

## Quick Reference Guide

# How Create a New Import Notification (CHEDP)







GOV.UK	GOV.UK Import of products, animals, food and feed service	BOV.UK Import of products, animals, food and feed service
BETA This is a new service - your feedback will help us to improve it English Cymraeg	BETA This is a new service - your <u>feedback</u> will help us to improve it. Collette Limited I Address book [ Manage account ] Sign out	BETA This is a new service - your <u>feedback</u> will help us to improve it.
Sign in using Government Gateway	Your import notifications	Description of the goods About the consignment
Government Gateway user ID This could be up to 12 characters.	Create a new notification	What are you importing?
Password	My alerts There are no alerts at this time	<ul> <li>Live animals</li> <li>Products of animal origin</li> </ul>
Sign in		High risk food and feed of non-animal origin
Create sign in details		Save and continue
Enter your Government Gateway ID and	2. Click Create New Notification	3. Select Products of Animal Origin and t
assword to sign in		click Save and Continue
Password to sign in		click Save and Continue
Password to sign in	5	click Save and Continue
Password to sign in Operating to regulatory requirements?	GOV.UK Import of products, animals, food and feed service	4. Book Save and Continue
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Password to sign in Ooes this consignment conform to regulatory requirements? Ves No	GOV.UK       Import of products, animals, food and feed service         Import of productservice <td>Click Save and Continue  Collection  Continue  Collection  Control  Content  Conten</td>	Click Save and Continue  Collection  Continue  Collection  Control  Content  Conten
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Password to sign in Does this consignment conform to regulatory requirements? Ves No Do you need to provide transporter details? Ves Ves	Import of products, animals, food and feed service         Import of productservice         I	Click Save and Continue  Click Save and Continue  Click Save and Continue  Click Save and Continue  Country of products, animals, food and feed service  Country of origin  Country of origin  Country of origin
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Password to sign in  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)  his can be whatever internal reference you use for the consignment.  IPAFFS demo 0818  Sve and continue	Image: Section of the sec	Click Save and Continue  Click Save and Continue   Click Save and Continue   Click Save and Continue   Click Save and Continue   Click Save and Continue  Click Save and C

code if required

**Update Total** 

		GOV.UK Import of products, animals, food and feed service
BETA This is a new service - your <u>(ecodexis</u> will help us to improve it.	All.commodities	BETA This is a new service - your <u>feedback</u> will help us to improve it.
Etack     Collette Limited <u>Address Book</u>   <u>Planane account</u>   Sign out	03 EISH AND CRUSTAGEANS, MOLIUSCS AND OTHER AQUATIC INVERTEBRATES	Collette Limited <u>Address book</u> <u>Manage account</u> <u>Sign out</u>
DKAF1.4B.2020.1631452 - CMEDP	02 Fish, fresh or chilled, excluding fish fillets and other fish meat of heading 0304	DRAFT.GB.2020.1631452 - CHEDP
Commodity	—Salmonidae, excluding livers and roos	Description of the goods Commodity
	<ul> <li>— Elat fish (Pleuronectidae, Bothidae, Cynoglossidae, Soleidae, Scoohthalmidae and Citharidae), excluding livers and roes</li> </ul>	· · · · · · · · · · · · · · · · · · ·
Search Commodities Enter commodity code	O3 02 31 Albacore or longfinned tunas (Thunnus alalunga)	Commodity Description Code
	- 03 02 32 Vellowin tunas (Thunnus albacares)	030235 Atlantic and Pacific bluefin tuna (Thunnus thymnus, Thunnus orientalis)
Search	- 03 02 33 Skiplack or stripe-bellied bonito	Type of commodity
Or	- 03 02 34 Biggye tunas (Thunnus obesus)	Farmed stock
All commodities		Select species of commonly Select all that apply.
O     O	<b>03 02 39</b> tuna others than 030231 030232 030233 030234 030235 030236	Thunnus orientalis
OB DARY PRODUCT, BROST ECOS, NATURAL HONRY, EDBLE PRODUCTS OF ANIMAL     DRIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED	9 You may peed to aligh through different	Sive and continue Add another commodity
7 Using the Commodity tree, click the blue	o. You may need to click through different	
by particle and salact the Commodity Code	levels within the Commodity tree to find	9. Populate the two questions on the p
for the consignment	the correct commodity. Click the blue	and then click Save and Continue
	Hyperlink to view the next level	
GOV.UK Import of products, animals, food and feed service	GOV.UK Import of products, animals, food and feed service	C <sup>4</sup> 3 COV LIK Import of products animals food and food convice
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Collette Limited   Address book   Manage account   Sign out	A Back   Dashboard Collette Limited   Address book   Manage account  Sign out	Collette Limited   <u>Address book</u>   <u>Manage accourt</u>
DRAFT.GB.2020.1631452 - CHEDP	Attachments	
Description of the goods	DRAFT.GB.2020.1631452 - CHEDP	DRAF 1.00.2020.1031402 - CHEDP
Commodity	Notification Hub	Purpose of the consignment About the consignment
	These sections can be completed in any order. You can save your progress and return at any time.	About the consignment
Commodities		What is the purpose of the consignment?
Commodities Commodity Description	About the consignment	
Commodities           Commodity         Description           030235         Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)	About the consignment Origin of the Import STARTED	For internal market
Commodities       Commodity     Description       030235     Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)       Add commodity	About the consignment       Origin of the Imeorit     STARTED       Purpose of the consignment     STARTED	For internal market Transhipment / Onward travel For reaentry
Commodity       Description         030235       Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)         Add commodity         Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)	About the consignment       Origin of the Import       Purpose of the consignment       STARTED	For internal market  For internal market  For re-entry  Transit
Commodities         Commodity       Description         030235       Attantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)         Add commodity       Add commodity         Attantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)         Species, type, class and family (kg/units)       Net weight Number of Type of package	About the consignment       Origin of the Import     \$TARTED       Purpose of the consignment     \$TARTED       Description of the goods     To no	For internal market Transhipment / Onward travel For re-entry Transit
Commodities         Commodity       Description         030235       Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)         Add commodity       Add commodity         Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)         Add commodity       Add commodity         Species, type, class and family       Net weight (kg/units) packages       Type of package         Thunnus orientalis, arrow of tools.       Select type of package <ul> <li>Select type of package</li> <li>Selec</li></ul>	About the consignment         Origin of the import       \$TARTED         Purpose of the consignment       \$TARTED         Description of the goods       TO POO         Commodity       TO POO         Catch certificates       TO POO	For internal market  For re-entry  Transit  Save and continue

the information you have entered so far)

3	-14	5
	DRAFT.GB.2020.1631452 - CHEDP	GOV.UK Import of products, animals, food and feed service
Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)	Description of the goods	BETA This is a new service - your <u>feedback</u> will help us to improve it.
Species, type, Net weight Number of Type of package	Catch certificate details	Collette Limited <u>Address book</u>   <u>Manage account</u> ] <u>Sign out</u>
Thunnus orientalis. 2200 22 Carton	Commodity	DRAFT.GB.2020.1631452 - CHEDP
Farmed stock	Commodity Species type, Net weight Number Type of Code Description class and family (kg/units) of units package	Description of the goods
Subtotal 2300 23 Add species	030235 Atlantic and Pacific Nuenifor funa Tournus 2300 23 Carton <u>Change</u> (Thunnus thymnus, Thunnus orientalis) orientalis) Farmed stock	Total
Total	Where appropriate, add catch certificate details for Atlantic and Pacific bluefin tuna (Thunnus thymnus, Thunnus orientalis)	Net weight of the consignment (kg/units) 2300
Netweight (kg/units) 2300	Catch certificate details	Testal accounter to the consignment 2.5
Number of packages 23	Species Catch certificate number Weight (kg)	
Update total		Total gross volume Unit
	Allocation are set of the set of	3 metres cubed 🗸
Save and return to hub Save and continue		Temperature
<u>Cancel and return to hub</u>	14. Populate the catch certificate number	
	NB: Catch certificate details are specific to fish commodities	Gross Volume, Unit and then select chilled
Document Air Waybill, Bill of lading or ship manifest	Call GOV.UK Import of products, animals, food and feed service      BETA This is a new service -your fixedback will help us to improve it.      Beta	Will your goods be imported in shipping containers?
109-2238876	 DRAFT.GR.2020.1631452 - CHEDP	O Yes
Estimated arrival at BCP	Description of the goods	Container number Seal number Official Seal
For example, 15 8 2020	Transport to the Border Control Post (BCP)	
Day Month Year	What is the entry border control post?	
31 08 2020	Border control post	
24 hour format	Heathrow Airport - APH (products) - GBLHRIP	◯ No
Hour Minutes		
07 00	Means of transport to the BCP Airplane	Save and return to hub Save and continue
Save and return to hub Save and continue	Identification Flight number, vessel name or vehicle registration	Cancel and return to hub
Cancel and return to hub	JL104	
		16 Salact Vac if the consignment will be

17.Select the Boarder Control Post (BCP) and

Means of Transport to the BCP, and then

populate the Transport Identification

**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**  **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** 

BETA This is a new service - your feedback will help us to improve it.	BETA This is a new service - your feedback will help us to improve it.	GOV.UK Import of products, animals, food and feed service
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Documents	Documents	DRAFT.GB.2020.1631452 - CHEDP
Accompanying documents	Accompanying documents	Documents
Additional documents	Additional documents	Accompanying documents
Document type Document reference Date of issue Attachments Day Month Year (optional)	Document type Document reference Date of issue Attachments Day Month Year (optional)	Additional documents
Select document type	Veterinary health cert 🗸	Document type Document reference Date of issue Attachments
Add another document	Veterinary health certificate Air Waybill	Day Month Year (optional)
Name Country Type Approval Number	Import permit Letter of authority (Directive 2008/61/EC) Commercial invoice Approval Number	verementy meanin JP123456789 10 August 2020 Add attachment Remov
There are no establishments currently selected Search for an approved establishment	Sea Waybill Railway bill Customs declaration	Select document typ 🗸
Save and return to hub Save and continue	Bill of lading Catch certificate Laboration and language and for All storig (Ben 2010) (202)	Add another document
Cancel and return to hub	Health certificate Other	21. Click the blue hyperlink Add Anothe
<ol><li>Here you can attach accompanying</li></ol>	<ol><li>Select document type from the drop</li></ol>	<b>Document</b> , to add a row for each docur
<b>19.</b> Here you can attach accompanying documentation, including Veterinary Health	<b>20.</b> Select <b>document type</b> from the drop down list, populate the <b>document reference</b>	<b>Document</b> , to add a row for each docur Add the document details for each. Clic
<ul> <li>19. Here you can attach accompanying documentation, including Veterinary Health</li> <li>Certificate, Catch Certificate, Air Waybill</li> </ul>	20. Select document type from the drop down list, populate the document reference and date of issue	<b>Document</b> , to add a row for each docur Add the document details for each. Clic byperlink to <b>Add Attachment</b> for each r
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**Country** of Origin in the Filter Criteria and<sup>5</sup>

click Search

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Add a consignor or exporter	Search	Search	
Consignee	Name Address Country Status Approval Number	Name Address	Status Approval Number
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hyperlink **Change**. Amend the information and then click **Save and Review**. You can do this for each answer you wish to update **29.** Select the contact address that will be displayed on the notification, and then click **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** 

Traders			GOV.UK Import of products, animals, food a
Consignor or exporter	NZ Exports 123 Wellington Road, Christ Church, New Zealand, 07875631579, exports@nzexports.com	<u>Change</u>	BETA         This is a new service – your feedback will help us to improve it.           • Back         Collette Limited   Addr
Consignee	Grill Masters 12 Queens Road, Bristol, BS1 7DD, United Kingdom, 07513652498, info@grillmasters.co.uk		DRAFT.GB.2020.1631452 - CHEDP
Importer	Grill Masters 12 Queens Road, Bristol, BS1 7DD, United Kingdom, 07513652498, info@grillmasters.co.uk		Declaration
Place of Destination	Grill Masters 12 Queens Road, Bristol, BS1 7DD, United Kingdom, 07513652498, info@grillmasters.co.uk		I, the undersigned operator responsible for the consignment detailed above, certify that to the best of my knowledge and belief the statements made in
Organisation address			Part 1 of this document are true and complete, and Lagree 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 consists of destruction and disposal
Head office / branch address	Challenge Enterprise Centre, Sharps Close	Change	qualitation of bolation of consignments, of costs of desired to nand disposit
	Portsmouth, Hampshire, PO3 5RJ	<u>C1101195</u>	where necessary.
Save and continue	Portsmouth, Hampshire, PO3 5RJ		where necessary. Date of declaration: 20 August 2020
Save and continue	Portsmouth, Hampshire, PO3 5RJ		where necessary. Date of declaration: 20 August 2020
Save and continue	Portsmouth, Hampshire, P03 SRJ		where necessary. Date of declaration: 20 August 2020 Submit notification
Save and continue	Portsmouth, Hampshire, P03 5RJ		where necessary. Date of declaration: 20 August 2020 Submit notification <b>32.</b> Read the declaration, and when you are
sweand continue Click <b>Save and</b>	Portsmouth, Hampshire, P03 SRJ		Submit notification 32. Read the declaration, and when you are ready, click Submit Notification
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sweand continue Click <b>Save and</b>	Portsmouth, Hampshire, P03 SRJ	38	Tyour import notification solution solutity solutity solutity solutity solutity solu
Save and continue	Portsmouth, Hampshire, P03 SRJ	38	Mere necessary. Date of declaration: 20 August 2020 Submit notification <b>32.</b> Read the declaration, and when you are ready, click <b>Submit Notification</b> <b>Your import notification</b> has been sent Your reference number CHEDP GB 2020 1631452 - V1
Sweand continue	Portsmouth, Hampshire, P03 SRJ	33	Where necessary.         Date of declaration: 20 August 2020         Submit notification         32. Read the declaration, and when you are ready, click Submit Notification         Mour import notification has been sent         Vour reference number CHEDP.GB.2020.1631452 - V1
Save and continue Click <b>Save and</b>	Portsmouth, Hampshire, P03 SRJ	3	where necessary.         Date of declaration: 20 August 2020         Submit notification         32. Read the declaration, and when you are gady, click Submit Notification         Mour import notification has been sent         Wour reference number         CHEDP.GB.2020.1631452-V1

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

Create a new import notification

#### Your import notification has been sent

Your reference number CHEDP.GB.2020.1631452 - V1

#### hat happens next?

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

#### or print certificate

eturn to your dashboard reate 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

L2. CHED Refere CHEDP.GB.2020	nce 0.1631452	I.3. Local Reference IPAFPS demo 081	50 8	I.1. Consignor/E Name	Exporter NZ Base	rta		
		1.4. Border Control Post/Control Point /Control Unit Heathow Airport - APH (products)     1.5. Border Control Post/Control Point /Control Unit code     OBLER1P		Address Country	123 Well New Zeal	ington Road, i	Christ Church ISO Code	NZ
I.6. Consignee/In	aporter			I.7. Place of des	tination			
Name	Grill Masters			Name	Grill Mar	ters.		
Address	12 Queens Road, Br	istol, BS1 7DD		Address	12 Queen	s Road, Brist	ol, BS1 7DD	
Country	United Kingdom	ISO Code	GB	Country	United K	ingdom	ISO Code	GB
I.8. Operator resp	onsible for the consignn	ient		I.9. Accompany	ing documents			
Name	Collette Limited			Туре		Veterinary	y health certificate	
Address	Challenge Enterpris Hampshire, PO3 5R.	e Centre,Sharps Close	,Portamouth,	Document refere Date of issue	ence	JP123456	789 0 ±0000 17TC	
Country	United Kingdom	ISO Code	GB	Country and pla	ce of issue	New Zeal	and (NZ)	
				Name of Signate	ory			
				Commercial doc references	cumentary			
I.10. Prior notific	ation							
Date	31.08.2020 +0	00 UTC		Time	07:00	:00 +0000 UT	c	
I.13. Means of tra	insport			I.11. Country of	Origin		19	O Code
Mode	International transpo	rt document	Identification	Japan			л	•
ATENT AND	100.2229926		π.104	1.12 Region of C	Drigin			

34. Click View or Print Certificate if required