

TRACES NT – EU-INTRA user guide for operators

July 2021

Welcome to the user guide of the INTRA module of **TRACES NT**. This manual contains all essential information as regards the creation and issuance of intra Union health certificates in TRACES NT. It includes illustrated, step-by-step descriptions of the relevant functionalities and capabilities.

Table of Contents

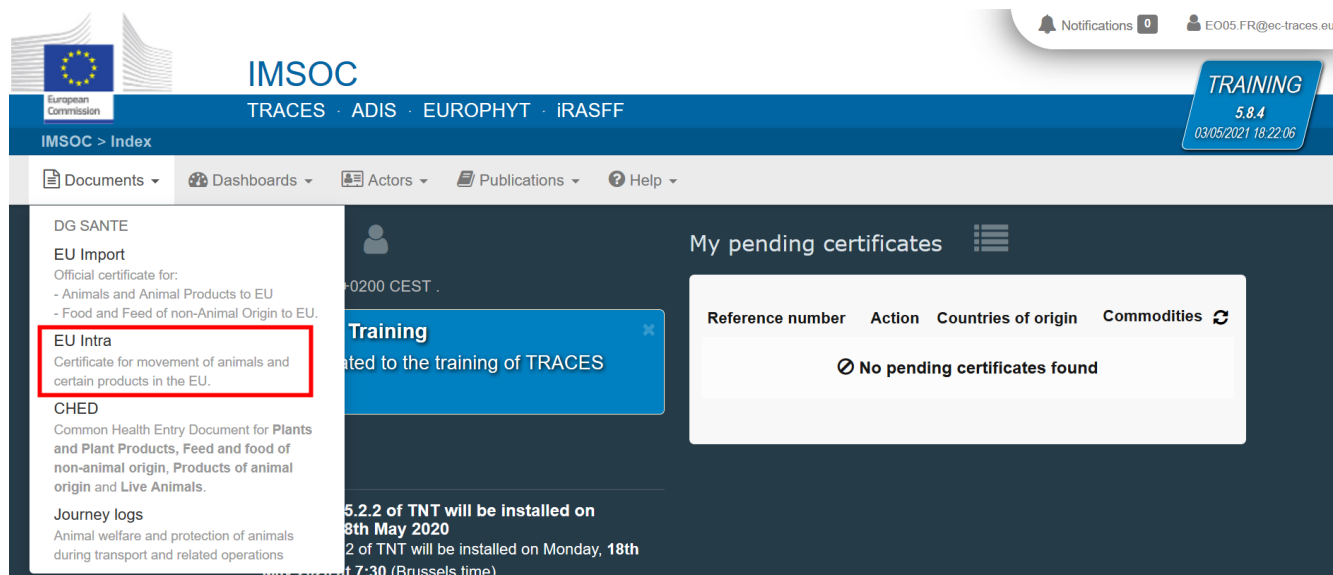
PART I – Description of Consignment – to be filled-in by the EO (economic operator)	4
Select the commodity/certificate model	4
Complete Part I.....	5
Box – I.1. Consignor.....	6
Box – I.2. IMSOC reference	8
Box – I.2.a Local reference	8
Box – I.3/I.4. Central/Local competent authority	8
Links.....	8
Box – I.5. Consignee	8
AVO-Appointed Veterinary Office	9
Box – I.6. Operator conducting assembly operations independently of an establishment.....	10
Box – I.7 Country of origin.....	10
Box – I.8 Region of origin.....	10
Box – I.9. Country of destination.....	10
Box – I.10. Region of destination.....	11
Box – I.11. Place of dispatch.....	11
Box – I.12. Place of destination	11
Box – I.13. Place of loading.....	11
Box - I.14 Date and time of departure	11
Date of arrival.....	12
Transportation duration.....	12
Box – I.15. Means of transport.....	12
Box – I.16. Transporter	14
Box – I.17. Accompanying documents	14
Box – I.18. Transport conditions	16
Box – I.19. Container No/ Seal No	17
Box – I.20. Certified as or for	17
Box – I.21. For transit through a third country	17
Box – I.22. For transit through Member State(s)	18
Box – I.23 For export	18
Box – I.24. Estimated journey time (between place of dispatch and place of destination)	19
Box – I.25. Journey log.....	19
Box – I.30. Description of consignment.....	19
Box – Identification of applicant	21
Submit the EU INTRA.....	21

Error message.....	22
Other options	22

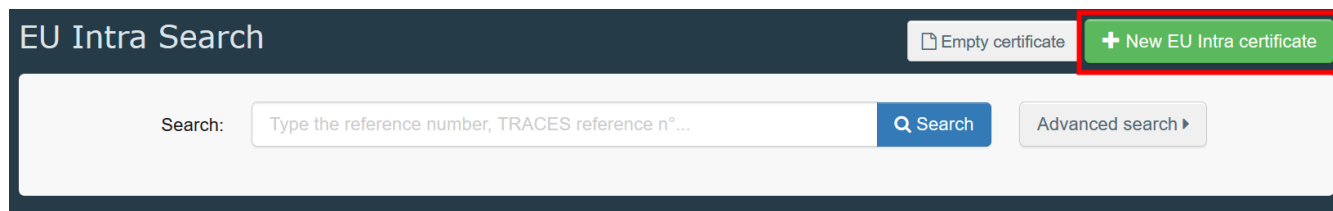
PART I – Description of Consignment – to be filled-in by the EO (economic operator)

Select the commodity/certificate model

On the homepage, click on “**Documents**” and then on “**EU Intra**”:



Click on the green button “**+ New EU Intra certificate**”:



Select the certificate model from the list using one of these 3 options:

- Expand the CN code and select it from the list of models
- Type the name or the CN code or the title of the model
- Filter by species

Click on “**Done**”.

Note: you can still delete, add or modify the commodity details in the certificate, box I.29

[ø en] eu.intra.edit.select.commodities.modal.title

bovine

Search

Unselect all

Species:

Please provide taxonomy, species...

0

+ 0101 Live horses, asses, mules and hinnies

- 0102 Live bovine animals

+ 2005/22 Grazing

+ 64/432 (2015/819) F1 Bovine

+ 92/65 EI (2019/1206) Animals from holdings (ungulates, birds(2), lagomorphs, dogs, cats and ferrets)

+ 92/65 EIII (2012/112) Animals from approved bodies, institutes or centres

+ 0103 Live swine

+ 0104 Live sheep and goats

+ 0105 Live poultry, that is to say, fowls of the species Gallus domesticus, ducks, geese, turkeys and guinea fowls

+ 0106 Other live animals

+ 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

1 element(s) selected.

Cancel

Done

Complete Part I

Tip: Use the shortcut tool on the right-hand side of the certificate in order to navigate easily between the boxes.

Note: All of the boxes marked with a red asterisk * are mandatory

Box – I.1. Consignor

Fill in this box using of these options:

- Start typing the name of the consignor and select a company from the drop down list that pops out.





- Select a company from the “**Favorite operators**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.



- Run an advanced search by clicking on the “**Advanced...**” button and add some filters by clicking on the small “+” button on the right.

Note: If the operator you are looking for is not already registered in the system, you can create a new one by clicking on “+ Create a new Operator”. This button will only appear once you did an advanced search in order to avoid as much as possible duplicates in the system.














Please note this does not apply for certain approved or registered operators which are to be created/managed by their respective authorities.



[ø en] eu.intra.edit.consignor.selection.modal.title

Country:  France (FR)   Search 

Section:  Activity Type: 

Activity Identifier: Address:

Name	Address	Section	Activity Type	Status	Activity Identifier
☆ COOPERATIVEeK96 Ltd	Turbinestraat 88 75001 Paris  France	Bovine Holdings BOVHOLD	Bovine holding	New	 Select
☆ CharlesVL26 Ltd	Banat Street 17 24240 Sigoulès  France	Other species locations OTHERHOLD	Other species location	New	 Select
★ Etablissement de collecte du 63	rue de l'église 63500 Issoire  France	Assembly Centres ASC	Assembly center	Valid	 Select
☆ LIBOE37 Ltd	Avenue Pierre Saul 81 82200 Moissac  France	Other species locations OTHERHOLD	Other species location	New	 Select
☆ LIBOIv77 WW	Banat Street 79 30000 Nîmes  France	Other species locations OTHERHOLD	Other species location	New	 Select
☆ LIBOZI3 Ltd	Turbinestraat 67 26800 Portes-lès- Valence  France	Other species locations OTHERHOLD	Other species location	New	 Select
☆ LIBOem85 WW	Avenue Pierre	Other species	Other species	New	 Select

 Create a new operator  Close

- It is also possible to click on “**Edit**” to modify the content of the box or to clear it and select another consignor, clicking on the “**Clear**” button.

I.1. Consignor *

Name ⓘ ★

Country France (FR) ISO Code

Activity Type **Bovine holding** Activity ID **FR-BOV-0001100**

Address **Fermette**
29300 Quimperlé

...

Once the correct operator is selected, the “**Name**”, “**Country**” and “**ISO Code**” of the company are automatically completed. You can see the details of the selected operator by clicking on the three dots:

I.1. Consignor *

Name ⓘ **La vache** ★

Country **France** ISO Code

...

Box – I.2. IMSOC reference

The IMSOC reference number will be automatically allocated by the system once you save as draft and/or once you submit the EU Intra.

Box – I.2.a Local reference

It is possible to add a local reference number to the EU Intra. This box is optional.

Box – I.3/I.4. Central/Local competent authority

These boxes will be automatically populated by the system once you fill the box *I.11 Place of dispatch*.

Links

This box will be filled only in some cases. For example, if the EU Intra has been replaced, the link to the replacing certificate will be indicated in this box.

Box – I.5. Consignee

To fill in this box, follow one of the procedures described for box I.1.

Tip: After completing the boxes I.1 and I.5, you can already **“Save as Draft”** the Part I of the EU Intra and complete it later.

The screenshot shows the 'Part I' of the EU Intra form. It contains several sections:

- I.1. Consignor:** Fields for Name (La vache), Country (France), and ISO Code (FR). A 'Valid' status is shown. Buttons for 'Edit', 'Advanced...', and 'Clear' are present.
- I.2. IMSOC reference:** A text field containing 'DRAFT.INTRA.EU.2021.0000008', which is highlighted with a red box.
- I.2.a. Local reference:** An empty text field.
- I.3. [en] eu.intra.consignment.central.competent.authority:** An empty text field.
- I.4. [en] eu.intra.consignment.local.competent.authority:** An empty text field.
- I.5. Consignee:** Fields for Name (COOPERATIVEAA26 SRL), Country (Spain), and ISO Code (ES). A 'Valid' status is shown. Buttons for 'Edit', 'Advanced...', and 'Clear' are present.
- I.6. Operator conducting assembly operations independently of an establishment:** An empty text field.

At the bottom, there are buttons for 'Save as draft' (highlighted with a red box) and 'Submit for Certification'. A 'Close' button is also visible.

AVO-Appointed Veterinary Office

The operator or the Authority issuing the INTRA part I can select the Appointed Veterinary Officer who, where applicable, will be in charge of certifying the INTRA certificate.

Select the operator following one of the procedures described for box I.1.

The screenshot shows the 'Appointed Veterinary Office' selection interface. It includes a search bar with the placeholder text 'Please provide name, identifier...' and a 'Search' button. Below the search bar, there are columns for 'Name', 'Address', and 'Identifier'. A message at the bottom says 'Start searching with Search button.' A 'Close' button is located at the bottom right.

Appointed Veterinary Office selection

Search:

Name	Address	Identifier
AVO TEST THURSDAY	djhdt 29350 Quimperlé France	<input type="button" value="Select"/>
AVO test	rue 20009 Quimper France	<input type="button" value="Select"/>

Appointed Veterinary Office

Name
AVO test

Country
 France

ISO Code

FR

Box – I.6. Operator conducting assembly operations independently of an establishment
Select the operator following one of the procedures described for box I.1.

Box – I.7 Country of origin

The country of origin will be selected automatically based on the country of the place of origin in box I.30.

Box – I.8 Region of origin

This box needs to be filled-in, where appropriate, depending on the requirements of the selected model official certificate.

Box – I.9. Country of destination

Choose in the drop-down menu the country of destination of the consignment.

The screenshot shows a software interface with a dropdown menu for 'Country of destination'. The menu is open, displaying a list of countries with their respective ISO codes. The currently selected country is 'Spain (ES)', indicated by a small flag icon and the text 'Spain (ES)' in the dropdown box. The list of countries includes: Finland (FI), France (FR), Germany (DE), Greece (GR), Hungary (HU), Ireland (IE), Italy (IT), Latvia (LV), and Lithuania (LT). The dropdown box also shows 'ES' on the right side. The background of the interface is light yellow, and there are labels for 'I.9. Country of destination' and 'I.10. Region of destination'.

Box – I.10. Region of destination

This box needs to be filled-in, where appropriate, depending on the requirements of the selected model official certificate.

Box – I.11. Place of dispatch

Indicate the holding/establishment from which the animals or the products come from. To fill in this box, follow one of the procedures described for box I.1.

Box – I.12. Place of destination

Indicate the place where the animals or products are being delivered for final unloading.

To fill in this box, follow one of the procedures described for box I.1.

Box – I.13. Place of loading

Indicate the place where the animals are loaded or the final place where the products are to be loaded in the means of transport.

To fill in this box, follow one of the procedures described for box I.1.

Box – I.14 Date and time of departure

Indicate the date and, when required, time, when animals or products are scheduled to leave the place of loading.

Click on the small calendar icon to choose the date and click on the box to select the exact time (in hours and minutes).

I.14. Date and time of departure *

+02:00 CEST

< May 2021 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

+02:00 CEST

Tip: By clicking the small clock icon, you will set the time to the current date and time.

Date of arrival

Indicate the estimated date and time of arrival. This box is optional.

Transportation duration

This box will be automatically filled once the boxes *I.14 departure date time* and *date of arrival* have been filled.

Box – I.15. Means of transport

Click on “**Add means of transport**” to select the means of transport by which the animals or products are leaving the country of dispatch. You have the choice between “**Railway**”, “**Road vehicle**”, “**Airplane**” or “**Vessel**”.

I.15. Means of Transport *

🚆 Railway

🚚 Road vehicle

✈️ Airplane

🚢 Vessel

Complete the requested fields:

- If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.

I.15. Means of Transport ✱

Add Means of Transport ▾

1. **Road vehicle** + Create

Vehicle registration: 4 Clear

Country: BA 517 AD ▼ ✕ Remove

International transport document: AD 964 AA AD 964 AA AD 015 AB Q Advanced...

- If it does not exist, complete the fields and click on the green button “**+ Create**”.

I.15. Means of Transport ✱

Add Means of Transport ▾

1. **Road vehicle** + Create

Vehicle registration: 0 Clear


Country: France (FR) ▼ ✕ Remove

International transport document: Q Advanced...


You can add several means of transport and order them by dragging the items with the double sense arrows on the left.

I.15. Means of Transport ✱


Add Means of Transport ▼

1.  **Road vehicle** + Create


Vehicle registration: **ABC 123** Clear

↑ Country:  **France (FR)** Remove

International transport document: Advanced...

2.  **Vessel** + Create

Ship's name: **EVER ABLE V** Clear

↑ Flag state:  **France (FR)** Remove

IMO number: Advanced...

Voyage number:

International transport document:

📘 You can order the list by drag and drop the items.

I.15. Means of transport		
Mode	International transport document	Identification
Airplane		123-1234 1234
Road vehicle		12365 France

Box – I.16. Transporter

Indicate the name of the person in charge of the transport. To fill in this box, follow one of the procedures described for box I.1.

Box – I.17. Accompanying documents

The purpose of this box is to provide any other relevant documents.

- **“Add Accompanying Document”**: choose the type of document from the corresponding drop-down list and enter all relevant information, such as **“Number”**, **“Date”** and **“Country”**.

If you wish to upload a file, then click on the **“Select file(s)”** button. Don’t forget to click on **“✓ Apply”**.

I.17. Accompanying documents ✎

Add Accompanying Document ▾
Add Certificate Reference ▾

Type * **Health certificate**

[Corresponds to:](#)

Number *

Date * +01:00 CET

Country * No country selection 🌐

Place of issue

File

Drop file here or Select file(s)

Maximum file size: null MB.

✓ Apply

🗑 Remove

- **“Add Certificate Reference”**: the certificate reference is the reference of a certificate that is issued in TRACES. Fill in the number of the certificate.

I.17. Accompanying documents ✎

Add Accompanying Document ▾
Add Certificate Reference ▾

No Accompanying

📎 Attachment:

CHED

Journey log

It is possible to add several accompanying documents and to order them by dragging and dropping the items with the double sense arrows on the left.

I.17. Accompanying documents

Add Accompanying Document ▾
Add Certificate Reference ▾

Type **Air Waybill**
Edit

Attachment:
Remove

Number **123456**

Date

Country **France**

Place of issue

Filename **No file attached**

Type **Commercial invoice**
Edit

Attachment:
Remove

Number **123456**

Date

Country **France**

Place of issue

Filename **No file attached**

I.17. Accompanying documents

Document number **12344**

Date of issue

Country **France (FR)**

Place of issue

Document number **5678**

Date of issue

Country **France (FR)**

Place of issue

Box – I.18. Transport conditions

Tick one of the options available. The options may vary according to the selected CN code.

I.18. Transport conditions *

☐ Chilled
☐ Ambient
☐ Frozen

Box – I.19. Container No/ Seal No

Where applicable, indicate the container number and seal number.

Box – I.20. Certified as or for

Select the correct option for the intended use of the consignment. The options displayed depend on the selected Certificate model.

I.20. Certified as *

☒ Dispatch centre
 ☐ Slaughter
 ☐ Travelling circus/animal act
 ☐ Quarantine or similar establishment
☐ Event or activity near borders
☐ Exhibition

Box – I.21. For transit through a third country

In case of transit through a third country, select the third country from the drop-down menu, then select the Exit point and the Entry point in the EU. You can select more than one country.

☒ **I.21. For transit through a third country** *

Add Third Country

Exit point

Name

BCP code

Entry point

Name

BCP code

☒ **I.21. For transit through a third country**

Bosnia and Herzegovina	ISO Code	BA	<input type="button" value="X"/>
Montenegro	ISO Code	ME	<input type="button" value="X"/>
Albania	ISO Code	AL	<input type="button" value="X"/>

Add Third Country

Exit point

Name

BCP code

Entry point

Name

BCP code

Click on 'Advanced', search for the Exit/Entry point and select them from the respective list for each of the countries:

Search:

Country:

Role:

Code:

Name UN/LOCODE Competence

BCP - Border Control Post
LAU - Local Authority Unit
RCA - Regional Competent Authority
CCA - Central Competent Authority

with Search button.

☒ I.21. For transit through a third country

Add Third Country

Country	ISO Code	Remove
Bosnia and Herzegovina	BA	<input type="button" value="🗑"/>
Montenegro	ME	<input type="button" value="🗑"/>
Albania	AL	<input type="button" value="🗑"/>

Exit point

Name	BCP code	Advanced...	Clear
STARA GRADIŠKA	HRSGS3	<input type="button" value="Q Advanced..."/>	<input type="button" value="🗑 Clear"/>

Entry point

Name	BCP code	Advanced...	Clear
Athens International Airport	GRATH4	<input type="button" value="Q Advanced..."/>	<input type="button" value="🗑 Clear"/>

Box – I.22. For transit through Member State(s)

In case of transit through Member State(s), select the relevant Member State(s) from the drop-down list. You can select more than one Member States. The central authorities of the indicated Members States will be able to access the EU INTRA trade certificate.

☒ I.22. For transit through Member State(s)

Add Member State

Country	ISO Code	Remove
Luxembourg	LU	<input type="button" value="🗑"/>
Italy	IT	<input type="button" value="🗑"/>

Box – I.23 For export

In case of export, select the third country and the exit point.

☒ I.23. For export

Third country

Exit point

Name	BCP code	Advanced...	Clear
		<input type="button" value="Q Advanced..."/>	<input type="button" value="🗑 Clear"/>

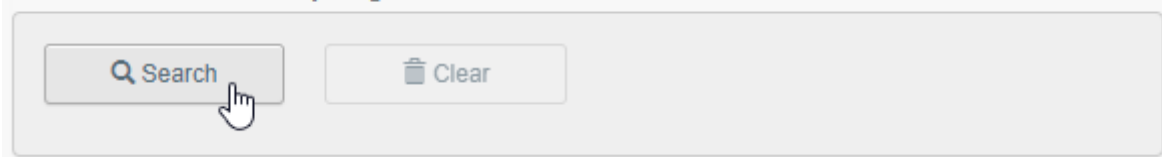
Box – I.24. Estimated journey time (between place of dispatch and place of destination)

This box is filled-in automatically based on calculated time between the place of dispatch and place of destination.

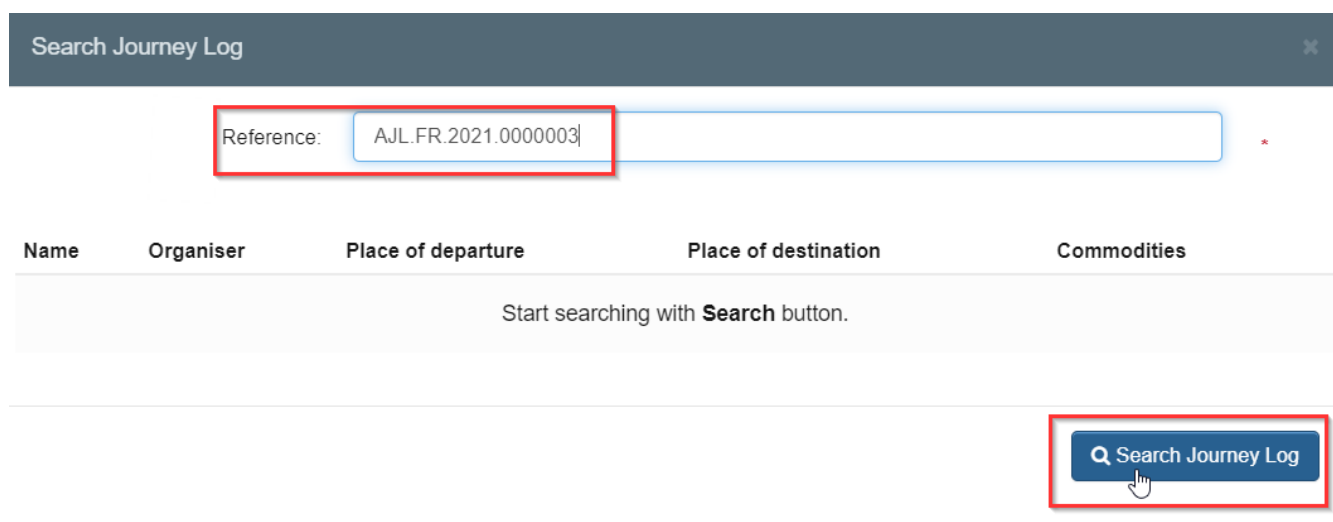
Box – I.25. Journey log

Click on “Search”

I.25. Access to Journey Log



Then introduce the Journey log reference number in the field “reference” and click on “search Journey log”:



And click on “select”:

AJL.FR.2021.0000003	TRANSPORTER TEST	La vache	WorldUSYB44 SRL	Select
---------------------	------------------	----------	-----------------	--------

Box – I.30. Description of consignment

Fill-in the requested information for each box by typing or selecting an option from the drop-down menu. Don't forget to define the quantity and weight unit.

I.30. Description of consignment *

+ Add new commodity Modify commodities

Certification model *

64/432 (2015/819) F1 Bovine Change

1 0102 Live bovine animals Remove commodity Clear identifications + Add identifications

Subtotal quantity: 0 Units.

Default quantity unit: [v]

#	Commodity *	Species *	Subcategory *	Sex *	Identification Number *	Identification system *	Quantity *	Unit
1	0102							Unit

Quantity totals

I.27. Total quantity: 0 Units.

I.28. Total gross weight: * [v] Unit

I.29. Total space foreseen for the consignment: [v] Unit

Several other options are also available:

- “+ **Add new commodity**” or “**Modify commodities**” will allow you to add a CN code or change the CN code selected.

I.30. Description of consignment *

+ Add new commodity Modify commodities

- The box “**certification model**” is automatically filled depending on the model you selected when choosing the CN code at the beginning of your EU INTRA. You can modify the model by clicking on “**Change**”.

Certification model *

64/432 (2015/819) F1 Bovine Change

- “**Remove**” will delete the selected commodity from the certificate.
- “**Clear identifications**” or “+ **Add identifications**” will affect the lines of commodities included in the certificate. You can also delete, modify or add 5, 10, 50 or 100 rows by

clicking on the small icons on the right side of the box.

I.30. Description of consignment * Certification model *

+ Add new commodity Modify commodities

64/432 (2015/819) F1 Bovine Change

1 0102 Live bovine animals Remove commodity Clear identifications Add identifications

Subtotal quantity: 0 Units.

Box – Identification of applicant

This box will be automatically filled with the details of the person submitting the EU INTRA.

Submit the EU INTRA

When the EU INTRA is complete, you can:

- **“Save it as draft”** to modify it or submit it later. In this case, the certificate will have the status **“Draft”**. Only you can access an EU INTRA in status **“Draft”**.
- **“Submit for certification”**. In this case, the certificate will have the status **“New”**. You can still modify the information and the competent authorities have access to the EU INTRA to complete the Part II.

Identification of applicant

Full name EO Five FR

Body description La vache

Declaration date/time May 10, 2021 15:29:35 +02:00 CEST.

Close Created by EO Five FR on 05/10/2021 12:11:31 +02:00 CEST. Save as draft Submit for Certification

Success INTRA certificate successfully updated

Close Submit for Certification Preview PDF

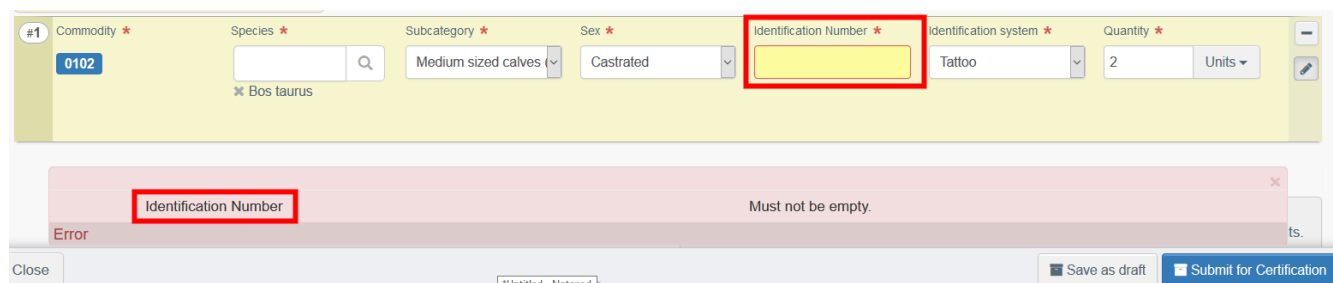
INTRA.EU.FR.2021.0000007

Part I: Details of dispatched consignment Part II: Certification Current status: NEW Next: Part II must be signed.

Part III: Controls

Error message

If you filled in any of the boxes incorrectly, or missed a box, an “**Error**” message will appear. Click on the “**expand**” sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.



The screenshot shows a form with several fields: Commodity (0102), Species (Bos taurus), Subcategory (Medium sized calves), Sex (Castrated), Identification Number (empty, highlighted with a red box), Identification system (Tattoo), and Quantity (2). Below the form, a red error message box is displayed with the text "Error" and "Identification Number" (highlighted with a red box) and "Must not be empty." The error message has a red 'x' icon on the right. At the bottom of the form, there are buttons for "Close", "Save as draft", and "Submit for Certification".

Do not forget to submit for certification once you have corrected the boxes.

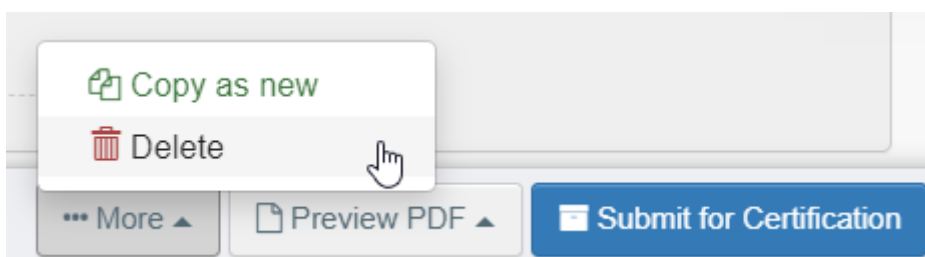
Other options

At the bottom of the page, you will have the following options:

- ➔ By clicking on the “**More**” button you can:



- “**Delete**”: allows you to delete the INTRA.
- “**Copy as new**”: create a new INTRA in which most boxes are copied from the original certificate. The original INTRA is not altered in any way if you decide to perform this action.



- ➔ By clicking on the button “**Preview PDF**”, the system will display the certificate PDF.
- ➔ By clicking on “**Advanced Print Options**”, the system will display the language selection window, which enables you to print the certificate PDF in several languages at the same time.

