



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

March 28, 2014

TO: U.S. Dairy Exporters

SUBJECT: China Export Certificates Now Available Through eDocs and eTDE.

USDA's Agricultural Marketing Service (AMS), Dairy Programs, the Information Technology Service and the U.S. Dairy Export Council have worked together to enhance the functionality of the AMS electronic Document Creation System (eDOCs) to include the China Sanitary Export Certificate. Exporters must register and participate in web-based training to use the Electronic Trade Document Exchange (eTDE) System for the China Export Certificate.

eDOCs works in conjunction with the eTDE system. Prior to using these systems all users must register for eAuthentication, which includes physically going to your nearest USDA Service Center office with a government-issued ID to prove your identity. U.S. exporters must obtain a Level 2 USDA E-Authentication account and must also register in eTDE in order to access the eDOCs application system and view the final certificates on eTDE. A link to registration instructions is included in this letter. You must also register for two sessions of webinar training. AMS/ITS will conduct two overview and five detailed training sessions in April. Once you have completed both sessions, you may use eDOCs.

As of March 14 eDOCs allows the dairy industry to request a China Sanitary Export Certificate using a secure web-based service. AMS Dairy Programs will electronically review and approve each request. Certificates created in eDOCs flow automatically to eTDE, so that the foreign port authorities and U.S. exporters can view the electronic certificates online. USDA can also transmit certificate data electronically to China's information systems to create required China entry documents that Chinese 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 these documents is expected to decrease from five business days to 24 hours which will enhance international trade by allowing exporters to ship orders to China 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 resulting in cost and time savings. It also allows U.S. government to operate more efficiently by reducing staff hours needed to complete and transmit certificates. AMS will continue to issue paper health certificates until China advises that electronic certificates are sufficient.

Presently, exporters can request China certificates through fax, e-mail via forms found on the AMS website and through eDOCs.

Exporters requesting certificates via fax should expect a longer turnaround time and higher fees per certificate. AMS charges the applicant an administrative fee of \$164.00 for each faxed-requested export certificate. In comparison, the fee for certificates requested via eDOCs is \$82.00.

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](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. <http://www.ams.usda.gov/AMSV1.0/DYGradingChinaSanitaryExportCertificate>. You can find information specific to China dairy certificates, i.e., notice to exporters, eDoc login and Frequently Asked Questions.

AMS/Information Technology Services (ITS) is hosting the eTDE / eDOCs systems and the Subject Matter Expert (SME) for these Trade systems. ITS will conduct the eTDE / eDOCs demo and briefing sessions. Please contact Fariba.Tacoukjou@ams.usda.gov for issues and questions with eTDE and eDOCs.

Sign up for eTDE and eDOCs Webinar Training

In April 2014 AMS will offer training sessions for exporters on both eTDE and the eDOCs application systems for China Sanitary Export certificates. Exporters must register for **both** sessions in order to use the eDOCs and eTDE systems. To register, please e-mail Bari Kinne (Bari.Kinne@ams.usda.gov). Spots in each session are limited and registration will be first-come first served. We encourage exporters 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, April 3rd, 4-5 pm EST
- Thursday, April 10th, 4-5 pm EST

2. Detailed review of eDOCs and eTDE

These detailed sessions will review how to use eDOCs to request a China certificate from AMS and how to use eTDE. These sessions are limited to 10 companies. If we determine that more sessions are needed, in May 2014 additional webinars will be offered.

Available times are:

- Thursdays, April 17 and 24 from 4-5 pm EST
- Fridays, April 4, 11, and 25 from 4-5 pm EST

Remember, exporters must register for eTDE and both an overview session and a detailed review session. As soon as a company has completed both training sessions, 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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