

## TRACES NT – EU-EXPORT

User's manual for economic operators, v.1.0

October 2021

This manual contains all essential information as regards the use of the **EXPORT module** of **TRACES NT** for the issuance of EXPORT health certificates.

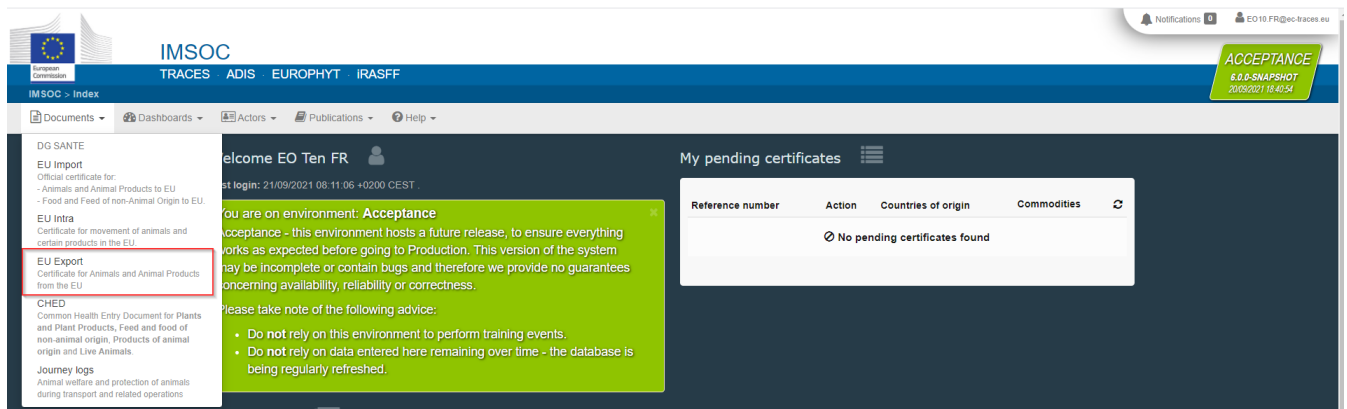
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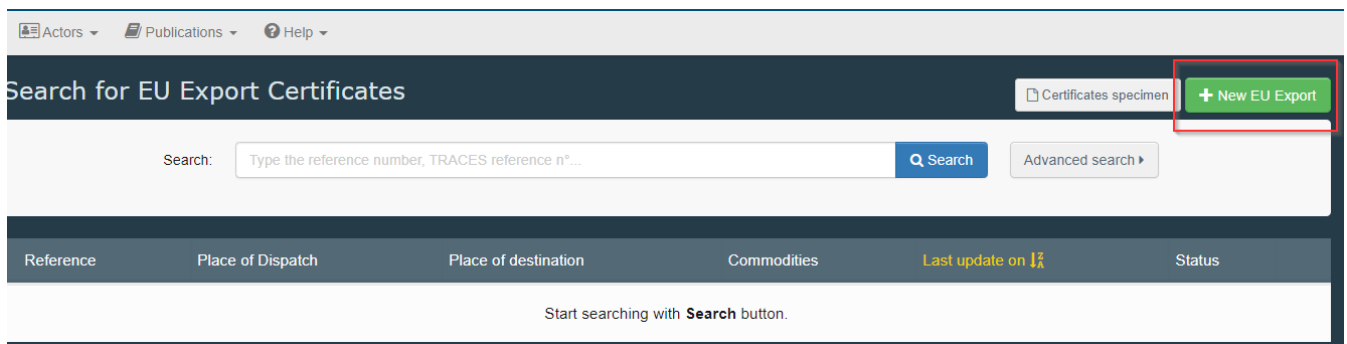
# PART I – Description of Consignment – to be filled-in by the EO (economic operator)

## Select the commodity/certificate model

On the homepage, click on **“Documents”** and then on **“EU EXPORT”**:



Click on the green button **“+ New EU Export certificate”**:



Select the certificate model from the list using one of the following options:

- Expand the CN code and select it from the list of models
- Type the name or the CN code or the title of the model
- Filter by species

Click on **“Done”**.

**Note:** you can still delete, add or modify the commodity details in the certificate, box I.28

[0 en] eu.export.edit.select.commodities.modal.title

Please provide nomenclature code, section, species..

Species:

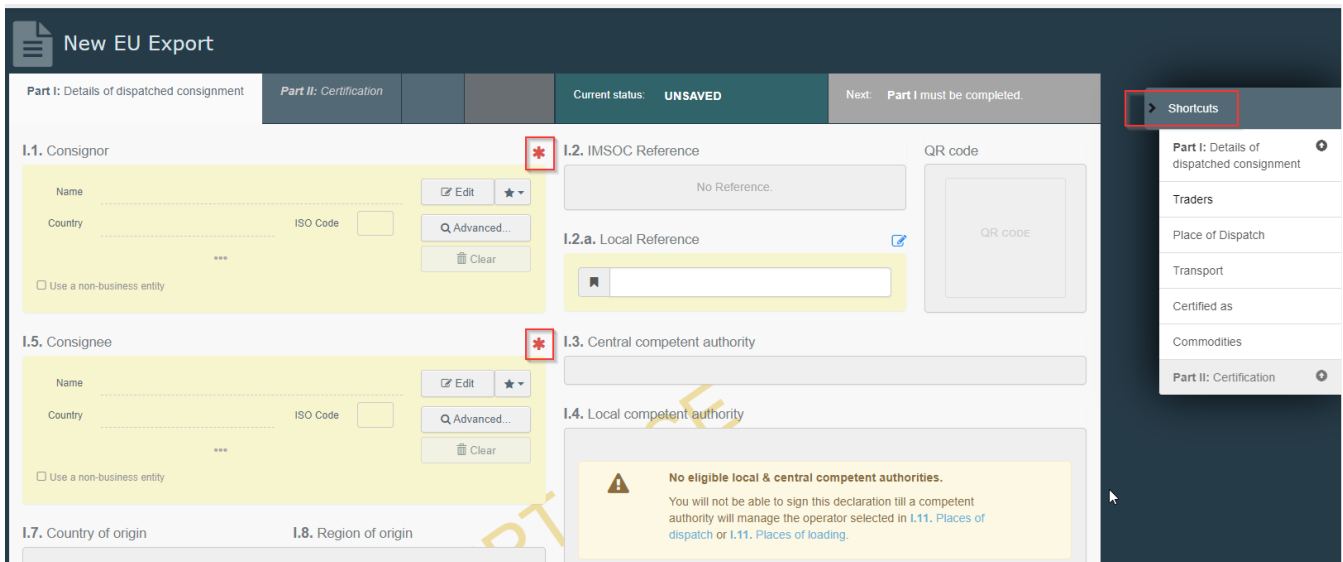
- **01** LIVE ANIMALS
  - **0101** Live horses, asses, mules and hinnies
    - +  (CA) Equidae : EU horses exported for Permanent Stay in Canada
    - +  (CA) Equidae : EU horses exported for Temporary Stay in Canada
    - +  (CA) Registered Horse : Canadian horses returning to Canada after a less than 90 days stay in the EU
    - +  (CL) Equidae (definitive import)
    - +  (CL) Registered horses (temporary admission)
    - +  (EEU) Veterinary certificate for horses/equidae for breeding, utility and sport (with the exception of sport horses imported temporarily for participation in competitions and circus horses/equidae imported temporarily) exported from the EU to the Customs Union
    - +  (GB) Model OTH: Other Rabies Susceptible Species GBHC175E
    - +  (GB) Re-entry after temporary export of registered or unregistered equine GBHC167E
    - +  (GB) Temporary or permanent admission of a registered equine from the EU GBHC168E
    - +  (GB) Temporary or permanent admission of an unregistered equine from the EU GBHC169E
    - +  (NZ) Equidae

1 element(s) selected.

## Complete Part I

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

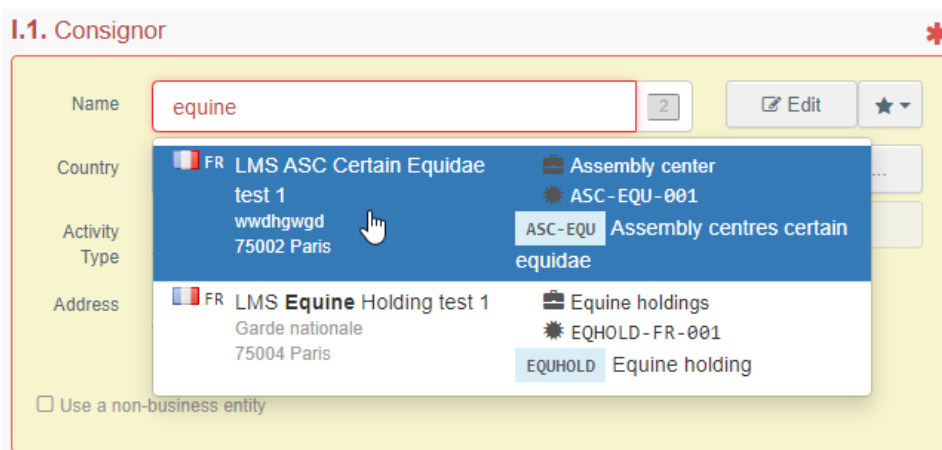
**Note:** All boxes marked with a red asterisk \* are mandatory



### Box – I.1. Consignor

Fill in this box using one of the following options:

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



- Select an operator from the “**Favorite 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 a favourite.

**I.1. Consignor** \*

Name: Please provide name, address, city... 1 Edit ★

Country	FR	Etablissement de collecte du 63 rue de l'église 63500 Issoire	Assembly center ASC Assembly Centres
Address	DE	MacDOhc50 Co Banat Street 85 39307 Tuheim	Bovine holding DE 15 358 0630 001 BOVBOLD Bovine Holdings
I.5. Consignee	FR	Sarl BV	Assembly center

- Run an advanced search by clicking on the “**Advanced...**” button and add some filters by clicking on the small “+” button on the right.

**Note:** If the operator you are looking for is not already registered 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.

Please note this does not apply for certain approved or registered operators which are to be created/managed by their respective authorities.

[ø en] eu.intra.edit.consignor.selection.modal.title

Country: France (FR)

Section:  Activity Type:

Activity Identifier:  Address:

Name	Address	Section	Activity Type	Status	Activity Identifier
☆ COOPERATIVEeK96 Ltd	Turbinestraat 88 75001 Paris France	Bovine Holdings BOVHOLD	Bovine holding	New	<input type="button" value="Select"/>
☆ CharlesVL26 Ltd	Banat Street 17 24240 Sigoulès France	Other species locations OTHERHOLD	Other species location	New	<input type="button" value="Select"/>
★ Etablissement de collecte du 63	rue de l'église 63500 Issoire France	Assembly Centres ASC	Assembly center	Valid	<input type="button" value="Select"/>
☆ LIBOEs37 Ltd	Avenue Pierre Saul 81 82200 Moissac France	Other species locations OTHERHOLD	Other species location	New	<input type="button" value="Select"/>
☆ LIBOiv77 WW	Banat Street 79 30000 Nîmes France	Other species locations OTHERHOLD	Other species location	New	<input type="button" value="Select"/>
☆ LIBOZI3 Ltd	Turbinestraat 67 26800 Portes-lès- Valence France	Other species locations OTHERHOLD	Other species location	New	<input type="button" value="Select"/>

- 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.

I.1. Consignor \*

Name

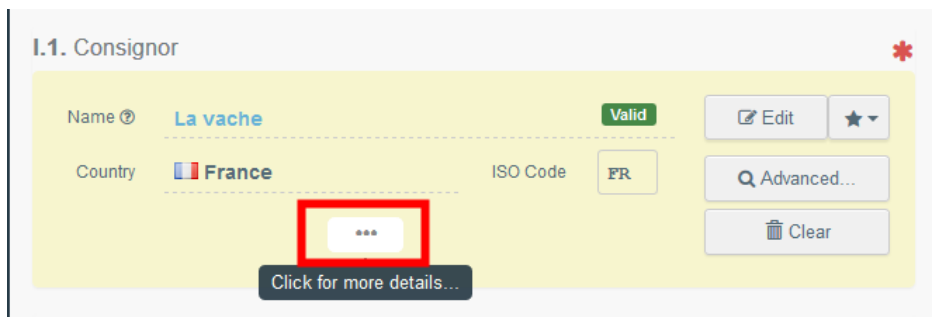
Country France (FR)  FR

Activity Type **Bovine holding** Activity ID **FR-BOV-0001100**

Address **Fermette**  
**29300 Quimperlé**

...

Once the correct operator is selected, the “Name”, “Country” and “ISO Code” of the company are automatically completed. You can see the details of the selected operator by clicking on the three dots:



### Box – I.2. IMSOC reference

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

### Box – I.2.a Local reference

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

### 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 dispatch*.

### Links

This box will be filled only in some cases. For example, if the EU EXPORT has been replaced, the link to the replacing certificate 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 EU Export and complete it later.



**DRAFT.EXPORT.EU.2021.0000009**

Part I: Details of dispatched consignment | Part II: Certification | Current status: **DRAFT** | Next: Complete the missing information to then submit this Export for validation.

**I.1. Consignor** \*  
 Name: LMS Place of departure FR (Valid) | Edit | Star  
 Country: France | ISO Code: FR | Advanced... | Clear  
 Use a non-business entity

**I.2. IMSOC Reference** (highlighted)  
 DRAFT.EXPORT.EU.2021.0000009

**I.2.a. Local Reference**

QR code

**I.5. Consignee** \*  
 Name: test stéphane again 29-09-2021 (New) | Edit | Star  
 Country: Canada | ISO Code: CA | Advanced... | Clear  
 Use a non-business entity

**I.4. Local competent authority / I.3. Central competent authority**

I.4. Local competent authority	I.3. Central competent authority
Paris LAU FR07500 France	Direction générale de l'alimentation CCA FR00000 France
Ile-de-France RCA FR00012 France	Direction générale de l'alimentation CCA FR00000 France
Direction générale de l'alimentation CCA FR00000 France	Direction générale de l'alimentation CCA FR00000 France

**I.7. Country of origin** | **I.8. Region of origin**  
 France (FR)

Close | Success: [en] eu.export.edit.draft.consignment.successfu... | More | Save as draft (highlighted) | Submit for Certification

## AVO-Appointed Veterinary Office

The operator or the Authority issuing the EXPORT part I can select the Appointed Veterinary Officer who, where applicable, will be in charge of certifying the EXPORT certificate.

Select the operator following one of the procedures described for box I.1.

**Appointed Veterinary Office**

Name: \_\_\_\_\_ | Edit

Country: \_\_\_\_\_ | ISO Code:  | Advanced... (highlighted)

... | Clear

Appointed Veterinary Office selection

Search:

Name	Address	Identifier
Start searching with <b>Search</b> button.		

Select Veterinary Office

Search:

Name	Address	Identifier	
Test VO	Rue 4 59034 Lille France		<input type="button" value="Select"/>
AVO Paris-FR	rue 75001 Paris France		<input type="button" value="Select"/>

Appointed Veterinary Office

Name	<b>AVO Paris-FR</b>	<input type="button" value="Edit"/>
Country	<b>France</b>	ISO Code <input type="text" value="FR"/>
...		<input type="button" value="Advanced..."/>
		<input type="button" value="Clear"/>

**Box – I.7 Country of origin**

The country of origin will be selected automatically based on the country of the place of dispatch in box I.11

### Box – I.8 Region of origin

This box needs to be filled-in, where appropriate, depending on the requirements of the selected model official certificate.

### Box – I.9. Country of destination

The country of destination is mandatory. Only the country corresponding to the selected certificate model can be selected.

### Box – I.10. Region of destination

This box needs to be filled-in, where appropriate, depending on the requirements of the selected model official certificate.

### Box – I.11. Place of dispatch

Indicate the holding/establishment from which the animals or 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 being delivered for final unloading. This box is prefilled with the information of the Box I.5 Consignee.

To modify the information of this box, follow one of the procedures described for box I.1.

### Box – I.13. Place of loading

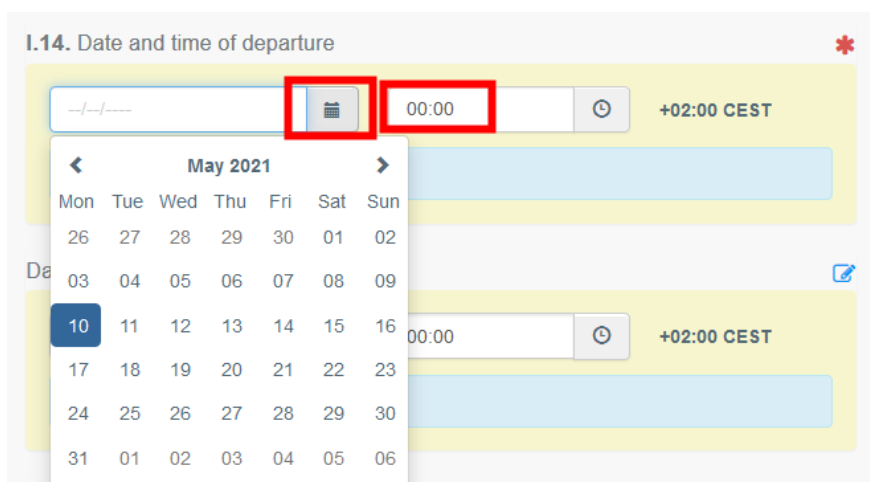
Indicate the place where the animals are loaded or the final place where the products are to be loaded in the means of transport.

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

### Box - I.14 Date and time of departure

Indicate the date and, when required, time, when animals or products are scheduled to leave the place of loading.

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

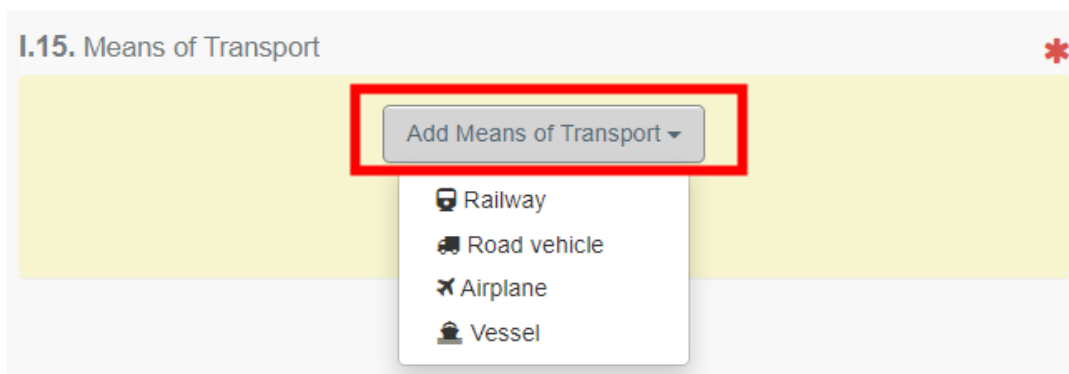
Indicate the estimated date and time of arrival. This box is optional.

### Transportation duration

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

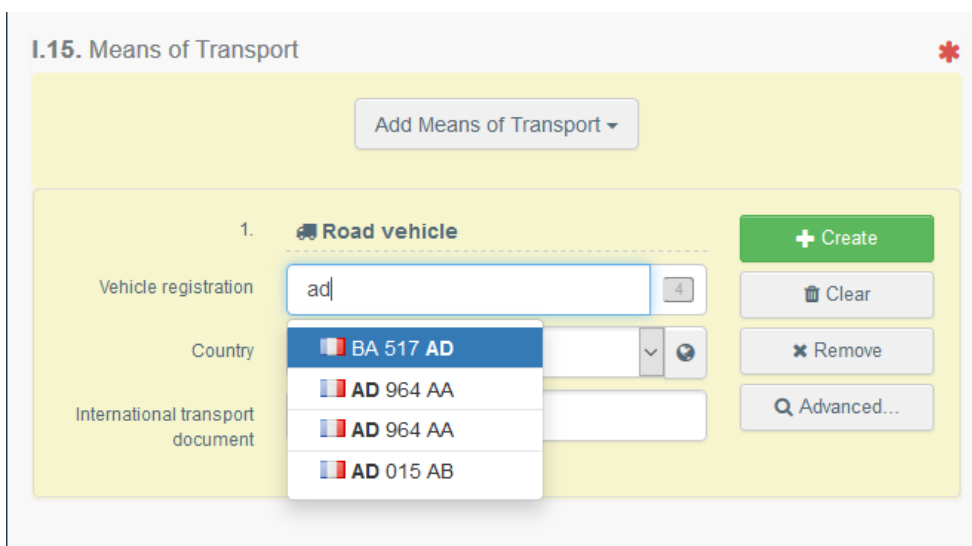
### Box – I.15. Means of transport

Click on “**Add means of transport**” to select the means of transport by which the animals or products are leaving the country of dispatch. You have the choice between “**Railway**”, “**Road vehicle**”, “**Airplane**” or “**Vessel**”.



Complete the requested fields:

- If the means of transport is already registered in the system, it will appear in the drop-down list while typing its details.



- If it is not registered in the system, complete the relevant fields and click on the green button “+ Create”.

I.15. Means of Transport

Add Means of Transport ▾

1. 🚗 Road vehicle

Vehicle registration: ABC 123

Country: France (FR)

International transport document: [Empty]

+ Create

Clear

Remove

Advanced...

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. 🚗 Road vehicle

Vehicle registration: ABC 123

Country: France (FR)

International transport document: [Empty]

+ Create

Clear

Remove

Advanced...

2. 🚢 Vessel

Ship's name: EVER ABLE V

Flag state: France (FR)

IMO number: [Empty]

Voyage number: [Empty]

International transport document: [Empty]

+ Create

Clear

Remove

Advanced...

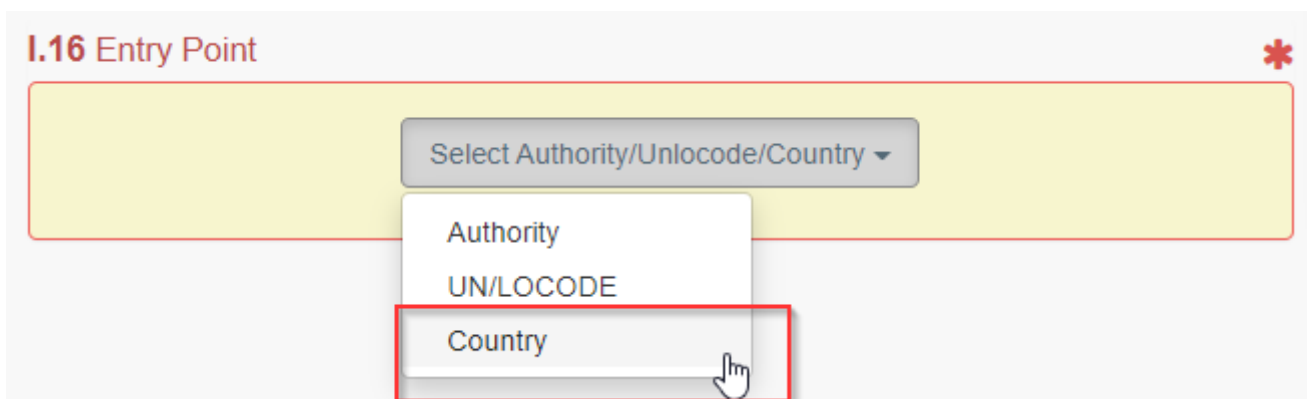
*You can order the list by drag and drop the items.*

I.15. Means of transport		
Mode	International transport document	Identification
Airplane		123-1234 1234
Road vehicle		12365   France

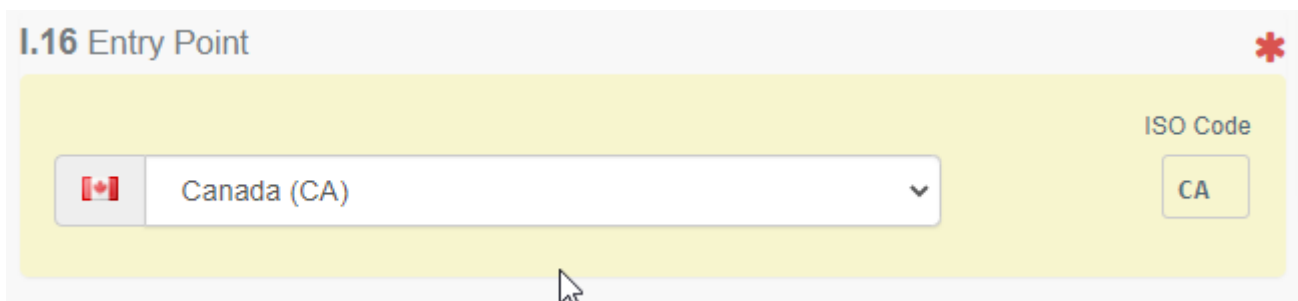
### Box – I.16. Entry point

You have the possibility to indicate either:

- The country:

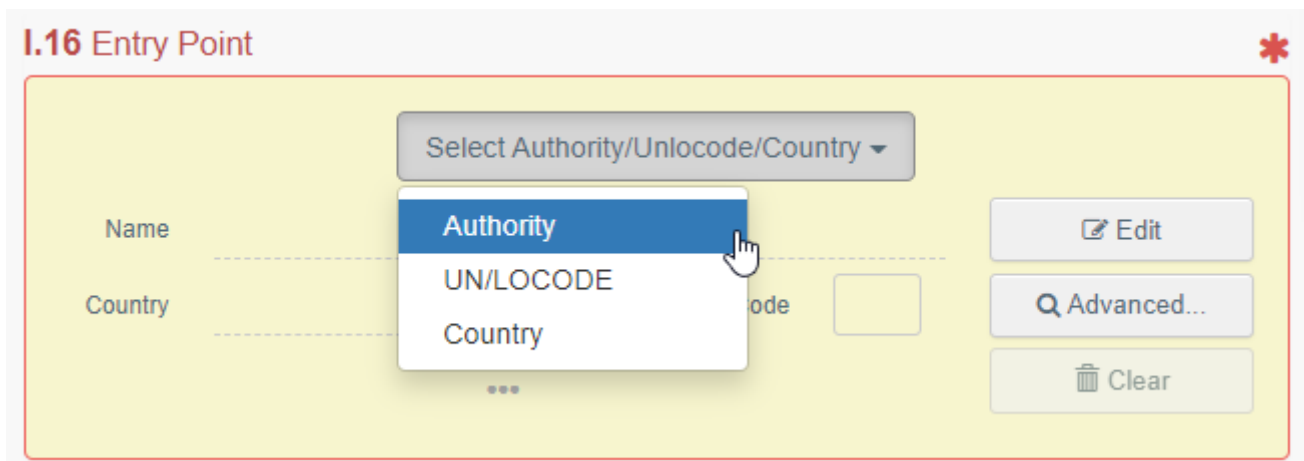


The screenshot shows the 'I.16 Entry Point' form with a dropdown menu titled 'Select Authority/Unlocode/Country'. The menu is open, showing three options: 'Authority', 'UN/LOCODE', and 'Country'. The 'Country' option is highlighted with a red box and a mouse cursor pointing to it.



The screenshot shows the 'I.16 Entry Point' form with 'Canada (CA)' selected in the dropdown menu. To the right, the 'ISO Code' field contains 'CA'.

- The Authority entity where the animals/goods will enter the country of destination, e.g. Border Control Post,



The screenshot shows the 'I.16 Entry Point' form with a dropdown menu titled 'Select Authority/Unlocode/Country'. The menu is open, showing three options: 'Authority', 'UN/LOCODE', and 'Country'. The 'Authority' option is highlighted with a blue bar and a mouse cursor pointing to it. To the right of the dropdown, there is an 'Edit' button, an 'Advanced...' search button, and a 'Clear' button. Below the dropdown, there are labels for 'Name' and 'Country' with dashed lines leading to input fields.

Click on “Edit” and type the name or the Code of the Authority:

## I.16 Entry Point

Select Authority/Unlocode/Country ▾

Name  1

Country

CA **Vancouver Airport**  
 BCP CAYVR4

**Animal By-Products**

**Feed and Food of Non-Animal Origin** **Food**

**Semen and Embryo** **Veterinary** **CHED-A** r-

**CHED-D** r- **CHED-P** r- **EU EXPORT** r-

**EU IMPORT** rw

4831 Miller road, Floor 2, Room 201 V5X 1W2  
 Richmond

1.17. Accompl...

Or use the Advanced search to search the ad-hoc Authority:

[ø en] eu.export.entry.point.authority.selection.modal.title

Search:

Country  ▾

Role

Name ↓	Address	Role	Code	UN/LOCODE	Competence
The Canadian Food Inspection Agency / Agence Canadienne d'Inspection des Aliments	59 Promenade Camelot K2P 2K1 Ottawa Canada	CCA	CA00001		<b>Animal By-Products</b> <b>Feed and Food of Non-Animal Origin</b> <b>Food</b> <b>Semen and Embryo</b> <b>Veterinary</b> <b>CHED-A</b> r- <b>CHED-D</b> r- <b>CHED-P</b> r- <b>EU EXPORT</b> r- <b>EU IMPORT</b> rw
<b>Vancouver Airport</b>	4831 Miller road, Floor 2, Room 201 V5X 1W2 Richmond Canada	BCP	CAYVR4		<b>Animal By-Products</b> <b>Feed and Food of Non-Animal Origin</b> <b>Food</b> <b>Semen and Embryo</b> <b>Veterinary</b> <b>CHED-A</b> r- <b>CHED-D</b> r- <b>CHED-P</b> r- <b>EU EXPORT</b> r- <b>EU IMPORT</b> rw

### I.16 Entry Point

Name **Vancouver Airport** Edit

Country **Canada** ISO Code **CA** Advanced...

BCP **CAYVR4** Clear

Address **4831 Miller road, Floor 2, Room 201  
V5X 1W2 Richmond**

UN/LOCODE

- The UN/LOCODE:

I.16 Entry Point

Select Authority/Unlocode/Country

LOCODE

Name

Authority

**UN/LOCODE**

Country

Select

Clear

Click on "UN/LOCODE" and then on "Select"/"Advanced search":

[ø en] eu.export.entry.point.unlocode.selection.modal.title

Search: Vancouver Search Advanced search

Country **Canada (CA)**

Function 4-Airport Status

Country	Locode	Description	Subdiv.	Lat/Lon	Status	Functions
Start searching with <b>Search</b> button.						

Close



Search:

Country: Canada (CA)

Function:   Status:

Country	Locode	Description	Subdiv.	Lat/Lon	Status	Functions	
Canada	CACXH	Vancouver Harbour Water Apt/Vancouver	BC	49.283 / -123.100	RL	- - - - 4 - - - -	<input type="button" value="Assign"/>
Canada	CAVAC	North Vancouver	BC	49.317 / -123.067	RL	- - 2 3 4 - - - -	<input type="button" value="Assign"/>
Canada	CAVAN	Vancouver	BC	/	AS	- 1 - - 4 5 - - -	<input type="button" value="Assign"/>
Canada	CAYVR	Vancouver Apt	BC	/	AI	- - - - 4 5 - - -	<input type="button" value="Assign"/>

**I.16 Entry Point**

LOCODE: **CAYVR** Country: **Canada**

Name: **Vancouver Apt**

**Box –Transporter**

Indicate the name of the person or the operator in charge of the transport. To fill in this box, follow one of the procedures described for box I.1. You can indicate multiple Transporter operators.

**Box – I.17. Accompanying documents**

This box enables the uploading of relevant documents.

- **“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”**.

I.17. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type \* Health certificate

[Corresponds to:](#)

Number \*

Date \*    +01:00 CET

Country \*

Place of issue

File

- **“Add Certificate Reference”**:. You may link an INTRA trade certificate to the EXPORT certificate. Only INTRA certificates issued prior to the EXPORT certificate can be selected:

I.17. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

No Accompanying

[\[en\] \(CERTIFICATE\\_LINK\\_TYPE\\_REVERSED\) MANUAL\\_MARK\\_AS\\_CLONE\\_OF](#)

Part I: Details of dispatched consignment

Traders

### I.17. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **Intra Trade** ✔ Apply

[\[en\] \(CERTIFICATE\\_LINK\\_TYPE\\_REVERSED\) M](#) Remove CL

Number \*  Q Advanced...

*ⓘ If you cannot find your certificate reference in the search input below, you can still attach the your scanned paper or file as an accompanying document.*

#### Select Certificate Reference

Search IntraTrade :  Q Search

Reference <sup>⚡</sup>	Created on	Place of issue
<a href="#">INTRA.EU.FR.2021.0000025</a>	14/07/2021 +02:00 CEST	Select
<a href="#">INTRA.EU.FR.2021.0000027</a>	15/07/2021 +02:00 CEST	Select

This certificate will be available as a hyperlink in the EXPORT certificate.

## I.17. Accompanying documents

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **IntraTrade** Edit

[\[en\] \(CERTIFICATE\\_LINK\\_TYPE\\_REVERS](#) Remove K\_A

Number **INTRA.EU.FR.2021.0000025**

Date **14/07/2021 +02:00 CEST**

Country

Place of issue



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.

I.17. Accompanying documents ✎

Add Accompanying Document ▾ Add Certificate Reference ▾

Type **Air Waybill** ✎ Edit

**Attachment:** 🗑 Remove

**↑** Number **123456**

Date

Country **France**

Place of issue

Filename **No file attached**

---

Type **Commercial invoice** ✎ Edit

**Attachment:** 🗑 Remove

**↑** Number **123456**

Date

Country **France**

Place of issue

Filename **No file attached**

I.17. Accompanying documents

Document number **12344**

Date of issue

Country **France (FR)**

Place of issue

Document number **5678**

Date of issue

Country **France (FR)**

Place of issue

Box – I.18. Transport conditions


Tick one of the available options. The options may vary according to the selected CN code/Certificate Model.

**I.18. Transport conditions** \*


Chilled  
 Ambient  
 Frozen

**Box – EU Exit Point**

Indicate the EU exit Point by using one of the procedures described for box I.1.

**EU Exit Point** 

Name **Liège Airport**

Country  **Belgium** ISO Code

...

**Box – I.19. Container No/ Seal No**

Where applicable, indicate the container number and seal number.

**Box – I.20. Certified as or for**

Select the correct option for the intended use of the consignment. The options displayed depend on the selected Certificate model.

**I.20. Certified as** \*

Dispatch centre     
  Slaughter     
  Travelling circus/animal act     
  Quarantine or similar establishment  
 Event or activity near borders     
 Exhibition

**Box – I.21. For transit through a third country**

In case of transit through a third country, select the third country from the drop-down menu, then select the Exit point and the Entry point in the EU. You may select more than one country.

**I.21. For transit through a third country** ✎

Add Country

**EU Exit Authority**

Name	<input type="text"/>	<input type="button" value="Q Advanced..."/>
BCP code	<input type="text"/>	<input type="button" value="Clear"/>

**EU Entry Authority**


Name	<input type="text"/>	<input type="button" value="Q Advanced..."/>
BCP code	<input type="text"/>	<input type="button" value="Clear"/>

**Box – I.22. For transit through Member State(s)**

In case of transit through Member State(s), select the relevant Member State(s) from the drop-down list. You may select more than one Member States. The central authorities of the indicated Members States will be able to access the EU EXPORT certificate.

**I.22. For transit through Member State(s)** ✎

Add Member State

 **Belgium** ISO Code

### Box – I.28. Description of consignment

Fill-in the requested information for each box by typing or selecting an option from the drop-down menu. Don't forget to define the quantity and weight unit.

I.28. Description of consignment \* Certification model \*

+ Add new commodity Modify commodities

(CA) Equidae : EU horses exported for Permanent Stay in Canada Change

1 01 LIVE ANIMALS  
0101 Live horses, asses, mules and hinnies Remove commodity Clear identifications + Add identifications

Subtotal quantity: 0 Units.

Default quantity unit: [dropdown]

\* Show optional columns

#1 Commodity *	Species *	Breed/Category *	Country of Origin *	Identification mark *	Identification number *	Age *
0101	Equus asinus	Others	France	FR123	FR78798	10 month

Gender \*  
Castrated

[en] eu.export.consignment.quantity.totals

I.24. Total quantity: 0 Units.

I.25. Total gross weight: \* 650 kg

Several other options are also available:

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

I.30. Description of consignment \*

+ Add new commodity Modify commodities

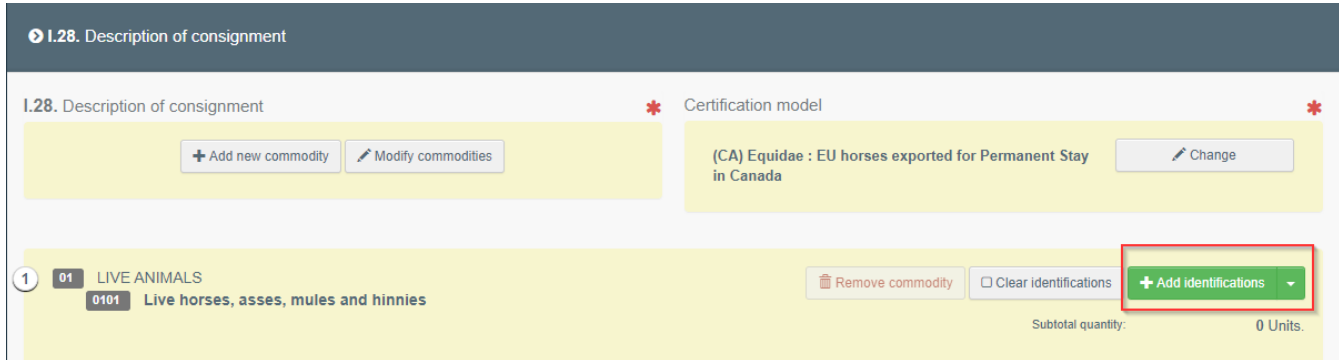
- The box “certification model” is automatically filled depending on the model you selected when choosing the CN code at the beginning of your EU EXPORT. You can modify the model by clicking on “Change”.

Certification model \*

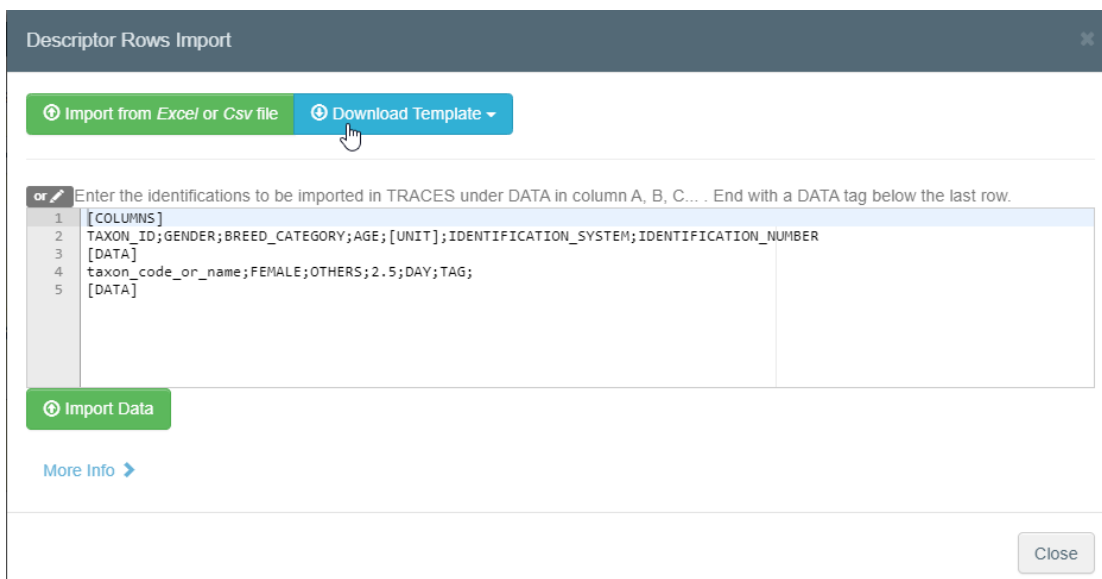
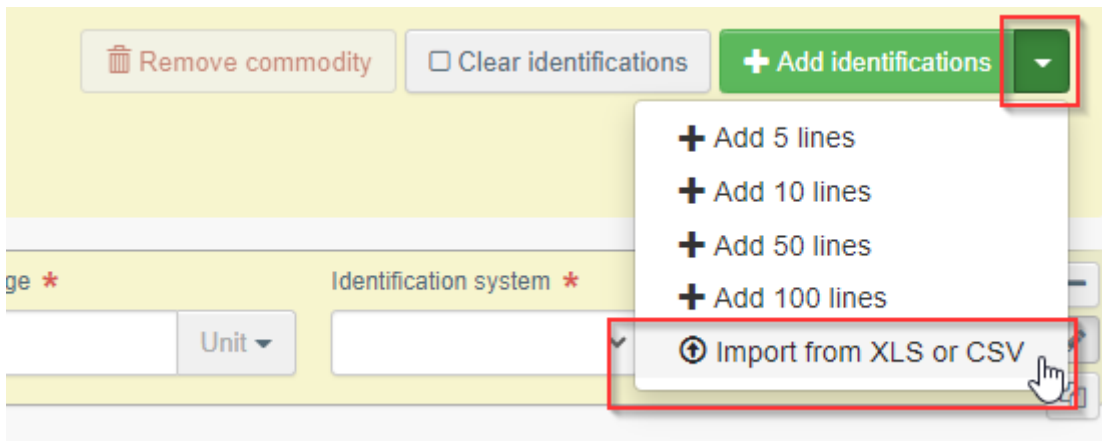
(CA) Equidae : EU horses exported for Permanent Stay in Canada Change



- **“Remove”** will delete the selected commodity from the certificate.
- **“Clear identifications”** or **“+ Add identifications”** will affect the lines of commodities included in the certificate. You can also delete, modify or add 5, 10, 50 or 100 rows by clicking on the small icons on the right side of the box.



- The upload of a CSV or excel file is available:



As a first step, you can download the template, then after inserting the relevant data in the excel or CSV file, use the “Import from Excel or Csv file” button to select and upload the file you have created.

Another option is to directly insert the data in the open field:

or Enter the identifications to be imported in TRACES under DATA in column A, B, C... . End with a DATA tag below the last row.

1	[COLUMNS]
2	TAXON_ID; GENDER; BREED_CATEGORY; AGE; [UNIT]; IDENTIFICATION_SYSTEM; IDENTIFICATION_NUMBER
3	[DATA]
4	taxon_code_or_name; FEMALE; OTHERS; 2.5; DAY; TAG;
5	[DATA]

More detailed information about the data format is available by clicking on “More info”:

[More Info](#)

- [COLUMNS] >
- AGE[UNIT] >
- BREED\_CATEGORY >
- IDENTIFICATION\_SYSTEM >
- GENDER >

### Box – Identification of applicant

This box will be automatically filled with the details of the person submitting the EU INTRA.

## Submit the EU EXPORT

When the EU EXPORT is filled-in, you may:

- “**Save it as draft**” to modify it or submit it later. In this case, the certificate will have the status “**Draft**”. Only economic operators can access a certificate in status “Draft”.

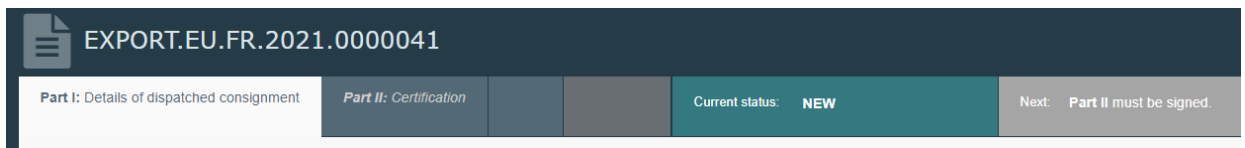
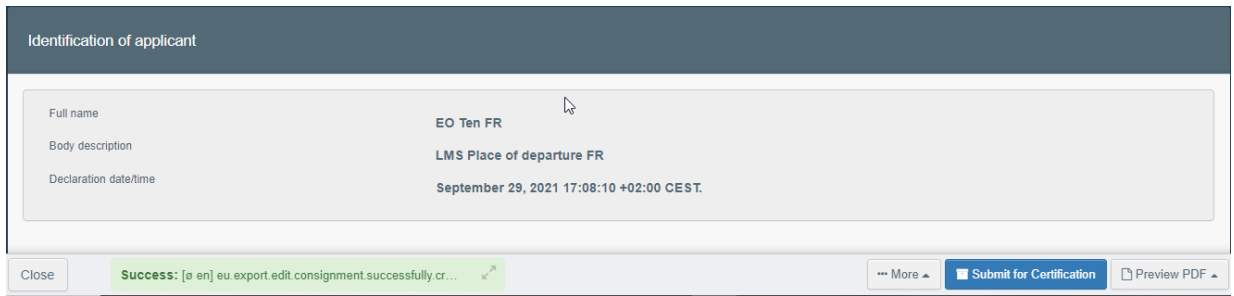
[en] eu.export.consignment.quantity.totals

I.24. Total quantity: 0 Units.

I.25. Total gross weight: \* 650 kg

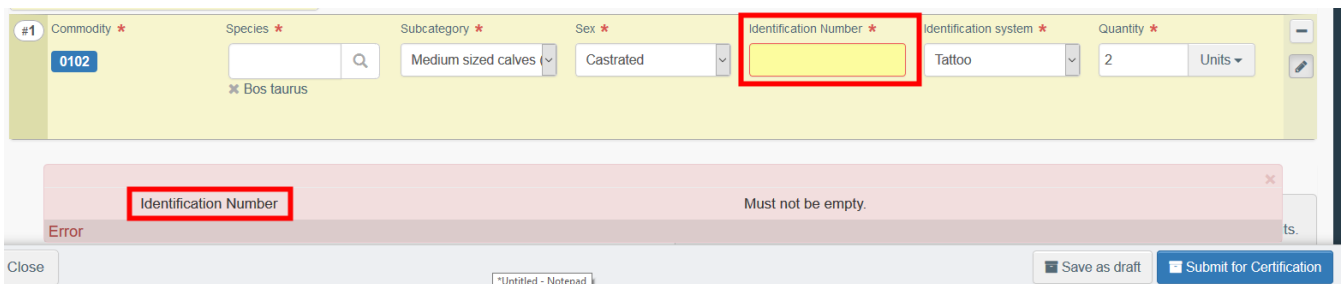
- “**Submit for certification**” to submit the certificate to the competent authorities in charge of certifying it. After the submission, the certificate will be in status “**New**”. Economic operators can still edit the information in certificates in status “New”. The competent

authorities in charge of endorsing the certificate have access to the EU EXPORT to complete the Part II.



### 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 certification once you have applied the necessary corrections.

### Other options

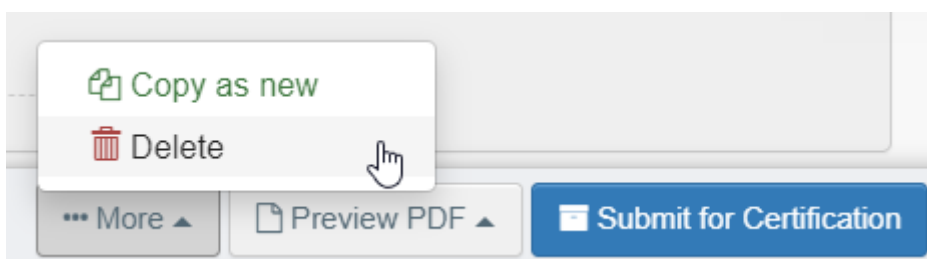
At the bottom part of the page, you will have the following options:

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

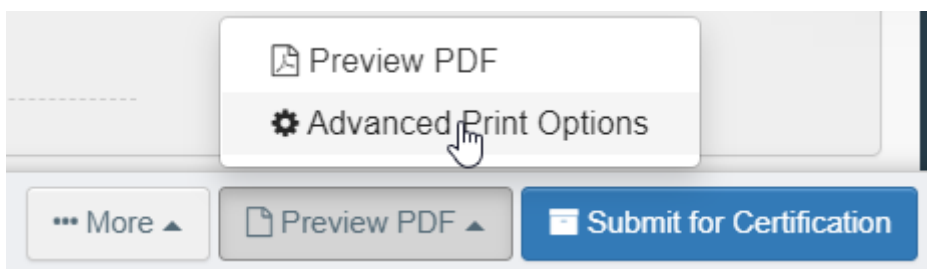


- **“Delete”**: allows you to delete the EU EXPORT.

- **“Copy as new”**: copies most of the fields of the certificate that is currently open to create a new EU EXPORT certificate. The initial EU EXPORT is not altered in any way if you decide to perform this action.



➔ By clicking on the button **“Preview PDF”**, the system will display the certificate PDF.



➔ By clicking on **“Advanced Print Options”**, the system will display the language selection window, which enables you to print the certificate PDF in several languages at the same time.

