

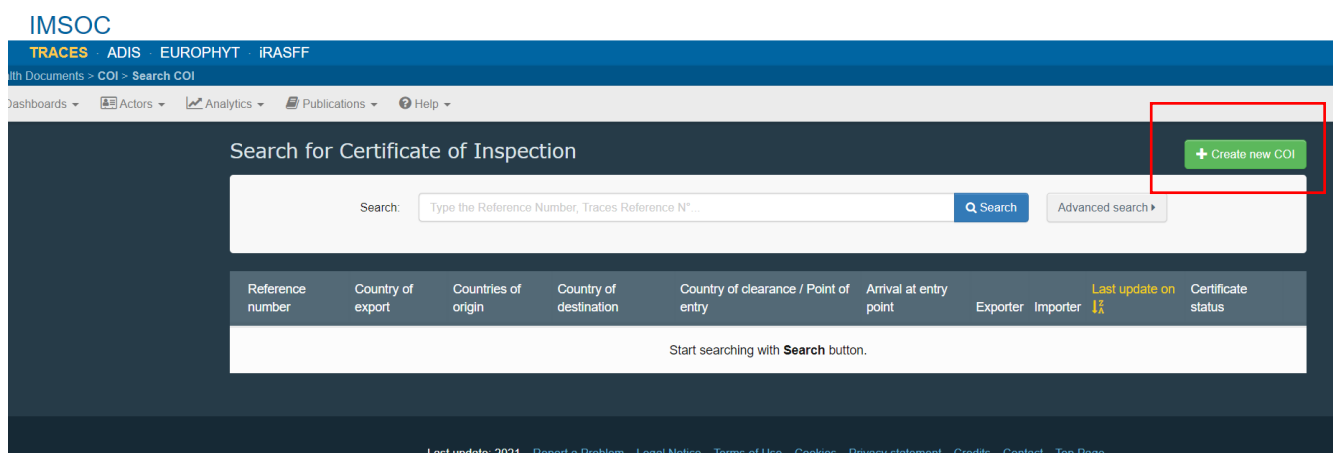
How to create a COI in TRACES IMSOC guidance document

1.0 Creating the COI

Login to your TRACES account using your EU login. Click [HERE](#) to set that up if you haven't already done so, ensuring you set up a second factor authentication, this is a mandatory step from June 2025. To set up your operator account or to link your user account to an existing operator account, please follow the guidance [Here](#). Once you are logged into TRACES NT as an Organic Exporter you can start creating a COI

In the upper-left menu, click documents and select COI from the list

Click on the '+create new COI' green button shown here:



IMSOC

TRACES · ADIS · EUROPHYT · IRASFF

Documents > COI > Search COI

Dashboards · Actors · Analytics · Publications · Help

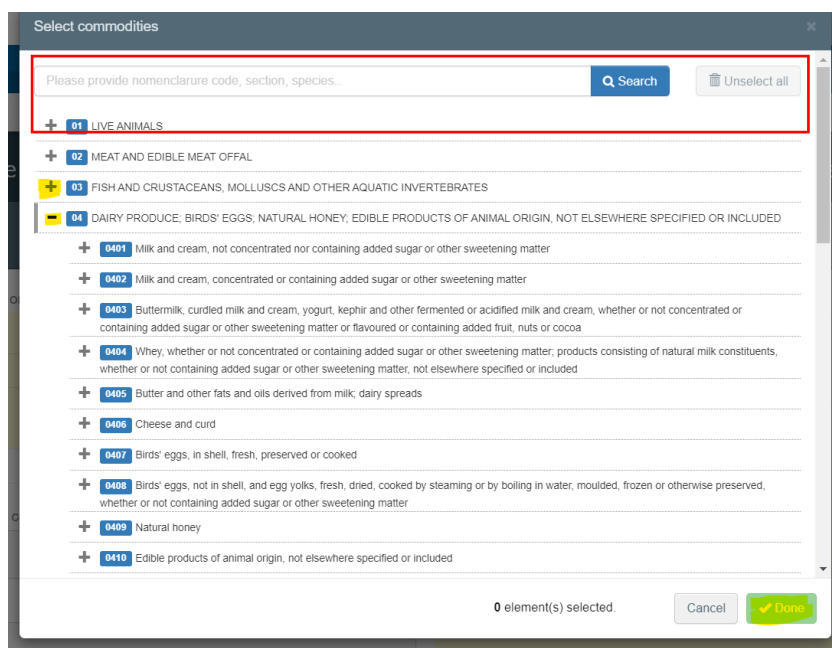
Search for Certificate of Inspection

Search: Type the Reference Number, Traces Reference N°...

Reference number	Country of export	Countries of origin	Country of destination	Country of clearance / Point of entry	Arrival at entry point	Exporter	Importer	Last update on	Certificate status
Start searching with Search button.									

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Select your commodity (CN) code, either by using the drop-down selections OR searching the number in the search bar at the top of this pop-up window:



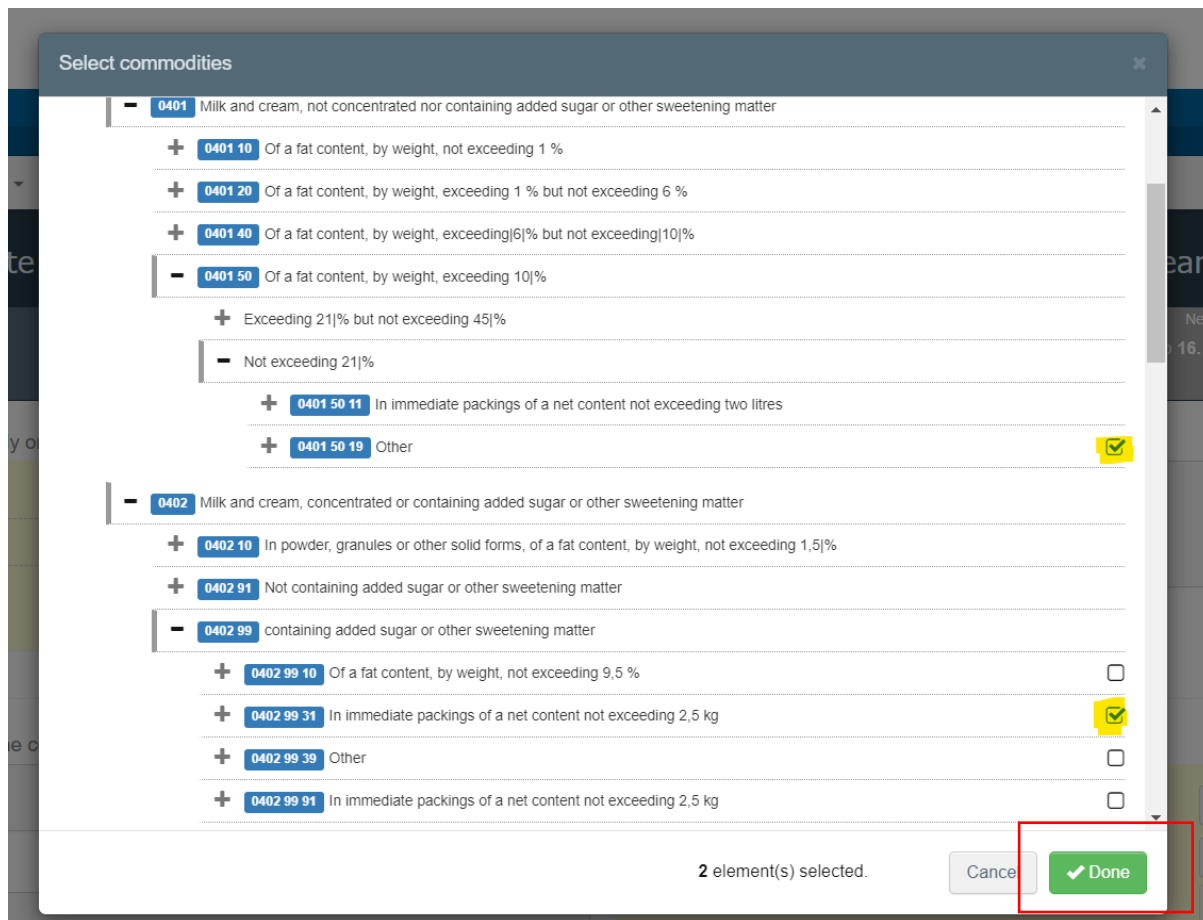
Select commodities

Please provide nomenclature code, section, species...

- + 01 LIVE ANIMALS
- + 02 MEAT AND EDIBLE MEAT OFFAL
- + 03 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
- + 04 DAIRY PRODUCE, BIRDS' EGGS, NATURAL HONEY, EDIBLE PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
 - + 0401 Milk and cream, not concentrated nor containing added sugar or other sweetening matter
 - + 0402 Milk and cream, concentrated or containing added sugar or other sweetening matter
 - + 0403 Buttermilk, curdled milk and cream, yogurt, kephir and other fermented or acidified milk and cream, whether or not concentrated or containing added sugar or other sweetening matter or flavoured or containing added fruit, nuts or cocoa
 - + 0404 Whey, whether or not concentrated or containing added sugar or other sweetening matter; products consisting of natural milk constituents, whether or not containing added sugar or other sweetening matter, not elsewhere specified or included
 - + 0405 Butter and other fats and oils derived from milk; dairy spreads
 - + 0406 Cheese and curd
 - + 0407 Birds' eggs, in shell, fresh, preserved or cooked
 - + 0408 Birds' eggs, not in shell, and egg yolks, fresh, dried, cooked by steaming or by boiling in water, moulded, frozen or otherwise preserved, whether or not containing added sugar or other sweetening matter
 - + 0409 Natural honey
 - + 0410 Edible products of animal origin, not elsewhere specified or included

0 element(s) selected.

Once you have found and selected your CN code scroll down the page and click done. You can select more than one at a time.



Select commodities

- **0401** Milk and cream, not concentrated nor containing added sugar or other sweetening matter
 - + **0401 10** Of a fat content, by weight, not exceeding 1 %
 - + **0401 20** Of a fat content, by weight, exceeding 1 % but not exceeding 6 %
 - + **0401 40** Of a fat content, by weight, exceeding 6 % but not exceeding 10 %
 - **0401 50** Of a fat content, by weight, exceeding 10 %
 - + Exceeding 21 % but not exceeding 45 %
 - Not exceeding 21 %
 - + **0401 50 11** In immediate packings of a net content not exceeding two litres
 - + **0401 50 19** Other ☒
- **0402** Milk and cream, concentrated or containing added sugar or other sweetening matter
 - + **0402 10** In powder, granules or other solid forms, of a fat content, by weight, not exceeding 1,5 %
 - + **0402 91** Not containing added sugar or other sweetening matter
 - **0402 99** containing added sugar or other sweetening matter
 - + **0402 99 10** Of a fat content, by weight, not exceeding 9,5 % ☐
 - + **0402 99 31** In immediate packings of a net content not exceeding 2,5 kg ☒
 - + **0402 99 39** Other ☐
 - + **0402 99 91** In immediate packings of a net content not exceeding 2,5 kg ☐

2 element(s) selected.

Cancel Done

*if you can't find your CN code - The system warns you in case you select a commodity that is outside your competences. You can check CN codes [here](#)

You will now see the blank COI template on your screen.

You are ready to start to create a new COI

2.0 Completing the COI

Firstly, you will need to select the certification body in box 1

Box 1: Choose Soil Association GB-ORG-05

1 Issuing control authority or control body *

Name	Soil Association Certification Ltd		Edit
Country	 United Kingdom	ISO Code	GB
Code	GB-ORG-05		Advanced
Address	Victoria Street 51 BS1 Bristol		Clear

*GB-ORG-05 are for goods either grown or processed in GB, covered by the scope of the TCA. A full guide on what can be covered can be found [here](#)

Box 2 Will automatically pre-populate to equivalency under a trade agreement in line with the EU 848/2018 regulations

2 Procedure pursuant to Regulation (EU) 2018/848 of the European Parliament and of the Council *

☐ Compliance (Article 46)
☐ Equivalent third country (Article 48)
☒ **Equivalence under a trade agreement (Article 47)**

Box 3 generates a unique COI number that is automatically assigned once the COI has been saved in draft form.

3 Certificate of inspection reference number

No Reference Number.

**Please note the import and export team can only view COI's that have been submitted, not a COI which is saved as a draft.*

Box 4: will automatically pull the information from box 5 in section 13 further down in the COI form

Box 5: Selecting the exporter, you will need to choose United Kingdom (GB), then type your company name into the search box to select your operator account. We have used a TEST Exporter 1 here to show you how the box should look when completed:

Please note that the exporter is defined in the regulations as:

The operator performing the last operation for the purposes of preparation as defined in Article 3, point (44), of Regulation (EU) 2018/848 on the products mentioned in box 13 and sealing the products in appropriate packaging or containers, pursuant to point 6 of Annex III to Regulation (EU) 2018/848

5 Exporter

Name ?

TEST Exporter 1

Valid

Edit

★

Country

United Kingdom

ISO Code

GB

Advanced...

Activity Type

Organic Exporter

Activity ID

1234

Clear

Address

Test Office address
BS1 Bristol

Other reference numbers - Complete this part if you have the information, but currently we do not need this to be able to endorse your COI

Other reference numbers

+ Add Reference

Identifier

Box 6 – This for operators who buy or sell products without storing or physically handling the product. This is not a mandatory field and can be left blank if not applicable.

6 Operator who buys or sells the product without storing or physically handling the product 

Name
30+

Country


United Kingdom



ISO Code

Activity Type
Activity ID

Address

Edit

★

Advanced...

Clear

+ Add

Box 7: will automatically pull the information from box 6 in section 13 further down in the COI form

Box 8 – Country of Origin

Please select **United Kingdom (GB)** from the drop-down menu. Our trade agreement with the EU only allows for organic products which have been produced or processed in GB to be exported to EU, EEA & NI.

Box 9-Country of export

Please select United Kingdom (GB) from the drop-down menu

Box 10 – “Border control post / point of release for free circulation”

Choose the country of clearance and then start to type in the *Name* box and a selection of BCP's (Border Control Posts) will come up. You must choose a BCP with Organic status (shown here are the options for Calais BCPS) this is mandatory since January 2022 due to Article 45(5) of Regulation (EU) 2018/848.

10 Border control post / point of release for free circulation (select in accordance with applicable EU rules) *

Border Control Post ▾

Name

Please provide name, address, city... 8

Edit

Country

FR Calais

BCP FRCQF1-PORT

Organic COI rw COI Extract rw

. 62100 Calais

12 Importer

Name

Country

FR Calais

BCP FRCQF1-BOULOGNE

Organic COI rw COI Extract rw

. 62100 Calais

FR Calais

BCP FRCQF1-TUNNEL

Organic COI rw COI Extract rw

. 62100 Calais

FR Calais bureau

BCP FR000740

Feed and Food of Non-Animal Origin Food

Organic CHED-D rw COI rw

COI Extract rw EU IMPORT r-

70 RUE MOITIFEN 62225 Calais Cedex

Edit

Advanced...

Clear

Box 12 - will be the importer of the goods and must be organically certified and reflected on your paperwork.

The EC regulations refer to Importer as [abridged] 'legal person established in the Union, who presents the consignment for release for free circulation in the Union'

12 Importer *

Name ?

TEST Importer N.I

Valid

Country

United Kingdom (Northern Ireland)

ISO Code

XI

Activity Type

Organic Importer

Activity ID

1201

Address

TEST address
BT41 County Londonderry

Edit

Advanced...

Clear

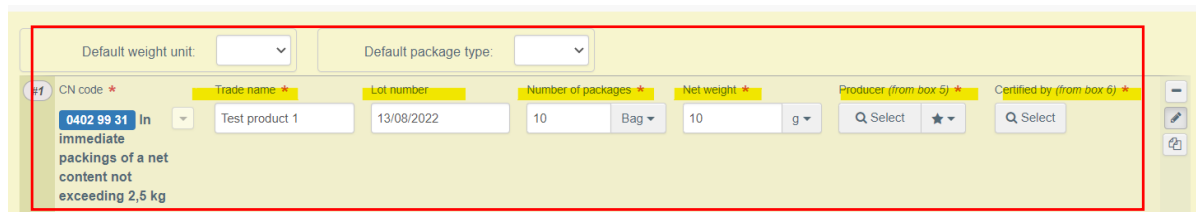
PLEASE NOTE – to ensure that the COI is endorsed without delay please do make sure that your supporting documents (Invoice, Packing List, Transport Documents etc) have your importer addresses on them and it matches that listed on TRACES. If

we cannot cross reference the addresses to your documents, then this could delay your endorsement and goods being released for export.

Section 13: Is the organic products you are going to be exporting. Please ensure that all the products are approved and listed on your Trading Schedule as we are unable to endorse a COI until the product has been approved.

Trade name, Lot number, number of packages and net weight must be completed.

* LOT numbers should provide full traceability for all products. We can only accept the best before date, use by date or batch number / code to be used as the Lot number and this must be showing on the packaging or labels of the physical product.



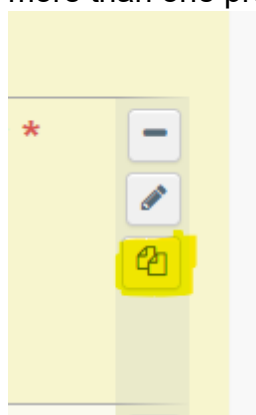
The screenshot shows a form with the following fields and values:

Default weight unit:	Default package type:	CN code *	Trade name *	Lot number	Number of packages *	Net weight *	Producer (from box 5) *	Certified by (from box 6) *
		0402 99 31 In	Test product 1	13/08/2022	10 Bag	10 g	Q Select	Q Select

Below the table, there is a note: "immediate packings of a net content not exceeding 2,5 kg".

Please make sure that we can cross reference all this information entered on your supporting documents. If something is missing, or is difficult to read, then the COI team will need to ask you for more information, and this could cause a delay in endorsing your COI.

TRACES now allows you to copy the commodity code into a new box if you have more than one product with the same commodity code.



Producer/ processor: this is the entity responsible for carrying out the final processing of the product or producing the product and must hold organic certification. You can search for the producer/ processor by name, once found you can select the 'star' on the left hand side, this will save the entity to your favourites, making it faster to select them for future products/ COIs.

Row 0: Select **Producer (from box 4).**

Country:  United Kingdom (GB)

test Q Search +

Name	Address	Section	Activity Type	Status	Activity Identifier
 TEST Exporter 1 Organic Operator Identifier: 826-0000013	Test Office address BS1 Bristol  United Kingdom	Organic Producer ORGANIC PRODUCER	Organic Processor	Valid	1234

Select

To access your 'stared favourites', click on the star in the 'producer' section, this will bring up a dropdown of your favourite list.

Producer (from box 4) *
 Certified by (from box 7) *

Select


Soil Association Certification Ltd
 GB-ORG-05
Equivalence under a trade agreement (Article 47)
 Victoria Street 51
 BS1 Bristol, United Kingdom

Certified by: Please only select Soil Association GB-ORG-05 for producer/processors we certify. For any operators who we don't certify please select their GB Control Body*.

**Please attach the Organic Certification Certificate of the producer if Soil Association don't certify them, in the supporting documents.*

Once you have completed the Producer section and entered the correct certifying Control Body then the boxes 4&7 will populate with this information:

4 Producer or processor of the product

Operator	Address	Activity	Certified by
TEST Exporter 1	Test Office address BS1 Bristol  United Kingdom	Organic Processor / 1234	Soil Association Certification Ltd GB-ORG-05 Victoria Street 51 BS1 Bristol, United Kingdom

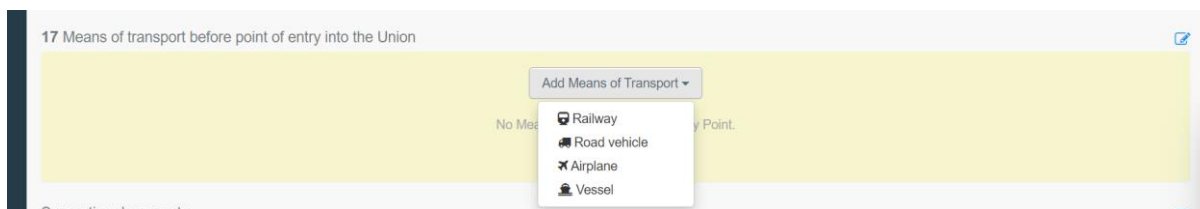
Box 14/15 – these are not mandatory but if you have this information please complete these boxes. They can also be updated after the COI has been endorsed, by emailing coi@soilassociation.org with the information when it is available.

Box 16 - Please make sure you complete the total organic gross weight – and that it is reflected in the supporting documents.



The screenshot shows two sections of the COI form. On the left, Box 14/15 is titled 'Container No / Seal No' and contains two input fields for 'Container number' and 'Seal number'. Below these fields is a format instruction: 'Format: ABC(U or J or Z)1234567 = 3 letters, then either U or J or Z, then 7 numbers'. On the right, Box 16 is titled 'Total gross weight' and contains a single input field with the value '250' and a unit dropdown menu set to 'kg'.

Box 17 – Means of Transport. If you have this information at the time of creating the COI please do enter it, however it can be added after we have endorsed the COI, please email us when the information is available to you, quoting the COI number in box 3. The border control post (BCP) will need this information and a copy of your CMR, where available, before the consignment arrives at the port in EU/NI.



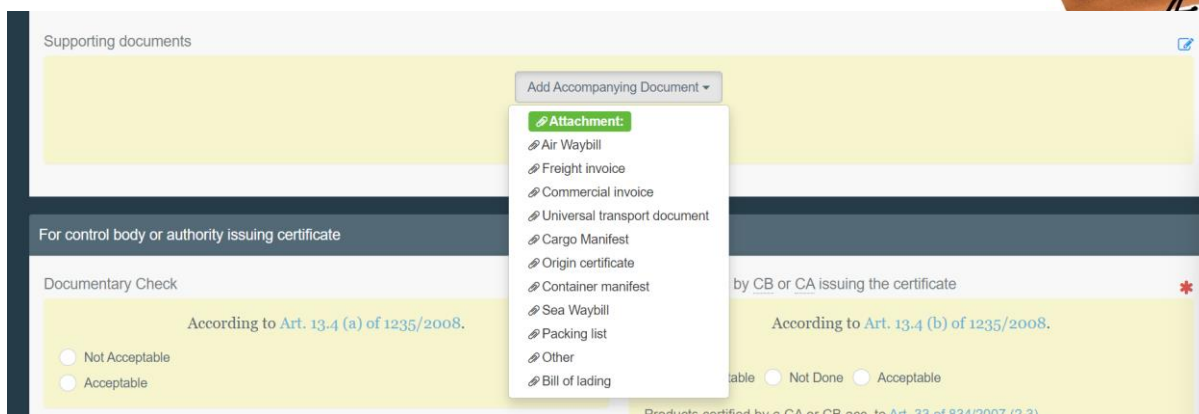
The screenshot shows Box 17, titled 'Means of transport before point of entry into the Union'. It features a large yellow area for text input. A dropdown menu is open, showing options: 'Railway', 'Road vehicle', 'Airplane', and 'Vessel'. The text 'Add Means of Transport' is visible above the dropdown.

Supporting Documents:

We require supporting documents to be uploaded to be able to check your COI and endorse it, these should show the details listed in boxes

- 5- Exporter's name and address
- 6- if applicable
- 12- Importer's company name and address
- 13- Product name, Lot number, net weight & quantity
- 16- gross weight of the consignment (not including pallet weight)
- 24- First consignee's name and address

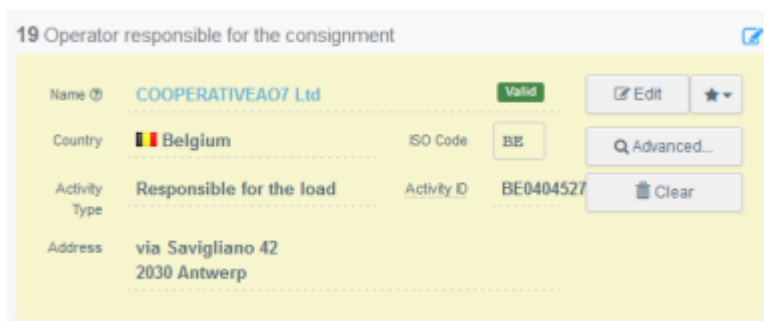
If you have any other supporting information, including your transport documents or further certificates for export (for example CHED, EHC) then please do upload them here.



Box 19 – Operator responsible for the consignment

Operator responsible for the consignment' is a natural or legal person established in the Union who presents the consignment at the border control post on behalf of the importer.

The name, address and the EORI number of the operator responsible for the consignment must be completed by yourselves or the importer indicated in box 12, if the operator responsible for the consignment is different from the importer. To complete this box begin typing the entity name into the *name search field*, it is possible to search for the operator using the advanced find option.



Box 20: Prior notification for ports is required this information is mandatory. Please ensure this field is completed, with **at least 24hrs notice** of your consignments arriving at the destination port. We cannot amend this field once we have signed the COI. This can be updated by the importer or the operator responsible for the consignment once the COI has been endorsed by us.

Failure to do so may result in your consignment not getting cleared resulting in loss of organic status or the return of goods to GB.

19 Operator responsible for the consignment

20 Prior notification

Name
Country
ISO Code
Edit
Advanced...
Clear

In your time zone:
+00:00 GMT

*Northern Irish BCP's must be notified at least 24 hours in advance – we will send you details of how to contact them once we have endorsed your COI

*RoI will also need pre boarding notification and details can be found [here](#)

PLEASE NOTE – if this date is the date of submitting the COI or a date prior to this then we will query this with you as we cannot retrospectively endorse COI

Box 21 – For transfer to

Note: This box is optional.

This box can be used in case the goods need to transfer to a control point for sanitary or phytosanitary and physical checks if a related CHED-D or CHED-PP being selected.

The importer or the operator responsible for the consignment must also tick the option in box 21 of the COI, to request transfer to the same control point as the one indicated in the CHED, for organic identity and physical checks.

21 For transfer to

☐ For Transfer

Box 22 – Details of the control point* –

**Only applicable if Box 21 is selected*

The importer or the operator responsible for the consignment must indicate the name of the control point in the Member State where the products are to be transferred for organic identity and physical checks so that these checks can be carried out by the competent authority.

Box 24: The first Consignee needs to be completed in order for the COI team to endorse your COI.

Please note that the EC regulations 848/2018 define the first consignee as:
"The 'first consignee' means a natural or legal person established in the Union and subject to the control system referred to in Regulation (EU) 2018/848 to whom the consignment is delivered by the importer after the release for free circulation and

who receives it for further preparation and/or marketing".

24 First consignee in the European Union 

Name  **TEST Importer N.I** Valid Edit ★

Country **United Kingdom (Northern Ireland)** ISO Code **XI** Advanced...

Activity Type **Organic Importer** Activity ID **1201** Clear

Address **TEST address BT41 County Londonderry** 🌐

TEST address BT41 County Londonderry

Customs document

☐ To be released in batches (base for extract)

If you are going to be releasing the goods in batches (base for export) you do NOT need to complete the First Consignee box, but you will need to check to be released in batches (base of extract) For more guidance on base of extract please see further guidance [here](#)

The first consignee of a COI that is marked as a Base for extract will automatically be indicated as consignee of the Extract COIs – but the information in the Extract COI can be updated – see further below in this guide.

You are now able to save your COI as a draft or submit your COI for approval

If you have any error messages the system will highlight to you which sections need completing or amending.

What Happens Next?

The Soil Association Certification import and export team are notified via TRACES that your certificate has been submitted for endorsing. It will be added to the queue of COI endorsements and one of the team members will start the endorsement process for you. We can only see your COI once it has been submitted, draft COIs are only visible to you.

Please do make sure you have pre-paid for COI credit. To pre-purchase COI credits and our terms and conditions click [here](#).

Once all our checks have been carried out and we have all the information we need then we can endorse your COI.

Please ensure you do not allow the goods to leave GB until your COI has the status *Issuing Body Declaration* signed.

Next Steps:

The E-seal has now been granted for all COI's endorsed on GB-ORG-05 and paper copies are not required going forward.

When you have the transport information please can you upload the CMR or equivalent documentation that shows your transport information into your supporting documents section of your COI before the goods go for clearance in the EU and email the COI@soilassociation.org with the relevant information, to update box 17. This is to ensure the border control post can locate your consignment when it arrives at the border. (please note that any request sent after 17:00 will be processed the following morning)

Please do contact us if you require further assistance in creating your Certificate of Inspection.

How to create Base of Extract- IMSCO TRACES

This is to be used when your consignment is being delivered into a bonded warehouse and split into two or more batches and sent on to more than one first consignee.

Once a COI has had the Base of Extract option selected in Box 24, the importer or responsible for the consignment needs to log in to TRACES NT and open the COI with status "Base for Extract". At the bottom of the page the user will see the button "Initiate Extract". Clicking on this will open the entry form of the extract COI.



The screenshot shows a web interface for a Certificate of Inspection (COI). At the top, the COI number is displayed as 'COI.BR.2021.0000286'. Below this, there are two main sections: '1 Issuing control authority or control body' and '2 Procedure pursuant to Regulation (EU) 2018/848 of the European Parliament and of the Council'. In the first section, the 'Name' field is filled with 'IBD Certificações Ltda.' and the 'Country' is set to 'Brazil'. In the second section, the 'Compliance (Article 46)' radio button is selected. At the bottom of the interface, there is a row of buttons: 'Close', 'Created by EO Three FR on 10/08/2021 09:59:38 +02:00 CEST', 'More', 'Preview PDF', and 'Initiate Extract'. The 'Initiate Extract' button is highlighted with a red rectangular box.

Completing the Extract COI follows the same principle as the main COI detail in the first section. Boxes in grey are automatically completed with information from the

Base for Extract. The yellow boxes need to be completed. As before, boxes with an asterisk are mandatory.

Box 11 Completing Description of products

Your importer will need to complete the packaging and the net weight information. The packaging can be selected freely. However, there is a check on the net weight. The total of consignments in all Extracts created from one Base for Extract cannot be more than 100 % of the consignment in the Base.

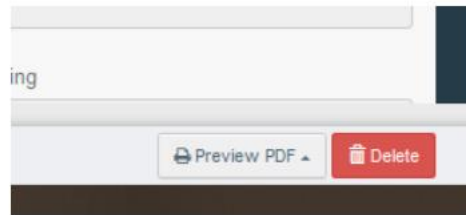
Note: When you point the mouse into the net weight box, an information bubble appears informing the user, how much of the original consignment is still available.



Updating an Extract COI

The importer or operator responsible for the consignment who submitted an Extract COI can update box 8 and any other boxes that have the modify option, providing the status is still submitted.

The users are also able to delete this extract as long as it is in the status "submitted". To delete an extract, click on the "delete" button in the right corner at the bottom of the Extract COI:



A window appears where the user needs to confirm the deletion:

