



Department
for Environment
Food & Rural Affairs

Quick Reference Guide

How Create a New Import Notification (CHEDP)



How to Create a New Import Notification - CHEDP

01

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English | Cymraeg

Sign in using Government Gateway

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

Password

Sign in

[Create sign in details](#)

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

02

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Your import notifications

Create a new notification

My alerts

- There are no alerts at this time

2. Click **Create New Notification**

03

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Description of the goods

About the consignment

What are you importing?

Live animals

Products of animal origin

High risk food and feed of non-animal origin

Save and continue

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

06

Does this consignment conform to regulatory requirements?

- Yes
- No

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.

IPAFFS demo 0818

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**

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About the consignment

Origin of the Import

Country of origin

Japan

Does your consignment require a region code?

Yes

No

Country from where consigned

Japan

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

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Origin of the animal or product

Country of origin

Select a country

Save and continue

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

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Description of the goods

Commodity

Search Commodities

Enter commodity code

Search

Or

All commodities

- 02 MEAT AND EDIBLE MEAT OFFAL
- 03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
- 04 DAIRY PRODUCE, BIRDS' EGGS, NATURAL HONEY, EDIBLE PRODUCTS OF ANIMAL ORIGIN (NOT ELSEWHERE SPECIFIED OR INCLUDED)

7. Using the Commodity tree, click the blue hyperlink and select the Commodity Code for the consignment

08

All commodities

- 03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
 - 03 02 Fish, fresh or chilled, excluding fish fillets and other fish meat of heading 0304
 - Salmonidae, excluding livers and roes
 - Flat fish (Pleuronectidae, Bothidae, Cynglossidae, Soleidae, Scorobthalmidae and Clitharidae), excluding livers and roes
 - 03 02 31 Albacore or longfinned tunas (*Thunnus alalunga*)
 - 03 02 32 Yellowfin tunas (*Thunnus albacares*)
 - 03 02 33 Skipjack or stripe-bellied bonito
 - 03 02 34 Bigeye tunas (*Thunnus obesus*)
 - 03 02 35 Atlantic and Pacific bluefin tuna (*Thunnus thynnus*, *Thunnus orientalis*)
 - 03 02 36 Southern bluefin tunas (*Thunnus maccoyii*)
 - 03 02 39 tuna others than 030231 030232 030233 030234 030235 030236

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

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Description of the goods

Commodity

Commodity Code	Description
030235	Atlantic and Pacific bluefin tuna (<i>Thunnus thynnus</i> , <i>Thunnus orientalis</i>)

Type of commodity

Farmed stock

Select species of commodity

Select all that apply.

Thunnus orientalis

Thunnus thynnus

Save and continue [Add another commodity](#)

9. Populate the two questions on the page and then click **Save and Continue**

12

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Description of the goods

Commodity

Commodities

Commodity	Description
030235	Atlantic and Pacific bluefin tuna (<i>Thunnus thynnus</i> , <i>Thunnus orientalis</i>)

[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, Farmed stock			Select type of package

12. Click the blue hyperlink **Commodity** and enter weight, number of packages and select the type of package from the dropdown list. Then click **Update Total**

11

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Attachments

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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
Catch certificates	TO DO

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

10

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Purpose of the consignment

About the consignment

What is the purpose of the consignment?

For internal market

Transhipment / Onward travel

For re-entry

Transit

Save and continue

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

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13

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, Farmed stock	2300	23	Carton
Subtotal	2300	23	

[Add species](#)

Total

Net weight (kg/units)	2300
Number of packages	23

Update total

Save and return to hub Save and continue

[Cancel and return to hub](#)

13. Click **Save and Continue**

14

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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, Farmed stock	2300	23	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	JP-1100BB	2300

[Add another](#)

Save and return to hub Save and continue

14. Populate the **catch certificate number** and **weight**. Then click **Save and Continue**
NB: Catch certificate details are specific to fish commodities

15

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Description of the goods

Additional details

Total

Net weight of the consignment (kg/units)	2300
Number of packages of the consignment	23

Total gross weight (kg/units)

2568.33

Total gross volume

3

Unit

metres cubed

Temperature

Chilled

15. Populate the **Total Gross Weight**, **Total Gross Volume**, **Unit** and then select **chilled**

18

Document

Air Waybill, Bill of lading or ship manifest

109-2238876

Estimated arrival at BCP

For example, 15 8 2020

Day Month Year
31 08 2020

24 hour format

Hour Minutes
07 00

Save and return to hub Save and continue

[Cancel and return to hub](#)

18. Add the 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

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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

JLI104

17. Select the **Boarder Control Post (BCP)** and **Means of Transport to the BCP**, and then populate the Transport **Identification**

16

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](#)

16. 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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19

19. Here you can attach accompanying documentation, including Veterinary Health Certificate, Catch Certificate, Air Waybill

24

Approved establishment of origin

Name	Country	Type	Approval Number
NANCHIKU CO., LTD.	Japan	Cold Stores, Cutting Plant, Slaughterhouse	K-1

[Search for an approved establishment](#)

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

[Cancel and return to hub](#)

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

20

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

23

Name	Type	Approval Number	Status	Country
NANCHIKU CO., LTD.	Cold Stores, Slaughterhouse, Cutting Plant	K-1	Approved	Japan
Koyomaru 31 (Nanyo Suisan Kabushiki Kaisya)	Freezing Vessel	KN1-715	Approved	Japan

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

21

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

22

22. Click the blue hyperlink **Search for an approved establishment**. Select the **Country** of Origin in the Filter Criteria and click **Search**

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25

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Traders

Consignor or Exporter, Consignee, Importer and Place of Destination

Consignor or exporter

Name	Address	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add a consignor or exporter](#)

Consignee

Name	Address	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add a consignee](#)

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

26

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Traders

Search for an existing consignor or exporter

Search

Name	Address	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Search](#)

Name	Address	Country	Status	Approval Number
NZ Exports	123 Wellington Road, Christ Church	New Zealand	New	View Select

[Create a new consignor or exporter](#)

26. Click the blue hyperlink **Select** to choose a Consignor/Exporter. Click the blue hyperlink **Create a new consignor or exporter** if required

27

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Traders

Search for an existing consignee

Search

Name	Address
<input type="text"/>	<input type="text"/>

[Search](#)

Name	Address	Status	Approval Number
Grill Masters	12 Queens Road, Bristol, BS1 7DD	New	View Select

[Create a new consignee](#)

27. Click the blue hyperlink **Add a consignee**. And then the blue hyperlink **Select** to add a Consignee to the notification. Click the blue Hyperlink **Create a new consignee** if required

30

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Review your notification

Submitted on:
Last updated: 20 August 2020, 15:10
Submitted by:
Last updated by: Collette Limited

About the consignment

What are you importing?	Products of animal origin
Add a reference number for this consignment	IPAFFS demo 0818 Change
Country of origin	Japan
Country from where consigned	Japan
Region code	
Does this consignment conform to regulatory requirements?	Yes

30. 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

29

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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](#)

Challenge Enterprise Centre
Sharps Close
Portsmouth
Hampshire
PO3 SRJ
United Kingdom

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

[Cancel and return to hub](#)

29. Select the contact address that will be displayed on the notification, and then click **Save and Continue**

28

Importer

Name	Address	Country
Grill Masters	12 Queens Road, Bristol, BS1 7DD	United Kingdom Change

Place of destination

Name	Address	Country
Grill Masters	12 Queens Road, Bristol, BS1 7DD	United Kingdom Change

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

28. 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**

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31

Traders

Consignor or exporter NZ Exports
123 Wellington Road, Christ Church, New Zealand, 07875631579, exports@nzexports.com [Change](#)

Consignee Grill Masters
12 Queens Road, Bristol, BS1 7DD, United Kingdom, 07513652498, info@grillmasters.co.uk

Importer Grill Masters
12 Queens Road, Bristol, BS1 7DD, United Kingdom, 07513652498, info@grillmasters.co.uk

Place of Destination Grill Masters
12 Queens Road, Bristol, BS1 7DD, United Kingdom, 07513652498, info@grillmasters.co.uk

Organisation address

Head office / branch address Challenge Enterprise Centre, Sharps Close, Portsmouth, Hampshire, PO3 5RJ [Change](#)

[Save and continue](#)

31. Click **Save and Continue**

32

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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: 20 August 2020

[Submit notification](#)

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

33

Your import notification has been sent

Your reference number
CHEDP.GB.2020.1631452 - 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](#)

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

35

Your import notification has been sent

Your reference number
CHEDP.GB.2020.1631452 - 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](#)

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

34

EUROPEAN UNION

Common Health Entry Document for Products		PART I: DESCRIPTION OF CONSIGNMENT	
1.2. CHED Reference CHEDP.GB.2020.1631452	1.3. Local Reference IPAFPS demo 0818	1.1. Consignor/Exporter Name NZ Exports Address 123 Wellington Road, Christ Church Country New Zealand ISO Code NZ	
	1.4. Border Control Post/Control Point (Control Unit) Hambleton Airport - APH (products)		
	1.5. Border Control Post/Control Point (Control Unit code) GBLBR1P		
1.6. Consignee/Importer Name Grill Masters Address 12 Queens Road, Bristol, BS1 7DD Country United Kingdom ISO Code GB		1.7. Place of destination Name Grill Masters Address 12 Queens Road, Bristol, BS1 7DD Country United Kingdom ISO Code GB	
1.8. Operator responsible for the consignment Name Collette Limited Address Challenge Enterprise Centre, Sharps Close, Portsmouth, Hampshire, PO3 5RJ Country United Kingdom ISO Code GB		1.9. Accompanying documents Type Veterinary health certificate Document reference JP123456789 Date of issue 10.08.2020 +0000 UTC Country and place of issue New Zealand (NZ) Name of Signatory Commercial documentary references	
1.10. Free notification Date 31.08.2020 +0000 UTC		Time 07:00:00 +0000 UTC	
1.13. Means of transport Mode AIRPLANE International transport document Identification 109-2228876		1.11. Country of Origin IP ISO Code IP	1.12. Region of Origin

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