Colombia Sanitary Certificates Electronic Trade Document Exchange System (eTDE) and Electronic Document Creation System (eDocs)

Overview of the USDA Online Procedures
# Table of Contents

Applicant Checklist ............................................................................................................................................ 3  
Timing to Register and Begin Requesting Certificates ...................................................................................... 3  
Overview............................................................................................................................................................ 4  
Section 1: Registration ...................................................................................................................................... 5  
Section 2: Requesting Certificates .................................................................................................................... 8  
  - Billing Details........................................................................................................................................ 10  
  - The actual form tab ............................................................................................................................. 10  
Section 3: Amendments ..................................................................................................................................... 15  
Contact ............................................................................................................................................................ 16
Applicant Checklist

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

- Obtain level 2 eAuthentication. Each individual who will access the eTDE/eDocs system must have level 2 eAuthentication and complete eTDE registration.
- Register in eTDE
- Sign up for an eTDE/eDocs training session with USDA AMS Information Technology Services (ITS) once eTDE registration is complete.

Timing to Register and Begin Requesting Certificates

<table>
<thead>
<tr>
<th>Required Action</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>eTDE Registration</td>
<td>Up to 2 weeks</td>
</tr>
<tr>
<td>eTDE/eDocs Training – <em>(please note that the schedule is subject to change based on the trainer’s availability)</em></td>
<td>Conducted every Thursday at 4 p.m.</td>
</tr>
<tr>
<td>Certificate Processing through eDocs</td>
<td>Up to 5 business days</td>
</tr>
</tbody>
</table>
Overview

To request Colombia 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.

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

**Important:** Please remember to allow 5 business days for processing certificate requests through eDocs. Certificates are dated the day the information is reviewed and approved by a USDA endorser. Some countries do not accept Sanitary Certificates after the consignment departs from the United States. It is the exporter’s responsibility to make sure they meet the importing country’s documentation requirements prior to shipping.
Section 1: Registration


Step 2: Select Create an Account
Step 3: Select Register for a level 2 Account

By selecting Register for a Level 2 eAuthentication you will be provided access to complete your registration in eTDE. Once you have level 2 authentication you must then go to the closest USDA service center with a government-issued ID to prove identity. USDA Local Registration Authority (LRA) locations are found at: http://offices.sc.egov.usda.gov/locator/app?type=Ira.

Once eAuthentication has been completed you will finish your eTDE registration by establishing your company as entity and associating staff to that entity (see Step 4).
Step 4: Go to [http://www.etde.usda.gov/eTDEHelpCenter_Dairy.aspx](http://www.etde.usda.gov/eTDEHelpCenter_Dairy.aspx) and follow instructions in eTDE Dairy Owner User Guide

This Guide will show the actual eTDE Graphical User Interface (GUI) and provides step-by-step instructions for how users will interact with each screen. The eTDE System can be accessed on the internet at [http://www.etde.usda.gov](http://www.etde.usda.gov).

Once fully registered in eTDE, exporters must contact DairyNFO@ams.usda.gov to request attendance in an IT training session for eTDE/eDocs. Once you have attended a webinar your eTDE registration should be complete. You can then go to the Electronic Document Creation System (eDocs) to apply for Colombia Sanitary Certificates.
Section 2: Requesting Certificates

Once you have completed all of the registration steps and training you are now ready to begin requesting export certificate in the eDocs system.

Step 1: Go to - http://etde.usda.gov/edocs to request export certificates. Select “Login to eDocs.

Welcome to the Electronic Document Creation System (eDocs)!

The eDocs system generates certificate requests to US government agencies for the creation of government-issued trade documents disseminated through the USDA electronic Trade Document Exchange (eTDE) system.

In order to access eDocs, you must first be registered with USDA. If you are interested in registering or have questions about eDOCS, please contact: eTDEAdmin@usda.gov or please go to http://www.eauth.egov.usda.gov

Registered users can click here to login to eDocs. Login to eDocs

Version: 1.1

Step 2: Enter your eAuthentication User ID and Password.
Step 3. Select Colombia from the drop down list.
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). Please note that UPS and Federal Express make daily pickups at AMS. There may be a delay if USPS or DHL services are used as pickups have to be scheduled and are infrequent.
**Part 1 – Consignment Details.** Provide information in all required fields which are annotated with an asterisk (*). 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. If you need to associate a new user please review the instructions in the eTDE Application User Guide.
- 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”.

My Certificate Requests:

In progress  Submitted

Date from:  Date to:  Search  Reset

Documents modified within the past 60 days

<table>
<thead>
<tr>
<th>ID</th>
<th>Certificate Type</th>
<th>Status</th>
<th>Created By</th>
<th>Created On</th>
<th>Modified By</th>
<th>Modified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>2226</td>
<td>Dairy EU Health</td>
<td>New</td>
<td>Fari Tacoukou</td>
<td>8/28/2014 4:58 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Click on ID to open the certificate."
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 requests 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.

The table below provides a description of the various statuses under the Submitted tab.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>The exporter has saved a certificate from a template or copied data from an old certificate but has not yet modified the certificate.</td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td>The certificate is saved after modifying information from a template or data copied over from an old certificate but has not yet submitted the application for approval.</td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td>The exporter has successfully submitted the certificate to AMS for approval.</td>
<td></td>
</tr>
<tr>
<td>Reviewing</td>
<td>AMS is in the process of reviewing the certificate but has not yet approved or rejected the application.</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>AMS has approved the certificate but the eTDE data transfer has not yet been made (eTDE runs are scheduled every 3 hours).</td>
<td></td>
</tr>
<tr>
<td>Rejected</td>
<td>AMS rejected the certificate. <strong>Note:</strong> If a certificate is rejected AMS will provide a reason for the rejection under the Notes Section.</td>
<td></td>
</tr>
<tr>
<td>Ready to print</td>
<td>eTDE data transfer was made and the certificate is ready for AMS to print the official copy.</td>
<td></td>
</tr>
<tr>
<td>Printed</td>
<td>AMS has printed the original certificate.</td>
<td></td>
</tr>
<tr>
<td>Recalled</td>
<td>The exporter has canceled a certificate request after submitting it to AMS and has not yet submitted a revised application (a certificate cannot be recalled after AMS has approved it).</td>
<td></td>
</tr>
</tbody>
</table>
Section 3: Amendments

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’
Contact

USDA, Agricultural Marketing Service
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Washington, DC 20250-0269
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To Request Account Information for Dairy Export Certificates

Phone: 630-437-5045
Fax: 630-437-5060
Email: DairyNFO@ams.usda.gov

Or by mail:

USDA, AMS, Dairy
2150 Western Court, Suite 100
Lisle, IL 60532

For technical questions or concerns with eTDE/eDocs please contact:
Fariba.Tacoukjou@ams.usda.gov