

Information about TRACES

Dear clients,
Dear Exporter, dear Importer

We would like to inform you about the procedure of Kiwa BCS concerning TRACES. From 19th October 2017, a new electronic certificate of inspection application process will be mandatory and Kiwa BCS will issue all COI **exclusively** with TRACES. From that date on, all Certificates of Inspection (COI) for imports into the European Union will be issued only after being completed electronically. Thus, we have some changes in our process which are important to know and to apply.

What is TRACES?

TRACES is the European Commission's multilingual online management tool for all sanitary requirements on intra-EU trade and importation of animals, semen and food, feed and plants. Please study carefully the following information. This document provides a **quick overview of TRACES**.

In short: TRACES is an efficient tool to ensure

- Traceability (monitoring movements, both within the EU and from non-EU countries)
- Information exchange (enabling trade partners and competent authorities to easily obtain information on the movements of their consignments, and speeding up administrative procedures)
- Risk management (reacting rapidly to health threats by tracing the movements of consignments and facilitating the risk management of rejected consignments).

Important notice

Importers AND/OR Exporters can apply for a Certificate of Inspection (COI) on the TRACES platform. Please be aware, that for one COI only one application by either importer or exporter can be logged on the Traces system.

A. Access to TRACES for Importers

Before using TRACES, Importers and first consignee **must** register themselves on TRACES. To do so, please use this link: <https://webgate.ec.europa.eu/tracesnt/login>

Please register your company **before 19th October 2017**. Consider that it might take some time before your account is validated by the database. Once validation is completed by TRACES, you will have access to TRACES and can apply for Certificates of Inspection (COI). Kiwa BCS, as a control body, can validate its clients (exporters, producers and importers) through TRACES.

In order to get your COI quickly it is important that;

- you upload all required documents (B/L, invoice, etc.) for the COI application in TRACES as defined in the “*Application form Importer for a Certificate of Inspection (COI)*”. The upload of the documents can be done while applying for the COI.
- if you are currently not a customer of Kiwa BCS please fill out the form “*Application form Importer for a Certificate of Inspection (COI)*” and send it to the following email address: TC.In@bcs-oeko.de

You can find further information and all necessary forms on our website (<https://www.kiwabcs.com/Aktuelles/Traces/>).

Please send all questions and applications by email to: TC.In@bcs-oeko.de

Only after reception of the duly filled and signed form as well as all required documents, Kiwa BCS will start the validation procedure in order to issue the COI and send the original paper certificate to the required address

B. Access to TRACES for Exporters

Before using TRACES, exporters **must** be registered on TRACES. Kiwa BCS is registering all its certified Exporters and Producers in TRACES. In case you do not find yourself, if you need your registration please contact us.

In order to access TRACES, you must have your own login and be validated for the role you have. To get this, please use this link: <https://webgate.ec.europa.eu/tracesnt/login>.

https://webgate.ec.europa.eu/tracesnt/help/general/content/b_getting%20started/getting-started.htm

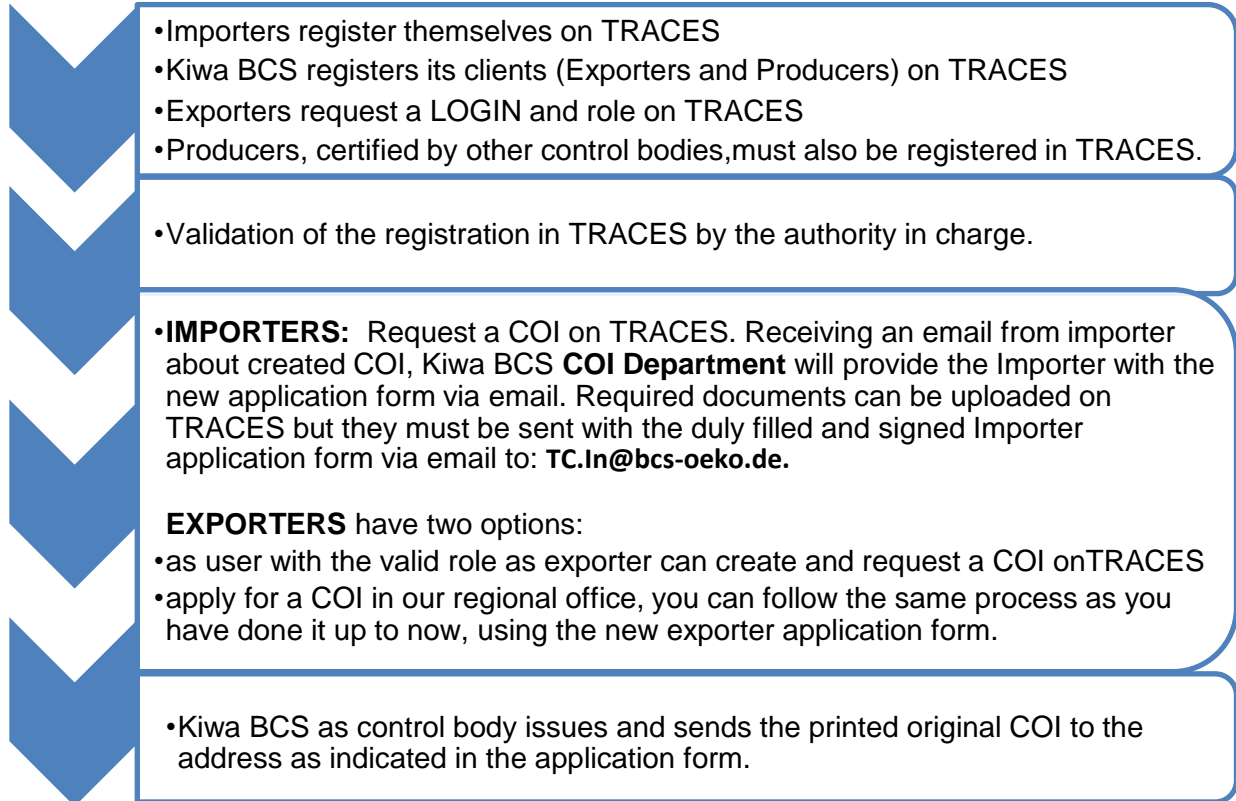
A registered user with a validated role as exporter (based in a third country) can from now on start a new COI in Traces. After completing the mandatory fields, the exporter user is able to save the COI as a DRAFT. A draft COI reference is attributed and the possibility to download the PDF version of the document becomes available. After completing, the exporter user can submit the COI to their control body – the control body is then automatically notified that a new COI is waiting for their intervention.

Please be aware, that your importer and first consignee must also be registered in TRACES and inform them accordingly. It is also necessary that producers who are certified by other control bodies must be registered in TRACES too. If one actor is missing in the registration in TRACES, Kiwa BCS cannot proceed to issue a COI.

Alternatively exporters can still apply for the COI with all required documents to their local Kiwa BCS office just as you have done up to now. When Kiwa BCS must create the COIs in TRACES, it will add max. 2 days to the process. Please make sure that the application and the documents are sent on time and that the information in the application is complete. Otherwise Kiwa BCS cannot issue the COI.

You can find further information and all necessary application forms on our website (<https://www.kiwabcs.com/Aktuelles/Traces/>).

C. Procedure for issuing a Certificate Of Inspection (COI) on TRACES



Invoicing We will invoice the party which applies for the COI. If you have any questions, please contact our TC office (TC.In@bcs-oeko.de) or your local Kiwa BCS office.

Attention In order to issue the COI, we need the exact address and name of customs clearance in the EU (field number 9 in the application and COI)

Reminder Applications can only be made if all relevant information is fully given and the proof of documents is added accordingly. Kiwa BCS Öko-Garantie GmbH reserves the right to request additional documents such as pesticide analysis reports, etc.

Speed At the beginning the new procedure on TRACES will unfortunately be slower. Please send your COI applications as soon and as complete as possible in order to avoid any unnecessary waiting time.

Thank you

Your COI Team in Kiwa BCS