Creating a CHED-D on IPAFFS

1. Open IPAFFS and enter your *Government Gateway ID* and *Password* to sign in.

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

2. Click *Create a new notification*

Your import notifications

Create a new notification

My alerts

- There are no alerts at this time

3. Select *High risk food and feed of non-animal origin* and then *Save and continue*

About the consignment
What are you importing?

◯ Live animals

◯ Products of animal origin

◯ High risk food and feed of non-animal origin

◯ Plants, plant products and other objects

Save and continue

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

About the consignment
Origin of the animal or product

Country of origin

Select a country ⌄

Save and continue

5. The **Country of origin** and the **Country from where consigned** will pull through from the Country of origin you selected previously. You may need to update this.

➢ *The region code will not apply to most CHED-Ds.*
➢ *Transporter* is not compulsory for CHED-Ds.

Enter a **Reference number** (optional) – whatever internal reference number you use for the consignment.

Click **Save and continue**.

About the consignment
Origin of the Import

Country of origin

India ⌄

Does your consignment require a region code?

◯ Yes

⦿ No

Country from where consigned

India ⌄

Do you need to provide transporter details?

◯ Yes

◯ No

Add a reference number for this consignment (optional)

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

Save and continue

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6. Enter the *commodity code* or use the Commodity tree and click the blue hyperlink to select the Commodity code for the consignment.

   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.

7. Review the commodity. You may also have the option to add another commodity by clicking the blue hyperlink – **Add another commodity**.
   Click *Save and continue*

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8. Select the purpose of the consignment and click **_Save and continue_**

Purpose of the consignment

About the consignment

What is the purpose of the consignment?

(●) For internal market

(○) For transfer to

[Save and continue]

9. You are presented with a task list (5 sections) to complete.
    About the consignment will have the status '**Started**' – this relates to the information you have entered so far.

Notification Hub

These sections can be completed in any order. You can save your progress and return at any time.

About the consignment

Origin of the Import	**STARTED**
Purpose of the consignment	**STARTED**

Description of the goods

Commodity	TO DO
Additional details	TO DO
Transport to the Border Control Post (BCP)	TO DO

10. **_Description of the goods_**

    Click on **_Commodity_** and enter the **_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.

Click **Update total**.

Click **Save and Continue**.

Description of the goods
Commodity

Commodities

Commodity	Description
09041200	Crushed or ground

Add commodity

Crushed or ground

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

Subtotal

Total

Net weight (kg/units)	0
Number of packages	0

Update total

Save and return to hub   Save and continue

11. **Additional details**

Populate the **Total gross weight**

Description of the goods
Additional details

Total

Net weight of the consignment (kg/units)	23000
Number of packages of the consignment	920

Total gross weight (kg/units)

Select the *Commodity intended for*

Commodity intended for

◯ Feedingstuff

◯ Further process

◯ Human consumption

◯ Other

Select *Temperature*

Temperature

◯ Ambient

◯ Chilled

◯ Frozen

Indicate if the goods are in shipping containers.

Will your goods be imported in shipping containers?

◯ Yes

⦿ No

If not select *No*, then click *Save and continue*.

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If yes select **Yes**, then enter the **container and seal numbers**. If an Official seal has been applied tick the 'Official Seal' box. Click **Save and continue**.

Will your goods be imported in shipping containers?

◉ Yes

Container number	Seal number	Official Seal

Add another container

◯ No

12. **Transport to the Border Control Post (BCP)**

Select the *Border Control Post* (BCP) where the consignment is entering GB.

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

Entry border control post

Select border control post ⌄

Select the **Means of transport** to the BCP.

Means of transport to the BCP

Select means of transport to the BCP ⌄

Select means of transport to the BCP
Airplane
Railway
Road vehicle
Vessel

Under **Identification** add the vessel name or trailer number

Identification

Flight number, vessel name or vehicle registration

Under *Document* add the Bill of Lading or CMR number

Document

Air Waybill, Bill of lading or ship manifest

Add the **estimated date** and **time of arrival** at the BCP. Click **Save and continue.**

Estimated arrival at BCP

For example, 15 8 2020

Day	Month	Year

24 hour format

Hour	Minutes

13. ***Documents***

Under ***Accompanying documents,*** you must record the document reference number and date of issue of any accompanying documentation (e.g. Health certificate)

Select ***document type*** from the drop-down list – if there is a health certificate this should always be listed here. If there isn't a health certificate record the Commercial invoice here.

Additional documents

Document type	Document reference	Date of issue Day Month Year	Attachments (optional)
Health certificate			Add attachment

Select document type
Veterinary health certificate
Air Waybill
Import permit
Letter of authority (Directive 2008/61/EC)
Commercial invoice
Sea Waybill
Railway bill
Customs declaration
Bill of lading
Catch certificate
Laboratory Sampling results for Aflatoxin (Reg 2019/1793)
Health certificate
Other

Record the *document reference* number and *date of issue*.

To add more than one document click on the blue hyperlink **Add another document**

Documents
Accompanying documents

Additional documents

Document type	Document reference	Date of issue Day Month Year	Attachments (optional)	
Health certificate	12346	31 July 2021	Add attachment	Remove
Select document type ⌄			Add attachment	

Add another document

Save and return to hub   Save and continue

Add the document details for each document.

When complete click *Save and continue*

14. **Traders**

Consignor or exporter – click the blue hyperlink **Add a consignor or exporter**

Traders
Consignor or Exporter, Consignee, Importer and Place of Destination

Consignor or exporter

Name	Address	Country

Add a consignor or exporter

Search by Name, Address or Country or click the blue hyperlink "**Select**" to choose a consignor/exporter.

Traders
Search for an existing consignor or exporter

Search

Name	Address	Country
		Select country ⌄

Search

Name	Address	Country	Status	Approval Number		
3435435	34324, 3423432, 2344	Belarus	New		View	Select
ELQUE & CO.	10 CROOKED LANE, KOLKATA, 700069	India	New		View	Select

If not on the system, click the blue hyperlink to Create a new consignor or exporter

Create a new consignor or exporter

Consignee – click on the blue hyperlink **Add a consignee**

Consignee

Name	Address	Country

Add a consignee

Search by Name, Address or Country or click the blue hyperlink "**Select**" to choose a consignee.

Traders
Search for an existing consignee

Search

Name	Address

Search

Name	Address	Status	Approval Number		
M&M SEAFOOD LTD	17 Hutchinson Street, Leicester, LE£ 0BD	New		View	Select
Hilton Food Group	Laforey Road, Grimsby, DN37 9TG	New		View	Select

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If not on the system, click the blue hyperlink to Create a new consignee

<u>Create a new consignor or exporter</u>

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*.

15. **Organisation Address**

Select the address of company/person responsible for this consignment and the contact for any questions (this will be displayed on the notification).
Click *Save and continue*.

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 <u>address book</u>

⦿ 70 Shed
Oysterbed Road,The Dock
Suffolk
Felixstowe
IP11 4AN
United Kingdom of Great Britain and Northern Ireland

[Save and return to hub] [Save and continue]

16. **Review your notification**

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.

Review your notification

Submitted on:
Last updated: 23 September 2021, 15:19
Submitted by:
Last updated by: Brenda McRory

About the consignment

What are you importing?	High risk food of non-animal origin	
Add a reference number for this consignment		Change
Country of origin	India	
Country from where consigned	India	
Region code		
What is the purpose of the consignment?	For internal market	Change

When complete click **Save and continue**

17. **Declaration**

Read the declaration, and when you are ready, click **Submit notification**

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 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: 23 September 2021

Submit notification

18. The notification will be presented with a reference number and guidance on what happens next. To print the CHEDD click *View or print certificate*.

Your import notification has been sent

Your reference number
CHEDD.GB.2021.1311733 - V1
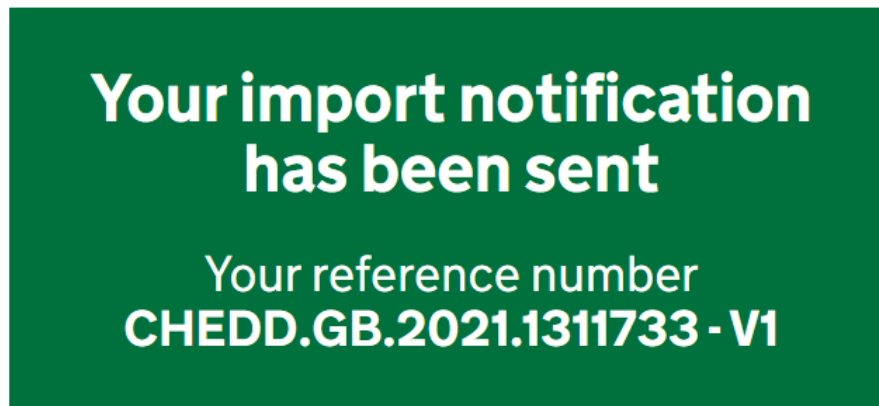
What happens next?

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

View or print certificate

You can raise another notification if you have more commodities to import.

Return to your dashboard
Create a new import notification

Searching for the CHEDD

Open the Dashboard. You can search on the CHED reference from here

Search certificates by

Certificate number / keywords	Border Control Post (BCP)	Certificate status
CHEDD.GB.2021.1311733	All	All

Country of origin	Consignee / Importer	Certificate type
All		All

Arrival / Import date range

Today
Tomorrow
Next seven days
Clear date range

Start date range			End date range		
Day	Month	Year	Day	Month	Year

Search   Clear

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There are various options:

- ➢ **Copy as new**
- ➢ **View details**
- ➢ **Amend**
- ➢ **Show certificate**

---

1 result

Reference number	Commodity	Arrival at BCP	Certificate status
CHEDD.GB.2021.1311733	09041200	16 September 2021	**NEW**

Consignee	Consignor	Origin	
Community Foods Ltd	Sami Spices and Herbs PVT LTD	India	

Copy as new   View details   Amend   Show certificate

View

details will allow you to delete the CHEDD if required.

IPAFFS contact details

If you require any technical help with import notifications, please see below further details:

Call the Animal and Plant Health Agency (APHA) helpline on **0330 041 6999** or email APHAServiceDesk@apha.gov.uk

If you need help to complete import notifications for HFRNAO please email imported.food@food.gov.uk

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