You are here: Certificates > COI > V. How to create an Extract COI
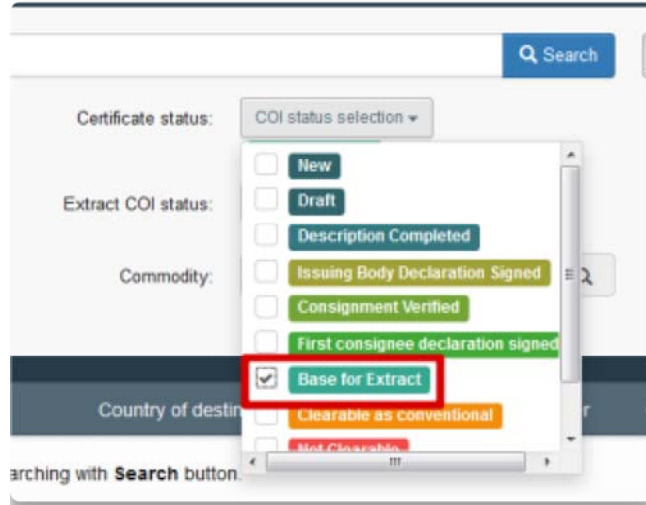
Base for Extract workflow

Once the certificate is verified by the Endorsing Authority, it can have the status "consignment verified", which means that is *clearable* and can be *released in the market as organic* or the status is *"base for extract"*.

In this latter case, the consignment will be split into different batches by the importer or the Responsible for the load, if one has been appointed and indicated in the certificate.
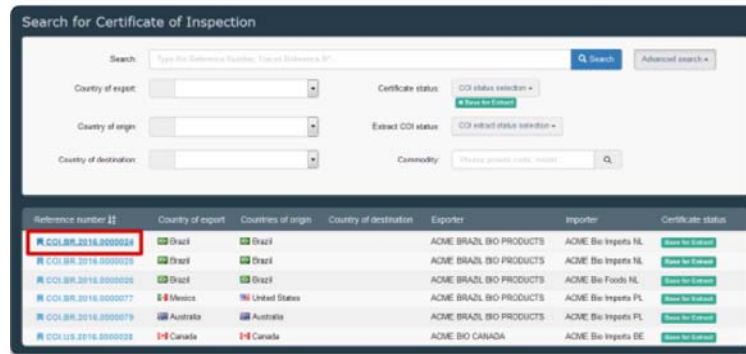
⌄ **Split a consignment into batches**

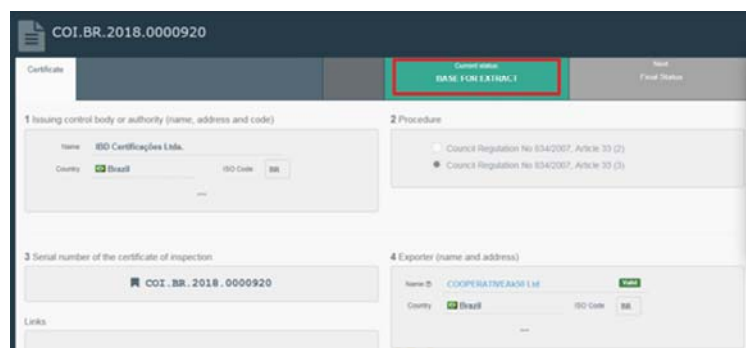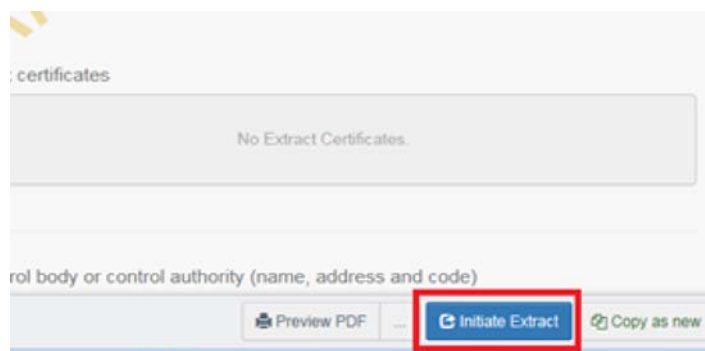To split the load into several consignments, please follow these steps:

Select the certificate you wish to manage, and click on its

reference number.

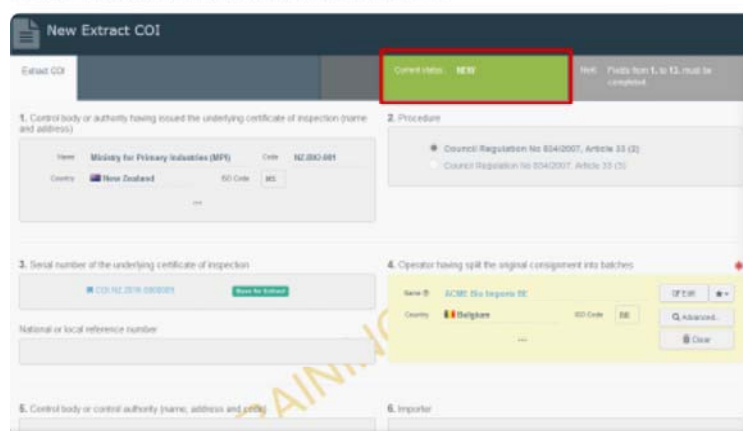The certificate opens, and the status is **Base for Extract**.

At the bottom of the window, click on **Initiate Extract**.

This creates an extract and information from some of the boxes of the underlying COI are copied into the extract.

The status of this Extract COI is **New**.

You can modify some fields, such as box 4, the operator that splits the original consignment into batches and box 9, the country of clearance.

In box 11, please indicate the consignee of the consignment.

In box 12., **description of the products**, indicate the **package count** and **net weight** *of the load that is going to be extracted with this certificate*.

To help you identify, which part you are extracting, the Lot number from the original COI is indicated. Additionally, if you hold the mouse over the net weight box, an information box

appears, that indicates, how much of the original consignment is still available to be extracted:

To finalise, click on **Submit for Endorsement as** *[your role]*.

> **Note:** From this point, Extract follows the same workflow as a COI, which is not split into batches: The Endorsing Authority of the country of destination *signs the Extract COI* in box 13.
> It is then *submitted to the Consignee*.
> When the *consignee signs the certificate* in box 14, the workflow is ended and the Extract COI is completed.

> **Mark a Base for Extract as "Depleted"**