



Complete details for each row

Leave 'quantity' box empty. This would apply to animals or straws of semen for example

Quantity totals:

The total net weight (box I.34) and the total number of packages (box I.32) are calculated automatically

Box I.34 Complete the Total Gross Weight of the consignment. Total gross volume is not completed

Click 'Submit for Decision'. Note the legal statement you are signing for

Any errors will be notified in pink at the bottom of the screen. Click on the double-headed diagonal arrow to see more detail. Clicking on the error will take you straight to the relevant point in the document (in most cases)

To navigate around the CHED by sections, click on the arrow on the right scroll bar:




You can save the document as DRAFT if you want to amend it later before submitting. The BCP cannot see CHEDs saved as Draft. Note that once submitted the actual CHEDP has a different number to the draft CHED

Printing

To print, click on 'Preview PDF' button. Then click on 'Advanced Print Options' to print to paper in any language listed

Copy as new

The 'More' button allows you to delete the CHED or Copy as New

Click on EU symbol to return to the Home page 

Cloning certificates to produce CHEDs

To find a certificate to the EU, if you are a forwarding agent you need to know:

- Country of origin,
- Certificate number allocated automatically by TRACES e.g. IMPORT.EU.SN.2019.1234567
- Local reference number (allocated to certificate by competent authority in exporting country)

Click on the 'Clone as CHED' button to bring up these fields

Certificates to the EU produced in TRACES Classic will not be able to be cloned to TNT. The CHED will have to be completed from scratch

CVEDs in TRACES Classic

Any CVEDs already on TRACES Classic) before 14/12/19 can continue to be processed on TRACES Classic. We are presuming we have to have done at least the document check and saved the CVED part II as 'in progress' for them to be held on the system but it may be that simply completion of part I is enough. After that date they need to be produced as CHEDs on TNT.

TRACES Classic will still be used for 'DOCOMs' (commercial documents for exports of meat meal)

E-signatures

TNT allows for electronic signing of certificates to the EU and CHEDs. Our understanding is that you will have a device similar to that used in online banking where you input your PIN number and it generates a reference number which is then linked to the document you have 'digitally signed'.

DEFRA will need to make a formal request to the Commission before use of digital signatures can be implemented in the UK

For digitally-signed certificates and CHEDs, the digitally-signed document is the legal document so paper prints will no longer be required and any paper prints are legally just copy documents