



Department  
for Environment  
Food & Rural Affairs

# Quick Reference Guide

## How Create a New Import Notification (CHED-P)



# How to Create a New Import Notification – CHED-P

01

The screenshot shows the Government Gateway sign-in page. At the top, there is a header with the GOV.UK logo and a BETA notice. Below the header, there is a sign-in form with two input fields: 'Government Gateway user ID' and 'Password'. A 'Sign in' button is located below the password field. There is also a link for '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, there is a header with the GOV.UK logo and a BETA notice. Below the header, there is a 'Create a new notification' button. Underneath, there is a 'My alerts' section with a list of alerts: 'View all', '1 notification changed to In Progress in the last 24 hours', and '2 notifications changed to Valid in the last 24 hours'.

2. Click **Create New Notification**

03

The screenshot shows the 'What are you importing?' page. At the top, there is a header with the GOV.UK logo and a BETA notice. Below the header, there is a 'Back' button. The main heading is 'About the consignment' followed by 'What are you importing?'. There are three radio button options: 'Live animals', 'Products of animal origin' (which is selected), and 'High risk food and feed of non-animal origin'. A 'Save and continue' button is located at the bottom.

3. Select **Products of Animal Origin** and then click **Save and Continue**

06

## Add a reference number for this consignment (optional)

This can be whatever internal reference you use for the consignment.

The screenshot shows a text input field containing the reference number 'CHEDP 27104'. The field is highlighted with a yellow border.

Save and continue

6. You can also enter a reference number. 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. At the top, there is a header with the GOV.UK logo and a BETA notice. Below the header, there is a 'Back' button. The main heading is 'About the consignment' followed by 'Origin of the Import'. There are three questions with radio button options: 'Country of origin' (Japan), 'Does your consignment require a region code?' (No), and 'Does this consignment conform to regulatory requirements?' (Yes). There is also a 'Country from where consigned' dropdown menu (Japan) and a 'Do you need to provide transporter details?' question (No).

5. Answer each of the three questions on the page, by selecting **Yes** or **No**. Enter the region code if required

04

The screenshot shows the 'Origin of the animal or product' page. At the top, there is a header with the GOV.UK logo and a BETA notice. Below the header, there is a 'Back' button and a 'Dashboard' link. The main heading is 'About the consignment' followed by 'Origin of the animal or product'. There is a 'Country of origin' dropdown menu with 'Select a country' selected. A 'Save and continue' button is located 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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7. Enter your **Commodity Code** or use the **Commodity Tree** by clicking the blue hyperlinks

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. Select **Type of commodity** and **Species of commodity**. There can be Type, Class and Family depending on the Commodity chosen. You can add another commodity by clicking the blue hyperlink **Save and Continue**

12

12. Click the blue hyperlink **Commodity**

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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Description of the goods

### Commodity

Commodities

Commodity	Description
030235	Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)

Add commodity

#### Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)

Species, type, class and family	Net weight (kg/units)	Number of packages	Type of package
Thunnus orientalis, Wild stock	889	88	Carton
<b>Subtotal</b>	<b>889</b>	<b>88</b>	

Add species

13. Populate Net Weight, Number of packages and Type of package

14

Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)

Species, type, class and family	Net weight (kg/units)	Number of packages	Type of package
Thunnus orientalis, Wild stock	889	88	Carton
<b>Subtotal</b>	<b>889</b>	<b>88</b>	

Add species

**Total**

Net weight (kg/units)	889
Number of packages	88

Update total

Save and return to hub Save and continue

Cancel and return to hub

14. Click Update Total and then Click Save and Continue

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Description of the goods

### Catch certificate details

Commodity

Commodity Code	Description	Species, type, class and family	Net weight (kg/units)	Number of units	Type of package
030235	Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)	Thunnus orientalis, Wild stock	889	88	Carton

Where appropriate, add catch certificate details for Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)

Catch certificate details

Species	Catch certificate number	Weight (kg)
Thunnus orientalis	JPN1010	889

Add another

Save and return to hub Save and continue

Cancel and return to hub

15. Populate the Catch certificate number and Weight. Then click Save and Continue NB: Catch certificate details are specific to fish commodities

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Description of the goods

### Transport to the Border Control Post (BCP)

What is the entry border control post?

UK

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

EU

Means of transport to the BCP  
Airplane

Identification  
Flight number, vessel name or vehicle registration  
AN108

18. Select the Border Control Post (BCP) and Means of Transport to the BCP, and then populate the Transport Identification such as the flight number or ship name

17

Will your goods be imported in shipping containers?

Yes

Container number	Seal number	Official Seal

Add another container

No

Save and return to hub Save and continue

Cancel and return to hub

17. Select Yes if the consignment will be imported in shipping containers and enter the container and seal numbers. Otherwise select No. Click Save and Continue

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Description of the goods

### Additional details

Total

Net weight of the consignment (kg/units)	889
Number of packages of the consignment	88

Total gross weight (kg/units)  
919

Total gross volume  
1

Unit  
metres cubed

Temperature  
 Chilled

16. Populate the Total Gross Weight, Total Gross Volume (this can be a value of 1), Unit and then select Temperature

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**Document**  
Air Waybill, Bill of lading or ship manifest  
108-0987234

**Estimated arrival at BCP**  
For example, 15 8 2020  
Day Month Year  
29 10 2020

24 hour format  
Hour Minutes  
07 00

Save and return to hub Save and continue  
Cancel and return to hub

19. Add the document reference such as the Air Waybill, Bill of lading or ship manifest as well as the **Estimated date and time of arrival at BCP**. Click **Save and Continue**

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Documents  
**Accompanying documents**

Additional documents

Document type	Document reference	Date of issue Day Month Year	Attachments (optional)
Select document type			Add attachment

Add another document

Save and return to hub Save and continue  
Cancel and return to hub

20. 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)

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Documents  
**Approved establishment of origin**

Name	Country	Type	Approval Number
There are no establishments currently selected			

Search for an approved establishment

Save and return to hub Save and continue  
Cancel and return to hub

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

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Documents  
**Search for an approved establishment**

Filter  
Country Name Approval number  
Japan  
Type Status  
Select type Select status  
Search

24. Select the **Country** of Origin in the Filter Criteria and Click **Search**

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Documents  
**Approved establishment of origin**

Name	Country	Type	Approval Number
There are no establishments currently selected			

Search for an approved establishment

Save and return to hub Save and continue  
Cancel and return to hub

23. Search for an approved establishment by Clicking the blue hyperlink

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Documents  
**Additional documents**

Document type	Document reference	Date of issue Day Month Year	Attachments (optional)
Veterinary health certificate	JP101010	25 October 2020	Veterinary Health Cert.docx Download Remove attachment
Air Waybill	108-0981234	26 October 2020	Add attachment Remove
Commerci	NX101	25 10 2020	Add attachment

Add another document

Save and return to hub Save and continue  
Cancel and return to hub

22. Click the blue hyperlink **Add Another Document**, to add a row for each document. Add the document details for each.

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**Approved establishment of origin**

Name	Country	Type	Approval Number
TRYTUNA PRODUCT INC. Shimada Factory	Japan	Processing Plant	2272001

25. Click the blue hyperlink **Select** to choose an establishment from the list

26

**Save and return to hub** **Save and continue**

[Cancel and return to hub](#)

26. Once added, click **Save and Continue**

27

**Add a consignor or exporter**

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

30

**Search for an existing consignee**

Name	Address	Status	Approval Number
Silverstone Stables and Pets	Warehouse 118, Silverstone, Towcester, NN12 8TN	New	
Grill Masters	12, Queens Road, Bristol, BS1 7DD	New	
CKH Falcons	Warehouse 118, Silverstone, Towcester, NN12 8TN	New	

30. Click the blue hyperlink **Select** to choose a Consignee you have used before or Click the blue hyperlink **Create a new consignee** if required

29

[Add a consignee](#)

29. Click the blue hyperlink **Add a Consignee**

28

**Search for an existing consignor or exporter**

Name	Address	Country	Status	Approval Number
Heathrow	9 Frome Gardens, Low Fell, Gateshead, NE21 6YT	China	New	
SG Fisheries Ltd	11, Orchard Road, Singapore, 12345	Singapore	New	
Nippon Exports	113, Shingwa, Osaka, 12345	Japan	New	

28. Click the blue hyperlink **Select** to choose a Consignor/Exporter you have created before or Click the blue hyperlink **Create a new consignor or exporter** if required

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**Consignee**

Name	Address	Country	
Grill Masters	12, Queens Road, Bristol, BS1 7DD	United Kingdom	<a href="#">Change</a>

**Importer**

Name	Address	Country	
Grill Masters	12, Queens Road, Bristol, BS1 7DD	United Kingdom	<a href="#">Change</a>

**Place of destination**

Name	Address	Country	
Grill Masters	12, Queens Road, Bristol, BS1 7DD	United Kingdom	<a href="#">Change</a>

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

[Cancel and return to hub](#)

31. The **Importer** and **Place of destination** sections will be automatically populated with details of the selected **Consignee**. If required, click the Blue hyperlink **Change** to amend the details.

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Traders

### Search for an existing place of destination

**Search**

Name  Address  Type

Approval Number

[Search](#)

Name	Address	Country	Status	Approval Number	
Silverstone Stables and Pets	Warehouse 118, Silverstone, Towcester, NN12 8TN	United Kingdom	New		<a href="#">View</a> <a href="#">Select</a>
Grill Masters	12, Queens Road, Bristol, BS1 7DD	United Kingdom	New		<a href="#">View</a> <a href="#">Select</a>

32. If **Change** hyperlink is selected, click the blue Hyperlink **Select** to choose a different trader

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**Consignee**

Name	Address	Country	
Grill Masters	12, Queens Road, Bristol, BS1 7DD	United Kingdom	<a href="#">Change</a>

**Importer**

Name	Address	Country	
Grill Masters	12, Queens Road, Bristol, BS1 7DD	United Kingdom	<a href="#">Change</a>

**Place of destination**

Name	Address	Country	
MSR Warehouse Ltd	86 Indy Road, Birmingham, BS1 7DD	United Kingdom	<a href="#">Change</a>

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

[Cancel and return to hub](#)

33. The trader will be updated, then click **Save and Continue**

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**Traders**

Consignor or exporter	Nippon Exports 113, Shingwa, Osaka, 12345, Japan, 06284019653, nipponexports@gmail.com	<a href="#">Change</a>
Consignee	Grill Masters 12, Queens Road, Bristol, BS1 7DD, United Kingdom, 06284019634, grillmasters@gmail.com	
Importer	Grill Masters 12, Queens Road, Bristol, BS1 7DD, United Kingdom, 06284019634, grillmasters@gmail.com	
Place of Destination	MSR Warehouse Ltd 86 Indy Road, Birmingham, BS1 7DD, United Kingdom, 7392010575, msrwarehouse@gmail.com	
Organisation address		
Head office / branch address	49, Shakespeare Road, London, W3 6SE	<a href="#">Change</a>

[Save and continue](#)

36. Click **Save and Continue**

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### Review your notification

Submitted on:   
Last updated: 28 October 2020, 15:00  
Submitted by:   
Last updated by: Danielle Ridley

**About the consignment**

What are you importing?	Products of animal origin
Add a reference number for this consignment	CHEDP 27104 <a href="#">Change</a>
Country of origin	Japan
Country from where consigned	Japan
Region code	
Does this consignment conform to regulatory requirements?	Yes

35. 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

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### Organisation Address

This is the contact address that will be displayed on your notification

**Choose your organisation branch address**

If you can't find the correct branch address, add the branch address in your [address book](#)

49 Shakespeare Road  
London  
W3 6SE  
United Kingdom

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

[Cancel and return to hub](#)

34. Select the contact address that will be responsible for this consignment and the contact for any questions, this will be displayed on the notification. You can create multiple Branch addresses and add them to your Address book through the **address book** hyperlink. Then click **Save and Continue**

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## 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 consignments, quarantine or isolation of consignments, or costs of destruction and disposal where necessary.

Date of declaration: 28 October 2020

[Submit notification](#)

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

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### Your import notification has been sent

Your reference number  
**CHEDP.GB.2020.1869339 - V1**

**What happens next?**

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

[View or print certificate](#)

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

38. You have now completed the import Notification and will be presented with a reference number and guidance on what happens next

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**EUROPEAN UNION**

**Common Health Entry Document for Products**

PART I: DESCRIPTION OF CONSIGNMENT	
12. CHED Reference <b>CHEDP.GB.2020.1869339</b>	13. Legal Reference <b>CHEDP 27104</b>
14. Border Control Post/Control Point (Control Unit) <b>Sheffield Airport - APPI (products)</b>	15. Border Control Post/Control Point (Control Unit code) <b>GBLJSEIP</b>
16. Consignor/Importer Name: <b>Grill Masters</b> Address: <b>12, Queens Road, Bristol, BS1 7DD</b> Country: <b>United Kingdom</b> ISO Code: <b>GB</b>	17. Place of destination Name: <b>MSR Warehouse Ltd</b> Address: <b>86 Indy Road, Birmingham, B51 7DD</b> Country: <b>United Kingdom</b> ISO Code: <b>GB</b>
18. Operator responsible for the consignment Name: <b>Danielle Ridley</b> Address: <b>49, Shawsheen Road, London, W3 6SE</b> Country: <b>United Kingdom</b> ISO Code: <b>GB</b>	19. Accompanying documents Type: <b>Veterinary health certificate</b> Document reference: <b>JP101010</b> Date of issue: <b>25.10.2020 +0000 UTC</b> Country and place of issue: <b>Japan (JP)</b> Name of Signatory Commercial documentary references
110. Prior notification Date: <b>29.10.2020 +0000 UTC</b>	Time: <b>07:00:00 +0000 UTC</b>
113. Means of transport Mode: <b>AIRPLANE</b> International transport document: <b>108-0987234</b> Identification: <b>AN108</b>	111. Country of Origin <b>Japan</b> ISO Code: <b>JP</b>
112. Region of Origin	
115. Establishments of Origin Name: _____ Approval Number: _____	

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

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## Your import notifications

[Create a new notification](#)

**My alerts**

- [View all](#)
- 1 notification changed to In Progress in the last 24 hours
- 2 notifications changed to Valid in the last 24 hours

**Search certificates by**

Certificate number / keywords <input type="text" value="CHEDP.GB.2020.1869339"/>	Border Control Post (BCP) <input type="text" value="All"/>	Certificate status <input type="text" value="All"/>
Country of origin <input type="text" value="All"/>	Consignee / Importer <input type="text" value="All"/>	Certificate type <input type="text" value="All"/>
Arrival / Import date range Today Tomorrow Next seven days Clear date range	Start date range Day Month Year <input type="text"/> <input type="text"/> <input type="text"/>	End date range Day Month Year <input type="text"/> <input type="text"/> <input type="text"/>

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

Reference number	Commodity	Arrival at BCP	Certificate status
CHEDP.GB.2020.1869339	030235	29 October 2020	<b>NEW</b>
Consignee Grill Masters	Origin Nippon Exports	Origin Japan	

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

42. You will see your CHEDP certificate populated And you will see the **Certificate status** here

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## Your import notifications

[Create a new notification](#)

**My alerts**

- [View all](#)
- 1 notification changed to In Progress in the last 24 hours
- 2 notifications changed to Valid in the last 24 hours

**Search certificates by**

Certificate number / keywords <input type="text" value="CHEDP.GB.2020.1869339"/>	Border Control Post (BCP) <input type="text" value="All"/>	Certificate status <input type="text" value="All"/>
Country of origin <input type="text" value="All"/>	Consignee / Importer <input type="text" value="All"/>	Certificate type <input type="text" value="All"/>
Arrival / Import date range Today Tomorrow Next seven days Clear date range	Start date range Day Month Year <input type="text"/> <input type="text"/> <input type="text"/>	End date range Day Month Year <input type="text"/> <input type="text"/> <input type="text"/>

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

41. Enter the copied notification reference into the **Certificate number/keywords** field and click **Search**

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### Your import notification has been sent

Your reference number  
**CHEDP.GB.2020.1869339 - V1**

**What happens next?**

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

[View or print certificate](#)

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

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