Quick Reference Guide

How Create a New Import Notification (CHEDD)

How to Create a New Import Notification - CHEDD

01

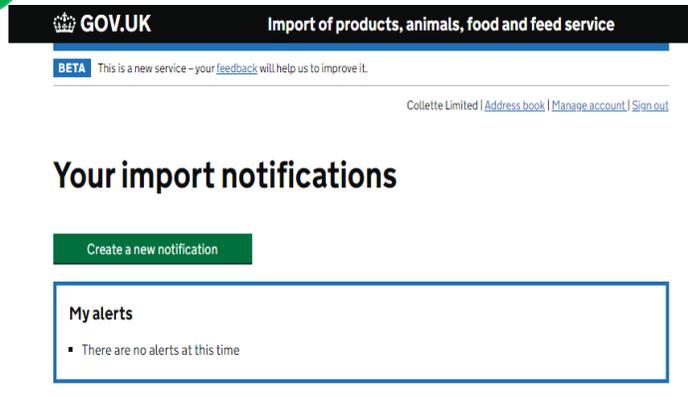**1.**Enter your **Government Gateway ID** and **Password** to sign in

02

2. Click **Create New Notification**

03
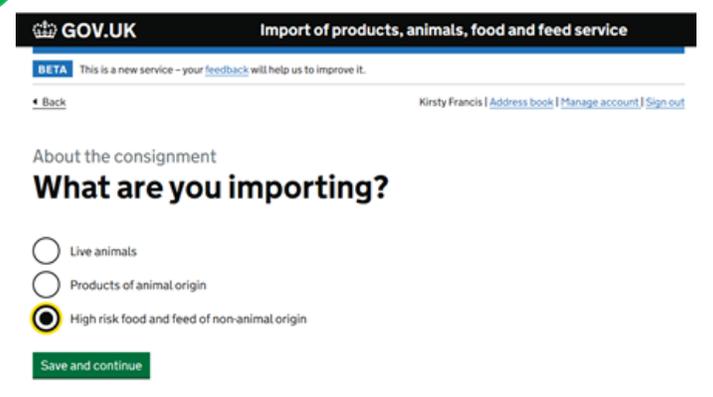
3. Select **High risk food and feed or non animal origin** and then click **Save and Continue**

06
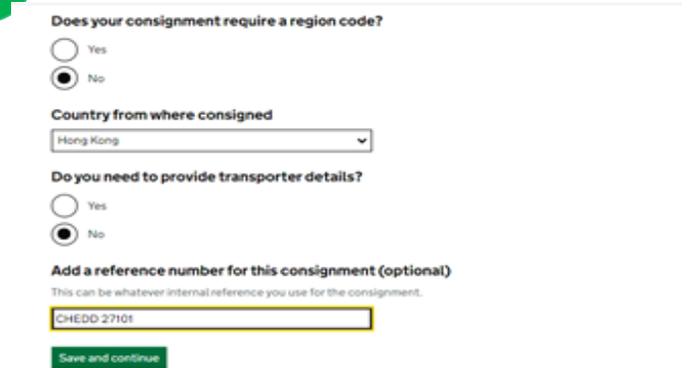
6. Enter the **region code** if required. You can also select to provide transported details. Enter a R**eference Number** if required. This can be whatever internal reference you use for the consignment. Click **Save and Continue**

05

5. Answer each of the five questions on the Page. The **Country of Origin** and **Country from where consigned** will pull through from the Country of origin you selected previously. Select **Yes** or **No to the remaining questions.**

04
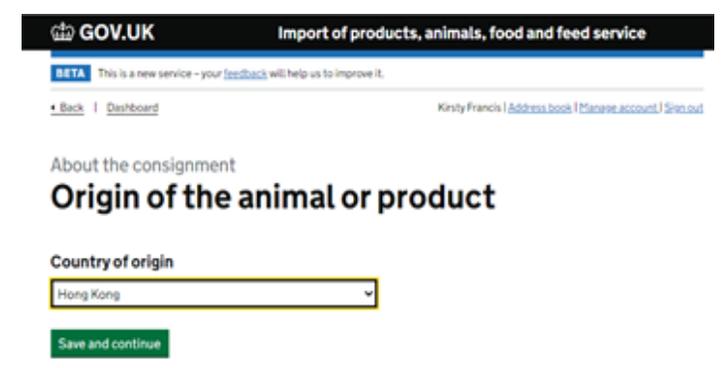
4. Click **Select a Country**, and select the country of origin from the dropdown list, then click **Save and Continue**

2

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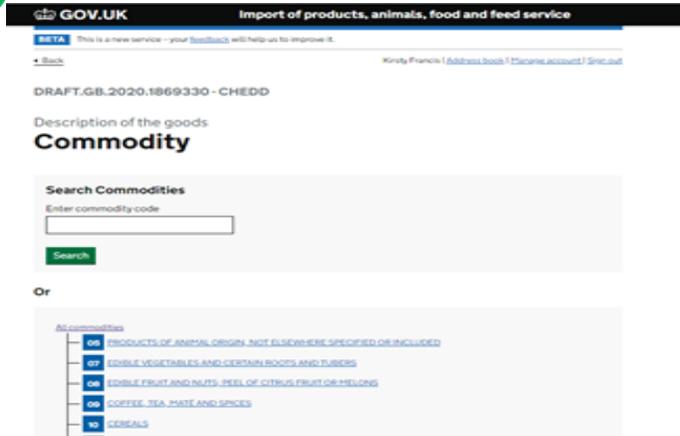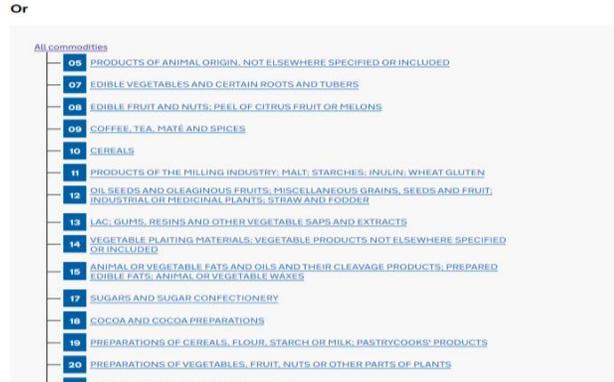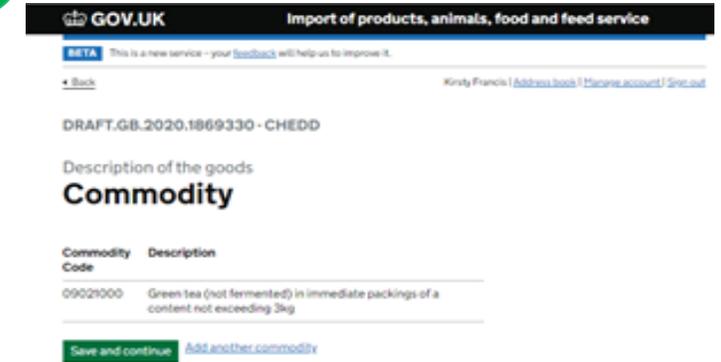
07

7. Enter the commodity code or use the Commodity Tree and click the blue hyperlink and select the Commodity Code for the consignment.
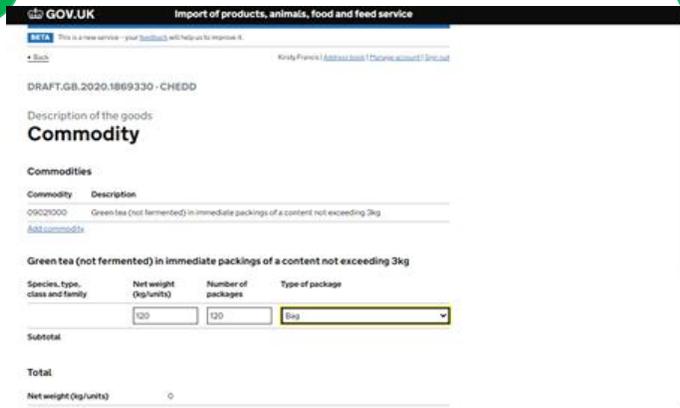
08

8. You may need to click through different levels within the Commodity tree to find the correct commodity. Click the blue hyperlink to view the next level
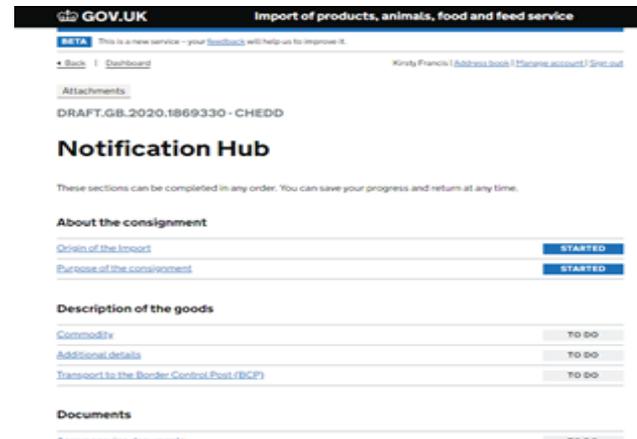
09

9. Review the commodity. You also have the option to add another commodity by clicking the blue hyperlink, 'Add another commodity'. **Save and Continue**

12

12. Click the blue hyperlink **Commodity** and enter **Net weight**, **Number of packages** and select the **Type of package** from the dropdown list. You will need to do this for each commodity, if multiple were added.

11

11. You are presented with a task list (5 sections) to complete. You will notice **About the Consignment** Section status is **Started** (this Relates to the information you have entered so far)

10
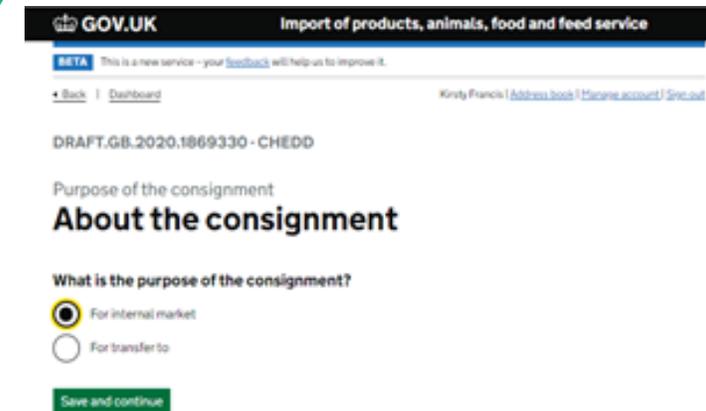
10. Select the purpose of the consignment and click **Save and Continue**

3

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13.Then click **Update Total and Save and Continue**

14. Populate the **Total Gross Weight**, **Total Gross Volume**, **Unit** .

15. Select **Commodity intended for, Temperature** and **Will your goods be importer in shipping containers.**

18. Add the **Identification**, **Document**, Air Waybill, Bill of lading or ship Manifest **document** reference as well as the **Estimated date and time of arrival at BCP**. Click **Save and Continue**

17.Select the **Border Control Post (BCP)** and **Means of Transport to the BCP.**

16.Select **Yes** if the consignment will be imported in shipping containers and enter the **container** and **seal numbers**. Select the **Offical Seal** is necessary. Otherwise select **No**. Click **Save and Continue**

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19. Here you must record the **document reference number** and **date of issue** of any accompanying documentation (e.g. Veterinary Health Certificate, Catch Certificate, Air Waybill)

20. Select **document type** from the drop down list, populate the **document reference, date of issue** and **Add attachment**

21. Click the blue hyperlink **Add Another Document**, to add a row for each document. Add the document details for each. Click **Save and Continue**

27. Click the blue hyperlink **Add a consignee**. Search by **Name** or **Address** or click the blue hyperlink **Select** to add a Consignee to the notification. Click the blue hyperlink **Create a new consignee** if required.

26. Search by **Name**, **Address** or **Country** or click the blue hyperlink to **Select** to choose a Consignor/ Exporter. Click the blue hyperlink to **Create a new consignor or exporter** if required

25. Click the blue hyperlink **Add a Consignor or Exporter**

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25.The **Importer** and **Place of destination** sections will be automatically populated with details of the selected Consignee. Click the Blue hyperlink **Change** to amend the details. Click **Save and Continue**

26. Select the contact address that will be responsible for this consignment and the contact for any questions, this will be displayed on the notification, and then click **Save and Continue**

27. You can now review your notification. Update the answer to any question by clicking the blue hyperlink **Change**. Amend the information and then click **Save and Review**. You can do this for each answer you wish to update

30. The notification and will be presented with a reference number and guidance on what happens next.

29. Read the declaration, and when you are ready, click **Submit Notification**

28. Click **Save and Continue**

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31. Click **View or Print Certificate** if required

32. You can use the notification reference number to search on the dashboard. Click on the blue hyperlink **Return to your dashboard**

33. You can search on the CHED reference from Dashboard if required.