

Updated guide on the CHED-Splitting workflow in TRACES

November 2023

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Foreword.

This user manual describes the CHED splitting workflow in the TRACES system.

The action of splitting a CHED is understood as the creation of subsequent CHEDs having a direct logical link with the initial CHED, in particular as regards the quantity of goods extracted from the initial CHED.

TRACES allows for two kind of splitting, direct splitting at the Border Control Post (BCP) and indirect splitting applying to CHED describing non-conforming consignments which are being sent to Specially Approved Customs Warehouses or Free zones or vessel leaving the Union.

A-Direct Splitting at the BCP.

I – Indicate the BCP in Box I.7 “Place of destination”:

Instead of an operator, the BCP, as indicated in box I.4 must be indicated in box I.7 of the initial CHED.

After validation by the authorities, any CHED-A/P/D/PP where the BCP, is indicated in the Box I.7, place of destination can technically be splitted by the Responsible for the Load, RFL, or by the BCP officers.

1.7. Place of Destination

Select an operator

Border control post

Name: Roissy Charles-De-Gaulle FRCDG4

Country: France ISO Code: FR

Onward transportation facility

Control point

II – Status of the CHED

Once validated, the CHED will display the status “AUTHORISED FOR SPLIT OR FOR THE MOVEMENT OF NON-CONFORMING GOODS”:

AUTHORISED FOR SPLIT OR FOR THE MOVEMENT OF NON-CONFORMING GOODS



III – Find the “Split” command

From the search screen Menu:

The “Split” command is available in the CHED menu.

CHED-PP:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status	Actions
CHEDPP.FR.2022.0000296	Argentina		BRITISH COMPANY United Kingdom	La main verte France	4792 88 00 Tomatoes, fresh or chilled SCCC Chamaecypoe	09/08/2022 12:18 +03 EES	Validated	Open in a new Tab Print PDF Print Quality Control as PDF Add new follow up Register Quality Control Replace Copy as new Clone as CHED-D P Split Main as clone of
CHEDPP.FR.2022.0000296	Argentina		BRITISH COMPANY United Kingdom	La main verte France	4792 88 00 Tomatoes, fresh or chilled SCCC Chamaecypoe	06/0 16:2 +03 EES		
CHEDPP.FR.2022.0000297	Argentina		BRITISH COMPANY United Kingdom	La main verte France	4792 88 00 Tomatoes, fresh or	08/0		

CHED-D:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status	Actions
CHEDD.FR.2022.0000161	Brazil		Acme BIO Exporter Brazil	ABC-BIO France	4792 88 00 Tomatoes, fresh or chilled	09/08/2022 12:18 +03:00 EEST	Validated	Open in a new Tab Print PDF Add new follow up Replace Copy as new Clone as CHEDPP P Split
CHEDD.FR.2022.0000160	Brazil	ABC-BIO France	Acme BIO Exporter Brazil	ABC-BIO France	4792 88 00 Tomatoes, fresh or chilled	05/08/2022 12:11 +03:00 EEST		
CHEDD.FR.2022.0000159	Brazil	ABC-BIO France	Acme BIO Exporter Brazil	ABC-BIO France	4792 88 00 Tomatoes, fresh or chilled	05/08/2022 11:26 +03:00 EEST		

CHED-P:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDP.FR.2022.0000738	COOPERATIVW9 Ltd Cote D'Ivoire_001 DP		COOPERATIVE34 SRL Cote D'Ivoire	LIBDeQ69 SRL France	0382 31 Albacore or longfinned tunas (Thunnus alalunga) ALI Thunnus alalunga	09/08/2022 12:16 +03:00	Validated
CHEDP.FR.2022.0000737	test Alix Faccenda United Kingdom GB3007	COOPERATIVEgJ57 Co France	test Alix Faccenda United Kingdom	COOPERATIVEgJ57 Co France	0087 13 Cuts and offal, fresh or chilled GALUS Galus galus	05/08/2022 17:34 +03:00	

CHED-A:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDA.FR.2022.0000026	Morocco		COOPERATIVEPT16 WW Morocco	Jack Sparrow France	0106 32 00 Psittaciformes (including parrots, parakeets, macaws and cockatoos) 010632 Psittaciformes	09/08/2022 12:15 +03:00	Validated
CHEDA.FR.2022.0000025	Thailand	MacDOAG96 Co France	COOPERATIVELR13 Co Thailand	MacDOAG96 Co France	0106 19 00 Other MONTRE Montiacus reevesi	26/07/2022 14:40 +03:00	

From inside the CHED:

Links

I.4. Border Control Post/Control Point/Control Unit

Name **Roissy Charles-De-Gaulle FRCDG4**

- + Add new follow up
- Cancel document
- Replace
- Copy as new
- Split**
- More
- Preview PDF

This splitting can be done by the RFL, and by the BCP authorities.

Once created by the RFL, the resulting CHED can be submitted in status “NEW” and will follow the normal workflow of validation by the BCP authorities of the initial CHED.

CHED-P: CHEDP.FR.2023.0000449 NEW

PART I
DISPATCHED
CONSIGNMENT

1.1. Consignor/Exporter

Name: [Consignor test - SN](#) Valid

Country: Senegal ISO Code: SN

1.2. CHED Reference

CHEDP.FR.2023.0000449

1.3. Local reference

123456

QR code



1.6. Consignee/Importer

Name: [LIBOCJ89 Ent](#) Valid

Country: France ISO Code: FR

Customs Document Reference

Links

[Split from: CHEDP.FR.2023.0000449](#) 10/31/2023 11:34:26 +01:00 CET

A hyperlink, leading to the initial CHED, is displayed in the box “Links”.

B-Splitting a CHED for a consignment of non-conforming goods sent to a Specially Approved Customs warehouse (Controlled location).

This case applies when the initial CHED has been submitted for “non-conforming” in Box I.19 and I.24 “For non-conforming goods” and a Custom warehouse number has been indicated in this box I.24.

I.19. Conformity of the goods

Conforms Does not conform

I.20. / I.22. / I.23. / I.24. / I.25. / I.26. Purpose

I.20. For transport

I.22. For transit

I.22. For transit to EU / NAFTA zone

I.22. For special market

I.24. For non-conforming goods

I.25. For re-exports

Customs warehouse

Registered No. 12345

Free zone

Vessel

Registered No. _____

Name _____

Port _____

When validating this CHED with Decision “Acceptable for non-conforming goods”, II.14, the BCP authorities should not forget to indicate the correct Controlled destination, in that case the Specially Approved Customs Warehouse.

Failure to do so will prevent the authorities responsible for this Specially Approved Customs Warehouse to access the initial CHED and to validate the splitted/subsequent CHEDs.

II.13 Acceptable to re-exports

II.14 Acceptable for non-conforming goods

Customs warehouse

Free zone or Free warehouse

Ship

II.18 Details of controlled destination

Name Free FE - SA/W

Country France ISO Code FR

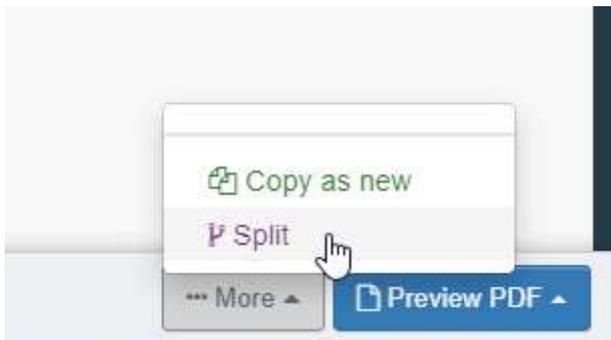
I – Splitting by the RFL indicated in the Box I.8 “Operator responsible for the consignment” of the initial CHED.

In that case, the initial CHED will pop-up in the CHED search screen and the command “Split” will be accessible either from the CHED menu:



CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status	Actions
CHEDP.FR.2022.0000738	COOPERATIVETW9 Ltd Cote D'Ivoire_001 DP		COOPERATIVEy34 SRL Cote D'Ivoire	LIBOeQ69 SRL France	0382 31 Albacore or longfinned tunas (Thunnus alalunga) AUS Thunnus alalunga	09/08/2022 12:16 +03:00	Validated	Open in a new Tab Print PDF Add new follow up Replace Copy as new Split Request FCC
CHEDP.FR.2022.0000737	test Alix Faccenda United Kingdom GB3007	COOPERATIVEgJ57 Co France	test Alix Faccenda United Kingdom	COOPERATIVEgJ57 Co France	0087 13 Cuts and offal, fresh or chilled GAL900 Galus galus	05/08/2022 17:34 +03:00	EEST	

Or from “inside” the CHED:



I.1 Selecting a Control Authority in Box I.4

The Box I.4 is empty and a relevant authority must be selected in the displayed list of Control Authorities in charge of the Specially Approved Customs Warehouse:

I.4. Border Control Post/Control Point/Control Unit

Name: _____
 Country: _____ ISO Code:

I.4. Control Authority

Relevant Control authority must be selected

Name	Role Code	Competence	Select
Rolazy Charles-De-Gaulle FRCDG4	BCP FRCDG4	Animal, Animal By Products, Food, General products	Select
Liège Airport	BCP BELGG4	Animal, Animal By Products, Food, General products	Select
Finistère	LAU FR02900	Animal, Animal By Products, Food, General products	Select
Local training authority Paris	LAU FRLAUTEST	Animal, Animal By Products, Food and Food of Non-Animal Origin, Food, General products, Organs, Plant health	Select

Name: _____
 Country: _____ ISO Code:

This will allow the chosen Control Authority to validate the subsequent CHED.

I.4. Border Control Post/Control Point/Control Unit

Name: Finistère
 Country: France ISO Code: FR

I.4. Control Authority

Name	Role Code	Competence	Select
Rolazy Charles-De-Gaulle FRCDG4	BCP FRCDG4	Animal, Animal By Products, Food, General products	Select
Liège Airport	BCP BELGG4	Animal, Animal By Products, Food, General products	Select
Finistère	LAU FR02900	Animal, Animal By Products, Food, General products	Select
Local training authority Paris	LAU FRLAUTEST	Animal, Animal By Products, Food and Food of Non-Animal Origin, Food, General products, Organs, Plant health	Select

Name: Finistère
 Country: France ISO Code: FR

I.2 Setting Purpose in Box I.22 or I.24

Three different possibilities are available:

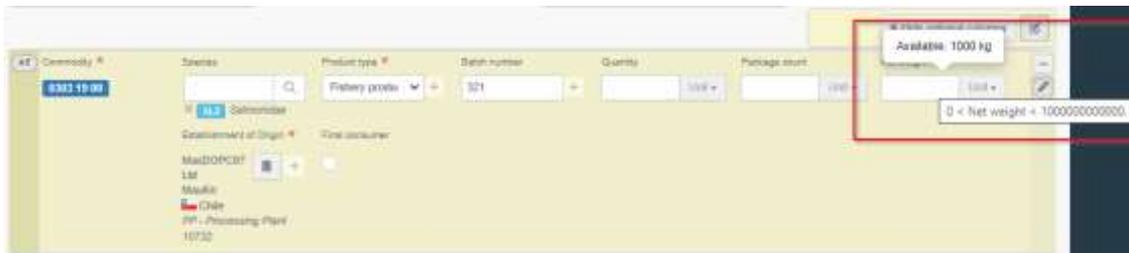
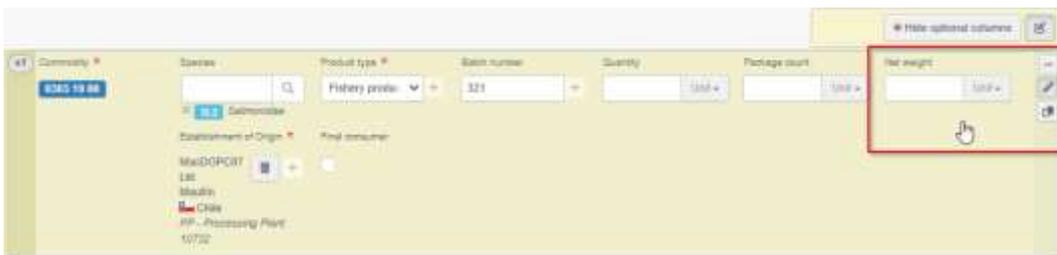
- I.22 Transit to a Non-EU country
- I.22 Transit to a US/NATO base

- I.24 For non-conforming goods



I.3 Extracting weight in Box I.31

When hovering your mouse over the Net Weight field, the system displays the remaining quantity available for extraction:

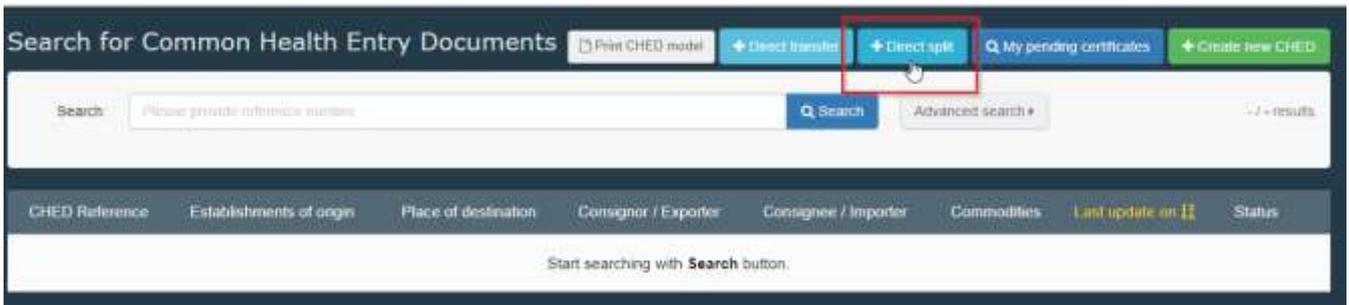


Note that there is a control on the Net Weight, the system does not allow to extract more weight than already extracted from the initial CHED.

II – Splitting by a different RFL than indicated in the Box I.8 “Operator responsible for the consignment” of the initial CHED.

In the case where the split is performed by a RFL other than the RFL indicated in the initial CHED, based on the TRACES rules on access to data and documents in TRACES, the initial CHED will not be visible to this new RFL which was not mentioned in that document.

To by-pass these rules, the RFL must use the “Direct split” command:



Direct split

Reference:

Warehouse number:

Submit request for split

The authenticate the RFL’s legitimate access for the performance of the Direct split, the system will ask for:

- The initial CHED “reference” number.
- The “Warehouse number” as indicated in box I.24 of the initial CHED:

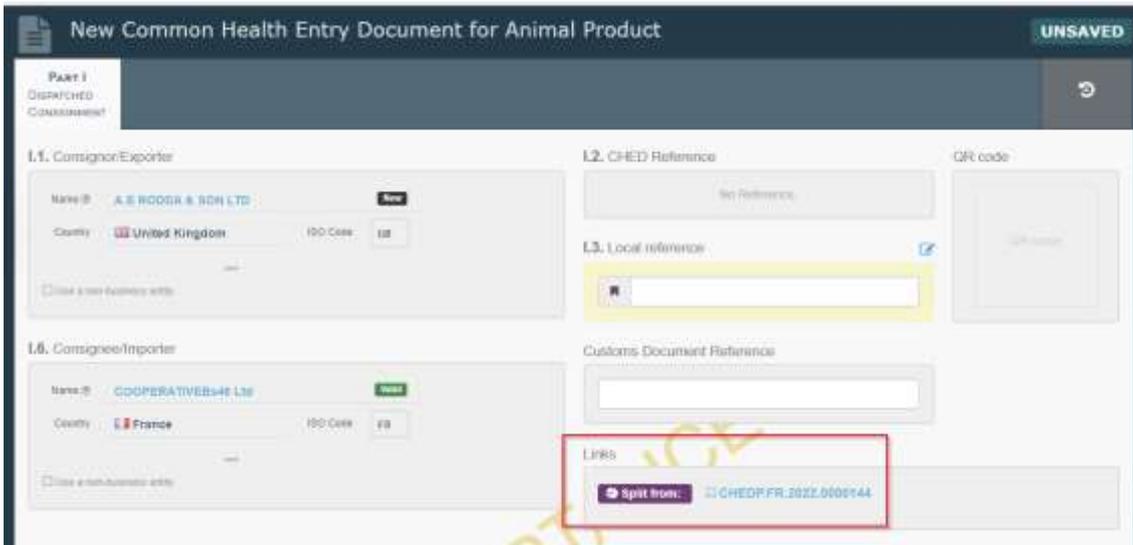
Direct split

Reference:

Warehouse number:

Submit request for split

A new CHED in status “unsaved” will open, linked to the initial CHED via a hyperlink:



III – Splitting by a Control Authority in charge of a Specially Approved Custom Warehouse.

This workflow applies for any Local authority, or a Border Control Post authority, registered as Control Authority for a Specially Approved Customs Warehouse.

In that case, the initial CHED will pop-up in the CHED search screen and the command “Split” will be accessible either from the CHED menu:



Or from “inside” the CHED:



A new CHED in status “unsaved” will open, linked to the initial CHED via a hyperlink:

New Common Health Entry Document for Animal Product UNSAVED

Part I DISPATCHED CONSIGNMENT **Part II** DECISION ON CONSIGNMENT

I.1. Consignor/Exporter:

Name: **A.E. ROCCA & SON LTD** New

Country: **United Kingdom** ISO Code: **GB**

Use a non-business entity

I.2. CHED Reference:

I.3. Local reference:

I.6. Consignee/Importer:

Name: **COOPERATIVEB548 LIS** Valid

Country: **France** ISO Code: **FR**

Use a non-business entity

QR code:

Customs Document Reference:

Links: [Split from: CHEDP,FR,2022,0000153](#)

As already described in point “B.I”, please fill the relevant boxes,

- Box I.4 Control Authority
- Purpose I.22/I.24
- Box I.31 descriptor, net Weight.
- Etc.

The Control Authority may either “Sign as in progress” or validate directly the split CHED:

