



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

July 10, 2013

TO: U.S. Dairy Exporters

SUBJECT: Exporters Must Register and Participate in Web-based Training by August 31, 2013 to Utilize USDA's Electronic Trade Document Exchange (eTDE) System for EU Dairy and Health and Transit Export Certificates

The current AMS online export certificate request site will be disabled on September 1, 2013. USDA's Agricultural Marketing Service (AMS) has launched the new Electronic Document Creation System (eDOCs) that should be used to request health certificates for the EU. eDOCs works in conjunction with the Electronic Trade Document Exchange (eTDE) system, and 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 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 two sessions of webinar training. USDA will offer four overview and 20 detailed training sessions in July and August. Once completed you may use eDOCs.

eDOCs allows the dairy industry to request European Union (EU) export certification (dairy health, dairy transit, composite health and composite transit) using a secure web-based service. AMS Dairy Programs will electronically review and approve each request. Certificates created in eDOCs flow automatically to eTDE, so that the foreign port authorities and U.S. exporters can view the electronic certificates 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. With eDOCs, the average processing time on these documents is expected to decrease from five business days to 24 hours or less which will enhance international trade by allowing exporters to ship orders to the EU more expeditiously. 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 resulting in cost and time savings. It also allows U.S. government to operate more efficiently by reducing staff hours needed to complete and transmit certificates. 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 can request EU certificates through fax, via the online AMS website, <http://www.ams.usda.gov/AMSV1.0/DYGradingEUTools> and through eDOCs. However, on September 1, 2013, (the official conversion date to eDOCs), Dairy Programs will switch to this more efficient and automated means of processing certificate requests. 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, 2013 AMS will charge the applicant an administrative fee of \$112.50 for each faxed-requested export certificate. The rate per fax requested certificate will increase to \$164.00 on February 1, 2014. In comparison, the fee for certificates requested via eDOCs will be \$75.00 as of August 1, 2013 and \$82.00 as of February 1, 2014.

### **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/dygradingetde>. However, before using eDOCs, you must register for eTDE. You can find information on registration at [http://www.etde.usda.gov/etdehelpcenter\\_Dairy.aspx](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](mailto:Fariba.Tacoukjou@ams.usda.gov) for issues and questions with eTDE and eDOCs.

### **Sign up for eTDE and eDOCs Webinar Training**

In July and August 2013 training sessions for exporters will be offered on both eTDE and the eDOCs application system for EU health certificates in preparation for the cut-off of the current online application system on September 1, 2013. Exporters must register for **both** sessions in order to use the eDOCs and eTDE systems. To register, please e-mail Carrie Sayasithsena ([carrie.sayasithsena@ams.usda.gov](mailto:carrie.sayasithsena@ams.usda.gov)) or Ken Vorgert ([ken.vorgert@ams.usda.gov](mailto:ken.vorgert@ams.usda.gov)). Registration will be first-come, first served, and spots in each session are limited. We encourage exporters to sign up ASAP. Participants should indicate their first and second session preference, and include contact information in their registration e-mail.

**1. Overview of eTDE**

These overview sessions will introduce eTDE and provide details on registration. Each session is limited to 50 companies. Available times are:

- Wednesday, July 24<sup>th</sup>, 4-5 pm EST
- Thursday, July 25<sup>th</sup>, 3-4 pm EST
- Wednesday, July 31<sup>st</sup>, 4-5 pm EST
- Thursday, August 1<sup>st</sup>, 3-4 pm EST

**2. Detailed review of eDOCs and eTDE**

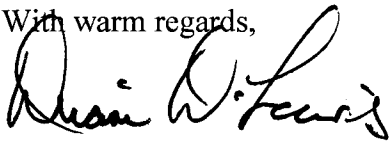
These detailed sessions will review how to use eDOCs to request an EU health or transit certificate application from AMS and how to use eTDE. These sessions are limited to 10 companies. Available times are:

- Wednesdays, August 7, 14, 21 and 28 from 4-5 pm EST
- Thursdays, August 8, 15, 22 and 29 from 3-4 and 4-5 pm EST
- Fridays, August 9, 16, 23 and 30 from 3-4 and 4-5 pm EST

Remember, exporters must register for eTDE and both an overview session and a detailed review session. As soon as a company has completed both training sessions, they may use eDOCs. The current online application on the AMS website will be disabled on September 1, 2013.

We appreciate feedback you might have on this new system. It is our pleasure to continue serving your needs and we are working every day to improve this process. AMS is at the point of expanding this technology to other importing countries starting with China. In the future EU derogations will come from this same centrally secured environment.

With warm regards,



Diane D. Lewis  
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Dairy Programs, Agricultural Marketing Service