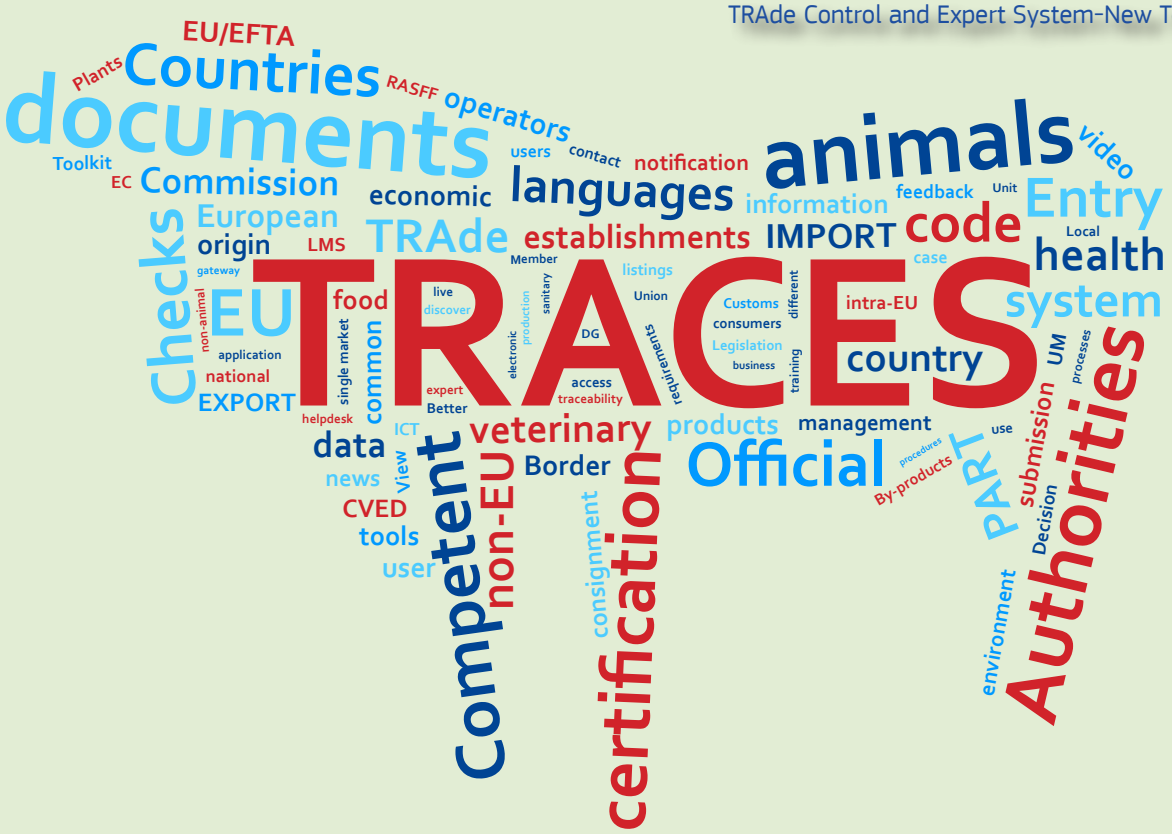
European Commission

# TRACES-NT

TRAde Control and Expert System-New Technologies




*Release note*

## Version 2.5.1

*Installation date: 04/04/2017*

*Intended for*

*TRACES-NT users (COI)*

Health and Food Safety

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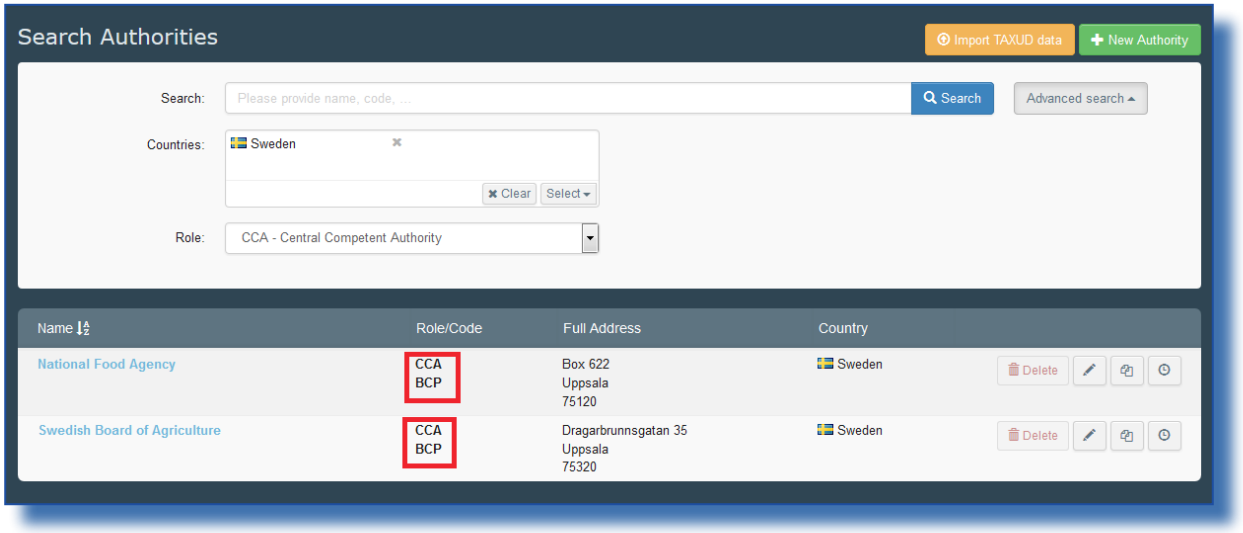
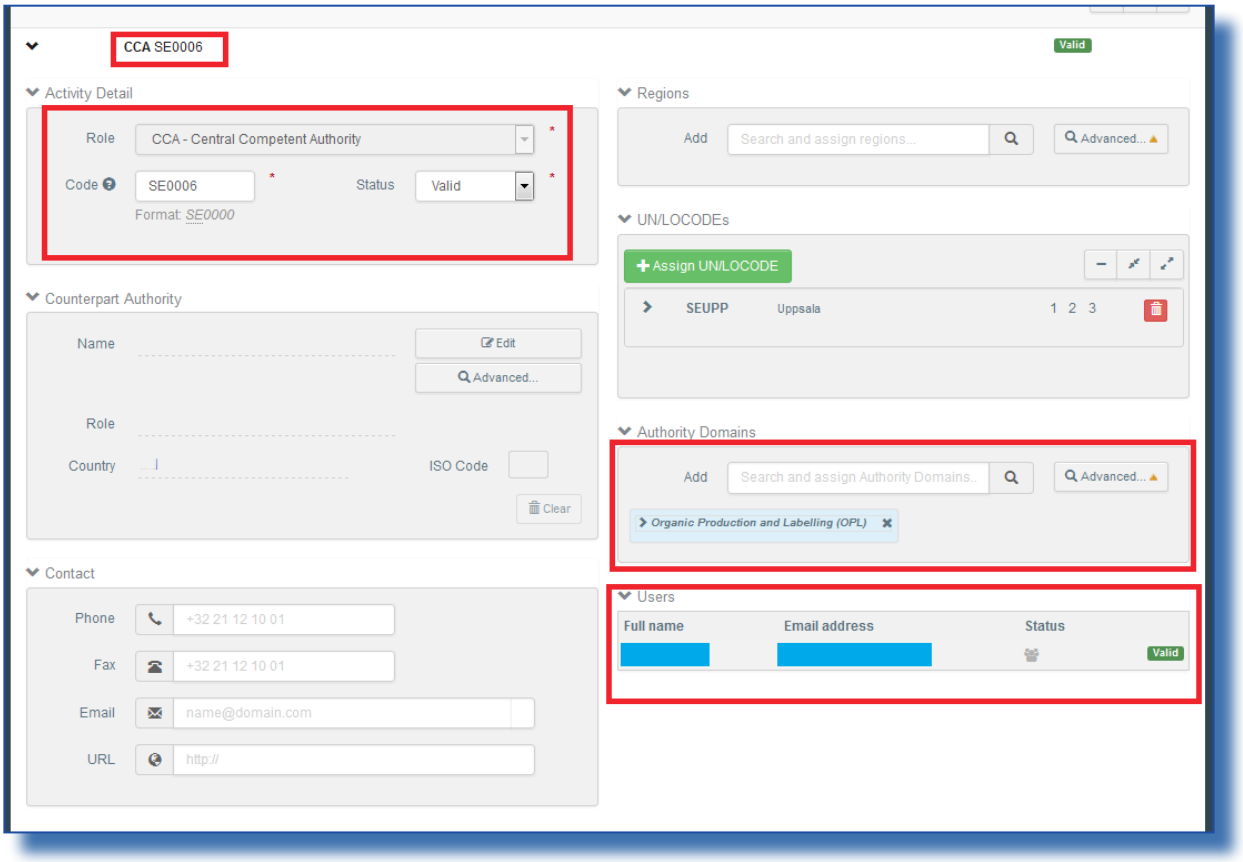
## I. UPDATED AUTHORITY ROLES

The authorities were reorganised to prepare for the inclusion of new certificates in TRACES NT. A new user requesting access to TRACES NT for COI no longer has to request a role as CAOPL (Competent authority for production and labelling) or CAFOP (Competent authority for organic produce).
The authority roles are now as follows: CCA – Central Competent Authority and BCP – Border Control Post. In order to define which authority can access a certificate one or several authority domains are assigned to an authority role. An authority can have one or several roles and the authority domains relevant for COI are:
OPL – Organic Production and Labelling: The domain takes over the functions formerly assigned to the CAOPL
EAOC – Endorsing Authority for Organic Certification: The domain takes over the functions formerly assigned to the CAFOP
OC – Organic Control: This domain is attributed to national authorities from third countries.

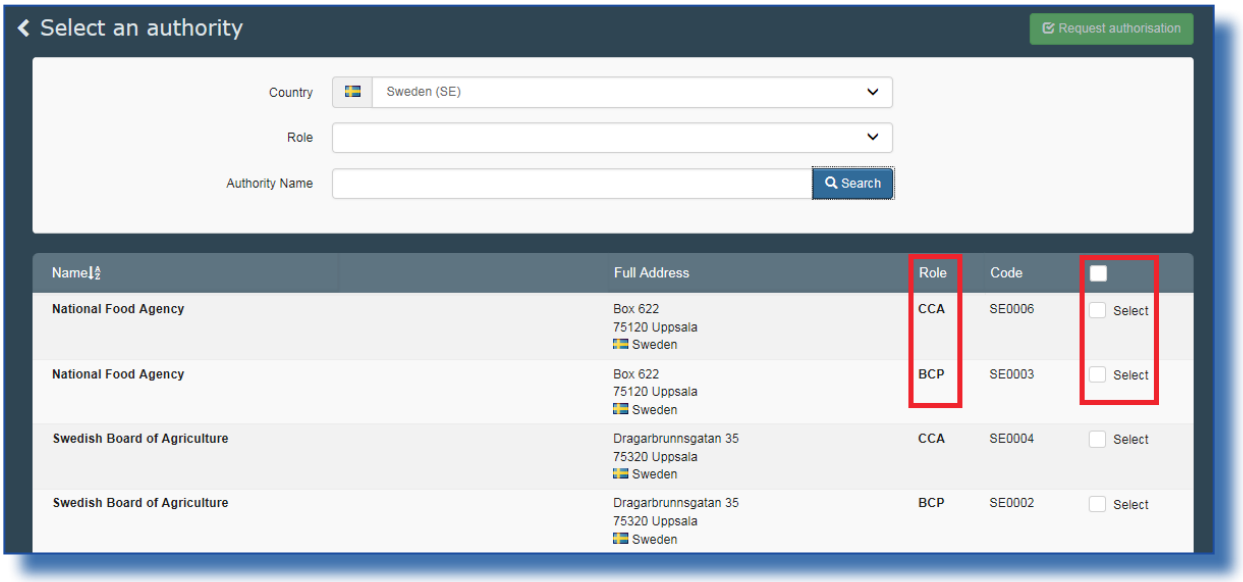
Examples:
The Swedish CCA are also BCP.



Inside the authority details: you can see the Activity details, the attributed authority domains and the users that are connected to the activity.

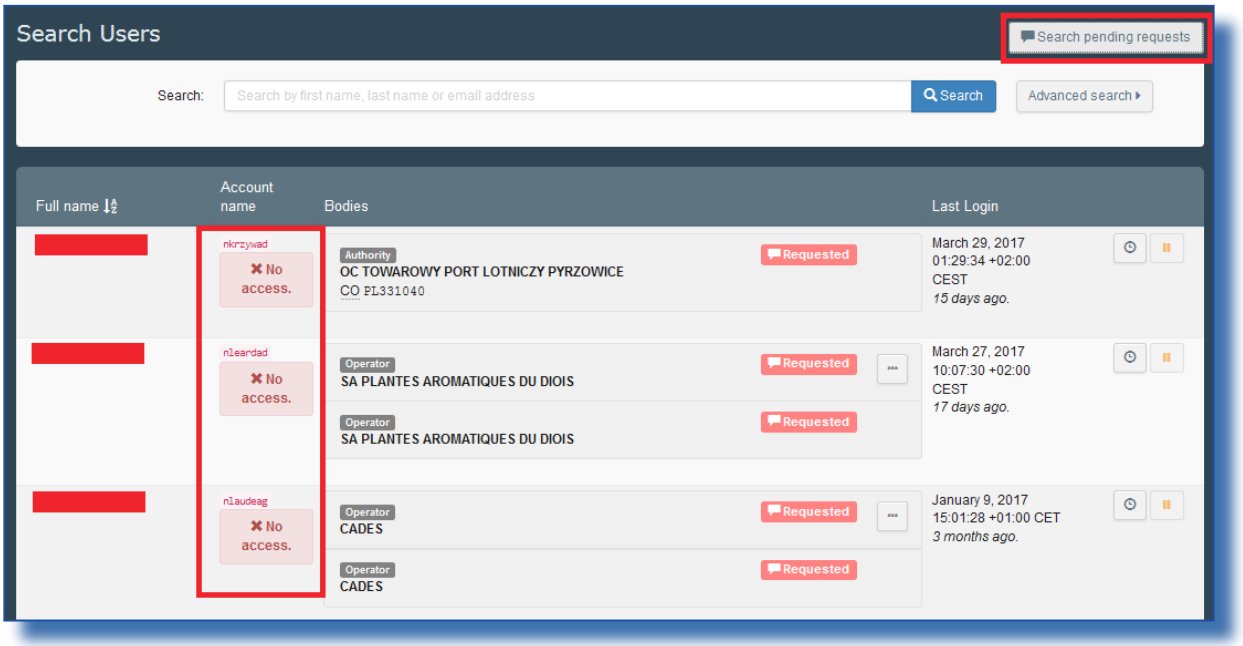


A user requesting the role as authority can choose to have one or all roles attributed to one authority.

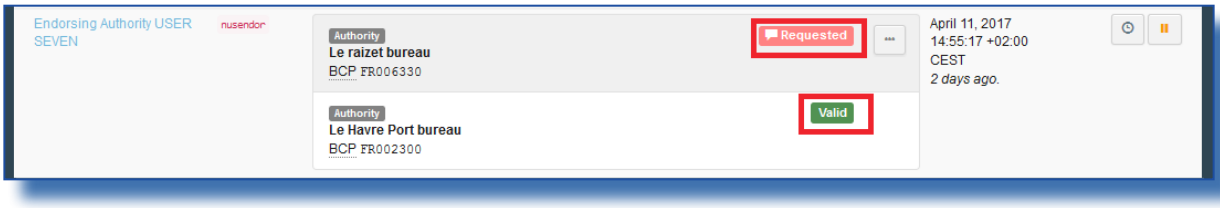



## II. Changed handling of management for the validation user's role requests

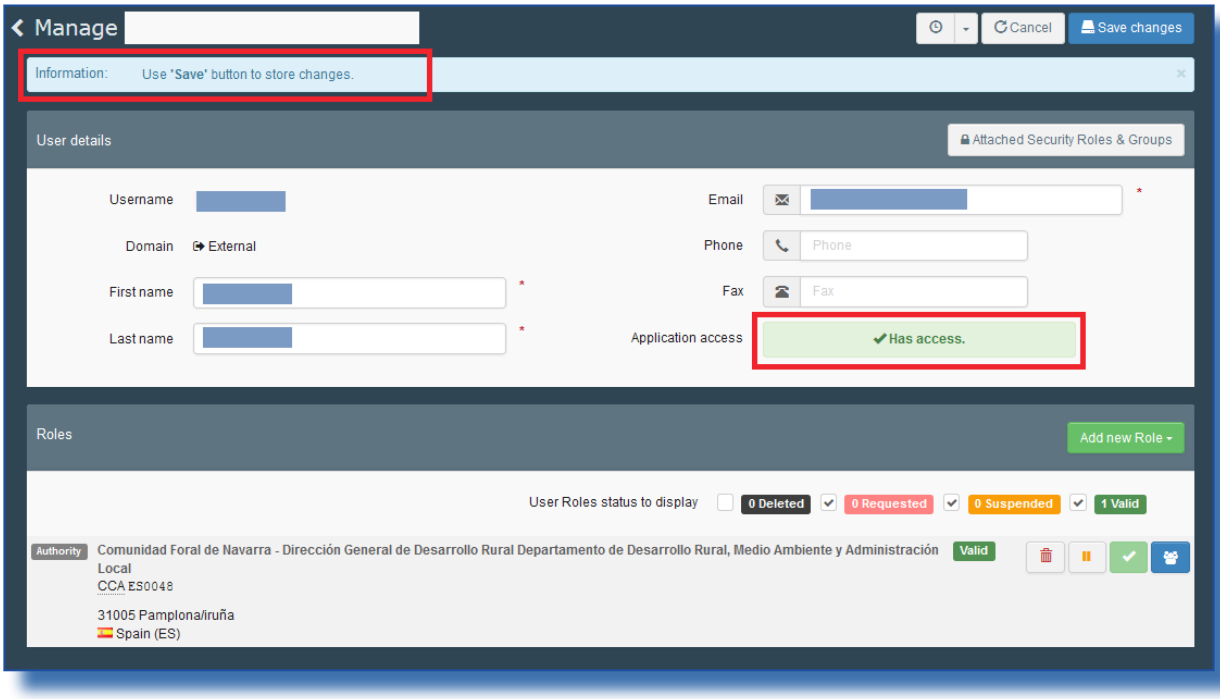
For users authorised to validate other user's role requests the handling of these has slightly changed. The validation of the main user's profile has been removed. From now on the validation of a role request is enough.
When you click on the 'Search pending requests' button on the user search, you can clearly see from the search results, if the user can access certificates or not.
A user profile that has no validated roles is clearly marked with a red 'no access'-badge.



A user can have a valid and a requested role at the same time. In this case, no 'no access'-badge is displayed. But you can see from the status of the user's bodies, which role is valid and which one is requested.




To validate the user's request, click on the user's name to open the profile, click on the tick button behind the requested role and on the save button on top of the page – a blue information box above the details reminds you to do so. The 'no access'-badge disappears and is replaced by a green badge confirming the user has access. The green badge is only visible inside the users' details, not in the search list. A user without a 'no access'-badge in the search list has access to the system – which certificate(s) the user can access still depends on the validated roles.



# III. COI CERTIFICATE

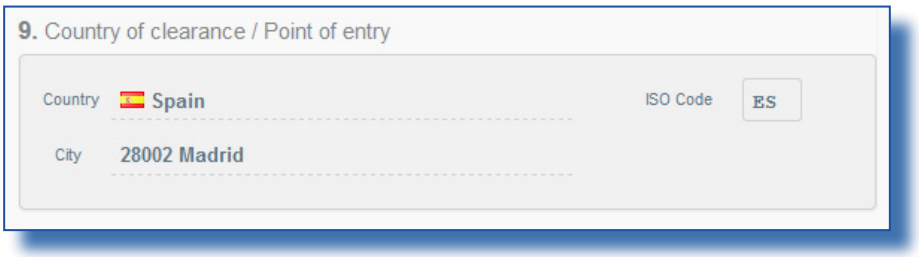
Several updates have been made to the COI certificate. The changes were necessary in order to reflect the changes made to the certificate and the extract certificate in Regulation (EU) 2016/1842. (The new certificate will be applicable from 19 April 2017 onwards. The use of TRACES will be mandatory six months later on 19 October 2017.).

## III.1. SERIAL NUMBER OF THE CERTIFICATE OF INSPECTION

The country code in the serial number of the certificate has been changed. Before the release it reflected the country where the Control Body/Authority is based. Now it reflects the country of the exporter.

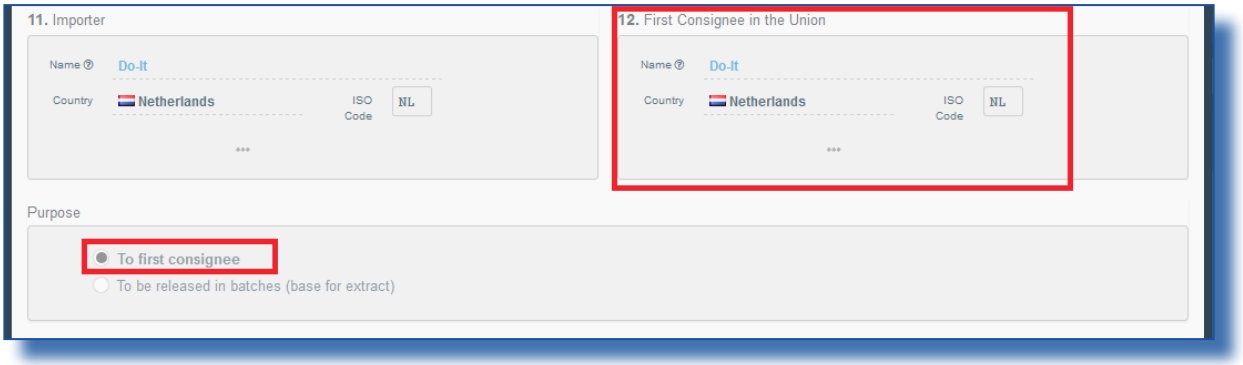
## III.2. BOX 9: COUNTRY OF CLEARANCE/POINT OF ENTRY

The point of entry has been added to box 9. In addition to the country of clearance this is now mandatory for the submission of a new COI.

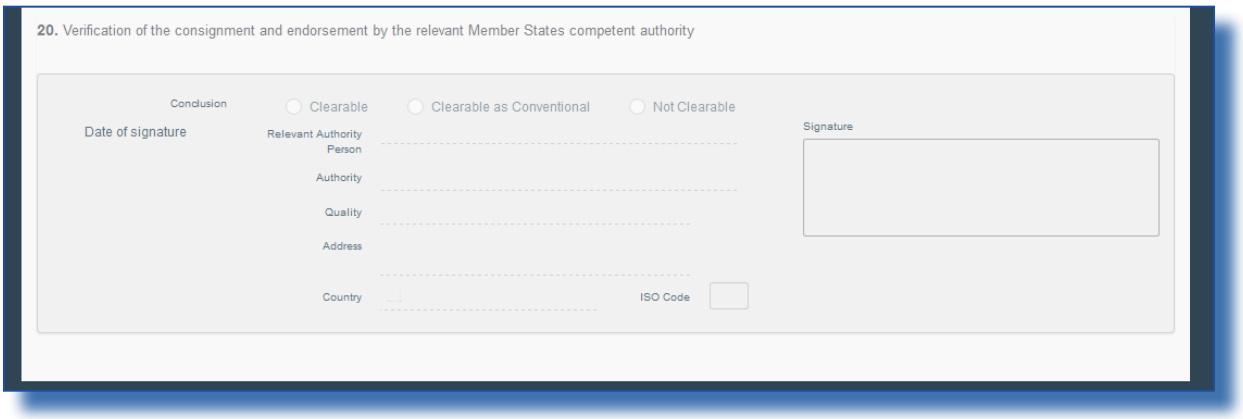



## III.3. PURPOSE BOX – BELOW BOX 12

A box to indicate the purpose of a certificate has been added. In this box, the decision is indicated, if the consignment will be shipped to one (first) consignee, or if it will be released in batches (base for extract). When the option 'To first consignee' is selected, box 12 'First consignee in the Union' needs to be completed. When the option 'To be released in batches (base for extract)' is selected, Box 12 will not be editable and information added there before will be deleted.
The tick box from the box to be signed by the endorsing authority has consequently been removed.
The purpose box is located under the first consignee box on the COI certificate screen.



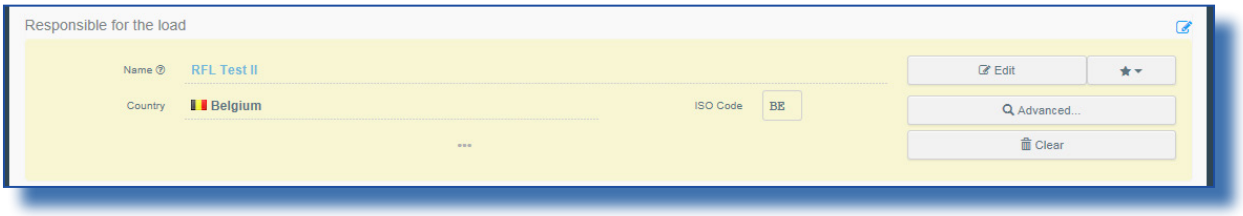
The box to be signed by the endorsing authority - now without 'base for extract' selection.




Please note: Like before, the decision whether or not the consignment will be split becomes mandatory only when the endorsing authority signs the certificate. At the steps before (when the importer submits the certificate to the issuing body or the issuing body signs the declaration) the provision of the information is optional.

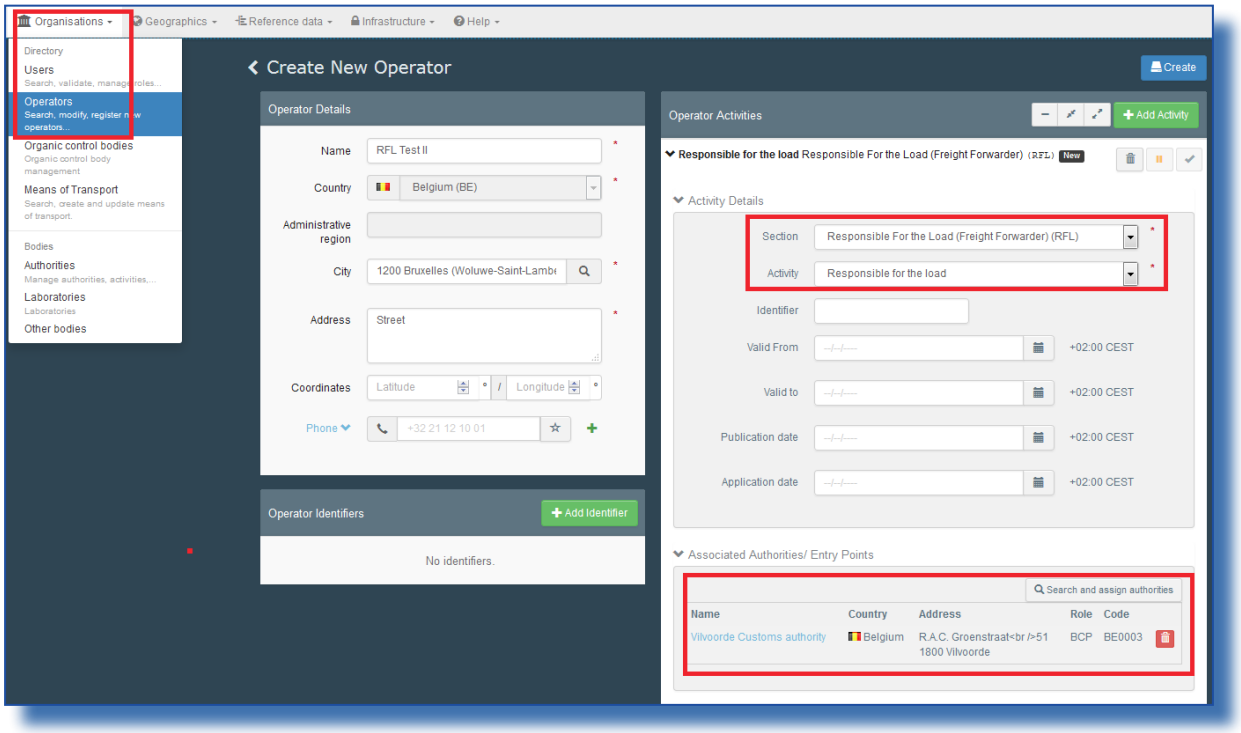
## III.4. New Box: Responsible for the load

A box has been added, where the name of a responsible for the load (freight forwarder) can be added.
The responsible for the load box is optional and the operator added in this box doesn't need to be an organic operator.



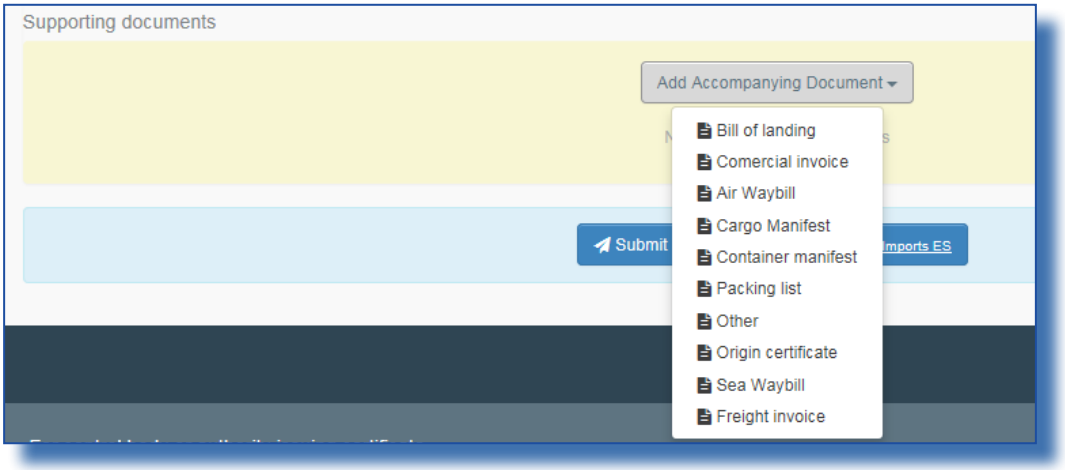

Please note: Information added in this field will not be visible in the PDF version of the certificate.

The activity 'Responsible for the load' can be added to any operator via the Organization > Operators menu, or to a new operator created by a new user when requesting a role.
At the time the operator is created as 'Responsible for the load', the activity needs to be associated to an authority or entry post.

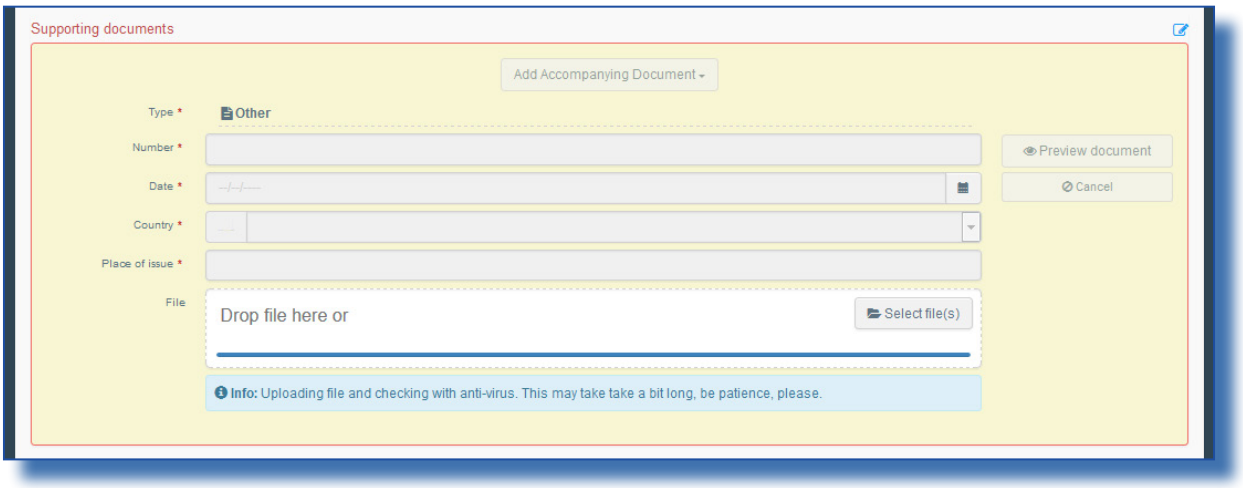



## III.5. Document upload in COI and Extract COI

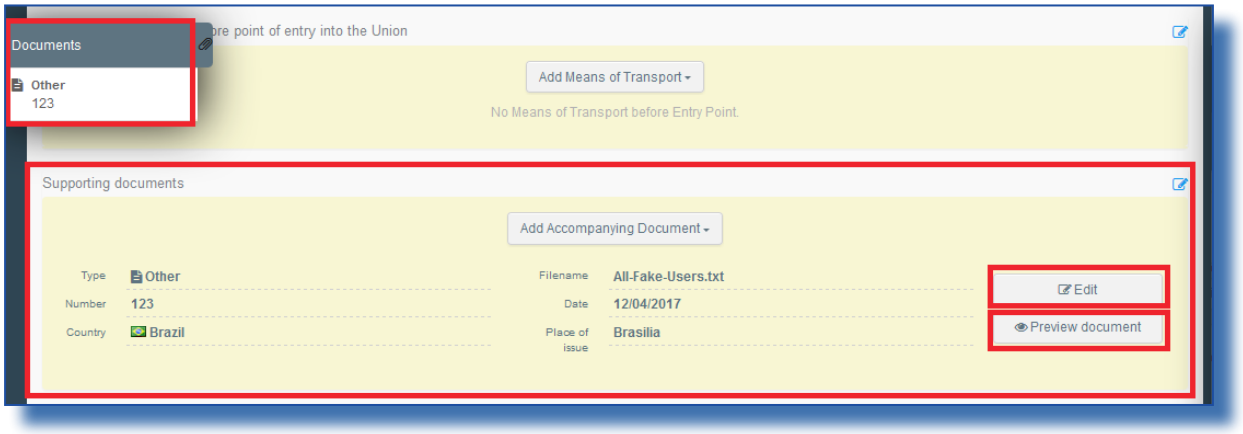
An extra field has been added to the COI certificate and the extract COI, providing the possibility of uploading additional documents.
Every uploaded document is checked by an anti-virus programme.
The user can choose from different document types.



When uploading a document additional information is mandatory. These fields are marked by an asterisk.



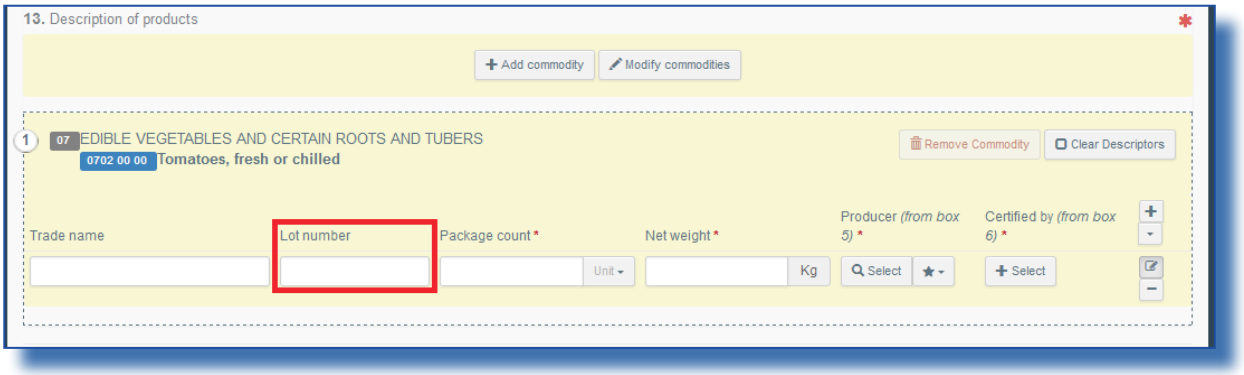

After the upload the document information is visible and can be edited. The document can be previewed and is also available via a side menu to the left of the certificate.




Several documents can be added and viewed by different actors. The documents are only available in the TRACES NT application and will not automatically be printed with the PDF version of the COI certificate. You have to download them separately.

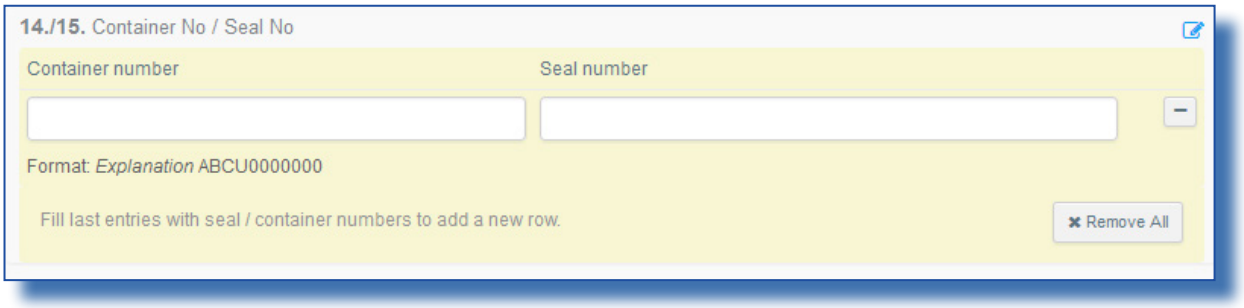
## III.6. Box 13: Description of products

In addition to the trade name, package count, net weight, producer and certifying body a lot number can now be added to the product description. Adding the information is optional.



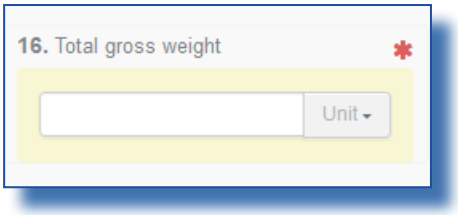

## III.7. Box 14/15: Container No / Seal No

The order of the container number and seal number in Box 14/15 has changed. The container number now comes first.




## III.8. Box 16: Total gross weight

The new Box 16 for the total gross weight of the products has been added. The information is mandatory and the amount added needs to be equal to or above the total weight of all the net weights per commodities summed up.



## III.9. Box 19: Customs warehousing/inward processing

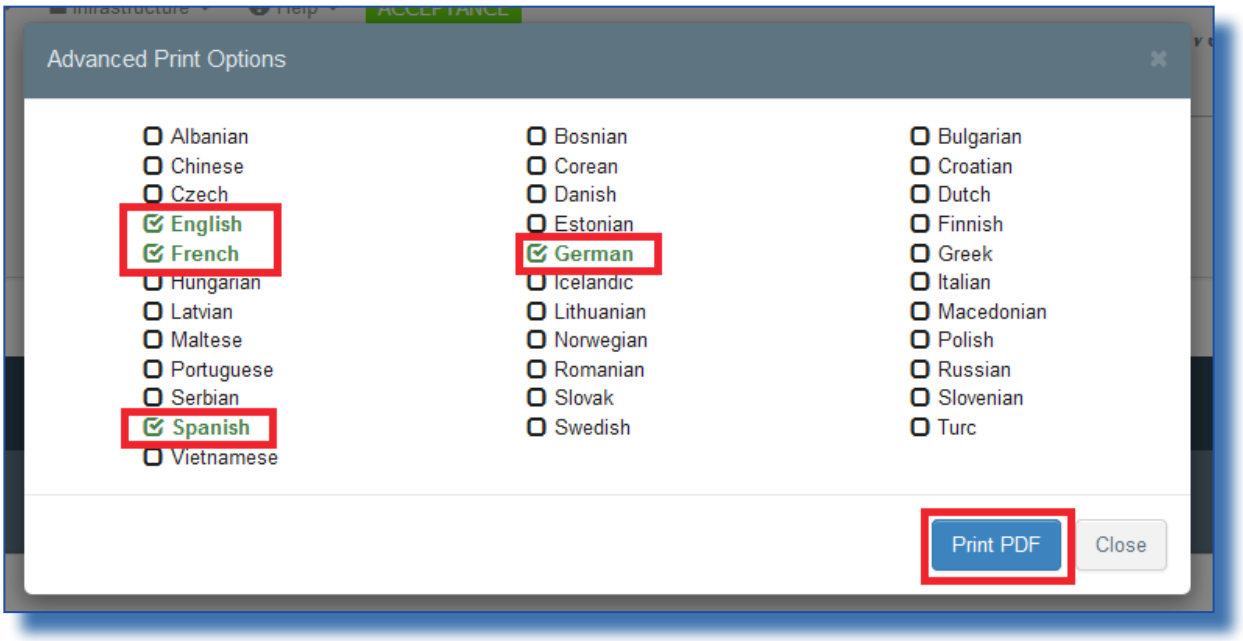
In the new Box 19 additional information can be provided, if the products are designated for customs warehousing or inward processing. The customs operator added to the field needs to be an organic operator. When the operator is selected, the information about their control body or authority is automatically added.
The completed box 19 displays the customs operator and their control body/authority.

## III.10. Multi-lingual PDF

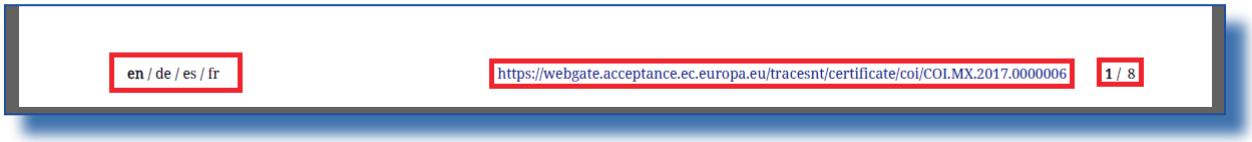
The PDF version of a COI certificate can now be printed in several languages at the same time.

Clicking on the button with the three dots next to the 'Preview PDF' button will open the language selection.

Several languages can be selected. Clicking the 'Print PDF' icon will open the document.




At the bottom of the PDF, the languages of the print version, the certificate's URL and a continuous page numbering are displayed – the PDF version of this certificate is only valid, if all the 8 pages in all 4 languages are presented at the same time.




## III.11. INITIATE EXTRACT BY RFL

A user with a role valid as an operator defined as 'responsible for the load' has access to a COI certificate and can issue an extract COI, if the name of his organization has been inserted in the responsible for the load box of the underlying COI certificate.

# TRAde Control and Expert System - New Technologies (TRACES-NT)

TRACES-NT is a multilingual online management tool which notifies, certifies and monitors trade in animals, products of animal origin, feed and food of non-animal origin, plants, seeds, propagating material, goods of organic origin and woods.

TRACES-NT is an e-government system, following the requirements of the EU Digital Agenda towards dematerialisation of health documents.

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Application: https://webgate.ec.europa.eu/sanco/traces
Website: http://ec.europa.eu/traces/
Presentation: http://prezi.com/user/TRACES/

TRACES Toolkit: https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd
TRACES-NT online help: https://webgate.ec.europa.eu/tracesnt/help/general/Content/Home.htm
FLEGT documentation: https://webgate.ec.europa.eu/tracesnt/user-guide/flegt/index.html

This information sheet is intended for TRACES-NT users.
You can find this document and download it here.

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