

TRACES NT – EU-INTRA user guide for operators, v.2.0, October 2021

Welcome to the user guide of the INTRA module of **TRACES NT**. This manual contains all essential information as regards the creation and issuance of intra Union health certificates in TRACES NT.

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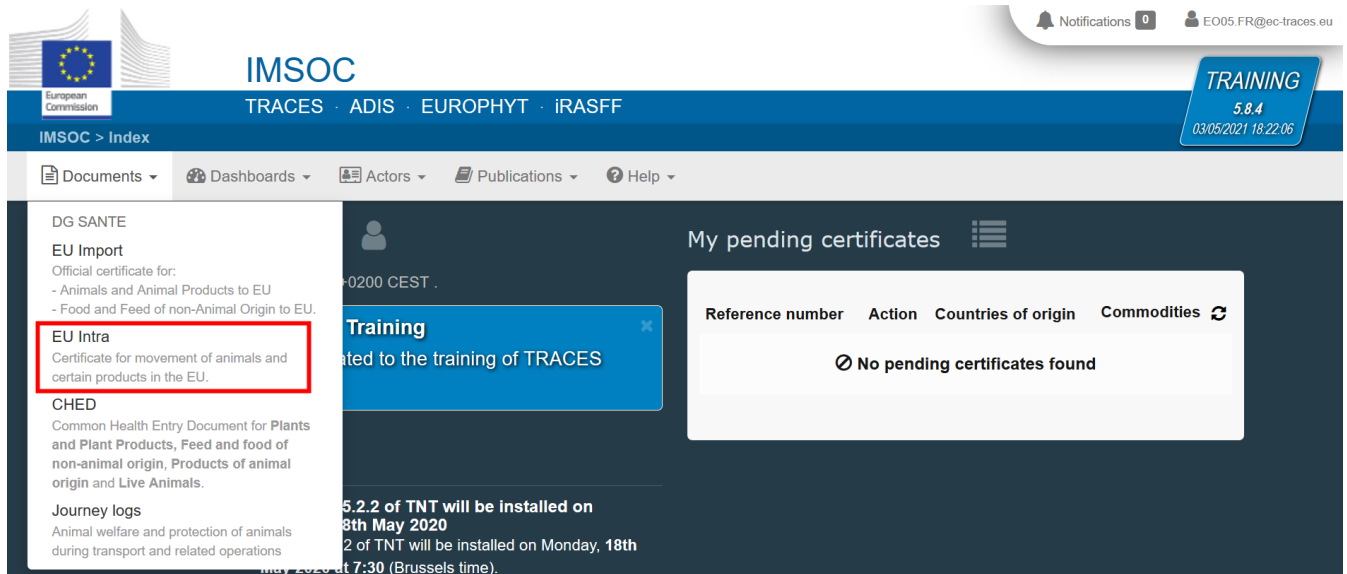
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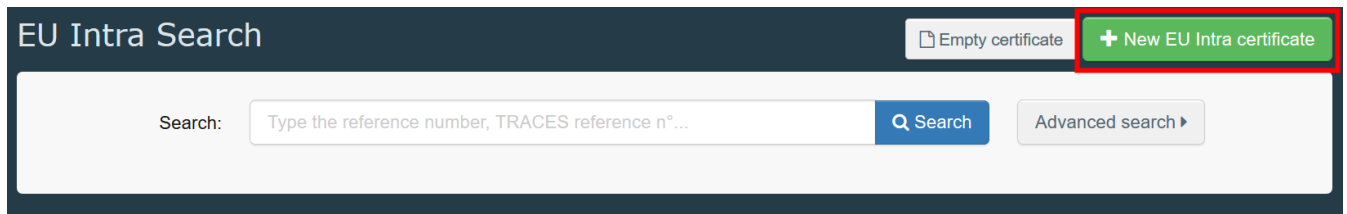
PART I – Description of Consignment – to be filled-in by the EO (economic operator)

Select the commodity/certificate model

On the homepage, click on “**Documents**” and then on “**EU Intra**”:



Click on the green button “**+ New EU Intra certificate**”:



Select the certificate model from the list using one of these 3 options:

- Expand the CN code and select it from the list of models
- Type the name or the CN code or the title of the model
- Filter by species

Click on “**Done**”.

Note: you can still delete, add or modify the commodity details in the certificate, box I.29

[en] eu.intra.edit.select.commodities.modal.title

bovine Search Unselect all

Species: Please provide taxonomy, species...

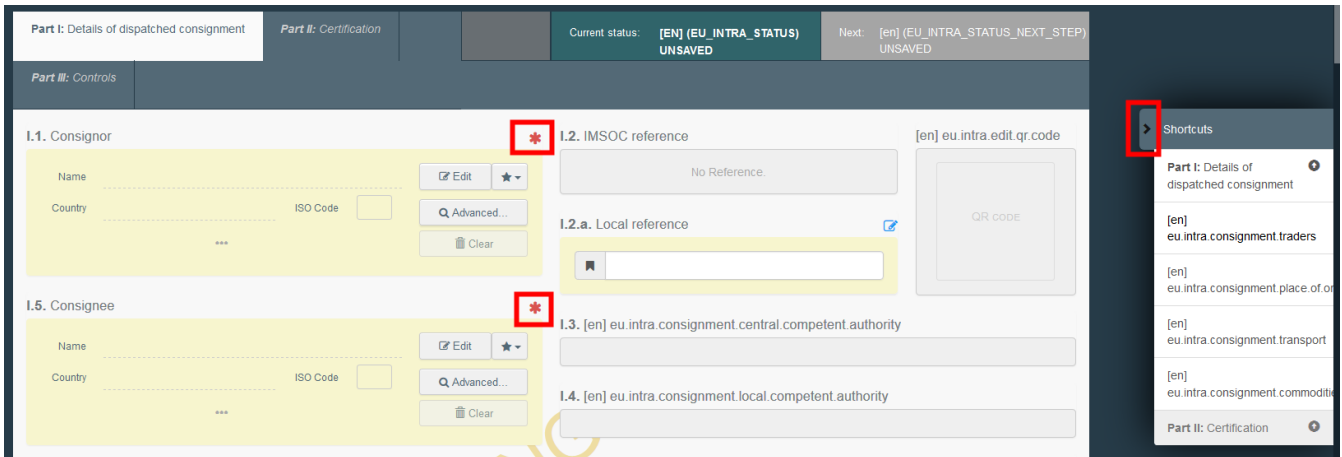
- + 0101 Live horses, asses, mules and hinnies
- 0102 Live bovine animals
 - + 2005/22 Grazing
 - + 64/432 (2015/819) F1 Bovine
 - + 92/65 EI (2019/1206) Animals from holdings (ungulates, birds(2), lagomorphs, dogs, cats and ferrets)
 - + 92/65 EIII (2012/112) Animals from approved bodies, institutes or centres
- + 0103 Live swine
- + 0104 Live sheep and goats
- + 0105 Live poultry, that is to say, fowls of the species Gallus domesticus, ducks, geese, turkeys and guinea fowls
- + 0106 Other live animals
- + 0407 Birds' eggs, in shell, fresh, preserved or cooked
- + 0408 Birds' eggs, not in shell, and egg yolks, fresh, dried, cooked by steaming or by boiling in water, moulded, frozen or otherwise preserved, whether or not containing added sugar or other sweetening matter

1 element(s) selected. Cancel Done

Complete Part I

Tip: Use the shortcut tool on the right-hand side of the certificate in order to navigate easily between the boxes.

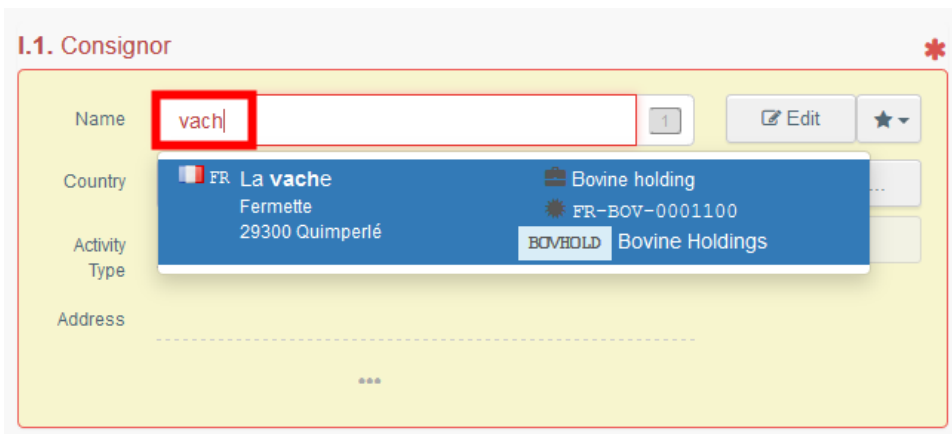
Note: All of the boxes marked with a red asterisk * are mandatory



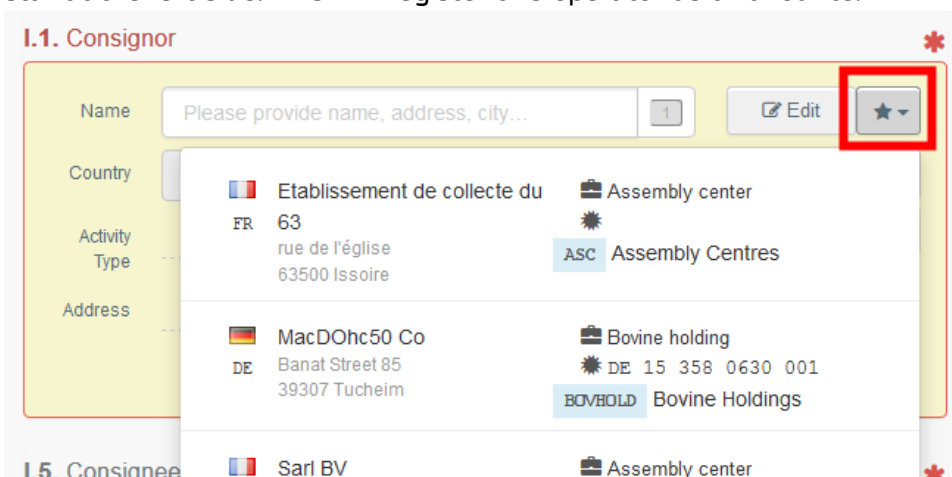
Box – I.1. Consignor

Fill in this box using of these options:

- Start typing the name of the consignor and select a company from the drop down list that pops out.



- Select a company from the “**Favorite operators**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.



- Run an advanced search by clicking on the “**Advanced...**” button and add some filters by clicking on the small “+” button on the right.

Note: If the operator you are looking for is not already registered in the system, you can create a new one by clicking on “+ Create a new Operator”. This button will only appear once you did an advanced search in order to avoid as much as possible duplicates in the system.

Please note this does not apply for certain approved or registered operators which are to be created/managed by their respective authorities.

The screenshot shows a web application interface for operator selection. At the top, there are search filters: 'Country' set to France (FR), a search input field with a 'Search' button, and a small square button with a minus sign (highlighted with a red box). Below the filters are dropdown menus for 'Section' and 'Activity Type', and text input fields for 'Activity Identifier' and 'Address'. A table lists several operators with columns for Name, Address, Section, Activity Type, Status, and Activity Identifier. Each row has a 'Select' button (highlighted with a red box). At the bottom right, there is a green button labeled '+ Create a new operator' (highlighted with a red box) and a 'Close' button.

Name	Address	Section	Activity Type	Status	Activity Identifier
☆ COOPERATIVEeK96 Ltd	Turbinestraat 88 75001 Paris France	Bovine Holdings BOVHOLD	Bovine holding	New	Select
☆ CharlesVL26 Ltd	Banat Street 17 24240 Sigoulès France	Other species locations OTHERHOLD	Other species location	New	Select
★ Etablissement de collecte du 63	rue de l'église 63500 Issoire France	Assembly Centres ASC	Assembly center	Valid	Select
☆ LIBOEs37 Ltd	Avenue Pierre Saul 81 82200 Moissac France	Other species locations OTHERHOLD	Other species location	New	Select
☆ LIBOlv77 WW	Banat Street 79 30000 Nîmes France	Other species locations OTHERHOLD	Other species location	New	Select
☆ LIBOZI3 Ltd	Turbinestraat 67 26800 Portes-lès- Valence France	Other species locations OTHERHOLD	Other species location	New	Select

- It is also possible to click on “**Edit**” to modify the content of the box or to clear it and select another consignor, clicking on the “**Clear**” button.

I.1. Consignor *

Name ⓘ La vache [Search] [Edit] [Star]

Country [FR] France (FR) [Refresh] ISO Code FR [Advanced...]

Activity Type **Bovine holding** Activity ID FR-BOV-0001100 [Clear]

Address **Fermette**
29300 Quimperlé

...

Once the correct operator is selected, the **“Name”**, **“Country”** and **“ISO Code”** of the company are automatically completed. You can see the details of the selected operator by clicking on the three dots:

I.1. Consignor *

Name ⓘ **La vache** [Valid] [Edit] [Star]

Country [FR] **France** ISO Code FR [Advanced...]

[More Details] [Clear]

Click for more details...

Box – I.2. IMSOC reference

The IMSOC reference number will be automatically allocated by the system once you save as draft and/or once you submit the EU Intra.

Box – I.2.a Local reference

It is possible to add a local reference number to the EU Intra. This box is optional.

Box – I.3/I.4. Central/Local competent authority

These boxes will be automatically populated by the system once you fill the box *I.11 Place of dispatch*.

Links

This box will be filled only in some cases. For example, if the EU Intra has been replaced, the link to the replacing certificate will be indicated in this box.

Box – I.5. Consignee

To fill in this box, follow one of the procedures described for box I.1.

Tip: After completing the boxes I.1 and I.5, you can already **“Save as Draft”** the Part I of the EU Intra and complete it later.

The screenshot shows the 'Part I' form for an EU Intra certificate. It includes the following sections:

- I.1. Consignor:** Name 'La vache', Country 'France', ISO Code 'FR'. Status: Valid.
- I.2. IMSOC reference:** 'DRAFT.INTRA.EU.2021.0000008' (highlighted in red).
- I.2.a. Local reference:** Empty field.
- I.3. [en] eu.intra.consignment.central.competent.authority:** Empty field.
- I.4. [en] eu.intra.consignment.local.competent.authority:** Empty field.
- I.5. Consignee:** Name 'COOPERATIVEAA26 SRL', Country 'Spain', ISO Code 'ES'. Status: Valid.
- I.6. Operator conducting assembly operations independently of an establishment:** Empty field.

At the bottom, there are buttons for 'Save as draft' (highlighted in red) and 'Submit for Certification'. A QR code is visible on the right side.

AVO-Appointed Veterinary Office

The operator or the Authority issuing the INTRA part I can select the Appointed Veterinary Officer who, where applicable, will be in charge of certifying the INTRA certificate.

Select the operator following one of the procedures described for box I.1.

The 'Appointed Veterinary Office' selection interface includes the following elements:

- Name:** Input field with a dashed line below it.
- Country:** Input field with a dashed line below it.
- ISO Code:** Input field.
- Buttons:** 'Edit', 'Advanced...' (with a hand cursor), and 'Clear'.

The 'Appointed Veterinary Office selection' dialog box contains the following components:

- Search bar:** Placeholder text 'Please provide name, identifier...'. A 'Search' button is to its right.
- Advanced search:** A button labeled 'Advanced search >'.
- Table headers:** 'Name', 'Address', and 'Identifier'.
- Message:** 'Start searching with Search button.'
- Close button:** A 'Close' button at the bottom right.

Appointed Veterinary Office selection ✕

Search:

Name	Address	Identifier
AVO TEST THURSDAY	djhtd 29350 Quimperlé France	<input type="button" value="Select"/>
AVO test	rue 20009 Quimper France	<input type="button" value="Select"/>

Appointed Veterinary Office ✎

Name **AVO test**

Country **France**

ISO Code **FR**

...

Box – I.6. Operator conducting assembly operations independently of an establishment
 Select the operator following one of the procedures described for box I.1.

Box – I.7 Country of origin

The country of origin will be selected automatically based on the country of the place of origin in box I.30.

Box – I.8 Region of origin

This box needs to be filled-in, where appropriate, depending on the requirements of the selected model official certificate.

Box – I.9. Country of destination

Choose in the drop-down menu the country of destination of the consignment.

I.9. Country of destination * I.10

Spain (ES) ES

I.12. Pla

Name

Coun

- Finland (FI)
- France (FR)
- Germany (DE)
- Greece (GR)
- Hungary (HU)
- Ireland (IE)
- Italy (IT)
- Latvia (LV)
- Lithuania (LT)

Box – I.10. Region of destination

This box needs to be filled-in, where appropriate, depending on the requirements of the selected model official certificate.

Box – I.11. Place of dispatch

Indicate the holding/establishment from which the animals or the products come from. To fill in this box, follow one of the procedures described for box I.1.

Box – I.12. Place of destination

Indicate the place where the animals or products are being delivered for final unloading. To fill in this box, follow one of the procedures described for box I.1.

Box – I.13. Place of loading

Indicate the place where the animals are loaded or the final place where the products are to be loaded in the means of transport. To fill in this box, follow one of the procedures described for box I.1.

Box - I.14 Date and time of departure

Indicate the date and, when required, time, when animals or products are scheduled to leave the place of loading.

Click on the small calendar icon to choose the date and click on the box to select the exact time (in hours and minutes).

I.14. Date and time of departure *

+02:00 CEST

< May 2021 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

+02:00 CEST

Tip: By clicking the small clock icon, you will set the time to the current date and time.

Date of arrival

Indicate the estimated date and time of arrival. This box is optional.





Transportation duration

This box will be automatically filled once the boxes *I.14 departure date time* and *date of arrival* have been filled.

Box – I.15. Means of transport

Click on **“Add means of transport”** to select the means of transport by which the animals or products are leaving the country of dispatch. You have the choice between **“Railway”**, **“Road vehicle”**, **“Airplane”** or **“Vessel”**.

I.15. Means of Transport *

-  Railway
-  Road vehicle
-  Airplane
-  Vessel

Complete the requested fields:

- If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.

I.15. Means of Transport *

Add Means of Transport ▾

1. **Road vehicle** **+ Create**

Vehicle registration: 4 Clear

Country: BA 517 AD Remove

International transport document: Advanced...

AD 964 AA
 AD 964 AA
 AD 015 AB

- If it does not exist, complete the fields and click on the green button “**+ Create**”.

I.15. Means of Transport *

Add Means of Transport ▾

1. **Road vehicle** **+ Create**

Vehicle registration: 0 Clear

Country: France (FR) Remove

International transport document: Advanced...

You can add several means of transport and order them by dragging the items with the double sense arrows on the left.

I.15. Means of Transport *

Add Means of Transport ▾

1. **Road vehicle** + Create

Vehicle registration: **ABC 123** Clear

↑ Country: **France (FR)** Remove

International transport document: Advanced...

2. **Vessel** + Create

Ship's name: **EVER ABLE V** Clear

↑ Flag state: **France (FR)** Remove

IMO number: Advanced...

Voyage number:

International transport document:

↑ You can order the list by drag and drop the items.

I.15. Means of transport		
Mode	International transport document	Identification
Airplane		123-1234 1234
Road vehicle		12365 France

Box – I.16. Transporter

Indicate the name of the person in charge of the transport. To fill in this box, follow one of the procedures described for box I.1.

Box – I.17. Accompanying documents


The purpose of this box is to provide any other relevant documents.


- **“Add Accompanying Document”**: choose the type of document from the corresponding drop-down list and enter all relevant information, such as **“Number”**, **“Date”** and **“Country”**.

If you wish to upload a file, then click on the **“Select file(s)”** button. Don't forget to click on **“✓ Apply”**.

I.17. Accompanying documents ✎

Add Accompanying Document ▾ Add Certificate Reference ▾

Type *  Health certificate **Apply** ✓

 Corresponds to: Remove


Number *

Date * +01:00 CET

Country * 🌐

Place of issue

File

 Maximum file size: null MB.

“Add Certificate Reference”:

the certificate reference is the reference of a certificate that is issued in TRACES. Fill in the number of the certificate.

I.17. Accompanying documents ✎

Add Accompanying Document ▾ Add Certificate Reference ▾

No Accompanying

Attachment:

- CHED
- Journey log

It is possible to add several accompanying documents and to order them by dragging and dropping the items with the double sense arrows on the left.

I.17. Accompanying documents ✎

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **Air Waybill** ✎ Edit

Attachment:

1 Number **123456**

Date

Country **France**

Place of issue

Filename **No file attached**

Type **Commercial invoice** ✎ Edit

Attachment:

1 Number **123456**

Date

Country **France**

Place of issue

Filename **No file attached**

I.17. Accompanying documents

Document number **12344**

Date of issue

Country **France (FR)**

Place of issue

Document number **5678**

Date of issue

Country **France (FR)**

Place of issue

Box – I.18. Transport conditions

Tick one of the options available. The options may vary according to the selected CN code.

I.18. Transport conditions *

Chilled
 Ambient
 Frozen

Box – I.19. Container No/ Seal No

Where applicable, indicate the container number and seal number.

Box – I.20. Certified as or for

Select the correct option for the intended use of the consignment. The options displayed depend on the selected Certificate model.

I.20. Certified as *

Dispatch centre
 Slaughter
 Travelling circus/animal act
 Quarantine or similar establishment
 Event or activity near borders
 Exhibition

Box – I.21. For transit through a third country

In case of transit through a third country, select the third country from the drop-down menu, then select the Exit point and the Entry point in the EU. You can select more than one country.

I.21. For transit through a third country *

Add Third Country

Exit point

Name

BCP code

Entry point

Name

BCP code

I.21. For transit through a third country

	Bosnia and Herzegovina	ISO Code	BA	<input type="button" value="X"/>
	Montenegro	ISO Code	ME	<input type="button" value="X"/>
	Albania	ISO Code	AL	<input type="button" value="X"/>

Add Third Country

Exit point

Name

BCP code

Entry point

Name

BCP code

Click on 'Advanced', search for the Exit/Entry point and select them from the respective list for each of the countries:

Search:

Country: Croatia (Local Name: Hn)

Role: Code:

Name **BCP - Border Control Post** UN/LOCODE Competence
 LAU - Local Authority Unit
 RCA - Regional Competent Authority
 CCA - Central Competent Authority

with **Search** button.

I.21. For transit through a third country

Bosnia and Herzegovina ISO Code BA

Montenegro ISO Code ME

Albania ISO Code AL

Add Third Country:

Exit point: Name STARA GRADIŠKA BCP code HRSGS3

Entry point: Name Athens International Airport BCP code GRATH4

Box – I.22. For transit through Member State(s)

In case of transit through Member State(s), select the relevant Member State(s) from the drop-down list. You can select more than one Member States. The central authorities of the indicated Members States will be able to access the EU INTRA trade certificate.

I.22. For transit through Member State(s)

Add Member State:

Luxembourg ISO Code LU

Italy ISO Code IT

Box – I.23 For export

In case of export, select the third country and the exit point.

I.23. For export

Third country:

Exit point: Name BCP code

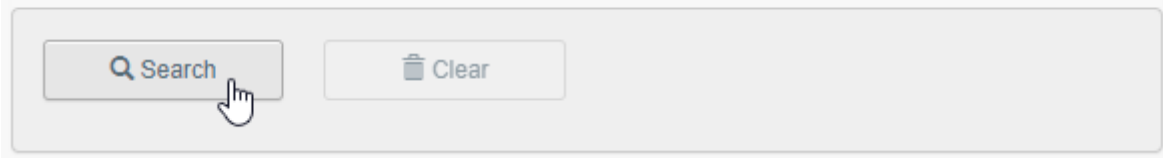
Box – I.24. Estimated journey time (between place of dispatch and place of destination)

This box is filled-in automatically based on calculated time between the place of dispatch and place of destination.

Box – I.25. Journey log

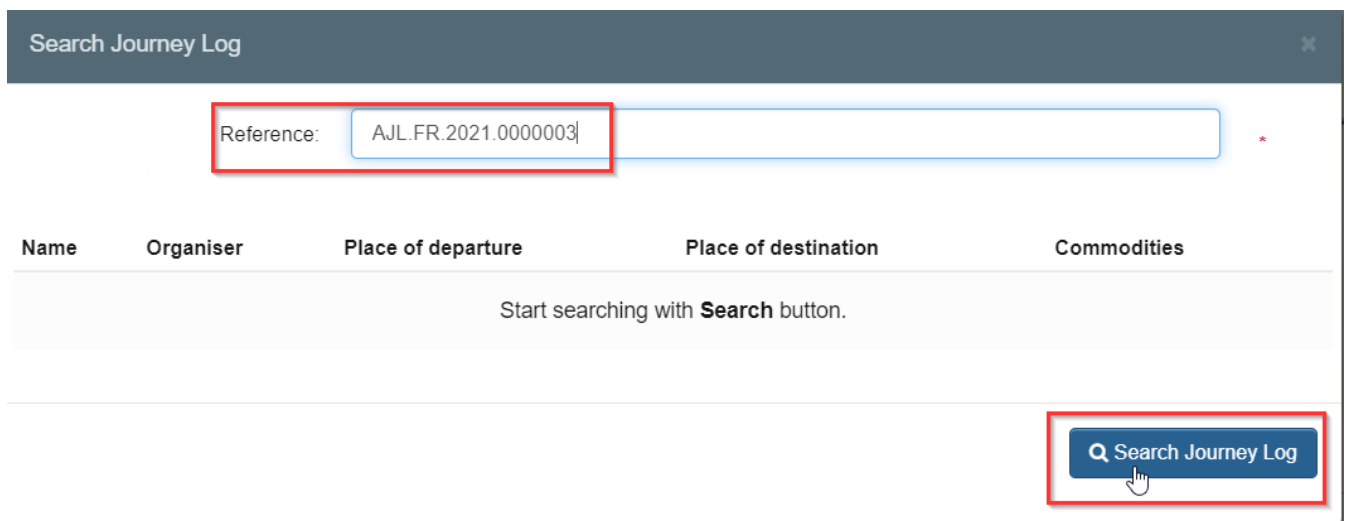
Click on “Search”

I.25. Access to Journey Log



The screenshot shows a light gray rectangular box containing two buttons. On the left is a 'Search' button with a magnifying glass icon and a hand cursor pointing to it. On the right is a 'Clear' button with a trash can icon.


Then introduce the Journey log reference number in the field “reference” and click on “search Journey log”:



The screenshot shows a dark blue header bar with the text 'Search Journey Log' and a close icon. Below the header is a search form with a 'Reference:' label and a text input field containing 'AJL.FR.2021.0000003'. A red box highlights the input field. Below the form is a table with the following columns: 'Name', 'Organiser', 'Place of departure', 'Place of destination', and 'Commodities'. The table body contains the text 'Start searching with Search button.' and a blue 'Search Journey Log' button with a magnifying glass icon, which is also highlighted with a red box and a hand cursor.

And click on “select”:



Name	Organiser	Place of departure	Place of destination	Commodities
AJL.FR.2021.0000003	TRANSPORTER TEST	La vache	WorldUSYB44 SRL	

Box – I.30. Description of consignment

Fill-in the requested information for each box by typing or selecting an option from the drop-down menu. Don't forget to define the quantity and weight unit.

The screenshot displays the EU INTRA system interface. At the top, there are two main sections: 'I.30. Description of consignment' and 'Certification model'. The 'Description of consignment' section includes a table with columns for Species, Subcategory, Sex, Identification Number, Identification system, and Quantity. The 'Certification model' section shows the selected model '64/432 (2015/819) F1 Bovine'. The 'Quantity totals' section shows the total quantity, gross weight, and space foreseen for the consignment.

Several other options are also available:

- “+ Add new commodity” or “Modify commodities” will allow you to add a CN code or change the CN code selected.

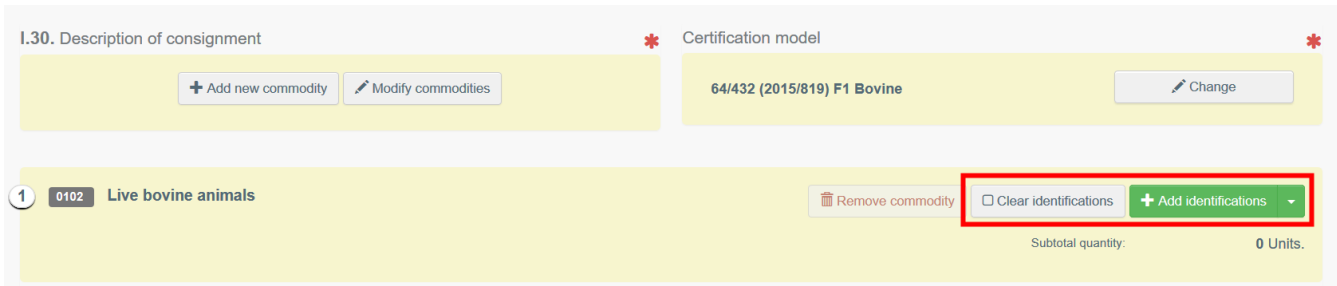
This screenshot shows a close-up of the 'Description of consignment' section. Two buttons, '+ Add new commodity' and 'Modify commodities', are highlighted with a red rectangular box.

- The box “certification model” is automatically filled depending on the model you selected when choosing the CN code at the beginning of your EU INTRA. You can modify the model by clicking on “Change”.

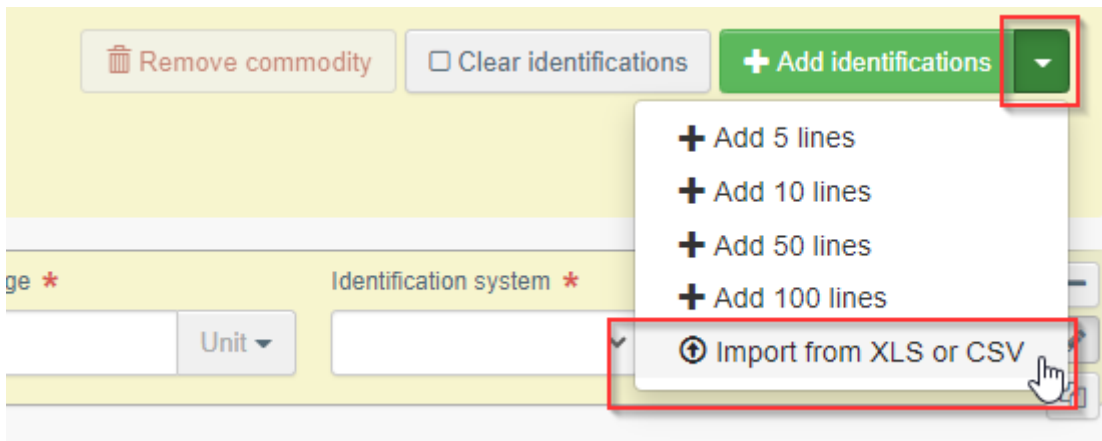
This screenshot shows a close-up of the 'Certification model' section. The 'Change' button is highlighted with a red rectangular box.

- “Remove” will delete the selected commodity from the certificate.
- “Clear identifications” or “+ Add identifications” will affect the lines of commodities included in the certificate. You can also delete, modify or add 5, 10, 50 or 100 rows by

clicking on the small icons on the right side of the box.



- The upload of a CSV or excel file is possible:



As a first step, you can download the template, then after inserting the relevant data in the excel or CSV file, use the “Import from *Excel* or *Csv* file” button to select and upload the file you have created.

Another option is to directly insert the data in the open field:

or Enter the identifications to be imported in TRACES under DATA in column A, B, C... . End with a DATA tag below the last row.

1	[COLUMNS]
2	TAXON_ID;GENDER;BREED_CATEGORY;AGE;[UNIT];IDENTIFICATION_SYSTEM;IDENTIFICATION_NUMBER
3	[DATA]
4	taxon_code_or_name;FEMALE;OTHERS;2.5;DAY;TAG;
5	[DATA]

Import Data

More detailed information about the data format is available by clicking on “More info”:

[More Info](#)

- [COLUMNS] >
- AGE[UNIT] >
- BREED_CATEGORY >
- IDENTIFICATION_SYSTEM >
- GENDER >

Box – Identification of applicant

This box will be automatically filled with the details of the person submitting the EU INTRA.

Submit the EU INTRA

When the EU INTRA is complete, you can:

- **“Save it as draft”** to modify it or submit it later. In this case, the certificate will have the status **“Draft”**. Only you can access an EU INTRA in status “Draft”.
- **“Submit for certification”**. In this case, the certificate will have the status **“New”**. You can still modify the information and the competent authorities have access to the EU INTRA to complete the Part II.

Identification of applicant

Full name	EO Five FR
Body description	La vache
Declaration date/time	May 10, 2021 15:29:35 +02:00 CEST.

Close Created by EO Five FR on 05/10/2021 12:11:31 +02:00 CEST. Save as draft Submit for Certification

Success

INTRA certificate successfully updated

Close Submit for Certification Preview PDF ...

INTRA.EU.FR.2021.0000007

Part I: Details of dispatched consignment Part II: Certification Current status: **NEW** Next: Part II must be signed.

Part III: Controls

Error message

If you filled in any of the boxes incorrectly, or missed a box, an **“Error”** message will appear. Click on the **“expand”** sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.

#1	Commodity *	Species *	Subcategory *	Sex *	Identification Number *	Identification system *	Quantity *
	0102	Bos taurus	Medium sized calves	Castrated		Tattoo	2 Units

Error Identification Number Must not be empty.

Close Save as draft Submit for Certification

Do not forget to submit for certification once you have corrected the boxes.

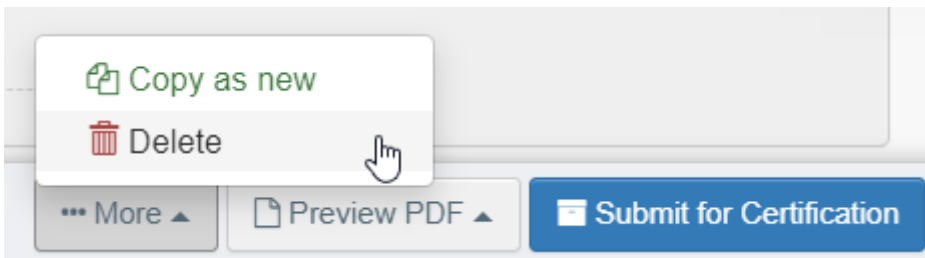
Other options

At the bottom of the page, you will have the following options:

➔ By clicking on the “**More**” button you can:



- “**Delete**”: allows you to delete the INTRA.
- “**Copy as new**”: create a new INTRA in which most boxes are copied from the original certificate. The original INTRA is not altered in any way if you decide to perform this action.



➔ By clicking on the button “**Preview PDF**”, the system will display the certificate PDF.

➔ By clicking on “**Advanced Print Options**”, the system will display the language selection window, which enables you to print the certificate PDF in several languages at the same time.

