

Tips and Tricks for completing your Certificates of Inspection (COIs) in Trade Control and Expert System (TRACES)

EU: From 19 October 2017, each consignment of organic products exported from New Zealand to Europe must have a certificate of inspection (COI) issued by MPI using TRACES.

Switzerland: From 1 January 2019, each consignment of organic products exported from New Zealand to Switzerland must also have a certificate of inspection (COI) issued by MPI using TRACES. From 1 January until 31 December 2018, consignments exported to Switzerland may have a certificate issued either using TRACES or the MPI manual certificate system.

General tips and tricks:

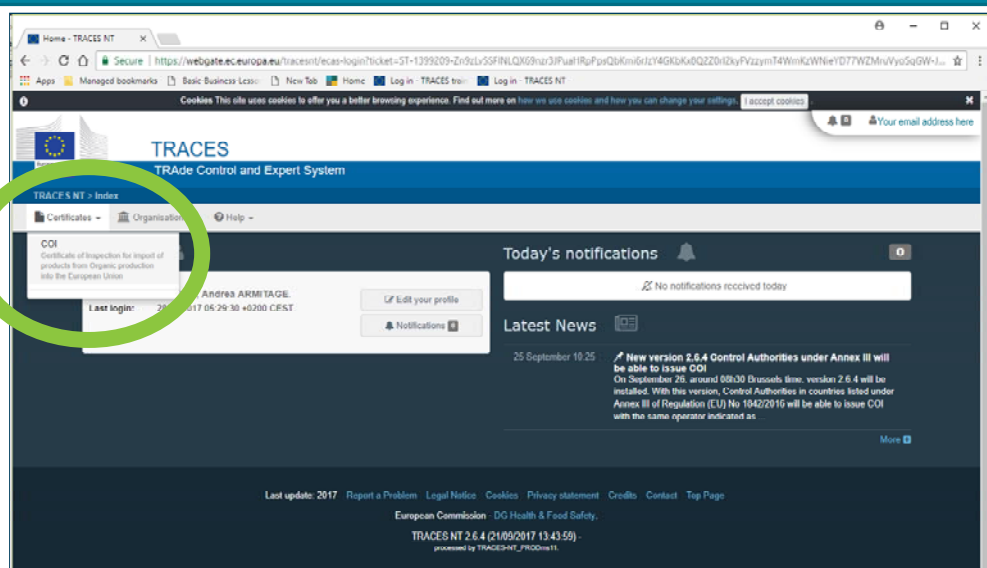
- TRACES works well in Chrome and Microsoft Edge; it does not work well in Internet Explorer. (Firefox has not been tested.)
- If printing, this poster prints best on A3.
- If you get half way through filling in the COI template, and need to stop: you can save your draft. Your draft will get a draft serial number in the format DRAFT.COI.YYYY.0000123. This number will be found in Box 3 of the COI template. Use this number to find your draft next time you log in to continue working on your COI.
- If you are shipping to a new 'point of entry' port (sea, air, or land), you will need to know the name of the Border Control Authority at that port. Your importer should be able to advise you on this. You will need to know this for Box 9.
- If you are exporting to a new client (importer), check with them that they have completed their registration for TRACES. If your importer has not registered (and been validated) in TRACES, you will not be able to complete the COI template. You will need to know this for Box 11.
- The operator that was responsible for the last substantive step in producing the products you are exporting (and the Third Party Agency (TPA) that certified them) will need to be selected in Box 13. Check that your suppliers have been registered in TRACES. If they have not been registered, you can create a new operator, but please double check first that they are not already in the system. Their TPA will need to validate their registration before you can select them in your COI.
- When you have finished filling in the COI template, click on "Submit for certification". Save a pdf copy of the submitted certificate on your computer. A new serial number will be assigned in Box 3. It will be in the format COI.YYY.0000456. You will need to copy this number into your Official Organic Assurance application form. Send your Official Organic Assurance application form and a copy of your COI (after it has been submitted for certification) to your TPA. If your consignment contains product certified by a TPA other than your own, send the Official Organic Assurance application form to the other TPA as well.

1

- Log into TRACES

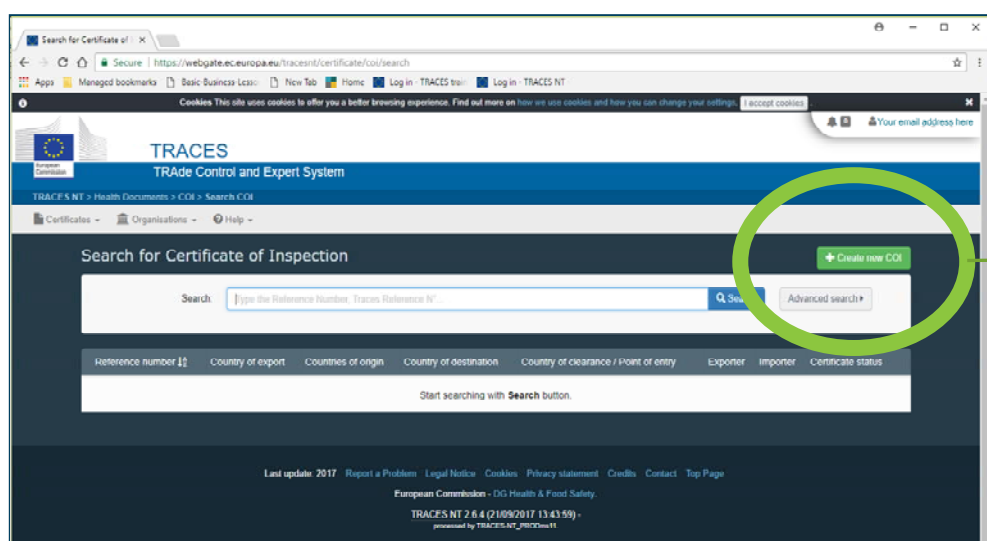
Copy this address into your browser
<https://webgate.ec.europa.eu/tracesnt/login>

- Click on "Certificates"
- Click on "COI"



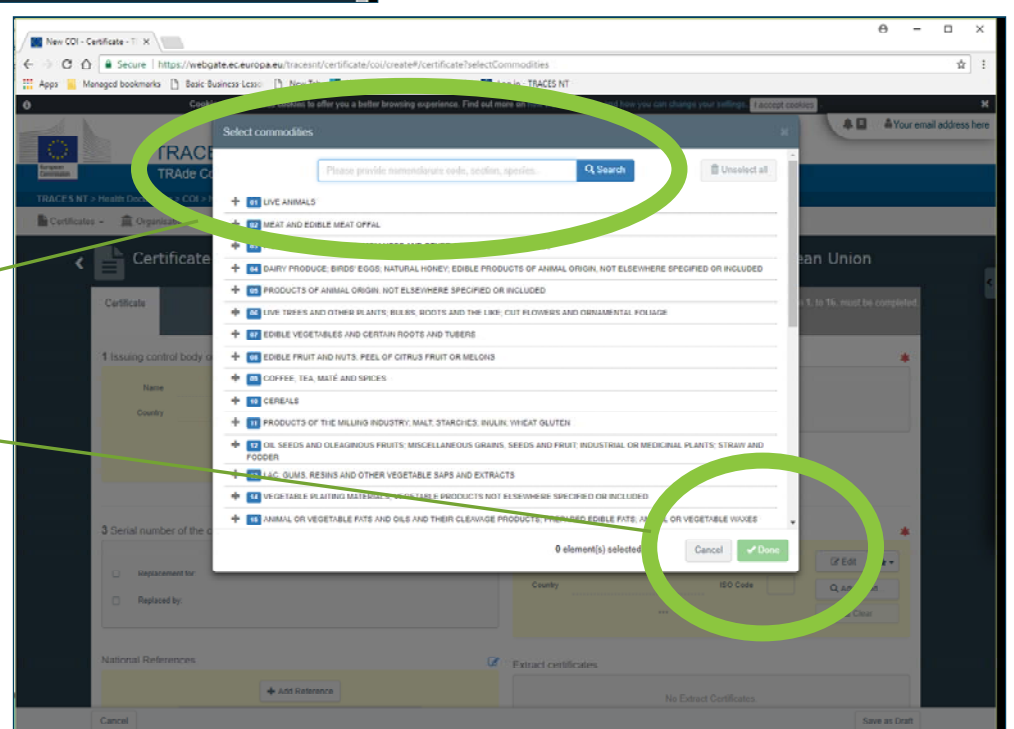
2

- Click on "Create new COI"



3

- Find and select the correct Harmonized System (HS) customs or tariff code (or codes) for the product(s) in your consignment. (If you know this already, you can enter it in the search window, and click on "Search".)
- Please contact your importer in the first instance, if you need help selecting an HS code.
- When you are finished, click on "Done"



Certificate

Current status: NEW

Next: Fields from 1. to 16. must be completed.

1 Issuing control body or authority (name, address and code) *

Name Ministry for Primary Industries (MPI) Edit

Country New Zealand ISO Code NZ Advanced Clear

2 Procedure *

Council Regulation No 834/2007, Article 33 (2)

Council Regulation No 834/2007, Article 33 (3)

3 Serial number of the certificate of inspection

No Reference Number.

Replacement for:

Replaced by:

4 Exporter (name and address) *

Name Edit

Country ISO Code Advanced Clear

National References

Add Reference

Identifier

Extract certificates

No Extract Certificates.

5 Producer or processor of the product (name and address)

6 Control body or control authority (name, address and code)

No Control Body or Authority.

7 Country of origin *

Add Country

Country ISO Code

No Country of Origins Selected

Remove All

8 Country of export *

ISO Code

9 Country of clearance/Point of entry *

Authority Name Edit

Country ISO Code Advanced Clear

10 Country of destination

ISO Code

11 Importer (name, address and EORI number) *

Name Edit

Country ISO Code Advanced Clear

12 First consignee in the Union (name and address)

Name Edit

Country ISO Code Advanced Clear

Purpose

To first consignee

Customs document

To be released in batches (base for extract)

Responsible for the load

Name Edit

Country ISO Code Advanced Clear

13 Description of products *

Add commodity

Modify commodities

01 LIVE ANIMALS

0106 Other live animals

Insects

0106 49 Other

0106 49 00 Other

Remove Commodity

Clear Descriptors

Trade name

Lot number

Package count *

Unit

Net weight *

Kg

Producer (from box 5) *

Select

Certified by (from box 6) *

Select

14 / 15 Container No / Seal No

Container number

Seal number

Format: ABC[U or J or Z]1234567 = 3 letters, then either U or J or Z, then 7 numbers ABCU0000000

Fill last entries with seal / container numbers to add a new row.

Remove All

16 Total gross weight *

Unit

17 Means of transport before point of entry into the Union

Add Means of Transport

No Means of Transport before Entry Point.

Supporting documents

Add Accompanying Document

No Accompanying Documents

Cancel

Preview PDF

Save as Draft

Box 1 must read "Ministry for Primary Industries".
If it does not, use the Advanced search feature to find Issuing Bodies in New Zealand, and then select MPI.

When you 'save' your draft, Box 3 will auto fill with an assigned serial number in the format of
DRAFT.COI.YYYY.0000123

When you 'submit' your COI for certification, a new serial number will be assigned in the format of
COI.YYYY.0000456
Copy this new number into your OOAP consignment application form.

No red asterisk?
This box is not compulsory.

For almost all products, the country of origin is "New Zealand".
If your product contains imported ingredients, you must also declare these other countries of origin.

Use the Advanced search feature to search for the country where your consignment will clear customs, and then select the correct authority from the list.
Check with your importer if you are not sure which is the correct authority.

Use the Advanced search feature to search for the country where your importer is based, and then select their name from the list.
Check with your importer if you are not sure.

If your consignment contains products with different HS commodity codes, you can use this feature to add extra products to your certificate, or modify the commodity description(s) (HS codes) selected when you first created your COI.

(If your consignment contains multiple trade name products for the same HS (commodity) code, use the "+" feature described in the white comment box to the right of Box 13.)

Enter the number of packages and select the unit (Bale, Box, Bulk, Can, Carton...) from the drop down list.

Enter the NET weight of the products, and select from units: kilograms or grams.
(Do not include the weight of any packaging materials.)

For wine: enter the Litres for each line item, but until further notice, select "kilograms" as the units.

When you 'save' your certificate, if all is well, you should see a **green** 'success' message in this area.
If all is not well, you will see a **red** 'error' message here instead.
Red 'error' messages may or may not explain what is missing or incorrect. I you cannot resolve the error, please contact organics@mpi.govt.nz for assistance.

Boxes marked with a red asterisk are compulsory.

Box 4 should auto fill with the details of the Exporter that logged into TRACES.

Boxes 5 and 6 will auto fill after you have completed Box 13.
Note: the control body or control authority will be the Third Party Agency (or Agencies) that have certified the products you are exporting.

Select New Zealand for the Country of Export.

Box 10 will auto fill if you choose to complete box 12.

Box 12 is optional.

Use the "Select" feature to find the Producer from the drop down list. (You can narrow your search by selecting "New Zealand" in the country field.)

If your consignment contains multiple trade name products that use the same HS (commodity) code, use the "+" feature to add more product lines under the same HS code.

This is the Third Party Agency (TPA) of this producer. If TRACES auto fills with the wrong TPA, click on the "X" to the right of incorrect TPA name, and then use the "+ Select" feature to find the Certification Body (TPA):

- AsureQuality Limited (Code NZ-BIO-002)
- BioGro New Zealand Limited (Code NZ-BIO-003)

(MPI is NOT the certification body)

Enter the sum of the GROSS weight(s) of all products in the consignment, including the weight of all packaging material(s).

You can save your draft at any time.

When you are ready, use the Shortcuts pop-out menu on the right hand side of your computer screen to "Submit for Certification".

Shortcuts

Back to top

References

Producers

Countries

Commodities

Submit for Certification

Issuing Body checks

Relevant Authority Verification

First Consignee Declaration

Use this feature to download a pdf copy of your 'submitted for certification' COI.