

# TRACES NT – EU-INTRA user guide for Members States Authorities, v.2.0, October 2021

Welcome to the user guide of the INTRA module of **TRACES NT**. This manual contains all essential information as regards the creation and issuance of intra Union health certificates in TRACES NT.

Health and Food Safety

## Table of Contents

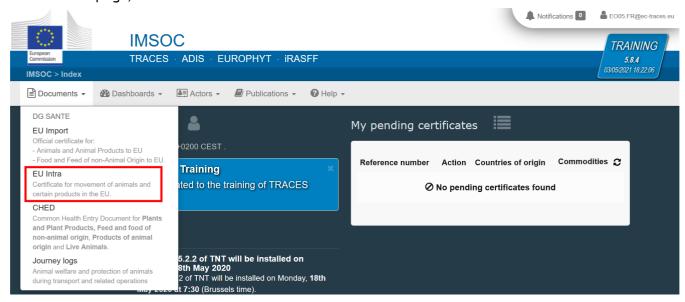
AR'	T I – Description of Consignment – to be filled-in by the EO (economic operator)	4
Se	elect the commodity/certificate model	4
Co	omplete Part I	5
	Box – I.1. Consignor	6
	Box – I.2. IMSOC reference	8
	Box – I.2.a Local reference	8
	Box – I.3/I.4. Central/Local competent authority	8
	Links	8
	Box – I.5. Consignee	8
	AVO-Appointed Veterinary Office	9
	Box – I.6. Operator conducting assembly operations independently of an establishment	10
	Box – I.7 Country of origin	10
	Box – I.8 Region of origin	10
	Box – I.9. Country of destination	10
	Box – I.10. Region of destination	11
	Box – I.11. Place of dispatch	11
	Box – I.12. Place of destination	11
	Box – I.13. Place of loading	11
	Box - I.14 Date and time of departure	11
	Date of arrival	12
	Transportation duration	12
	Box – I.15. Means of transport	12
	Box – I.16. Transporter	14
	Box – I.17. Accompanying documents	14
	Box – I.18. Transport conditions	16
	Box – I.19. Container No/ Seal No	17
	Box – I.20. Certified as or for	17
	Box – I.21. For transit through a third country	17
	Box – I.22. For transit through Member State(s)	18
	Box – I.23 For export	18
	Box – I.24. Estimated journey time (between place of dispatch and place of destination)	19
	Box – I.25. Journey log	19
	Box – I.30. Description of consignment	19
	Box – Identification of applicant	22
Sı	ubmit the EU INTRA	22

Error message	23
Other options	23
PART II – Certification – to be filled-in by local/central authority - appointed veterinary offices users (LCA OPV)	-
Sign the EU INTRA	25
Other options	26
PART III – Controls – to be filled-in by local/central authority - appointed veterinary offices users (LCA/Copy)	

## 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 Intra":



Click on the green button "+ New EU Intra certificate":

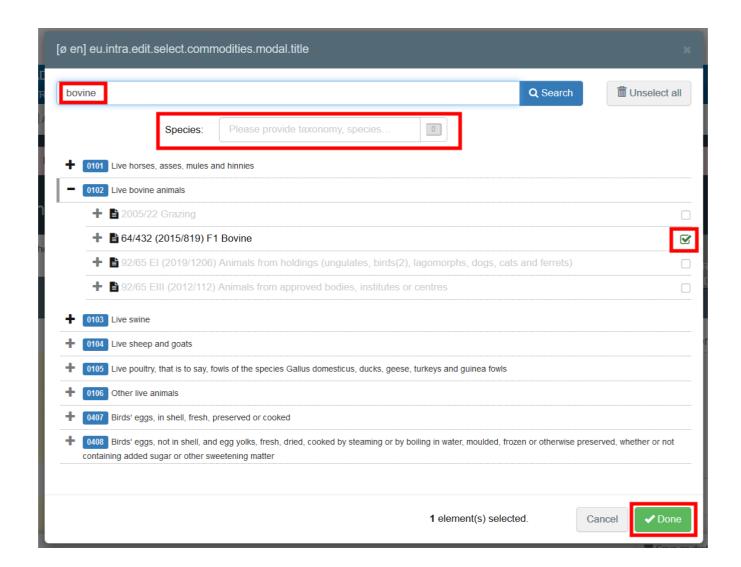


Select the certificate model from the list using one of these 3 options:

- 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 1.29



## 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 of the boxes marked with a red asterisk \* are mandatory



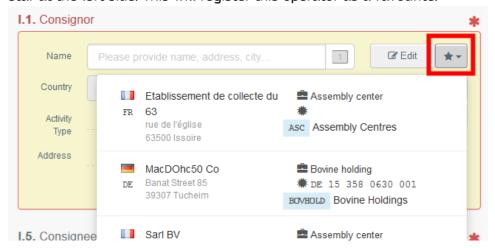
#### Box - I.1. Consignor

Fill in this box using of these options:

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



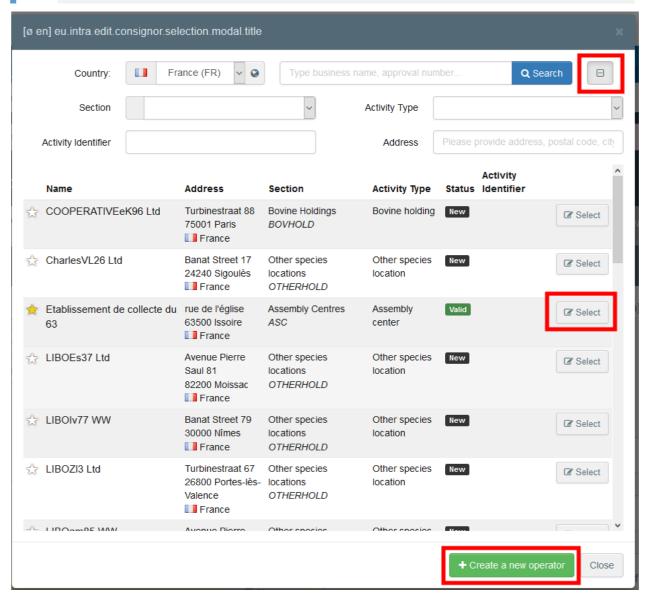
• Select a company from the "**Favorite operators**" list, by clicking on the grey star. To register an operator in your "**Favorites**", run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.



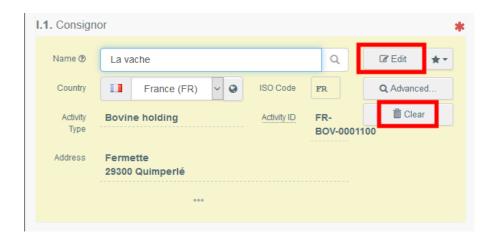
• Run an advanced search by clicking on the "**Advanced**..." button and add some filters by clicking on the small "+" button on the right.

**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.



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.



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 Intra.

#### Box - I.2.a Local reference

It is possible to add a local reference number to the EU Intra. 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*.

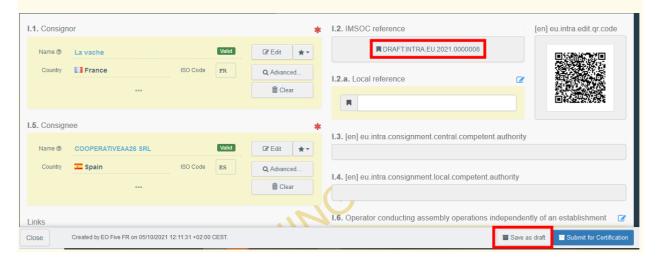
#### Links

This box will be filled only in some cases. For example, if the EU Intra 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.

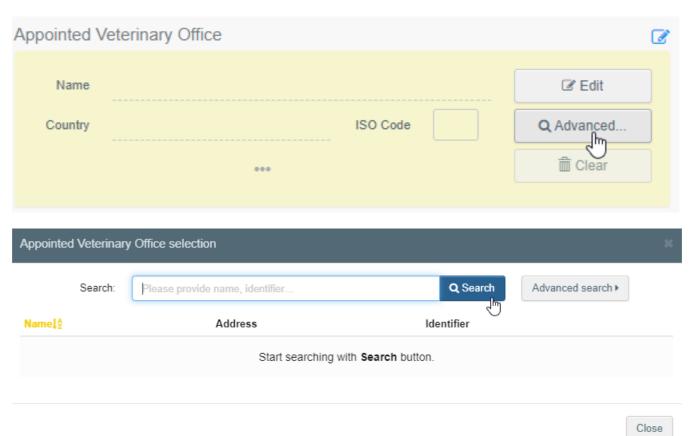
**Tip**: After completing the boxes I.1 and I.5, you can already "**Save as Draft**" the Part I of the EU Intra and complete it later.

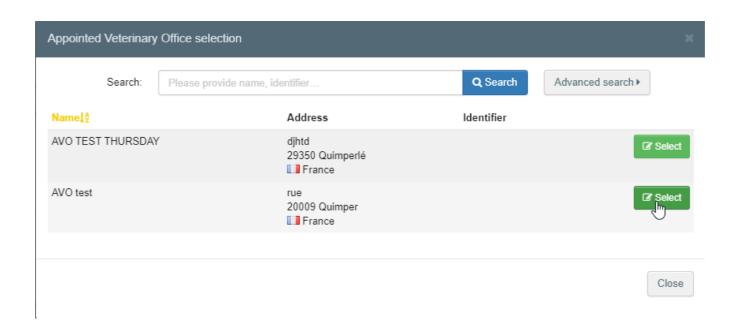


#### **AVO-Appointed Veterinary Office**

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

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







Box – I.6. Operator conducting assembly operations independently of an establishment Select the operator following one of the procedures described for box I.1.

#### Box – I.7 Country of origin

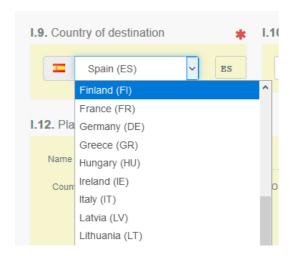
The country of origin will be selected automatically based on the country of the place of origin in box 1.30.

#### 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

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



#### 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 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 being delivered for final unloading. To fill in this box, follow one of the procedures described for box I.1.

#### Box – I.13. Place of loading

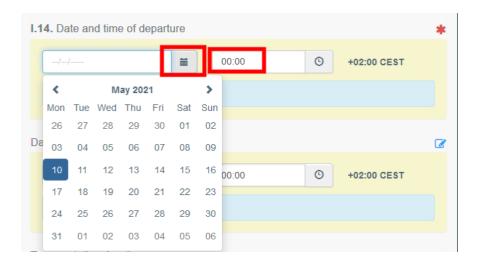
Indicate the place where the animals are loaded or the final place where the products are to be loaded in the means of transport.

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

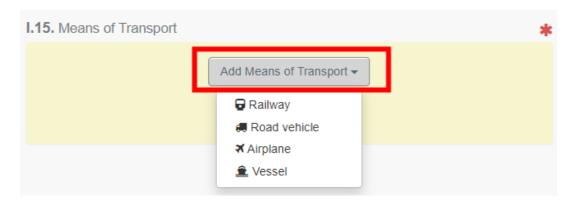
Indicate the estimated date and time of arrival. This box is optional.

#### Transportation duration

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

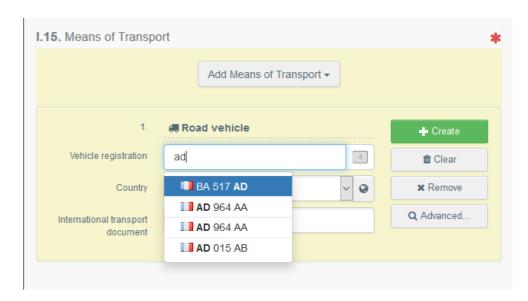
#### Box – I.15. Means of transport

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

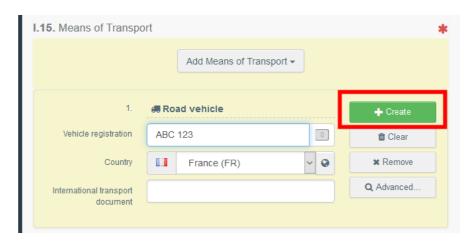


#### Complete the requested fields:

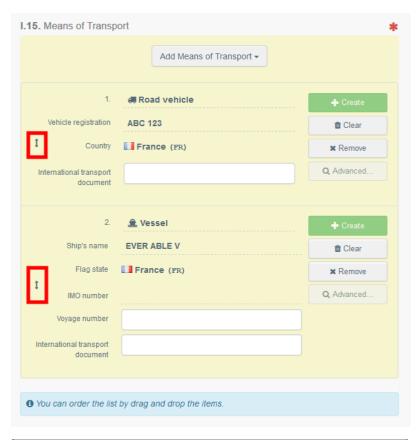
• If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.



• If it does not exist, complete the fields and click on the green button "+ Create".



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 tra	Means of transport			
Mode	International transport document	Identification		
Airplane		123-1234 1234		
Road vehicle		12365   France		

#### Box – I.16. Transporter

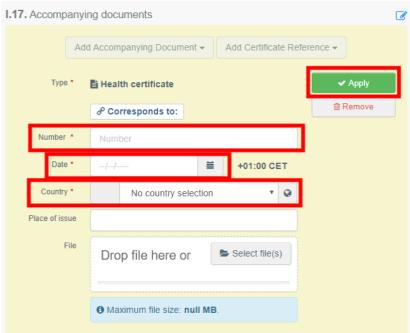
Indicate the name of the person in charge of the transport. To fill in this box, follow one of the procedures described for box I.1.

#### Box – I.17. Accompanying documents

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

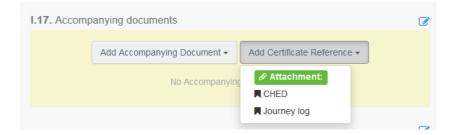
 "Add Accompanying Document": choose the type of document from the corresponding drop-down list and enter all relevant information, such as "Number", "Date" and "Country".

If you wish to upload a file, then click on the "**Select file(s)**" button. Don't forget to click on " $\checkmark$  **Apply"**.

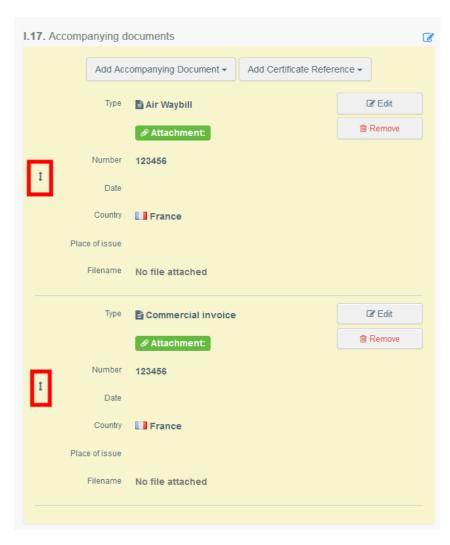


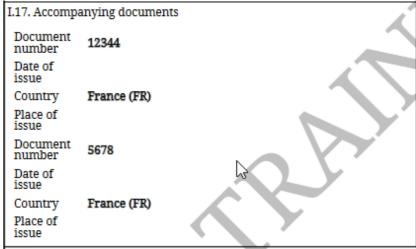
"Add Certificate Reference":

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



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.





Box - I.18. Transport conditions

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

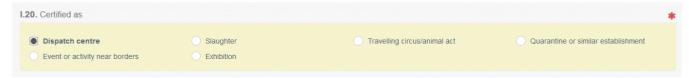


#### Box - I.19. Container No/ Seal No

Where applicable, indicate the container number and seal number.

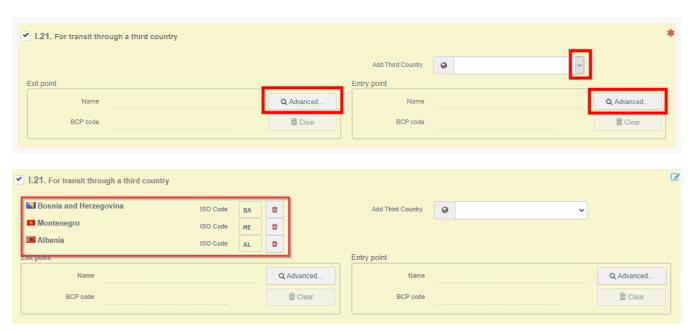
#### Box - I.20. Certified as or for

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

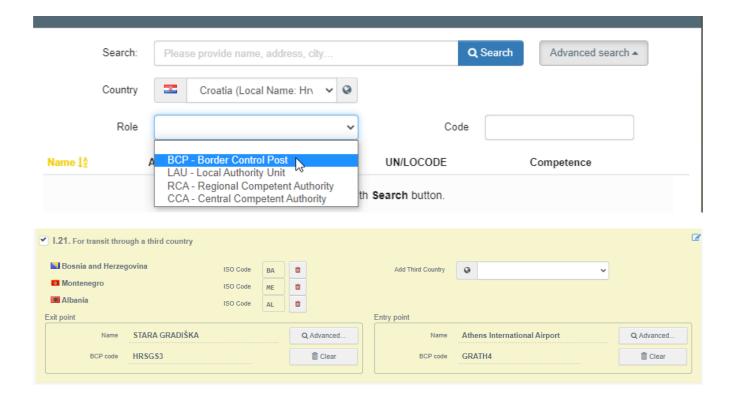


#### Box – I.21. For transit through a third country

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 can select more than one country.



Click on 'Advanced', search for the Exit/Entry point and select them from the respective list for each of the countries:



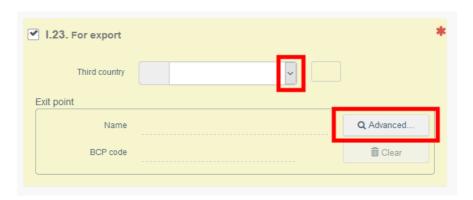
#### Box – I.22. For transit through Member State(s)

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



#### Box – I.23 For export

In case of export, select the third country and the exit point.

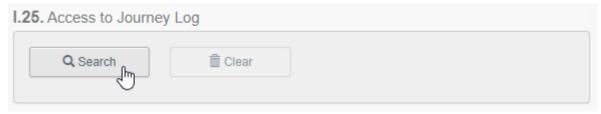


#### Box – I.24. Estimated journey time (between place of dispatch and place of destination)

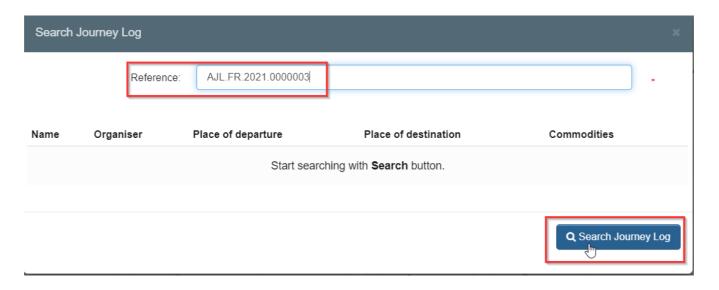
This box is filled-in automatically based on calculated time between the place of dispatch and place of destination.

#### Box – I.25. Journey log

Click on "Search"



Then introduce the Journey log reference number in the field "reference" and click on "search Journey log":

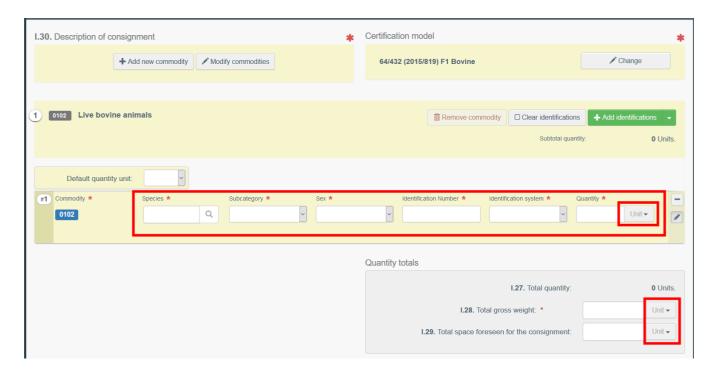


#### And click on ""select":



#### Box – I.30. 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.



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.

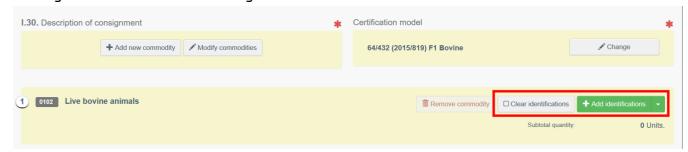


• The box "certification model" is automatically filled depending on the model you selected when choosing the CN code at the beginning of your EU INTRA. You can modify the model by clicking on "Change".

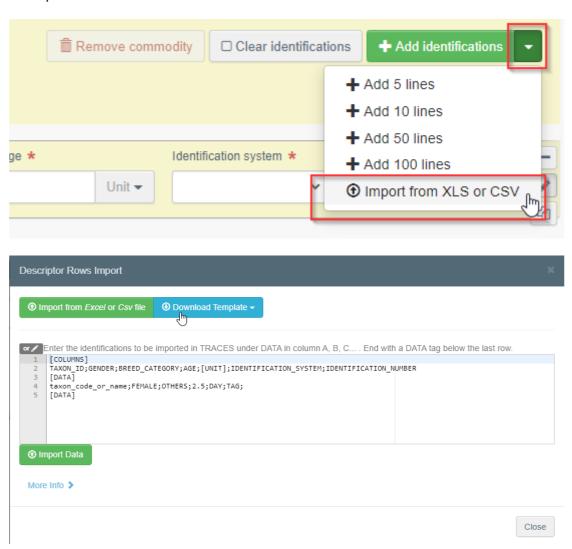


- "Remove" will delete the selected commodity from the certificate.
- "Clear identifications" or "+ Add identifications" will affect the lines of commodities included in the certificate. You can also delete, modify or add 5, 10, 50 or 100 rows by

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:

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

[COLUMNS]
TAXON_ID; GENDER; BREED_CATEGORY; AGE; [UNIT]; IDENTIFICATION_SYSTEM; IDENTIFICATION_NUMBER
[DATA]
taxon_code_or_name; FEMALE; OTHERS; 2.5; DAY; TAG;
[DATA]
```

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

```
ICOLUMNS] >

AGE[UNIT] >

BREED_CATEGORY >

IDENTIFICATION_SYSTEM >

GENDER >
```

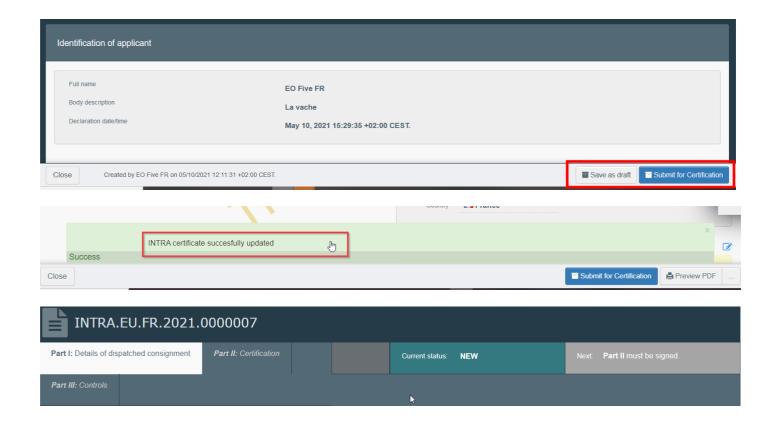
#### Box – Identification of applicant

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

#### Submit the EU INTRA

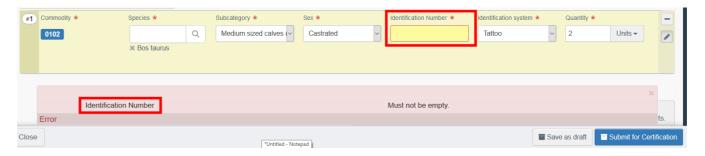
When the EU INTRA is complete, you can:

- "Save it as draft" to modify it or submit it later. In this case, the certificate will have the status "Draft". Only you can access an EU INTRA in status "Draft".
- "Submit for certification". In this case, the certificate will have the status "New". You can still modify the information and the competent authorities have access to the EU INTRA 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 corrected the boxes.

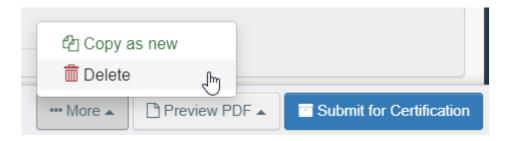
#### Other options

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

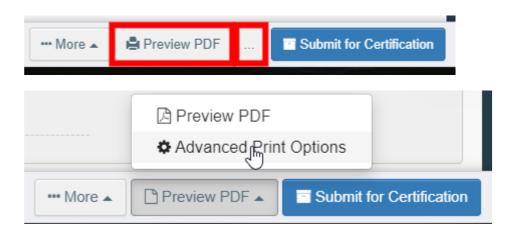
By clicking on the "More" button you can:

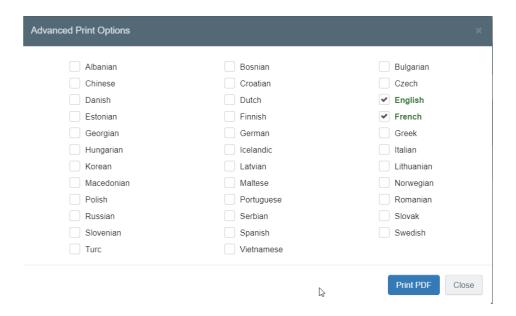


- "Delete": allows you to delete the INTRA.
- "Copy as new": create a new INTRA in which most boxes are copied from the original certificate. The original INTRA is not altered in any way if you decide to perform this action.



- 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.





## PART II - Certification - to be filled-in by local/central authority - appointed veterinary offices users (LCA/CCA - OPV)

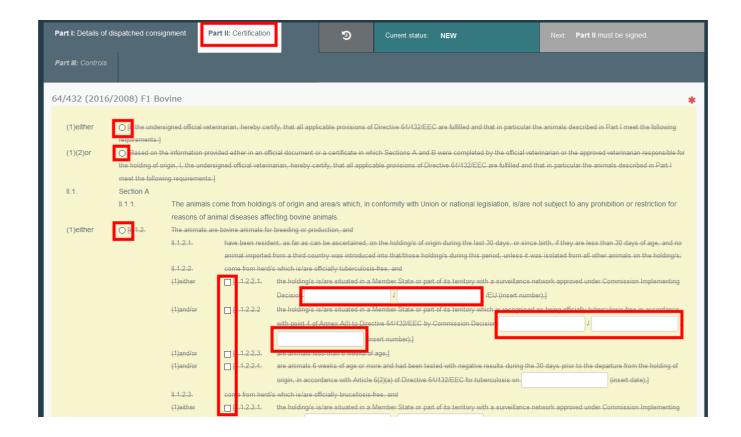
As LCA/CCA, you can access the EU Intra and modify every information from Part I.

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

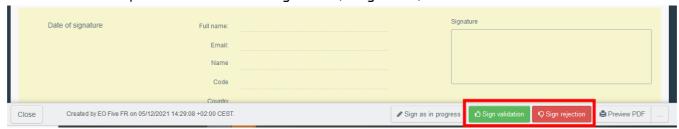
Name Sign as in progress Sign as in progress Sign validation Sign rejection Preview PDF ...

## Sign the EU INTRA

Go to the tab "**Part II: Certification**" and tick the relevant boxes/options provided in the health information part, as appropriate.



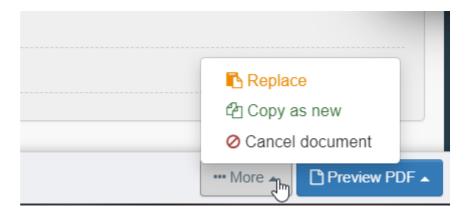
To sign the document, click on "**Sign validation**" or "**Sign rejection**». Please note that the "Sign validation" does represent an electronic signature (e-signature).



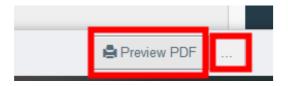
### Other options

By clicking on "More" at the bottom of the page you can:

- Cancel the document
- **Replace**: create a replacement of the INTRA in case some information need to be changed after the decision has been taken. The first INTRA will then have the status "*Replaced*" and the authority will be able to apply a new decision on the new INTRA. Both certificates will be linked, and this link will appear on the printed certificate as well.
- **Copy as new**: this will create a new INTRA that will be pre-filled with the information of the existing certificate. In that case, the two INTRA are not linked nor associated by any means.

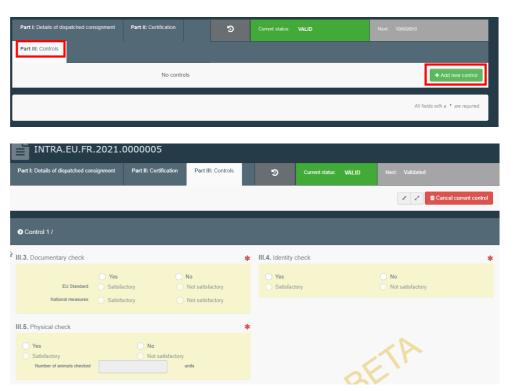


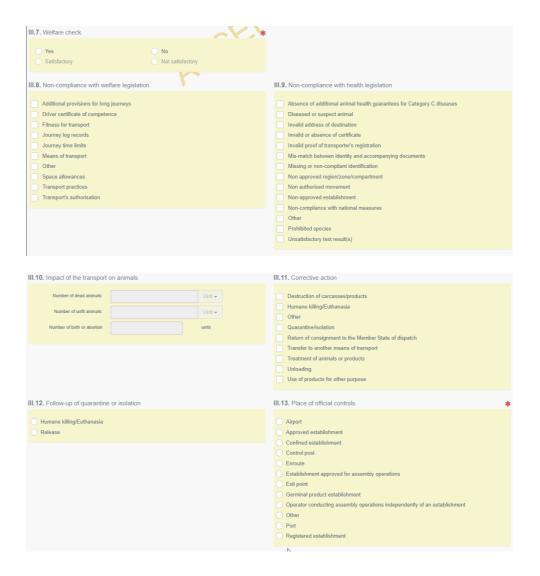
You can preview the PDF by clicking on "**Preview PDF**". To choose one or more languages, click on the three dots:



## PART III - Controls - to be filled-in by local/central authority - appointed veterinary offices users (LCA/CCA - OPV)

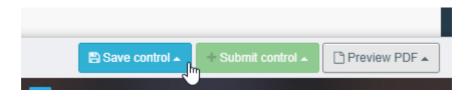
Access the Part III: "Controls" and click on the green button "+ add new control".





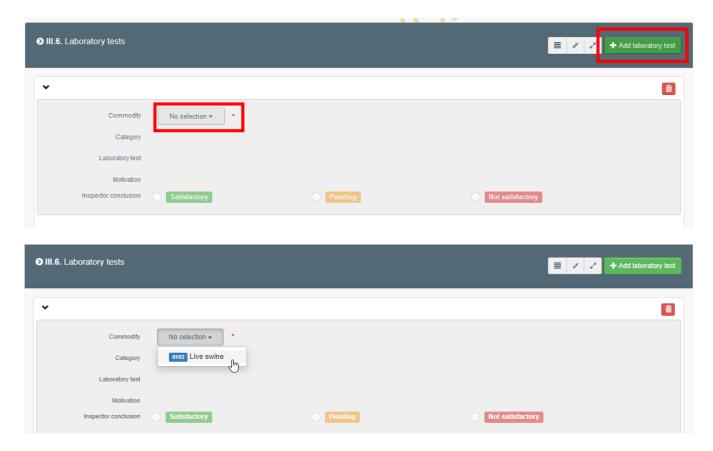
Tick the boxes III.3 to III.13 as appropriate.

You have the possibility to save the control and edit it later, or to submit it:



It is also possible to add a laboratory test on box III.6.

Click on "+ Add Laboratory test", then select the commodity.



You will then need to fill in the other fields:

