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I. OPERATOR MANAGEMENT – BCP USER CAN CREATE A NEW OPERATOR AS RESPONSIBLE FOR THE LOAD (RFL)

A user logged in with a BCP or CO role can create an operator as RFL:

Create New Operator

Operator Details

Name: RFL by BCP

Country: Belgium (BE)

Administrative region: Region of Brussels Belgium

City: 1000 Brussel

Address: Street 1

Coordinates: Latitude / Longitude

Phone: +32123456

Operator Activities

Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) **New**

Activity Details

Section: Responsible For the Load (Freight Forwarder) (RFL)

Activity: Responsible for the load

Identifier: [Empty]

Valid From: [Date Picker] +02:00 CEST

Valid to: [Date Picker] +02:00 CEST

Publication date: [Date Picker] +02:00 CEST

Application date: [Date Picker] +02:00 CEST

Operator Identifiers + Add Identifier

When this user clicks the 'create' button for an RFL that is associated to his own BCP/CO, the activity is automatically validated:

RFL by BCP

Operator Details

Name: RFL by BCP

Country: Belgium (BE)

Administrative region: Région de Bruxelles-Capitale - Brussels Hoofds

City: 1000 Brussels

Address: Street 1

Coordinates: Latitude / Longitude

Phone: +32123456

Operator Activities

Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) **Valid**

Users

Operator Identifiers + Add Identifier

No identifiers.

II. OPERATOR MANAGEMENT – CCA USER CAN CREATE A NEW OPERATOR AS RFL

A user logged in with a CCA role can create an operator as RFL:

Create New Operator Create

Operator Details

Name: RFL by CCA 2

Country: Belgium (BE)

Administrative region: Region of Brussels Belgium

City: 1000 Brussel

Address: Street 1

Coordinates: Latitude / Longitude

Phone: +321123

Operator Identifiers + Add Identifier

Operator Activities + Add Activity

Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) New

Activity Details

Section: Responsible For the Load (Freight Forwarder) (RFL)

Activity: Responsible for the load

Identifier:

Valid From: +02:00 CEST

Valid to: +02:00 CEST

Publication date: +02:00 CEST

Application date: +02:00 CEST

But unlike when the BCP/CO user creates the operator, the CCA user still needs to validate the activity and save this validation:

RFL by CCA 2 Save

Operator Details

Name: RFL by CCA 2

Country: Belgium (BE)

Administrative region: Région de Bruxelles-Capitale - Brussels Hoofds

City: 1000 Brussels

Address: Street 1

Coordinates: Latitude / Longitude

Phone: +321123

Operator Identifiers + Add Identifier

No identifiers.

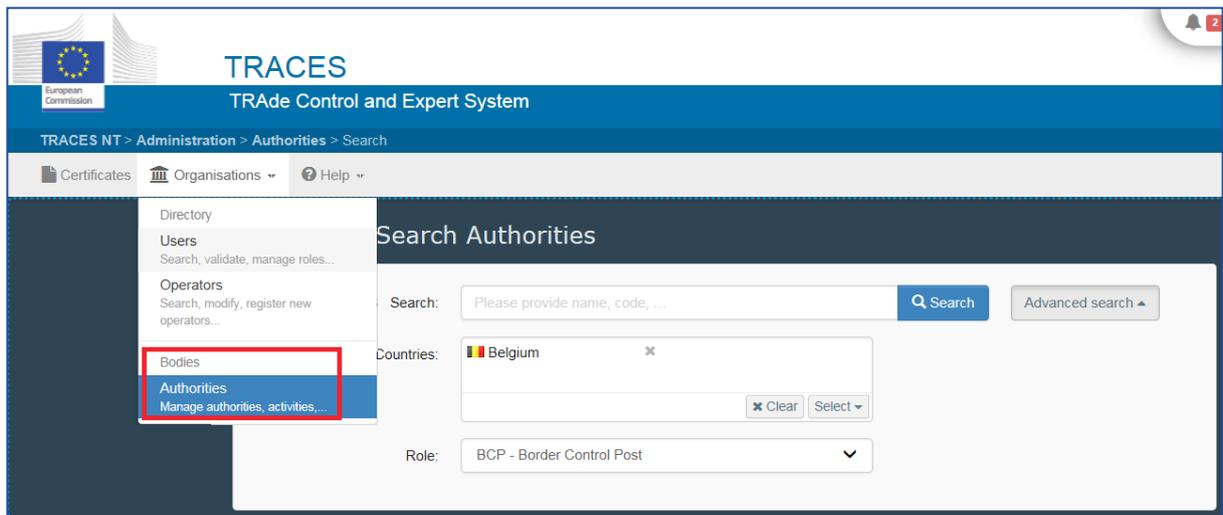
Operator Activities + Add Activity

Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) New

Users

III. ACCESS TO AUTHORITY INFORMATION FOR ANY TYPE OF USER

From now on any user with a valid user account for TRACES NT has access to the authority information. The Authority search can be accessed via the Organizations menu:



The user can search for any type of authority in any country. When choosing an entry from the search results, the user has access to the general contact information of the authority, but does not see the attached users:

< Authority: ANTWERPEN DAE DOUANEKANTOOR
⊙

Authority Details

Name:

Phone:

Fax:

Email:

URL:

Contact

Country:

Administrative region:

City:

Address:

Coordinates: /

Authority Activities

BCP BE0002
Valid

Activity Detail

Role:

Code: Status:

Format: *BE0000*

Superior Authority:

Regions

Counterpart Authority

Name:

Role:

Country: ISO Code:

UN/LOCODEs

LOCODE: Country:

Sub-Division: Name:

Lat/Lon: /

Status:

Functions

1	Port
2	Rail terminal
3	Road terminal
4	Airport
5	Postal exchange office

Contact

Phone:

Fax:

Email:

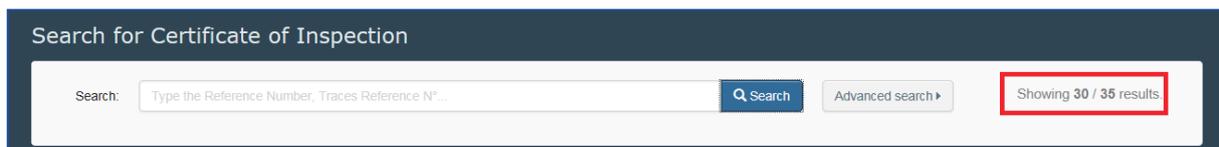
URL:

Authority Domains

➤ Endorsing Authority for Organic Certification (EAOC)

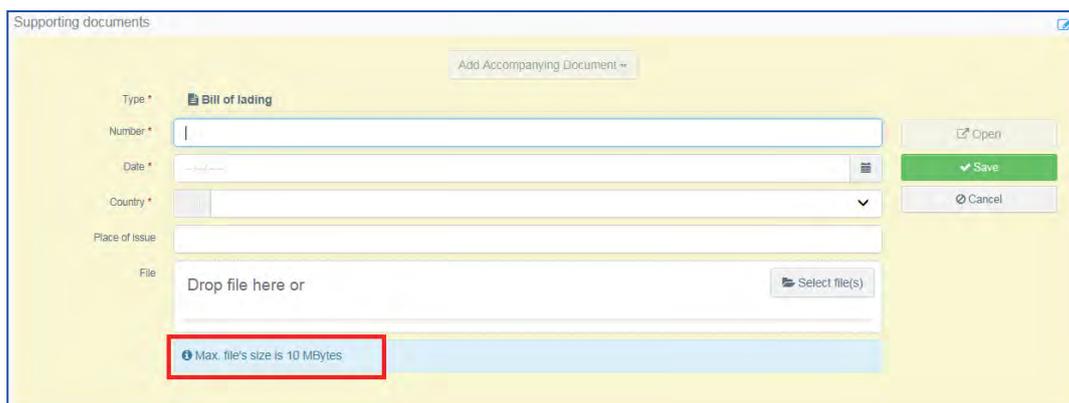
IV. CERTIFICATES IN GENERAL – IMPROVED SEARCH SCREEN FOR CERTIFICATE SEARCHES

When searching for any certificate (COI or other), the total number of found certificates matching the search criteria and the number of currently displayed certificates is shown:



V. CERTIFICATES IN GENERAL – MAXIMUM SIZE OF ATTACHED FILES RESTRICTED

The maximum file size of supporting documents that can be attached to a certificate has been restricted a maximum file size of 10 MB. The restriction is shown, when a document type is chosen in the supporting documents field:



When a document is selected that exceeds the maximum size, an error message is immediately shown, warning the user that the file is larger than the limit and the file will not be uploaded:



VI. CERTIFICATES IN GENERAL – CERTIFICATE SIGNED BY AN AUTHORITY DISPLAYS SIGNING PERSON’S EMAIL ADDRESS

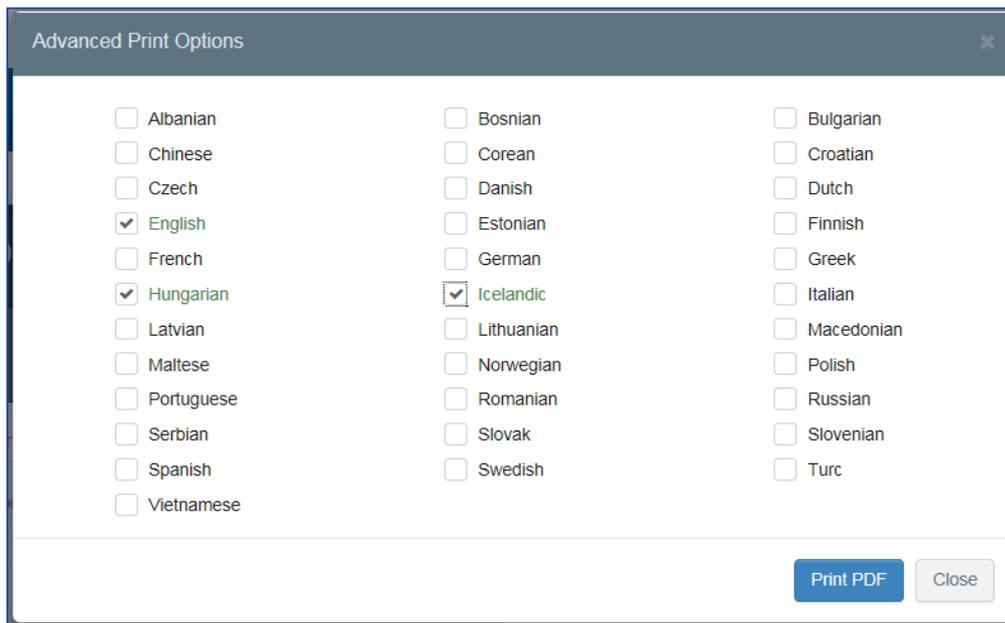
When an authority signs a certificate, the person’s email address is shown in TRACES NT (not in the PDF). This is done to leave a chance to the initial importer to contact the authority person to receive more information about his/her rejected certificate. Below an example of Box 20 from a COI certificate:

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

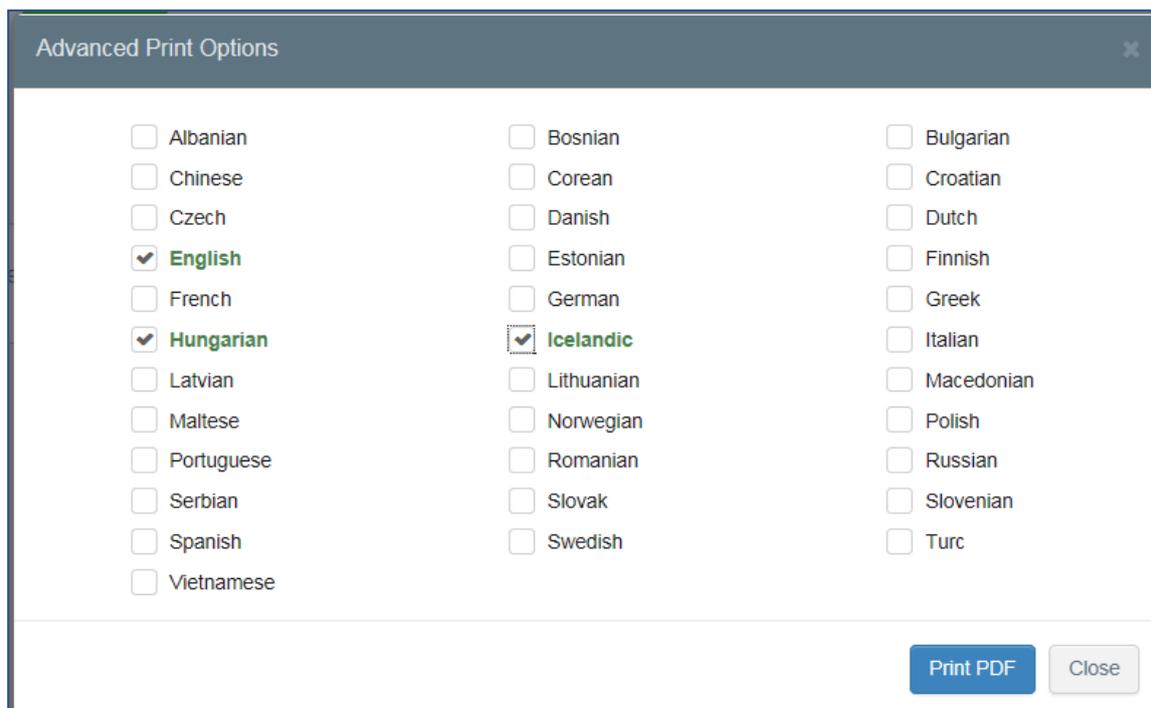
Conclusion		<input type="radio"/> Clearable	<input type="radio"/> Clearable as Conventional	<input checked="" type="radio"/> Not Clearable	Signature
Date of signature	Full name:	Endorsing Authority USER ONE			
Wednesday 25 October 2017 at 11:49:19 +02:00 CEST.	Email:	endorsing-authority-user1@ec-traces.eu			
	Authority:	ANTWERPEN DAE DOUANEKANTOOR			
	Quality:	(Border Control Post)			
	Address:	ELLERMANSTRAAT 21 (NOORDSTERGEBOUW) 2060 Antwerpen			
	Country:	 Belgium	ISO Code	BE	

VII. CERTIFICATES IN GENERAL – BETTER VISIBILITY OF SELECTED LANGUAGES, WHEN PRINTING A CERTIFICATE IN MULTIPLE LANGUAGES

AN improvement was introduced to highlight the selected languages when printing a PDF. Before, they were only highlighted in a different colour:



Now they are also printed in bold:

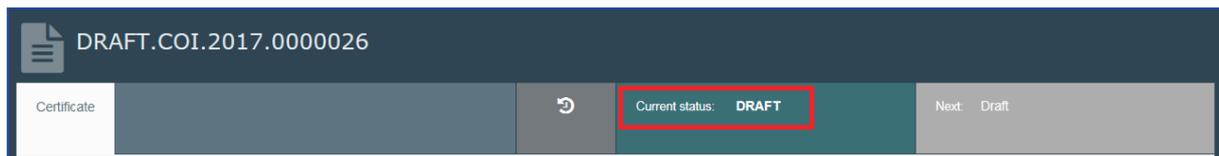


VIII. COI – STATUS OF A NEWLY STARTED CERTIFICATE IS NOW 'UNSAVED' (TNT-4848)

The naming of a new certificate has been changed from 'New' to 'Unsaved':

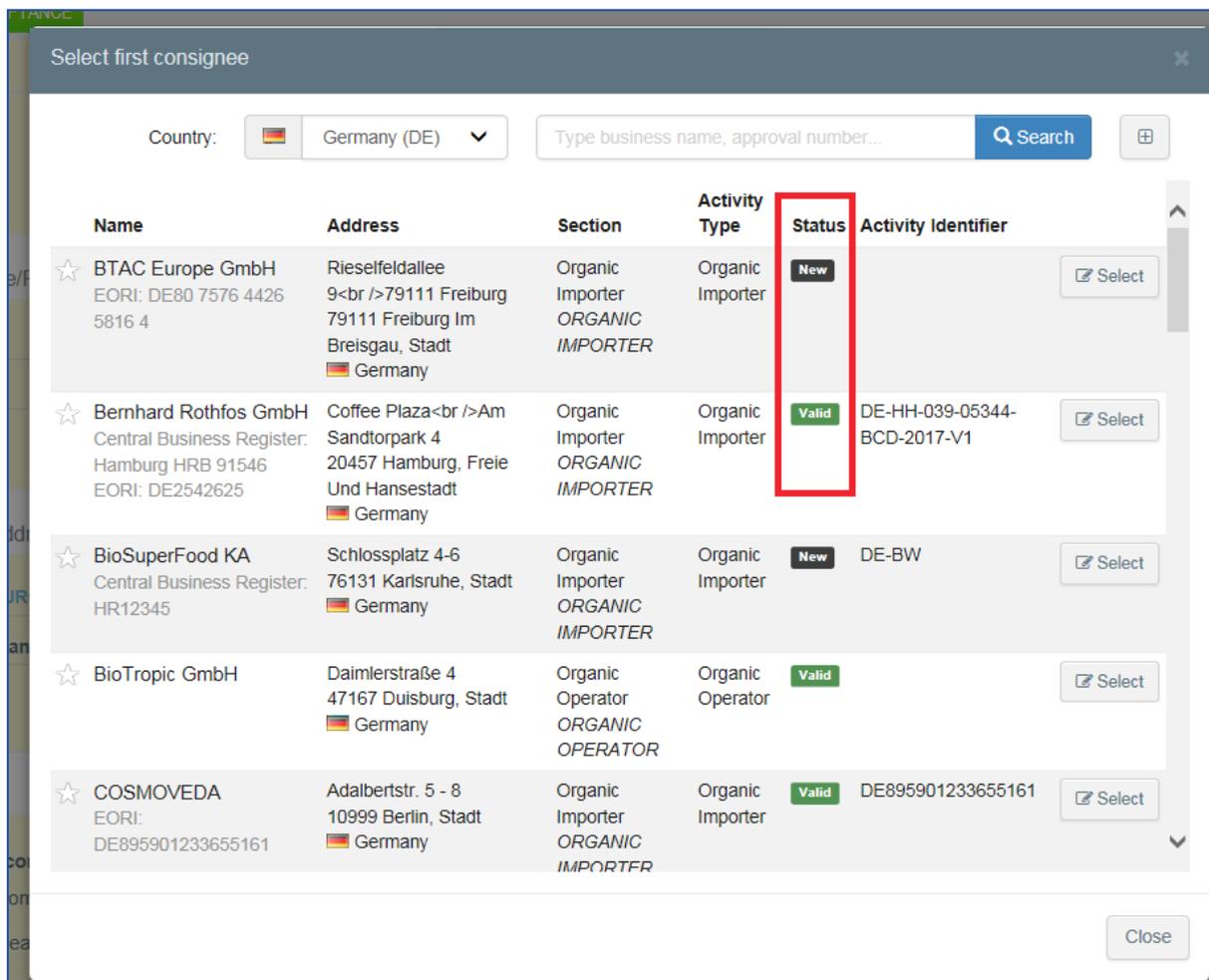


Once the certificate is saved, the status changes to 'Draft':



COI – DISPLAY OF STATUS OF SELECTABLE OPERATORS

When searching an operator in any of the boxes of a COI, the search displays the validity of the operators found:



The validity is also displayed next to the operator's name inside the boxes, when the operator has been selected:



IX. COI – BUG FIX: CB USER DOESN'T NEED TO SELECT A COUNTRY CODE ANYMORE WHEN SAVING A DRAFT COI

CB users with many controlled countries assigned to their profile were experiencing problems when trying to save a COI as a draft, as sometimes their country code wouldn't appear on the screen:

And when selecting another country code instead, the COI couldn't be signed anymore afterwards, since the signature button simply disappeared. In the example below, the Issuing body in box 1 is MX-BIO-149, the draft was saved as MD-BIO-149, as a result, the signature button in Box 18 has disappeared:

The bug has been solved. Now the user does not need to select the country code, when saving the COI as a Draft anymore, therefore the interferences for the check in box 18 have disappeared:

X. COI EXTRACT – BUG FIX: EXTRACT COI CAN NOW BE SIGNED, WHEN PLACE OF ISSUE OF ACCOMPANYING DOCUMENT IS EMPTY

A bug prevented consignees from signing an extract COI, when the place of issue of an accompanying document, which is not a mandatory field, had been left empty.

The bug has been fixed and the consignees can now sign the COI.

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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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](#).