

## Table of Contents

- 1. Glossary ..... 2
- 2. How to request a role? ..... 3
  - 1. As an operator ..... 4
  - 2. As an authority ..... 8
- 3. Validation workflow ..... 11
  - 1. As an authority I want to validate an operator ..... 11
  - 2. As an authority or a user I want to validate the role of a user ..... 13

## 1. GLOSSARY

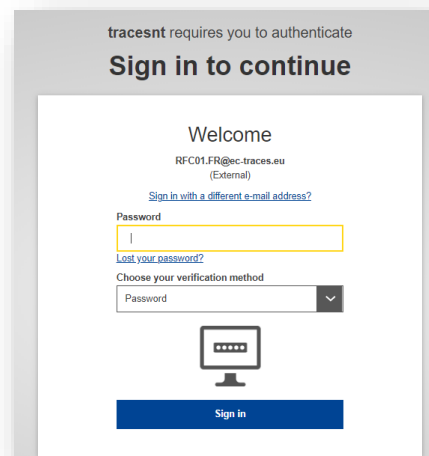
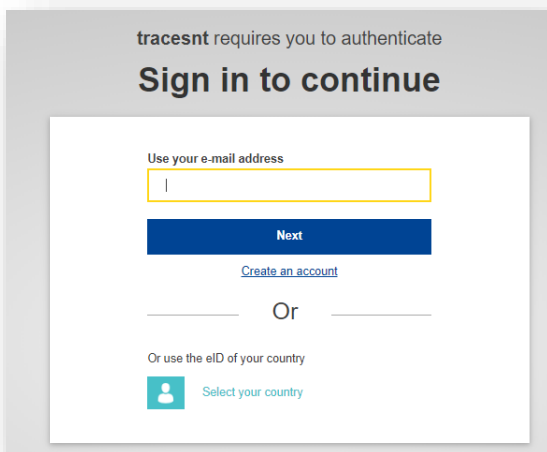
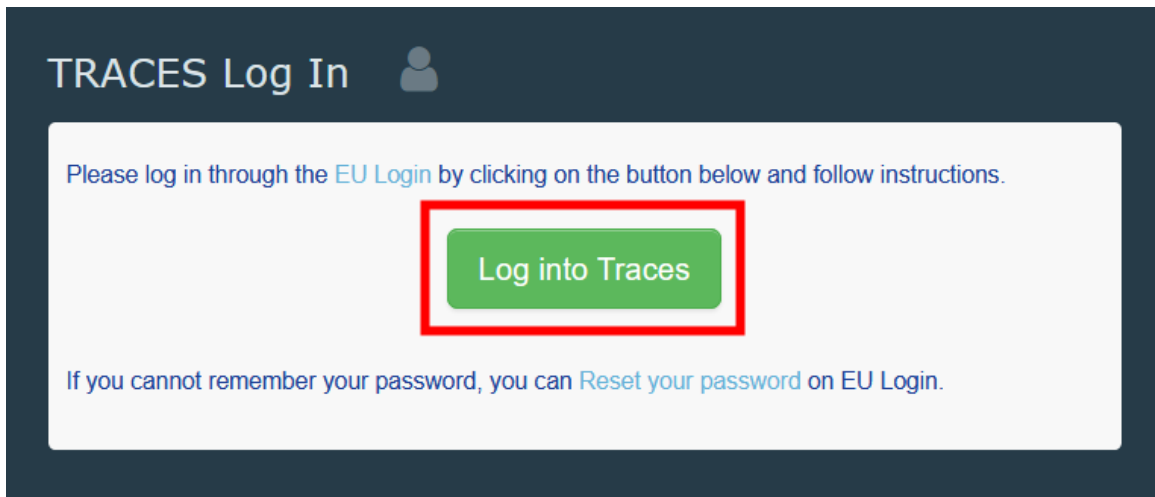
<b>ADMIN USER</b>	Power user with administrator rights
<b>BCP</b>	Border Control post
<b>CCA</b>	Central Competent Authority
<b>EU</b>	European Union
<b>LAU</b>	Local authority unit
<b>OPERATOR</b>	Counterpart of the “organisation” in TRACES Classic
<b>RCA</b>	Regional competent authority
<b>RFC</b>	Responsible for Consignment (same as TRANSITAIR in TRACES Classic)
<b>TNT</b>	TRACES new technology

## 2. HOW TO REQUEST A ROLE?

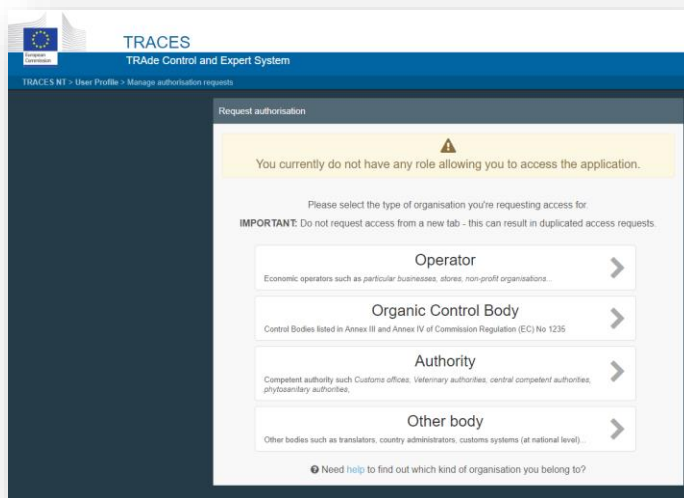
The first step is the creation of your EU login. Once you created your EU login, you have to request a role in order to have access to TRACES NT.

Go to the TNT website: <https://webgate.ec.europa.eu/tracesnt/login>

Then click on the green button “Login into TRACES”, you will be redirected to the EU Login access.



Click on **“Sign in”**. When accessing TRACES for the first time, you will see this page:



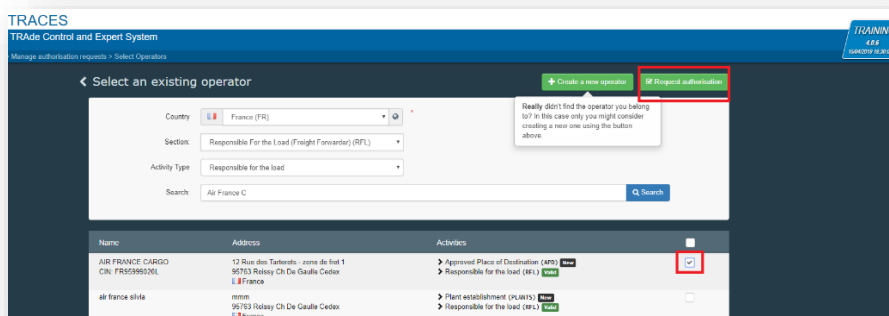
## 1. As an operator

If you work for a company and you have to create the PART I of a CHED, select **“Operator”**. The system will redirect you to a page, which will enable you to search for your company.

**Note:** Please keep in mind that to create PART I of any CHED, the company must have the activity “Responsible for the Load”.

Complete the fields requested by the system by inserting **“Country”**, **“Section”**, **“Activity type”** and the name of the company you are looking for.

**If your company already exists in the system**, tick the small box on the right (you can select more than one company) and then click in the green button named **“Request authorisation”**.



It means that you just have requested the authorisation to be linked to the company you work for. A pop-up window will appear you have the option to send more information. Otherwise, click on **“Send authorisation request”**:

Confirm authorisation request for Anita France

Optionally, you can provide some additional useful information.

Message

Email name@domain.com

Phone +32 02 123456

Cancel Send authorisation request

If your company does not exist in the system, you can create it by clicking on the **green** button “Create a new operator”.

**Note:** In order to avoid duplicate in TNT, you first have to look for your company in order for the button to turn green. Once you looked for it, you will have the option to click on it.

Select an existing operator

Country France (FR)

Section: Responsible For the Load (Freight Forwarder) (RFL)

Activity Type Responsible for the load

Search: Type business name, approval number... Search

+ Create a new operator Request authorisation

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

If you are creating an operator with activity **Responsible for the Consignment**, please follow this procedure:

- Type the requested information in the box “Operator details”. In the box “Chapter or Activity”, select “Other”.
- Then, in the “Activity” box, select “Responsible for the Load” in “Section” and “Activity” fields. The operators with the activity “Responsible for the Load”, you have to select a **Responsible Authority**.

**Note:** The mandatory fields are marked with the red star (\*)

Create operator to request being attached to n002g8bd Create a new operator

**Operator Details**

Name: Test RFC France Training

Country: France (FR)

Region: Paris

City: 75000 PARIS

Address: rue 2

Coordinates: Latitude / Longitude

Phone: 111

[+ Add Identifier](#)

No identifiers.

**Chapter or activity**

Chapter: Other

**Activity**

Activity details

Section: Responsible For the Load (Freight Forwarder) (RFL)

Activity: Responsible for the load

Identifier: \_\_\_\_\_

Valid From: \_\_\_\_\_ +02:00 CEST

Valid to: \_\_\_\_\_ +02:00 CEST

Publication date: \_\_\_\_\_

Application date: \_\_\_\_\_

Assigned responsible authorities

[Search responsible authorities](#)

Name	Address	Role	Code

- In the “Activity” box, click on “**Search responsible authorities**” and search for the **BCP** you wish to assign to your operator. We usually advise to assign the BCP you work the most with. Click in “Select to assign the BCP”

**Note:** The BCP that you decided to assign to your operator will be the one in charge of the **validation** of your operator.

Select responsible authorities

Search: roissy Search Advanced search

Name	Country	Address	Role	Code	Competence	
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Organic COI rw COI Extract rw	Select
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Plants CHED-PP rw PHYTO rw	Select
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Food Veterinary CHED-A rw CHED-P rw EU IMPORT r AJL rw	Select
Roissy Charles-De-Gaulle FRCDG4	France	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex	Border Control Post	FRCDG4	Feed and Food of Non-Animal Origin CHED-D rw	Select
Roissy PED 11 BUREAU nccce	France	Zone de fret 3 - Bâtiment 3609 - Porte n° 140	Border Control Post	FRDGCCR11	Organic COI rw COI Extract rw	Select

Close

Once you have filled all the mandatory fields, selected the activity & the section and assigned the authority, click on the button “Create new operator” in order to submit your application.

Name	Address	Role	Code
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95703 Roissy Ch De Gaulle Cedex France	BCP	FRCDG4

When you click on “Create new operator”, a pop-up window will appear. You have the option to send more information, otherwise, click on “**Send authorisation request**”:

Confirm authorisation request for Test RFC France Training

Optionally, you can provide some additional useful information.

Message

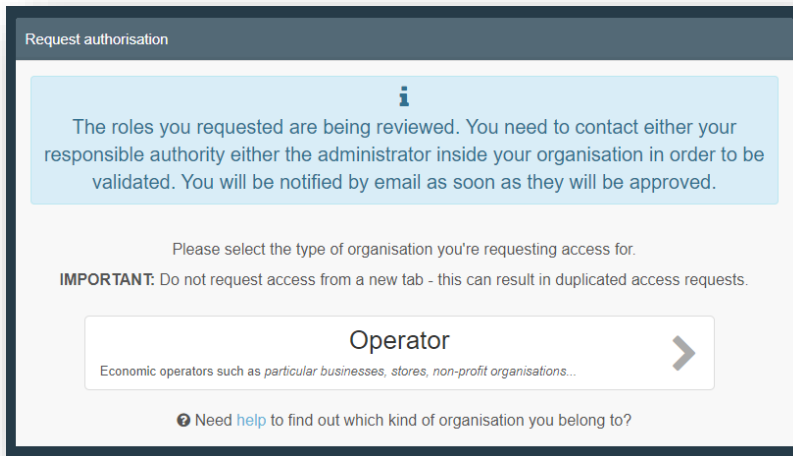
Email: name@domain.com

Phone: +32 62 123456

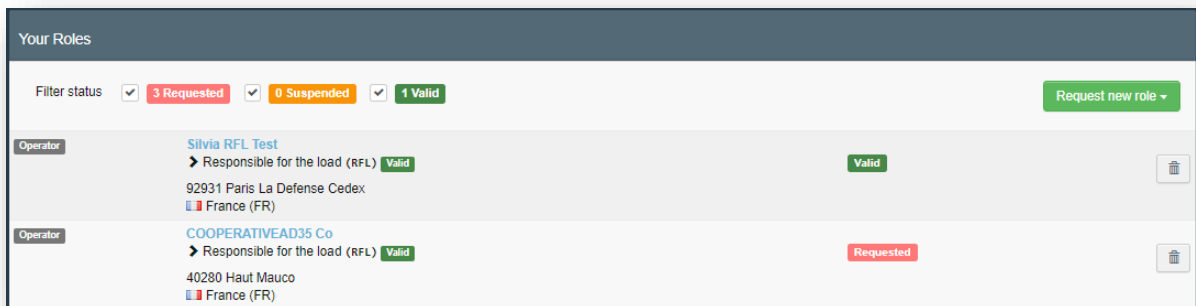
Buttons: Cancel, Send authorisation request

**Note:** By clicking on “Send authorisation request” you are making a request to the users in the BCP that you have assigned as responsible authority for the validation of the operator as **Responsible for the Load**. You are also requesting to be linked to that operator **Responsible for the Load**.

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



You will then be able to see the status of your request in your profile:



Once your operator and your role are valid, you will have access to TNT.

## 2. As an authority

If you are an authority and you have to do the PART II or III of the CHED, select “**Authority**”. The system will redirect you to a page, which will enable you to search for the authority entity you work for.

Complete the fields requested by the system by inserting “**Country**”, “**Section**”, “**Activity type**” and the name of the company you are looking for.

**Note:** It is very important to select the right competence. For instance, the same BCP may have competence for Plants (CHED-PP), for Food and Feed of non-animal origin (CHED-D), for Organic (COI) etc.



Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRCDG4	<input type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Plants CHED PP PHYTO	FRCDG4	<input type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Feed and Food of Non-Animal Origin CHED D	FRCDG4	<input type="checkbox"/> Select
Roissy PED 11 BUREAU DGCCRF	Zone de fret 3 - Bâtiment 3609 - Porte n° 140 1/3, rue du Pied Sec BP 10478 95708 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRDGCCRF11	<input type="checkbox"/> Select

Therefore, if you select the wrong competence (e.g. for Organic), it is unlikely that your request will be validated. Furthermore, when you do not select the BCP with the right competence, you won't be able to do the PART II in the documents.

Please note that you can be linked to the same BCP for more than one competence if necessary. Therefore, you need to select as many competences as you need:

Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Organic COI COI Extract	FRCDG4	<input checked="" type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Plants CHED PP PHYTO	FRCDG4	<input checked="" type="checkbox"/> Select
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Feed and Food of Non-Animal Origin CHED D	FRCDG4	<input checked="" type="checkbox"/> Select
Roissy PED 11 BUREAU DGCCRF	Zone de fret 3 - Bâtiment 3609 - Porte n° 140 1/3, rue du Pied Sec BP 10478 95708 Roissy Ch De Gaulle Cedex	BCP	Organic COI COI Extract	FRDGCCRF11	<input type="checkbox"/> Select

Once you have selected the authority, click on the green button "Request authorisation".

**TRACES**  
TRAde Control and Expert System

Manage authorisation requests > Select Authority

← Select an authority Request authorisation

Country: France (FR)

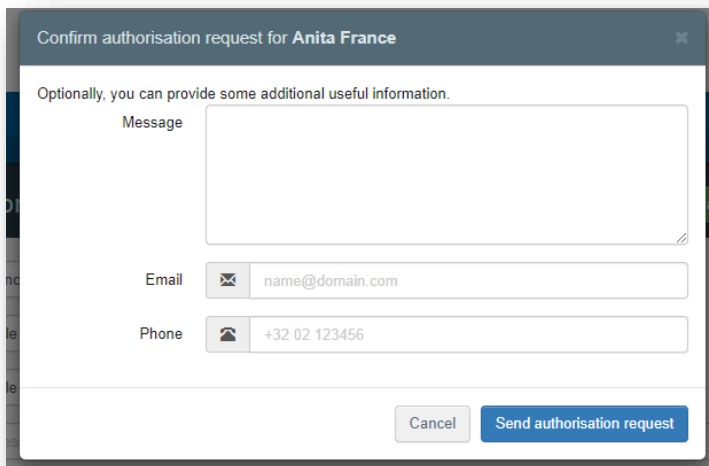
Role: BCP - Border Control Post

Competence: Plants

Authority Name: roissy

Name	Full Address	Role	Competence	Code	Select all
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	Plants	FRCDG4	<input checked="" type="checkbox"/> Select

A pop-up window will appear and you have the option to send more information. Click on “**Send authorisation request**”:



Confirm authorisation request for Anita France

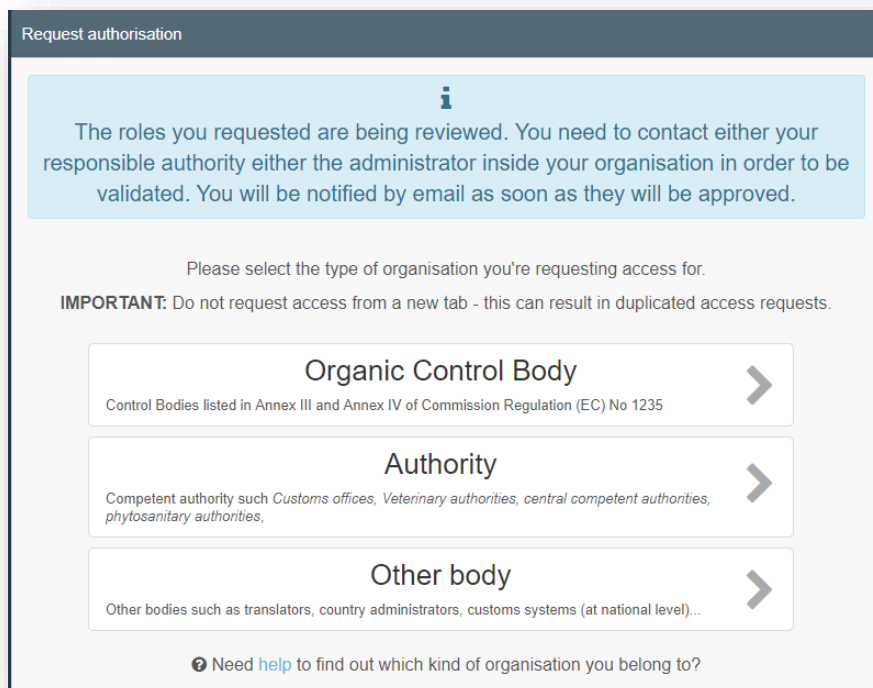
Optionally, you can provide some additional useful information.

Message

Email

Phone

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



Request authorisation

**i**

The roles you requested are being reviewed. You need to contact either your responsible authority either the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved.

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.

**Organic Control Body** >

Control Bodies listed in Annex III and Annex IV of Commission Regulation (EC) No 1235

**Authority** >

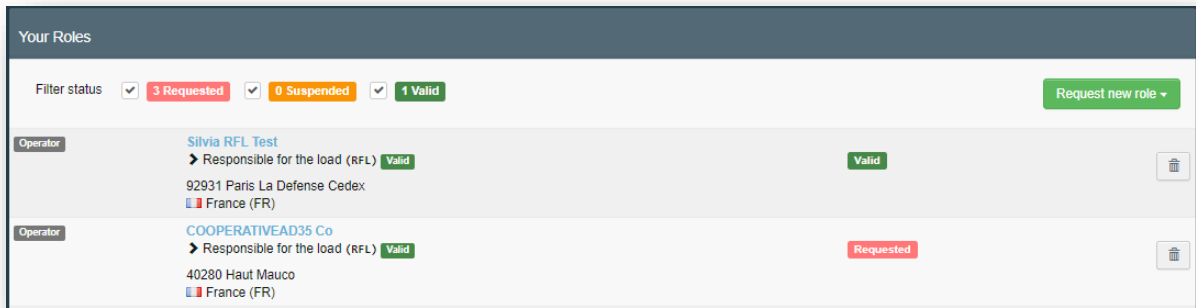
Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*

**Other body** >

Other bodies such as translators, country administrators, customs systems (at national level)...

**?** Need [help](#) to find out which kind of organisation you belong to?

You will then be able to see the status of your request in your profile.



Once your role is valid, you will have access to TNT.

### 3. VALIDATION WORKFLOW

#### 1. As an authority I want to validate an operator

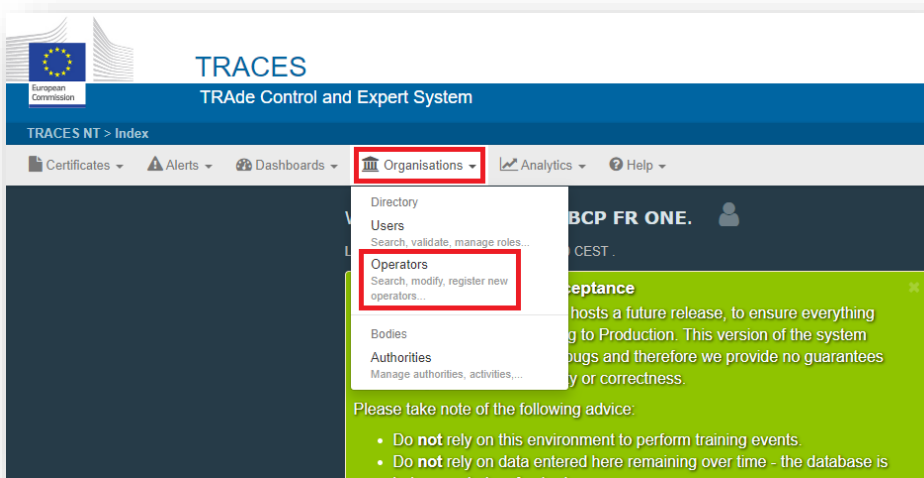
##### Remarks:

As BCP user, you have the responsibility to validate the operator with the activity “Responsible for the load”.

**Note:** You can only validate Responsible for the load users that are **linked to your authority**, no matter the country of this operator.

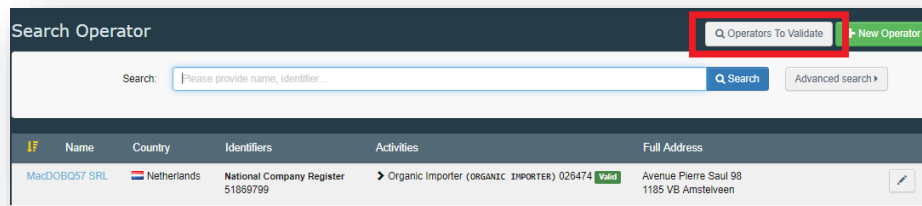
To validate the operator with the activity type “Responsible for the load”, follow the procedure:

- Click on “Organisations” in the menu and then click on “Operators”

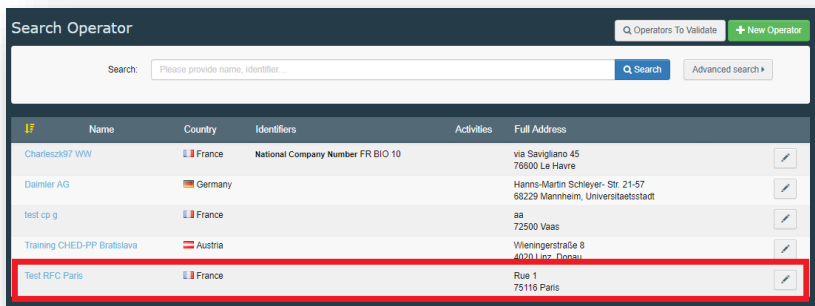


You have few options to find the operators that are waiting for validation:

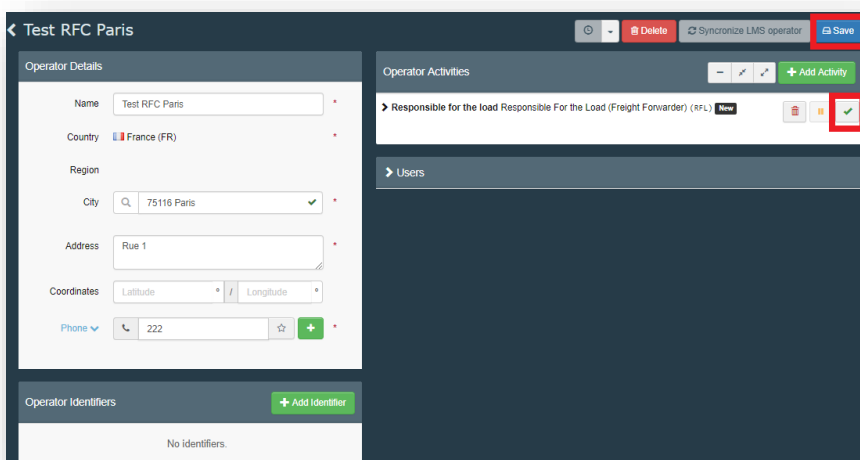
- By clicking in “Operators to validate” and all the operators that are waiting for your validation will appear in the list below.

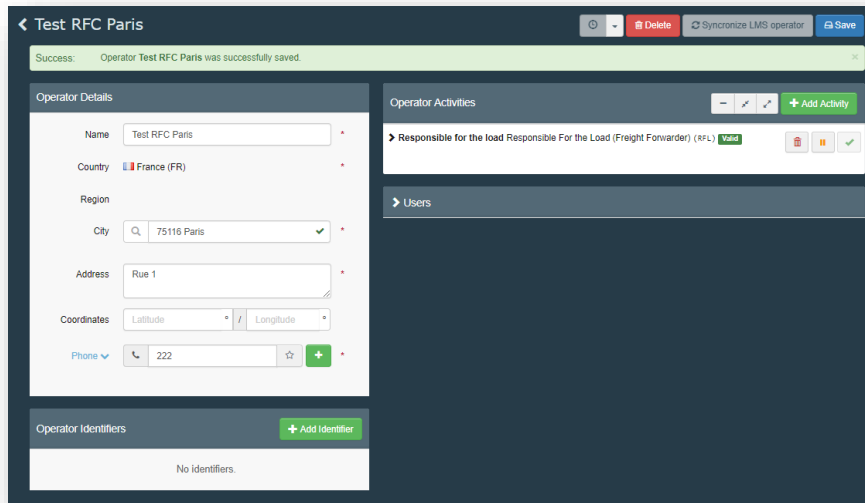


- By using the search bar: you can type the name of the operator you are looking for in the search field and then click in “Search”. The result of your search will appear below.
- By using the Advanced Search option
- Once you find the operator you are looking for, click on the Operator to open their details.



- On the right column, click on the check button to validate the Operator’s activity. The activity that you have validated now has the status **Valid**. Do not forget to click on the **Save** button to commit to the changes. Once you saved the changes, a confirmation message will pop up.





## 2. As an authority or a user I want to validate the role of a user

### Remarks

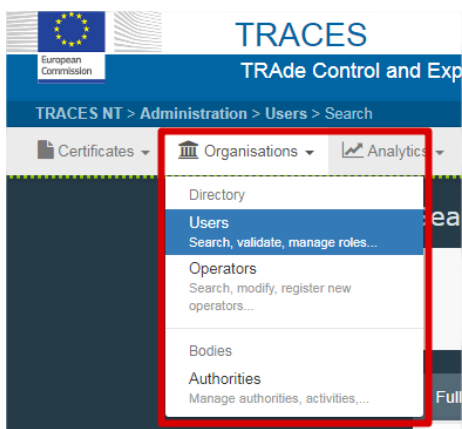
As a superior authority user, you can validate the role of users from a subordinate authority and of users of operator for which you are the competent authority.

As a user, you can only validate the users that requested a role within the authority/operator for which you have the administrator rights.

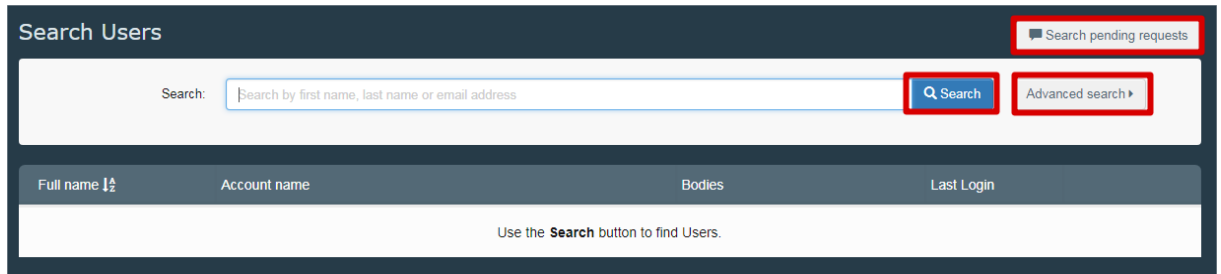
You can only validate Users inside your Authority / your organisation if you are the corresponding administrator.

To validate the role of a user, follow the procedure:

- Click on “Organisations” in the menu and then click on “Users”



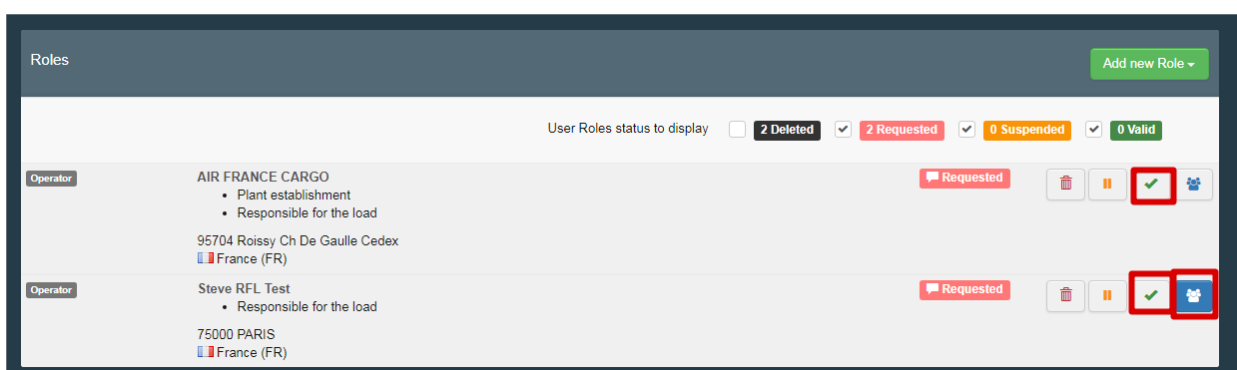
- You have few options to find the operators that are waiting for validation:
- By clicking in “Search pending request”: all the users that are waiting for your validation will appear in the list below.



- By using the search bar: you can type the name of the user you are looking for in the search field and then click in “Search”. The result of your search will appear below.
- By using the Advanced Search option

- Once you find the user you are looking for, click on it to open his details. Click on the check button to **validate the relevant role** requested.
- If you want this user to be a “power user” and enable him to validate his colleagues inside his authority/operator, activate the blue little person icon on the right to give him the administrator rights for his operator.

**Note:** the users who have the ADMIN rights are “able to validate users and roles within an organisation”. Meaning that the user with ADMIN rights can validate their colleagues who requested a role within the same operator/entity.



- The role that you have validated has now the status "Valid". Do not forget to click on the green button “Save changes” to commit the changes.

Information: Use 'Save' button to store changes.

User details

Username	nhelpdst	Email	<input type="text"/>
Domain	External	Phone	<input type="text"/>
First name	Steve	Fax	<input type="text"/>
Last name	HELPDESK	Application access	Has access.

Roles

Add new Role

User Roles status to display  Deleted  Requested  Suspended  Valid

Operator	AIR FRANCE CARGO <ul style="list-style-type: none"><li>Plant establishment</li><li>Responsible for the load</li></ul> 95704 Roissy Ch De Gaulle Cedex France (FR)	Requested	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operator	Steve RFL Test <ul style="list-style-type: none"><li>Responsible for the load</li></ul> 75000 PARIS France (FR)	Valid	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>