

CHED Splitting Workflow in TRACES

October 2022

This manual showcases the functioning of the CHED splitting workflows in TRACES.

Table of Contents

Direct Splitting at the BCP (applies to all CHEDs)	3
I – Indicate the Border Control Post (BCP) in Box I.7 “Place of destination”:	3
II – Find the “Split” command	3
From the CHED search screen Menu:	3
From inside the CHED the “Split” option is available after clicking on “ More ” at the bottom part of the screen:	4
Splitting a CHED for a consignment sent in a Specially Approved Customs warehouse (SACW).	6
I – Splitting by the RFL indicated in the Box I.8 “Operator responsible for the consignment” of the initial CHED.	7
II – Splitting by a RFL that is not indicated in the Box I.8 “Operator responsible for the consignment” of the initial CHED.	7
II – Splitting by a Local Authority or BCP authority responsible for a Specially Approved Custom Warehouse.	10

Direct Splitting at the BCP (applies to all CHEDs)

I – Indicate the Border Control Post (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.

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

I.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 – Find the “Split” command

From the CHED search screen Menu:

The “Split” command is available in the Actions menu found on the right part of the screen.

CHED-PP:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	update on	Status	
CHEDPP.FR.2022.0000298	Argentina		BRITISCH COMPANY United Kingdom	La main verte France	0702 00 00 Tomatoes, fresh or chilled 1CYCG Chamaesyce	09/08/2022 12:18 +03:00 EES	Validated	Actions
CHEDPP.FR.2022.0000296	Argentina		BRITISCH COMPANY United Kingdom	La main verte France	0702 00 00 Tomatoes, fresh or chilled 1CYCG Chamaesyce	08/08/2022 16:20 +03:00 EES		
CHEDPP.FR.2022.0000297	Argentina		BRITISCH COMPANY United Kingdom	La main verte France	0702 00 00 Tomatoes, fresh or	08/08/2022 16:20 +03:00 EES		

CHED-D:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDD.FR.2022.0000161	Brazil		Acme BIO Exporter Brazil	ABC-BIO France	0702 00 00 Tomatoes, fresh or chilled	09/08/2022 12:18 +03:00 EEST	Validated
CHEDD.FR.2022.0000160	Brazil	ABC-BIO France	Acme BIO Exporter Brazil	ABC-BIO France	0702 00 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	0702 00 00 Tomatoes, fresh or chilled	05/08/2022 11:26 +03:00 EEST	

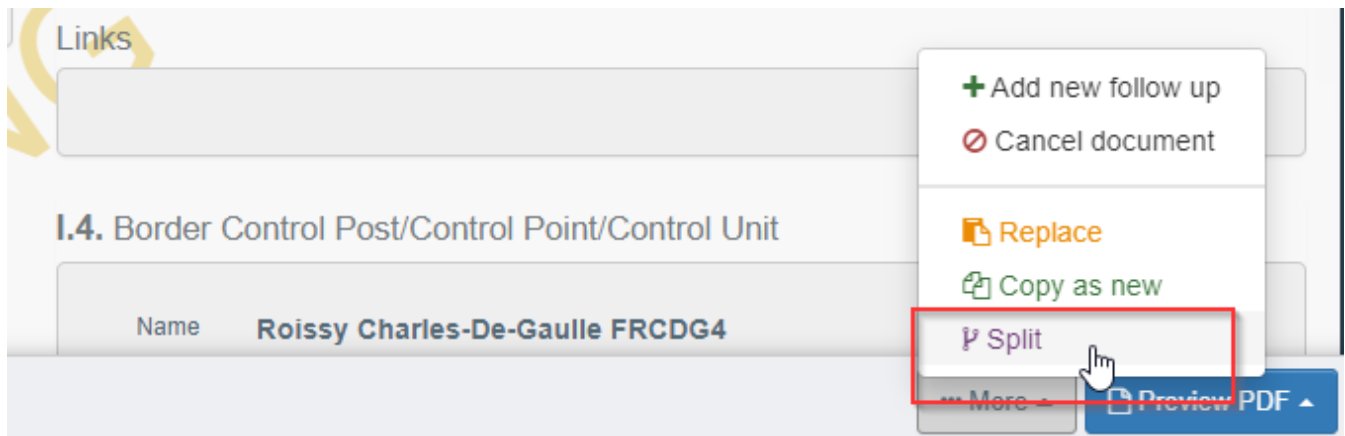
CHED-P:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
CHEDP.FR.2022.0000738	COOPERATIVETW9 Ltd Cote D'Ivoire 001 DP		COOPERATIVEfy34 SRL Cote D'Ivoire	LIBOeQ69 SRL France	0302 31 Albacore or longfinned tunas (Thunnus alalunga) ALB Thunnus alalunga	09/08/2022 12:16 +03:00 EEST	Validated
CHEDP.FR.2022.0000737	test Alix Faccenda United Kingdom GB3007	COOPERATIVEgJ57 Co France	test Alix Faccenda United Kingdom	COOPERATIVEgJ57 Co France	0207 13 Cuts and offal, fresh or chilled GALUGG Gallus gallus	05/08/2022 17:34 +03:00 EEST	

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) 1PSITO Psittaciformes	09/08/2022 12:15 +03:00 EEST	Validated
CHEDA.FR.2022.0000025	Thailand	MacDOAG98 Co France	COOPERATIVELR13 Co Thailand	MacDOAG98 Co France	0106 19 00 Other MUNTRE Muntiacus reevesi Cephalophus	26/07/2022 14:40 +03:00 EEST	

From inside the CHED the “Split” option is available after clicking on “More” at the bottom part of the screen:



The splitting at the BCP can be performed by **either the RFL or the BCP authorities**.

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

Splitting a CHED for a consignment sent in a Specially Approved Customs warehouse (SACW).

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 Customs 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 transshipment ☐ I.22. For transit

☐ I.22. For transit to US / NATO base ☐ I.23. For internal market

☒ I.24. For non conforming goods ☐ I.25. For re-entry

☒ Customs warehouse ☐ Free zone ☐ Vessel

Registered No. 12345

Registered No.

Name

Port

When validating this CHED with Decision “Acceptable for non-conforming goods” in box II.14, the BCP authorities should not forget to indicate the correct controlled destination, in that case the SACW, in box II.18 – Details of controlled destination.

Failure to do so will prevent the BCP authorities responsible for that Specially Approved Customs Warehouse to access the initial CHED and to validate the split CHEDs.

☐ II.13 Acceptable for monitoring ☒ II.14 Acceptable for non-conforming goods

☒ Customs warehouse ☐ Free zone or Free warehouse ☐ Ship

II.18 Details of controlled destination

Name Test FR - SACW

Country France ISO Code FR

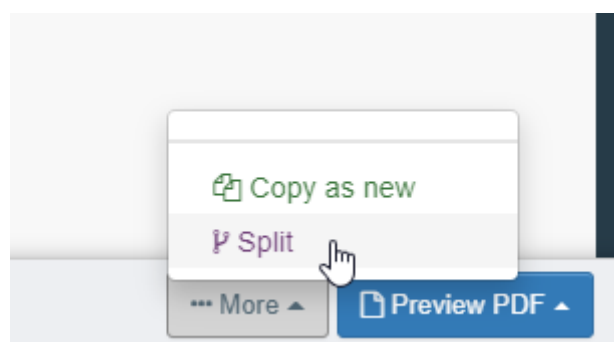
I – Splitting by the RFL indicated in the Box I.8 “Operator responsible for the consignment” of the initial CHED.

In this scenario, the initial CHED will pop-up in the CHED search screen and the command “Split” will be accessible to the RFL either from the main CHED menu:

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status	
CHEDP.FR.2022.0000738	COOPERATIVETW9 Ltd Cote D'Ivoire 001 DP		COOPERATIVEfy34 SRL Cote D'Ivoire	LIBOeQ69 SRL France	0302 31 Albacore or longfinned tunas (Thunnus alalunga) ALB Thunnus alalunga	09/08/2022 12:16 +03:00	Validated	Actions
CHEDP.FR.2022.0000737	test Alix Faccenda United Kingdom GB3007	COOPERATIVEgJ57 Co France	test Alix Faccenda United Kingdom	COOPERATIVEgJ57 Co France	0207 13 Cuts and offal, fresh or chilled GALLUGG Gallus gallus	05/08/2022 17:34 +03:00	EEST	

☐ Open in a new Tab
☐ Print PDF
☐ Add new follow up
☐ Replace
☐ Copy as new
☐ Split
☐ Request IOC

Or from “inside” the relevant CHED:



II – Splitting by a RFL that is not indicated in the Box I.8 “Operator responsible for the consignment” of the initial CHED.

In this scenario, the initial CHED will not be visible to this new RFL as it is not actively involved in that document and logically is prevented direct access to the data recorded therein.

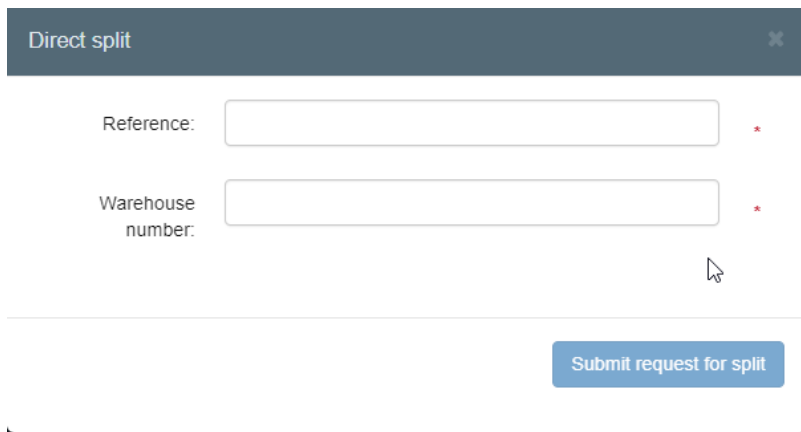
To be able to retrieve and access that document, the RFL must use the “**Direct split**” functionality:

Search for Common Health Entry Documents

Search:

- / - results.

CHED Reference	Establishments of origin	Place of destination	Consignor / Exporter	Consignee / Importer	Commodities	Last update on	Status
Start searching with Search button.							



Direct split

Reference:

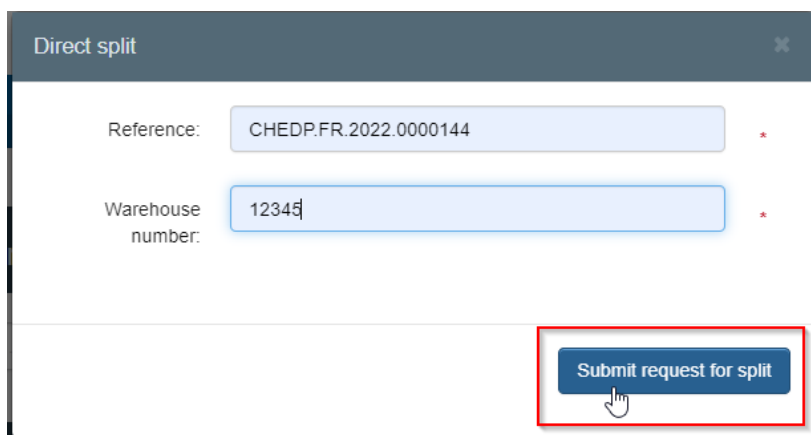
Warehouse number:

Submit request for split

In the Direct split pop-up window, the user is requested to provide the following details:

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

After filling this information, the “submit request for split” button is activated and the user is able to proceed:



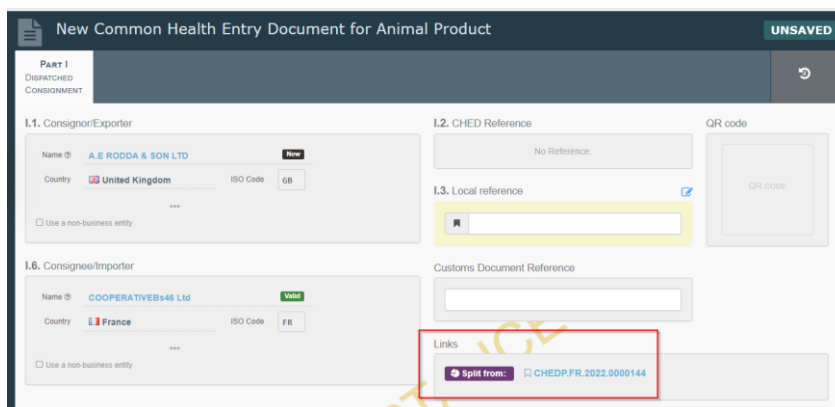
Direct split

Reference: CHEDP.FR.2022.0000144

Warehouse number: 12345

Submit request for split

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

I.1. Consignor/Exporter
Name: A.E. RODDA & SON LTD
Country: United Kingdom
ISO Code: GB

I.2. CHED Reference
No Reference.

I.3. Local reference
[input field]

I.6. Consignee/Importer
Name: COOPERATIVEBS46 Ltd
Country: France
ISO Code: FR

Customs Document Reference
[input field]

Links
Split from: CHEDP.FR.2022.0000144

In the Box “Purpose”, three options are available:

1.20. / 1.22. / 1.23. / 1.24. / 1.25. / 1.26. Purpose

☐ 1.20. For transshipment

☒ 1.22. For transit

3rd country ISO Code

Exit BCP Q Advanced...

TRACES unit No. Clear

☐ 1.22. For transit to US / NATO base

☐ 1.23. For internal market

☐ 1.24. For non conforming goods

☐ 1.25. For re-entry

1- For transit to a Non-EU country.

☒ 1.22. For transit

3rd country Australia (AU) ISO Code AU

Exit BCP Liège Airport Q Advanced...

TRACES unit No. BELGG4 Clear

2- For transit to a US/NATO base.

☒ 1.22. For transit to US / NATO base

US / NATO Base

Name US-DE-Ramstein-1 Edit

Country Germany ISO Code DE Q Advanced...

Exit Authority

Authority NATO Authority US-DE-Ramstein-1 Clear

Code USDE101

3- For Non-Conforming goods to another Customs Warehouse.

☒ 1.24. For non conforming goods

☒ Customs warehouse Registered No. FR001

☐ Free zone Registered No.

☐ Vessel Name

Port

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

The screenshot shows a web form with a 'Net weight' field. A tooltip above the field indicates 'Available: 8 kg'. Below the field, a validation message states '0 kg < Net weight < 1000000000000 kg.'. To the right, there is a section for 'Establishment of Origin' with a dropdown menu showing 'Scallops Inc. IV24' and a '+02:00 CEST' time zone. A 'Hide optional columns' button is visible at the top right.

NB, at the current stage of development of the splitting workflow in TRACES, only the BCP authority indicated in box I.4 can validate split CHEDs created by RFLs.

Local authorities responsible for the SACW cannot validate these CHEDs nor add a Follow-up. The TRACES technical team is working to correct this behavior.

In the meantime, for CHEDs split at SACW by RFLs you are advised to add BCP authorities as control authorities in the SACWs profiles that you have registered in the system.

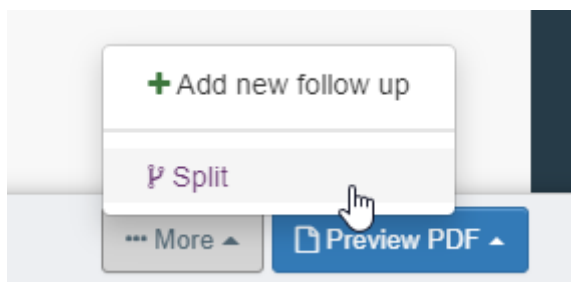
II – Splitting by a Local Authority or BCP authority responsible for a Specially Approved Custom Warehouse.

This behavior applies for any Local Authority or a Border Control Post authority set as control authority of a Specially Approved Customs Warehouse.

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

The screenshot shows a CHED search screen with a table of results. The first row is highlighted and contains the following information: CHEDP.FR.2022.0000144, (6), Scallops Inc. 12345, A.E RODDA & SON LTD, COOPERATIVEBs46, 0303 11 00, 21/09/2022, Validated, and Actions. The 'Actions' menu is open, showing options: Open in a new Tab, Print PDF, Add new follow up, and Split. The 'Split' button is highlighted with a red box.

Or from “inside” the CHED:




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

In the Box “purpose”, three possibilities are available:

1- For transit to a Non-EU country.

I.22. For transit

3rd country  Australia (AU) ISO Code AU

Exit BCP **Liège Airport** [Q Advanced...](#)

TRACES unit No. **BELGG4** [Clear](#)

2- For transit to a US/NATO base.

I.22. For transit to US / NATO base

US / NATO Base

Name **US-DE-Ramstein-1** [Edit](#)

Country  Germany ISO Code DE [Q Advanced...](#)

...

Exit Authority

Authority **NATO Authority US-DE-Ramstein-1** [Clear](#)

Code **USDE101**

3- For Non-Conforming goods to another Customs Warehouse.

I.24. For non conforming goods

☒ Customs warehouse Registered No. FR001

☐ Free zone Registered No.

☐ Vessel Name

Port

The Local or BCP Authority user may either “Sign in progress” or validate directly the split CHED:

[Sign as in progress as ▲](#) [Sign Validation ▲](#)