



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, there is a GOV.UK logo and a BETA banner. The main heading is "Sign in using Government Gateway". 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 positioned below the password field. A link "Create sign in details" is located at the bottom left of the form area.

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 GOV.UK logo and a BETA banner. The main heading is "Your import notifications". Below this, there is a green button labeled "Create a new notification". Underneath, there is a box titled "My alerts" which contains 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, there is a GOV.UK logo and a BETA banner. The main heading is "What are you importing?". Below this, there are three radio button options: "Live animals", "Products of animal origin", and "High risk food and feed of non-animal origin". The "High risk food and feed of non-animal origin" option is selected. A green "Save and continue" button is located 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. At the top, there is a GOV.UK logo and a BETA banner. The main heading is "Does your consignment require a region code?". Below this, there are two radio button options: "Yes" and "No". The "No" option is selected. Below the radio buttons, there is a dropdown menu for "Country from where consigned" with "Hong Kong" selected. Below the dropdown, there are two more radio button options: "Yes" and "No". The "No" option is selected. Below the radio buttons, there is a text input field for "Add a reference number for this consignment (optional)" with "CHEDD 27101" entered. A green "Save and continue" button is located at the bottom.

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. At the top, there is a GOV.UK logo and a BETA banner. The main heading is "Origin of the Import". Below this, there is a dropdown menu for "Country of origin" with "Hong Kong" selected. Below the dropdown, there are two radio button options: "Yes" and "No". The "No" option is selected. Below the radio buttons, there is a dropdown menu for "Country from where consigned" with "Hong Kong" selected. Below the dropdown, there are two more radio button options: "Yes" and "No". The "No" option is selected. A green "Save and continue" button is located at the bottom.

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.

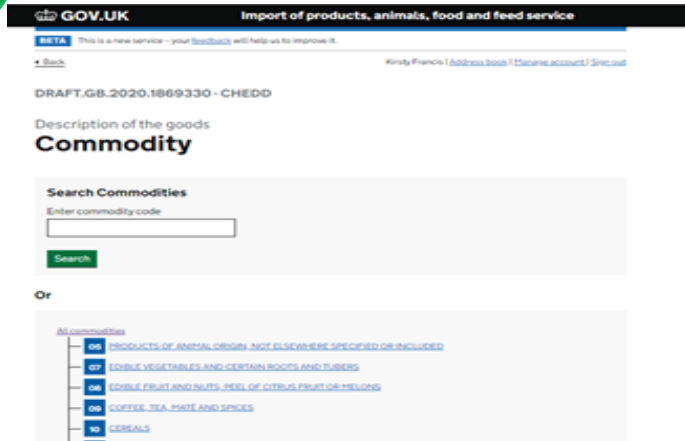
04

The screenshot shows the "Origin of the animal or product" page. At the top, there is a GOV.UK logo and a BETA banner. The main heading is "Origin of the animal or product". Below this, there is a dropdown menu for "Country of origin" with "Hong Kong" selected. A green "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**

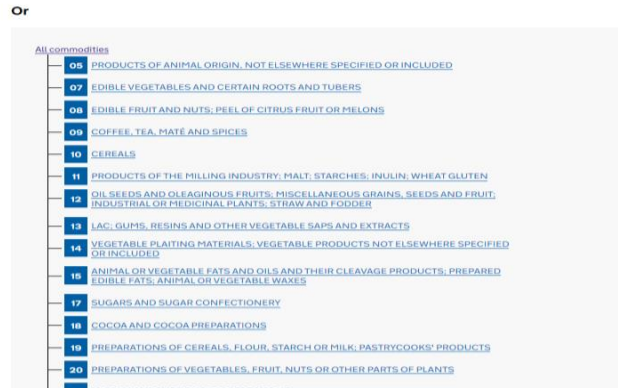
# How to Create a New Import Notification

07



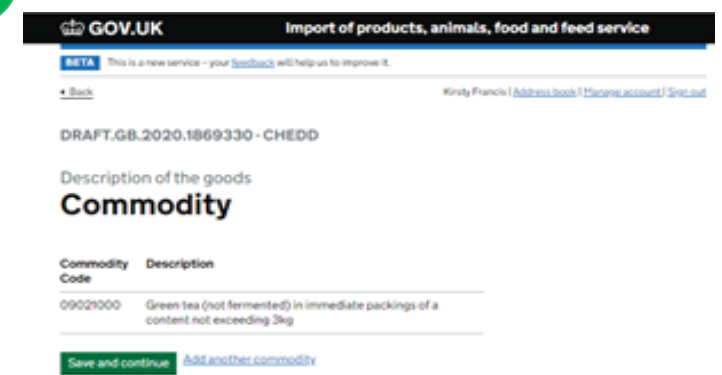
7. Enter the commodity code or use the Commodity Tree and click the blue hyperlink and select the Commodity Code for the consignment.

08



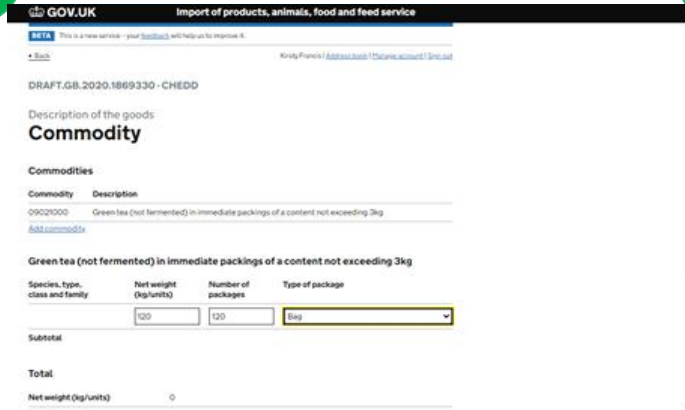
8. You may need to click through different levels within the Commodity tree to find the correct commodity. Click the blue hyperlink to view the next level

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



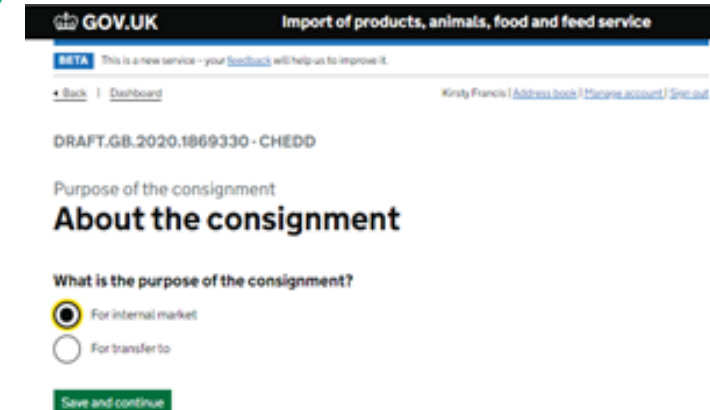
12. Click the blue hyperlink **Commodity** and enter **Net weight**, **Number of packages** and select the **Type of package** from the dropdown list. You will need to do this for each commodity, if multiple were added.

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**

# How to Create a New Import Notification

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Species, type, class and family	Net weight (kg/units)	Number of packages	Type of package
Green tea (not fermented) in immediate packings of a content not exceeding 3kg	120	120	Bag

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

14

**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 1 Unit 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**.

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**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

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**

17

**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

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

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**

# How to Create a New Import Notification

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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**



# How to Create a New Import Notification

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

BETA This is a new service – your feedback will help us to improve it.

Back | Dashboard Kirsty Francis | Address book | Manage account | Sign out

DRAFT.GB.2020.1869330 - CHEDD

Traders

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

Consignor or exporter

Name	Address	Country
KGMG Exports Ltd	88 Hung Tao Road, Kowloon	Hong Kong

Consignee

Name	Address	Country
MSR Warehouse Ltd	86 Indy Road, Birmingham, B9 0GT	United Kingdom

Importer

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

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

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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](#)

- 24 Russet Crescent, London, N7 9TD, United Kingdom
- 62 Hoyle Avenue, Fenham, Newcastle upon Tyne, NE4 9QX, United Kingdom

Save and return to hub | Save and continue

Cancel and return to hub

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

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

BETA This is a new service – your feedback will help us to improve it.

Back | Dashboard | Notification Hub Kirsty Francis | Address book | Manage account | Sign out

DRAFT.GB.2020.1869330 - CHEDD

### Review your notification

Submitted on: Last updated: 28 October 2020, 20:25  
Submitted by: Last updated by: Kirsty Francis

About the consignment

What are you importing?	High risk food of non-animal origin
Add a reference number for this consignment	CHEDD 27101
Country of origin	Hong Kong
Country from where consigned	Hong Kong
Region code	
What is the purpose of the consignment?	For internal market

Change

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

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

BETA This is a new service – your feedback will help us to improve it.

Back | Dashboard Kirsty Francis | Address book | Manage account | Sign out

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

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

29

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

BETA This is a new service – your feedback will help us to improve it.

Back | Dashboard Kirsty Francis | Address book | Manage account | Sign out

DRAFT.GB.2020.1869330 - CHEDD

### 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

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

28

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

BETA This is a new service – your feedback will help us to improve it.

Back | Dashboard Kirsty Francis | Address book | Manage account | Sign out

DRAFT.GB.2020.1869330 - CHEDD

### Traders

Consignor or exporter	KGMG Exports Ltd 88 Hung Tao Road, Kowloon, Hong Kong, N/A, KGMExport@gmail.com
Consignee	MSR Warehouse Ltd 86 Indy Road, Birmingham, B9 0GT, United Kingdom, N/A, MSR@gmail.com
Importer	Kirsty Francis 62 Hoyle Avenue, Fenham, Newcastle upon Tyne, NE4 9QX, Argentina, 07903507554, kirsty.francis@gmail.com
Place of Destination	Kirsty Francis 62 Hoyle Avenue, Fenham, Newcastle upon Tyne, NE4 9QX, Argentina, 07903507554, kirsty.francis@gmail.com
Organisation address	
Head office / branch address	24, Russet Crescent, London, N7 9TD

Save and continue

28. Click **Save and Continue**

# How to Create a New Import Notification

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**EUROPEAN UNION**

**Common Health Entry Document for Food and Food of Non-Aquatic Origin**

**PART I: DESCRIPTION OF CONSIGNMENT**

1.1 CHEDD Reference CHEDD.GB.2020.1869330	1.2 Land Substances CHEDD 2700	1.3 Consignor/Exporter Name: KONG Sapers Ltd Address: 88 Hong Tin Road, Kowloon City: Hong Kong ISO Code: HK
1.4 Consignee/Importer Name: M&M Warehouse Ltd Address: 88 Sady Road, Birmingham, B3 9DT Country: United Kingdom ISO Code: GB	1.5 Date of issue Date: 28.10.2020 +0000 UTC Time: 05:40:00 +0000 UTC	1.6 Country of origin Country: United Kingdom ISO Code: GB
1.7 Date of arrival Date: 28.10.2020 +0000 UTC Time: 05:40:00 +0000 UTC	1.8 Date of departure Date: 28.10.2020 +0000 UTC Time: 05:40:00 +0000 UTC	1.9 Date of expiry Date: 28.10.2020 +0000 UTC Time: 05:40:00 +0000 UTC
1.10 Date of receipt Date: 28.10.2020 +0000 UTC Time: 05:40:00 +0000 UTC	1.11 Country of origin Country: United Kingdom ISO Code: GB	1.12 Date of arrival Date: 28.10.2020 +0000 UTC Time: 05:40:00 +0000 UTC
1.13 Date of departure Date: 28.10.2020 +0000 UTC Time: 05:40:00 +0000 UTC	1.14 Country of origin Country: United Kingdom ISO Code: GB	1.15 Date of expiry Date: 28.10.2020 +0000 UTC Time: 05:40:00 +0000 UTC

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

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

• 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	<b>NEW</b>

Consignee: MSR Warehouse Ltd  
Consignor: KGMG Exports Ltd  
Origin: Hong Kong

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

33

• 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	<b>NEW</b>

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.