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:

![Image of the '+create new COI' button](#)

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:

![Image of the search bar](#)
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

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 equivalency under a trade agreement in line with the EU 848/2018 regulations

**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’s 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*

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**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.
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.

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

Box 8 – Country of Origin

Please select United Kingdom (GB) from the drop-down menu

*some products which have not been produced or processed in GB may be eligible for export to Switzerland, only. In this instance, please select the country where the product was grown or last processed.

Box 9 - Country of 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.
Box 12 - will be the importer of the goods and must be organically certified and reflected on your paperwork.

The EC regulations refer to Importer as [abridged] 'legal person established in the Union, who presents the consignment for release for free circulation in the Union'.

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 that listed on TRACES. 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.

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

* LOT numbers should provide full traceability for all products. We can only accept the
best before date, use by date or batch number / code to be used as the Lot number and
this must be showing on the packaging or labels of the physical product.

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.

TRACES now allows you to copy from the line above if the product is from the same
commodity code

Producer/ processor: this is the entity responsible for carrying out the final
processing of the product or producing the product and must hold organic
certification
**Certified by:** Please only select Soil Association GB-ORG-05 for producer/processors we certify. For any operators who we don’t certify please select their GB Control Body*.

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

Once you have completed the Producer section and entered the correct certifying Control Body then the boxes 4&7 will populate with this information:

**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 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.

The name, address and the EORI number of the operator responsible for the consignment must be completed by the importer indicated inbox 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 consignments going to Northern Ireland where this information is mandatory. Please ensure this field is completed, with **at least 24hrs notice** of your consignments arriving. We cannot amend this field once we have signed the COI. This can be updated by the importer or the operator responsible for the consignment once the COI has been endorsed by us.

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 if 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.

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.

Please note that the EC regulations 848/2018 define the first consignee as: "The ‘first consignee’ means a natural or legal person established in the Union and subject to the control system referred to in Regulation (EU) 2018/848 to whom the consignment is delivered by the importer after the release for free circulation and who receives it for further preparation and/or marketing".
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 needs 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 goods 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’s 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 documents section of your COI before the goods go for clearance in the EU and email the COI team or your importer to update box 17. This is to ensure a smoother clearance process when you get to the border.

If you can’t upload the document 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.

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: