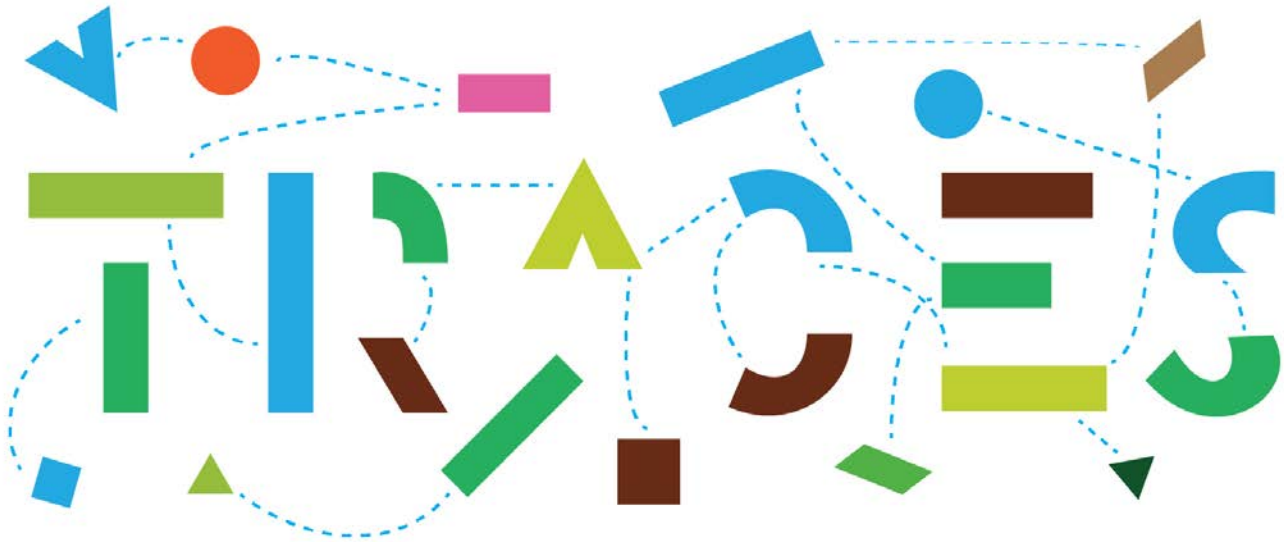




European
Commission



Welcome to **TRACES NT (TNT)**.

This manual contains all essential information to get started with TNT. It includes step-by-step explanation for the registration and for the management of users & operators.

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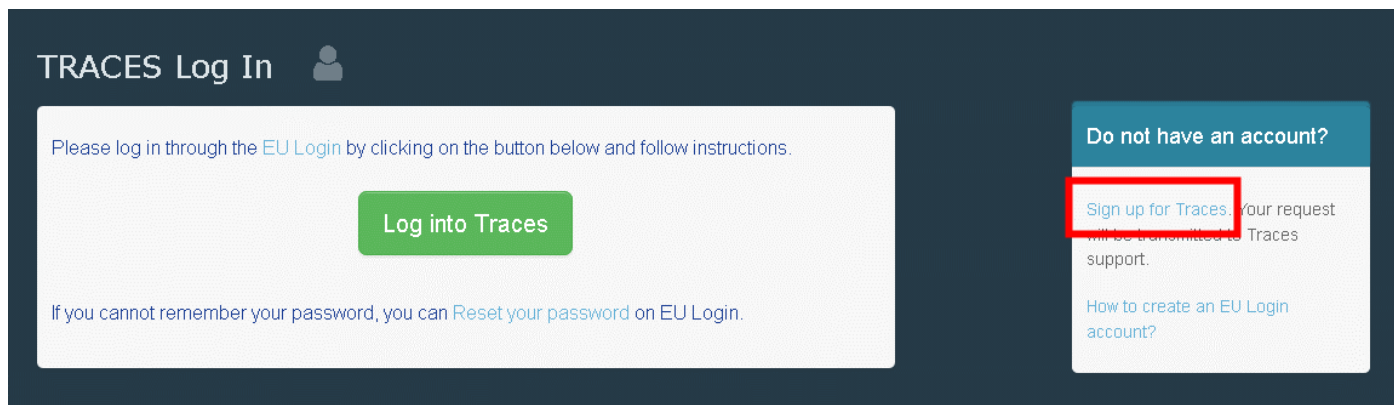
I. Create an EU login account

The first step is to create your EU login identifier. This is a mandatory security layer.

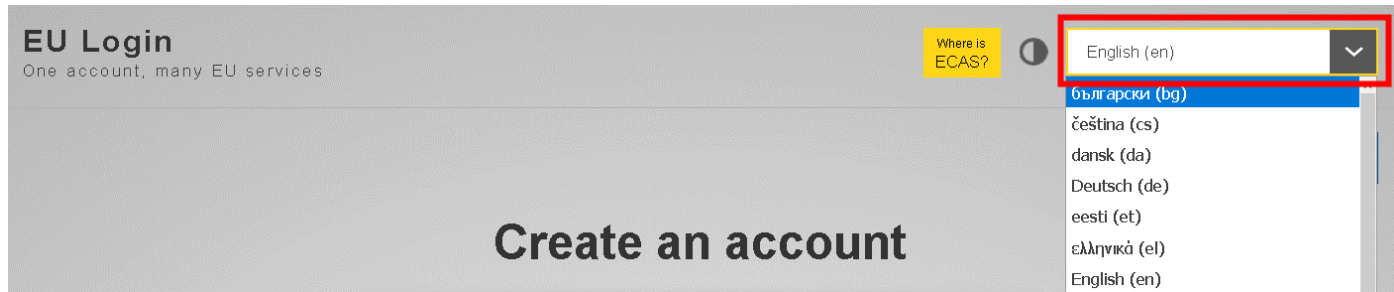
Note: if you already have an EU Login, you can go directly to step II.

Go to <https://webgate.ec.europa.eu/tracesnt/login> to access the TRACES NT welcome page.

Click on the link “**Sign up for TRACES**” in the box on the right side :



In the top right corner, you have the option to choose your language:



You will be redirected to the EU Login registration page. Complete all form fields.

Note: Please keep in mind that the data you choose is the data that will appear on the certificates / documents when you sign them. As the certificate in TRACES NT has a legal value, it is important that you register your EU login account in the name of a real person, NOT a generic name such as your border control post, the name of your operator or control body.

Concerning the e-mail address: it is strongly recommended to choose **your individual professional email address**. It will be used to login to TNT.

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

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](#)

Create an account

Once the request is sent, you will receive an automatic email with a link allowing you to set your password.

Note: you have 90 min to click on the link (it will expire when the 90 minutes have passed).

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

Note: in TNT, the user can manage his own account and change his/her personal data. To do so, click on your email address in the top right corner of the screen and then on **“Edit my profile”**.

The screenshot shows the TRACES (TRAdE Control and Expert System) user interface. At the top right, the user's email address 'CCA35.FR@ec-traces.eu' is displayed and highlighted with a red box. Below it, a dropdown menu is open, showing the user's name 'CCA FR THIRTY-FIVE', the email address, a language selector set to 'English (English)', and a button labeled 'Edit your profile' which is also highlighted with a red box. Other visible elements include a 'Log Out' button, 'Last login: 30/03/2020 09:42:43 +0200 CEST', and a list of 'Available roles' including 'Direction Générale de la Consommation, de la Concurrence et de la Répression des Fraudes Service de la régulation et de la sécurité (DGCCRF)'.

Click on **“My account on EU login”**.

Edit Your Profile Request new role Save Preferences

General preferences

Timezone: Europe/Luxembourg - Central European Summer Time (+02:00) CEST
Local time: October 22, 2020 12:19:07 +02:00 CEST.

Notification preferences

Please **untick** notifications you have no wish to receive.

Type to filter... Filter

- [en] (NOTIFICATION_EVENT_TYPE) ADIS_CATALOG_DATA_TYPES_SYNCHRONIZATION_ERROR
- [en] (NOTIFICATION_EVENT_TYPE) ADIS_OUTBREAK_SUBMITTED_TO_MS_DEFERRED
- [en] (NOTIFICATION_EVENT_TYPE) ADIS_OUTBREAK_SUBMITTED_TO_MS_IMMEDIATELY
- Authority created
- Authority updated
- CATCH Certificate created
- Catch Certificate: Rejected by issuing body
- Catch Certificate: Submitted to issuing body
- Catch Certificate: Validated by issuing body

Personal Information

EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in.

Full Name: CCA FR THIRTY-FIVE
Domain: External
Username: n003989v
Email: CCA35.FR@ec-traces.eu

[My account on EU Login](#)

[Change your Password at EU Login](#)

[Update your Information at EU Login](#)

Click on **“modify my personal data”** and modify the data you wish.

My Account

My account details

[Modify my personal data](#)

Delete my account

Do not forget to click on **“submit”** to save the changes.

User edit

First name

Last name

E-mail

E-mail language

I want to receive e-mail notifications.

Warn me each time an application asks for my identity

View my EU Login account details after logging me in

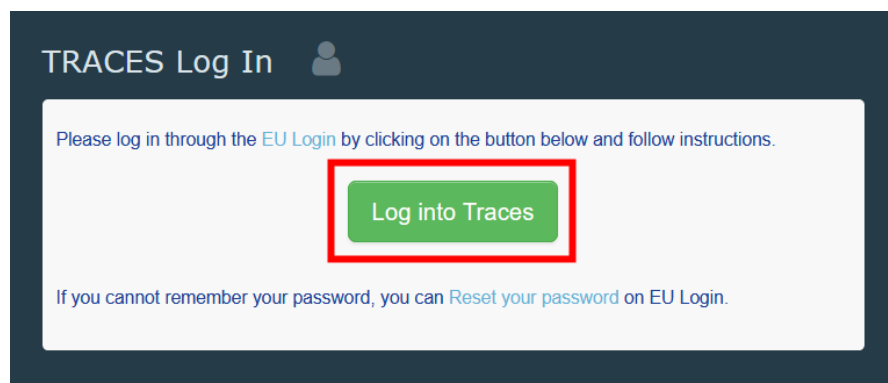
Submit
Cancel

II. Create an account in TRACES NT: request a role

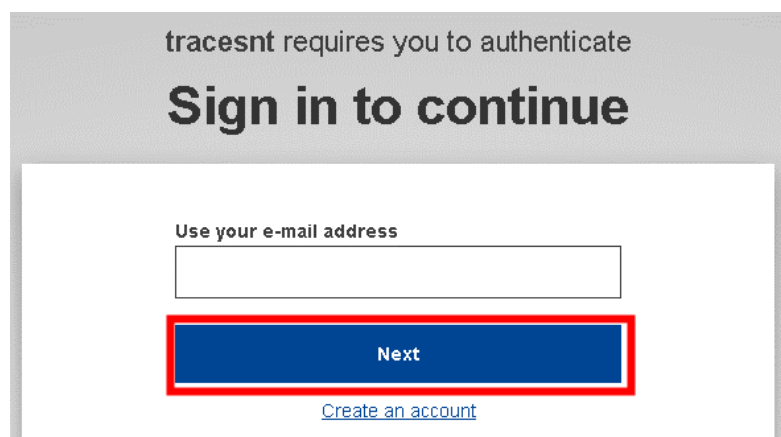
Once you created your EU login, you have to request a role in order to have access to TRACES NT.

Go to the TNT website: <https://webgate.ec.europa.eu/tracesnt/login>.

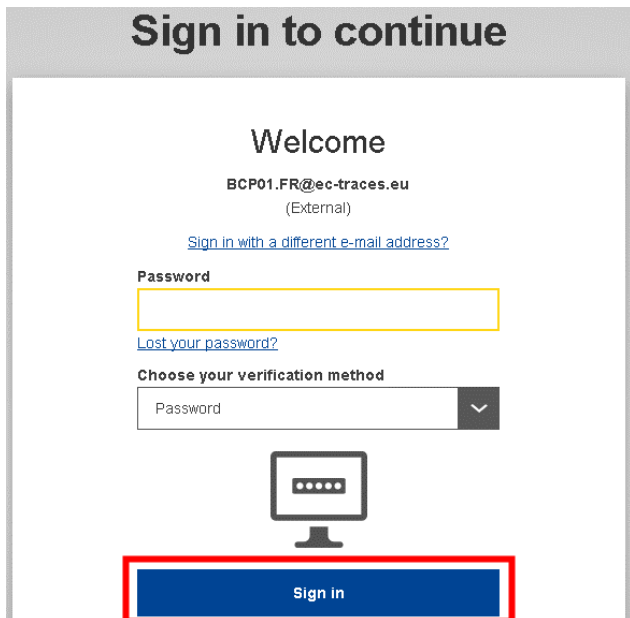
Then click on the green button “**Log into TRACES**”.



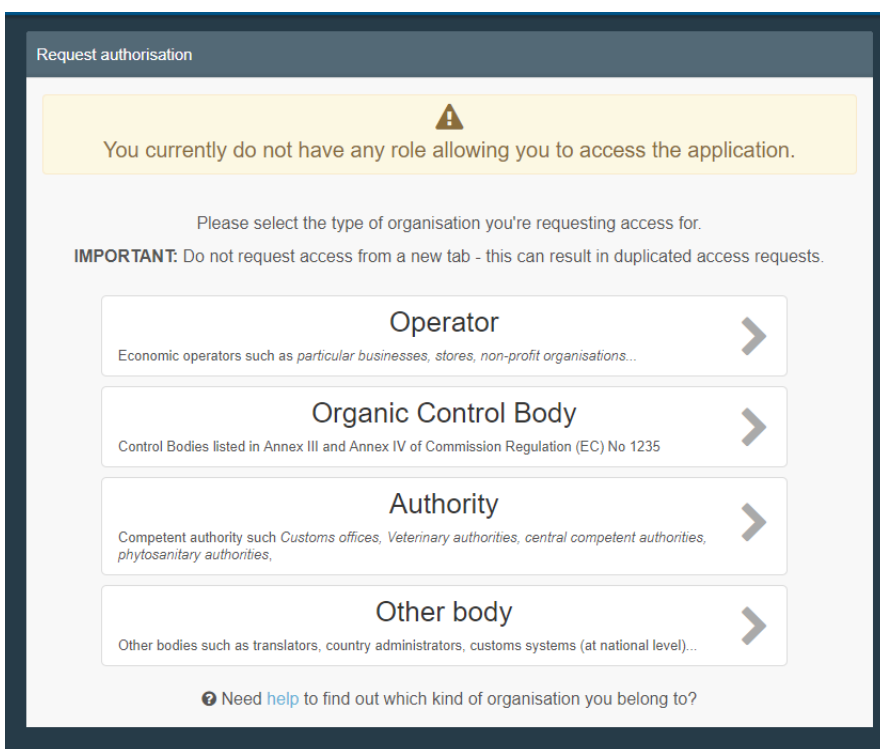
You will be redirected to the EU Login access. Introduce your email address and click on “**Next**”.



Introduce your password and click on “**Sign in**”.



When accessing TRACES for the first time, you will see this page where you can choose your role:



1. Request a role as an operator “Responsible for the load” (RFL)

The responsible for the consignment in the EU is the person who issues the part I of the CHED-A, CHED-P, CHED-D and CHED-PP.

To request this role, select “**Operator**”.

Request authorisation

You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator ➤
 Economic operators such as *particular businesses, stores, non-profit organisations...*

Organic Control Body ➤
 Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235

Authority ➤
 Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*

Other body ➤
 Other bodies such as *translators, country administrators, customs systems (at national level)...*

[Need help](#) to find out which kind of organisation you belong to?

The system will redirect you to a search page, which will enable you to search for your company.

Select the “**Country**” and type the name of the company in the box “**Search**”. The fields “**Section**” and “**Activity type**” are optional. Then click on “**Search**”.

← Select an existing operator Request authorisation

Country: *

Section:

Activity Type:

Search: **Search**

Note: In order to avoid duplicates in TNT, the option to create a new operator is only available after you have searched for it.

If your company already exists in the system : tick the small box on the right (you can select more than one company) and then click on the green button “**Request authorisation**”.

← Select an existing operator + Create a new operator Request authorisation

Country: *

Section:

Activity Type:

Search: Q Search

Name	Address	Activities	<input type="checkbox"/>
AIR FRANCE CARGO	sfd 95700 Roissy-en-France France	▶ Responsible for the load (RFL) Valid	<input checked="" type="checkbox"/>
COOPERATIVEPk41 Ent TRACES Number: TR-3520543	via Savigliano 54 06281 Nice Cedex 3 France	▶ Responsible for the load (RFL) Valid	<input type="checkbox"/>

A pop-up window will appear: you have the option to send more information. Otherwise, click on **“Send authorisation request”**:

Confirm authorisation request for Anita France

Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

You have now requested to be linked to your company.

If your company does not exist in the system: you can create it by clicking on the green button **“+ Create a new operator”**.

Note: The option **“+ Create a new operator”** will only be available after a first search is done.

← Select an existing operator + Create a new operator Request authorisation

Country: *

Section:

Activity Type:

Search: Q 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.

Type the requested information in the box “**Operator details**”.

Note: The mandatory fields are marked with the red star (*)

Operator Details

Name: Test *

Country: France (FR) *

Region: Paris [FR-75], Ile-de-France [FR-IDF], Metropolitan France *

City: 91744 Paris ✓ *

Ext.: [A-Z]{2}

Address: Rue 1 *

Coordinates: Latitude / Longitude

Phone: 003367890123 *

Chapter or activity

Chapter: No section chapter *

Operator Identifiers

+ Add Identifier

Add Identifier

No identifiers

Once you filled all the mandatory information, you will be able to choose the chapter in the box “**Chapter or Activity**”.

Note: the chapter depends on the document you need to create/access. You can find below the chapter with the corresponding document:

Organic (COI), **imported timber products** (FLEGT), **Plants** (access to CHED-PP, creation of PHYTO), **Fishing** (CATCH), **Veterinary** (access to CHED-A and CHED-P, creation of IMPORT), **Feed and food of non-animal origin** (access to CHED-D), **Food** (IMPORT), **Other** (horizontal roles such as “transporter” and “responsible for the load” (to create CHED-A, CHED-P, CHED-D, CHED-PP)).

To create a responsible for the load, select the chapter ‘**Other**’.

In the box “**Section**” and “**Activity**”, select “**Responsible for the Load**”.

Then assign a Responsible Authority to your operator by clicking on “**Search responsible authorities**”.

← Create operator to request being attached to **n002xjal** Create a new operator

Operator Details

Name *

Country 🇫🇷 France (FR) *

Region **Paris** (FR-75), Ile-de-France (FR-IDF), Metropolitan France .

City ✓ *

Ext. City selected

Address *

Coordinates ° / °

Phone *

Operator Identifiers + Add Identifier

No identifiers

Chapter or activity

Chapter *

Activity

Activity details

Section *

Activity *

Identifier

Valid From +02:00 CEST

Valid to +02:00 CEST

Publication date

Application date

Assigned responsible authorities

Name	Address	Role	Code

Search for the **BCP** you wish to assign to your operator by typing its name. You can also use the **“Advanced search”**. We advise to assign the BCP with which you work the most.

Click in **“Select”** to assign the BCP.

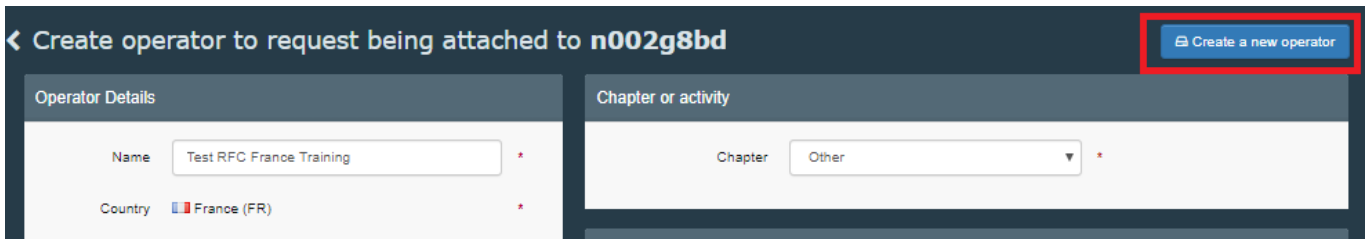
Select responsible authorities

Search: Search Advanced search ▶

Name	Country	Address	Role	Code	Competence	
Roissy Charles-De-Gaulle FRCDG4	🇫🇷 France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Organic COI rw COI Extract rw	Select
Roissy Charles-De-Gaulle FRCDG4	🇫🇷 France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Plant health CHED-PP rw ePhyto rw EUROPHYT IN rw PHYTO rw	Select
Roissy Charles-De-Gaulle FRCDG4	🇫🇷 France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Feed and Food of Non-Animal Origin Food CHED-D rw EU IMPORT r-	Select

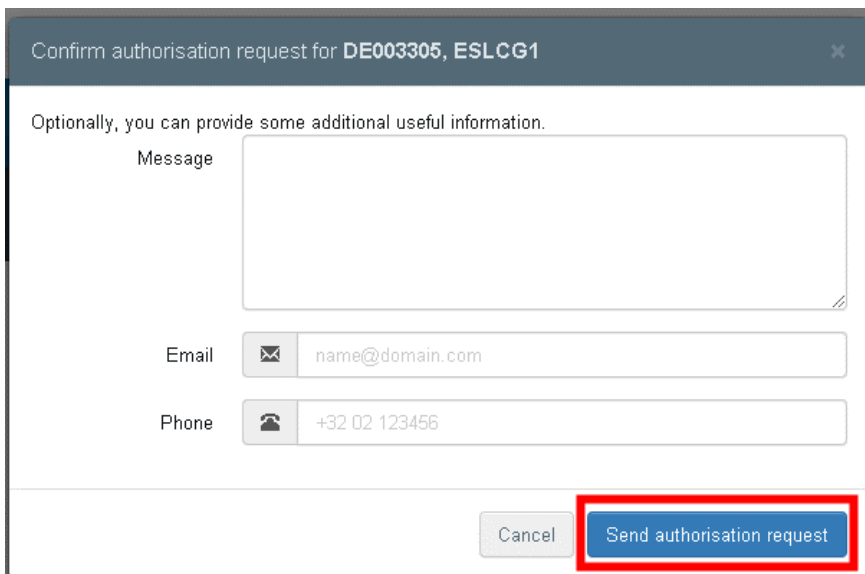
Note: The BCP that you assigned to your operator will be the one in charge of the **validation** of your operator only. You will still be able to work with all the other BCPs.

Once you have filled all the mandatory fields and assigned the authority, click on the button “**Create a new operator**” in order to submit your application.



The screenshot shows a web form titled "Create operator to request being attached to n002g8bd". The form is divided into two main sections: "Operator Details" and "Chapter or activity". In the "Operator Details" section, there are fields for "Name" (containing "Test RFC France Training") and "Country" (set to "France (FR)"). In the "Chapter or activity" section, there is a "Chapter" dropdown menu currently set to "Other". A blue button labeled "Create a new operator" is located in the top right corner of the form, highlighted with a red box.

When you click on “**Create new operator**”, a pop-up window will appear. You have the option to provide more information, otherwise, click on “**Send authorisation request**”:



The screenshot shows a pop-up window titled "Confirm authorisation request for DE003305, ESLCG1". The window contains a text area for "Message" with the instruction "Optionally, you can provide some additional useful information." Below the message area are input fields for "Email" (containing "name@domain.com") and "Phone" (containing "+32 02 123456"). At the bottom of the window, there are two buttons: "Cancel" and "Send authorisation request". The "Send authorisation request" button is highlighted with a red box.

Once your request is sent, you will receive the following message on the TRACES homepage:


Request authorisation

i


The roles you requested are being reviewed. You need to contact either your responsible authority either the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator 



Economic operators such as *particular businesses, stores, non-profit organisations...*

 Need [help](#) to find out which kind of organisation you belong to?

You will then be able to see the status “requested” of your role at the bottom of the page:

Your Roles

Filter status 1 Requested 0 Suspended 0 Valid Request new role ▾

Operator	AIR FRANCE CARGO ➤ Responsible for the load (RPL) Valid	Requested	
	95700 Roissy-en-France  France (FR)		

Once both your operator and your role are valid, you will have access to TNT.

2. Request a role as operator other than “Responsible for the load”


If you work for a company and **you do not need to issue the first part of a CHED**, select “**Operator**”.

Request authorisation


You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.


IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator 


Economic operators such as *particular businesses, stores, non-profit organisations...*

Organic Control Body 


Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235

Authority 

Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*

Other body 



Other bodies such as *translators, country administrators, customs systems (at national level)...*

 [Need help](#) to find out which kind of organisation you belong to?

The system will redirect you to a search page, which will enable you to search for your company.

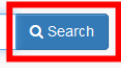
Select the “**Country**” and type the name of the company in the box “**Search**”. The fields “**Section**” and “**Activity type**” are optional. Then click on “**Search**”.

< Select an existing operator Request authorisation

Country:   *

Section:

Activity Type:

Search: 

Note: In order to avoid duplicates in TNT, the option to create a new operator is only available after you have searched for it.

If your company already exists in the system : tick the small box on the right (you can select more than one company) and then click on the green button “**Request authorisation**”.

← Select an existing operator + Create a new operator Request authorisation

Country: *

Section:

Activity Type:

Search: Q Search

Name	Address	Activities	<input type="checkbox"/>
AIR FRANCE CARGO	sfd 95700 Roissy-en-France France	➤ Responsible for the load (RFL) Valid	<input checked="" type="checkbox"/>
COOPERATIVEPk41 Ent TRACES Number: TR-3520543	via Savigliano 54 06281 Nice Cedex 3 France	➤ Responsible for the load (RFL) Valid	<input type="checkbox"/>

A pop-up window will appear: you have the option to send more information. Otherwise, click on **“Send authorisation request”**:

Confirm authorisation request for Anita France

Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

You have now requested to be linked to your company.

If your company does not exist in the system : you can create it by clicking on the green button **“+ Create a new operator”**.

Note: The option **“+ Create a new operator”** will only be available after a first search is done.

← Select an existing operator + Create a new operator Request authorisation

Country: *

Section:

Activity Type:

Search: Q 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.

Type the requested information in the box **“Operator details”**.

Note: The mandatory fields are marked with the red star (*)

← Create operator to request being attached to **n002xjal** Create a new operator

Operator Details

Name: Test *

Country: France (FR) *

Region: Paris [FR-75], Ile-de-France [FR-IDF], Metropolitan France *

City: 91744 Paris ✓ *

Ext.: [A-Z]{2}

Address: Rue 1 *

Coordinates: Latitude / Longitude

Phone: 003367890123 *

Operator Identifiers + Add Identifier

No identifiers

Chapter or activity

Chapter: No section chapter *

Once you filled all the mandatory information, you will be able to choose the chapter in the box “**Chapter or Activity**”.

Chapter or activity

Chapter: No section chapter *

- No section chapter
- Organic
- Imported Timber Products
- Plant health
- Fishing
- Veterinary
- Feed and Food of Non-Animal Origin
- Food
- Other

Note: the chapter depends on the document you need to create/access.

You can find below the chapter with the corresponding document:

Organic (COI), **imported timber products** (FLEGT), **Plants** (access to CHED-PP, creation of PHYTO), **Fishing** (CATCH), **Veterinary** (access to CHED-A and CHED-P, creation of IMPORT), **Feed and food of non-animal origin** (access to CHED-D), **Food** (IMPORT), **Other** (horizontal roles such as “transporter” and “responsible for the load” (to create CHED-A, CHED-P, CHED-D, CHED-PP)).

Select the section and the corresponding activity.

- For the organic chapter, you also need to select your control body/authority.

The screenshot shows a web form with two main sections: 'Chapter or activity' and 'Activity'. In the 'Chapter or activity' section, the 'Chapter' dropdown menu is set to 'Organic'. In the 'Activity' section, under 'Activity details', the 'Section' dropdown is set to 'Organic Importer (ORGANIC IMPORTER)' and the 'Activity' dropdown is set to 'Organic Importer'. Below these, there is a search field for 'Control Body / Control Authority' with the placeholder text 'Type for searching...'. There are also date fields for 'Valid From', 'Valid to', 'Publication date', and 'Application date', each with a calendar icon. The time zone is set to '+02:00 CEST'.

- For the other activities, the selection of the section and the activity is enough. The competent authority will be assigned automatically by the system.

The screenshot shows a web form with two main sections: 'Chapter or activity' and 'Activity'. In the 'Chapter or activity' section, the 'Chapter' dropdown menu is set to 'Veterinary'. In the 'Activity' section, under 'Activity details', the 'Section' dropdown is set to 'Animal importer (IMP)' and the 'Activity' dropdown is set to 'Establishment'. Below these, there is an 'Identifier' text input field.

Once you have filled all the mandatory fields and assigned the authority, click on the button “**Create a new operator**” in order to submit your application.

← Create operator to request being attached to **n002xjal** Create a new operator

<p>Operator Details</p> <p>Name: <input type="text" value="test"/></p> <p>Country: France (FR)</p> <p>Region: Paris (FR-75), Ile-de-France (FR-IDF), Metropolitan France</p>	<p>Chapter or activity</p> <p>Chapter: <input type="text" value="Veterinary"/></p> <p>Activity: <input type="text"/></p>
---	---

When you click on “**Create new operator**”, a pop-up window will appear. You have the option to provide more information, otherwise, click on “**Send authorisation request**”:

Confirm authorisation request for **DE003305, ESLCG1**

Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

Once your request is sent, you will receive the following message on the TRACES homepage:

Request authorisation

i

The roles you requested are being reviewed. You need to contact either your responsible authority either the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator

Economic operators such as *particular businesses, stores, non-profit organisations...*



➤

Need [help](#) to find out which kind of organisation you belong to?

You will then be able to see the status “requested” of your role at the bottom of the page:

Your Roles

Filter status 1 Requested 0 Suspended 0 Valid Request new role ▾

Operator	Test operator CD	Status	
	> Animal importer (IMP) New	Requested	
	29334 Quimper		
	 France (FR)		

Once both your operator and your role are valid, you will have access to TNT.

3. Request a role as an authority

If you are an authority user, click on “**Authority**”.

Request authorisation

You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator >
Economic operators such as *particular businesses, stores, non-profit organisations...*

Organic Control Body >
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235

Authority >
Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*

Other body >
Other bodies such as translators, country administrators, customs systems (at national level)...

[Need help](#) to find out which kind of organisation you belong to?

The system will redirect you to a page, which will enable you to search for the authority entity for which you work.

Choose the country in the drop-down menu and type the name. The box “**Role**” and “**Competence**” are optional. Then click on “**Search**”.

< Select an authority Request authorisation

Country

Role

Competence

Authority Name

Select one or more authorities by ticking the small box on the right hand side.

Note: One Border Control Post (BCP) can have many competencies: plants (CHED-PP), food and feed (CHED-D), organic (COI), etc.

If you select the line with the wrong competence, you will not be able to access part II of the documents relevant to you.

It is therefore very important to select the line(s) with the competence corresponding to the field in which you work.

Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	COI rw COI Extract rw	FRCDG4	<input type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	CHED-PP rw ePhyto rw EUROPHYT IN rw PHYTO rw	FRCDG4	<input type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	CHED-D rw EU IMPORT r-	FRCDG4	<input type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	BCP	CHED-A rw CHED-P rw EU IMPORT r- AJL rw	FRCDG4	<input type="checkbox"/> Select

Please note that you can select as many competences as you need.

Once you have selected the authority, click on the green button “**Request authorisation**”.

← Select an authority Request authorisation

Country:

Role:

Competence:

Authority Name:

Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	CHED-A rw CHED-P rw EU IMPORT r- AJL rw	FRCDG4	<input checked="" type="checkbox"/> Select

A pop-up window will appear and you have the option to send more information.

Click on “**Send authorisation request**”:

Confirm authorisation request for FRGUY4

Optionally, you can provide some additional useful information.

Message:

Email:

Phone:

Once your request is sent, you will receive the following message on the **TRACES** homepage:

Request authorisation

i

The roles you requested are being reviewed. You need to contact either your responsible authority either the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

- Organic Control Body**
Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235
- Authority**
Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*
- Other body**
Other bodies such as translators, country administrators, customs systems (at national level)...

[Need help](#) to find out which kind of organisation you belong to?

You will then be able to see the status 'requested' of your role at the bottom of the page.

Your Roles

Filter status 1 Requested 0 Suspended 0 Valid Request new role

Authority	Roissy Charles-De-Gaulle FRCDG4 BCP FRCDG4 Animal By-Products Food Veterinary CHED-A rw CHED-F rw EU IMPORT r- AJL rw Free-zone Specially approved customs warehouse 95701 Roissy Ch De Gaulle Cedex France (FR)	Requested	
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Once your role is valid, you will have access to TNT.

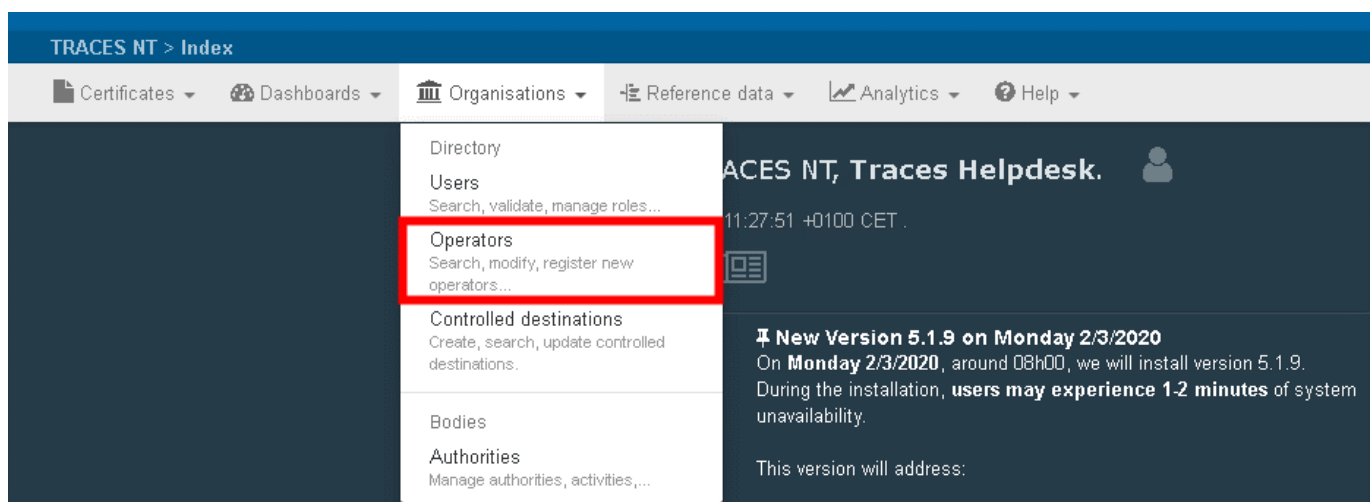
III. Validation workflow

- ➔ As an authority LAU or BCP, you are responsible for the validation of
 - Operator that are under your authority
 - Roles of the users who wish to be linked to operators under your responsibility
- ➔ As a power user, you are responsible for the validation of your colleague(s) requesting a role within your operator or authority.
- ➔ As user of a superior authority CCA or RCA, you are in charge of the validation of users from subordinate authorities:
 - Central competent authority users (CCA) can validate users from regional competent authorities (RCA), local authority units (LAU) and border control post (BCP) that are under their responsibility.
 - Regional competent authorities users (RCA) can validate users from local authority units (LAU) and border control post (BCP) that are under their responsibility.

1. As an authority - I want to validate an operator

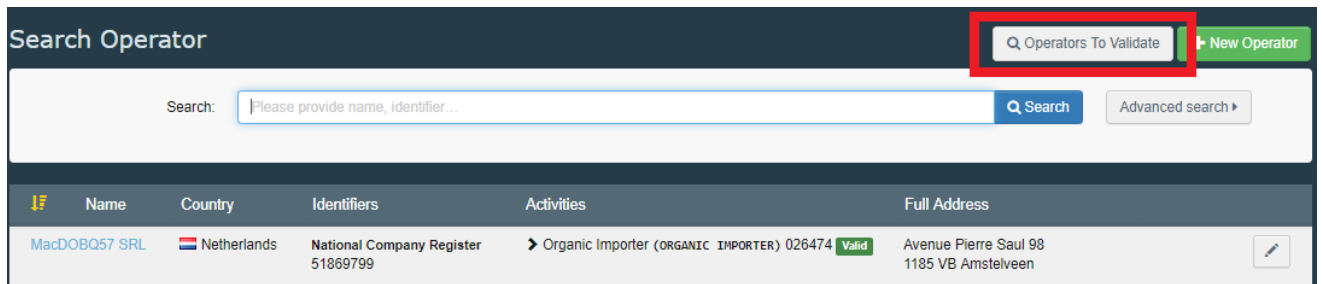
As a BCP or LAU user, you have the responsibility to validate the operators and user accounts that are under your authority.

In order to validate to validate an operator, click on the menu “**Organisations**” and then click on “**Operators**”:

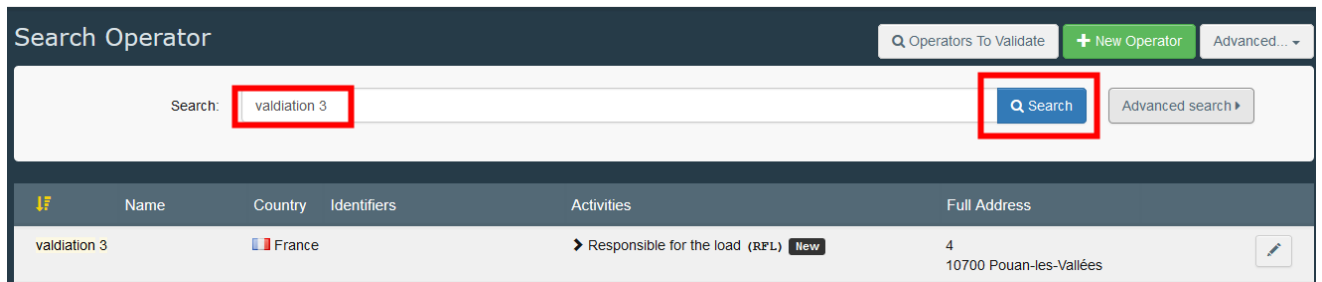


You have a few options to find the operators that are waiting for validation:

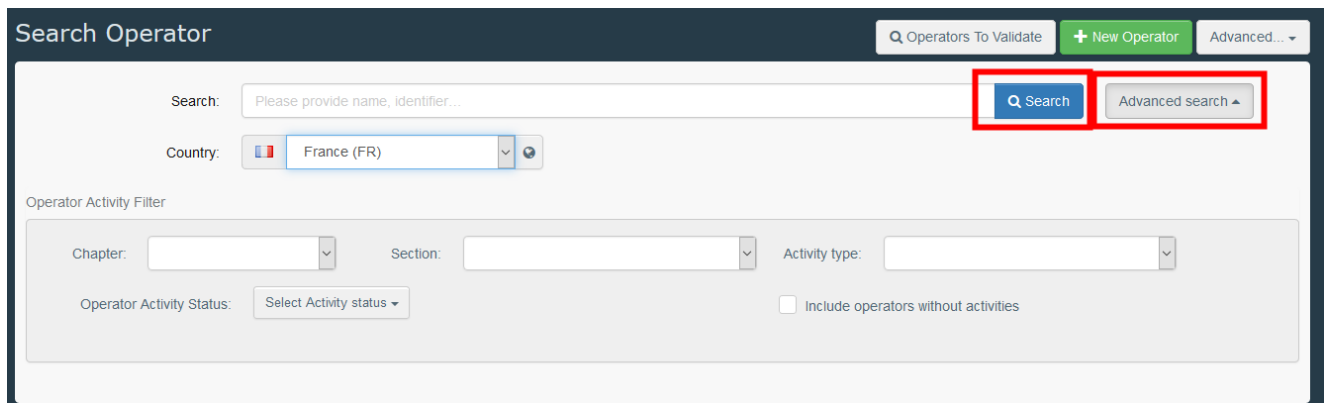
- ➔ By clicking in “Operators to validate”: all the operators that are waiting for your validation will appear in the list below.



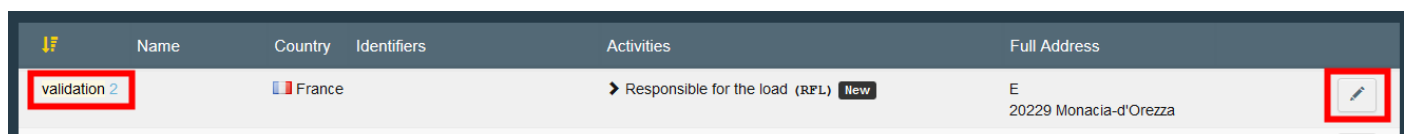
➔ By using the search bar: you can type the name of the operator you are looking for in the search field and then click in “**Search**”. The result of your search will appear below.



➔ By using the Advanced Search option

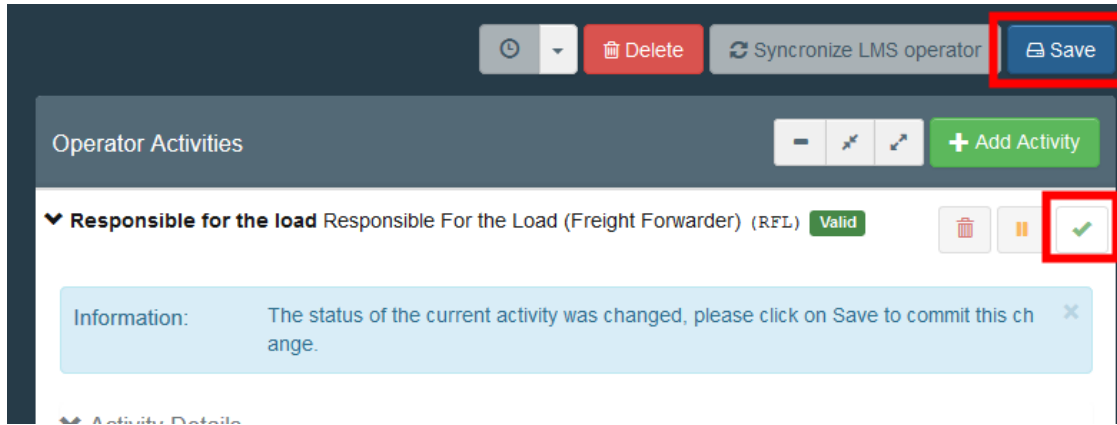


Once you find the operator you are looking for, click on its name or on the small pen icon to open its details.



Once you open the operator, click on the check button (✓) to validate the operator’s activity in the right column. The activity that you have validated now has the status **Valid**. Do not forget to click on the

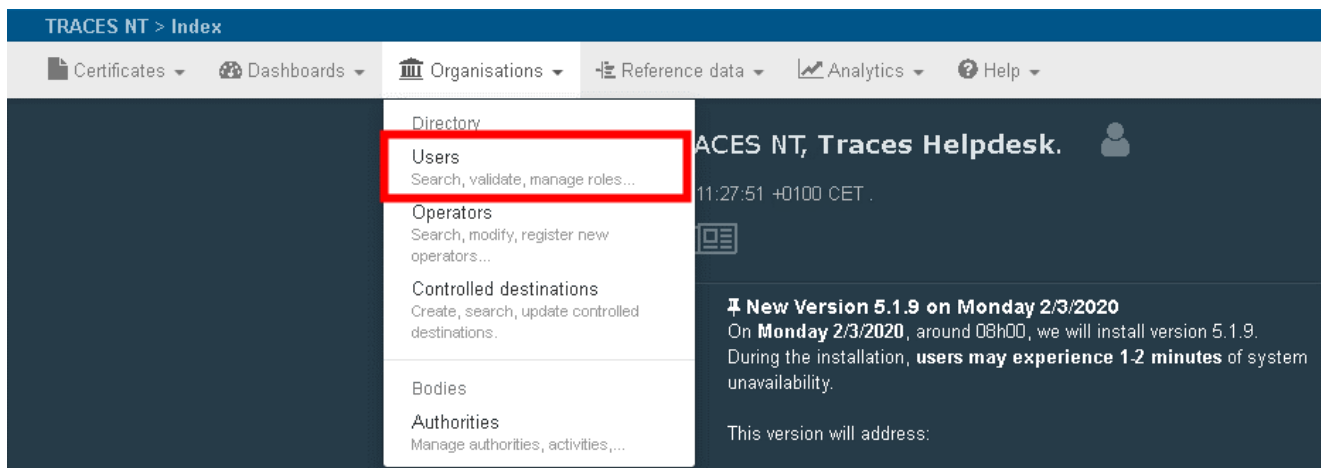
“Save” button to save the changes. Once you saved the changes, a confirmation message will pop up.



2. As authority/power user - I want to validate the role of a user

Note: As power user you can only validate users who request a role to your operator/authority/control body for which you have the admin rights.

In order to validate the role of a user, click on “Organisations” in the menu and then click on “Users”:



You have a few options to find the users that are waiting for the validation of his/her role:

- ➔ By clicking in “Search pending request”: all the users that are waiting for your validation will appear in the list below.
- ➔ By using the search bar: type the name of the user you are looking for in the search field and then click in “Search”. The result of your search will appear below.
- ➔ By using the Advanced Search option

Search Users Search pending requests

Search: Search Advanced search

Full name ↓	Account name	Bodies	Last Login
Use the Search button to find Users.			

Once you find the user you are looking for, click on the user's name to open the details.

Full name ↓	Account name	Bodies	Last Login
Brian Eduardo	n0035bbp No access.	Operator LIBOFu5 SRL	Requested January 31, 2020 13:07:15 +01:00 CET 9 months ago.

Click on the check button (✓) to validate the relevant role requested, then click on **“Save”**. The user that you just validated now has the status **Valid**.

Manage Brian Eduardo n0035bbp Cancel Save changes

User details

Username: n0035bbp Email: Brian.Eduar@LIBOFu5.com

Domain: External Phone:

Full name: Brian Eduardo Fax:

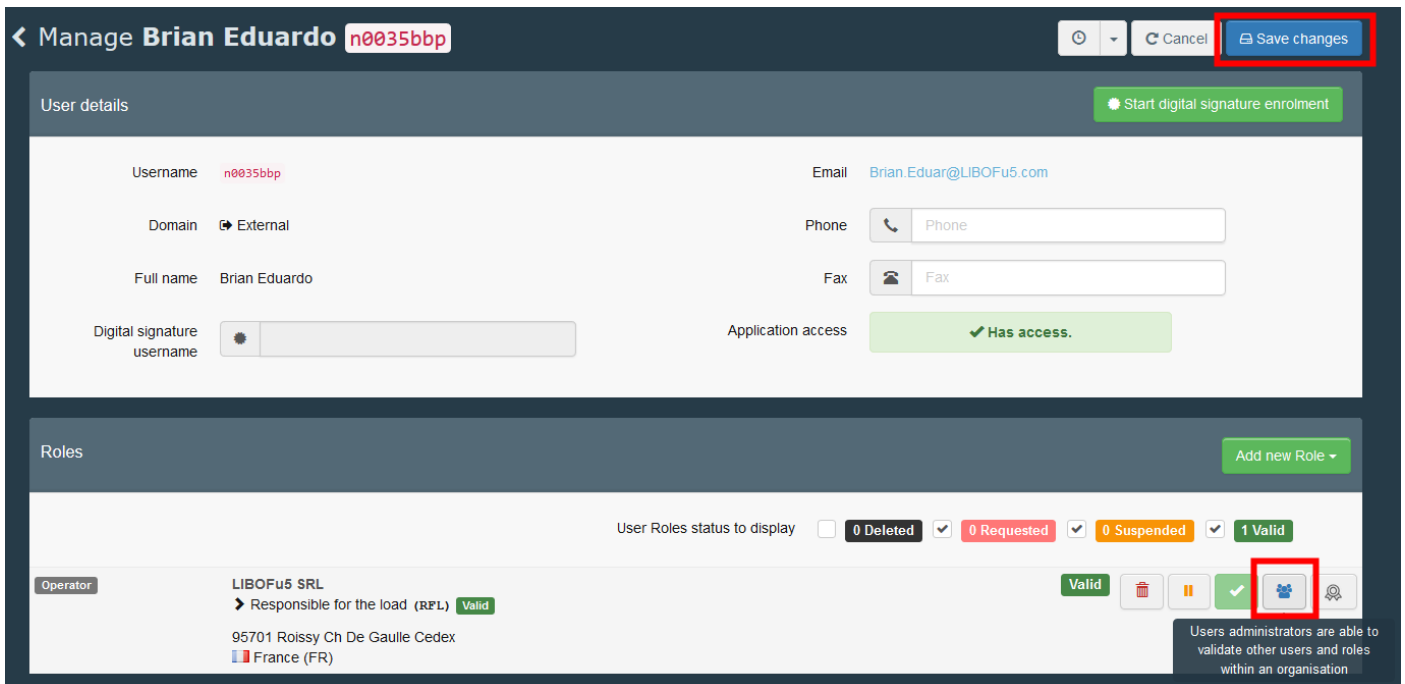
Digital signature username: Application access: No access.

Roles Add new Role

User Roles status to display: Deleted 1 Requested 0 Suspended 0 Valid

Operator	LIBOFu5 SRL Responsible for the load (RFL) Valid	Requested	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95701 Roissy Ch De Gaulle Cedex France (FR)						

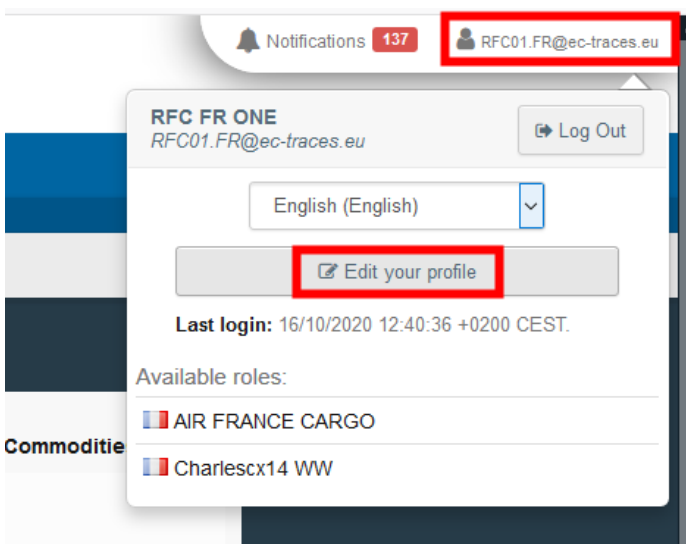
If you want this user to be a **“power user”** and enable him to validate his/her colleagues within his authority/operator/control body, activate the blue little person icon on the right, then click on **“Save”**.



IV. Operator management

1. How to add an activity to an operator?

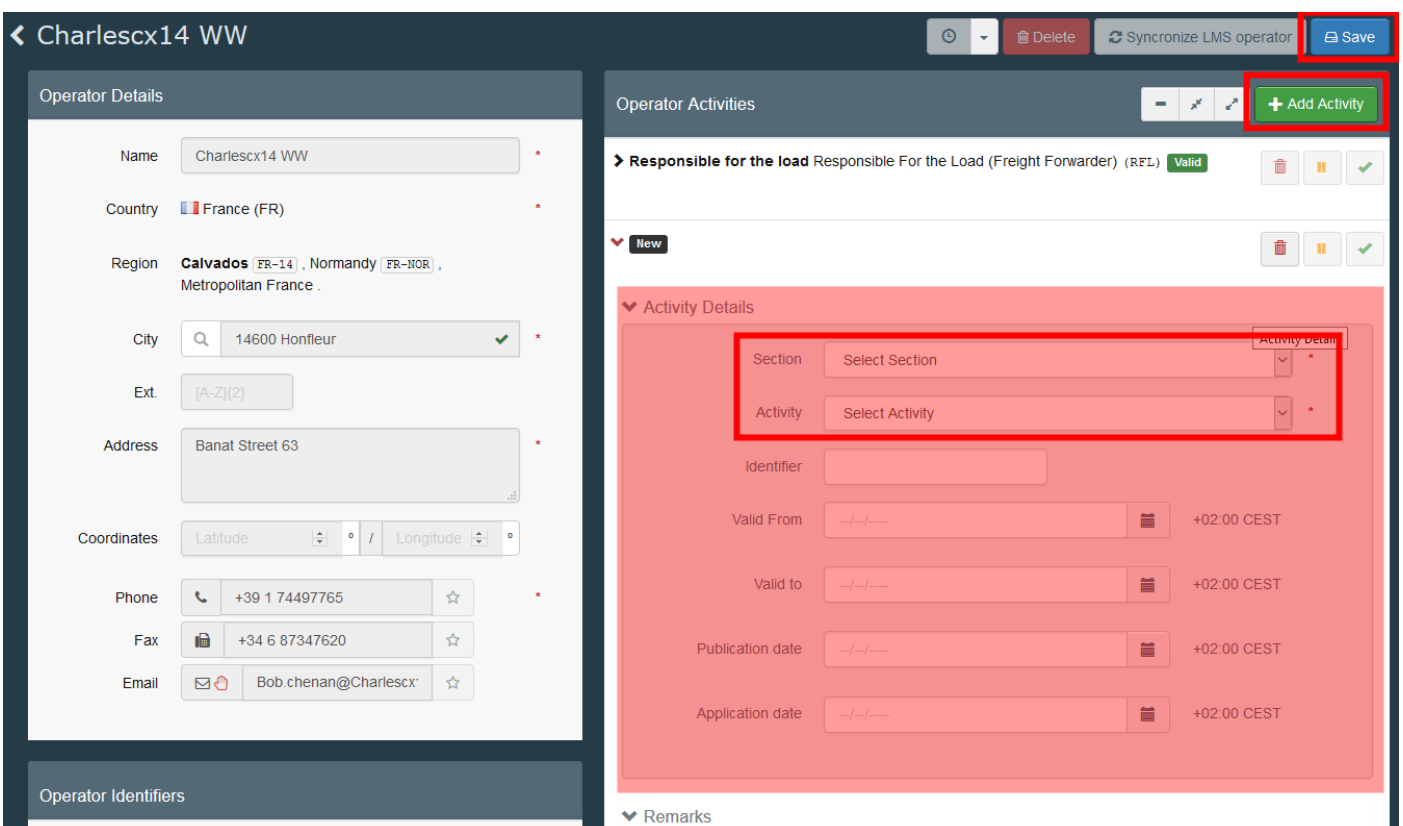
As a user, you can add a new activity to your operator. Click on your email address at the top right corner of the screen, then click on **“Edit my profile”**.



At the bottom of the page, click on your operator.



Then click on “+ Add Activity”. A new board (in red in the image) will open to fill the new activity details:



- If you add an activity “responsible for the load”, please select “**Responsible for the load**” in both boxes “**Section**” and “**Activity**”. Then assign a Responsible Authority by clicking on “**Search responsible authorities**”.

▼ Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) New
🗑️ 🔔 ✅

▼ Activity Details

Section Responsible For the Load (Freight Forwarder) (RFL) *

Activity Responsible for the load *

Identifier

Valid From +01:00 CET

Valid to +01:00 CET

Publication date +01:00 CET

Application date +01:00 CET

▼ Assigned responsible authorities

Name	Address	Role	Code
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Search for the **BCP** you wish to assign to your operator by typing the name of the BCP. You can also click on the **“Advanced search”** button. We usually advise to assign the BCP with which you work the most. Click in **“Select”** to assign the BCP.

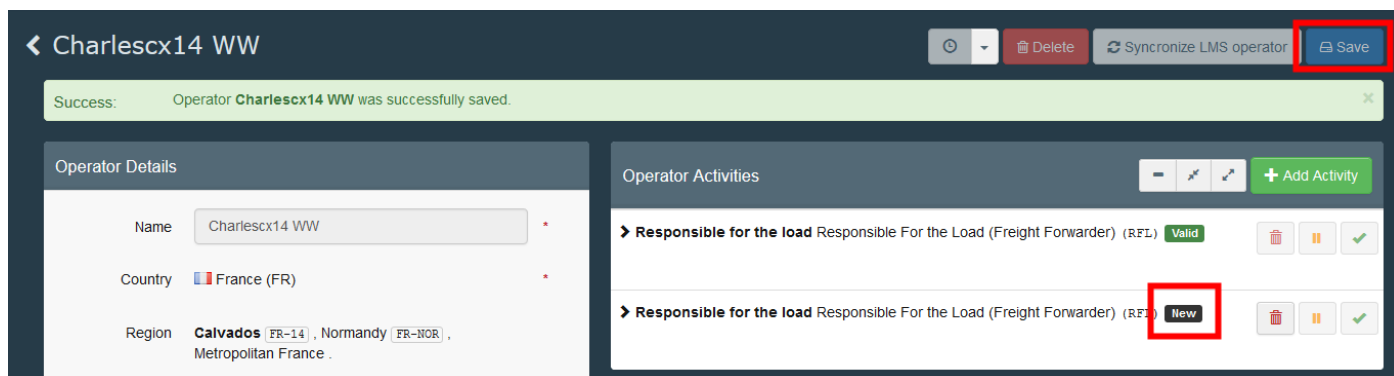
Select responsible authorities

Search: 🔍 Search Advanced search ▶

Name	Country	Address	Role	Code	Competence	
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Organic COI <i>rw</i> COI Extract <i>rw</i>	<input type="button" value="Select"/>
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Plants CHED-PP <i>rw</i> PHYTO <i>rw</i>	<input type="button" value="Select"/>
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Food Veterinary CHED-A <i>rw</i> CHED-P <i>rw</i> EU IMPORT <i>rw</i> All <i>rw</i>	<input type="button" value="Select"/>
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Feed and Food of Non-Animal Origin CHED-D <i>rw</i>	<input type="button" value="Select"/>
Roissy PED 11 BUREAU RCCBF	France	Zone de fret 3 - Bâtiment 3609 - Porte n° 140	Border Control Post	FRDGCCRF11	Organic COI <i>rw</i> COI Extract <i>rw</i>	<input type="button" value="Select"/>

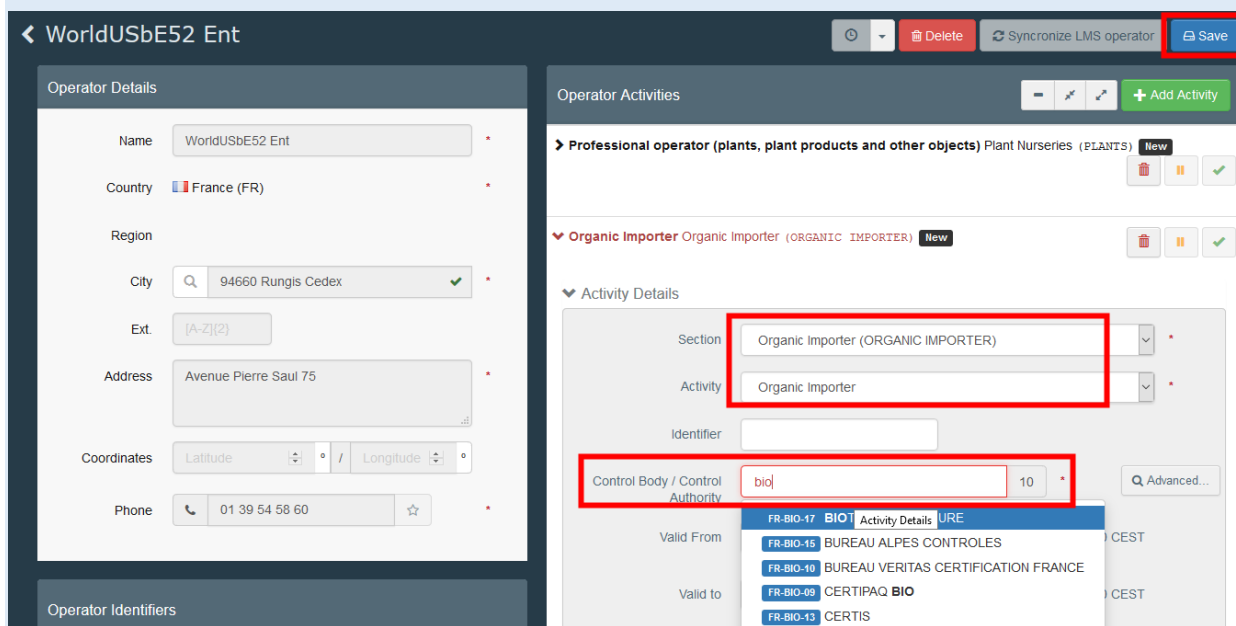
Note: The BCP that you assigned to your operator will be the one in charge of the **validation** of your operator only. You will still be able to work with all other BCPs.

Click on the button “**Save**” on the top right of the screen in order to submit your application. The activity has the status “**New**”.



- If you add another activity (**NOT** responsible for the load), please select the corresponding section and activity in both boxes “**Section**” and “**Activity**”. The competent authorities is automatically assigned.

Note: if you chose one of the “**organic**” sections, do not forget to add the control body. In the “control body/control authority” box, start typing the name of the control body and select it in the drop-down list or click on the “**Advanced**” button to look for it. Click on “**Select**”. Click on the button “**Save**” on the top right of the screen in order to submit your application

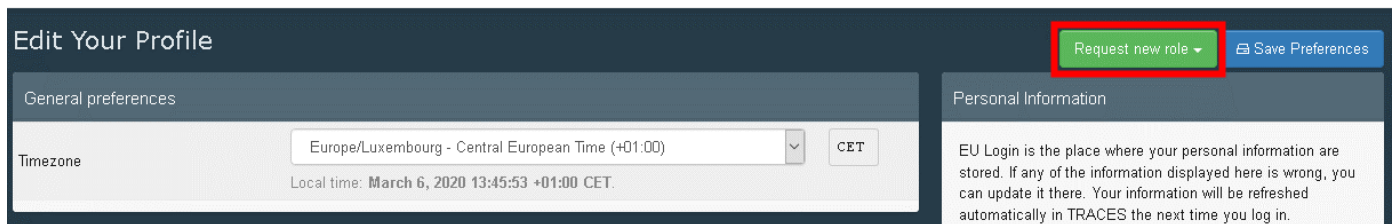
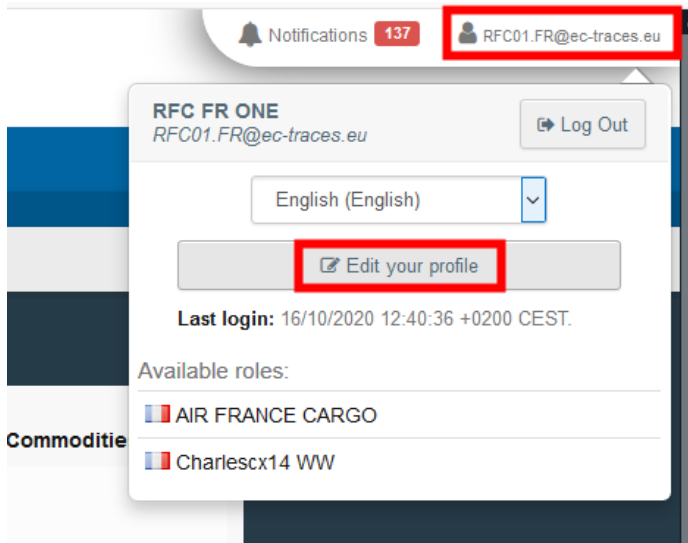


As an authority, you can add an activity to an operator. Look for the operator through the menu “**Organisation**”. Once you find it, click on it to open it. Then follow the procedure described above.

If the validation of the activity you just added is under your responsibility, the status of this activity will automatically have the status “**Valid**”.

2. How to request an additional role?

Click on **“Edit my profile”** in the top right corner and then on **“Request a new role”**.



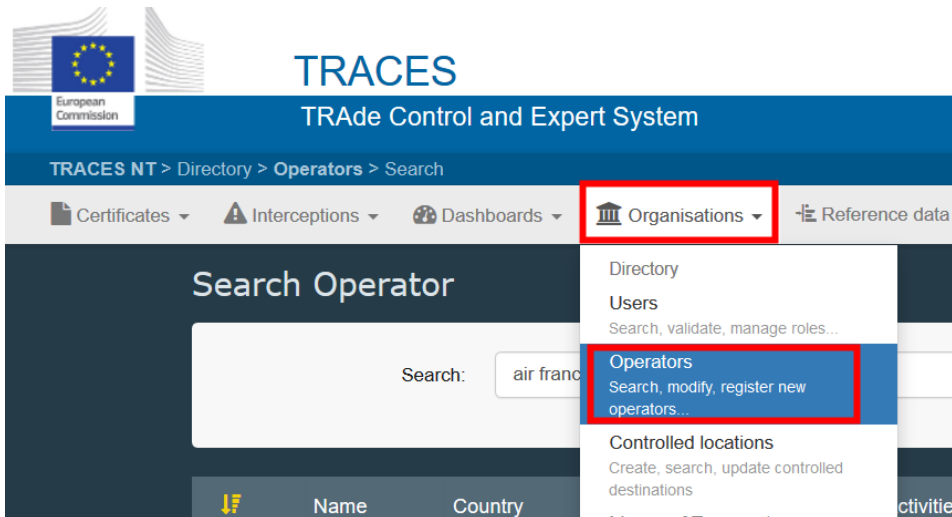
Select the role you wish to add and follow one of the procedures described in II.1 (operator), II.2 (authority) or II.3 (control body).

Note: If you already have a role within an operator, you will only have the option to request a new role as an operator.

3. How to delete an operator?

Only competent authorities are able to delete operators. When an operator has several activities, the competent authority can only delete the activity that is under their responsibility and not the complete operator. Please see chapter 4 for details.

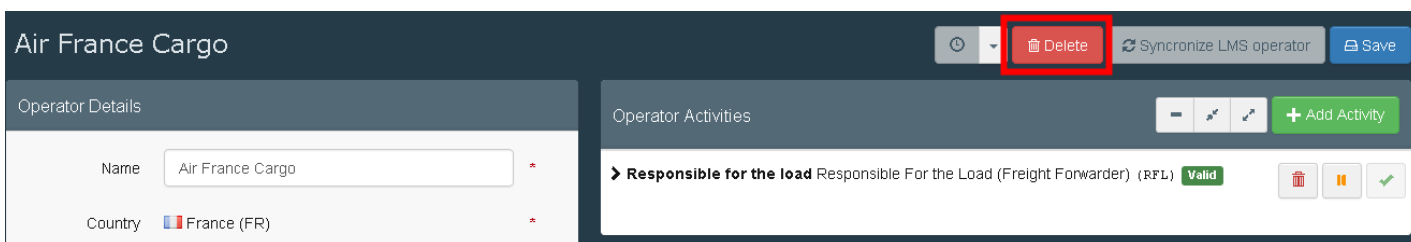
Look for the operator through the menu **“Organisations”** then **“Operators”**.



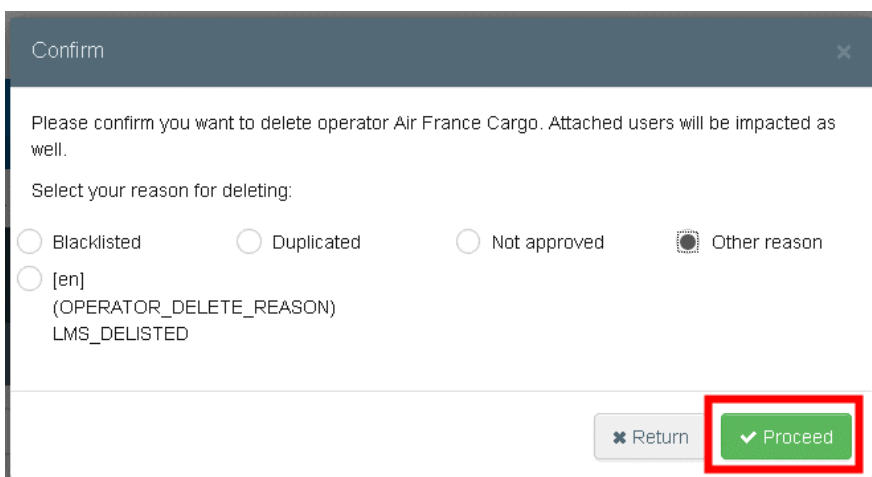
Once you find it, click on it to open the details.



Click on the **“Delete”** button:



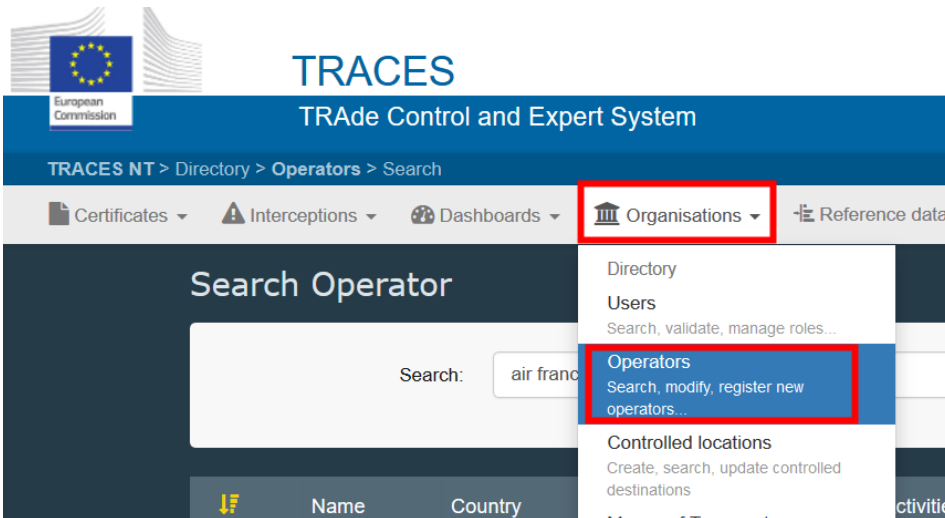
A pop-up window will appear : select one of the reasons for deleting and click on **“Proceed”** to save the change.



4. How to delete the activity of an operator?

Note: Only competent authorities are able to delete the activity of an operator. They can only delete an activity that is under their responsibility.

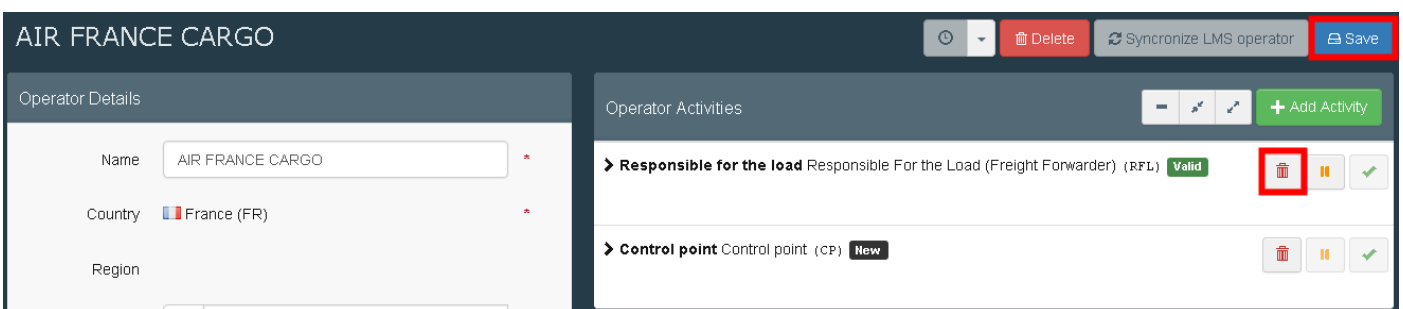
Look for the operator through the menu.



Once you find it, click on it to open the details.



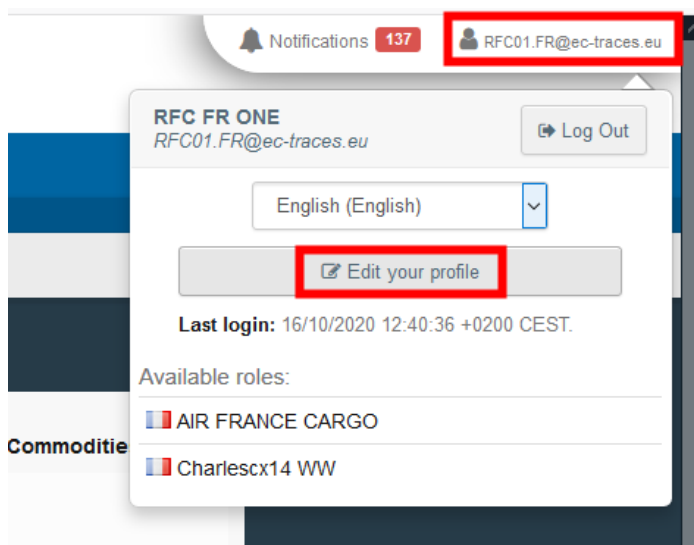
Click on the little bin icon next to the activity you wish to delete and click on the **“Save”** button.



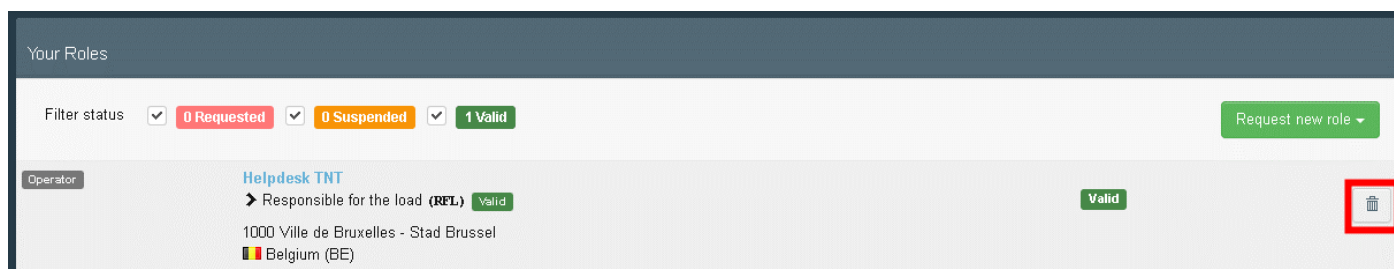
Note: when an operator has only one activity, you can only delete the complete operator and not the activity.

5. How to delete my role?

Click on your email address at the top right corner of the screen and then on **“Edit my profile”**.



At the bottom of the page click on the little bin icon on the right of the role you want to remove.



Note: When you only have one role and you delete it, you will automatically lose all access rights to the function on TRACES NT. In order to re-gain access, you need to request a new role, which will once again need to be validated by the authorized users.