

# Step by Step guide for getting registered on TRACES NT Portal.

- 1. Firstly, create an EU login click here to set up
- 2. Then open Traces NT page here: <u>https://webgate.ec.europa.eu/tracesnt/login</u> and click on Log into Traces.

When you are first signing up for TRACES account please make sure you select **Operator** from the list below:

PORTANT: Do not request access from a new tab - this can result in duplicated acc	ess reque:
Operator	<b>N</b>
Economic operators such as particular businesses, stores, non-profit organisations	
Organic Control Body	
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235	
Authority	
Competent authority such Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,	~
Appointed Veterinary Offices	
Description	/
Other body	
Other bodies such as translators, country administrators, customs systems (at national level)	
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1. You will now need to request a new role either as an **Organic Producer/Organic Exporter** you can register for both if applicable.

If you are based in Northern Ireland you will need to register for an **Organic Importer** role– please select country as GB (Northern Ireland) and in section select Organic Importer, select organic importer as the activity type

Select an existing operator						Request author
Country	513	United Kingdom (GB)	~	0	*	
Section:	Orga	nic Exporter (ORGANIC EXPORTER)		~		
Activity Type	Orga	nic Exporter		~	]	
Search:	Type I	business name, approval number				Q Search

2. It will then ask you to search for your business name, but this won't appear just yet as you need to create **a new operator** which the COI team at Soil Association will validate.



3. Click the green button create a new operator in the righthand corner (see below)



4. It will take you to a page which looks like this (see screenshot below).



- 5. There you will fill in your:
  - Company name
  - All the address details.
  - You can now add more than one address to your TRACES account. Please add your head office and site address if you process the product as well.
  - You can select the company number as the **Operator Identifiers** or you EORI number if you prefer. Information on how to obtain an EORI number can be found here <a href="https://www.gov.uk/eori">https://www.gov.uk/eori</a>

Please note if you are registering as producer/exporter it must be a GB registered address.



6.	Once those fields are filled in it you can now select the chapter as organic and activity type
	Chapter or activity

Chapter	Organic	~	*		
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ty					
ctivity details					
Section	Organic Exporter (ORG	ANIC EXPORTER	२)	`	*
Activity	Organic Exporter			~	• •
Identifier					
Control Body / Control	Soil Association Certifi	GB-ORG-05	*	Q Advanced	
Authority					

7. If you are an exporter select **Organic Exporter**. If based in N.I please select

#### **Organic Importer**

If you are just the producer or preparer of the product chose **Organic producer/Organic processor.** 

- 8. Select Soil Association as the control body with the code (GB-ORG-05 for products made in GB).
- 9. It will ask you for an identifier and valid to and from dates which you can leave blank.
- 10. Once all the fields have been completed click on the **Create a new operator** blue button in the right-hand corner.





11. Lastly send the request for authorisation. Please ensure you enter your company email address in the email field used to register your EU login.



#### Requesting access to an existing TRACES NT account as a user

You will also need to get access as a user so you can log in and manage your TRACES account. To do this please follow the instructions below. They may look like the ones above but there are a few variations

Firstly open the Traces NT page here: <u>https://webgate.ec.europa.eu/tracesnt/login</u> and click on Log into Traces.

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	TRACES		
European Commission	TRAde Control and Expert System		
TRACES NT > Log In			
	TRACES Log In       Second Secon	Do not have an account? Sign up for Traces. Your request will be transmitted to Traces support. How to create an ECAS account	
	Last update: 2016 Sitemap ▲ Report a Problem Legal Notice Cookies European Commission - DG Health & Food TRACES NT 2.0.0-SNAPSHOT (20/04/2016 1		

1. On the login screen you can select a role in TRACES: Click on the <u>operator</u> function







2. Next choose your Country, Section and Activity Type from the drop-down list.

Select an existing operator					
Country	United Kingdom (GB)	~ @		•	
Section:	Organic Exporter (ORGANIC EXPORTER)	~			
Activity Type	Organic Exporter	~			
Search:	Type business name, approval number				Q Search

3. In the search box enter part of your organisation's name and click the **Search** button. The system displays the table below with all results matching your search criteria.

Country	Belgium (BE)	• *	
Section	Organic Importor (ORGANIC IMPORTER)	v	<b>A</b> .
Activity Type	Organic Importan	~	
Search.	ঙা		× Q Search
Name	Address	Advites	•
	Start sean	ning with Search button	

4. When you find your operator from the list on the left tick the box next to the operator's details and then click on the **Request Authorisation** button to submit the request.

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- 4. The systems displays a pop-up window allowing you to enter additional and *optional* data, such as:
  - Request message;



- Contact E-mail and
- Contact Phone number.
- 5. After entering the previously mentioned data, click **Send authorisation request**.

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6. A green message appears at the top of the **Edit Your Profile** page, showing that your request was successfully submitted! You will be notified when your request has been validated by the COI team.

		TRACES	entation   FAQ   What's New   FLEGT User Guide   Contact   Engl	lish (English)	John_DOE@youremail.com	n   Log Out
European Carrentission		TRAde Control and Expert System				
TRACES NT						
	Success:	Your authorisation request has been successfully submitted. You will receive a notification with the updated status as soon as	your request will be managed.		×	



#### Requesting a new role in TRACES

If you have two TRACES account. One for GB-ORG-05 and one for GB-BIO-142 you might need to request access to the additional account.

In TRACES this is called *request a new role* 

1. Log into your TRACES account: https://webgate.ec.europa.eu/tracesnt/login

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European Commission	TRAde Control and Expert System			
TRACES NT > Log In				
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	button below and follow instructions.  Log into Traces  If you cannot remember your password, you can Reset your password on ECAS.	y on are	Sign up for Traces. Your request will be transmitted to Traces support. How to create an ECAS account	
	Last update: 2016 Sitemap A Report a Problem Legal Notice Cookies European Commission - DG Health & Food TRACES NT 2 0.0-SNAPSHOT (20/04/2016 14 processed by TRACES-NT_ACCms11.	Privacy statement Contact Top Safety, 4:29:14) -	) Page	

2. Click on your profile icon at the top and select edit profile:

European Commission	TRACES · ADIS · EUROPHYT · IRASFF		Garance Wood-Moulin gwood-moulin@soilassociation.org	Les Log OL
IMSOC > Index	🍘 Dashboards → 🔎 Actors → 🖉 Analytics → 🖉 Publications →	Ø Help →	English (English)	~
			C Edit your profile	-

3. Click the green request new role icon

Edit Your Profile		Request new role - 🖨 Save Preferences					
General preferences				Personal Information			
Timezone	Europe/London - British Summer Time (+01:00)	~	BST	EU Login is the place where your personal information are			
	Local time: May 20, 2021 17:25:42 +01:00 BST.			can update it there. Your information usplayed here is wrong, you automatically in TRACES the next time you log in.			



### 4. Select either:

United Kingdom, Third Country Organic exporter/Organic processor from the section/activity drop down menu

Select an existing operator									
Country	-	United Kingdom (GB)	×	0					
Section:	Orga	inic Exporter (ORGANIC EXPORTER)		×					
Activity Type	Orga	inic Exporter		~					
Search:	Туре	business name, approval number						2 Search	

## Or

United Kingdom GB(Northern Ireland) as the country and Organic Importer for both the section and activity type

5. In the search box enter part or your full company name and click the **Search** button. The system shows you your TRACES account for your company which you can request access to

< Select	an existing	operator		Tropest advanation				
	Country	💶 Belgium (BE) 🗸 🗸	)*					
	Section	Organic Importer (ORGANIC IMPORTER)		<b>A</b> .				
	Activity Type	Organiz Importar						
	Search.	sal	× Q Search					
	Start searching with Search button							
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Activity Type		Organic Ingorian	v			6
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- 5. The systems displays a pop-up window please complete the email address field
- 7. After entering the previously mentioned data, click **Send authorisation request**.

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	Success:	Your authorisation request has been successfully submitted. × You will receive a notification with the updated status as soon as your request will be managed.	
	Welcom	e to TRACES! Request new role Save Preferences	