TRACES NT – EU-INTRA user guide (adapted for DAERA AVO users) v.2.0, October 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.

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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 e mail user account. You must take care to not share passwords or allow others to use your account. You will no longer be able to use a generic practice email account, the account used must be specific to one individual only. The slide below gives examples of suitable and unsuitable email addresses.

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

The webpage will guide you through the steps required to create your account. 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 first create an account. 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.

The Traces NT Website

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

Clicking the link will bring you to the following login page;
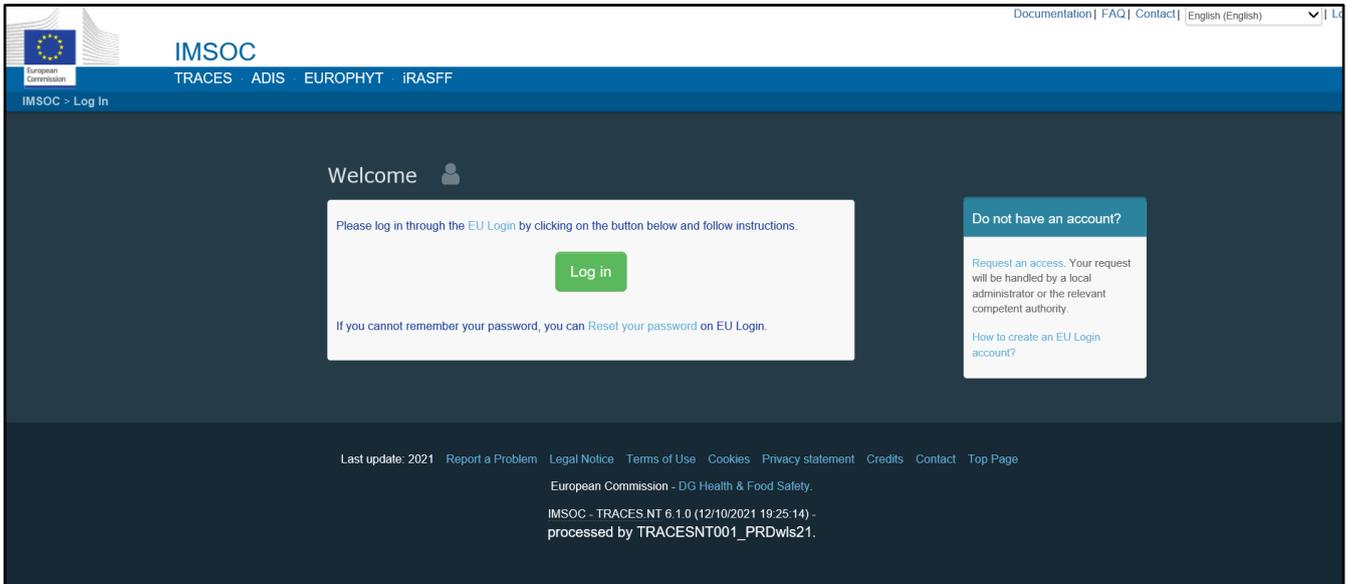
You should log in using the email address and password used to create your EU login account.
Once you have logged in the following screen will appear and you will be asked to select a role.

The term 'Appointed Veterinary Office' replaces 'Official Private Veterinarians' used in Traces Classic

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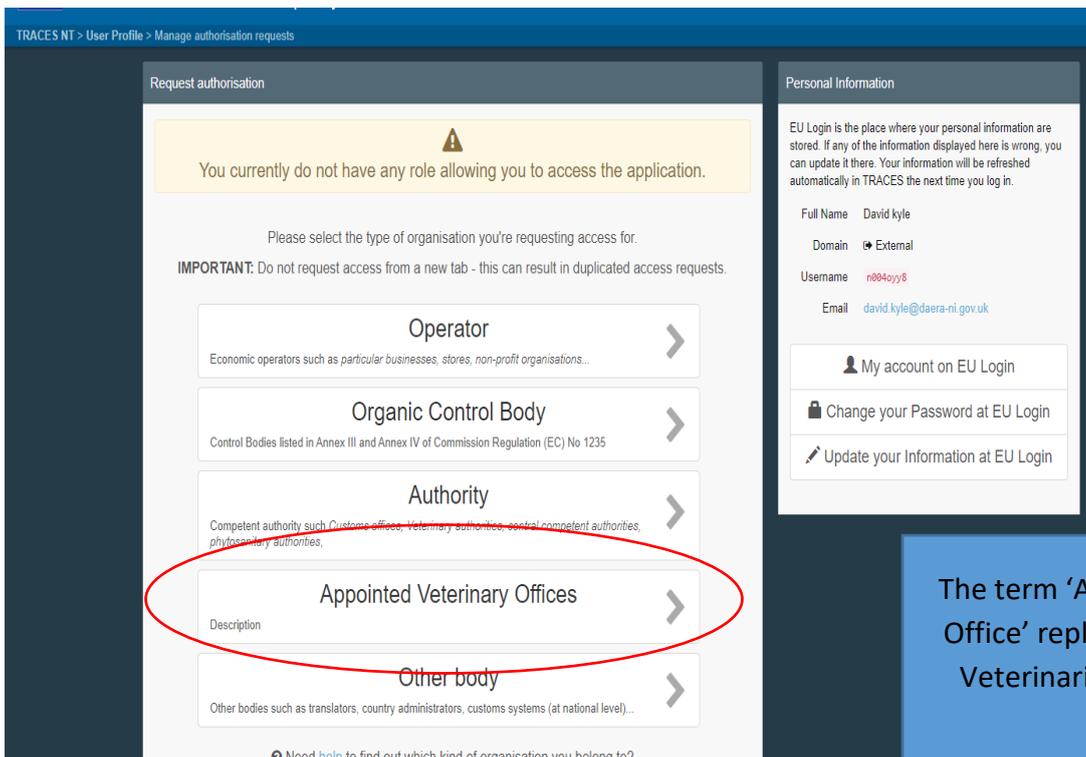
Vets should select **'Appointed veterinary offices'** (AVO) from the available selections. You will then be able to select a practice to be linked to. It is possible to link to more than one practice if required. More than 90 practices have been added to the system by DAERA. AVO`s are created under the control of the Department of Agriculture, Environment and Rural Affairs, which is listed as the Central Competent Authority by the EU for trade in animals and animal products in Northern Ireland. DAERA will create a new AVO on the condition that there are Official Veterinarians who have been appointed by DAERA associated to the practice. Where it is discovered that an AVO no longer has any authorised Official Veterinarians, this AVO will be deleted from the record. If you cannot find your practice please email your local DAERA office for help.

Finding your practice

When you click on **'Appointed Veterinary Offices'** the following screen will appear. Select the country as United Kingdom (Northern Ireland) (XI). Start typing the name of your practice and a list of available practices should appear. Searching by postcode can help to narrow the search. Make sure to click **'request authorisation'** once you have finished.
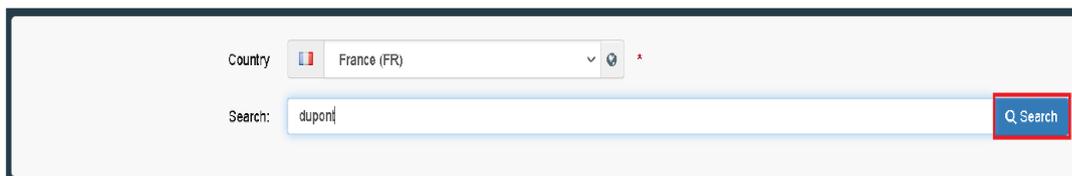
Select the corresponding appointed veterinary office by clicking on "**Request authorisation**":
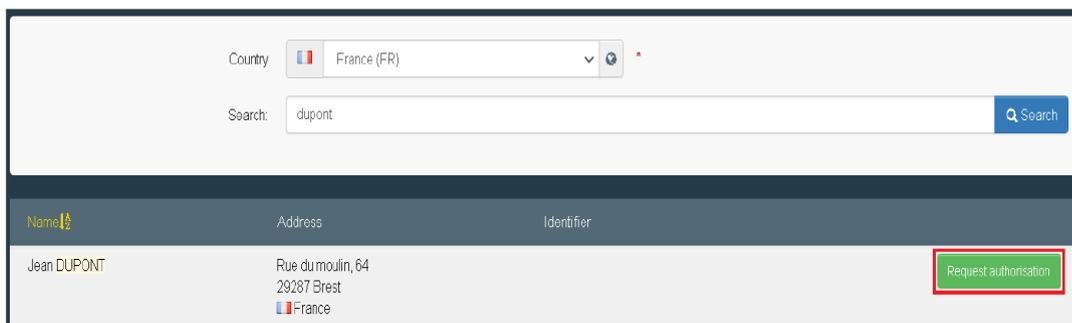
The first user who requests to be linked to a practice will be validated by DAERA. This individual will be granted **'lead user'** rights and will be able to validate any future requests to link to the practice. For this reason DAERA advise that the first person to be linked to a practice is someone in a position of authority. **This first person to link to the practice should email their local DAERA veterinary office to request validation.** Please do not be offended if on occasion DAERA offices request further evidence to validate a request, this is standard procedure to ensure only authentic members of the veterinary community are linked to veterinary practices.

 Lead user status is denoted by a symbol. As further users are linked to the practice this role can be transferred if preferred by dragging and dropping to a new user. A practice can also have more than one lead user if preferred.

Once you have requested to be linked to a practice your home screen will look like this until that role is validated.

Will change from 'requested' to 'valid' once your role has been

Validating a user request

You can find and validate a request to link to your practice (once you have lead user status) by doing the following.

1. Find the request

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Click on 'actors' from the available dropdown menus at the top of the screen. It is best to then run an advanced search as you can narrow the search to just Northern Ireland. Select United Kingdom (Northern Ireland) (XI) as the country (make sure to select NI and not simply UK). Select 'appointed veterinary offices' as the role. User body status is 'requested'. You can then search by name.
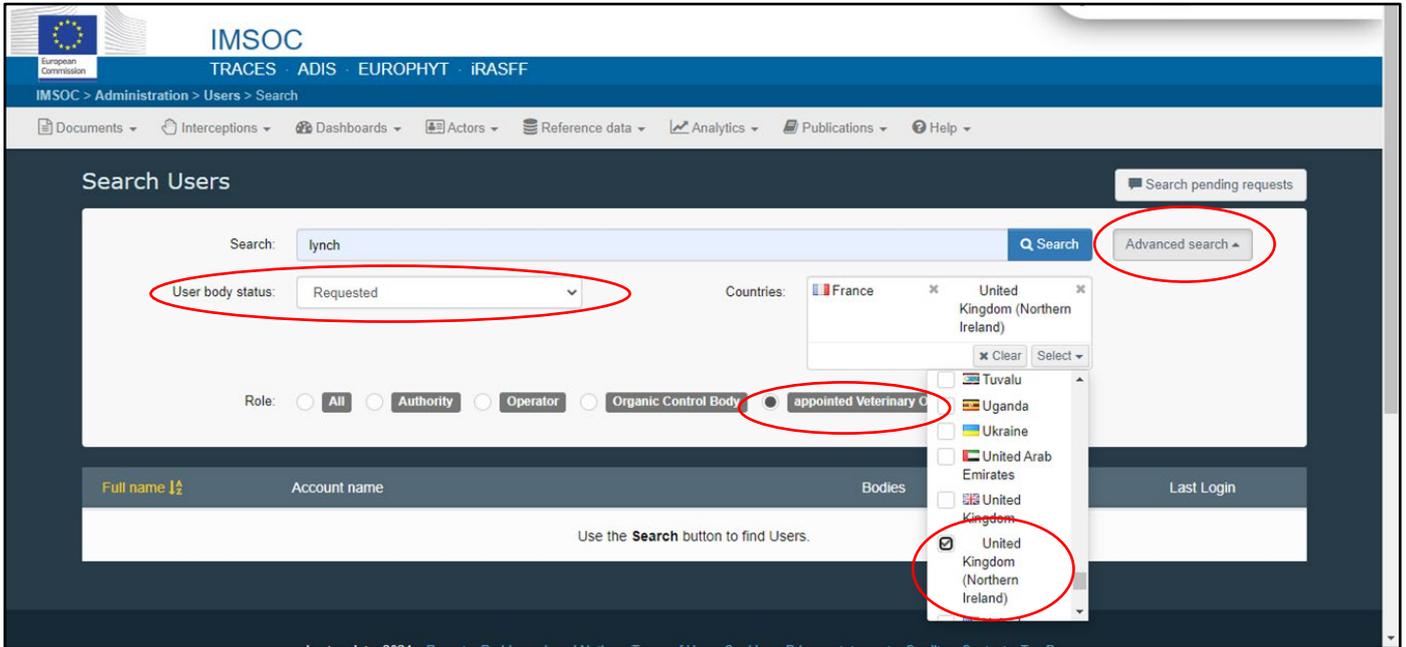
The search should produce a screen showing all requests linked to that individual.

2. Validate the request

To access the request you must click on the individual's name.
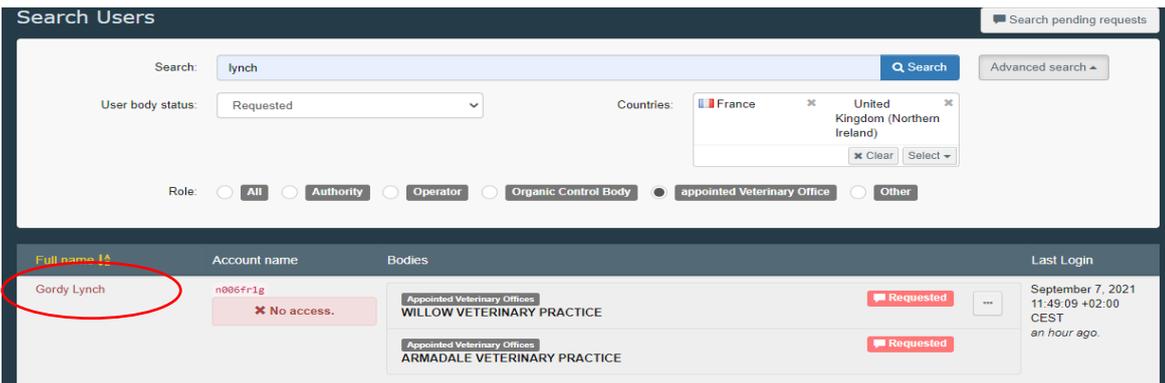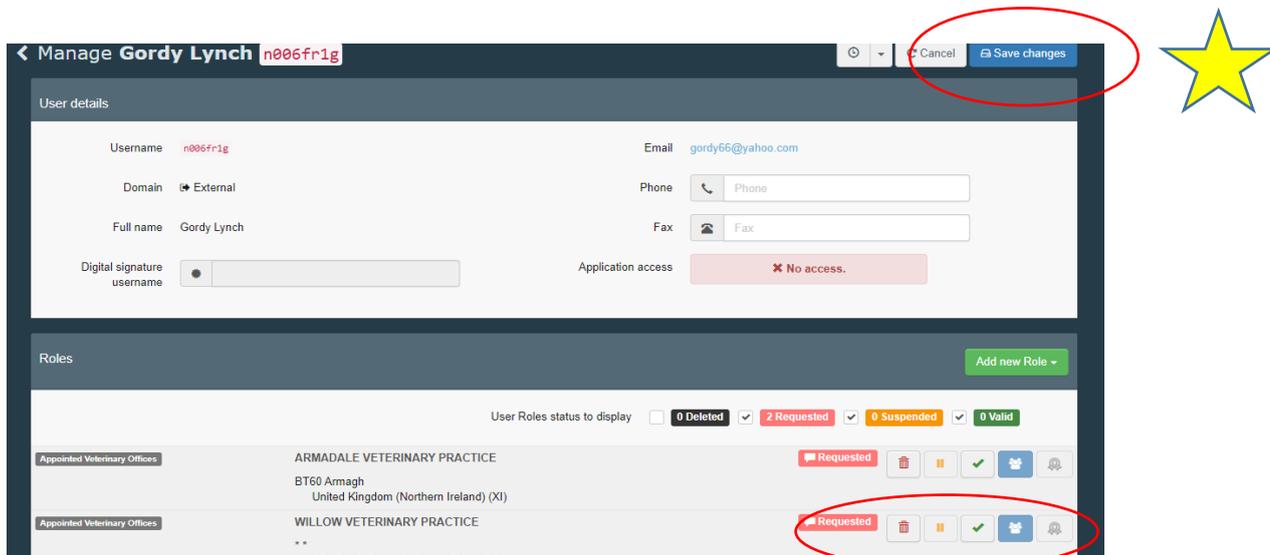
Clicking the name will bring you to a page like this where you can validate or reject the requests as appropriate. To validate click on the green tick, to reject click the red trash can. You can also assign lead user rights if needed by clicking on the blue man symbol. Make sure to save your changes before navigating away from the page.

Accessing Guidance on Certification via Traces NT

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

1. Training modules

Training presentations detailing how to access Traces NT and how to complete **Part I** of a certificate can be accessed on CAFRE online at the following link.

 https://learn.cafre.ac.uk/login/index.php

You will require a CAFRE account and password to access these materials. If you do not have an account please email DAERATradeExports@daera-ni.gov.uk to request that an account be created for you.

2. Template certificates

Templates of certificates available on Traces NT have been created with additional notes and guidance on how to complete them. These templates include details about support documentation required as well as information on how to complete certain fields and how to decide on the correct deletions to apply. The templates are password protected (to prevent public access). The password was communicated to practices via email. In the event you need this please contact your local DAERA office or DAERATradeExports@daera-ni.gov.uk . The templates and guidance can be accessed via the DAERA webpage through the links to individual type of export.

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https://www.daera-ni.gov.uk/landing-pages/exporting-animals-and-animal-products-northern-ireland

3. DAERA TRACES NT information and guidance

You can find useful information and guidance relating to use of TRACES NT including this guide here

4. 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/af5deeae-af5b-4ae7-9cd2-24df51e9fa72/library/a6a648ff-003e-42ec-a0d8-450330c4d2c8?p=1&n=10&sort=modified_DESC

PART I – Description of Consignment – to be filled-in by the DAERA AVO Practice (Part I could be completed by your exporter acting as the economic operator (EO) where you have agreed this in advance)

Select the commodity/certificate model

Login to TRACES NT.

On the homepage, click on "**Documents**" and then on "**EU Intra**":
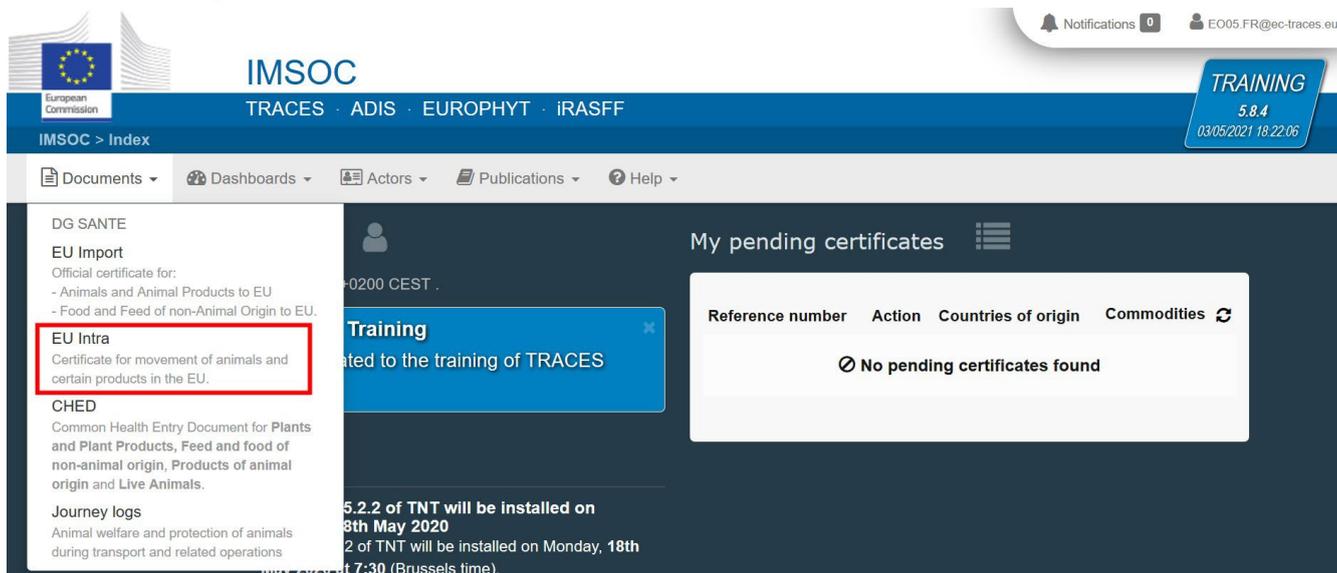
Click on the green button "**+ New EU Intra certificate**":

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

- Expand the CN code and select it from the list of model certificates available. (The CN code stands for Combined Nomenclature code – an 8 digit classification code used for Export Declarations.)
- Type the name or the CN code, the title of the Model or key word (e.g. Hatching)
- Filter by species

Tip: Certificate Titles X = Breeding and Production   Y = Slaughter

Note: you can still delete, add or modify the commodity details in the certificate, box I.29
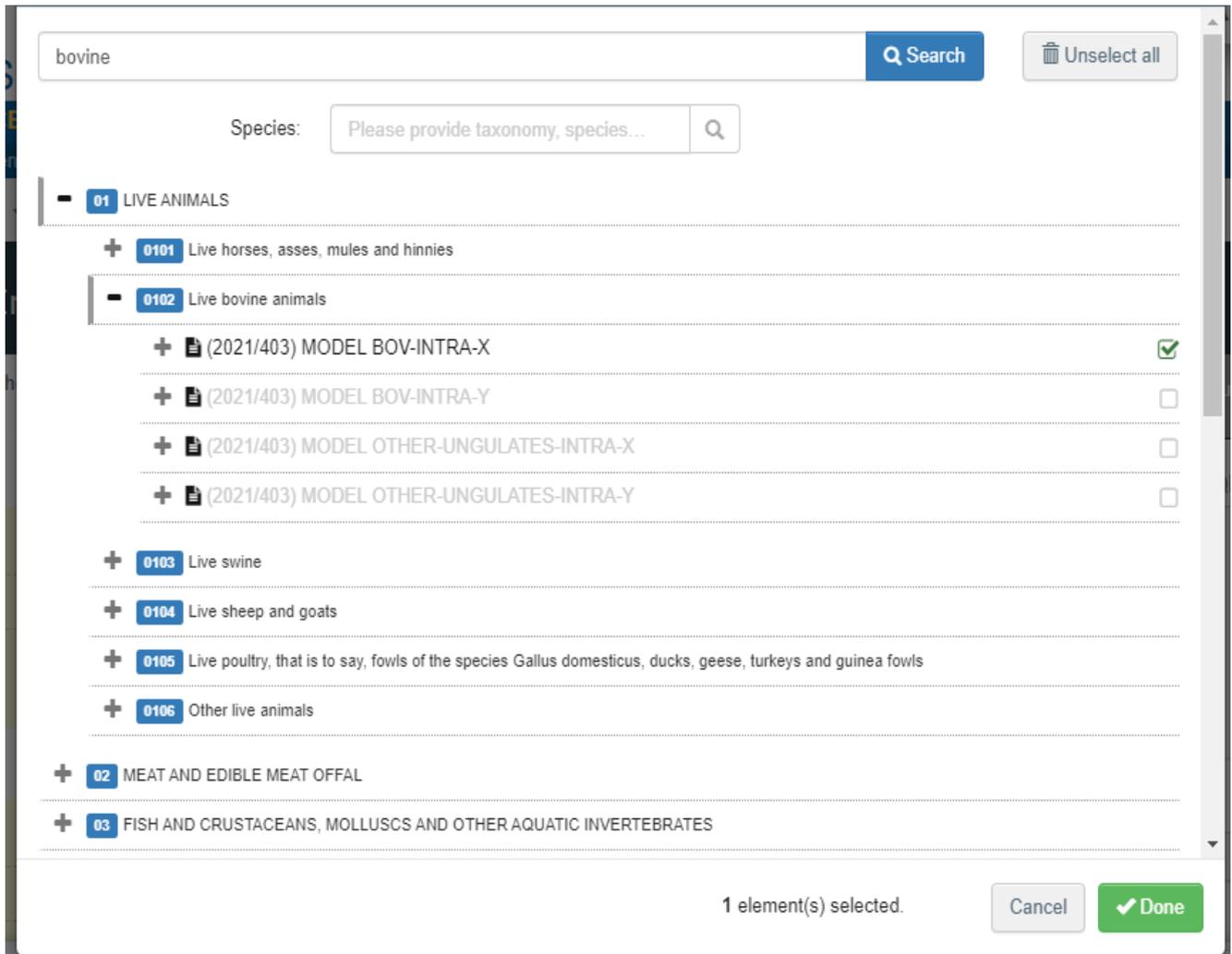
In screen above the **Bovine Breeding (X)** certificate has been selected for completion. Having made your selection Click on green **"Done"** button.

Viewing Blank Specimen certificates

If you click on you can using the steps outlined above view and print a "Specimen" copy of the

required certificate.

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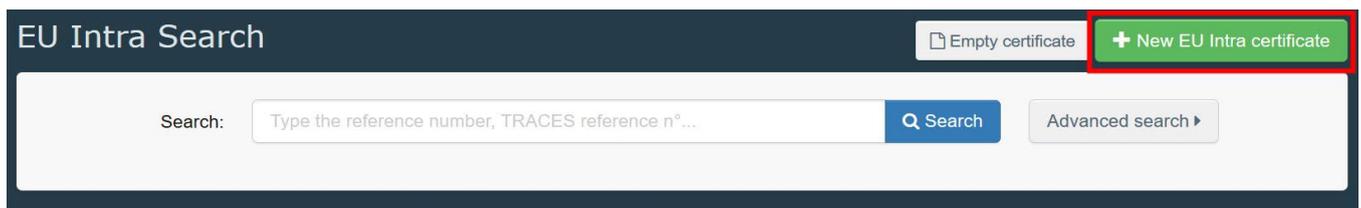
Complete Part I

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**. **Failure to complete will prevent completion of Part 1.**

Box – I.1. Consignor

Fill in this box using of these options:

- To narrow the search first it is recommended to **always complete** the "**Country**" box then start typing. T**he most efficient search** is to use the consignee's **unique herd/flock number, e.g. 123456/UK900001** instead of searching by surname.

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> **Tip:** If the above search isn't specific enough you should use the "**Advanced**" search button and search using Herd/Flock numbers, Registration/Approval code/number.
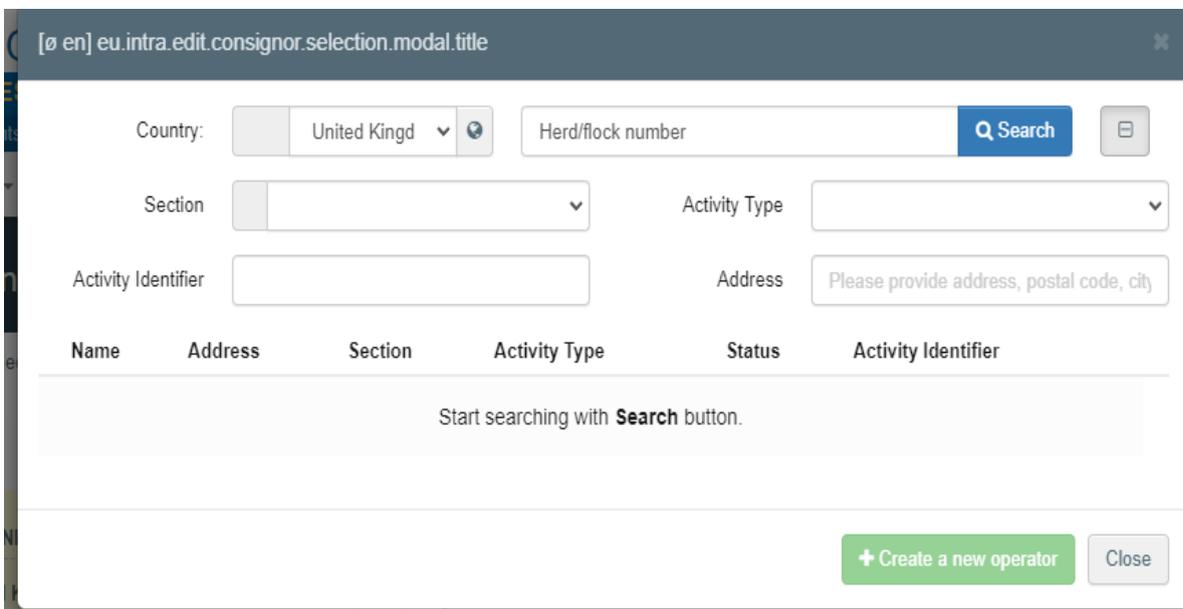
Alternatively use the **"Activity type"** and select the relevant type from the drop down list (the lists differ for consignor and consignee). In the example below **"Country" Ireland** has been selected along with **Slaughterhouse** to search for the required Consignee.

⭐ **Adding operators to favourites list**

You can only add a consignor/consignee/transporter to your favourites list if you have used the advanced search option detailed above. You add to your favourites by clicking the star icon to the right of the **Name** and then click the **"Select"** button. See below:

Next time you are creating **Part I** select the company from the "**Favourite operators**" list, by clicking on the grey star.

If you cannot find the operator on TRACES NT – Contact your local DAERA Office.

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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 do 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.

TIP – Out of Hours - If you have to **Create a new operator** populate the **Operator Details** and **Addresses** fields as necessary. However, for the **Activity** fields as your AVO permissions are restricted always complete the **Section** field as **Importer (IMP)** and **Activity** field as either **Importer/Exporter.** You **MUST** also add the relevant Herd/Flock Number to the **Identifier** field then click **Save** and then **Select** to populate the certificate with the information added. See example below. The new operator details will display with the status of **New** & will be forwarded to DAERA to Validate using APHIS records, at which point they will be given the status of Valid.

- It is also possible to click on "**Edit**" to modify the content of the box or to clear it and select another consignor by 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:

TIP - If an operator has a number of activities such as
Importer/Exporter/Bovine or Ovine Holding make sure to select the
correct Consignor activity for that export eg, i.e. Bovine Export must
have the Bovine Holding as the Consignor not Importer/Exporter.

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**.
Important:　　Consignee does not exist on TRACES NT – AVOs have been given access to add new
consignees but can only add the Consignee with an activity as **Importer**.

Note: Consignee's can have the status of **New** and this will not prevent validation.

> **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.

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 – **Note: This field is not currently available to populate.**

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.

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.

Note: Box **I.10** has 2 drop down options. For ROI exports please leave this field blank at the present time, even though ROI is Blue Tongue free.

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**.

AVO- Appointed Veterinary Office

NB: Although this does not appear as mandatory this **Part I** box **must be completed** to allow you to move to **Part II.** It initially displays as shown and you cannot complete this until **I.11** and **I.13** other key boxes have been completed.

Only when **I.1 Consignor, I.11 Place of Dispatch and I.13 Place of Loading** are completed does the AVO box display as shown below and is now available for you to enter your practice details to do this.
Click on the **"Advanced"** button –

The following pop up box then displays. Input the details of your practice as shown in the example below:
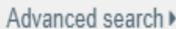
It will bring up the details for your practice – then click on the green "**Select**" button which will then populate **Part I** as shown below:

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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).

> **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.

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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**".
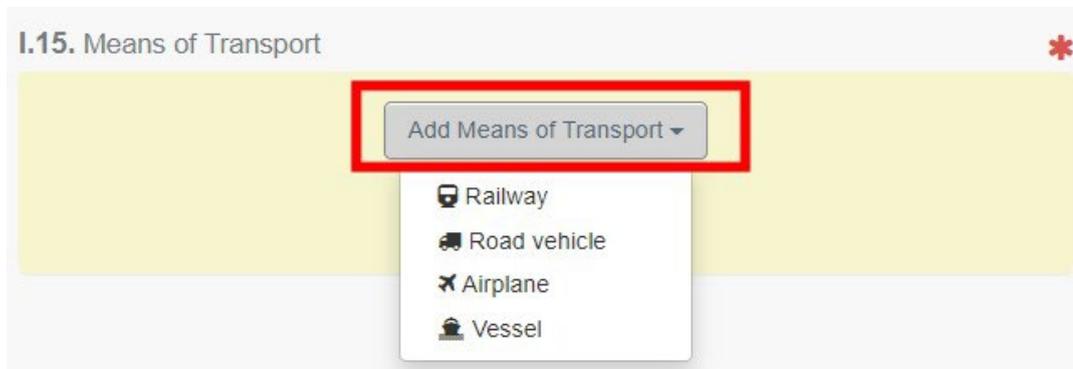
Complete the requested fields:

- If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.
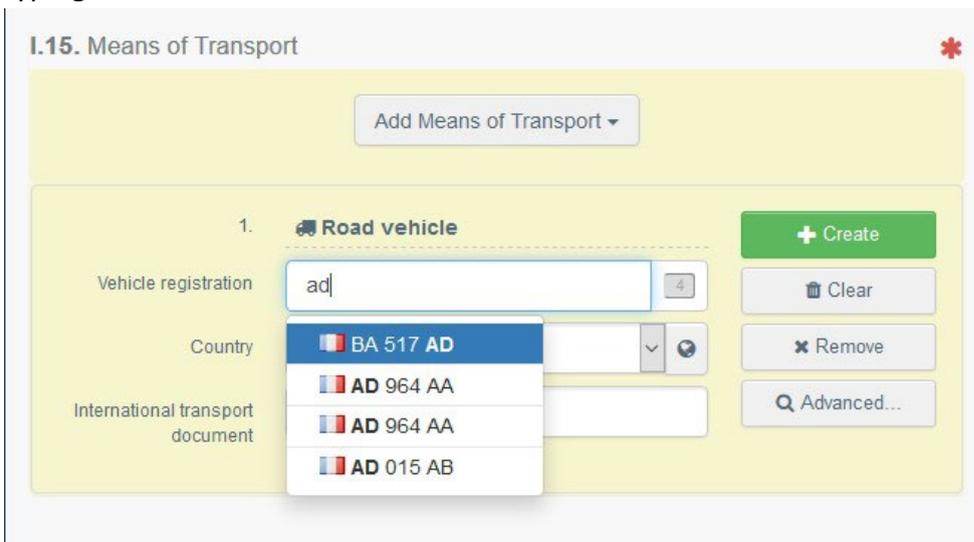
- If it does not exist, complete the fields and click on the green button "**+ Create**".

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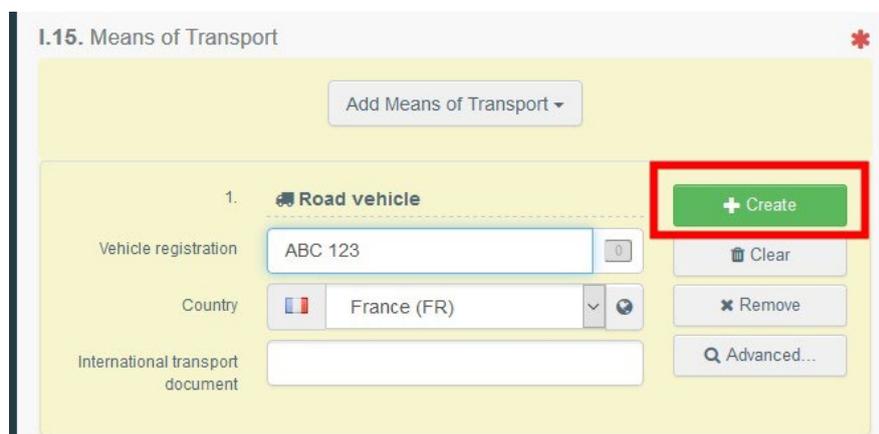
You can add several means of transport and order them by dragging the items with the double sense arrows on the left.

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

Box – I.16. Transporter

Note: That **I.16** is not a mandatory field in TNT at the moment. However, DAERA require that it is completed. If you cannot find a NI Transporter on the system please let DAERA know (either contact your local DAERA office or by e-mailing DAERATradeExports@daera-ni.gov.uk) so that the Transporter can be added to the system for future reference, and before the field becomes mandatory. As part of the responsibility for certification the certifying officer must ensure that they retain a transporters declaration and have assurance of competence/transport authorisation for the journey.

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**. You can search for the transporter using their WIT1 or 2 number in the Name field. If you first select the relevant country this will refine your search further.

Then select the required transporter from the list which will auto populated as shown below:
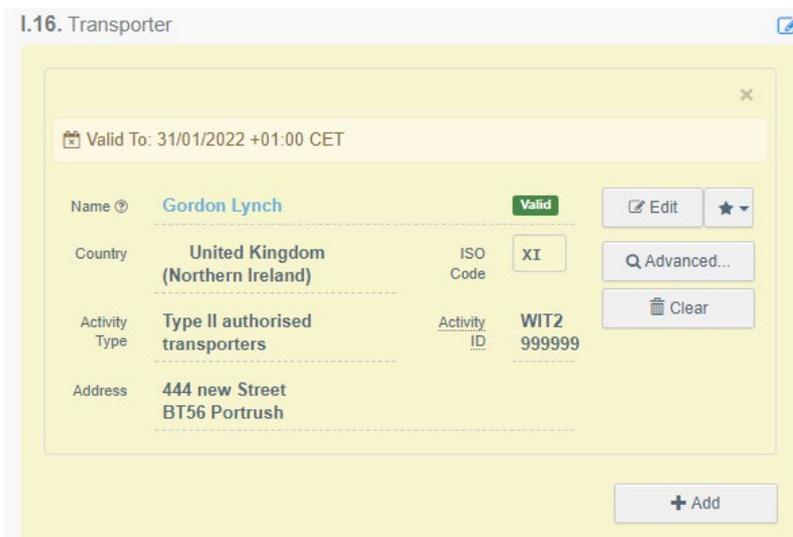
Alternatively, you can use the Advanced search

A new box will open select the Advanced Search option to the right of the search bar and for Section always search for Type 1 or Type 2 Authorised Transporter.
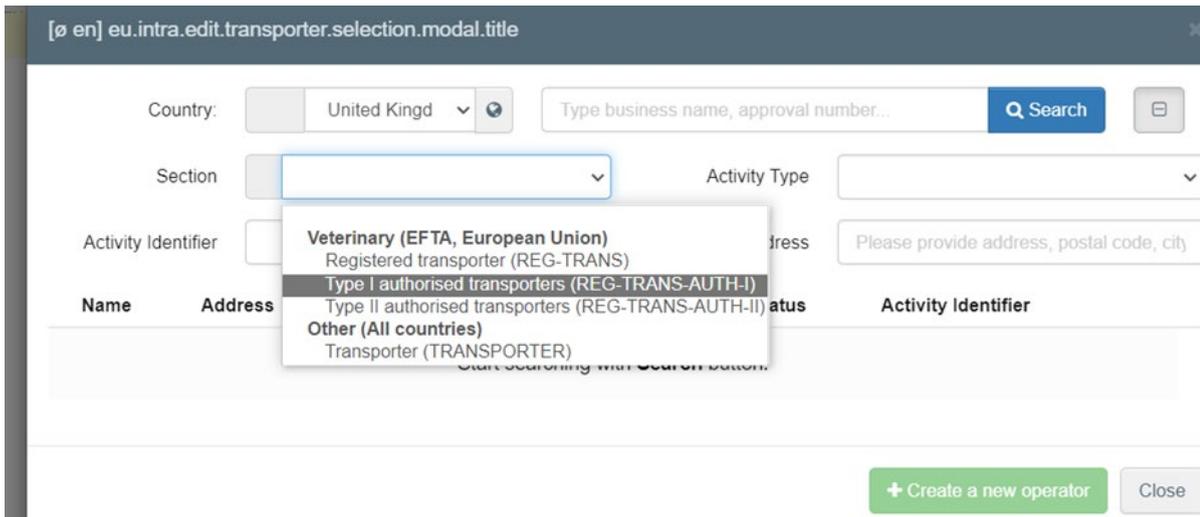
Transporters from other Member States, e.g. Ireland

If you are unable to locate the non NI transporter required you can proceed with adding them to TRACES NT your permissions only allow you to create them with the **Activity** of **Transporter** and you **MUST** enter their WIT1/2 details in the **Identifier** field as shown here.
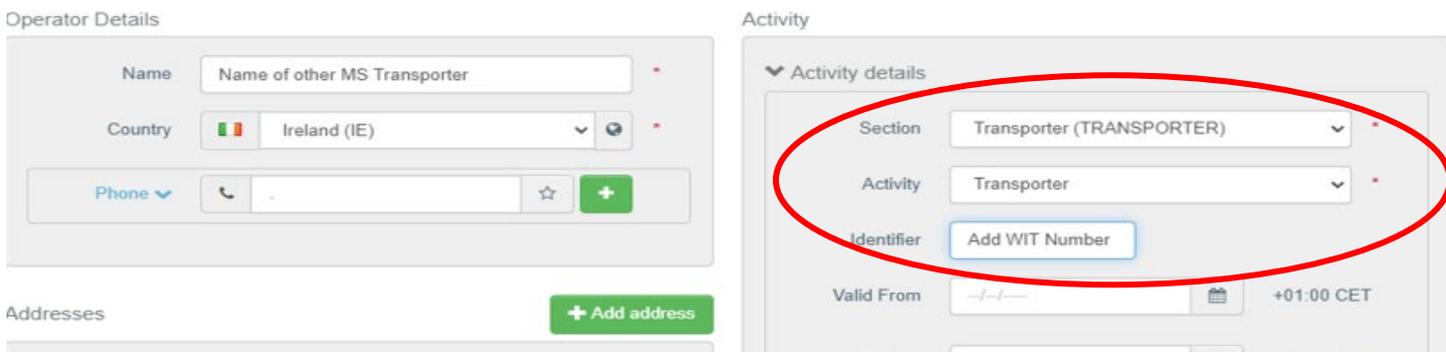
Box – I.17. Accompanying documents

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**".

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

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

Type	📄 Air Waybill
	🔗 Attachment:
Number	123456
Date	
Country	🇫🇷 France
Place of issue	
Filename	No file attached

Type	📄 Commercial invoice
	🔗 Attachment:
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	

DAERA require all Movement Documents and Schedules, e.g. e-AVI/e-SAVI documents to be uploaded using this functionality if they are referenced at I.30. This MUST be done where the identifications for animals are not being input at I.30. This workaround may be used for exports involving large numbers of animals.

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As you can see the options have been filled in when you select the 'Select Files' option it will open up a new box asking where you want to select the document from or drag and drop the file from your Desktop and select Apply this will add the Document to the INTRA certificate.

Box – I.18. Transport conditions

Tick one of the options available. The options may vary according to the selected CN code. **Please note for live animals the field I.18 is not applicable and therefore has been disabled i.e greyed out. Your certificate will still progress without this field being completed.**

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.

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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.

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

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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.

Box – I.23 For export

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

If the location required for Boxes 21, 22 or 23 are not on TRACES, it is usual that a request must be sent to the Traces Helpdesk. The email address for this is published as SANTE-TRACES@ec.europa.eu

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

Note separate guidance is available on the creation and completion of Journey Logs via TRACES NT and the process to follow to have these approved by DAERA. AVO users do not have permissions to create Journey Logs.

[TRACES NT – Animal Journey Log user guide – amended for NI users v1.0 (published 24-11-21).PDF (daera-ni.gov.uk)](#)

Click on "Search"
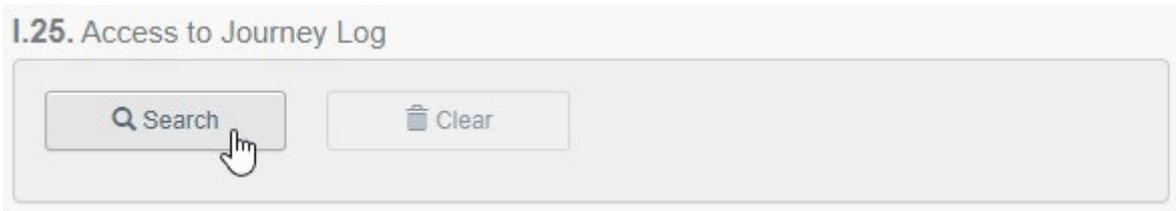
Then introduce the Journey log reference number in the field "reference" and click on "search Journey log":
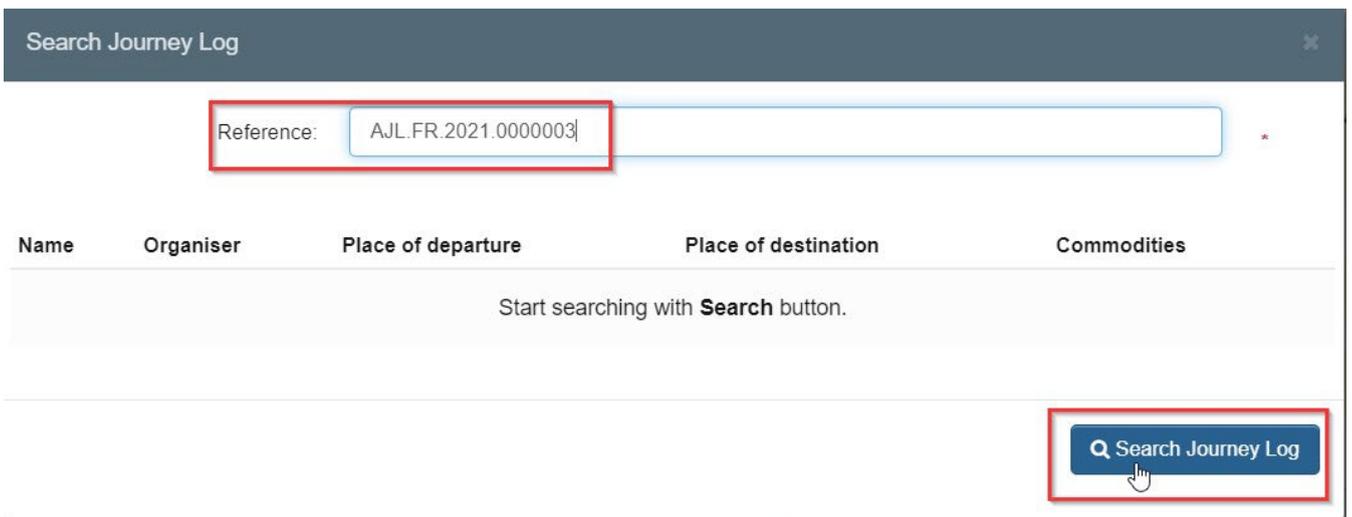
And click on ""select":

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.

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Click on the pencil icon to enable you to type into free text boxes. Only boxes marked with a *
are mandatory. Click on the pencil icon again and the boxes will then display as shown below:

<mark>IMPORTANT</mark> – All animals including poultry **MUST** be correctly identified on any certificate. Without correct animal identification the certificate is invalid.

Therefore, this section must be fully completed with details of the animal species, ear tag/microchip numbers and correct number of animals exported as shown above. However, in the case of the export of high numbers of animals, e.g. sheep/cattle/pigs it is acceptable not to enter individual numbers but to instead enter the Serial number of the attached movement licence/schedule uploaded at I.17 as shown below.

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.

- 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**".

- "**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.

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- The upload of a CSV or excel file is possible: <mark>Note Trade Programme are currently investigating how this can be used in conjunction with data provided via e-(S)AVI for uploading identification details for multiple numbers of animals</mark>. **Until otherwise notified you can follow the guidance above and cross reference I.30 to the movement licence/schedule uploaded at I.17.**

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**.

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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.

Journey log error message – we have noted that the following error message displays on some certificates – it will not prevent you for completing and validating the certificate.
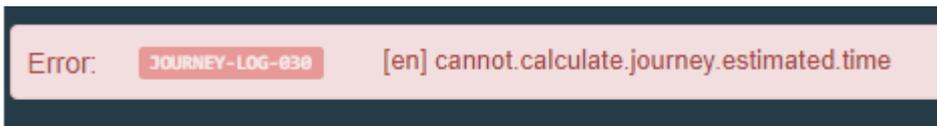
Known Problem with AVO User Role – Unable to submit for certification

There had been a number of users who having fully completed **Part I** as detailed above were then receiving error messages when they attempt to submit for certification and therefore by consequence were prevented from accessing **Part II.** This appeared to only impact those users who are only associated with a single AVO practice.

The issue was escalated to EU Commission who have applied a workaround for these users you do not have to take any additional actions but as a consequence of this the screen these users will see will differ from above.

Users impacted by the workaround and once having fully completed **Part I** will be presented with the option to

   thereby skipping the **"Submit for certification" / "New"** status

IMPORTANT – The [Sign validation] button **MUST** only be used once the certifying vet has fully completed **Part II** of the certificate. In the event you **"Sign validation"** by error then **YOU MUST** take the action to **"Replace"** the certificate as detailed on **Page 38** of this document.

Note: In the event you are still unable to still access **Part II** then this may be to do with how the operator was first set up on TRACES NT we have identified a small number of operators impacted by this. Contact your local DAERA office who can rectify this for you.

Other options

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

➡ By clicking on the "**More**" button you can:
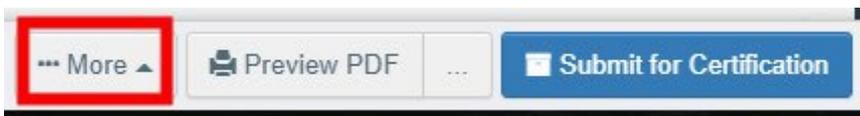
- "**Delete**": allows you to delete the INTRA.

- "**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.

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➡ 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.
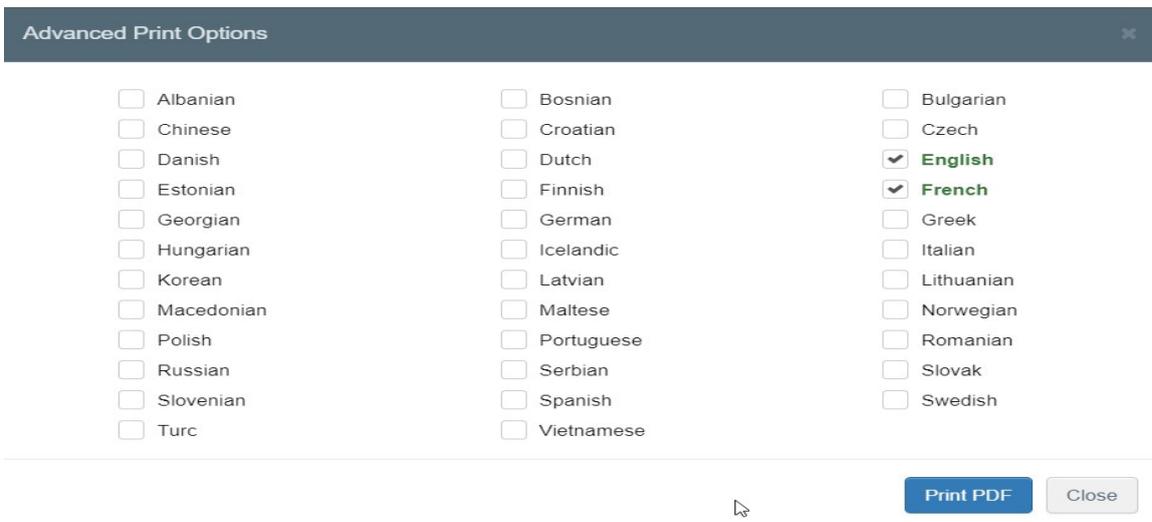
PART II – Certification - Sign the EU INTRA

Go to the tab "**Part II: Certification**" and tick the relevant boxes/options provided in the health information part, as appropriate.

Note: All optional text is shown with a radio button and in TRACES NT is shown with strike through until you make your selection.

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Once you tick a particular button to select the required text it then displays as shown here:

To sign the document, click on "**Sign validation**" or "**Sign rejection**». Please note that the "Sign validation" does represent an electronic signature (e-signature).

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Tip: If you receive an error message **"error 0-19"** when you are attempting to **"Sign validation"** this is an indication that you have not selected the correct radio buttons for that export. Please refer to the published guidance templates for assistance. If you are unable to resolve please contact your local DAERA office.

Other options

By clicking on "**More"** at the bottom of the page you can:

- **Cancel** the document

- **Replace**: create a replacement of the INTRA in case some information need to be changed after the decision has been taken. The first INTRA will then have the status "*Replaced*" and the authority will be able to apply a new decision on the new INTRA. Both certificates will be linked, and this link will appear on the printed certificate as well.

On viewing the certificate it will display as follows:
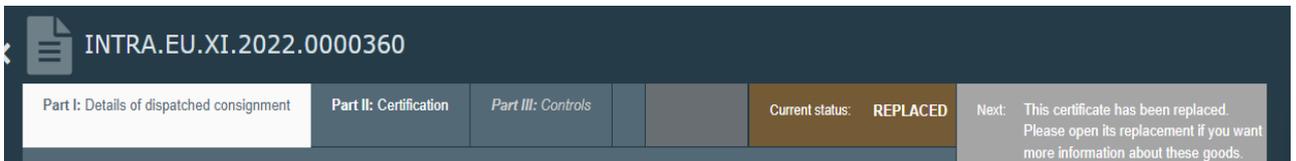
The certificate replaced will then display with the link populated as shown below:

- **Copy as new**: this will create a new INTRA that will be pre-filled with the information of the existing certificate. In that case, the two INTRA are not linked nor associated by any means. This function is useful when an operator requests a certificate on a frequent basis.
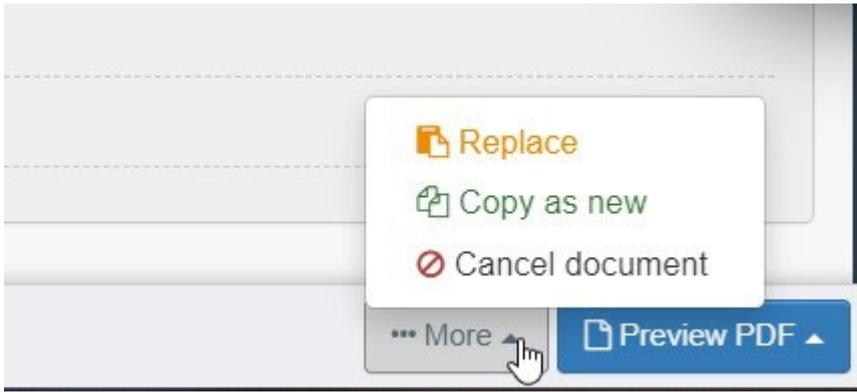
You can preview the PDF by clicking on "**Preview PDF**". To choose one or more languages, click on the three dots:
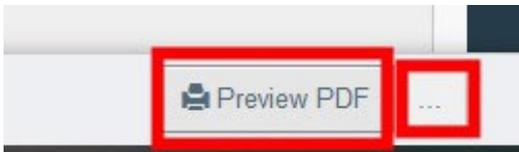
How to view certificates created by your AVO Practice

From **Documents** select **EU Intra** from the drop down list as shown:
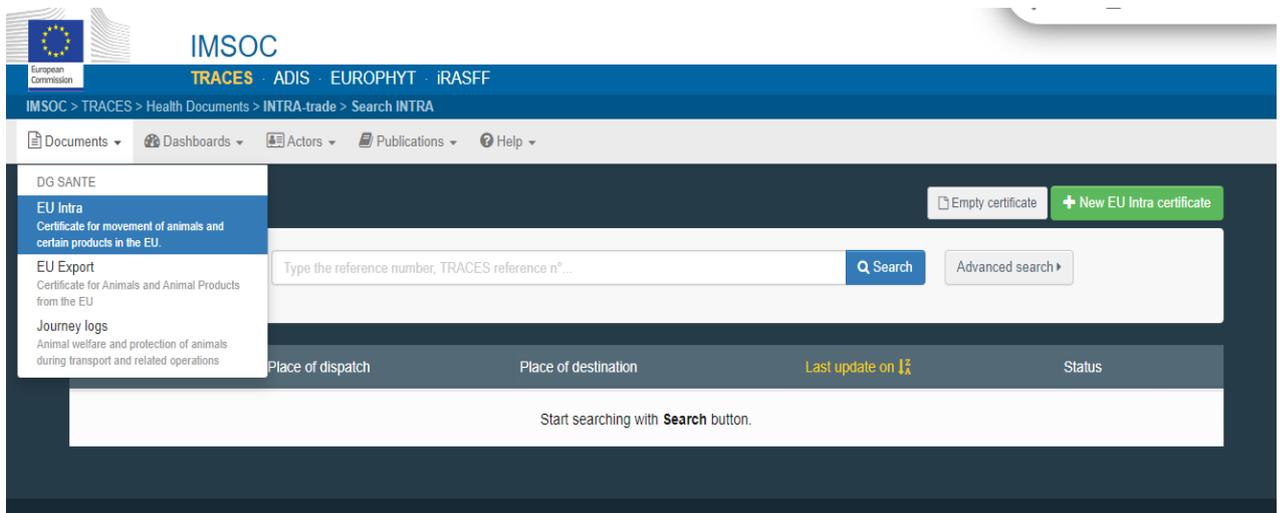
Using the **Advanced search** option – enter **XI** (being the code for United Kingdom Northern Ireland) in the **Country of dispatch** box and click **Search**. This will return details of all certificates using the drop down options you can refine your search.

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