



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

November 12, 2014

TO: U.S. Dairy Exporters/Milk Suppliers

SUBJECT: Exporters and Milk Suppliers must Register 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 one webinar training session. 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 judgments 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. 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/services/imports-exports/etde>.

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.

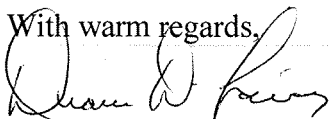
AMS/Information Technology Services (ITS) is hosting the eTDE/eDocs systems and is the Subject Matter Expert (SME) for these Trade applications. The eTDE/eDocs demo and briefing sessions will be conducted by USDA/ITS. Please contact Fariba.Tacoukjou@ams.usda.gov for issues and questions with eTDE and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

Sign up for eTDE and eDOCs Webinar Training

USDA will offer training sessions on both eTDE and the eDocs application system for EU health certificates Thursday and Friday between 3 - 4pm EST each week as needed. To register for a training session 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.

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