

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/>

Electronic Trade Document Exchange System Help

Welcome to the Electronic Trade Document Exchange System (eTDE)!

The eTrade Document Exchange (eTDE) System supports the trade of US agricultural commodities domestically and internationally. This system makes trade documents, including official certificates, available via the internet to facilitate foreign and domestic trade of US agricultural products.

USDA provides this information as a service to the supply chain. The certificates available in the repository are provided by a variety of document providers. Some certificates are provided by USDA, some by programs under USDA certification, and some from commercial sources that operate independently of USDA. USDA validates the identity of each document provider and has security controls in place to ensure that certificate data obtained from document providers remains unaltered once it is posted onto the site. Certificates downloaded from eTDE contain statements reminding users that certificates printed from the eTDE system are not considered authentic copies, and that some documents are provided by sources that operate independently of USDA.

In order to access eTDE certificate information you must be registered through the USDA e-Authentication system.

If you are not a registered user of the eAuthentication system please go to <http://www.eauth.egov.usda.gov/>

International users should apply for Level 1 eAuthentication. They must notify the eTDE System Administrator when they have requested eAuthentication by sending an email to eTDEAdmin@usda.gov. The user's name and organization should be included in the email. The eTDE System Administrator must approve new international users before access to the eTDE system will be available. Domestic (U.S.) users need to apply for a Level 2 eAuthentication account, but do NOT need to send an email to the System Administrator.

If you are a registered user of eAuth System, click here [Login to eTDE](#)

Version: 1.0.26 Date: 08/07/2012

3. Select Create an Account

You are here: [eAuthentication Home](#) > [Site Map](#)

Site Map

Links to eAuthentication Services and Information

The eAuthentication Service has new web pages. Please use one of the links below to locate the service you are trying to reach.

- [eAuthentication Home](#)
 - [Site Map](#)
 - [Login or Update Your Account](#)
- [Account Information](#)
 - [What is an Account?](#)
 - [Create an Account](#)
 - [Create a Level 1 Customer Account](#)
 - [Create a Level 2 Customer Account](#)
 - [Find an LRA](#)
 - [Find an Agency Registration Lead](#)
 - [Register an Internal Account](#)
- [General Information](#)
 - [About eAuthentication](#)
 - [Contact Us](#)
 - [eAuthentication Help](#)
 - [Frequently Asked Questions](#)
 - [User Guides & Documentation](#)
- [Self-Service](#)
 - [Change Password](#)
 - [Forgotten Password](#)
 - [Forgotten User ID](#)
- [Administration Links](#)

4. Select Create an Account

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home

eAuthentication Home

Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account](#) Page.

5. Select Register for a level 2 Account

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication > Account Creation

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile

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

Electronic Trade Document Exchange System
Guidelines for new users and companies

The USDA Electronic Trade Document Exchange (eTDE) system 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 before using eTDE.

1. Obtain a USDA e-authentication account for each user that will access the eTDE system. Users located in the US need a Level 2 account, while users outside of the US need a level 1 account. After submitting a request for a Level 2 account, users will need to be identify-proofed by presenting authoritative identification documents to a USDA Local Registration Authority. If you do not already have an e-Authentication user account, please follow the links below for instructions related to eAuthentication registration.
 - Register for eAuthentication account
 - Find the nearest Local Registration Authority (LRA)
 - Get help regarding eAuthentication
2. Learn how to finalize eTDE registration, establish a company as an entity in eTDE, associate other staff to the entity, and more. Please note that the screen prints in the document are generic and refer to "Peanuts" commodity. You will need to select your commodity (Dairy).
 - **eTDE Dairy Owner User Guide**
 - Frequently Asked Questions Regarding eTDE and eDocs
3. If you need eTDE technical support contact the eTDE system administrator at etdeadmin@usda.gov. For other questions visit the [EU Certificates Contact Page](#)
 - eTDE Glossary

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

9. Go to - <http://etde.usda.gov/edocs> to request export certificates

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

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

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication Home](#) > eAuthentication Login

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

[I forgot my User ID | Password](#)

REGISTER **LOGIN**

[Change my Password](#)

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

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.

USDA United States Department of Agriculture

Home Certificates Endorsements Derogation Help USDA AMS DGB - CARRIE SAYASITSENA Logout

eDocs > Certificates

My Certificate Requests:

Create Certificate

In progress Submitted

Date from: Date to:

Search **Reset**

Documents modified within the past 60 days

No documents found.

Note: Click on ID to open the certificate.

You are viewing page 1 of 0

12. Select Chile from the drop down list

The screenshot shows the USDA website header with the logo and navigation menu. Below the header, there is a breadcrumb trail: eDocs > Certificates. The main content area features a large dropdown menu titled "Please Select Product Export Country". Inside this menu, a smaller dropdown menu is visible with the text "Please Select a Region" and a downward arrow. This inner dropdown is circled in red.

This is the view if Chile is selected:

The screenshot shows the USDA website after selecting Chile. The navigation menu now includes "Reports" and "Maintenance". The main content area has a dropdown menu titled "Please Select Certificate Type" with "Chile" selected. To the right, there is a "Commodity:" label with a dropdown menu set to "Dairy". Below this, the "System Certificate Templates" section is active, displaying a template for a "Dairy Chile Sanitary Certificate". The template details include "Version: 1.0" and "Created On: 6/10/2016", with a yellow "Create" button at the bottom.

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

The screenshot displays a web interface titled "Custom Certificate Templates". At the top, a help message states: "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." Below this, there are three template cards, each with a title, system template name, creator, creation date, and "Create" and "Delete" buttons.

Template Name	System Template Name	Created By	Created On
Example for Chile	Dairy Chile Sanitary Certificate	CARRIE SAYASITHSENA	7/25/2016 8:42 AM
Sprint 14 Chile limit test cs	Dairy Chile Sanitary Certificate	CARRIE SAYASITHSENA	6/13/2016 8:38 AM
Sprint 14 Chile quick test cs	Dairy Chile Sanitary Certificate	CARRIE SAYASITHSENA	6/13/2016 8:19 AM

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:

USDA United States Department of Agriculture

Home | Certificates | Endorsements | Derogation | Reports | Maintenance | **Help** | USDA AMS DGB - CARRIE SAYASITHSENA | Logout

Commodity: Dairy

Edit Dairy Chile Sanitary Certificate

Dairy Chile Sanitary Certificate | Comments | Attachments

Save | Save As Template | Close

* indicates required.

Billing Details | Part I | Sanitary Certification

Dairy Chile Sanitary Certificate

Billing Details Top

<p>Applicant Number:*</p> <input type="text"/>	<p>Customer Reference:*</p> <input type="text"/>
<p>Contact Name:*</p> <input type="text"/>	<p>Contact:*</p> <input type="text"/>
<p>Email Address:*</p> <input type="text"/>	<p>Company:*</p> <input type="text"/>
<p>Phone Number:*</p> <input type="text"/>	<p>Street:*</p> <input type="text"/>
<p>Fax:*</p> <input type="text"/>	<p>City:*</p> <input type="text"/>
<p>Mail Type*</p> <p><input type="radio"/> US Mail <input type="radio"/> Courier Label attached</p>	<p>State:*</p> <input type="text"/>
	<p>Zip Code:*</p> <input type="text"/>
	<p>Fees:</p> <p>Certificate Fee: \$82.00 Each Certified Copy Fee: \$41.00 Each Fax Copy Fee: \$4.00</p>
	<p>Certified Copies:*</p> <input type="text" value="0"/>
	<p>Fax Copies:*</p> <input type="text" value="0"/>
	<p>Total Fees:</p> <input type="text"/>

Part I

Top

Country of Origin

Country of origin:

United States of America

ISO code:

US

Country of Destination

Country of destination:

CHILE

ISO code:

CL

Consignor

Name:*

Address:*

150 characters remaining

Consignee

Name:*

Address:*

150 characters remaining

Place of loading:*

Port of entry:

CHILE

Means of Transport:*

Airplane Ship Rail Road

Name/ # of Ship / Airplane used to transport items (If available):

100 characters remaining

Temperature of product:*

Ambient Chilled Frozen

Additional storage information(optional):

150 characters remaining

Total Net Weight:*

Total Net Weight Unit:*

Total Number of Packages:*

Type of Packaging:*

Product Description:*

250 characters remaining

Seal/Container No:*

Kind of Processing Treatment:*

255 characters remaining

Commodity code (HS code):*

Products

Plant Number:	Lot Numbers:	Number of Packages:	Net Weight:	Production Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)
Plant Number: * <input type="text"/> Plant Name: * <input type="text"/> Address: * <input type="text"/> 150 characters remaining	* <input type="text"/>	* <input type="text"/>	Net Weight: * <input type="text"/> Units: * <input type="text"/>	Produced on: <input type="text"/> (OR) Produced between: <input type="text"/> and <input type="text"/>	Expires On: <input type="text"/> (OR) Expires between: <input type="text"/> and <input type="text"/>
Plant Number: <input type="text"/> Plant Name: <input type="text"/> Address: <input type="text"/> 150 characters remaining	<input type="text"/>	<input type="text"/>	Net Weight: <input type="text"/> Units: <input type="text"/>	Produced on: <input type="text"/> (OR) Produced between: <input type="text"/> and <input type="text"/>	Expires on: <input type="text"/> (OR) Expires between: <input type="text"/> and <input type="text"/>

Sanitary Certification

[Top](#)

*
 1. I certify that the above product is for human consumption.
 *
 2. This food item contains at least 10 percent dairy product(s).
 *
 3. I acknowledge the information submitted on this application is factual and accurate and is subject to authentication through a records review conducted by AMS Dairy Programs' staff.

- 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

ID: 2327 - Dairy China Sanitary - Status: New

Owner:	Kerry Bio-Science	Submitted By:	Certificate Number:
Endorser:		On:	Superseded Number:
Created By:	CARRIE SAYASITHSENA	Modified By:	Approved By:
On:	10/29/2014 1:47 PM	On:	On:
Superseded On:			

Dairy China Sanitary | Comments | Attachments

Save | **Submit** | **Save As Template** | **Print PDF** | **Close**

* indicates required.

[Billing Details](#) | [Part I](#) | [Applicant Certifications](#) |

Dairy China Sanitary

[Billing Details](#) Top

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”.

My Certificate Requests: **Create Certificate**

In progress | Submitted

Date from: Date to: **Search** **Reset**

Documents modified within the past 60 days

ID	Certificate Type	Status	Created By	Created On	Modified By	Modified On
2276	Dairy EU Health	New	Fari Tacoukjou	8/28/2014 4:58 PM		

Note: Click on ID to open the certificate." You are viewing page 1 of 1

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.

My Certificate Requests: Create Certificate

In progress Submitted

Date from: Date to: Certificate Number Search Reset

Documents modified within the past 60 days

ID	Certificate Number	Certificate Type	Status	Created By	Created On	Modified By	Modified On
2279		Dairy EU Health	Submitted	Fari Tacoukjou	8/28/2014 5:07 PM	Fari Tacoukjou	8/28/2014 5:07 PM
2278		Dairy EU Health	Submitted	Fari Tacoukjou	8/28/2014 5:02 PM	Fari Tacoukjou	8/28/2014 5:02 PM
2277		Dairy EU Health	Submitted	Fari Tacoukjou	8/28/2014 5:02 PM	Fari Tacoukjou	8/28/2014 5:02 PM
2272	DX800301079-8	EU Composite Transit/Storage	Approved	KEN VORGERT	8/27/2014 11:34 AM	DIANE LEWIS	8/27/2014 11:48 AM

1 2 3

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’

USDA United States Department of Agriculture

Home Certificates Endorsements Derogation Reports Maintenance Help **USDA AMS DGB - CARRIE SAYASITSENA** Logout

View Dairy Chile Sanitary Certificate Commodity: Dairy

ID: 4484 - Dairy Chile Sanitary Certificate - Status: Printed

Owner: USDA AMS DGB	Submitted By: CARRIE SAYASITSENA	Certificate Number: DX800301428-8
Endorser: USDA AMS DGB	On: 6/15/2016 12:12 PM	Superseded Number:
Created By: CARRIE SAYASITSENA	Modified By: CARRIE SAYASITSENA	Approved By: CARRIE SAYASITSENA - National Program Coordinator
On: 6/15/2016 12:11 PM	On: 6/15/2016 1:18 PM	On: 6/15/2016 12:12 PM

Superseded On:

Dairy Chile Sanitary Certificate Comments Attachments

Amend / Supersede Save As Template Reuse Old Values Print PDF Close

* Indicates required

[Billing Details](#) | [Part I](#) | [Sanitary Certification](#)

Dairy Chile Sanitary Certificate

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