



# IMPORT

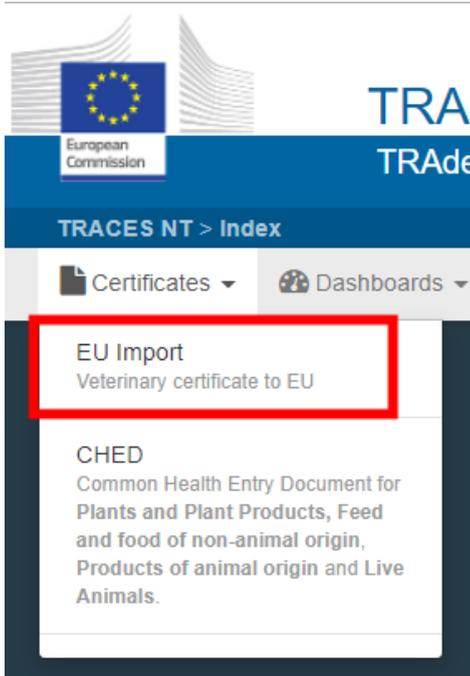
Welcome to **TRACES NT**. This manual contains all essential information for the user to create an IMPORT certificate in **TNT**. It includes brief descriptions of the program functions and capabilities and step-by-step procedures.

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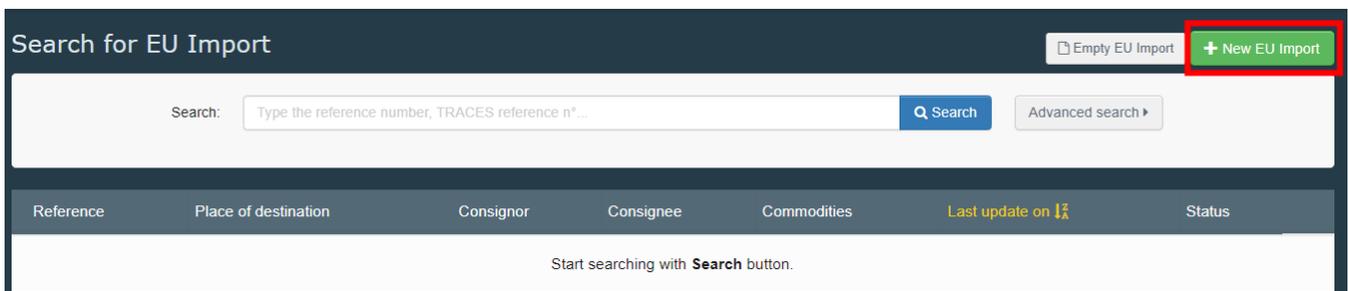
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## PART I – Details of dispatched consignment – As EO/LAU/CCA

On the homepage, click on “**Certificates**” and then on “**EU Import**”.



Click on the green button located on the top-right hand side of the window entitled “**+ New EU IMPORT**”



You have 3 options to select the commodity:

- Select it from the list of CN code (example: 0301)
- Type the name or the CN code of the animal (example: tuna/0301)
- Click on the ‘+’ to filter the commodities by species (example: thunnus alalunga)

Select the commodity code from the list. Click on “**Done**”.

**Note:** Different commodity codes can be selected simultaneously

**Note:** you can still delete, add or modify the commodity details in the document, box I.29

EU Import: Select commodities

tuna 2 Search Unselect all

Species:

- + 01 LIVE ANIMALS
- + 02 MEAT AND EDIBLE MEAT OFFAL
- + 03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
- 0302 Fish, fresh or chilled, excluding fish fillets and other fish meat of heading|0304
  - 1 - 0302 31 Albacore or longfinned tunas (Thunnus alalunga) ☐
  - + (TNT) Fishery products 2074/2005 (2019/628) ☐
  - + 142/2011;1 Processed animal protein, other than those derived from farmed insects, not intended for human consumption, including mixtures and products other than petfood containing such protein, for dispatch to or for transit through the European Union ☐
  - + 0302 32 Yellowfin tunas (Thunnus albacares)
  - + 0302 33 Skipjack or stripe-bellied bonito
  - + 0302 34 Bigeye tunas (Thunnus obesus)
  - + 0302 35 Atlantic and Pacific bluefin tuna (Thunnus thynnus, Thunnus orientalis)
  - + 0302 36 Southern bluefin tunas (Thunnus maccoyii)
  - + 0302 39 tuna others than 030231 030232 030233 030234 030235 030236

0 element(s) selected. Cancel Done

**Tip:** Use the shortcut tool on the right-hand side of the certificate in order to navigate easily between the boxes.

Part I: Details of dispatched consignment | Part II: Certification | Current status: UNSAVED | Next: Part I must be completed.

**Shortcuts**

- Part I: Details of dispatched consignment
  - Traders
  - Places of origin
  - Transport
  - Purpose
  - Commodities
- Part II: Certification

I.1. Consignor \* ✎ ★

Name  Edit ★

Country  ISO Code  Advanced... Clear

I.2. Certificate reference ✎ QR code

I.2.a. TRACES reference No Reference.

I.3. Central competent authority

Name

Code

Country

I.5. Consignee \* ✎ ★

Name  Edit ★

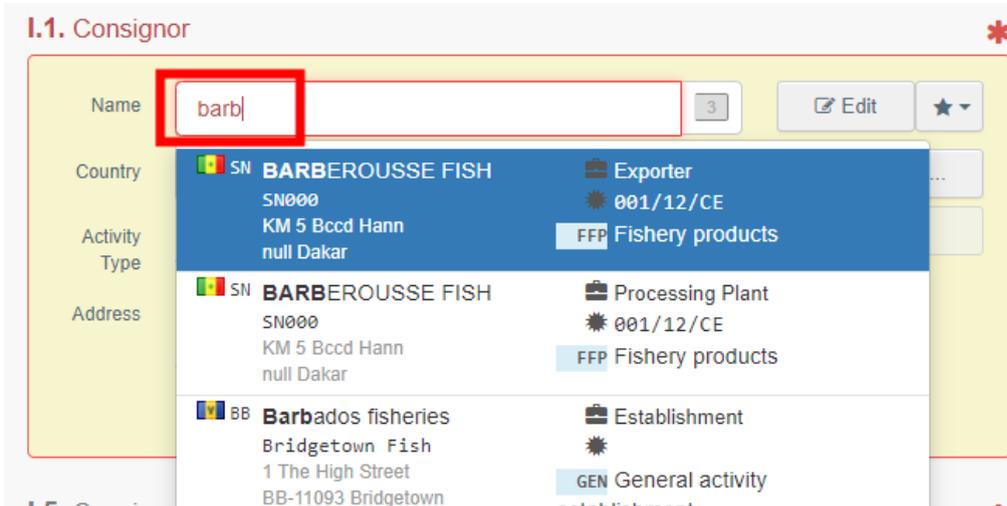
Country  ISO Code  Advanced... Clear

**Note:** All of the boxes marked with a red asterisk \* are mandatory

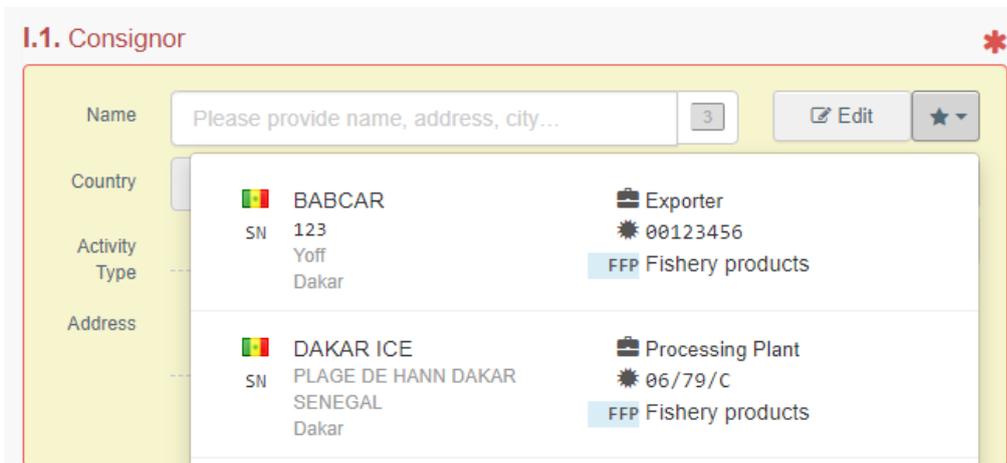
### Box – I.1. Consignor/Exporter

To fill in this box, it is possible to:

- Start typing the name of the consignor and select a company from the drop down list that pops out.



- Select a company from the “**Favorites operators**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as your favourite.



- Run an advanced search by clicking on the “**Advanced...**” button and add some filters by clicking on the small “**+**” button on the right. Once the correct match is selected, the “**Name**”, “**Country**” and “**ISO Code**” of the company are automatically completed.

Select consignor

Country:  Senegal (SN)

Section:  Activity Type:

Activity Identifier:  Address:

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ ABDELHAMID ELHANCHI CIN: AE43527	HASSAN II, 4,5 KM Dakar  Senegal	Fishery products FFP	Cold Stores	Valid	3824	<input type="button" value="Select"/>
★ BABCAR CIN: 123	Yoff Dakar  Senegal	Fishery products FFP	Exporter	Valid	00123456	<input type="button" value="Select"/>
★ BARBEROUSSE FISH TRACES Number: SN000	KM 5 Bccd Hann Dakar  Senegal	Fishery products FFP	Exporter	Valid	001/12/CE	<input type="button" value="Select"/>
★ BARBEROUSSE FISH TRACES Number: SN000	KM 5 Bccd Hann Dakar  Senegal	Fishery products FFP	Processing Plant	Valid	001/12/CE	<input type="button" value="Select"/>
★ BOUSSAID.N.SARL	LOUIS PASTEUR Dakar  Senegal	Fishery products FFP	Processing Plant	Valid	15487	<input type="button" value="Select"/>
★ BTSF RABAT	Rue de la Liberté, 23 Dakhar Ngogne  Senegal	Fishery products FFP	Exporter	Valid	89898989	<input type="button" value="Select"/>
★ Belyasmine imane	AV PATRICE LUMUMBA Daga Bokhi  Senegal	Fishery products FFP	Processing Plant	Valid	214	<input type="button" value="Select"/>

**Note:** If the operator is not present in the system, you can create a new one by clicking on “+ Create a new Operator”. This button will only appear once you did an advanced search in order to avoid as much as possible duplicates in the system.

- It is also possible to click on “Edit” to modify the content of the box or to clear it and select another consignor, clicking on the “Clear” button.

1.1. Consignor \*

Name

Country  Senegal (SN)

Activity Type **Exporter** Activity ID **001/12/CE**

Address **KM 5 Bccd Hann  
Dakar**

**Tip:** You can see the details of the selected operator by clicking on the three dots:

I.5. Consignee

Name Artichauts de Bretagne Valid Edit ★

Country France ISO Code FR Advanced...

... Clear

### Box – I.2. Certificate reference

It is possible to add a local reference number to the IMPORT. This box is optional.

### Box – I.2.a TRACES reference

The IMPORT reference number will be automatically allocated by the system once you save as draft and/or once you submit the IMPORT.

### Box – I.3/I.4. Central/Local competent authority

These boxes will be automatically populated by the system once you fill the box *I.11 Place of loading*.

### Links

This box will be filled only in some cases. For example, if the IMPORT has been replaced, the link to the replaced IMPORT will be indicated in this box.

### Box – I.5. Consignee

To fill in this box, follow one of the procedures described for box I.1.

**Tip:** After completing the boxes I.1 and I.5, you can already **“Save as Draft”** the Part I of the IMPORT and complete it later.

New EU Import

Part I: Details of dispatched consignment | Part II: Certification | Current status: UNSAVED | Next: Part I must be completed.

I.1. Consignor

Name BARBEROUSSE FISH Valid Edit ★

Country Senegal ISO Code SN Advanced...

... Clear

I.2. Certificate reference QR code

QR CODE

I.2.a. TRACES reference

No Reference.

I.5. Consignee

Name FR General Importer Valid Edit ★

Country France ISO Code FR Advanced...

... Clear

I.3. Central competent authority

Name \_\_\_\_\_

Code \_\_\_\_\_

Country \_\_\_\_\_

I.4. Local competent authority

Name \_\_\_\_\_

Code \_\_\_\_\_

Links

Close Save as draft Submit for Certification

### Box – I.6. Responsible for the consignment in EU

If you know the responsible for the consignment in the EU, then indicate it in this box following one of the procedures described for box I.1.

### Box – I.7/I.8 Country/Region of origin

These boxes will be automatically populated once you filled the box I.25 Identification of the commodity > Manufacturing plant.

### Box – I.9. Country of destination

Chose in the drop-down menu the country of destination of the consignment.

The image shows a screenshot of a web application interface. The main focus is on a dropdown menu for 'I.9. Country of destination'. The dropdown is open, showing a list of European countries with their ISO codes: Austria (AT), Belgium (BE), Bulgaria (BG), Croatia (Local Name: Hrvatska) (HR), Cyprus (CY), Czech Republic (CZ), Denmark (DK), Estonia (EE), Finland (FI), France (FR) (highlighted in blue), Germany (DE), Greece (GR), Hungary (HU), Iceland (IS), Ireland (IE), Italy (IT), Latvia (LV), Liechtenstein (LI), Lithuania (LT), and Luxembourg (LU). The dropdown is enclosed in a red rectangular box. To the right of the dropdown is a small box containing 'FR'. Above the dropdown is the label 'I.9. Country of destination' with a red asterisk. To the right of this is another dropdown for 'I.10. Region of destination'. Below these are other form elements: 'I.12. Place of dispatch' with a red asterisk, and 'I.14. Date of dispatch' with a red asterisk. There are also buttons for 'Edit', 'Advanced...', and 'Clear'.

### Box – I.10. Region of destination

This box only needs to be filled when the legislation applies.

### Box – I.11. Place of dispatch

Indicate here the holding/establishment from which the animals or the products come from. To fill in this box, follow one of the procedures described for box I.1.

### Box – I.12. Place of destination

Indicate the place where the animals or products are sent for final unloading. To fill in this box, follow one of the procedures described for box I.1.

### Box – I.13. Place of loading

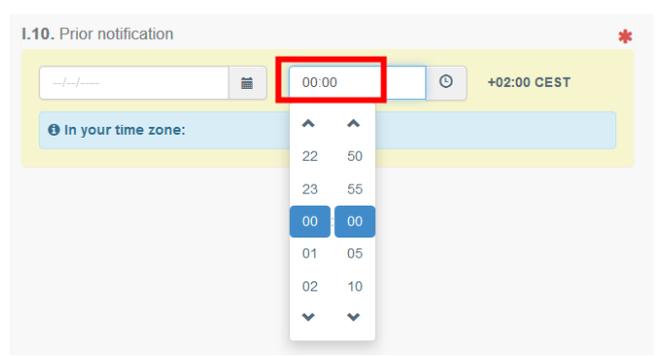
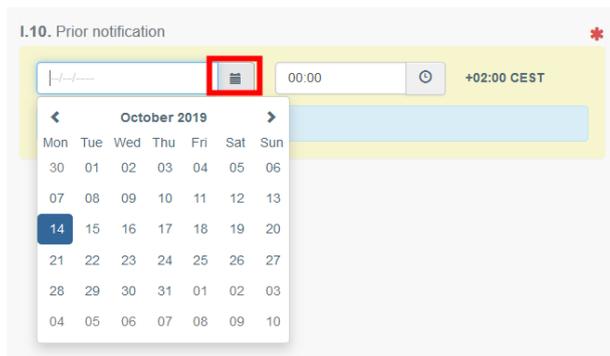
Indicate the place where the animals are loaded or the final place where the products are to be loaded in the means of transport for the journey to the EU.

To fill in this optional box, follow one of the procedures described for box I.1.

### Box - I.14 Departure date time

In this box, indicate the date when the means of transport departs (for products) or the date and time at which the animals are scheduled to leave in their means of transport (for animal).

Click on the small calendar icon to choose the date and click on the box to select the exact time (in hours and minutes).



**Tip:** By clicking the small clock icon, you will set the time to the current date and time.

### Date of arrival

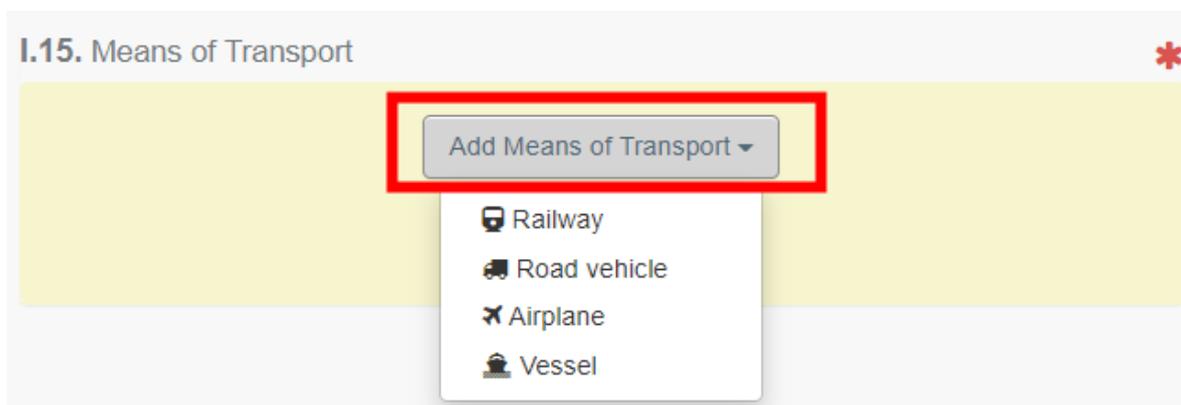
Indicate the estimated date and time of arrival. This box is optional.

### Transportation duration

This box will be automatically filled once the boxes *I.14 departure date time* and *date of arrival* have been filled.

### Box – I.15. Means of transport

Click on “**Add means of transport**” to select the means of transport by which the consignment arrives at the BCP. You have the choice between “**Rail**”, “**Road vehicle**”, “**Airplane**” or “**Ship**”.



Complete the requested fields. If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.

I.15. Means of Transport

Add Means of Transport

1. ✈ Airplane

Flight number: AAA

International transport document: AAA (dropdown menu open with options AAA, AAA, AAA)

+ Create, Clear, Remove, Advanced...

If it does not exist yet, complete the fields and click on the green button “+ Create”.

I.15. Means of Transport

Add Means of Transport

1. ✈ Airplane

Flight number: IMPORT test

International transport document: (empty)

+ Create (highlighted), Clear, Remove, Advanced...

**Note:** You can add several means of transport and order them by dragging the items with the double sense arrows on the left.

I.15. Means of Transport

Add Means of Transport

1. ✈ Airplane

Flight number: IMPORT test

International transport document: (empty)

2. 🚢 Vessel

Ship's name: (empty)

Flag state: No country selection

IMO number: (empty)

International transport document: (empty)

Double arrows on the left of the first and second entries.

+ Create, Clear, Remove, Advanced... (for each entry)

## Box – I.16. Entry BIP in the EU

In order to add an entry BIP, click on **“Select EU entry BIP”**

**I.16. Entry BIP in EU** ✖

Name 🔍 Select EU entry BIP

Role / Code

Country

🗑️ Clear

Type the name of the entry BIP and click on **“search”** or proceed to an advanced search.

Select authority at EU entry ✖

Search: Please provide name, address, city... 🔍 Search Advanced search ▾

Country No country selection 🌐

Role ▾ Code

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

Close

Click on **“Select”**

Select authority at EU entry ✖

Search: roissy 🔍 Search Advanced search ▾

Country No country selection 🌐

Role ▾ Code

Name 📄	Address	Role	Code	UN/LOCODE	Competence
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex 🇫🇷 France	BCP	FRCDG4-A		<span>Feed and Food of Non-Animal Origin</span> <span>Fishing</span> <span>Food</span> <span>Organic</span> <span>Veterinary</span> <span>CHED-A</span> <span>CHED-D</span> <span>CHED-P</span> <span>COI</span> <span>COI Extract</span> <span>EU IMPORT</span> <span>AJL</span> <span>Select</span>
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex 🇫🇷 France	BCP	FRCDG4-A2		<span>Fishing</span> <span>Food</span> <span>Veterinary</span> <span>CHED-A</span> <span>CHED-P</span> <span>EU IMPORT</span> <span>AJL</span> <span>Select</span>
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex 🇫🇷 France	BCP	FRCDG4-OCG		<span>Feed and Food of Non-Animal Origin</span> <span>Fishing</span> <span>Food</span> <span>Veterinary</span> <span>CHED-A</span> <span>CHED-D</span> <span>CHED-P</span> <span>EU IMPORT</span> <span>AJL</span> <span>Select</span>

### Box – I.17. Accompanying documents

The purpose of this box is to provide any other relevant documents.

Click on the button “**Add Accompanying Document**” or “**Add Certificate Reference**”:

➔ *Add Accompanying Document*

Choose the type of document from the corresponding drop-down list and enter all relevant information, such as “**Number**”, “**Date**” and “**Country**”.

If you wish to upload a file, then click on the “**Select file(s)**” button. Don’t forget to click on “**✓ Apply**”.

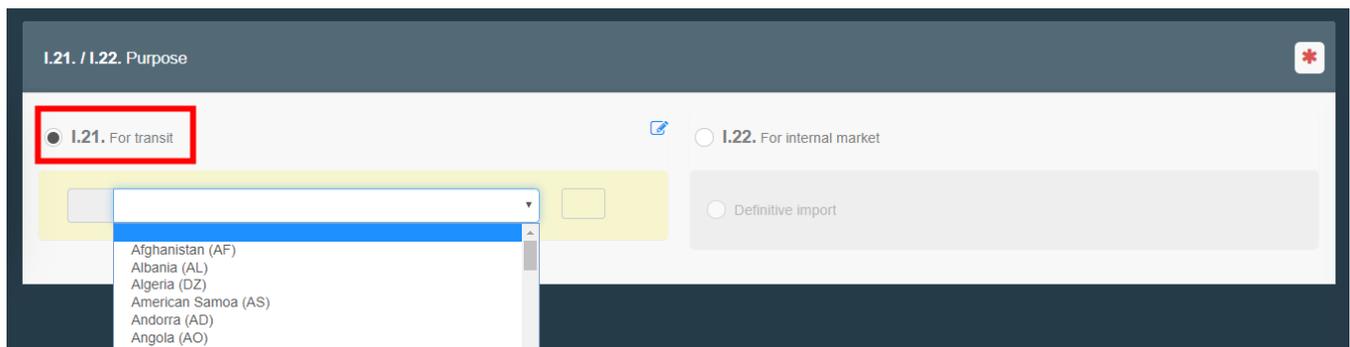
➔ *Add Certificate Reference*

The certificate reference is the reference of a certificate that is issued in TRACES. Fill in the number of the certificate.

**Note:** It is possible to add several accompanying documents and to order them by dragging and dropping the items with the double sense arrows on the left. Only the first document will be shown in the PDF version of the IMPORT.

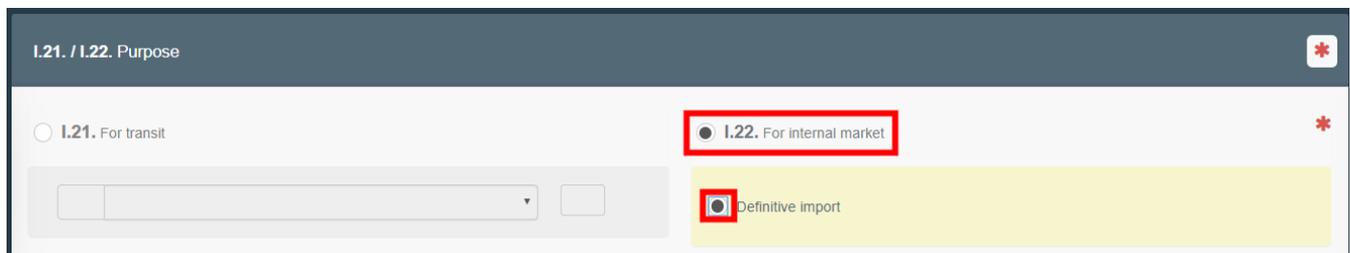


Chose the destination 3<sup>rd</sup> country in the drop-down list.



### Box – I.22 “For internal market”

When consignment is intended to be placed on the European Union market. Tick the “definitive import” box.



### Box – I.25. Identification of the commodity

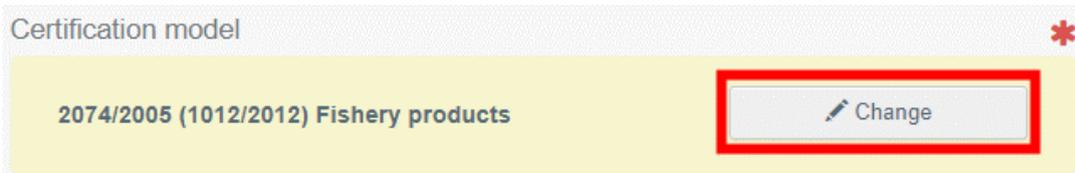
The purpose of this box is to complete the mandatory sections depending of the commodity.

**Note:** The information of the “Country of origin” is mandatory and will be automatically copied in Box I.7

- ➔ “+ **Add new commodity**” or “**Modify commodities**” will allow you to add a CN code or change the CN code selected.

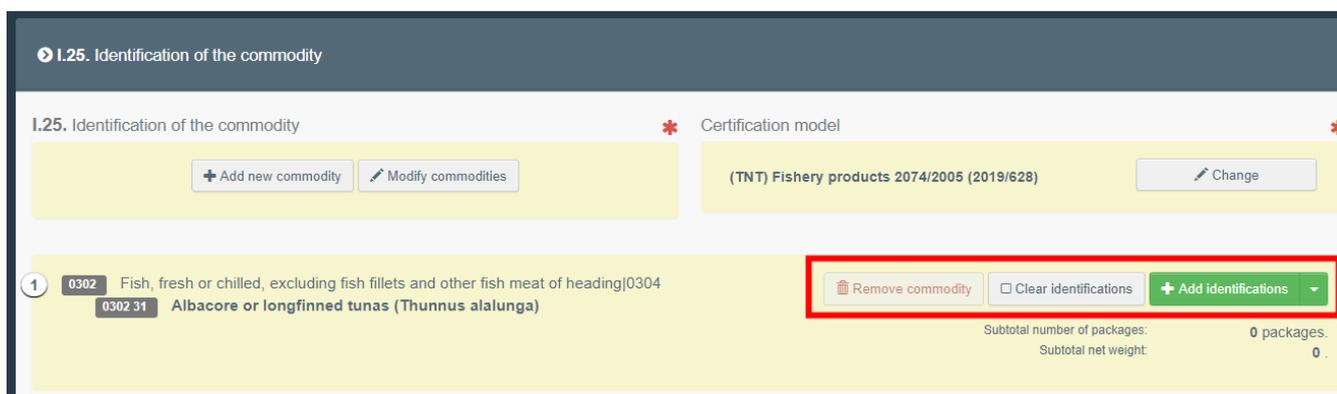


- ➔ The box “**certification model**” is automatically filled depending on the model you selected when choosing the CN code at the beginning of your IMPORT. You can modify the model by clicking on “**Change**”.



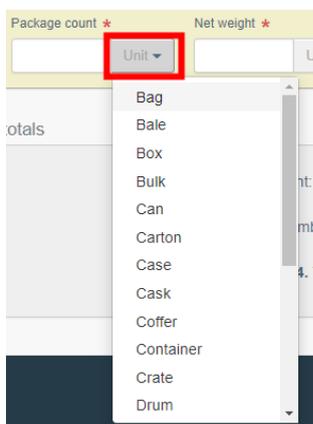
- ➔ **“Remove”** will delete the selected commodity from the document.
- ➔ **“Clear identifications”** or **“+ Add identifications”** will affect the lines of commodities included in the document. You can also delete, modify or add rows by clicking on the small icons on the right side of the box.

**Tip:** you can add 5, 10, 50 or 100 rows at once by clicking on the arrow.



### In the part **“Commodity”**

- ➔ Type the **species** and/or select it in the ones proposed in the drop-down menu.
- ➔ Select one of the option in the **“nature of commodity”** box
- ➔ To fill in the box **“Manufacturing plant”**, click on “Select” and follow one of the procedures described for box I.1. If the manufacturing plant is kept in your favorites, click on the little star button.
- ➔ Fill the box **“Package count”** and **“Net weight”**. Do not forget to chose the unit by clicking on the grey **“unit”** button to chose the correct package/unit :



- ➔ Select one of the option in the **“Product type”** box.

Default weight unit:  Default package type:

#1	Commodity *	Species *	Nature of commodity *	Manufacturing plant *	Package count *	Net weight *	Product type *
	0302 31	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Q Select"/> <input type="button" value="★"/>	<input type="text"/> <input type="button" value="Unit"/>	<input type="text"/> <input type="button" value="Unit"/>	<input type="text"/>

**In the part “Quantity totals”**

- ➔ Fill the box I.24. **total gross weight** and chose the correct unit by clicking on the unit button. The boxes I.23 Total number of packages and I.24 Total net weight will be automatically filled according to the rows of the commodity.

**Quantity totals**

I.24. Total gross weight:	<input type="text"/>	<input type="button" value="Unit"/>
I.23. Total number of packages:	150 packages.	
I.24. Total net weight:	12000 Kg.	

**Box – Identification of applicant**

The box will be automatically filled when you click on “**Submit for Certification**” on the bottom-right of the window.

Identification of applicant

Full name

Body description

Declaration date/time

All fields with a \* are required.

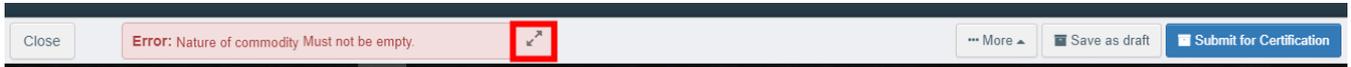
Close

Once the document is submitted, the status will change to “**NEW**”. The authority has access to the IMPORT to complete Part II and take the decision.

**Note:** the 3C operator can still modify PART I when the IMPORT certificate is still at the submission stage (Status “**NEW**”). Once the operator has done the modifications, do not forget to click on “**Submit for Certification**” once again in order to save the changes.

## Error message

If you filled in any of the boxes incorrectly, or missed a box, an “**Error**” message will appear. Click on the “**expand**” sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.

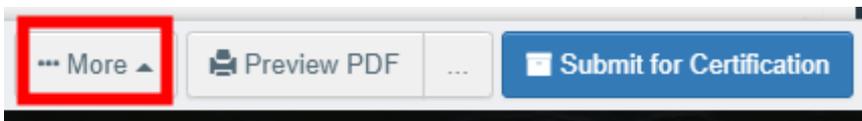


Do not forget to submit for Decision again once you have corrected the boxes.

## Other options

At the bottom of the page, you will have the following options:

- ➔ By clicking on the “**More**” button you can:



- “**Delete**”: allows you to delete the IMPORT.
  - “**Copy as new**”: create a new IMPORT in which most boxes are copied from the original document. The original IMPORT is not altered in any way if you decide to perform this action.
- ➔ By clicking on the button “**Preview PDF**”, it will open the document as PDF.
  - ➔ By clicking on “**Advanced Print Options**”, it will open to open the language selection and print the PDF in several languages at the same time.



## PART II – Certification – As LAU/CCA

As LAU/CCA, you can access the IMPORT and modify every information from Part I.



Part I: Details of dispatched consignment | **Part II: Certification** | Current status: **NEW** | Next: Part II must be signed.

(TNT) Fishery products 2074/2005 (2019/628)

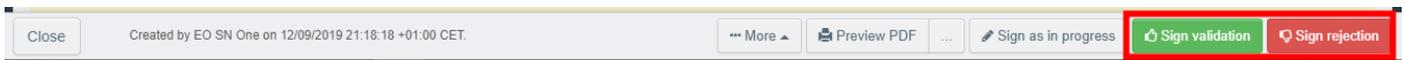
II.1. (1) Public health attestation  
I, the undersigned, declare that I am aware of the relevant provisions of Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety (OJ L 31, 1.2.2002, p. 1), Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs (OJ L 139, 30.4.2004, p. 1) and Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin (OJ L 139, 30.4.2004, p. 55) ) and Regulation (EU) 2017/625 of the European Parliament and of the Council of 15 March 2017 on official controls and other official activities performed to ensure the application of food and feed law, rules on animal health and welfare, plant health and plant protection products, amending Regulations (EC) No 999/2001, (EC) No 396/2005, (EC) No 1069/2009, (EC) No 1107/2009, (EU) No 1151/2012, (EU) No 652/2014, (EU) 2016/429 and (EU) 2016/2031 of the European Parliament and of the Council, Council Regulations (EC) No 1/2005 and (EC) No 1099/2009 and Council Directives 98/58/EC, 1999/74/EC, 2007/43/EC, 2008/119/EC and 2008/120/EC and repealing Regulations (EC) No 854/2004 and (EC) No 882/2004 of the European Parliament and of the Council, Council Directives 89/608/EEC, 89/662/EEC, 90/425/EEC, 91/496/EEC, 96/23/EC, 96/93/EC and 97/78/EC and Council Decision 92/438/EEC (Official Controls Regulation) (OJ L 95, 7.4.2017, p. 1) and certify that the fishery products described above were produced in accordance with those requirements, in particular that they:

**Tip:** If you do not want the operator to modify the IMPORT anymore, you can **“Sign as in progress”**. From that point onwards, the EO can no longer modify the data from Part. I.



Close | Created by EO SN One on 12/09/2019 21:18:18 +01:00 CET. | More | Preview PDF | **Sign as in progress** | Sign validation | Sign rejection

Tick the correct boxes and sign the document.



Close | Created by EO SN One on 12/09/2019 21:18:18 +01:00 CET. | More | Preview PDF | Sign as in progress | Sign validation | Sign rejection

If all the boxes have been ticked correctly, the current status will be VALIDATED or REJECTED.

### Other options

➔ By clicking on **“More”** at the bottom of the page you can:

- **Cancel** the document
- **Replace:** create a replacement of the IMPORT in case some information need to be changed after the decision has been taken. The first IMPORT will then have the status *“Replaced”* and the new IMPORT will have the status *“Valid”*. Both will be linked and this link will appear on the printed document as well.
- **Copy as new:** this will create a new IMPORT that will be pre-filled with the information of the current document. In that case, the two IMPORT are not linked.

➔ By clicking on **“Preview PDF”** you can:

- **Preview the PDF** certificate
- In the **“Advanced Print Options”** you can choose the languages in which you want the document to be printed. You can choose more than one language.