



## CLIENT GUIDELINE

This document explains how to create an access to the system TRACES and to initiate your request for an importation of organic product into EU

You can also use the [USER MANAGEMENT](#) guideline available on the TRACES Website

### SUMMARY

- 1. What is TRACES? Trade Control and Expert system..... 2
- 2. How to create your TRACES access? ..... 2
  - 2.1. To Create an account to ECAS ..... 3
  - 2.2. To Create an account to TRACES ..... 5
  - 2.3. Creation of your Company’s profile ..... 7
- 3. To create a COI ..... 9

## 1. What is TRACES? Trade Control and Expert system

TRACES is a **web application** provided by the European Commission

To import an organic product into the European Union you will have to comply with EU legislation and in particular both organic and general food legislation.

Importers of organic products must register with a control body or control authority.

All consignments of organic products imported from countries outside the EU, excluding the European Economic Area or and Switzerland, must be accompanied by a certificate of inspection.

This certificate is now issued, **with TRACES IT tool**, by:

- The control body of the exporter

Or

- The Importer can start the COI and submit it to the exporter-s CB for validation.

The original certificate of organic inspection must be presented together with the imported organic products to the relevant Member State's authority.

Usually it will be the authority at the point of entry, in any case the point from which you seek release for free circulation in the Union.



Importers and 1<sup>st</sup> Consignees have to be registered on the system TRACES in order to issue the certificate of inspection for the next importation

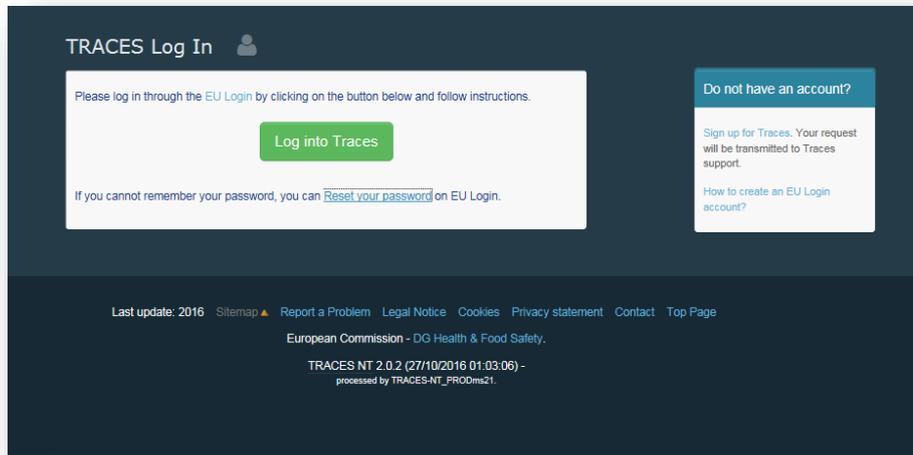
## 2. How to create your TRACES access?

First you need to create an access to the European Commission Authorization System (ECAS). This is a mandatory security layer.

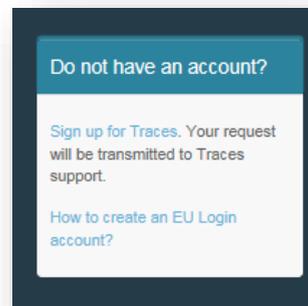
Note: In case you already have an ECAS access, it is not necessary to redo the procedure, you can go directly to the chapter 2.2.

## 2.1.To Create an account to ECAS

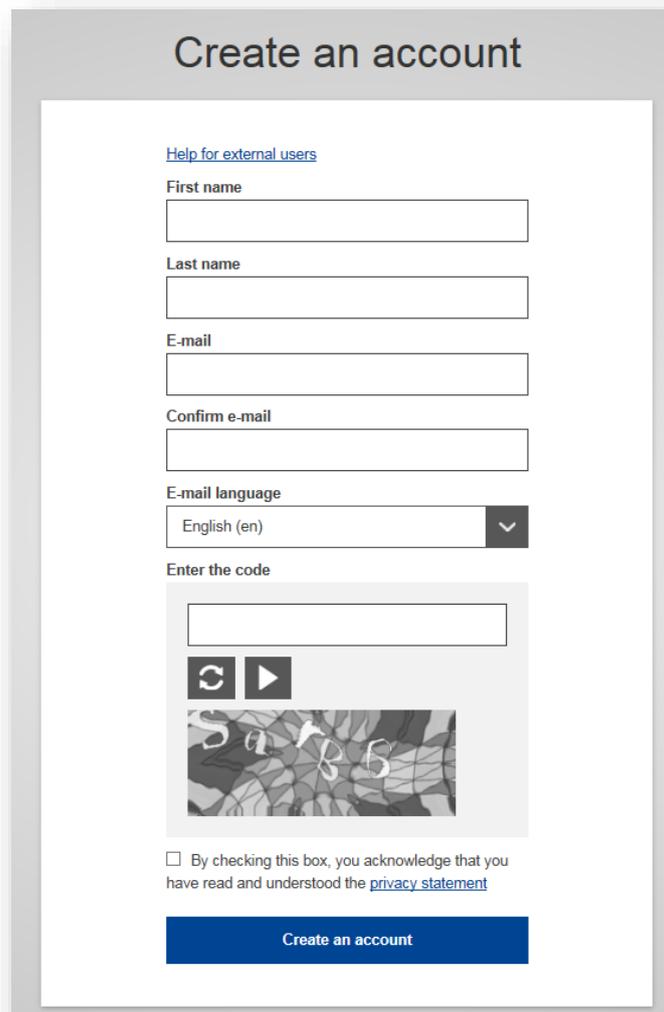
Connect to the following link: <https://webgate.ec.europa.eu/tracesnt/login>



Please click on the link “Sign up for TRACES”



You now access to the EU Login registration screen:



**Create an account**

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

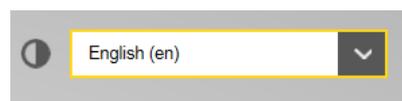
E-mail language  
English (en) ▼

Enter the code  
  
[Refresh] [Next] [CAPTCHA: S4RPS]

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

**Create an account**

On the top right you can choose your language:



English (en) ▼

Complete all form fields: Username, First name, Last name, E-mail (you need to repeat the e-mail address in the next field to confirm the address), E-mail language and Code

For the E-mail Address: You are strongly advised to choose your **individual professional email address**

After completing all the fields, click on the "Create an account" button.

Once you have sent the request, an email will automatically be sent **to you with a link to set your password**. You have **90 min to click on the link** (it will expire when the 90 minutes have passed).

If you do not receive this automatic email, you can find help on this page:

<https://webgate.ec.europa.eu/cas/contact.html>

## 2.2.To Create an account to TRACES

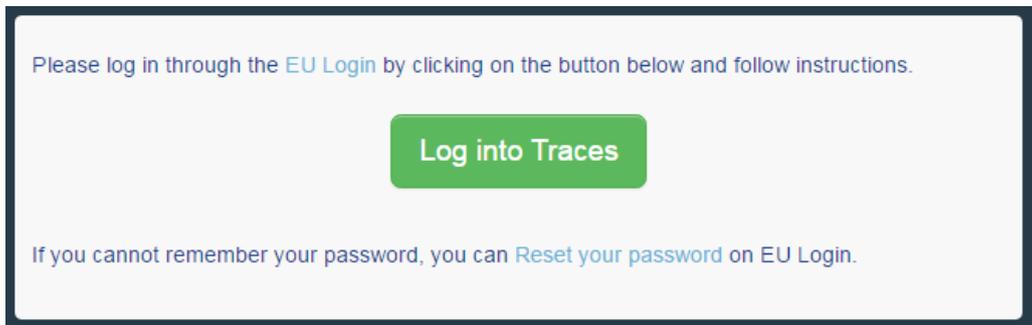
Click on the following link <https://webgate.ec.europa.eu/tracesnt/login>

Enter your email address and ECAS password

Select your language in the drop down list, at the right top of the home page:

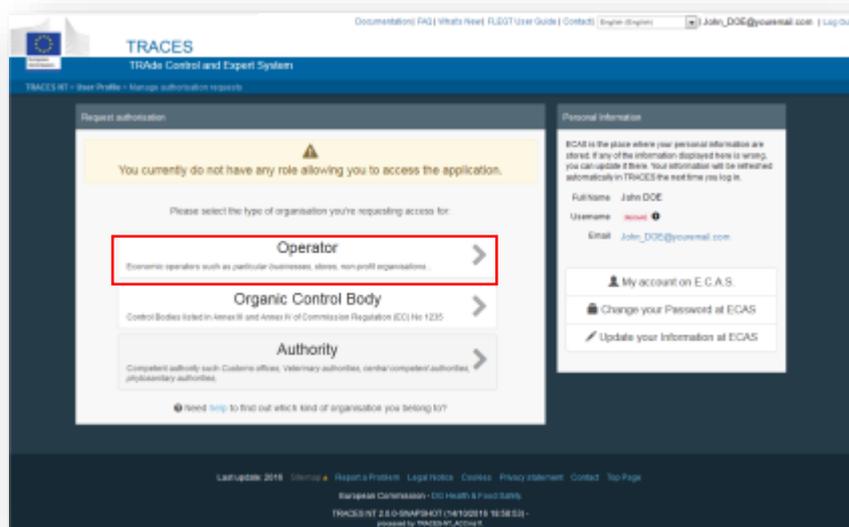


Connect to the website, click on “Log into Traces”



**Note:** You will be redirected to [EU login](#) where you can enter your credentials. Before you enter your username and password, verify that the same domain is selected (EC, External) as the one for which you created an EU login account.

⇒ Select the type of organization you are => “OPERATOR”



Search your company if another member of your company have already created the profile of your company.

Country is a mandatory field.

⇒ If your company doesn't exist, go directly to the [chapter 2.3](#), to create your company profile.

TRACES NT > User Profile > Manage authorisation requests > Select Operators

Country: France (FR)

Section:

Type d'activité:

Search: Type business name, approval number...

Name	Address	Activités	
Start searching with Search button.			

If your company is listed, select your company: tick the case and click on the green button “Request authorization”

TRACES NT > User Profile > Manage authorisation requests > Select Operators

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

+ Create a new operator Request authorisation

Country: France (FR)

Section:

Type d'activité:

Search: Type business name, approval number...

Name	Address	Activités	
ACME Bio Foods FR TRACES Number: TEST-FR-001	Big Street 2 643712 Bordeaux France	Organic Importer (ORG IMP)	<input type="checkbox"/>
ACME Bio Imports FR	Big Street 1 625626 Paris Cedex 01 France	Organic Importer (ORG IMP) Organic Operator (ORG OPERATOR)	<input checked="" type="checkbox"/>
ACME registered horses FR	Big street 1 643712 Bordeaux	Other species location (TPA)	<input type="checkbox"/>

To send your request: click on the blue button “Send authorization request”

⇒ The status of your request is “requested”. A notification by email will be sent to you once your profile is validated by the competent authorities of your country and/or European commission.

## 2.3. Creation of your Company’s profile

Click on the green button “Create a new operator”

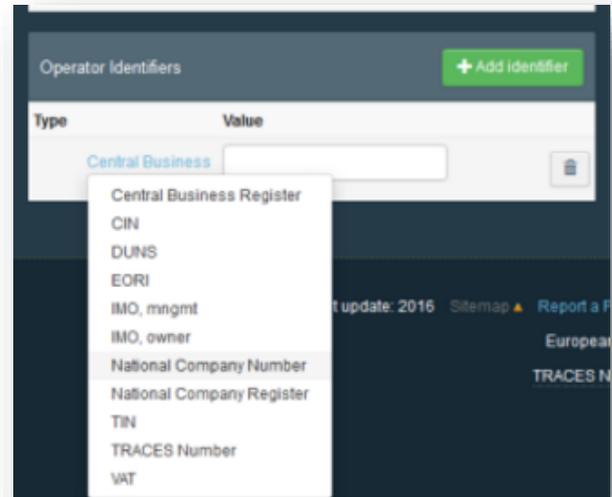
Enter your organization details such as:

- Name
- Country
- City
- Address
- Email: To receive notification when your access is validated

**Note:** Mandatory fields are marked with an asterisk. Make sure you input your information there otherwise you will not be able to save.

Enter your organization's unique identifier and choose its **Type** from the given list.

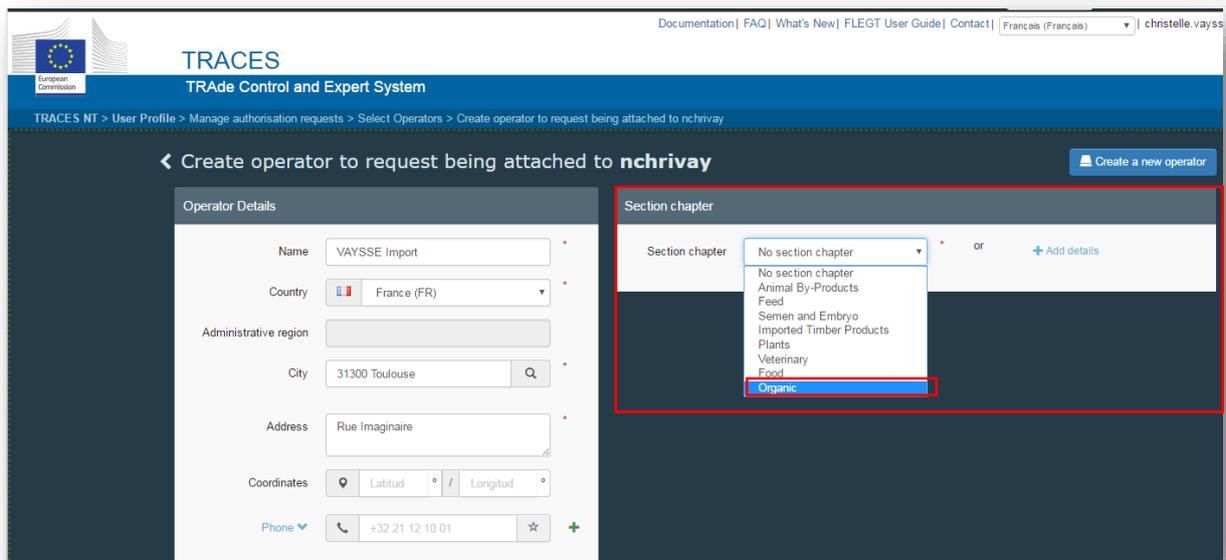
You can add more identifiers.



From the Section chapter field, choose **“ORGANIC”**:

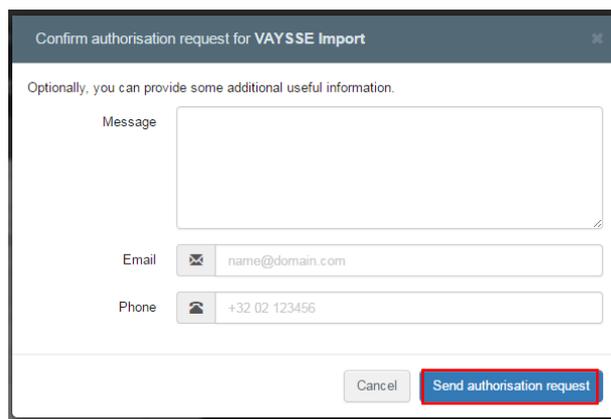
Click on **“+ Add details”** to provide some additional useful information such as your activity => **“Organic Importer”**

Please enter as default **“organic importer”**



Finally click on the blue button “Create a new operator”

To confirm your request, click on the blue button “Send authorization request”



Confirm authorisation request for VAYSSE Import

Optionally, you can provide some additional useful information.

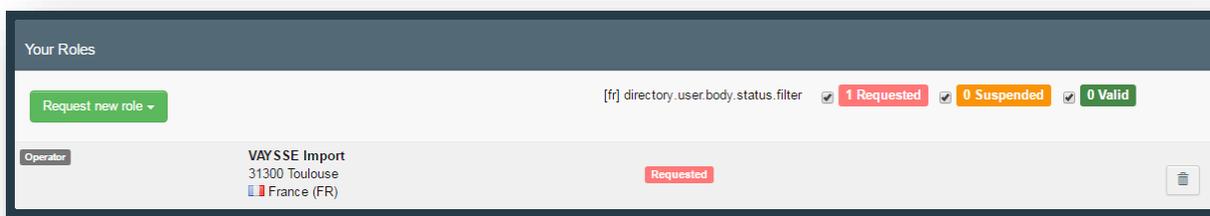
Message

Email name@domain.com

Phone +32 02 123456

Cancel Send authorisation request

⇒ Your profile is now created. The status of your profile/role is “Requested”. A notification will be sent to you by email to confirm the validation of your profile.



Your Roles

Request new role

[fr] directory.user.body.status.filter 1 Requested 0 Suspended 0 Valid

Operator	VAYSSE Import	Requested
	31300 Toulouse France (FR)	

When your profile/role to the system TRACES is approved by the competent authorities of your country and/or European commission, the status is “Valid”.

### 3. To create a COI

You have the possibility to **start** the creation process of a Certificate of Inspection (COI) with the system TRACES.

In this case, connect to the following link and follow steps described on the website: <https://webgate.ec.europa.eu/tracesnt/help/Content/COI/Create%20a%20new%20COI.htm>

Once done, please send draft number of the certificate to your supplier (exporter), who will mention it in his COI request to his Certification Body.