

How to create a COI in TRACES IMSOC guidance document

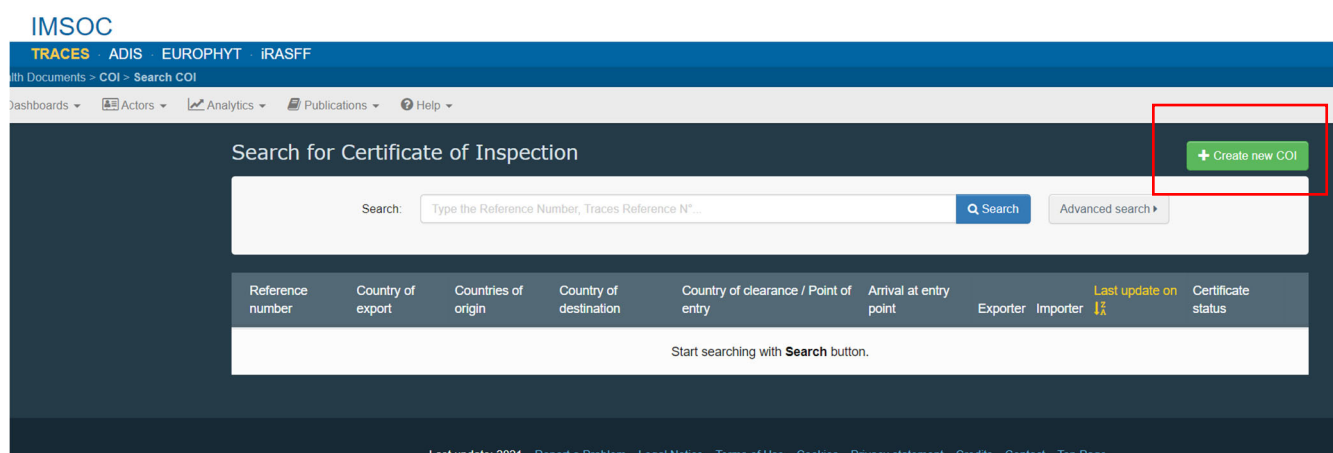
1.0 Creating the COI

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

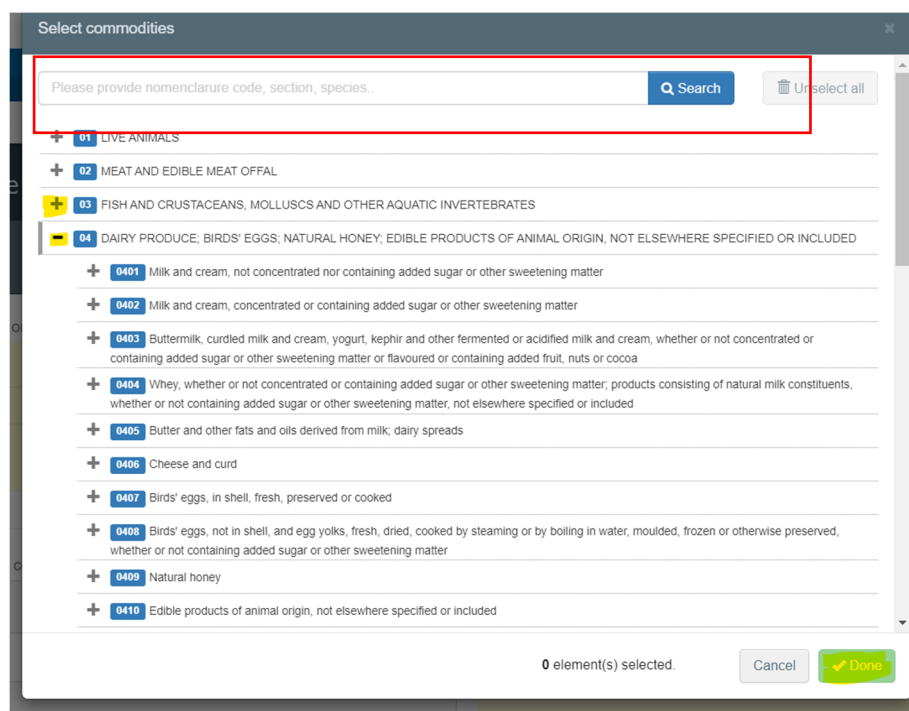
Once you're logged into TRACES NT as an Organic Exporter you can start creating a COI

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

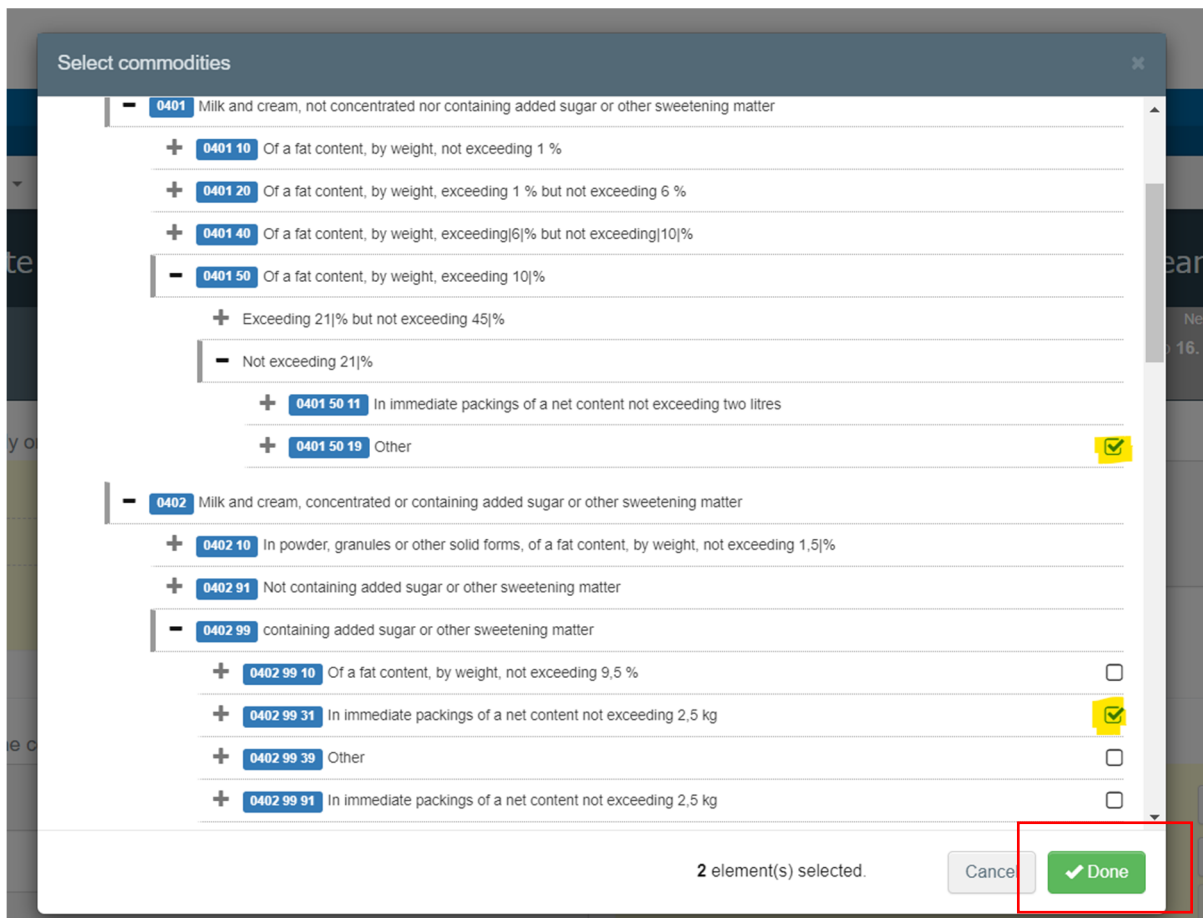
Click on the '+create new COI' green button shown here:



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.

*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	<input type="button" value="Edit"/>
Country	 United Kingdom	ISO Code <input type="button" value="GB"/>
Code	GB-ORG-05	<input type="button" value="Advanced"/>
Address	Victoria Street 51 BS1 Bristol	<input type="button" value="Clear"/>

*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'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

5 Exporter *


Name <small>?</small>	TEST Exporter 1	Valid	<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 ✎

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="text"/>
Activity Type	<input type="text"/>		Activity ID	<input type="text"/>
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 – 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.

10 Border control post / point of release for free circulation (select in accordance with applicable EU rules) *

Border Control Post ▾

Name 8 ✎ Edit

Country 🔍 Advanced...

🗑 Clear

12 Importer *

Name ✎ Edit ★ ▾

Country 🔍 Advanced...

🗑 Clear

FR	Calais BCP FRCQF1-PORT Organic COI rw COI Extract rw . 62100 Calais
FR	Calais BCP FRCQF1-BOULOGNE Organic COI rw COI Extract rw . 62100 Calais
FR	Calais BCP FRCQF1-TUNNEL Organic COI rw COI Extract rw . 62100 Calais
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 RUIF MOIT IFN 62225 Calais Cedex

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’

12 Importer *

Name **Valid** ✎ Edit ★ ▾

Country **United Kingdom (Northern Ireland)** ISO Code **XI** 🔍 Advanced...

Activity Type **Organic Importer** Activity ID **1201** 🗑 Clear

Address **TEST address**
BT41 County Londonderry

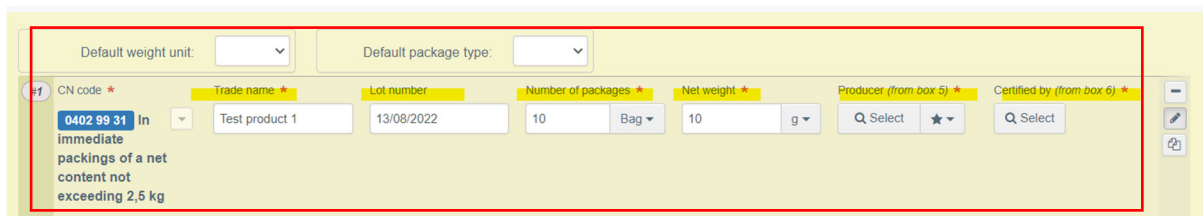
PLEASE NOTE – to ensure that the COI is endorsed without delay please do make sure that your supporting documents (Invoice, Packing List, Transport Documents etc) have your importer addresses on them and it matches that listed on TRACES. If

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.



CN code *	Trade name *	Lot number	Number of packages *	Net weight *	Producer (from box 5) *	Certified by (from box 6) *
0402 99 31 In 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.

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.*

Producer (from box 4) *	Certified by (from box 7) *
TEST Exporter 1 BS1 Bristol United Kingdom Organic Processor 1234	Soil Association Certification Ltd GB-ORG-05 Victoria Street 51 BS1 Bristol, United Kingdom

Once you have completed the Producer section and entered the correct certifying 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.

14 / 15 Container No / Seal No 16 Total gross weight

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.

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 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

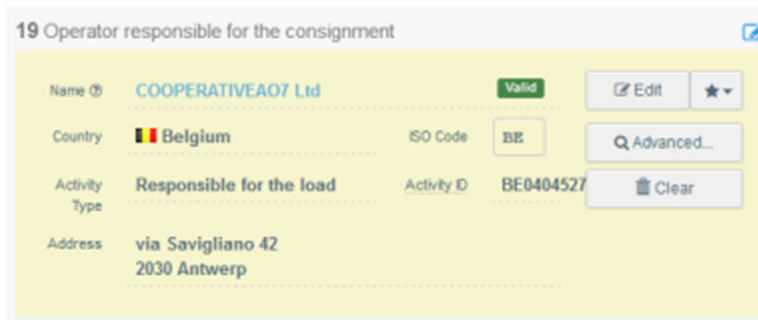
According to Art. 13.4 (b) of 1235/2008.

Not Done Acceptable

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 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.



19 Operator responsible for the consignment

Name: COOPERATIVEAO7 Ltd (Valid) [Edit] [Star]

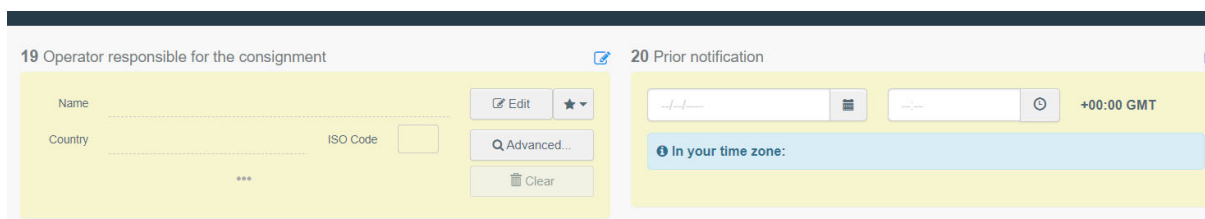
Country: Belgium (Flag) ISO Code: BE [Advanced...]

Activity Type: Responsible for the load Activity ID: BE0404527 [Clear]

Address: via Savigliano 42, 2030 Antwerp

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.



19 Operator responsible for the consignment [Edit] [Star]

Name: [] [Advanced...]

Country: [] ISO Code: [] [Clear]

20 Prior notification []

[] [] [] +00:00 GMT

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

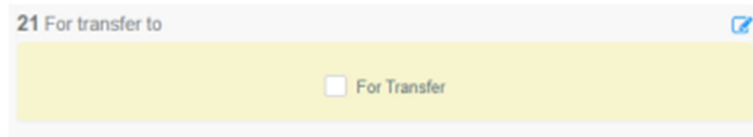
Box 21 – For transfer to

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.

A screenshot of a digital form field. At the top left, it says "21 For transfer to" in a small, grey font. To the right of this text is a small blue icon of a document with a checkmark. Below the text is a yellow rectangular area containing a white checkbox followed by the text "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.

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".

24 First consignee in the European Union ✎

Name [Ⓜ]	TEST Importer N.I.	Valid	<input type="button" value="✎ Edit"/> <input type="button" value="★"/>
Country	United Kingdom (Northern Ireland)	ISO Code	<input type="text" value="XI"/> <input type="button" value="🔍 Advanced..."/>
Activity Type	Organic Importer	Activity ID	<input type="button" value="🗑 Clear"/>
Address	<input type="text" value="TEST address"/> <input type="button" value="📍"/>		
	<input type="text" value="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 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 you 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.

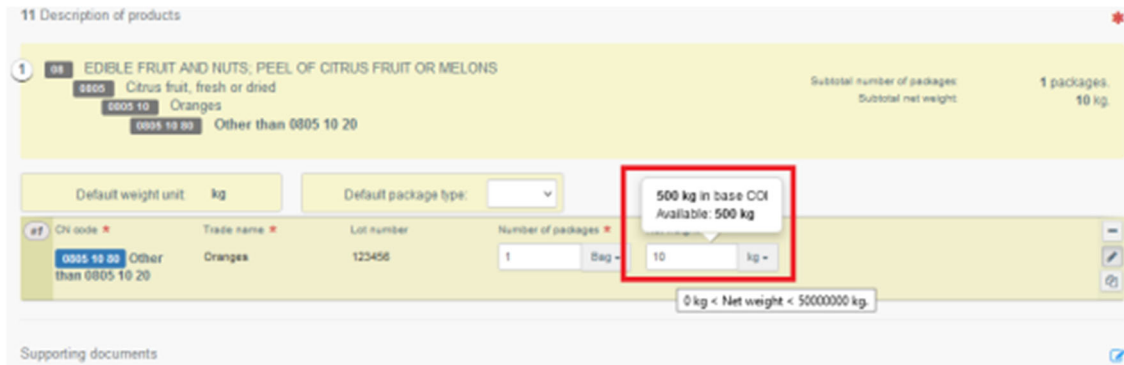


Completing the Extract COI follows the same principle as the main COI detail in the first section. Boxes in grey are automatically completed with information from the Base for Extract. The yellow boxes need to be completed. As before, boxes with an asterisk are mandatory.

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.

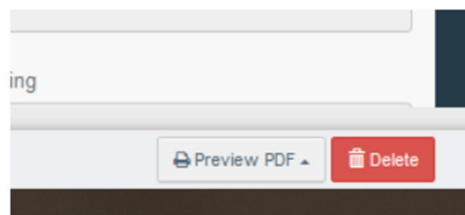
Note: When you point the mouse into the net weight box, an information bubble appears informing the user, how much of the original consignment is still available.



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:

