Overview of the USDA Online Procedures for Chile Sanitary Certificates Electronic Trade Document Exchange System (eTDE) and Electronic Document Creation System (eDocs)

August 2016

To request Chile Sanitary 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. The Electronic Document Creation System (eDocs) generates certificate requests to US government agencies for the creation of government – issued trade documents disseminated through the eTDE system.

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

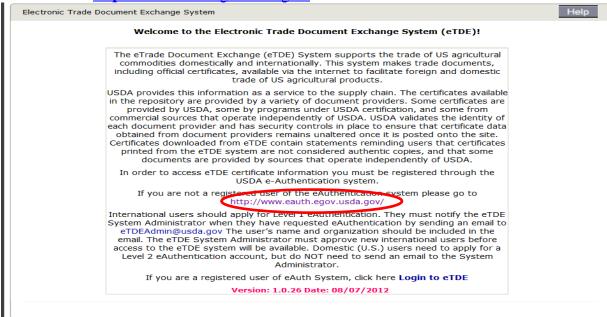
- All individuals who will access the system must obtain level 2 eAuthentication
- All individuals and companies must be registered in eTDE
- New users must sign up for an eTDE/eDocs training session with USDA AMS Information Technology Services (ITS) once level 2 eAuthentication is obtained. Training sessions are offered Thursdays or Fridays at 4pm EST (days and times are subject to change). Registration for a consulting session will be first-come, first-served and spots in each session are limited.
- Please allow time for eTDE registration; it may take up to 2 weeks to complete due to availability of training sessions with AMS ITS.

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

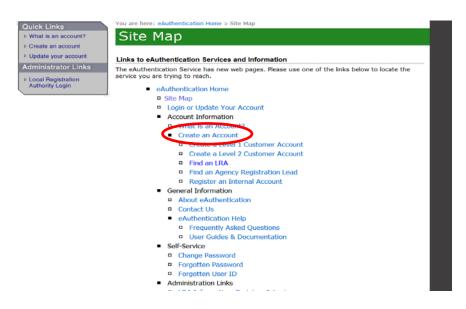
The following pages provide a basic overview guide of the eTDE/eDocs systems for the Chile certificate. Please make sure you use the links provided to obtain the specific step-by-step procedures, where necessary, for more detailed instructions.

Allow 3 business days for processing certificate requests through eDocs.

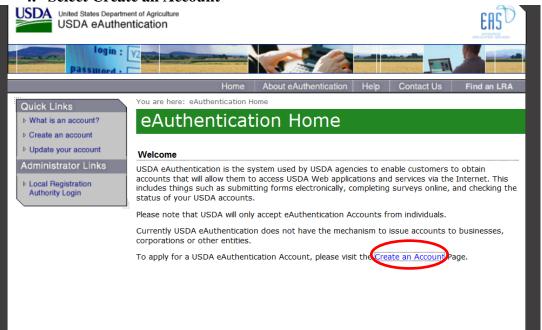
- 1. Go to eTDE home http://www.etde.usda.gov/
- 2. Select http://www.eauth.egov.usda.gov/



3. Select Create an Account



4. Select Create an Account

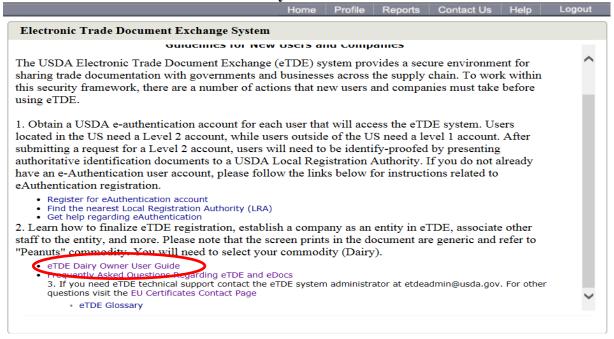


5. Select Register for a level 2 Account



Level 2 eAuthentication allows you access to complete your registration in eTDE. Once you have level 2 eAuthentication you can request a training session with USDA ITS. Please contact Bari.Kinne@ams.usda.gov to register for a training session with USDA ITS.

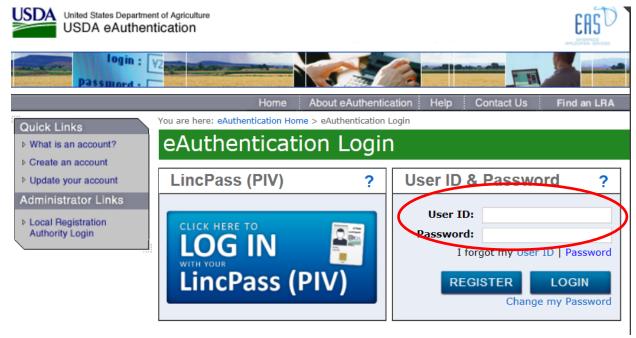
- 6. Complete eTDE registration
- 7. Go to http://www.etde.usda.gov/eTDEHelpCenter_Dairy.aspx
- 8. Follow instructions in eTDE Dairy Owner User Guide



Once fully registered in eTDE, exporters must go to the Electronic Document Creation System (eDocs) to apply for Chile Sanitary Certificates.

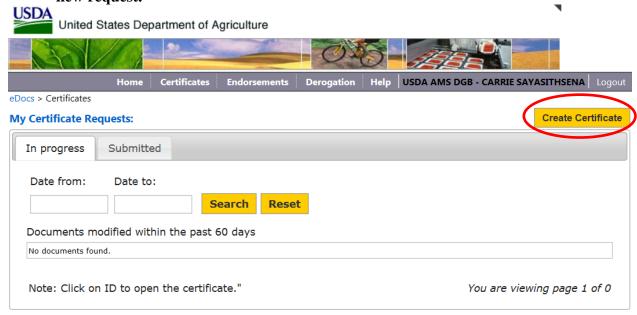


10. Select 'Login to eDocs'. Enter User ID and Password



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'.

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



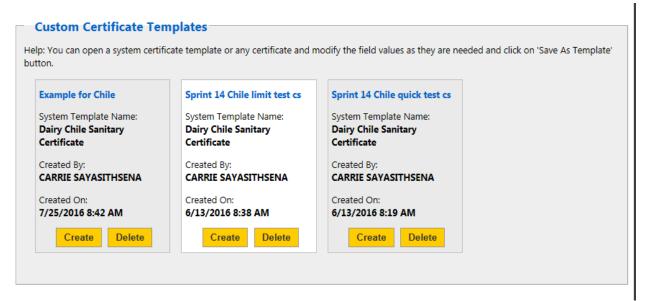
12. Select Chile from the drop down list



This is the view if Chile is selected:



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



There are three sections on the request forms.

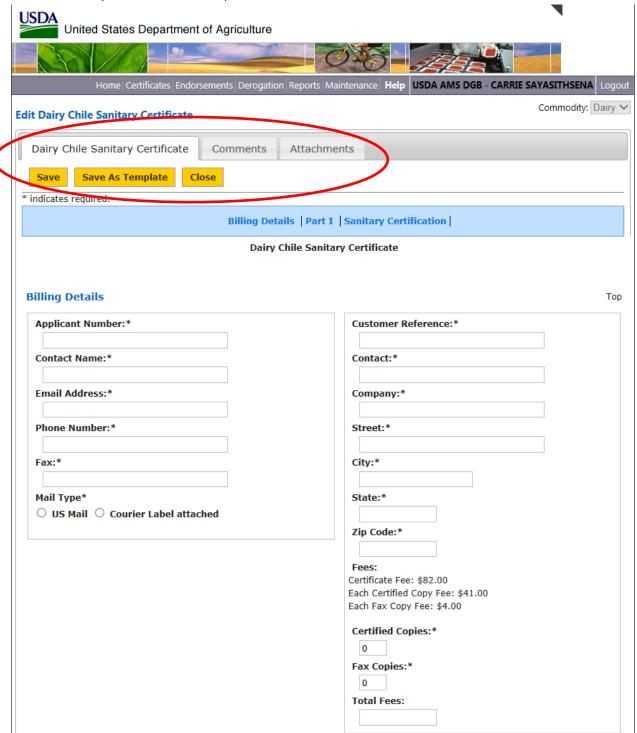
- Billing Details
- Part I for consignment details
- Applicant Certifications where you attest your information is accurate

There are three tabs for each request.

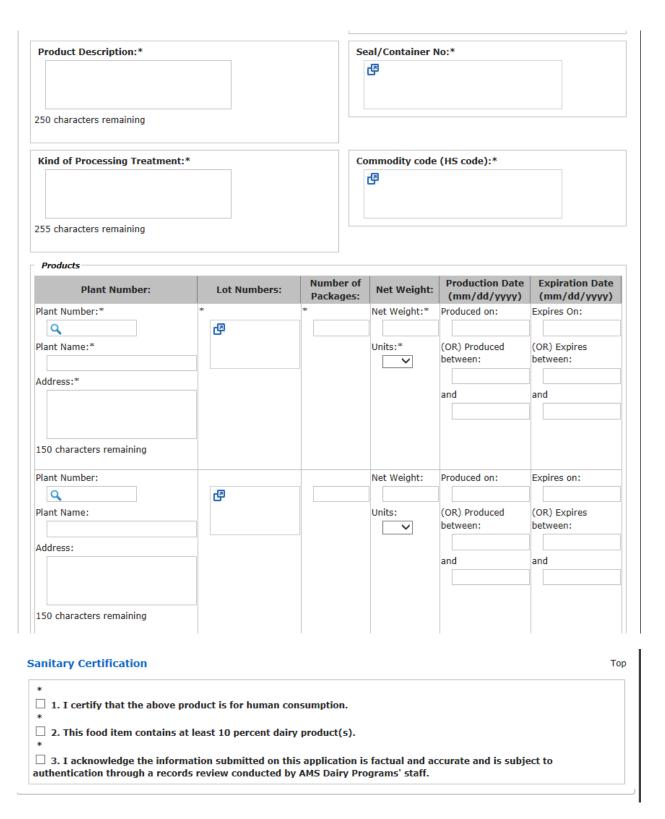
- The actual form tab
- A Comments tab where you can add comments or USDA adds comments if a request is rejected
- An Attachment tab where you attach your self-addressed courier label if you wish to receive the certificate via courier service

If a courier label is not attached, certificates are returned via United States Postal Service (US Mail). Federal Express and UPS pick up at our location every business day. If you are submitting multiple requests close together only one courier label is necessary. Please add a comment to your requests indicating how many you are requesting and attach the courier label to your last request.

This is an example of the tabs and options in the Chile Certificate form:



Country of Origin	Country of Destination
Country of origin:	Country of destination:
United States of America	CHILE
ISO code:	ISO code:
US	CL
Consignor	Consignee
Name:*	Name:*
Address:*	Address:*
150 characters remaining	150 characters remaining
Place of loading:*	Temperature of product:*
	○ Ambient ○ Chilled ○ Frozen
Port of entry:	Additional storage information(optional):
CHILE	
Means of Transport:* ○ Airplane ○ Ship ○ Rail ○ Road	
Name/ # of Ship / Airplane used to transport items (If available):	150 characters remaining
	Total Net Weight:*
	Total Net Weight Unit:*
100 characters remaining	Total Number of Packages:*
	Type of Packaging:*

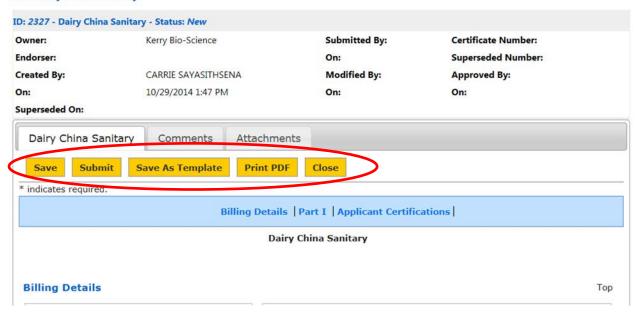


 Provide information in all required fields. The individual requesting the document must be associated with the Consignor and the Consignor company name on the application must match exactly how the company name is registered in eTDE.

- 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".

Edit Dairy China Sanitary



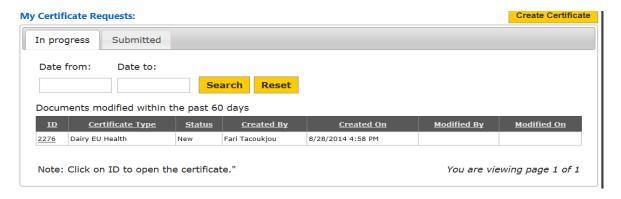
If you make last second edits, select 'save' again.

Attach a self-addressed courier label; FedEx and UPS pick up daily. Certificates are returned to the contact information at the top of the request form via US Mail if a courier label is not attached.

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.

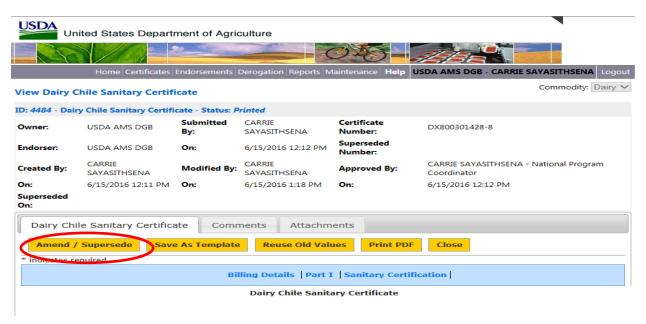
The requests have not been submitted if they are still in "new" status in the 'In progress' tab. These are active request that can still have edits or attachments added. USDA does not have access to requests in "new" status, they must be submitted for USDA to review the information.

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. If there is already an amendment(s) in the system, you must select the most recent amendment to make the new changes. Select 'Amend/Supersede'



Make the necessary changes, select 'save', attach courier label, and select 'submit'.

If you have general export questions please contact Carrie Sayasithsena Carrie.Sayasithsena@ams.usda.gov 202-720-9381 For technical questions or concerns with eTDE/eDocs please contact Fariba.Tacoukjou@ams.usa.gov