Remarks and notes:

- All mandatory fields in the application are marked with a red asterisk *. 
- Editable fields that are not mandatory are marked with an edit icon .
- The star icon allows you choose an operator from your favourites.
- Procedures can be consulted along the certificate by clicking the blue linked titles.
- For all matters related to COI, please contact sante-traces@ec.europa.eu.
- Do not forget to Create an ECAS account and Request a role in TRACES NT.
Quick steps

1. Open the TRACES NT page.
2. Click on "Sign up for TRACES NT".
3. Make sure "External" is selected on ECAS.
4. Complete the form, not forgetting to copy the security code and ticking the Privacy Statement.
5. Click "Create an account".
6. Consult your email and click the provided link.
7. On ECAS choose a password and click "Submit".

Congratulations!
Now you are able to login to TRACES.

Access here:
https://webgate.ec.europa.eu/tracesnt/login
or for training purposes:
https://webgate.training.ec.europa.eu/tracesnt/login

Possible next steps
✓ Request access profile.
How to request a role in TRACES NT?

Quick steps

1. Open the TRACES NT page.
2. Click on "Login to TRACES NT".
3. You can consult your personal information and/or change your password and update your information at ECAS.
4. Select "Operator*/Authority*" as user profile, based on your organisation type.
   *Operator = organic importer or organic operator.
   *Authority = CAFOP, CAOC or CAOPL.
5. Select your Country, optionally also a Role from the list, type your organisation's full name or part of it and click "Search".
6. Pick your organisation(s) among the results by ticking the corresponding check box(es).
7. Click "Request authorisation".
8. In the pop-up you can enter a request message, a contact email and phone number.

Possible next steps

- Create a new certificate.
- Search an existing certificate.

Access here:
https://webgate.ec.europa.eu/tracesnt/login
or for training purposes:
https://webgate.training.ec.europa.eu/tracesnt/login
How can I start a new certificate?

Quick steps

1. Login as an Importer or Issuing body.
2. On the Homepage, click "Certificates" > "COI".
3. Click the green button "Create new COI".
4. Select one or more Commodity from the list and click "Done". If you are logged in as an Issuing body, you can only select a commodity that is compatible with your role.
5. Complete the certificate details. The system warns you in case you select a commodity that is outside your competences.

Possible next steps

√ Fill in the References section of the form.
Quick steps

Continues from slide Select Commodity.

1. **Box 1** Choose between **Issuing Authority or Issuing body**.

2. Type a part of the entire issuing authority/body name, address or city.

   The Issuing Authority or body details are pre-filled in automatically.

3. **Box 2** The applicable procedure is automatically selected to match your issuing authority/body.

4. **Box 3** The **Certificate reference number** will be automatically generated after submitting/issuing the certificate.

5. **Box 3** Enter the **National Reference** of your certificate. *This is optional.*

Possible next steps

- Fill in the Producers details.
- Save as Draft.

You can also **Edit**, **Clear** or run an **Advanced search**. Additionally, you can enter a new Operator or manage existing ones in the **Organisations** menu.

You can add one or more National Reference numbers.
How can I fill in a new certificate?

Complete the information about Operators

Quick steps

1. **Box 5** Type a part of the Exporter's business details to show the list, select the correct operator and its details are automatically filled in. You can also Edit, Clear or run an Advanced search.

2. **Box 10** You can enter the First Consignee in the Community's here. Type its name to show the list, select the correct operator and its details are automatically filled in. You can also Edit, Clear or run an Advanced search.

3. **Box 11** Type part of the Importer's name to show the list, select the correct operator and its details are automatically filled in. You can also Edit, Clear or run an Advanced search.

Possible next steps

- Fill in the Countries details.

If you cannot find the exporter in the system, the exporter's control body needs to enter the exporter details prior to issuing a certificate.

If you cannot find the importer or the first consignees' data in the system, its details need to be entered via the "Organisations" menu, before...
**How can I fill in a new certificate?**

**Complete the Countries details**

**Quick steps**

Continues from *Complete the information about Operators.*

2. **Box 8** Select the **Country of dispatch** from the list.

3. Select the **Country of origin** from the list.

5. **Box 9** The **Country of destination** is filled in automatically to match the First Consignee in the Community you have selected in box 10.

6. Select the **Country of clearance** from the list. Can be different from Country of Destination.

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You can add more than one Country of origin.

**Possible next steps**

- Fill in the Product and Means of Transport details.
How can I fill in a new certificate?

Complete the consignment details

Quick steps

1. **Box 12/13/14** Describe the product *(free text)*.
2. **Box 12/13/14** Enter the Number of packages and provide its unit, in this case type of packaging.
3. **Box 12/13/14** Enter the Net weight of the Product, including its measure unit.
4. **Box 12/13/14** Choose the Producer and Issuing Authority or Body *(Certified by)*, which will automatically fill in boxes 6 and 7.
5. Enter the Seal and Container numbers. This is optional.
7. Click "Submit Certificate". Only as an importer. Your certificate has been created and can be signed!

Possible next steps

√ Issuing Authority or Body checks.
To create a new Means of Transport...

1. Click the button **Add Means of Transport**.

2. Choose the type of transport from the list (road vehicle, plane or ship).

3. Depending on the type of transport you have chosen, enter either the registration number, flight number or ship's name or part of it. The matching transport types that have already been inserted in the system are automatically shown.

   **The remaining fields are automatically populated!**

4. If you were unable to locate the means of transport you wish to add, fill in the appropriate fields. **Type of transport, registration number/flight number/ship’s name are mandatory.**

5. Click the green button on the right + **Create new**.

   **A success message is shown, confirming the creation of a new Means of Transport!**

You can also **create a new Means of Transport outside the certificate creation page...**

1. On the horizontal menu, click **Organisations**, and then **Means of Transport**.

2. If you were unable to locate the means of transport via the search and advanced search options, click the green button + **Create new means of transport**.

3. Select from the drop-down the type of transport you want to add: New ship, New road vehicle or New plane.

4. In the new page, fill in the appropriated fields and click the blue button + **Create [type of transport]**. **Please note mandatory fields are marked with an asterisk *.**

5. Your new Means of Transport status should be **Active**. Click **Save changes**. **The new transport type is available on the certificate creation page.**
How can I issue a new certificate?

Issuing body or authority checks  Box 15

Quick steps

1. Select if the results of the Documentary Check have been Acceptable or Not Acceptable.

2. The regulation regarding the Verification of the Product origin is automatically filled in.

3. Specify if the results of the Physical Checks by CB or CA have been Acceptable, Not Acceptable or Not Done.

   In the case that Physical checks have not been done, you will have to select if the Verification of declaration of the exporter was Credible or Not credible.

4. Read the Declaration thoroughly and click "Sign Declaration as [CB or CA]" as per Regulation No 1235/2008.

Possible next steps

✓ Member State authorities checks.
**How can I endorse a new certificate?**

### Relevant Authority Verification  Box 17

#### Quick steps

1. Add Means of Transport. _This is optional._

2. Specify the results of your Checks (Documentary Check and ID Check) as **Acceptable, Not Acceptable** or **Not Done**.

3. Specify also as the results of the of the Physical Checks and Laboratory test as **Acceptable/Satisfactory, Not Acceptable/Not Satisfactory** or **Not Done**.

   _If there is a Corresponding Health Certificate, its Reference can be found here._

4. Enter your Customs Declaration Reference or reference number of simplified customs procedure.

5. _Box 17_ When filling in the Verification of the consignment box, enter your Conclusion and state if the certificate is: **Clearable, Clearable as conventional, Not clearable** or **Base for extract**. For more details, please turn this card.

6. If irregularities/infringements are detected, link to OFIS.

7. Click "Sign Declaration as [Relevant Authority]."

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**Possible next steps**

- ✓ First Consignee signs Declaration.

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**You can consult the regulation by clicking the blue link.**

- **Clearable**: product is released for free circulation as organic.

  - _Base for extract_: select if consignment will be released in different batches. The _First Consignee_ information field is then empty.

- **Clearable as conventional**: Consignment is released for free circulation as NOT Organic but as conventional.

- **Not clearable**: consignment cannot be released for free circulation in the EU.
How to manage extract certificates (releasing in batches)?

**Create a new extract as an Importer**

**Quick steps**

1. Click on the menu "Certificates > C.O.I." > "Advanced Search".

2. Enter specific information on the certificate you wish to consult, and choose **Base for Extract** in the Certificate status field. Then, click the "Search" button.

3. Open the original certificate and at the end of the page click "Initiate Extract".

4. Enter the Consignee of the batch obtained from splitting information for the extract to be released, **Not mandatory**.

5. Enter the Net weight to be released in this extract as well as the Package count, **Mandatory**.

6. Click "Submit for Endorsement as [Importer]".

**Possible next steps**

7. Click "Sign Declaration as [Relevant Authority]".

**Special considerations!**

Please read carefully.

**Base for extract**: consignment will be split into different batches, according to Regulation 1235/2008 Annex VI.

The certificate must be marked as **Clearable in the Verification**. If that is not the case, the Relevant Authority will not be able to endorse the certificate.

If the certificate was marked Base for Extract, the Importer can initiate a new extract certificate.

The systems checks for the quantity consistency with original certificate and previous extracts.
How can I approve the reception of a new certificate?

Box 18 **First Consignee Declaration**

Quick steps

1. **Box 18** Certify that the goods were received in accordance with the conditions specified in the regulation, by choosing between: **Accept** or **Notify irregularity to control body or authority**. A link to the OFIS system is shown.

2. Click "**Sign Declaration as [First Consignee]**."

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**In an Extract COI,** the Consignee signs in Box 15. Also there is no link to OFIS - an irregularity must be notified to OFIS from the underlying COI.

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Congratulations!
The Certificate Of Inspection is now completed!
How can I search existing certificates?

Quick steps

1. On the Homepage, click "Certificates" > "C.O.I."

2. Type your search criteria and click "Search". You can also perform an "Advance Search".

3. Look for your certificate among the search results and click the Reference Number link.

4. Consult the certificate details.

You can consult the procedures by clicking the links along the certificate.

Possible next steps

✓ Create new certificates.
How do I create a new Operator?

On first login...

Quick steps

1. In the Welcome page, select "Operator*" as user profile, based on your organisation type. *Operator = importer, first consignee.

2. If you cannot find your company via the search and advanced search options, click the button "Create Operator".

3./4. Enter the Operator Details, such as Name, Nature, Country, City and Address. Please note that mandatory fields are marked with an asterisk *.

4./5. Click the green button + Add Activity and select a Section and Activity from the drop-down lists.

5./6. Click the blue button Create.

The new Operator needs to be validated by an administrator and then is added to your roles.

Via User Management...

Quick steps

1. On the horizontal menu, click "Organisations", and then "Operators".

2. Enter your company's full name or part of it and click Search or use the Advance Search to narrow the listed results.

3. If you cannot find your company via the search and advanced search options, click the green button + New Operator.

3./4. Enter the Operator Details, such as Name, Nature, Country, City and Address. Please note that mandatory fields are marked with an asterisk *.

4./5. Click the green button + Add Activity and select a Section and Activity from the drop-down lists.

5./6. Click the blue button Create.
Thank you for your presence!

TRAde Control and Expert System (TRACES)

is a management tool for tracking movements of animals, products of animal origin from both outside and within the European Union. It also covers imports to the European Union of feed and food of non-animal origin as well as plants, seeds and propagating materials.

TRACES aims to improve the relationship between the private and public sectors, and to strengthen cooperation between EU parties. It aims to facilitate trade, to enhance the safety of the food chain and to protect animal health.

This system consolidates and simplifies the existing systems. It is a major innovation in improving the management of animal diseases and reducing the administrative burden on economic operators and competent authorities.

Dr Didier CARTON
Head of the TRACES Sector