Overview of the USDA Online Procedures for European Union (EU) Health Certificates Electronic Trade Document Exchange System (eTDE) and Electronic Document Creation System (eDocs)

November 2014

To request EU Health Certificates exporters must register to use the Electronic Trade Document Exchange System (eTDE).

eTDE provides a secure environment for sharing trade documentation with governments and businesses across the supply chain.

To work within this security framework, there are a number of actions that new users and companies must take:

- Individuals must obtain level 2 eAuthentication

- Companies must be registered in eTDE

- First time users must go to eTDE - www.eTDE.usda.gov and will be directed to a profile page to request party and role association.

- More information regarding eTDE registration and Frequently Asked Questions is available at http://www.etde.usda.gov/eTDEHelpCenter_Dairy.aspx

1. **Go to eTDE home –** **http://www.etde.usda.gov/**
2. **Select http://www.eauth.egov.usda.gov/**

3. **Select Create an Account**

European Union (EU) Health Certificates Overview of the USDA Online Procedures
November 2014

4. Create an Account

5. Select Register for a level 2 Account.

Once fully registered in eTDE, exporters must go to the Electronic Document Creation System (eDocs) to apply for European Union (EU) Health Certificates.

6. Go to - http://etde.usda.gov/edocs to request export certificates.

7. Select 'Login to eDocs'. Enter User ID and Password

The first screen shows two tabs: 'In Progress' and 'Submitted' – these queues show you what certificates you have submitted and which ones you are still working on 'in progress'.

8. **Select "Create Certificate" link in the top right hand corner of the page to begin a new request**.

9. **Select European Union from the drop down list.**

This is the view when European Union is selected:

Choose the appropriate template for the specific type of EU Health Certificate for which you wish to apply.

- Dairy EU Health - is the Milk HTB Health Certificate for consignments of Milk and Milk Based products shipping directly to the EU.
- Dairy EU Transit - is the Milk T/S Health Certificate for Milk and Milk Based products shipping through the EU to a 3rd non-EU country, cruise vessel or US Military Installation.
- EU Composite Health - is the Dairy Composite Health Certificate for milk and milk based composite products shipping directly to the EU.
- EU Composite Transit/Storage – is for milk and milk based composite products shipping through or being stored in the EU before shipping through to a 3rd non-EU country, cruise vessel or US Military Installation.
- EU Raw Milk Products Health – is the EU RMP Health Certificate for products made from unpasteurized, raw milk i.e. aged raw milk cheeses shipping directly to the EU.
- Dairy EU Storage – is the Milk T/S Health Certificate for milk and milk based products being stored in the EU prior to shipping to a non-EU country, cruise vessel or US Military Installation.

Exporters can create custom templates for regular shipments. Each company can store up to 60 templates.

Custom Certificate Templates

Help: You can open a system certificate template or any certificate and modify the field values as they are needed and click on 'Save As Template' button.

System Template Name:
Dairy EU Health

Created By:
CARRIE SAYASITHSENA

Created On:
9/16/2014 1:34 PM

Create   Delete

System Template Name:
Dairy EU Health

Created By:
CARRIE SAYASITHSENA

Created On:
6/24/2013 11:26 AM

Create   Delete

First   Previous   Next   Last

There are three sections on the request forms.

- Billing Details
- Part I for consignment details
- Applicant Certifications where you attest your information is accurate

There are three tabs for each request.

- The actual form tab
- A Comments tab where you can add comments or USDA adds comments if a request is rejected
- An Attachment tab where you attach your self-addressed courier label if you wish to receive the certificate via courier service

This is an example of the tabs in the EU Certificate form:

- Provide information in all required fields. The individual requesting the document must be associated with the Consignor and the Consignor company name on the application must match exactly how the company name is registered in eTDE.

- Save the request if the information is complete.

- Save as a template if you wish to retain the information for future requests.

This is the screen view after you select "save".

If you make last second edits, select 'save' again.

If you want to preview your document, select 'Print PDF'

If you are ready to request a document, select 'submit'.

If you select submit the screen takes you back to the original screen "My Certificate Requests".

Requests in the 'in progress' tab are still available for editing.

The requests have not been submitted if they are still in "new" status in the 'In progress' tab. These are active request that can still have edits or attachments added.

Submitted requests appear in the 'submitted' tab; they are pending review and approval by USDA. Exporters may still pull back requests in 'submitted' status for editing if USDA has not opened the request for review.

What if I Need an Amendment?

To request an amendment select the document that needs amended from your queue.

Make the necessary changes, select save, attach courier label if you wish, and select submit.

If you have questions please contact Carrie Sayasithsena or Ken Vorgert

- Carrie.Sayasithsena@ams.usda.gov or Ken.Vorgert@ams.usda.gov

- Phone: 202-720-3171 – Carrie or 630-437-5037 – Ken

- http://www.ams.usda.gov/AMSv1.0/Dairy