



# TRACES

TRAdE Control and Expert System-New Technologies



## *Release note*

**Version 2.6.2 , V.2.6.3, V2.6.4**

*Installation date: 21/09/2017*

*Intended for*

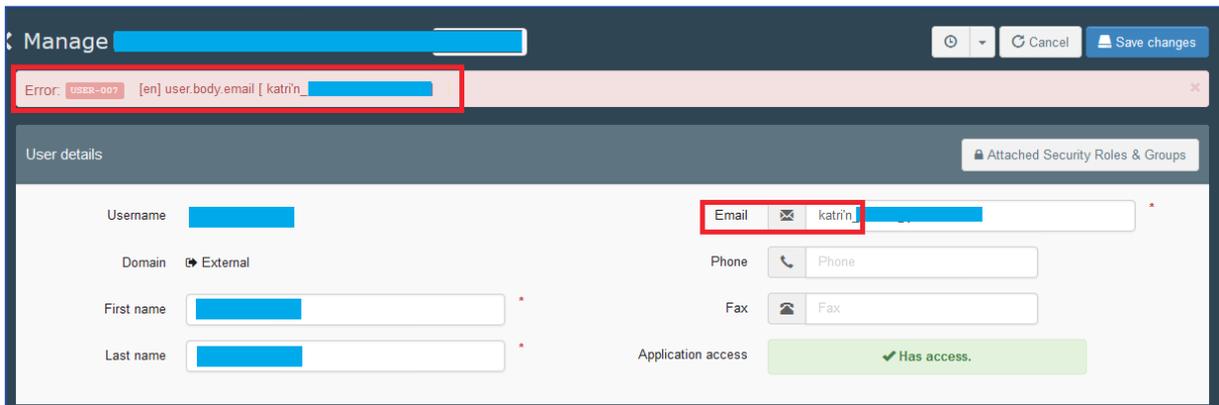
*TRACES users (COI)*

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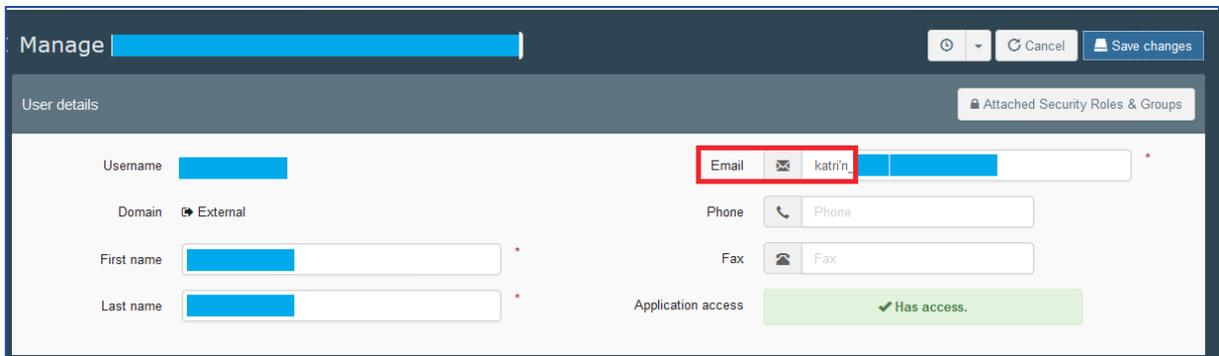
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## I. USER MANAGEMENT: BUG FIX FOR EMAILS CONTAINING APOSTROPHES (V. 2.6.3)

An error message occurred, when user data was saved, that contained an apostrophe in the email address:

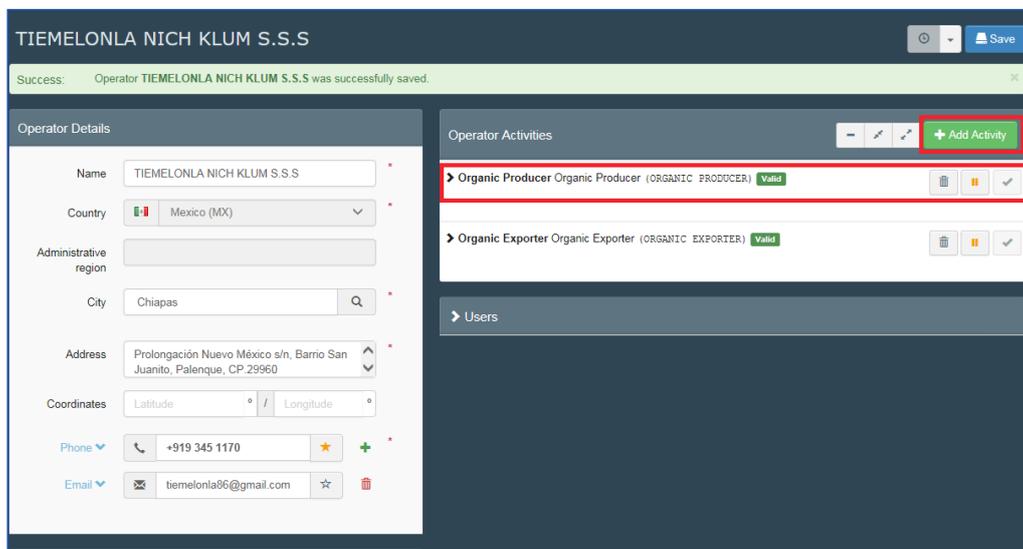


The bug has been fixed and email addresses containing apostrophes can be saved in the user data:

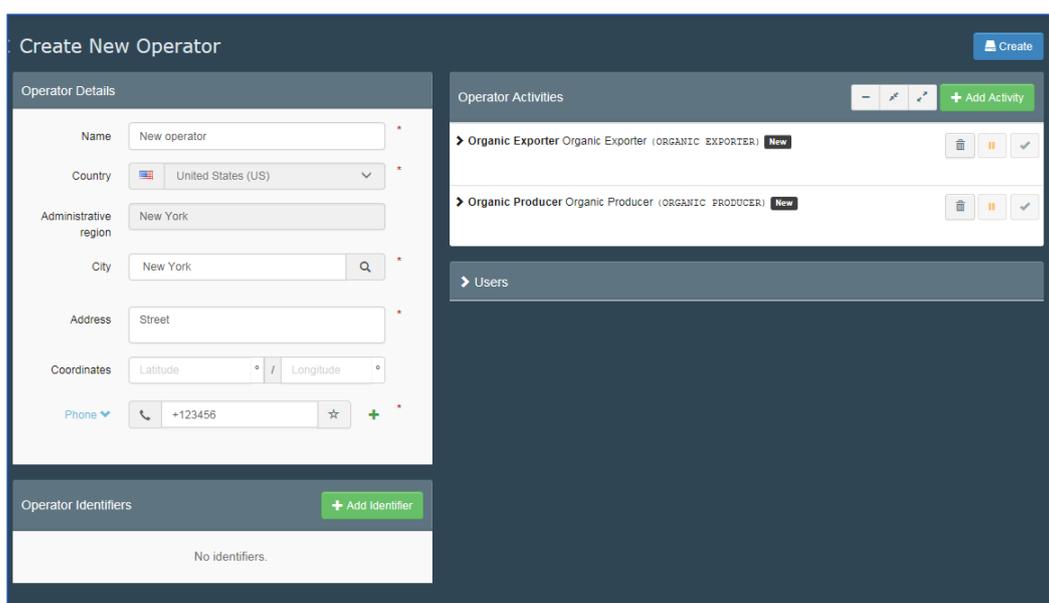


## II. OPERATOR MANAGEMENT: BUG FIX – CONTROL BODY CAN NOW ADD ADDITIONAL ACTIVITY (V. 2.6.3)

The possibility to add a second activity to an operator was missing for the control bodies. Now, a control body can add a second activity to an existing operator and validate this new activity.



In addition, when creating a new operator, the control body can directly add several activities:



And when clicking on 'create' the activities are automatically validated.

### III. COI SEARCH RESULTS ARE NOW DISPLAYING COUNTRY OF CLEARANCE/ POINT OF ENTRY (V. 2.6.3)

Search for Certificate of Inspection

Search:

Country of export:

Country of origin:

Country of destination:

Certificate status:

Extract COI status:

Commodity:

Reference number ↓	Country of export	Countries of origin	Country of destination	Country of clearance / Point of entry	Exporter	Importer	Certificate status
<a href="#">COI.DO.2017.0000002</a>	Dominican Republic	Dominican Republic	Belgium	Belgium	Banana farmer	ABC test Operator	<input type="button" value="Issuing Body Declaration Signed"/>
<a href="#">COI.MX.2017.0000033</a>	Mexico	Mexico	Belgium	Belgium	AGROPECUARIA TERRANOVA SA DE CV	ABC test 2	<input type="button" value="Consignment Verified"/>
<a href="#">COI.MX.2017.0000036</a>	Mexico	Mexico	Belgium	Belgium	AGROPECUARIA TERRANOVA SA DE CV	ABC test 2	<input type="button" value="Consignment Verified"/>
<a href="#">COI.MX.2017.0000038</a>	Mexico	Mexico	Belgium	Belgium	AGROPECUARIA TERRANOVA SA DE CV	ABC test 2	<input type="button" value="Consignment Verified"/>
<a href="#">COI.NZ.2017.0000020</a>	New Zealand	New Zealand		Germany	ACME Operator 1 NZ	ABC test 2	<input type="button" value="Issuing Body Declaration Signed"/>

### IV. COI – COMPLETING BOX 9 – ONLY BCP ARE SELECTABLE (V. 2.6.2)

From now on, only authorities validated as Border Control Post (BCP) can be selected as authority in Box 9:

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

Search:

Country:

Role:

Code:

Name ↓	Address	Role	Code	UN/LOCODE
Start searching with <b>Search</b> button.				

However, the CCA of the county of the BCP can still sign the COI, even if a BCP is mentioned in Box 9.

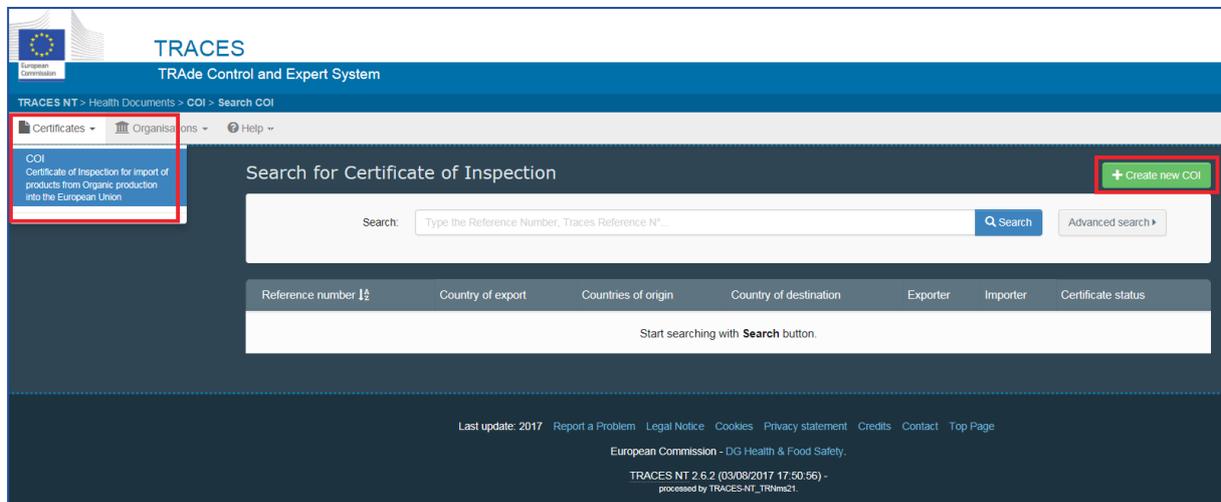
## V. COI – BOX 13: INCREASED MAXIMAL ALLOWED LENGTH OF LOT NUMBER (V. 2.6.2)

A user reported an error, based on a lot number in Box 13 that surpassed the maximum of 64 allowed characters. The maximum allowed number has been increased to 100 characters.

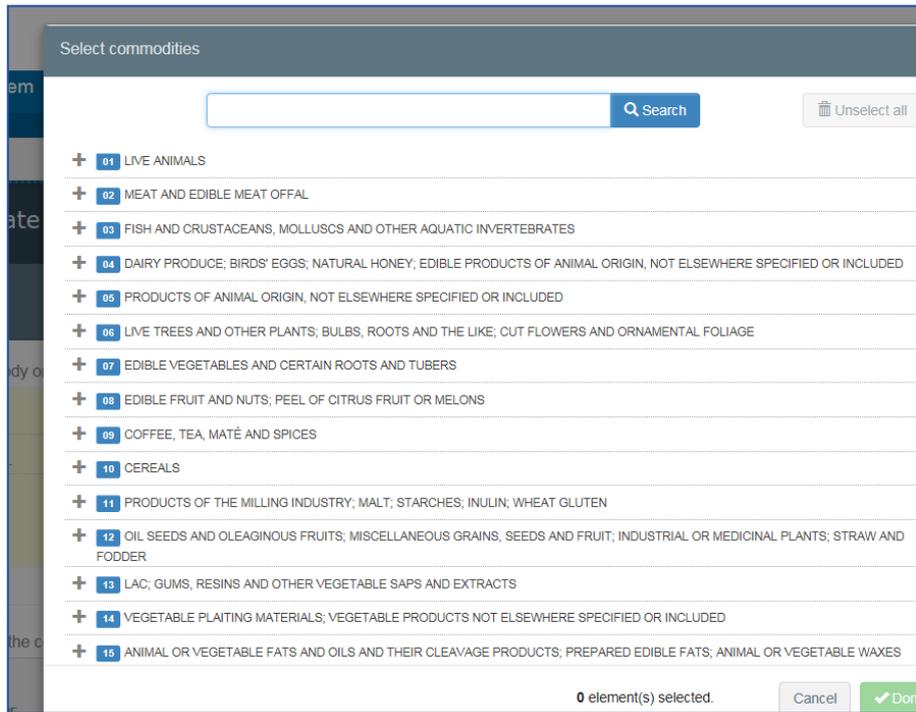
## VI. EXPORTER CAN START A NEW COI (V. 2.6.2)

A user with the valid role as exporter (based in a third country) can from now on start a new COI.

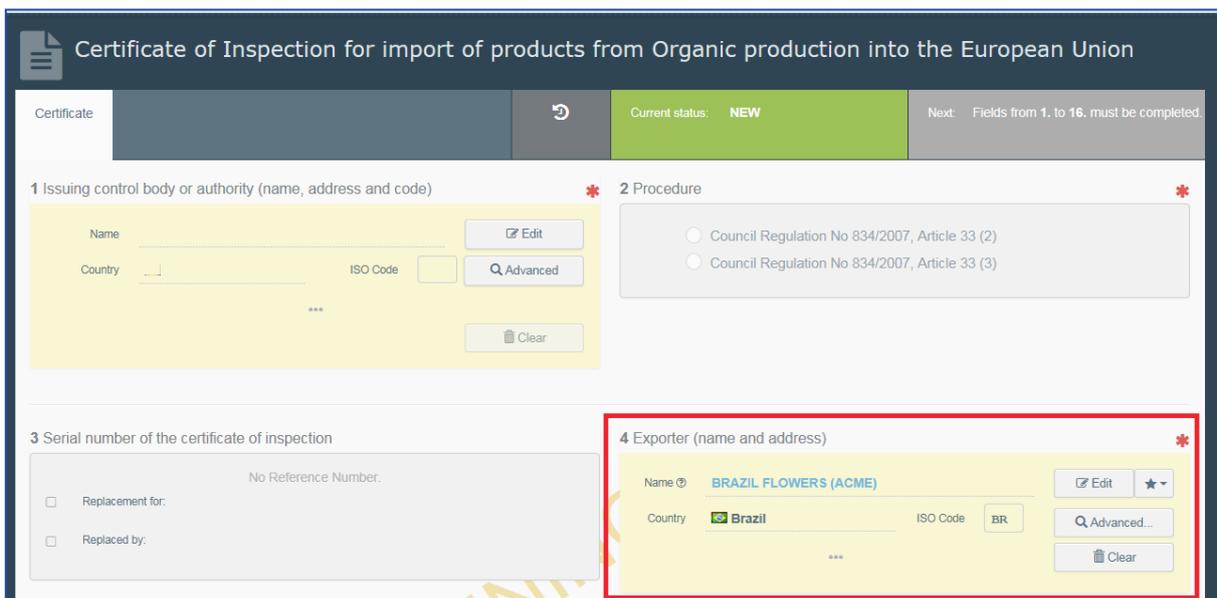
Via the menu Certificates > COI the COI search screen is available, where the user can select the button '+Create new COI':



The screen opens, where the commodities can be selected:



After the selection of one or several commodities by the exporter user, the COI form opens, where the organization of the operator has automatically been set as exporter in Box 4:



After completing the mandatory fields, the exporter user is able to save the COI as a DRAFT. A draft COI reference is attributed and the possibility to download the PDF version of the document becomes available:

The screenshot displays the TRACES interface for creating a Certificate of Inspection (COI). At the top, a document icon is followed by the draft reference **DRAFT.COI.2017.0000132**, which is highlighted with a red box. Below this, the 'Certificate' header shows the 'Current status' as **DRAFT** and 'Next: Draft'. The form is divided into several sections:

- 1 Issuing control body or authority (name, address and code):** Includes fields for Name (IBD Certifications Ltd), Country (Brazil), and ISO Code (BR). It features 'Edit', 'Advanced', and 'Clear' buttons.
- 2 Procedure:** Offers two radio button options for Council Regulation No 834/2007, Article 33 (2) and (3).
- 3 Serial number of the certificate of inspection:** Shows the draft reference **DRAFT.COI.2017.0000132** and checkboxes for 'Replacement for:' and 'Replaced by:'.
- 4 Exporter (name and address):** Includes fields for Name (BRAZIL FLOWERS (ACME)), Country (Brazil), and ISO Code (BR). It features 'Edit', 'Advanced...', and 'Clear' buttons.
- National References:** A section with an 'Add Reference' button.
- Extract certificates:** A section indicating 'No Extract Certificates'.

At the bottom of the interface, a green success message is displayed: **Success: COI DRAFT.COI.2017.0000132 description has been successfully saved.**, which is highlighted with a red box. To the right of this message are buttons for 'Preview PDF' and 'Save as Draft', also highlighted with red boxes. A 'Cancel' button is located on the far left.

In addition, the 'submit' button is available, allowing the exporter user to submit the COI to their control body – the control body is then notified that a new COI is waiting for their intervention:

The screenshot shows the 'Supporting documents' section of the TRACES interface. It features a yellow background with a button labeled 'Add Accompanying Document'. Below this, it states 'No Accompanying Documents'. At the bottom of the section, a blue button labeled 'Submit for Certification as BRAZIL.FLOWERS (ACME)' is highlighted with a red box.

After submitting the COI, the draft reference number is replaced by an official COI reference number:

The screenshot displays the TRACES NT interface for a certificate. At the top left, the COI reference number **COI.BR.2017.0000270** is highlighted with a red box. The current status is **DESCRIPTION COMPLETED**. The form is divided into four sections:

- 1 Issuing control body or authority (name, address and code):** Name: IBD Certifications Ltd, Country: Brazil, ISO Code: BR.
- 2 Procedure:** Council Regulation No 834/2007, Article 33 (2) and Council Regulation No 834/2007, Article 33 (3).
- 3 Serial number of the certificate of inspection:** COI.BR.2017.0000270. This section is highlighted with a red box.
- 4 Exporter (name and address):** Name: BRAZIL FLOWERS (ACME), Country: Brazil, ISO Code: BR.

## VII. EXPORTER USER CAN CREATE A NEW OPERATOR (V. 2.6.2)

A valid user registered in TRACES NT as Exporter can create missing operators in the system.

When the user logs in to TRACES NT, the Organizations menu is present and through the link 'Operators' the user can access the operator search.

On the search the user is able to search for operators and click on the button to create a new operator:

The screenshot shows the TRACES NT interface for searching operators. The 'Organisations' menu is open, and the 'Operators' option is highlighted. The 'New Operator' button is highlighted in red. The search bar is also highlighted in red. The page title is 'Search Operator'.

After completing the mandatory fields, and saving the entry the operator is created with the activity status 'new' and needs to be validated by the operators control body or competent authority:

### VIII. EXPORTER USER CAN CONSULT COI WHERE HIS OPERATOR IS SET AS EXPORTER (V. 2.6.2)

An Organic Exporter can view the COI where his organization is set as Exporter. However, he cannot view extract COI that are created from such a COI.

Reference number	Country of export	Countries of origin	Country of destination	Exporter	Importer	Certificate status
COI.BR.2016.0000022	Brazil	Brazil	Italy	BRAZIL FLOWERS (ACME)	DOLE ITALIA S.P.A.	Issuing Body Declaration Signed
COI.BR.2016.0000039	Brazil	Brazil	Spain	BRAZIL FLOWERS (ACME)	ACME Bio Imports ES	Issuing Body Declaration Signed
COI.BR.2016.0000100	Brazil	Brazil	Italy	BRAZIL FLOWERS (ACME)	ACME Bio Imports IT	First consignee declaration signed
COI.BR.2017.0000095	Brazil	Brazil	Germany	BRAZIL FLOWERS (ACME)	ACME Bio Imports DE	First consignee declaration signed
COI.BR.2017.0000124	Brazil	Brazil	Belgium	BRAZIL FLOWERS (ACME)	ACME Bio Imports NL	Not Clearable
COI.BR.2017.0000194	Brazil	Brazil		BRAZIL FLOWERS (ACME)	ACME Bio Imports NL	Base for Extract
COI.BR.2017.0000240	Brazil	Bahamas	France	BRAZIL FLOWERS (ACME)	Kruse, Hess & Co. GmbH & Co.	Issuing Body Declaration Signed
COI.BR.2017.0000242	Brazil	Brazil		BRAZIL FLOWERS (ACME)	ACME Bio Imports NL	Base for Extract
COI.BR.2017.0000270	Brazil	Brazil	Belgium	BRAZIL FLOWERS (ACME)	ACME Bio Imports BE	Description Completed
COI.DE.2016.0000005	Brazil	Brazil		BRAZIL FLOWERS (ACME)	ACME Bio Imports IT	Description Completed

In addition, if the organization is also a producer and has only been selected as producer in box 5 – and not as exporter in box 4 – the user will not be able to see this COI.

## IX. COI ISSUED FOR ANNEX III CONTROL BODY/AUTHORITY COUNTRIES (V. 2.6.4)

Annex II Control Body/Authority countries (New Zealand and can now issue a COI, where the exporter (box 4) is identical to the producer (box 5), but the issuing body box 1 is not the same as the operator's control body.

However, these COI can currently only be initiated by the Exporter, the Control authority OR the importer. The control body of the exporter will not be able to initiate them, as they will not be mentioned in Box 1. We are working on a solution which will be implemented in a later system update.

# T RAde Control and Expert System - New Technologies (TRACES)

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

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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 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 users.  
You can find this document and download it [here](#).