

User Manual

Entry documents

Part II

Intended for...

Competent authorities
(EU/EFTA BIP/DPE/DPI)

Certification of...

I. CVED

Common Veterinary Entry Documents

II. CED

Common Entry Documents

III. DECLAR

Declaration Documents

IV. CHED-PP

*Common Health Entry Documents for
Plants and Plant Products*

TRACES

TRAdE Control and Expert System

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I. INTRODUCTION

I.1. SCOPE OF THE 'ENTRY DOCUMENTS' USER MANUAL - PART II

This user manual describes the main principles and functionalities of TRACES for the **certification** (Part II) and **control** (Part III) ¹ of the following official entry documents by the EU BIP/DPE/DPI competent authority:

- **CED:** ^{2 3} Common Entry Documents for feed and food of non-animal origin
- **CVEDA:** ⁴ Common Veterinary Entry Documents for Animals
- **CVEDP:** ⁵ Common Veterinary Entry Documents for Animal Products
- **DECLAR:** ⁶ Declaration Documents (⁷)
- **CHED-PP:** ⁸ Common Health Entry Document for Plants and Plant Products

Where needed, the descriptions are accompanied by screenshots of the TRACES user interface, so as to better illustrate the look and feel of TRACES.

The aim of the user manual is to help you speed up your work, while avoiding inaccuracies and typing slip-ups.



We recommend that you read this user manual in combination with the [TRACES Toolkit](#); ⁹ which serves as your gateway to further TRACES user manuals, videos and templates.

The TRACES Toolkit contains all the information you need in one 'platform' document.

TRACES serves as a 'single window' to European legislation in the field of veterinary public health - *covering products of animal origin, live animals and animal by-products* - as well as plant health.

However, for the implementation of the general EU legislation we invite you to contact your national competent authorities or official EU services in order to obtain the correct information on movement requirements and other details.

You can find out all about TRACES on the Commission's official [Health and Consumers' webpage](#). ¹⁰
Presentations of TRACES can also be found [here](#). ¹¹

1 If required.

2 Commission Reg. (EC) 669/2009: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32009R0669:EN:NOT>

3 Commission Reg. (EC) 1152/2009: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32009R1152:EN:NOT>

4 Commission Reg. (EC) No 282/2004: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32004R0282:EN:NOT>

5 Commission Reg. (EC) No 136/2004: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32004R0136:EN:NOT>

6 Commission Reg. (EU) No 142/2011: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32011R0142:EN:NOT>

7 This means: declarations required for imports of intermediate products in accordance with Annex XV, Chapter 20, to Commission Reg. (EU) No 142/2011 or imports of bones, horns, hooves and derived products in accordance with Annex XV, Chapter 16.

8 Council Directive 2000/29/EC: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32000L0029:EN:NOT>

9 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

10 TRACES details: <http://ec.europa.eu/traces/>

11 TRACES presentations: <http://prezi.com/user/TRACES/>

I.2. ABBREVIATIONS AND DEFINITIONS

A complete list of all TRACES abbreviations and acronyms can be found under the 'Let's talk 'TRACES' sub-heading and the 'Common TRACES features' heading in the [TRACES Toolkit](#).¹²

I.3. WORKING LANGUAGES

Before logging into TRACES, and also afterwards in the user interface, you can choose one of thirty-two¹³ languages, to allow you to work in your preferred language:



Language code	Language	Language code	Language
bs	Bosnian	lv	Latvian
bg	Bulgarian	mk	Macedonian
cs	Czech	mt	Maltese
da	Danish	nl	Dutch
de	German	nw	Norwegian
el	Greek	pl	Polish
en	English	pt	Portuguese
es	Spanish	ro	Romanian
et	Estonian	ru	Russian
fi	Finnish	sk	Slovak
fr	French	sl	Slovenian
hr	Croatian	sr	Serbian
hu	Hungarian	sv	Swedish
il	Icelandic	sq	Albanian
it	Italian	tr	Turkish
lt	Lithuanian	zh	Chinese

When you switch languages, you will be redirected to the general TRACES welcome page.

¹² TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

¹³ These include 22 official languages of the European Union (all apart from Irish (ga)) + Albanian + Bosnian + Chinese + Croatian + Icelandic + Macedonian + Norwegian + Serbian + Turkish + Russian.

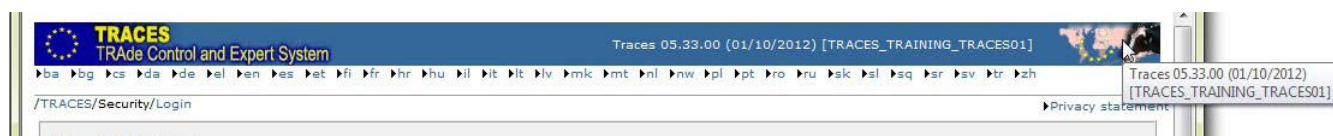
I.4. TRACES RELEASE VERSIONS

We are constantly upgrading TRACES to improve and adapt it to legal requirements and user needs and wishes. This is done step by step. As soon as an upgrade is available, a new TRACES version is installed online.

Release notes are regularly published for TRACES in order to explain to our TRACES users the enhancements and modifications made to the user interface and functionalities.¹⁴

You may want to check the TRACES release version installed online to verify the information in the TRACES release notes.

If you double click the European map/cow image in the top right of the TRACES window, you will see the following information in the top banner:



- the TRACES version number (eg. 05.33.00)
- the release date, in dd/mm/yyyy format (eg.01/10/2012)
- the TRACES environment (eg. TRACES_TRAINING_TRACES01)

You can also see this information as a tooltip if you move the mouse cursor over the European map/cow image.

¹⁴ An overview of the TRACES release notes can be found in the introduction page of the TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

I.5. ACCESS

I.5.1. DATA ACCESS AND PROTECTION

To comply with stringent rules on the accessibility and display of *both commercial and non-commercial* data, and to ensure data protection ¹⁵ strict access rights are assigned to each TRACES user profile. This applies to both economic operators and competent authority users.

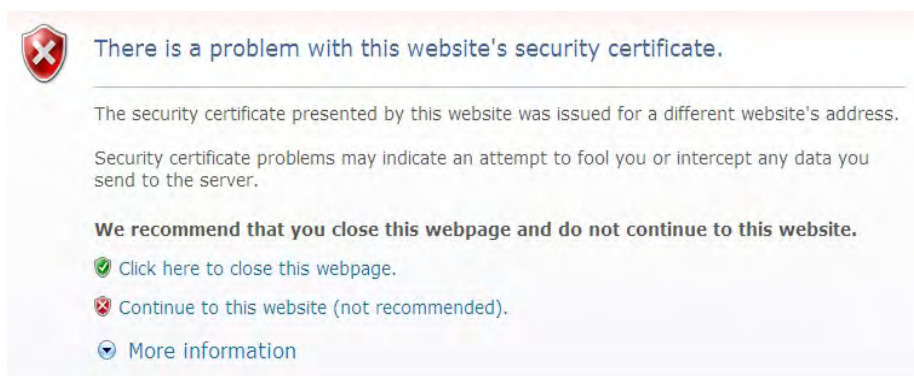
The TRACES Privacy Statement can be consulted in the different available languages in TRACES via the 'Privacy Statement' button in the top right of the TRACES window, when you are logged on.



In connection with the certification of official entry documents by competent authorities at EU BIP/DPE/DPI level, the TRACES competent authority users have an exceptional overview of all official entry documents ¹⁶ rejected at EU borders. ¹⁷

I.5.2. SECURITY ALERT

When accessing TRACES, you may encounter a security alert, asking for your approval to proceed to the website. This is a configuration setting in TRACES and is therefore fully trustworthy.



TRACES implements various security features for application access, official entry document validation and communication privacy, through the encryption of secure information between client and server (https, SSL).

Electronic signature further improves speed and efficiency, traceability, and anti-falsification measures, based on security rules that meet the legal requirements for electronic signature.

If the 'Security Alert' pops up, we invite you to press 'View Certificate' in order to see more details before

¹⁵ Regulation (EC) 45/2001: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:EN:NOT>

¹⁶ Only CVEDPs and CVEDAs are considered here.

¹⁷ No time limit applies.

proceeding, and then choose 'Yes' to start using TRACES.

The HTTPS 'Secure Sockets Layer' (SSL) and 'Transport Layer Security' (TLS) certificate is imported by the client from the server into the local application or environment, declaring it as 'trusted'. This alert is therefore not in fact generated by TRACES but by the server on which the certificate is hosted.

I.5.3. ENVIRONMENTS

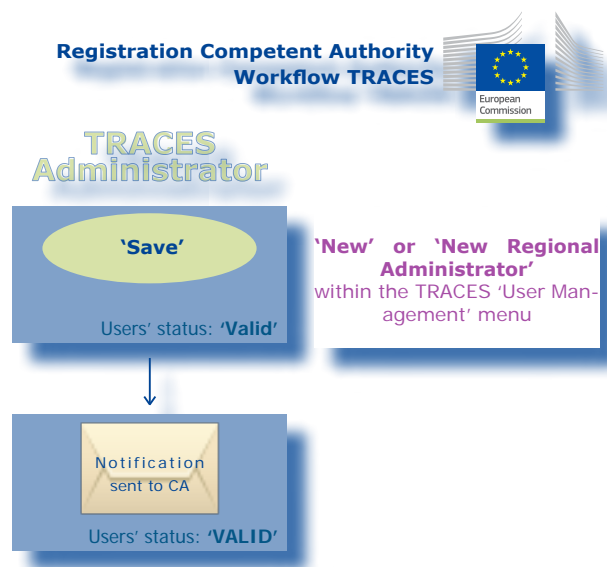
The TRACES 'Production' environment is available at <https://webgate.ec.europa.eu/sanco/traces/>. This is the real-life environment of TRACES, since any manipulation of data will automatically notify the economic operators and competent authorities involved.

TRACES users are invited to check out TRACES features and functionalities in one of the two TRACES test environments.

More information on the use of the TRACES TRAINING and ACCEPTANCE environments can be found under the heading 'Testing TRACES features' in the [TRACES Toolkit](#).¹⁸

18 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

1.5.4. ACCOUNT REGISTRATION



Competent authority user accounts can be registered in TRACES by the national Member State administrator, via the **'User and Organisation Management'** menu and **'User Management'** sub-menu.

/TRACES/User and Organisation Management/User Management

- Welcome Page
- Veterinary Documents
- Empty Certificate
- Reporting
- User and Organisation Management
 - User Management
 - Organisations
 - Private Veterinarian
 - Change Password
 - Modify User Profile

Search for User

Search Criteria

E-mail:

Last Name:

Postal Code / Region:

First Name:

City:

Authority:

Traces User Number:

User Type:

Clear Search

Search Result

Name	Country	Postal code / Region	City	Authority	User Type
------	---------	----------------------	------	-----------	-----------

1. Click 'New Regional Administrator' in order to create Regional TRACES Administrators
2. Click 'New' in order to create:
 - Central Competent Authority users;
 - Border Inspection Post/Designated Point of Entry/Designated Point of Import users;
 - Super Local Veterinary Unit users.¹⁹

¹⁹ Competent authority users with responsibility for customs warehouses (Article 12(4) of Council Directive 97/78/EC laying down the principles governing the organisation of veterinary checks on products entering the Community from third countries) and the competent authority users with responsibility for overseas departments and certain islands (Commission Decision 94/641/EC laying down rules applicable to veterinary checks to be carried out on products imported into certain Greek islands from third countries) can issue and certify both official entry documents and official trade documents under certain conditions. These competent authorities are referred to as Super Local Veterinary Units (SLVU) in TRACES. This status is conferred by Commis-

Competent authority user accounts can be registered in TRACES as **Standard** or **Collective** users.

TRACES/User and Organisation Management/User Management Privacy statement

Edit User Detail

User	Authority
E-mail: <input type="text"/>	TRACES Unit Number : <input type="text"/>
First Name: <input type="text"/>	Name: <input type="text"/>
Last Name: <input type="text"/>	Address: <input type="text"/>
Notification language: <input type="text" value="English"/>	Postal Code / Region: <input type="text"/>
Notification type: <input type="text" value="HTML"/>	City: <input type="text"/>
Phone Number: <input type="text"/>	Country: <input type="text"/>
Fax: <input type="text"/>	Clear Select
Additional Information: <input type="text"/>	
Last login: <input type="text"/>	

User Type

User Type: ☒ Standard User ☐ Collective User

The competent authority account registered by its national administrator in TRACES becomes immediately 'valid' after submission.

A notification message is sent to the competent authority, informing it of the creation of the user account.

²⁰ The message contains a direct link to TRACES, together with the username and password.

From: <SANCO-TRACES-NOREPLY@ec.europa.eu>
Date: 2013/1/31
Subject: Account created
To:

Hi

Your account on the Trade Control and Expert System has been activated. As of now, you can login using

- Username:
- Password:

[Click here](#) to access the application .

The TRACES application.
This is an automatically generated email. Please do not reply. To contact the TRACES team, please use the following address: sanco-traces@ec.europa.eu

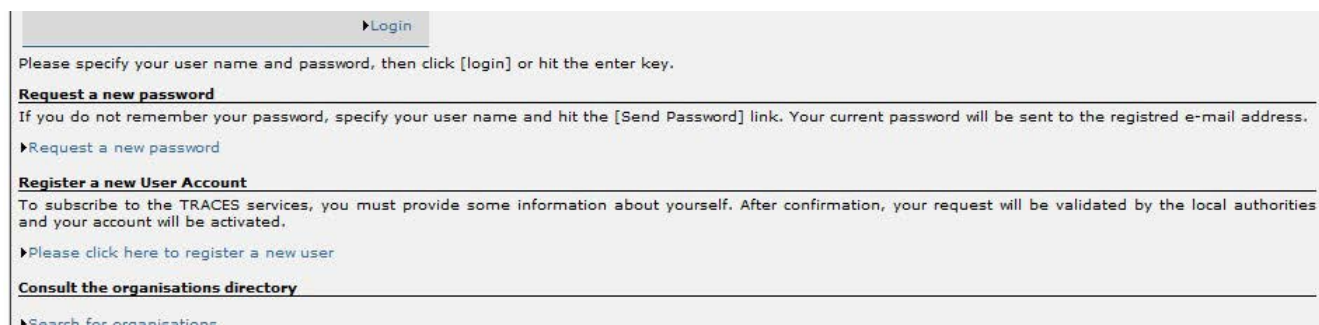
More information on user-account registration can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](#). ²¹

sion administrators at the reasoned request of EU/EFTA countries.

²⁰ More information can be found in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

²¹ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

NOTE - The '*Please click here to register a new user*' option on the TRACES login page, is for economic operators ²² only and not competent authority users.

The image shows a screenshot of the TRACES login page. At the top, there is a grey button labeled 'Login'. Below it, a text prompt says 'Please specify your user name and password, then click [login] or hit the enter key.' The page is divided into three main sections by horizontal lines. The first section is titled 'Request a new password' and contains the text: 'If you do not remember your password, specify your user name and hit the [Send Password] link. Your current password will be sent to the registered e-mail address.' Below this is a link: 'Request a new password'. The second section is titled 'Register a new User Account' and contains the text: 'To subscribe to the TRACES services, you must provide some information about yourself. After confirmation, your request will be validated by the local authorities and your account will be activated.' Below this is a link: 'Please click here to register a new user'. The third section is titled 'Consult the organisations directory' and contains a link: 'Search for organisations'.

²² More information can be found under heading 'I.5.4. Account registration' of the 'Entry documents Part I' user manual, or in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

1.5.5. LOGGING IN AND OUT

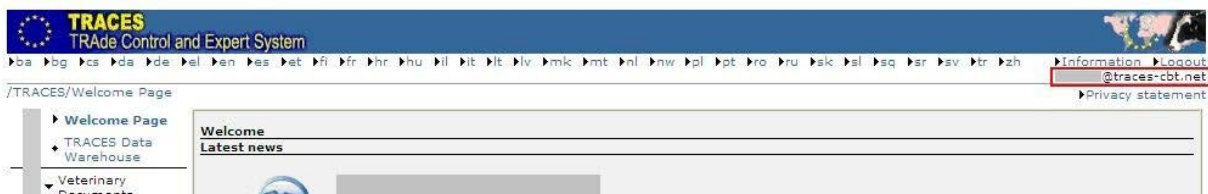
1.5.5.1. Log In

Go to the TRACES welcome page, enter your login (e-mail address) in the 'e-Mail' field, type your password and click on the 'Login' button: ²³



The screenshot shows the TRACES 'Login into the System' page. At the top, there is a header with the TRACES logo and a list of language codes (ba, bg, cs, da, de, el, en, es, et, fi, fr, hr, hu, il, it, lv, mt, nl, nw, pl, pt, ro, ru, sk, sl, sr, sv, tr, zh). Below the header, the page title is '/TRACES/Security/Login'. The main content area is titled 'Login into the System' and contains a 'Login' section with two input fields: 'e-Mail:' and 'Password:'. A red 'Login' button is positioned below the password field. At the bottom of the login section, a message reads: 'Please specify your user name and password, then click [login] or hit the enter key.'

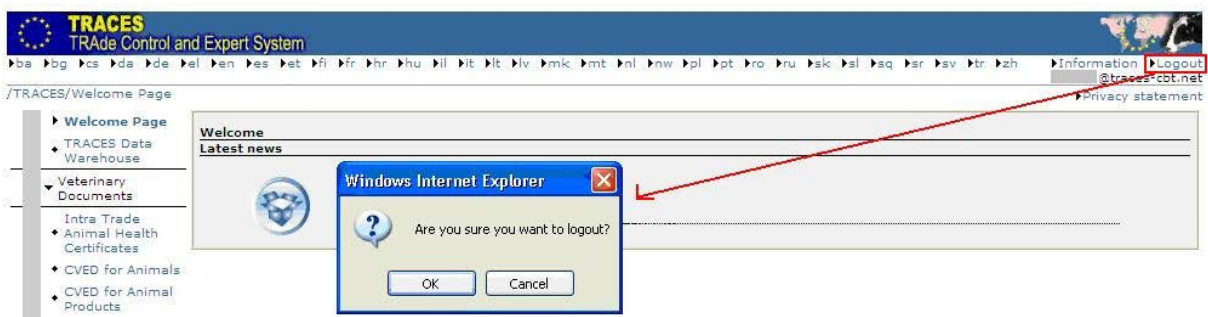
When you have logged in, your user account is shown in the top right of the screen.



The screenshot shows the TRACES 'Welcome Page'. The header is identical to the login page. The page title is '/TRACES/Welcome Page'. On the left, there is a sidebar menu with options: 'Welcome Page', 'TRACES Data Warehouse', 'Veterinary Documents', 'Intra Trade', 'Animal Health Certificates', 'CVED for Animals', and 'CVED for Animal Products'. The main content area is titled 'Welcome Latest news'. In the top right corner, the user account is displayed as '@traces-cbt.net' with a red box around it. A red arrow points from the 'Logout' button next to the account name to the 'Logout' button in the top right corner of the page.

1.5.5.2. Log out

Click on the 'Logout' button in the top right of the screen and confirm by clicking the 'OK' button. ²⁴



The screenshot shows the TRACES 'Welcome Page' with a confirmation dialog box open. The dialog box is titled 'Windows Internet Explorer' and contains the text 'Are you sure you want to logout?' with 'OK' and 'Cancel' buttons. A red arrow points from the 'Logout' button in the top right corner of the page to the dialog box.

²³ Your account is inactivated after 5 consecutive failed attempts. You should contact your TRACES competent authority to reactivate the account.

²⁴ You will be logged out automatically after 30 minutes of inactivity.

I.5.5.3. LOGIN ISSUES

More information on login issues can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](#).²⁵

I.5.6. CUSTOMISING THE TRACES MENUS



The TRACES menu bar on the left can be customised as you wish. Less 'popular' menus can be collapsed while more 'popular' menus can be expanded.

These changes are stored with your TRACES user profile, so will apply to all TRACES sessions until you make new changes.

1.5.7. TRACES NEWS UPDATES

1.5.7.1. WELCOME PAGE

Once logged into the Production (real-life) environment, ²⁶ the TRACES welcome page displays both information on TRACES and important health information, such as safeguard measures.

We invite you to regularly check the news updates published on the TRACES Welcome page, concerning the following topics:



General information and hints



Hazards and outbreaks



Sanitary information, e.g. official entry document models



Technical updates and TRACES version releases

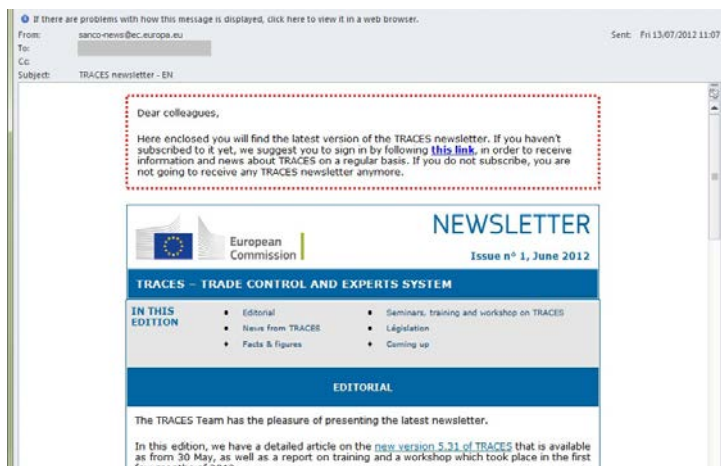


Working groups and meetings

1.5.7.2. NEWSLETTER

The bi-monthly TRACES newsletter contains general news on TRACES, facts and figures, seminars, training sessions and workshops, legislation and 'upcoming' issues.

You can subscribe to this free communication service, hosted by the Directorate-General for Health and Consumers, via [this link](http://ec.europa.eu/coreservices/mailling/index.cfm?form=register&serviceid=1). ²⁷



²⁶ More information can be found under heading '1.5.3 Environments'.

²⁷ TRACES Newsletter: <http://ec.europa.eu/coreservices/mailling/index.cfm?form=register&serviceid=1>

II. 'VETERINARY DOCUMENTS' MENU

II.1. INTRODUCTION

Competent authority users linked to a BIP/DPE/DPI and to a CCA are entitled to submit Part I (Consignment) of the official entry document and proceed with certification of Part II (Decision).

Competent authority users with responsibility for customs warehouses (Article 12(4) of Council Directive 97/78/EC laying down the principles governing the organisation of veterinary checks on products entering the Community from third countries) and those with responsibility for overseas departments and certain islands (Commission Decision 94/641/EC laying down rules applicable to veterinary checks to be carried out on products imported into certain Greek islands from third countries) can issue and certify both official entry documents and official trade documents under certain conditions.

These competent authorities are called Super Local Veterinary Units (SLVU) in TRACES, a status conferred by Commission administrators at the reasoned request of EU/EFTA countries.

More information on the submission of Part I of an official entry document can be found in the 'Entry documents Part I' user manual, also available with the [TRACES Toolkit](#).²⁸

II.1.1. CERTIFICATION WORKFLOW

Via TRACES, competent authorities linked to a BIP/DPE/DPI and SLVU and Central Competent Authorities, are also entitled to proceed with the certification of the consignment, i.e. the 'Decision' part (Part II). This means that, in addition to the submission actions relating to Part I of the official entry document, two additional actions are available regarding the certification process of Part II:

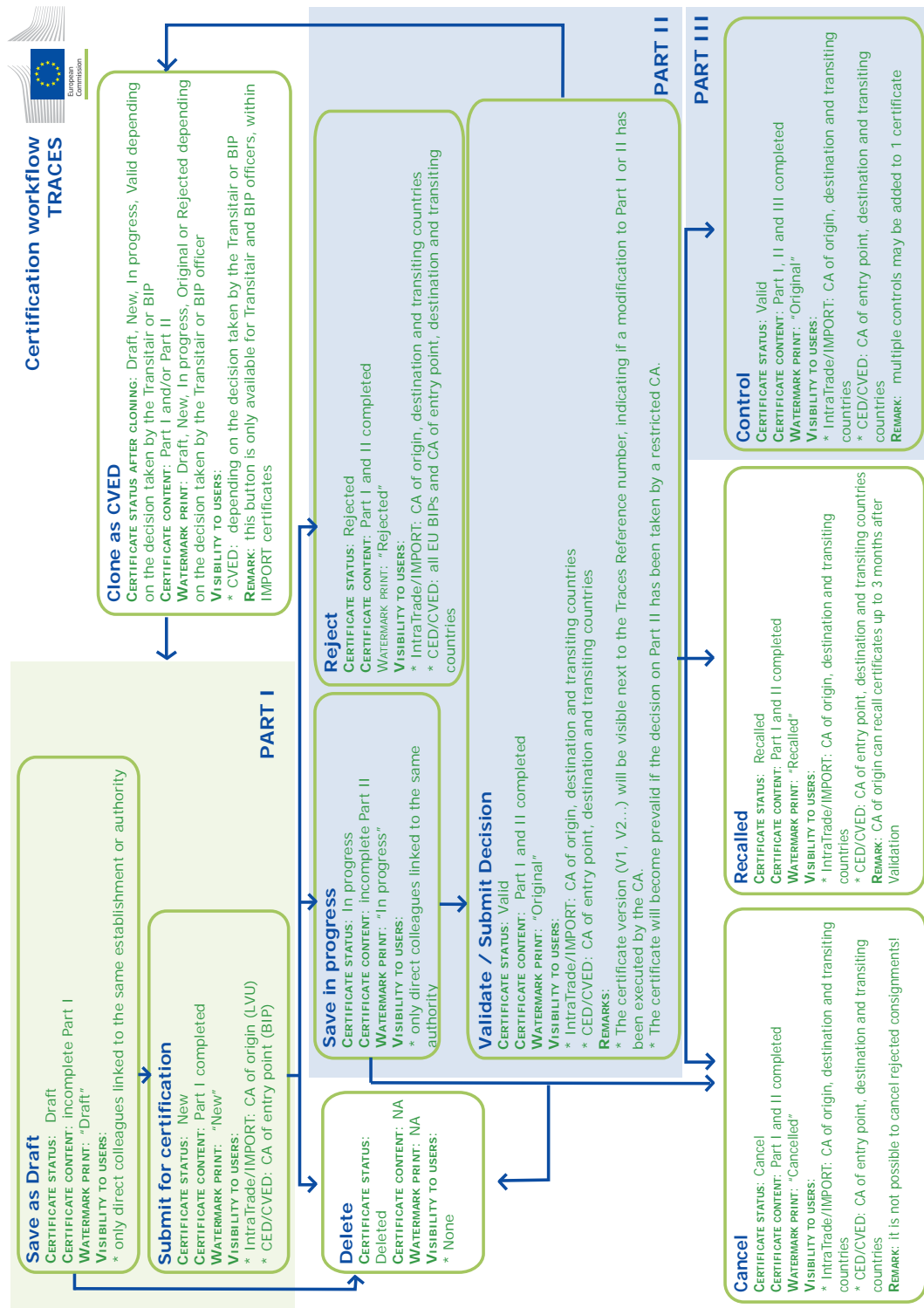
1. **'Save in progress'** allows the competent authority to store the official entry document 'temporarily', before actually taking a final decision (Part II).
2. **'Validate/Submit decision'** allows the competent authority to take the final decision (Part II) on the official entry document. As TRACES is a web-based, 'online' system, submission is instantaneous.²⁹

For DECLARs, the submission options relating to Part II are also available to the economic operator.³⁰

28 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

29 More information can be found in the 'Notification management' user manual also available with the TRACES Toolkit.

30 Submission details are set out in Heading 'II.4.3. Submission options'.



31

31 In the TRACES test environments, all official entry documents bear the watermark 'TRAINING' or 'ACCEPTANCE', regardless of the status of the official entry document, so as to avoid any confusion with the 'real-life' production environment.

TRaDE Control and Expert System
(TRACES)

II.2. SEARCH FOR AN OFFICIAL ENTRY DOCUMENT

Choose one of the official entry document types in the 'Veterinary Documents' menu:

- 'Common Entry Documents (CED)'
- 'CVED for Animals'
- 'CVED for Animal Products'
- 'Declaration Document'
- 'CHED-PP'

...and specify one or more search criteria, ³² which mostly relate to Part I (Consignment) of the official entry document.

Competent authority users can easily search for official entry documents which remain to be certified (Part II) by ticking the '**To process**' search criterion.

You can use search criteria individually ³³ or in conjunction with other search criteria.

As some search criteria differ between CED/CVEDA/CVEDP/CHED-PP and DECLAR, some specific search criteria for the various document types are illustrated below.

³² You can use the wildcard character % in most of the TRACES search criteria in order to search for a wider range of data. In addition, TRACES makes no distinction between upper and lower case in searches. Example: entering 'CVEDP.EN%' in the 'Certificate Reference' field (minimum of 8 characters) searches for all CVEDPs available to a given user.

³³ The 'Certificate Status' criterion cannot be used alone.

II.2.1. CED/CVEDA/CVEDP/CHED-PP

Click the 'Advanced' button, in order to obtain additional search criteria, concerning the transhipment/ transfer procedure, the splitting of consignments, etc.

Search for CVEDs for Animal Products

Search Criteria

Certificate Reference:	<input type="text"/>	Country of Origin:	<input type="text"/>
Consignor:	<input type="text"/>	Declaration date after:	<input type="text"/>
Consignee:	<input type="text"/>	Declaration date before:	<input type="text"/>
Arrival at BIP after:	<input type="text"/>	Commodity:	<input type="text"/> Browse
Arrival at BIP before:	<input type="text"/>	Means of Transport:	<input type="text"/>
Country of Destination:	<input type="text"/>	Authority of destination:	<input type="text"/>
Postal code of destination:	<input type="text"/>	Authority of destination code:	<input type="text"/>
Local reference number:	<input type="text"/>	Authority of origin:	<input type="text"/>
Certificate Status:	<input type="text"/>	Authority of origin code:	<input type="text"/>
RASFF Status:	<input type="text"/>	Container Number:	<input type="text"/>
To process	<input type="checkbox"/>	Document:	<input type="text"/>
		Advanced:	<input type="checkbox"/> To Tranship <input type="checkbox"/> Transhipped
			<input type="checkbox"/> Splitted CVED
			<input type="checkbox"/> Has control
			<input type="checkbox"/> Pending rejection
			<input type="checkbox"/> Pending laboratory tests

[Clear](#) [Search](#) [Direct access](#)

Search options

Certificate Reference	Refers to the unique TRACES reference number, automatically assigned to the official entry document.
Certificate status	Information on official entry document statuses can be found under heading 'II.1.1. Certification workflow'.
To process	Searches official entry documents submitted to the competent authority and that remain to be certified.
Advanced - To Tranship	Searches official entry documents subject to a transhipment procedure, for specific official entry documents to be transhipped by the second EU Border Inspection Post.

Search options

Advanced - Transhipped

Searches official entry documents subject to a transhipment procedure, for specific official entry documents that have been processed with retrieval of the initial official entry document and display of the subsequent official entry document.

Certificate Reference	Country of Origin	Consignor	Consignee	Commodity	Status	RASFF Status	Subsequent CVEDs
CVEDP. [redacted]	Tunisia	[redacted]	[redacted]	0304 33 00	Valid		CVEDP. [redacted]
[Open]							
CVEDP. [redacted]	Mauritania	[redacted]	[redacted]	0306 11 90, 0307 49 18, 0307 59 10	Valid		CVEDP. [redacted]
[Open]							
CVEDP. [redacted]	Mauritania	[redacted]	[redacted]	0303 89 90, 0303 90 90, 0306 11 10, 0307 49 18, 0307 59 10	Valid		CVEDP. [redacted]
[Open]							

Advanced - Split CVED

Searches official entry documents (CED/CVEDP) subject to splitting, for specific official entry documents that have been split with retrieval of the initial official entry document and display of the subsequent official entry documents.

Certificate Reference	Country of Origin	Consignor	Consignee	Commodity	Status	RASFF Status	Subsequent CVEDs
CVEDP. [redacted]	United States	[redacted]	[redacted]	0406 90	Valid		CVEDP. [redacted]
[Open]							
CVEDP. [redacted]	United States	[redacted]	[redacted]	0202 30	Valid		CVEDP. [redacted] CVEDP. [redacted]
[Open]							
CVEDP. [redacted]	United States	[redacted]	[redacted]	0202 30	Valid		CVEDP. [redacted] CVEDP. [redacted]
[Open]							
CVEDP. [redacted]	United States	[redacted]	[redacted]	0202 30	Valid		CVEDP. [redacted] CVEDP. [redacted]
[Open]							

Advanced - Has control

Searches official entry documents for which Part III (Control) has been added.

Advanced - Pending rejection

Searches official entry documents with missing rejection details.

Search options

Advanced - Pending laboratory tests Searches official entry documents with missing laboratory test details.

Direct Access

This allows the competent authority to find an official entry document, whether or not his authority is assigned as the BIP/DPE/DPI.
In the case of transshipment/transfer, the competent authority linked to the second BIP/DPE/DPI may use the 'Direct access' button in order to retrieve the initial official entry document.

II.2.2. DECLAR

Search for Declaration Documents

Search Criteria

Certificate Reference:	<input type="text"/>	Certificate reference number TRACES:	<input type="text"/>
Consignor:	<input type="text"/>	Consignee:	<input type="text"/>
Departure After:	<input type="text"/>	Commodity:	<input type="text"/> Browse
Departure Before:	<input type="text"/>	Means of Transport:	<input type="text"/>
Country of Destination:	<input type="text"/>	Postal code of destination:	<input type="text"/>
Authority of destination:	<input type="text"/>	Authority of destination code:	<input type="text"/>
Authority of origin:	<input type="text"/>	Authority of origin code:	<input type="text"/>
Country of Origin:	<input type="text"/>	Entry point:	<input type="text"/>
Passport N°:	<input type="text"/>	To process:	<input type="checkbox"/>
Certificate Status:	<input type="text"/>	Cloned:	<input type="checkbox"/>

[Clear](#) [Search](#) [Direct access](#)

Search options

Certificate Reference Refers to the (*non-mandatory*) local reference number, which can be specified in box 'I.2. Certificate reference number'.

Certificate reference number TRACES Refers to the unique TRACES reference number automatically assigned to the official entry document.

Certificate Status Information on official entry document statuses can be found under heading 'II.1.1. Certification workflow'.

To process In order to facilitate the submission of official entry documents at the EU border, the data validated in Part I or a DECLAR can be transferred automatically to a CVEDP. This is called 'cloning'.
The competent authority can search for DECLARs not yet cloned to CVEDPs, using the 'To process' button.

Search options

Cloned

In order to facilitate the submission of official entry documents at the EU border, the data validated in Part I of a DECLAR can be transferred automatically to a CVEDP by clicking the 'cloned' button. The competent authority can search for DECLARs which have already been cloned.

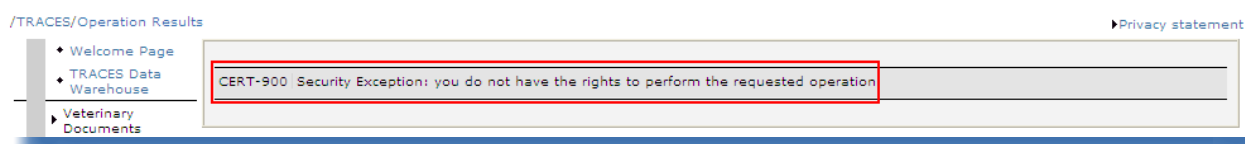
II.2.3. WORKAROUNDS AND LIMITATIONS

Apart from using the search criteria in TRACES, you may also find an official entry document by using its unique certificate reference number in a specific workaround:

Select the appropriate URL as listed below and enter the TRACES reference number at the end of the address as follows: ³⁴

1. <https://webgate.ec.europa.eu/sanco/traces/certificates/ced/open.do?ref=CED.XX.YYYY.ZZZZZZZ>
2. <https://webgate.ec.europa.eu/sanco/traces/certificates/cvedanimals/open.do?ref=CVEDA.XX.YYYY.ZZZZZZZ>
3. <https://webgate.ec.europa.eu/sanco/traces/certificates/cvedproducts/open.do?ref=CVEDP.XX.YYYY.ZZZZZZZ>
4. <https://webgate.ec.europa.eu/sanco/traces/certificates/euimport/open.do?ref=DECLAR.XX.YYYY.ZZZZZZZ>
5. <https://webgate.ec.europa.eu/sanco/traces/certificates/chedpp/open.do?ref=CHEDPP.XX.YYYY.ZZZZZZZ>

In accordance with the access rules for the (business) data, you must be declared in the official entry document in order to access it. If not, you may receive the following alert message:



'Security Exception: you do not have the rights to perform the requested operation'

In order to maintain a clean TRACES database, unprocessed 'Draft' and 'New' official entry documents are deleted after 3 months. ³⁵

Note - non-EU countries

Non-EU countries that use TRACES for certification of IMPORTs may access official entry documents based on the cloning of their validated IMPORTs.

³⁴ Legend:

XX = country ISO code in which the BIP or DPE/DPI is situated

YYYY = submission year

NNNNNNNN = unique TRACES reference number

³⁵ An exception applies for unprocessed CVEDP: only unprocessed 'Draft' CVEDPs are deleted after 3 months.

II.3. OBTAIN A 'HELP TO DECISION' (HTD)

During the certification process the competent authority may, via the TRACES 'Help To Decision' module, obtain additional feedback on:

1. the appropriate (*consolidated*) basis legislation
2. imposed physical tests (*if any*)
3. similar rejected consignments (*if any*)
4. safeguard measures (*if any*)

This HTD feature has been implemented for all official entry documents in order to alert, inform and assist competent authorities during the decision-making process. The feedback always depends on the nature and origin of the commodity presented and may be optional or mandatory for consultation.

The HTD module appears only upon submission of Part II of an official entry document.³⁶

II.3.1. BASIS LEGISLATION

In the HTD module, the 'Basis Legislation' tab presents competent authorities with an overview of all legislation in force relating to the nature and origin of the commodity presented.

TRACES displays a link to the consolidated EU Regulation(s) in the current TRACES working language,³⁷ as published on the official [Eur-lex website](http://eur-lex.europa.eu/en/index.htm).³⁸

The consultation of this legal information is optional.



³⁶ After submission of Part II, the HTD module will not be available/visualised anymore. An exception applies when official entry documents are subject to a RASFF notification.

³⁷ This means one of the TRACES EU/EFTA languages.

³⁸ Eur-Lex website: <http://eur-lex.europa.eu/en/index.htm>

II.3.2. IMPOSED PHYSICAL TESTS

Depending on the nature and origin of the commodity presented in the CED and CVEDP, ³⁹ the 'Imposed Physical Tests' tab displays:

1. The **Imposed Physical Tests**, in accordance with EU legislation ⁴⁰ (*upper part*)
2. The TRACES '**Data Mining Advice**', also referred to as the 'Expert System' ⁴¹ (*lower part*)

Consultation of this information is optional.

This feature is not activated for non-EU countries in respect of CVEDP.

TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

Consignment	Help To Decision	Decision
Basis Legislation	Imposed Physical Tests	

Help To Decision: Imposed Physical Tests

Imposed Physical Tests - 2012

1. 0201 10 Carcasses and half-carcases
Domestic / Bos taurus

The rate of the physical checks made for all BIP of the country is **66,67 % (Brazil)**.
The rate of the physical checks made for the current BIP is **66,67 % (Brazil)**.

The rate of imposed tests by legislation is **20 %**.

Help To Decision: Data Mining

Data Mining Advice

Commodity	Type of Package	Decision Model	Threshold	Probability
0201 10, Carcasses and half-carcases	Carton	EU_MODEL	0.2	0.013

Decision Model: Is the most relevant data mining decision model used for the current certificate and commodity. The possible values are: EU, COUNTRY or BIP.
Threshold: Is the limit defined in TRACES (specific to country and commodity) used to build the advice.
Probability: This value is relevant to the current certificate and it calculated based on data mining routines

Cancel and Return to Menu

II.3.2.1. UPPER PART: IMPOSED PHYSICAL TESTS

The upper part of the 'Imposed Physical Tests' tab displays, for each nomenclature code (product) selected in the official entry document:

- the rate of physical checks executed by all BIP of the country to which this BIP belongs per (*calendar*) year; and
- the rate of physical checks executed by the current BIP per (*calendar*) year.

This rate is calculated exclusively for the country of origin.

The reference year and country are indicated.

II.3.2.2. LOWER PART: DATA MINING ADVICE (EXPERT SYSTEM)

The lower part of the 'Imposed Physical Tests' tab displays Data Mining advice (*Expert System*) for each Nomenclature code (product) selected in the official entry document.

This advice, which is to improve the random execution of checks at the EU border, is facilitated by a process of data analysis and identification of patterns in the information.

At least three predictive expert system models are applicable to the 'physical checks' and 'laboratory tests'

³⁹ Other official entry document types like CVEDA and DECLAR are not concerned.

⁴⁰ CED: Commission Regulations (EC) Nos 669/2009 and 1152/2009.

CVEDP: Commission Decision 94/360/EC.

⁴¹ Currently only available for CVEDP consignments.

of already-certified official entry documents:

1. European model, which targets all TRACES official entry documents of the same type;
2. Country model, which targets all TRACES official entry documents of the same type and BIP country; and
3. BIP model, which targets all TRACES official entry documents of the same type and specific BIP authority.

II.3.3. SIMILAR REJECTED CONSIGNMENTS

Depending on the nature and origin of the commodity presented in the CED, CVEDA and CVEDP,⁴² the competent authority may need to consult any similar rejected consignments originating from the same organisation, region or country and rejected by another competent authority at the EU border.

Consultation of the 'Similar Rejected' tab is mandatory, while consultation of the rejected consignments indicated in this tab (*via the 'Open' button*) is optional.

This feature is not activated for non-EU countries in respect of CVEDAs and CVEDPs.



TRACES
TRAde Control and Expert System

ba bg cs da de el en es et fi fr hr hu il it lt lv mt nl nw pl pt ro ru sk sl sr sv tr zh Information Help
BIP.FR@traces-c
Privacy stat

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products

Consignment **Help To Decision** Decision
Basis Legislation Imposed Physical Tests **Similar Rejected**

Help To Decision: Similar Rejected

Certificate Reference	Country of Origin	Consignor	Consignee	Commodity	Refusal Reasons
CVEDP.PL.2009.0005099 Open	Viet Nam	Hung Vuong Corporation (HV Corp.)	NORD CAPITAL Sp.z O.o.	0304	7. Physical hygiene failure 10. Other
CVEDP.GB.2009.0041710 Open	Viet Nam	Song Tien Seafood Corporation	ICELANDIC UK Ltd - Cold Water Division	0304	5. ID: Mis-match with documents
CVEDP.FR.2009.0042667 Open	Viet Nam	Godaco Seafood	FRIAL	0304	10. Other
CVEDP.BG.2009.0003263 Open	Viet Nam	Hung Vuong Corporation (HV Corp.)	OSHAN FISH	0304	1. Absence/Invalid certificate

Cancel and Return to Menu

⁴² This feature is not available for DECLAR.

II.3.4. RE-ENFORCED CHECK

By means of the 'Rapid Alert System for Food and Feed' (RASFF) notification submitted by the competent authority at the EU border,⁴³ the national RASFF Contact Point can ask for activation of a re-enforced check programme to be validated by the European Commission before it becomes applicable to all competent authorities at the EU border.⁴⁴

The re-enforced checks programme complies with Article 24 of Council Directive 97/78/EC.

Details of all re-enforced check programmes are available through the 'Help To Decision Management' menu and 'Re-enforced Check' sub-menu.

II.3.4.1. IMPLEMENTATION

The mere certification of Part I (*Consignment*) of a CVEDP including the same establishment of origin and commodity code of the re-enforced check programme triggers a warning message requiring the opening of 'Re-enforced Check' in the 'Help to Decision' tab:



'Re-enforced check A re-enforced check is introduced for the commodity {0} and the organisation {1}. Please visit Help To Decision / re-enforced check tab for more information.'

Any retroactive change of data (*weight, commodity code, establishment, etc.*) in Part I of a CVEDP,⁴⁵ results in a new calculation of parameters in the 'Help to Decision' tab, and in particular of the conditions applicable regarding a re-enforced check programme, when the decision is submitted.

⁴³ More information can be found under heading 'II.5. Rapid Alert System for Food and Feed (RASFF)'.

⁴⁴ However, a re-enforced check programme can also be triggered directly by the European Commission RASFF Contact Point at the level not only of the establishment but also of the region or country. In this case, the programme does not directly refer to a RASFF notification linked to an official entry document.

⁴⁵ 'New' or 'In progress'.

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

► Consignment ▼ Help To Decision ► Decision
 ► Basis Legislation ► Imposed Physical Tests ▼ Re-enforced Check

Help To Decision: Re-enforced Check

RASFF alert on CVEDP.IE.2012.0000401

Applies On		Information on the CVEDP base of the re-enforced check	
Applied To Certificate Commodity:	0210 99 39 other than 02109910; 02109921; 02109929; 02109931 meat preparations Suidae, Aves	Initial Certificate:	► CVEDP
Applied To Business:		Initial Commodity Code:	0210 99 39 other than 02109910; 02109921; 02109929; 02109931 meat preparations
Hazard:	Chlopidol	Species basis for this re-enforced check:	Aves
		Initial RASFF Status:	Valid
		Application Date:	
		Minimum Net Weight:	Kg

Re-enforced Check Results					
Index	Check Result	Physical Check	Sample Date	Result Date	Laboratory Test Conclusion
1 (I)	Valid	Satisfactory	-	-	-
2 (I)	Valid	Satisfactory	30/05/2012	-	-
3 (I)	Rejection	Satisfactory	18/05/2012	01/06/2012	Not satisfactory
			18/05/2012	01/06/2012	Not satisfactory
1 (II)	In Progress	Satisfactory	-	-	-
2 (II)	In Progress	Satisfactory	29/05/2012	-	-
3 (II)	In Progress	Satisfactory	31/05/2012	-	-
4 (II)	In Progress	Not satisfactory	-	-	-

Associated Re-enforced Check Results						
Control Date	Reason	Check Result	Physical Check	Sample Date	Result Date	Laboratory Test Conclusion
No CVEDP associated to this Re-enforced Check yet.						

The 'Re-enforced Check' tab provides an overview of the results of all checks already carried out, distinguishing between:

- The **active** (*first, upper*) part of the overview:

This concerns check results for certified ('Valid'/'Rejected') and 'In progress' consignments covered by the re-enforced check programme.

- The **associated** (*second, lower*) part of the overview:

This concerns check results linked to the re-enforced check programme, involving:

- Consignments covered by the programme but with a net weight of less than 10.0% of that in the initial official entry document;
- Consignments which were covered by the programme but have been 'replaced' by the competent authority;
- Any subsequent consignments subject to splitting where the 'initial' consignment is covered by the programme;
- Consignments covered by the programme for which *mismatching* refusal reasons are given;
- Consignments covered by the programme for which there are three sets of unfavourable check results and to which the 'Imposing Checks' status applies; and
- Any 'in progress' consignments which should be covered by programme but which cannot (yet) be moved to the active part of the overview because other 'in progress' consignments are awaiting a final decision.

Where the re-enforced check programme has been triggered by a laboratory test, this *specific* laboratory test must be carried out. ⁴⁶ The 'Checks' and 'Laboratory Tests' tabs are therefore pre-filled with the nature of tests.

46 A re-enforced check programme does not necessarily refer to a specific laboratory test.

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products ▶ Privacy statement

▶ Consignment ▶ Help To Decision ▼ **Decision**

▶ Control Authority ▼ **Checks** ▶ Laboratory Tests ▶ Acceptance ▶ Refusal

Decision on Consignment: Checklists & Laboratory Tests

Checklists

26. Documentary Check:

☐ Satisfactory ☐ Not satisfactory

27. Identity Check:

☐ Seal Check ☒ Full Identity Check

☐ Satisfactory ☐ Not satisfactory

28. Physical Check:

☐ Not Done ☐ Satisfactory ☒ Not satisfactory

When not done: ☐ Reduced checks regime ☐ Other

29. Laboratory Tests

Tests Executed: ☒ Yes ☐ No

Date:

Motivation: ☐ Random ☐ Suspicion ☒ Re-enforced

Tested for:

1. 0210 99 39 Aves Chlopidol ▶ Select ☐ Pending ☐ Satisfactory ☐ Not satisfactory ▶ Remove
▶ Add

▶ Cancel and Return to Menu ▶ Save as in progress ▶ Submit decision ▶ Print

'Re-enforced' is automatically ticked as the reason in box '29. Laboratory Tests' and the option 'Pending' cannot be selected, as the consignments must be detained in the EU BIP and the competent authority must complete the CVED in accordance with the programme requirements.

When a re-enforced check programme is applicable, the lower 'Data Mining advice' part of the 'Imposed Physical Tests' tab ⁴⁷ in the 'Help To Decision' displays the following information:

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products ▶ Privacy statement

▶ Consignment ▼ **Help To Decision** ▶ Decision

▶ Basis Legislation ▼ **Imposed Physical Tests** ▶ Re-enforced Check

Help To Decision: Imposed Physical Tests

Imposed Physical Tests - 2012

1. 0210 99 39 other than 02109910; 02109921; 02109929; 02109931
meat preparations / Suidae , Aves

The rate of the physical checks made for all BIP of the country is **40 % (Brazil)**.
The rate of the physical checks made for the current BIP is **0 % (Brazil)**.

The rate of imposed tests by legislation is **20 %**.

Help To Decision: Data Mining

Data Mining Advice

Expert System advice is not available

'Expert System advice is not available.' ⁴⁸

⁴⁷ More information can be found under heading 'II.3.2. Imposed Physical Tests'.

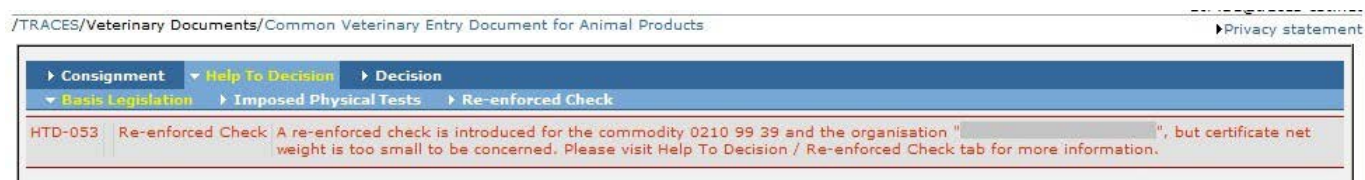
⁴⁸ This alert message is also displayed for consignments which do 'not conform' (box 19), which are destined 'for transit to third country' (box 18) or which are destined 'for transshipment to' (box 17).

II.3.4.2. COUNT-UP OF CONSIGNMENTS

CVEDPs already in a certification ⁴⁹ process with checks under the same category of hazard (*same reason for refusal, e.g. chemical contamination*) can be counted up as part of a same re-enforced check programme.

Size of consignments

Only consignments representing at least 10% of the total net weight of the consignment that triggered the re-enforced check programme are considered in the count-up:

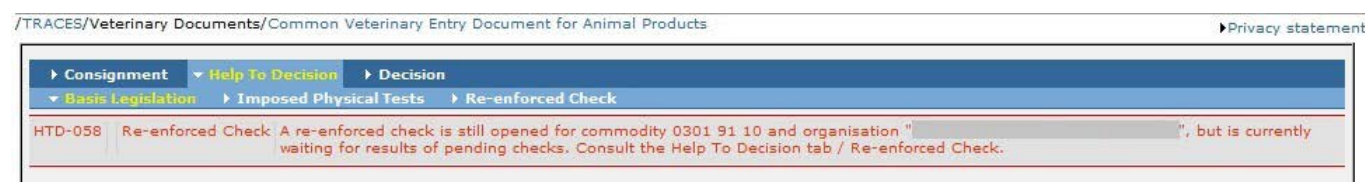


'Re-enforced check A re-enforced check is ongoing for commodity {0} and organisation {1}, but certificate net weight is below the threshold. Please go to 'Help To Decision / Re-enforced check' for more information.'

CVEDPs not attaining this minimum weight are nevertheless listed in the 'Associated Check' details of the re-enforced check programme.

Decisions in progress

Only the first ten consecutive similar consignments arriving at the EU BIPs are considered in the count-up. If decisions on these consignments are still in progress, ⁵⁰ additional consignments arriving at the EU BIPs are not taken into account in the count-up, but must be detained in the BIPs:



'Re-enforced check A re-enforced check is ongoing for commodity {0} and organisation {1} but results of checks are still pending. Consult the 'Help To Decision tab / Re-enforced check'.'

These consignments may be released before the conclusions of the re-enforced check programme are known, provided they are submitted to the checks required by the programme and that the results are 'satisfactory'.

Decisions taken on these consignments do not interfere in the count-up, unless another series of ten consecutive consignments is started in the meantime. The CVEDPs for these consignments will be displayed in the 'associated' details of the re-enforced check programme.

Series

If the results of physical checks, whether or not associated with laboratory tests, on ten consecutive


⁴⁹ Certification: 'Save in progress', 'Validation' or 'Rejection'.

⁵⁰ The CVEDP's status is 'In progress'. More information can be found under heading 'II.1.1. Certification workflow'.

consignments or products with the same commodity code and originating in the same establishment or country covered by the re-enforced check programme are 'satisfactory', the programme is lifted. However, if a check in the first series (I) is 'unsatisfactory', the count-up starts at '1' for a second series (II). A third series (III) can be triggered for the same reason.

The various series are indicated in Roman numerals (I, II, III).

After a third unsuccessful series, a warning message imposing the systematic carrying-out of the checks appears when a similar consignment is submitted at the BIP. In the list of re-enforced check programmes, an exclamation mark appears alongside the programme in question.

Search for Re-enforced Check									
Search Criteria									
Country:				Commodity:					
Application Date:				Status:					
Business Name:				Description:					
Business code:									
Clear Search									
Search Result									
Description	Country	Business Name	Commodity	Laboratory Tests	Date	Last Check	Already Released	Status	
RASFF alert on CVEDP	Morocco		Unique Commodity Code Group for 23012000	Enterobacteriaceae Salmonella spp.	19/09/2012		0	Stopped	Open Copy as new
 Chlomidol in poultry meat, RASFF 2012.BQP	Brazil		meat and edible offal of poultry, CN 0207	Chlomidol	13/08/2012	7 (III) (in progress: 5)	10 (+ 22)	Imposing Checks	Open Copy as new
Histamine in sardines			Canned sardines, CN						

Finally, a notification is sent to inform the European Commission RASFF Contact Point of a persistent problem:

'The re-enforced check procedure concerning establishment {0} has just ended unfavourably. The European Commission may lift the re-enforced check, in which case it will be marked as having been 'stopped'.'

II.3.4.3. EXCLUSION OF SPECIFIC CASES

When a CVEDP is '**in progress**' with a 'Physical Check' (box 28) marked as 'Not satisfactory' and without any reason for refusal (*or with a reason other than that for the re-enforced check programme*) (box 36), it is directly included in the count-up. The CVEDP will appear in the 'Active' section (*upper, first part*) 're-enforced check results'.⁵¹

Depending on the number of re-enforced checks completed, it may be re-introduced afterwards in the 'Associated' part of the overview.

However, when an '**in progress**' CVEDP is (*finally*) validated with a subsequent change to the information that triggered its inclusion in the re-enforced check programme (*i.e. the commodity code or establishment of origin subject to the check*), it is excluded from the list of CVEDPs under the programme and no longer prevents closure of the programme.

CVEDPs under a re-enforced check programme with the status 'in progress' can be excluded from the

⁵¹ This means that the CVEDP will not appear in the 'Associated re-enforced check results'.

laboratory test requirements based on a justified request by the EU/EFTA competent authority.

The **transit or transshipment** from one non-EU country to another of consignments from establishments covered by a re-enforced check programme is not subject to the programme requirements.

Note - **Request for exclusion:**

Upon reasoned request by the EU/EFTA competent authority to the TRACES helpdesk (sanco-traces@ec.europa.eu), a consignment may be excluded from a re-enforced check programme. The request for exclusion must be accompanied by:

- the CVEDP's TRACES reference number;
- the CN code; and
- the reason(s) of such a request.

Only European Commission RASFF Contact Points may exclude a consignment from the re-enforced check programme.

The CVED status must be 'in progress'. When a consignment is excluded, the corresponding CVED is removed from the 'Active' part of the overview and the order of the CVEDs changes.

II.3.4.4. LIFTING A RE-ENFORCED CHECK PROGRAMME

Re-enforced check programmes are lifted automatically after ten consecutive favourable results for the physical checks in one of the three series (status 'Fulfilled').

Lifting can also be imposed by the European Commission RASFF Contact Point after three series of unfavourable tests or by necessity (status 'Imposing Checks').

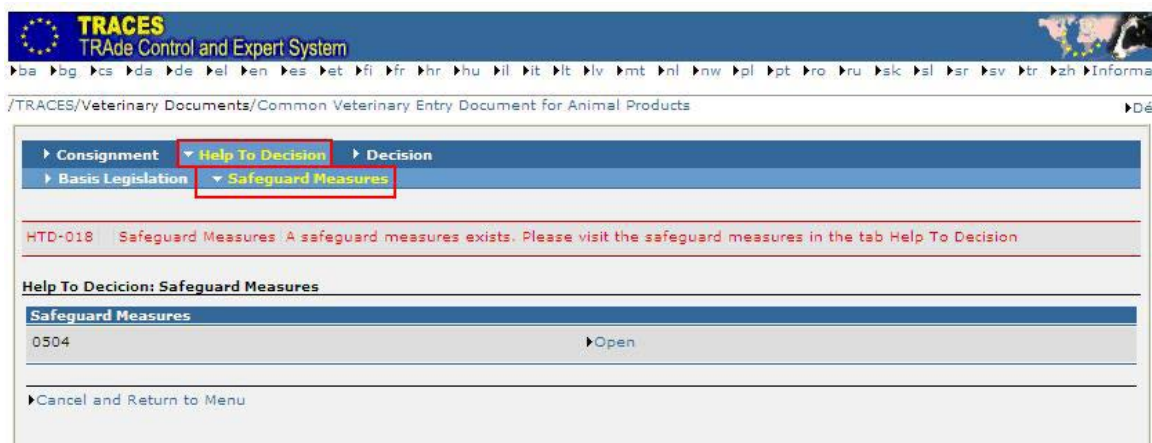
When the European Commission RASFF Contact Point ends the programme, the status of the check changes to 'stopped'.

II.3.5. SAFEGUARD MEASURES

Depending on the nature and origin of the commodity covered by the CEDs, CVEDAs and CVEDPs, the competent authority may be obliged to reject the consignment when a safeguard measure is activated for the official entry document.⁵²

Consultation of this tab is mandatory.

This feature is not activated for non-EU countries in respect of CVEDAs and CVEDPs.



52 CVEDA: Article 18 of Council Directive 91/496/EEC.
CVEDP: Article 22 of Council Directive 97/78/EC.

II.4. CERTIFY PART II (DECISION)

Only competent authorities at EU BIP/DPI/DPE can initiate, access and sign Part II of an official entry document (acceptance or refusal of a consignment), via the 'Veterinary documents' menu.

An exception applies for DECLARs which are available mainly to economic operators, while competent authorities may also access the 'Health information' declaration.

In order to certify the official entry document, you must search ⁵³ and click the 'Open' button below the official entry documents which still need to be certified (Part II, Decision).

II.4.1. DECLAR

Part II of the **DECLAR** relates to the declaration of the EU importer (economic operator) stating that the 'Health information' on certain by-products complies with requirements laid down in Commission Regulation (EC) No 142/2011.

Not ticking a checkbox in the 'Health information' declaration will result in this text being automatically barred out from the print-out of the DECLAR.

II. Health information	
DECLARATION	
I, the undersigned, declare that the intermediate product referred to above is intended to be imported by me into the Union and satisfy the definition provided for in point 35 of Annex I of Commission Regulation (EU) No 142/2011(1a), and in particular that:	
(1)	it is intended for the manufacture of:
(2)	either <input checked="" type="checkbox"/> medicinal products,]
	[-
(2)	and/or <input type="checkbox"/> veterinary medicinal products,]
	[-
(2)	and/or <input type="checkbox"/> medical devices,]
	[-
(2)	and/or <input type="checkbox"/> active implantable medical devices,]
	[-

Brazil

142/2011 Intermediate products to be used for the manufacture of medicinal products, veterinary

II. Health information		II a. Certificat reference number	II b. TRACES reference number
DECLARATION			DECLAR. [REDACTED] - V1
I, the undersigned, declare that the intermediate product referred to above is intended to be imported by me into the Union and satisfy the definition provided for in point 35 of Annex I of Commission Regulation (EU) No 142/2011(1a), and in particular that:			
(1)	it is intended for the manufacture of:		
(2)	either	[-	medicinal products,]
(2)	and/or	[-	veterinary medicinal products,]
(2)	and/or	[-	medical devices,]
(2)	and/or	[-	active implantable medical devices,]
(2)	and/or	[-	in vitro diagnostic medical devices,]
(2)	and/or	[-	laboratory reagents,]
(2)	its design, transformation and manufacturing stages have been sufficiently completed in order to qualify the material directly or as a component of a product intended for that purpose, except for the fact that it requires further handling or transformation such as mixing, costing, assembling, packaging or labelling to make it suitable for placing on the market or putting into service as medicinal		

⁵³ More information can be found under heading 'II.2. Search an official entry document'.

II.4.2. CED/CVEDA/CVEDP/CHED-PP

Part II of the **CED, CVEDA, CVEDP and CHED-PP** provides information on the completion of official checks and on the acceptance or refusal of the consignment. The steps to be followed to certify an official entry document are identical.

The official description of the boxes in Part II 'Decision' can be found in the following annexes:

- Commission Regulations (EC) Nos 669/2009 and 1152/2009 CED
- Commission Regulation (EC) No 282/2004 CVEDA
- Commission Regulation (EC) No 136/2004 CVEDP
- Council Directive 2000/29/EC CHED-PP

However, some boxes in the various TRACES tabs ⁵⁴ are highlighted below:

- 'Control authority'
- 'Checks'
- 'Laboratory tests'
- 'Acceptance'
- 'Refusal'

II.4.2.1. 'CONTROL AUTHORITY' TAB

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products ▶ Privacy statement

▶ Consignment ▶ Help To Decision ▼ Decision	
▼ Control Authority ▶ Checks ▶ Laboratory Tests ▶ Acceptance ▶ Refusal	
Decision on Consignment: Control Authority	
25. CVED Reference Number: CVEDP, <input type="text"/> - V1 Local reference number: 42. Customs Document Reference: <input type="text"/>	39. Full Identification of BIP / Competent Authority BIP: Best TRACES Unit Number: FRBES1
43. Subsequent CVED Number(s):	24. Previous CVED Reference Number:
38. Consignment Resealed New seal no: <input type="text"/> ▶ Remove ▶ Add	40. Official Veterinarian Name: ▶ BIP, FR Date: 08/11/2012
▶ Cancel and Return to Menu ▶ Save as in progress ▶ Submit decision ▶ Print	

Type	Box	Information
CVEDP	'25. CVED Reference Number'	If the competent authority has initiated Part I of the official entry document and has clicked the 'Validate' option, the TRACES reference number will (automatically) be entered after the official entry document is signed.
CVEDA	'27. CVED Reference Number'	
CED	'II.1 CED Reference Number'	
CHED-PP	'II.2 CHED reference No'	
CVEDP	'42. Customs Document Reference'	If nothing is entered, the customs document reference remains empty.
CVEDA	'43. Customs Document Reference'	
CED	'II.2 Customs Document Reference'	
CHED-PP	'II.21 Customs Document Reference'	

⁵⁴ DECLAR is not included here as it concerns a 'Health information' declaration.

Type	Box	Information
CVEDP	'43. Subsequent CVED' and '24. Previous CVED'	<p>Concerns consignments of 'animal products' and 'products of animal origin' in transit which are stored and released gradually. If applicable, these boxes are completed automatically.</p> <p>More information relating to the 'splitting' of a consignment can be found under heading 'III.4. Split a consignment' of the 'Entry documents Part I' user manual.</p>
CHED-PP	'II.22. Subsequent CHED' and 'II.1. Previous CHED'	
CVEDP	'39. Full identification of BIP/Competent Authority'	<p>This box is automatically filled (<i>read-only</i>) with the information in Part I of the official entry document, and is related to the 'Person responsible for load/Person responsible for the consignment (in the EU)'.</p> <p>In the case of transshipment or transfer, this is the BIP/DPE/DPI/CP carrying out the required checks.</p>
CVEDA	'41. Full identification of BIP/Competent Authority'	
CED	'Full identification of DPE'	<p>This box is automatically filled in with the name of the user certifying the document.</p> <p>Where the competent authority concerns a 'collective user', it will be asked to assign the 'Official Veterinarian/Inspector' from a drop-down menu.</p>
CHED-PP	'II.19. Identification of the declared point of Entry'	
CVEDP	'40. Official Veterinarian'	<p>This box is automatically filled in with the name of the user certifying the document.</p> <p>Where the competent authority concerns a 'collective user', it will be asked to assign the 'Official Veterinarian/Inspector' from a drop-down menu.</p>
CVEDA	'42. Official Veterinarian'	
CED	'Official Inspector'	
CHED-PP	'II.20. Official Inspector'	

40. Official Veterinarian

Name:

Date:

The decision date in this box will be fixed on signing of the official entry document. The date is entered automatically on the basis of the Brussels time zone (GMT + 1).

II.4.2.2. 'CHECKS' TAB

TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products

BIP:PKI

► Pri

► Consignment ► Help To Decision ▼ **Decision** ► RASFF

► Control Authority ▼ **Checks** ► Laboratory Tests ► Acceptance ► Refusal

Decision on Consignment: Checklists & Laboratory Tests

Checklists

26. Documentary Check:

☐ Satisfactory ☒ Not satisfactory

27. Identity Check:

☐ Seal Check ☒ Full Identity Check

☐ Satisfactory ☒ Not satisfactory

28. Physical Check:

☐ Not Done ☒ Satisfactory ☐ Not satisfactory

When not done: ☒ Reduced checks regime ☐ Other

29. Laboratory Tests

Tests Executed: ☒ Yes ☐ No

Date:

Motivation: ☐ Random ☐ Suspicion

Tested for:

- ► **Select** ☐ Pending ☐ Satisfactory ☐ Not satisfactory

► Remove

► Add

► Cancel and Return to Menu ► Save as in progress ► Submit decision ► Print

Type	Box	Information
CVEDP	'26. Documentary Check'	This box concerns the mandatory verification of health certificates or documents accompanying the consignment. For animals for which the 'non-harmonised' model applies, 'additional guarantees' and 'national requirements' are additional options. In the event of 'not satisfactory' laboratory test results, it is possible immediately to reject the official entry document without filling in other checks.
CVEDA	'26. Documentary Check'	
CED	'II.3. Documentary Check'	
CHED-PP	'II.3. Documentary Check'	
CVEDP	'27. Identity Check'	This box concerns checking consistency between the accompanying health certificates or documents and the consignment presented at the EU BIP/DPE/DPI. For animals, the 'Derogation' option makes reference to the transshipment procedure.
CVEDA	'28. Identity Check'	
CED	'II.11. Identity Check'	
CHED-PP	'II.4. Identity Check'	
CED	'II.4. Consignment selected for physical checks'	If 'Yes' is selected, you are obliged to fill in the check results in the 'Physical Check' box.

Type	Box	Information
CVEDP	'28. Physical Check'	The 'physical check' must be executed in accordance with the legislation in force.
CVEDA	'29. Physical Check'	
CED	'11.12. Physical Check'	
CHED-PP	'11.5. Physical Check'	
CVEDA	'31. Welfare check'	This box concerns the transport conditions and welfare status of the animals upon arrival.

Type	Box
CVEDP	'29. Laboratory Tests'
CVEDA	'30. Laboratory Tests'
CED	'11.13. Laboratory Tests'
CHED-PP	'11.6. Laboratory Tests'

Information

Specification of a laboratory test is possible when:

- A 'full identity check' has been carried out. A simple 'Seal check' prevents the introduction of any details in the 'Laboratory Tests' section of the 'Checks' tab.
- A 'physical check' (*satisfactory or not*) has been carried out. Derogation from the physical check prevents any details being introduced in the 'Laboratory Tests' section of the 'Checks' tab.

Enter:

- Date: The 'sample' date must be prior or equal to the validation date of the official entry document.
- Motivation
- Laboratory Test(s): Click the 'Add' button on the right, select (*one of the*) species entered in Part I and click the 'Select' button on the left to specify the laboratory test(s) relating to 'animal health', 'public health' or 'food hygiene', and possibly the laboratory method used. Check 'Pending' as a test result when a sampling test is involved and the commodity has to be released immediately.

The release (*validation*) of a consignment with 'Pending' laboratory results is available only for CVEDP and CVEDA.

In this context, the following notification message is sent to the BIPs every week until the details of the results are introduced:

'Conclusion(s) for pending laboratory tests must be entered for the following CVED: ...'

If no results have been entered within 60 days of the validation date, a weekly reminder is also sent to the CCA of this BIP. These notifications are not manageable in the 'Modify User Profile' menu.

Type

Box

Information

It is possible to modify the nature of a test or to add a test after receipt of the analysis results. Generic categories (*in capital letters*) have been introduced in the 'Residues' laboratory test category, so that general queries can be made and the specific analysis results can be entered retroactively in the 'Checks' and 'Laboratory Tests' tabs.

In certain cases, **the final results** of the 'Pending' laboratory tests may be entered and changed from 'Pending' to 'Satisfactory' / 'Not satisfactory', after validation of the official entry document. **More information can be found under heading 'III.1.2. Modify certified official entry documents'.**

In the event of a change to 'Satisfactory', the status of the official entry document remains 'Valid'.

In the event of a change to 'Not satisfactory', the status of the official entry document becomes 'Recalled'.

More information on the certification workflow, can be found under heading 'II.1.1. Certification workflow'.

II.4.2.3. 'LABORATORY TESTS' TAB

Laboratory tests in the 'Laboratory Tests' section of the 'Checks' tab will automatically generate the possibility of adding details on sampling in the 'Laboratory Tests' tab. This can be done for each reference laboratory test.

This means that there is a clear link between the 'Checks' tab and 'Laboratory Tests' tab.

It is mandatory to enter the details in the 'Laboratory Tests' tab only when there is a rejection triggering a RASFF notification,⁵⁵ in which case you will receive the following alert message:

'Laboratory Tests The laboratory tests tab is mandatory as the certificate is rejected for public health reason'

Each Laboratory Test reference includes a section reserved for the TRACES 'Applicant'⁵⁶ and the 'Laboratory' user.⁵⁷

Use of the 'Laboratory Tests' tab makes it possible to:

- print out a 'Fiche for sampling', which can be sent to the laboratory;
- electronically notify the laboratory authority, if shown in TRACES and specified in the 'Laboratory Tests' tab of the official entry document;
- receive electronically the test results from the laboratory specified in the official entry document; and
- automatically complete RASFF details in the RASFF notification form (*if required*).

Some 'Laboratory Tests' data fields are highlighted below:

⁵⁵ The RASFF notification relates to CVEDP consignments.

⁵⁶ i.e. the TRACES competent authority user at the EU border.

⁵⁷ More information on laboratory users can be found in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

Applicant	Title	Information
	'Laboratory'	<p>If a Laboratory is specified in the official entry document, it will receive electronically the 'Fiche for sampling', so that the laboratory test results are automatically included in the official entry document.</p> <p>Laboratories can be selected at European level.</p> <p>Laboratories, like other competent authorities, can be created by the European Commission only at the request of the competent authority.</p>
	'Laboratory Test'	<p>May already be filled with the 'Laboratory Test' selected in the 'Checks' tab. Introduction, modification or reselection is possible via the 'Select' button and will be reflected in the 'Checks' tab.</p>
	'Sample Type'	<p>Should be selected from the drop-down list. If a 'Sample Type' is missing from the list, please contact the TRACES Team.</p>
Laboratory		
	'Released date'	<p>'Released date' is in dd/mm/yyyy format and must be after the sample date.</p>
	'Laboratory Test Method'	<p>'Laboratory Test Method' can either be selected from a menu or described in a free-text field. However, we recommend using the selection menu in order to facilitate extraction of TRACES reports and translation of TRACES data.</p>
	'Conclusion'	<p>The conclusion in the 'Laboratory Tests' tab is reserved for the laboratory user carrying out the tests, while that in the 'Laboratory Tests' box of the 'Checks' tab is reserved for the competent authority validating the official entry document.</p> <p>Note that 'Pending' is not an option for laboratory authority users; please go to the 'Checks' tab for this.</p> <p><i>More information can be found under heading 'II.4.2.2. 'Checks' tab'.</i></p>

The competent authorities may include the results of a 'counter-analysis' and a 'second expert analysis' in TRACES.

Fiche for sampling
LAP-000092115-CVEDP.FR.2010.0000003

References	
Applicant	
Name	FRBES1 Brest, P
Address	-
Name of the veterinarian	29283 Brest Cedex, France
Phone	FR BIP
Laboratory	
Name	-
Address	-
Identification	-
Phone	-
Certificate reference number	CVEDP.FR.2010.0000003
Sample date	10/02/2010
Identification of the sample	
Establishment number of origin	-
Country of Origin	Senegal
Country from where consigned	Senegal
Country of Destination	Finland
Commodity Code (CN Code)	0306 - Penaeus duorarum
Commodity	Crustaceans, whether in shell or not, live, fresh, chilled, frozen, dried, salted or in brine; crustaceans, in shell, cooked by steaming or by
Sample Batch Nr.	5453
Sample Use By Date	10/02/2010
Nature of the sample	
Sample Type	Aborted matter
Number of samples	2
Conservation of sample	Ambient
Requested Analysis	
Motivation	Random
Results	
Initial Analysis	
Laboratory Test	Taura syndrome
Laboratory Test Method	traces
Released date	12/02/2010
Results	200mg/kg
Conclusion	Not satisfactory
Constat Analysis	
Laboratory Test	
Laboratory Test Method	
Released date	
Results	
Conclusion	
Second Expert Analysis	
Laboratory Test	
Laboratory Test Method	
Released date	
Results	
Conclusion	

II.4.2.4. 'ACCEPTANCE' TAB

The 'Acceptance' tab is filled automatically according to the information provided in the 'Purpose' tab of Part I of the official entry document: ⁵⁸

Type	Box	Information
	NOT Acceptable	Please fill in the Refusal tab.
CVEDP	'30. Acceptable for Transshipment'	More information on the transshipment or transfer procedure can be found under headings 'II.4.2.4.A.' and 'II.4.2.4.B.'.
CVEDA	'33. Acceptable for Transshipment'	
CED	'II.5. Acceptable for transfer'	
CHED-PP	'II.9. Acceptable for Transshipment/Transfer'	
CVEDP	'31. Acceptable for Transit Procedure'	
CVEDA	'34. Acceptable for Transit Procedure'	

⁵⁸ The purpose of the official entry document as presented in the 'Acceptance' tab of Part II (Decision) can be altered only by modifying the information in the 'Purpose' tab of Part I (Consignment).

Type	Box	Information
CVEDP	'32. Acceptable for Internal Market'	
CVEDA	'35. Acceptable for definitive Import'	
CED	'II.14. For Release for Free Circulation'	
CHED-PP	'II.11. Acceptable for free circulation'	
CVEDP	'33. Acceptable if channelled'	<p>This box relates to Articles 8 and 15 of Council Directive 97/78/EC.</p> <p>The 'Acceptable if channelled' option is open only if the consignment has been declared 'For Internal Market' (box 21) in Part I of the CVEDP.</p> <p>The 'Details of Controlled Destinations' box is mandatory.</p>
CVEDP	'34. Acceptable for Specific Warehouse Procedure (Art.12.4 and 13)'	<p>This box relates to Articles 12(4) and 13 of Council Directive 97/78/EC.</p> <p>The 'Acceptable for Specific Warehouse Procedure (Articles 12(4) and 13)' option is open only if the consignment has been declared 'For NON-Conforming Consignments' (box 22) in Part I of the CVEDP.</p> <p>The 'Details of Controlled Destinations' box is mandatory.</p>
CVEDA	'36. Acceptable for temporary admission'	<p>The 'Acceptable for temporary admission' option is open only if registered horses have been declared as 'Temporary admission horses' (box 20) in Part I of the CVEDA.</p>

II.4.2.4.A. Transshipment/Transfer from BIP/DPE/DPI to BIP/CP

In the case of transshipment/transfer from a **BIP/DPE/DPI** to **BIP/CP**, two official entry documents are generated in TRACES.

Document:

Advanced:

☐ To Tranship
 ☒ Transhipped

☐ Splitted CVED
 ☐ Has control
 ☐ Pending rejection
 ☐ Pending laboratory tests

►Clear ►Search

Search Result							
Certificate Reference	Country of Origin	Consignor	Consignee	Commodity	Status	RASFF Status	Subsequent CVEDs
CVEDP. <input type="text"/>	Tunisia	<input type="text"/>	<input type="text"/>	0304 33 00	Valid		CVEDP. <input type="text"/>
►Open							
CVEDP. <input type="text"/>	Mauritania	<input type="text"/>	<input type="text"/>	0306 11 90, 0307 49 18, 0307 59 10	Valid		CVEDP. <input type="text"/>
►Open							
CVEDP. <input type="text"/>	Mauritania	<input type="text"/>	<input type="text"/>	0303 89 90, 0303 90 90, 0306 11 10, 0307 49 18, 0307 59 10	Valid		CVEDP. <input type="text"/>
►Open							

After a satisfactory documentary check, the entry BIP/DPE/DPI can validate the official entry document on the basis of one of the following purposes (Part I):

- box '18. For transshipment to' (CVEDA)
- box '17. For Transshipment to' (CVEDP)
- box 'I.20 For transfer to' (CED)
- box 'I.19. For transshipment/transfer to' (CHED-PP)

The TRACES reference number of the first official entry document is specific to the country of the competent authority at the point of entry.

The subsequent BIP/CP is immediately notified of the validation of this official entry document. Using the '**Tranship**' option below (*or in*) this document, it may then certify a subsequent official entry document.⁵⁹ The TRACES reference number of the subsequent official entry document is specific to the country of the subsequent BIP/CP.

⁵⁹ The economic operator linked to the subsequent BIP/CP also has access to the 'Tranship' button but must use the 'Direct access' button in order to retrieve the relevant official entry document.

Advanced: <input checked="" type="checkbox"/> To Tranship <input type="checkbox"/> Transhipped <input type="checkbox"/> Splitted CVED <input type="checkbox"/> Has control <input type="checkbox"/> Pending rejection <input type="checkbox"/> Pending laboratory tests						
▶Clear ▶Search ▶Direct access						
Search Result						
Certificate Reference	Country of Origin	Consignor	Consignee	Commodity	Status	RASFF Status
CVEDP	New Zealand			0202 30	Valid	
▶Open ▶Copy as new ▶Copy as replacement ▶Tranship						
▶New						

Country:	FR France
▶Cancel and Return to Menu ▶Split ▶Tranship ▶Cancel certificate ▶Print	

The subsequent official entry document will automatically contain all consignment details of the document validated by the entry BIP/DPE/DPI.⁶⁰

The subsequent BIP/CP is nevertheless authorised to amend or add most of the information transferred to the subsequent official entry document.

As soon as the subsequent official entry document is validated or rejected, the entry BIP/DPE/DPI is notified. A link between the first and subsequent official entry documents is established automatically.

On the online official entry documents, hyperlinks in the 'References' tab (Part I) show the TRACES reference number of the subsequent or previous official entry document.

On the official entry document hard copies, the references of the first and subsequent official entry document are indicated in the relevant boxes.

First official entry document:

▼ Consignment ▶ Help To Decision ▶ Decision ▶ Control ▼ References ▶ Traders ▶ Commodity ▶ Transport ▶ Purpose	
Details of Consignment Presented: References	
I.2. CED reference number: CED.FR.2011.0000002 Local reference number: transfer Subsequent CVED: ▶CED.BE.2011.0000002	Designated Point of Entry DPE: Brest, P DPE Unit No: FBES1
I.4. Person responsible for the consignment	I.10. Documents

EUROPEAN COMMUNITY		Common Entry Document, CED	
Previous CED Reference number	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	II.1. CED Reference Number CED.FR.2011.0000002	Local reference number transfer
II.2. Customs Document Reference		II.3. Documentary Check	

⁶⁰ In the case of CED, the subsequent BIP/CP must indicate the 'Person responsible for the load' (box I.4) and enter the 'means of transport' information (box I.11).

Subsequent official entry document:

Consignment ▶ Decision	
▶ References ▶ Traders ▶ Commodity ▶ Transport ▶ Purpose	
Details of Consignment Presented: References	
I.2. CED reference number:	CED.BE.2011.0000002
Local reference number:	TR.18P009N
Initial CVED:	▶CED.FR.2011.0000002
Designated Point of Entry	
DPE:	Oostende, A
DPE Unit No:	BEOST4
I.4. Person responsible for the consignment	
I.10. Documents	
II.22. Subsequent CED	
Number(s)	CED.BE.2011.0000002
Date	
Signature	
III.1. Details on re-dispatching	

If the 'Control' Part (Part III) is generated, it automatically displays the details of the subsequent BIP/CP in order to ensure the follow-up.

TRACES TRAdE Control and Expert System	
▶ba ▶bg ▶ca ▶da ▶de ▶el ▶en ▶es ▶et ▶fr ▶hr ▶hu ▶il ▶it ▶lv ▶mic ▶mt ▶nl ▶nw ▶pl ▶pt ▶ro ▶ru ▶sk ▶sl ▶sq ▶sr ▶sv ▶tr ▶zh ▶Information ▶Logout ▶BIP.FR@traces-cbt.net ▶Privacy statement	
/TRACES/Documents/Common Entry Document (CED)	
Consignment ▶ Help To Decision ▶ Decision ▶ Control	
▶ References ▶ Traders ▶ Commodity ▶ Transport ▶ Purpose	
Details of Consignment Presented: References	
I.2. CED reference number:	CED.FR.2011.0000002
Local reference number:	transfer
Subsequent CVED:	▶CED.BE.2011.0000002
Designated Point of Entry	
DPE:	Brest, P
DPE Unit No:	FRBES1
I.4. Person responsible for the consignment	
Date of Declaration:	22/07/2011
Name of signatory:	
Name:	Agence Maritime Leroux
Address:	Quai Moros Rive Droite
Postal Code / Region:	29900 Concarneau
Country:	FR France
I.10. Documents	
Number:	10
Date of issue (dd/mm/yyyy):	22/07/2011
▶Cancel and Return to Menu ▶Split ▶Cancel certificate ▶Print	
TRACES/Documents/Common Entry Document (CED) ▶Privacy statement	
Consignment ▶ Help To Decision ▶ Decision ▶ Control	
Control	
III.2. Follow up	
<input type="radio"/> Local Veterinary Unit	
Arrival of the consignment: <input checked="" type="radio"/> Yes <input type="radio"/> No	
Conformity of the Consignment: <input checked="" type="radio"/> Yes <input type="radio"/> No	
III.1. Details on re-dispatching	
Date:	
Means of transport no:	
Type:	
Document:	
Country of destination:	
III.3. Official Inspector	
Name:	▶BE, BIP
Address:	LUCHTHAVEN OOSTENDE - NIEUWPOORTSESTEENWEG 889 - BUS 6
Postal Code / Region:	8400
DPE Unit No:	BEOST4
Date:	22/07/2011
▶Cancel and Return to Menu ▶Print	

The **search** for official entry documents which are subject to a transhipment procedure is available in the search screen:

- 'Advanced' and 'To tranship' for official entry documents to be processed by the subsequent BIP/CP;⁶¹
- 'Advanced' and 'Transhipped' for official entry documents which have been processed by the BIP/CP.⁶²

When the subsequent official entry document is initiated by the economic operator, the BIP/DPE/CP can retrieve it by activating the search criteria 'Transhipped' or 'To process'.

II.4.2.4.B Transhipment to a non-EU country⁶³

In the case of transhipment to a third country, it is not necessary to introduce the name of the EU BIP/DPE/DPI creating the official entry document in the 'For Transhipment to' box (Part I).

Moreover, there is no double-check on the type of organisation entered in the 'Veterinary documents' box;⁶⁴ this is to make it possible to select establishments which are not listed as authorised to export to the EU.

⁶¹ i.e. first/previous official entry documents.

⁶² i.e. subsequent official entry documents.

⁶³ This function is not applicable for the CED or CHED-PP.

⁶⁴ In the case of CVED.

II.4.2.5. 'REFUSAL' TAB

The screenshot displays the 'Refusal' tab in the TRACES system. The top navigation bar includes 'Consignment', 'Help To Decision', 'Decision', 'RASFF', 'Control Authority', 'Checks', 'Laboratory Tests', 'Acceptance', and 'Refusal' (which is highlighted). Below the navigation bar, the 'Decision on Consignment: Refusal' section is active. It contains two main panels. The left panel, '35. NOT ACCEPTABLE', has three radio button options: '1. Re-export', '2. Destruction', and '3. Transformation'. Below these is a 'By Date' field and a section titled '37. Details of Controlled Destinations (33-35)' with fields for 'Approval no (where relevant):', 'Name:', 'Address:', and 'Postal Code / Region:'. The right panel, '36. Reason for Refusal', lists nine reasons with checkboxes: '1. Absence/Invalid certificate', '10. Other', '10. Other, create RASFF notification', '2. Non approved country' (with a 'Country:' dropdown), '3. Non approved establishment' (with a 'Name:' field), '4. Prohibited product', '5. ID: Mis-match with documents', '6. ID: Health mark error', '7. Physical hygiene failure', '8. Chemical contamination', and '9. Micro biological contamination'. At the bottom of the form are buttons for 'Cancel and Return to Menu', 'Save as in progress', 'Submit decision', and 'Print'.

If the consignment is rejected at the EU border, the competent authority must complete the 'Refusal' tab, specifying whether the consignment is meant for:

- re-export/re-dispatching
- destruction
- transformation (*for products*)
- slaughter (*for animals*)
- euthanasia (*for animals*)
- use for other purpose (*for food and feed of non-animal origin*)
- Measure(s) taken on the consignment (*for CHED-PP*)

In the event of rejection, at least one 'Reason for refusal' must be indicated. ⁶⁵

Although the details of the reasons for refusal are mandatory, the competent authority may choose to reject the consignment without immediately introducing the details of the follow-up actions and of the controlled destinations:

- CVEDP: box '35. Not Acceptable' (*Re-export, Destruction or Transformation*) and '37. Details of controlled Destinations'
- CVEDA: box '38. Not Acceptable' (*Re-dispatching, Slaughter or Euthanasia*) and box '39. Details of controlled Destinations'
- CED: box 'II.16 Not Acceptable' (*Re-dispatching, Destruction, Transformation or Use for other purpose*) and box 'II.18. Details of controlled Destinations'
- CHED-PP: boxes 'II.15 NOT ACCEPTABLE' and 'II.17. Details of Controlled Destinations (II.11, II.15).

When the CVED is validated, an information message appears signalling that these boxes must be filled in within 60 days of the decision:

⁶⁵ In the case of CHED-PP you may use the 'Add' button to specify (*at least one*) 'Reason for refusal'.

/TRACES/ ▶ Privacy statement

▶ Consignment	▼ Decision
▶ Control Authority ▶ Checks ▶ Laboratory Tests ▶ Acceptance ▶ Refusal	
CVEDA-237 Refusal 38. NOT ACCEPTABLE You are requested to fill in the NOT ACCEPTABLE details within 60 days.	

'Refusal NOT ACCEPTABLE You are requested to fill in the NOT ACCEPTABLE details within 60 days'

A message will be sent to the BIP once a week to remind it of all official entry documents for which these boxes are incomplete.

As regards products, after 60 days a weekly reminder will be sent to the BIP and its Central Competent Authority (CCA).

These notifications cannot be managed through notifications selectable in the 'Modify User Profile' sub-menu. ⁶⁶

In order to fill in this box retroactively, the competent authority must:

- Search for the official entry document concerned; ⁶⁷
- Click the 'Open' button below the official entry document;
- Complete box 35 (CVEDP), 38 (CVEDA) or II.16 (CED);
- Click the 'Submit NOT ACCEPTABLE action' button;

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animals ▶ Privacy statement

▶ Consignment ▶ Help To Decision ▼ Decision	
▼ Control Authority ▶ Checks ▶ Laboratory Tests ▶ Acceptance ▶ Refusal	
Decision on Consignment: Control Authority	
27. CVED Reference Number: CVEDA.DE.2012. - V1 Local reference number: <input type="text"/> 43. Customs Document Reference: <input type="text"/>	41. Full identification of border inspection post BIP: Frankfurt/Main TRACES Unit Number: DEFRA4
Subsequent CVED Number(s): <input type="text"/>	Previous CVED Reference Number: <input type="text"/>
42. Official Veterinarian Name: <input type="text"/> Date: 14/11/2012	40. Consignment resealed New seal no: <input type="text"/>
▶ Cancel and Return to Menu ▶ Submit NOT ACCEPTABLE action ▶ Print	

- Sign the official entry document. ⁶⁸

⁶⁶ More information on the 'Modify User Profile' sub-menu can be found under heading 'IV.4.4. Modify User Profile'.

⁶⁷ The search for CVEDs for which rejection details are missing is available in the 'Advanced' and 'Pending Rejection' search screen. More information on the search for official entry documents can be found under heading 'II.2. Search for an official entry document'.

⁶⁸ More information on the signing of an official entry document can be found under heading 'II.4.4. Signature'.

II.4.3. SUBMISSION OPTIONS

The following options are available as regards certification of an official entry document in TRACES (Part II, Decision):

38. Consignment Resealed	40. Official Veterinarian
New seal no: <input type="text"/>	Name: ▶BIP, FR
▶Remove	Date: 24/10/2012
▶Add	
▶Cancel and Return to Menu ▶Save as in progress ▶Submit decision ▶Print	

Save options

'Cancel and Return to Menu' Returns to the 'Veterinary Documents' sub-menus and cancels all actions performed during certification of the official entry document. If your official entry document has not yet been saved, all information entered in Part I and II will be lost.

'Save in progress' Saves Part I and II of an official entry document that has not yet been certified. It is an intermediate, optional stage before final certification of Part I and II of the official entry document (acceptance or refusal of the consignment by the BIP/DPE/DPI/CP), e.g. for completion of checks. This option can also be used to fill in an official entry document at different stages and different places. The entering and saving of check results must follow the logical order. The status of the official entry document becomes '**In progress**'. No notification messages will be sent regarding the submission of the official entry document in 'In progress' status.

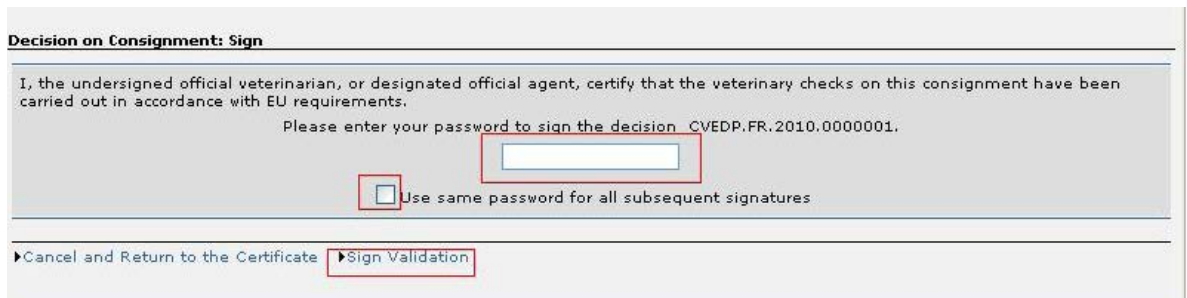
'Submit decision' All mandatory information on the consignment presented (Part I and II) must have been entered for the competent authority to be able to draw a conclusion on it. This option comprises the last stage relating to Part I and II of the official entry document. The status of the official entry document becomes '**Valid**' or '**Rejected**'.

Where the consignment is to be **rejected**, and depending on the reasons for refusal or alerts ticked in your official entry document, TRACES may automatically generate a **RASFF or EUROPHYT notification**. More information can be found under headings '*II.5. Rapid Alert System for Food and Feed (RASFF)*' and '*II.6. EUROPHYT notification*'.

'Print' More information can be found under heading '*III.3. Print official entry documents*'.

II.4.4. SIGNATURE

TRACES requires the users' password to certify the official entry document. After entering it, click on the '**Sign validation**' button.



The screenshot shows a web form titled "Decision on Consignment: Sign". The form contains the following elements:

- A statement: "I, the undersigned official veterinarian, or designated official agent, certify that the veterinary checks on this consignment have been carried out in accordance with EU requirements."
- A prompt: "Please enter your password to sign the decision CVEDP.FR.2010.0000001."
- A password input field, which is highlighted with a red rectangle.
- A checkbox labeled "Use same password for all subsequent signatures", which is also highlighted with a red rectangle.
- At the bottom, two buttons: "Cancel and Return to the Certificate" and "Sign Validation", with the latter highlighted by a red rectangle.

The '**Use same password for all subsequent signatures**' box can be checked for the password to be stored by TRACES throughout the session. A session terminates automatically after 30 minutes of inactivity.

II.5. RAPID ALERT SYSTEM FOR FOOD AND FEED (RASFF)

In order to avoid having to re-enter data in the RASFF Portal that have already been entered in the official entry document, ⁶⁹ a link has been established between TRACES and RASFF.

This link enables the competent authority at the EU border to easily submit the pre-filled RASFF notification ⁷⁰ to the national RASFF Contact Point.

The RASFF notification can be printed after submission in TRACES. ⁷¹

The RASFF module is not activated for non-EU countries. ⁷² However, competent authorities in non-EU countries (*LVU and CCA*) have access to RASFF notifications as soon as they are validated by the European Commission. This can be via the IMPORT submitted in TRACES or via its corresponding (cloned) CVEDP.

II.5.1. COMPLETING A RASFF NOTIFICATION

As regards the import of 'Animal Products', 'Products of Animal Origin' and 'Feed and Food of non-Animal origin' (CVEDP/CED), the RASFF tab appears as soon as a decision (Part II) is taken to reject a consignment for public health reasons, i.e. one of the following: ⁷³

Official entry document	Reasons for Refusal - RASFF
CVEDP	'7. Physical hygiene failure'
CED	'3. Physical hygiene failure'
CVEDP	'8. Chemical contamination'
CED	'4. Chemical contamination'
CVEDP	'9. Microbiological contamination'
CED	'5. Microbiological contamination'
CVEDP	'10. Other, create RASFF notification'
CED	'6. Other, create RASFF notification'

As regards the import of 'Live Animals' (CVEDA) intended for slaughter (box 16), the RASFF tab appears as soon as a decision (Part II) is taken to reject a consignment for public health reasons, i.e. one of the following: ⁷⁴

Official entry document	Reasons for Refusal - RASFF
CVEDA	'7. Safeguard clause'
	'8. Diseased or suspect animals'
	'9. Non-satisfactory tests'
	'14. Other, create RASFF notification'

The various elements of the RASFF notification must mandatorily be completed in order for the official entry document to be **rejected**.

⁶⁹ DECLAR and CHED-PP are not concerned here.

⁷⁰ Two-thirds of the RASFF notification fields are already filled in automatically with the data entered in the official entry document.

⁷¹ More information can be found under heading 'II.5.3. Print a RASFF notification'.

⁷² The RASFF module is also activated for EU-associate countries (*Norway, Switzerland, Andorra, San Marino, Iceland and the Faroe Islands*).

⁷³ As regards CVEDP: box 36 and non satisfactory laboratory test results in box 29.

⁷⁴ As regards CVEDA: box 37 and non satisfactory laboratory test results in box 30.

The RASFF notification can be printed after submission in TRACES. ⁷⁵

This RASFF notification is presented in five tabs in the TRACES user interface:

- General/Product
- Risk/Measure/Lot
- Origin/Distribution
- Rejection/Other
- Hazard

⁷⁵ More information can be found under heading 'III.3 Print official entry documents'.

II.5.1.1. 'SELECT CURRENT RASFF' TAB

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

Consignment Help To Decision Decision **RASFF**

Select Current RASFF General/Product Risk/Measure/Lot Origin/Distribution Rejection/Other Hazard

List of RASFF Notifications

Product	Species	4. Date of notification	2. Notifying country	Signatory	RASFF Status
1. 03061792 Shrimps of the genus Penaeus Farmed stock	Penaeus vannamei	12/11/2012	France	BIP, FR FRBES1 , Brest	New

Open (Currently Opened)

Close New RASFF Notification Print

As soon as an official entry document is rejected which contains at least one RASFF trigger,⁷⁶ the RASFF notification is automatically presented in TRACES ('Current RASFF notification'). Additional RASFF notifications can be linked to the (*already*) rejected official entry document by opening the document and clicking on 'New RASFF Notification'.

II.5.1.2. 'GENERAL/PRODUCT' TAB

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

Consignment Help To Decision Decision **RASFF**

Select Current RASFF **General/Product** Risk/Measure/Lot Origin/Distribution Rejection/Other Hazard

Details of RASFF

General information	Product
Notification: Initial	16. Product category:
1. Notification type:	17. Product name: 1. 0304 33 00 Lates niloticus
Notification basis:	
2. Notifying country: Belgium	Product description
3. Contact point reference N°:	18. Brand/trade name:
4. Date of notification: 09/11/2012	19. Product aspect: Chilled
	Polystyrene Box
	20. Other labelling info:
	Number of units: 518
	21. Unit/vol. weight:
Signatory workflow information	
Signatory: BEBRU4 , Brussel-Zaventem	

Cancel and Return to Menu Save as in progress Submit decision

Mandatory fields are:

- 1. Notification type
- Notification basis
- 16. Product category

⁷⁶ More information on the RASFF triggers, can be found under heading 'II.5.1. Complete a RASFF notification'.

II.5.1.3. 'RISK/MEASURE/LOT' TAB

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

Consignment Help To Decision Decision **RASFF**

Select Current RASFF General/Product **Risk/Measure/Lot** Origin/Distribution Rejection/Other Hazard

Details of RASFF

Outcome of investigation and measures adopted	Identification of the lot(s)
Distribution status: No distribution	29. Consignment/Lot number: CVEDP.BE.2012.0012
26. Compulsory measures: 1. Re-export	Durability dates:
27. Date of entry into force:	30. Use-by date: /
28. Duration:	/
<input type="checkbox"/> Public recall:	31. Best before date: /
22. Concern:	/
23. Legislation in breach:	32. Sell-by date: /
24. Scope:	/
25. Max. permitted level:	/
	Description of the lot:
	33. N of units: 518
	34. Total net weight of lot: 3.108
	34. Total gross weight of lot: 3.367

Cancel and Return to Menu Save as in progress Submit decision

Mandatory fields are:

- 22. Concern
- 24. Scope

II.5.1.4. 'ORIGIN/DISTRIBUTION' TAB

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

Consignment Help To Decision Decision **RASFF**

Select Current RASFF General/Product Risk/Measure/Lot **Origin/Distribution** Rejection/Other Hazard

Details of RASFF

Origin	Distribution
35. Country of origin: Uganda	Distributed by:
Manufacturers:	Name: ANOVA SEAFOOD B.V.
* Name: Fresh Water Fish Exporters Ltd Remove	Address: HAMBOKENWETERING 15
Type: Processing Plant	Postal Code / Region: 5231 'S-Hertogenbosch
Approval number: U19/04	Country: Netherlands
Address: P.O. Box 1853	Distribution to member states:
Postal Code / Region: Masaka Bukakata	Distribution to third countries:
Country: Uganda	
Dispatcher/exporter:	
Name: FRESH WATER FISH EXPORTERS	
Address: PO BOX 1853	
Postal Code / Region: Masaka Lusaka	
Country: Uganda	

Cancel and Return to Menu Save as in progress Submit decision

II.5.1.5. 'REJECTION/OTHER' TAB

TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

▶ Consignment ▶ Help To Decision ▶ Decision ▼ **RASFF**
 ▶ Select Current RASFF ▶ General/Product ▶ Risk/Measure/Lot ▶ Origin/Distribution ▼ **Rejection/Other** ▶ Hazard

Details of RASFF

In case of a rejection at the border	Other information
45. Point of entry: Name: Brussel-Zaventem Address: REGIE DER LUCHTWEGEN-G706- K7250 - LUCHTHAVENLAAN Postal Code / Region: 1931 Country: BE Type of check: Random 47. Country of dispatch: Uganda 49. Country of destination: Netherlands 50. Consignee: Name: ANOVA SEAFOOD B.V. Address: HAMBAKENWETERING 15 Postal Code / Region: 5231 'S-Hertogenbosch Country: Netherlands 55. Container number(s): 56. Means of transport: Aeroplane, 082-36248310, SN465	Public health certificate: 52. CVED N: CVEDP.BE.2012.0012429 53. Date: 05/06/2012 54. Number: FWF/05/06/12/08395 57. Organisation / ministry Name: Brussel-Zaventem Address: REGIE DER LUCHTWEGEN-G706- K7250 - LUCHTHAVENLAAN Postal Code / Region: 1931 Country: BE 58. Person to contact: Name: Jan Smith Phone: Fax: E-mail: 59. Other information: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> 61. What information can be made available to third parties: Reason:

Attachments

File	Size
▶Add	

▶Cancel and Return to Menu ▶Save as in progress ▶Submit decision

Attachments

Attachments such as text, scans and photos can be added to the RASFF notification in any format (.doc, .jpeg, .ppt, .zip, .pdf, etc.) with a limit of 2Mo.

The box '60. Attached documents' in the print out of the RASFF notification ⁷⁷ contains the number of attached documents.

The national RASFF Contact Point and the European Commission RASFF Contact Point can see, delete, remove, add and modify files.

These files are kept in the database for six months and are accessible during this period.

⁷⁷ More information on the printing of the RASFF notification can be found under heading 'II.5.3. Print a RASFF notification'.

II.5.1.6. 'HAZARD' TAB

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

Consignment Help To Decision Decision **RASFF**

Select Current RASFF General/Product Risk/Measure/Lot Origin/Distribution Rejection/Other **Hazard**

Details of RASFF

Hazard

Hazard 1:

5. Category of hazard:

6. Nature of hazard: Aluminium Al

7. Results of the tests: test results

8. Counter analysis: No

13. Laboratory:

Name:

Identification:

Address:

Country:

14. Sample treatment/analysis matrix:

15. Method of analysis: testmethod

Sampling:

9. Date: 09/11/2012

10. N of samples: 2

11. Method: testmethod

12. Place of sampling

Name: Brussel-Zaventem

Address: REGIE DER LUCHTWEGEN-G706- K7250
- LUCHTHAVENLAAN

Postal Code / Region: 1931

Country: BE

Cancel and Return to Menu Save as in progress Submit decision

Mandatory fields are:

- 5. Category of hazard

II.5.2. SUBMISSION OPTIONS

Method of analysis: testmethod

Cancel and Return to Menu Save as in progress Submit decision

Save options

'Cancel and Return to Menu' Returns to the 'Veterinary Documents' sub-menus and cancels all actions performed during completion of the RASFF notification (*and certification of the official entry document*).

If your RASFF notification (*and official entry document*) has not yet been saved, all information entered will be lost.

'Save in progress'

Saves RASFF notifications which have not been fully completed. It is an intermediate, optional stage before the final submission of your RASFF notification (*and official entry document*). This option can also be used to fill in the RASFF notification at different stages and in different places.

The status of the RASFF notification (*and official entry document*) becomes '**In progress**'. On this basis, the official entry document cannot yet be certified. No notification messages will be sent regarding the submission of the RASFF notification (*and official entry document*) in 'In progress' status.

Save options

'Submit decision'

All mandatory information concerning the RASFF notification (*and official entry document*) must have been entered for the competent authority to be able to send the RASFF notification automatically to the competent authorities. This option comprises the last stage relating to the RASFF notification (*and official entry document*). The status of the RASFF notification changes to '**New**' and the status of the official entry document to '**Rejected**'.

II.5.3. PRINTING A RASFF NOTIFICATION

Once the RASFF notification has been submitted, the competent authority at the EU border can print the RASFF notification by going to the 'Veterinary Documents' menu and choosing the applicable sub-menu:

- CVED for Animals
- CVED for Animal Products
- Common Entry Document (CED)

Search for the rejected official entry document to which the RASFF has been linked using the TRACES certificate reference number or the RASFF status.⁷⁸

'Open' the rejected official entry document, and click the 'RASFF' tab.

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

Consignment	Help To Decision	Decision	RASFF			
Select Current RASFF	General/Product	Risk/Measure/Lot	Origin/Distribution	Rejection/Other	Hazard	
List of RASFF Notifications						
Product	Species	4. Date of notification	2. Notifying country	Signatory	RASFF Status	
1. 03024700 Swordfish (Xiphias gladius) Wild stock	Xiphias gladius	26/10/2012	France	BIP, FR FRBES1, Brest	Valid	
Open (Currently Opened)						
Close New RASFF Notification Print						

Only the 'Print' option in this RASFF tab will enable you to print out the RASFF notification.⁷⁹

⁷⁸ RASFF statuses: 'Annuled', 'Confirmed', 'New', 'Rejected', 'Valid' and 'With re-enforced check'. More information on these can be found under heading 'IV.6.1. Re-enforced checks workflow'.

⁷⁹ You can print out the official entry document itself, without the RASFF notification, using the 'Print' option available directly after opening the document.

II.5.4. FOLLOW-UP RASFF

The RASFF notification and the re-enforced checks programme are also closely linked in TRACES. By means of the RASFF notification submitted by the competent authority at the EU border, the national RASFF Contact Point can ask for activation of a re-enforced check programme, to be validated by the European Commission RASFF Contact Point before it becomes applicable to all competent authorities at the EU border.

The re-enforced check programme in TRACES complies with Article 24 of Council Directive 97/78/EC.

Details of all re-enforced check programmes are available through the 'Help To Decision Management' menu and 'Re-enforced Check' sub-menu.⁸⁰

More information on the follow-up of the RASFF notification and the implementation of the re-enforced check programme in TRACES can be found in the 'RASFF and re-enforced checks' user manual intended for the national RASFF Contact Points and European Commission RASFF Contact Points.

⁸⁰ More information can be found under heading 'II.3.4. Re-enforced Check'.

II.6. **EUROPHYT NOTIFICATION (COMING SOON)** ⁸¹

In order to avoid having to re-enter data in the EUROPHYT Portal that has already been entered in the CHED-PP, a link has been established between TRACES and EUROPHYT.

This link enables the competent authority at the EU border to easily submit the pre-filled EUROPHYT notification ⁸² to the national EUROPHYT Contact Point.

The EUROPHYT notification can be printed after submission in TRACES. ⁸³

II.6.1. **COMPLETING A EUROPHYT NOTIFICATION**

As regards the import of plants and plant products, the EUROPHYT tab appears as soon as a decision (Part II) is taken to reject a CHED-PP consignment and one of the three options for creating a 'EUROPHYT alert' ⁸⁴ is ticked.

The different elements of the EUROPHYT notification must be completed in order for the CHED-PP to be rejected.

The EUROPHYT notification can be printed after submission in TRACES. ⁸⁵

This EUROPHYT notification is presented in three tabs in the TRACES user interface:

- 'Interception file'
- 'Risk/Measure'
- 'Origin/Distribution'

⁸¹ This heading is subject to modification!

⁸² One third of the EUROPHYT notification fields are already completed automatically with the data in the official entry document.

⁸³ More information can be found under heading 'II.6.3. Print a EUROPHYT notification'.

⁸⁴ Choose between 'to Member States', 'to EPPO' and 'to Country of Export'.

⁸⁵ More information can be found under heading 'III.3. Print official entry documents'.

II.6.1.1. 'SELECT CURRENT ALERT' TAB

/TRACES/Documents/Common Health Entry Document - Plant Products (CHED-PP) Privacy statement

Consignment Decision **Europhyt**

Select current alert Interception file Risk/Measure Origin/Distribution

List of Europhyt alerts

Commodity	Species	Date of notification	Notifying country	Signatory
1. 0806 Grapes, fresh or dried 0806 10 Fresh	1VITG, Vitis	05/02/2013	France	

Open Print (Currently Opened)

Close

As soon as a CHED-PP containing at least one EUROPHYT alert is rejected,⁸⁶ the EUROPHYT notification is automatically presented in TRACES ('current alert'). Additional EUROPHYT notifications can be linked to the (*already*) rejected CHED-PP by opening the official entry document and clicking on 'New alert'.

II.6.1.2. 'INTERCEPTION FILE' TAB

/TRACES/Documents/Common Health Entry Document - Plant Products (CHED-PP) Privacy statement

Consignment Decision **Europhyt**

Select current alert **Interception file** Risk/Measure Origin/Distribution

Europhyt alert details

2. Interception file Notifying country: France National Reference Number: <input type="text"/> Date of notification: Consignment from: <input type="radio"/> b. Third Country <input type="radio"/> c. EU Request for message to be sent: <input checked="" type="checkbox"/> to Member States <input checked="" type="checkbox"/> to EPPO <input checked="" type="checkbox"/> to Country of Export		10. Description of the intercepted part of the consignment Plant, plant product or other object: <input type="radio"/> 1. 0806 10 1VITG Class of commodity: Other living plants: fruit and vegetables Package type: Non rigid packages: pouch, sachet Seal Number: <input type="text"/> Container Number: <input type="text"/> Remove Add	
8. Point of entry POE's Country: France POE's Place: Brest		11. Net Mass/Volume/Number of units in consignment a. Net Mass/Volume/Number of units: <input type="text"/> b. Unit of measure: <input type="text"/>	
9. Identification of consignment Type of document: Number: Date of issue (dd/mm/yyyy): ched.placeofissue.print:		12. Net Mass/Volume/Number of units in intercepted part a. Net Mass/Volume/Number of units: <input type="text"/>	
17. Information about the interception Name: <input type="text"/>		13. Net Mass/Volume/Number of units in contaminated part a. Net Mass/Volume/Number of units: <input type="text"/>	
18. Sender of the message Name: <input type="text"/>		Cancel and Return to Menu	

⁸⁶ Choose between 'to Member States', 'to EPPO' and 'to Country of Export'.

II.6.1.3. 'RISK/MEASURE' TAB

/TRACES/Documents/Common Health Entry Document - Plant Products (CHED-PP) Privacy statement

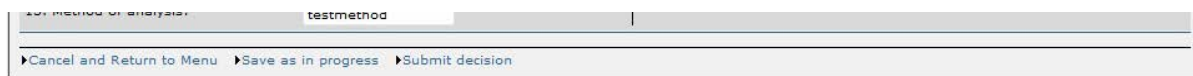
▶ Consignment ▶ Decision ▼ Europhyt ▶ Select current alert ▶ Interception file ▼ Risk/Measure ▶ Origin/Distribution	
Europhyt alert details	
14. Reason for interception Distribution status: <input type="text"/>	15. Measure(s) taken on consignment 29. Consignment/Lot number : <input type="text"/>
15. Measure(s) taken on consignment <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
▶Cancel and Return to Menu	

II.6.1.4. 'ORIGIN/DISTRIBUTION' TAB

/TRACES/Documents/Common Health Entry Document - Plant Products (CHED-PP) Privacy statement

▶ Consignment ▶ Decision ▼ Europhyt ▶ Select current alert ▶ Interception file ▶ Risk/Measure ▼ Origin/Distribution	
Europhyt alert details	
1. Consignor a. Name: <input type="text"/> b. Address: <input type="text"/> c. Country: <input type="text" value="Morocco"/>	3. Consignee a. Name: <input type="text"/> b. Address: <input type="text"/> c. Country: <input type="text" value="France"/> d. Destination country: <input type="text" value="France"/> e. Destination place: <input type="text"/>
5. Export a. Exporting country: <input type="text"/> b. Place of export: <input type="text"/>	6. Origin a. Country of origin: <input type="text"/> b. Place of origin: <input type="text"/>
7. Transport Type: <input type="text" value="Other"/> Identification: <input type="text"/> Document: <input type="text"/>	
▶Cancel and Return to Menu	

II.6.2. SUBMISSION OPTIONS



The screenshot shows a software interface with a header bar containing the text 'testmethod'. Below the header bar is a menu bar with three options: 'Cancel and Return to Menu', 'Save as in progress', and 'Submit decision'. The menu bar has a light blue background and a thin border.

Save options

- | | |
|-----------------------------|---|
| 'Cancel and Return to Menu' | Return to the 'Veterinary Documents' sub-menus and cancels all actions performed during completion of the EUROPHYT notification (<i>and certification of the official entry document</i>).
If the EUROPHYT notification (<i>and official entry document</i>) has not yet been saved, all information entered will be lost. |
| 'Save in progress' | Saves EUROPHYT notifications which have not been fully completed. It is an intermediate, optional stage before the final submission of your EUROPHYT notification (<i>and official entry document</i>). This option can also be used to fill in the EUROPHYT notification at different stages and in different places.
The status of the EUROPHYT notification (<i>and official entry document</i>) becomes ' In progress '. On this basis, the official entry document cannot yet be certified.
No notification messages will be sent regarding the submission of the EUROPHYT notification (<i>and official entry document</i>) in 'In progress' status. |
| 'Submit decision' | All mandatory information concerning the EUROPHYT notification (<i>and official entry document</i>) must have been entered for the competent authority to be able to send the EUROPHYT notification automatically to the competent authorities.
This option comprises the last stage relating to the EUROPHYT notification (<i>and official entry document</i>).
The status of the EUROPHYT notification becomes ' New ', while the status of the official entry document becomes ' Rejected '. |

II.6.3. PRINT AN EUROPHYT NOTIFICATION

Once the EUROPHYT notification has been submitted, the competent authority at the EU border can print the EUROPHYT notification by going to the 'Veterinary Documents' menu and choosing the 'CHED-PP' sub-menu.

Search for the rejected official entry document to which the EUROPHYT has been linked using the TRACES certificate reference number.

II.7. SUBMIT PART III (CONTROL)

As part of specific procedures such as third-country - third-country transit, transshipment to another BIP, channeling particular or non-conforming consignments, etc., control must be implemented by the exit BIP or the BIP of final destination or the competent authority responsible for establishments at the destination.

87

For this purpose, the competent authority must open the official entry document click on 'Control' and complete any details in the 'Control' tab.

The competent authority that has certified (Part II) the official entry document receives a notification of the controls carried out (Part III) and has access to the results.

The Control Part will be included in the print-out of the official entry document. ⁸⁸

87 Adding Control details (Part III) to the validated official entry document is optional in other cases.

88 More information on the printing of an official entry document can be found under heading 'III.3. Print official entry documents'.

III. OFFICIAL ENTRY DOCUMENTS' FUNCTIONALITIES

III.1. MODIFY AN OFFICIAL ENTRY DOCUMENT

III.1.1. MODIFY SUBMITTED OFFICIAL ENTRY DOCUMENTS (PART I)

Within the constraints of the document model chosen, the competent authority can carry out the desired modifications by simply searching, opening, modifying and (re-)submitting the official entry document with 'Draft', 'New' and 'In progress' status.

'Draft' official entry documents are accessible only to the submitting TRACES user and direct colleagues linked to the same authority.

'New' and 'In progress' official entry documents can be modified only if the competent authority has not yet certified the document.

TRACES users can easily check whether Part I has been modified by checking the version number (- Vx) after the TRACES certificate reference number.

When printing out official entry documents, it may be important to quickly identify modifications made between printing and processing Part I of the document.

TRACES
TRAdE Control and Expert System

Information Help Logout
EO.FR@traces-cbt.net
Privacy statement

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate

Consignment
References Traders Consignment Transport Route

Details of Consignment Presented: References

I.2. Certificate reference number: INTRA.FR.2009.0049593 - V3 I.2.a. Local reference number: test-Version

I.6. No.(s) of related original certificates: I.6. Related CITES Certificates: Remove Add

Competent Authorities

I.4. Local Competent Authority
I.3. Central Competent Authority
Cancel and Return to Menu

EUROPEAN COMMUNITY

Intra trade certificate

I.1. Consignor
Name: ABATTOIR SEDAL
Address: AV. MENDES FRANCE
Country: 02000 Laon France (FR)

I.2. Certificate reference number: INTRA.FR.2009.0049593 - V1 I.2.a. Local reference number: test-Version

I.3. Central Competent Authority: FR00000 Dgal-Bicma, C

I.4. Local Competent Authority: FR00200 Aisme

I.5. Consignee
Name: 'S JONGERS DIRK
Address: GROENENHOEK 56
Country: 2630 Aartselaar Belgium (BE)

I.6. No.(s) of related original certificates: No.(s) of accompanying documents

I.7. Dealer
Name: Approval number

I.8. Country of origin: France ISO code: FR I.9. Region of origin: Code I.10. Country of destination: Belgium ISO code: BE I.11. Region of destination: Code

III.1.2. MODIFY CERTIFIED OFFICIAL ENTRY DOCUMENTS (PARTS I AND II)

In the case of already certified (*Part II*) official entry documents, a distinction is made between:

- A. Entering pending laboratory test results;⁸⁹ and
- B. Correction of other/various⁹⁰ details in Parts I (Consignment) or II (Decision).

III.1.2.1. COMPLETION OF FINAL RESULTS OF PENDING LABORATORY TESTS

Pending laboratory test results can be entered by:

- Opening the official entry document⁹¹
- Going to the 'Checks' tab in the 'Decision' Part
- Ticking the laboratory test result
- Clicking the '**Submit Laboratory Test Results**' option⁹²
- Signing the official entry document⁹³

Submitting 'Not satisfactory' laboratory test results will trigger the automatic 'Recalling' of the document.⁹⁴

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products ▶ Privacy statement

▶ Consignment ▶ Help To Decision ▼ Decision		
▶ Control Authority ▼ Checks ▶ Laboratory Tests ▶ Acceptance ▶ Refusal		
Decision on Consignment: Checklists & Laboratory Tests		
Checklists		
26. Documentary Check:		
<input checked="" type="radio"/> Satisfactory		<input type="radio"/> Not satisfactory
27. Identity Check:		
<input type="radio"/> Seal Check	<input checked="" type="radio"/> Full Identity Check	
<input checked="" type="radio"/> Satisfactory	<input type="radio"/> Not satisfactory	
28. Physical Check:		
<input type="radio"/> Not Done	<input checked="" type="radio"/> Satisfactory	<input type="radio"/> Not satisfactory
When not done:	<input type="radio"/> Reduced checks regime	<input type="radio"/> Other
29. Laboratory Tests		
Tests Executed:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Date:	20/09/2012	
Motivation:	<input checked="" type="radio"/> Random	<input type="radio"/> Suspicion
Tested for:		
1. 2309 90 ▼	Salmonella spp. ▶Select	<input checked="" type="radio"/> Pending <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory ▶Remove ▶Add
▶Cancel and Return to Menu ▶Submit Laboratory Test Results ▶Print		

III.1.2.2. CORRECTION OF DETAILS IN PART I (CONSIGNMENT) OR PART II (DECISION)

Other/**various details** in Parts I (Consignment) or II (Decision) can easily be corrected using the 'Copy

⁸⁹ The option to specify 'Pending' laboratory results is available only for CVEDA and CVEDP. More information can be found under heading 'II.4.2.2. 'Checks' tab'.

⁹⁰ 'Other', i.e. is other than entering pending laboratory test results.

⁹¹ Use the 'Advanced' search criterion 'Pending laboratory tests' for easy retrieval of your official entry document. More information can be found under heading 'II.2. Search an official entry document'.

⁹² As the official entry document is in principle already processed, all other details in Part I and II will be greyed out.

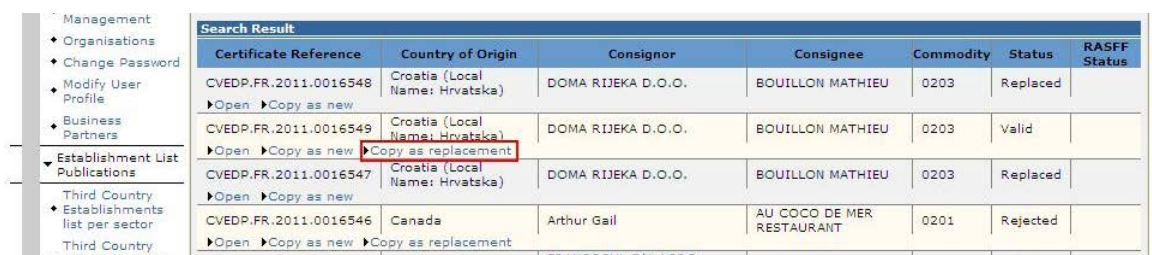
⁹³ More information on the signing of an official entry document can be found under heading 'II.4.4. Signature'.

⁹⁴ More information can be found under heading 'II.1.1. Certification workflow'.

as replacement' button. Instead of cancelling the official entry document and re-creating a correct version from scratch, the competent authority can use the '**Copy as replacement**' button below the document to cancel the original and quickly re-create a new document, using the information in the original.

Hence, the 'Copy as replacement' functionality enables the user to quickly modify an already 'validated' or 'rejected' official entry document.

'Copy as replacement' button:



The screenshot shows the TRACES interface with a search result table. The table has columns: Certificate Reference, Country of Origin, Consignor, Consignee, Commodity, Status, and RASFF Status. The 'Copy as replacement' button is highlighted in the 'Country of Origin' column for the second row.

Certificate Reference	Country of Origin	Consignor	Consignee	Commodity	Status	RASFF Status
CVEDP.FR.2011.0016548	Croatia (Local Name: Hrvatska)	DOMA RIJEKA D.O.O.	BOUILLON MATHIEU	0203	Replaced	
CVEDP.FR.2011.0016549	Croatia (Local Name: Hrvatska)	DOMA RIJEKA D.O.O.	BOUILLON MATHIEU	0203	Valid	
CVEDP.FR.2011.0016547	Croatia (Local Name: Hrvatska)	DOMA RIJEKA D.O.O.	BOUILLON MATHIEU	0203	Replaced	
CVEDP.FR.2011.0016546	Canada	Arthur Gail	AU COCO DE MER RESTAURANT	0201	Rejected	
		FRANGOSUL S/A AGRO				

In order to follow up and identify any modifications made to an official entry document, and to speed up the issuing of the document, we recommend using this 'Copy as replacement' functionality when Parts I or II need to be corrected.

A **hyperlink** with the number of the replaced official entry document will appear in the 'Reference Number' box of the new document, while a hyperlink with the number of the new document will appear in the 'Reference Number' box of the replaced document. This makes it possible to easily identify the replacing and replaced official entry documents.

The **date** of replacement and the **identity** of the replacing competent authority appear in the relevant boxes both on the interface and on print-outs of the official entry document.

Hyperlink in the new official entry document (interface):

TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy

▼ Consignment ▶ Help To Decision ▶ Decision ▶ RASFF
▼ References ▶ Traders ▶ Commodity ▶ Transport ▶ Purpose

Details of Consignment Presented: References

2. CVED reference number: CVEDP.FR.2010	Border Inspection Post
Local reference number:	BIP: Brest, P
Replaced certificate: ▶CVEDP.FR.2010	TRACES Unit Number : FRBES1

4. Person responsible for load 10. Veterinary documents

Hyperlink in the new official entry document (printout):

EUROPEAN COMMUNITY		The Common Veterinary Entry Document, CVED	
Part I : Details of dispatched consignment	1. Consignor / Exporter <input type="checkbox"/> Name Address Country	2. CVED reference number CVEDP.FR.2010	Local reference number:
	3. Consignee Name Address Country	Border Inspection Post Brest, P	Replaced certificate: CVEDP.FR.2010.0000026
	5. Importer Name Address Country	TRACES Unit Number : FRBES1	
	9. Arrival at BIP (estimated date)	4. Person responsible for load Name Address Country	10. Veterinary documents Number(s) Date of issue 02.02.2010 Establishment of origin (where relevant) Veterinary approval number 5845
	11. Vessel name / Flight No. Aeroplane <input type="checkbox"/> Ship <input checked="" type="checkbox"/> Railway wagon <input type="checkbox"/> Road vehicle <input type="checkbox"/> Identification: baucue Documentary references:	6. Country of origin Morocco	
		8. Delivery address	

Hyperlinks in a replacing official entry document which has been replaced in turn by another document (*interface*):

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products

Privacy statement

Consignment Help To Decision Decision

References Traders Commodity Transport Purpose

Details of Consignment Presented: References

2. CVED reference number:	CVEDP.FR.2011.0016548
Local reference number:	TR.3IPJ2QF
Replaced certificate:	CVEDP.FR.2011.0016547
Replaced by:	CVEDP.FR.2011.0016549

Border Inspection Post

BIP:	Brest, P
TRACES Unit Number :	FRBES1

Hyperlinks in a replacing official entry document which has been replaced in turn by another document (*printout*):

EUROPEAN COMMUNITY

The Common Veterinary Entry Document, CVED

Part I : Details of dispatched consignment

1. Consignor / Exporter	2. CVED reference number	Local reference number:
Name	CVEDP.FR.2011.	
Address	Border Inspection Post	
Country	Brest, P	
	TRACES Unit Number :	
	FRBES1	
3. Consignee	4. Person responsible for load	
Name	Name	
Address	Address	
Country	Country	
5. Importer	6. Country of origin	7. Country from where consigned
Name	+ ISO code	+ ISO code
Address	Croatia (Local Name: HR	Croatia (Local Name: HR
Country		
	8. Delivery address	
9. Arrival at BIP (estimated date)	10. Veterinary documents	
27.05.2011 15:00	Number(s)	
11. Vessel name / Flight No.	Date of issue	
Aeroplane <input type="checkbox"/> Ship <input type="checkbox"/> Railway wagon <input type="checkbox"/> Road vehicle <input checked="" type="checkbox"/>	15.05.2011	
Identification:	Establishment of origin (where relevant)	
Documentary references:	Veterinary approval number	
	177	
16. Seal number and Container number		
17. Transhipment to	18. For transit to 3rd Country	
EU BIP	To 3rd Country	
TRACES unit no.	+ ISO code	
3rd country	Exit BIP	
3rd Country ISO code:	TRACES unit no.	
19. Conform to EU requirements	20. For re-import	
Conforms <input checked="" type="checkbox"/>		
Does NOT conform <input type="checkbox"/>		
21. For internal market	22. For NON-Conforming consignments	
Human consumption: <input checked="" type="checkbox"/>	Customs warehouse	Registered No.
Animal feedstuff: <input type="checkbox"/>	Free zone or Free warehouse	Registered No.
Pharmaceutical use: <input type="checkbox"/>	Ship supplier	Registered No.

Replaced certificate: CVEDP.FR.2011.0016547 / Replaced by: CVEDP.FR.2011.0016549

III.2. DELETE OR CANCEL AN OFFICIAL ENTRY DOCUMENT

III.2.1. DELETE

The **'Delete'** option is available only when Part I of an official entry document has been submitted and has the status 'Draft' or 'New' in TRACES. ⁹⁵

Both the economic operator and the competent authority have access to the official entry document and the **'Delete'** option.

The official entry document will no longer be visible after deletion.

In order to 'Delete' an official entry document:

1. Search for the specific official entry document ⁹⁶ in one of the 'Veterinary Documents' sub-menus:
 - 'Common Entry Document (CED)'
 - 'CVED for Animals'
 - 'CVED for Animals Products'
 - 'Declaration Document'
 - 'CHED-PP'
2. Click the 'Open' button under the official entry document
3. Click the 'Delete' button

The screenshot displays the TRACES web interface for a 'Common Veterinary Entry Document for Animals'. The breadcrumb trail at the top indicates the path: /TRACES/Veterinary Documents/Common Veterinary Entry Document for Animals. The main content area is titled 'Details of Consignment Presented: References' and is divided into several sections. The '2. CVED Reference Number' section contains fields for 'CVEDA' (set to 'V3') and 'Local reference number'. The 'Border Inspection Post' section shows 'BIP' as 'Brest' and 'TRACES Unit Number' as 'FRBES1'. The '4. Person responsible for the consignment' section includes 'Date of Declaration' (17/10/2012), 'Name of signatory' (FR TRANSITAIR), 'Name', 'Address', 'Postal Code / Region', 'Country' (FR France), and a field for 'N°'. The '10. Veterinary documents' section contains 'Veterinary Document Number', 'Date of Issue (dd/mm/yyyy)' (17/10/2012), and 'Accompanying Document Number'. At the bottom of the form, there are buttons for 'Cancel and Return to Menu', 'Submit for Certification', 'Delete', and 'Print'.

⁹⁵ More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

⁹⁶ For 'Draft' official entry documents, only the 'initiator' and his/her direct colleagues, belonging to the same organisation, will be able to consult and make additional modifications (like deletions) to the official entry document. More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

III.2.2. CANCEL

The '**Cancel**' option is available only when Part II of an official entry document has been submitted and has the status 'In progress' or 'Valid'.⁹⁷

As only the competent authority can fill in Part II of an official entry document, only the competent authority can 'Cancel' a document that has already been initiated in TRACES.

For the sake of traceability reasons, however, the document will remain visible with 'Cancelled' status, after cancellation.

In order to 'Cancel' an official entry document:

1. Search for the specific official entry document in one of the 'Veterinary Documents' sub-menus:
 - 'Common Entry Document (CED)'
 - 'CVED for Animals'
 - 'CVED for Animals Products'
 - 'Declaration Document'
 - 'CHED-PP'
2. Click the 'Open' button under the official entry document
3. Click the 'Cancel' button

/TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products Privacy statement

▼ Consignment ▸ Help To Decision ▸ Decision	
▼ References ▸ Traders ▸ Commodity ▸ Transport ▸ Purpose	
Details of Consignment Presented: References	
2. CVED reference number: CVEDP. - V1	Border Inspection Post
Local reference number:	BIP: Brest
	TRACES Unit Number: FRBES1
4. Person responsible for load	
Date of Declaration: 19/10/2012	10. Veterinary documents
Name of signatory: ▸ FR TRANSITAIR	Veterinary Document Number:
Name:	Date of Issue (dd/mm/yyyy): 18/10/2012
Address:	
Postal Code / Region:	
Country: FR France	
▸Cancel and Return to Menu ▸Split ▸Cancel certificate ▸Print	

⁹⁷ More information can be found under heading 'II.1.1. Certification workflow'.

III.3. PRINT OFFICIAL ENTRY DOCUMENTS

In order to print out a TRACES official entry document you need:

- Hardware: a printer
- Software: an updated version of [Adobe Acrobat Reader](#)

The language to select in order to print out your official entry document, may be one used in the EU/EFTA country of the BIP/DPE/DPI and any transit countries.

III.3.1. SUBMITTED OFFICIAL ENTRY DOCUMENTS

In order to print a submitted official entry document:

1. Search for the specific official entry document in one of the 'Veterinary Documents' sub-menus:
 - 'Common Entry Document (CED)'
 - 'CVED for Animals'
 - 'CVED for Animals Products'
 - 'Declaration Document'
 - 'CHED-PP'
2. Click the 'Open' button under the official entry document
3. Click the 'Print' button

Another web page is opened where one or more languages can be selected to print the submitted official entry document, which will be output in a single PDF file. ⁹⁸

The screenshot displays the TRACES web interface for the 'Common Veterinary Entry Document for Animals'. The main form contains fields for '2. CVED Reference Number' (CVEDA.FR.2012.), '4. Person responsible for the consignment' (Name: FR TRANSITAIR, Date of Declaration: 17/10/2012), and '10. Veterinary documents' (Veterinary Document Number: test, Date of Issue: 17/10/2012). A red box highlights the 'Print' button at the bottom of the main form. An arrow points from this button to a secondary dialog box titled 'Language selection for printing Certificate'. This dialog box lists various languages with checkboxes, including Croatian, Chinese, Hungarian, Lithuanian, German, Bulgarian, French, Slovenian, Danish, Icelandic, Greek, Polish, Russian, Spanish, Romanian, Turkish, Latvian, Norwegian, Finnish, Swedish, Macedonian, Slovak, Italian, Maltese, Albanian, Czech, Portuguese, English (checked), Estonian, and Dutch. The 'Print' button is also visible at the bottom of this dialog box.

The status of official entry documents is shown by a watermark.

Only a valid official entry document has the watermark 'ORIGINAL'. For 'New' status, there is no watermark. There are other watermarks for 'Cancelled', 'Draft', 'Rejected' and 'Replaced'.⁹⁹

In the TRACES test environments, all official entry documents have the watermark 'TRAINING' or 'ACCEPTANCE', regardless of the status of the official entry document, so as to avoid any confusion with the 'real-life' production environment.

⁹⁹ More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

III.3.2. BLANK OFFICIAL ENTRY DOCUMENT MODELS

TRACES users can find all (blank) consolidated official entry document models in the 'Veterinary documents' menu, under the 'Empty certificates' sub-menu:

- one model for CED: 'Common Entry Document (CED)'
- two models for CVED: 'CVEDs for Animals' and 'CVEDs for Animal Products'
- two ¹⁰⁰ models for DECLAR: 'Declaration Document'
- one model for CHED-PP: 'CHED-PP'

In order to print a blank official entry document model:

1. Click the 'Empty Certificate' sub-menu under the 'Veterinary documents' menu;
2. Select the desired language from the appropriate drop-down list; ¹⁰¹
3. Select the desired blank official entry document model:
 - 'Common Entry Document (CED)'
 - 'CVED for Animals'
 - 'CVED for Animal Products'
 - 'Declaration Document' ¹⁰²
 - 'CHED-PP'
2. Click the 'Print' button under the blank official entry document.

The blank document model will be displayed in the chosen language, ¹⁰³ in PDF format, in another webpage.

100 i.e. 2 models apart from the 'non harmonised' model.

101 The language to select in order to print out your official entry document, may be one of the languages used in the country of destination and any transit countries.

102 Choose the appropriate DECLAR model from the drop-down box.

103 Repeat these steps for any other languages.

/TRACES/

◆ Welcome Page	Create an Empty Certificate
▼ Veterinary Documents	Selected Language: English ▼
◆ Intra Trade	▶ CVED for Animals
◆ Animal Health Certificates	▶ CVED for Animal Products
◆ CVED for Animals	▶ Common Entry Document (CED)
◆ CVED for Animal Products	Intra Trade Animal Health Certificates:
◆ Veterinary certificate to EU	▶ Print
◆ Export Health Certificates	Commercial Document:
◆ Common Entry Document (CED)	▶ Print
◆ Commercial Document	Veterinary certificate to EU:
◆ Declaration Document	Semen:
▶ Empty Certificate	▶ Print
▼ Reporting	Animals:
Rejected	▶ Print
◆ Consignments - CVED for Animals	Products:
Rejected	▶ Print
◆ Consignment - CVED for Animal Products	▶ Print transit certificate
▼ User and Organisation Management	Sub-products:
◆ Change Password	▶ Print
◆ Modify User Profile	▶ Print transit certificate
◆ Business Partners	Declaration Document:
▼ Establishment List Publications	▶ Print
	Export Health Certificates:
	▶ Print

III.4. AUTOMATED TRACES E-MAIL NOTIFICATIONS

Automated TRACES e-mail notifications are sent to all valid and active TRACES users concerned, to inform them of certain actions performed or to be performed in TRACES.

These notifications messages can be sorted by category:

- Organisation related information: creation, modification, validation, deletion
- Official entry documents: creation, validation, rejection, control, laboratory test rejection, cancellation, deletion:
 - IMPORT
 - CVEDA
 - CVEDP
 - CED
 - DECLAR
 - CHED-PP
 - INTRA
 - DOCOM
 - EXPORT

Notification messages for CVEDPs fall into the following categories:

- Notifications of acceptability for transit/transshipment (boxes 30 and 31)
- Notifications of acceptability for internal market (box 32)
- Notifications of channeling (box 33) and specific warehouse procedures (box 34)
- Notifications of unacceptability in the event of destruction or transformation (box 35)

Modify User Profile	
User Information e-Mail: <input type="text"/> First name: <input type="text"/> Last name: <input type="text"/> Notification language: <input type="text"/> Notification type: <input type="text"/> HTML Phone: <input type="text"/> Fax: <input type="text"/> Additional Information: <input type="text"/>	Authority Name: <input type="text"/> TRACES Unit Number : <input type="text"/> Address: <input type="text"/> Postal Code / Region: <input type="text"/> Country: <input type="text"/>
Receiving notification mail	
<input checked="" type="checkbox"/> CED_DELETED <input checked="" type="checkbox"/> Notification related to CED cancelled <input checked="" type="checkbox"/> Notification related to CED creation <input checked="" type="checkbox"/> Notification related to CED rejection <input checked="" type="checkbox"/> Notification related to CED validation (destruction / transformation) <input checked="" type="checkbox"/> Notification related to CHED-PP Laboratory test rejection <input checked="" type="checkbox"/> Notification related to CHED-PP control <input checked="" type="checkbox"/> Notification related to CHED-PP decision in progress <input checked="" type="checkbox"/> Notification related to CHED-PP rejection <input checked="" type="checkbox"/> Notification related to CHED-PP validation for transhipment/transfer <input checked="" type="checkbox"/> Notification related to CVEDA cancelled <input checked="" type="checkbox"/> Notification related to CVEDA creation <input checked="" type="checkbox"/> Notification related to CVEDA deleted <input checked="" type="checkbox"/> Notification related to CVEDA validation <input checked="" type="checkbox"/> Notification related to CVEDP cancelled <input checked="" type="checkbox"/> Notification related to CVEDP creation <input checked="" type="checkbox"/> Notification related to CVEDP deleted <input checked="" type="checkbox"/> Notification related to CVEDP validation <input checked="" type="checkbox"/> Notification related to CVEDP validation (internal market) <input checked="" type="checkbox"/> Notification related to CVEDP validation (transit / transshipment) <input checked="" type="checkbox"/> Notification related to DECLAR validation <input checked="" type="checkbox"/> Notification related to DOCOM validation <input checked="" type="checkbox"/> Notification related to EXPORT creation <input checked="" type="checkbox"/> Notification related to Import certification modified <input checked="" type="checkbox"/> Notification related to Intratrade Laboratory test rejection <input checked="" type="checkbox"/> Notification related to Intratrade certificate deleted <input checked="" type="checkbox"/> Notification related to RASFF confirmation <input checked="" type="checkbox"/> Notification related to RASFF validation <input checked="" type="checkbox"/> Notification related to business deletion <input checked="" type="checkbox"/> Notification related to business validation	<input checked="" type="checkbox"/> Notification related to CED Laboratory test rejection <input checked="" type="checkbox"/> Notification related to CED control <input checked="" type="checkbox"/> Notification related to CED decision in progress <input checked="" type="checkbox"/> Notification related to CED validation <input checked="" type="checkbox"/> Notification related to CED validation (transfer) <input checked="" type="checkbox"/> Notification related to CHED-PP cancelled <input checked="" type="checkbox"/> Notification related to CHED-PP creation <input checked="" type="checkbox"/> Notification related to CHED-PP deleted <input checked="" type="checkbox"/> Notification related to CHED-PP validation <input checked="" type="checkbox"/> Notification related to CVEDA Laboratory test rejection <input checked="" type="checkbox"/> Notification related to CVEDA control <input checked="" type="checkbox"/> Notification related to CVEDA decision in progress <input checked="" type="checkbox"/> Notification related to CVEDA rejection <input checked="" type="checkbox"/> Notification related to CVEDP Laboratory test rejection <input checked="" type="checkbox"/> Notification related to CVEDP control <input checked="" type="checkbox"/> Notification related to CVEDP decision in progress <input checked="" type="checkbox"/> Notification related to CVEDP rejection <input checked="" type="checkbox"/> Notification related to CVEDP validation (destruction / transformation...) <input checked="" type="checkbox"/> Notification related to CVEDP validation (specific warehouse procedur...) <input checked="" type="checkbox"/> Notification related to DECLAR certificate cancelled <input checked="" type="checkbox"/> Notification related to DOCOM creation <input checked="" type="checkbox"/> Notification related to EXPORT Deletion <input checked="" type="checkbox"/> Notification related to Import certification cancelled <input checked="" type="checkbox"/> Notification related to Import certification validation <input checked="" type="checkbox"/> Notification related to Intratrade certificate creation <input checked="" type="checkbox"/> Notification related to Intratrade validation <input checked="" type="checkbox"/> Notification related to RASFF creation <input checked="" type="checkbox"/> Notification related to business creation <input checked="" type="checkbox"/> Notification related to business modification
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

In the event of a third-country - third-country transit, transfer or transshipment, automated TRACES e-mail notifications are sent immediately upon validation of the official entry document, informing the competent authorities at the EU BIP/DPI/DPE concerned and the non-EU countries of destination/delivery via TRACES.

If a document created in TRACES is rejected, non-EU countries receive an automated TRACES e-mail notification.

TRACES users can choose which automated e-mail notifications they wish to receive by going to the 'User and Organisation Management' menu and 'Modify User Profile' sub-menu, and ticking the appropriate checkboxes.

Receipt of these automated TRACES e-mail notifications does not affect access to the online TRACES information, which is instantly updated upon any modification made by the competent authority.

III.4.1. QUANTITY CHECKS

When the number of animals or the weight of goods exceeds a preset limit value, an alert message inviting the TRACES users to check the quantity is posted immediately after submission and is repeated until validation of the official entry document.

'The entered quantity exceeds the fixed limit value: validate to confirm this quantity'

If an official entry document is validated with a quantity higher than the fixed limit, a notification message is sent to the European Commission.

The maximum quantity for live animals is as follows:

CN code	Species	Maximum quantity
0101		100
0102		300
0103		1200
010410		1500
010420		1500
0105		200000
010611		50
010612		12
010619		100
	Artiodactyla	300
	Perrissodactyla	15
	Proboscida	15
	Rodentia	10000
	Lagomorpha	10000
010620		1000
010631		50
010632		1500
010639		10000
010690		1000
030110		40000

III.4.2. SECURED ACCESS

Direct online access to TRACES information via hyperlinks in the automated TRACES e-mail notifications is secured by use of the TRACES password.

From...	SANCO-TRACES-NOREPLY@ec.europa.eu
To...	
Cc...	
Bcc...	
Subject:	Notification related to Import certification validation

1 Import certificates have been validated after the last notification you have received

Reference Number : IMPORT.CA

[Click here](#) to access the application .

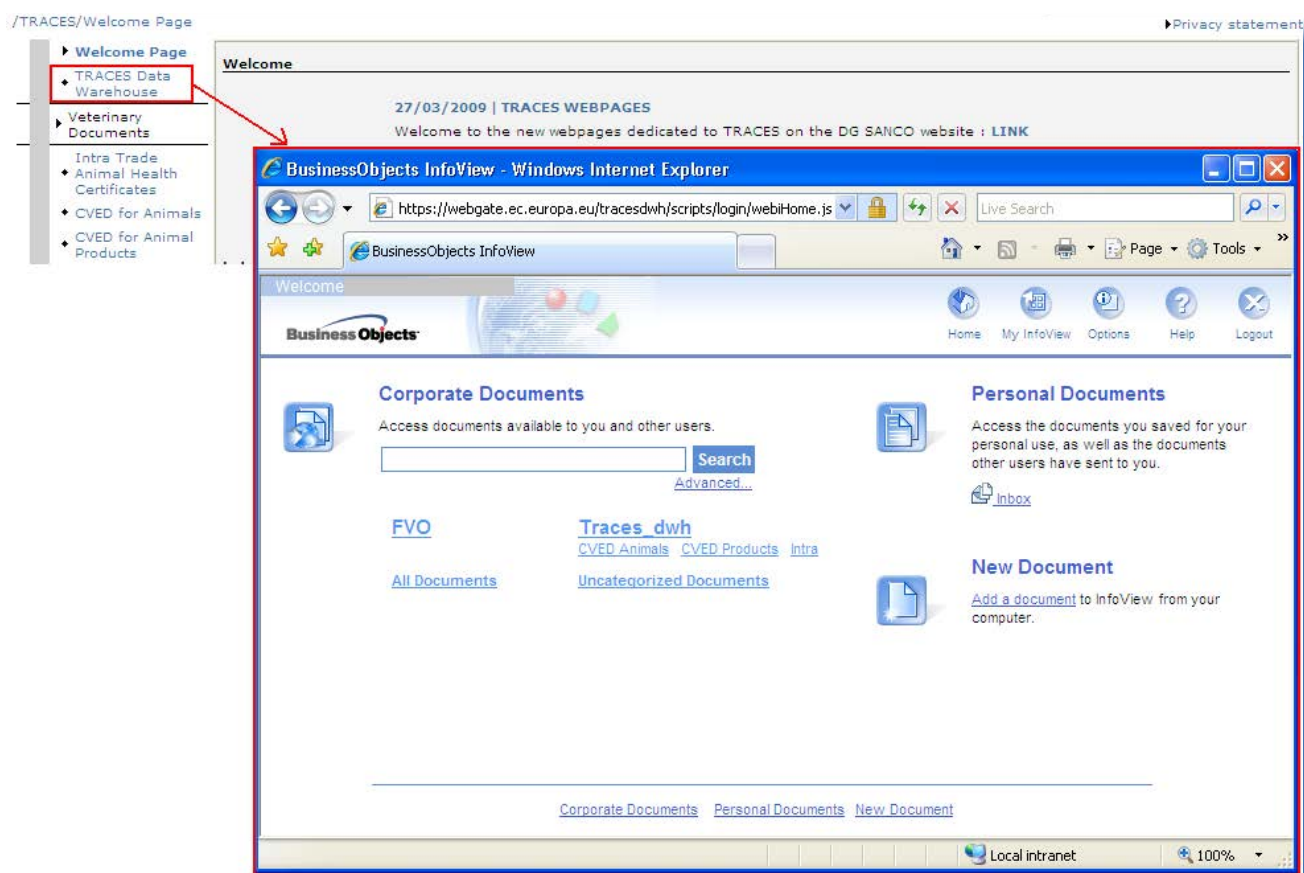
The TRACES application.

IV. OTHER TRACES MENUS

IV.1. 'TRACES DATA WAREHOUSE'

The TRACES Data Warehouse (DWH) interface (*BOXI*) enables competent authorities to see, organise and use tailor-made reports via a web navigator in order to monitor their activities.

In the Production (real life) ¹⁰⁴ environment, competent authorities should be able to log on to DWH and click on 'TRACES Data warehouse'.



More information can be found in the DWH user manual also available with the [TRACES Toolkit](https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd). ¹⁰⁵

¹⁰⁴ More information can be found under heading 'I.5.3. Environments'.

¹⁰⁵ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

IV.2. 'QLIKVIEW'

Qlikview is a business intelligence tool to consolidate and visualise data from multiple sources in a single application and is used by TRACES to allow competent authorities to monitor their activities.

In the production (real-life) ¹⁰⁶ environment, competent authorities should be able to log on to Qlikview and click on the 'Qlikview' link.



More information can be found in the Qlikview user manual also available with the [TRACES Toolkit](#). ¹⁰⁷

¹⁰⁶ More information can be found under heading 'I.5.3. Environments'.

¹⁰⁷ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

IV.3. 'REPORTING'

This menu allows consultation of CVEDA and CVEDP ¹⁰⁸ consignments rejected at the EU border: ¹⁰⁹
To do this, click on:

- 'Rejected Consignments - CVED for Animals'
- 'Rejected Consignments - CVED for Animal Products'

Several search criteria can be used to refine the search for CVEDs.

EU/EFTA TRACES users linked to BIPs have access to all rejected EU/EFTA CVEDs.

Non-EU countries only have access to CVEDs submitted through validation of IMPORTs on a national basis.

The screenshot displays the TRACES Reporting - Rejected Consignment interface. The left sidebar shows a navigation menu with 'Reporting' expanded, highlighting 'Rejected Consignments - CVED for Animals'. The main area is titled 'Reporting - Rejected - CVED Animals' and contains a 'Search Criteria' section with various input fields and buttons. Below this is a 'Search Result' table with columns for Certificate Reference Number, Arrival date at the BIP, Person responsible for load, Place of Destination, and BIP.

Certificate Reference Number	Commodity Code	Arrival date at the BIP	Person responsible for load	Country of Origin	Place of Destination	BIP
------------------------------	----------------	-------------------------	-----------------------------	-------------------	----------------------	-----

To safeguard the privacy of the commercial data involved, strict access rules apply to each TRACES user profile.

This feature is not available to ADM profiles.

It might be possible to obtain additional information via the TRACES Data Warehouse. ¹¹⁰

¹⁰⁸ This functionality is not (yet) available for CED or DECLAR.

¹⁰⁹ No time limit applies.

¹¹⁰ More information on the TRACES Data Warehouse can be found under heading 'IV.1. TRACES Data Warehouse'.

IV.4. 'USER AND ORGANISATION MANAGEMENT'

IV.4.1. USER MANAGEMENT

As a TRACES competent authority, you are asked to manage the economic operators in TRACES which fall under your competence.

TRACES/User and Organisation Management/User Management

Privacy statement

Welcome Page

Veterinary Documents

Reporting

User and Organisation Management

User Management

Organisations

Change Password

Modify User Profile

Business Partners

Establishment List

Search for User

Search Criteria

E-mail:

Last Name:

Postal Code / Region:

First Name:

City:

Organisation:

Clear Search

Search Result

Name	Country	Postal code / Region	City	Organisation	Status
New					

The competent authority can manage economic operators via the 'User and Organisation Management' menu and '**User Management**' sub-menu as follows:

- creation
- (in)activation
- validation
- deletion
- (re)linking of the competent authority
- ...

More information on the TRACES user management can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd).¹¹¹

IV.4.2. ORGANISATIONS

Organisations can be 'created' in TRACES by economic operators and competent authority users during the certification process of an official entry document.

However, only competent authorities can manage organisations via the 'User and Organisation Management' menu and '**Organisations**' sub-menu.

111 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

/TRACES/User and Organisation Management/Organisation ▶ Privacy statement

- ◀ Welcome Page
- ▶ Veterinary Documents
- ▶ Reporting
- ▶ User and Organisation Management
- ◀ User Management
- ▶ Organisations
- ◀ Change Password
- ◀ Modify User Profile
- ◀ Business Partners
- ▶ Establishment List Publications
- ▶ Help To Decision Management

Search for Organisations

Search Criteria

Country:
Postal code / Region:
Number: ☐ Exact match
Status:
Commodity: [Browse](#)
Section:

Name:
Address:
City:
Assigned Authority Code:
Type:
LMS approved: ☐

[Clear](#)
[Search](#)

Search Result

Name	Approval Numbers	Country	Address	Postal code / Region	Status	Activities
▶New ▶New Non Memberstate						

Before creating a new organisation, you should first verify (by searching for it) whether it already exists in TRACES. This is in line with the 'Search first, create if necessary' principle.

More information on the TRACES user management can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](#).¹¹²

IV.4.3. CHANGE PASSWORD / SECURITY QUESTION AND ANSWER¹¹³

TRACES users can change their password and security question and answer, whenever they wish, via the 'User and Organisation Management' menu, 'Change Password' sub-menu.

/TRACES/Security/Change Password ▶ Privacy statement

- ◀ Welcome Page
- ▶ Veterinary Documents
- ▶ Reporting
- ▶ User and Organisation Management
- ◀ User Management
- ◀ Organisations
- ▶ Change Password
- ◀ Modify User Profile
- ◀ Business Partners

Change Password

Password:
New password:
Confirm new password:

[Modify](#)

Security question:
Security answer:

[Modify](#)

112 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

113 More information can be found in the 'Organisation, user and authority management' user manual.

IV.4.4. MODIFY USER PROFILE ¹¹⁴

The 'Modify user profile' sub-menu available in the 'User and Organisation Management' menu, enables:

- Selection/deselection of the categories of automated TRACES e-mail notifications you wish to receive.
¹¹⁵
- Verification of the competent authority linked to your TRACES profile.
- Modification of the language of automatic notification e-mails, the notification type (HTML/Text) and other user-related data, except for the login (e-mail address). To modify your e-mail address, you must apply to your TRACES administrator, which will make a formal request to the TRACES Team.

¹¹⁴ More information can be found in the 'Organisation, user and authority management' user manual.

¹¹⁵ More information can be found under heading 'III.4. Automated TRACES e-mail notifications'.

Modify User Profile	
User Information e-Mail: <input type="text"/> First name: <input type="text"/> Last name: <input type="text"/> Notification language: <input type="text"/> Notification type: <input type="text" value="HTML"/> Phone: <input type="text"/> Fax: <input type="text"/> Additional Information: <input type="text"/>	Authority Name: <input type="text"/> TRACES Unit Number : <input type="text"/> Address: <input type="text"/> Postal Code / Region: <input type="text"/> Country: <input type="text"/>
Receiving notification mail	
<input checked="" type="checkbox"/> CED_DELETED <input checked="" type="checkbox"/> Notification related to CED cancelled <input checked="" type="checkbox"/> Notification related to CED creation <input checked="" type="checkbox"/> Notification related to CED rejection <input checked="" type="checkbox"/> Notification related to CED validation (destruction / transformation) <input checked="" type="checkbox"/> Notification related to CHED-PP Laboratory test rejection <input checked="" type="checkbox"/> Notification related to CHED-PP control <input checked="" type="checkbox"/> Notification related to CHED-PP decision in progress <input checked="" type="checkbox"/> Notification related to CHED-PP rejection <input checked="" type="checkbox"/> Notification related to CHED-PP validation for transshipment/ transfer <input checked="" type="checkbox"/> Notification related to CVEDA cancelled <input checked="" type="checkbox"/> Notification related to CVEDA creation <input checked="" type="checkbox"/> Notification related to CVEDA deleted <input checked="" type="checkbox"/> Notification related to CVEDA validation <input checked="" type="checkbox"/> Notification related to CVEDP cancelled <input checked="" type="checkbox"/> Notification related to CVEDP creation <input checked="" type="checkbox"/> Notification related to CVEDP deleted <input checked="" type="checkbox"/> Notification related to CVEDP validation <input checked="" type="checkbox"/> Notification related to CVEDP validation (internal market) <input checked="" type="checkbox"/> Notification related to CVEDP validation (transit / transshipment) <input checked="" type="checkbox"/> Notification related to DECLAR validation <input checked="" type="checkbox"/> Notification related to DOCOM validation <input checked="" type="checkbox"/> Notification related to EXPORT creation <input checked="" type="checkbox"/> Notification related to Import certification modified <input checked="" type="checkbox"/> Notification related to Intratrade Laboratory test rejection <input checked="" type="checkbox"/> Notification related to Intratrade certificate deleted <input checked="" type="checkbox"/> Notification related to RASFF confirmation <input checked="" type="checkbox"/> Notification related to RASFF validation <input checked="" type="checkbox"/> Notification related to business deletion <input checked="" type="checkbox"/> Notification related to business validation	<input checked="" type="checkbox"/> Notification related to CED Laboratory test rejection <input checked="" type="checkbox"/> Notification related to CED control <input checked="" type="checkbox"/> Notification related to CED decision in progress <input checked="" type="checkbox"/> Notification related to CED validation <input checked="" type="checkbox"/> Notification related to CED validation (transfer) <input checked="" type="checkbox"/> Notification related to CHED-PP cancelled <input checked="" type="checkbox"/> Notification related to CHED-PP creation <input checked="" type="checkbox"/> Notification related to CHED-PP deleted <input checked="" type="checkbox"/> Notification related to CHED-PP validation <input checked="" type="checkbox"/> Notification related to CVEDA Laboratory test rejection <input checked="" type="checkbox"/> Notification related to CVEDA control <input checked="" type="checkbox"/> Notification related to CVEDA decision in progress <input checked="" type="checkbox"/> Notification related to CVEDA rejection <input checked="" type="checkbox"/> Notification related to CVEDP Laboratory test rejection <input checked="" type="checkbox"/> Notification related to CVEDP control <input checked="" type="checkbox"/> Notification related to CVEDP decision in progress <input checked="" type="checkbox"/> Notification related to CVEDP rejection <input checked="" type="checkbox"/> Notification related to CVEDP validation (destruction / transformatio... <input checked="" type="checkbox"/> Notification related to CVEDP validation (specific warehouse procedur... <input checked="" type="checkbox"/> Notification related to DECLAR certificate cancelled <input checked="" type="checkbox"/> Notification related to DOCOM creation <input checked="" type="checkbox"/> Notification related to EXPORT Deletion <input checked="" type="checkbox"/> Notification related to Import certification cancelled <input checked="" type="checkbox"/> Notification related to Import certification validation <input checked="" type="checkbox"/> Notification related to Intratrade certificate creation <input checked="" type="checkbox"/> Notification related to Intratrade validation <input checked="" type="checkbox"/> Notification related to RASFF creation <input checked="" type="checkbox"/> Notification related to business creation <input checked="" type="checkbox"/> Notification related to business modification
<input type="button" value="Select all"/> <input type="button" value="Deselect all"/>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

IV.4.5. BUSINESS PARTNERS

Personal Business Partner Directory

The Personal Business Partner Directory holds your favourite business partners and can be downloaded using the TRACES.B2B interface

Search Criteria

Name:

►Clear ►Search

Search Result

Name	Aggregation Code	Address	Postal code / Region	City	Country
------	------------------	---------	----------------------	------	---------

For B2B communication, you can download a favourite business partner's list via web services with a TRACES B2B account, in order to transfer the data of these organisations to a local application for submission to B2B.

For this purpose, the 'Business Partners' sub-menu in the 'User and Organisation Management' menu has been made available to the competent authority at the EU border.¹¹⁶

The competent authority can add organisations to its list of privileged business partners via the 'User and Organisation management' menu and 'Organisations' sub-menu, by opening an organisation and clicking the button 'add a business partner'.

Edit Organisation Detail

Organisation		Approval Numbers	
Status:	Valid	Type	Approval number
Aggregation Code:	201077	Responsible for the load	201077
Name:	Aquamanias V/Boonyarit Amundsen		
Address:	Hilton 121		
Country:	Norway		
Postal Code / Region	2040		
City:	2040, Kløfta		
Phone Number:			
Fax:			
E-mail:			
Status set by:	►Karin Eriksen		
Date:	17/10/2005		

☐ Assign Competent Authority
 ☒ Assign Border Inspection Post

Name:	Oslo
TRACES Unit Number :	NOOSL4
Address:	Postboks 383
Postal Code / Region:	2381
Country:	Norway

►Close ►businesspartner.addasbusinesspartner

¹¹⁶ TRACES customs agents/persons responsible for load also have access to this menu.

IV.5. 'ESTABLISHMENT LIST PUBLICATIONS'

More information on visualising and managing approved establishment listings (LMS) can be found in the 'Organisation, user, authority management' user manual, also available with the [TRACES Toolkit](#).¹¹⁷

117 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

IV.6. HELP TO DECISION MANAGEMENT

IV.6.1. 'RE-ENFORCED CHECK' PROGRAMME

The 're-enforced check' programme sub-menu available to TRACES competent authority users linked to the EU BIP/DPE/DPI complies with Article 24 of Council Directive 97/78/EC.

Details ¹¹⁸ of all re-enforced check programmes are available from the 'Help To Decision Management' menu and 'Re-enforced Check' sub-menu.

/TRACES/System Management/Help To Decision Privacy statement

- Welcome Page
- TRACES Data Warehouse
- Veterinary Documents
- Reporting
- User and Organisation Management
- Establishment List Publications
- Help To Decision Management**
 - Re-enforced Check**
 - Legislation

Search for Re-enforced Check

Search Criteria

Country: Commodity:

Application Date: Status:

[Clear](#) [Search](#)

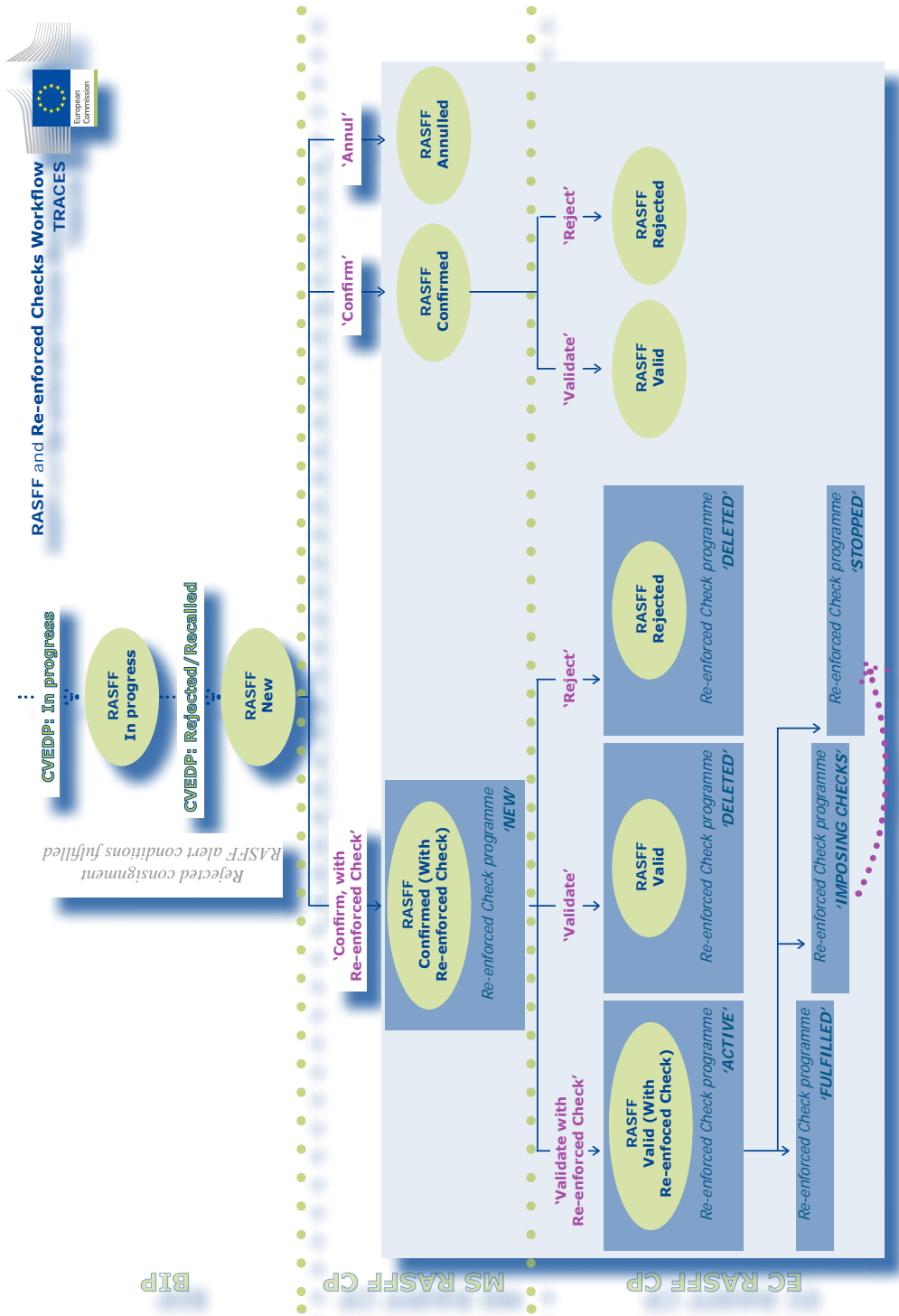
Search Result

Country	Commodity	Laboratory Tests	Date	Status
China	Unique Commodity Code Group for 05040000	Chloramphenicol	16/10/2012	Active
Viet Nam	Prepared crustaceans,molluscs, CN 1605	Listeria monocytogenes	15/10/2012	Stopped
Brazil	meat and edible offal of poultry, CN 0207	Salmonella typhimurium	11/10/2012	Active
China	FFP	Furazolidone	11/10/2012	Active
Thailand	FFP	Histamine	10/10/2012	Active
Ecuador	FFP	Physical Tests Required: Yes	08/10/2012	Fulfilled
China	Unique Commodity Code Group for 05040000	Chloramphenicol	08/10/2012	Fulfilled

¹¹⁸ i.e. status, application date, net weight, initial official entry document (if not submitted directly by the European Commission), organisation/region/country of origin, hazard, commodity code groups, re-enforced checks status...

nb: for 'Recalled' consignments, there could be an alert message of the type 'Security Exception: you do not have the rights to perform the requested operation', when trying to access the official entry document which was at the origin of the re-enforced check programme.

The search criterion 'Status', which can have the values 'Active', 'Deleted', 'Fulfilled', 'Imposing Checks', 'New' and 'Stopped' relates to the following RASFF workflow:



IV.7. 'LEGISLATION'

The 'Legislation' menu redirects the TRACES user to the welcome page of EUR-Lex, the website for access to European Union law and other documents considered to be public.

The screenshot displays the EUR-Lex website interface. At the top, it states "This site is a part of Europa" and "About EUR-Lex | Site map | FAQ | Help | Contact | Useful links | Legal notice". The main header features the EUR-Lex logo and the text "Access to European Union law". Below the header, there is a navigation bar with "EUROPA > EUR-Lex Home".

The left sidebar contains several sections:

- OFFICIAL JOURNAL**
- SIMPLE SEARCH**
 - by word
 - by document number
 - by date
 - by OJ reference
 - by CELEX number
 - more options...
- ADVANCED SEARCH**
- COLLECTIONS**
 - Treaties
 - International agreements
 - Legislation in force
 - Preparatory acts
 - Case-law
 - Parliamentary questions
- PRACTITIONER'S CORNER**
 - Budget of the European Union
 - ECICS
 - The institutions' registers
 - TARIC
 - EU Pesticides Database
 - EU legislation on statistics
- About EU law**
 - Summaries of EU Legislation
 - The ABC of European Union law
 - Legislative drafting

The main content area is titled "News" and lists several legislative updates:

- Thematic files**
 - Legislation on selected themes
 - 01/06/2011: Volunteering >> **new**
- Selection of new documents**
 - 31/05/2011: Regulation (EU) No 510/2011 of the European Parliament and of the Council of 11 May 2011 setting emission performance standards for new light commercial vehicles as part of the Union's integrated approach to reduce CO2 emissions from light-duty vehicles (Text with EEA relevance) >> **pdf**
 - 31/05/2011: 2011/314/EU: Commission Decision of 12 May 2011 concerning the technical specification for interoperability relating to the 'operation and traffic management' subsystem of the trans-European conventional rail system (notified under document C(2011) 3099) (Text with EEA relevance) >> **pdf**
 - 31/05/2011: 2011/321/EU: Commission Implementing Decision of 27 May 2011 establishing, pursuant to Directive 2006/7/EC of the European Parliament and of the Council, a symbol for information to the public on bathing water classification and any bathing prohibition or advice against bathing >> **pdf**
 - 19/05/2011: Directive 2011/51/EU of the European Parliament and of the Council of 11 May 2011 amending Council Directive 2003/109/EC to extend its scope to beneficiaries of international protection (Text with EEA relevance) >> **pdf**
 - 19/05/2011: 2011/286/EU: Decision of the European Parliament and of the Council of 2 May 2011 on mobilisation of the European Union Solidarity Fund, in accordance with point 26 of the Interinstitutional Agreement of 17 May 2006 between the European Parliament, the Council and the Commission on budgetary discipline and sound financial management >> **pdf**
- Newsletter 18/4/2011**
 - LexAlert: how to register? >>

On the right side, there is a language selection dropdown menu with the following options: English (en), Please select a language, български (bg), español (es), čeština (cs), dansk (da), Deutsch (de), eesti keel (et), ελληνικά (el), English (en), français (fr), Gaeilge (ga), italiano (it), latviešu valoda (lv), lietuvių kalba (lt), magyar (hu), Malti (mt), Nederlands (nl), polski (pl), português (pt), română (ro), slovenčina (sk), slovenščina (sl), suomi (fi), svenska (sv), and Pāsevārds. Below the dropdown is a "Connection" button and a "Free registration" link.

At the bottom right, there is a logo for "EU 2011" with the URL "www.eu2011.hu" and a section titled "Other sites managed by the Publications Office" which includes "N-Lex" and the text "A common gateway to national law".

The footer of the page states "Last updated: 01/06/2011".

IV.8. 'INFORMATION'

The 'Information' button in the top right of the TRACES window will redirect you to the [TRACES Toolkit](#),¹¹⁹ on the CIRCABC¹²⁰ Information website.



The [TRACES Toolkit](#)¹²¹ serves as your gateway to further TRACES user manuals, videos and templates.

For the submission of official entry documents, we would recommend viewing the instructional videos produced for the cloning and submission of official entry documents.

The TRACES Toolkit contains all useful information in one 'platform' document, and assists you in your use of TRACES.



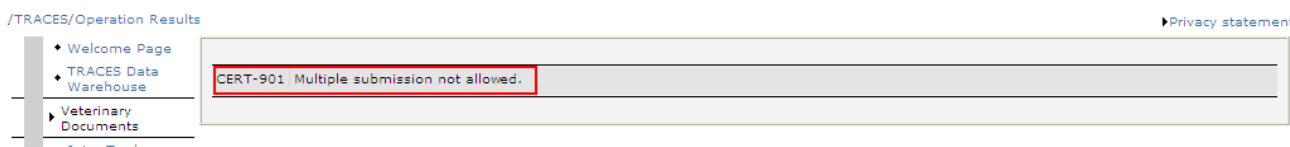
119 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

120 CIRCABC: Communication and Information Resource Centre for Administrations, Businesses and Citizens.

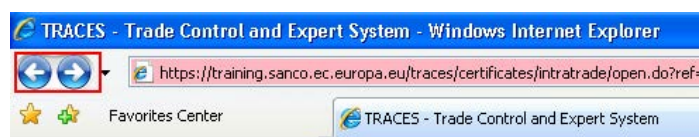
121 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

V. FAQ

V.1. ALERT MESSAGE: 'MULTIPLE SUBMISSIONS NOT ALLOWED'

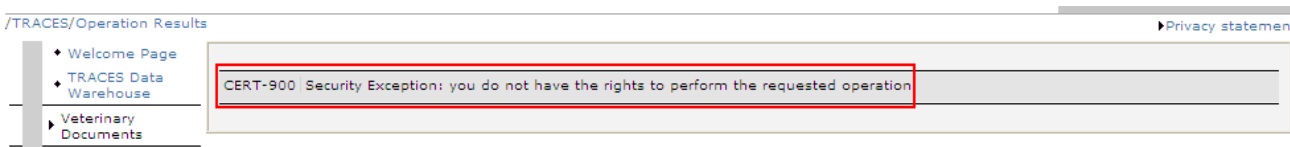


The alert message '*Multiple submissions not allowed*' may appear when you are trying to validate, submit, delete, etc. data (official entry document, organisation, user account, etc.) in TRACES and you use the 'back' and 'forward' buttons, which in fact belong to the internet browser (MS Internet Explorer, Firefox Mozilla, etc.).



As the 'back' and 'forward' buttons are not part of TRACES, but belong to your internet browser, you will not be able to use them in order to 'undo' an action carried out in TRACES.

V.2. ALERT MESSAGE: 'SECURITY EXCEPTION: YOU DO NOT HAVE THE RIGHTS TO PERFORM THE REQUESTED OPERATION'



The alert message '*Security exception: you do not have the rights to perform the requested operation*' may appear on your TRACES screen if you:

1/ try to save modifications to an official entry document if its status has since been modified by another TRACES user.

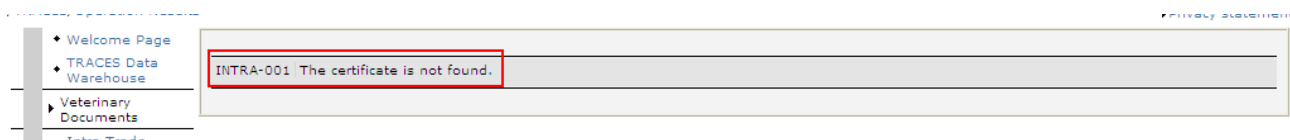
Indeed, it could be that one of your competent authority colleagues has in the meantime already processed the official entry document, by certifying or deleting Part I (Consignment) of the official entry document, so that accessing/processing the official entry document is no longer possible.

2/ try to access an official entry document type for which your TRACES profile does not have the correct access rights,¹²² for example by entering the official entry document reference number in the URL bar of your internet navigator.

More information can be found under heading 'II.2.3. Workarounds and limitations'.

¹²² e.g.: INTRA when you are a TRACES user linked to an EU BIP/DPE/DPI.

V.3. ALERT MESSAGE: 'THE CERTIFICATE IS NOT FOUND'



The alert message 'The certificate is not found' may appear on your TRACES screen if you try to access a 'New' official entry document that has already been deleted by another TRACES user, following an automatic e-mail notification sent by TRACES.

Indeed, it could be that one of your competent authority colleagues has in the meantime already deleted the official entry document.

V.4. ALERT MESSAGE: 'GEN 002...' (UNEXPECTED FAILURE ALERT)

We invite you to fill in the TRACES problem statement report included in the [TRACES Toolkit](#).¹²³

Please send it to the TRACES Team at sanco-traces@ec.europa.eu adding your competent authority in CC (*Carbon Copy*) to your message.¹²⁴

¹²³ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

¹²⁴ A problem statement report is available with the [TRACES Toolkit](#).

VI. FURTHER INFORMATION AND CONTACT

We strongly recommend that you, as a TRACES competent authority, contact your TRACES administrator, which will answer your questions or redirect you to the relevant competent authorities in charge.

Also at your disposal:

The TRACES Team, for questions concerning the functioning of TRACES as a web-based system:

[TRACES Toolkit](#), which includes a heading on '[Contingency Plan](#)'¹²⁵ and 'Problem Reporting'¹²⁶
[TRACES presentations](#)¹²⁷

E-mail: sanco-traces@ec.europa.eu¹²⁸

Tel.: +32 2 297 63 50

Fax: +32 2 299 43 14

The [LMS website](#),¹²⁹ for questions concerning the official listing of establishments.

The [RASFF website](#),¹³⁰ for questions concerning the 'Rapid Alert System on Food and Feed'.

The [online customs tariff database \(TARIC\)](#),¹³¹ for questions concerning the Combined Nomenclature code used by BIPs.

The [BTSF website](#),¹³² for questions concerning 'Better Training for Safer Food'.

The [EUROPHYT website](#),¹³³ for questions concerning 'Plants and Plant Products'.

The [EXPORT Helpdesk](#),¹³⁴ for questions concerning requirements and taxes for internal market access, import tariffs and customs duties.



125 Contingency Plan: <https://circabc.europa.eu/w/browse/91fe2ba6-6d69-4bdc-94ad-304b7eb6ff05>

126 Problem Statement Report: under construction.

127 TRACES presentations: <http://prezi.com/user/TRACES>

128 Please include your competent authority in CC of your message, when contacting the TRACES team.

129 LMS website: http://ec.europa.eu/food/food/biosafety/establishments/third_country/index_en.htm

130 RASFF website: http://ec.europa.eu/food/food/rapidalert/index_en.htm

131 TARIC: http://ec.europa.eu/taxation_customs/customs/customs_duties/tariff_aspects/customs_tariff/index_en.htm

132 BTSF website: <http://www.foodinfo-europe.com/index.php?lang=english>

133 EUROPHYT website: http://ec.europa.eu/food/plant/europhyt/index_en.htm

134 EXPORT Helpdesk: http://exporthelp.europa.eu/thdapp/index_en.html

TRAde Control and Expert System (TRACES)

is a management tool for **tracking movements** of animals, products of animal origin from both outside and within the European Union. It also covers imports to the European Union of feed and food of non-animal origin as well as plants, seeds and propagating materials.

TRACES aims to **improve** the relationship between the **private** and **public sectors**, and to **strengthen cooperation** between EU parties. It aims to **facilitate trade**, to **enhance the safety** of the food chain and to **protect animal health**.

This system **consolidates** and **simplifies** the existing systems. It is a major innovation in improving the **management of animal diseases** and reducing **the administrative burden** on economic operators and competent authorities.

Dr Didier CARTON
Head of the TRACES Sector

For more information

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DG Health and Consumers
B232 03/057
B-1049 Brussels
Tel: +32 2 297 63 50

E-mail: sanco-traces@ec.europa.eu
<http://ec.europa.eu/traces/>
<http://prezi.com/user/TRACES/>

This information sheet is intended for TRACES users.
You can find this document and download it at:

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