

# 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.

# Table of Contents

Getting Registered with Traces NT	4
EU Login Account	4
The Traces NT Website	5
Finding your practice	6
Accessing Guidance on Certification via Traces NT	9
PART I – Description of Consignment – to be filled-in by the DAERA AVO Practice (Part I could be comple	ted
by your exporter acting as the economic operator (EO) where you have agreed this in advance)	
Select the commodity/certificate model	10
Complete Part I	
Box – I.1. Consignor	13
Box – I.2. IMSOC reference	
Box – I.2.a Local reference	
Box – I.3/I.4. Central/Local competent authority	
Links	
Box – I.5. Consignee	18
Box – I.6. Operator conducting assembly operations independently of an establishment	19
Box – I.7 Country of origin – Note: This field is not currently available to populate	19
Box – I.8 Region of origin	19
Box – I.9. Country of destination	20
Box – I.10. Region of destination	20
Box – I.11. Place of dispatch	20
Box – I.12. Place of destination	20
Box – I.13. Place of loading	20
AVO- Appointed Veterinary Office	20
Box - I.14 Date and time of departure	22
Date of arrival	22
Transportation duration	22
Box – I.15. Means of transport	23
Box – I.16. Transporter	24
Box – I.17. Accompanying documents	26
Box – I.18. Transport conditions	29
Box – I.19. Container No/ Seal No	29
Box – I.20. Certified as or for	29
Box – I.21. For transit through a third country	

Box – I.22. For transit through Member State(s)	31
Box – I.23 For export	31
Box – I.24. Estimated journey time (between place of dispatch and place of destination)	
Box – I.25. Journey log	32
Box – I.30. Description of consignment	
Box – Identification of applicant	35
Submit the EU INTRA	35
Error message	
Other options	37
PART II – Certification - Sign the EU INTRA	
Other options	40
How to view certificates created by your AVO Practice	41

# **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.

Not a suitable

address

- Important: previously you may have accessed TRACES using a general practice email address. To use TRACES NT you will need to have a personal email that is only for you eg
- <u>Allthevets@bestvets.co.uk</u>
- johnsmith@bestvets.co.uk
- janesmith@bestvets.co.uk



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; <u>https://webgate.ec.europa.eu/cas/login</u>

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; <u>https://webgate.ec.europa.eu/tracesnt/login</u>

Clicking the link will bring you to the following login page;

	IMSOC			Documentation   FAQ   C	ontact   English (English)	✓] Lo
European Commission	TRACES ADIS E	UROPHYT IRASFF				
IMSOC > Log In						
		Welcome 💄				
		Please log in through the EU Login by d	clicking on the button below and follow instructions.	Do not have an account?		
			Log in	Request an access. Your request will be handled by a local administrator or the relevant competent authority.		
		If you cannot remember your password	, you can Reset your password on EU Login.	How to create an EU Login account?		
					J	
		Last update: 2021 Report a Problem		Top Page		
			European Commission - DG Health & Food Safety.			
			IMSOC - TRACES.NT 6.1.0 (12/10/2021 19:25:14) - processed by TRACESNT001_PRDwis21.			

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.

TRACES NT > User Profile > Manage authorisation requests		
Request authorisation	Personal Information	
You currently do not have any role allowing you to access the application.	EU Login is the place where your personal information are stored. If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in. Full Name David kyle	
Please select the type of organisation you're requesting access for. IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.	Domain (+ External Username nee4oyys	
Operator Economic operators such as particular businesses, stores, non-profit organisations	Email david kyle@daera-ni.gov.uk	
Organic Control Body Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235	Change your Password at EU Login	
Authority Competent authority such Curdome effices. Violeninary authorities, exercised competent authorities,	Opdate your miorination at EO Login	
Appointed Veterinary Offices	The term 'Ap Office' repla	opointed Veterinary ces 'Official Private
Other bodies such as translators, country administrators, customs systems (at national level)	Veterinaria	ins' used in Traces Classic
Need help to find out which kind of organisation you belong to?		

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.

Country	France (FR)	
Search:	dupon(	Q Search

Select the corresponding appointed veterinary office by clicking on "Request authorisation":

Cour Sear	try France (FR)	<ul><li>✓ Ø</li></ul>	Q Search
		Identifier	
Jean DUPONT	Rue du moulin, 64 29287 Brest ∎∎France		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.

Amanh	"Mall West Armash Northern Italand "	Local Authority	¥107204		
Annagn	BT61 County Armagh United Kingdom (Northern Ireland)	Unit	AN1 204	Annual By-Products Freed and Food of Non-Animal Origin Food Veterinary CHED.A new CHED.D new CHED.P new EU MAPORT (C All, new	
NEWTOWNARDS DVO	Bradley Thallon House, Kiltonga Industrial Estate, Belfast Road BT23 Newtownards United Kingdom (Northern Ireland)	Local Authority Unit	X107304	Animal By-Products Feed and Food of Non-Animal Origin Food Veterinary CHED-A mr CHED-D mr CHED-P mr EU IMPORT in All mr	0
Newry	"Springhill Road, Carnbane Industrial Estate, Newry, Northern Ireland." BT35 Newry United Kingdom (Northern Ireland)	Local Authority Unit	X107404	Animal By Products Feed and Food of Non-Animal Origin Food Veterinary CHED-A mr CHED-D mr CHED-P mr EU IMPORT C AJU mr	٥
Dungannon	Crown Buildings, Thomas Street, Dungannon, Northern Ireland. BT70 Dungannon United Kingdom (Northern Ireland)	Local Authority Unit	XI07804	Animal By Products Feed and Food of Non-Animal Origin Food Veterinary CHED-A mr CHED-D mr CHED-P mr EU MPORT C AJL mr	
W Hann		-			
• Users					
Full name	Email address			$\sim$	Status
) Kyle	🖾 drjkyle@hotmail.com	n		(* )	Valid

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

The roles you reque authority or the adm will be notified by em Helpdesk is not	i sted are being reviewed. You need to contact your respo inistrator inside your organisation in order to be validated ail as soon as they will be approved. Please note that TF t responsible for the validation of your request for access	stored If any of the information displayed here is wrong, you can update it there. Your information will be refreshed automatically in TRACES the next time you log in. Full Name Gordy Lynch Domain ( External Username needfrig
Please IMPORTANT: Do not re	select the type of organisation you're requesting access for. equest access from a new tab - this can result in duplicated access req	Email gordy66@yahoo.com
	Appointed Veterinary Offices	Change your Password at EU Login
Vour Roles	d help to find out which kind of organisation you belong to?	Update your Information at EU Login
Filter status 🖌 2 Requeste	d 🗸 O Suspended 🗸 O Valid	Request new role +
Appointed Veterinary Offices	ARMADALE VETERINARY PRACTICE BT60 Armagh United Kingdom (Northern Ireland) (XI)	Requested
Appointed Veterinary Offices	WILLOW VETERINARY PRACTICE	Requested
Valida	iting a user request	Will change from 'requested' to

'valid' once your role has been

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

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.

IMSO		
Commission IRACES	ADIS EUROPHYI IKASFF	
	Pashbaards _ 💷 Actors _ Seference data _ 🖉 Analytics _ 🗐 Publications _ 🖓 He	
		ар •
Search Users		E Search pending requests
Search:	lynch	Q Search Advanced search -
User body status:	Requested Countries: France *	United × Kingdom (Northern Ireland)
Role:	All Authority Operator Organic Control Body appointed Veterinary C	x Clear Select → Tuvalu → Uganda Ukraine
Full name J2	Account name Bodies	Image: Contract of the second sec
	Use the Search button to find Users.	United Kingdom
		(rootnern Ireland)

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.

Search Users		Search pending requests
Search:	lynch Q Search	Advanced search -
User body status:	Requested  Countries:  France  V United  Kingdom (Northern Ireland)	
Role:	All     Authority     Operator     Organic Control Body     appointed Veterinary Office     Other	
Full name 14	Account name Bodies	Last Login
Gordy Lynch	n006fr1g         Appointed Videning/Offices         Requested           X No access.         WILLOW VETERINARY PRACTICE	September 7, 2021 11:49:09 +02:00 CEST
	Appointed Veterinary Offices Requested	an hour ago.

Manage <b>Gord</b>	ly Lynch	n006fr1g		٥	▼ Cancel	A Save changes	
Jser details							
Username	n006fr1g		Email	ordy66@yahoo.com			
Domain	🕩 External		Phone	S Phone		]	
Full name	Gordy Lynch		Fax	Sea Fax		]	
Digital signature	•		Application access	X No access.			
usemanie							
Roles						Add new Role 🗸	
		User Roles statu	is to display	eleted 🗸 2 Requested 🗸	0 Suspended	0 Valid	
Appointed Veterinary Offices		ARMADALE VETERINARY PRACTICE		📮 Requeste		<ul> <li></li> </ul>	
		BT60 Armagh United Kingdom (Northern Ireland) (XI)					
Appointed Veterinary Offices		WILLOW VETERINARY PRACTICE		- Requeste			

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 <u>DAERATradeExports@daera-ni.gov.uk</u> 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.

#### 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-42eca0d8-450330c4d2c8?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":

EU Intra Searc	🗋 Empty certific	cate 🕂 New EU Intra certifica	
Search:	Type the reference number, TRACES reference n°	<b>Q</b> Search	Advanced search ►

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

bovine		Q Search	elect all
Species:	Please provide taxonomy, species	Q	
- 01 LIVE ANIMALS			
+ 0101 Live horses, asses,	mules and hinnies		
0102 Live bovine animals			
🕂 🖹 (2021/403) MC	DEL BOV-INTRA-X		V
🕂 🖺 (2021/403) MC	DEL BOV-INTRA-Y		
🕂 🖺 (2021/403) MC	DEL OTHER-UNGULATES-INTRA-X		
🕂 🖹 (2021/403) MC	DEL OTHER-UNGULATES-INTRA-Y		
<b>0103</b> Live swine			
+ 0104 Live sheep and goa	ts		
+ 0105 Live poultry, that is t	o say, fowls of the species Gallus domesticus, du	cks, geese, turkeys and guinea fowls	
<b>0106</b> Other live animals			
+ 02 MEAT AND EDIBLE MEAT O	FFAL		
+ 03 FISH AND CRUSTACEANS,	MOLLUSCS AND OTHER AQUATIC INVERTEBE	IATES	
		1 element(s) selected. Cancel	✓ Done

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.

EU Intra Search	1	Empty cer	tificate	+ New EU Intra certificate
Search:	Type the reference number, TRACES reference n°	Q Search	Advar	nced search ►

# **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 <u>mandatory</u>. Failure to complete will prevent completion of Part 1.

Part I: Details of dispatched consignment	Part II: Certification		Current status: [EN] (EU_INTRA_STATUS) UNSAVED	Next: [en] (E UNSA	EU_INTRA_STATUS_NEXT_STEP) /ED		
Part III: Controis						_	
I.1. Consignor		*	I.2. IMSOC reference		[en] eu.intra.edit.qr.code	>	Shortcuts
Name		lữ Edit ★ -	No Reference.				Part I: Details of O dispatched consignment
Country	ISO Code	Q Advanced	I.2.a. Local reference	C	QR CODE		[en] eu.intra.consignment.traders
I.5. Consignee		*					[en] eu.intra.consignment.place.of.or
Name		Gr Edit ★ -	I.3. [en] eu.intra.consignment.central.compo	etent.authority			[en] eu.intra.consignment.transport
Country	ISO Code	Q Advanced	I.4. [en] eu.intra.consignment.local.compete	ent.authority			[en] eu.intra.consignment.commoditie
***		fi Clear	6				Part II: Certification

#### 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. The most efficient search is to use the consignee's unique herd/flock number, e.g.
 123456/UK900001 instead of searching by surname.

Name	Please	provide name,	address,	city	Q	C Edit	*
Country		United Kingd	• 0	ISO Code		Q Advanc	ed
Activity Type				Activity ID		💼 Clea	ar
Address							

I.1. Consigno	r		*
Name	Please provide name, address, city.	3 C Edit	*-
Country Activity Type Address	xI CHESTNUTT ANIMAL FEEDS LTD GB251782946 55 main street stranocum BT53 Ballymoney	importer ∰ Importer	
	XI CHESTNUTT V 9 CLOGHER ROAD BT57 Bushmills	Ovine/Caprine holding  730455 OvHoLD Ovine/caprine Holdings	
I.5. Consigne	XI D Chestnutt 85 Newbridge Road, Ballymoney BT53 6QS BT53 Ballymoney	Animal importer	*

**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.

(	[ø en] eu.intra.edit.consign	or.selection.modal.title				×
its	Country:	United Kingd 🗸 🍳	Herd/flock nun	nber	Q Search	Θ
	Section		~	Activity Type		~
n	Activity Identifier			Address	Please provide address, postal co	ode, citj
e	Name Address	Section A	Activity Type	Status	Activity Identifier	
l		Start se	earching with Sear	r <b>ch</b> button.		
N					+ Create a new operator	Close

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.

Assign Co	nsignee						×
	Country:	Ireland (IE) 🗸 🖌	kildare			Q Searc	h 🗉
	Section		*	Activity Type	Slaughterho	use	~
Activity	Identifier			Address	Please provid	de address, po	stal code, city
Name		Address	Section	Activity 1	Type Status	Activity Identifier	
DAFM Establ TRACE	Approved ishment (A) ES Number: EC	Agriculture House D02 WK12 Kildare Street, Dublin 2 I Ireland	Meat of domes ungulates <i>RM</i>	tic Slaughter	house Valid	IE000EC	☑ Select
Kildare EORI: TRACE IE268E	e Chilling Co. IE8Y13266A ES Number: EC	Kildare Town, Co. Kildare. R51 WD85 KILDARE County Kildare ∎∎Ireland	Meat of domes ungulates <i>RM</i>	tic Slaughter	house Valid	IE268EC	☑ Select
Moyva EORI: VAT: IE	lley Meats (IRL) IE370EC 3330827W	Broadford, Co Kildare, W91 D588 W91 D588 Tanderagee, Broadford, Co. Kildare	Meat of domes ungulates <i>RM</i>	tic Slaughter	house Valid	IE370EC	C Select



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:

	Name	Address	Section	Activity Type	Status Identifier	
*	KARRO	Molesworth Road 70 BT80 Cookstown	Importer IMP	Animal importer	Valid	Z Select
	COOKSTOWN	United Kingdom (Northern Ireland)				

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.

**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 <u>only</u> 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.

[ø en] eu.intra.edit.consiç	gnor.selection.modal.title				×
Country:	France (FR) V	Type business	name, approval nun	nber Q Sea	arch
Section		~	Activity Type		~
Activity Identifier			Address	Please provide address,	postal code, cit
Name	Address	Section	Activity Type	Activity Status Identifier	^
COOPERATIVEeK96	Ltd Turbinestraat 88 75001 Paris	Bovine Holdings BOVHOLD	Bovine holding	New	C Select
☆ CharlesVL26 Ltd	Banat Street 17 24240 Sigoulès	Other species locations OTHERHOLD	Other species location	New	C Select
Etablissement de coll 63	ecte du rue de l'église 63500 Issoire	Assembly Centres ASC	Assembly center	Valid	C Select
숬 LIBOEs37 Ltd	Avenue Pierre Saul 81 82200 Moissac Brance	Other species locations OTHERHOLD	Other species location	New	C Select
1 LIBOIv77 WW	Banat Street 79 30000 Nîmes <b>I ∎</b> France	Other species locations OTHERHOLD	Other species location	New	Select
숬 LIBOZI3 Ltd	Turbinestraat 67 26800 Portes-lès- Valence I France	Other species locations OTHERHOLD	Other species location	New	C Select
	Avenue Dierro	Other energies	Other species		· · · · · · · · · · · · · · · · · · ·
				+ Create a new ope	Close

**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.

	Exporter Name *	✓ Activity details			
Country	United Kingdom (Northern Irelan V 🔍 *	Section	Importer (IMP)		
Phone 11	<b>€ +</b>	Activity	Exporter		
		Identifier	Herd/Flock No		
Addresses	+ Add address	Valid From	_!_!	•	+01:
		Valid to	_/_/	•	+01:
0	<b>a *</b>				
Region	â <b>*</b>	Publication date		<b>#</b>	

• 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.

Name @	La vache	٩	🕼 Edit 🔺
Country	France (FR) V	ISO Code FR	<b>Q</b> Advanced
Activity Type	Bovine holding	Activity ID FR- BOV-000	着 Clear
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:

Name 🕲	La vache		Valid	C Edit	*
Country	France	ISO Code	FR	<b>Q</b> Advanc	ed
				n Cle	ar

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.

.1. Consigi	nor		*	I.2. IMSOC reference	[en] eu.intra.edit.qr.code
Name 🕲	La vache	Vali	Ce Edit ★ 🗸	DRAFT.INTRA.EU.2021.0000008	
Country	France	ISO Code FR	Q Advanced	12 a Local reference	
	***		Clear		
5. Consigi	nee		*	I.3. [en] eu.intra.consignment.central.comp	etent authority
Name @	COOPERATIVEAA26 SRL	Vali	1 📝 Edit 🔶 🗸		
Name 🕲 Country	COOPERATIVEAA26 SRL	Vali ISO Code ES	■ C Edit ★ - Q Advanced		
Name 🕲 Country	COOPERATIVEAA26 SRL	ISO Code ES	Clear	I.4. [en] eu.intra.consignment.local.compete	ent authority
Name 🕲 Country	COOPERATIVEAA26 SRL	ISO Code ES	2 Edit ★▼ Q Advanced	I.4. [en] eu.intra.consignment.local.compete	ent.authority

	AFT.INTRA.EU.20	21.0001609			
Part I: Details	s of dispatched consignment	Part II: Certification	Part III: Controls	Current status: DRAFT	Next: Certificate must be submitted for certification.
I.1. Consign	or		*	I.2. IMSOC reference	QR CODE
Name (?)	CONLON JOHN	Valid	In the second secon	DRAFT.INTRA.EU.2021.0001609	
Country	United Kingdom (Northern Ireland)	ISO Code XI	Q Advanced	I.2.a. Local reference	
Use a non-	•••• business entity		â Clear	A	
I.5. Consign	ee		*	I.3. Central Competent Authority	
Name 🕐	AMURPHY	New	lige Edit	14 Local Competent Authority	
Country	I Ireland	ISO Code IE	Q Advanced		
Close	ite uses cookies to offer ve Success: [ø en] eu.intra.edit.d	ou a better browsing ex raft.consignment.successfull	xperience. Find out mo	re on how we	e as draft Submit for Certification ••• More 🔺

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.

Appointed Vet	erinary Office
Name	
Country	ISO Code
	***

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 –

Name		C Edit
Country	ISO Code	Q Advanced
		💼 Clear

The following pop up box then displays. Input the details of your practice as shown in the example below:

Appointed Veterinary	Office selection		×	ultu A)
Search:	Lisburn	Q Search	Advanced search	No
Name <sup>1</sup> <sub>z</sub>	Address	Identifie	r	r th
Lisburn Vet Clinic	49 Sloan Street Lisburn BT27 Lisburn United Kingdom (Northern Ireland)		C Select	
			Close	

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:

Name	Lisburn Vet Clinic	C Edit
Country	United Kingd V 😵 ISO Code XI	Q Advanced
dentifier	D01	💼 Clear
Address	49 Sloan Street Lisburn BT27 Lisburn	

#### 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.

#### 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".

15. Means of Transport		
	Add Means of Transport -	
	Railway	
	Road vehicle	
	<b>⊀</b> Airplane	
	â 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.

	Add Means of Trai	nsport 🗸		
1.	#Road vehicle			🔶 Create
Vehicle registration	ad		4	🛍 Clear
Country	🔲 BA 517 <b>AD</b>	~	0	× Remove
	AD 964 AA			O Advanced
document	AD 964 AA			Auvanceu
	AD 015 AB			

• If it does not exist, complete the fields and click on the green button "+ Create".

		Add Means of Transpo	ort 🕶		
1.	🛲 Roj	ad vehicle		<b>Г</b>	🕂 Create
Vehicle registration	ABC	123			🛍 Clear
Country		France (FR)	~	0	× Remove
ternational transport					Q Advanced

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

1.	🚚 Road vehicle	+ Create
Vehicle registration	ABC 123	💼 Clear
Country	France (FR)	× Remove
International transport		Q Advanced
Ship's name	EVER ABLE V	1 Clear
Flag state	France (FR)	* Remove
IMO number		Q Advanced
Voyage number		
nternational transport document		

I.15. Means of tr	ansport		
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 <u>DAERATradeExports@daera-ni.gov.uk</u>) 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.

I.16. Transport	er
Name 💿	>> WIT2 999999
Country Activity Type	GB C&G MEAT PRODUCTS     GBHZØ22     EMPIRE STREET, BLACKBURN,     BB6 7SY     BB5 Blackburn with Darwen
Address	XI Gordon Lynch     Type II authorised transporters       444 new Street     WIT2 999999       BT56 Portrush     REG-TRANS-AUTH-II       Type II authorised transporters
	GB     HALO TOP UK LIMITED     Animal exporter       1 PARK ROW     Here       BD22 Cross Roads with Lees     EXP
	GB Laura Balooh 💼 Animal exporter

Then select the required transporter from the list which will auto populated as shown below:

🖄 Valid To	o: 31/01/2022 +01:00 CET				
Name (?)	Gordon Lynch		Valid	C Edit	*
Country	United Kingdom (Northern Ireland)	ISO Code	XI	Q Advanc	ed
Activity Type	Type II authorised transporters	Activity ID	WIT2 999999	â Cle	ar
Address	444 new Street BT56 Portrush				

Alternatively, you can use the Advanced search

				×
Name 🕐			C Edit	*-
Country		ISO Code	Q Advanc	ed
	***		Clea	ar

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.

Secti	ion		~	Activity Type		
Activity Identif	ier	Veterinary (EFTA, Europe Registered transporter (F	an Union) REG-TRANS)	tress	Please provide	e address, postal cod
Name	Address	Type I authorised transpo Type II authorised transp Other (All countries) Transporter (TRANSPOR	orters (REG-TRA orters (REG-TR/ RTER)	NS-AUTH-I) ANS-AUTH-II) atus	Activity Ide	entifier

#### 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.

erator Details					Activity			
Name	Nam	e of other MS Transport	ter	•	✓ Activity details			
Country		Ireland (IE)	~ 0		Section	Transporter (TRANSP	ORTER)	~ *
Phone 🗸	L		☆ +		Activity	Transporter		~ *
					Identifier	Add WIT Number		
Iresses			+ Add a	address	Valid From		Ê	+01:00 CET
			-					

#### 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 dropdown 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 Accompanying Document - Add Certificate Reference -
Type *	E Health certificate
	Corresponds to:
Number *	Number
Date *	-/-/ 🗎 +01:00 CET
Country *	No country selection
Place of issu	
Fil	Drop file here or Select file(s)
Fil	Drop file here or Select file(s)  Maximum file size: null MB.

• **"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.

•

	Туре	🖹 Air Waybill	C Edit
		Ø Attachment:	Remove
	Number	123456	
	Date		
	Country	France	
PI	ace of issue		
	Filename	No file attached	
	Туре	Commercial invoice	C Edit
		Attachment:	📾 Remove
1	Number	123456	
	Date		
	Country	France	
PI	ace of issue		
	Filename	No file attached	

I.17. Accomp	anying documents	
Document number	12344	
Date of issue		
Country	France (FR)	
Place of issue		NY
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.

Save the document to be uploaded onto your desktop first with giving it a relevant file name, e.g. AXXXXXXXXX and then uploaded into TRACES NT, there will be a number of options that appear select the OTHER Option and populate the fields as per the example below:

I.17. Accompany	ing documents	đ
Ac	dd Accompanying Document - Add Certificate Reference -	
type *	Dther	ply
/	Attachment:	love
Number *	A000191894	
Date	26/10/2022 🗎 +02:00 CEST	
Country *	United Kingdom (Northern Irelai 🗸 🥥	
Place of issue		
File	A000191894.pdf 🕒 Chapge file	
	Maximum file size: 2 MB.	

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.

1.18. Transport co	onditions			*
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     Event or activity near borders	Slaughter Exhibition	Travelling circus/animal act	<ul> <li>Quarantine or similar establishment</li> </ul>	
I.20. Certified as				*
Further keeping     Confined establishment	O Quarantine or similar establishment	Exhibition	Other	

#### 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.

			Add Third Country	0	~
it point			Entry point		
Name		Q Advanced	Name		Q Advanced
BCP code		💼 Clear	BCP code		💼 Clear
21. For transit through a third coun	try				
1. For transit through a third coun Bosnia and Herzegovina Montenegro Albania	ISO Code ISO Code	BA D ME D	Add Third Country	•	¥
21. For transit through a third coun Bosnia and Herzegovina Montenegro Albania	try ISO Code ISO Code ISO Code	BA D ME D AL D	Add Third Country Entry point	•	~
21. For transit through a third coun Bosnia and Herzegovina Montenegro Albania point Name	ISO Code ISO Code ISO Code	BA D ME D AL D Q Advanced	Add Third Country Entry point Name	•	✓ Q Advanced.

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

Search:	Please provide name, address, city		Q Sea	Advanced search •
Country	Croatia (Local Name: Hrv 🗸	0		
Role		~	Code	
ne 🛔	BCP - Border Control Post		UN/LOCODE	Competence
	RCA - Regional Competent Authority CCA - Central Competent Authority	th	Search button.	

1.21. For transit through a thi	d country					
Bosnia and Herzegovina	ISO Code	BA		Add Third Country	•	~
Montenegro	ISO Code	ME				
Ilbania 🔤	ISO Code	AL	•			
Exit point			E	Entry point		
Name STARA	GRADIŠKA		Q Advanced	Name	Athens International Airport	Q Advanced

#### 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.

Add Member State	0		~		
Luxembourg		ISO Code	LU	•	

#### Box – I.23 For export

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

1.23. For export	
Third country	
it point	
Name	Q Advanced
BCP code	💼 Clear

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 <u>SANTE-TRACES@ec.europa.eu</u>

# 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.

<u>TRACES NT – Animal Journey Log user guide – amended for NI users v1.0 (published 24-11-21).PDF</u> (daera-ni.gov.uk)

#### Click on "Search"

O Search	≜ Cloor	
----------	---------	--

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

Search	Journey Log					
	Ret	erence: AJL.FR.2021.0	000003			*
Name	Organiser	Place of departur	e Pla	ce of destination	Commodities	
		S	tart searching with S	earch button.		
					Q Search Jou	urney Log
And click	on ""selec	+"·				
	on selee					
AJL.FR.20	021.0000003	TRANSPORTER TEST	La vache	WorldUSYB44 S	RL	C 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.

1.30. Description of consignment	*	Certification model	*
+ Add new commodity / Modify	commodities	(2021/403) MODEL BOV-INTRA-X	Change
1 OI LIVE ANIMALS 0102 Live bovine animals		Remove commodity	Clear identifications  Add identifications  Subtotal quantity: 0 Units.
Default quantity unit:			* Show optional columns
#1     Commodity *     Species *     I       0102     Q     I	dentification Number * Quantity *	Unit -	-
		Quantity totals	
		1.28 Total	aross weight Unit -

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:

+ A	dd new commodity	Modify commodities		(2021/403) MC	DDEL BOV-INTRA-X		✓ Change	
1 01 LIVE ANIMALS 0102 Live bovin	e animals				Remove commodity	Clear identification Subtotal quan	s + Add identifications tity: 12 U	• Inits.
Default quantity unit:	Units 🗸						* Show optional columns	ß
#1 Commodity *	Species ★ Bos taurus	Identification Number *	Quantity ★ 12 Units					- 2
				Quantity totals				
						I.27. Total quantity:	<b>12</b> U	Inits.
					1.28. Total g	gross weight:	Uni	t 🗸

IMPORTANT – 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.

1.30. Description of consignment	* Certificatio	on model	*
+ Add new commodity	odities (2021/4	03) MODEL OV/CAP-INTRA-X	
1 01 LIVE ANIMALS 0104 Live sheep and goats		Remove commodity	tions + Add identifications +
0104 10 Sheep		Subtotal q	uantity: 140 Units.
Default quantity unit:			
			* Show optional columns
#1 commodity * Species * Ider	ation Number * Quantity *		-
* Ovis aries		)	2 2

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.

+ 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".



- "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		m Remove commodity	Clear identifications	+ Add identifications
			Subtotal quantity:	0 Units.

 The upload of a CSV or excel file is possible: 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. 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.

Identification of applicant		
Full name Body description Declaration date/time	EO Five FR La vache 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
INTRA certificate succesfully updated Success	لاس	Ø
Close		Submit for Certification
INTRA.EU.FR.2021.0000007		
Part I: Details of dispatched consignment Part II: Certification	Current status: NEW	Next: <b>Part II</b> 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.

#1	Commodity *	Speci	ies *	Subcategory *	Sex *	Identific	ation Number *	Identification system *	Quantity 4	t i	-
	0102		1	Q Medium sized calves (~	Castrated	~		Tattoo	~ 2	Units 🕶	
		× Bo	os taurus								
			_							2	
		Identification Num	iber			Must n	ot be empty.				
	Error										ts.
Close				*Untitled - N	otepad			1	Save as draft	Submit for Cer	tification

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.

	Error:	JOURNEY-LOG-030	[en] cannot.calculate.journey.estimated.time
--	--------	-----------------	--

# 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

Sign as in progress

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

I.11. Place of Name <sup>(*</sup> ) Country	of dispatch DRUMLANE EAC United Kingdom (Northern Ireland)	Valid ISO Code XI	★ C Edit ★ ▼ Q Advanced Clear	Department of Agriculture, Environment       Department of Agriculture, Environment       Select         and Rural Affairs (DAERA)       and Rural Affairs (DAERA)       CCA X100000         CCA X100000       CCA X100000       United Kingdom (Northern Ireland)         O Multiple local and central competent authorities are eligible for this declaration.       Once the Part II Certification will be signed, a single couple of local / central competent authorities will be finally assigned.
I.13. Place	of loading		*	Appointed Veterinary Office
Name 🕲 Country	DRUMLANE EAC United Kingdom (Northern Ireland)	Valid ISO Code XI		Name     Lisburn Vet Clinic     Image: Clinic       Country     United Kingdom (Northern Ireland)     ISO Code     XI
				I.6. Operator conducting assembly operations independently of an establishment
				Name Country ISO Code Q Advanced erre Clear
Close				Sign as in progress Ó Sign validation Q Sign rejectio

**IMPORTANT** – The 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.

අ Copy a	as new	
💼 Delete	ر <i>ا</i> س	
••• More 🔺	Preview PDF	Submit for Certificatio

- 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.

🖾 F 🌣 A	Preview PDF	
	dvanced Print Options	3
••• More 🔺 🗋 Pre	view PDF 🔺 📑 Sub	mit for Certification
Advanced Print Options		
<ul> <li>Albanian</li> <li>Chinese</li> <li>Danish</li> <li>Estonian</li> <li>Georgian</li> <li>Hungarian</li> <li>Korean</li> <li>Macedonian</li> <li>Polish</li> <li>Russian</li> <li>Slovenian</li> <li>Turc</li> </ul>	BosnianCroatianDutchFinnishGermanIcelandicLatvianMaltesePortugueseSerbianSpanishVietnamese	<ul> <li>Bulgarian</li> <li>Czech</li> <li>English</li> <li>French</li> <li>Greek</li> <li>Italian</li> <li>Lithuanian</li> <li>Norwegian</li> <li>Romanian</li> <li>Slovak</li> <li>Swedish</li> </ul>

# 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.

Part I: Details	of dispatched cons	ignment P	art II: Certification	છ	Current status: N	EW	Next: <b>Part II</b> must be signed.
Part III: Contro	pis						
64/432 (20	16/2008) F1 Bo	ovine					*
(1)either	O [] the under	signed official vet	erinarian, hereby certify, that :	all applicable provisions o	Directive 64/432/EEC ar	e fulfilled and that in particular th	e animals described in Part I meet the following
(1)(2)or	Based on t the holding of c	he information pro origin, I, the under	wided either in an official docu signed official veterinarian, he	iment or a certificate in wi reby certify, that all applic	nich Sections A and B we able provisions of Directiv	ere completed by the official vete ve 64/432/EEC are fulfilled and th	rinarian or the approved veterinarian responsible for lat in particular the animale described in Part I
II.1.	meet the follow Section A	ring requirements	4				
	II.1.1.	The animals	come from holding/s of orig	in and area/s which, in vine animals	conformity with Union o	r national legislation, is/are no	ot subject to any prohibition or restriction for
(1)either	O <mark>∄</mark> 1.2.	The animals a	re bovine animals for breeding	or production, and			
		II. <u>1.2.1.</u>	have been resident, as fa	r as can be ascertained, o	on the holding/s of origin (	during the last 30 days, or since	birth, if they are less than 30 days of age, and no
			animal imported from a th	ird country was introduce	d into that/those holding/	s during this period, unless it wa	s isolated from all other animals on the holding/s;
		<u>  .1.2.2.</u>	come from herd/s which i	s/are officially tuberculosi	s-free, and		
		<del>(1)either</del>	. <u>1.2.2.1</u> the hole	ding/s is/are situated in a	Member State or part of i	ts territory with a surveillance ne	twork approved under Commission Implementing
			Decisio	4	£	/EU (insert numbe	<del>9.1</del>
		(1)and/or	[ <mark>.1.2.2.2</mark> the hole	ding/s is/are situated in a	Member State or part of i	ts territory which is recognised a	se being officially tuberculosis free in accordance
			with po	int 4 of Annex A(I) to Dire	ctive 64/432/EEC by Con	nmission Decision	4
					nsert number);]		
		(1)and/or	.1.2.2.3. are and	mais less main o weeks o	f-age;]		
		(1)and/or		mals 6 weeks of age or m	ore and had been tested	with negative results during the 3	30 days prior to the departure from the holding of
			origin, i	n accordance with Article	6(2)(a) of Directive 64/43	2/EEC for tuberculosis on	(insert date);]
		1.2.3	cone from herd/s which i	s/are officially brucellosis	-free, and		
		(1)either	.1.2.3.1. the hole	ding/s is/are situated in a	Member State or part of i	ts territory with a surveillance ne	twork approved under Commission Implementing

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

	II.1.3.	They have not shown clinical signs or symptoms of diseases listed for bovine animals during the clinical examination which was carried out, within the 24 hour
		period prior to departure of the consignment, on 18/10/2021 (insert date dd/mm/yyyy).
II.2.	According to	o official information, the animals described in Part I meet the following health requirements:
	II.2.1.	They do not come from establishments subject to movement restrictions affecting the species or situated in a restricted zone established for reasons of diseases
		listed for bovine animals.
	II.2.2.	They come from establishments free from infection with Brucella abortus, B. melitensis and B. suis without vaccination regarding bovine animals, and
(2)		either 🖉 [the establishments of origin are situated in a Member State or zone thereof with the status free from infection with Brucella abortus, B. melitensis and B.
		suis regarding the bovine population;]
(2)		and/or 🗌 [they have been subjected to a test for infection with Brucella abortus, B. melitensis and B. suis with one of the diagnostic methods provided for in Part 1 of Annex Ho
		Commission Delegated Regulation (EU) 2020/688, carried out, with negative results, on a sample taken during the 30 day period prior to departure, and in the case of post-
		parturient females taken at least 30 days after parturition.]
(2)		and/or 🔽 [they are less than 12 months old;]
(2)		and/or [] [they are castrated.]
	II.2.3.	They come from establishments free from infection with Mycobacterium tuberculosis complex (M. bovis, M. caprae and M. tuberculosis), and

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

	Date of signature Full name:	Sigr	nature			
	Email:					
	Name					
	Code					J
	Country				<u>.</u>	
Close	Created by EO Five FR on 05/12/2021 14:29:08 +02:00 CEST.	Sign as in progress	🖒 Sign validation	Sign rejection	Preview PDF	

**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.

		domesticus				
■ INTF Replaces:	COOKSGROVE LTD EUROFARM FOODS	0102 Live bovine animals	18/01/2022 15:00 +01:00 CET	21/01/2022 14:09 +01:00 CET	Replaced	¢e Actions →
INTRA.EU.XI.2022.0000438	•	BOVSTA Bos taurus				
NUGENTA J	COOKSGROVE LTD EUROFARM FOODS	0102 Live bovine animals BOYSTA Bos taurus	21/01/2022 14:10 +01:00 CET	21/01/2022 14:09 +01:00 CET Created on: 05/01/2022 1	Valid 8:26	Øs Actions ◄

On viewing the certificate it will display as follows:

INTRA.EU.XI.2022.0000360								
Part I: Details of dispatched consignment	Part II: Certification	Part III: Controls		Current status:	REPLACED	Next:	This certificate has been replaced. Please open its replacement if you want	
							more information about these goods.	

The certificate replaced will then display with the link populated as shown below:

Links		
≫ Replaced by:	□ INTRA.EU.XI.2022.0000438	01/21/2022 14:09:13 +01:00 CET

• **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:

IMSOC TRACES ADIS EUROPHYT (RASEF INSOC TRACES ADIS EUROPHYT (RASEF									
IMSOC > TRACES > Health Documents > INTRA-trade > Search INTRA									
🖹 Documents 👻 🙆 Dashboards 👻	🖹 Documents 🗸 🍘 Dashboards 👻 🕮 Actors 👻 🚇 Publications 👻 🚱 Help 🗸								
DG SANTE									
EU Intra Certificate for movement of animals and certain products in the EU.				Empty certificate + New EU Intra ce	ertificate				
EU Export Certificate for Animals and Animal Products from the EU	Type the reference number, T	RACES reference n°	Q Search	Advanced search >					
Journey logs									
during transport and related operations	Place of dispatch	Place of destination	Last update on $\boldsymbol{J}_{A}^{z}$	Status					
Start searching with Search button.									

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.

EU Intra Search				Empty certificate	+ New EU Intra certificate
Search:	Type the reference number, TRACES reference n	٥	Q Search	Advanced search	h 🔺
Status:	Select a status ◄ No selection.				
Country of origin:	Search K Clear Add country group -	Declaration date range:		1	
Country of dispatch:	XI X   Şearch XI Clear   Add country group -	Certification date range:		<b>m</b>	
Country of destination:	Search  K Clear Add country group	Commodity:	Please provide code, model	Q	

#### EU Intra Search

Country of origin:	Search		Declaration date range:				
	× Clear	Add country group -					
Country of dispatch:	xi		Certification date range:				
	× Clear	Add country group -					
Country of destination:	Search		Commodity:	Please provide code, n	nodel Q		
	× Clear	Add country group -					
Transport type:		~	Species:	Please provide taxonom	y, species Q		
Border Control Post/Control Point/Control Unit:		Q					
					× Clear		
Reference	Place of dispate	h Place of d	estination Commodities	Date of departure	e Last update on 1	Status	
INTRA.EU.XI.2022.00010	MCKENNA E	Philip Dohe	orty 0104 10 Sheep	08/02/2022 10:00	07/02/2022 10:38	New	¢s Actions -
			OVISAR OVIS	aries	TUI.00 CEI		
INTRA.EU.XI.2022.00010	00 NI Consignor Na	me Here ROI Consig	gnee Name Here 0102 Live bov	ine 07/02/2022 01:00	07/02/2022 09:43	New	🕫 Actions 🗸

Empty certificate + Add control + New EU Intra certificate