



This document explains how to create access to the TRACES system and initiate your request to import an organic product into the EU.

You can also consult the USER MANAGEMENT guide on the site web of TRACES.

## *SUMMARY*

1.	What is TRACES? Trade Control and Expert System .....	2
2.	How to create your access to TRACES? .....	2
2.1.	To create an account in ECAS .....	3
2.2.	To create an account in TRACES .....	5
2.3.	Creating you company profile .....	7
3.	How to create a COI .....	9

## 1. What is TRACES? Trade Control and Expert System



TRACES (Expert system of trade control) is a **web application** of the European Commission.

In order to import an organic product into the European Union, it must comply with EU legislation and, in particular, organic food standards and in general.

Importers of organic products must register with a control body or supervisory authority.

All consignments of organic products imported from non-EU countries, with the exception of those from the European Economic Area and Switzerland, must be accompanied by an inspection certificate.

This certificate is now issued, **using the computer tool TRACES**, for:

- the control body of the exporter
- the importer can initiate the inspection certificate (COI) and send it to the control bodies for validation.
- the exporter can initiate the inspection certificate (COI) and send it to the control bodies for validation

The original inspection certificate must be submitted together with the organic products Imported before the authority of the corresponding Member State.

Generally, it will be the authority of the point of entry into the territory, ie the point from which the permit for free circulation within the Union is granted.

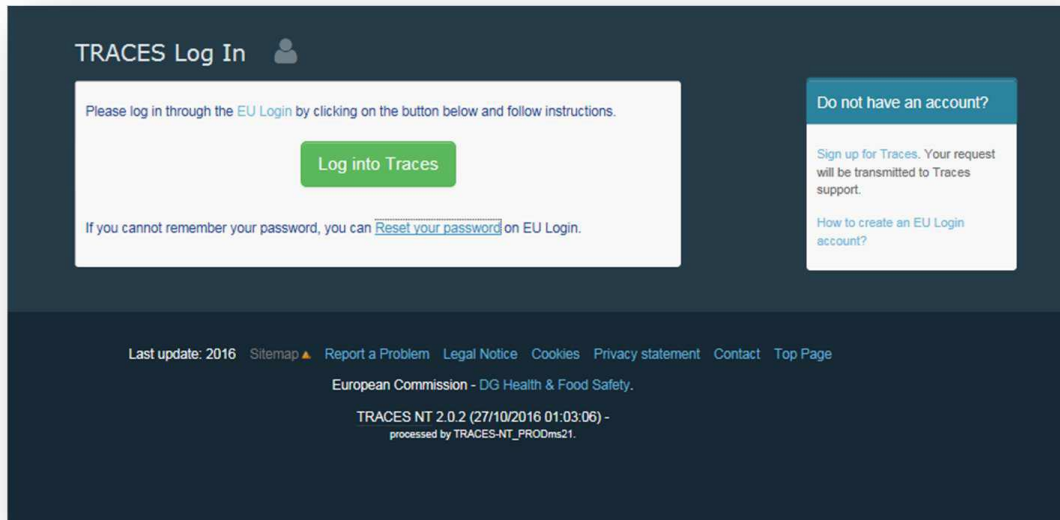
*All actors / participants (importers, first consignees, producers) must be registered in the TRACES system in order to issue the inspection certificate for the next importation.*

## 2. How to create your access to TRACES?

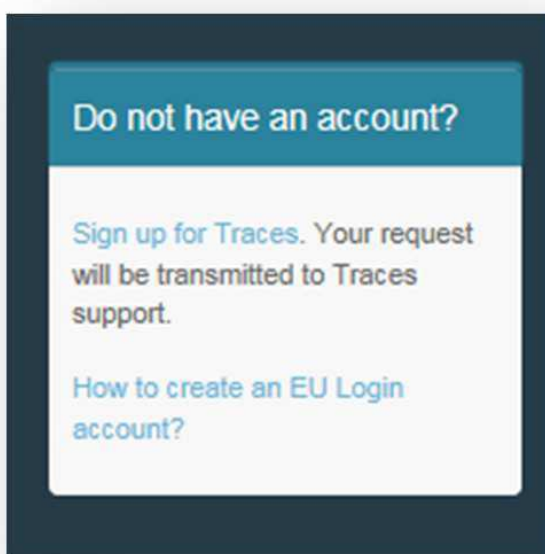
First, you must create an access to the European Commission Authorization System (ECAS). This is a mandatory security layer.

*If you already have an ECAS access, you do not need to repeat the procedure; you can go directly to chapter 2.2*

## 2.1. To create an account at ECAS



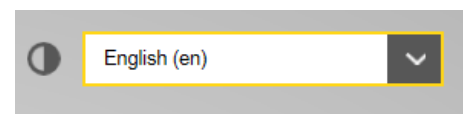
Go to the following link: <https://webgate.ec.europa.eu/tracesnt/login>



Click "Sign up for TRACES"  
(Register in TRACES).

You will then access the registration screen to log in to the EU:

In the upper right corner you can choose your language:



## Create an account

[Help for external users](#)


First name

Last name

E-mail

Confirm e-mail

E-mail language  
English (en)

Enter the code  
  
   


By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Complete all fields of the form: "Username", "First name", "Last name", "E-mail" (you must repeat the email address in the form). next field to confirm the address), "E-mail language" and "Code".

For the email address: We recommend that you choose your business-email address.

After completing all the fields, click the "Create an account" button.

Once you have sent the request, you will be sent an email automatically with a link to create your **password**. You will have **90 minutes to click on the link** (it will expire after 90 minutes).

If you do not receive this automatic email, you can find help in this page: <https://webgate.ec.europa.eu/cas/contact.html>.

## 2.2.To create an account in TRACES



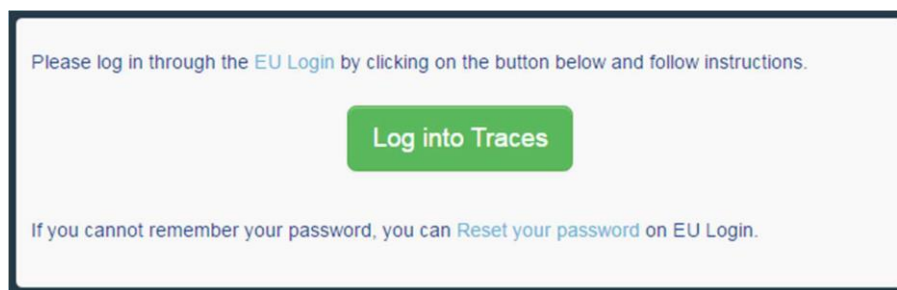
Click the following link: <https://webgate.ec.europa.eu/tracesnt/login>.

Enter your ECAS email address and password.

Select your language from the drop-down list in the upper right corner of the home page:

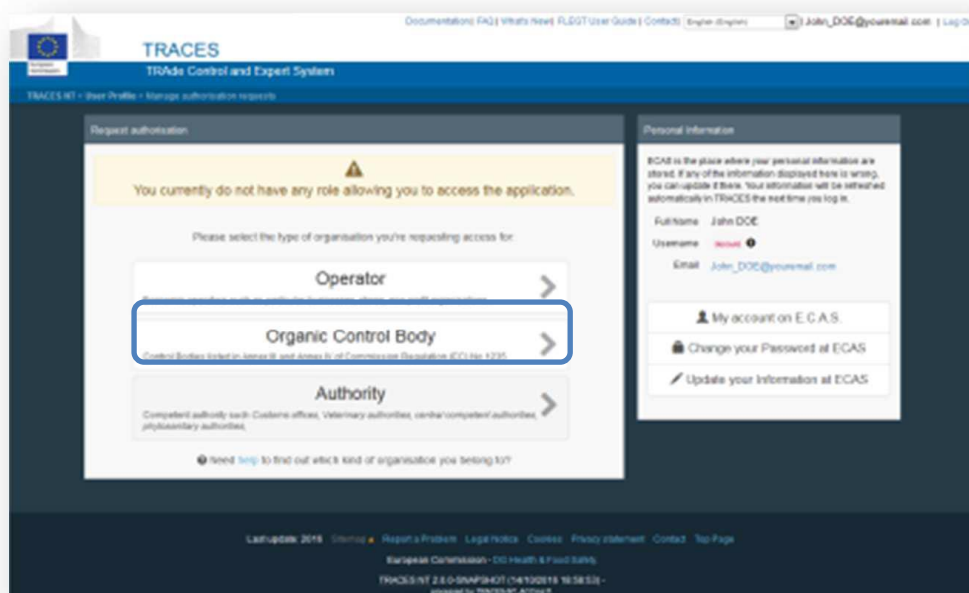


Log in to the website and click on "Log into Traces".



*You will be redirected to the EU login where you can enter your credentials. Before entering your username and password, verify that the same domain (CE, External) is selected as the domain in which you created your account to log in to the EU site*

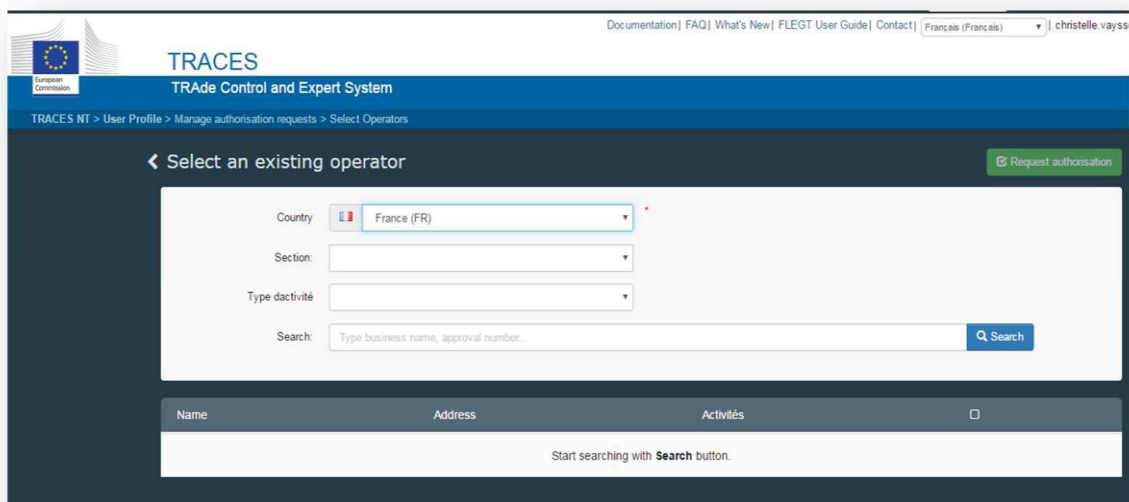
Select the type of organization that you are => "OPERATOR"



Look for your company, in case another member of your company has already created the profile for this one.

The "Country" field is required.

If your business does not exist, go directly to **Chapter 2.3** to create your company profile.



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### TRACES

TRAdE Control and Expert System

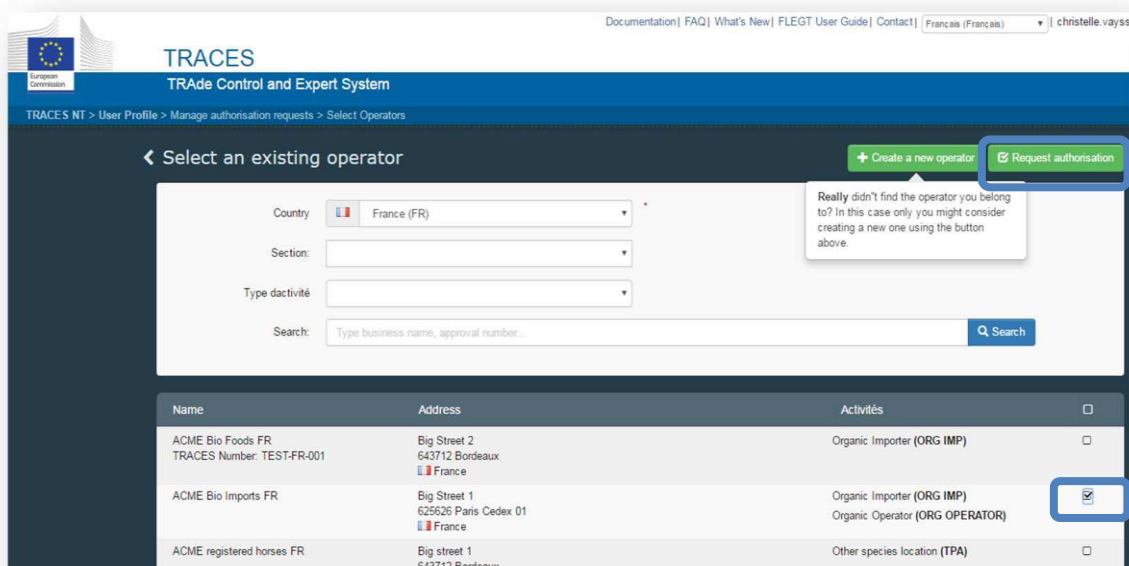
TRACES NT > User Profile > Manage authorisation requests > Select Operators

< Select an existing operator Request authorisation

Country: France (FR) \*  
Section:  
Type d'activité:  
Search: Type business name, approval number... Search

Name	Address	Activités	
Start searching with <b>Search</b> button.			

If your company already appears there, select it: click on the check box and the button green "Request authorization".



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### TRACES

TRAdE Control and Expert System

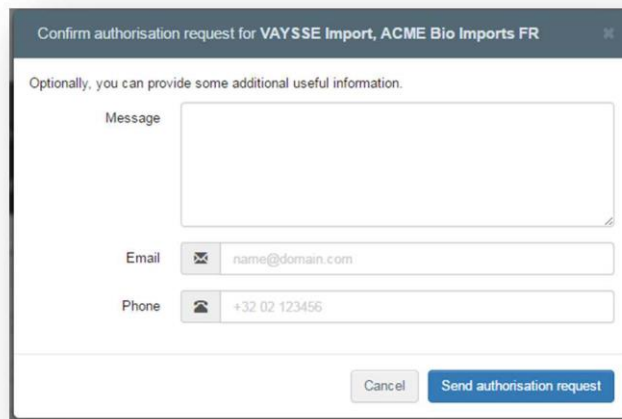
TRACES NT > User Profile > Manage authorisation requests > Select Operators

< Select an existing operator Create a new operator Request authorisation

Country: France (FR) \*  
Section:  
Type d'activité:  
Search: Type business name, approval number... Search

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

Name	Address	Activités	
ACME Bio Foods FR TRACES Number: TEST-FR-001	Big Street 2 643712 Bordeaux France	Organic Importer (ORG IMP)	<input type="checkbox"/>
ACME Bio Imports FR	Big Street 1 625626 Paris Cedex 01 France	Organic Importer (ORG IMP) Organic Operator (ORG OPERATOR)	<input checked="" type="checkbox"/>
ACME registered horses FR	Big street 1 643712 Bordeaux	Other species location (TPA)	<input type="checkbox"/>



Confirm authorisation request for VAYSSE Import, ACME Bio Imports FR

Optionally, you can provide some additional useful information.

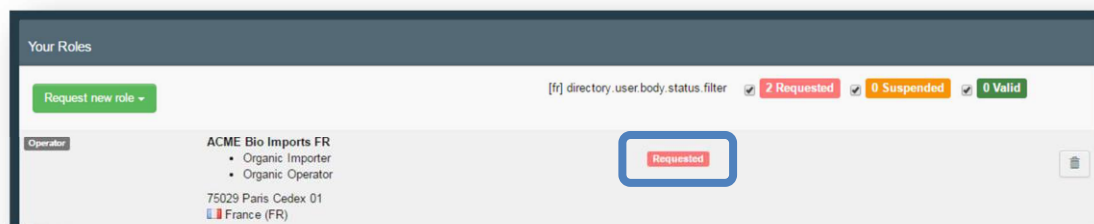
Message

Email

Phone

To submit your request, click on the blue button "Send authorization request".

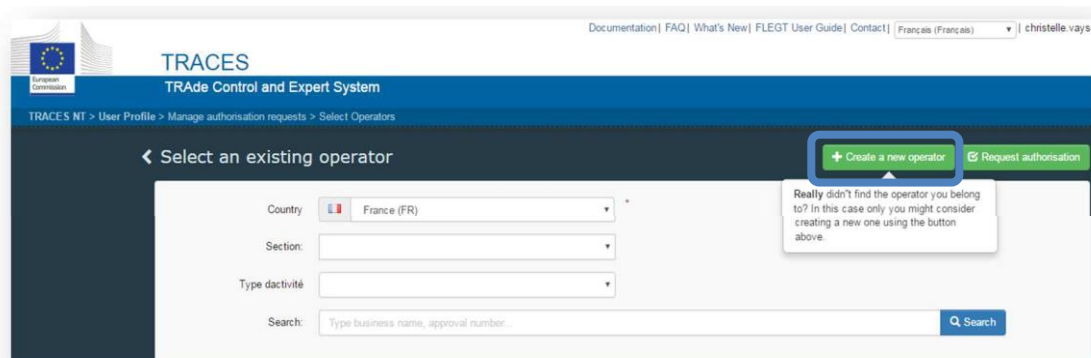
*The status of your request is "Requested". You will receive an email notification once your profile is validated by the competent authorities of your country and / or the European Commission.*



Your Roles	
<input type="button" value="Request new role"/>	[fr] directory.user.body.status.filter <input checked="" type="checkbox"/> 2 Requested <input checked="" type="checkbox"/> 0 Suspended <input checked="" type="checkbox"/> 0 Valid
<b>Operator</b>	<b>ACME Bio Imports FR</b> <ul style="list-style-type: none"><li>Organic Importer</li><li>Organic Operator</li></ul> <p>75029 Paris Cedex 01 France (FR)</p> <p><input type="button" value="Requested"/></p>

### 2.3. Creating you company profile

Click the green button "Create a new operator".



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TRACES  
TRAdE Control and Expert System

TRACES NT > User Profile > Manage authorisation requests > Select Operators

← Select an existing operator

Country:  \*

Section:

Type d'activité:

Search:

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

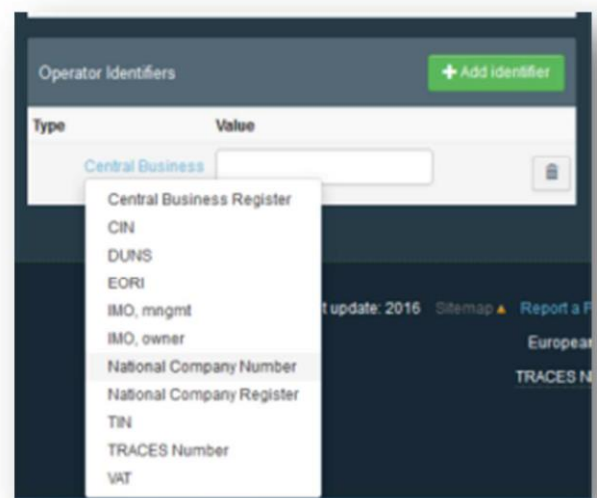


Enter the details of your organization, such as:

- Name
- Country
- City (City)
- Address (Address)
- E-mail: To receive notification when your access is validated.

*Required fields are marked with an asterisk. It is imperative that you enter your information here because otherwise you will not be able to save the request.*

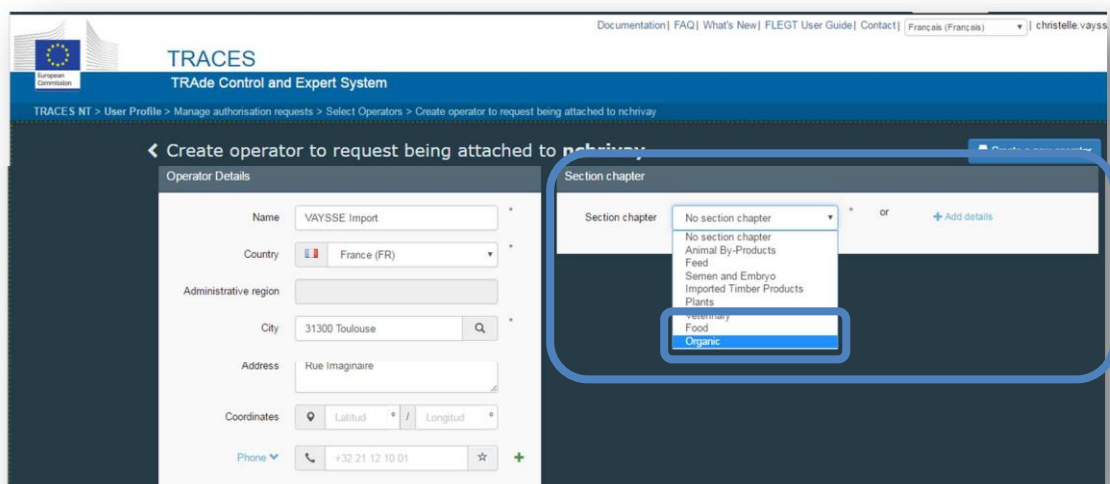
Enter the unique identifier of your organization and choose its Type from the list.  
You can add more identifiers



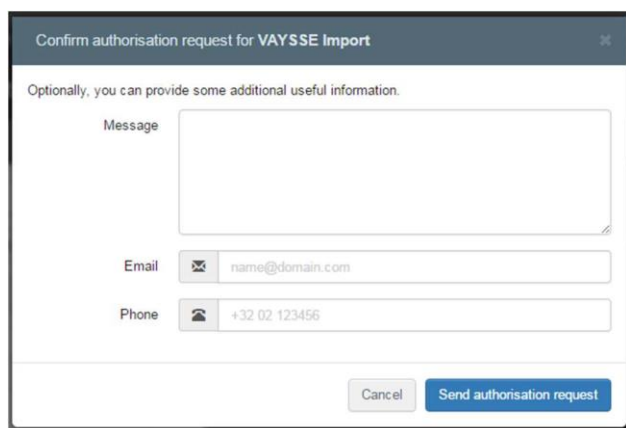
In the "Section chapter" field, choose "ORGANIC":

Click "+ Add details" to provide useful information about your activity => "Organic Importer".

By default, enter "Organic importer".







Confirm authorisation request for VAYSSE Import

Optionally, you can provide some additional useful information.

Message

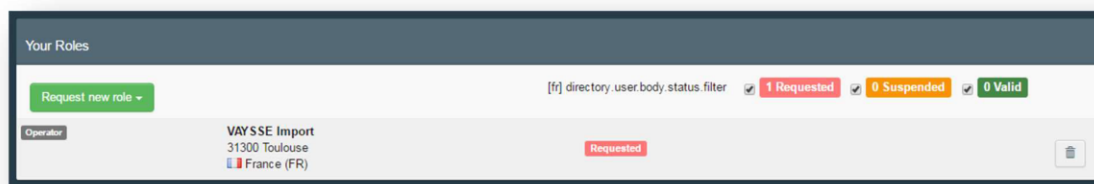
Email

Phone

Finally, click the blue "Create a new operator" button.  
To confirm your request, click the blue "Send authorization request" button.

*Your profile has been created. The status of your profile / role is "Requested".  
You will receive an email notification to confirm the validation of your profile.*

When your profile / role in the TRACE system is approved by the competent authorities of your country and / or the European Commission, the status will be "Valid".



Your Roles

Request new role ▾

[fr] directory.user.body.status.filter  1 Requested  0 Suspended  0 Valid

Operator	Details	Status
VAYSSE Import	31300 Toulouse France (FR)	Requested

### 3. How to create an COI

It is possible to start the process of creating an inspection certificate (COI) with the TRACES system.

In this case, go to the following link and follow the steps described on the website:  
<https://webgate.ec.europa.eu/tracesnt/help/general/Content/COI/Create%20a%20new%20COI.htm>

Once that is done, send the draft number of the certificate to your supplier (exporter), who will mention it in his COI application to his control body.

TRAFFIC LINE HELP (in English only):

<https://webgate.ec.europa.eu/tracesnt/help/general/Content/Home.htm>