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## I. OPERATOR SEARCH – AN OPERATOR WHOSE ACTIVITY WAS DELETED NO LONGER APPEARS IN THE ‘OPERATORS TO VALIDATE’ LIST

A bug fix was installed so that an operator, where one activity was deleted and another one was validated will no longer appear as ‘to validate’.

An authorized user searches for an operator to validate:

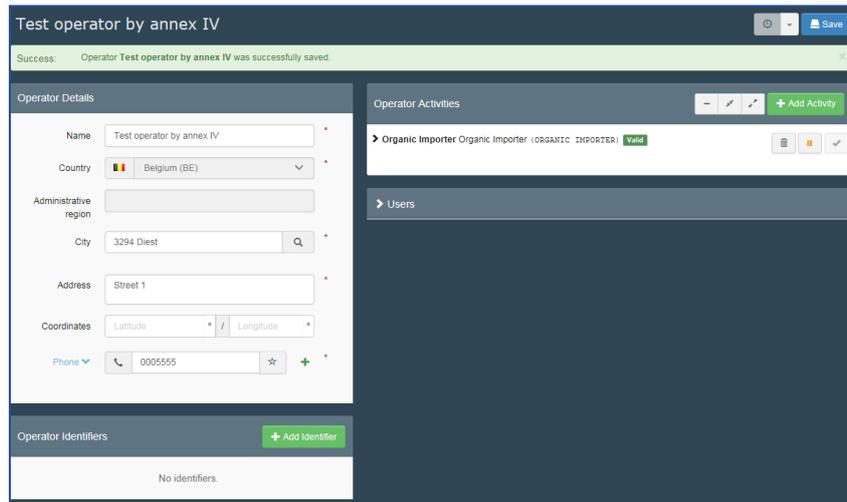
The screenshot shows the 'Search Operator' interface. At the top, there are buttons for 'Operators To Validate', '+ New private person', and '+ New Operator'. Below these is a search bar with the placeholder 'Please provide name, identifier...' and a 'Search' button. There is also an 'Advanced search' link. Below the search bar is a 'Country' dropdown menu. Underneath is the 'Operator Activity Filter' section, which includes a 'Section' dropdown (set to 'Organic Importer (ORGANIC IMPORTER)'), an 'Activity type' dropdown, an 'Operator Activity Status' dropdown (set to 'Select Activity status'), and a checkbox for 'Include operators without activities'. There is also a 'Nature' dropdown. Below the filters is a table with the following data:

Name	Country	Identifiers	Activities	Full Address
Test operator by annex IV	Belgium		<ul style="list-style-type: none"> <li>Organic Importer (ORGANIC IMPORTER)</li> <li>Organic Importer (ORGANIC IMPORTER)</li> </ul>	Street 1 Diest 3294

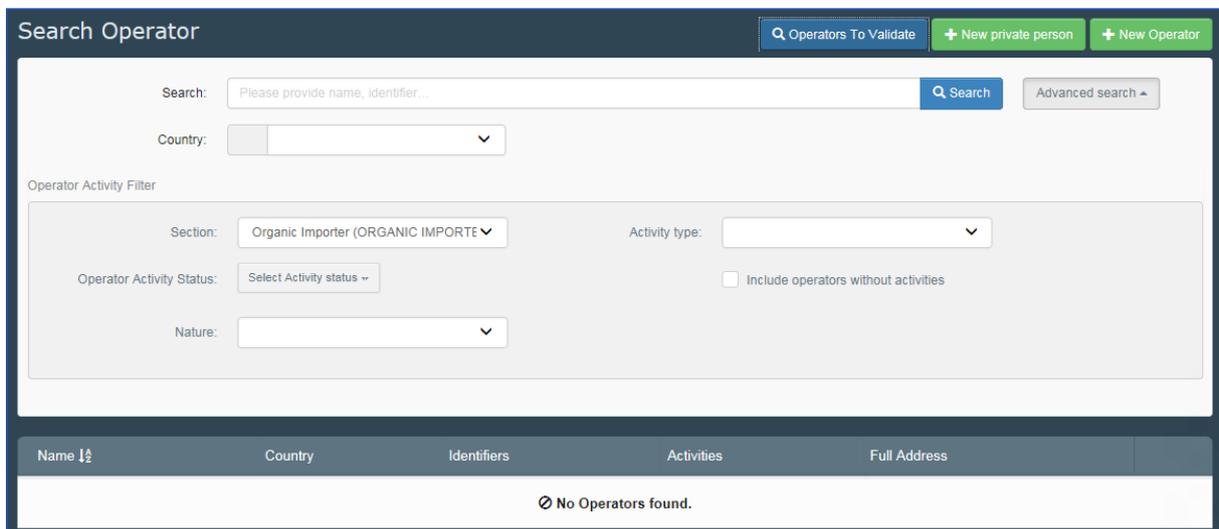
An operator with a valid and a new activity is found:

The screenshot shows the details page for the operator 'Test operator by annex IV'. The page is divided into two main sections: 'Operator Details' and 'Operator Activities'. The 'Operator Details' section includes fields for Name, Country (Belgium (BE)), Administrative region, City (3294 Diest), Address (Street 1), Coordinates (Latitude/Longitude), and Phone (0005555). Below this is the 'Operator Identifiers' section, which currently shows 'No identifiers'. The 'Operator Activities' section has a '+ Add Activity' button and lists two activities: 'Organic Importer Organic Importer (ORGANIC IMPORTER)' with a 'Valid' status and 'Organic Importer Organic Importer (ORGANIC IMPORTER)' with a 'New' status. There is also a 'Users' section below the activities.

The new activity is deleted and only the valid one is displayed:



When the user searches for 'operators to validate' again, the list is empty: and the previous operator does not re-appear:



## II. CREATION OF AN OPERATOR BY A USER REQUESTING A NEW ROLE

When a user requests a new role as an operator and for that purpose creates a new operator, he is now obliged to complete the information about the operator's activity. By selecting the chapter 'organic' the activity box appears and the new operator can only be saved, when all mandatory fields are completed:

**Create operator to request being attached to nusertim** Create a new operator

**Operator Details**

Name: Organic Operator \*

Country: Belgium (BE) \*

Administrative region: \*

City: 1000 Brussel \*

Address: Grand Place 1 \*

Coordinates: Latitude / Longitude \*

Phone: +32123456 \*

**Operator Identifiers** + Add Identifier

No identifiers.

**Chapter or activity**

Chapter: Organic \*

**Activity** Cancel

**Activity Details**

Section: Organic Importer (ORGANIC IMPORTER) \*

Activity: Organic Importer \*

Identifier: \*

Control Body / Control Authority: Type for searching... Q Q Advanced... \*

Valid From: --/--/---- 📅 +02:00 CEST

Valid to: --/--/---- 📅 +02:00 CEST

Publication date: 📅

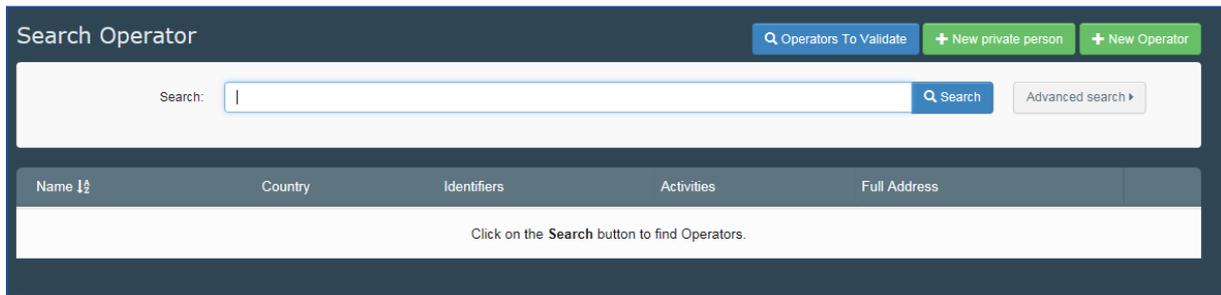
Application date: 📅

Alternatively the user can click on the 'add details' button without selecting a chapter:

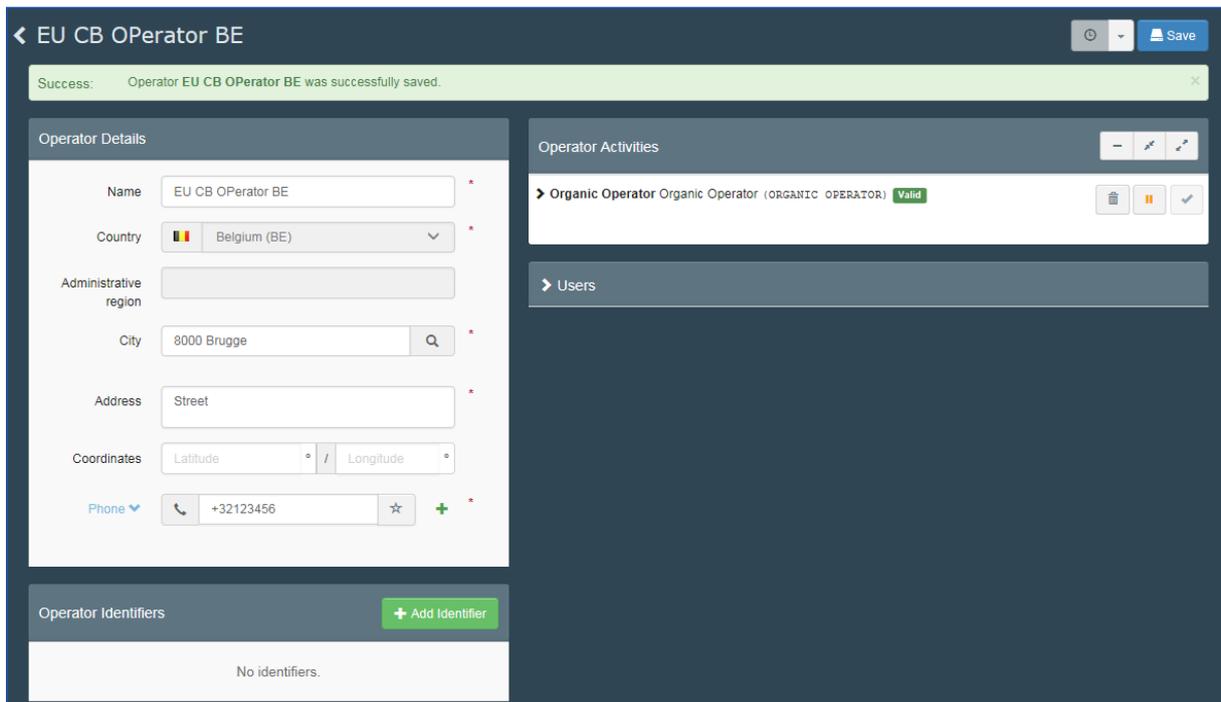
This enables the user to create an operator that is not bound to a specific chapter. A Responsible for the load, for example:

### III. CREATION OF AN OPERATOR BY AN EU CONTROL BODY

The '+new operator' button has been made accessible to a user registered as EU Control Body:



This enables an EU Control Body user to create and validate an operator, who is certified by them:



#### IV. CREATION OF AN OPERATOR – CONTACT DETAILS MARKED AS MANDATORY

The contact detail field in the entry form for the creation of new operators has now been marked with an asterisk, so users can see directly that completing this field is mandatory:

The screenshot shows the 'Operator Details' form with the following fields and their values:

- Name: RFL Test \*
- Country: Belgium (BE) \*
- Administrative region: (empty)
- City: 8000 Brugge \*
- Address: Street \*
- Coordinates: Latitude ° / Longitude °
- Phone: +32123456 \*

The asterisk on the Phone field is highlighted with a red box.

#### V. CCA CAN ADD ACTIVITIES TO OPERATORS WHICH HAVE BEEN REGISTERED WITHOUT AN ACTIVITY

Although from now on the users are forced to indicate the activity of their operator, there are still operators in the system, whose activities are missing.

When a CCA user searches for operators to validate, these operators are displayed:

The screenshot shows the 'Search Operator' interface with the following search results:

Name	Country	Identifiers	Activities	Full Address
Amazonia Aust Pty Ltd	Australia			1A 2019 Gold Coast Highway Miami QLD 4220 Queensland
Amazonia Aust Pty Ltd	Australia			1A 2019 Gold Coast Highway Miami QLD 4220 Queensland

When clicking on the name of an operator, the CCA user can add a new activity. After completing the mandatory fields, the 'save' button must be clicked to confirm the changes:

The screenshot displays a web interface for managing operator details and activities. The main header shows the operator name "Amazonia Aust Pty Ltd" and a "Save" button. The interface is divided into two main sections: "Operator Details" and "Operator Activities".

**Operator Details:** This section contains several input fields for operator information:

- Name:** Amazonia Aust Pty Ltd
- Country:** Australia (AU)
- Administrative region:** Queensland
- City:** Queensland
- Address:** 1A 2019 Gold Coast Highway Miami QLD 4220
- Coordinates:** Latitude and Longitude fields.
- Phone:** +611300050851

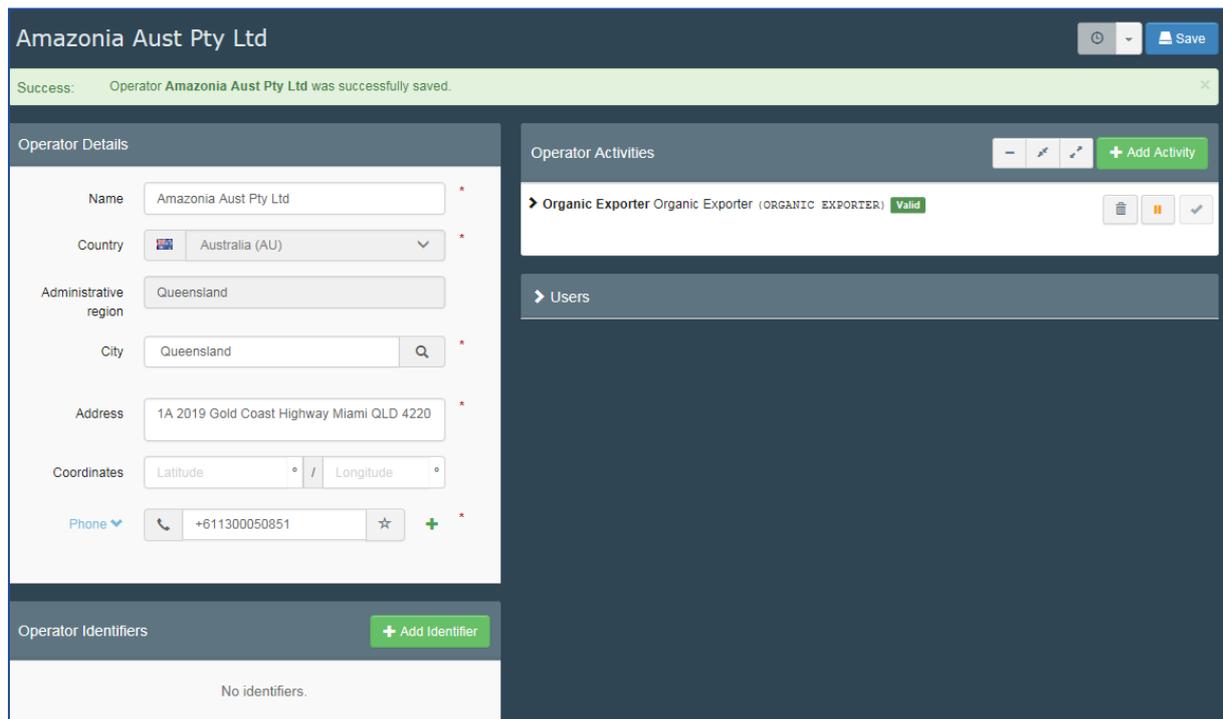
**Operator Activities:** This section is titled "Operator Activities" and includes a "+ Add Activity" button. It features a "New" tab and a "Activity Details" section with the following fields:

- Section:** Select Section
- Activity:** Select Activity
- Identifier:** (empty text field)
- Valid From:** (calendar icon) +02:00 CEST
- Valid to:** (calendar icon) +02:00 CEST
- Publication date:** (calendar icon) +02:00 CEST
- Application date:** (calendar icon) +02:00 CEST

Below the activity details is a "Remarks" section with a search bar labeled "Search Remark:" and a text input field.

At the bottom of the "Operator Details" section, there is an "Operator Identifiers" section with a "+ Add Identifier" button and a message "No identifiers.".

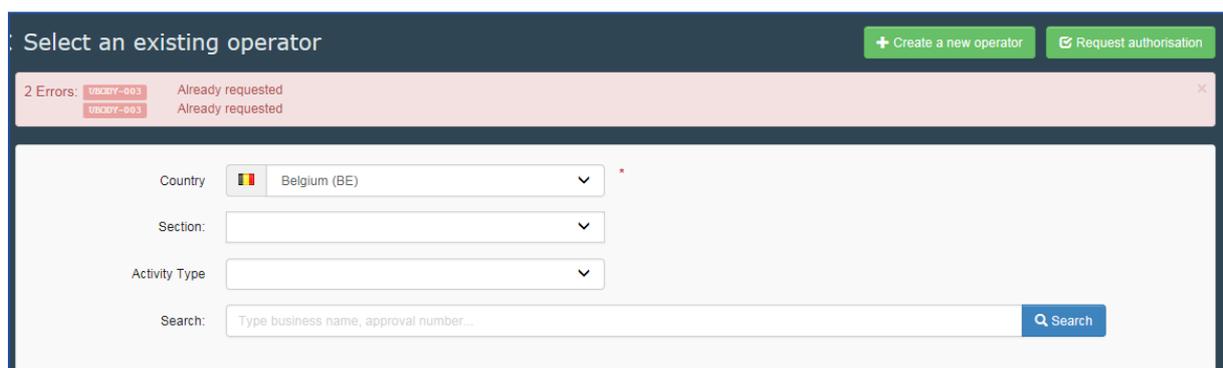
Then the same CCA user can validate the new activity, by clicking the tick button and confirming the validation by clicking the save button again:



## VI. USER ROLE REQUEST – THE SAME ROLE CANNOT BE REQUESTED TWICE

A bug has been fixed, concerning the role request of users. Previously, when the user requested a role through a new window then closed the window and initiated the same role request again, the role would appear two times in the users profile, causing an error message, when an authorized person tried to validate the roles.

Now, the system prevents the user from requesting the same role twice. When the user opens their profile page, then requests a role in a new window and repeats this step for the same role request an error appears on top of the page and the repeated role request isn't submitted:



The request only appears once in the list of roles that the user requested:

The screenshot shows a 'Your Roles' interface with a filter status bar at the top indicating 2 Requested, 0 Suspended, and 3 Valid roles. A 'Request new role' button is visible in the top right. The roles listed are:

Operator	Role Name	Activities	Status
COMERCIAL JAVIER CASADO	Organic Importer	47012 Valladolid, Spain (ES)	Valid
Stockamöilan AB	Timber import	28060 Broby, Sweden (SE)	Valid
test importer 4	Organic Importer, Timber import	54287 Mariestad, Sweden (SE)	Valid
ABC test 2	Organic Importer	6591 Macon, Belgium (BE)	Requested
Test Chapter - Activity	Organic Importer	1000 Brussel, Belgium (BE)	Requested

## VII. USER ROLE REQUEST – REFINED SEARCH FOR AUTHORITY ROLES

The search for a user requesting a role as an authority has been refined. The search options now include a filter by competence, which is also displayed in the search results list, so the user sees, in which field of competence they are requesting a role:

The screenshot shows the 'Select an authority' search interface. The search criteria are: Country: Belgium (BE), Role: CCA - Central Competent Authority, Competence: Organic (highlighted with a red box), and Authority Name: (empty). A 'Request authorisation' button is in the top right. Below the search criteria is a table of search results:

Name	Full Address	Role	Competence	Code	Select all
Vlaams Gewest Vlaamse Overheid, Departement Landbouw en Visserij, Afdeling Voorlichting, Doelgroepenbeleid en Kwaliteit Plant	Ellipsgebouw Koning Albert II laan 35 bus 40 1030 Brussel (Schaarbeek) Belgium	CCA	Organic	BE0023	Select
Région wallonne Service public de Wallonie DG Agriculture, Ressources naturelles & Environnement Direction de la Qualité	chaussée de Louvain 14 5000 Namur Belgium	CCA	Organic	BE0024	Select
Authority CCA Plants Test	Street 1 2000 Antwerpen Belgium	CCA	Plants	BE00006	Select
Brussels Hoofdstedelijk Gewest / Région de Bruxelles Capitale	Gewestelijke Overheidsdienst Brussel Brussel Economie en Werkgelegenheid - / Service Public Régional de Bruxelles Bruxelles Economie et Emploi Kruidentuinlaan 20 1035 Bruxelles Belgium	CCA	Organic Plants	BE0025	Select

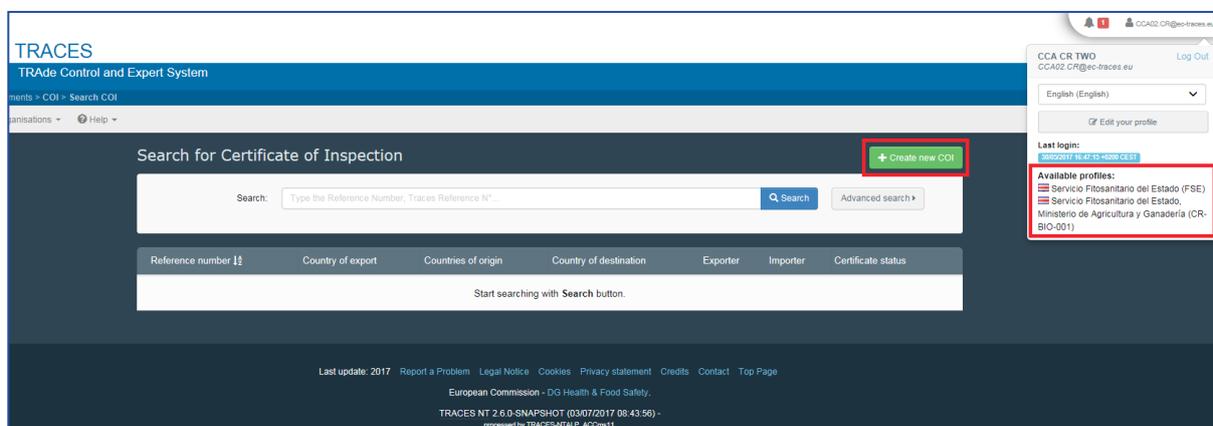
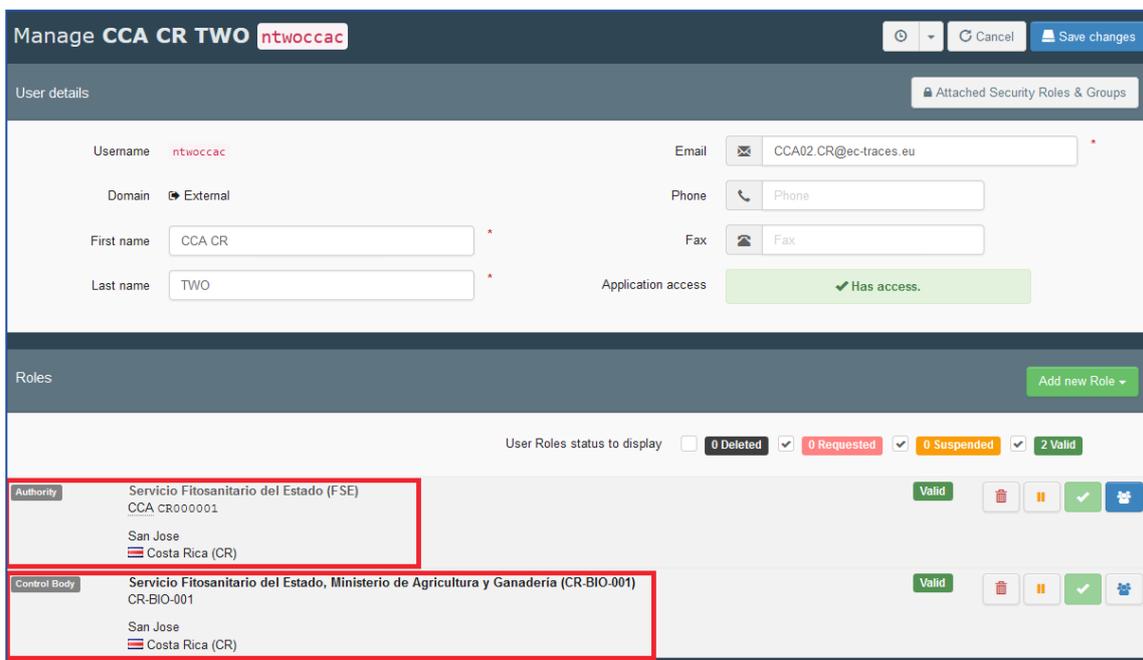
### VIII. USER ROLE REQUEST – THIRD COUNTRY CCA AND CONTROL AUTHORITY

From now on, a user based in a third country no longer needs two EU login profiles to fulfil both of his roles: CCA and Control Authority (CA).

For countries like New Zealand or Costa Rica, the national competent authority also acts control authority, which is authorised to issue the COI certificates for operators in their country.

Previously, a user working for such an authority needed two profiles in order to request both these roles, as the system prevented the request of an authority and control authority role at the same time.

A user logging in o TRACES NT can now have both roles, CCA and CA:



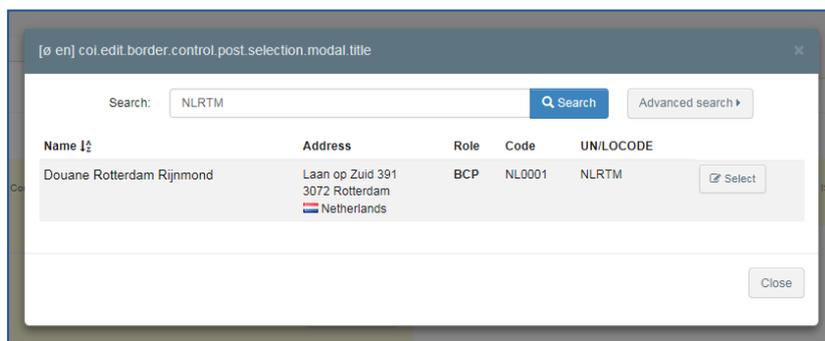
However, it is still not permitted to request a role as CCA and Control Body

## IX. COI CERTIFICATE – UPDATED INFORMATION FOR BOX 9: COUNTRY OF CLEARANCE/POINT OF ENTRY

### IX.1. SEARCH IN BOX 9 HAS BEEN NARROWED DOWN

The user is no longer able to select any city in Box 9. Only cities can be displayed, where an authority (BCP or CCA) is registered and valid in TRACES NT, that is authorised to sign a COI certificate.

When creating a COI, you can search the authority by their name, but also by their UN/LOCODE:



The code is displayed in Box 9 of the COI:

9 Country of clearance/Point of entry

Authority Name **Douane Rotterdam Rijnmond** [Edit]

Country **Netherlands** ISO Code **NL** [Advanced...]

BCP **NL0001** [Clear]

Address **Laan op Zuid 391  
3072 Rotterdam**

UN/LOCODE **Rotterdam (NLR TM)**

Additionally, Box 9 now displays the authority name and not only a city:

**9 Country of clearance/Point of entry**

Authority Name **Douane Rotterdam Rijnmond** Edit

Country **Netherlands** ISO Code **NL** Advanced...

BCP **NL0001** Clear

Address **Laan op Zuid 391  
3072 Rotterdam**

UN/LOCODE **Rotterdam (NLRM)**

In the PDF version of the COI the complete information is also displayed:

**9. Country of clearance/Point of entry**

**ANTWERPEN DAE DOUANEKANTOOR - BE0002**  
 ELLERMANSTRAAT 21 (NOORDSTERGEBOUW), Antwerpen, 2060,  
 Belgium (BE)  
 Antwerpen (BEANR)

On the other hand, when searching for a city in Box 9 of the COI with no authority attached, no results are displayed:

[ en ] coi.edit.border.control.post.selection.modal.title

Search:  Search Advanced search ▾

Country  ▾

Role  ▾ Code

Name ↕	Address	Role	Code	UN/LOCODE
⊘ No matching results.				

Close

## IX.2. CHANGING THE BCP BY AN ISSUING BODY OR CENTRAL COMPETENT AUTHORITY [UPDATED v.2.6.1]

A user with a role as Competent Authority in the Country of clearance or as Control Body that is mentioned as the issuing body, in Box 1 “Issuing control body or authority (name, address and code)” of a COI can modify the box 9 of the certificate, as long as this has not been signed by the endorsing authority and therefore update the information, once it is known: Box 9 contains information of a Point of entry, which needs to be changed:

9 Country of clearance/Point of entry

Authority Name **Douane Schiphol Cargo**

Country **Netherlands** ISO Code **NL**

...

By clicking the ‘modify’ button the field becomes editable:

9 Country of clearance/Point of entry

Authority Name **Douane Schiphol Cargo**

Country **Netherlands** ISO Code **NL**

...

When clicking on the ‘clear’ button the current information is removed (this step is optional. You can modify the data without removing the old information):

9 Country of clearance/Point of entry

Authority Name

Country  ISO Code **NL**

...

The user can search for a new point of entry in any country inside the EU and EEA. Click on the desired option from the drop-down menu:

The screenshot shows a form titled "9 Country of clearance/Point of entry". The "Authority Name" field contains "Antwerp" and has a dropdown arrow with the number "1". To the right is an "Edit" button. The "Country" field shows a flag for Belgium (BE) and a dropdown menu is open, displaying "ANTWERPEN DAE DOUANEKANTOOR" with the address "ELLERMANSTRAAT 21 (NOORDSTERGEBOUW) 2060 Antwerpen". To the right of the dropdown are "Advanced..." and "Clear" buttons. At the bottom are "Revert" and "Save" buttons.

Alternatively, the user can use the advanced search to look for the new authority. Additional button for CCA users: When clicking on 'Assign my BCP' the authority the current user is attached to will be displayed in Box 9:

The screenshot shows the same form. The "Authority Name" field now contains "ANTWERPEN DAE DOUANEKANTOOR" in blue text. The "Country" field shows the flag for Belgium and the text "Belgium". The "ISO Code" field contains "BE". A new "Assign my BCP" button with a dropdown arrow is located to the right of the "Authority Name" field. The "Edit", "Advanced...", and "Clear" buttons are still present. The "Revert" and "Save" buttons are at the bottom.

In all cases the new information needs to be saved by clicking the 'Save' button in box 9:

The screenshot shows the form with the "Authority Name" field containing "ANTWERPEN DAE DOUANEKANTOOR" and the "Country" field showing the flag for Belgium and "Belgium". The "ISO Code" field contains "BE". The "Assign my BCP" button is no longer visible. The "Edit", "Advanced...", and "Clear" buttons are present. The "Revert" and "Save" buttons are at the bottom.

With the 'revert' button changes can be made undone as long as they haven't been saved.

## X. COI CERTIFICATE – FIELD FOR THE CUSTOMS DOCUMENT REFERENCE HAS BEEN ADDED

In the 'purpose box' below boxes 11 and 12 a field has been added to provide space for the customs document reference. The field is available, when the option 'to first consignee' is chosen. The customs document reference can be added by the importer, the issuing body or the endorsing authority user:

The screenshot displays two main sections: '11 Importer (name, address and EORI number)' and '12 First consignee in the Union (name and address)'. Below these is the 'Purpose' section. Under 'Purpose', the radio button 'To first consignee' is selected. A text input field labeled 'Customs document' is highlighted with a red rectangular box. Below it, the radio button 'To be released in batches (base for extract)' is unselected.

## XI. COI CERTIFICATE – BUG FIX FOR SUPPORTING DOCUMENTS

A bug related to the supporting documents in a COI certificate has been fixed:

An importer user: can upload supporting documents and view his own uploaded files

An issuing body user: Can view importer's uploads and can upload supporting documents and view his own uploaded files

An endorsing authority user : can upload supporting documents and view his own uploaded files and view uploads of others

## XII. COI CERTIFICATE – SEARCH FOR NATIONAL AUTHORITIES

The COI certificates displayed has been refined.

A BCP user can only see the COI that need to be signed by their BCP and not all COI to be signed in their country. Additionally, they see all certificates that have been signed as 'not clearable' by any country.

A CCA user can see all COI for BCPs in their country, and also the COI for first consignees based in their country, which have to be signed by a BCP in another country and all certificates that have been signed as 'not clearable' by any country.

## XIII. COI CERTIFICATE – BOX FOR ENDORSING AUTHORITY – CHECKS AND SIGNATURE IN BOX 20

In order to enable countries, where the document/Id... checks have to be done by one authority and the final decision be signed by a second one, this has been made available in TRACES NT.

For these countries, designated CCA will be attributed with two authority domains (EAOC and OPL):

The screenshot shows the 'Authority Domains' section. At the top, there is a search bar with the text 'Search and assign Authority Domains' and an 'Advanced...' search option. Below the search bar, two authority domains are listed: 'Endorsing Authority for Organic Certification (EAOC)' and 'Organic Production and Labelling (OPL)'. Each domain has a close button (X) next to it.

In practice, a user signed in as the BCP mentioned in Box 9 of the certificate can complete the necessary checks and then save the COI:

For the relevant competent authorities of Member State

Means of Transport after border inspection post

Add Means of Transport

No Means of Transport after Entry Point.

Checks

According to Art. 16 of 2004/882.

Documentary Check

Not Acceptable

Acceptable

ID Check

Not Acceptable

Not Done

Acceptable

Physical Checks and Laboratory Test

Physical Check

Not Acceptable

Not Done

Acceptable

Laboratory Test

Satisfactory

Not Satisfactory

Not Done

Corresponding Health Certificate

Reference

Cancel Success: COI COI.MX.2017.0000047 has been successfully updated. Preview PDF Save as

Afterwards, a user signing in for a CCA of the same country, where the CCA has two authority domains, can sign the Certificate in Box 20:

Number for customs warehousing or inward processing

20 Verification of the consignment and endorsement by the relevant Member State's competent authority

Conclusion  Clearable  Clearable as Conventional  Not Clearable

Date of signature Thursday 6 July 2017 at 12:43:47 +02:00 CEST.

Relevant Authority Person Endorsing Authority USER TWO

Authority Swedish Customs (Border Control Post)

Quality

Address Box 12854 Stockholm 11298

Country Sweden ISO Code SE

Signature Consignment Verification Signed.

Endorsing Authority USER TWO Log Out endorsing\_authority-user2@ec-traces.eu

English (English)

Edit your profile

Last login: 04/07/2017 12:54:32 +0200 CEST

Available profiles: National Food Agency

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References

Producers

Countries

Commodities

Issuing Body checks

# T RAde 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](#).