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I. BCP USERS CAN VALIDATE OPERATORS REQUESTING AN ACTIVITY AS RESPONSIBLE FOR THE LOAD AND USERS REQUESTING ACCESS TO THESE OPERATORS

Signed in as BCP user, go to Organization > Operators and click on 'operators to validate': The list of pending RFL operators appears:

Search Operator 🔍 Operators To Validate + New private person + New Operator

Search: 🔍 Search Advanced search ▾

Country:

Operator Activity Filter

Section: Activity type:

Operator Activity Status: Include operators without activities

Nature:

Name ↕	Country	Identifiers	Activities	Full Address
RFL	🇧🇪 Belgium		▶ Responsible for the load (RFL)	Street 1 Brugge 8000
RFL validated by BCP	🇧🇪 Belgium		▶ Responsible for the load (RFL)	Street1 Antwerpen 2000

Click on the name of an operator to validate, validate and save the activity:

← RFL validated by BCP 🔍 Save

Success: Operator RFL validated by BCP was successfully saved.

Operator Details

Name: *

Country: *

Administrative region:

City: 🔍 *

Address: *

Coordinates: /

Phone: ☆ *

Operator Identifiers

No identifiers.

Operator Activities - 🔍 + Add Activity

▶ Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) Valid 🗑️ ⏸️ ✓

▶ Users

The RFL is saved as valid. Return to the operator search and search again – the newly validated operator doesn't reappear.

Go to Organization > Users and click on 'Search pending requests': The list of pending user requests – including users requesting a role as RFL appears:

The screenshot shows the 'Search Users' interface. At the top right, there is a button labeled 'Search pending requests' which is highlighted with a red box. Below it is a search bar with the placeholder text 'Search by first name, last name or email address' and a 'Search' button. The main content is a table with the following columns: Full name, Account name, Bodies, and Last Login. Three rows are visible, each representing a pending user request. The first row is for user 'nciucele' with account 'ANTWERPEN DAE DOUANEKANTOOR' and role 'Authority'. The second row is for 'Importer USER SIX' with account 'RFL validated by BCP' and role 'Operator'. The third row is for 'Importer USER TWO' with account 'RFL' and role 'Operator'. Each row has a 'Requested' status indicator and a 'Last Login' timestamp. A red box highlights the entire table area.

Click on the name of a user to validate. Validate and save the role:

The screenshot shows the 'Manage Importer USER SIX' interface. At the top right, there is a 'Save changes' button highlighted with a red box. Below it is a success message: 'Success: User nusersim (Importer USER SIX) saved.' The main content is divided into 'User details' and 'Roles' sections. The 'User details' section includes fields for Username (nusersim), Email (importer-user6@ec-traces.eu), Domain (External), First name (Importer), Last name (USER SIX), Phone, and Fax. The 'Application access' status is 'Has access.' The 'Roles' section shows a list of roles. One role is highlighted with a red box: 'Operator' with role 'RFL validated by BCP' and 'Responsible for the load'. The role status is 'Valid', and there is a 'Valid' button next to it. The 'User Roles status to display' section shows 0 Deleted, 0 Requested, 0 Suspended, and 1 Valid.

Return to the user search and search again – the newly validated user doesn't reappear.

II. CCA USERS CAN VALIDATE OPERATORS AND THEIR USERS AS RESPONSIBLE FOR THE LOAD

The CCA users can now also validate the Operators created as 'Responsible for the load. However, on the screen Organization > Operators they will have to search for the name of the operator, as these won't show up in their list of 'operators to validate. The attached user, however, will appear in the list Organization > Users > Search pending requests and can be validated.

III. BUG FIX: OPTIMIZATION OF ACCESS FOR CONTROL BODY USERS WITH SEVERAL ROLES

When searching for operators to validate, control body users with many active roles often were experiencing a system timeout. This bug has been fixed and the time to display the search results Organization > Operators > Operators to validate has been shortened so that the timeout does not appear anymore.

IV. COI – IMPORTER CHANGE BOX 9 IN A COI THAT HAS BEEN SIGNED BY THE ISSUING BODY

A user logged in as organic importer can now change the Point of entry that has been signed by an issuing body. Go to Certificates > COI and search for your certificates with status 'Issuing Body Signed':

Search for Certificate of Inspection + Create new COI

Search: 🔍 Search Advanced search ▾

Country of export: Certificate status: * Issuing Body Declaration Signed

Country of origin: Extract COI status:

Country of destination: Commodity: 🔍

Reference number	Country of export	Countries of origin	Country of destination	Country of clearance / Point of entry	Exporter	Importer	Certificate status
COI.CR.2017.0000002	Costa Rica	Costa Rica	Spain	Belgium	Costa rica	COMERCIAL JAVIER CASADO	Issuing Body Declaration Signed
COI.MX.2017.0000018	Mexico	Mexico	Spain	Germany	AGROPECUARIA TERRANOVA SA DE CV	COMERCIAL JAVIER CASADO	Issuing Body Declaration Signed
COI.MX.2017.0000019	Mexico	Mexico	Spain	Spain	AGROPECUARIA TERRANOVA SA DE CV	COMERCIAL JAVIER CASADO	Issuing Body Declaration Signed
COI.MX.2017.0000020	Mexico	Mexico	Spain	Belgium	AGROPECUARIA TERRANOVA SA DE CV	COMERCIAL JAVIER CASADO	Issuing Body Declaration Signed
COI.MX.2017.0000047	Mexico	Mexico	Spain	Netherlands	AGROPECUARIA TERRANOVA SA DE CV	COMERCIAL JAVIER CASADO	Issuing Body Declaration Signed
COI.NZ.2017.0000001	Australia	New Zealand	Spain		ACME Operator 1 NZ	COMERCIAL JAVIER CASADO	Issuing Body Declaration Signed

Click on the reference number of the COI where the entry point in Box 9 needs to be changed. Then scroll down to Box 9. You will see a 'Modify' button in Box 9:

9 Country of clearance/Point of entry

Name **ANTWERPEN DAE DOUANEKANTOOR**

Country **Belgium** ISO Code **BE**

...

When you click on it, the box becomes editable. When you click on 'clear, the old information will be deleted. Click on 'advanced' to initiate the search for a new point of entry:

9 Country of clearance/Point of entry

Name **Generalzolldirektion, DVI.A.22.05, Referat
Verbote und Beschränkungen**

Country **Germany** ISO Code **DE**

...

You need to click the 'save' button in the box to confirm the changes:

9 Country of clearance/Point of entry

Name **Douane Schiphol Cargo**

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

...

The new Point of entry will be displayed in the COI:

9 Country of clearance/Point of entry	
Name	Douane Schiphol Cargo
Country	 Netherlands
ISO Code	NL
BCP	NL0002
Address	Evert v.d. Beekstraat 384 Schiphol 1118
UNLOCODE	Amsterdam (NLAMS)
<input type="button" value="Modify"/>	

V. COI – RFL CHANGE BOX 9 IN A COI THAT HAS BEEN SIGNED BY THE ISSUING BODY

Just as the importer, a user logged in as a Responsible for the Load can also change the point of entry in a COI, when his company is mentioned in the box 'Responsible for the Load' in the COI that needs changing.

TRAde 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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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](#).