



Department
for Environment
Food & Rural Affairs

Quick Reference Guide

How Create a New Import Notification (CHEDD)



How to Create a New Import Notification - CHEDD

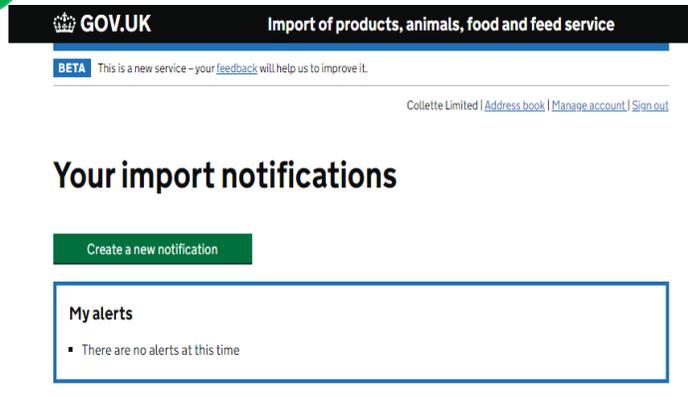
01



The screenshot shows the Government Gateway sign-in page. At the top, it says "GOV.UK" and "BETA This is a new service - your feedback will help us to improve it". Below this, there are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is below the fields. At the bottom left, there is a link "Create sign in details".

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

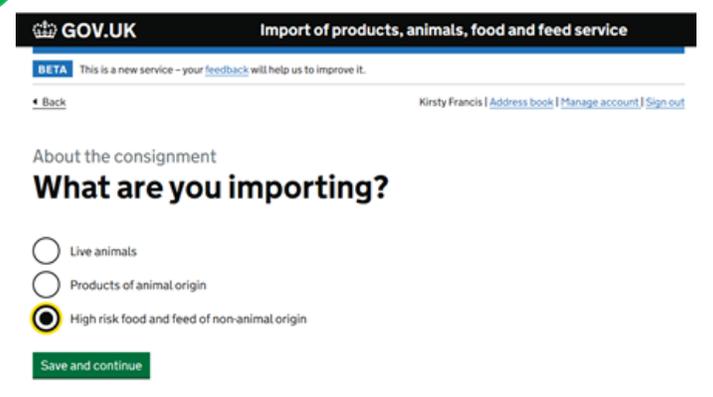
02



The screenshot shows the "Your import notifications" page. At the top, it says "GOV.UK" and "Import of products, animals, food and feed service". Below this, there is a green button "Create a new notification". Below that, there is a box titled "My alerts" with the text "There are no alerts at this time".

2. Click **Create New Notification**

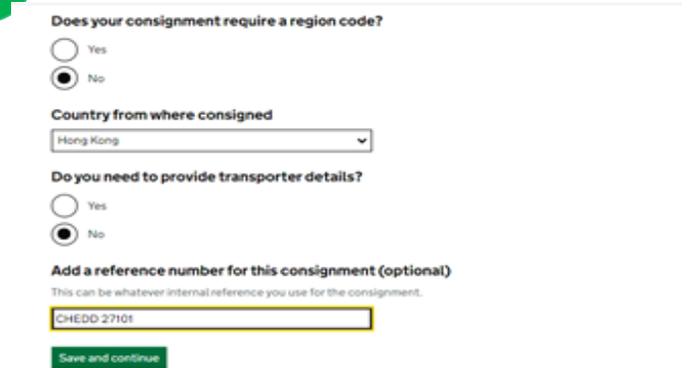
03



The screenshot shows the "What are you importing?" page. At the top, it says "GOV.UK" and "Import of products, animals, food and feed service". Below this, there are three radio button options: "Live animals", "Products of animal origin", and "High risk food and feed of non-animal origin" (which is selected). A green "Save and continue" button is at the bottom.

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

06



The screenshot shows the "Does your consignment require a region code?" page. It has five questions with radio button options: "Does your consignment require a region code?", "Country from where consigned" (with a dropdown menu showing "Hong Kong"), "Do you need to provide transporter details?", "Add a reference number for this consignment (optional)" (with a text input field containing "CHEDD 27101"), and "Save and continue" button.

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

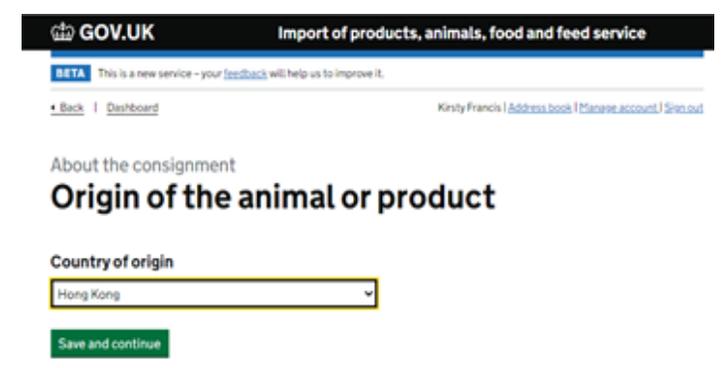
05



The screenshot shows the "Origin of the Import" page. It has five questions with radio button options: "Country of origin" (with a dropdown menu showing "Hong Kong"), "Does your consignment require a region code?", "Country from where consigned" (with a dropdown menu showing "Hong Kong"), "Do you need to provide transporter details?", and "Save and continue" button.

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

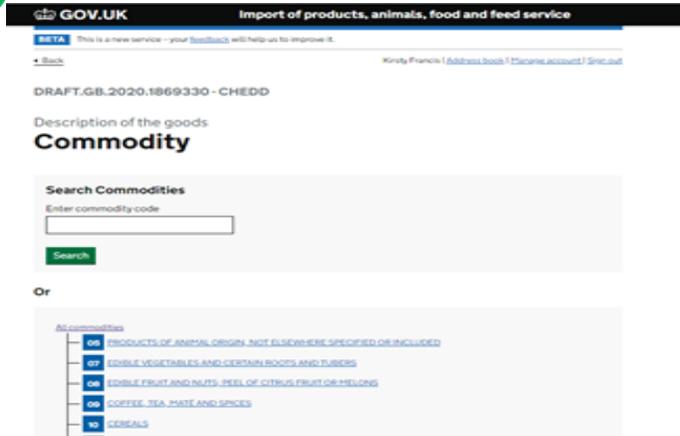


The screenshot shows the "Origin of the animal or product" page. It has one question with a dropdown menu: "Country of origin" (with a dropdown menu showing "Hong Kong"). A green "Save and continue" button is at the bottom.

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

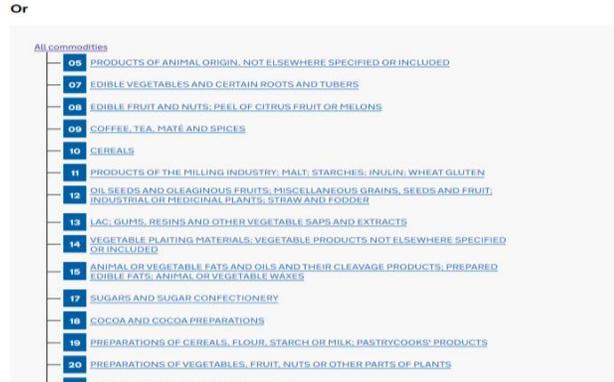
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07



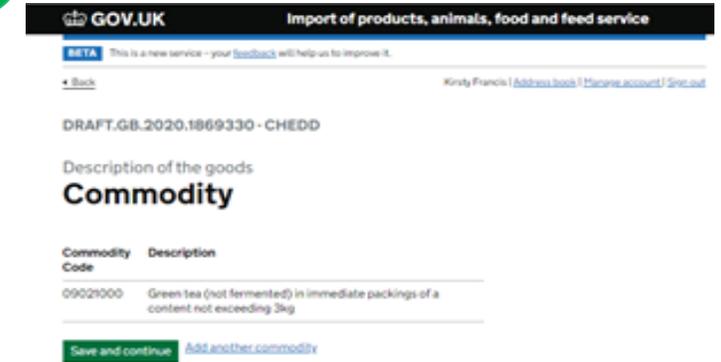
7. Enter the commodity code or use the Commodity Tree and click the blue hyperlink and select the Commodity Code for the consignment.

08



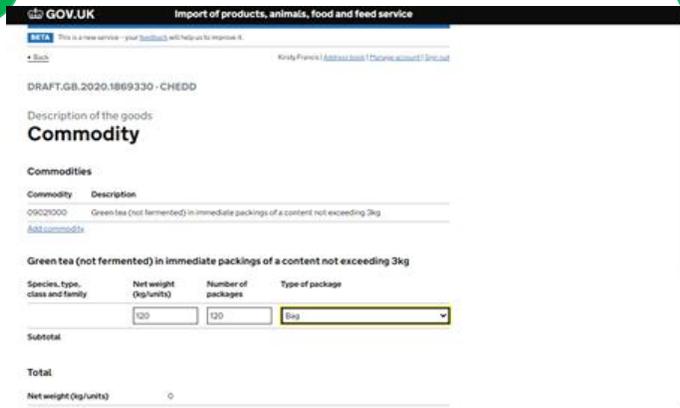
8. You may need to click through different levels within the Commodity tree to find the correct commodity. Click the blue hyperlink to view the next level

09



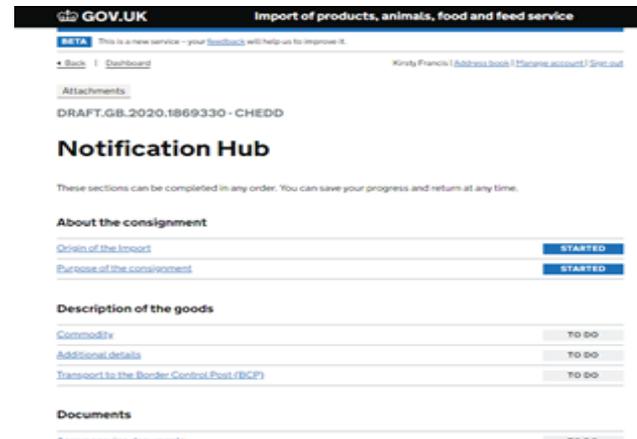
9. Review the commodity. You also have the option to add another commodity by clicking the blue hyperlink, 'Add another commodity'. **Save and Continue**

12



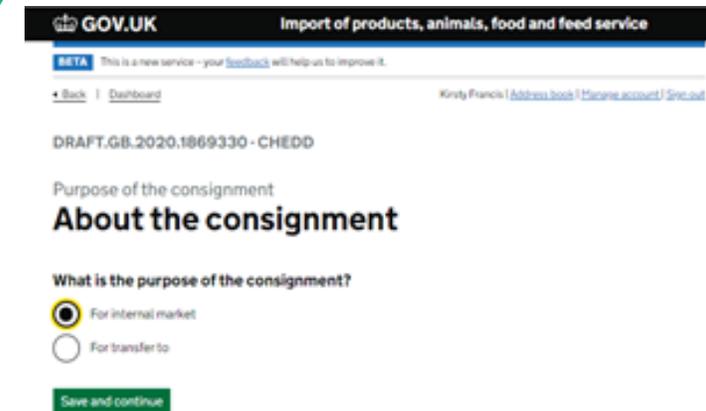
12. Click the blue hyperlink **Commodity** and enter **Net weight, Number of packages** and select the **Type of package** from the dropdown list. You will need to do this for each commodity, if multiple were added.

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**

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Commodity

Commodities

Commodity Description
09021000 Green tea (not fermented) in immediate packings of a content not exceeding 3kg
[Add commodity](#)

Green tea (not fermented) in immediate packings of a content not exceeding 3kg

Species, type, class and family	Net weight (kg/units)	Number of packages	Type of package
	120	120	Bag
Subtotal	120	120	

Total

Net weight (kg/units)	120
Number of packages	120

[Update total](#)
[Save and return to hub](#) [Save and continue](#)
[Cancel and return to hub](#)

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

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GOV.UK Import of products, animals, food and feed service

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DRAFT.GB.2020.1869330 - CHEDD

Description of the goods
Additional details

Total

Net weight of the consignment (kg/units)	120
Number of packages of the consignment	120

Total gross weight (kg/units)
488

Total gross volume Unit
1 metres cubed

Commodity intended for

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

15

Commodity intended for

Feedingsuff
 Further process
 Human consumption
 Other

Temperature

Ambient
 Chilled
 Frozen

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

18

Identification

Flight number, vessel name or vehicle registration
CX285

Document

Air Waybill, Bill of lading or ship manifest
285-09876543

Estimated arrival at BCP

For example, 15 8 2020

Day	Month	Year
28	10	2020

24 hour format

Hour	Minutes
05	40

[Save and return to hub](#) [Save and continue](#)
[Cancel and return to hub](#)

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**

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DRAFT.GB.2020.1869330 - CHEDD

Description of the goods
Transport to the Border Control Post (BCP)

What is the entry border control post?

UK
 EU

Border control post
Heathrow Airport - APH (products) - GBLHR1P

Means of transport to the BCP
Airplane

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

16

Will your goods be imported in shipping containers?

Yes
 No

Container number Seal number Official Seal

[Add another container](#)

[Save and return to hub](#) [Save and continue](#)
[Cancel and return to hub](#)

16. Select **Yes** if the consignment will be imported in shipping containers and enter the **container** and **seal numbers**. Select the **Official 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

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

21

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**

24

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.

23

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

22

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

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

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

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

29

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

28

28. Click **Save and Continue**

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EUROPEAN UNION

Common Health Entry Document for Food and Food of Non-Animal Origin

PART I: DESCRIPTION OF CONSIGNMENT

1.2 CHED Reference CHEDD.GB.2020.1869330	1.1 Land Reference CHEDD 2700	1.3 Consignor/Exporter Name: KONG Sapers Ltd Address: 88 Hong Tin Road, Kowloon Country: Hong Kong ISO Code: HK
1.4 Consignee/Importer Name: M&M Warehouse Ltd Address: 88 Sady Road, Birmingham, B60 9DT Country: United Kingdom ISO Code: GB	1.5 Place of destination Name: Kirsty Francis Address: 62 Maple Avenue, Peckham, Newlands square Tyne, NE4 9QE Country: Argentina ISO Code: AR	1.6 Accompanying documents Type: Air Waybill Document reference: 0246 Date of issue: 28.10.2020 +0000 UTC Country and place of issue: Hong Kong (HK) Place of Signature: Commercial (Secretary) address
1.7 Date of issue Date: 28.10.2020 +0000 UTC	1.8 Date of arrival Date: 05.10.00 +0000 UTC	1.9 Country of origin Name: Hong Kong ISO Code: HK
1.10 Mode of transport Mode: International transport document Identification: CHEDD	1.11 Country of origin Name: Hong Kong ISO Code: HK	1.12 Country of origin Name: Hong Kong ISO Code: HK

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

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GOV.UK Import of products, animals, food and feed service

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Your import notification has been sent

Your reference number
CHEDD.GB.2020.1869330 - V1

What happens next?

Your CHEDD notification has been sent to the Border Control Post (BCP).

[View or print certificate](#)

[Return to your dashboard](#)
[Create a new import notification](#)

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

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There are no alerts at this time

Search certificates by

Certificate number / keywords: CHEDD.GB.2020.1869330

Border Control Post (BCP): All

Certificate status: All

Country of origin: All

Consignee / Importer: [Empty]

Certificate type: All

Arrival / Import date range: Today, Tomorrow, Next seven days, Clear date range

Start date range: Day, Month, Year

End date range: Day, Month, Year

[Search](#) [Clear](#)

1 result

Reference number	Commodity	Arrival at BCP	Certificate status
CHEDD.GB.2020.1869330	09021000	28 October 2020	NEW
Consignee: MSR Warehouse Ltd	Consignor: KGMG Exports Ltd	Origin: Hong Kong	

[Copy as new](#) [View details](#) [Amend](#) [Show certificate](#)

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