

## How to create a COI in TRACES IMSOC guidance document

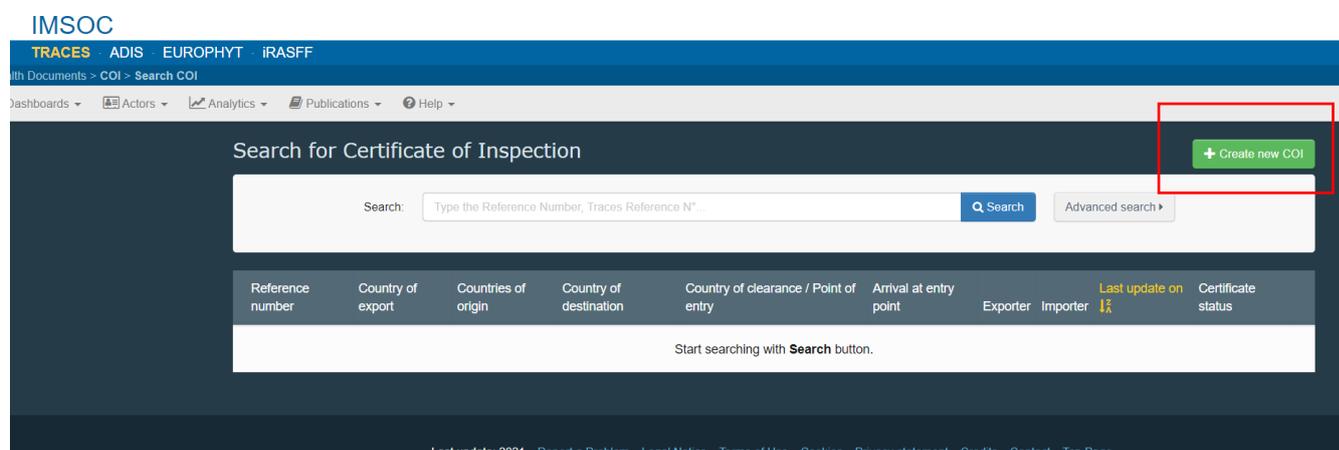
### 1.0 Creating the COI

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:

The screenshot shows the TRACES IMSOC interface. At the top, there is a navigation bar with "TRACES", "ADIS", "EUROPHYT", and "IRASFF" links. Below this is a breadcrumb trail: "Documents > COI > Search COI". A menu bar contains "Dashboards", "Actors", "Analytics", "Publications", and "Help". The main content area is titled "Search for Certificate of Inspection". On the right side of this area, a green button with a white plus sign and the text "+ Create new COI" is highlighted with a red rectangular box. Below the title is a search bar with the placeholder text "Type the Reference Number, Traces Reference N°..." and a "Search" button. To the right of the search bar is an "Advanced search" link. Below the search bar is a table with the following columns: "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" (with a clock icon), and "Certificate status". The table is currently empty, and a message below it says "Start searching with Search button." At the bottom of the page, there is a footer with links for "Last update: 2021", "Report a Problem", "Legal Notice", "Terms of Use", "Cookies", "Privacy statement", "Credits", "Contact", and "Top Page".

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.

\*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** [Advanced]

Code: **GB-ORG-05** [Clear]

Address: **Victoria Street 51  
BS1 Bristol**

\*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)

Equivalent control authority or control body (Article 57)

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 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:

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 <small>?</small>	TEST Exporter 1	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Valid</span>	<input type="button" value="Edit"/> <input type="button" value="★"/>
Country	United Kingdom	ISO Code	<input type="text" value="GB"/>
Activity Type	Organic Exporter	Activity ID	<input type="text" value="1234"/>
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 is 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+ ✎ Edit ★

Country 🇬🇧 United Kingdom 🌐 ISO Code

Activity Type Activity ID

Address

Q Advanced...  
🗑️ Clear  
+ 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 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** \*

Name:  11

Country:

**12 Importer** \*

Name:

Country:

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 MOLLIEN 62225 Calais Cedex

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

FR 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  **TEST Importer N.I**

Country **United Kingdom (Northern Ireland)** ISO Code

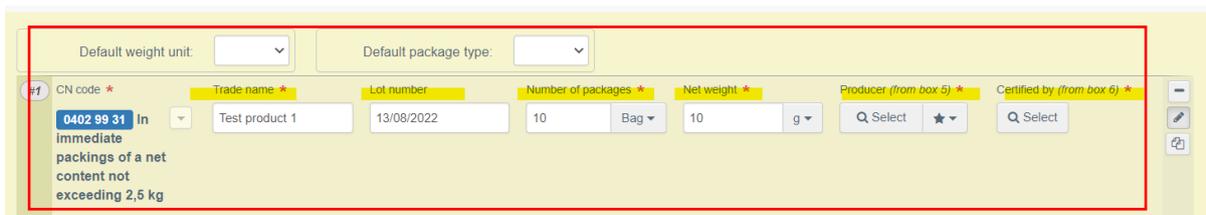
Activity Type **Organic Importer** Activity ID

Address **TEST address  
BT41 County Londonderry**

**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:** 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.

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



CN code *	Trade name *	Lot number	Number of packages *	Net weight *	Producer (from box 5) *	Certified by (from box 6) *
0402 99 31 immediate packings of a net content not exceeding 2,5 kg	Test product 1	13/08/2022	10 Bag	10 g	Q Select	Q Select

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.

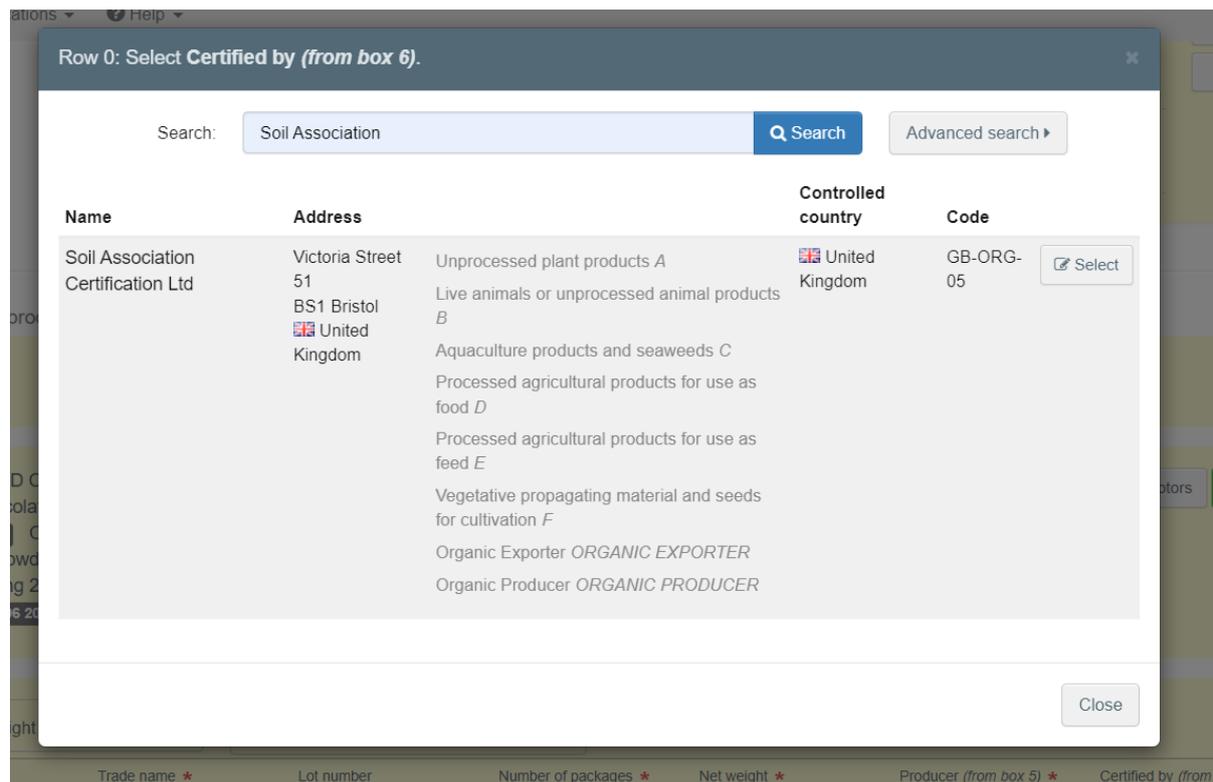
**Trade name, Lot number, number of packages and net weight** must be completed.

TRACES now allows 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 <input type="button" value="Select"/>
			Unprocessed plant products A
			Live animals or unprocessed animal products B
			Aquaculture products and seaweeds C
			Processed agricultural products for use as food D
			Processed agricultural products for use as feed E
			Vegetative propagating material and seeds for cultivation F
			Organic Exporter <i>ORGANIC EXPORTER</i>
			Organic Producer <i>ORGANIC PRODUCER</i>

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

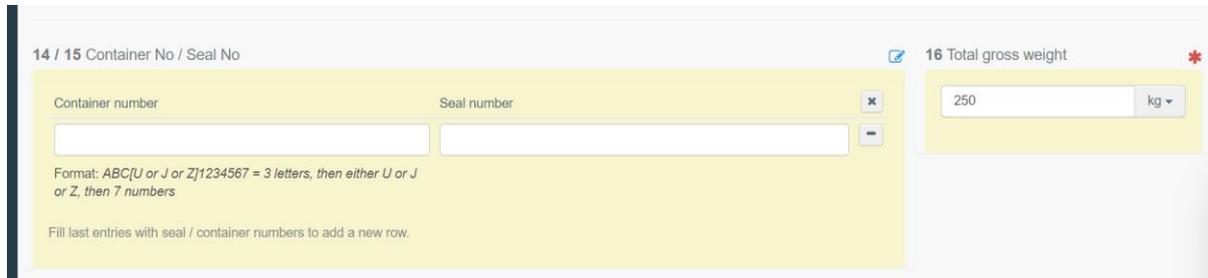
Once you have completed the Producer section and entered Soil Association as your Control Body then the boxes 4&7 will populate with this information:

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

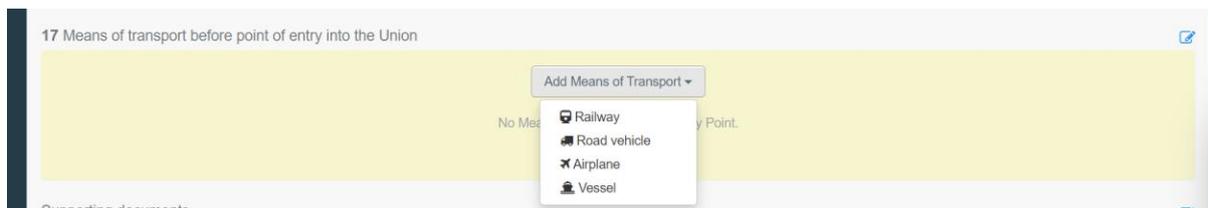
**Box 14/15** – these are not mandatory but if you have this information please complete these boxes. They can also be updated after the COI has been endorsed.

**Box 16** - Please make sure you complete the total organic 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

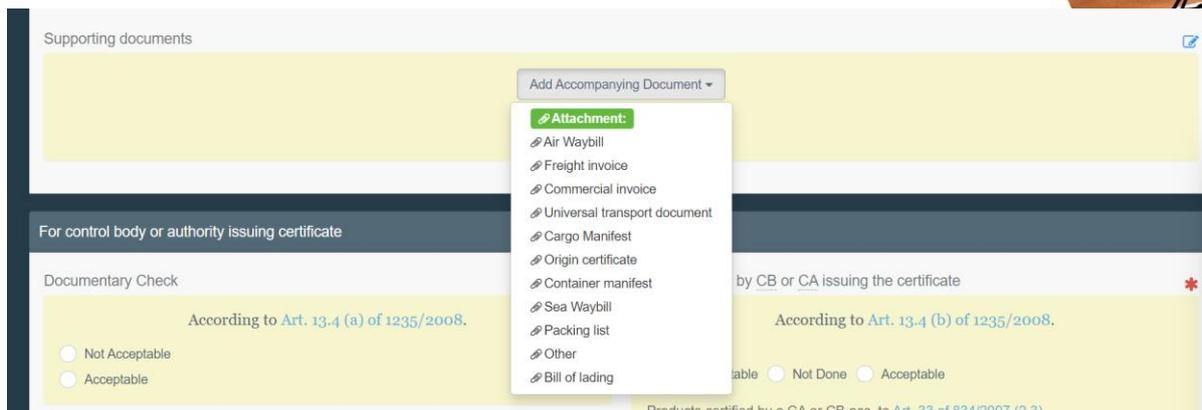


### Supporting Documents:

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

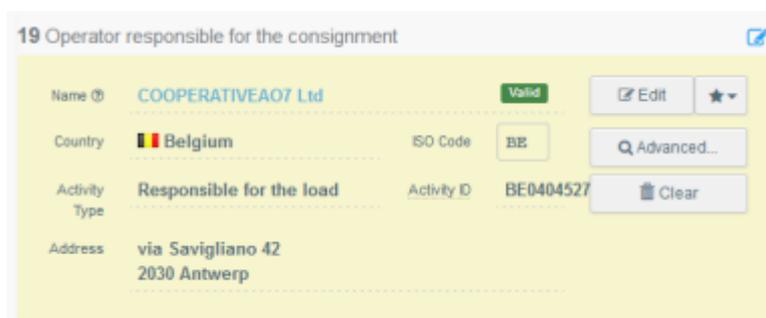
If you have any other supporting information, including your transport documents or further certificates for export (for example CHEDs, EHC) then please do upload them here.



### Box 19 – Operator responsible for the consignment

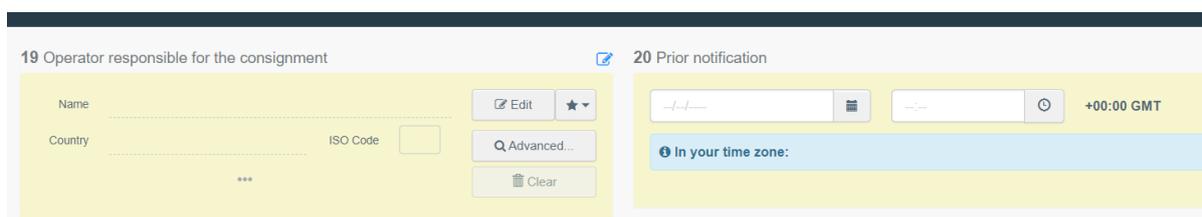
Operator responsible for the consignment' is a natural or legal person established in the Union who presents the consignment at the border control post on behalf of the importer. This box may be completed if BCP has been selected in box 10.

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



**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.*



\*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](#)

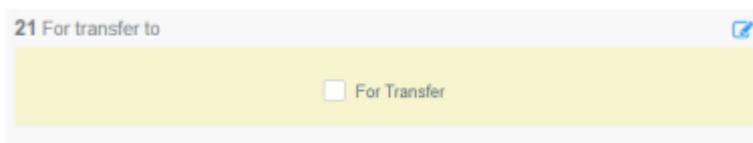
PLEASE NOTE – if this date is the date of submitting the COI or a date prior to this then we will query this with you as we cannot retrospectively endorse COI

### **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 due to box I.20 in 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.

A screenshot of a web form titled "21 For transfer to" with a blue checkmark icon in the top right corner. The form area is highlighted in yellow and contains a single checkbox labeled "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.

24 First consignee in the European Union ✎

Name <sup>Ⓢ</sup>	TEST Importer N.I.	Valid	<input type="button" value="Edit"/> <input type="button" value="★"/>
Country	United Kingdom (Northern Ireland)	ISO Code	XI
Activity Type	Organic Importer	Activity ID	1201
Address	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 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.

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](mailto: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.

## How to create Base of Extract- IMSCO TRACES

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.



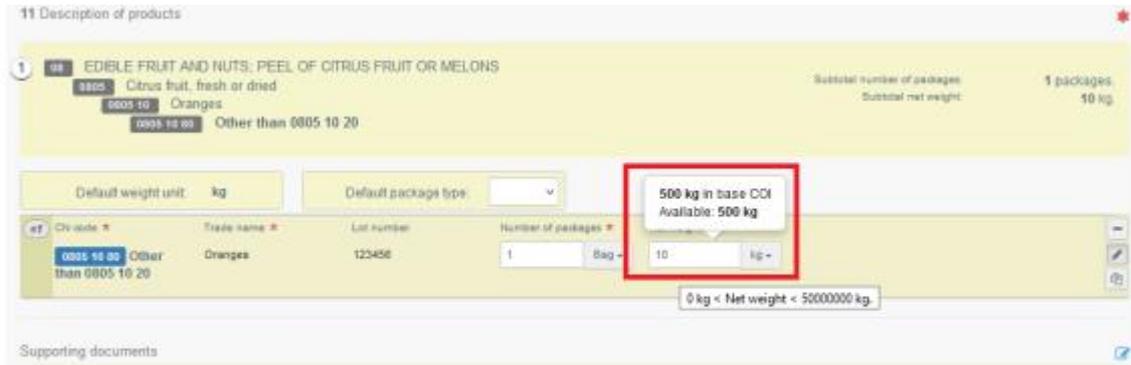
Completing the Extract COI follows the same principle as the main COI detail in the first section. Boxes in grey are automatically completed with information from the Base for Extract. The yellow boxes need to be completed. As before, boxes with an asterisk are mandatory.

### Box 11 Completing Description of products

You 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.

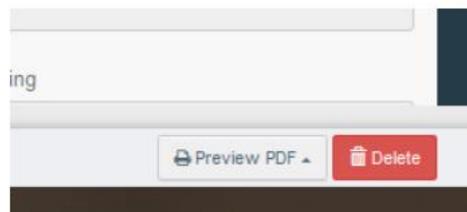
Note: When you point the mouse into the net weight box, an information bubble appears informing the user, how much of the original consignment is still available.



### 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:

