



Updated guide on the CHED-Splitting workflow in TRACES

November 2023

Health and Food Safety

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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.



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-D:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodilies	Last update on 11	Status	
CHEDD.FR 2022.0000161	Brazi		Acme BIO Exporter	ABC-BIO	tesh or chiled	09/08/2022 12:18	Ventures	0% Actions +
CHEDD FR 2022 0000160	GB Brazi	ABC-BIO	Active BIO Exporter	ABC-BIO	Resh or chilled	EEST 05/06/2022 12:11 +03:00 EEST	Ope Ope Add Print Add Print	n in a new Tab PDF new follow up
CHEOD FR 3622 6000159	Brazi	ABC-BIO	Aone BIO Exporter	ABC-BIO	fresh or chiled	05/06/2022 11/26 +03:00 EEST	ØjCop © Clar ₽ Spit	e as CHEDPP

CHED-P:

CHED Reference	Establishments of origin	Place of destination	Censignar / Exporter	Consignee / Importer	Commodities	East update on 1	Status	
CHEDP.FR.2022.0000738	COOPERATIVETW9		COOPERATIVE(y34 SRL	LIBOeQ69 SRL	CILIZE Albacore or longfinned tunas	09/08/2022	Velabel	Og Actions +
	Cote Drivere 001		Cote D1voire		(Thunnus alalunga)	EEST	C Open	in a new Tab
	DF.				alalunga		Pont.	PDF
CHEDP.FR.2022.0000737	test Alix Faccenda CC United Kingdom G83007	COOPERATIVE9.057 Co	test Alix Faccenda	COOPERATIVE JUST	date from the second se	05/08/2022 17:34 +03:00 EES1	+ Add n Et Repk	ew follow up Ice as new
					galus		P Spik	errice &

CHED-A:

CHED Reference	Establishments of origin	Place of destination	Consignar / Expanter	Consignee / Importer	Commodities	Last update on U	Status
CHEDA FR.2022.0000026	Morocco		COOPERATIVEPT16 WW Morocco	Jack Sparrow	Psittaciformes (including parrots, parakeets, macaws	09/08/2022 12:15 +03:00 EEST	Copen in a new Tab
					and cockatoos)		 Print PDF Add new follow up
CHEDA.FR 2022.0000025	Thailand	MacDOAG98 Co	COOPERATIVELR13 Co Thatand	MacDOAG98 Co	Mill Will Gither	26/07/2022 14:40 +03:00 EEST	Copy as new 2 Copy as new 2 Split

From inside the CHED:

Links	 + Add new follow up ⊘ Cancel document
I.4. Border Control Post/Control Point/Control Unit	Replace
	凸 Copy as new
Name Roissy Charles-De-Gaulle FRCDG4	P Split
	More PD

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.

IV – Subsequent CHED

The result of the "Split" command activated by the RFL is the creation of a subsequent CHED, linked to the initial CHED.

	* Hide optional columns	C
Package count	Net weight	
Unit	- Unit -	/
		CP
	Hide ontional columns	R
	Available: 100 kg	
Package count	Numerou	
Unit -	• Unit •	
	0 < Net weigh	ht < 1000000000000.
	1	

When hovering the mouse over the "Net weight" field the remaining weight available is displayed.

Similarly, trying to extract more weight than available will generate an error message when submitting the CHED:

41	Carrynasity *	Toxon	Product type =	Batch number		Quantity		Package count	Г	Net wwgfd		100
	2102		Basil (holy, so: 👻 🗕	1200	+		Link -		Unit •	200	147-	
		Establishment of Origin *	Final tongumer						1			1
	1000 DE 9517	1.31. Description of C consignment	Commodities Net weight of ur and meal	2103 Sauces and prepared	and prepa i mustarr (rations the 200 kg) exc	refor: mixed (eeds remainin	condiments and g quantity (100 k	(mirod s g)	easonings;	mustard flo	
1	Error					_			_			i
Close									10 Sev	e as Draft	Suteril for	Decision

Once submitted, the CHED is in status "New", waiting for BCP official controls.

L CF	HED-P: CHEDP.FR.2	023.0000449		NEW
Раят I Dispatched Соненсные	π			Э
I.1. Consign	nor/Exporter		1.2. CHED Reference QR code	
Harra (D	Consignor test - SN	Value	CHEDP.FR.2823.0000449	
Osurey	Senegal BOO	SN SN	1.3. Local reference	
.6. Consign	nee/importer			
Name@	LIBOC389 Eut	(Valid)	Customs Document Reference	
Dountry	LIFrance so:	oos FR		
	114		Lieks	1
		-	Split from CHEOPER.2023.0000448 matching in season on on	

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.

1.18. Conformity of the goods Darhuma		Desistantin
		*
0 1.20./1.22./1.21./1.24./1	125.71.26. Putpose	
326/14/tocalgood		C 1.22. For Instant
0.122.5-14410.0001441	100	1.22. Vic mental mature
• 154. for one instancing		1.05. no metro
• Camera Vienteran	Thepimeer Its 12145	
lise are.	Geginnes Inc.	
- Sheen	(Nerw)	
	Per l	

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.

1.72 Againstate to resoluting	II.14 Ausgehäm für som somter Hang goods
	Calderns werstresse First pure to Tran warstresse Ine
H.18 Datals of controlled doctination	
Govery Elfrance 60 (8)	l⊋

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 1	Status
CHEDP.FR.2022.0000738	COOPERATIVETW9		COOPERATIVE/y34 SRL	LIBDeQ69 SRL	Albacore or longfinned tunas	09/08/2022 12:16 +03:00	Contraction of Actions +
	Cole Drivere 001		Cote Drivoire		(Thunnus alalunga)	EEST	🗖 Open in a new Tab
	DP				alalunga		Print PDF
CHEDP.FR.2022.0000737	test Alix Faccenda III United Kingdom G83007	COOPERATIVE9J57 Co	test Altx Faccenda	COOPERATIVE	contras Cuts and offal fresh et chiled	05/08/2022 17:34 +03:00 EES1	Add new follow up Replace St Copy as new
					galus		P Spit D

Or from "inside" the CHED:

名 Copy as new
P Split no

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:

Course				0.0000 L		
		-	Relevant	Control a	uthority mu	stbe
Control Av	льюцу		- Wester	select	ed	
Name	Role	Code	Competition			+
Roisny Charles- Do-Gaulle FRCDG4	BCP	PRCDG4	Animat An Upressed pro	enar Hy Photo daerty		Detect
Lilige Airport	BCP	BELGG4	Animal An	and Ny Produ deets	da Pasid	Genet
(inistore ;	LAU	FR02900	Austal Au	end Hy Produ		Seast
Local training authority, Parts	LAU	PRLAUTEST	Avenuel Avenuel For	enar Hy Produ d of New Ann dants Organ	es Artendes Ban Banthaar	Select
tare						
Castin				hines 1		

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

Nation	Flaistere		
Country	LiFrance	60 Calle FR	
4. Control A	utbority		
Name	Role Code	Competence	
Roisey Charles- De-Geulle FRCDG4	BCP FRCDG4	Niend Annal By Probats Food Generald problem	3eeit
Lilige Aleport	BCP BELGG4	Annual Annual Dy Processity Front	Select
Finistere	LAU FR02900	Annual Annual By Proceeds Freed	Salar
Local training authority, Parts	LAU FRLAUTES	Animuk Animuk By Prinketts Print and Food of Non-Animuk Diggin Fland Onimula prinketik Diggins Pland Incidity	Seet
tiane.	Finisters		
County.	EFrance	AD Carlo and	

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

© 120. / 122. / 123. / 124. / 128. / 126. Purpose		
🗍 1.28. Sucharabipment	1.22, For transit	•
	Del saureg Bala SCP TRACCE une tal	v 60 Com Q Advance. B Com
 L22. For menut to Ltl / NATIO Loss 	C 121. For more name	
C 1.24. For non conforming goods	1.35 for norm	

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:

								· Make summed sufficience	192
() Service *	Directory (Product types #	Bennere :	2419		Participe court	[The swape	3 H)
8385 19 88	P	Fishery prode 🔍 🕂	321	-	that w		line +	Million .	2
	Tatanan di Cape 1	-						ð	1
	Internet Provention								
	2005								
() Commodity *	20000	President spin #	Igni uma	Game		Participal mont	Г	Annianie 1000 kg	
) Committy *	5mm	Presentings F Frederig product W +	Report Systems 1221	Querty +	10071	Parsage must		Available 1000 kg	N1 1

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:

Search Place private information memory Place of destination Consigner / Exporter Consignee / Importer Commodities Land update on 12 Interest private information of origin Place of destination Consignee / Exporter Consignee / Importer Commodities Land update on 12 Interest particular memory In	e hew CHE	+ CH	ing certificates	Q Mypen	+ Direct split	Deect transies	idel 🔄 🗢	D Print CHED	try Documents	non Health En	arch for Con
HED Reference Establishments of largen Place of destination Consigner / Exporter Consignee / Importer Commodities Last update on II Start searching with Search button	+1+resi			ed search +	Advitnce	Q Search				ndde roference europee	Search Pirme
rect split X Reference: * Warehouse * number: *	Status	n H	A and update of	ommodities	oder Ca	Consigner / Im	porter	Consignor / E	Place of destination	labishments of organ	IED Reference
rect split × Reference: Warehouse number:						autton.	Search :	tart searching w	1		
Reference: * Warehouse number: *						×					rect split
Warehouse number:											Reference
						*					Warehouse number
							ß				
Submit request for split						plit	st for sp	Submit requ			

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:	CHEDP.FR.2022.0000144	*
Warehouse number:	12345) *
	Submit request fo	or split

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

Ne Ne	w Common Health E	ntry Document fo	r Animal Product	UNSAVED
Part I Distancies Considered				3
L1. Comig	ton Exporter		L2. CHED Reference	QR code
Note	A B ROOM & NON LTD	-	the Parliments	
Curlii)	CE United Kingdom	DD Core III	L3. Local reference	a stand
(Crist and	en al constantes antes			
1.6. Comig	see/importer		Customs Document Reterance	
tores.	COOPERATIVEBUIE Las			
Courty	La Prance	do care en		
Oneen	-		Split from: Si CHEOP FR.2022.0000144	

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 <u>Control Authority</u> 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:

CHEDR.FR.2022.0000144	© (6)	Scallops Inc.	12345.	A E RODOA & SON LTD	COOPERATIVE8545	Sockeye	21/09/2022 lockeye 09:33		@€ Actions +
		Kingdom GB789	FR1234		L # Prance	salmon (red salmon)	+02:00 CEST	Ope	n in a new Tab
						(Oncorhynchus nerka)		🕒 Print	PDF
								+ Add (new tollow up
						Oncorhynchus nerka		P Splf	5

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	r Animal Product UNSAVE
PART I PART II DISPATCHED DECISION ON CONSIGNMENT CONSIGNMENT	
1.1. Consignor/Exporter	1.2. CHED Reference: QR code
Name (b) A.E.ROCOA & SON LTD	All Indemnia
1.6. Consignee/Importer	Customs Document Reference
Name ⊕ COOPERATIVEBSAILLIS COM Country Ell France 800 Code 711 	Links

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:

