



1400 Independence Avenue, SW.
Room 2747-S, STOP 0230
Washington, DC 20250-0225

July 24, 2014

TO: U.S. Dairy Exporters/Milk Suppliers

SUBJECT: Exporters and Milk Suppliers must Register and Participate in Web-based Training by August 29, 2014 to Utilize USDA Electronic Trade Document Exchange (eTDE) system for EU Derogations Requests, Raw Milk and Storage Export Certificates

USDA's Agricultural Marketing Service (AMS) has expanded the scope of the Electronic Document Creation System (eDocs) to include the European Union Notifications, Derogations, and Seasonal Derogations, Raw Milk Products Certificates, and Dairy Storage Certificates. eDocs works in conjunction with the Electronic Trade Document Exchange (eTDE) system. Prior to utilizing these systems all users must register for eTDE which includes physically going to your nearest USDA Service Center office with a government-issued ID to prove your identity. U.S. exporters and milk suppliers must obtain a Level 2 USDA E-Authentication account in order to access the eDocs application system and view the final certificates on eTDE. A link to registration instructions is on the second page of this letter. In addition, you must register for two sessions of webinar training. USDA will offer 2 overview and 6 detailed training sessions in July and August. Once completed you may use eDocs. Current users of the eDocs system do not need to participate in the webinars. You may request these certificates or derogations immediately.

eDocs allows the dairy industry to request European Union (EU) derogations, raw milk, and dairy storage certifications using a secure web-based service. AMS Dairy Programs will electronically review and approve each request. Both certificates and derogations created in eDocs flow automatically to eTDE, so that the foreign port authorities, U.S. exporters, and/or milk suppliers can view the electronic documents online. USDA can also transmit certificate data electronically to EU information systems to create required EU entry documents that EU importers previously had to request manually.

Deployment of eDocs improves business efficiencies throughout the government and dairy industry. With eDocs, the average processing time on export certificates is expected to decrease from 5 business days to 24 hours or less which will enhance international trade by allowing exporters to ship orders to the EU more expeditiously. The eDocs application system allows exporters to create 60 customer templates and re-use some data from old certificates, eliminating the need to input all data with each new certificate request. AMS will continue to issue paper

health certificates until the European Union advises that electronic certificates are sufficient, but we are transitioning in that direction with eTDE.

Presently, exporters and milk suppliers can request EU storage, raw milk certificates and derogation approvals through fax or online. However, on September 1, 2014, the official conversion date to eDocs, Dairy Programs will switch to this more efficient and automated means of processing these documents. After September 1, the AMS online site will no longer be available. Exporters requesting certificates via fax should expect a longer turnaround time and higher fees per certificate. After September 1, 2014 AMS will charge the applicant an administrative fee of \$164.00 for each faxed-requested export certificate. In comparison, the fee for certificates requested via eDocs will be \$82.00. The AMS administrative fee of \$136.00 is charged for each approved derogation application.

Where can the Industry Receive Assistance and Training to Facilitate a Smooth Transition?

AMS has developed several resources to assist the industry during this interim period. You can find information on how to register with USDA and access this system at <http://www.ams.usda.gov/dygradingetde>.

However, before using eDocs, you must register for eTDE. You can find information on registration at http://www.etde.usda.gov/etdehelpcenter_Dairy.aspx Each individual that requests certificates should obtain their own individual log-in and password to eTDE. There can be more than one login per company and there is no cost to register.

AMS/Information Technology Services (ITS) is hosting the eTDE/eDocs systems and is the Subject Matter Expert (SME) for these Trade applications. The eTDE/eDocs demo and briefing sessions will be conducted by USDA/ITS. Please contact Fariba.Tacoukjou@ams.usda.gov or issues and questions with eTDE and eDocs.

Sign up for eTDE and eDOCs Webinar Training

In July and August 2014 USDA will offer training sessions on both eTDE and the eDocs application system for EU health certificates in preparation for the cut-off of the current online application system on September 1, 2014. Exporters must register for **both** sessions in order to use the eDocs and eTDE systems. To register, please e-mail Bari Kinne at Bari.Kinne@ams.usda.gov.

Registration will be first-come, first served, and spots in each session are limited. We encourage exporters and milk suppliers to sign up ASAP. Participants should indicate their first and second session preference, and include contact information in their registration e-mail.

1. Overview of eTDE

These overview sessions will introduce eTDE and provide details on registration. Each session is limited to 50 companies. Available times are:

- Thursday, July 31, 4-5 pm EDT
- Friday, August 1, 3-4 pm EDT

2. Detailed review of eDocs and eTDE for EU Notifications, Derogations, and Seasonal Derogations

These detailed sessions will review how to use eDocs to request approval for Notifications, Derogations, and Seasonal Derogations from AMS and how to use eTDE. These sessions are limited to 15 companies. Available times are:

- Thursday, August 7, 14, 21, and 28 from 4-5 pm EDT

3. Detailed review of eDocs and eTDE for EU Export Certificates

These detailed sessions will review how to use eDocs to request an EU raw milk, storage or transit certificate from AMS and how to use eTDE. These sessions are limited to 15 companies.

Available times are:

- Friday, August 8 and 15 from 4-5 pm EDT

Remember, milk suppliers and exporters must register for eTDE and both an overview session and a detailed review session. As soon as a company has completed training, they may use eDocs. We appreciate feedback you might have on this system. It is our pleasure to continue serving your needs and we are working every day to improve this process.

With warm regards,

Diane D. Lewis
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Dairy Programs, Agricultural Marketing Service