



## Accessing TRACES NT for the first time?

### Quick steps

1. Open the **TRACES NT** page.

2. Click on **"Sign up for TRACES NT"**.

*You are redirected to the European Commission Authentication Service (ECAS).*

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"**.

*You'll receive an email allowing you to complete the registration process.*

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?

2

### 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**.

Access here:

<https://webgate.ec.europa.eu/tracesnt/login>  
or for training purposes:  
<https://webgate.training.ec.europa.eu/tracesnt/login>



### Possible next steps

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

## How can I start a new certificate?

### Select commodity

3

#### 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.*

You can select more than one commodity.



#### Possible next steps

- ✓ Fill in the References section of the form.

## How can I fill in a new certificate?

### Complete References Boxes 1, 2 and 3

#### Quick steps

Continues from slide *Select Commodity*.

1. <sup>Box 1</sup> 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. <sup>Box 2</sup> The **applicable procedure** is automatically selected to match your issuing authority/body.
4. <sup>Box 3</sup> The **Certificate reference number** will be automatically generated after submitting/issuing the certificate.
5. <sup>Box 3</sup> Enter the **National Reference** of your certificate. *This is optional.*

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 .



#### Possible next steps

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

You can add one or more National Reference numbers.

## How can I fill in a new certificate?

### Complete the information about Operators Boxes 5, 10 and 11

5

#### Quick steps

Continues from slide *Complete References*.

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.*

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



#### Possible next steps

- ✓ Fill in the Countries details.

## 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*.

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?

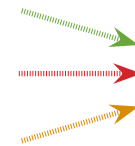
### Complete the consignment details

#### Quick steps

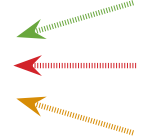
Continues from *Complete the Country details*.

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*.
6. Add a **Means of Transport** and its details: Type, Identification and International transport document. *Optional. For details, turn the page*.
7. Click "**Submit Certificate**". *Only as an Importer*.

*Your certificate has been created and can be signed!*



The Product is already filled in to match your selection on the pop-up that follows "Create a COI" option. You can add a new product or delete the existing one.



7

You can add one or more Seal and Container numbers or clear all.



#### Possible next steps

- ✓ Issuing Authority or Body checks.



## Create a new Means of Transport

### Quick steps

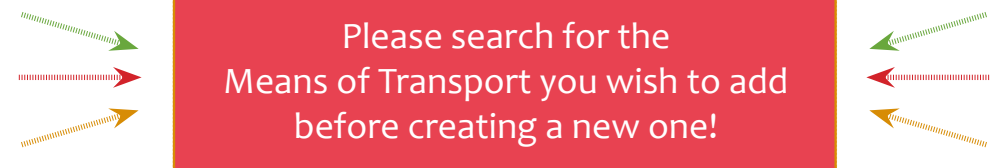
#### To search an existing Means of Transport...

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 filled!**

#### To create a new Means of Transport...

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 the new Means of Transport!**



7a



### Possible next steps

- ✓ Continue with the certificate completion.

## 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.

You can consult the regulation by clicking the blue link.

All fields are mandatory and must be completed.



#### 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]."

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.



#### Possible next steps

- ✓ First Consignee signs Declaration.

## 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. <sup>Box 10</sup> 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 <sup>[Importer]</sup>".

#### 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.



#### Possible next steps

- ✓ Back to step 6. of previous card 9
- 7. Click "Sign Declaration as <sup>[Relevant Authority]</sup> „

9a

## How can I approve the reception of a new certificate?

### Box 18 First Consignee Declaration

#### Quick steps

*Continues from card 9 if no splitting into batches...*

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]*."

**Congratulations!**

The Certificate Of Inspection  
is now completed!

**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.

## How can I search existing certificates?

11

### 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**.