

TRACES NT – Animal Journey Log User Guide (Amended for NI users 17/11/2021)

October 2021

Welcome to the user guide of the **Animal Journey Log (AJL)** module of **TRACES NT**.

This manual contains all essential information as regards the creation and issuance of Animal Journey Logs in TRACES NT.

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Background

The removal of TRACES Classic on 6th November means that all intra-EU export animal health certificates must now be delivered via TRACES NT (TNT)

Included as part of this change was the introduction of a compulsory on-line (within TNT) Journey Log (JL).

It is the responsibility of the exporter/transporter/journey organiser to create and complete the JL application Section 1, and the keeper at the place of departure to complete Section 2.

IMPORTANT – IT IS RECOMMENDED THAT BEFORE YOU PROCEED, YOU FIRST CONTACT YOUR LOCAL DAERA OFFICE AND SPEAK TO A MEMBER OF CUSTOMER SUPPORT BRANCH WHO WILL BE ABLE TO CHECK IF YOUR BUSINESS ALREADY EXISTS ON TRACES NT. IN THE EVENT THAT IT DOES NOT, THEY WILL BE ABLE TO CREATE THIS RECORD FOR YOU.

Once it has been confirmed your details are held on TRACES NT then the following guidance explains what you must do to create your user account and link this to the details held on TRACES NT in order for you to then be able to create/access Journey Logs.

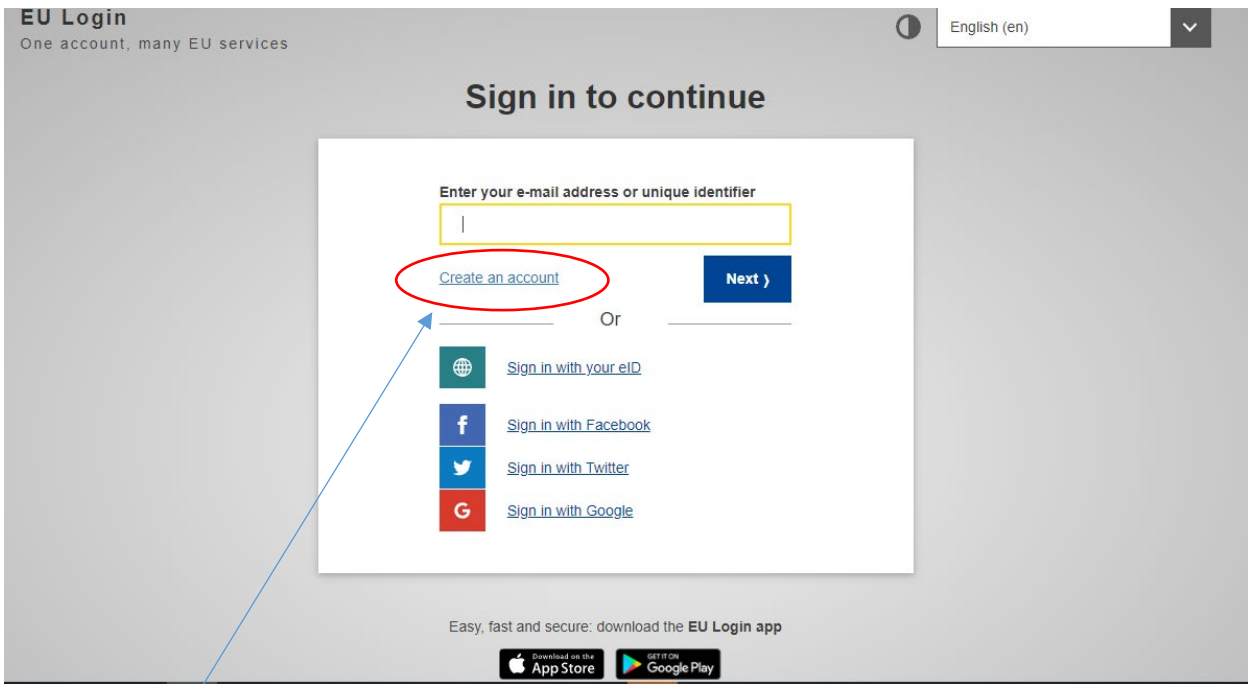
Getting Registered with Traces NT

Traces NT is a Free to use service / platform provided by the EU.

To register to use Traces NT you need to have a unique email address. All actions are auditable to your individual email user account. You must take care to not share passwords or allow others to use your account.

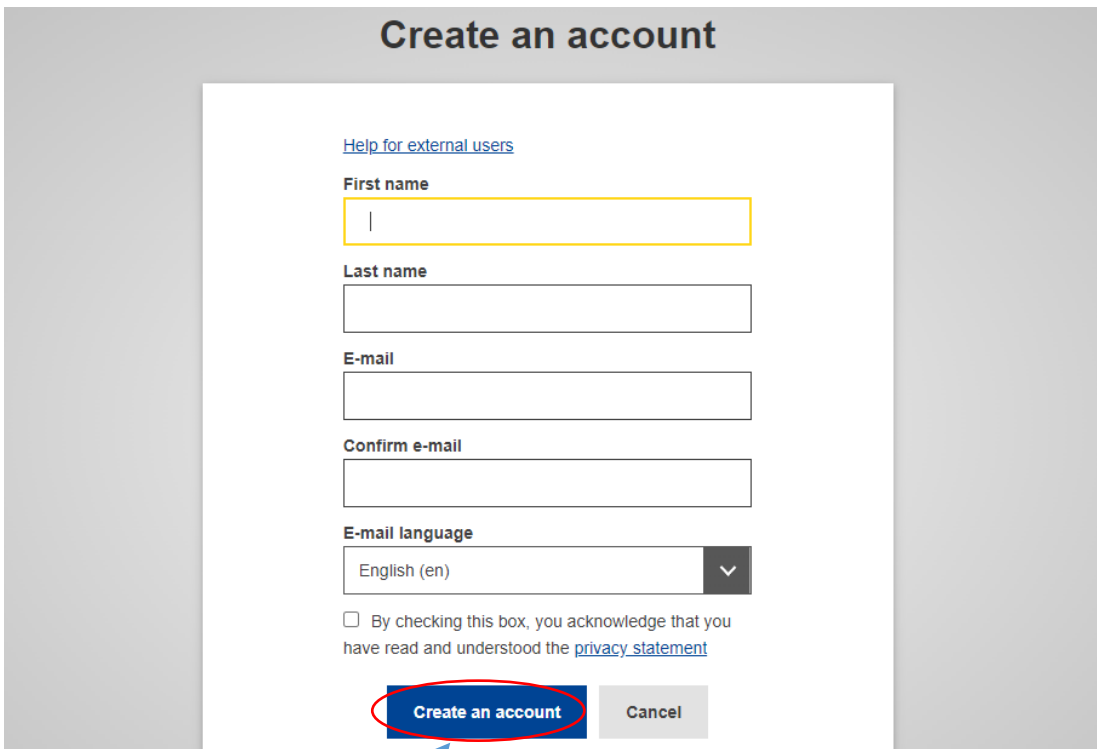
Step 1 - EU Login Account

Before you can sign in to Traces NT you will need to set up an EU Login account using your unique email address. You can do this at the following link; <https://webgate.ec.europa.eu/cas/login>



Click on **“Create an account”**

The following screen will display fill your details in the boxes as required:

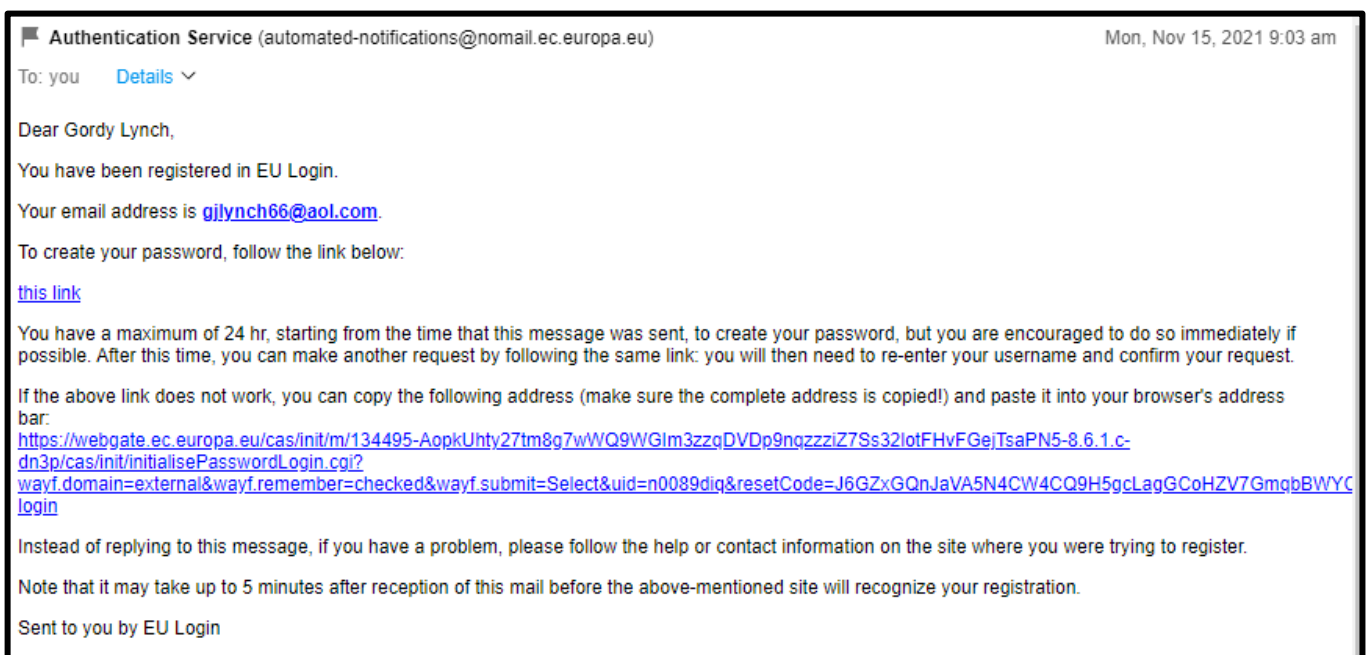


Once fully completed click here on **“Create an account”** to submit your request. The following message will be displayed.

Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

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



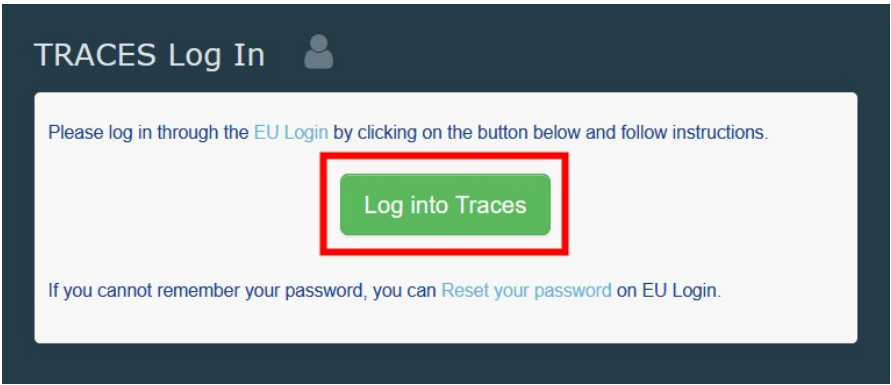
Once you have created an account you must **activate** it by clicking on the link that you will be sent. This link will expire 1.5 hours after you receive the email. If you have not validated the account by then you will need to start again.

Make sure to keep a note of the email address and password for your EU login account as these are the details you will need when you log into the Traces NT website.

Step 2 - The Traces NT Website

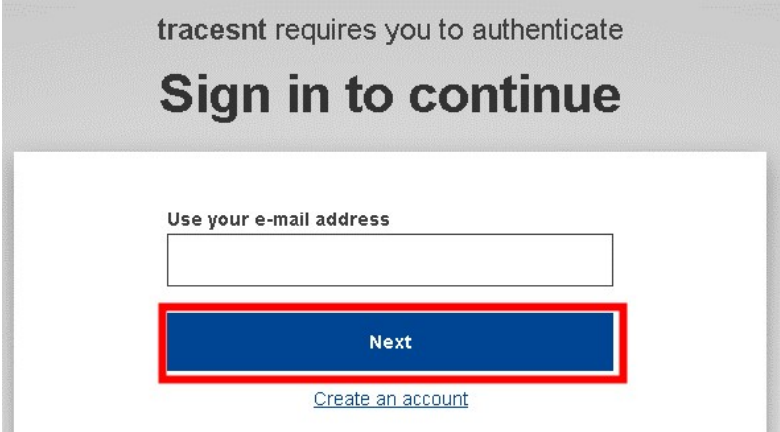
You can access Traces NT by using the link below;
<https://webgate.ec.europa.eu/tracesnt/login>

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

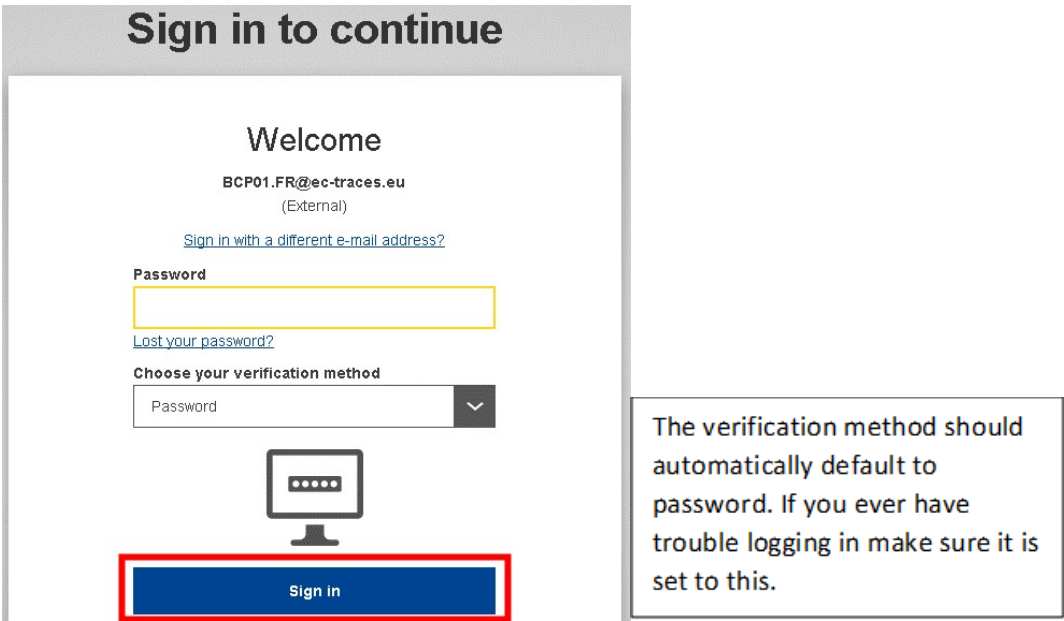


You will be redirected to the EU Login access. You should log in using the email address and password used to create your EU login account.

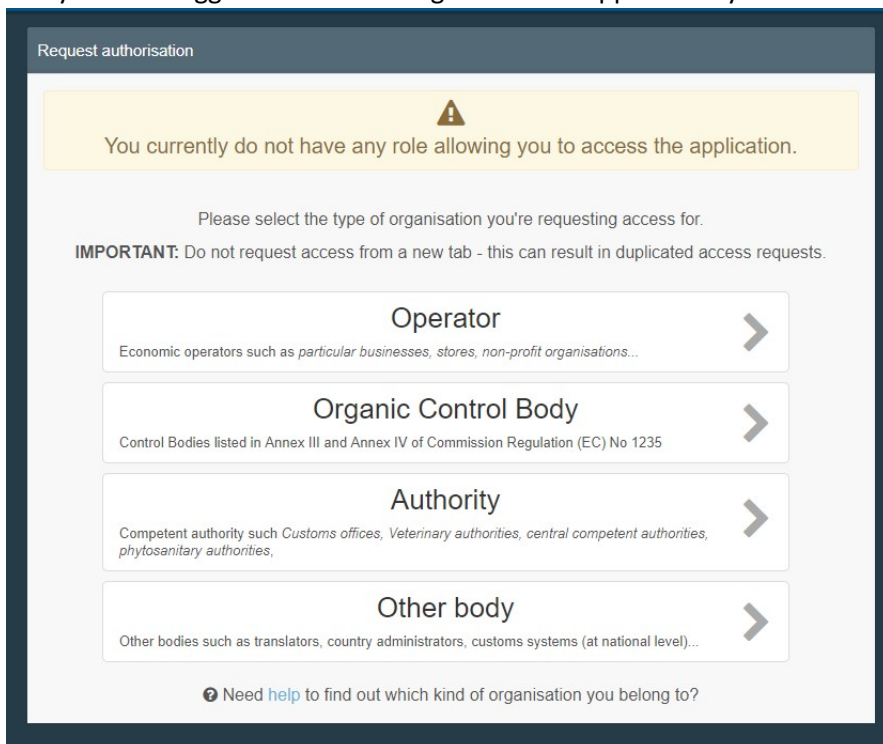
Enter your e-mail address and click on “Next”.



Enter your password and click on “Sign in”.

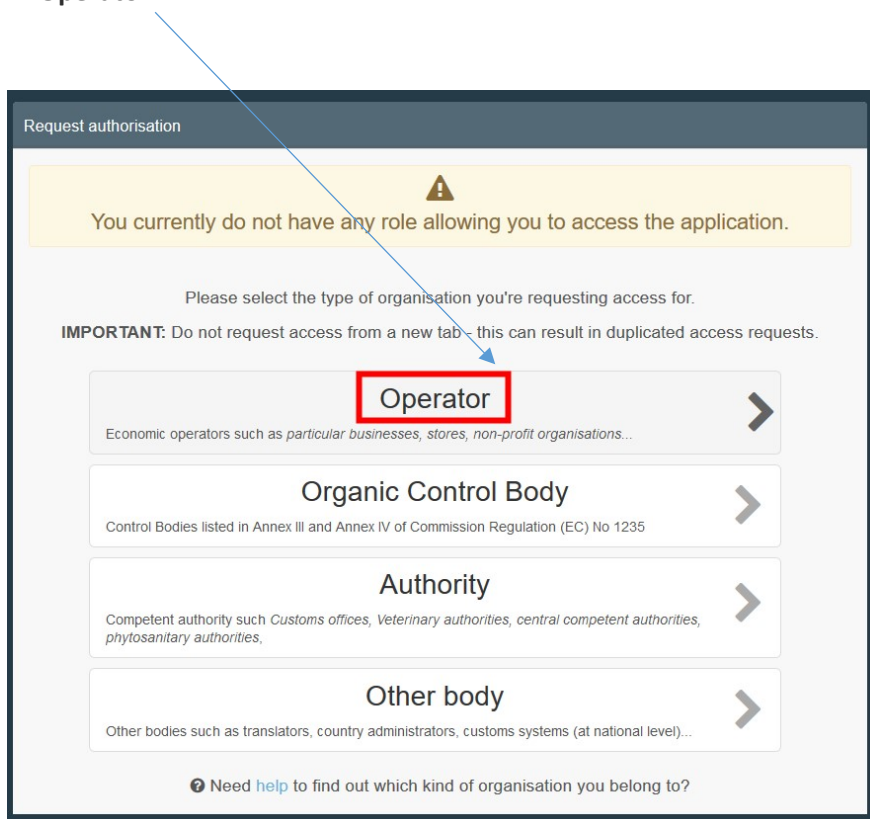


Once you have logged in the following screen will appear and you will be asked to select a role.



Request a role as an operator

In order to be able to access Journey Logs you must have the role of "Operator". To request this role, select "Operator".

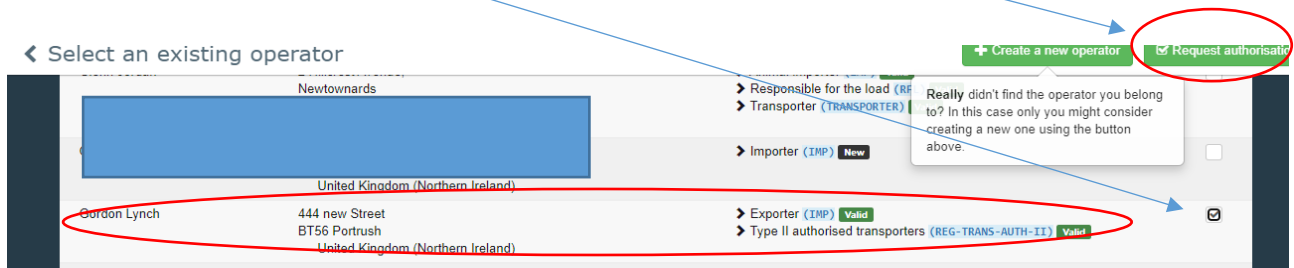


The system will redirect you to a search page as shown below, which will enable you to search for your details, as these will have already been created on TRACES NT by DAERA. **As per the note on Page 4** before embarking on this stage check first with your local DAERA office that the details of your business already exist on TRACES NT.

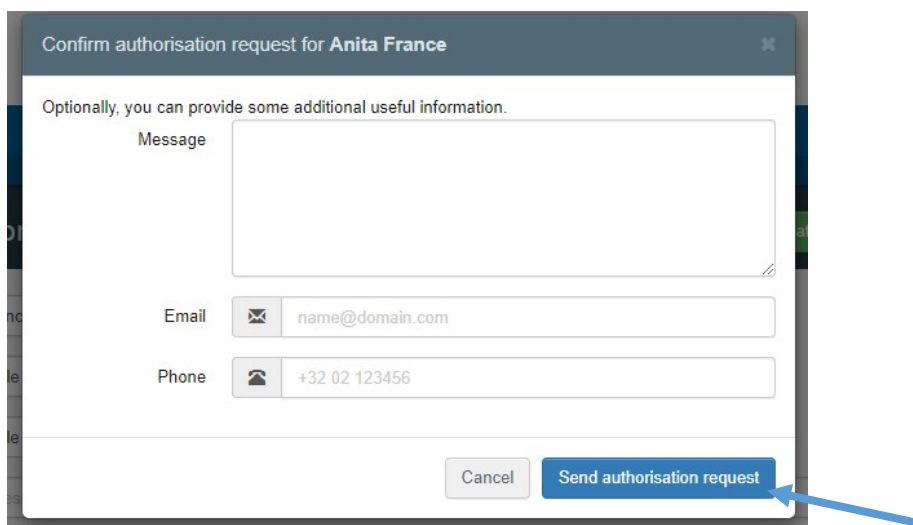
In the **“Country”** field select **United Kingdom (Northern Ireland)(XI)** as shown here
The fields **“Section”** and **“Activity type”** are optional.

In the **“Search”** field enter here your DAERA issued herd/flock number or WIT number then click on **“Search”** button.

The system will then provide you with a list of existing operators. Scroll through the returned information to locate your details. In the example below the required operator details have been located and selected by ticking the small box on the right and then click on the green button “Request authorisation”.

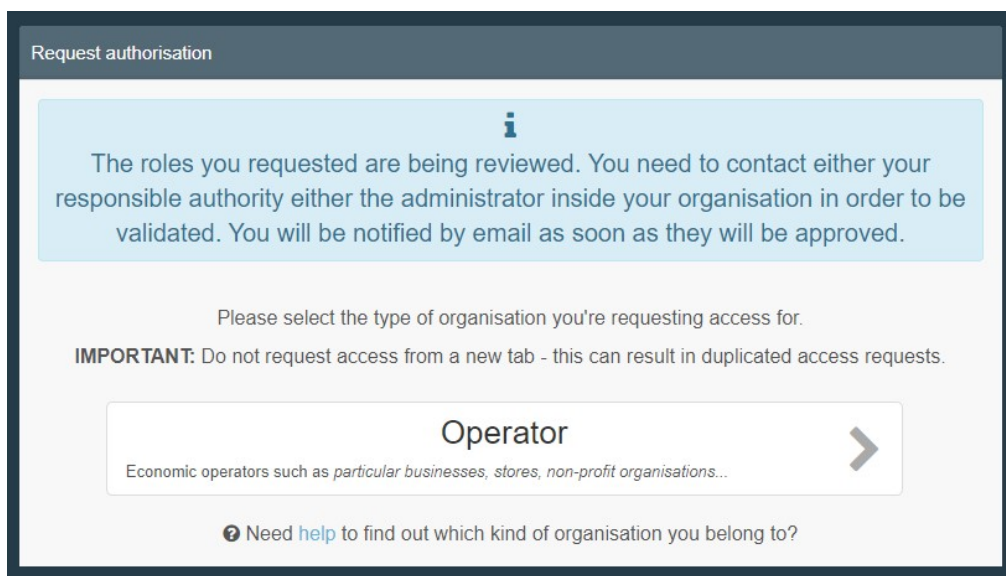


A pop-up window will appear: you have the option to send more information. Otherwise, click on “Send authorisation request”:



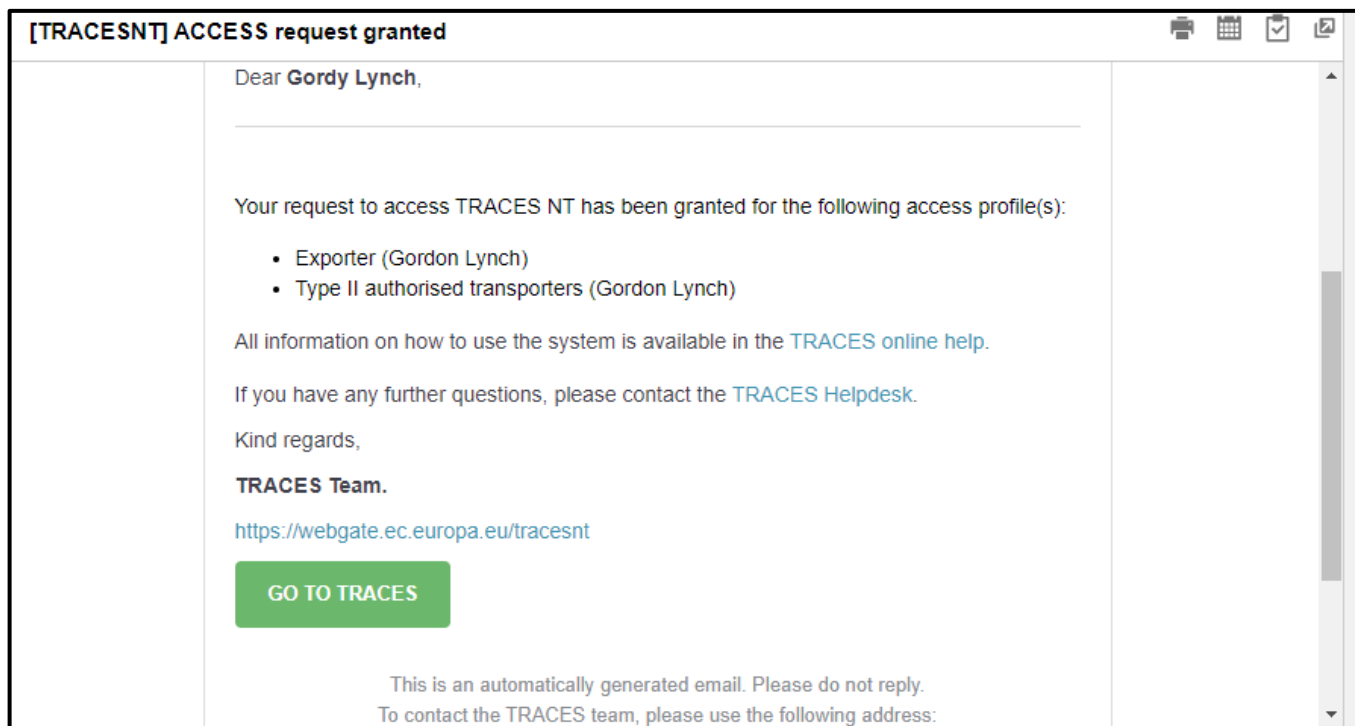
You have now requested to be linked to your company.

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



In order to have your request validated contact your local DAERA office again and ask them to action this for you.

Once completed you will received an automated email confirming you have the necessary access to TRACES NT as per the example below:



Accessing Guidance on Journey Logs & Traces NT

DAERA has produced a variety of training and guidance materials for those using Traces NT.

1. DAERA TRACES NT information and guidance

You can find useful information and guidance relating to use of TRACES NT including this guide [here](#)

2. EU Training manuals

The Traces NT system has been created, and is managed and updated, by the EU. Training manuals are released periodically and a link to these is provided here. Please note, this link does not appear to open in Internet Explorer, it is suggested that you use Microsoft Chrome or similar;

https://circabc.europa.eu/ui/group/af5deae-af5b-4ae7-9cd2-24df51e9fa72/library/a6a648ff-003e-42ec-a0d8-450330c4d2c8?p=1&n=10&sort=modified_DESC

3. Journey Logs

You can find useful information published by DAERA relating to Journey Logs [here](#)

PART I: Planning – to be filled in by operators

AJL created from inside an EU-INTRA certificate – as Economic operator (EO)

When the estimated journey time of an EU-INTRA certificate is more than 8 hours, TRACES NT requires the submission of an animal journey log.

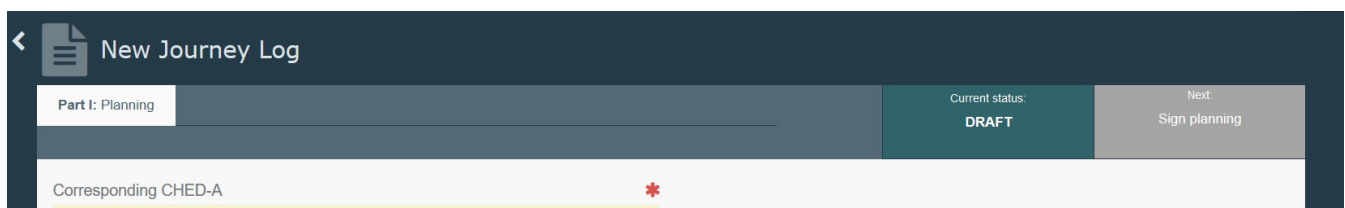
Once the EU-INTRA is submitted to the authorities and in status “**New**”, the economic operator has the option to issue the AJL from inside the EU-INTRA.

Note: this option is only available to economic operator users.

In the EU-INTRA, at the bottom part of the page click on “**More**”, then on “**Create related journey log**”.



You will be redirected to the “**Part I: Planning**” of the Animal Journey Log.



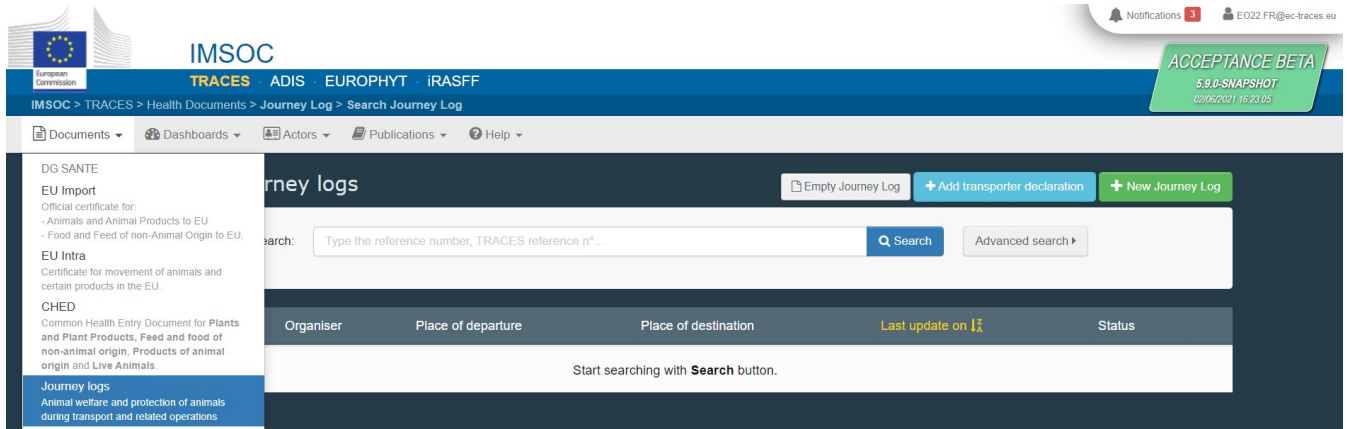
The link to the EU-INTRA will be generated automatically in the box “**Links**”, and the following boxes will be completed with the information copied from the EU-INTRA:

- I.2. Total expected duration
- I.3.1 Place of departure
- I.4.1 Place of destination
- I.3.2 Departure time
- I.5.1 Species
- I.5.4 Estimated total weight of the consignment (in kg)

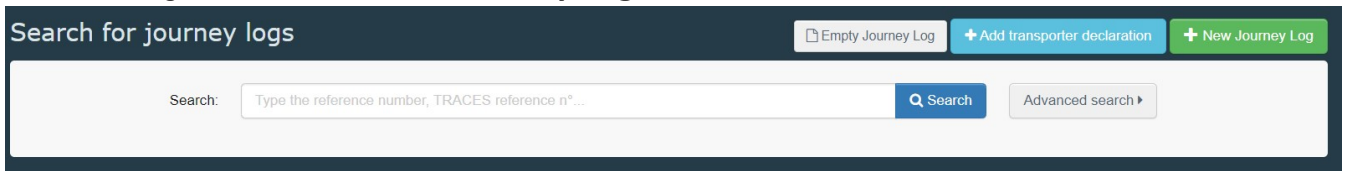
Complete the remaining boxes and submit the AJL by following the instructions as described further below in this user guide.

AJL created from the main menu as a stand-alone document – as EO or as authorized transporter

On the homepage, click on “Documents” and then on “Journey Logs”:



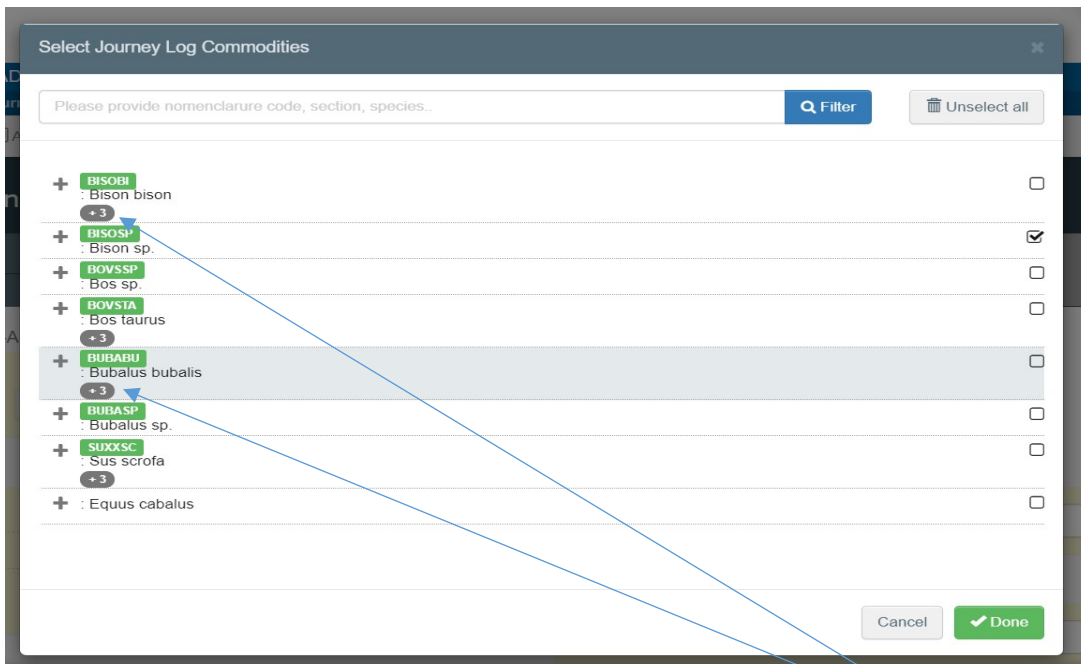
Click on the green button “+ New Journey Log”:



Note: this option is available for economic operator users and for authorized transporters' users.

Select one or multiple species, then click on “Done”.

Note: you can still delete, add or modify the commodity details in the document, box I.5.1



This opens the first part of the Journey Log (**Part I – Planning**). Click on the + sign in order to reveal and explanation as to which animals are included in commodity.

For ease of reference these are provided below:

Select Journey Log Commodities

Please provide nomenclature code, section, species..

- + **BISOBI**
 - : Bison bison
 - : bison
 - : Bisonte americano
 - : American bison
- + **BOVSSP**
 - : Bos sp.
- + **BOVSTA**
 - : Bos taurus
 - : domesticated cattle
 - : domestic cattle (feral)
 - : aurochs
- + **BUBABU**
 - : Bubalus bubalis
 - : water buffalo (feral)
 - : water buffalo
 - : domestic water buffalo

- + **EQUUAA**
 - : ass
 - : donkey
 - : Esel
 - : ezel
 - : burro
 - : задница
 - : asno
 - : burro
 - : âne
 - : Equus africanus asinus
 - : asino
 - : Equus asinus
 - : âsna
 - : ocĕl

+ **OVISAR**
: Ovis aries
: sheep (feral)
: mouflon
: Red Sheep
: domestic sheep

+ : Sus scrofa domesticus

+ : Equus caballus
: feral horse
: Horse

+ : Equus asinus
: burro
: feral burro
: Ass
: Wild Ass
: Donkey

+ : Capra hircus
: goat (feral)
: domestic goat
: Goat

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

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

Part I: Planning

Current status: DRAFT

Next: Sign planning

Corresponding CHED-A *

I.1.1. Organiser *

I.1.2. Person in charge of the journey

I.2. Total expected duration *

Shortcuts

Part I: Planning

Corresponding CHED-A - Please note that this field is **NOT a Mandatory** box.

Box – I.1.1. Organiser

IMPORTANT – THE USER’S LOGON DETAILS MUST MATCH THE DETAILS INPUT AT I.1.1 ORGANISER OTHERWISE YOU WILL RECEIVE THE ERROR MESSAGE “USER IS NOT AN ACTOR” WHEN YOU ATTEMPT TO SIGN THE JOURNEY LOG.

Fill in this box using one of these options:

- Start typing the name of the operator and select it from the drop down list that pops out.

To narrow the search first it is recommended to always complete the “Country” box then start typing in the “Name” box. The most efficient search is to use your unique herd/flock number or WIT approval number instead of searching by surname.

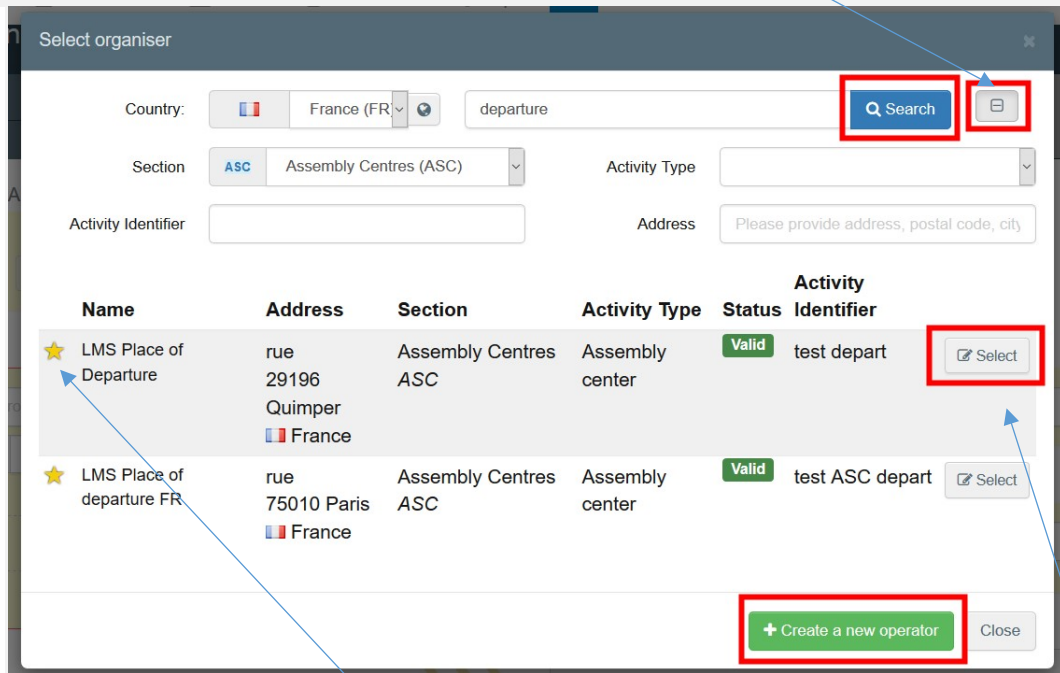
The screenshot shows the 'I.1.1. Organiser' interface. The 'Name' field contains 'departure'. A dropdown menu is open, displaying search results. The results are organized into two sections. The first section shows results for 'LMS Place of departure' with details like 'rue 29196 Quimper' and 'Assembly center test depart'. The second section shows results for 'LMS Place of departure FR' with details like 'rue 75010 Paris' and 'Assembly center test ASC depart'. Each result includes an 'ASC' or 'IMP' label and the text 'Assembly Centres'.

Select an operator from the “Favorites” list, by clicking on the grey star.

The screenshot shows the 'I.1.1. Organiser' interface with a list of operators. The 'Name' field is empty and contains the placeholder text 'Please provide name, address, city...'. A red box highlights the star icon in the top right corner of the search area, which is used to toggle the 'Favorites' list. The list of operators includes: 'AQUA SPRL' (Assembly center, ABC123), 'Animal operator Test' (Establishment, Importer), and 'CBV' (Assembly center, FR29XX).

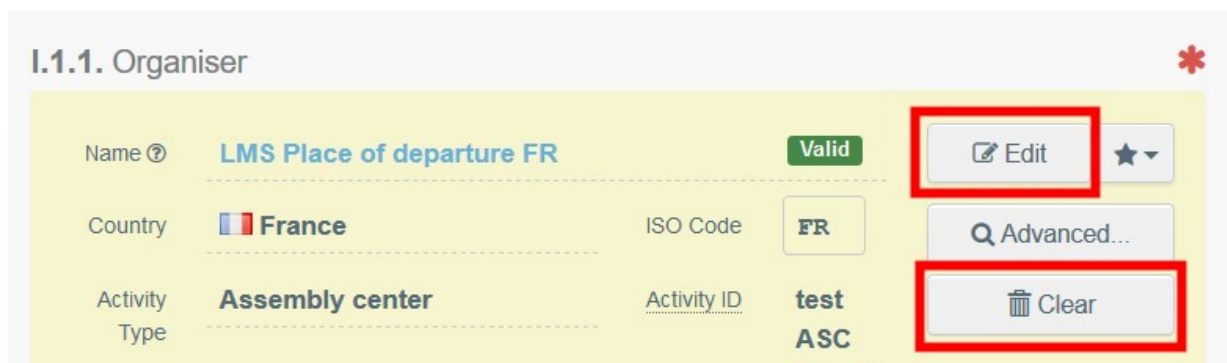
- To register an operator in your “Favourites”, you must first run an advanced search. Run an advanced search by clicking on the “Advanced...” button and add some filters by clicking on the small “+” button on the right.

Note: If the operator is not present 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 to avoid the creation of duplicates.



Find the correct option and tick the **star** at the left side. Then click on “Select” this will register this operator as a favourite.

- 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.



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.1.1. Organiser *

Name ⓘ	Operator Test Transporter	Valid	<input type="button" value="Edit"/>	<input type="button" value="★"/>
Country	France	ISO Code	<input type="button" value="FR"/>	<input type="button" value="Q Advanced..."/>
	<input type="button" value="..."/>			<input type="button" value="Clear"/>

Box – I.1.2. Person in charge of the journey

Start by typing the name of the user and select it from the drop down list that appears below the search bar.

I.1.2. Person in charge of the journey *

EO Twenty-two FR

Box – I.2. Total expected duration

The expected duration of the intended journey in days and hours. Traces NT currently does not allow part of an hour to be recorded e.g. 7h 20 mins so please round the journey duration to the nearest hour if necessary. Likewise with times for departure/arrival etc.

I.2. Total expected duration *

Days	<input style="width: 100px;" type="text" value="3"/>	Hours	<input style="width: 100px;" type="text" value="10"/>
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Links

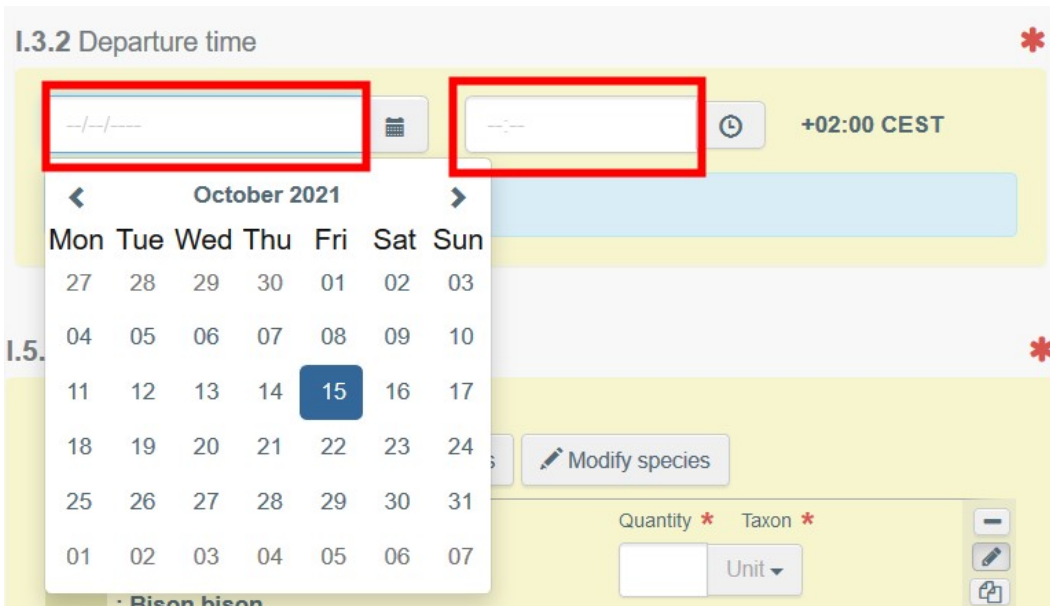
This box will display a hyperlink to the relevant INTRA certificate.

Box – I.3.1 - Place of departure

To fill in this box, follow one of the procedures described for box I.1.1

Box – I.3.2 Departure time

Indicate the date and, when required, time, when the animals are scheduled to leave the place of departure. Click on the boxes to choose the date and time (in hours and minutes).



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



Box – I.4.1 - Place of destination

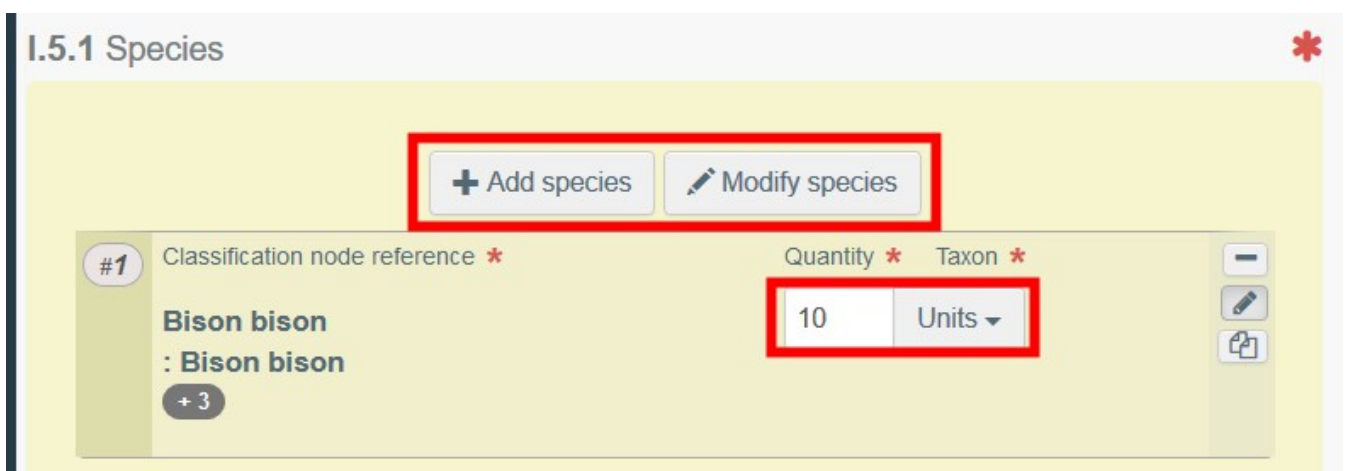
Indicate the place where the animals are sent for final unloading. To fill in this box, follow one of the procedures described for box I.1.1

Box – I.4.2 – Destination arrival time

To fill in this box, follow one the procedure described for box I.3.2.

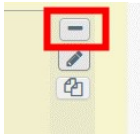
Box – I.5.1 Species

Add more species or modify the ones you selected in the beginning. Specify the number of animals.



By clicking on the icons on the right, you can :

- Remove the line.



- Edit the line



- Copy the line



Box - I.5.2 – Number of Animals

Automatically filled in based on the total of animals of box I.5.1.

I.5.1 Species

+ Add species ✎ Modify species

#1	Classification node reference *	Quantity *	Taxon *	
	Bison bison : Bison bison +3	10 Units		- ✎ 📄

I.5.2 Number of animals: 10

Box – I.5.3 Veterinary Certificates


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

- **“Add Accompanying Document”**: to add a document that is not issued in TRACES NT. 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”**.


- **“Add Certificate Reference”**: to add the reference of a certificate issued in TRACES NT. Choose the type of certificate in the drop-down list and type the reference number of the certificate to select it from the list. You can also use the advanced search.


When adding multiple accompanying documents, you can order them by clicking on the double arrow and dragging them.

I.5.3 Veterinary certificates 


Add Accompanying Document ▾ Add Certificate Reference ▾

Type  **Veterinary certificate** Edit

 **Attachment:** Remove


 Number **123456**


Date **06/10/2021 +02:00 CEST**


Country  **France**

Place of issue

Filename **No file attached**

Type  **IntraTrade** Edit

 **Attachment:** Remove

Number  [INTRA.EU.FR.2021.0000059](#)

Date **16/09/2021 +02:00 CEST**

Country

Place of issue

Box – I.5.4 Estimated total weight of the consignment (in kg)

Indicate the estimated weight of the consignment in kg.

Box – I.5.5 Total space provided for the consignment (in m²)

Indicate the total space provided to the animals in m².

Box – Exit authority

Where relevant, indicate the competent authority at the point where the animals leave the European Union territory for export to a Third Country, e.g. Turkey. The competent authority indicated in this box will have access to the AJL.

Important – you do not need to complete this box if your move is from NI to another EU Member State.

To fill in this box, follow one of the procedures described for box I.1.1

Box – I.6 List of scheduled resting, transfer or exit points

Indicate the planned resting places and control posts during the journey.

To select an operator, indicate at least the country and click on search. You can also use the advanced search by clicking on the square icon on the right. Click on **“Select”** to select the operator.

Click on the arrow to show the details of the operator.

Don't forget to indicate the date and time of arrival at the resting point, and the length of the stay, in hours.

Where necessary, indicate the transporter following the methods explained in box I.1.1.

Important – You must fully populate all the fields in this box as shown.

Sign Planning

Once the part I is filled-in, click on “**Sign planning**” at the bottom right of the page.

Close

europa.eu/tracesnt/certificate/journey-log/create#accept

More Sign planning

The system will allocate a reference number and the status will change to “**Planning signed**”.

AJL.FR.2021.0000102

Part I: Planning Part II: Place of departure

Current status: PLANNING SIGNED

Next: Place of departure

Box - I.8 Certification

This box appears after the signature of the planning. It indicates the details of the organizer who submitted the AJL planning.

I.8 Certification

I, the organiser, hereby declare that I am responsible for the organisation of the abovementioned journey and I have made suitable arrangements to safeguard the welfare of the animals throughout the journey in accordance with the provisions of Council Regulation (EC) No 1/2005

Full name: EO twenty-seven FR

Email: EO27.FR@ec-traces.eu

Signatory: EO twenty-seven FR

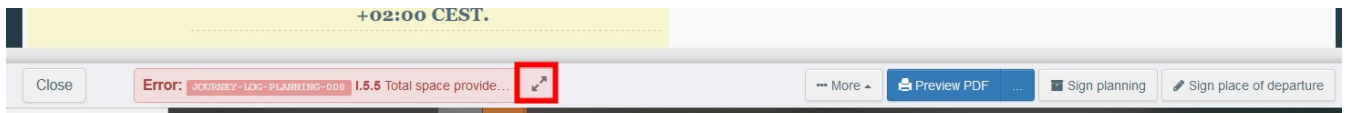
Role and code: LMS Place of departure FR

Country:

Date of signature: Friday 15 October 2021 at 11:45:10 +02:00 CEST.

Error message

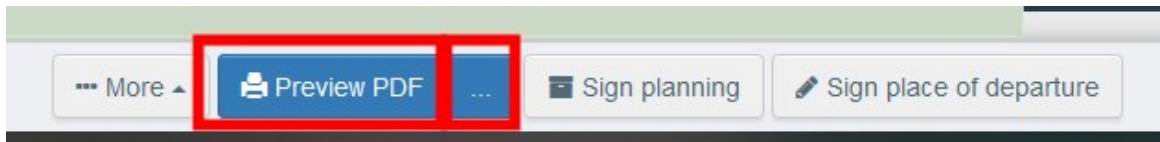
If you filled in any of the boxes incorrectly or missed a box, an “**Error**” message will appear. Click on the “**expand**” sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.



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

Preview PDF

- Click on “**Preview PDF**” to open the document as PDF in the language in which you are using TRACES.
- Click on “...”, to choose the languages in which you would like to print the PDF.



PART II: Place of departure – as Keeper and Local Authority Unit (LAU) of departure

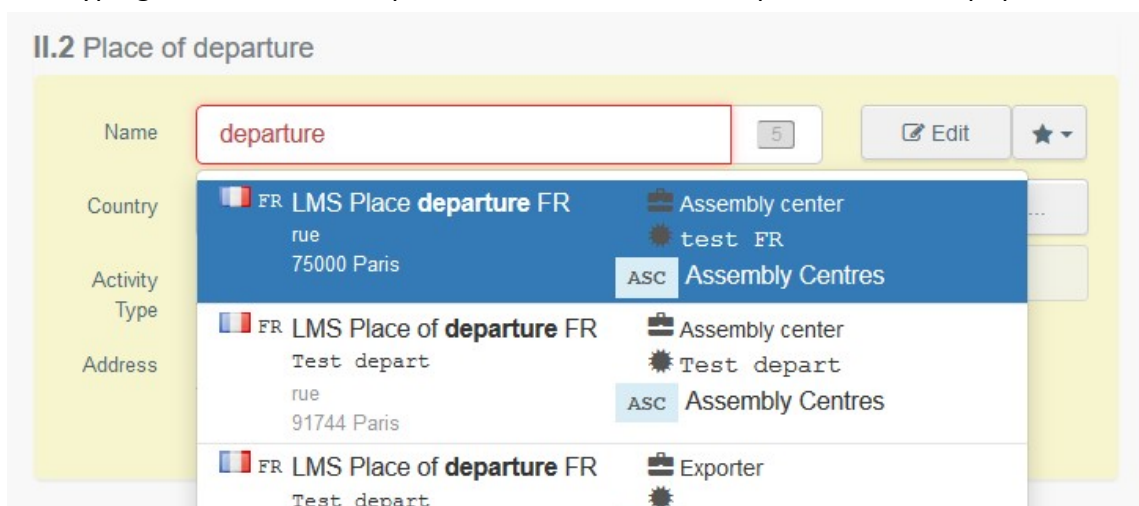
Box - II.1 Keeper

This box will be completed automatically with your information.

Box - II.2 Place of departure

Fill in this box using one of these options:

- Start typing the name of the operator and select it the drop down list that pops out.



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

II.2 Place of departure

Name

Country ISO Code

Select place of departure

Country: France (FR)

Section Activity Type

Activity Identifier Address

Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

Note: If the operator is not present 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.

Select organiser

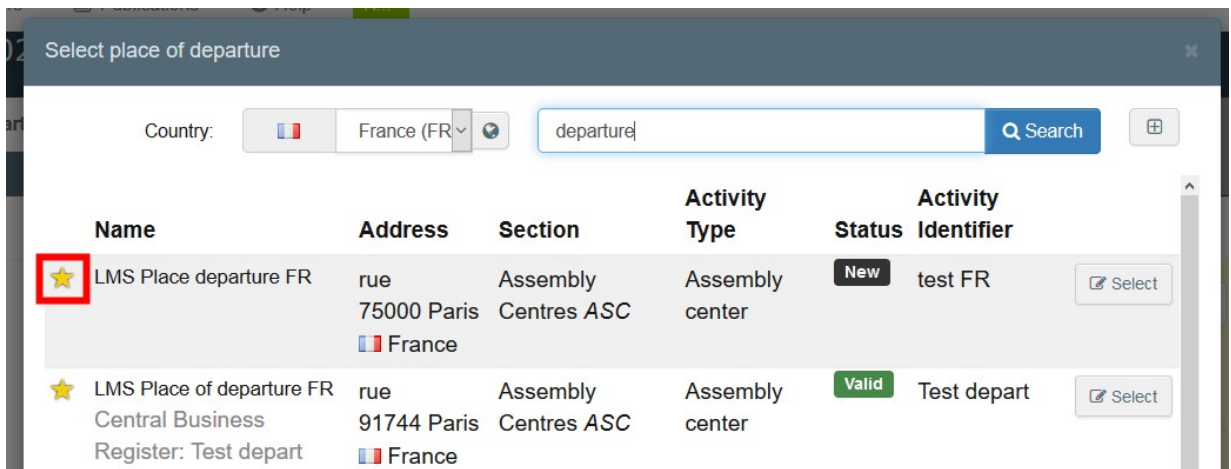
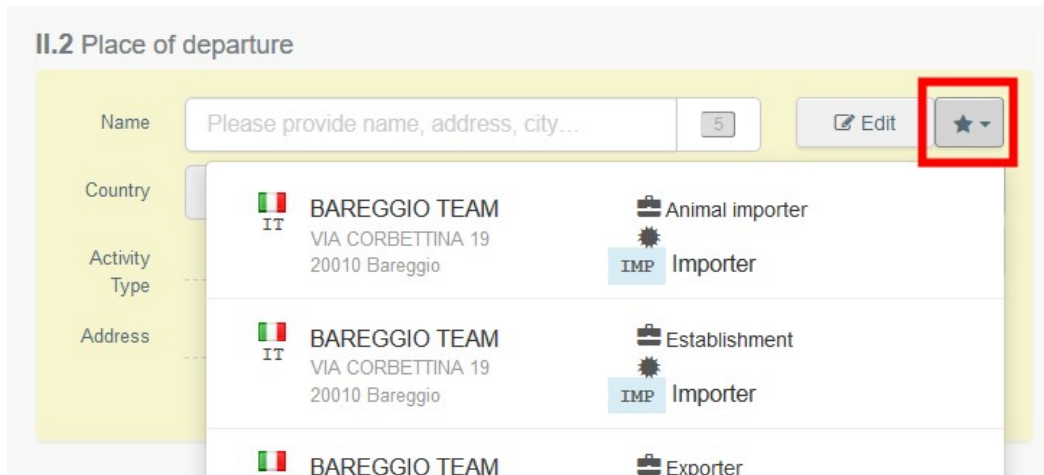
Country: France (FR)

Section Assembly Centres (ASC) Activity Type

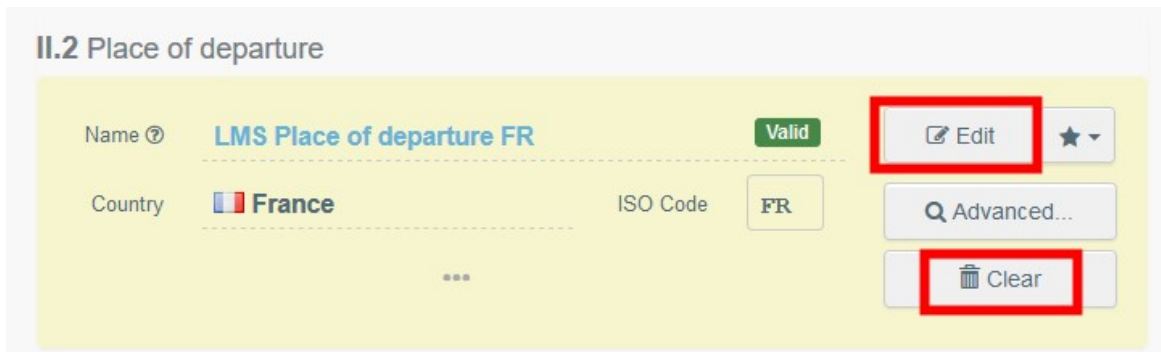
Activity Identifier Address

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ LMS Place of Departure	rue 29196 Quimper France	Assembly Centres ASC	Assembly center	Valid	test depart	<input type="button" value="Select"/>
★ LMS Place of departure FR	rue 75010 Paris France	Assembly Centres ASC	Assembly center	Valid	test ASC depart	<input type="button" value="Select"/>

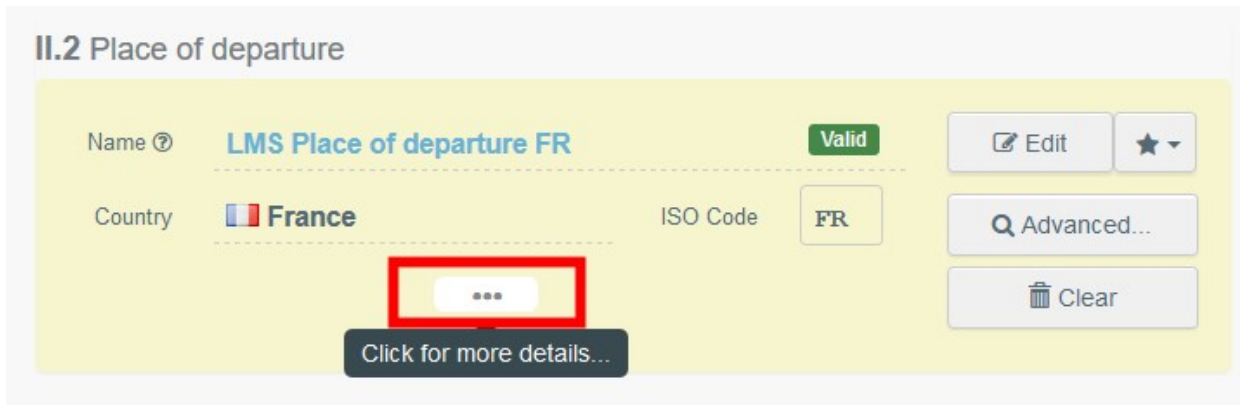
- Select an operator from the **"Favorites"** list, by clicking on the grey star. To register an operator in your **"Favorites"**, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.



Click on “**Edit**” to modify the content of the box. Click on “**Clear**” to remove the information and select another operator.

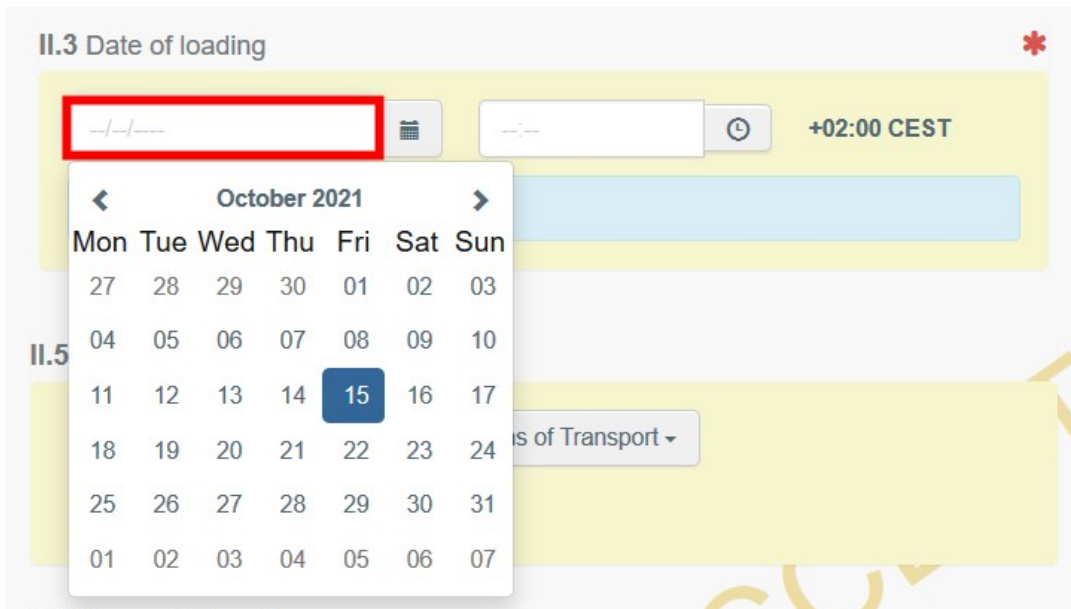


Once the correct operator is selected, the “**Name**”, “**Country**” and “**ISO Code**” are automatically completed. You can see the details of the selected operator by clicking on the three dots.



Box - II.3 Date of loading

Indicate the date and, when required, time, when the animals are scheduled to leave the place of departure. Click on the boxes to choose the date and time (in hours and minutes).



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

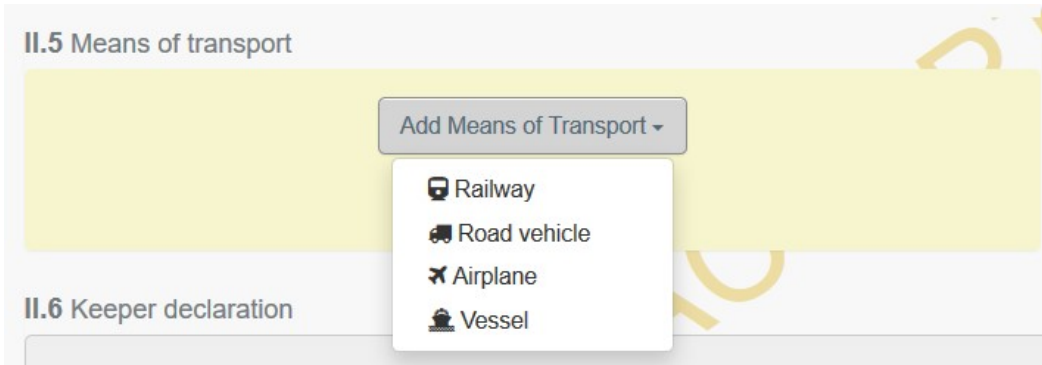


Box - II.4 Number of animals loaded

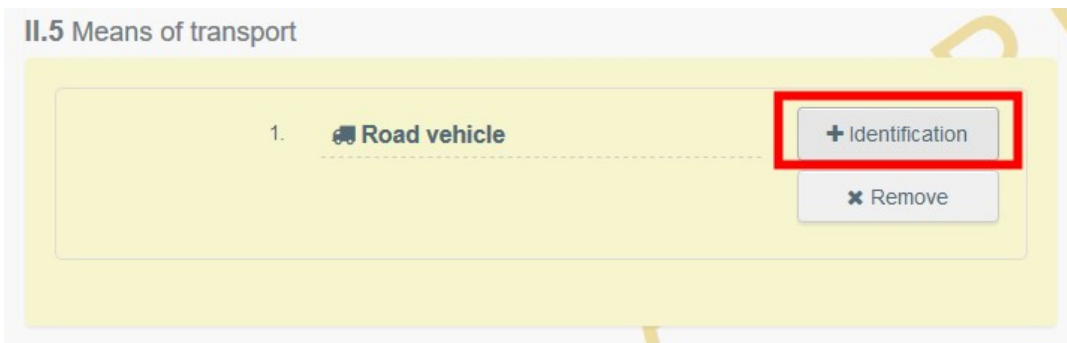
Indicate the total number of animals loaded.

Box - II.5 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**”.

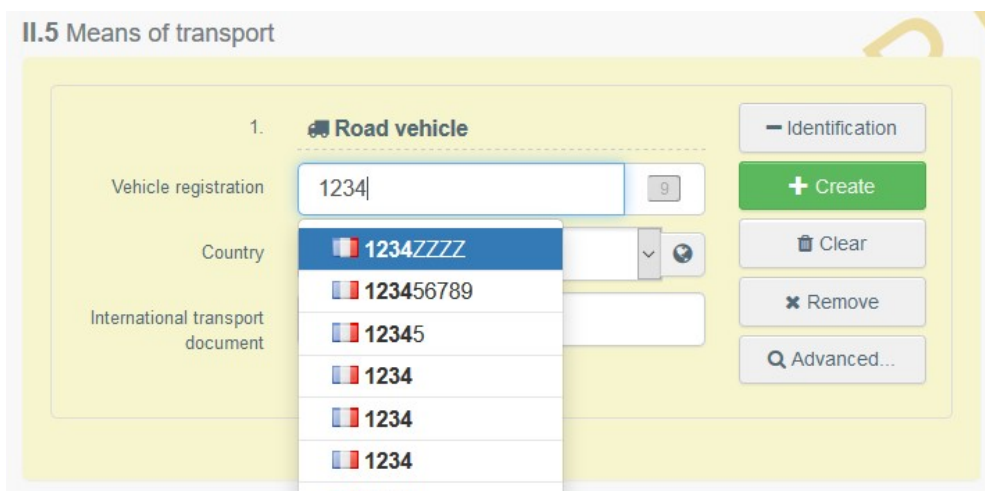


Click on “Identification” to add the identification of the means of transport.



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.



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

II.5 Means of transport

1. **Road vehicle**

Vehicle registration:

Country:

International transport document:

Sign place of departure

When the Part II is completed, click on **“Sign place of departure”**.

II.6 Keeper declaration

I, the keeper of the animals at the place of departure, hereby declare that I have been present at the loading of animals. According to my knowledge, at the time of loading the above mentioned animals were fit for transport and the facilities and procedures for handling the animals were in accordance with the provisions of Regulation (EC) No 1/2005 on the protection of animals during transport and related operations.

The status of the AJL will be updated to **“Place of departure signed”**.

Part I: Planning	Part II: Place of departure	Part III: Place of Destination	Current status: PLACE OF DEPARTURE SIGNED
Part IV: Transporter Declaration	Part V: Anomaly report		Next: Sign Place of Destination

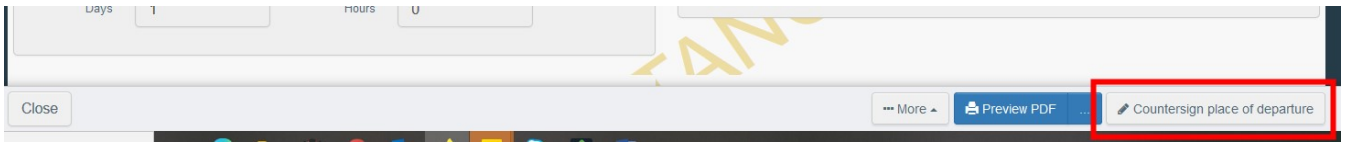
Corresponding CHED-A

Preview PDF

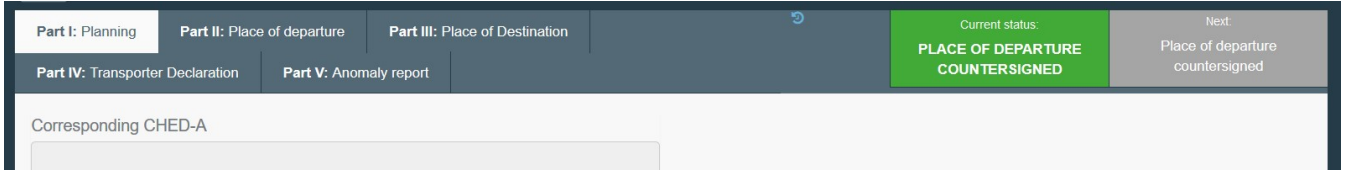
- Click on **“Preview PDF”** to open the document as PDF in the language in which you are using TRACES.
- Click on **“...”**, to choose the languages in which you would like to print the PDF.

Countersign place of departure – as LAU of departure

As LAU of departure, access the AJL and click on **“Countersign place of departure”**.



The status of the AJL will then be updated to **“Place of departure countersigned”**.



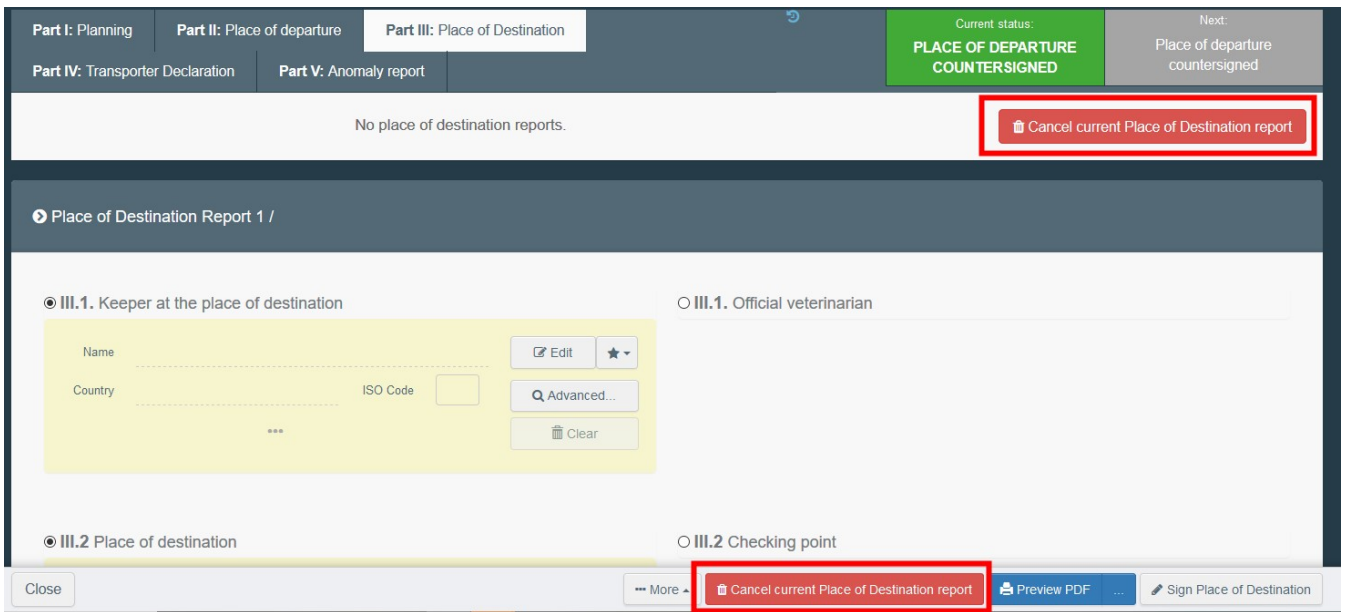
PART III: Place of destination – as LAU of destination

As LAU of the place of destination, access the AJL and go to the tab “Part III: Place of destination”.

Click on “+Add new place of destination report”.



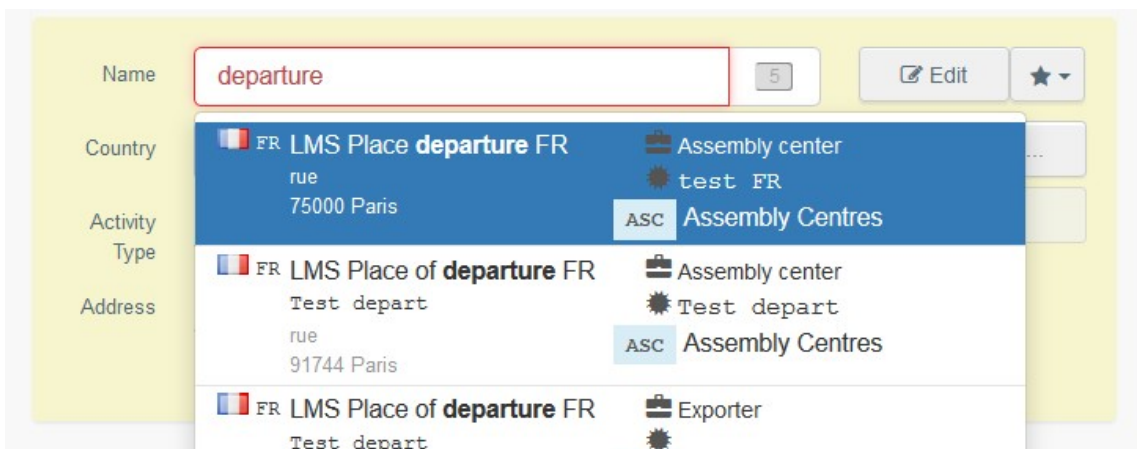
To cancel the Place of destination report, click on “Cancel current place of destination report”.



Box - III.1 Keeper at the place of destination or III.1 Official veterinarian

Tick the relevant option and complete the box using one of the methods explained below:

- Start typing the name of the operator and select it the drop down list that pops out.



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

Name _____ [Edit] [★]

Country _____ ISO Code _____

Q Advanced...

Clear

Select place of departure

Country: [FR] France (FR) [Type business name, approval number...] [Search] [Advanced search]

Section [Activity Type]

Activity Identifier [Address: Please provide address, postal code, city]

Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

[+ Create a new operator] [Close]

- Select an operator from the “**Favorites**” 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.

Name _____ [Edit] [★]

Country _____

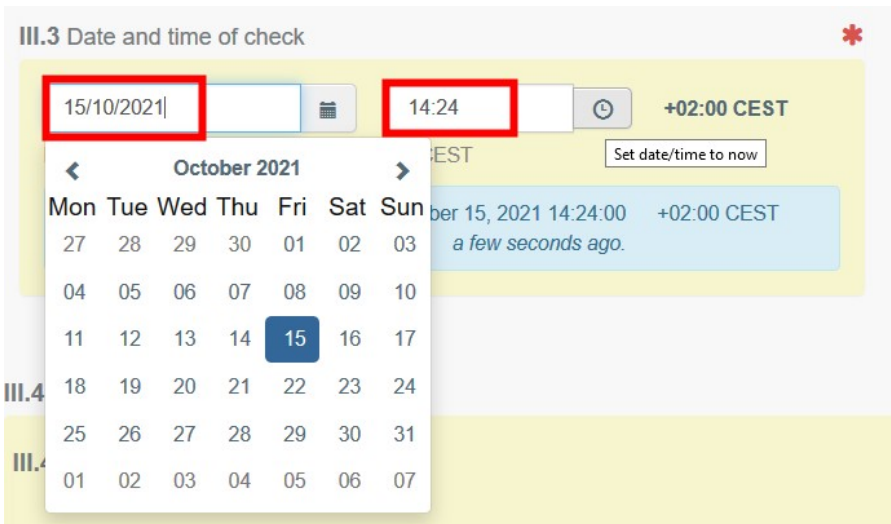
FR	BOYAUWERIE DES SAVOIES SARL FR33831420600024 195 Route des Sacconges 74600 Seynod	Animal importer IMP Importer
FR	BOYAUWERIE DES SAVOIES SARL FR33831420600024 195 Route des Sacconges 74600 Seynod	Establishment IMP Importer
FR	BOYAUWERIE DES SAVOIES SARL	Importer

Box - III.2 Place of destination or III.2 Checking point

Follow the instructions of Box - III.1.

Box - III.3 Date and time of check

Indicate the date and time when the animals have been checked. Click on the boxes to choose the date and time (in hours and minutes).

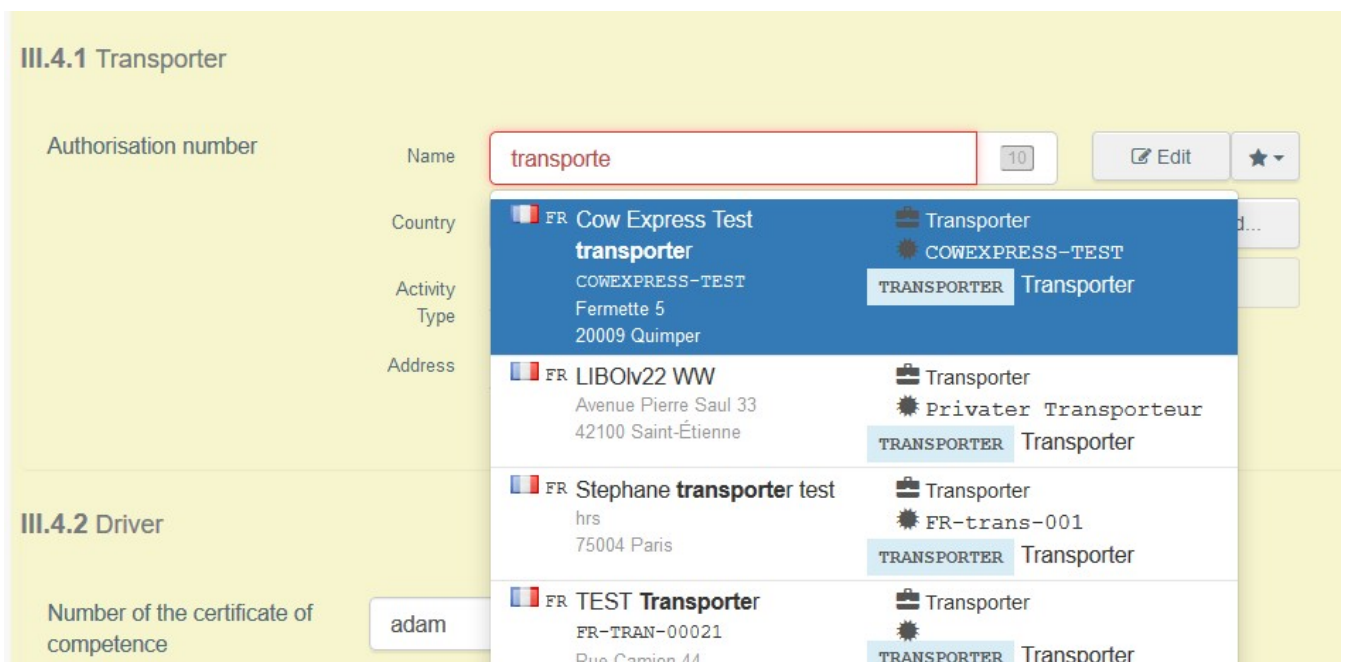


Tip: By clicking the small clock icon, you will set the time to the current date and time.



Box - III.4.1 Transporter

Select the transporter by using one of the options described in box- III.1.




Box – III.4.2 Driver

Type the name of the driver and select it from the drop-down menu.

III.4.2 Driver

Number of the certificate of competence





III.4.3 Means of transport

 FR A Driver
123456789 / Wednesday 31 July 2024

Box - III.4.3 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”**.

Add Means of Transport ▾

-  Railway
-  Road vehicle
-  Airplane
-  Vessel

II.6 Keeper declaration

Click on **“Identification”** to add the identification of the means of transport.

1.  Road vehicle

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.

1. **Road vehicle**

Vehicle registration: 1234

Country: 1234ZZZZ

International transport document: [Empty]

Buttons: Identification, + Create, Clear, Remove, Advanced...

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

1. **Road vehicle**

Vehicle registration: 1234test

Country: France (FR)

International transport document: [Empty]

Buttons: Identification, + Create, Clear, Remove, Advanced...

Box - III.4.4 Space allowances

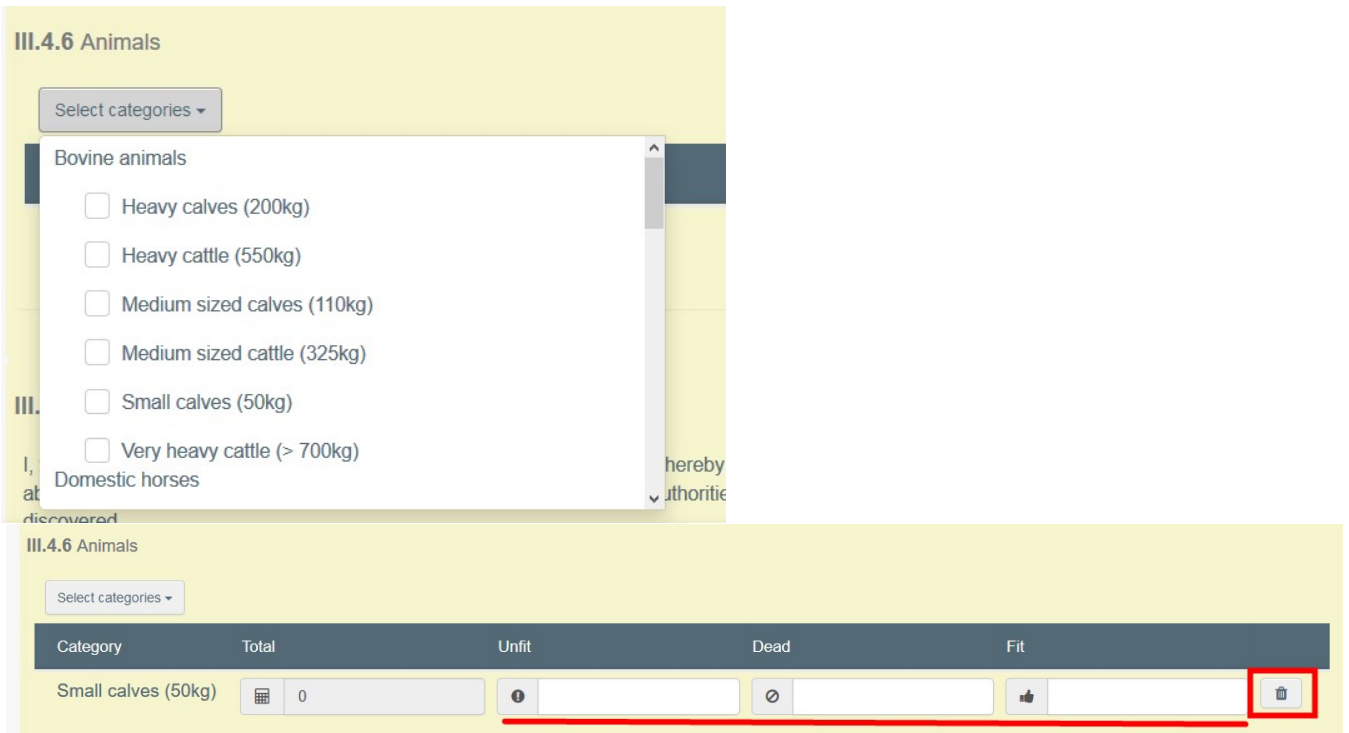
Indicate the space per animal in m².

Box - III.4.5 Journey Log records and journey time limits

Indicate the compliance as appropriate.

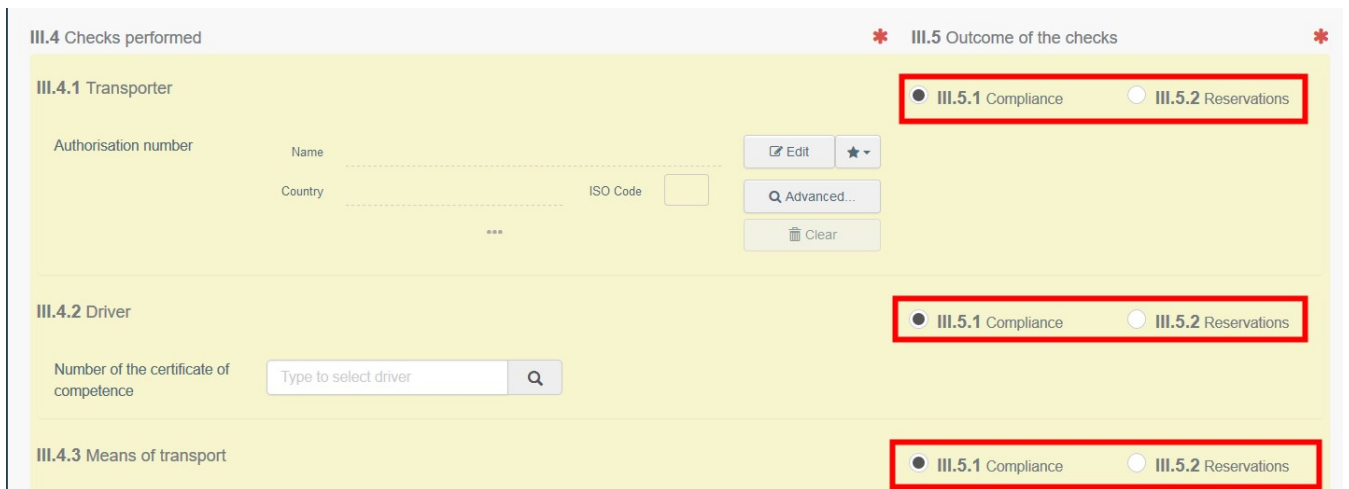
Box - III.4.6 Animals

Select a category and then complete the relevant fields. To remove the line, click on the bin icon.



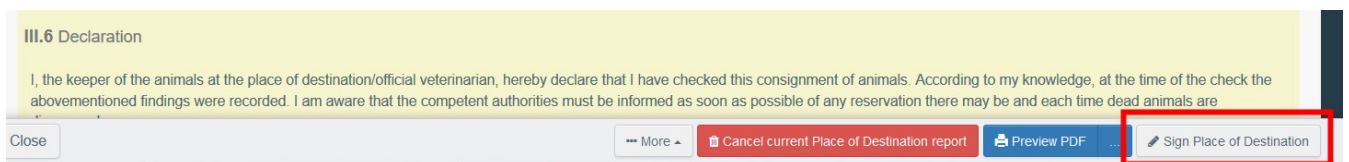
Box - III.5 Outcome of the checks

For each relevant line, tick the correct option: compliance or reservations.



Sign place of destination report

Once the report is completed, click on **“Sign place of destination”**.



The status of the AJL will then be updated to **“Place of destination signed”**. This is the final status of the AJL.

PART IV: Transporter declaration – as authorized transporter

Important Note: The completion of PART IV is not available for the time being. This part will be complemented as soon as possible and a revised version of the manual describing this part will follow.

In the meantime, a paper copy of section IV must continue to be completed by the driver during the course of the journey. This paper copy must be retained by the transporter and available to the competent authority at the place of departure within one month of the date of arrival at the place of destination.

PART V: Anomaly report – as LAU

As LAU involved in the AJL, access the AJL and go to “Part V: Anomaly report”. Click on “+Add anomaly report”.

The screenshot shows the top navigation bar with tabs for Part I: Planning, Part II: Place of departure, Part III: Place of Destination, Part IV: Transporter Declaration, and Part V: Anomaly report. The current status is 'PLACE OF DEPARTURE COUNTERSIGNED'. A red box highlights the '+ Add new anomaly report' button.

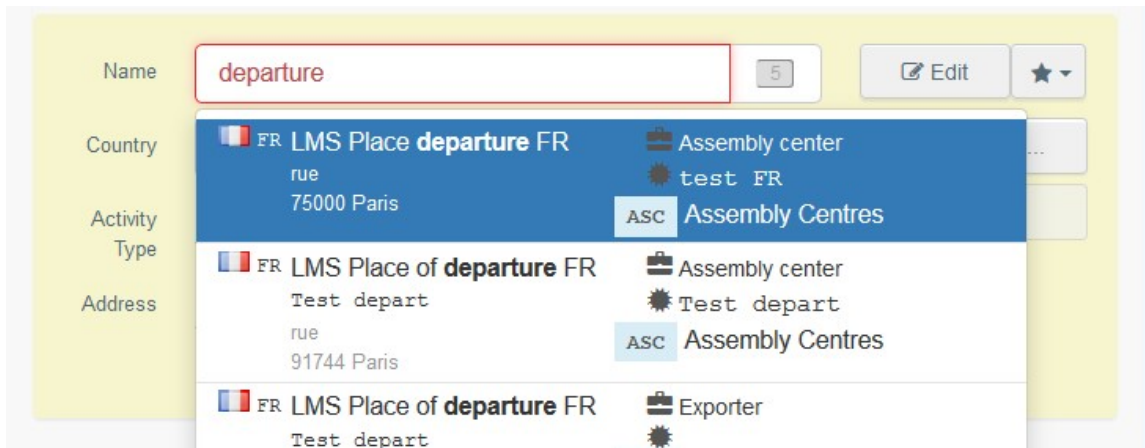
To cancel an anomaly report, click on the red button “Cancel anomaly report”.

The screenshot shows the 'New anomaly report' form. The 'Cancel current anomaly report' button is highlighted with a red box. The form includes fields for V.2 Observation place (Name, Country, ISO Code) and V.3 Observation time (+02:00 CEST). At the bottom, there are buttons for 'Cancel current anomaly report', 'Submit anomaly report', and 'Preview PDF'.

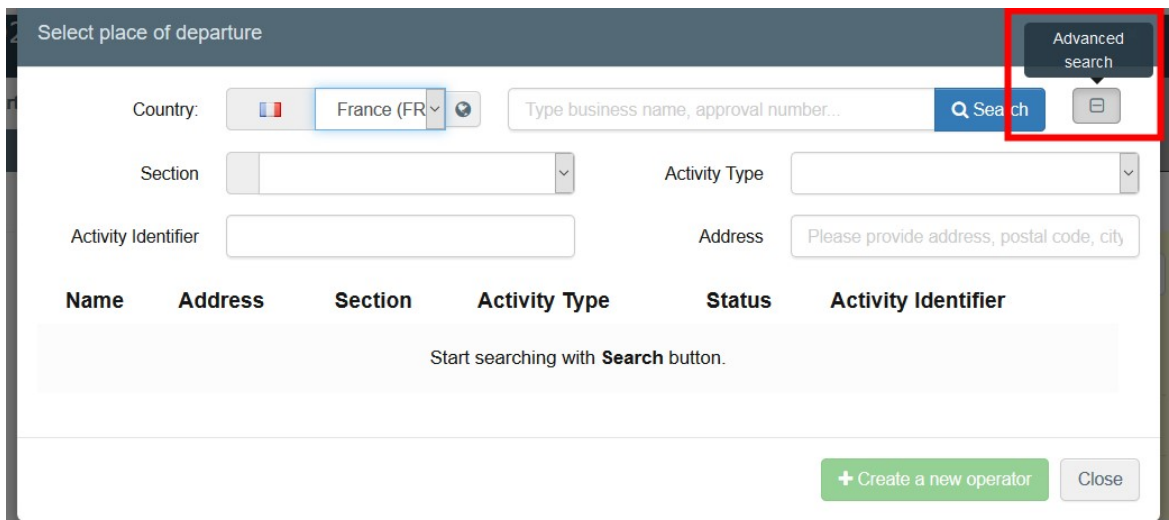
Box - V.2 Observation place

Select the observation place by following one of the options:

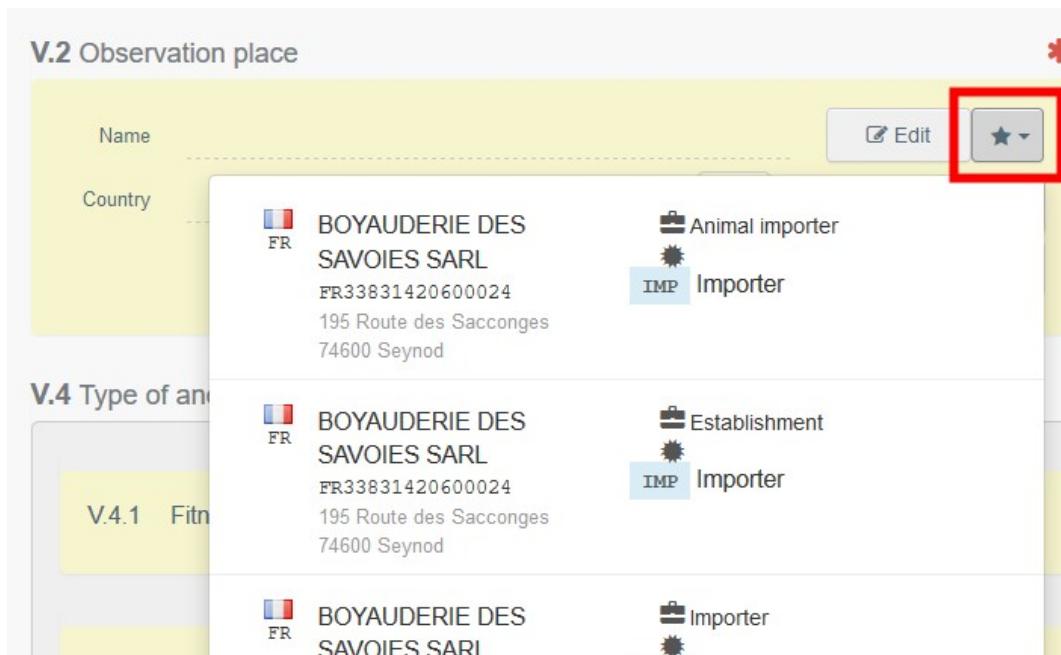
- Start typing the name of the operator and select it the drop down list that pops out.



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

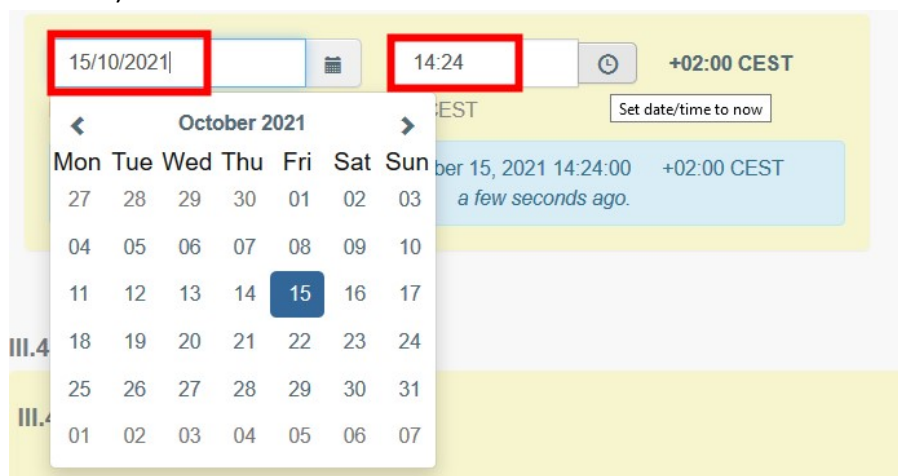


- Select an operator from the “**Favorites**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.



Box - V.3 Observation time

Indicate the date and time of the report. Click on the boxes to choose the date and time (in hours and minutes).



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



Box - V.4 Type of anomaly(ies) pursuant to Council Regulation (EC) No 1/2005

Tick the relevant types of anomaly observed.

Box - V.4.11 Remarks

If necessary, type a comment.

Submit anomaly report

When the report is complete, click on “**Submit anomaly report**”.

