



European  
Commission



# User Manual

## *Entry documents*

### *Part I*

#### **Intended for...**

Economic Operators  
*(EU/EFTA Customs Agents, Persons  
responsible for load)*

#### **Submission 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

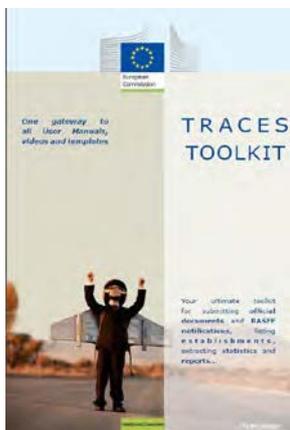
### I.1. SCOPE OF THE 'ENTRY DOCUMENTS' USER MANUAL - PART I

This user manual describes the main principles and functionalities of TRACES, for the **submission** (Part I) of the following official entry documents to the competent authority at EU BIP/DPE/DPI level:

- **CED:** <sup>1 2</sup> Common Entry Documents for feed and food of non-animal origin
- **CVEDA:** <sup>3</sup> Common Veterinary Entry Documents for Animals
- **CVEDP:** <sup>4</sup> Common Veterinary Entry Documents for Animal Products
- **DECLAR:** <sup>5</sup> Declaration Documents (<sup>6</sup>)
- **CHED-PP:** <sup>7</sup> Common Health Entry Documents 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](#) <sup>8</sup>; 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* - and 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](#) <sup>9</sup>. Presentations of TRACES can also be found [here](#) <sup>10</sup>.

- 1 Commission Reg. (EC) 669/2009: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32009R0669:EN:NOT>
- 2 Commission Reg. (EC) 1152/2009: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32009R1152:EN:NOT>
- 3 Commission Reg. (EC) No 282/2004: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32004R0282:EN:NOT>
- 4 Commission Reg. (EC) No 136/2004: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32004R0136:EN:NOT>
- 5 Commission Reg. (EU) No 142/2011: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32011R0142:EN:NOT>
- 6 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.
- 7 Council Directive 2000/29/EC: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32000L0029:EN:NOT>
- 8 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>
- 9 TRACES details: <http://ec.europa.eu/traces/>
- 10 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](#) <sup>11</sup>.

## I.3. WORKING LANGUAGES

Before logging into TRACES, and also afterwards in the user interface, you can choose one of thirty-two <sup>12</sup> 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.

<sup>11</sup> TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

<sup>12</sup> These include 22 official languages of the European Union (all apart from Irish (ga)) + Albanian + Bosnian + Chinese + Croatian + Icelandic + Macedonian + Norwegian + Serbian + Turkish + Russian.

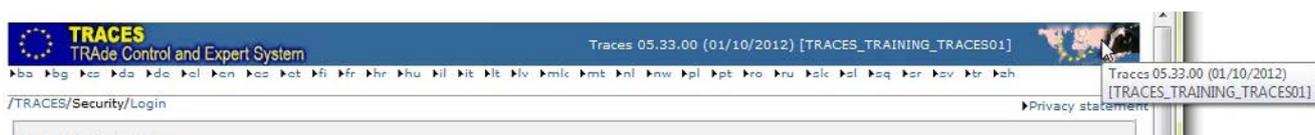
## I.4. TRACES RELEASE VERSIONS

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 <sup>13</sup>.

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.

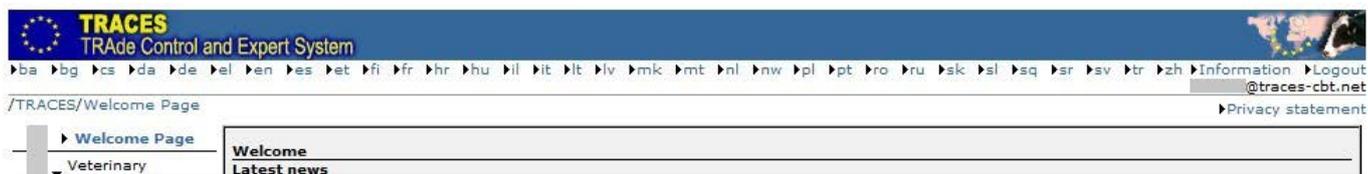
<sup>13</sup> An overview of the TRACES release notes can be found in the introduction page of the TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

## 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 <sup>14</sup> 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 languages available in TRACES via the 'Privacy Statement' button in the top right of the TRACES window, when you are logged into TRACES.



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 <sup>15</sup> rejected at EU borders <sup>16</sup>.

### 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

<sup>14</sup> Regulation (EC) 45/2001: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:EN:NOT>

<sup>15</sup> Only CVEDPs and CVEDAs are considered here.

<sup>16</sup> 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.

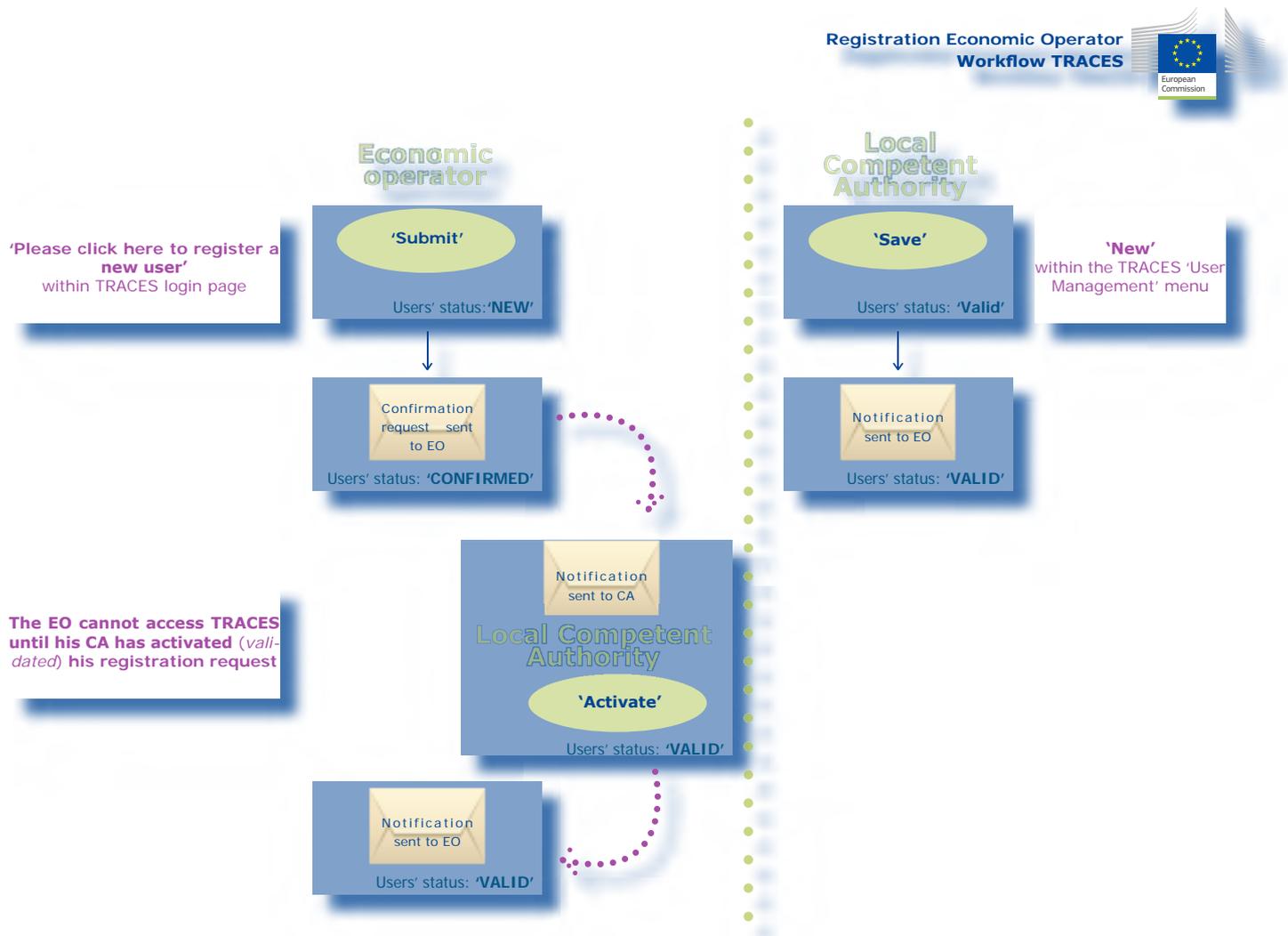
More information on the use of the TRACES TRAINING and ACCEPTANCE environments can be found under the heading 'Testing TRACES features' in the [TRACES Toolkit](#) <sup>17</sup>.

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

## 1.5.4. ACCOUNT REGISTRATION

Both economic operators and competent authorities may register an economic operator account in TRACES.



### I.5.4.1. BY THE ECONOMIC OPERATOR

The economic operator <sup>18</sup> may click the button '**Please click here to register a new user**' on the TRACES login page <sup>19</sup>.

The screenshot shows the TRACES Security Login page. At the top, there is a navigation bar with the URL '/TRACES/Security/Login' and a 'Privacy statement' link. The main content area is titled 'Login into the System'. Underneath, there is a 'Login' section with a form containing 'e-Mail' and 'Password' input fields, and a 'Login' button. Below the login form, there is a message: 'Please specify your user name and password, then click [login] or hit the enter key.' There are three main sections with links: 'Request a new password', 'Register a new User Account', and 'Consult the organisations directory'. The 'Register a new User Account' link is highlighted with a blue arrow.

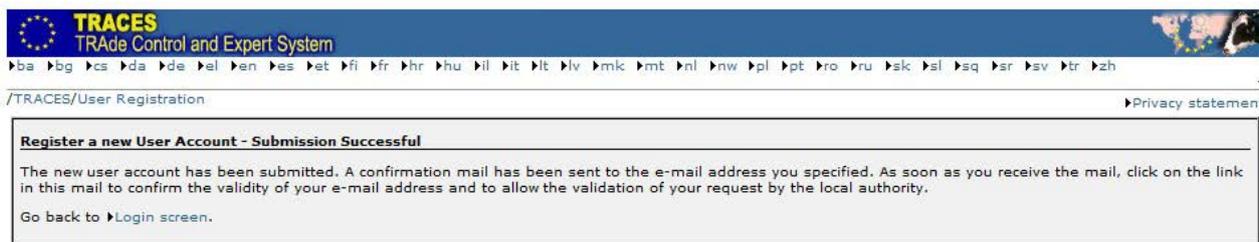
The economic operator enters all details of their TRACES user account, and clicks the 'Submit' button.

The screenshot shows the TRACES User Registration page. At the top, there is a navigation bar with the URL '/TRACES/User Registration' and a 'Privacy statement' link. The main content area is titled 'Register a new User Account'. Below this, there is a message: 'Please specify your e-mail address. The address will serve as your login name after successful registration.' There is a form with fields for 'e-Mail', 'Password', 'Password (Confirmation)', 'Security question' (with a dropdown menu showing 'What brand was your first car or bike?'), and 'Security answer'. Below the form, there is a message: 'After submitting this registration form, an e-mail will be sent to you to confirm the validity of the specified address. After succeeded confirmation, the local authority will be charged to validate your request. This procedure is concluded by sending an e-mail holding the validation result. After this, you may be able to login into the system.' There is a message: 'Please fill-out attentively the following registration form and confirm your request by clicking the submission link:'. The registration form is divided into two columns: 'Organisation, Company' and 'User Information'. The 'Organisation, Company' column has fields for 'Name', 'Address', 'Postal Code / Region', and 'Country'. The 'User Information' column has fields for 'First name', 'Last name', 'Notification language' (with a dropdown menu showing 'English'), 'Notification type' (with a dropdown menu showing 'HTML'), 'Phone', 'Fax', and 'Additional Information'. At the bottom, there are 'Cancel' and 'Submit' buttons.

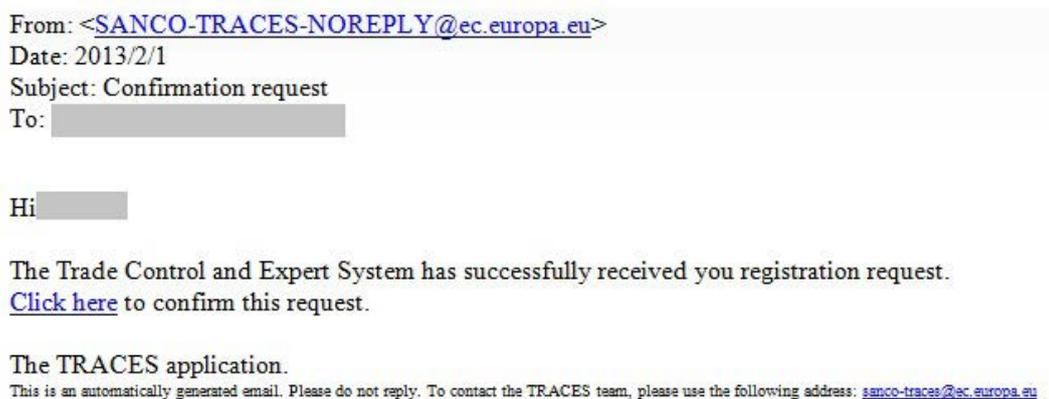
18 (or their competent authority)

19 Competent authority accounts cannot be registered this way. This needs to be done by the TRACES national administrator.

TRACES confirms the request for a new economic operator account.



A 'confirmation request' e-mail is sent to the economic operator's e-mail address to confirm their registration in TRACES.



After clicking the 'Click here' button in the confirmation message, the economic operator is redirected to the following page:



However, **the economic operator cannot access TRACES until their competent authority has validated the registration request** <sup>20</sup>.

For this purpose, the **competent authority** will receive a notification message informing it of a confirmed TRACES registration request.

<sup>20</sup> For security reasons, the confirmed economic operator account will need to be validated by the competent authority before the economic operator can access TRACES. More information can be found in the 'Organisation, User and Authority management' user manual, also available with the TRACES Toolkit.

----- Forwarded message -----  
 From: <[SANCO-TRACES-NOREPLY@ec.europa.eu](mailto:SANCO-TRACES-NOREPLY@ec.europa.eu)>  
 Date: 2013/2/5  
 Subject: User creation requests  
 To: [REDACTED]

Hi,  
 There are 2 request to validate.  
 To process all, [Click here](#).  
 validate USER [REDACTED] [Click here](#). validate USER [REDACTED] [Click here](#).

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](mailto:sanco-traces@ec.europa.eu)

As soon as the competent authority clicks the 'Activate' button, the economic operator can access TRACES.

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

**Edit User Detail**

| User   | Member of Organisation  |
|--|---|
| E-mail: [REDACTED]<br>First Name: [REDACTED]<br>Last Name: [REDACTED]<br>Notification language: English ▼<br>Notification type: HTML ▼<br>Phone Number: [REDACTED]<br>Fax: [REDACTED]<br>Additional Information: [REDACTED]<br>Status: Confirmed | Name: [REDACTED]<br>Address: [REDACTED]<br>Postal Code / Region: [REDACTED]<br>Country: [REDACTED] <div style="text-align: right;">▶ Clear ▶ Select</div>                     |
|  | <b>Authority</b><br>TRACES Unit Number : [REDACTED]<br>Name: [REDACTED]<br>Address: [REDACTED]<br>Postal Code / Region: [REDACTED]<br>City: [REDACTED]<br>Country: [REDACTED] |

▶ Cancel ▶ Save ▶ Delete ▶ Reset Password ▶ Reject ▶ Activate

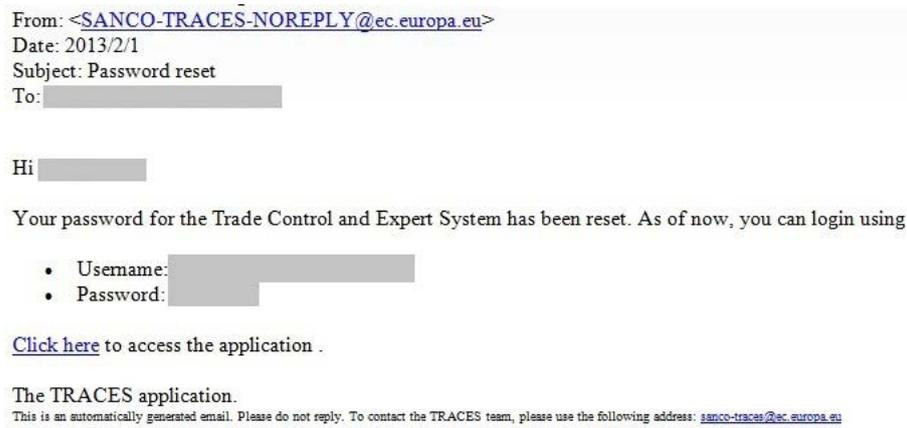
### Save options

- Cancel Returns to the 'User Management' menu and cancels all modifications made to the user's details.
- Save Saves all modifications made to the user's details, apart from the status.
- Delete Deletes the user account from TRACES. Note that it will nonetheless not be possible to register another account for the same e-mail address. On the other hand, it is possible to change the e-mail address for the user's account. Please contact the TRACES team in order to do so.

## Save options

### Reset Password

Resets the TRACES user password and sends an automatic notification containing a new standard password to the user account's e-mail address.



At first login, this new standard password will need to be replaced (*and confirmed*) by a personal password. The security question and answer remain unchanged. Please contact the TRACES team to change the user account's security question and answer.

### Reject

The competent authority may choose to reject a confirmed TRACES registration request. The applicant will receive a notification indicating that their TRACES registration request has been rejected by their competent authority.

### Activate

The competent authority may choose to validate a confirmed TRACES registration request. The applicant will receive a notification indicating that their TRACES registration request has been activated (validated) by their competent authority.



### I.5.4.2. BY THE COMPETENT AUTHORITY

The competent authority may go to the 'User and Organisation Management' menu and 'User Management' submenu in TRACES to register a new economic operator account.<sup>21</sup>

The screenshot shows the 'Search for User' page in the TRACES system. The breadcrumb path is '/TRACES/User and Organisation Management/User Management'. A left-hand navigation menu includes 'Welcome Page', 'Veterinary Documents', 'Reporting', 'User and Organisation Management' (expanded), 'User Management' (selected), 'Organisations', 'Change Password', 'Modify User Profile', 'Business Partners', and 'Privacy statement'. The main content area is titled 'Search for User' and contains a 'Search Criteria' section with input fields for 'E-mail', 'Last Name', 'Postal Code / Region', 'Organisation', 'First Name', and 'City'. Below these fields are 'Clear' and 'Search' buttons. A 'Search Result' table is shown below, with columns for 'Name', 'Country', 'Postal code / Region', 'City', 'Organisation', and 'Status'. A 'New' button is located at the bottom left of the search results area.

The competent authority enters all details of the economic operator's TRACES user account, and clicks the 'Save' button.

The screenshot shows the 'Edit User Detail' page in the TRACES system. The breadcrumb path is '/TRACES/User and Organisation Management/User Management'. The page is divided into two main sections: 'User' and 'Member of Organisation'. The 'User' section includes input fields for 'E-mail', 'First Name', 'Last Name', 'Phone Number', and 'Fax', along with dropdown menus for 'Notification language' (set to 'English') and 'Notification type' (set to 'HTML'). There is also a large text area for 'Additional Information'. The 'Member of Organisation' section includes input fields for 'Name', 'Address', 'Postal Code / Region', and 'Country', with 'Clear' and 'Select' buttons. At the bottom of the page are 'Cancel' and 'Save' buttons.

The economic operator account registered by the competent authority is 'valid' immediately after submission. A notification is sent to the economic operator informing them of the creation of their TRACES user account.<sup>22</sup> It includes a direct link to TRACES together with the user name and password.

<sup>21</sup> Click the 'New' button to fill in the details of the economic operator's user account.

<sup>22</sup> More information can be found in the 'Organisation, User and Authority management' user manual, also available with the TRACES Toolkit.

From: <[SANCO-TRACES-NOREPLY@ec.europa.eu](mailto:SANCO-TRACES-NOREPLY@ec.europa.eu)>  
Date: 2013/1/31  
Subject: Account created  
To: [REDACTED]

Hi [REDACTED]

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

- Username: [REDACTED]
- Password: [REDACTED]

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

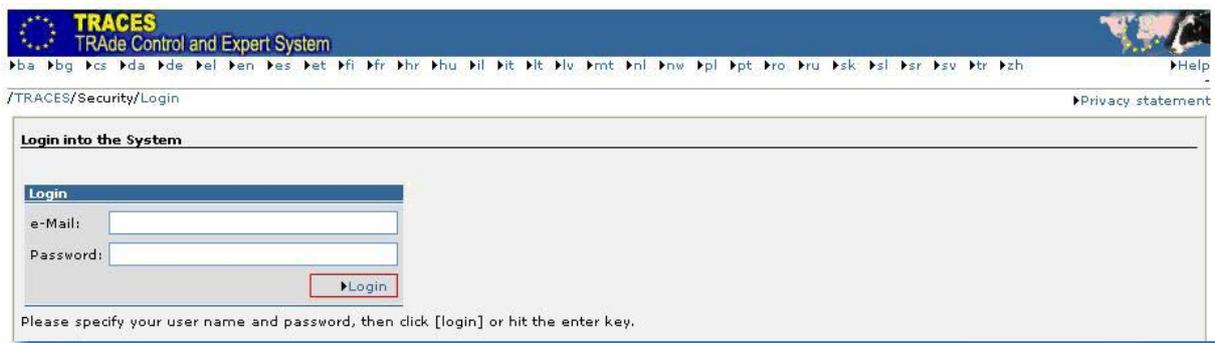
The TRACES application.

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](mailto:sanco-traces@ec.europa.eu)

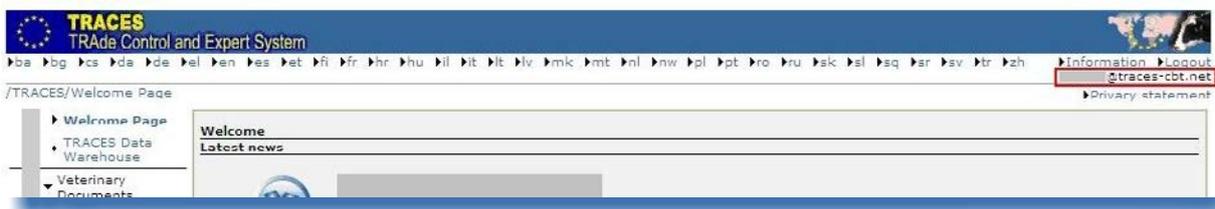
## 1.5.5. LOGGING IN AND OUT

### 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: <sup>23</sup>

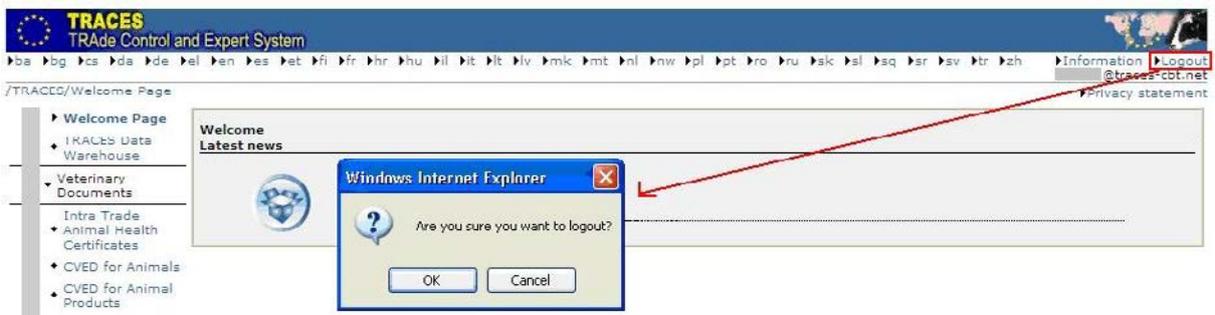


When you have logged in, your user account is shown in the top right of the screen.



### 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. <sup>24</sup>



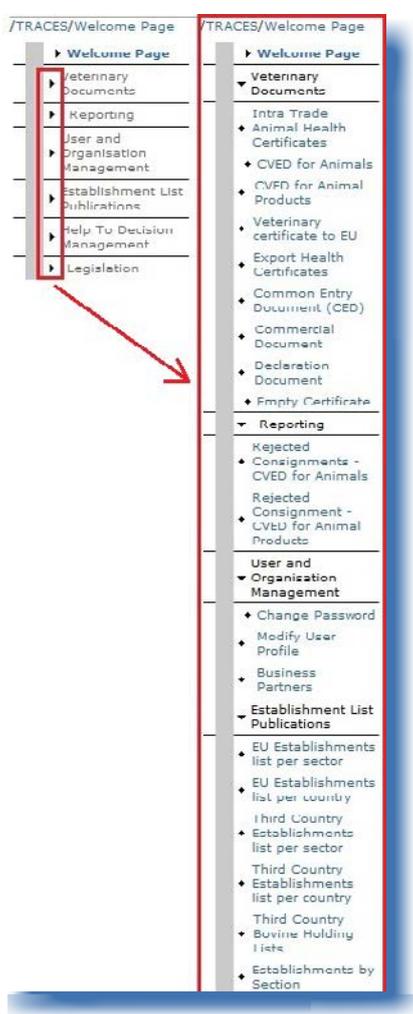
<sup>23</sup> Your account is inactivated after 5 consecutive failed attempts. You should contact your TRACES competent authority to reactivate the account.

<sup>24</sup> 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](#).<sup>25</sup>

### 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, <sup>26</sup> 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). <sup>27</sup>



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

#### II.1.1. CERTIFICATION WORKFLOW

In TRACES, economic operators <sup>28</sup> can initiate Part I (Consignment) of the official entry document and submit it to their competent authority for certification.

Two main actions are available for submission of Part I:

1. **'Save as Draft'** allows the economic operator to store the official entry document 'locally'. Only the 'initiator' and his/her direct colleagues, belonging to the same organisation, will be able to consult and to modify to the official entry document, before actually submitting it to the competent authority.

2. **'Submit for certification'** allows the economic operator to submit the official entry document to the competent authority. As TRACES is a web-based 'online' system, submission is instantaneous. <sup>29</sup>

For DECLARs, additional options are available:

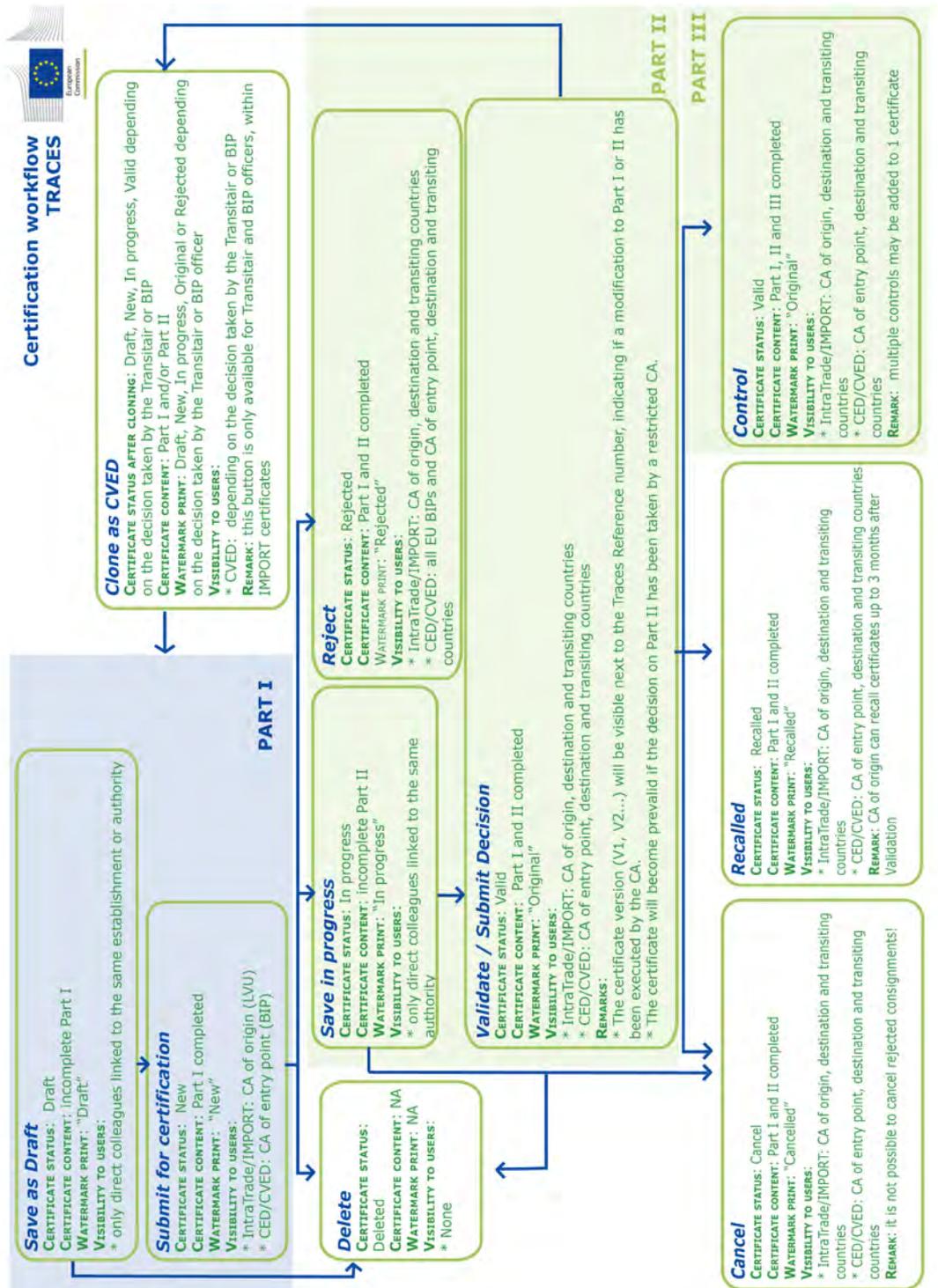
'Save in progress' and 'Validate / Submit Decision'. <sup>30</sup>

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<sup>28</sup> Part I of the official entry document can be initiated by competent authority users.

<sup>29</sup> More information can be found in the 'Notification management' user manual.

<sup>30</sup> A DECLAR may also be 'cloned' to a CVEDP. More information can be found under heading 'II.2.4 Submission options' and heading 'II.3.2. Next steps DECLAR: Clone to CVEDP'.



31

31 In the TRACES testing and acceptance 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

## II.1.2. PRE-NOTIFICATION (CVEDP)

In TRACES, pre-notification is implemented as specified in Commission Regulation (EC) No 136/2004, Article 2:

'Without prejudice to paragraphs 1 and 3, the information contained in the CVED may, with the agreement of the competent authorities concerned by the consignment, be made the object of an advanced notification through telecommunications or other systems of electronic data transmission. Where this is done, the information supplied in electronic form shall be that required by part 1 of the model CVED.'

Regarding CVEDPs certified by EU competent authorities, only consignments destined for import -non-transiting consignments- are covered.

Regarding IMPORTs certified by non-EU competent authorities, the consignment is considered to be pre-notified only when the European customs agent (*economic operator linked to the EU BIP/DPE/DPI*) has transferred (cloned) the information from the IMPORT to the CVEDP.<sup>32</sup>

This means that, for CVEDPs, European customs agents need to carry out the necessary actions to present the consignment for control to the competent authority at the European BIP/DPE/DPI,<sup>33</sup> thus pre-notifying the EU competent authority.



environment.

<sup>32</sup> More information can be found under heading 'III.2. Clone IMPORT to official entry document'.

<sup>33</sup> i.e. there is no pre-notification when an IMPORT is encoded by a non-EU TRACES user.

## II.2. SUBMIT PART I (CONSIGNMENT)

Part I of the official entry document concerns information on the consignment, such as references, traders, commodity, transport and purpose.

Both economic operators and competent authorities can submit Part I of the official entry document from the 'Veterinary documents'<sup>34</sup> menu:

- 'Common Entry Document': CED
- 'CVED for Animals': CVEDA
- 'CVED for Animal Products': CVEDP
- 'Declaration Document': DECLAR
- 'Common Health Entry Document for Plants and Plant products': CHED-PP

In all cases, the steps to submit a new official entry document are identical:

- 1/ Click the '**New**' button, to initiate a new, blank Part I of an official entry document.
- 2/ Click the '**Copy as new**'<sup>35</sup> button to initiate a new Part I based on an existing (similar) document.

The screenshot shows the TRACES web interface for 'Veterinary Documents/ Common Veterinary Entry Document for Animal Products'. The left sidebar contains a navigation menu with 'CVED for Animal Products' highlighted. The main area is titled 'Search for CVEDs for Animal Products' and contains a search criteria form with fields for Certificate Reference, Consignor, Consignee, Arrival at BIP, Country of Destination, Postal code, Local reference number, Certificate Status, Country of Origin, Declaration date, Commodity, Means of Transport, Authority of destination, Authority of origin, Container Number, and Document. Below the form is a search result table with columns for Certificate Reference, Country of Origin, Consignor, Consignee, Commodity, and Status. The table shows one result: CVEDP.FR.2012, Brazil, with a status of Valid. The 'Copy as new' button is highlighted in red.

| Certificate Reference | Country of Origin | Consignor | Consignee | Commodity | Status |
|-----------------------|-------------------|-----------|-----------|-----------|--------|
| CVEDP.FR.2012         | Brazil            |           |           | 0201 10   | Valid  |

Given the close cooperation with some non-EU countries, the submission of Part I of your official entry document may be facilitated by the existence of an IMPORT.

Submitting your official entry document by '**cloning**' such an IMPORT is described under heading 'III.2. Clone IMPORT to official entry document'.

<sup>34</sup> See Regulation (EC) 669/2009 or Regulation (EC) 1152/2009 for the CED, Regulation (EC) 282/2004 for the CVEDA, Regulation (EC) 136/2004 for the CVEDP, Commission Regulation (EU) No 142/2011 for the DECLAR.

<sup>35</sup> More information can be found under heading 'III.3. Copy as new'.

## II.2.1. SELECTING THE NOMENCLATURE CODE

The nomenclature code must be selected in line with the commodity received by the customs agent, at the Border Inspection Post (BIP), Designated Point of Entry or Designated Point of Import (DPE/DPI).

The Combined Nomenclature (CN) code, currently used by Border Inspection Posts in the EU, ensures interoperability between systems throughout the EU.

TRACES lists nomenclature codes for:

- live animals, for CVEDA
- animal products and products of animal origin, for CVEDP
- feed and food of non-animal origin, for CED
- by-products, for DECLAR
- plants and plant products, for CHED-PP

The CN is a method for designating goods and merchandise. It meets the requirements of the Common Customs Tariff of the Union. The CN is based on the Harmonised System (HS) nomenclature of the World Customs Organisation (WCO) with further subdivisions at EU level.

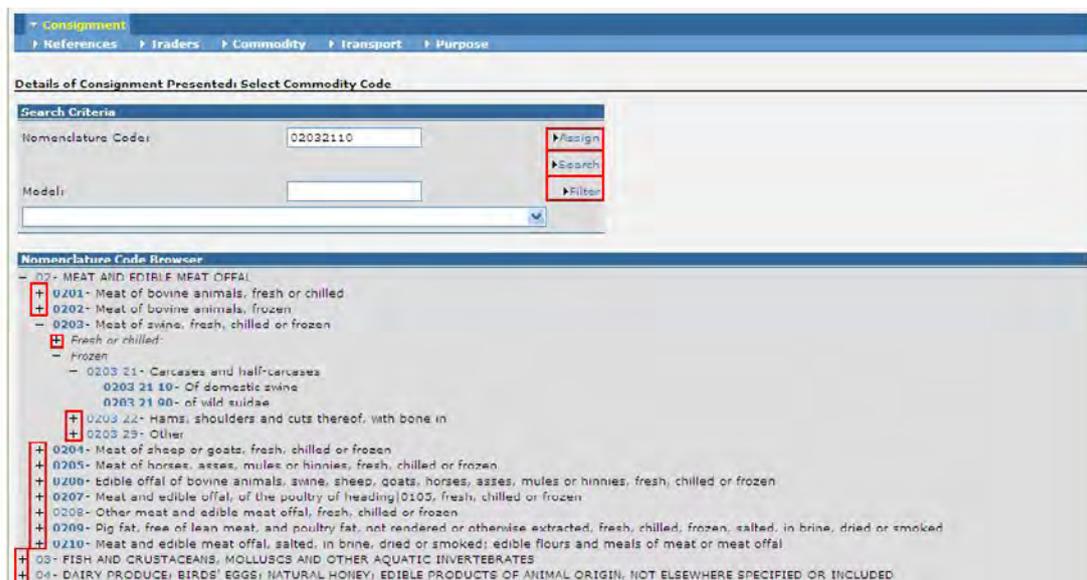
The online customs tariff database of DG TAXUD, called TARIC (Integrated Tariff of the European Communities),<sup>36</sup> also employs the HS nomenclature, making TRACES even more convenient to use for customs agents.

The TRACES user can:

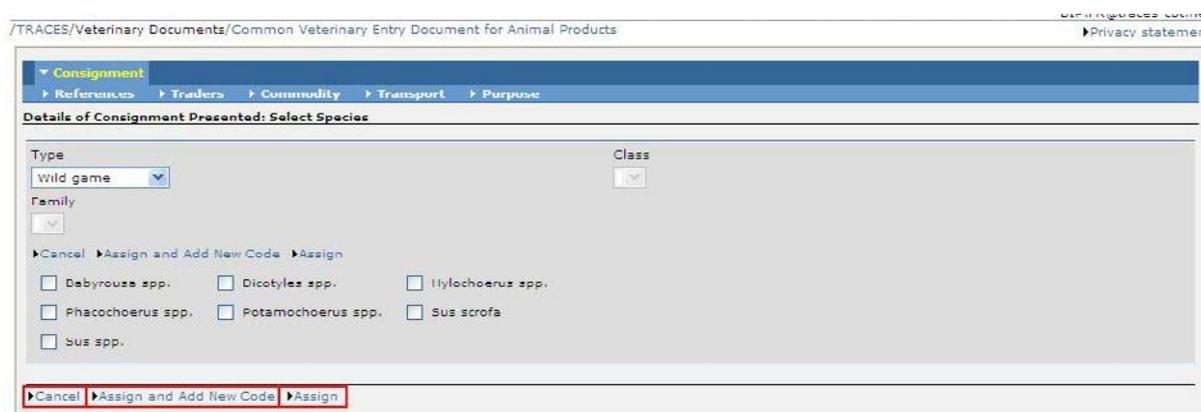
| <b>Option</b> | <b>Information</b>   |
|---------------|--|
| 'Assign'      | Enter the nomenclature code directly in the 'Nomenclature code' field and click the 'Assign' button to continue.<br>This is the fastest way to proceed.  |
| 'Search'      | Search for the nomenclature code in the nomenclature code tree by entering the code in the 'Nomenclature code' field and clicking the 'Search' button to continue.   |
| 'Filter'      | Filter the nomenclature code from the official entry document' model presented or specify the number of the legislative act and press 'Filter'. In the case of CHED-PP, species and EPPO codes can be used as criteria. The tree structure then shows the relevant nomenclature codes. |
| '+' sign      | Search for the nomenclature code in the nomenclature code tree by clicking on the '+' sign next to the nomenclature code to expand it and select the appropriate nomenclature code to continue.  |

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36 TARIC: [http://ec.europa.eu/taxation\\_customs/customs/customs\\_duties/tariff\\_aspects/customs\\_tariff/index\\_en.htm](http://ec.europa.eu/taxation_customs/customs/customs_duties/tariff_aspects/customs_tariff/index_en.htm)



Only CN codes in bold can be selected.



Depending on the nomenclature code selected, a code extension to categorise the commodity at sanitary (type) and phylogenetic (class, family, species) level may be required.

To proceed, the TRACES user can:

#### Option

'Assign and Add New Code'

#### Information

Select multiple commodities at sanitary (type) and phylogenetic (class, family, species) level, for a given official entry document model. Only nomenclature codes for the chosen official entry document model can be selected.

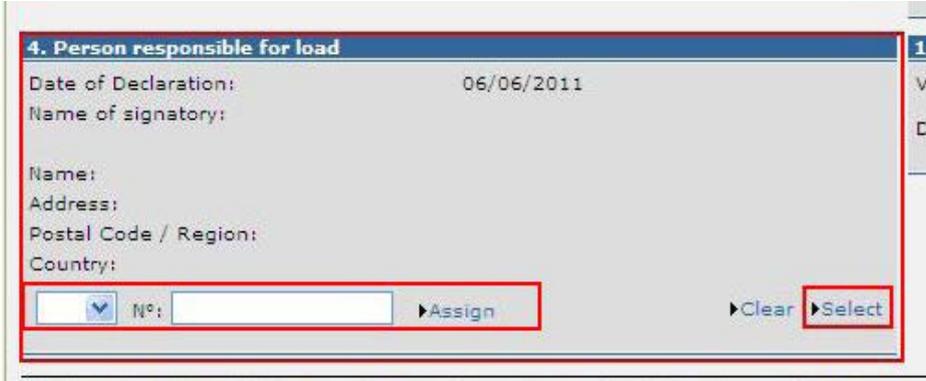
'Assign'

Confirm the chosen commodity in your official entry document.

## II.2.2. SPECIFYING ORGANISATIONS IN OFFICIAL ENTRY DOCUMENT BOXES

### II.2.2.1. SEARCH

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



The screenshot shows a software interface window titled "4. Person responsible for load". It contains several data entry fields: "Date of Declaration:" with the value "06/06/2011", "Name of signatory:", "Name:", "Address:", "Postal Code / Region:", and "Country:". At the bottom of the window, there is a search section with a dropdown menu, a text input field labeled "N°:", and three buttons: "Assign", "Clear", and "Select". Red boxes highlight the search section and the "Assign" and "Select" buttons.

An organisation can be entered in any box via two options:

| Option   | Information   |
|----------|---|
| 'Assign' | Allows the organisation to be quickly obtained by selecting the country (ISO code) and the organisation's Approval Number'.   |
| 'Select' | Allows the organisation to be selected from a search screen.<br><i>Note</i> - When searching for an organisation, economic operators must specify the country and at least three characters of the organisation's name or approval number to safeguard data privacy.<br>You can use the '%' sign to broaden the field of search, if necessary.<br>(e.g.: '%Logistics' to find 'S.A. Logistics Name Company'). |

***Organisation management issues are covered in detail in the 'Organisation, user and authority management' user manual.***

### II.2.2.2. CREATION

If an organisation is not yet included in TRACES, it can be created during the submission of an official entry document.

Click the **'Select'** button in the desired box in the official entry document, and choose:

- **'New'** to create an organisation in an EU/EFTA/EEA country.
- **'New Non Member State'** to create an organisation in a non-EU country.

The screenshot displays the TRACES system interface for creating a new organisation. The interface is divided into several sections:

- 1. Consignor / Exporter**: Fields for Name, Address, Postal Code / Region, and Country. Includes a dropdown menu and an 'N°' field.
- 3. Consignee**: Fields for Name, Address, Postal Code / Region, and Country. Includes a dropdown menu, an 'N°' field, and a **'Select'** button (highlighted with a red box and a red arrow).
- 8. Delivery address**: Fields for Name, Type, Address, Postal Code / Region, and Country.
- 5. Importer**: Fields for Name, Address, and Postal Code / Region.
- 11. Means of Transport**: Fields for Type, Identification, Document, and TRACES Unit Number.
- 9. Estimated Arrival**: Fields for Date (dd/mm/yyyy) and Time (hh:mm).

The **'Details of Consignment Presented: Select Company : 3. Consignee'** section is expanded, showing search criteria and search results:

**Search Criteria**

|                       |            |          |            |
|-----------------------|------------|----------|------------|
| Country:              | [Dropdown] | Name:    | [Text]     |
| Postal code / Region: | [Text]     | Address: | [Text]     |
| Number:               | [Text]     | Type:    | [Dropdown] |
| TRACES Unit Number:   | [Text]     |          |            |

**Search Result**

| Name     | Type                       | Approval number | Country | Address | Postal Code / Region |
|----------|----------------------------|-----------------|---------|---------|----------------------|
| [Cancel] | <b>New</b>                 |                 |         |         |                      |
|          | <b>New Non Memberstate</b> |                 |         |         |                      |

Enter the details of the new organisation:

Consignment

References Traders Commodity Transport Purpose

Details of Consignment Presented: Create Business : 3. Consignee

Name:

Aggregation Code:

Address:

Country: Andorra

Postal Code / Region:  Select

Phone Number:

Fax:

E-mail:

Assign Competent Authority

Transport Authorisation

NOT PRESENT TYPE 1 TYPE 2

Types of animals:

0101 - Equidae

0102 - Bovine

0103 - Porcine

0104 - Ovine (sheep, goat)

0105 - Poultry

0106 - Other live animals

0301 - Live fish

Expiration date:

Approval Numbers

| Type       | Approval number      | In certificate        |
|------------|----------------------|-----------------------|
| * Importer | <input type="text"/> | <input type="radio"/> |
|            | <input type="text"/> | <input type="radio"/> |

\* Approved body  
 Aquaculture holding  
 Assembly center  
 \* Bovine embryo team  
 Bovine holding  
 \* Bovine semen centre  
 Commercial transporter  
 Dealer  
 Dealer's premises  
 \* Equine embryo team  
 \* Equine semen centre  
 \* Establishment  
 Exporter  
 \* Free warehouses  
 \* Importer  
 \* Other species embryo team  
 Other species location  
 \* Other species semen centre  
 \* Ovine/ Caprine embryo team  
 Ovine/ Caprine holding  
 \* Ovine/ Caprine semen centre  
 \* Porcine embryo team  
 Porcine holding  
 \* Porcine semen centre  
 Port of loading  
 Poultry farm  
 Private transporter  
 Quarantine  
 \* Ship supplier

transport

Authorisation type

Clear Select

Add

Cancel Save

**Data field**

'Aggregation Code'

**Information**

Corresponds to the (EU) organisation's general identification number and:

- is optional
  - must be unique in a given country
  - may be the same as the organisation's approval number(s)
- For non-EU countries, this box is greyed out.

'Approval Number'

Refers to the Activity Type of an organisation that does not need to be officially listed (LMS), and:

- may be mandatory depending on the Activity Type
- may be different from the Aggregation Code and other Approval Numbers of the same organisation

**Data field**

'In certificate'

**Information**

Allows the specific Activity Type to be assigned to the organisation in the official entry document.

Unlike the procedure for creating an organisation from the 'User and Organisation Management' menu and 'Organisations' submenu, a specific establishment's Activity Type must be entered in the certificate box. This will correspond to the commodity indicated in the official entry document.

Possible Activity Types that can be assigned in the certificate box are marked with an asterisk (\*) and are the only ones that can be assigned to the official entry document.

'Type'

Allows multiple Activity Types to be specified, using the 'Add' and 'Remove' buttons.

Activity Types coming under to the listing procedure (LMS) for officially published establishments cannot be assigned through this procedure. Such organisations with LMS Activity Types should follow the official listing procedure. If you want to specify the Activity Type 'Responsible for the load', you should first assign a Border Inspection Post to the organisation. This will automatically re-populate the drop-down list of Activity Types.

'Postal Code / Region'

Allows selection of the postal code for EU/EFTA/EEA countries, and the selection of regions, provinces or states for non-EU countries.

If you specified Activity Types other than 'Responsible for the load' for the organisation, the competent authority is automatically assigned on the basis of this 'Postal Code / Region' information and displayed after validation of the organisation.

Click the '**Save**' button to save the details of the organisation and return to the previous screen.

***Organisation management issues are covered in detail in the 'Organisation, user and authority management' user manual.***

### **II.2.2.3. AUTOMATIC FILLING OF OFFICIAL ENTRY DOCUMENT BOXES**

In order to speed up the submission process, an organisation may be copied automatically from one box to another.

This TRACES feature depends on a combination of parameters:

- Official entry document type: CED, CVEDA, CVEDP, DECLAR, CHED-PP
- Official entry document box type: Consignor/Place of origin/Place of loading/Transporter, Consignee/Place of destination
- Organisation's Activity Type used in the initial box of the official entry document

The links between the different boxes for each official entry document type are described under heading 'II.2.3. Fill Part I'.<sup>37</sup>

Of course, the automated details can be cleared and modified as you wish.

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<sup>37</sup> More information can be found for each official entry document type, under each sub-heading.

## II.2.3. FILLING IN PART I

### II.2.3.1. ...OF A CED

Part I 'Consignment' of the CED in TRACES contains all the boxes required for Regulation (EC) 669/2009, under the tabs summarised below.

The official description of the boxes can be found in Annex II '*Notes for guidance for the CED*' to Commission Regulation (EC) No 669/2009.

However, some boxes are highlighted below.

## REFERENCES

The screenshot shows the TRACES web interface for filling in Part I of a Common Entry Document (CED). The interface is divided into several sections:

- Consignment** (selected tab)
- References** (selected sub-tab)
- Details of Consignment Presented: References**
  - I.2. CED reference number:** -
  - Local reference number:** [input field]
  - Designated Point of Entry**
    - DPE:** Brest, P
    - DPE Unit No:** FRBES1
    - [Select button]
- I.4. Person responsible for the consignment**
  - Date of Declaration:** 06/06/2011
  - Name of signatory:** [input field]
  - Name:** [input field]
  - Address:** [input field]
  - Postal Code / Region:** [input field]
  - Country:** [input field]
  - [Assign button] [Clear button] [Select button]
- I.10. Documents**
  - Number:** [input field]
  - Date of issue (dd/mm/yyyy):** [input field]

At the bottom of the interface, there is a navigation bar with the following options: [Cancel and Return to Menu], [Save as draft], [Submit for Certification], [Validate].

### 'I.2. CED reference number'

A unique reference number is assigned automatically by TRACES, and is displayed after submission of Part I.

While the official entry document remains at the submission stage ('New'), TRACES users can still modify Part I. A version number (- Vx) is automatically added to the unique CED reference number and is incremented each time the document is resubmitted, whether or not it is modified.

### 'Local reference number'

This is a number that the TRACES user can assign depending on their national administration (optional). Inspection centres can be identified here (optional).

If not entered, the local reference number will automatically be filled with a unique reference number assigned by TRACES after certification of Part II.

### 'I.4 Person responsible for the consignment'

If the 'Person responsible for the consignment' is registered in TRACES and makes the declaration him/herself (Part I), this field is automatically filled with his/her organisation.

## 'Designated Point of Entry' ('Designated point of Import')

The name of the competent authority and its TRACES code are filled in automatically when Part I has been initiated, in line with the organisation entered in box I.4. 'Person Responsible for the consignment'.

However, this information can be modified by the 'Person responsible for the consignment', with the 'Select' option, or can be added if the Central Competent Authority (CCA) creates the CED on behalf of the competent authority.

## TRADERS

The screenshot displays the TRACES/Trade Control and Expert System (TRACES) interface for a Common Entry Document (CED). The main section is titled 'Details of Consignment Presented: Traders'. It is organized into several panels:

- I.1. Consignor:** Fields for Name, Address, Postal Code / Region, and Country. Includes a dropdown menu and a text input field for 'N°', with 'Assign', 'Clear', and 'Select' buttons.
- I.3. Consignee:** Fields for Name, Address, Postal Code / Region, and Country. Includes a dropdown menu and a text input field for 'N°', with 'Assign', 'Clear', and 'Select' buttons.
- I.8. Place of destination:** Fields for Name, Type, Address, Postal Code / Region, and Country. Includes a dropdown menu and a text input field for 'N°', with 'Assign', 'Clear', and 'Select' buttons.
- I.7. Importer:** Fields for Name, Address, Postal Code / Region, and Country. Includes a dropdown menu and a text input field for 'N°', with 'Assign', 'Clear', and 'Select' buttons.
- I.11. Means of transport:** Fields for Type (dropdown), Identification, and Document.
- I.10. Seal number and container number:** Fields for Seal Number and Container Number. Includes 'Remove' and 'Add' buttons.
- I.9. Arrival at DPE (estimated date):** Fields for Date (dd/mm/yyyy) and Time (hh:mm).

At the bottom of the interface, there are buttons for 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

### 'I.11 Means of transport'

This box contains information on arrival at to the Designated Point of Entry, and is mandatory.

### 'I.19 Seal number and container number'

The 'add' button can be used to enter as many lines as necessary, since the seal number and container number may be independent and may be filled in or not.

## COMMODITY

/TRACES/Documents/Common Entry Document (CED) Privacy statement

**Commodity**

Details of Consignment Presented: Commodity

| I.12. Description of commodity |                                   |                             | Country and Region of Origin   |  |
|--------------------------------|-----------------------------------|-----------------------------|--|--|
| Id.                            | Product description               | Species Subtotal Net Weight |  |  |
| 1.                             | 0709 30 00 Aubergines (eggplants) | = 0 Kg                      | I.5. Country of origin: <input type="text"/>   |  |
| 2.                             | 0709 90 Other                     | = 0 Kg                      | I.6. Country from where consigned: <input type="text"/>  |  |
|                                |                                   |                             | I.16. Temperature:<br><input type="radio"/> Ambient<br><input type="radio"/> Chilled<br><input type="radio"/> Frozen |  |

Total Gross Weight (kg):  Kg      I.13. Total number of packages:

Total Net Weight (kg):  Kg

I.18. Commodity intended for:   
 Feedingstuff     Further process     Human consumption     Other

| Commodity Code | Net Weight (kg)         | Number of packages   | Type of packages     |
|----------------|-------------------------|----------------------|----------------------|
| 1. 07093000    | <input type="text"/> Kg | <input type="text"/> | <input type="text"/> |
| 2. 070990      | <input type="text"/> Kg | <input type="text"/> | <input type="text"/> |

Cancel and Return to Menu   Save as draft   Submit for Certification   Validate

### 'I.12. Description of commodity'

The nomenclature code and code extensions can be modified in the official entry document using the 'Select', 'Remove', 'Reset' and 'Add New Code' buttons.

Any modification to the nomenclature code or code extensions may cause information to be deleted in Part I, to comply with the consistency rules.

If the consignment involves multiple nomenclature codes, they are preceded by an order number (Id.) and presented in accordance with the Customs Classification:

| I.12. Description of commodity |   |                             |  |  |
|--------------------------------|---|-----------------------------|--|--|
| Id.                            | Product description   | Species Subtotal Net Weight |  |  |
| 1.                             | 0804 Dates, figs, pineapples, avocados, guavas, mangoes and mangosteens, fresh or dried | = 0 Kg                      | I.5. Country of origin: <input type="text"/>   |  |
| 2.                             | 0809 Apricots, cherries, peaches (including nectarines), plums and sloes, fresh         | = 0 Kg                      | I.6. Country from where consigned: <input type="text"/>  |  |
| 3.                             | 1004 Oats   | = 0 Kg                      | I.16. Temperature:<br><input type="radio"/> Ambient<br><input type="radio"/> Chilled<br><input type="radio"/> Frozen |  |

Total Gross Weight (kg):  Kg      I.13. Total number of packages:

Total Net Weight (kg):  Kg

The Id. number is also shown in box 'Description of commodity':

| Commodity Code | Net Weight (kg)         | Number of packages   | Type of packages     |
|----------------|-------------------------|----------------------|----------------------|
| 1. 08041000    | <input type="text"/> Kg | <input type="text"/> | <input type="text"/> |
| 2. 08091000    | <input type="text"/> Kg | <input type="text"/> | <input type="text"/> |
| 3. 10041000    | <input type="text"/> Kg | <input type="text"/> | <input type="text"/> |

Note that only commodities with the same temperature type (ambient, chilled or frozen) can be

selected in the official document.

For each nomenclature code, the field '**Subtotal Net Weight**' has to be filled in, either by directly entering the net weight for each nomenclature code, or by clicking the '=' sign, which calculates all net weights in each line linked to the code in question.

A consistency check verifies that the subtotal for a nomenclature code is greater than or equal to the sum of net weights for each species of this nomenclature code.

'Total Net Weight' corresponds to the sum of subtotals and is automatically filled in when the user switches tabs.

#### 'Comma' and 'point' separators

A comma should be used to enter decimal numbers (maximum of 2 places). A point does not need to be used for specifying thousands.

However, the printed official entry document automatically displays a point to indicate decimal numbers.

Example: 1.234,567 (one thousand two hundred and thirty four comma five hundred and sixty seven) becomes 1234.57 (one thousand two hundred and thirty four comma fifty seven) in the printed official entry document.

## TRANSPORT

/TRACES/Documents/Common Entry Document (CED) Privacy statement

Consignment  
References Traders Commodity Transport Purpose

Details of Consignment Presented: Transport

**Transporter**  
Name:  
Address:  
Postal Code / Region:  
Country:  
Approval number:  
N°:  Assign Clear Select

Date of Departure (dd/mm/yyyy):   
Time of Departure (hh:mm):

**I.24. Means of transport to Control Point**  
Type:   
Identification:   
Document:

Cancel and Return to Menu Save as draft Submit for Certification Validate

The Transport tab contains information on transport from the Designated Point of Entry, and is optional for imports of 'Feed and Food of non-Animal Origin', except for 'Type' in box I.24 'Means of transport to Control Point'.

## PURPOSE

/TRACES/Documents/Common Entry Document (CED) Privacy statement

Consignment  
References Traders Commodity Transport Purpose

Details of Consignment Presented: Purposes

I.22. For import  I.20. For transfer to  
DPE:  Clear Select

Cancel and Return to Menu Save as draft Submit for Certification Validate

### 'I.20 For transfer to'

Should be used during the transitional period provided for in Article 19 (1) of Commission Regulation (EC) No 669/2009 to allow for onward transportation to another Control Point.

**NOTE - LINKING OF CED BOXES IN TRACES**

In order to speed up the submission of Part I of a CED, the information entered in a box may be automatically copied to other boxes, if the organisation's Activity Type <sup>38</sup> in this first box is allowed in the other boxes. For example, 'Consignee' may be copied automatically to 'Place of destination' and 'Importer'.

| EUROPEAN UNION  |  | Common Entry Document, CED   |  |
|---|--|--|--|
| <b>Part I : Details of dispatched consignment</b>   | <b>I.1. Consignor</b><br>Name<br>Address<br>Country  | I.2. CED reference number<br>Local reference number:<br>DPE<br>DPE Unit No:<br><b>DPE Unit No:</b>   |  |
|   | <b>I.3. Consignee</b><br>Name<br>Address<br>Country  | I.4. Person responsible for the consignment<br>Name<br>Address<br>Country<br><b>I.4. Person for the consignment</b>  |  |
|   | <b>I.7. Importer</b><br>Name<br>Address<br>Country   | I.5. Country of origin * ISO code<br>I.6. Region from where consigned * ISO code<br>I.8. Place of destination<br>Name<br>Address<br>Country<br><b>I.8 Place of destination</b> |  |
|   | I.9. Arrival at DPE (estimated date)   |  |  |
|   | I.11. Means of transport<br>Aeroplane <input type="checkbox"/> Ship <input type="checkbox"/> Railway wagon <input type="checkbox"/> Road vehicle <input type="checkbox"/><br>Identification:<br>Documentary references:                      | I.10. Document Number(s)<br>Date of issue  |  |
|   | I.19. Seal number and container number   |  |  |
|   | I.20. For transfer to Control Point  | I.21   |  |
|   | I.22. For import   | I.23   |  |
|   | I.24. Means of transport to Control Point<br>Railway wagon <input type="checkbox"/> Registered No.<br>Aeroplane <input type="checkbox"/> Flight No.<br>Ship <input type="checkbox"/> Name<br>Road vehicle <input type="checkbox"/> Plate No. |  |  |
|   | I.12. Description of commodity<br>Net Weight (kg)   Number of packages   Type of packages  |  |  |
| I.13. Total number of packages  | I.14. Total Gross Weight (kg)  | I.15. Total Net Weight (kg)  |  |
| I.16. Temperature<br>Chilled: <input type="checkbox"/> Frozen: <input type="checkbox"/> Ambient: <input type="checkbox"/>   |  |  |  |
| I.18. Commodity intended for<br>Human consumption: <input type="checkbox"/> Further process: <input type="checkbox"/> Feedstuff: <input type="checkbox"/> Other: <input type="checkbox"/>   |  |  |  |
| I.17. Declaration<br>I, the undersigned person responsible for the consignment detailed above, certify that to the best of my knowledge and belief the statements made in Part I of this document are true and complete and I agree to comply with the legal requirements of Regulation (EC) No 853/2004, including payment for the official controls, and consequent official measures in case of non-compliance with the feed and food law. | Place and date of declaration<br>Name of signatory<br>Signature  |  |  |

<sup>38</sup> More information on Activity Types can be found in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

### II.2.3.2. ...OF A CVEDA

Part I 'Consignment' of the CVEDA in TRACES contains all the boxes required for Regulation (EC) 282/2004, under the tabs summarised below.

The official description of the boxes can be found in Annex I 'Notes for guidance on the common veterinary entry document (CVED) for live animals from Non-EU countries entering the European Union or the European Economic Area' to Commission Regulation (EC) No 282/2004. However, some boxes are highlighted below.

## REFERENCES

The screenshot shows the TRACES web interface for a 'Common Veterinary Entry Document for Animals'. The 'References' tab is active, displaying several input fields and buttons. The '2. CVED Reference Number' section includes a 'Local reference number' field. The '4. Person responsible for the consignment' section includes fields for 'Date of Declaration' (06/06/2011), 'Name of signatory', 'Name', 'Address', 'Postal Code / Region', and 'Country', along with an 'Assign' button. The '10. Veterinary documents' section includes fields for 'Veterinary Document Number', 'Date of Issue (dd/mm/yyyy)', and 'Accompanying Document Number'. The 'Border Inspection Post' section includes fields for 'BIN' and 'TRACES Unit Number', and a 'Select' button. At the bottom, there are navigation buttons: 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

#### '2. CVED reference number'

A unique reference number is assigned automatically by TRACES, and is displayed after the submission of Part I.

While the official entry document remains at the submission stage ('New'), TRACES users can still modify Part I. A version number (- Vx) is automatically added to the unique CVED reference number and is incremented each time the document is resubmitted, whether or not it is modified.

#### 'Local reference number'

This is a number which the TRACES user can assign depending on their national administration (optional). Inspection centres can be identified here (optional).

If not entered, the local reference number will automatically be filled with a unique reference number assigned by TRACES after certification of Part II.

#### '4. Person responsible for the consignment'

If the 'Person responsible for the consignment' is registered in TRACES and makes the declaration him/herself (*Part I*), his/her organisation is automatically entered in this field.

#### 'Border Inspection Post'

The name of the competent authority and its TRACES code are filled in automatically when Part I has been initiated, in line with the organisation entered in box 4. 'Person responsible for the consignment'. However, this information can be modified by the 'Person responsible for the consignment' with the 'Select' option, or can be added if the CCA creates the CVEDA on behalf of the competent authority.

## TRADERS

The screenshot displays the 'Traders' section of the TRACES system. The breadcrumb navigation shows: /TRACES/Veterinary Documents/Common Veterinary Entry Document for Animals > Traders > Animals > Transport > Route > Purpose. The main heading is 'Details of Consignment Presented: Traders'. The form is divided into several sections:

- 1. Consignor / Exporter:** Fields for Name, Address, Postal Code / Region, and Country. Includes a dropdown menu and an 'N°' input field with 'Assign', 'Clear', and 'Select' buttons.
- 3. Consignee:** Fields for Name, Address, Postal Code / Region, and Country. Includes a dropdown menu and an 'N°' input field with 'Assign', 'Clear', and 'Select' buttons.
- 8. Place of destination:** Fields for Name, Type, Address, Postal Code / Region, and Country. Includes an 'Approval number' field with a dropdown menu and an 'N°' input field with 'Assign', 'Clear', and 'Select' buttons.
- 7. Importer:** Fields for Name, Address, Postal Code / Region, and Country. Includes a dropdown menu and an 'N°' input field with 'Assign', 'Clear', and 'Select' buttons.
- 11. Means of transport:** Fields for Type (dropdown), Identification, and Document.
- 9. Estimated Arrival at BIP:** Fields for Date (dd/mm/yyyy) and Time (hh:mm).
- 17. Seal number and container numbers:** A table with columns for 'Seal Number' and 'Container Number'. It includes 'Remove' and 'Add' buttons.

At the bottom of the form, there are navigation buttons: 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

### '17. Seal number and container numbers'

The 'add' button can be used to enter as many lines as necessary, since the seal number and container number may be independent and may be filled in or not.

## ANIMALS

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

▼ Consignment | 
 ▶ References | 
 ▶ Traders | 
 ▼ Animals | 
 ▶ Transport | 
 ▶ Route | 
 ▶ Purpose

**Details of Consignment Presented: Commodity**

| Id. | 12. Animal Species, Breed                  | Species                  |                      |
|-----|--|--------------------------|----------------------|
| 1.  | 0104 Live sheep and goats<br>0104 10 Sheep | Domestic<br>Ovis aries   | ▶ Select<br>▶ Remove |
| 2.  | 0104 Live sheep and goats<br>0104 20 Goats | Domestic<br>Capra hircus | ▶ Select<br>▶ Remove |

Includes unweaned animals
 ▶ Reset ▶ Add New Code

14. Total Number of Animals:  unit  
 15. Total Number of Packages:

**Country and Region of Origin**

5. Country of Origin:

6. Region of Origin:  ▶ Clear ▶ Select

**16. Animals certified as**

Approved bodies | 
  Breeding/production | 
  Circus/exhibition | 
  Fattening | 
  Slaughter

**Identification of the animals**

| Commodity Code | Species         | Number of animals    | Number of packages        |
|----------------|-----------------|----------------------|---------------------------|
| 1. 010410      | 1. Ovis aries   | <input type="text"/> | <input type="text"/> unit |
| 2. 010420      | 2. Capra hircus | <input type="text"/> | <input type="text"/> unit |

▶ Add ▶ Add (10) ▶ Clear  
▶ Add ▶ Add (10) ▶ Clear

▶ Cancel and Return to Menu | 
 ▶ Save as draft | 
 ▶ Submit for Certification | 
 ▶ Validate

### '12. Animals, Species, Breed'

The nomenclature code and code extensions in the official entry document can be modified with the 'Select', 'Remove', 'Reset' and 'Add New Code' buttons.

Any modification to the nomenclature code or code extension may cause information to be deleted in Part I, to comply with the consistency rules.

If the consignment has multiple selected nomenclature codes, they are preceded by an order number (Id.) and presented in accordance with the Customs Classification:

| Id. | 12. Animal Species, Breed   | Species                     |
|-----|---|-----------------------------|
| 1.  | 0306 Crustaceans, whether in shell or not, live, fresh, chilled, frozen, dried, salted or in brine; crustaceans, in shell, cooked by steaming or by boiling in water, whether or not chilled, frozen, dried, salted or in brine; flours, meals and pellets of crustaceans, fit for human consumption<br><i>Not frozen</i><br>0306 22 Lobsters (Homarus spp.)<br>0306 22 10 Live   | Wild stock<br>Homarus spp   |
| 2.  | 0307 Molluscs, whether in shell or not, live, fresh, chilled, frozen, dried, salted or in brine; smoked molluscs, whether in shell or not, whether or not cooked before or during the smoking process; flours, meals and pellets of molluscs, fit for human consumption<br><i>Oysters</i><br>0307 11 Live, fresh or chilled<br>0307 11 10 Flat oysters (of the genus Ostrea), live and weighing (shell included) not more than 40[g] each | Aquarium<br>Crassostrea spp |
| 3.  | 0307 Molluscs, whether in shell or not, live, fresh, chilled, frozen, dried, salted or in brine; smoked molluscs, whether in shell or not, whether or not cooked before or during the smoking process; flours, meals and pellets of molluscs, fit for human consumption<br>0307 60 Snails, other than sea snails<br>0307 60 90 Other  | Aquarium<br>Gasteropoda     |

▶ Reset ▶ Add New Code

The Id. number is also shown in the box 'Identification of the animals':

| Identification of the animals |                      |                      |                    |                              |
|-------------------------------|----------------------|----------------------|--------------------|------------------------------|
| ▶Add▶Add (10)▶Clear           |                      |                      |                    |                              |
| Commodity Code                | Species              | Number of animals    | Number of packages |                              |
| 1. 03062210 ▼                 | 1. Homarus spp ▼     | <input type="text"/> | Kg                 | <input type="text"/> ▶Remove |
| 2. 03071110 ▼                 | 2. Crassostrea spp ▼ | <input type="text"/> | Kg                 | <input type="text"/> ▶Remove |
| 3. 03076090 ▼                 | 3. Gasteropoda ▼     | <input type="text"/> | Kg                 | <input type="text"/> ▶Remove |
| ▶Add▶Add (10)▶Clear           |                      |                      |                    |                              |

### 'Comma' and 'point' separators

A comma should be used to enter decimal numbers (maximum of 2 places). A point does not need to be used for specifying thousands.

The printed official entry document automatically displays a point to indicate decimal numbers.

Example: 1.234,567 (one thousand two hundred and thirty four comma five hundred and sixty seven) becomes 1234.57 (one thousand two hundred and thirty four comma fifty seven) in the printed official entry document.

## TRANSPORT

The Transport tab contains information on transport from the Border Inspection Post, and is mandatory for imports of animals. This tab does not apply to non-EU countries which issue CVEDAs.

### '22. Means of transport after border inspection post'

These authorisations are required by TRACES, which checks their validity when the CVEDA is issued. As soon as a commercial 'Transporter' has been selected, the 'Means of transport' can be assigned directly. To do this, select the appropriate 'Means of transport' from the drop-down menu and click on the 'Assign' button.

### 'Estimated journey time'

A geographical information system (GIS) automatically calculates the '*estimated journey time*' if box '22. Means of transport after border inspection post' contains 'Road vehicle' as the 'Type'. However, air transport time is not calculated automatically.

The algorithm is based on the optimal route between the BIP of entry and box '8. Place of destination' and maximum speed of 70 kilometers per hour.<sup>39</sup> The result generated by the GIS is a minimum time and can be (manually) corrected upwards.<sup>40</sup>

The 'Estimated journey time' in the 'Transport' tab is linked with the box 'Planned Staging or Transfer Points' in the 'Route' tab. As soon as the estimated journey time exceeds the legal requirements under the Animal Welfare Regulation,<sup>41</sup> you may need to select or add staging or transfer points.<sup>42</sup>

39 If the automatically calculated estimated journey time does not seem to correspond at all to the actual journey time, you should contact the TRACES team, in order to double-check and if necessary modify the precise longitude and latitude of the locations involved.

40 For upward corrections, you should double-check that the 'Estimated journey time' is correctly entered, as this box may be automatically reset to its initial value when the page is refreshed.

41 Council Regulation (EC) 1/2005.

42 Further details are given under the 'Route' tab.

## ROUTE

TRACES/Veterinary Documents/Common Veterinary Entry Document for Animals

Consignment

References Traders Animals Transport **Route** Purpose

Details of Consignment Presented: Route

21. Transiting Member states

| Name                 |  |
|----------------------|--|
| <input type="text"/> | <input type="button" value="Remove"/> <input type="button" value="Add"/> |

Planned Staging or Transfer Points

|  | Date (dd/mm/yyyy)    | Time (hh:mm)         |  |
|--|----------------------|----------------------|--|
| <input type="text"/>                                       | <input type="text"/> | <input type="text"/> | <input type="button" value="Remove"/>  |
| <input type="text"/> <input type="button" value="Assign"/> |                      |                      | <input type="button" value="Select control post"/> <input type="button" value="Add transfer point"/> |

### 'Planned Staging or Transfer Points'

In accordance with the Animal Welfare Regulation, <sup>43</sup> a route plan may be required for the following species: cattle (bovine - 0102), sheep (ovine - 010410), goats (caprine - 010420), pigs (porcine - 0103), horses (equidae - 0101), in particular 'unweaned animals'.

A route plan must be submitted for these species if the estimated journey time exceeds 8 hours. In such cases, at least one transfer/rest point must be specified. The information is to be entered in a free-text box, and is not linked to a specific inspection authority. To enter the information, click on the '**Add transfer point**' button.

Failure to do this will generate the following alert message upon submission of the official entry document:

'CVEDA-153 Route Planned Staging or Transfer Points At least one place of rest or transfer is required'

One or more control posts/assembly centres, to be selected from a menu, must be specified depending on the species concerned, whether or not the animals have been weaned, and the journey time.

This applies in the following cases:

- for unweaned animals where the journey time exceeds 19 hours
- for pigs and horses where the journey time exceeds 24 hours
- for sheep, goats and cattle where the journey time exceeds 29 hours

In these cases, at least one 'control post' and one 'transfer point' must be specified, by clicking on the '**Select control post**' button.

Failure to do this will generate the following alert message upon submission of the official entry document:

'CVEDA-154 Route Planned Staging or Transfer Points At least one control post is required'

43 Council Regulation (EC) 1/2005.

## PURPOSE

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

▼ Consignment  
▶ References ▶ Traders ▶ Animals ▶ Transport ▶ Route ▼ Purpose

Details of Consignment Presented: Purposes

|  |   |
|--|---|
| <input checked="" type="radio"/> 18. For transshipment to    | <input checked="" type="radio"/> 19. For transit to 3rd Country |
| BIP: <input type="text"/> ▶Clear ▶Select                     | Exit BIP: <input type="text"/> ▶Clear ▶Select                   |
| 3rd country: <input type="text"/> ▶Clear ▶Select             | Transit third countries: <input type="text"/> ▶Remove ▶Add      |
|  | 3rd country: <input type="text"/> ▶Clear ▶Select                |
| <input checked="" type="radio"/> 20. For Import or admission |   |
| <input type="radio"/> Definitive Import                      |   |
| <input type="radio"/> Horses Re-entry                        |   |
| <input type="radio"/> Temporary admission horses             | Exit date (dd/mm/yyyy): <input type="text"/>                    |
|  | Exit BIP: <input type="text"/> ▶Clear ▶Select                   |

▶Cancel and Return to Menu ▶Save as draft ▶Submit for Certification

### '18. For transshipment to' and '19. For transit to 3<sup>rd</sup> Country'

For a transshipment or transiting consignment, if box '18. For transshipment' or '19. For transit to 3rd Country' is ticked, you can select or create a Consignee (box 3) and Place of destination (box 8) situated in a non-EU country.

If this information is unknown, the official entry document can still be submitted without filling in these boxes.

A 'Non-approved' establishment can also be selected in box '10. Veterinary Documents', after choosing one of the options above.

**NOTE - LINKING OF CVEDA BOXES IN TRACES**

In order to speed up the submission of Part I of a CVEDA, the information entered in a box may be automatically copied to other boxes, if the organisation's Activity Type <sup>44</sup> in this first box is allowed in the other boxes. Example: 'Consignee' may be copied automatically to 'Place of destination' and 'Importer'.

| EUROPEAN COMMUNITY   |   | The Common Veterinary Entry Document, CVED Animals   |  |  |
|--|---|--|--|--|
| <b>Part I: Details of consignment presented</b>  | <b>1. Consignor / Exporter</b><br><input type="checkbox"/> Name<br>Address<br>Country + ISO code  |  | 2. CVED reference number<br><br>Border Inspection Post<br><b>Border Inspection Post</b><br>Unit number<br><b>Unit number</b>         |  |
|  | <b>3. Consignee</b><br>Name<br>Address<br>Postal code<br>Country + ISO code   |  | 4. Person responsible for the consignment<br>Address<br><b>4: Person responsible for the consignment</b>                             |  |
|  | <b>7. Importer</b><br>Name<br>Address<br>Postal code<br>Country + ISO code  |  | 5. Country of origin + ISO code 6. Region of origin Code<br><b>5. Country of origin</b> <b>6. Region of origin</b>                   |  |
|  | 9. Arrival at BIP (estimated date and time)<br>Date Time  |  | 8. Place of destination<br>Name<br>Approval number<br>Address<br>Postal code<br>Country + ISO code<br><b>8. Place of destination</b> |  |
|  | 11. Means of transport:<br>Aeroplane <input type="checkbox"/> Ship <input type="checkbox"/> Railway wagon <input type="checkbox"/> Road vehicle <input type="checkbox"/> Other <input type="checkbox"/><br>Identification:<br>Documentary references:   |  | 10. Veterinary documents<br>Number<br>Date of issue<br>Accompanying document(s)<br>Number(s)   |  |
|  | 12. Animal species, breed   |  | 13. Commodity code (CN code):<br>14. Number of animals<br>15. Number of packages   |  |
|  | 16. Animals certified as:<br>Breeding/production <input type="checkbox"/> Fattening <input type="checkbox"/> Slaughter <input type="checkbox"/> Approval bodies <input type="checkbox"/> Pets <input type="checkbox"/> Other <input type="checkbox"/><br>Quarantine <input type="checkbox"/> Registered equidae <input type="checkbox"/> Relaying <input type="checkbox"/> Circus/exhibition <input type="checkbox"/> |  |  |  |
|  | 17. Seal number and container numbers   |  |  |  |
|  | 18. For transmittal to:<br>BIP BIP unit no.<br>3rd country 3rd country ISO code:  |  | 19. For transit to 3rd country:<br>To 3rd country + ISO code<br>Exit BIP: BIP unit no.   |  |
|  | 20. For import or admission:<br>Definitive import <input type="checkbox"/><br>Horses re-entry <input type="checkbox"/><br>Temporary admission horses <input type="checkbox"/><br>Exit date<br>Exit point  |  | 21. Transiting Member States:<br>Member State + ISO code<br>Member State + ISO code<br>Member State + ISO code                       |  |
| 22. Means of transport after border inspection post:<br>Railway wagon <input type="checkbox"/> Registered No<br>Aeroplane <input type="checkbox"/> Flight No<br>Ship <input type="checkbox"/> Name<br>Road vehicle <input type="checkbox"/> Plate No<br>Other <input type="checkbox"/> |   | 23. Transporter:<br>Name Approval number<br>Address<br>Postal code<br>Country<br>24. Route plan:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |  |  |
| 25. Declaration:<br>I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in Part I of this document are true and complete and I agree to comply with the legal requirements                      |   | Place and date of declaration<br>Name of signatory<br>Signature  |  |  |

<sup>44</sup> More information on Activity Types can be found in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

### II.2.3.3. ...OF A CVEDP

Part I 'Consignment' of the CVEDP in TRACES contains all the boxes required for Regulation (EC) 136/2004, under the tabs summarised below.

The official description of the boxes can be found in Annex III 'Notes for guidance for the CVED certificate' to Commission Regulation (EC) No 136/2004. However, some boxes are highlighted below.

## REFERENCES

The screenshot shows the TRACES web interface for the 'Consignment' tab. The 'References' sub-tab is selected, showing the following fields:

- 2. CVED reference number:** A field for the unique reference number.
- Local reference number:** A text input field for a user-defined reference number.
- 4. Person responsible for load:** Fields for 'Date of Declaration' (06/06/2011), 'Name of signatory', 'Name', 'Address', 'Postal Code / Region', and 'Country'. There is also an 'Assign' button and a 'Clear' button.
- Border Inspection Post:** Fields for 'RIP:' and 'TRACES Unit Number:'. There is a 'Select' button.
- 10. Veterinary documents:** Fields for 'Veterinary Document Number:' and 'Date of Issue (dd/mm/yyyy):'. There is a 'Select' button.

At the bottom of the form, there are navigation buttons: 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

#### '2. CVED reference number'

A unique reference number is assigned automatically by TRACES, and is displayed after the submission of Part I.

While the official entry document remains submitted to the competent authorities ('New'), TRACES users can still modify Part I. A version number (- Vx) is automatically added to the unique CVEDP reference number and is incremented each time the document is resubmitted, whether or not it is modified.

#### 'Local reference number'

This is a number that the TRACES user can assign depending on their national administration (optional). Inspection centres can be identified here (optional).

If not entered, the local reference number will automatically be filled with a unique reference number assigned by TRACES after certification of Part II.

#### '4. Person responsible for load'

If the customs agent is registered in TRACES and makes the declaration him/herself (*Part I*), his/her organisation is automatically entered in this field.

#### 'Border Inspection Post'

The name of the competent authority and its TRACES code are filled in automatically when Part I is

initiated, depending on the organisation entered in box '4. Person responsible for load'. However, this information can be modified by the customs agent, with the 'Select' option, or added if the CCA creates the CVEDP on behalf of the competent authority.

## TRADERS

The screenshot displays the TRACES web interface for a Common Veterinary Entry Document for Animal Products. The interface is titled 'Details of Consignment Presented: Traders' and is organized into several sections:

- 1. Consignor / Exporter:** Includes fields for Name, Address, Postal Code / Region, and Country. It features a dropdown menu for 'N°' and buttons for 'Assign', 'Clear', and 'Select'.
- 3. Consignee:** Includes fields for Name, Address, Postal Code / Region, and Country. It features a dropdown menu for 'N°' and buttons for 'Assign', 'Clear', and 'Select'.
- 8. Delivery address:** Includes fields for Name, Type, Address, Postal Code / Region, and Country. It features a dropdown menu for 'N°' and buttons for 'Assign', 'Clear', and 'Select'.
- 5. Importer:** Includes fields for Name, Address, Postal Code / Region, and Country. It features a dropdown menu for 'N°' and buttons for 'Assign', 'Clear', and 'Select'.
- 11. Means of Transport:** Includes fields for Type, Identification, and Document.
- 9. Estimated Arrival at BIP:** Includes fields for Date (dd/mm/yyyy) and Time (hh:mm).
- 16. Seal number and Container number:** Includes fields for Seal Number and Container Number, with buttons for 'Remove' and 'Add'.

At the bottom of the form, there are navigation buttons: 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

### '16. Seal number and container number'

The 'add' button can be used to enter as many lines as necessary, since the seal number and container number may be independent and may be filled in or not.

## COMMODITY

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

Privacy statement

Commodity

References Traders Commodity Transport Purpose

Details of Consignment Presented: Commodity

12. Nature of goods, Number and type of packages

| Id. | Product description   | Species                 | Subtotal Net Weight |
|-----|---|-------------------------|---------------------|
| 1.  | 0201 Meat of bovine animals, fresh or chilled<br>0201 10 Carcasses and half carcasses   | Wild game<br>Bison spp. | = 0 Kg              |
| 2.  | 0203 Meat of swine, fresh, chilled or frozen<br>Fresh or chilled:<br>0203 11 Carcasses and half-carcasses<br>0203 11 10 Of domestic swine | Sus scrofa domesticus   | = 0 Kg              |

Country and Region of Origin

6. Country of Origin: [Dropdown] [Clear] [Select]

7. Country from where consigned: [Dropdown] [Clear] [Select]

Temperature:  Chilled

10. Veterinary documents

| Country Code   | Name   | Type       | Veterinary Approval Number |
|----------------|--------|------------|----------------------------|
| N°: [Dropdown] | [Text] | [Dropdown] | [Text]                     |

Total Gross Weight (kg): [Text] Kg

Total Net Weight (kg): [Text] Kg

12. Total Number of packages: 0

Identification of the commodity

| Commodity Code | Species                  | Net Weight (kg) | Number of packages | Type of packages |
|----------------|--------------------------|-----------------|--------------------|------------------|
| 1. 020110      | 1. Bison spp.            | [Text] Kg       | [Text]             | [Dropdown]       |
| 2. 02031110    | 2. Sus scrofa domesticus | [Text] Kg       | [Text]             | [Dropdown]       |

Cancel and Return to Menu Save as draft Submit for Certification Validate

### '6. Country of origin'

Depending on the nomenclature code and code extensions selected, non-EU countries are to be selected from a drop-down list automatically restricted to countries authorised to export the selected commodity to the EU.

This restriction does not apply to CVEDPs issued by non-EU countries for internal use.

### '10. Veterinary documents'

For the release of commodities listed in Annex II, for free circulation within the EU (box 21, internal market), only non-EU country establishments subject to the listing procedure (LMS), can be selected from a drop-down list. For the import of commodities where no pre-listing of establishments is required, an establishment with the Activity Type 'Non-approved establishment' can be created or selected.<sup>45</sup>

For transiting consignments (box 18) and non-conforming consignments (box 22) an establishment with the Activity Type 'Non-approved establishment' can be created or selected.<sup>46</sup>

For the re-import of a product (box 20), this box must be left empty.

For CN codes 0507,<sup>47</sup> 1213,<sup>48</sup> 1214,<sup>49</sup> 5101,<sup>50</sup> 5102,<sup>51</sup> 5103<sup>52</sup> and 9705,<sup>53</sup> this box can be left empty, in accordance with Commission Regulation (EC) 136/2004 laying down procedures for veterinary

45 More information on Activity Types, can be found in the 'Organisation, user and authority management' user manual.

46 More information on Activity Types, can be found in the 'Organisation, user and authority management' user manual.

47 Ivory, tortoise-shell, whalebone and whalebone hair, horns, antlers, hooves, nails, claws and beaks

48 Straw and husks

49 Swedes, mangolds, fodder roots, hay, lucerne (alfalfa), clover, sainfoin, forage kale, lupines, vetches and similar forage products

50 Wool

51 Fine or coarse animal hair

52 Waste of wool or of fine or coarse animal hair

53 Collections and collectors pieces

checks at Community border inspection posts on products imported from non-EU countries: Annex III, Part I, Box 10 and the 'Meat Hygiene Package':

1. Regulation (EC) No 852/2004<sup>54</sup>
2. Regulation (EC) No 853/2004<sup>55</sup>
3. Regulation (EC) No 854/2004<sup>56</sup>

As neither the Meat Hygiene Package nor Commission Regulation (EC) No 136/2004 defines any Activity Types<sup>57</sup> for the place of origin, TRACES cannot require this box to be filled in.

If the organisation specified in box 10 of the CVEDP does not comply with these business rules, you will receive the following error message:



Note that these consistency rules do not apply to CVEDPs issued by non-EU countries for internal use.

### '12. Nature of goods, Number and type of packages'

The nomenclature code and code extensions in the official entry document can be modified with the '**Select**', 'Remove', 'Reset' and 'Add New Code' buttons.

Any modification of the nomenclature code or code extension may cause information to be deleted in Part I, to comply with the consistency rules.

If the consignment involves multiple selected nomenclature codes, they are preceded by an order number (Id.) and presented in accordance with the Customs Classification:

54 Regulation (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs.

55 Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin.

56 Regulation (EC) No 854/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific rules for the organisation of official controls on products of animal origin intended for human consumption.

57 More information on Activity Types can be found in the 'Organisation, user and authority management' user manual.

| 12. Nature of goods, Number and type of packages |  |  |                             |                    |
|--|--|--|-----------------------------|--------------------|
| <u>Id.</u>                                       | <u>Product description</u>   | <u>Species</u>                                     | <u>Subtotal Net Weight</u>  |                    |
| 1.   | 0201 Meat of bovine animals, fresh or chilled<br>0201 10 Carcasses and half-carcasses  | Domestic<br>Bos taurus                             | = 0 <input type="text"/> Kg | ▶Select<br>▶Remove |
| 2.   | 1502 Fats of bovine animals, sheep or goats, other than those of heading 1503<br>1502 90 Other<br>1502 90 90 for human consumption | human consumption<br>Bison spp.                    | = 0 <input type="text"/> Kg | ▶Select<br>▶Remove |
| 3.   | 1602 Other prepared or preserved meat, meat offal or blood<br>1602 50 Of bovine animals  | meat preparations<br>Bison spp                     | = 0 <input type="text"/> Kg | ▶Select<br>▶Remove |
| ▶Reset ▶Add New Code                             |  |  |                             |                    |
| Total Gross Weight (kg): <input type="text"/>    |  | 12. Total Number of packages: <input type="text"/> |                             |                    |
| Kg   |  |  |                             |                    |
| Total Net Weight (kg): <input type="text"/>      |  |  |                             |                    |
| Kg   |  |  |                             |                    |

The Id. number is also shown in the box 'Identification of the commodity':

| Identification of the commodity |                |                        |                           |                         |         |
|---------------------------------|----------------|------------------------|---------------------------|-------------------------|---------|
| <u>Commodity Code</u>           | <u>Species</u> | <u>Net Weight (kg)</u> | <u>Number of packages</u> | <u>Type of packages</u> |         |
| 1. 020110                       | 1. Bos taurus  | <input type="text"/>   | Kg <input type="text"/>   | <input type="text"/>    | ▶Remove |
| 2. 15029090                     | 2. Bison spp.  | <input type="text"/>   | Kg <input type="text"/>   | <input type="text"/>    | ▶Remove |
| 3. 160250                       | 3. Bison spp   | <input type="text"/>   | Kg <input type="text"/>   | <input type="text"/>    | ▶Remove |

Note that only commodities with the same temperature type (ambient, chilled or frozen) can be selected in the official entry document.

For each nomenclature code the field '**Subtotal Net Weight**' has to be filled in, either by directly entering the net weight for each nomenclature code, or by clicking the '=' sign, which calculates all net weights in each line linked to the code in question.

A consistency check verifies that the subtotal for a nomenclature code is greater than or equal to the sum of net weights for each species of this nomenclature code.

'Total Net Weight' corresponds to the sum of subtotals and is automatically filled in when the user switches tabs.

#### 'Comma' and 'point' separators

A comma should be used to enter decimal number (maximum of 2 places). A point does not need to be used for specifying thousands.

However, the printed official entry document automatically displays a point to indicate decimal numbers.

Example: 1.234,567 (one thousand two hundred and thirty four comma five hundred and sixty seven) becomes 1234.57 (one thousand two hundred and thirty four comma fifty seven) in the printed official entry document.

## TRANSPORT

The screenshot displays the TRACES system interface for a 'Common Veterinary Entry Document for Animal Products'. The breadcrumb navigation shows: /TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products > Privacy statement. The main navigation bar includes: Consignment, Referencias, Traders, Commodity, Transport (selected), and Purpose. The title is 'Details of Consignment Presented: Transport'. The form is divided into two main sections: 'Transporter' and 'Means of transport after border inspection post'. The 'Transporter' section includes fields for Name, Address, Postal Code / Region, Country, and Approval number (with a dropdown and 'N°' field). It also has 'Assign', 'Clear', and 'Select' buttons. The 'Date of Departure (dd/mm/yyyy)' and 'Time of Departure (hh:mm)' fields are on the right. The 'Means of transport after border inspection post' section includes 'Type' (dropdown), 'Identification' (text field), and 'Documents' (text field). At the bottom, there are buttons for 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

The Transport tab contains information on transport from the Border Inspection Post, and is optional for imports (box 21) of 'Animal Products' and 'Products of Animal Origin'. It is mandatory for transiting (box 18), transshipping (box 17) and non-conforming consignments (box 22).

Note that the 'Transport' tab does not apply to CVEDPs issued by non-EU countries.

## PURPOSE

The screenshot shows the 'Purpose' tab in the TRACES system. The breadcrumb trail is: /TRACES/Veterinary Documents/Common Veterinary Entry Document for Animal Products. The 'Purpose' tab is selected. The 'Details of Consignment Presented: Purposes' section contains several options:

- 19. Conform to EU Requirements:** Radio buttons for 'Conforms' (selected) and 'Does NOT conform'.
- 21. For Internal Market:** Radio buttons for 'Animal feedingstuff', 'Human consumption', and 'Other'.
- 22. For NON-Conforming Consignments:** Radio buttons for 'Customs Warehouse', 'Free Zone or Free Warehouse', 'Ship Supplier', and 'Ship'. Each has associated input fields for 'Registered No.', 'Name', and 'Port'.
- 17. For Transshipment to:** Input fields for 'BIP:', '3rd country:', and 'Exit BIP:' with 'Clear' and 'Select' buttons.
- 18. For Transit to 3rd Country:** Input fields for 'Exit BIP:', 'Transit third countries:', and '3rd country:' with 'Clear', 'Select', 'Remove', and 'Add' buttons.
- 20. For Re-Import:** (This section is partially visible at the bottom).

At the bottom of the form, there are buttons for 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

### '17. For Transshipment to' or '18. For Transit to 3rd Country'

For a transshipment or transiting consignment, if box '17. For Transshipment to' or '18. For Transit to 3rd Country' is ticked, you can select or create a Consignee (box 3) and Delivery address (box 8) situated in a non-EU country.

If the information is unknown, the official entry document can still be submitted without filling in these boxes.

A 'Non-approved' establishment <sup>58</sup> can also be selected in box '10. Veterinary Documents', after choosing one of the options above.

### '19. Conform to EU requirements'

For non-EU countries, conformity is defined in accordance with national rules.

### '20. For re-import'

After ticking the box '20. For Re-Import', you can select:

1. under the 'Traders' tab: EU/EFTA/EEA organisations in the boxes '1. Consignor/Exporter' and '8. Delivery address'
2. under the 'Commodity' tab:
  - EU/EFTA/EEA countries in box '6. Country of Origin'
  - Non-EU countries in box '7. Country from where consigned'

For re-imports, box '10. Veterinary documents', which is linked to the establishment of origin, has to remain empty.

58 More information on Activity Types, can be found in the 'Organisation, user and authority management' user manual.

'21. For internal market'

A 'Consignee' (box 3) and a 'Delivery address' (box 8) in an EU/EFTA/EEA country must be selected.

**NOTE - LINKING OF CVEDP BOXES WITHIN TRACES**

In order to speed up the submission of Part I of a CVEDP, the information entered in a box may be automatically copied to other boxes, if the organisation's Activity Type <sup>59</sup> in this first box is allowed in the other boxes. For example: 'Consignee' may be copied automatically to 'Delivery address' and 'Importer'.

| EUROPEAN UNION  |  | The Common Veterinary Entry Document, CVED                      |  |                           |
|---|--|---|--|---------------------------|
| Part I : Details of dispatched consignment  | <b>1. Consignor / Exporter</b><br><input type="checkbox"/> Name<br>Address<br>Country  |   | 2. CVED reference number<br>Local reference number   |                           |
|   | <b>3. Consignee</b><br>Name<br>Address<br>Country  |   | Border Inspection Post<br><b>Border Inspection Post</b><br>TRACES Unit Number:<br><b>TRACES Unit Number:</b>   |                           |
|   | <b>5. Importer</b><br>Name<br>Address<br>Country   |   | 4. Person responsible for load<br>Name<br>Address<br>Country   |                           |
|   | 9. Arrival at BIP (estimated date)<br>11. Vessel name / Flight No.<br>Airplane <input type="checkbox"/> Ship <input type="checkbox"/> Railway wagon <input type="checkbox"/> Road vehicle <input type="checkbox"/><br>Identification:<br>Documentary references: |   | 6. Country of origin * ISO code<br>7. Country from where consigned * ISO code<br>8. Delivery address<br><b>8. Delivery address</b>   |                           |
|   | 10. Veterinary document Number(s)<br>Date of issue<br>Establishment of origin (where relevant)<br>Veterinary approval number   |   | 18. Seal number and Consignee number   |                           |
|   | 17. For transshipment to EU BIP<br>TRACES unit no.<br>3rd country<br>3rd Country ISO code  |   | 18. For transit to 3rd Country<br>To 3rd Country * ISO code<br>Exit BIP<br>TRACES unit no.   |                           |
|   | 19. Conform to EU requirements<br>Conforms <input type="checkbox"/><br>Does NOT conform <input type="checkbox"/>   |   | 20. For re-import <input type="checkbox"/>   |                           |
|   | 21. For internal market<br>Human consumption: <input type="checkbox"/><br>Animal feedstuff: <input type="checkbox"/><br>Pharmaceutical use: <input type="checkbox"/><br>Technical use: <input type="checkbox"/><br>Other: <input type="checkbox"/>               |   | 22. For NON-Conforming consignments<br>Customs warehouse <input type="checkbox"/> Registered No.<br>Free zone or Free warehouse <input type="checkbox"/> Registered No.<br>Ship supplier <input type="checkbox"/> Registered No.<br>Direct to a ship <input type="checkbox"/> Name<br>Port |                           |
|   | 12. Names of goods, Number and type of packages<br>Species   Net Weight (kg)   Number of packages   Type of packages   |   |  |                           |
|   | 13. Total Number of packages   |   | 14. Total Gross Weight (kg)  | 15. Total Net Weight (kg) |
| Temperature Chilled: <input type="checkbox"/>   |  | Frozen: <input type="checkbox"/>                                | Ambient: <input type="checkbox"/>  |                           |
| 23. Declaration<br>I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in sections I of this document are true and complete and I agree to comply with the legal requirements of Directive 97/78/EC, including payment for veterinary checks, for repositioning of any consignment rejected after transit across the EU to a third country (Article 11.1.c), or costs of destruction if necessary. |  | Place and date of declaration<br>Name of signatory<br>Signature |  |                           |

<sup>59</sup> More information on Activity Types can be found in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

### II.2.3.4. ...OF A DECLAR

Part I 'Consignment' of the DECLAR in TRACES contains all the boxes required for Commission Regulation (EU) No 142/2011 under the tabs summarised below.

The official description of the boxes can be found in Commission Decision 2007/240/EC, more specifically under the heading 'Explanatory Notes on the Veterinary Certificate for the import of live animals, semen, embryos, ova and products of animal origin into the European Community'. However, some boxes are highlighted below.

## REFERENCES

The screenshot shows the TRACES interface for a 'Declaration Document'. The 'References' section is highlighted, showing fields for 'I.2. Certificate reference number', 'I.2.a. TRACES reference number', 'I.6 Person responsible for load in EU' (with sub-fields for Name, Address, Postal Code / Region, Country, and a dropdown for 'N°'), and 'I.17. No.(s) of CI1Es'. Below this are sections for 'Competent Authorities' (I.4. Local, I.3. Central) and 'Identification of Applicant' (Name: TRANSITAIR FR, Date of Declaration: 12/10/2012). At the bottom, there are buttons for 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

#### 'I.2.a. TRACES reference number'

A unique reference number is assigned automatically by TRACES, and is displayed after the submission of Part I.

While the official entry document remains submitted to the competent authorities ('New'), TRACES users can still modify Part I. A version number (- Vx) is added automatically to the unique DECLAR reference number and is incremented each time the document is resubmitted, whether or not it is modified.

#### 'I.2. Certificate reference number'

This is a number which the TRACES user can assign depending on its national administration (optional). Inspection centres can be identified here (optional).

If not entered, the local reference number will automatically be filled with a unique reference number assigned by TRACES after certification of Part II.

#### 'I.6. Person responsible for the load in EU'

If the customs agent is registered in TRACES and makes the declaration him/herself (Part I), his/her organisation is automatically entered in this field.

#### 'Competent Authorities'

The names of the competent authorities and their TRACES code are filled in automatically when Part I is initiated, in line with the organisation entered in box 'I.11. Place of origin'.

## TRADERS

The screenshot displays the 'Traders' section of the TRACES Veterinary Documents/Declaration Document interface. The interface is organized into several panels:

- Navigation:** Includes 'References', 'Traders', 'Consignment', 'Transport', and 'Purpose' tabs.
- Details of Consignment Presented: Traders:** This section contains:
  - I.1. Consignor:** Fields for Name, Address, Postal Code / Region, and Country, with an 'N°' input field and 'Assign', 'Clear', and 'Select' buttons.
  - I.5. Consignee:** Similar fields to I.1.
  - I.11. Place of origin:** A table with columns: Country Code, Name, Address, Postal Code / Region, Type, and Approval Number. It includes an 'N°' input field and an 'Assign' button.
  - Country and region of origin:** A dropdown menu for 'I.7. Country of origin' and a 'Select' button.
  - I.8. Region of origin:** A dropdown menu and buttons for 'Select', 'Remove', and 'Add'.
  - I.12. Place of destination:** Fields for Name, Type, Approval number, Address, and Postal Code / Region.
  - I.9. Country of destination:** A dropdown menu.
  - I.10. Region of destination:** A dropdown menu and an 'N°' input field with 'Assign', 'Clear', and 'Select' buttons.
  - Importer:** Fields for Name, Address, Postal Code / Region, and Country, with an 'N°' input field and 'Assign', 'Clear', and 'Select' buttons.
- Footer:** Includes buttons for 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

### 'I.7. Country of origin'

Depending on the nomenclature code and code extensions selected, non-EU countries are to be selected from a drop-down list.

### 'I.8. Region of origin'

If the box 'I.7. Country of origin' contains regions in the TRACES database, you may select the region of origin.

## CONSIGNMENT

/TRACES/Veterinary Documents/Declaration Document Privacy statement

[References](#)
[Trailers](#)
[Consignment](#)
[Transport](#)
[Purpose](#)

**Details of Consignment Presented: Commodity**

| Id. | I.19. Commodity code (HS code)  | Species  | Subtotal Net Weight |  |
|-----|---|--|---------------------|--|
| 1.  | 0206 Edible offal of bovine animals, swine, sheep, goats, horses, asses, mules or hinnies, fresh, chilled or frozen<br><b>0206 10</b> Of bovine animals, fresh or chilled<br><b>0206 10 10</b> For the manufacture of pharmaceutical products | By-products / technical<br>142/2011 Intermediate products to be used for the manufacture of medicinal products, veterinary<br>Bos spp. | 0 kilo              | <a href="#">Select</a><br><a href="#">Remove</a> |

I.22. Total Number of Packages:    
 I.20 Gross weight (kg):  Kg   
 I.20. Total Net weight (kg):    
 I.21 Temperature of products:   
 Ambient   
 Chilled   
 Frozen

I.25. Commodity certified as   
 Technical use

I.28. Identification of the commodity

| Species     | Net weight           | Manufacturing plant |
|-------------|----------------------|---------------------|
| 1. Bos spp. | <input type="text"/> | BR, 0241            |

Assign:  N°:

[Cancel and Return to Menu](#)
[Save as draft](#)
[Submit for Certification](#)
[Validate](#)

### 'I.19. Commodity code (HS code)'

The Commodity Code (HS code) and code extensions in the official entry document may be modified using the **'Select'**, **'Remove'**, **'Reset'** and **'Add New Code'** buttons.

The selection or addition of other Commodity codes (HS codes) may be restricted depending on the official entry document model chosen.

Any modification of the Commodity Code (HS code) or code extension may cause information to be deleted in Part I, to comply with the consistency rules.

If the consignment involves multiple selected nomenclature codes, they are preceded by an order number (Id.) and presented in accordance with the Customs Classification:

| Id. | I.19. Commodity code (HS code)  | Species  | Subtotal Net Weight |  |
|-----|---|--|---------------------|--|
| 1.  | 0206 Edible offal of bovine animals, swine, sheep, goats, horses, asses, mules or hinnies, fresh, chilled or frozen<br><b>0206 10</b> Of bovine animals, fresh or chilled<br><b>0206 10 10</b> For the manufacture of pharmaceutical products | By-products / technical<br>142/2011 Intermediate products to be used for the manufacture of medicinal products, veterinary<br>Bos spp.<br>Bison spp. | 0 kilo              | <a href="#">Select</a><br><a href="#">Remove</a> |
| 2.  | 0506 Bones and horn-cores, unworked, defatted, simply prepared (but not cut to shape), treated with acid or degelatinised; powder and waste of these products<br><b>0506 10 00</b> Ossein and bones treated with acid                         | Bone<br>142/2011 Intermediate products to be used for the manufacture of medicinal products, veterinary<br>Bovidae                                   | 0 kilo              | <a href="#">Select</a><br><a href="#">Remove</a> |
| 3.  | 3101 00 00 Animal or vegetable fertilisers, whether or not mixed together or chemically treated; fertilisers produced by the mixing or chemical treatment of animal or vegetable products   | unprocessed manure<br>142/2011 Intermediate products to be used for the manufacture of medicinal products, veterinary<br>Bovidae                     | 0 kilo              | <a href="#">Select</a><br><a href="#">Remove</a> |

[Reset](#) [Add New Code](#)

The Id. number is also shown in box I.28:

**I.28. Identification of the commodity**

▶Add ▶Add (10) ▶Clear

| Species         | Net weight           | Manufacturing plant            |
|-----------------|----------------------|--------------------------------|
| 1. Bos spp. ▼   | <input type="text"/> | ▶Select ▶Assign ▶Clear ▶Remove |
| 1. Bison spp. ▼ | <input type="text"/> | ▶Select ▶Assign ▶Clear ▶Remove |
| 2. Bovidae ▼    | <input type="text"/> | ▶Select ▶Assign ▶Clear ▶Remove |
| 3. Bovidae ▼    | <input type="text"/> | ▶Select ▶Assign ▶Clear ▶Remove |

Assign: ▼ Nº:

▶Add ▶Add (10) ▶Clear

Note that only commodities with the same temperature type (ambient, chilled or frozen) can be selected in the official document.

#### 'Comma' and 'point' separators

A comma should be used to enter decimal numbers (maximum of 2 places). A point does not need to be used for specifying thousands in a number.

However, the printed official entry document automatically displays a point to indicate decimal.

Example: 1.234,567 (one thousand two hundred and thirty four comma five hundred and sixty seven) becomes 1234.57 (one thousand two hundred and thirty four comma fifty seven) in the printed official entry document.

## TRANSPORT

The screenshot shows the 'Transport' tab of the TRACES interface. The breadcrumb navigation is: /TRACES/Veterinary Documents/Declaration Document > Privacy statement > Consignment > Transport. The 'Details of Consignment Presented: Transport' section contains several sub-sections:
 

- I.14 Date of departure:** Fields for Date (dd/mm/yyyy) and Time (hh:mm).
- Estimated date and time of arrival:** Fields for Date (dd/mm/yyyy) and Time (hh:mm).
- I.15 Means of transport:** Fields for Type (dropdown), Identification, and Documenti.
- I.13 Place of loading:** Fields for Name, Address, Postal Code / Region, Country, and Approval number. Includes an 'N°' field with 'Assign', 'Clear', and 'Select' buttons.
- I.23 Identification of container/Seal number:** A table with columns 'Seal Number' and 'Container Number', and 'Remove' and 'Add' buttons.
- I.16 Entry BIP in EU:** A field with 'Clear' and 'Select' buttons.

 At the bottom, there are buttons for 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

The Transport tab contains information on transport from the Border Inspection Post, and is mandatory.

### 'I.16. Entry BIP in EU'

If box 'I.6 Person responsible for load in EU' contains an organisation, box 'I.16 Entry BIP in EU' will automatically be filled with it's competent authority.

If box 'I.6 Person responsible for load in EU' is empty, you must manually select the competent authority using the 'Select' button, which will be displayed automatically in this case.

Failure to do so will generate the following alert message:

'IMPORT-064 Transport I.16 Entry BIP in EU Selection is mandatory'

### 'I.23 Seal/container No'

The 'add' button can be used to enter as many lines as necessary, since the container number and seal number may be independent and may be filled in or not.

## PURPOSE

The screenshot shows the 'Purpose' tab of the TRACES interface. The breadcrumb navigation is: /TRACES/Veterinary Documents/Declaration Document > Privacy statement > Consignment > Transport > Purpose. The 'Details of Consignment Presented: Purposes' section contains:
 

- I.26. For transit to 3rd Country by EU:** A dropdown menu for '3rd country:' with 'Clear' and 'Select' buttons.
- I.27. For import or admission into EU:** Radio buttons for 'Definitive Import', 'Horses Re-entry', and 'Temporary admission horses'.

 At the bottom, there are buttons for 'Cancel and Return to Menu', 'Save as draft', 'Submit for Certification', and 'Validate'.

### 'I.26. For transit through EU to third country'

For a transiting consignment, if box 'I.26. For transit through EU to third country' is ticked, you can select or create a 'Consignee' (box I.5) and 'Place of destination' (box I.12) situated in a non-EU country.

If the information is unknown, you can submit the official entry document without completing these boxes.

'I.27. For import or admission into EU'

A 'Consignee' (box I.5) and 'Place of destination' (box I.12) in an EU/EFTA/EEA country must be selected.

**NOTE - LINKING OF DECLAR BOXES IN TRACES**

In order to speed up the submission of Part I of a DECLAR, the information entered in a box may be automatically copied to other boxes, if the organisation’s Activity Type <sup>60</sup> in the first box is allowed in the other boxes. For example: ‘Consignee’ may be copied automatically to ‘Place of destination’ and ‘Importer’.

| Part I : Details of dispatched consignment  |  | Declaration Document.  |  |                                   |                                |
|---|--|--|--|-----------------------------------|--------------------------------|
|   |  | I.1. Consignor<br>Name<br>Address<br><br>Country<br>Phone  |  | I.2. Certificate reference number | I.2.a. TRACES reference number |
| I.5. Consignee<br>Name<br>Address<br><br>Country<br>Phone   |  | I.3. Central Competent Authority<br>I.4. Local Competent Authority   |  |                                   |                                |
| I.7. Country of origin, ISO code  |  | I.6. Person responsible for load in EU<br>Name<br>Address<br><br>Country<br>Phone  |  |                                   |                                |
| I.8. Region of origin, Code   |  | I.9. Country of destination, ISO code  |  |                                   |                                |
| I.11. Place of origin<br>Name<br>Address<br><br>Approval number   |  | I.10. Region of destination, Code  |  |                                   |                                |
| I.13. Place of loading<br>Address<br><br>Approval number  |  | I.12. Place of destination<br>warehouse <input type="checkbox"/> ship/supplier <input type="checkbox"/><br>Name<br>Approval number<br>Address<br><br>Postal code / Region              |  |                                   |                                |
| I.15. Means of transport<br>Aeroplane <input type="checkbox"/> Ship <input type="checkbox"/> Railway wagon <input type="checkbox"/><br>Road vehicle <input type="checkbox"/> Other <input type="checkbox"/> |  | I.16. Entry BIP in EU<br>Name<br>BIP unit no.  |  |                                   |                                |
| I.21. Temperature of products<br>Ambient <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen <input type="checkbox"/>  |  | I.17. No. (s) of CITES   |  |                                   |                                |
| I.23. Identification of container: Seal number  |  | I.20. Quantity   |  |                                   |                                |
| I.25. Commodity certified as:   |  | I.22. Total Number of Packages   |  |                                   |                                |
| I.26. For transit to 3rd Country by EU<br>3rd country <input type="checkbox"/> ISO code <input type="text"/>  |  | I.27. For import or admission into EU<br>Definitive import <input type="checkbox"/><br>Horses Re-entry <input type="checkbox"/><br>Temporary admission horses <input type="checkbox"/> |  |                                   |                                |
| I.28. Identification of the commodity   |  |  |  |                                   |                                |

60 More information on Activity Types can be found in the ‘Organisation, user and authority management’ user manual, also available with the TRACES Toolkit.

### II.2.3.5. ...OF A CHED-PP

Part I 'Consignment' of the CHED-PP in TRACES contains all the boxes required for Council Directive 2000/29/EC, under the tabs summarised below.

## REFERENCES

The screenshot shows the TRACES web interface for a CHED-PP document. The main section is titled 'Details of Consignment Presented: References'. It contains several sub-sections:

- 1.2. CHED reference numbers:** I.2. CHED reference numbers: -; I.2.a. Local reference No: [input field]
- 1.3. Declared point of entry:** I.3. Declared point of entry: Bordeaux Aéroport; I.4. TRACES unit numbers: FRBOD4 [Select]
- 1.7. Person responsible for load:** Date of Declaration: 23/01/2013; Name of signatory: FR transitair01; Name: RRG DEKYTSPOTTER; Address: 94D, Av de Picot; Postal Code / Region: 33320 Eysines; Country: FR France; N°: [input field] [Assign] [Clear] [Select]
- 1.8. Health documents:** Type of document: [dropdown]; Number: [input field]; Date of issue (dd/mm/yyyy): [input field]; Place of issue: [dropdown]

At the bottom, there are buttons for 'Cancel and Return to Menu', 'Save as draft', and 'Submit for Certification'.

#### '1.2. CHED reference number'

A unique reference number is assigned automatically by TRACES, and is displayed after the submission of Part I.

While the official entry document remains submitted to the competent authorities ('New'), TRACES users can still modify Part I. A version number (- Vx) is added automatically to the unique CHED-PP reference number and is incremented each time the document is resubmitted, whether or not it is modified.

#### '1.2.a. Local reference number'

This is a number which the TRACES user can assign depending on its national administration (optional). If not entered, the local reference number will automatically be filled with a unique reference number assigned by TRACES after certification of Part II.

#### '1.3. Declared point of entry'

The name of the competent authority and its TRACES code are filled in automatically when Part I is initiated, in line with the organisation entered in box 1.7. 'Person responsible for load'.

However, this information can be modified by the customs agent, with the 'Select' option, or added if the CCA creates the CHED-PP on behalf of a competent authority.

#### '1.7. Person responsible for the load'

If the 'Person responsible for load' is registered in TRACES and makes the declaration him/herself (Part I), his/her organisation is automatically entered in this field.

### 'I.8. Health documents'

- 'Type of document' is a drop-down list with the 'Europhyt declaration' types (optional).
- 'Number' is a free-text box.
- 'Date of issue (dd/mm/yyyy)' is the date when the health document was signed by the competent authority.<sup>61</sup>
- 'Place of issue' is a drop-down list with all countries in ISO code format and a free-text box.

The information in box 'I.8. Health documents' is optional until the official entry document (CHED-PP) is validated by the competent authority.

## TRADERS

The screenshot shows the TRACES web interface for 'Details of Consignment Presented: Traders'. The form is organized into several sections:

- I.1. Consignor/Exporter:** Fields for Name, Address, Postal Code / Region, Country, and Approval number (N°).
- I.5. Consignee/Importer:** Fields for Name, Address, Postal Code / Region, Country, and Approval number (N°).
- I.6. Place of destination:** Fields for Name, Type, Address, Postal Code / Region, Country, and Approval number (N°).
- I.12. Means of transport:** Fields for Type, Identification, and Document.
- I.9. Arrival at entry point:** Fields for Date (dd/mm/yyyy) and Time (hh:mm).
- I.16. Seal/Container No:** A table with columns for Seal Number and Container Number, and buttons for 'Add' and 'Remove'.

### 'I.6. Place of destination'

This box is optional if the consignment is destined for transshipment/transfer (box I.19).

### 'I.16. Seal/Container No'

The 'add' button can be used to enter as many lines as necessary, since the container number and seal number may be independent and may be filled in or not.

<sup>61</sup> The date of issue must therefore be before (*or equal to*) the 'Date of Declaration' of the official entry document (CHED-PP).

## COMMODITY

The screenshot shows the TRACES system interface. The main section is 'Details of Consignment Presented: Commodity'. It is divided into three main parts:

- 1.13. Country of export:** A dropdown menu.
- 1.14. Establishments of origin:** A table with columns: Country Code, Name, Approval number. There is an 'Assign' button and a 'Select' button.
- 1.29. Description of commodity:** A table with columns: Id, Product description, Species, Subtotal Net Weight. It contains one entry:
 

| Id | Product description   | Species             | Subtotal Net Weight |
|----|---|---------------------|---------------------|
| 1. | 0603 Cut flowers and flower buds of a kind suitable for bouquets or for ornamental purposes, fresh, dried, dyed, bleached, impregnated or otherwise prepared<br>Fresh<br>0603 11 00 Roses | HULPE, Rosa persica | = 0                 |

Below this, there are fields for '1.20. Total number of packaging:' (value 0) and '1.21. Total net weight:'. At the bottom, there is a table for '1.29. Description of commodity' with columns: Commodity Code, Species, Class of commodity, Number, Unit, Number of packages, Type of packaging, Country of origin. It shows one entry: 1. 06031100, 1. HULPE.

### '1.14.

#### Establishments of origin'

This box is optional. <sup>62</sup>

The country may be different from 'Country of origin' in box '1.29. Description of commodity'.

### '1.29. Description of commodity'

The Commodity Code (HS code) and code extensions in the official entry document can be modified using the '**Select**', '**Remove**', '**Reset**' and '**Add New Code**' buttons.

If the consignment involves multiple selected nomenclature codes, they are preceded by an order number (Id.) and presented in accordance with the Customs Classification:

| Id. | Product description   | Species                 | Subtotal Net Weight |
|-----|---|-------------------------|---------------------|
| 1.  | 0601 Bulbs, tubers, tuberous roots, corms, crowns and rhizomes, dormant, in growth or in flower; chicory plants and roots other than roots of heading 1212<br>0601 10 Bulbs, tubers, tuberous roots, corms, crowns and rhizomes, dormant<br>0601 10 20 Tulips   | TULPU, Tulipa pulchella | = 0                 |
| 2.  | 0603 Cut flowers and flower buds of a kind suitable for bouquets or for ornamental purposes, fresh, dried, dyed, bleached, impregnated or otherwise prepared<br>Fresh<br>0603 11 00 Roses   | HULPE, Rosa persica     | = 0                 |
| 3.  | 0604 Foliage, branches and other parts of plants, without flowers or flower buds, and grasses, mosses and lichens, being goods of a kind suitable for bouquets or for ornamental purposes, fresh, dried, dyed, bleached, impregnated or otherwise prepared<br>0604 20 Fresh<br>Mosses and lichens<br>0604 20 11 Reindeer moss | 1CLDNG, Cladonia        | 0                   |

The Id. number is also shown in box '1.29. Description of commodity':

| Commodity Code | Species   | Class of commodity | Number | Unit | Number of packages | Type of packaging | Country of origin |
|----------------|-----------|--------------------|--------|------|--------------------|-------------------|-------------------|
| 1. 06011030    | 1. TULPU  |                    |        |      |                    |                   |                   |
| 2. 06031100    | 2. HULPE  |                    |        |      |                    |                   |                   |
| 3. 06042011    | 3. 1CLDNG |                    |        |      |                    |                   |                   |

Each nomenclature code has a field '**Subtotal Net Weight**' (*upper part*). Completion of this field is **optional** and may be done by directly entering the net weight for each nomenclature code.

<sup>62</sup> If the establishment is of the type 'Nursery', an approval number is required.

Box 'I.30. Total number of packaging' is mandatory and must be filled in by directly entering the sum of the 'Number of packages' in box 'I.29. Description of commodity'.

The 'Species' drop-down box (*lower part*) only displays the EPPO code for ergonomic reasons. Nevertheless, the full Latin name of the species (*as in the upper part*) will be shown in the print-out of the official entry document.

The 'Country of origin' drop-down box (ISO code) is optional <sup>63</sup>. If multiple lines are displayed in box I.29, different countries of origin may be included.

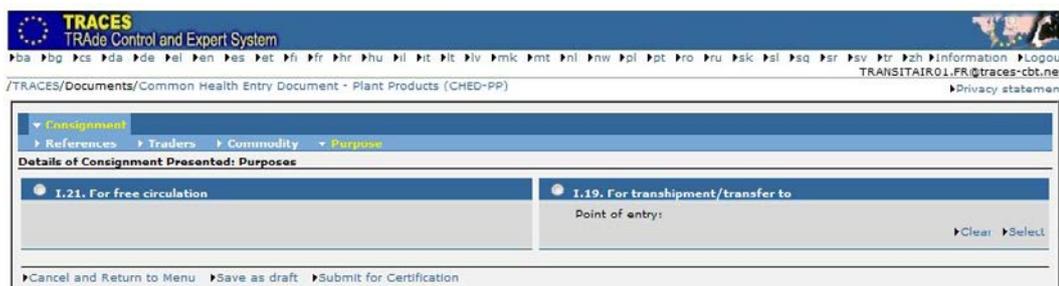
#### 'Comma' and 'point' separators

A comma should be used for decimal numbers (maximum of 2 places). A point does not need to be used for specifying thousands.

However, the printed official entry document automatically displays a point to indicate decimal numbers.

Example: 1.234,567 (one thousand two hundred and thirty four comma five hundred and sixty seven) becomes 1234.57 (one thousand two hundred and thirty four comma fifty seven) in the printed official entry document.

## PURPOSE



#### 'I.19. For transshipment/transfer to'

The consignment is to be sent to a controlled destination <sup>64</sup> where the second part of the inspection/ checks will be carried out. If ticked, box 'I.6. Place of destination' is optional.

#### 'I.21. For free circulation'

The consignment is to be released within the internal market (EU/EFTA).

<sup>63</sup> The country of origin may be different from the country specified in box 'I.14. Establishments of origin'.

<sup>64</sup> Use the 'Select' button to enter the desired competent authority.

**NOTE - LINKING OF CHED-PP BOXES IN TRACES**

In order to speed up the submission of Part I of a CHED-PP, the information entered in a box may be automatically copied to other boxes, if the organisation's Activity Type <sup>65</sup> in this first box is allowed in the other boxes.

For example: 'Consignee' may be copied automatically to 'Place of destination' and 'Importer'.

| EUROPEAN UNION   |   | CHEDPP  |   | Common Health Entry Document |   |
|--|---|---|---|------------------------------|---|
| Part I : Details of dispatched consignment   | 1.1. Consignor/Exporter<br>Name<br>Address<br>Country   | 1.2. CHED reference number<br>1.2.a. Local reference No.  | 1.3. Declared point of entry<br><b>I.3. Declared point of entry</b> |                              |   |
|  | 1.5. Consignee/Importer<br>Name<br>Address<br>Country   | 1.4. TRACES unit number<br><b>I.4. TRACES Unit Number</b>   |   |                              | 1.6. Place of destination<br>Name<br>Address<br>Country |
|  | 1.7. Person responsible for load<br>Name<br>Address<br>Country  | 1.6. Health document<br>Type of document<br>Number<br>Date of issue<br>Place of issue<br><b>I.6. Place of destination</b> |   |                              |   |
|  | 1.8. Arrival at entry point<br>Date   | 1.10. Country of origin   | 1.11. Region of origin  |                              |   |
|  | 1.12. Means of transport<br>Aeroplane <input type="checkbox"/> Ship <input type="checkbox"/> Railway wagon <input type="checkbox"/> Road vehicle <input type="checkbox"/> | 1.13. Country of export   | + ISO code  |                              |   |
|  | 1.13. Transport conditions  | 1.14. Establishment of origin<br>Name   |   | Approval number              |   |
|  | 1.16. Seal/Container No.  |   |   |                              |   |
|  | 1.17. Commodities certified as  |   |   |                              |   |
|  | 1.18. Compliance of the commodities to EU requirements  |   |   |                              |   |
|  | 1.19. For transshipment transfer to<br>Point of entry<br>TRACES Unit Number   | 1.20. For transit to third country  |   |                              |   |
| 1.21. For free circulation   | 1.22. For storage   |   |   |                              |   |
| 1.23. For re-shipment  |   |   |   |                              |   |
| 1.24. For temporary admission  |   |   |   |                              |   |
| 1.25. Means of transport after the point of entry  | 1.26. Transporter   |   |   |                              |   |
| 1.27. Date of departure  | 1.28. Route plan  |   |   |                              |   |
| 1.29. Description of commodity<br>Species   Class of commodity   Number   Unit   Number of packages   Type of packaging   Country of origin  |   |   |   |                              |   |
| 1.30. Total number of packaging  |   | 1.31. Total net weight  |   | 1.32. Total gross weight     |   |
| 1.33. Declaration<br>I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in Part I of this document are true and complete and I agree to comply with the legal requirements of Council Directive 2000/29, including payment for phyto-sanitary checks, as well as for re-dispatching consignments, for quarantine of plants, or costs of destruction and disposal if necessary. |   |   |   |                              |   |
| Date of Declaration  |   | Name of signatory   |   | Signature                    |   |

<sup>65</sup> More information on Activity Types can be found in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

## II.2.4. SUBMISSION OPTIONS

### II.2.4.1. GENERAL

The following options are available for submission of an official entry document in TRACES (Part I, Consignment) (in general <sup>66</sup>):

| Competent Authorities   | Identification of Applicant                             |
|---|---|
| I.4. Local Competent Authority:<br>I.3. Central Competent Authority:          | Name: ▶TRANSITAIR FR<br>Date of Declaration: 18/10/2012 |
| ▶Cancel and Return to Menu ▶Save as draft ▶Submit for Certification ▶Validate |   |

#### Save options

'Cancel and return to menu' Returns to the CED, CVEDA, CVEDP, DECLAR or CHED-PP submenus and cancels all actions performed during creation of the official entry document. If your official entry document has not yet been saved, all information entered in Part I will be lost.

'Save as draft' Saves Part I of an official entry document that has not yet been completed. It is an intermediate optional stage before final submission of Part I of the official entry document to your competent authority. 'Save as draft' can be used as many times as necessary in TRACES.

For search purposes, certain information on the commodity, consignor/exporter and consignee is mandatory for the 'Save as draft' option. Any further information needed for Part I may be filled in later on.

The status of the official entry document is then '**Draft**'.

This option is available to both economic operators and competent authorities, but only 'direct' colleagues will be able to view 'Draft' official entry documents. No notification messages will be sent regarding the submission of an official entry document in 'Draft' status.

<sup>66</sup> This means, for all official entry documents: CED, CVEDA, CVEDP and DECLAR.

### Save options

'Submit for Certification'

All mandatory boxes in Part I must be completed to submit the official entry document to the competent authority for certification.

This option is available to both economic operators and competent authorities. If Part I of the official entry document is submitted by the economic operator, they can view the document, along with their direct colleagues and their competent authority.

However, if the official entry document has been submitted by the competent authority itself, the economic operator (*even when entered in the official entry document*) will not be able to view it.

The status of the official entry document is then **'New'**.

A notification message will be sent upon submission of the official entry document ('New').

#### Note - DECLAR

When the economic operator chooses the option 'Submit for Certification' for a DECLAR, they may make an additional 'Health information' declaration.

Specific save options for this part of the declaration are described under heading 'II.2.4.2. Specific to DECLAR'.

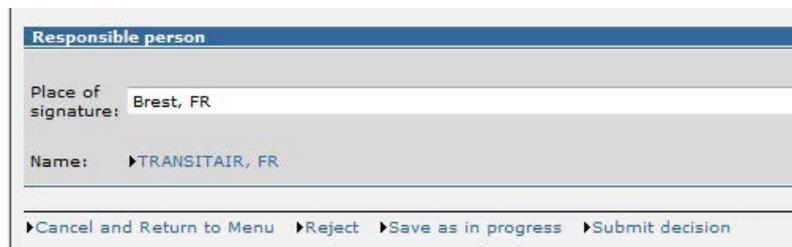
'Validate'

Among the save options for submission of DECLAR, the economic operator may also choose 'Validate'.

Once all mandatory boxes in Part I are completed, the TRACES user can go directly to the 'Health information' declaration and enter the details.

### II.2.4.2. SPECIFIC TO DECLAR

In the case of DECLARs, economic operators can fill in the 'Health information' declaration. For DECLAR documents, three additional save options are available:



### Save options

'Reject'

Only available to the economic operator for a DECLAR.

Once all mandatory boxes in Part I are completed, the economic operator can decide to reject the consignment presented.

The status of the official entry document is then **'Rejected'**.

## Save options

'Save in progress'

Only available to the economic operator for a DECLAR.

Once all mandatory boxes in Part I are completed, the economic operator can save the 'Health information' declaration part of the DECLAR, even if some information for this declaration is missing, in order to complete it later on.

This is an intermediate optional stage before signing of the 'Health information' declaration.

The status of the official entry document is then '**In progress**'.

'Submit decision'

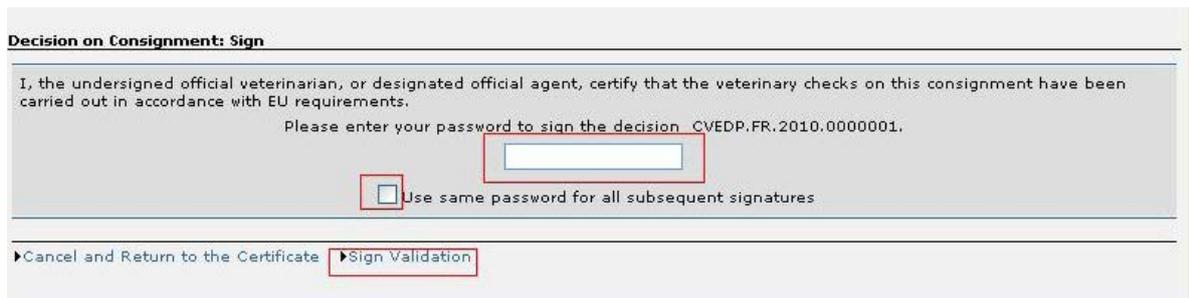
Only available to the economic operator for a DECLAR.

Once all mandatory boxes in Part I are completed, the economic operator can confirm the consignment presented.

The status of the official entry document is then '**Valid**'.

## II.2.5. SIGNATURE

TRACES requires you to enter your password to submit the official entry document. After entering it, click on the **'Sign validation'** button.



The screenshot shows a dialog box titled "Decision on Consignment: Sign". The text inside reads: "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." Below this, it says "Please enter your password to sign the decision CVEDP.FR.2010.0000001." There is a text input field for the password. Below the input field is a checkbox labeled "Use same password for all subsequent signatures". At the bottom of the dialog, there are two buttons: "Cancel and Return to the Certificate" and "Sign Validation".

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

## II.3. FOLLOW-UP

### II.3.1. NEXT STEPS FOR CED, CVEDA, CVEDP, CHED-PP

As soon as the official entry document has been submitted ('Submit for certification'), the competent authority will have immediate access to the official entry document in question, and will be automatically notified by TRACES for it to continue with the certification process. <sup>67</sup>

More information on certification by competent authorities can be found in the 'Entry documents Part II' user manual, also available with the [TRACES Toolkit](#). <sup>68</sup>

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67 The DECLAR is not concerned here.

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

## II.3.2. NEXT STEPS FOR DECLAR: CLONE TO CVEDP

In order to facilitate the issuing of a CVED, the data submitted in a DECLAR can be transferred automatically to a CVED. This is called 'cloning' in TRACES.

Both the economic operator and competent authority have this option when opening a validated DECLAR.

When economic operators are named in box 'I.6. Person responsible for load in EU' in the DECLAR, and are TRACES users, they receive an automatic TRACES notification message, informing them of the validation of a 'Declaration Document'.

### II.3.2.1. ACCESS BY HYPERLINK

The economic operator can then directly consult the DECLAR by clicking the hyperlink in the TRACES notification message.

### II.3.2.2. ACCESS BY MENU

Economic operators can also access the DECLAR from the 'Veterinary Documents' menu and 'Declaration Document' submenu:

- Log into TRACES.
- Click 'Declaration Document' in the left-hand menu, which displays the DECLAR search screen.
- Check the 'To process' search criterion, in order to search for DECLARs that can still be cloned, i.e. transferred to CVED.
- 'Open' the desired DECLAR.

The screenshot shows the TRACES web interface for searching Declaration Documents. The left-hand menu is expanded to 'Declaration Document'. The main content area is titled 'Search for Declaration Documents' and contains a search criteria form and a search results table.

**Search Criteria**

Certificate Reference:   
Consignor:   
Departure After:   
Departure Before:   
Country of Destination:   
Authority of destination:   
Authority of origin:   
Country of Origin:   
Passport N°:   
Certificate Status:

Certificate reference number TRACES:   
Consignee:   
Commodity:    
Means of Transport:   
Postal code of destination:   
Authority of destination code:   
Authority of origin code:   
Entry point:   
To process:   
Cloned:

**Search Result**

| Certificate reference number TRACES  | Certificate Reference | Country from where consigned | Country of Destination | Consignor            | Consignee            | Animal Species | Status |
|--|-----------------------|------------------------------|------------------------|----------------------|----------------------|----------------|--------|
| DECLAR. <input type="text"/>   | <input type="text"/>  | Brazil                       | France                 | <input type="text"/> | <input type="text"/> | 0506<br>10 00  | Valid  |
| <input type="button" value="Open"/> <input type="button" value="Copy as new"/> |                       |                              |                        |                      |                      |                |        |
| DECLAR. <input type="text"/>   | <input type="text"/>  | Brazil                       | France                 | <input type="text"/> | <input type="text"/> | 0206<br>10 10  | New    |
| <input type="button" value="Open"/> <input type="button" value="Copy as new"/> |                       |                              |                        |                      |                      |                |        |

### 'Direct access'

This search option enables the economic operator to find a DECLAR whether or not their organisation appears in box 'I.6 Person responsible for load in EU' or 'Importer'.

The following search criteria must be entered in order to search for the official entry documents using the 'Direct access' button:

- Certificate reference number TRACES

- Certificate reference (local reference number)
- Country of destination

### II.3.2.3. SUBMISSION

The economic operator can transfer (clone) Part I of a validated DECLAR to Part I of a Common Veterinary Entry Document (CVED).

This is called 'cloning' in TRACES.

To do this, you simply click the 'Clone as CVED' button in a 'Valid' DECLAR.

/TRACES/Veterinary Documents/Declaration Document ▶Privacy statement

|   |   |
|---|---|
| <b>Consignment</b> ▶ Certification<br><b>References</b> ▶ Traders ▶ Consignment ▶ Transport ▶ Purpose   |   |
| <b>Details of Consignment Presented: References</b>   |   |
| I.2. Certificate reference number: <input type="text"/>   | I.2.a. TRACES reference number: DECLAR.FR.2012 <input type="text"/> |
| <b>I.6 Person responsible for load in EU</b>  |   |
| Name: <input type="text"/>  | I.17. No.(s) of CITES: <input type="text"/>                         |
| Address: <input type="text"/>   |   |
| Postal Code / Region: 29200 Brest   |   |
| Country: FR, France   |   |
| <b>Competent Authorities</b>  |   |
| I.4. Local Competent Authority: BR00002 Deputy Local Authority  | <b>Identification of Applicant</b>                                  |
| I.3. Central Competent Authority: BR00001 Inspection Dept of Animal Products(DIPOA)/Ministry of Agriculture, Livestock and Food Supply (MAPA) |   |
| Name: ▶TRANSITAIR FR<br>Date of Declaration: 18/10/2012   |   |
| ▶Close ▶Clone as CVED ▶Cancel certificate ▶Print  |   |

Once the economic operator (or competent authority) has performed the cloning operation, the button is no longer available <sup>69</sup>.

A new CVED is created by transferring the information entered in Part I of the DECLAR. Box '10. Veterinary documents' under the 'References' tab of the CVED is automatically filled in with the TRACES certificate reference number of the corresponding DECLAR, in hyperlink format.

<sup>69</sup> Importers are not authorised to transfer information to a CVED in this way.

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

[Consignment](#) | [References](#) | [Traders](#) | [Commodity](#) | [Transport](#) | [Purpose](#)

**Details of Consignment Presented: References**

|   |  |
|---|--|
| <b>2. CVED reference number:</b> -<br><b>Local reference number:</b> <input type="text"/>   | <b>Border Inspection Post</b><br><b>BIP:</b> Brest<br><b>TRACES Unit Number:</b> FRBES1<br><span style="float: right;">▶Select</span>  |
| <b>4. Person responsible for load</b><br><b>Date of Declaration:</b> 19/10/2012<br><b>Name of signatory:</b> ▶ <input type="text"/><br><b>Name:</b> <input type="text"/><br><b>Address:</b> <input type="text"/><br><b>Postal Code / Region:</b> 29200 Brest<br><b>Country:</b> FR France<br><b>N°:</b> <input type="text"/> ▶Assign ▶Clear ▶Select | <b>10. Veterinary documents</b><br><b>Corresponding Veterinary Certificate to EU:</b> ▶DECLAR.FR.2012.▶ <input type="text"/><br><b>Veterinary Document Number:</b> <input type="text"/><br><b>Date of Issue (dd/mm/yyyy):</b> 18/10/2012 |

▶Cancel and Return to Menu ▶Save as draft ▶Submit for Certification

The economic operator can amend or supplement most of the information transferred to the CVED, apart from the following:

- 'Traders' tab: box '1. Consignor / Exporter'  
box '16. Seal number and Container number'
- 'Commodity' tab: box '7. Country from where consigned'  
Temperature

Once the information has been verified, and if necessary completed, the economic operator must click the 'Submit for Certification' button to submit Part I of the CVED. <sup>70</sup>

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

[Consignment](#) | [References](#) | [Traders](#) | [Commodity](#) | [Transport](#) | [Purpose](#)

**Details of Consignment Presented: Sign for Submission**

I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in this document are true and complete and I agree to comply with the legal requirements of directive 97/78/EC, including payment for veterinary checks, for repossession of any consignment rejected after transit across the EU to a third country (Article 11.1c), or costs of destruction if necessary.

Please enter your password to sign the consignment document.

Use same password for all subsequent signatures

▶Cancel and Return to Consignment ▶Sign Certification

<sup>70</sup> More information on the signature can be found under heading 'II.2.5. Signature'.

### II.3.3. GETTING IN CONTACT WITH THE COMPETENT AUTHORITY

Once the competent authority has certified the official entry document (Part II) submitted by the economic operator,<sup>71</sup> the latter can view the contact details of the competent authority by searching for the certified official entry document, opening it and clicking the link to the name of the competent authority who signed it.

/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.FR,2012: - V1 | 39. Full Identification of BIP / Competent Authority |
| Local reference number: test                   | BIP: Brest   |
| 42. Customs Document Reference:                | TRACES Unit Number: FRDEC1                           |
| <b>43. Subsequent CVED</b>                     | <b>24. Previous CVED</b>                             |
| Number(s):                                     | Reference Number:                                    |
| <b>38. Consignment Resealed</b>                | <b>40. Official Veterinarian</b>                     |
| New seal no:                                   | Name: ▶ BIP, FR                                      |
|  | Date: 15/10/2012                                     |

▶ Close ▶ Print

**40. Official Veterinarian**

| User                    |                       | Authority             |  |
|-------------------------|-----------------------|-----------------------|--|
| E-mail:                 | BIP.FR@traces-cbt.net | TRACES Unit Number:   | FRBES1   |
| First Name:             | BIP                   | Name:                 | Brest  |
| Last Name:              | FR                    | Address:              | .  |
| Notification language:  | English               | Postal Code / Region: | 29283  |
| Notification type:      | HTML                  | City:                 | Brest Cedex                                    |
| Phone Number:           |                       | Country:              | France   |
| Fax:                    |                       | <b>User Type</b>      |  |
| Additional Information: |                       | User Type:            | <input checked="" type="radio"/> Standard User |
|                         |                       |                       | <input type="radio"/> Collective User          |
| Status:                 | Valid                 |                       |  |
| Status set by:          | ▶                     |                       |  |
| Date:                   | 07/06/2012            |                       |  |

▶ Close

For privacy reasons, only the official e-mail address of the signing competent authority may be available.

<sup>71</sup> If the official entry document has been submitted by the competent authority itself, the economic operator (even when entered in the official entry document) will not be able to view it.

### III. OFFICIAL ENTRY DOCUMENT FUNCTIONALITIES

#### III.1. 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, <sup>72</sup> which mostly relate to Part I (Consignment) of the official entry document.

You can use search criteria individually <sup>73</sup> 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.

---

<sup>72</sup> 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.

<sup>73</sup> The 'Certificate Status' criterion cannot be used alone.

### III.1.1. CED/CVEDA/CVEDP/CHED-PP

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

**Search for CVEDs for Animal Products**

**Search Criteria**

Certificate Reference:

Consignor:

Consignee:

Arrival at BIP after:

Arrival at BIP before:

Country of Destination:

Postal code of destination:

Local reference number:

Certificate Status:

Country of Origin:

Declaration date after:

Declaration date before:

Commodity:  [Browse](#)

Means of Transport:

Authority of destination:

Authority of destination code:

Authority of origin:

Authority of origin code:

Container Number:

Document:

Advanced:

To Tranship  Transhipped

Splitted CVED

Pending rejection

Pending laboratory tests

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

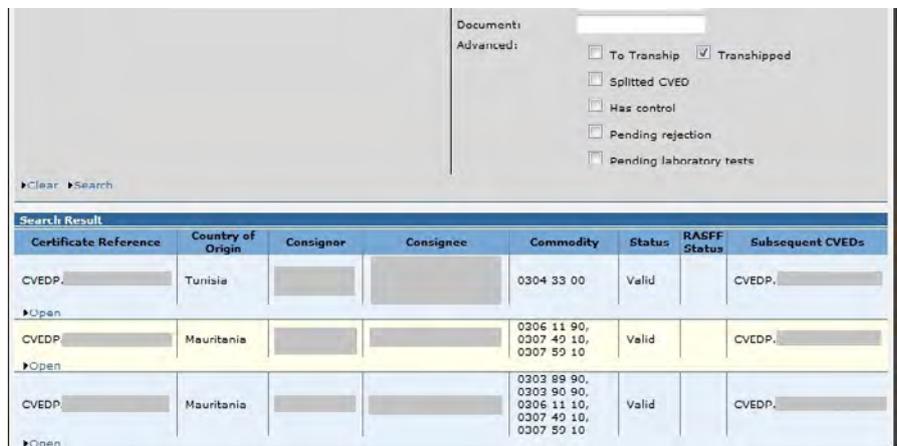
#### Search options

- |                        |  |
|------------------------|--|
| 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'.   |
| Advanced - To Tranship | Searches official entry documents subject to a transshipment procedure, for specific official entry documents to be transhipped by the second EU Border Inspection Post. |

### Search options

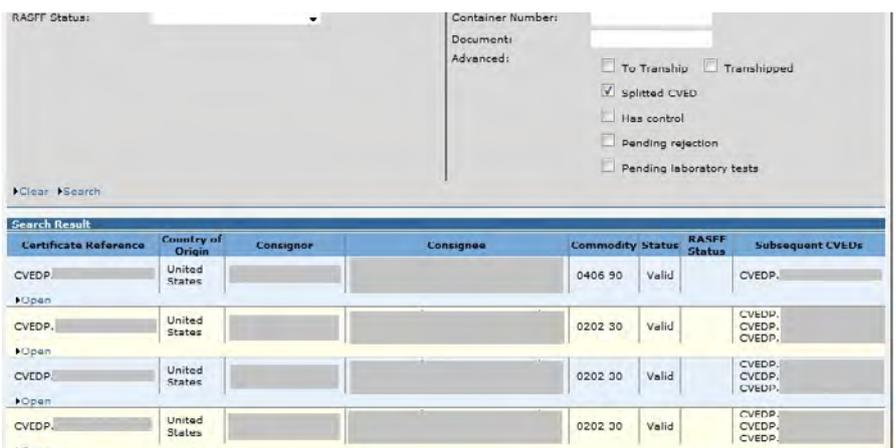
Advanced - Transhipped

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 documents.



Advanced - Splitted 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.



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.
- Advanced Admission - Temporary Searches CVEDEA consignments for which the option 'Temporary admission horses' in box '20. For import or admission' is ticked.
- Direct access This allows the economic operator to find an official entry document, whether or not their organisation is entered as the 'Person responsible for load/Person responsible for the consignment'.  
In the case of transshipment/transfer, the economic operator linked to the second BIP/DPE/DPI may use the 'Direct access' button in order to retrieve the initial official entry document.

## III.1.2. DECLAR

### Search options

|                                     |   |
|-------------------------------------|---|
| Certificate Reference               | Refers to the ( <i>non-mandatory</i> ) 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                  | Possibilities are: Cancelled, Draft, In progress, New, Pre-validate, Recalled, Rejected, Replaced, Valid.<br>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 a CVEDP at the EU border, the validated PART I of a DECLAR can be transferred automatically to a CVEDP. This is called cloning.<br>The economic operator may search for a DECLAR not yet cloned to a CVEDP by selecting the 'To process' button. |
| Cloned                              | In order to facilitate the verification of CVEDPs submitted from a DECLARs at the EU border, the economic operator may search for DECLARs that have already been cloned to CVEDP, by clicking the 'Cloned' button.  |

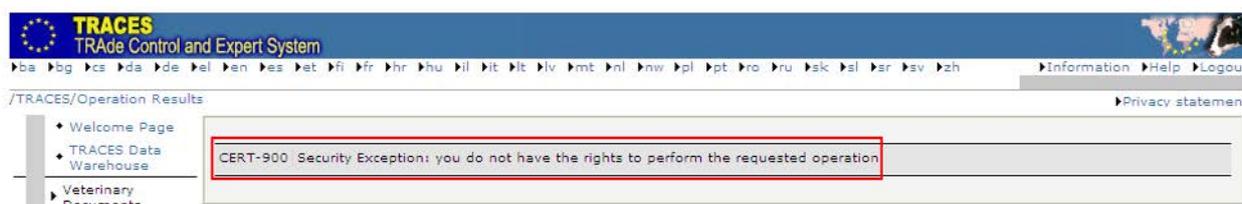
### III.1.3. WORKAROUNDS AND LIMITATIONS

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 <sup>74</sup>:

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

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:



In order to maintain a clean TRACES database, unprocessed 'Draft' and 'New' official entry documents are deleted after 3 months. <sup>75</sup>

#### **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.

<sup>74</sup> Legend:

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

YYYY = submission year

NNNNNNN = unique TRACES reference number

<sup>75</sup> Exception for unprocessed CVEDPs: only unprocessed 'Draft' CVEDPs are deleted after 3 months.

## III.2. CLONE IMPORT TO OFFICIAL ENTRY DOCUMENT

Given the close cooperation with some non-EU countries, the submission of Part I of your official entry document may be facilitated by the existence of an IMPORT.

In order to facilitate the submission of official entry documents at the EU BIP/DPE/DPI, the data validated by non-EU competent authorities in the IMPORT can be transferred automatically to the relevant official entry document (CED/CVEDA/CVEDP/DECLAR).

This is called 'cloning' in TRACES.

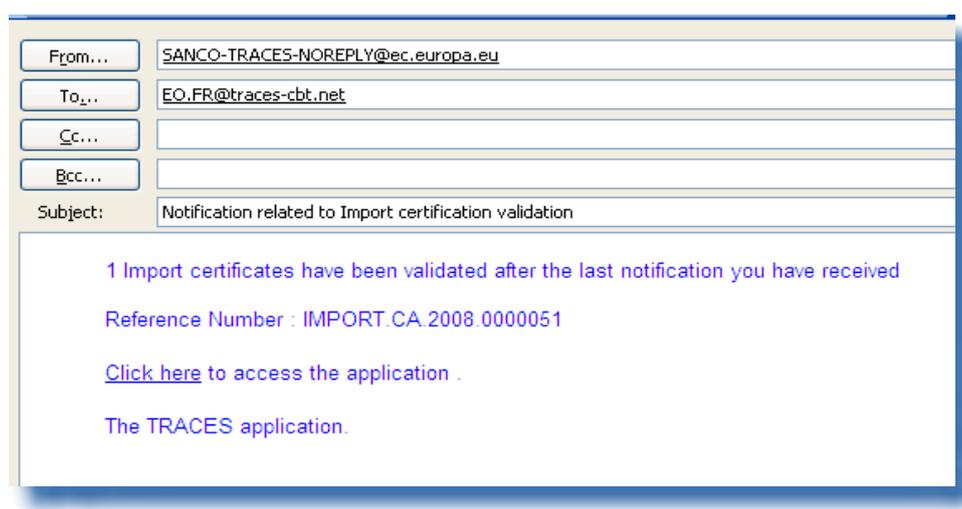
Both the economic operator and competent authority have this option.

As soon as a non-EU country validates an IMPORT, a notification message is sent to the TRACES economic operator and the competent authority at the EU BIP/DPE/DPI, as well as to the importer and the place of destination/delivery address provided that their credentials appear in the corresponding IMPORT boxes.

### III.2.1. ACCESS BY HYPERLINK

If a TRACES economic operator is named in box '1.6. Person responsible for load in EU' in the IMPORT, <sup>76</sup> they receive an automatic TRACES notification message, informing them of the validation of a 'Veterinary certificate to EU' <sup>77</sup>.

The economic operator can then directly consult the IMPORT by clicking the hyperlink in the TRACES notification message.



### III.2.2. ACCESS BY MENU

Economic operators can access the IMPORT from the 'Veterinary Documents' menu and 'Veterinary certificate to EU' submenu:

- Log into TRACES.

<sup>76</sup> When registered in TRACES and validated by its competent authority.

<sup>77</sup> Also referred to as IMPORT.

- Click 'Veterinary certificate to EU' in the left-hand menu, which displays the IMPORT search screen.
- Check the 'To process' search criterion, <sup>78</sup> in order to search for IMPORTs that have not yet been 'cloned', i.e. transferred to CVEDs.
- Open the desired IMPORT.

The screenshot shows the TRACES web interface for searching 'Veterinary certificate to EU'. The left-hand menu is expanded to show 'Veterinary Documents' > 'Veterinary certificate to EU'. The main content area is titled 'Search for Veterinary certificate to EU' and contains a 'Search Criteria' form. The form is divided into two columns of input fields:

| Search Criteria                       |   |
|---------------------------------------|---|
| Certificate Reference:                | <input type="text"/>                        |
| Consignor:                            | <input type="text"/>                        |
| Consignee:                            | <input type="text"/>                        |
| Departure After:                      | <input type="text"/>                        |
| Departure Before:                     | <input type="text"/>                        |
| Country of Destination:               | <input type="text"/>                        |
| Authority of destination:             | <input type="text"/>                        |
| Authority of origin:                  | <input type="text"/>                        |
| Country of Origin:                    | <input type="text"/>                        |
| Passport N°:                          | <input type="text"/>                        |
| Certificate reference number TRACES : | <input type="text"/>                        |
| Declaration date after:               | <input type="text"/>                        |
| Declaration date before:              | <input type="text"/>                        |
| Commodity:                            | <input type="text"/> <a href="#">Browse</a> |
| Means of Transport:                   | <input type="text"/>                        |
| Postal code of destination:           | <input type="text"/>                        |
| Authority of destination code:        | <input type="text"/>                        |
| Authority of origin code:             | <input type="text"/>                        |
| Entry point:                          | <input type="text"/>                        |

### 'Direct access'

The 'Direct access' search option enables the economic operator to find an IMPORT validated by a non-EU competent authority, whether or not their organisation appears in box '1.6 Person responsible for load in EU' or 'Importer'.

The following search criteria must be entered:

- Certificate reference number TRACES (IMPORT)
- Certificate reference (local reference number) (IMPORT)
- Country of destination

However, there is an exception for IMPORTs from New Zealand, where the following must be entered:

- Certificate reference (local reference number) IMPORT
- Country of destination
- Country of origin (New Zealand)

<sup>78</sup> The 'To process' search criterion presupposes that the economic operator's organisation has been entered in box '1.6 Person responsible for load in EU' or 'Importer'. If the non-EU competent authority validated the IMPORT without this information, the economic operator may nevertheless retrieve the IMPORT using the 'Direct access' option.

### III.2.3. SUBMISSION

The economic operator can transfer (clone) Part I of the IMPORT to Part I of a Common Veterinary Entry Document (CVED).

This is called 'cloning' in TRACES.

To do this, you simply click the 'Clone as CVED' button in the validated IMPORT.

TRACES/Veterinary Documents: Veterinary certificate to EU

TRANSITAIR\_FR@traces-cbt.net

Consignment Certification

References Traders Consignment Transport Purpose

Details of Consignment Presented: Traders

| I.1. Consignor        |                    | I.5. Consignee        |                               |
|-----------------------|--------------------|-----------------------|-------------------------------|
| Name:                 | ORGA CA            | Name:                 | Comptoirs Oceaniques          |
| Address:              | .                  | Address:              | 2 Rue de Concarneau Marff 324 |
| Postal Code / Region: | Saskatchewan Abbey | Postal Code / Region: | 94238 Cachan Cedex            |
| Country:              | CA Canada          | Country:              | FR France                     |

| I.11. Place of origin |  |         |                      |               |                 |
|-----------------------|--|---------|----------------------|---------------|-----------------|
| Country Code          | Name                                       | Address | Postal Code / Region | Type          | Approval Number |
| CA                    | Viande Richelieu Inc./Richelieu Meest Inc. | .       | Quebec               | Cutting Plant | 76              |

Country and region of origin

| I.7. Country of origin | I.8. Region of origin |
|------------------------|-----------------------|
| Canada                 | .                     |

| I.12. Place of destination |                               | I.9. Country of destination: |  |
|----------------------------|-------------------------------|------------------------------|--|
| Name:                      | Comptoirs Oceaniques          | FR France                    |  |
| Type:                      | Responsible for the load      | I.10. Region of destination: |  |
| Approval number:           | FR00013319                    | .                            |  |
| Address:                   | 2 Rue de Concarneau Marff 324 | .                            |  |
| Postal Code / Region:      | 94238 Cachan Cedex            | .                            |  |

| Importer              |                   |
|-----------------------|-------------------|
| Name:                 | ORGANON           |
| Address:              | BPE               |
| Postal Code / Region: | 60590 Serfontaine |
| Country:              | FR France         |

Close Submit for Certification Clone as CVED Print

The 'Clone to CVED' button is no longer available to the economic operator<sup>79</sup> (or competent authority) at the EU border, once the CVED has been fully certified (valid/rejected).

A non-EU competent authority can still replace or cancel the 'original' IMPORT even if the economic operator (or competent authority) at the EU border has cloned it, as long as the CVED still has the status 'New', 'Draft' or 'In progress'<sup>80</sup>.

A new CED, CVEDA or CVEDP is created by transferring information from Part I of the IMPORT.

Box '10. Veterinary documents' in the CVED is automatically filled in with the TRACES certificate reference number of the corresponding IMPORT, in hyperlink format.

<sup>79</sup> Importers are not authorised to transfer information to a CVED in this way.

<sup>80</sup> An IMPORT cannot be cloned to an official entry document more than once.

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

▼ **Consignment**  
 ▼ References ▶ Traders ▶ Commodity ▶ Transport ▶ Purpose

**Details of Consignment Presented: References**

|                           |                      |
|---------------------------|----------------------|
| 2. CVED reference number: | -                    |
| Local reference number:   | <input type="text"/> |

|                               |           |
|-------------------------------|-----------|
| <b>Border Inspection Post</b> |           |
| BIP:                          | Madrid, A |
| TRACES Unit Number:           | ESMAD4    |
| ▶Select                       |           |

|                                       |   |
|---------------------------------------|---|
| <b>4. Person responsible for load</b> |   |
| Date of Declaration:                  | 19/10/2012                                  |
| Name of signatory:                    | ▶ <input type="text"/>                      |
| Name:                                 | <input type="text"/>                        |
| Address:                              | <input type="text"/>                        |
| Postal Code / Region:                 | 28042 Madrid                                |
| Country:                              | ES Spain                                    |
| ▼ Nº:                                 | <input type="text"/> ▶Assign ▶Clear ▶Select |

|   |                      |
|---|----------------------|
| <b>10. Veterinary documents</b>             |                      |
| Corresponding Veterinary Certificate to EU: | ▶IMPORT.PG.2012      |
| Veterinary Document Number:                 | <input type="text"/> |
| Date of Issue (dd/mm/yyyy):                 | 18/10/2012           |

▶Cancel and Return to Menu ▶Save as draft ▶Submit for Certification

The economic operator can amend or supplement most of the information transferred to the CVED, apart from the following:

- 'Traders' tab: box '1. Consignor / Exporter'  
box '16. Seal number and Container number'
- 'Commodity' tab: box '6. Country of Origin'<sup>81</sup>  
box '7. Country from where consigned'  
Temperature

Once the information has been verified, and if necessary completed, the economic operator must click the 'Sign Certification' button to submit Part I of the CVED<sup>82</sup>.

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

▼ **Consignment**  
 ▼ References ▶ Traders ▶ Commodity ▶ Transport ▶ Purpose

**Details of Consignment Presented: Sign for Submission**

I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in this document are true and complete and I agree to comply with the legal requirements of directive 97/78/EC, including payment for veterinary checks, for repossession of any consignment rejected after transit across the EU to a third country (Article 11.1c), or costs of destruction if necessary.

Please enter your password to sign the consignment document.

Use same password for all subsequent signatures

▶Cancel and Return to Consignment ▶Sign Certification

<sup>81</sup> When the IMPORT concerns animals from a non-authorized country, the TRACES user may select the non-EU country in box '6. Country of Origin'. Once the official entry document is certified by the competent authority at the EU border, a message will appear with the list of the countries allowed for the selected animal species: '*Country of Origin must match one of the Country Legislation applicable...*'. In CVEDAs, the competent authority at the EU border then has to reject the CVEDA by entering the name of the non-approved country in box '37. Reason for refusal'.

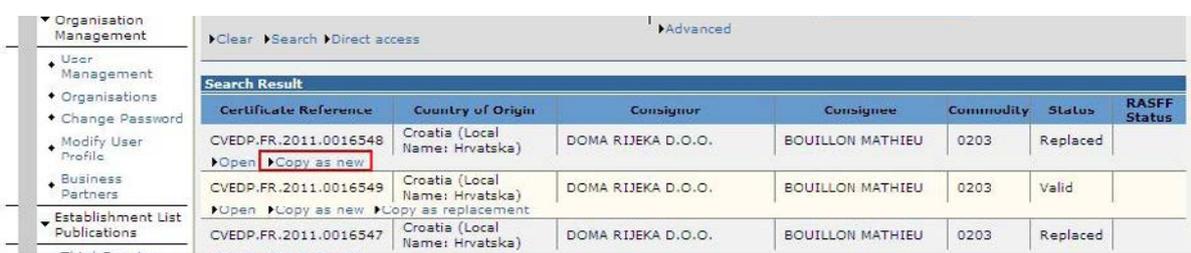
<sup>82</sup> More information on the signing of an official entry document, can be found under heading 'II.2.5. Signature'.

### III.3. COPY AS NEW

There are two options for the submission of a new official entry document:

1. Use the **'New'** button to create a blank official entry document <sup>83</sup>
2. Use the **'Copy as new'** button under an existing official entry document

Both the economic operator and competent authority can create a new official entry document in TRACES. The 'Copy as new' option is thus available to both types of users.



| 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 |              |

The 'Copy as new' option can be used to quickly create a new official entry document by copying certain data from Part I of an existing official entry document to a new official entry document, thus speeding up the submission process.

The nature of the information copied depends on the Combined Nomenclature code selected. If the code remains the same, all the information from the 'Traders' tab is copied from the original to the new official entry document. Depending on the model and CN code selected, the information in the free-text boxes of the original official entry document will be copied automatically to the new official entry document.

The (*original*) official entry document is not affected. The information in the new document can of course be modified.

The 'Copy as new' option can be used for any official entry document, whatever its status (valid, rejected, cancelled, new, etc). <sup>84</sup> However, like the 'New' button, the 'Copy as new' button is only available if you are entitled to submit the type of official entry document in question.

<sup>83</sup> More information on the creation and submission of a blank official entry document can be found under heading 'II.2. Submit Part I (Consignment)'.

<sup>84</sup> More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

### III.4. SPLIT A CONSIGNMENT

#### III.4.1. CED

For the import of consignments for transfer to another Control Point (box I.20), you can create one or more new (subsequent) CEDs by using the 'Split' button under the validated initial CED. This 'Split' button is also available upon opening the validated initial CED.

The screenshot displays the 'Search for CEDs' interface. It is divided into two main sections: 'Search Criteria' and 'Search Result'.

**Search Criteria:** This section contains various input fields for searching. On the left, there are fields for Certificate Reference, Consignor, Consignee, Arrival at DPE after/before, Country of Destination, Postal code of destination, Local reference number, and Certificate Status. On the right, there are fields for Country of Origin, Declaration date after/before, Commodity (with a 'Browse' button), Means of Transport, Authority of destination, Authority of destination code, Authority of origin, Authority of origin code, Container Number, and Document. At the bottom of this section are buttons for 'Clear', 'Search', 'Direct access', and 'Advanced'.

**Search Result:** This section shows a table with the following data:

| Certificate Reference | Country of Origin | Consignor | Consignee | Commodity  | Status |
|-----------------------|-------------------|-----------|-----------|------------|--------|
| CED.                  | Brazil            |           |           | 0702 00 00 | Valid  |

Below the table are buttons for 'Open', 'Copy as new', 'Split', and 'Tranship'.

The 'Split' function automatically copies all information from Part I of the validated initial CED to the new (subsequent) CED, while allowing data in some boxes to be modified. Some other boxes are automatically reset or adapted (e.g. net/gross weight, number of packages, identification of the means of transport).

When the 'Split' function is used, the initial CED can no longer be replaced.

## REFERENCES

/TRACES/Documents/Common Entry Document (CED) ▶ Privacy statement

▼ Consignment  
▼ References ▶ Traders ▶ Commodity ▶ Transport ▶ Purpose

**Details of Consignment Presented: References**

|  |                                  |
|--|----------------------------------|
| I.2. CED reference number: -                 | <b>Designated Point of Entry</b> |
| Local reference number: <input type="text"/> | DPE: Brest                       |
|  | DPE Unit No: FRBES1              |
|  | ▶ Select DPE ▶ Select SLVU       |

|  |  |
|--|--|
| <b>I.4. Person responsible for the consignment</b> | <b>I.10. Documents</b>                 |
| Date of Declaration: 22/10/2012                    | Number: <input type="text"/>           |
| Name of signatory: ▶ FR TRANSITAIR                 | Date of issue (JJ/MM/AAAA): 17/10/2012 |
| Name: <input type="text"/>                         |  |
| Address: <input type="text"/>                      |  |
| Postal Code / Region: <input type="text"/>         |  |
| Country: <input type="text"/>                      |  |
| N°: <input type="text"/> ▶ Assign ▶ Clear ▶ Select |  |

▶ Cancel and Return to Menu ▶ Save as draft ▶ Submit for Certification

### 'Designated Point of Entry'

The economic operator can select another competent authority.

### 'I.2. CED reference number'

A CED reference number is filled in automatically when the new (subsequent) CED is submitted.

### 'I.10. Documents'

This box is read-only, as it concerns a new (subsequent) CED split from the initial CED.

## TRADERS

/TRACES/Documents/Common Entry Document (CED) ▶Privacy statement

▼ Consignment  
▶ References ▼ Traders ▶ Commodity ▶ Transport ▶ Purpose

**Details of Consignment Presented: Traders**

|  |  |
|--|--|
| <b>I.1. Consignor</b><br>Name:<br>Address:<br>Postal Code / Region:<br>Country: BR Brazil  | <b>I.3. Consignee</b><br>Name:<br>Address:<br>Postal Code / Region:<br>Country: FR France<br>▼ N°: <input type="text"/> ▶Assign ▶Clear ▶Select |
| <b>I.8. Place of destination</b><br>Name:<br>Type:<br>Address:<br>Postal Code / Region:<br>Country:<br>Approval number:<br>▼ N°: <input type="text"/> ▶Assign ▶Clear ▶Select | <b>I.7. Importer</b><br>Name:<br>Address:<br>Postal Code / Region:<br>Country: FR France   |
| <b>I.11. Means of transport</b><br>Type:<br>Identification: <input type="text"/><br>Document: <input type="text"/>   | <b>I.19. Seal number and container number</b><br>Seal Number <input type="text"/> Container Number <input type="text"/><br>▶Remove ▶Add        |
| <b>I.9. Arrival at DPE (estimated date)</b><br>Date (dd/mm/yyyy): <input type="text"/><br>Time (hh:mm): <input type="text"/>   |  |

▶Cancel and Return to Menu ▶Save as draft ▶Submit for Certification

### 'I.1. Consignor' and 'I.7. Importer'

These boxes are filled in accordance with the information specified in Part I of the first (initial) validated CED and cannot be modified.

### 'I.8. Place of destination'

The place of destination should be indicated (mandatory).

### 'I.9. Arrival at DPE (estimated date)'

The information is reset to blank in new (subsequent) CED.

### 'I.19. Seal number and container number'

The 'add' button can be used to reveal enter as many lines as necessary, since the container number and seal number may be independent and may be filled in or not.

## COMMODITY

/TRACES/Documents/Common Entry Document (CED) ▶ Privacy statement

▼ **Consignment**  
 ▶ References ▶ Traders ▼ **Commodity** ▶ Transport ▶ Purpose

**Details of Consignment Presented: Commodity**

| I.12. Description of commodity |                                       |                                     | Country and Region of Origin       |   |
|--------------------------------|---------------------------------------|-------------------------------------|------------------------------------|---|
| Id.                            | Product description                   | Species Subtotal Net Weight         |                                    |   |
| 1.                             | 0702 00 00 Tomatoes, fresh or chilled | = 20.000 Kg ▶ Remove                | I.5. Country of origin:            | Brazil  |
|                                | Total Gross Weight (kg): 0 Kg         | I.13. Total number of packages: 100 | I.6. Country from where consigned: | Brazil  |
|                                | Total Net Weight (kg): 20,000 Kg      |                                     | I.16. Temperature:                 | <input checked="" type="radio"/> Ambient<br><input type="radio"/> Chilled<br><input type="radio"/> Frozen |

I.18. Commodity intended for  
 Feedingstuff  Further process  Human consumption  Other

| I.12. Description of commodity |                 |                    |                  |          |
|--------------------------------|-----------------|--------------------|------------------|----------|
| Commodity Code                 | Net Weight (kg) | Number of packages | Type of packages |          |
| 1.07020000                     | 0 Kg            | 100                | Can              | ▶ Remove |

▶ Cancel and Return to Menu ▶ Save as draft ▶ Submit for Certification

### 'I.12. Description of commodity'

'Type of packages' cannot be modified in the new (subsequent) CED.

## TRANSPORT

/TRACES/Documents/Common Entry Document (CED) ▶ Privacy statement

▼ **Consignment**  
 ▶ References ▶ Traders ▶ Commodity ▼ **Transport** ▶ Purpose

**Details of Consignment Presented: Transport**

| Transporter           |           | Date of Departure (dd/mm/yyyy):  |  |
|-----------------------|-----------|----------------------------------|--|
| Name:                 |           | 22/10/2012                       |  |
| Type:                 |           | Time of Departure (hh:mm): 17:00 |  |
| Address:              |           |                                  |  |
| Postal Code / Region: |           |                                  |  |
| Country:              | FR France |                                  |  |
| Approval number:      |           |                                  |  |
| N°:                   |           | ▶ Assign ▶ Clear ▶ Select        |  |

I.24. Means of transport to Control Point  
 Type: Road vehicle  
 Identification:   
 Document:   
 ▶ Cancel and Return to Menu ▶ Save as draft ▶ Submit for Certification

## PURPOSE

The screenshot shows a web application window titled "/TRACES/Documents/Common Entry Document (CED)" with a "Privacy statement" link in the top right. The main content area has a navigation menu with "Consignment" selected, and sub-menus for "References", "Traders", "Commodity", "Transport", and "Purpose". Below the menu, the section is titled "Details of Consignment Presented: Purposes". There are two radio buttons: "I.22. For import" (selected) and "I.20. For transfer to". Under "I.20. For transfer to", there is a field for "Control Point" with the value "FRBES1 Brest". At the bottom, there are three buttons: "Cancel and Return to Menu", "Save as draft", and "Submit for Certification".

### 'I.22. For import'

The information can be modified after splitting.

### 'I.20. For transfer to'

The information cannot be modified after splitting.

Upon submission, a comparison check is done between the information entered in the new (subsequent) CED and that in the initial validated CED.

In Part II, which is entirely modifiable, the CED certificate reference number appears in the form of a hyperlink in the box 'Previous CED' in the new (subsequent) CED. All the CED certificate reference numbers of the successive CEDs appear in the box 'Subsequent CED' in the initial official entry document.

If any of the new (subsequent) CEDs need to be corrected or modified, the same rules apply as for 'normal' official entry documents.

More information can be found under heading 'III.5. Modify a submitted official entry document'.

### III.4.2. CVEDP

For the import of 'Non-conforming' consignments (box 22) or consignments destined for the internal market with a customs warehouse as 'Delivery address' (box 8), one or more new (subsequent) CVEDPs can be created by using the 'Split' button under the validated initial CVEDP. The 'Split' button is also available upon opening the validated initial CVEDP.

| 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"/>     | <a href="#">Browse</a> |        |
| 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"/>     |                        |        |
|  |                      |                                | Container Number:        | <input type="text"/>   |        |
|  |                      |                                | Document:                | <input type="text"/>   |        |
| <a href="#">Clear</a> <a href="#">Search</a> <a href="#">Direct access</a> |                      |                                | <a href="#">Advanced</a> |                        |        |
| Search Result  |                      |                                |                          |                        |        |
| Certificate Reference  | Country of Origin    | Consignor                      | Consignee                | Commodity              | Status |
| CVEDP.FR.2012.   | Brazil               |                                |                          | 0201 10                | Valid  |
| <a href="#">Open</a> <a href="#">Copy as new</a> <a href="#">Split</a>     |                      |                                |                          |                        |        |

The 'Split' function automatically copies all information from Part I of the validated initial CVEDP in the new (subsequent) CVEDPs, while allowing data in some boxes to be modified. Some other boxes are automatically reset or adapted (e.g. net/gross weight, number of packages, identification of the means of transport).

When the 'Split' function is used, the initial CVEDP can no longer be replaced.

## REFERENCES

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

▶ Consignment  
▶ References ▶ Traders ▶ Commodity ▶ Transport ▶ Purpose

**Details of Consignment Presented: References**

|   |   |
|---|---|
| 2. CVED reference number:<br>Local reference number: <input type="text"/> | <b>Border Inspection Post</b><br>BIP: Brest, P<br>TRACES Unit Number : FRBES1<br><span style="border: 1px solid red; padding: 2px;">▶ Select BIP ▶ Select SLVU</span> |
|---|---|

**4. Person responsible for load**

Date of Declaration: 15/01/2010  
Name of signatory: ▶ FR TRANSITAIR  
Name:  
Address:  
Postal Code / Region:  
Country:  
N°:  ▶ Assign ▶ Clear ▶ Select

**10. Veterinary documents**

Veterinary Document Number: 4168  
Date of Issue (dd/mm/yyyy): 15/12/2009

▶ Cancel and Return to Menu ▶ Save as draft ▶ Submit for Certification

### 'Border Inspection Post'

The economic operator can select another competent authority.

### '2. CVED reference number'

A CVED reference number is filled in automatically when the new (subsequent) CVEDP is submitted.

### '10. Veterinary documents'

This box is read-only, as it concerns a new (subsequent) CVEDP split from the initial CVEDP.

## TRADERS

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

▼ Consignment  
▶ References ▼ Traders ▶ Commodity ▶ Transport ▶ Purpose

**Details of Consignment Presented: Traders**

| <b>1. Consignor / Exporter</b><br>Name:<br>Address:<br>Postal Code / Region:<br>Country: BK Brazil   | <b>3. Consignee</b><br>Name:<br>Address:<br>Postal Code / Region:<br>Country: DE Germany<br>▼ Nº: <input type="text"/> ▶Assign ▶Clear ▶Select  |                 |                  |  |                      |                      |                 |
|--|--|-----------------|------------------|--|----------------------|----------------------|-----------------|
| <b>8. Delivery address</b><br>Name:<br>Type:<br>Address:<br>Postal Code / Region:<br>Country:<br>Approval number:<br>▼ Nº: <input type="text"/> ▶Assign ▶Clear ▶Select | <b>5. Importer</b><br>Name:<br>Address:<br>Postal Code / Region:<br>Country: DE Germany  |                 |                  |  |                      |                      |                 |
| <b>11. Means of Transport</b><br>Type:<br>Identification: <input type="text"/><br>Document: <input type="text"/>   | <b>16. Seal number and Container number</b><br><table border="1"><thead><tr><th>Seal Number</th><th>Container Number</th><th></th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td>▶Remove<br/>▶Add</td></tr></tbody></table> | Seal Number     | Container Number |  | <input type="text"/> | <input type="text"/> | ▶Remove<br>▶Add |
| Seal Number  | Container Number   |                 |                  |  |                      |                      |                 |
| <input type="text"/>   | <input type="text"/>   | ▶Remove<br>▶Add |                  |  |                      |                      |                 |
| <b>9. Estimated Arrival at BIP</b><br>Date (dd/mm/yyyy): <input type="text"/><br>Time (hh:mm): <input type="text"/>  |  |                 |                  |  |                      |                      |                 |

▶Cancel and Return to Menu ▶Save as draft ▶Submit for Certification

### '1. Consignor/Exporter' and '5. Importer'

These boxes are filled in accordance with the information specified in Part I of the initial validated CVEDP and cannot be modified.

### '8. Delivery address'

The delivery address should be indicated (mandatory).

### '9. Estimated Arrival at BIP'

The information is reset to blank in new (subsequent) CVEDPs.

### '16. Seal number and container number'

The 'add' button can be used to enter as many lines as necessary, since the seal number and container number may be independent and may be filled in or not.

## COMMODITY

### 'Identification of the commodity'

'Type of packages' cannot be modified in the new (subsequent) CVEDPs.

### '10. Veterinary documents'

If several approved establishments were entered in box '10 Veterinary documents' in the validated initial CVEDP, you can select from among these one or more for the split consignment by deleting the unwanted establishments.

At least one establishment should remain in box '10. Veterinary documents' in the subsequent CVEDP

85 In this case, the 'remove' button will be 'automatically' unavailable.

## TRANSPORT

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

▼ **Consignment**  
 ▶ References ▶ Traders ▶ Commodity ▼ **Transport** ▶ Purpose

**Details of Consignment Presented: Transport**

|   |  |  |
|---|--|--|
| <b>Transporter</b><br>Name: <input type="text"/><br>Type: <input type="text"/><br>Address: <input type="text"/><br>Postal Code / Region: <input type="text"/><br>Country: FR France<br>Approval number: 57231006<br>Nº: <input type="text"/> ▶Assign ▶Clear ▶Select |  | Date of Departure (dd/mm/yyyy): 20/10/2017<br>Time of Departure (hh:mm): 18:00 |
| <b>Means of transport after border inspection post</b><br>Type: Aeroplane<br>Identification: <input type="text"/><br>Document: <input type="text"/>   |  |  |

▶Cancel and Return to Menu ▶Save as draft ▶Submit for Certification

## PURPOSE

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

▼ **Consignment**  
 ▶ References ▶ Traders ▶ Commodity ▶ Transport ▼ **Purpose**

**Details of Consignment Presented: Purposes**

|   |  |
|---|--|
| <b>19. Conform to EU Requirements</b><br><input checked="" type="radio"/> Conforms<br><input type="radio"/> Does NOT conform                          |  |
| <b>21. For Internal Market</b><br><input type="radio"/> Animal feedingstuff<br><input type="radio"/> Human consumption<br><input type="radio"/> Other | <b>22. For NON-Conforming Consignments</b><br><input checked="" type="radio"/> Customs Warehouse Registered No.: <input type="text"/><br><input type="radio"/> Free Zone or Free Warehouse Registered No.: <input type="text"/><br><input type="radio"/> Ship Supplier Registered No.: <input type="text"/><br><input type="radio"/> Ship Name: <input type="text"/><br>Port: <input type="text"/> |
| <b>17. For Transhipment to</b><br>BIP: <input type="text"/><br>3rd country: <input type="text"/>  | <b>10. For Transit to 3rd Country</b><br>Exit BIP: <input type="text"/> ▶Clear ▶Select<br>Transit third countries: <input type="text"/> ▶Remove ▶Add<br>3rd country: <input type="text"/> ▶Clear ▶Select   |
| <b>20. For Re-Import</b>  |  |

▶Cancel and Return to Menu ▶Save as draft ▶Submit for Certification

### '19. Conform to EU requirements'

This information cannot be modified after splitting.

Upon submission, a comparison check is done between the information entered in the new (subsequent) CVEDP and that in the initial validated CVEDP.

In Part II, which is entirely modifiable, the CVED certificate reference number appears in the form of a hyperlink in the box 'Previous CVED' in the new (subsequent) CVED. All the CVED certificate reference numbers of the successive CVEDs appear in the box 'Subsequent CVED' in the initial official entry document.

If any of the new (subsequent) CVEDPs need to be corrected or modified, the same rules apply as for 'normal' official entry documents.

More information can be found under heading 'III.5. Modify a submitted official entry document'.

### III.5. MODIFY A SUBMITTED OFFICIAL ENTRY DOCUMENT

Depending on the official entry document model chosen, you can make your desired modifications by simply searching and opening official entry documents in 'Draft' and 'New' status.

'Draft' official entry documents are only accessible to the submitting TRACES economic operator and their direct colleagues, belonging to the same organisation.

Because 'New' official entry documents have already been submitted to the competent authority, a 'New' official entry document can be modified only if the competent authority has not yet certified the document.

TRACES users can easily check whether a modification has been made to Part I by checking the version number (- Vx) shown after the TRACES certificate reference number.

For print-outs of official entry documents, quick identification of any modifications made between the moment of printing and the moment of processing Part I may be important.

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate ▶ Privacy statement

▼ 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                      |                              |                                  |                             |      |
|-------------------------|---------------------------|----------|-----------------------|--|------------------------------|----------------------------------|-----------------------------|------|
| consignment presented   | I.1. Consignor            |          |                       | I.2. Certificate reference number            |                              | I.2.a. Local reference number:   |                             |      |
|                         | Name ABATTOIR SEDAL       |          |                       | INTRA.FR.2009.0049593 - <b>V1</b>            |                              | test-Version                     |                             |      |
|                         | Address AV. MENDES FRANCE |          |                       |  |                              |                                  |                             |      |
|                         | Country 02000 Laon        |          |                       | I.3. Central Competent Authority             |                              |                                  |                             |      |
|                         | France (FR)               |          |                       | FR00000 Dgal-Bicma, C                        |                              |                                  |                             |      |
|                         |                           |          |                       | I.4. Local Competent Authority               |                              |                                  |                             |      |
|                         |                           |          |                       | FR00200 Aisme                                |                              |                                  |                             |      |
|                         | I.5. Consignee            |          |                       | I.6. No.(s) of related original certificates |                              | No.(s) of accompanying documents |                             |      |
| Name 'S JONCERS DIRK    |                           |          |                       |  |                              |                                  |                             |      |
| Address GROENENHOEK 56  |                           |          |                       |  |                              |                                  |                             |      |
| Country 2630 Aartselaar |                           |          | I.7. Dealer           |  |                              |                                  |                             |      |
| Belgium (BE)            |                           |          | Name Approval number  |  |                              |                                  |                             |      |
| I.8. Country of origin  |                           | ISO code | I.9. Region of origin | Code   | I.10. Country of destination | ISO code                         | I.11. Region of destination | Code |
| France                  |                           | FR       |                       |  | Belgium                      |                                  | BE                          |      |

### III.6. DELETE AN OFFICIAL ENTRY DOCUMENT

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. <sup>86</sup>

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 <sup>87</sup> in one of the 'Veterinary Documents' submenus:
  - '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 path is '/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:

- 2. CVED Reference Number:** CVEDA, - V3. Local reference number: [input field]
- Border Inspection Post:** BIP: Brest. TRACES Unit Number: FRBES1. [Select]
- 4. Person responsible for the consignment:** Date of Declaration: 17/10/2012. Name of signatory: FR TRANSITAIR. Name: [input field]. Address: [input field]. Postal Code / Region: [input field]. Country: FR France. [input field] N°: [input field]. [Assign] [Clear] [select]
- 10. Veterinary documents:** Veterinary Document Number: [input field]. Date of Issue (dd/mm/yyyy): 17/10/2012. Accompanying Document Number: [input field]

At the bottom of the form, there are navigation buttons: [Cancel and Return to Menu] [Submit for Certification] [Delete] [Print].

<sup>86</sup> More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

<sup>87</sup> 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.7. 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](#)

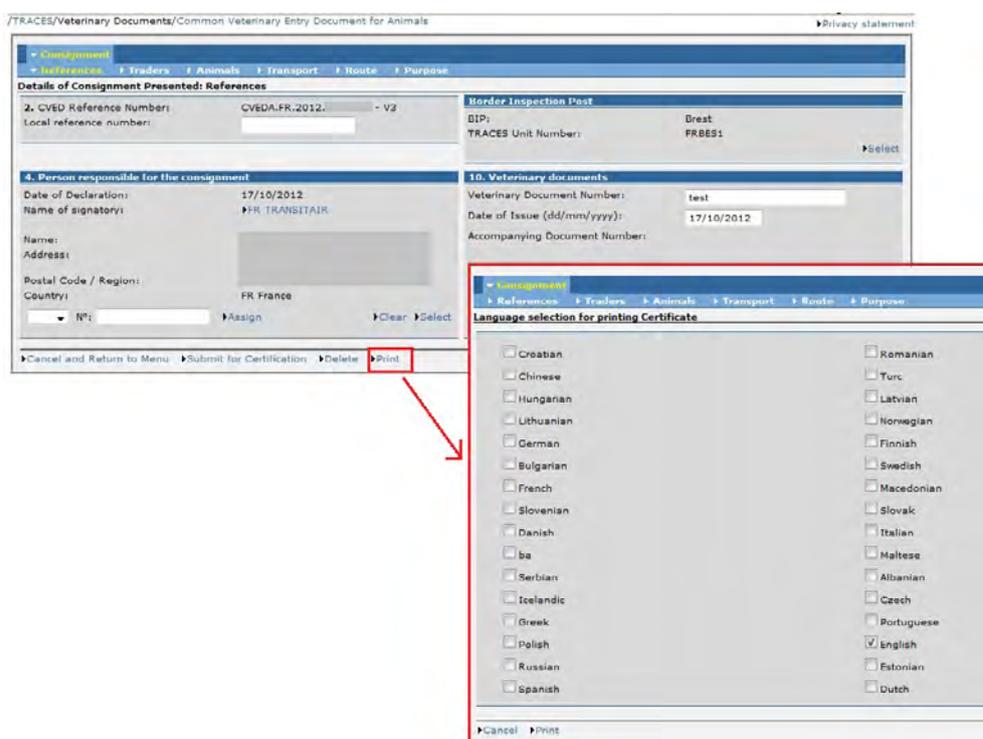
The language to select in order to print out your official document must be one of the languages used in the country of destination, and any transit countries.

#### III.7.1. 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' submenus:
  - 'Common Entry Document (CED)'
  - 'CVED for Animals'
  - 'CVED for Animal 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. <sup>88</sup>



88 The current TRACES working language is selected by default. You may tick or untick any language boxes you need.

The image shows a complex form titled 'The Common Veterinary Entry Document (CVED)'. It contains various fields for administrative and technical data, including sections for 'General information', 'Product information', and 'Administrative information'. A large, semi-transparent red watermark with the word 'TRAINING' is oriented diagonally across the entire form.

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'.<sup>89</sup>

In the TRACES test environments, all official entry documents have the same 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.

<sup>89</sup> More information on the certification workflow, can be found under heading 'II.1.1. Certification workflow'.

### III.7.2. 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' submenu.

- There is one model for CED: 'Common Entry Document (CED)'
- There are two models for CVED: 'CVEDs for Animals' and 'CVEDs for Animal Products'
- There are two <sup>90</sup> models for DECLAR: 'Declaration Document'
- There is one model for CHED-PP: 'CHED-PP'

In order to print a blank official entry document model:

1. Click the 'Empty Certificate' submenu, under the 'Veterinary documents' menu.
2. Select the desired language from the appropriate drop-down list <sup>91</sup>.
3. Select the desired blank official entry document model:
  - 'Common Entry Document (CED)'
  - 'CVED for Animals'
  - 'CVED for Animal Products'
  - 'Declaration Document' <sup>92</sup>
  - 'CHED-PP'
2. Click the 'Print' button under the blank official entry document

The blank official entry document model will be displayed in the chosen language, <sup>93</sup> in PDF format, in another webpage.

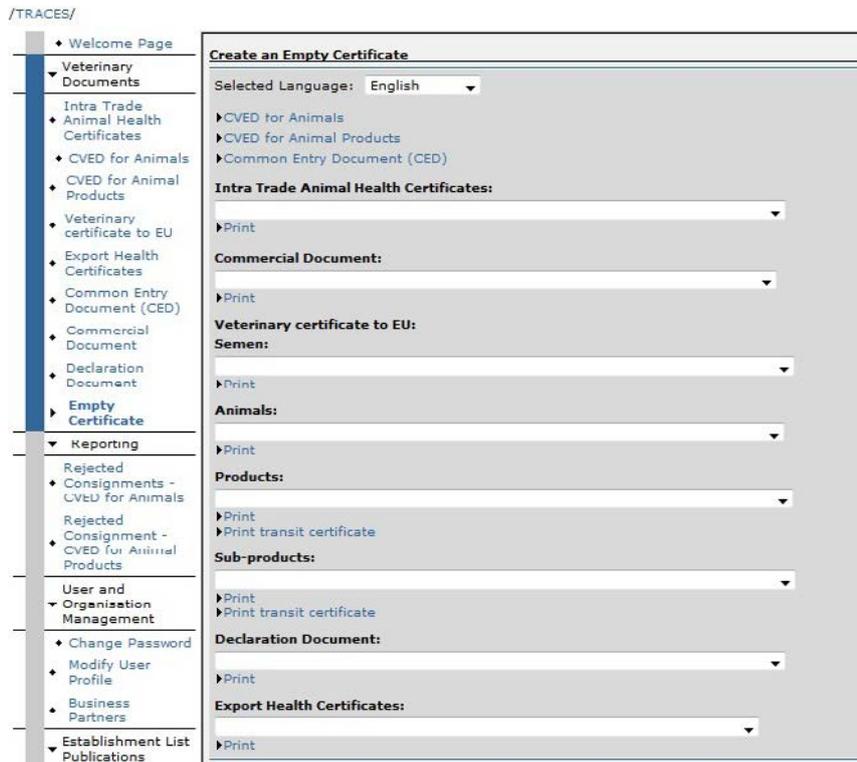
---

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

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

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

93 Repeat these steps for any other languages.



### III.8. 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 notification messages can be sorted by category:

- 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:

First name:

Last name:

Notification language:

Notification type:

Phone:

Fax:

Additional Information:

**Organisation, Company**

Name:

Aggregation Code:

Address:

Postal Code / Region:

Country:

**Receiving notification mail**

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Notification related to CED cancelled                              | <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 CVEDA cancelled                            | <input checked="" type="checkbox"/> Notification related to CVEDA decision in progress                       |
| <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 decision in progress                 | <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 (specific warehouse procedur... |
| <input checked="" type="checkbox"/> Notification related to CVEDP validation (transit / transshipment) | <input checked="" type="checkbox"/> Notification related to Cloned DOCOM certificate                         |
| <input checked="" type="checkbox"/> Notification related to DECLAR. certificate cancelled              | <input checked="" type="checkbox"/> Notification related to DECLAR. validation                               |
| <input checked="" type="checkbox"/> Notification related to DOCOM cancelled                            | <input checked="" type="checkbox"/> Notification related to DOCOM creation                                   |
| <input checked="" type="checkbox"/> Notification related to DOCOM validation                           | <input checked="" type="checkbox"/> Notification related to EXPORT Validation                                |
| <input checked="" type="checkbox"/> Notification related to EXPORT cancelled                           | <input checked="" type="checkbox"/> Notification related to EXPORT rejection                                 |
| <input checked="" type="checkbox"/> Notification related to Intratrade cancelled                       | <input checked="" type="checkbox"/> Notification related to Intratrade certificate rejection                 |
| <input checked="" type="checkbox"/> Notification related to Intratrade validation                      |  |

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 an official entry document created in TRACES is rejected, the 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' submenu, 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.8.1. 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    |                 | 200 000          |
| 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.8.2. 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.



## IV. OTHER TRACES MENUS

### IV.1. 'REPORTING'

This menu allows consultation of CVEDA and CVEDP<sup>94</sup> consignments rejected at the EU border.<sup>95</sup>  
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/EEA TRACES users linked to BIPs have access to all rejected EU/EFTA/EEA CVEDs.

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

The screenshot shows the TRACES web application interface for reporting rejected consignments. The browser address bar displays "/TRACES/Reporting/Rejected Consignment" and a "Privacy statement" link. The left sidebar contains a navigation menu with the following items: Welcome Page, TRACES Data Warehouse, Veterinary Documents, Intra Trade, Animal Health Certificates, CVED for Animals, CVED for Animal Products, Veterinary certificate to EU, Empty Certificate, Reporting (highlighted in red), Rejected Consignments - CVED for Animals (highlighted in red), Rejected Consignment - CVED for Animal Products, User and Organisation Management, and User Management. The main content area is titled "Reporting - Rejected - CVED Animals" and features a "Search Criteria" section with the following fields: Person responsible for load (with Assign, Clear, and Select buttons), Place of Destination (with Assign, Clear, and Select buttons), Commodity Code (CN Code) (with Clear and Select buttons), Arrival date at the BIP (Between [ ] and [ ]), BIP (with Clear and Select buttons), Country Of Origin (with a dropdown menu and Clear/Search buttons), Authority of destination code, Authority of origin code, Authority, and Country of Destination (with a dropdown menu). Below the search criteria is a "Search Result" table with the following columns: Certificate Reference Number, Commodity Code, Arrival date at the BIP, Person responsible for load, Country of Origin, Place of Destination, and BIP.

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

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

95 No time limit applies.

## IV.2. 'USER AND ORGANISATION MANAGEMENT'

### IV.2.1. CHANGE PASSWORD / SECURITY QUESTION AND ANSWER <sup>96</sup>

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

The screenshot shows the 'Change Password' page in the TRACES system. The left-hand navigation menu is expanded to show 'User and Organisation Management', with 'Change Password' highlighted. The main content area contains two sections. The first section, titled 'Change Password', has three input fields for 'Password:', 'New password:', and 'Confirm new password:', followed by a 'Modify' button. The second section, titled 'Security question:', has a dropdown menu with the text 'What brand was your first car or bike?' and a 'Security answer:' input field, followed by another 'Modify' button.

### IV.2.2. MODIFY USER PROFILE <sup>97</sup>

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

- Selection/deselection of the categories of automated TRACES e-mail notifications you wish to receive.<sup>98</sup>
- Verification of the organisation 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 competent authority, which will make a formal request to the TRACES Team.

<sup>96</sup> More information can be found in the 'Organisation, user and authority management' user manual.

<sup>97</sup> More information can be found in the 'Organisation, user and authority management' user manual.

<sup>98</sup> More information can be found under heading 'III.8. Automated TRACES e-mail notifications'.

**Modify User Profile**

| User Information   | Organisation, Company                      |
|--|--|
| e-Mail: <input type="text"/>                               | Name: <input type="text"/>                 |
| First name: <input type="text"/>                           | Aggregation Code: <input type="text"/>     |
| Last name: <input type="text"/>                            | Address: <input type="text"/>              |
| Notification language: <input type="text" value="French"/> | Postal Code / Region: <input type="text"/> |
| Notification type: <input type="text" value="HTML"/>       | Country: <input type="text"/>              |
| Phone: <input type="text"/>                                |  |
| Fax: <input type="text"/>                                  |  |
| Additional Information: <input type="text"/>               |  |

**Receiving notification mail**

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Notification related to CVEDA cancelled                           | <input checked="" type="checkbox"/> Notification related to CVEDA decision in progress                       |
| <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 decision in progress                | <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 (specific warehouse procedur... |
| <input checked="" type="checkbox"/> Notification related to CVEDP validation (transit / transhipment) | <input checked="" type="checkbox"/> Notification related to EXPORT Validation                                |
| <input checked="" type="checkbox"/> Notification related to EXPORT cancelled                          | <input checked="" type="checkbox"/> Notification related to EXPORT rejection                                 |
| <input checked="" type="checkbox"/> Notification related to Intratrade cancelled                      | <input checked="" type="checkbox"/> Notification related to Intratrade certificate rejection                 |
| <input checked="" type="checkbox"/> Notification related to Intratrade validation                     |  |

▶Select all   ▶Deselect all

▶Save   ▶Cancel

### IV.2.3. BUSINESS PARTNERS

/TRACES/User and Organisation Management/Personal Business Partner Directory ▶Privacy statement

- ▶ Welcome Page
- ▶ TRACES Data Warehouse
- ▶ Veterinary Documents
- ▶ Reporting
- User and Organisation Management
- ▶ Change Password
- ▶ Modify User Profile
- 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 |
|--|------------------|---------|----------------------|------|---------|
| ▶Load business partners from CVED certificates |                  |         |                      |      |         |

For the B2B communication, you can download a favorite business partners' 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.

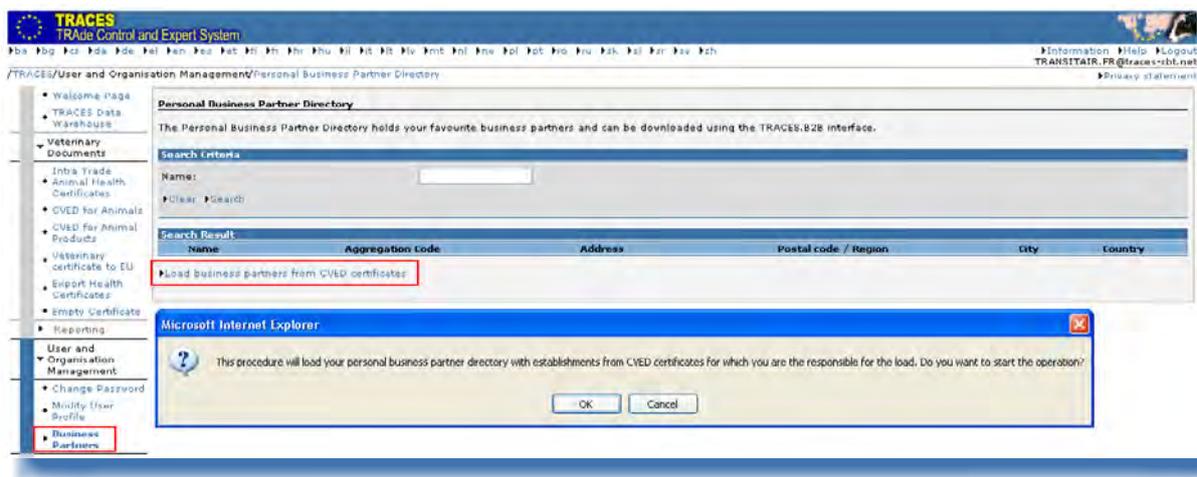
To do this, go to the 'Business Partners' submenu under the 'User and Organisation Management...' menu. <sup>99</sup>

Clicking the 'Load business partners from CVED certificates' button <sup>100</sup> generates a list of business partners from the organisations indicated in the boxes 'Consignor/Exporter', 'Consignee', 'Importer' and 'Delivery address' in CVEDAs and CVEDPs, if you are designated as the 'Person responsible for load/Person

<sup>99</sup> TRACES BIP competent authority users also have access to this menu.

<sup>100</sup> For both CVEDA and CVEDP.

responsible for the consignment' (box 4).



### IV.3. 'ESTABLISHMENT LIST PUBLICATIONS'

More information to the presentation and management of approved establishment listings (LMS) can be found in the 'Organisation, user, Authority management' user manual, also available with the [TRACES Toolkit](#) <sup>101</sup>.

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

## IV.4. HELP TO DECISION MANAGEMENT

### IV.4.1. 'RE-ENFORCED CHECK' PROGRAMME

The 'Re-enforced Check' programme submenu available to TRACES economic operators and competent authority users linked to the EU BIP/DPE/DPI, complies with Article 24 of Council Directive 97/78/EC.

Read-only details <sup>102</sup> of all Re-enforced Check programmes are available from the 'Help To Decision Management' menu and 'Re-enforced Check' submenu.

/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:

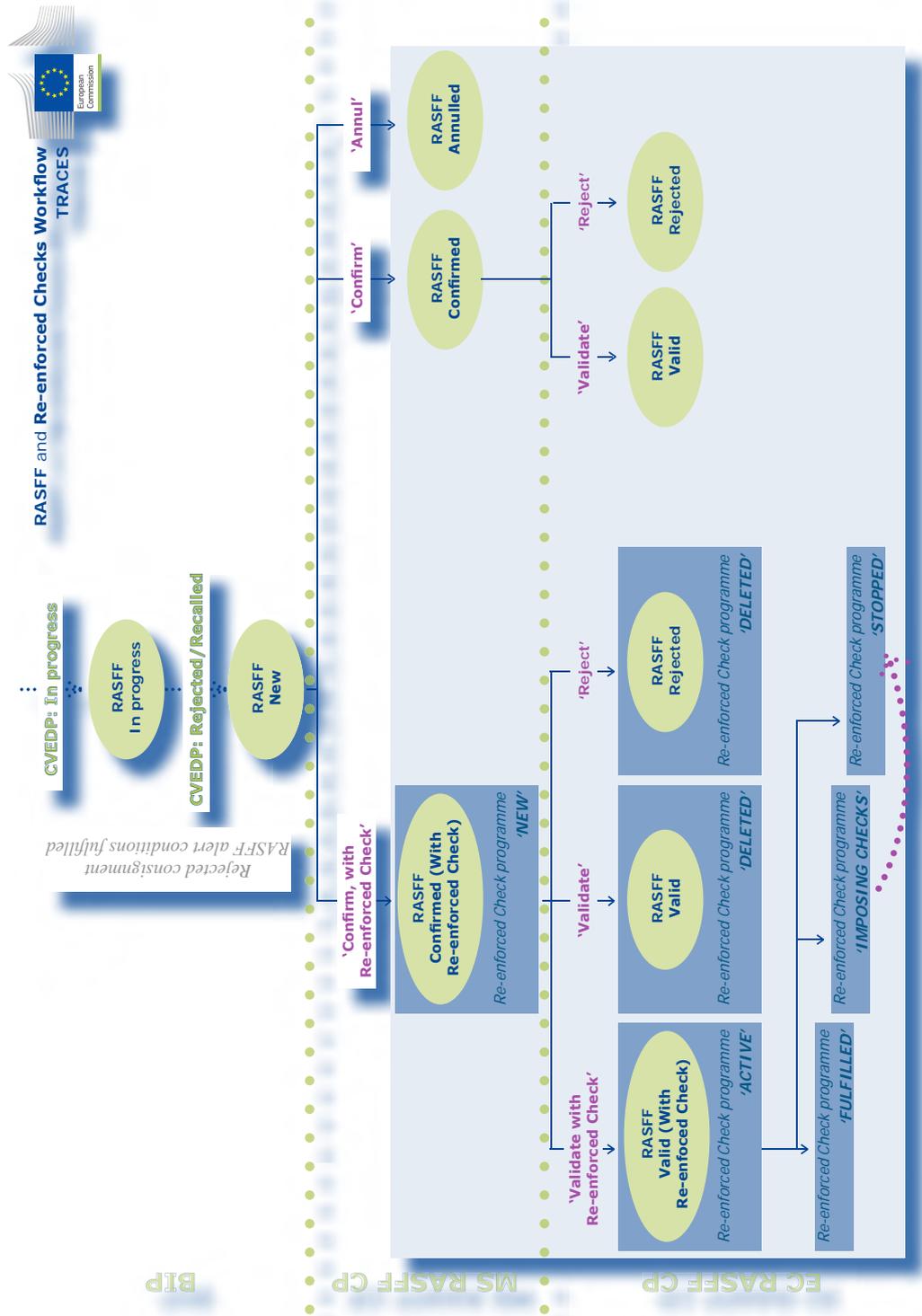
▶ Clear ▶ Search

**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 |

<sup>102</sup> To safeguard data privacy, only the country, commodity code and laboratory test details are displayed.

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



## IV.5. '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.

This site is a part of About EUR-Lex | Site map | FAQ | Help | Contact | Useful links | Legal notice

# EUR-Lex

 Access to European Union law

EUROPA > EUR-Lex Home

### 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

## News

- ▶ **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 hatching water classification and any hatching prohibition or advice against hatching ▶ **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**

Last updated: 01/06/2011

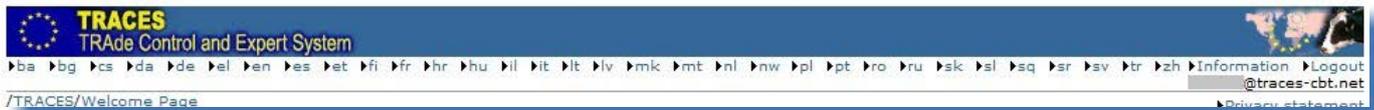
Free registration

Other sites managed by the Publications Office

N-Lex  
A common gateway to national law

## IV.6. 'INFORMATION'

The 'Information' button in the top right of the TRACES window will redirect you to the [TRACES Toolkit](#),<sup>103</sup> on the CIRCABC<sup>104</sup> Information website.



The [TRACES Toolkit](#)<sup>105</sup> 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.



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

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

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

## V. FAQ

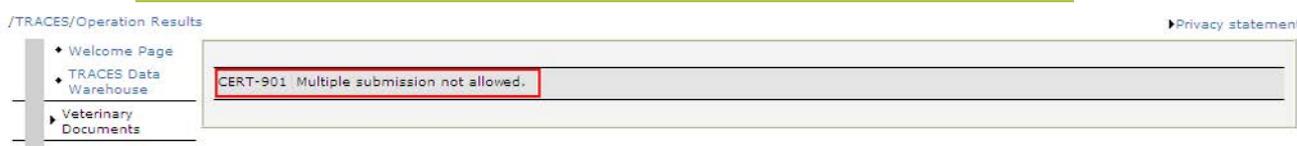
### V.1. YOU CANNOT SUBMIT AN NEW OFFICIAL ENTRY DOCUMENT

If you do not see a 'New' button in one of the 'Veterinary Documents' submenus when you want to submit a new official entry document, it might be that your TRACES profile is not linked to the correct competent authority at the EU BIP/DPE/DPI, but to a local competent authority (LVU).

As each TRACES profile is assigned specific access rights, this may explain why some functions are inaccessible to you.

Please double-check with your competent authority as to which competent authority you are actually linked to in TRACES.

### V.2. ALERT MESSAGE: 'MULTIPLE SUBMISSION NOT ALLOWED'

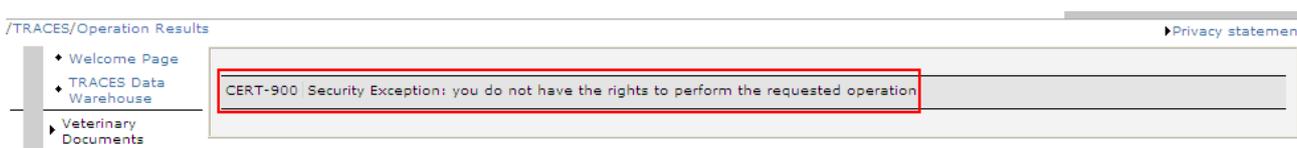


The alert message '*Multiple submissions not allowed*' may appear when you are trying to validate, submit, delete, etc. data (official entry document, organisation, user account, etc.) in TRACES and you use the 'back' and 'forward' buttons, which in fact belong to the internet browser (MS Internet Explorer, 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.3. 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 economic operator or competent authority colleagues has in the mean time 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,<sup>106</sup> by entering the official entry document reference number in the URL bar of your internet browser.

More information can be found under heading 'III.1.3. Workarounds and limitations'.

#### V.4. 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 economic operator or competent authority colleagues has in the mean time already deleted the official entry document.

#### V.5. ALERT MESSAGE: 'GEN 002...' (UNEXPECTED FAILURE ALERT)

We invite you to fill in the TRACES problem statement report available with the [TRACES Toolkit](#)<sup>107</sup>.

Please send it to the TRACES Team at [sanco-traces@ec.europa.eu](mailto:sanco-traces@ec.europa.eu), adding your competent authority in CC (*Carbon Copy*) to your message.<sup>108</sup>

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

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

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

## VI. FURTHER INFORMATION AND CONTACT DETAILS

We strongly recommend that you, as a TRACES economic operator, contact your competent authority 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](#)'<sup>109</sup> and 'Problem Reporting'<sup>110</sup>  
[TRACES presentations](#)<sup>111</sup>

E-mail: [sanco-traces@ec.europa.eu](mailto:sanco-traces@ec.europa.eu)<sup>112</sup>

Tel.: +32 2 297 63 50

Fax: +32 2 299 43 14

The [LMS website](#),<sup>113</sup> for questions concerning the official listing of establishments.

The [RASFF website](#),<sup>114</sup> for questions concerning the 'Rapid Alert System on Food and Feed'.

The [online customs tariff database \(TARIC\)](#),<sup>115</sup> for questions concerning the Combined Nomenclature code used by BIPs.

The [BTSF website](#),<sup>116</sup> for questions concerning 'Better Training for Safer Food'.

The [EUROPHYT website](#),<sup>117</sup> for questions concerning 'Plants and Plant Products'.

The [EXPORT Helpdesk](#),<sup>118</sup> for questions concerning requirements and taxes for internal market access, import tariffs and customs duties.

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

110 Problem Statement Report: under construction.

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

112 Please include your competent authority in CC with your message when contacting the TRACES team.

113 LMS website: [http://ec.europa.eu/food/food/biosafety/establishments/third\\_country/index\\_en.htm](http://ec.europa.eu/food/food/biosafety/establishments/third_country/index_en.htm)

114 RASFF website: [http://ec.europa.eu/food/food/rapidalert/index\\_en.htm](http://ec.europa.eu/food/food/rapidalert/index_en.htm)

115 TARIC: [http://ec.europa.eu/taxation\\_customs/customs/customs\\_duties/tariff\\_aspects/customs\\_tariff/index\\_en.htm](http://ec.europa.eu/taxation_customs/customs/customs_duties/tariff_aspects/customs_tariff/index_en.htm)

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

117 EUROPHYT website: [http://ec.europa.eu/food/plant/europhyt/index\\_en.htm](http://ec.europa.eu/food/plant/europhyt/index_en.htm)

118 EXPORT Helpdesk: [http://exporthelp.europa.eu/thdapp/index\\_en.html](http://exporthelp.europa.eu/thdapp/index_en.html)

## **T**RAde 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**

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

E-mail: [sanco-traces@ec.europa.eu](mailto: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:

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

*Updated: 18 Mar 2013*

