



Release note **Version 3.0** *Installation date: 07/11/2017*

Intended for TRACES-NT users (COI)



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I. Operator management – BCP user can create a new operator as Responsible for the Load (RFL)

Create New	/ Operator			Create
Operator Details		Operator Activities	-	💉 🥜 🕂 Add Activity
Name	RFL by BCP	✓ Responsible for the load F	Responsible For the Load (Freight Forwarder) (RFL)	ew 💼 🔢 🗸
Country	Belgium (BE)	✓ Activity Details		
Administrative region	Region of Brussels Belgium	Section	Responsible For the Load (Freight Forwarder) (RF	FL) 🗸
City	1000 Brussel Q *	Activity	Responsible for the load	*
Address	Street 1	Identifier		
Coordinates	Latitude • / Longitude •	Valid From	//	+02:00 CEST
Phone 💙	★ +32123456 ★ + *	Valid to	//	+02:00 CEST
		Publication date	_/_/	+02:00 CEST
Operator Identifier	s + Add Identifier	Application date		+02:00 CEST

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

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 BCF		🔘 🔻 📥 Save
Operator Details		Operator Activities - X Z + Add Activity
Name	RFL by BCP *	> Responsible for the load Responsible For the Load (Freight Forwarder) (RFL Vand
Country	Belgium (BE)	
Administrative region	Région de Bruxelles-Capitale - Brussels Hoofds	➤ Users
City	1000 Brussels Q *	
Address	Street 1	
Coordinates	Latitude • / Longitude •	
Phone 💙	★ +32123456 ★ + *	
Operator Identifier	rs + 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					
Operator Details			Operator Activities		- 💉 🦨 🕂 Add Activity
Name	RFL by CCA 2	*	✓ Responsible for the load Re	esponsible For the Load (Freight Forwarder)	RFL) New
Country	Belgium (BE)	*	✓ Activity Details		
Administrative region	Region of Brussels Belgium		Section	Responsible For the Load (Freight Forwar	der) (RFL) 🗸
City	1000 Brussel	Q *	Activity	Responsible for the load	× *
Address	Street 1	*	Identifier		
Coordinates	Latitude • / Longitude	0	Valid From		+02:00 CEST
Phone 💙	 +321123 ★ 	+ *	Valid to		+02:00 CEST
			Publication date		+02:00 CEST
Operator Identifier	s 🕂	Add Identifier	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		Operator Activities - 💉 🖍 + Add Activity
Name	RFL by CCA 2	> Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) New 📋 🔢 🗸
Country	Belgium (BE)	
Administrative region	Région de Bruxelles-Capitale - Brussels Hoofds	> Users
City	1000 Brussels Q *	
Address	Street 1	
Coordinates	Latitude • / Longitude •	
Phone 💙	↓ +321123 ★ + *	
Operator Identifier	S + Add Identifier	
	No identifiers.	

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:

Commission T	RACES	xpert System	A E
TRACES NT > Administration >	Authorities > Search		
Certificates 🏛 Organisatio	ns 🐨 🔞 Help 🐨		
Directory Users Search, validate	manage roles	rch Authorities	
Operators Search, modify, operators	egister new Sear	rch: Please provide name, code, Q Search Advanced sea	arch 🔺
Bodies Authorities Manage authorit	Countri es, activities,	ies: Belgium × X Select •	
	Ro	ole: BCP - Border Control Post	

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:

thority Detai	ls	Contact	
Name		Country Belgium (BE) V	
Phone	Q257/534 00	Administrative region	
Email	kant. douane. antwerpen. d@minfin. fed. be		
URL	http://	Address ELLERMANSTRAAT 21 (NOORDSTERGEBOUW)	
		Coordinates Q Latitude • / Longitude •	
uthority Activi	lies	- /	~
	BCP BE0002	Valid	
Activity Det	ail	✓ Regions	
Role	BCP - Border Control Post		
Code <table-cell></table-cell>	BE0002 Status Valid V	LOCODE BEANR Country Belgium	
Superior Authority	0	Sub-Division VAN Name Antwerpen	
		Lat/Lon Q 51.21666667 ° / 4.41666667 Status AI - Adopted by international organisation (IATA or ECLAC)	•
' Counterpar	t Authority	Functions	
Name		1 Port 2 Rail terminal	
Role		3 Road terminal 4 Airrort	
Country	ISO Code	5 Postal exchange office	
Contact			
Phone	+32 21 12 10 01	Authonity Domains Endorsing Authority for Organic Certification	
Fax	+32 21 12 10 01	(EAOC)	
Email	name@domain.com		

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:

Search for Certificate of Inspection					
Search:	Type the Reference Number, Traces Reference N ^a	Q Search	Advanced search ►	Showing 30 / 35 results.	
-				_	

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:

	Add Accompanying Document	
Type *	Bill of lading	
Number *		C [#] Open
Date *		✓ Save
Country *		Ø Cancel
Place of issue		
File	Drop file here or Select file(s)	
	Max. file's size is 10 MBytes	

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:

	Add Accompanying Document *		
Type *	Bill of lading		
Number *			C [®] Open
Date *		=	✓ Save
Country *		~	Ø Cancel
Place of issue			
File	Drop file here or	Select file(s)	
	Max. file's size is 10 MBytes		
or: Document size excee	ds the size limit of 10 MBvtes.		

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:

Conclusion	Clearable	Clearable as Conventional			
Date of signature	Full name:	Endorsing Authority USER ONE			Signature
Wednesday 25	Email:	endorsing-authority-user1@ec-traces.eu			Concignment Verification Signed
at 11:49:19	Authority	ANTWERPEN DAE DOUANEKANTOOR			Consignment ver greation bigned.
+02:00 CEST.	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:

Advanced Print Options		×
Albanian	Bespian	Pulgarian
Chinese	Corean	Croatian
Czech	Danish	Dutch
 English 	Estonian	Finnish
French	German	Greek
 Hungarian 	Icelandic	Italian
Latvian	Lithuanian	Macedonian
Maltese	Norwegian	Polish
Portuguese	Romanian	Russian
Serbian	Slovak	Slovenian
Spanish	Swedish	Turc
Vietnamese		
		Print PDF Close

Now they are also printed in bold:

Advanced Print Options		×
Albanian	Bosnian	Bulgarian
Chinese	Corean	Croatian
Czech	Danish	Dutch
 English 	Estonian	Finnish
French	German	Greek
✓ Hungarian	✓ Icelandic	Italian
Latvian	Lithuanian	Macedonian
Maltese	Norwegian	Polish
Portuguese	Romanian	Russian
Serbian	Slovak	Slovenian
Spanish	Swedish	Turc
Vietnamese		
		Print PDF Close

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':

Cer	Certificate of Inspection for import of products from Organic production into the European Union			
Certificate		୭	Current status: UNSAVED	Next: Fields from 1. to 16. must be completed.
1 Issuing co	ntrol body or authority (name, address and code)	*	2 Procedure	*

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

	AFT.COI.2017.0000026			
Certificate		Э	Current status: DRAFT	Next: 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:

	Sele	ect first consignee					×
		Country:	Germany (DE)	Type business n	ame, approv	val number Q Sea	arch
		Name	Address	Section	Activity Type	Status Activity Identifier	^
F		BTAC Europe GmbH EORI: DE80 7576 4426 5816 4	Rieselfeldallee 9 79111 Freiburg 79111 Freiburg Im Breisgau, Stadt 	Organic Importer ORGANIC IMPORTER	Organic Importer	New	Select
	\$	Bernhard Rothfos GmbH Central Business Register: Hamburg HRB 91546 EORI: DE2542625	Coffee Plaza Am Sandtorpark 4 20457 Hamburg, Freie 	Organic Importer ORGANIC IMPORTER	Organic Importer	Valid DE-HH-039-05344- BCD-2017-V1	C Select
2		BioSuperFood KA Central Business Register: HR12345	Schlossplatz 4-6 76131 Karlsruhe, Stadt Germany	Organic Importer ORGANIC IMPORTER	Organic Importer	New DE-BW	C Select
	${\sim}$	BioTropic GmbH	Daimlerstraße 4 47167 Duisburg, Stadt Germany	Organic Operator ORGANIC OPERATOR	Organic Operator	Valid	C Select
		COSMOVEDA EORI: DE895901233655161	Adalbertstr. 5 - 8 10999 Berlin, Stadt Germany	Organic Importer ORGANIC IMPORTER	Organic Importer	Valid DE895901233655161	Select
a							Close

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

11 Importer	(name, address and EORI number)		*	12 First con	signee in the Union (name and address)		ß
Name 🕐	DOLE EUROPE GMBH	Valid	🕼 Edit 🖌 🛨	Name 🕐	BioSuperFood KA	New	🕼 Edit 🗶 🗸
Country	Germany ISO Code	DE	Q. Advanced	Country	Germany ISO Code	DE	Q Advanced
	***		🛱 Clear		***		Tear
-							_

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:

		HT-BIO-149 Control Union Certifications	
	the	TZ-BIO-149 Control Union Certifications	
			LS-BIO-149 Control Union Certifications
Cartificate	Current status: NEW	Next	NP-BIO-149 Control Union Certifications
Gernicale 3		INCAL.	BJ-BIO-149 Control Union Certifications
			CW-BIO-149 Control Union Certifications
	<u></u>		NA-BIO-149 Control Union Certifications
1 Issuing control body or authority (name, address and code)	2 Procedure		PY-BIO-149 Control Union Certifications
			PS-BIO-149 Control Union Certifications
Name C Edit	Council Regulation No 834/2007	Article	PK-BIO-149 Control Union Certifications
	Council Regulation No 834/2007	Article	SR-BIO-149 Control Union Certifications
			ML-BIO-149 Control Union Certifications
		_	MW-BIO-149 Control Union Certifications
<u>≜</u> 01			KR-ORG-018 Controlunion
			ET-BIO-149 Control Union Certifications
			MZ-BIO-149 Control Union Certifications
			ID-BIO-149 Control Union Certifications
			AL-BIO-149 Control Union Certifications
3 Serial number of the certificate of inspection	4 Exporter (name and address)		MD-BIO-149 Control Union Certifications
			CN-BIO-149 Control Union Certifications
No Reference Number.	Name		BT-BIO-149 Control Union Certifications
Replacement for:	Country	100.0-1	HK-BIO-149 Control Union Certifications
		150 Code	GM-BIO-149 Control Union Certifications
Replaced by:			GH-BIO-149 Control Union Certifications
			SV-BIO-149 Control Union Certifications
			GT-BIO-149 Control Union Certifications
National References			SZ-BIO-149 Control Union Certifications
	Extract certificates		CM-BIO-149 Control Union Certifications
		-	
oot			Save as Draft as *

And when selecting another country code instead, the COI couldn't be signed anymore after wards, 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:

18 Declaration of control authority or control body issuing the	e certificate referred to in box 1		*	
This is to certify that this certificate has been iss the products designated above have been obtained considered equivalent in accordance with the provi	sued on the basis of the checks required under Article in accordance with rules of production and inspecti- isions of Regulation (EC) No 834/2007.	e 13(4) of Regulation (EC) No 1235/2008 and that on of the organic production method which are		
Date of signature Signatory Person		Signature		
Country	NE NE			

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:

DRAFT.COI.2017.0000027		
Certificate	9	Current status: DRAFT Next: Draft
1 Issuing control body or authority (name, address and code)	*	2 Procedure *
Name Control Union Certifications	C# Edit	Council Regulation No 834/2007, Article 33 (2) Council Regulation No 834/2007, Article 33 (3)
Serial number of the certificate of inspection		4 Exporter (name and address)
DRAFT.COI.2017.0000027		Name @ AGROPECUARIA TERRANOVA SA DE CV Valid 🕼 Edit 🖈 •
Replacement for:		Country E-I Mexico ISO.Code Mc Q. Advanced
Replaced by:		•••
lational References	190	Extract certificates
ancel Success: COI DRAFT.COI.2017.0000027 description has been succ	cessfully saved.	A Preview PDF Save as Draft

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.

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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 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 <u>here</u>.