

## Release note TRACES NT

Version 2.5.1 (04/04/2017)

### Contents

Updated authority roles .....	1
Changed handling of management for the validation user's role requests.....	3
COI certificate.....	4
Serial number of the certificate of inspection.....	4
Box 9: Country of clearance/Point of entry.....	5
Purpose box – below box 12 .....	5
New Box: Responsible for the load .....	6
Document upload in COI and Extract COI .....	6
Box 13: Description of products .....	8
Box 14/15: Container No / Seal No .....	8
Box 16: Total gross weight .....	8
Box 19: Customs warehousing/inward processing .....	8
Multi-lingual PDF .....	9
Initiate extract by RFL.....	10

### 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
- EAO – 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

#### Search Authorities

Import TAXUD data | New Authority

Search:  Search Advanced search

Countries:  Clear Select

Role:

Name	Role/Code	Full Address	Country	
National Food Agency	CCA BCP	Box 622 Uppsala 75120	Sweden	Delete Edit Refresh
Swedish Board of Agriculture	CCA BCP	Dragarbrunnsgatan 35 Uppsala 75320	Sweden	Delete Edit Refresh

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

#### CCA SE0006

Valid

Activity Detail

Role:  \*

Code:  \* Status:  \*

Format: SE0000

Counterpart Authority

Name:  Edit

Role:  Advanced...

Country:  ISO Code:  Clear

Contact

Phone:

Fax:

Email:

URL:

Regions

Add  Search Advanced...

UNLOCODEs

+ Assign UNLOCODE

SEUPP Uppsala 1 2 3 Delete

Authority Domains

Add  Search Advanced...

Organic Production and Labelling (OPL) X

Users

Full name	Email address	Status
<input type="text"/>	<input type="text"/>	<input type="text" value="Valid"/>

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

Name	Full Address	Role	Code	<input type="checkbox"/>
National Food Agency	Box 622 75120 Uppsala Sweden	CCA	SE0006	<input type="checkbox"/> Select
National Food Agency	Box 622 75120 Uppsala Sweden	BCP	SE0003	<input type="checkbox"/> Select
Swedish Board of Agriculture	Dragarbrunnsgatan 35 75320 Uppsala Sweden	CCA	SE0004	<input type="checkbox"/> Select
Swedish Board of Agriculture	Dragarbrunnsgatan 35 75320 Uppsala Sweden	BCP	SE0002	<input type="checkbox"/> Select

## 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

Full name	Account name	Bodies	Last Login
[Redacted]	nkrzyvad ✘ No access.	Authority OC TOWAROWY PORT LOTNICZY PYRZOWICE CQ_PL331040	March 29, 2017 01:29:34 +02:00 CEST 15 days ago.
[Redacted]	nleandad ✘ No access.	Operator SA PLANTES AROMATIQUES DU DIOIS Operator SA PLANTES AROMATIQUES DU DIOIS	March 27, 2017 10:07:30 +02:00 CEST 17 days ago.
[Redacted]	nlaudeag ✘ No access.	Operator CADES Operator CADES	January 9, 2017 15:01:28 +01:00 CET 3 months ago.

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

## requested

The screenshot shows a user profile for 'Endorsing Authority USER SEVEN'. The user's details include 'Authority Le raizet bureau BCP FR006330' and 'Authority Le Havre Port bureau BCP FR002300'. A red box highlights the 'Requested' role, and a green box highlights the 'Valid' role. The page also shows a timestamp 'April 11, 2017 14:55:17 +02:00 CEST' and '2 days ago'.

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 'noaccess'-badge in the search list has access to the system – which certificate(s) the user can access still depends on the validated roles.

The screenshot shows the 'Manage' user details page. A blue information box at the top says 'Information: Use 'Save' button to store changes.' The user details section includes fields for Username, Domain (External), First name, Last name, Email, Phone, and Fax. The 'Application access' section shows a green badge with a checkmark and the text 'Has access.' The Roles section shows a list of roles with a status filter set to '1 Valid'.

## 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.)

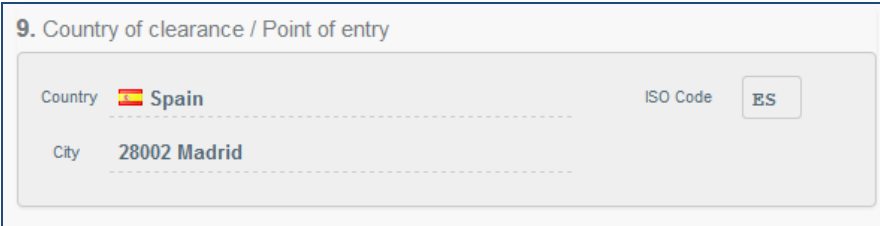
## Serial number of the certificate of inspection

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.


### 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.



9. Country of clearance / Point of entry

Country  Spain ISO Code

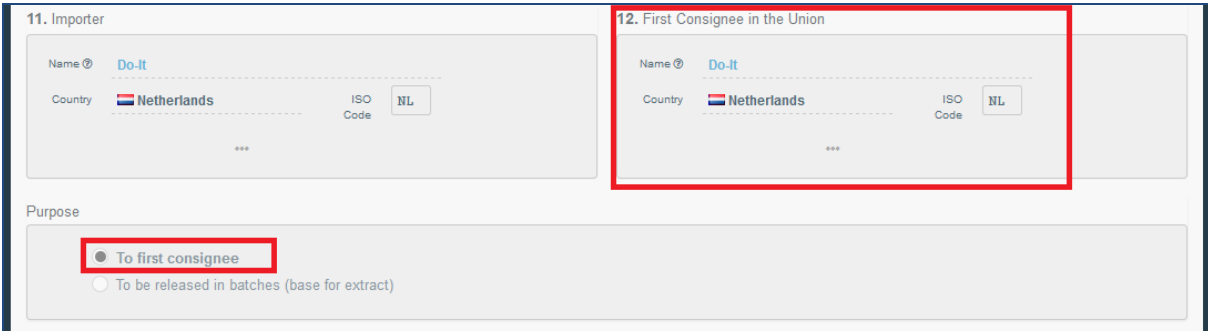
City 28002 Madrid

### 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



11. Importer


Name  Do-It

Country  Netherlands ISO Code

\*\*\*

12. First Consignee in the Union

Name  Do-It

Country  Netherlands ISO Code

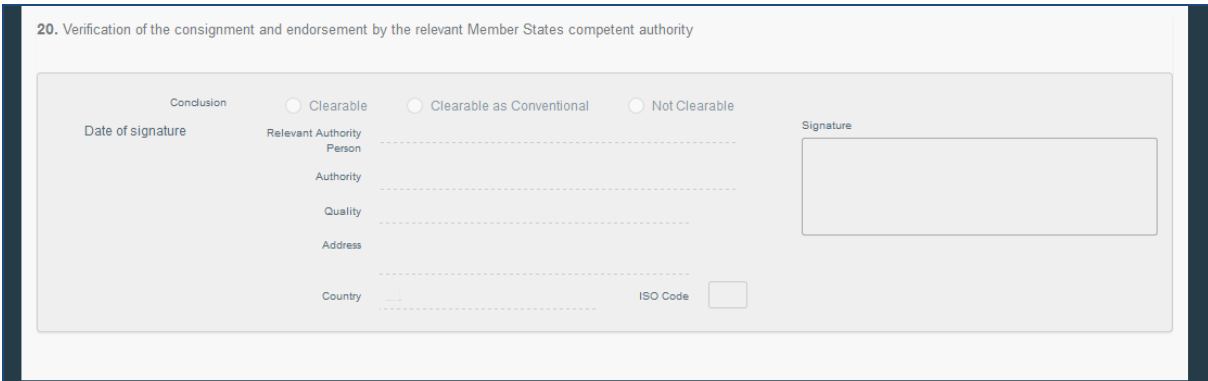
\*\*\*

Purpose

To first consignee

To be released in batches (base for extract)

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



20. Verification of the consignment and endorsement by the relevant Member States competent authority

Conclusion  Clearable  Clearable as Conventional  Not Clearable

Date of signature

Relevant Authority Person

Authority

Quality

Address

Country

ISO Code

Signature

**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.

## 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

Responsible for the load

Name  Edit

Country  ISO Code

Advanced...

Clear

**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

Organisations - Geographics - Reference data - Infrastructure - Help -

Directory  
Users  
Operators  
Organic control bodies  
Means of Transport  
Bodies  
Authorities  
Laboratories  
Other bodies

### Create New Operator

Operator Details

Name

Country

Administrative region

City

Address

Coordinates

Phone

Operator Identifiers

No identifiers.

Operator Activities

Responsible for the load Responsible For the Load (Freight Forwarder) (RFL)

Activity Details

Section

Activity

Identifier

Valid From   +02:00 CEST

Valid to   +02:00 CEST

Publication date   +02:00 CEST

Application date   +02:00 CEST

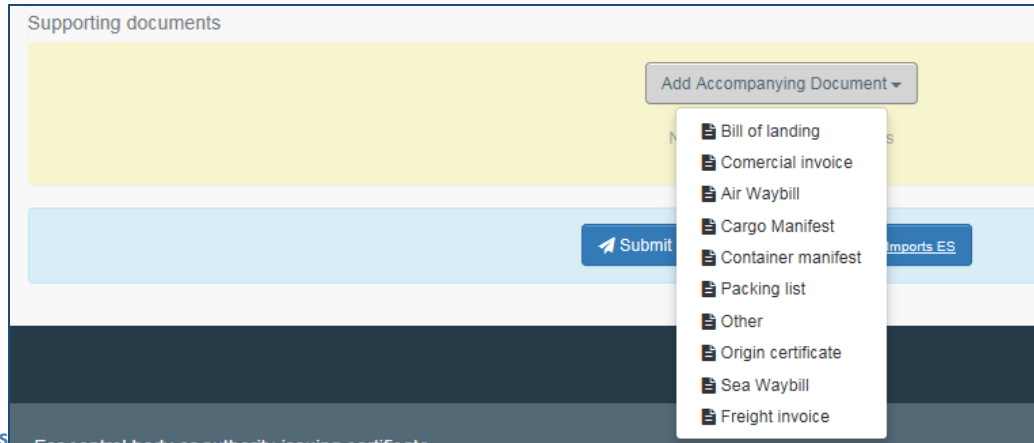
Associated Authorities/ Entry Points

Name	Country	Address	Role	Code
Vilvoorde Customs authority	Belgium	R.A.C. Groenstraat-br />51 1800 Vilvoorde	BCP	BE0003

## Document upload in COI and Extract COI

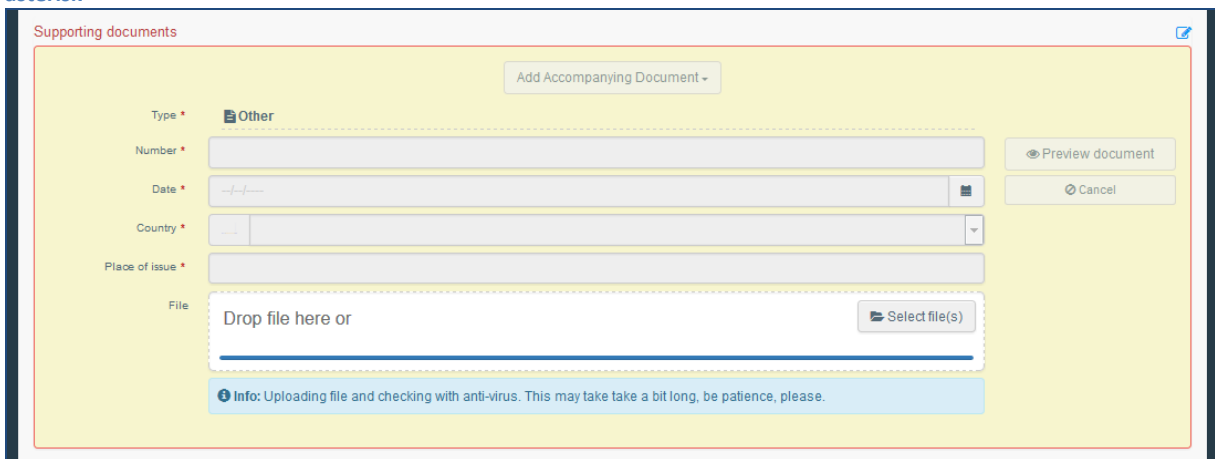
An extra field has been added to the COI certificate and the extract COI, providing the possibility of uploading additional documents. Every uploaded document is checked by an anti-virus programme

The user can choose from different document

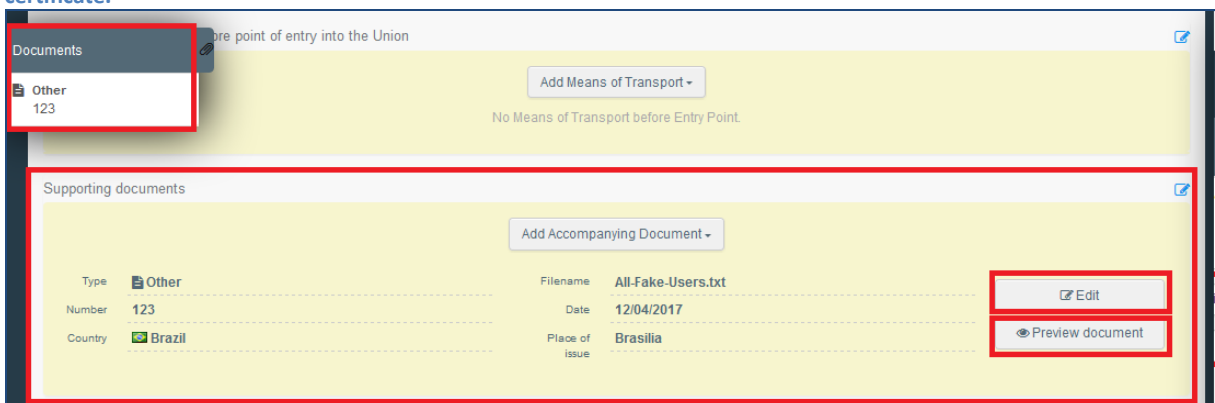


types

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



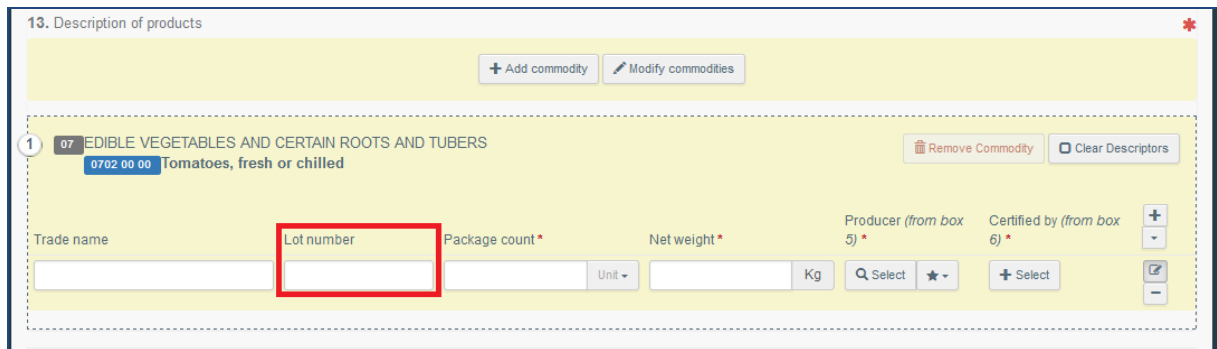
After the upload the document information is visible and can be edited. The document can be previewed and is also available via a side menu to the left of the certificate.



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.

### 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.



13. Description of products

+ Add commodity    Modify commodities

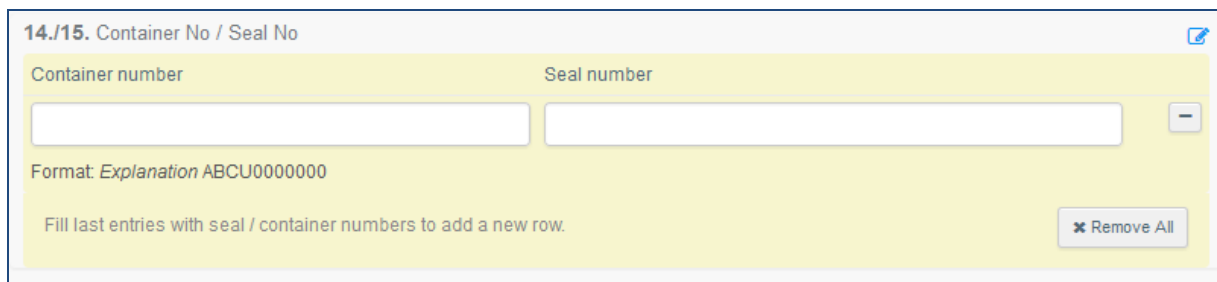
1 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS  
0702 00 00 Tomatoes, fresh or chilled    Remove Commodity    Clear Descriptors

Trade name    **Lot number**    Package count \*    Net weight \*    Producer (from box 5) \*    Certified by (from box 6) \*

Unit -    Kg    Select    Star -    + Select

### 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.



14./15. Container No / Seal No

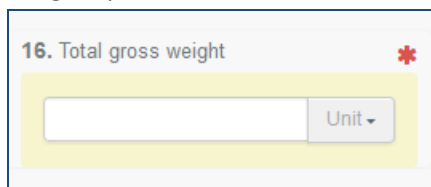
Container number    Seal number

Format: *Explanation* ABCU00000000

Fill last entries with seal / container numbers to add a new row.    Remove All

### 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.



16. Total gross weight

Unit -

### 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

19.

Customs warehousing  Inward processing

Customs operator

Name

Country  ISO Code

Control Body or Control Authority

Name  Code

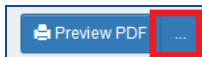
Country  ISO Code

Customs Declaration Reference Number

Customs procedure initiated

## 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

Advanced Print Options

<input type="checkbox"/> Albanian	<input type="checkbox"/> Bosnian	<input type="checkbox"/> Bulgarian
<input type="checkbox"/> Chinese	<input type="checkbox"/> Croatian	<input type="checkbox"/> Czech
<input type="checkbox"/> Czech	<input type="checkbox"/> Danish	<input type="checkbox"/> Dutch
<input checked="" type="checkbox"/> English	<input type="checkbox"/> Estonian	<input type="checkbox"/> Finnish
<input checked="" type="checkbox"/> French	<input checked="" type="checkbox"/> German	<input type="checkbox"/> Greek
<input type="checkbox"/> Hungarian	<input type="checkbox"/> Icelandic	<input type="checkbox"/> Italian
<input type="checkbox"/> Latvian	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Macedonian
<input type="checkbox"/> Maltese	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Polish
<input type="checkbox"/> Portuguese	<input type="checkbox"/> Romanian	<input type="checkbox"/> Russian
<input type="checkbox"/> Serbian	<input type="checkbox"/> Slovak	<input type="checkbox"/> Slovenian
<input checked="" type="checkbox"/> Spanish	<input type="checkbox"/> Swedish	<input type="checkbox"/> Turc
<input type="checkbox"/> Vietnamese		

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

en / de / es / fr

<https://webgate.acceptance.ec.europa.eu/tracesnt/certificate/coi/COL.MX.2017.0000006>

1 / 8

### **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.