How to create a COI in TRACES 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.

Once you're 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:

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:
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.

*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**

Go to Box 4 first and choose United Kingdom (GB), then type your company name into the search box to select yourself we have used a TEST exporter here to show you how the box should look when completed:
Go to Box 1:

Choose Soil Association – either GB-ORG-05 or GB-BIO-142 depending on your exporting code

*GB-ORG-05 is if you are the producer or processor of the goods. GB-BIO-142 if you receive goods from another producer or import retail pre-packed goods and re-export these to the EU, EEA or N.I without any processing in GB.

A full guide on this can be found [here](#)

(if you are unsure of this code please do contact us before proceeding further)

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Box 2 will now be pre-populated to the correct regulations:
National References - Complete this part if you have the information, but currently we do not need this to be able to endorse your COI

Box 5 & 6 – these will be populated once you have entered the information later in the COI in Section 13

Box 7 – Country of Origin
Select United Kingdom from the drop-down menu if you are exporting under GB-ORG-05
OR the country/countries of origin if you are exporting under GB-BIO-142

Box 8 - Choose United Kingdom (GB) from the drop-down menu
Box 9 – Country of Clearance/Port of Entry

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)

Arrival at entry point – please only compete this if you are sure of the time and date of arrival

UNLESS:

*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
Responsible for the load – not a required field, if you use a freight forwarder you can enter their details here.

**Box 11 and 12** - Importer and First Consignee – **BOTH** boxes are required by us to be able to endorse your COI

Box 11 is a mandatory field and will be the importer of the goods. Box 12 is not mandatory to submit the COI, but as most BCP require this information to clear your goods we will ask for this box to be completed before we endorse to ensure a smoother clearance procedure.

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

The recent update to TRACES now allows operator to have more than one address on their TRACES account. If this is a regular first consignee address, please ask your customers to add it to their account on TRACES NT so this can be selected going forward by clicking the world icon.
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 this box shown.

Section 13  The organic products you are going to be exporting.

All the sections are mandatory for us to be able to endorse your COI – including the Lot Number!

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.
Trade name, Lot number, number of packages and net weight must be completed. Please ensure that all the products are approved and listed on your Trading Schedule. We are unable to endorse a COI until the product has been approved.

TrACES now allow you to copy from the line above if the product is from the same commodity code:

Please do check that you are choosing SA with the correct exporting code, GB-ORG-05 or GB-BIO-142:
Once you have completed the Producer and Soil Association as your Control Body then the boxes 5&6 will be populated:

*if we are not the certifying body of the producer then we will require you to attach the Organic Certification Certificate of the producer in the supporting documents.

**Box 14/15** – these are not mandatory but if you have them please complete these boxes. They can also be updated after the COI has been endorsed.

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

**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.

Most BCP’s now require this information for their checks

**Supporting Documents:**

We require the following documents to be uploaded to be able to check your COI and endorse it:
- Commercial invoice confirming the organic net and gross weights of the products being exported.
- Packing list which has details of your shipment’s weight and dimensions including your lot numbers

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

![Supporting documents]

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

If you have an error messages the system will highlight to you what sections need completing or have the wrong information in them.

Once every mandatory field is populated you will be able to submit the certificate.

**What Happens Next?**

The Soil Association Certification COI team are notified via TRACES that your certificate need endorsing. It will be added to the queue of COI endorsements and one of the team members will start the endorsement process.

Please do make sure you have pre-paid for COI credit. To pre-purchase COI credits 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 good to leave GB until your COI has the status **Issuing Body Declaration signed**.**

**Next Steps:**

Due to the COVID-19 emergency, the Commission has published regulation [2021/1325](#) which allows a derogation from the relevant provisions of Regulation (EC)
No 1235/2008. Therefore, paper COIs are not required until 31st December 2021. If the E-seal has not been granted paper copies will be required from 1st January 2022 unless this derogation gets extended further. However, the derogations does not allow for the COI to be cleared without the appropriate transport information and documents being provided – Article 13(4) of Commission Regulation (EC) 1235/2008.

When you have the transport information please can you upload the CMR or equivalent documentation that shows your transport information into your supporting section of your COI before the goods go for clearance in the EU. This is to ensure a smoother clearance process when you get to the border.

If you can't upload this please email this to coi@soilassociation.org (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.