

IPAFFS and CHED

This is a summary of information on IPAFFS and CHED from Defra's Trader Readiness newsletters, emailed to stakeholders from 1 to 13 May 2024.

Getting your CHED notification right

Completing your Common Health Entry Document (CHED) incorrectly or completing the wrong CHED can result in unnecessary delays to your goods and may mean that your consignment is called in for an inspection at a Border Control Post (BCP) when you don't need one. Here are some tips to getting your CHED right:

Use the right CHED

We have seen examples of traders using the wrong CHED for their commodity type, this could be because they are selecting the incorrect commodity category when submitting their import notification in IPAFFS. Follow the below guidance to get it right.

About the consignment

What are you importing?

Live animals

Products of animal origin

High risk food and feed of non-animal origin

Plants, plant products and other objects

[Save and continue](#)

Use Products of Animal Origin for the following commodity types:

- Germinal products
- Products of animal origin for human consumption, including live seafood for human consumption.
- Animal by-products not for human consumption
- Composite products

Use High risk food and feed of non-animal origin for commodities that have temporary increase in official controls or are under emergency measures. There is a list of these commodities on the [Food Standards Agency website](#).

Use live animals – to find out more about live animal imports [see here](#)

Use plants and plant products when importing, plants for planting, cut flowers, seeds, ornamental horticulture, used agricultural machinery and plant products e.g. fruit and vegetables.

The right commodity code/the right length of commodity code in IPAFFS

Manually typing an incorrectly formatted commodity code (also called an HS code) into the CHED import notification on Import of products, animals, food and feed system (IPAFFS) may cause an error message to appear in the customs declaration for the consignment. If the error is not corrected it could cause a customs hold on the consignment.

For example, only typing in the first two or four digits of a 6 to 10 digit commodity code:
Wrong: 02 or 0201

You should always use the full commodity code with between 6 and 10 digits in IPAFFS.
Correct: 02020130

Some commodities naturally have 4-digit commodity codes in IPAFFS – this is fine and should not cause an error.

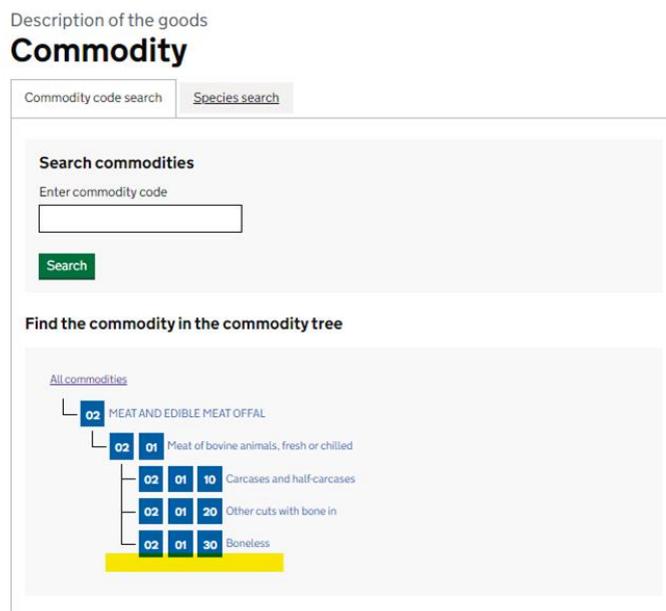
Getting it right - Adding the commodity code into the CHED in IPAFFS

There are two ways to add the commodity (HS) code to your CHED import notification in IPAFFS:

1. The most reliable way is to use the commodity tree the first time you import a particular commodity – make sure you work all the way through to the end to create an 8-digit code. This is because some errors may occur if you manually enter the code.

If you regularly import the same commodity, you can then copy and paste it into another document for the next CHED.

You can also use the Copy as New feature to duplicate an existing CHED.



2. You can also manually enter the code by typing in the Enter Commodity Code box. For imports from the EU, you will find the HMRC trade tariff commodity code and the IPAFFS commodity code in the [searchable list of commodities](#). Please note that a small number of commodities have differently formatted trade tariff and IPAFFS commodity codes.

Use the right commodity codes for IPAFFS and CDS

You or your customs agent must make sure that the commodity codes declared in the customs declaration are the same as the commodity codes declared in your import notification on IPAFFS. You can amend these codes to ensure that they match, but you must do this in both systems. Failure to do this is likely to result in your goods being called into a BCP and held until the error corrected.

Use of official and commercial seals

Official seals are only required when stated in the Health Certificate. Commercial seals can be used and are encouraged for land bridge transit movements – these should not be recorded on the health certificate but should be included in the CHED notification where used.

Keep the Customs Declaration Service (CDS) up to date

You must make sure that any errors in the customs declaration are corrected AND the submitted CHED import notification reference is added to the declaration in the correct section and the correct document code is used before you submit the declaration. IPAFFS provides a Copy and Paste feature so that you or your agent can copy both of these from the submission screen, to paste into the declaration. Information can be found at [Importing SPS controlled goods that interact with ALVS - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/importing-SPS-controlled-goods-that-interact-with-ALVS)

Making account detail changes on IPAFFS

To change your account details in IPAFFS, log in and then click on Manage Account at the top of the screen. Click on the word Manage next to your account details and then click on Manage Your Organisation to update the address.

Issues with TRACES

For issues with raising Export Health Certificates in TRACES, please use the TRACES guidance at [PART I \(europa.eu\)](https://europa.eu) or contact the TRACES Helpdesk – details are on the TRACES website.

Multiple products on one CHED

Each consignment should have its own CHED import document, but multiple low risk products can be included on one CHED as long as they have the same country of origin, country of consignment and are travelling on the same transport to the same place of destination and are covered by the same commercial documentation.

Amending a CHED

CHED import notifications can be amended if the following status is shown next to the CHED in the IPAFFS Dashboard screen:

DRAFT - the CHED has been saved but not been submitted. Amend and then submit.

NEW – the CHED has been submitted but the authorities have not yet done a documentary check.

AMEND – the authorities have done a doc check and have asked for amendments to be made OR you have contacted the PHA/local authority at the port of entry to ask for access to amend the CHED.

To amend the CHED, click on the word Amend underneath the CHED listing in the IPAFFS Dashboard.

Reference number CHEDP.GB.2024.1021362	Commodity 04062000	Arrival at BCP or POE 5 May 2024	CHED status AMEND
Consignee A Consignee	Consignor A Consignor	Origin Italy	Inspection NOT REQUIRED
Copy as new View details Amend Show notification			

The CHED cannot be amended if the following status is shown next to the CHED in the IPAFFS dashboard:

IN PROGRESS – the CHED has been locked for documentary checks and clearance by the PHA/LA. You must contact the PHA or APHA to request access to the CHED in order to amend it.

VALID – the CHED has been cleared by the PHA/LA. However if your notification has a mismatch you will still be called into a BCP – you must also check GVMS/ILS to see whether you/your driver are expected to attend a BCP. This can be avoided by resolving the mismatch.

If the wrong import notification reference is added into the customs declaration for the consignment, your consignment will have a customs hold because the Customs Declaration Service will be unable to determine that the consignment has cleared SPS checks. The consignment will be held at the BCP until the error is cleared by the customs agent. This can be avoided by agents resolving errors before the consignment arrives at the port of departure

Getting the destination right on the CHED

There can only be one Place of Destination named in the CHED import notification. The Place of Destination named in the CHED import notification should be the place of unloading once the consignment has entered Great Britain.

If there is no single place of unloading – each consignment in the load has a separate destination and the driver is going to multiple unloading points - each consignment in the load should have a separate CHED import notification.

Make sure your CHED is completed fully and accurately

You must make sure that any errors in the CHED import notification are corrected before the notification is submitted, this includes ensuring that all information is completed and accurate. IPAFFS will give you a list of errors to work through. You must also make sure that the notification is submitted by clicking the green Submit button after you have reviewed it.

On the Dashboard, check that the CHED status is NEW. If the CHED status is DRAFT, it has not been submitted.

Reference number DRAFT.GB.2024.1021372 - CHEDP	Commodity 04062000	Arrival at BCP or POE 5 May 2024	CHED status DRAFT CHEDP
Consignee	Consignor	Origin Italy	
Copy as new View details Amend Show notification			

Click Amend and then in the CHED Notification Hub, click on Review and Submit and complete the submission process.

Complete notification

[Review and submit](#)

TO DO

Once it has been submitted, use the Show Notification button on the Dashboard and then your browsers Print function to create a PDF of the notification. Send the PDF to the haulage company to share with the driver.

Put the Vehicle Registration Number (VRN) and/or trailer unit number into IPAFFS

When making an IPAFFS notification notifiers should declare trailer unit number and where applicable/possible the Vehicle Registration Number (VRN).

- For accompanied loads trailer unit number should be provided and where possible the VRN
- For unaccompanied loads trailer unit number should be provided.

This can be declared on the 'Transport to the Border Control Post (BCP)' tab in IPAFFS and should be provided in the 'Transport identification' field, as seen in the screen shot below:

Means of transport to the BCP

Road vehicle

Transport identification

To identify the means of transport, enter (one of the following):

- flight number
- train number
- road vehicle registration number
- vessel name (for ferries, also the road vehicle registration number)

Identification must be 50 characters or fewer

ENTER VRN AND TRAILER NUMBER HERE

This information will help Animal and Plant Health Agency (APHA) and Science & Advice for Scottish Agriculture (SASA) to identify consignments through port operator's systems.

You should get this information from your haulier before you submit the import notification. If you are unable to provide this information at the point the notification is submitted, you will need to amend the notification as soon as you have this information and when the CHED status is NEW. You will not be able to amend the CHED when the status is IN PROGRESS or VALID.

Failure to provide this information may lead to delays of your consignment, while APHA or SASA work with the notifier to identify the consignment.

Unaccompanied loads will also need to add the trailer number in the Commodity Additional Details section.

Additional details

Temperature

- Ambient
 Chilled
 Frozen

Will your goods be imported in shipping containers or road trailers?

- Yes

Container or trailer number

Enter the container's identification number, or the trailer's registration number or number plate.

Seal number

Official seal

Import notification and customs declarations – accurate information to avoid delays

If you have selected Sevintgon BCP or Eurotunnel as the Port of Entry in the Transport section of the import notification, please ensure that you also complete the new billing section for the common user charge, following the instructions on [Common user charge: rates and eligibility - GOV.UK \(www.gov.uk\)](#)

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Customs Declaration Service: You must make sure that any errors in the customs declaration are corrected AND the CHED import notification reference is added to the declaration in the correct section and the correct document code is used before you submit it. IPAFFS provides a Copy and Paste feature so that you or your agent can copy both of these from the submission screen, to paste into the declaration. Information can be found at [Importing SPS controlled goods that interact with ALVS - GOV.UK \(www.gov.uk\)](#)