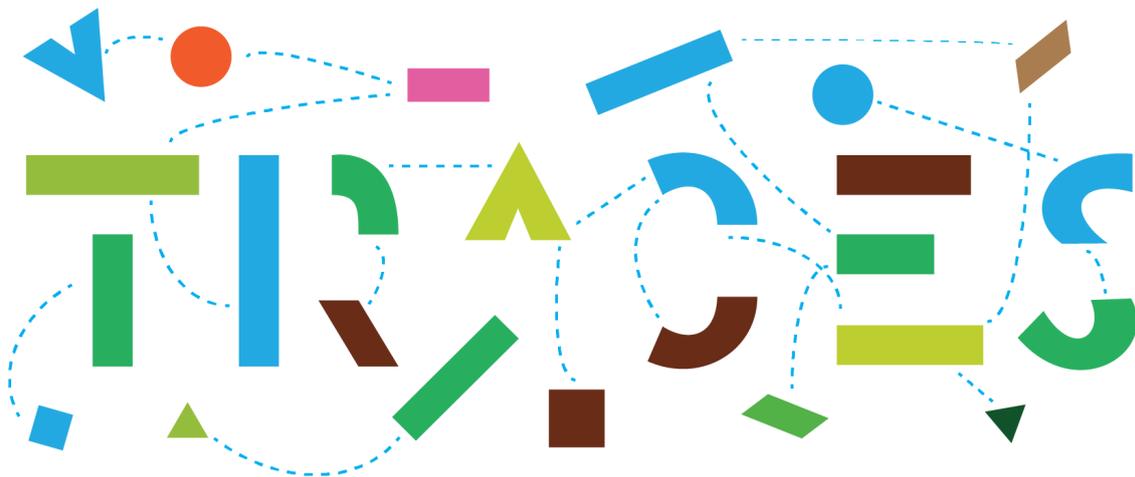




European
Commission



Cloning and Linking IPPC ePhyto to CHED-PP

Purpose and background

This guide describes the procedure to be followed in TRACES for the retrieval, cloning and marking as clone IPPC ePhytos transmitted to TRACES through the IPPC ePhyto Hub.

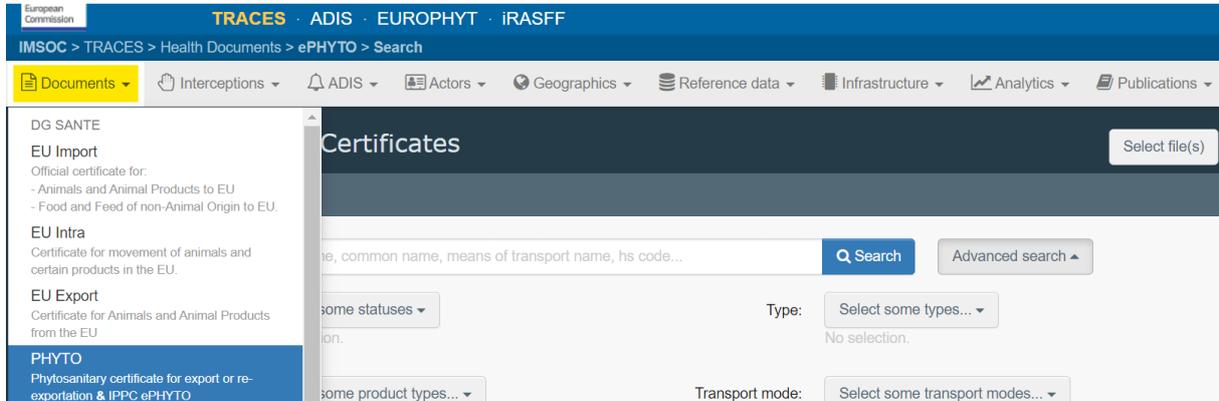
Within the PHYTO module of TRACES, electronic phytosanitary certificates can be created and issued interactively. Furthermore, the tab “IPPC ePhyto” gives access to all IPPC ePhytos transmitted to TRACES through the IPPC ePhyto Hub connecting non-EU countries. This allows TRACES to retrieve data of electronic phytosanitary certificates, which are available to operators and Member States authorities concerned. In addition, TRACES offers certain tools that allow the cloning and linking of those electronic phytosanitary certificates into the Common Health Entry Document for Plants and plant Products (CHED-PP), required by EU legislation for the entry into the Union of those goods.

It is important to note that cloning IPPC ePhytos does not automatically display the existing data into CHED-PPs. To address this issue and efficiently create and fill in CHED-PPs as necessary, TRACES offers alternative pathways: the “copy as new” and “manually marking as clone” options.

This guide offers a detailed walkthrough of the above-mentioned processes and alternative mechanisms associated to electronic phytosanitary activities of both Responsible for the Consignment operators and relevant authorities.

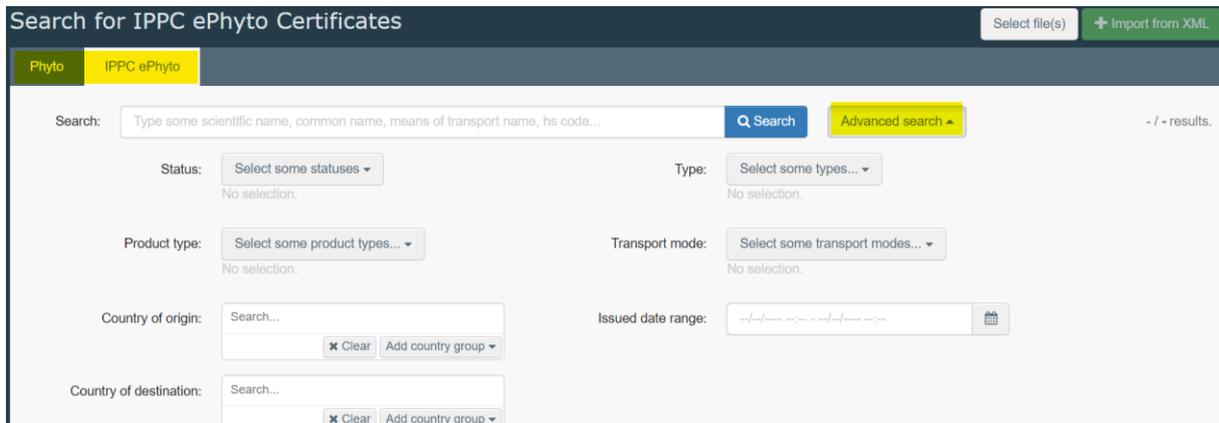
1. How to retrieve IPPC ePhytos in TRACES

The tab for PHYTO documentation can be found by opening the drop-down menu “Documents”, displayed in the main menu bar.



In the PHYTO search menu, the tab “IPPIC ePhyto” (= phytosanitary certificates transmitted to TRACES) appears next to the tab “PHYTO” (= phytosanitary certificates created and issued directly in TRACES).

Additionally, the “Advanced search” is available for both Phytosanitary certificates and IPPC ePhytos.



The following authorities have access and visibility rights of the relevant IPPC ePhyto when being mentioned:

- Central Competent Authorities (CCA/NPPO) being the country of destination or transit country
- Border Control Post (BCP) being in the country of destination or in the transit country or being the entry point (if UNLOCODE is indicated).

IPPC Phyto: **Issued**

FROM: Plant Protection Organization of TO: Plant Protection Organization(s) of country of destination NPPO Reference Number

transit country

Matching phyto certificate: Links:

I. DESCRIPTION OF CONSIGNMENT

Consignor:

Consignee:

Declared Means of Conveyance:

Declared Point of Entry: country where the point of entry is located

Distinguishing Marks:

Both PDF and XML forms of the IPPC ePhyto can be downloaded from the “Actions” button:

Search for IPPC ePhyto Certificates

Phyto **IPPC ePhyto**

Search: Showing 11 / 11 results.

NPPO Reference Number	Issue date	Issuing NPPO	Country of destination / transit countries	Point of entry and means of transport	Commodities	Status
PC-SLQ97ZO7R9R875VR <small>Phyto</small>	27/04/2020 19:55 +02:00 CEST	NPPO Sri Lanka <small>Sri Lanka</small>	<small>France</small>	France <small>Air</small> Sri Lankan UL 150	<small>mango</small> <small>Fruits</small> mango	<small>Issued</small> <input type="button" value="Actions"/>
F-F-02261-00021972-7-N <small>Phyto</small>	23/04/2020 18:54 +02:00 CEST	Animal and Plant Health Inspection Service Plant Protection and Quarantine <small>United States</small>	<small>France</small>	France <small>Maritime</small> Maritime transport	<small>Apple</small> Fruit <small>Pear</small> Fruit	<input type="button" value="Open in a new tab"/> <input type="button" value="Preview PDF"/> <input type="button" value="Download XML"/>

Sri Lanka Official certificate to the EU

FROM: Plant Protection Organization of Sri Lanka				TO: Plant Protection Organization(s) of France				
I. DESCRIPTION OF CONSIGNMENT								
Name and Address of Exporter				Declared Name and Address of Consignee				
Narammala - Asiri Export Kurunegala 00012 Kurunegala Sri Lanka				FRANCE - DUMONA FRANCE France				
Declared Means of Conveyance				Declared Point of Entry				
Air - Sri Lankan - UL 150				France				
Distinguishing Marks								
II. Commodities								
1	Description	Scientific names	Measures	Number and Description of Packages	Distinguishing Marks	Place of Origin	Import Permit Number	Date of inspection
	mango Product type: Fruits Intended use: Consumption Condition: Dried	Mangifera indica	Net weight: 14.0 kg Gross weight: 15.0 kg	1.0 Box		Sri Lanka		28.04.2020 +0200 CEST
Additional Declarations								
III. Certification								
No financial liability with respect to this certificate shall attach to NPPO Sri Lanka (LK) or to any of its officers or representatives.								
Place of issue: Katunayake				Name of authorized officer: Manorika Senarathne				
Date: 27 April 2020 19:55:42 +0200 CEST				Signature:				

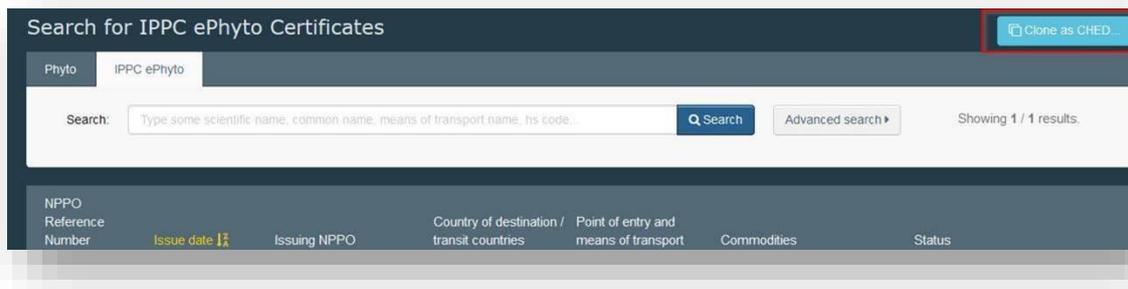
2. How to link an IPPC ePhyto before the creation of a CHED-PP

Please note that the cloning of an IPPC ePhyto does not populate the boxes of the CHED-PP.

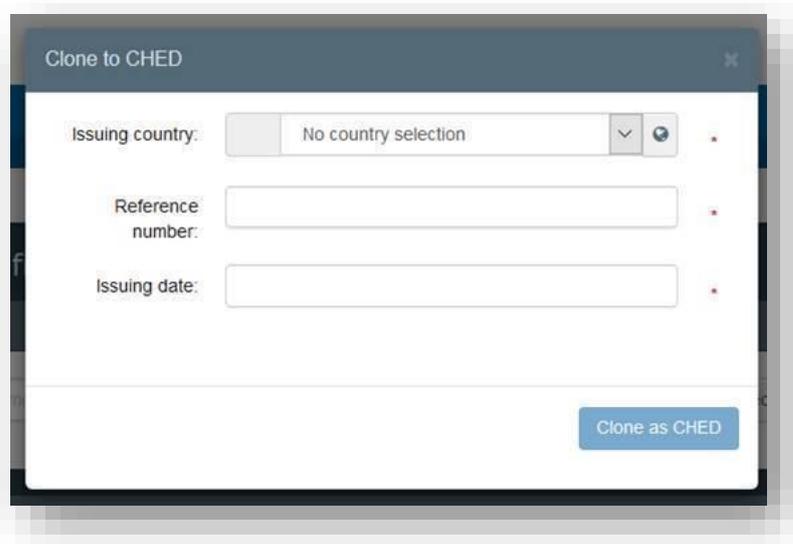
Through the cloning, a link between the IPPC ePHYTO and the CHED-PP is established and all attachments provided by the user to the IPPC ePHYTO are included as supporting documents in the CHED-PP.

- **Cloning by the operator Responsible for the Consignment**

The cloning of the IPPC ePhyto as CHED-PP can be done by the Responsible for the Consignment through the “direct access” mechanism. The Responsible for the Consignment, being not mentioned inside the IPPC ePhyto, will not see the ePhyto from the search screen. However, the cloning is still possible by clicking on the blue button on the top right corner “Clone as CHED” which is found in the main IPPC ePhyto search screen.



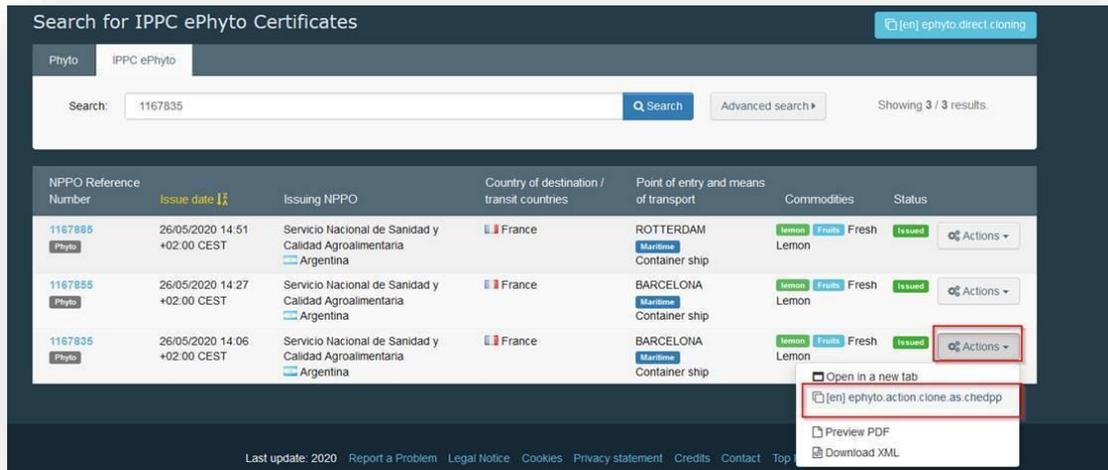
In the pop-up window that opens upon selecting the “Clone as CHED” option, the user will have to provide some information (Issuing country, reference number and issuing date) to be able to initiate the cloning.



- **Cloning by the Border Control Post**

BCP inspectors can clone IPPC ePhytos into CHED-PPs in two ways:

- Using the “Direct access” mechanism, as described above;
- Users linked to the BCPs of the country of destination, of the transit country and of the country where the entry point is, indicated in the IPPC ePhyto, can see the IPPC ePhyto in TRACES. For those users, the option “Clone as CHED-PP” is available from the “Actions” button.

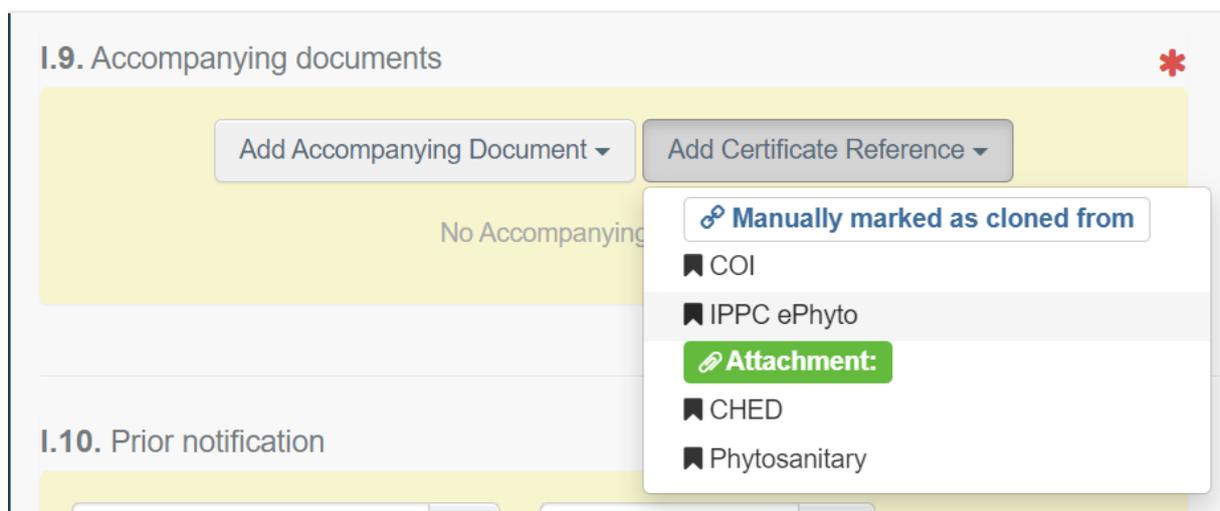


3. How to link an IPPC ePhyto to a CHED-PP during the CHED-PP creation

- “Mark as cloned” by the Responsible for the Load

The operator Responsible for the Consignment has the option, via box I.9, to link the IPPC ePhyto while creating the CHED-PP:

- 1) In box I.9 of the CHED-PP, choose the option to manually clone an “IPPC ePhyto”:



2) Click in 'Advanced' search.

I.9. Accompanying documents *

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **IPPC ePhyto** ✓ Apply

[Manually marked as cloned from](#) 🗑 Remove

Number * 🔍 🔍 Advanced...

i If you cannot find your certificate reference in the search input below, you can still attach the your scanned paper or file as an accompanying document.

3) Click on 'Direct reference' and complete the 3 sections, then click on search.

Select Certificate Reference ✕

Search IPPC ePhyto : 🔍 Search 📄 Direct reference

Issuing country: ▾ 🌐

Issuing date:

Reference ↓↕	Created on	Place of issue
Start searching with Search button.		

Close

Only once the Part I of the CHED-PP is submitted (pre-notification to the BCP), the operator will have access to the IPPC ePhyto that has been linked.

At this stage (CHED-PP in status *New*), the operator can still proceed with changes on the CHED-PP if necessary.

- **“Mark as cloned” by the Border Control Post**

BCP inspectors can execute this process in two ways:

1. Using the “Direct reference” mechanism, as described in page 8.
2. Users linked to the BCPs of the country of destination of the IPPC ePhyto, can directly enter the IPPC ePhyto reference in the search bar “Number”. Automatically, the existing IPPC ePhytos will appear as selectable.

I.9. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **IPPIC ePhyto** ✓ Apply

[Manually marked as cloned from](#) 🗑 Remove

Number * 🔍 🔍 Advanced...

i If you cannot find your certificate reference in the search input below, you can still attach the your scanned paper or file as an accompanying document.

- **Copy as new CHED function and linking the IPPC ePhyto**

To facilitate the process of creating a new CHED with data from an old document, it is possible to combine the ‘Copy as new’ function with the process of linking that CHED-PP with the IPPC ePhyto, as explained in the steps explained above in this section.

In order to perform a ‘Copy as new’, select the relevant option from the ‘Actions’ button found on the right side of the document in question.

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDPP.FR.2023	Türkiye	Germany	Türkiye	Germany	0702 00 00 Tomatoes, fresh or chilled + 5 LYPES Solanum lycopersicum + 5 4415 20 20 Flat pallets;	14:32 +01:00 CET	Authorized for Transfer Actions

A new filled-in CHED-PP will be automatically created. Finally, to link the CHED-PP to the IPPC ePhyto, go to box I.9 and repeat the steps previously mentioned in page 7.