

How to create a COI in TRACES IMSOC guidance document

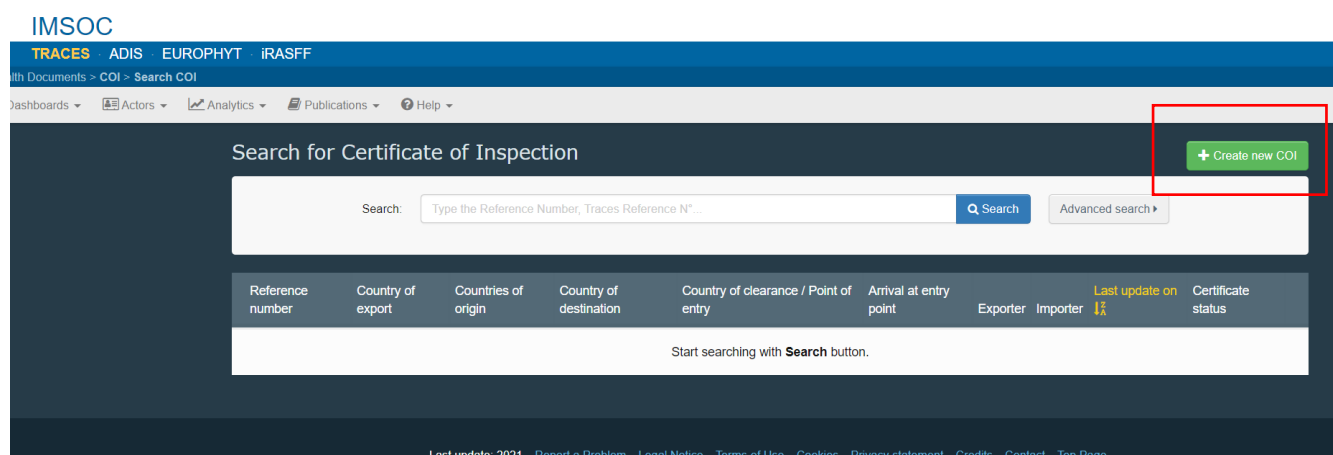
1.0 Creating the COI

Login to your TRACES account using your EU login. Click [here](#) to set that up if you haven't already done so

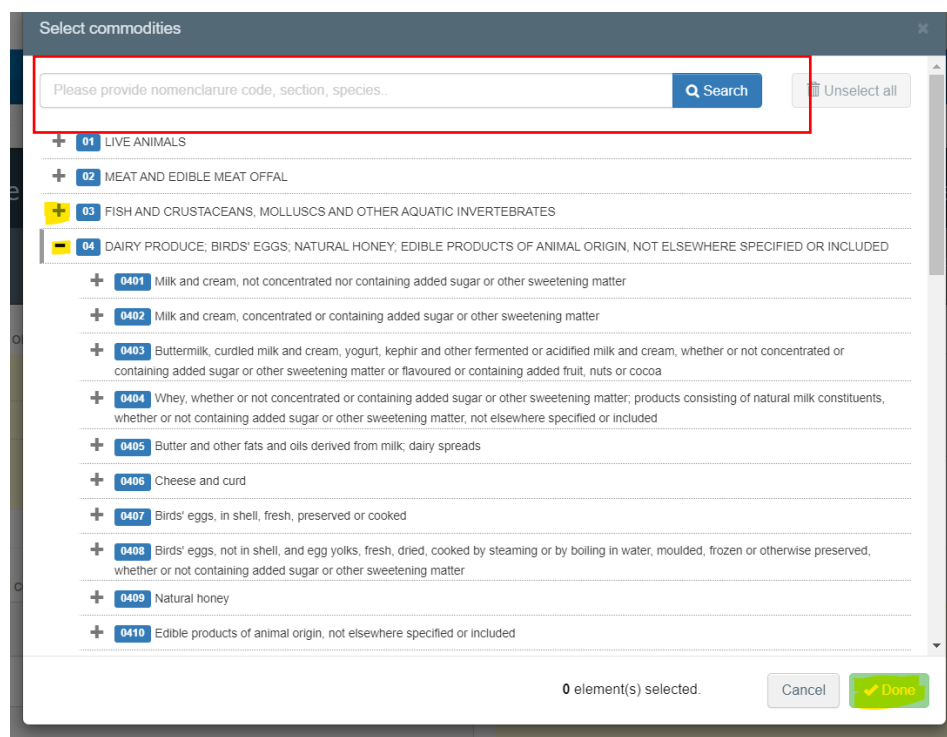
Once you're logged into TRACES NT as an Organic Exporter you can start creating a COI

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

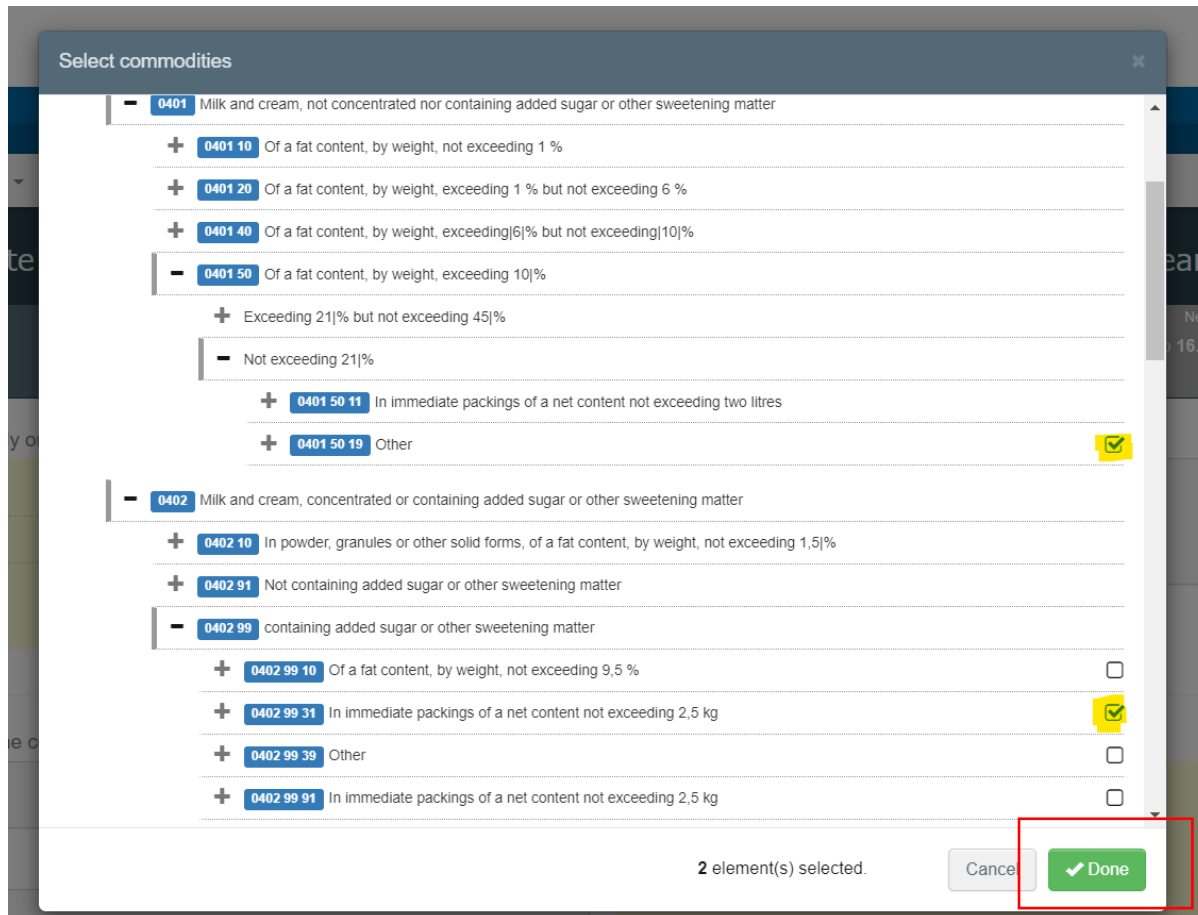
Click on the '+create new COI' green button shown here:



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.



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



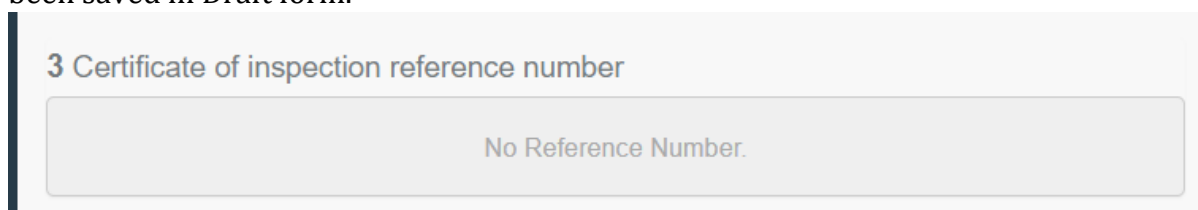
*GB-ORG-05 are for goods either grown or processed in GB covered by the scope of the TCA. A full guide on what can be covered can be found [here](#).

Box 2 Will automatically pre-populate to the EC 848/2018 regulations:



From January 2022 all four options will be available until then only option two and three will be selected.

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



**Please note we can only view COI that have been submitted.*

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 yourself. We have used a TEST Exporter 1 here to show you how the box should look when completed:

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	<input type="text" value="Please provide name, address, city..."/>	<input type="button" value="30+"/>	<input type="button" value="Edit"/>	<input type="button" value="★"/>
Country	 United Kingdom	<input type="button" value="ISO Code"/>	<input type="button" value="Advanced..."/>	
Activity Type	<input type="text"/>	Activity ID	<input type="button" value="Clear"/>	
Address	<input type="text"/>			
<input type="button" value="+ Add"/>				

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

Box 8 & 9– Country of Origin and 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 will now be mandatory from 01/01/2022 due to Article 45(5) of Regulation (EU) 2018/848.

10 Border control post / point of release for free circulation *

Name 11

Country

12 Importer *

Name

Country

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 MOLLIE 62225 Calais Cedex

Calais
BCP FRCQF1-TUNNEL
Organic COI rw COI Extract rw
. 62100 Calais

Caen-Ouistreham
BCP FRCFR1
Organic COI rw COI Extract rw
. 14000 Caen

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

12 Importer *

Name

Country ISO Code

Activity Type Activity ID

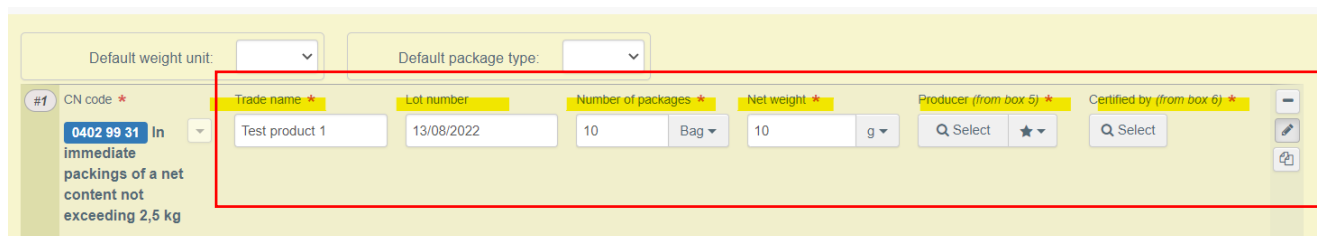
Address

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

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.

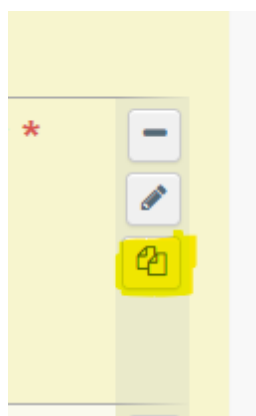


#1	CN code *	Trade name *	Lot number	Number of packages *	Net weight *	Producer (from box 5) *	Certified by (from box 6) *
0402 99 31 In	Test product 1	13/08/2022	10	Bag	10 g	Q Select	Q Select

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

**Please attach the Organic Certification Certificate of the producer we don't certify in the supporting documents.*

Row 0: Select **Certified by** (from box 6).

Search:

Name	Address	Controlled country	Code
Soil Association Certification Ltd	Victoria Street 51 BS1 Bristol United Kingdom	United Kingdom	GB-ORG-05

Trade name * Lot number Number of packages * Net weight * Producer (from box 5) * Certified by (from box 6)

Once you have completed the Producer and Soil Association as your Control Body then the boxes 4&7 will be populated:

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 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.



14 / 15 Container No / Seal No

Container number Seal number

Format: ABC[U or J or Z]1234567 = 3 letters, then either U or J or Z, then 7 numbers

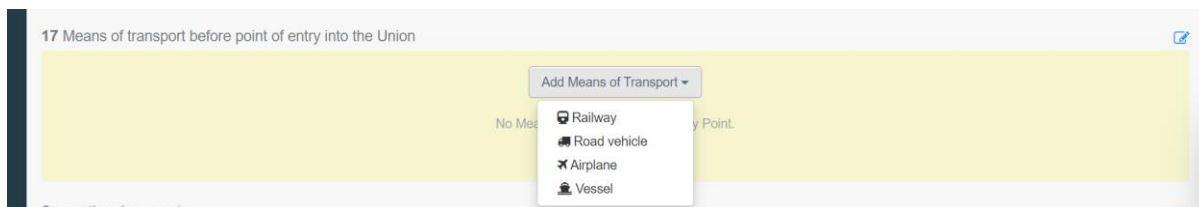
Fill last entries with seal / container numbers to add a new row.

16 Total gross weight

250 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.

Most BCP's now require this information for their checks



17 Means of transport before point of entry into the Union

Add Means of Transport

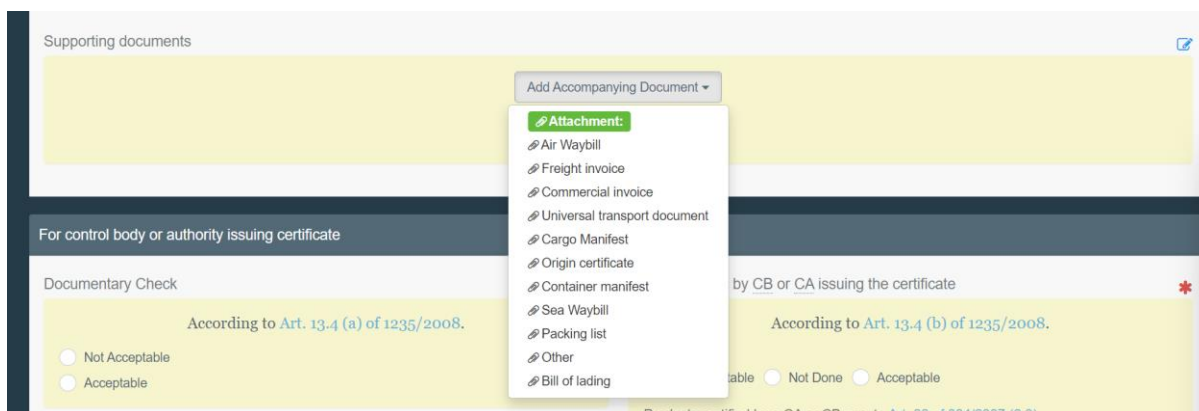
- Railway
- Road vehicle
- Airplane
- Vessel

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

Add Accompanying Document

- Attachment:
- Air Waybill
- Freight invoice
- Commercial invoice
- Universal transport document
- Cargo Manifest
- Origin certificate
- Container manifest
- Sea Waybill
- Packing list
- Other
- Bill of lading

For control body or authority issuing certificate

Documentary Check

According to Art. 13.4 (a) of 1235/2008.

Not Acceptable Acceptable

by CB or CA issuing the certificate

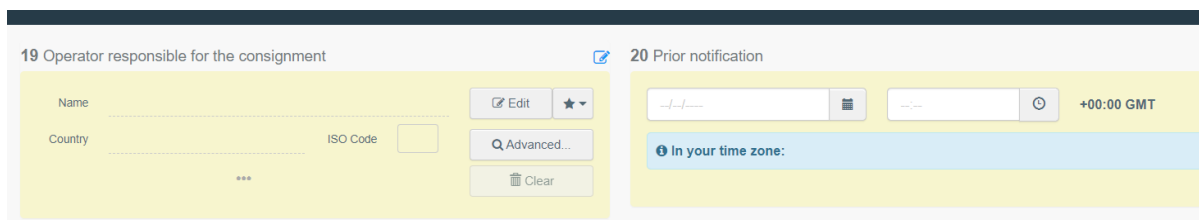
According to Art. 13.4 (b) of 1235/2008.

Not Done Acceptable

Products certified by a CA or CB acc. to Art. 33 of 834/2007 (23)

Box 20: Prior notification for ports is required especially for consignment going to Northern Ireland where this information is mandatory. Please ensure complete this field with at least 24hrs notice of your consignments arriving. We cannot amend this field once we have signed the COI.

Failure to do so may result in your consignment not getting cleared resulting in status loss.



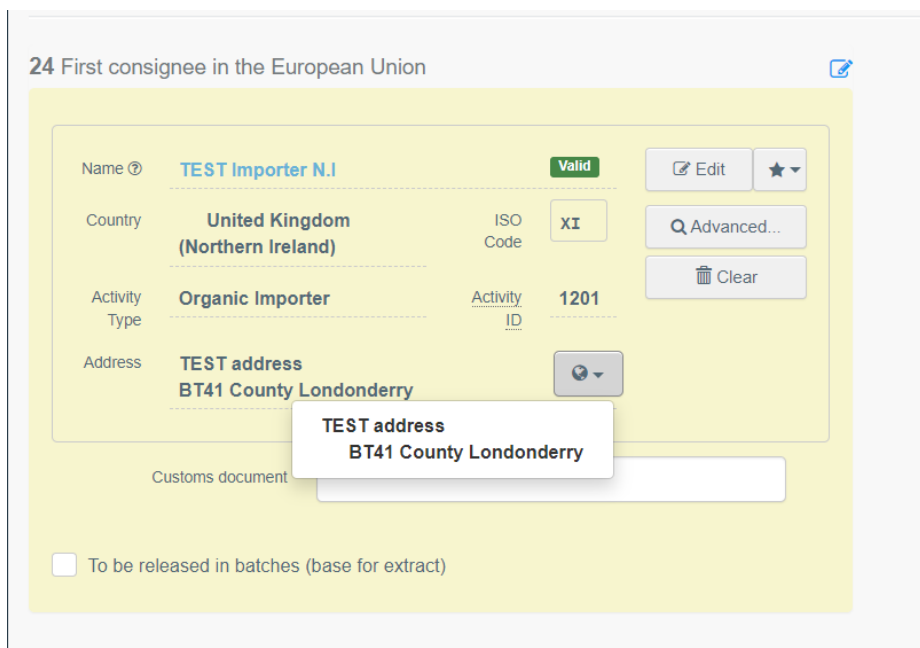
The screenshot shows two sections of the COI form. Box 19, titled 'Operator responsible for the consignment', contains fields for Name, Country, and ISO Code, along with buttons for Edit, Advanced search, and Clear. Box 20, titled 'Prior notification', contains a date field, a time zone dropdown set to '+00:00 GMT', and a button for 'In your time zone'.

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



The screenshot shows Box 24, titled 'First consignee in the European Union'. It contains a form with the following fields: Name (TEST Importer N.I.), Country (United Kingdom (Northern Ireland)), Activity Type (Organic Importer), and Address (TEST address BT41 County Londonderry). There are also fields for ISO Code (XI) and Activity ID (1201). A 'Valid' status is shown. Below the form, there is a checkbox labeled 'To be released in batches (base for extract)' which is currently unchecked. A tooltip is visible over the address field, showing the address details.

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.



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.

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:

The E-seal has now been granted for all COI endorsed on GB-ORG-05 and paper copies are not required going forward. For COI's completed using the GB- BIO-142 code paper COIs are not required until 31st December 2021 due to the COVID-19 emergency. After this date operators will no longer be able to submit COI's using this certification code due to Soil Association's removal from Annex 4 of EC 123/5.

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 you 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.