



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

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Overview of the USDA Online Procedures

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## 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

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

## 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 1: Go to eTDE home – <http://www.etde.usda.gov/> and 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](mailto: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**

Step 2: Select Create an Account

Quick Links

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

Administrator Links

- Local Registration
- Authority Login

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

### Step 3: 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:

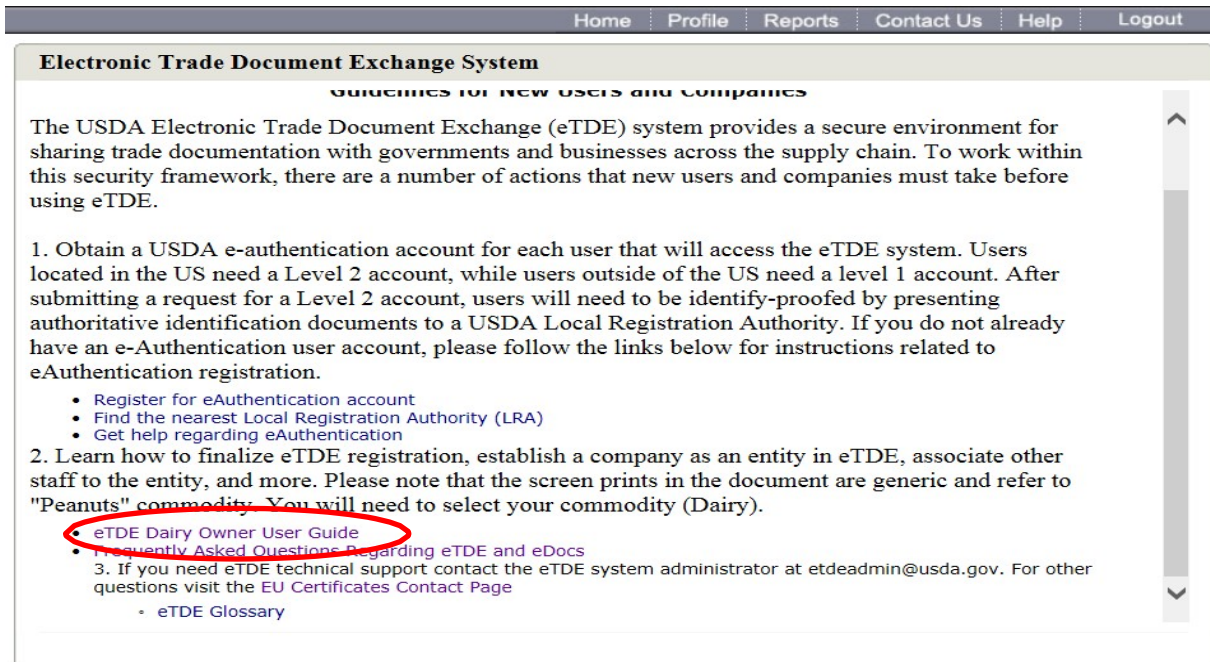
1. Log into your profile

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=lra>.

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>.



The screenshot shows the top navigation bar with links for Home, Profile, Reports, Contact Us, Help, and Logout. Below this is the main content area titled "Electronic Trade Document Exchange System" with a subtitle "Guidelines for New Users and Companies". The text explains that the USDA eTDE system provides a secure environment for sharing trade documentation. It lists three main steps for new users: 1. Obtain a USDA e-authentication account, 2. Learn how to finalize eTDE registration, and 3. Contact technical support if needed. A red circle highlights the link "eTDE Dairy Owner User Guide" in the second step's list.

Home Profile Reports Contact Us Help Logout

### 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](mailto:etdeadmin@usda.gov). For other questions visit the [EU Certificates Contact Page](#)
  - eTDE Glossary

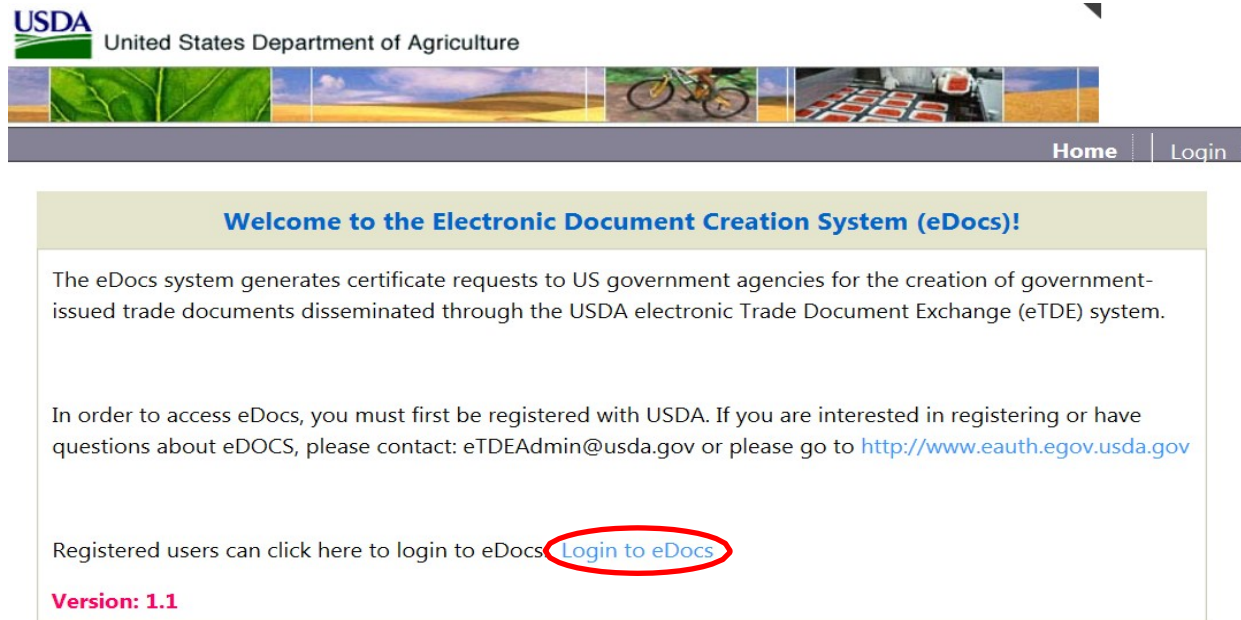
Once fully registered in eTDE, exporters must contact [DairyNFO@ams.usda.gov](mailto:DairyNFO@ams.usda.gov) to request attendance in an IT training session for eTDE/eDocs. Once you have attended a webinar your eTDE registration should be complete. You can then go to the Electronic Document Creation System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



## Section 2: Requesting Certificates

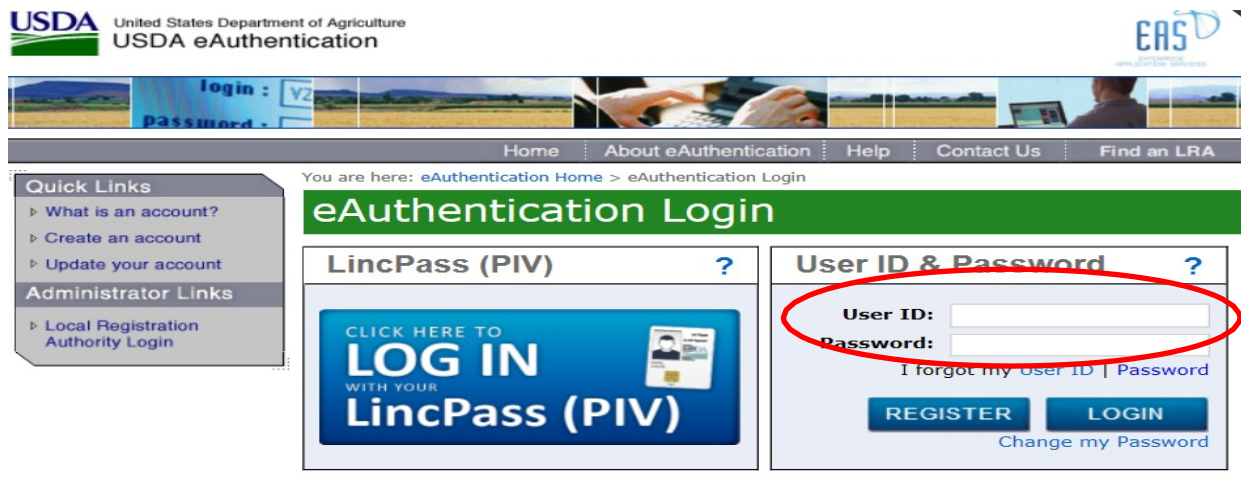
Once you have completed all of the registration steps and training you are now ready to begin requesting export certificate in the eDocs system.

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



The screenshot shows the USDA eDocs system homepage. At the top left is the USDA logo and the text "United States Department of Agriculture". Below this is a banner with four images: a green leaf, a yellow field, a bicycle, and a tractor. To the right of the banner are "Home" and "Login" links. The main content area has a green header that says "Welcome to the Electronic Document Creation System (eDocs)!". Below this is a paragraph: "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." Another paragraph follows: "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>". Below that is a link: "Registered users can click here to login to eDocs" with the text "Login to eDocs" circled in red. At the bottom left, it says "Version: 1.1".

Step 2: Enter your eAuthentication User ID and Password.



The screenshot shows the USDA eAuthentication Login page. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". To the right is the EAS logo. Below this is a banner with four images: a field, a person at a computer, a field, and a person at a computer. Below the banner are "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA" links. The main content area has a green header that says "eAuthentication Login". Below this is a "LincPass (PIV)" section with a "LOG IN WITH YOUR LincPass (PIV)" button. To the right is a "User ID & Password" section with "User ID:" and "Password:" labels and input fields, both of which are circled in red. Below the input fields are "REGISTER" and "LOGIN" buttons, and a link "Change my Password".



Step 3. Select Colombia from the drop down list.



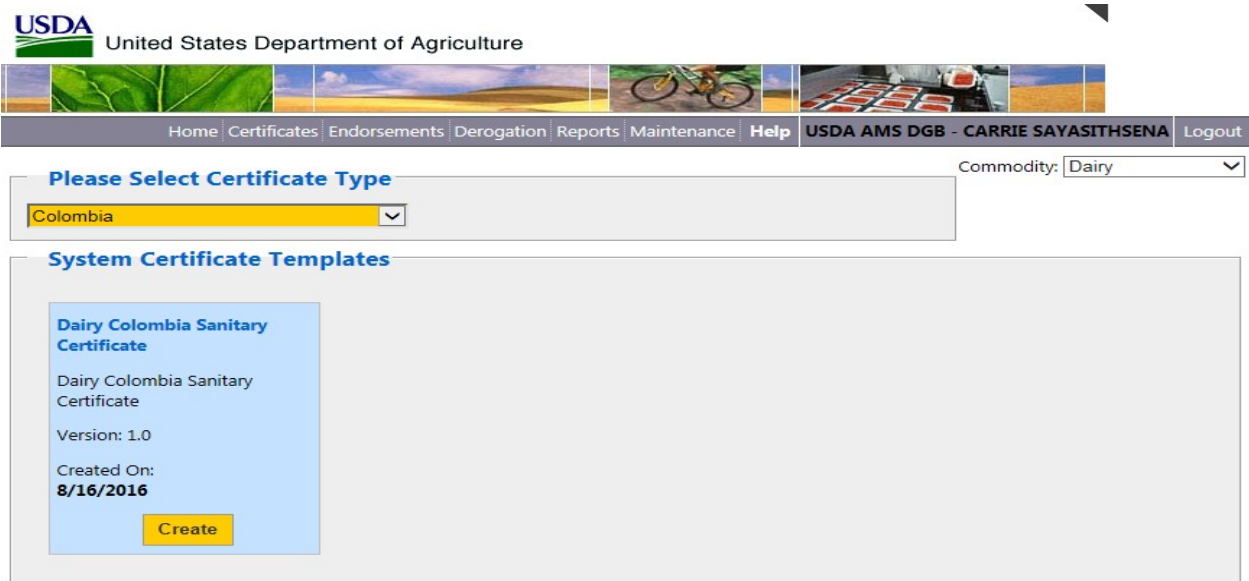
USDA United States Department of Agriculture

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

eDocs > Certificates

**Please Select Product Export Country**

Please Select a Region ▼



USDA United States Department of Agriculture

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

**Please Select Certificate Type** Commodity: Dairy ▼

Colombia ▼

**System Certificate Templates**

**Dairy Colombia Sanitary Certificate**

Dairy Colombia Sanitary Certificate

Version: 1.0

Created On: **8/16/2016**

Create

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

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### Custom Certificate Templates

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.

**Sprint 17 test 1**

System Template Name:  
**Dairy Colombia Sanitary Certificate**

Created By:  
**CARRIE SAYASITSENA**

Created On:  
**8/22/2016 10:24 AM**

[Create](#) [Delete](#)

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[eDocs Home](#) | [USDA.gov](#) | [Site Map](#)

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](#).

**USDA** United States Department of Agriculture

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

Commodity: Dairy

**Edit Dairy Colombia Sanitary Certificate**

Dairy Colombia Sanitary Certificate | Comments | Attachments | Alerts

Save Save As Template Close

**Billing Details** | Part I | Sanitary Certification | Dairy Colombia Sanitary Certificate

**Billing Details** Top

**Applicant Number:\***

**Contact Name:\***

**Email Address:\***

**Phone Number:\***

**Fax:\***

**Mail Type\***  
 US Mail  Courier Label attached

**Customer Reference:\***

**Contact:\***

**Company:\***

**Street:\***

**City:\***

**State:\***

**Zip Code:\***

**Fees:**  
 Certificate Fee: \$82.00  
 Each Certified Copy Fee: \$41.00  
 Each Fax Copy Fee: \$4.00

**Certified Copies:\***

**Fax Copies:\***

**Total Fees:**

**Part I** Top

**Country of Origin**

**Country of origin:**

**ISO code:**

**Consignor**

**Name:\***

**Address:\***

150 characters remaining

**Country of Destination**

**Country of destination:**

**ISO code:**

**Consignee**

**Name:\***

**Address:\***

150 characters remaining

**Place of loading:\***

**Port of entry:**

**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"/>	* <input type="text"/>	* <input type="text"/>	Net Weight: * <input type="text"/>	Produced on: <input type="text"/>	Expires On: <input type="text"/>
Plant Name: * <input type="text"/>	<input type="text"/>	<input type="text"/>	Units: * <input type="text"/>	(OR) Produced between: <input type="text"/>	(OR) Expires between: <input type="text"/>
Address: * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	and <input type="text"/>	and <input type="text"/>
150 characters remaining	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plant Number: <input type="text"/>	<input type="text"/>	<input type="text"/>	Net Weight: <input type="text"/>	Produced on: <input type="text"/>	Expires on: <input type="text"/>
Plant Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	Units: <input type="text"/>	(OR) Produced between: <input type="text"/>	(OR) Expires between: <input type="text"/>
Address: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	and <input type="text"/>	and <input type="text"/>
150 characters remaining	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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.

- 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'.

USDA United States Department of Agriculture

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

### Edit Dairy Colombia Sanitary Certificate

Commodity: Dairy

**ID: 4535 - Dairy Colombia Sanitary Certificate - Status: New**

<b>Owner:</b>	USDA AMS DGB	<b>Submitted By:</b>	<b>Certificate Number:</b>
<b>Endorser:</b>		<b>On:</b>	<b>Superseded Number:</b>
<b>Created By:</b>	CARRIE SAYASITHSENA	<b>Modified By:</b>	<b>Approved By:</b>
<b>On:</b>	12/5/2016 8:20 AM	<b>On:</b>	<b>On:</b>
<b>Superseded On:</b>			

Dairy Colombia Sanitary Certificate | Comments | Attachments | Alerts

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

\* indicates required

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

Dairy Colombia Sanitary Certificate

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
<a href="#">2276</a>	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.

**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

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.

Status	Description
<b>New</b>	The exporter has saved a certificate from a template or copied data from an old certificate but has not yet modified the certificate.
<b>In Progress</b>	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.
<b>Submitted</b>	The exporter has successfully submitted the certificate to AMS for approval.
<b>Reviewing</b>	AMS is in the process of reviewing the certificate but has not yet approved or rejected the application.
<b>Approved</b>	AMS has approved the certificate but the eTDE data transfer has not yet been made (eTDE runs are scheduled every 3 hours).
<b>Rejected</b>	AMS rejected the certificate. <b>Note:</b> If a certificate is rejected AMS will provide a reason for the rejection under the Notes Section.
<b>Ready to print</b>	eTDE data transfer was made and the certificate is ready for AMS to print the official copy.
<b>Printed</b>	AMS has printed the original certificate.
<b>Recalled</b>	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).

## 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'

The screenshot displays the USDA AMS DGB system interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible. Below this is a navigation bar with links for Home, Certificates, Endorsements, Derogation, Reports, Maintenance, Help, and a user profile for 'USDA AMS DGB - CARRIE SAYASITHSENA'. A dropdown menu for 'Commodity' is set to 'Dairy'. The main content area shows the details for a 'Dairy Colombia Sanitary Certificate' with ID 4518, which is marked as 'Printed'. The record includes fields for Owner, Endorser, Created By, On, Submitted By, On, Modified By, On, Certificate Number, Superseded Number, and Approved By. Below the record details is a toolbar with buttons for 'Dairy Colombia Sanitary Certificate', 'Comments', 'Attachments', and 'Alerts'. The 'Amend / Supersede' button is highlighted with a red circle. Other buttons in the toolbar include 'Save As Template', 'Reuse Old Values', 'Print PDF', and 'Close'. A note indicates '\* indicates required.' Below the toolbar is a blue bar with 'Billing Details | Part I | Sanitary Certification |' and the title 'Dairy Colombia Sanitary Certificate'. At the bottom left is a 'Billing Details' link and at the bottom right is a 'Top' link.

**USDA** United States Department of Agriculture

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

View Dairy Colombia Sanitary Certificate Commodity: Dairy

**ID: 4518 - Dairy Colombia Sanitary Certificate - Status: Printed**

<b>Owner:</b>	USDA AMS DGB	<b>Submitted By:</b>	CARRIE SAYASITHSENA	<b>Certificate Number:</b>	DX800301451-8
<b>Endorser:</b>	USDA AMS DGB	<b>On:</b>	8/22/2016 10:25 AM	<b>Superseded Number:</b>	
<b>Created By:</b>	CARRIE SAYASITHSENA	<b>Modified By:</b>	CARRIE SAYASITHSENA	<b>Approved By:</b>	CARRIE SAYASITHSENA - National Program Coordinator
<b>On:</b>	8/22/2016 10:24 AM	<b>On:</b>	8/22/2016 3:01 PM	<b>On:</b>	8/22/2016 10:25 AM

**Superseded On:**

Dairy Colombia Sanitary Certificate | Comments | Attachments | Alerts

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

\* indicates required.

**Billing Details | Part I | Sanitary Certification |**

**Dairy Colombia Sanitary Certificate**

**Billing Details** Top



## Contact

USDA, Agricultural Marketing Service  
1400 Independence Avenue, SW  
Room 2746-South Building  
Washington, DC 20250-0269  
E-mail: [DairyExportsQuestions@ams.usda.gov](mailto:DairyExportsQuestions@ams.usda.gov)  
Fax: 844-804-4701

### Acting Director

Will Francis  
Dairy Grading & Standardization Division  
202-720-6274  
[William.Francis@ams.usda.gov](mailto:William.Francis@ams.usda.gov)

### Dairy Grading Staff

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202-260-9523  
[LatoyaV.Carr@ams.usda.gov](mailto:LatoyaV.Carr@ams.usda.gov)

Carrie Sayasithsena  
202-720-9381  
[Carrie.Sayasithsena@ams.usda.gov](mailto:Carrie.Sayasithsena@ams.usda.gov)

MD McWilliams  
202-720-3171  
[MD.McWilliams@ams.usda.gov](mailto:MD.McWilliams@ams.usda.gov)

## To Request Account Information for Dairy Export Certificates

Phone: 630-437-5045  
Fax: 630-437-5060  
Email: [DairyNFO@ams.usda.gov](mailto: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](mailto:Fariba.Tacoukjou@ams.usda.gov)