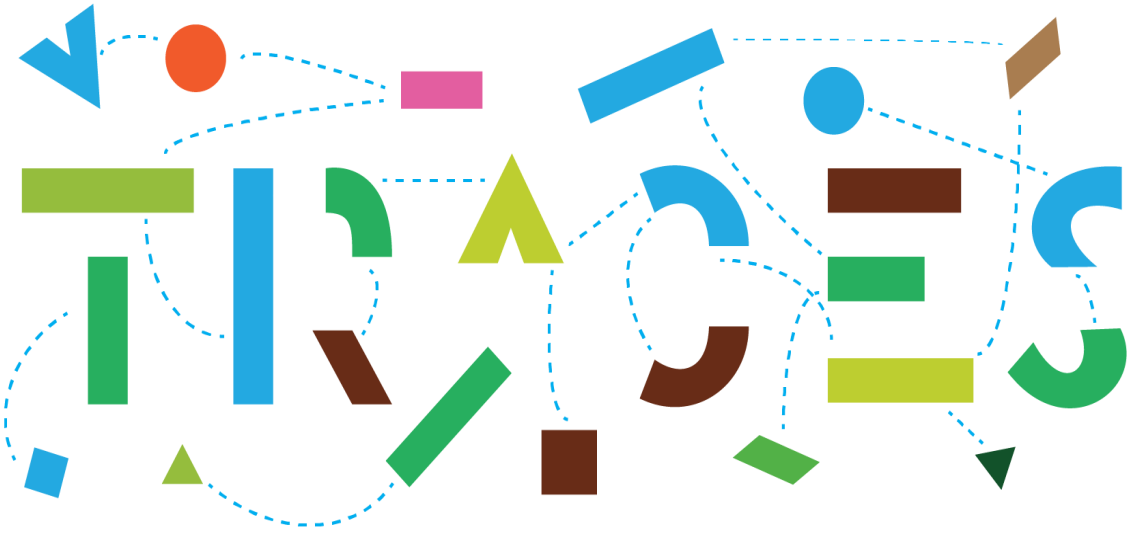
European Commission



TRACES NT - User manual for the Phytosanitary Certificate for export (PHYTO for export)

July 2021

Welcome to the user manual of the PHYTO for export module of **TRACES NT**. This manual contains all essential information as regards the creation and issuance of phytosanitary certificates in TRACES NT.

Health and Food Safety

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Glossary

ADMIN USER	**Administrator user**
BCP	**Border Control post**
CCA	**Central Competent Authority**
CN	**Combined Nomenclature**
EU	**European Union**
LAU	**Local authority unit**
NPPO	**National plant protection organisation**
RCA	**Regional competent authority**
RFC	**Responsible for Consignment**
TNT	**TRACES NT**
PHYTO	**Phytosanitary certificate issued in TRACES new technology**
WPM	**Wood packaging material**

Get started with the PHYTO for export

The phytosanitary certificate is the health certificate for plants and plant products used to attest that the consignments meet with the phytosanitary requirements of the importing country.

The phytosanitary certificate for export module is available for EU member states in Traces NT since February 2021, and allows operators and authorities to issue the certificate directly in the application. The export module was included in the already existing PHYTO module used by third countries to certify consignments of plants and plant products imported into the EU.

The certificate is divided in two parts, Part I - Description of consignment, which can be completed by an operator or by the NPPO, and Part II – Certification, which is always completed by the NPPO.

Access to TNT

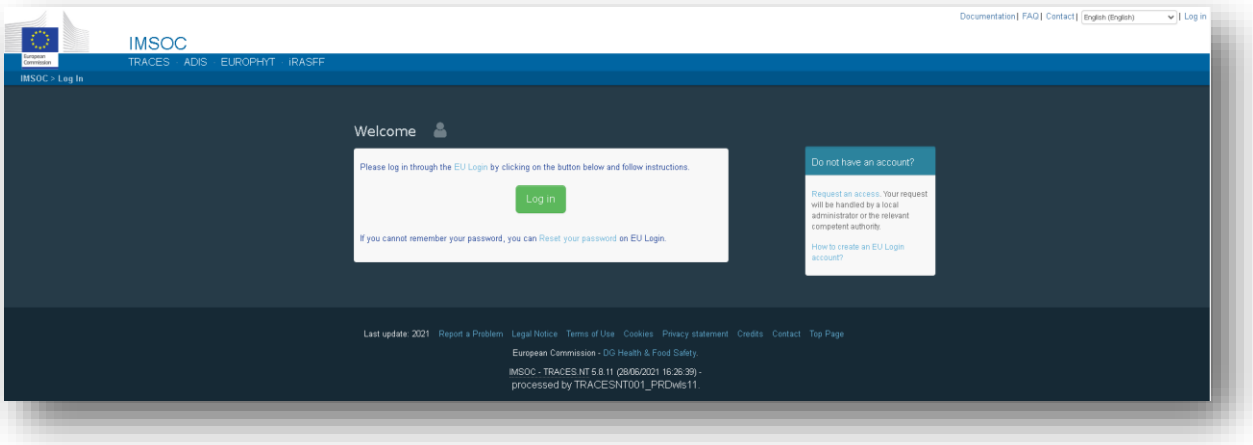
In order to access TNT, the user needs to create an EU Login Account. This account allows the user to access many services of the European Commission, amongst which TRACES, with one Username and Password.

After the creation of the EU Login Account, the user that accesses TRACES for the first time has to select a Role (Operator or Authority) and an Activity.

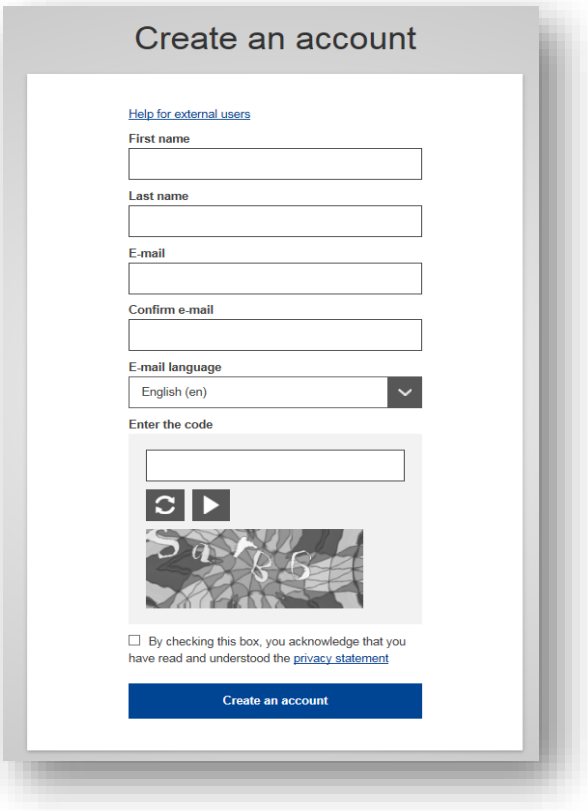
EU Login Account

If you already have an EU Login Account, please go directly to the next step.

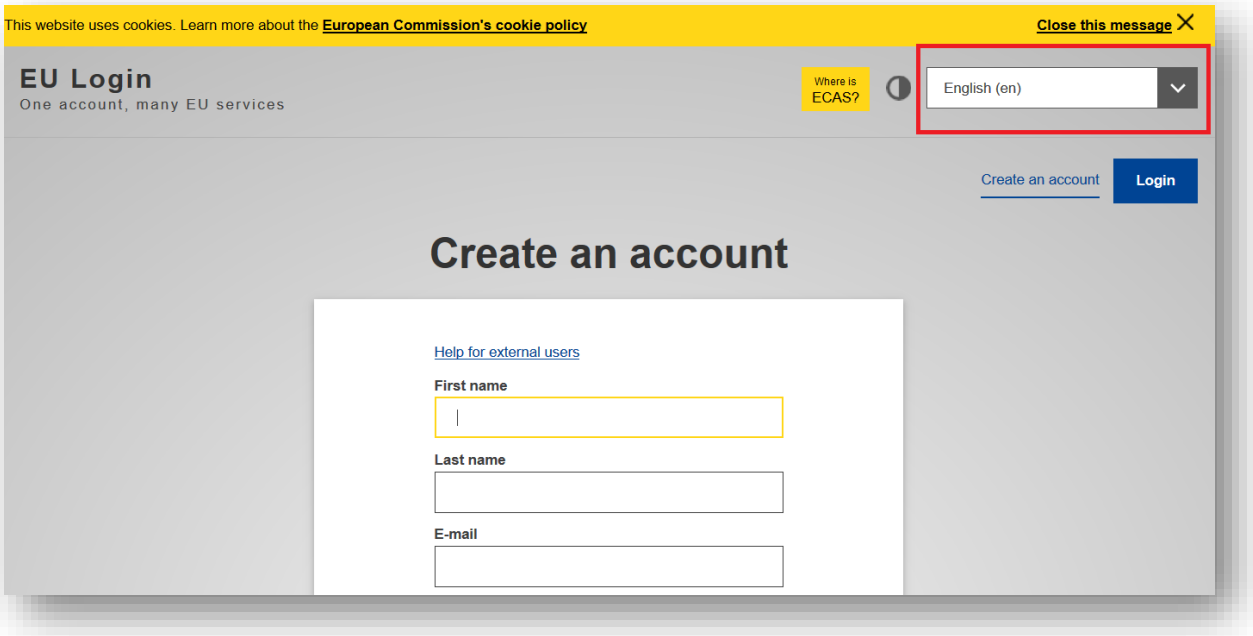
To register, click on the following link: https://webgate.ec.europa.eu/tracesnt/login to access the TRACES-NT welcome page and on the link “Sign up for TRACES”:



You now have access to the EU Login registration screen (“create an account”).



On the top right of the page you can choose your preferred language:



Complete all form fields and keep in mind that the data you insert in the screen above will be those that appear in TRACES-NT**.**

In addition, it is important to create the EU Login account in the name of a REAL PERSON, NOT a generic account for your company or authority.

As regards the e-mail address, you are strongly advised to choose your own professional email address which will be used to login to TRACES-NT.

After completing all the fields, click on the "Create an account" button.

Once you have sent the request, an email will be automatically sent to you with a link to set your password. You have to click on that link within 90 min, otherwise it will expire.

If you do not receive the automatic email, you can find help on this page:

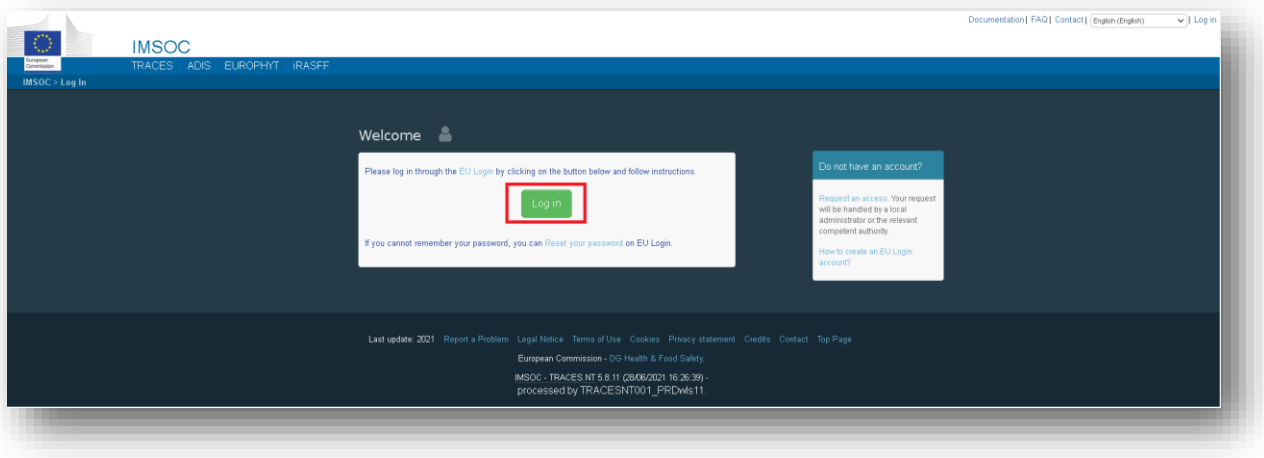
https://webgate.ec.europa.eu/cas/contact.html

Request a Role and Activity in TNT

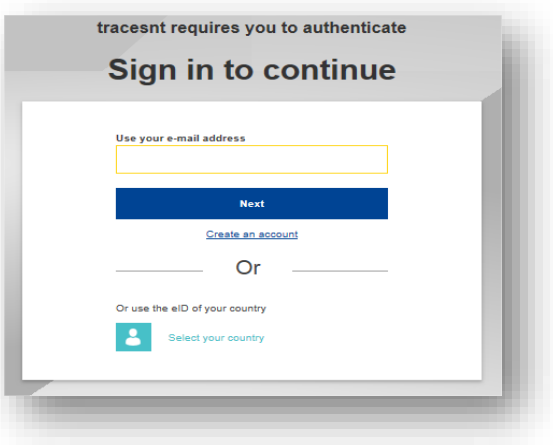
If you already have a Role and Activity in TNT, please go directly to the next step.

When accessing TNT for the first time, you will be requested to select a Role in the system.

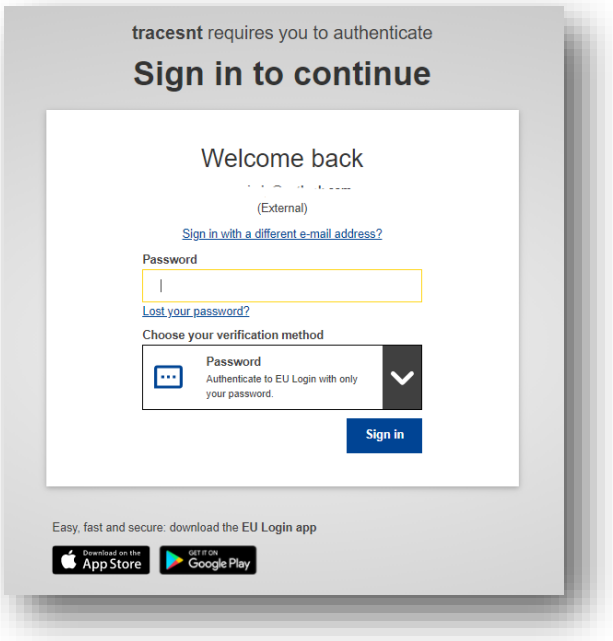
Return to the homepage of TRACES-NT (see link above) and click on the green button “Login into TRACES”. You will be redirected to the EU Login access.



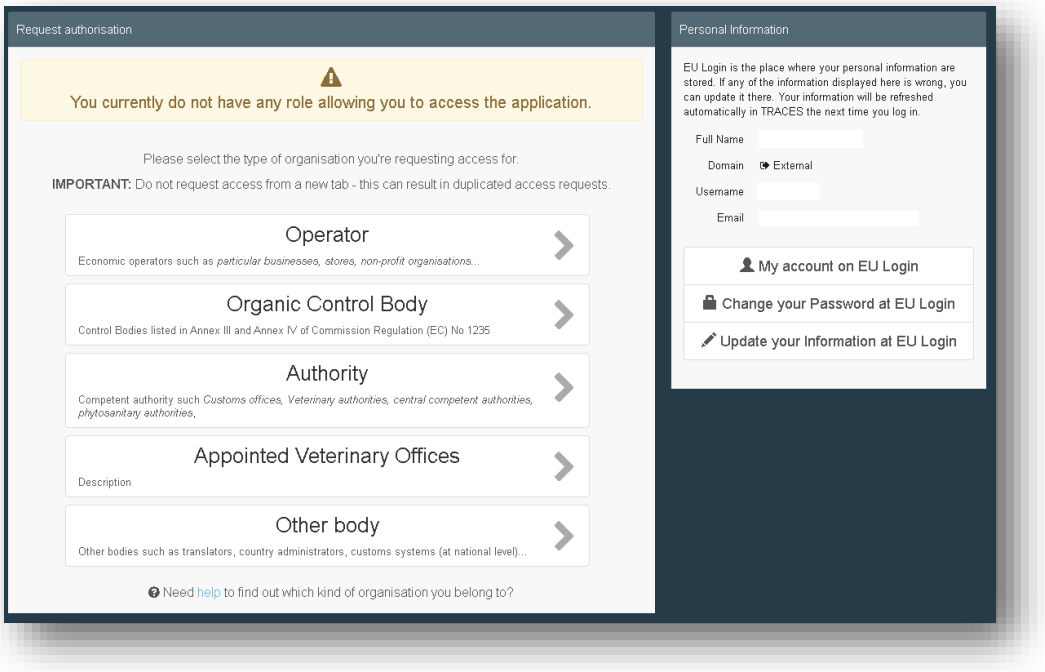
To log in, insert the email address you chose when creating the EU Login account and click on “Next”.



Insert the password you previously chose for the EU Login account and click on Sign in.



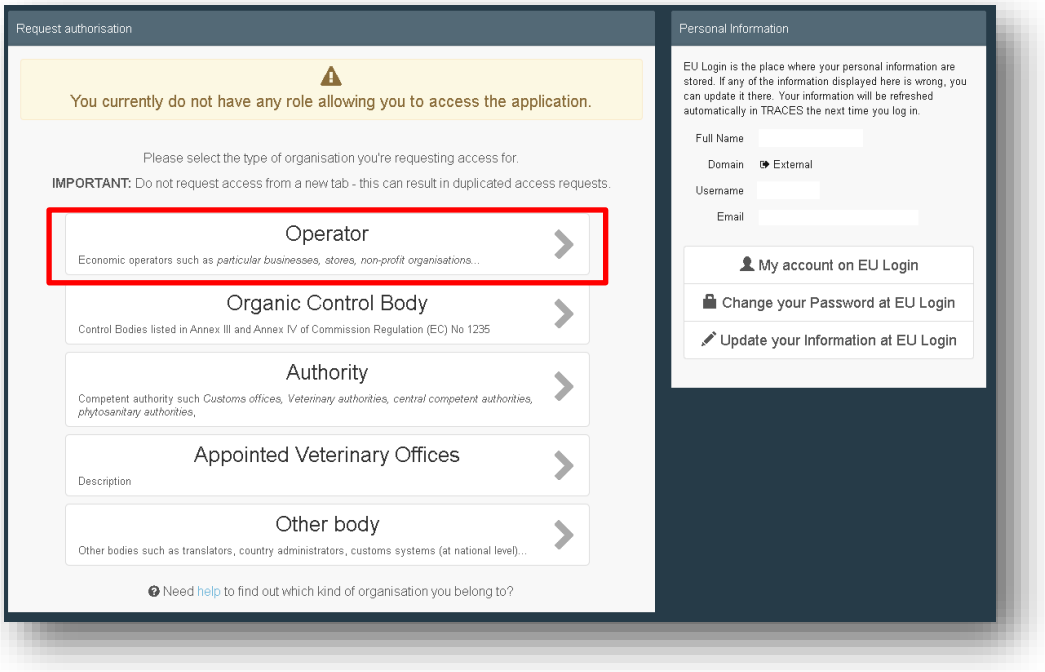
You are now redirected to the TRACES-NT welcome page.



Role as Operator

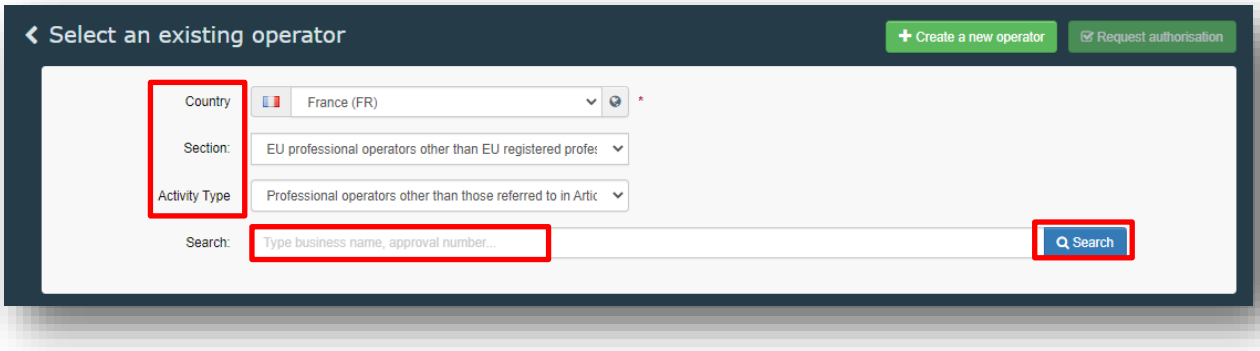
If you are working for an operator, you will need to request a role as Operator, with activity "professional operator".

On the homepage, click on "Operator".

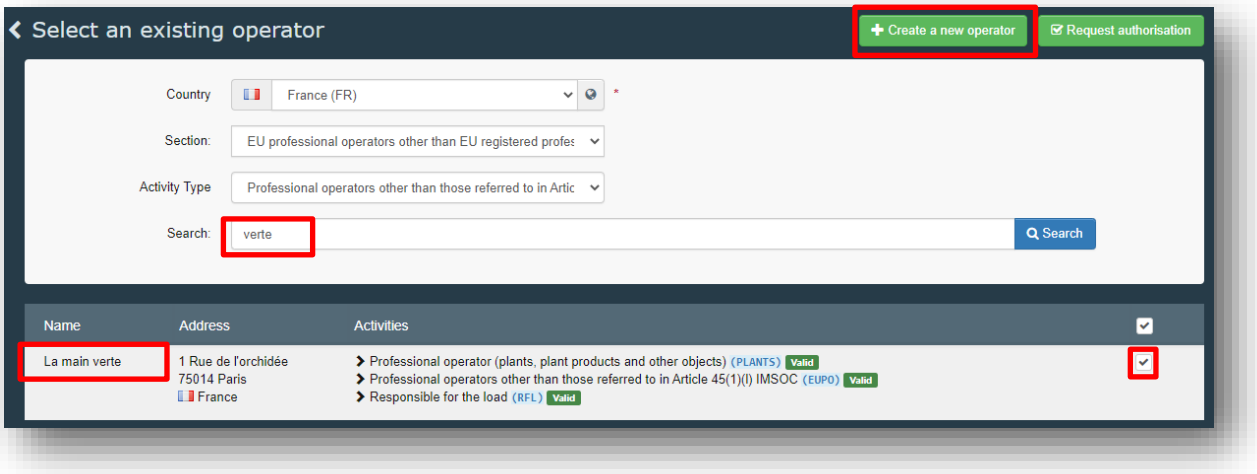


You will have to search for your Operator in TNT and request to be linked to it.

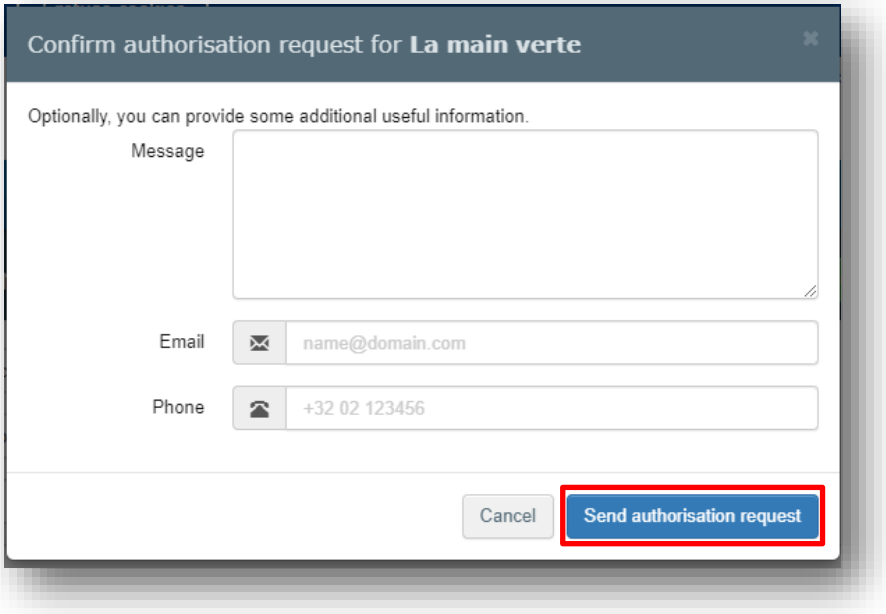
In the search screen, please select your Country, the Section and Activity type of the operator. You may also insert the name of the Operator. Click on Search.



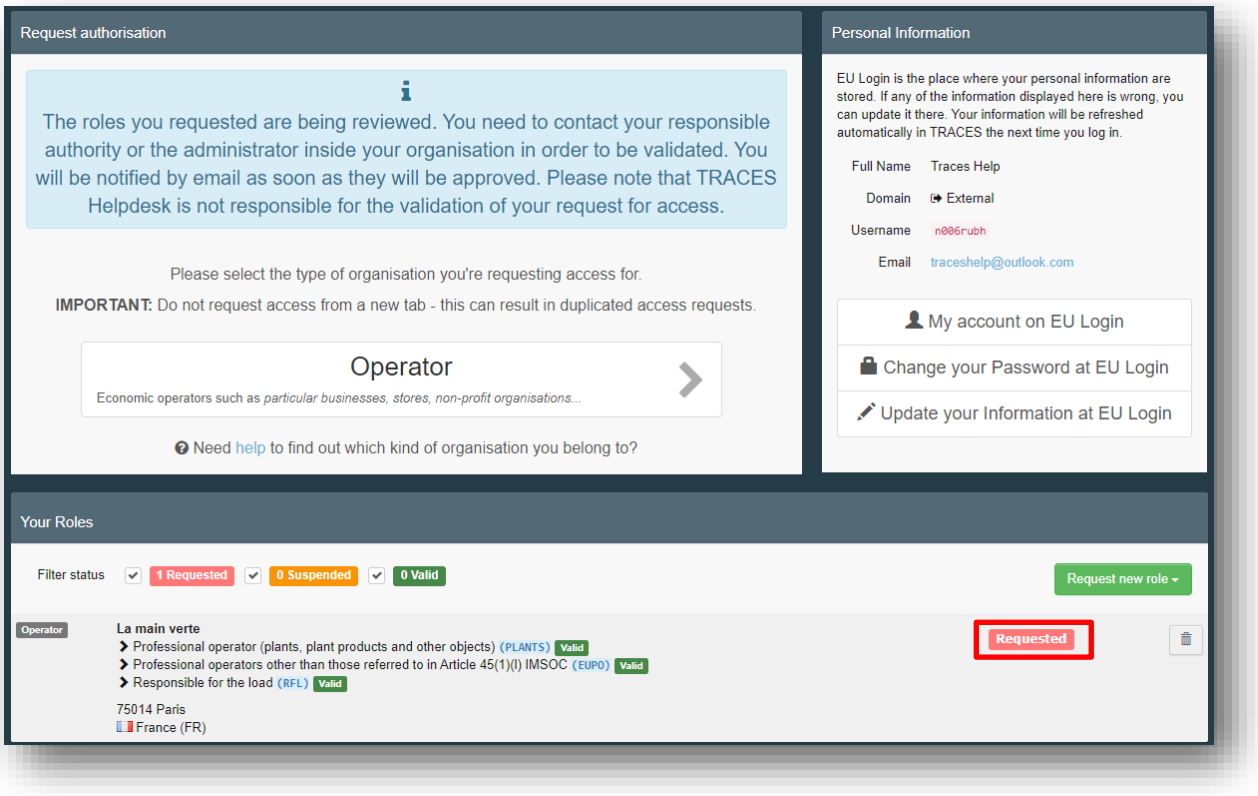
1. If your operator has been already registered in TNT, it will appear in the list. You will have to tick the box "Select" on the right, and click on the green button "Request authorisation":



A pop-up window will appear, and you have to click on "Send authorisation request".

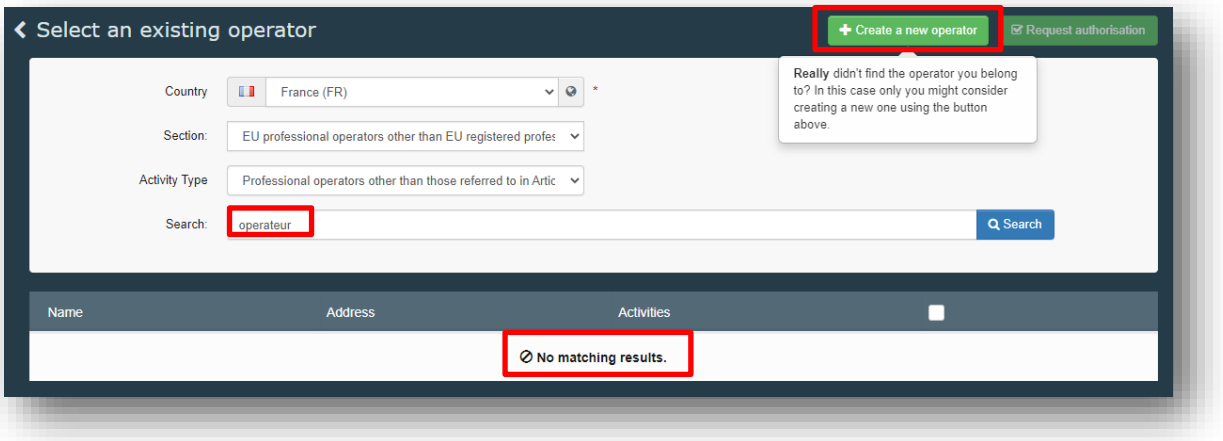


All your data will be displayed in your profile, where you can review your request.



If you are the first user of the operator, your request will need to be validated by your responsible authority. If you are not the first user, your request will need to be validated by your colleagues with admin rights. (blue icon)

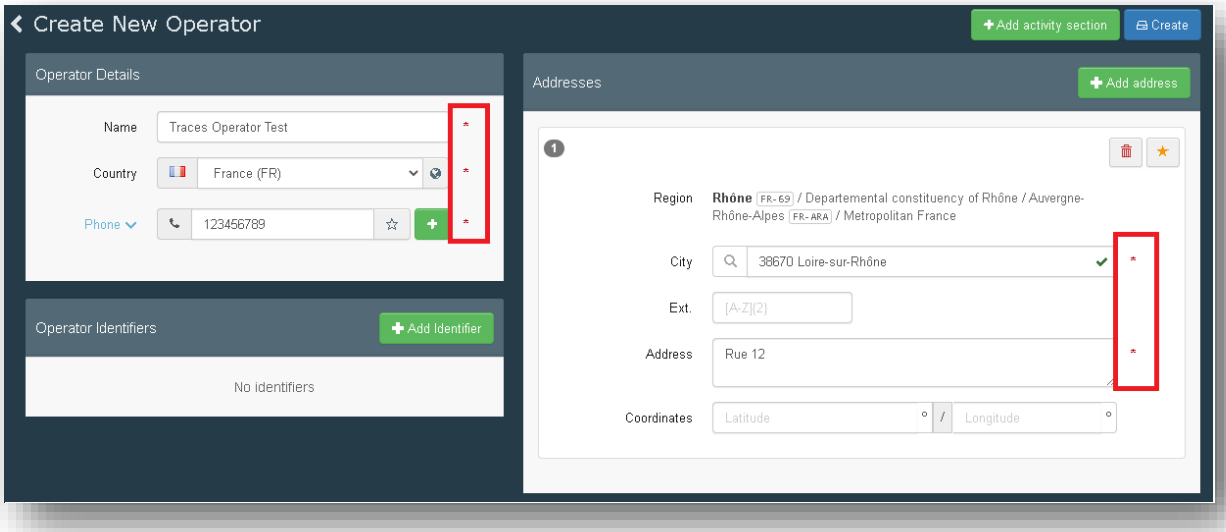
2. If you do not find your operator, you will have to create it. Click on the green button “Create a new operator”. Please note this green button only appears after a first search.

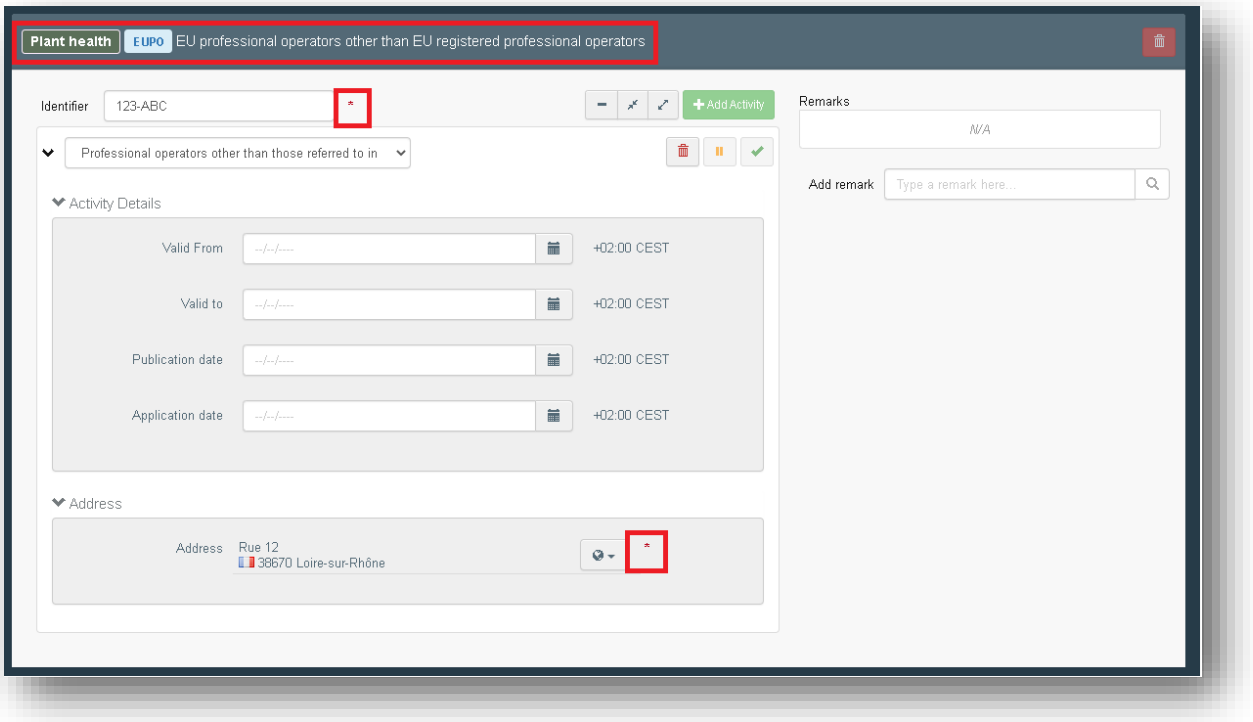


In the operator screen that appears, please type all the mandatory information required. The mandatory information is marked with a red star *.

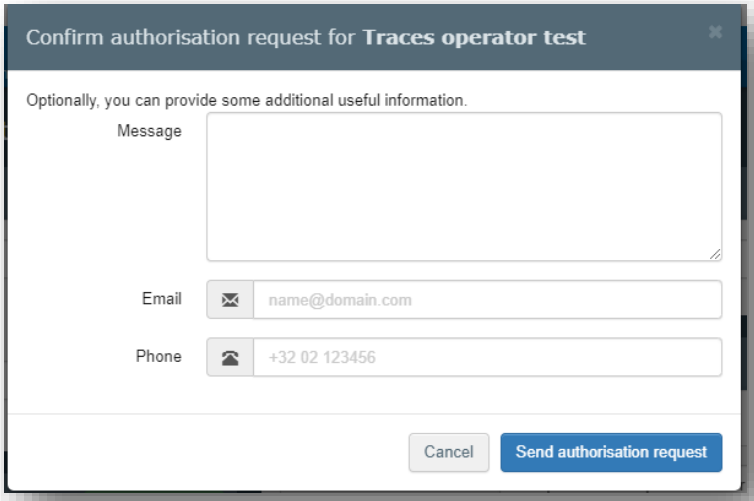
In “Chapter”, select the option *Plant health*. In “Section”, either select the option *Plant (PLANTS)* or the option *EU professional operators other than EU registered professional operators.* Please note that the second option is gradually replacing the Plant (PLANTS) section and therefore should be favoured.

In “Activity”, select the option *Professional operator (plant, plant products and other objects)* or the option *professional operators other than those referred to in Article 45 (1)(I) IMSOC,* depending on the previously selected “section”. Then click on the Blue button “Create a new operator”.

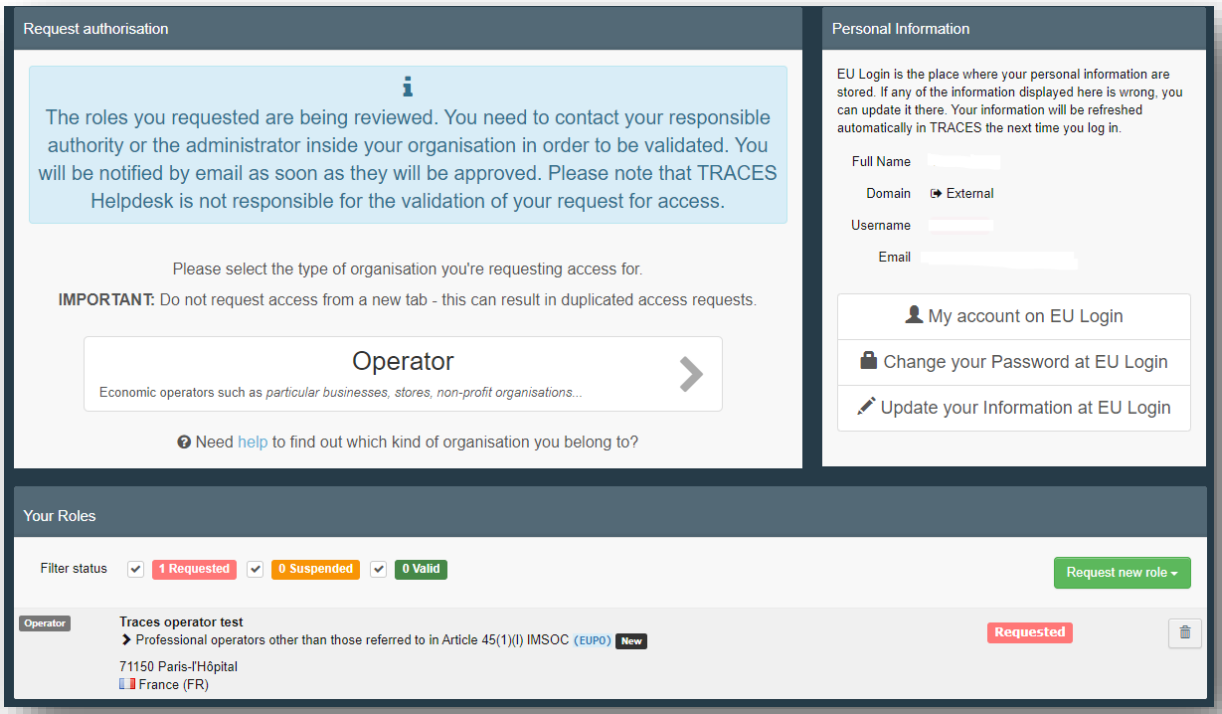




A pop-up window will appear, and you have to click on “Send authorisation request”.

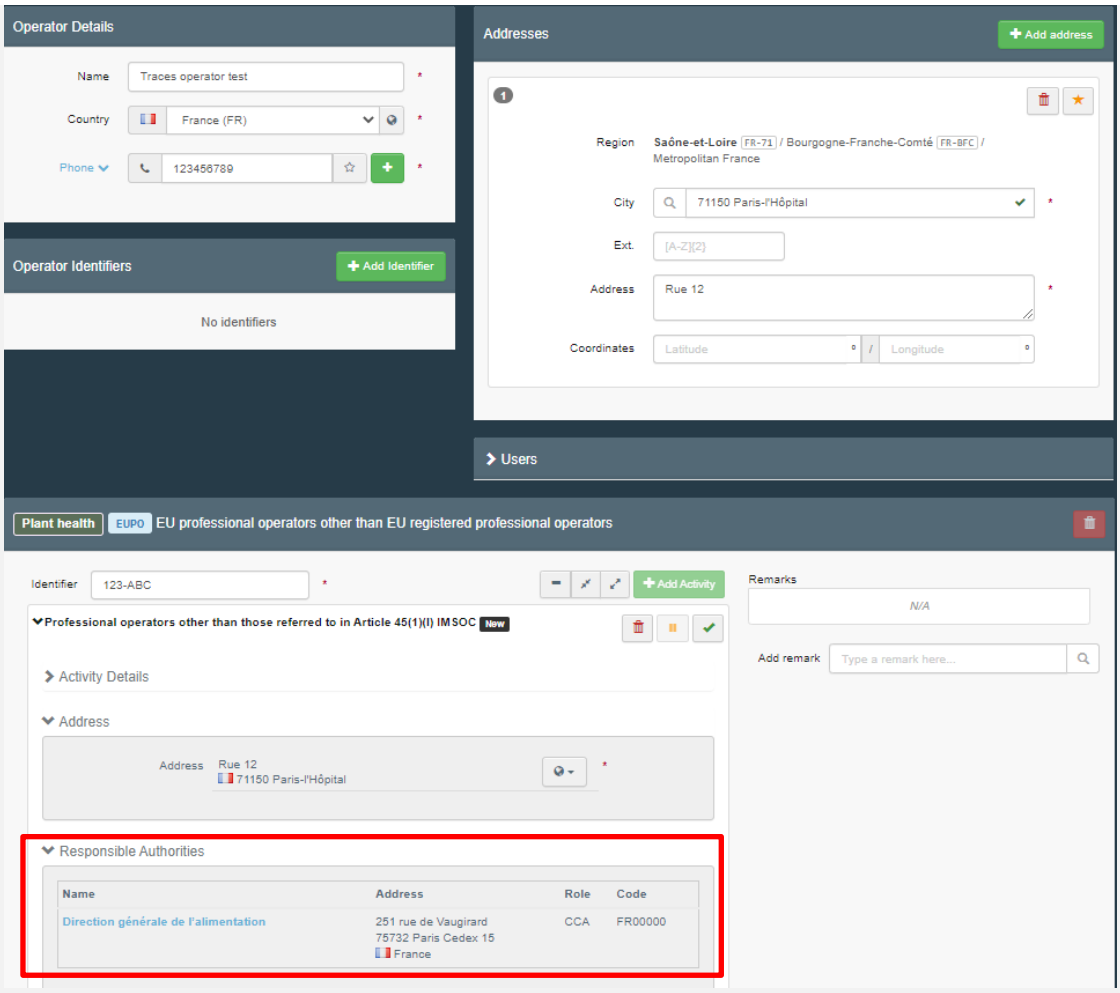


All your data will be displayed in your profile, where you can review your request.



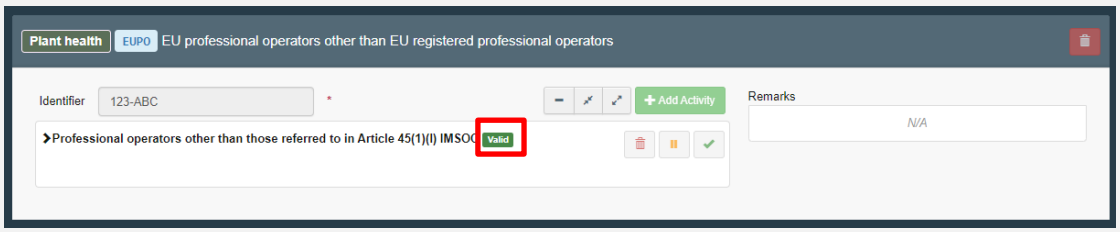
Your request will need to be validated by your responsible authority.

> **Note:** to issue Part I of the Phytosanitary certificate, your activity as professional operator must be validated by your responsible Authority.
>
> Your responsible authority will be automatically assigned by the system, based on geographical data, after you create the operator:



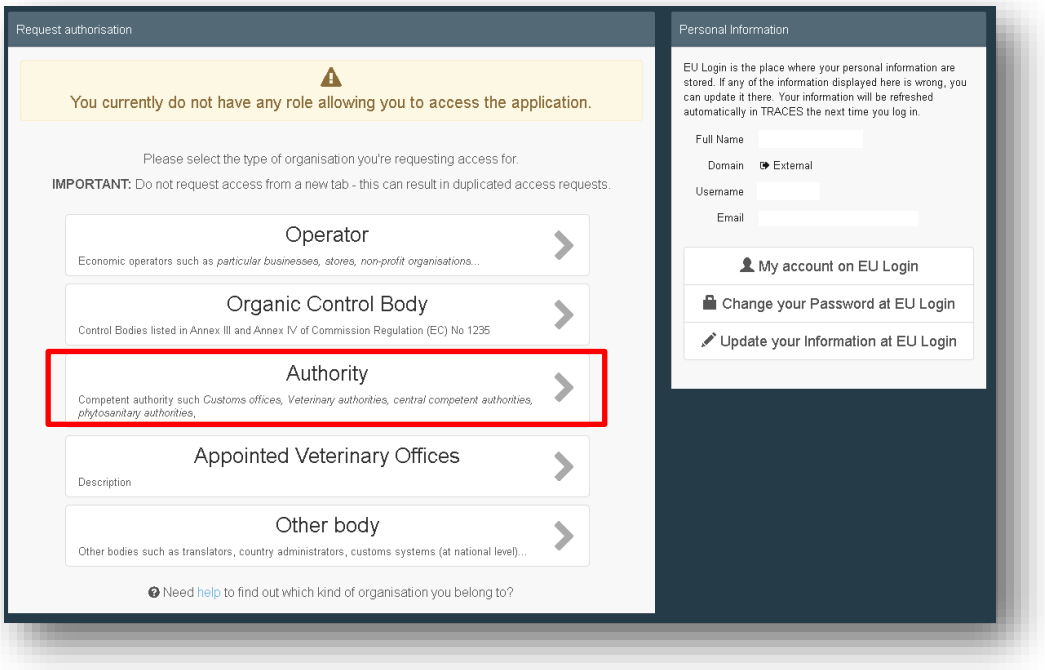
For the Validation procedure, please consult our TNT validation guide following this link:

https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/D_User%20Management/respond-to-a-request-for-access.htm



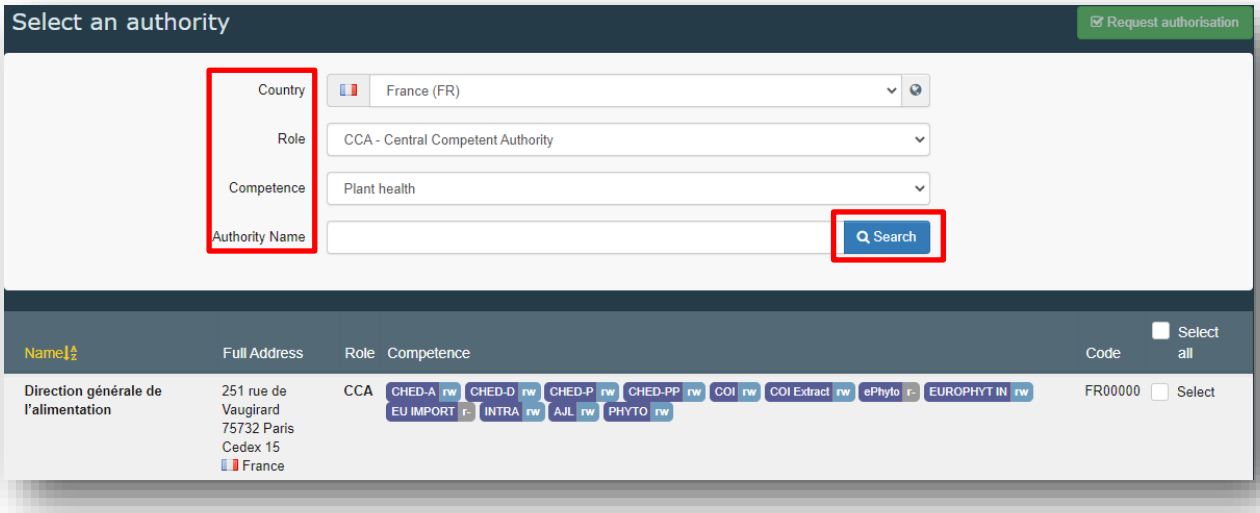
Role as Authority

If you are working for an Authority, click on “Authority”.



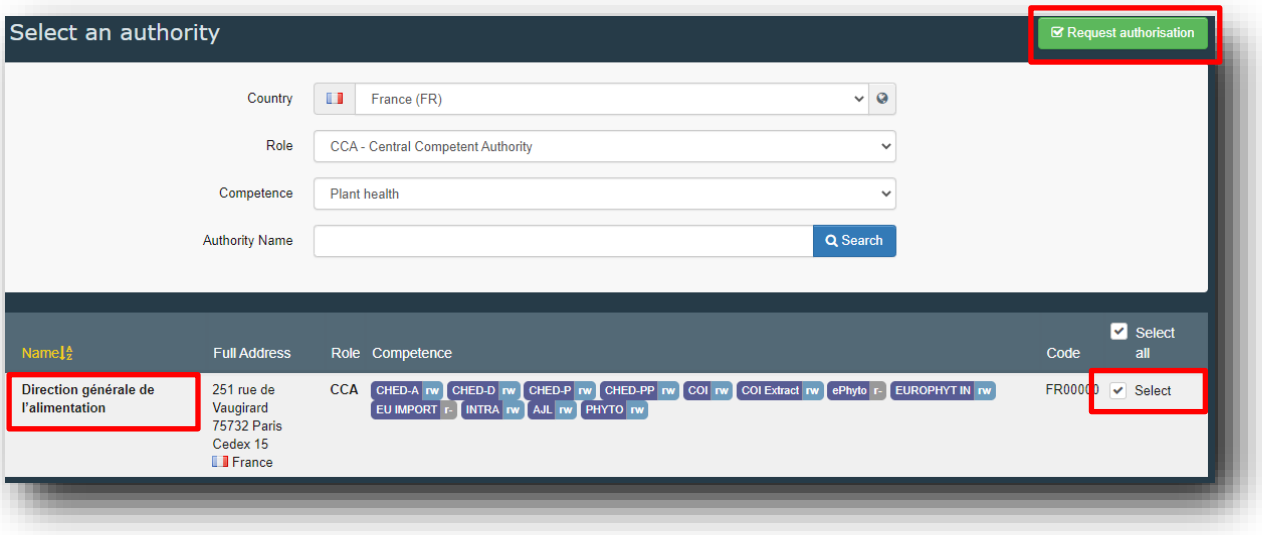
You will have to search for your Authority in TNT and request to be linked to it.

In the search screen, please select your Country, the Role and Competence of the Authority. You may also insert the name of the Authority. Click on Search.

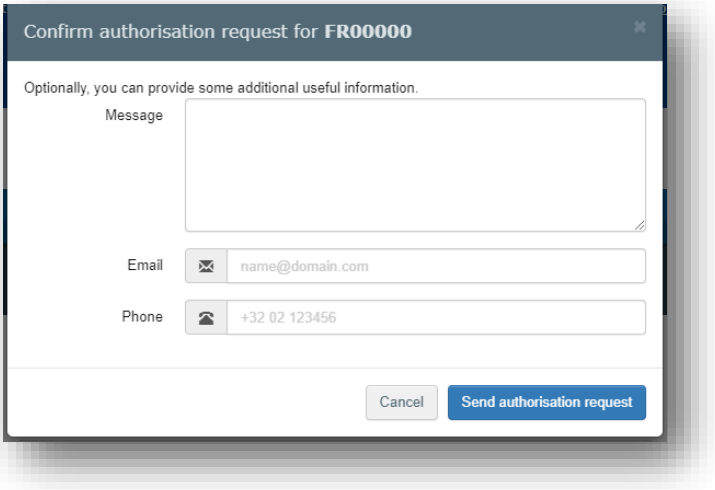


> **Note:** to issue and validate a Phytosanitary certificate for export, you need a role as an EU Central Competent Authority (CCA) Regional Competent Authority (RCA) or Local Authority Unit (LAU).

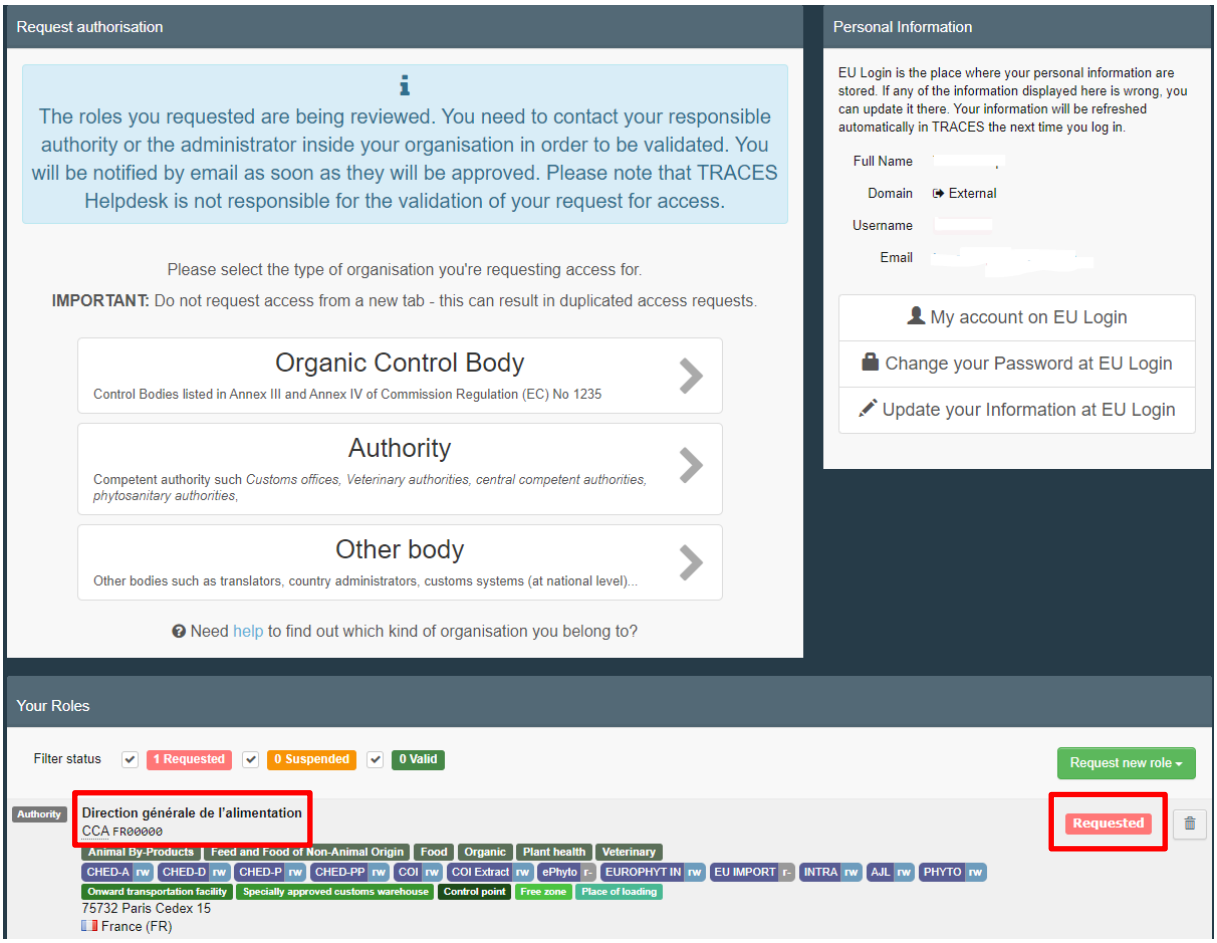
After finding your Authority, tick the box “Select” on the right, and click on the green “Request authorisation” button:



A pop-up window will appear, and you have to click on “Send authorisation request”.



All your data will be displayed in your profile, where you can review your request.



Note: if you are the first user of the Authority, you must send an email to sante-traces@ec.europa.eu. The TRACES team will validate your role request and will give you admin rights, so that you will be able to validate the future requests of your colleagues.

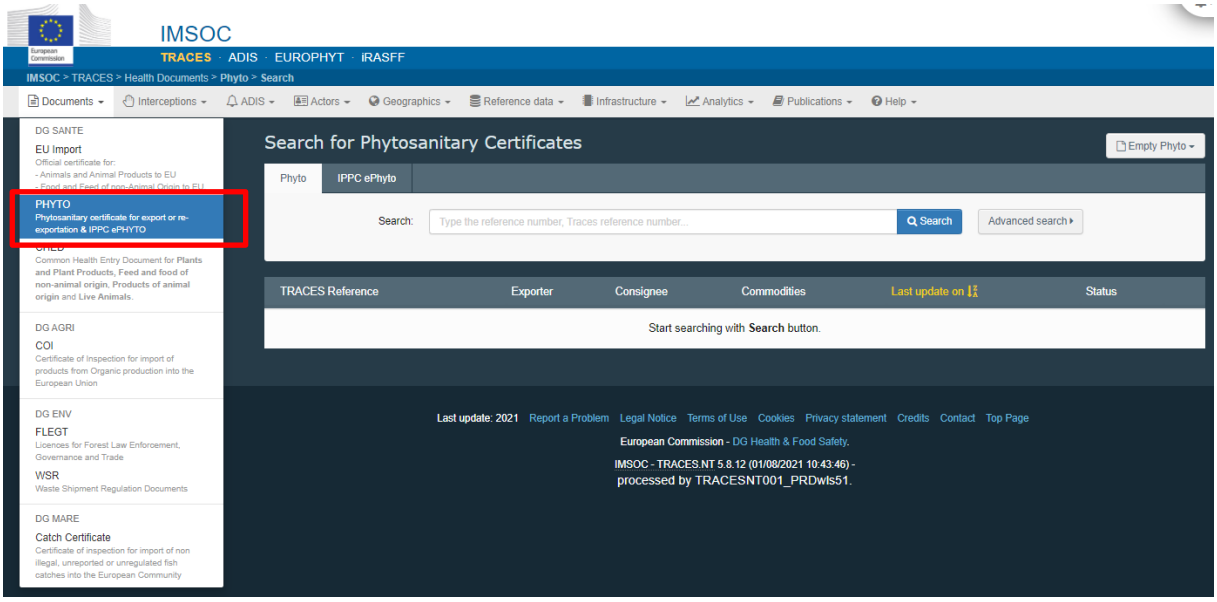
If you are not the first user of the Authority, your colleagues with admin rights will validate your request.

Create a PHYTO for export

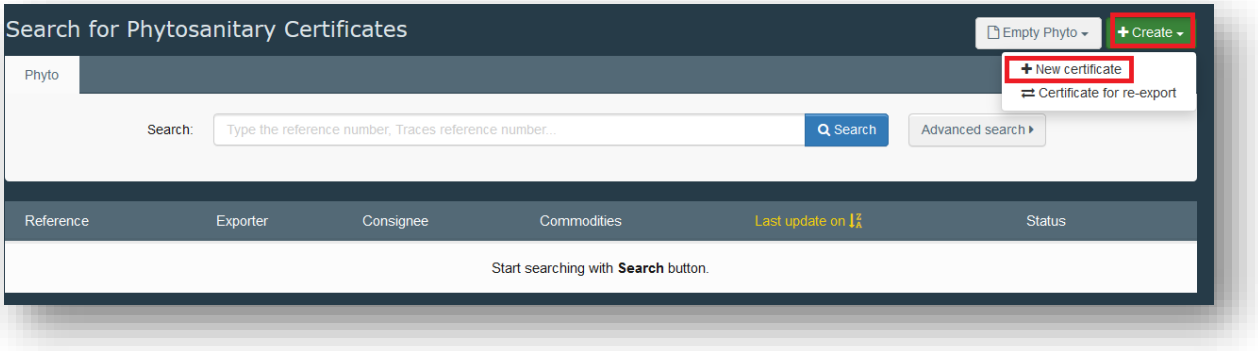
As Operator

Part I

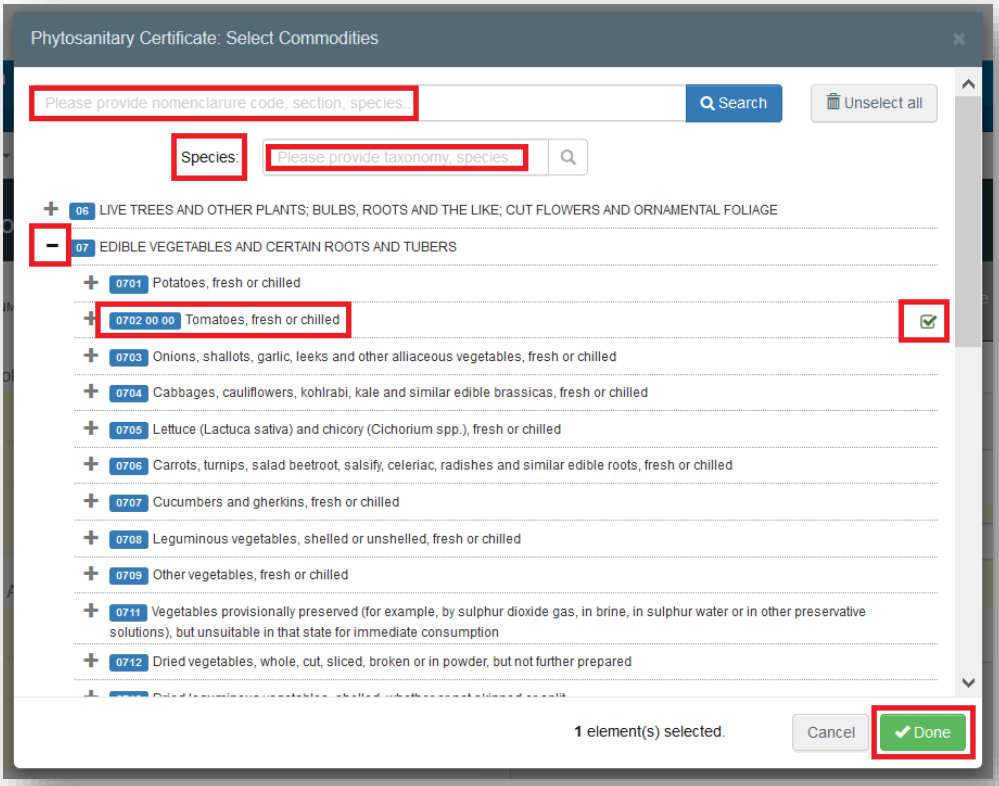
To create a PHYTO for export in TNT, from the Menu Documents, click on PHYTO:



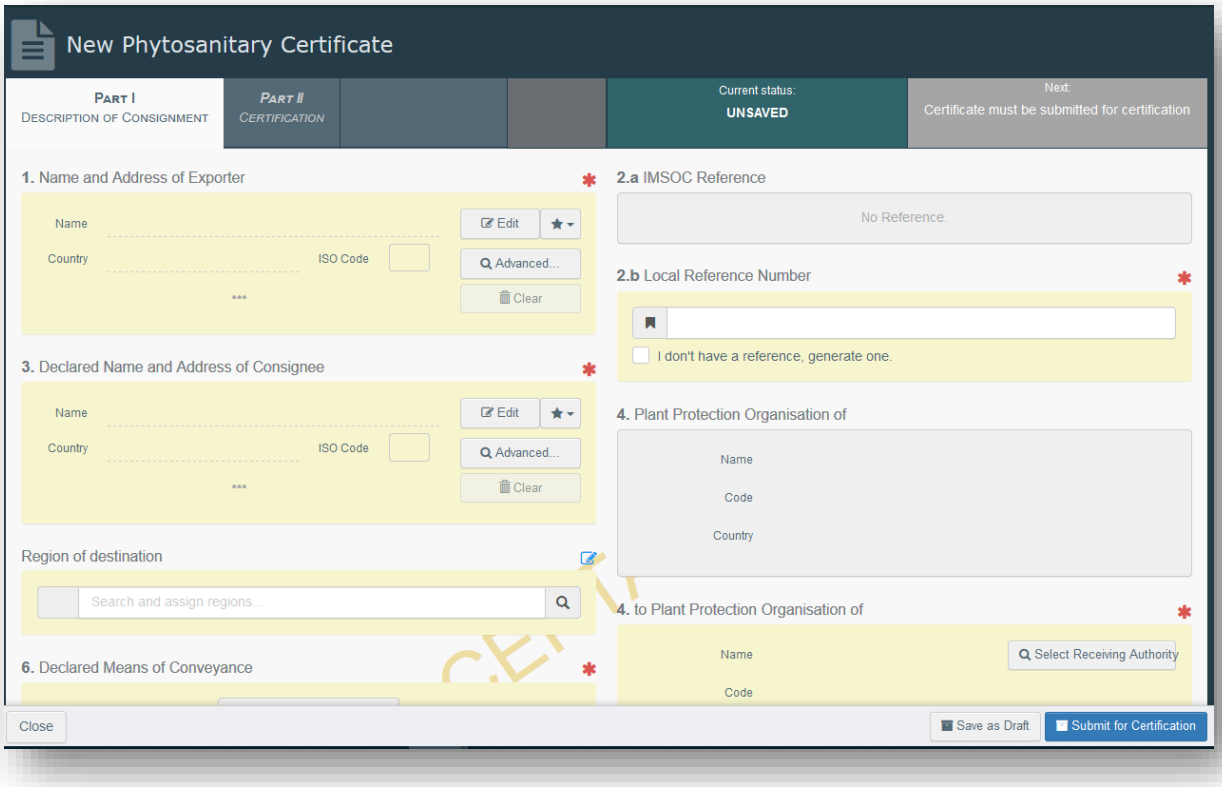
Click on "+ Create" and select "+ new certificate":



In the pop-up window, select the commodity/ies. You can either type the name of the product in the search bar, or the botanical name, or simply expand the CN code/s and select the product ticking the small box on the right. Once the selection is completed, click on "Done".



You will then be redirected to the certificate screen:

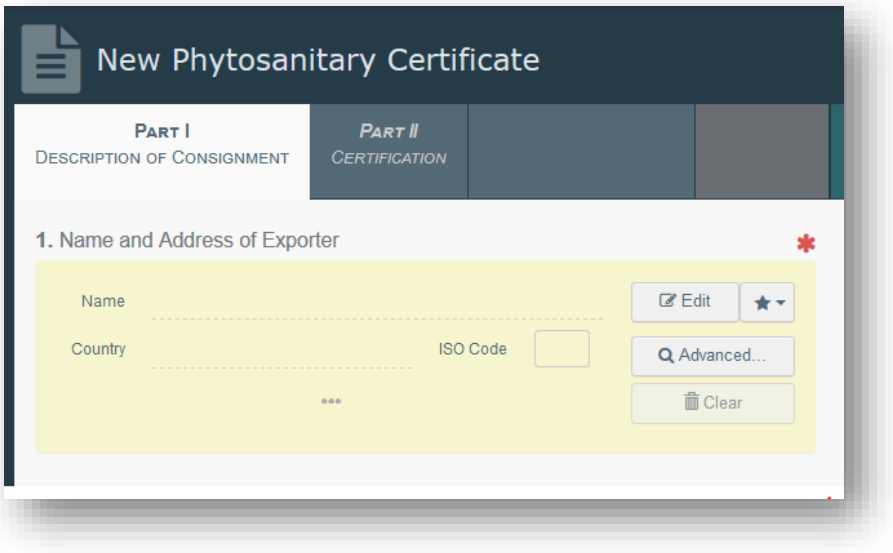


How to fill in the document?

> **Note:** All the boxes marked with a red star * are mandatory

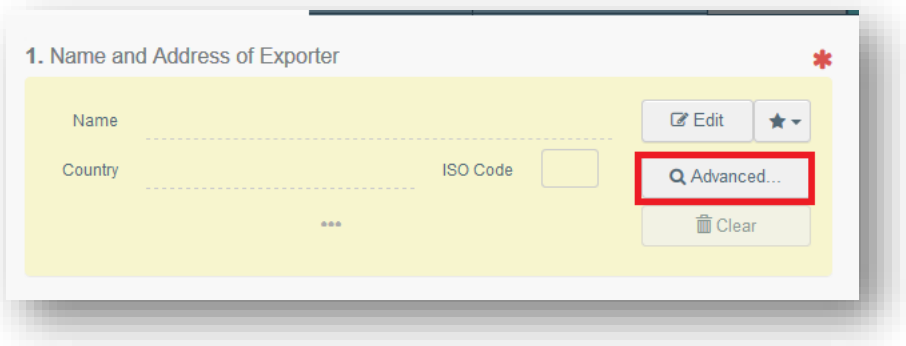
*Mandatory boxes **:*

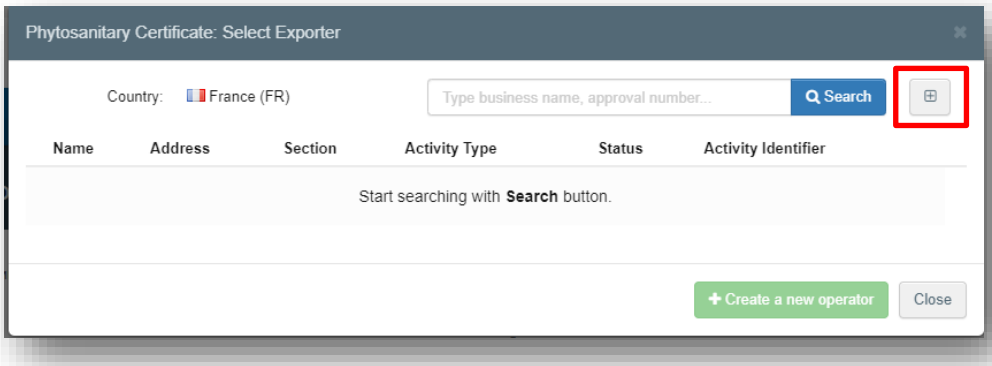
Box 1 – Name and address of the exporter:

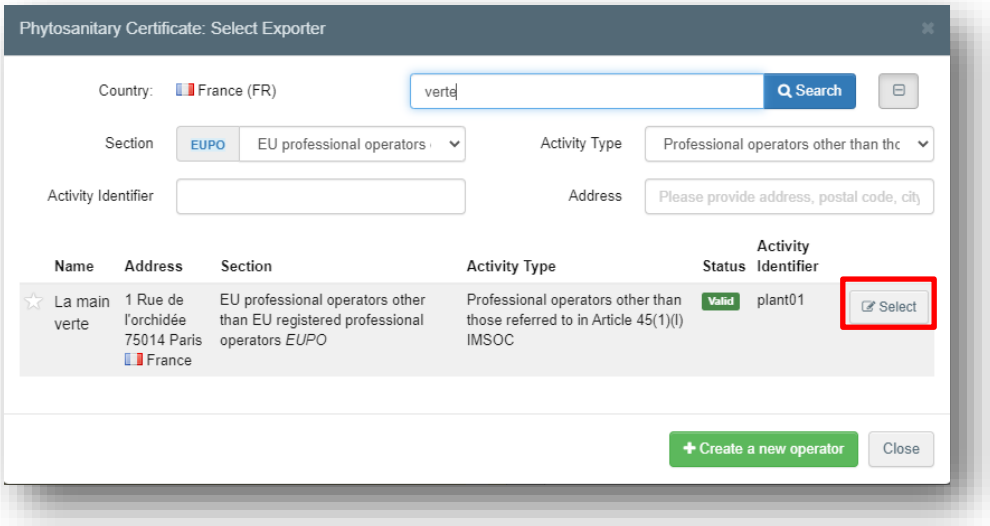


To fill in this Box, you have the option to either:

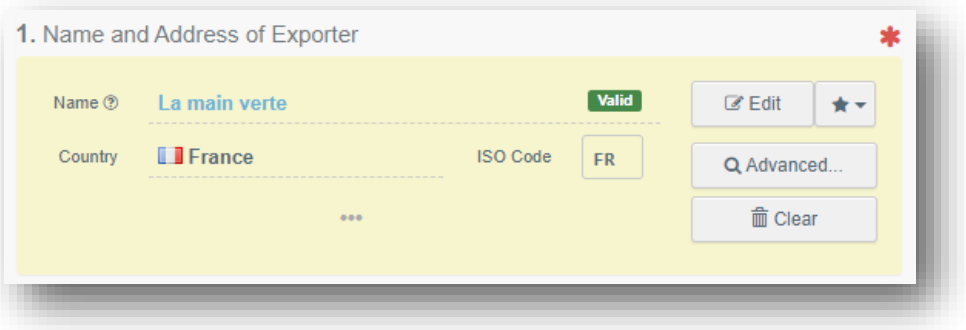
- Start typing the name or address of the consignor/exporter and select a company from the drop-down list that pops out;
- Select a company from the "Favourite operators" list by clicking on the grey star;
- Run an "advanced search" using the corresponding filters to narrow the search.



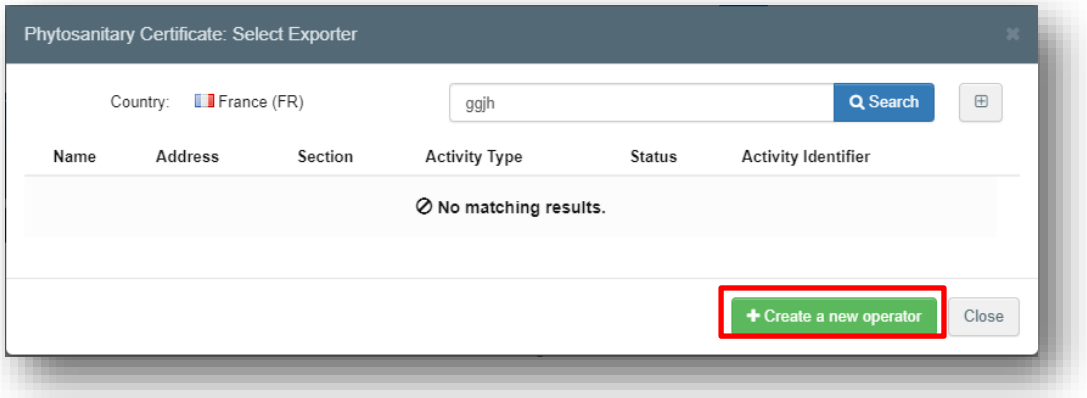




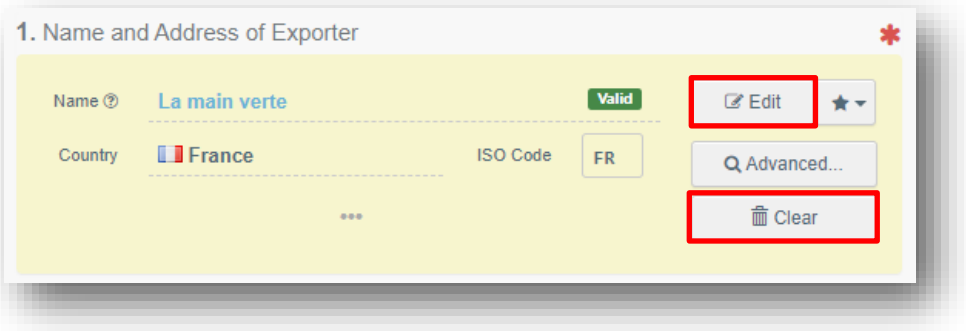
Once you find the operator, click on “Select”, and the “**Name**”, “**Country**” and “**ISO Code**” of the company are automatically filled inside the box.



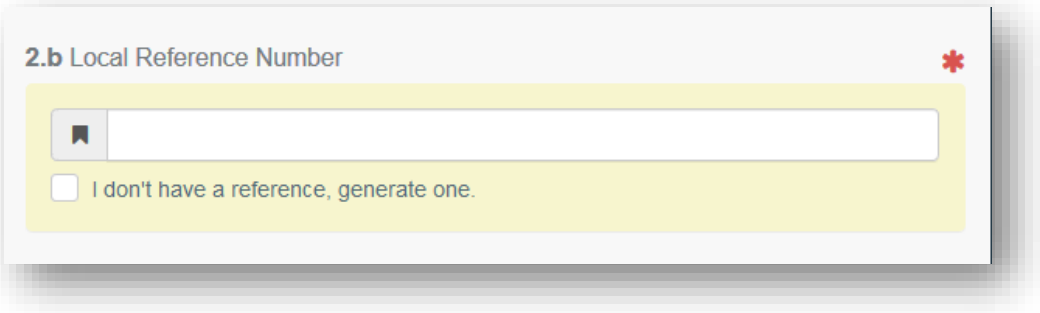
If the operator is not registered in the system, you have the option of creating a new operator. To do so, click on "**Advanced search**". Search for the operator you need, and if you do not find it, the green option "+create new operator" becomes available.



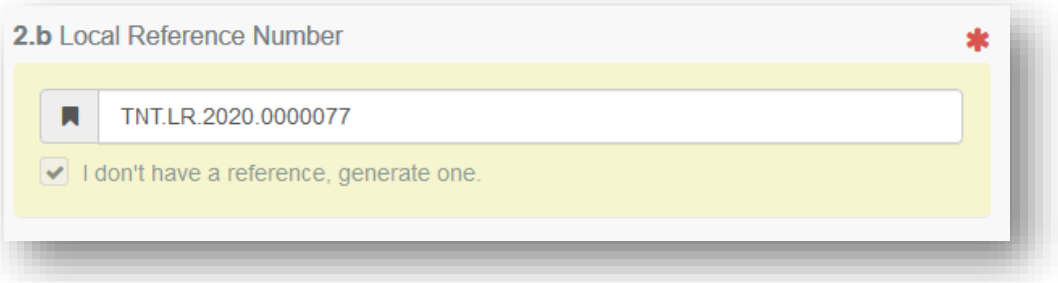
It is also possible to click on "**Edit**" and modify the content of the Box or to clear it completely and select another consignor/exporter by clicking on the "**Clear**" button.



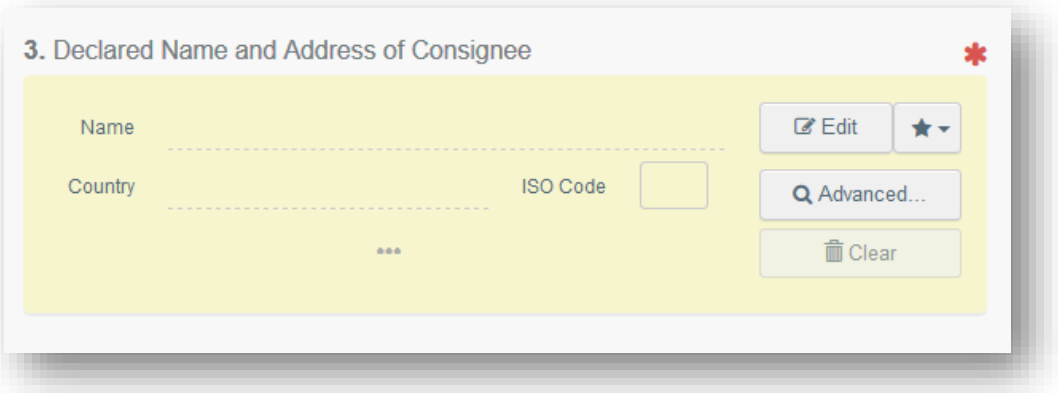
Box 2.b - Local reference number:



This is a free text box. You can type a reference number assigned to the certificate by your company, or at national level, if any. If you do not have any, tick the box "I don't have a reference, generate one". This option will generate automatically a unique Local reference number for the certificate you are creating.

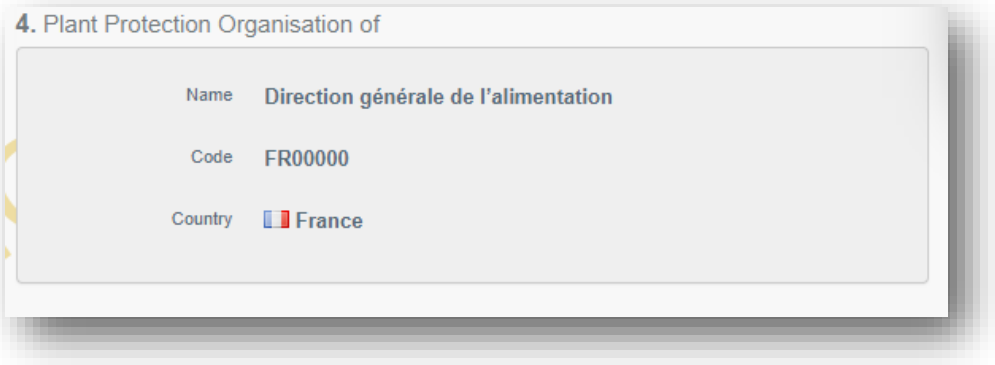


Box 3 – Declared name and address of the consignee:



To complete this box, follow the procedure described for Box 1.

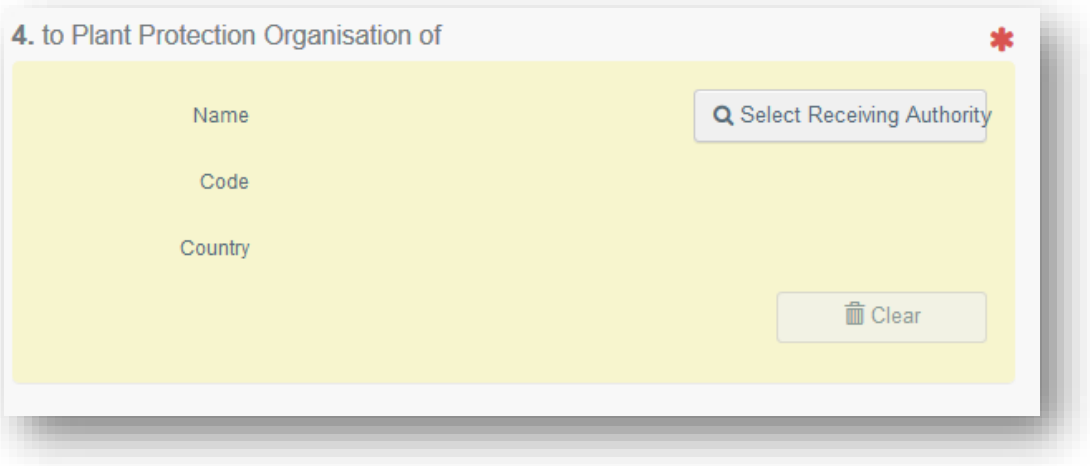
Box 4 – Plant protection organisation of:



This is the NPPO that will take the decision on the consignment and will validate/reject the phytosanitary certificate you are creating.

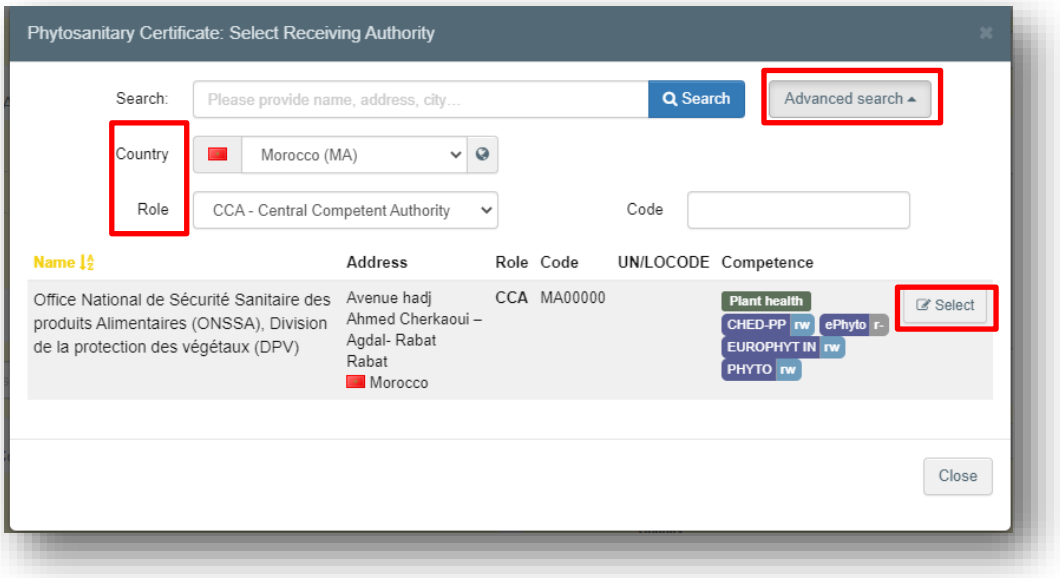
It is automatically completed on the basis of the Country of the operator selected in Box 1.

Box 4 – To plant protection organisation of:

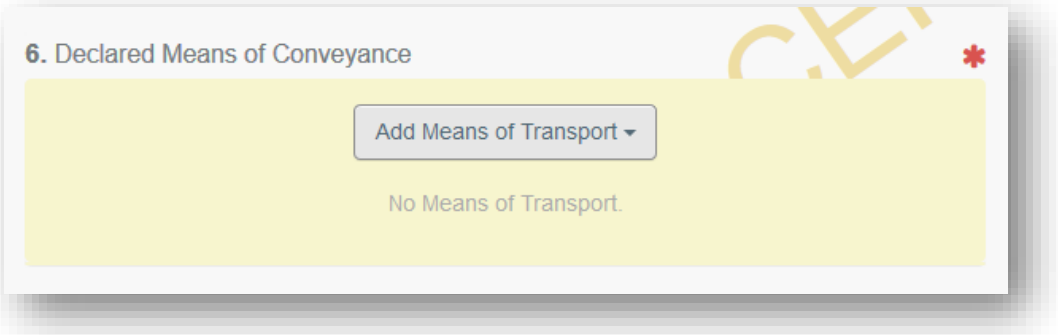


This is the NPPO of the Country where the consignment is going to be exported.

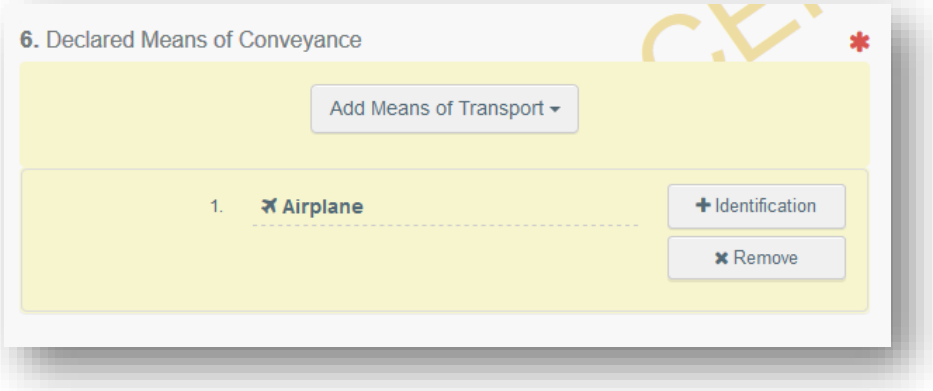
To complete the box, click on "Select receiving authority" and from the advanced search, select the Country and the role (CCA). Click on Select and the Box will be completed with the details of the NPPO.



Box 6 – Declared means of conveyance:

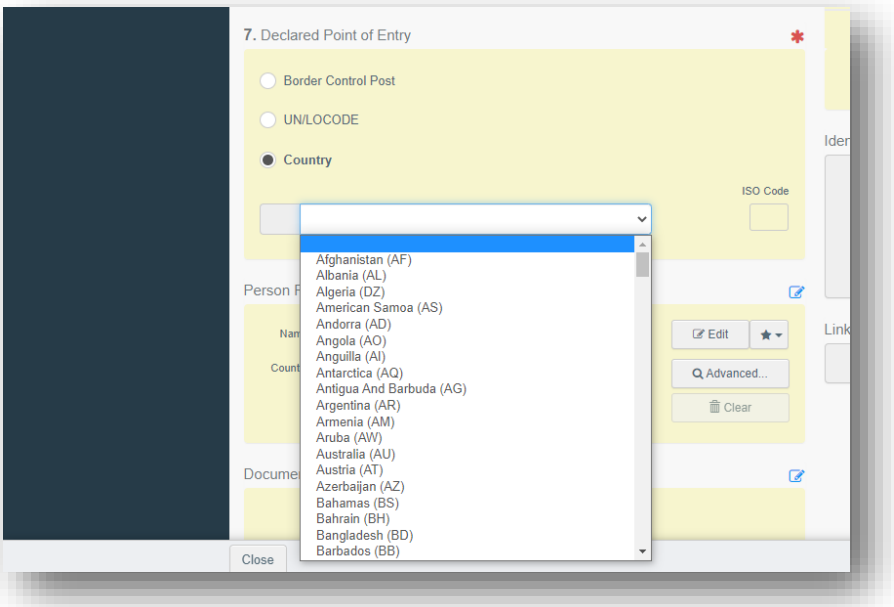


To complete this box, click on “Add means of transport” and select the type of transport.



As an option, additional information about the transportation can be filled by clicking the "+Identification" option. Please note more "means of transport" can be added by repeating this process.

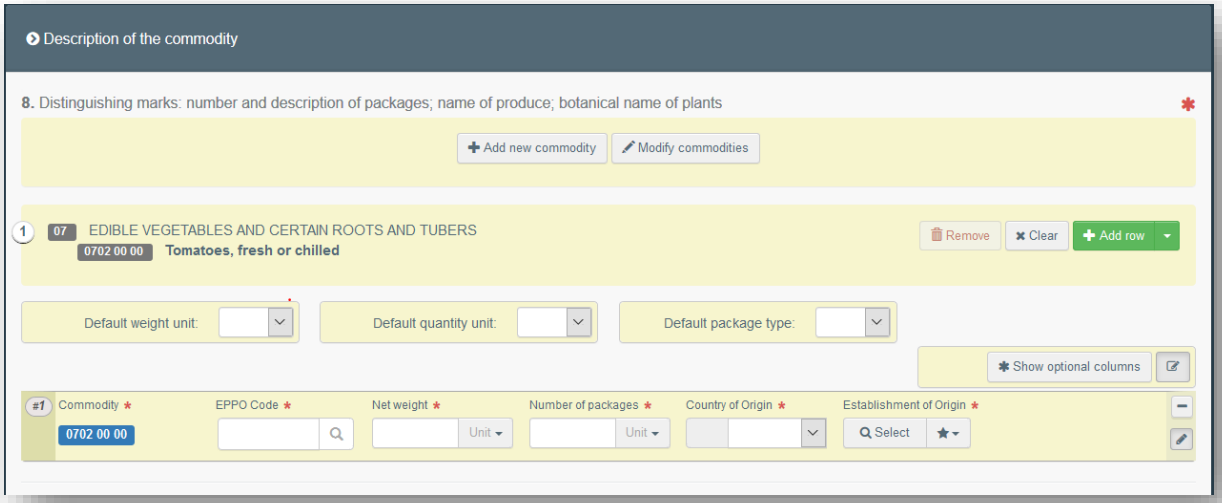
Box 7 – Declared point of entry:



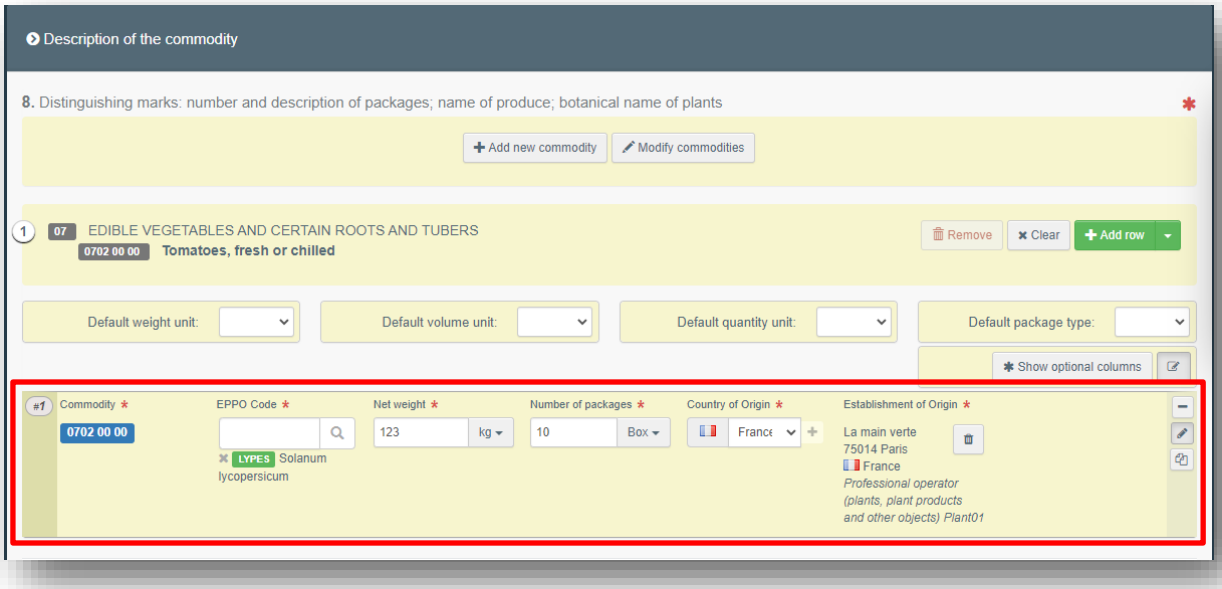
To complete this Box, choose the option country.

> **Note:** the Border Control Post option is not valid for PHYTO for export documents

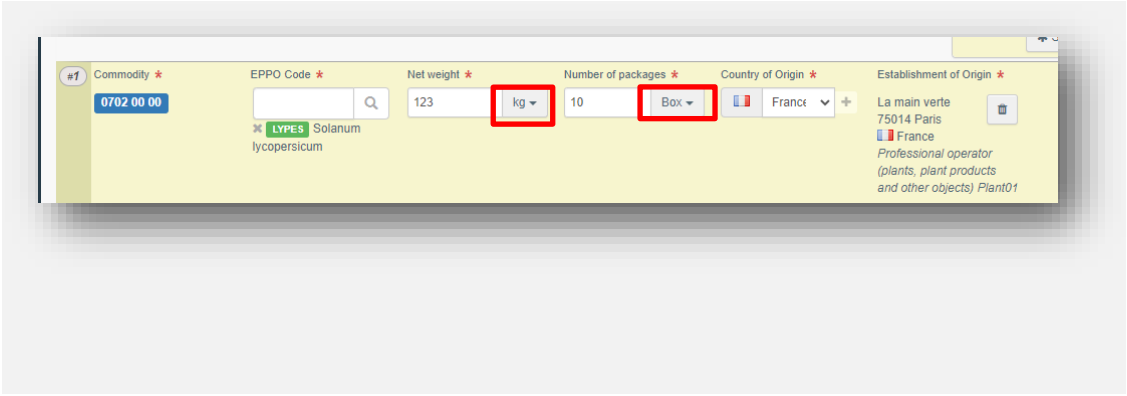
Box 8 - Description of the commodity:



Fill in the mandatory information (EPPO code, Net weight, Number of packages, Country of origin and Establishment of origin):

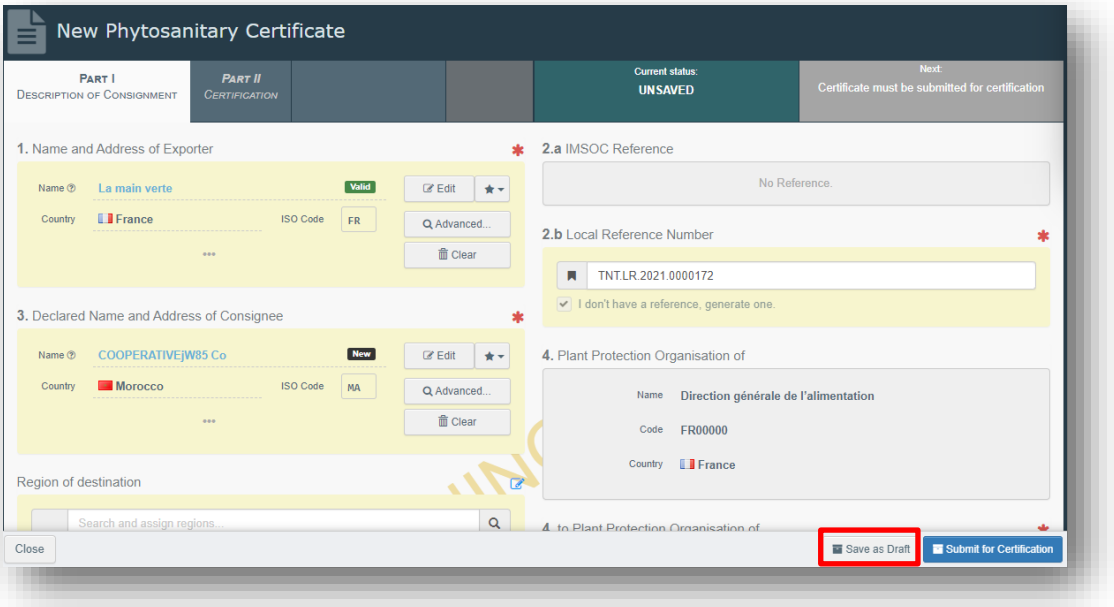


> **Note:** in the Net weight and Package count boxes, do not forget to specify the unit!



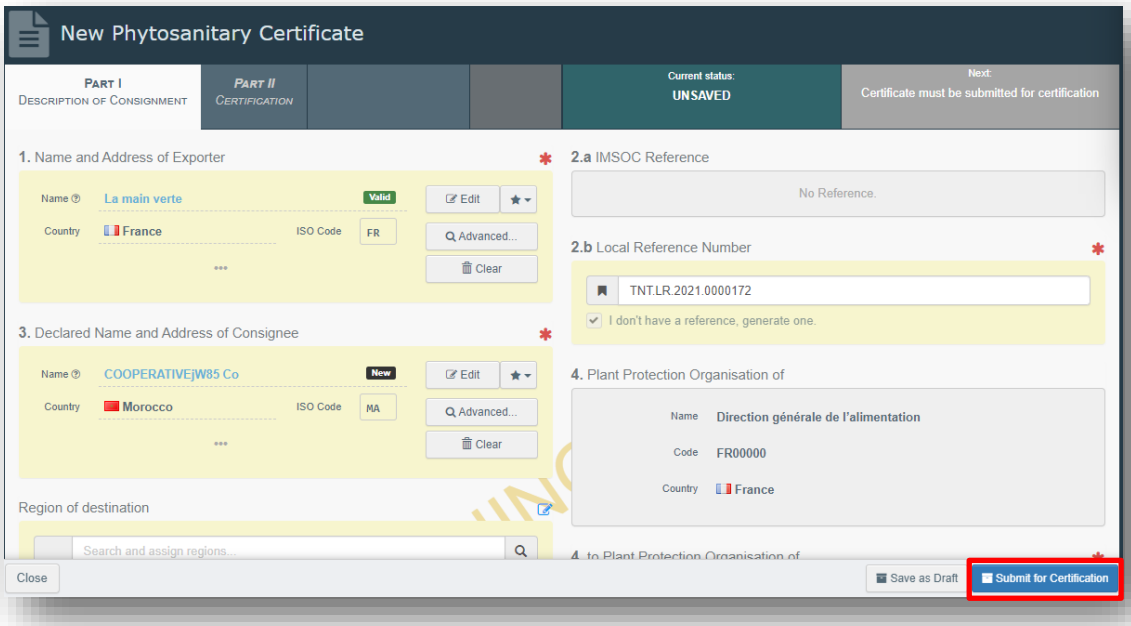
You have now completed all the mandatory boxes, and **you can submit the phytosanitary certificate** to the NPPO indicated in Box 4.

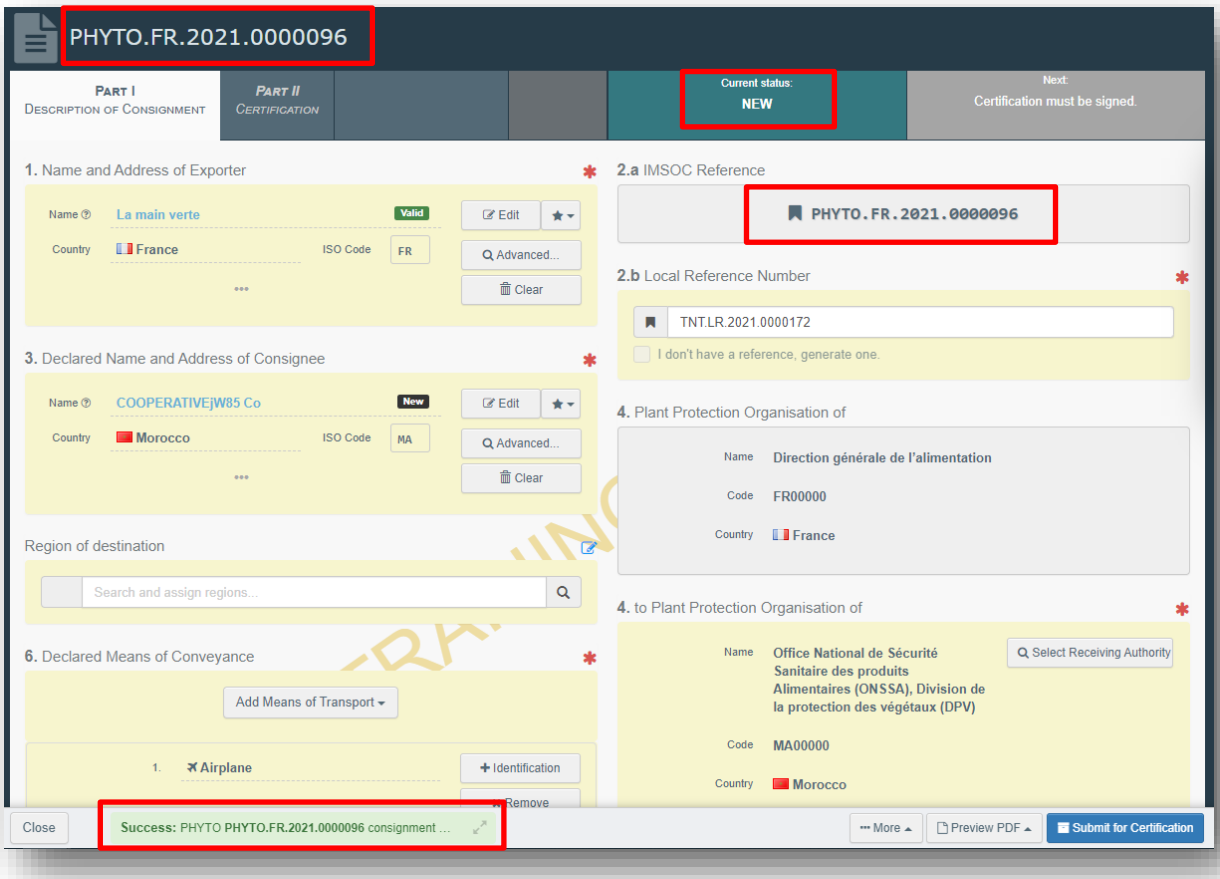
If you are not ready yet to submit the certificate to the authority, you can **save it as draft**. The certificate will be saved in the system and you will be able to access it in the future to complete it.



The draft will be visible to you, but not to the Authority.

If you are ready to submit the certificate, at the bottom right of the page, click on “Submit for certification”:

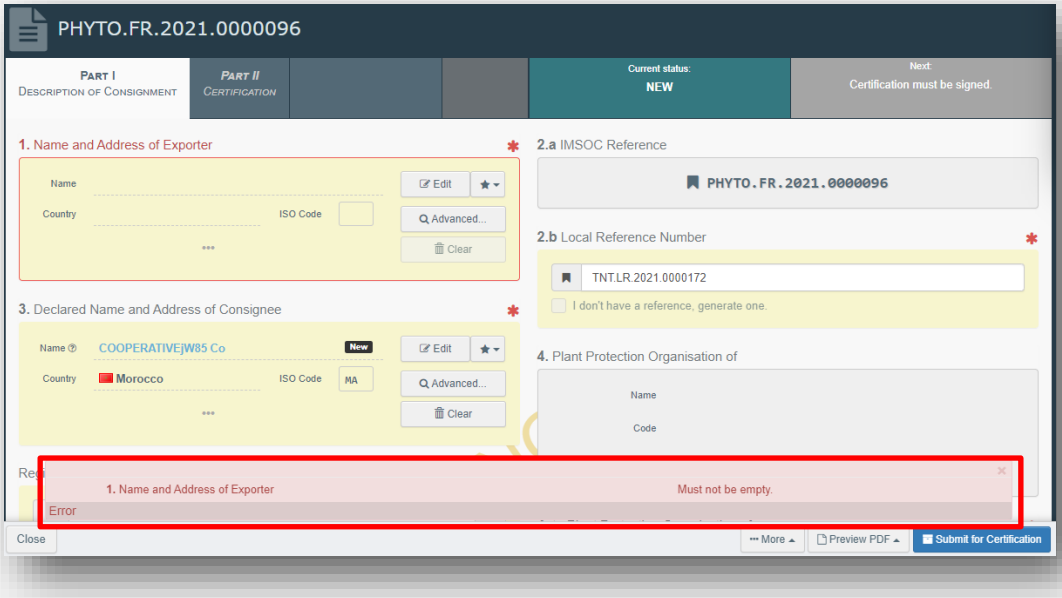

New Phytosanitary Certificate
Part I
Description of Consignment
Part II
Certification
Current status:
UNSAVED
Next:
Certificate must be submitted for certification
1. Name and Address of Exporter
Name
La main verte
Valid
Edit
Country
France
ISO Code
FR
Advanced...
Clear
2.a IMSOC Reference
No Reference.
2.b Local Reference Number
TNT.LR.2021.0000172
I don't have a reference, generate one.
3. Declared Name and Address of Consignee
Name
COOPERATIVEjW85 Co
New
Edit
Country
Morocco
ISO Code
MA
Advanced...
Clear
4. Plant Protection Organisation of
Name
Direction générale de l'alimentation
Code
FR00000
Country
France
Region of destination
Search and assign regions...
Close
Save as Draft
Submit for Certification


PHYTO.FR.2021.0000096
Part I
Description of Consignment
Part II
Certification
Current status:
NEW
Next:
Certification must be signed.
1. Name and Address of Exporter
Name
La main verte
Valid
Edit
Country
France
ISO Code
FR
Advanced...
Clear
2.a IMSOC Reference
PHYTO.FR.2021.0000096
2.b Local Reference Number
TNT.LR.2021.0000172
I don't have a reference, generate one.
3. Declared Name and Address of Consignee
Name
COOPERATIVEjW85 Co
New
Edit
Country
Morocco
ISO Code
MA
Advanced...
Clear
4. Plant Protection Organisation of
Name
Direction générale de l'alimentation
Code
FR00000
Country
France
Region of destination
Search and assign regions...
6. Declared Means of Conveyance
Add Means of Transport
1.
Airplane
Identification
Remove
4. to Plant Protection Organisation of
Name
Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV)
Select Receiving Authority
Code
MA00000
Country
Morocco
Close
Success: PHYTO PHYTO.FR.2021.0000096 consignment ...
More
Preview PDF
Submit for Certification

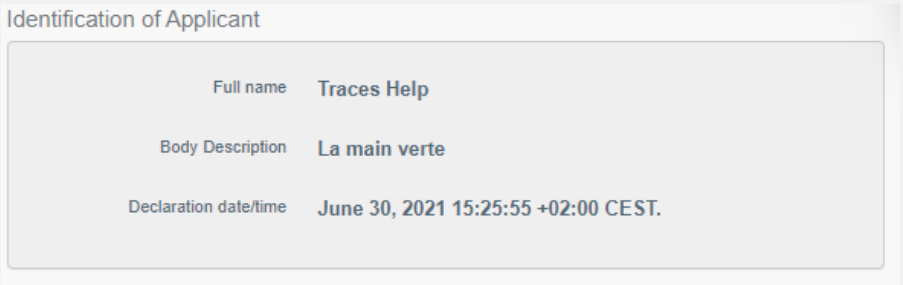
You will receive a green message of confirmation. The certificate will now have a unique IMSOC reference number automatically assigned by TRACES and it will be in status “New”. It will be visible to the Authority that will be in charge of certifying it.

You have successfully completed PART I of the PHYTO for export!

Note: if some of the boxes have been completed incorrectly, an “Error” message will appear at the bottom of the page. If you click on the expand sign you will be able to read the message in detail. When you click on each of the messages, you will be redirected to the relevant box and field(s) that require modification.

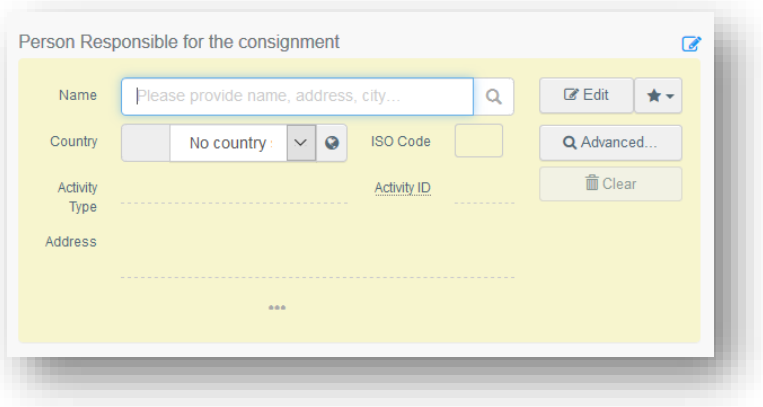


Note: Box Identification of the applicant will be automatically completed by the system after the submission of the certificate:



Optional boxes:

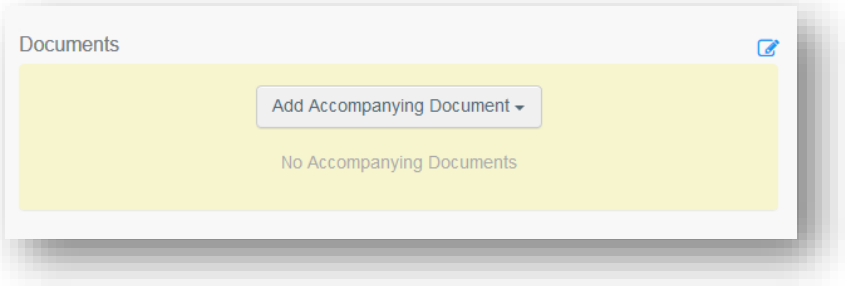
Box Person responsible for the consignment:



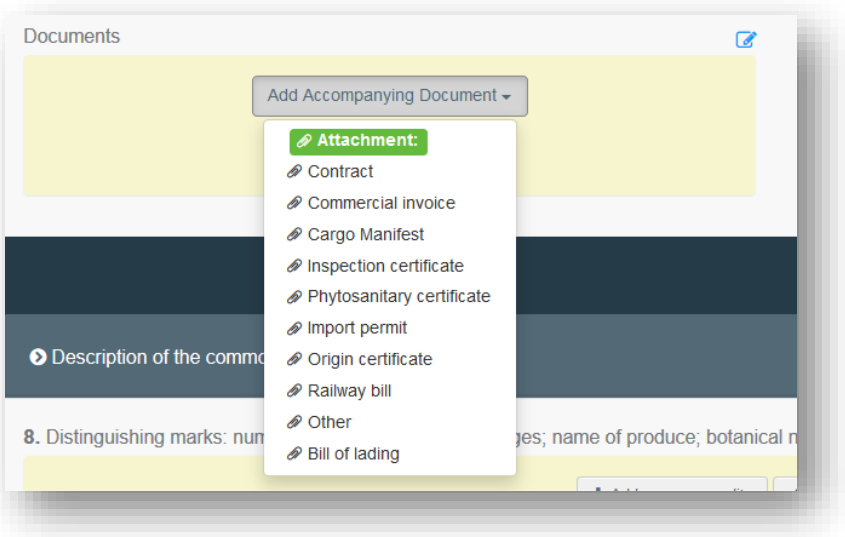
If you have this information, you can complete this box with the operator in charge of the goods at the border. To complete the box, follow the procedure described for Box 1.

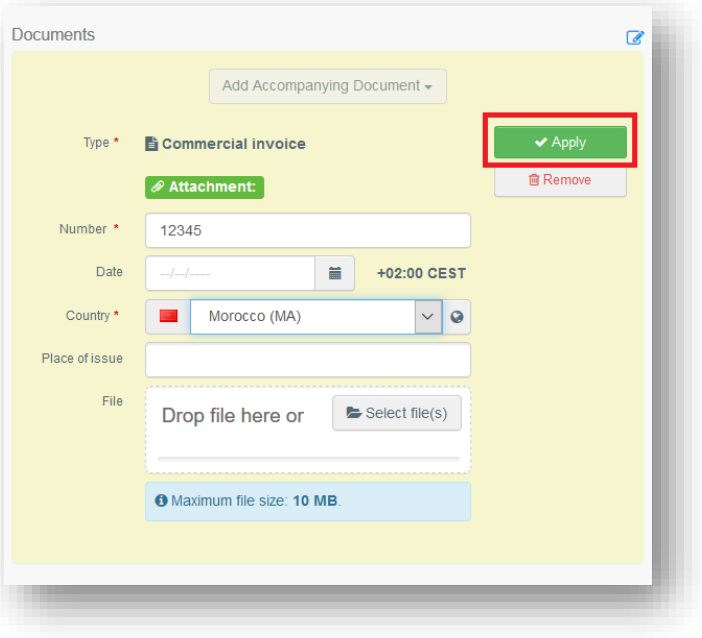
> **Note:** RFC operators are EU operators with a valid activity verified by their responsible authority

Box Documents:

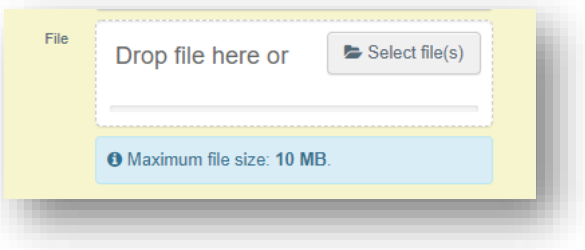


If any, you can insert here the details of any accompanying documents. Click on "Add Accompanying Document" and select the type of document to add from the drop down list. Insert the "**Number**" and "**Country**", and then click on **"✓ Apply**".

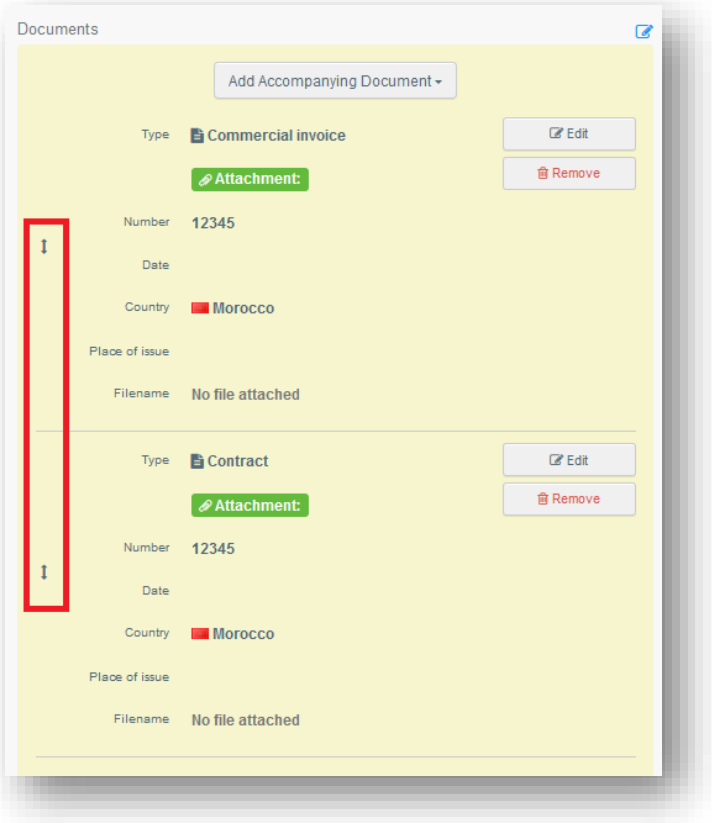




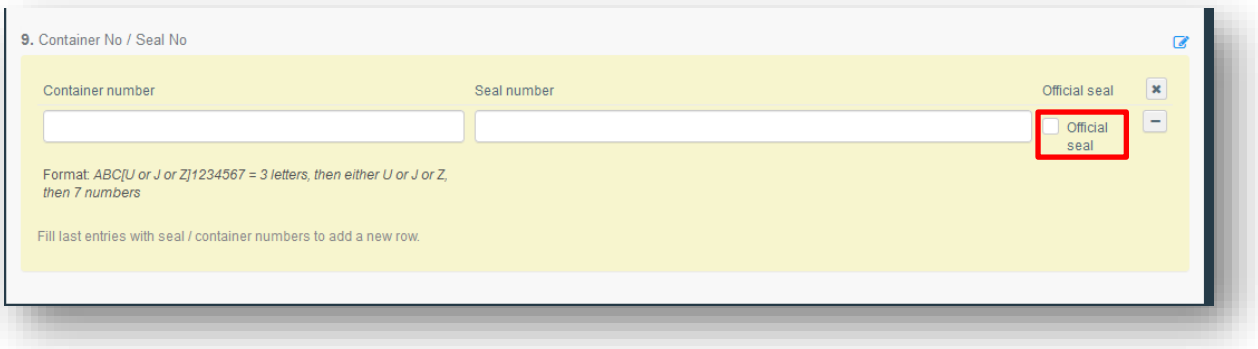
You also have the option to attach a file with a maximum size of 10MB.



Note: 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. Please note only the reference of the document in the first position will be printed in the final PDF.



Box Container No/ Seal No:



If you have this information, type the container and/or seal number in the free text field.

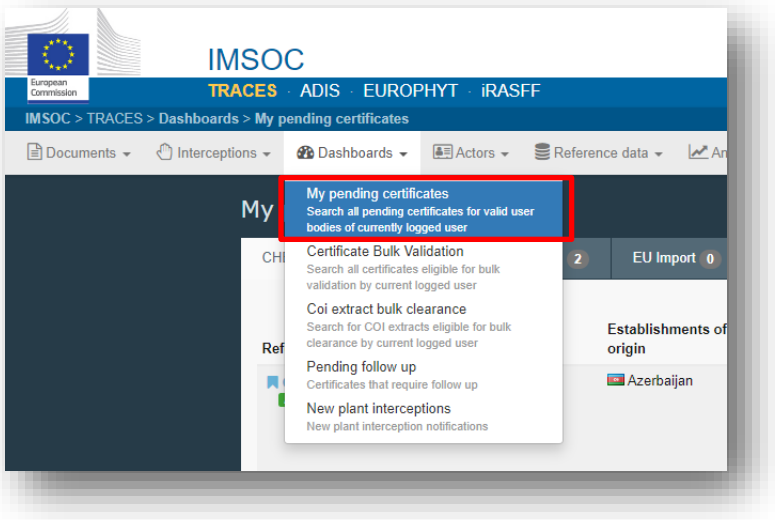
If there is an official seal, tick the option “Official seal”.

As Authority

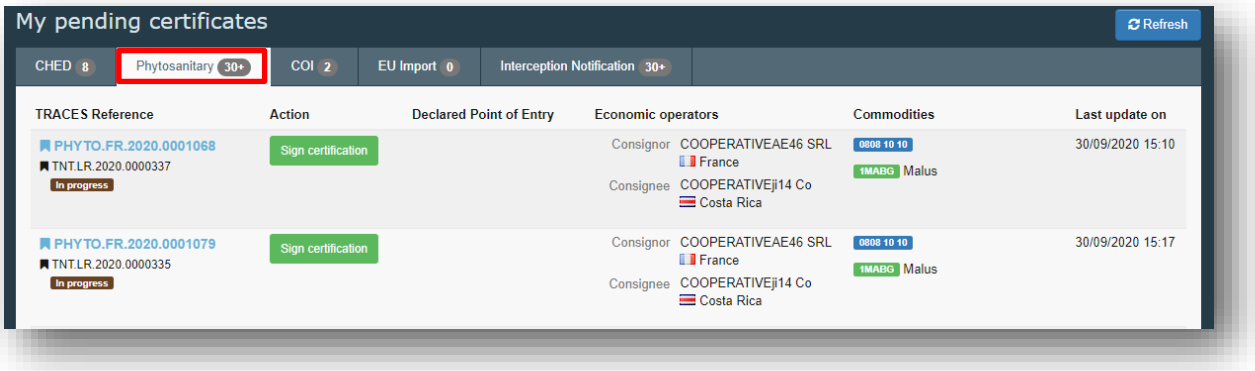
Part I

To complete Part I, please follow the steps as described in the Operators' section.

To find the Parts I submitted by the exporter, please go to "**My pending certificates**" in your Dashboards' options.

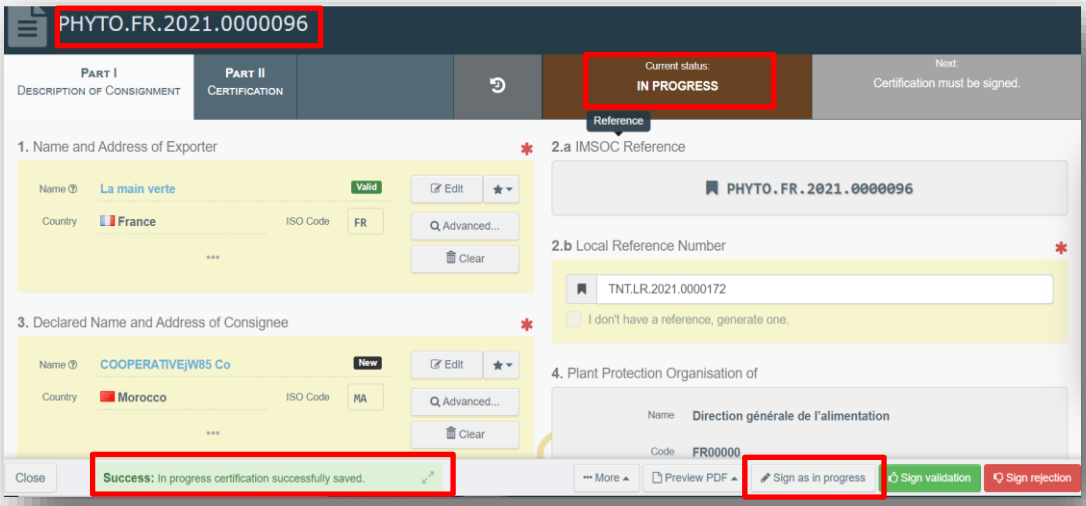


Select the "Phytosanitary" tab to display the pending PHYTOs of your organization. They appear in a reverse chronological order from the oldest to the newest certificates.



> **Note:** as authority, at the bottom of the page you will not have the button "Save as draft" and "Submit for decision". This step is not required for you.
>
> You can "Sign as in progress" or go directly to the Validation/Rejection step.

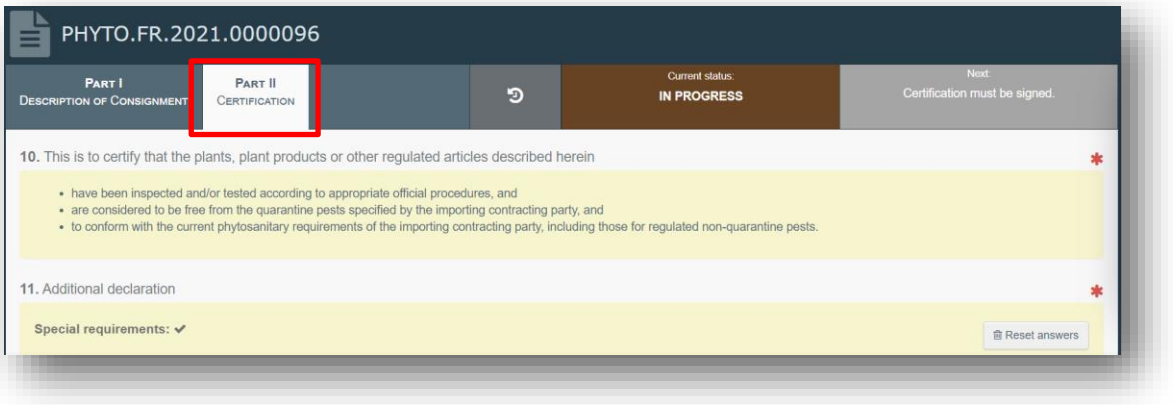
Sign as in progress will save the certificate in the system and you will be able to access it in the future to complete it. The certificate will be in status “In progress”, so that it will be automatically assigned by the system the IMSOC reference and will not be editable anymore by the operator.



Part II

*Mandatory boxes *:*

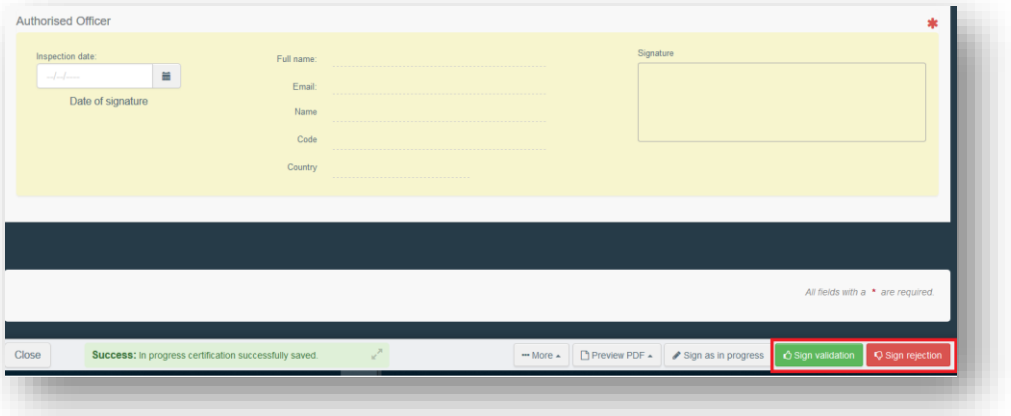
Once Part I is completed, go to Part II – Certification:



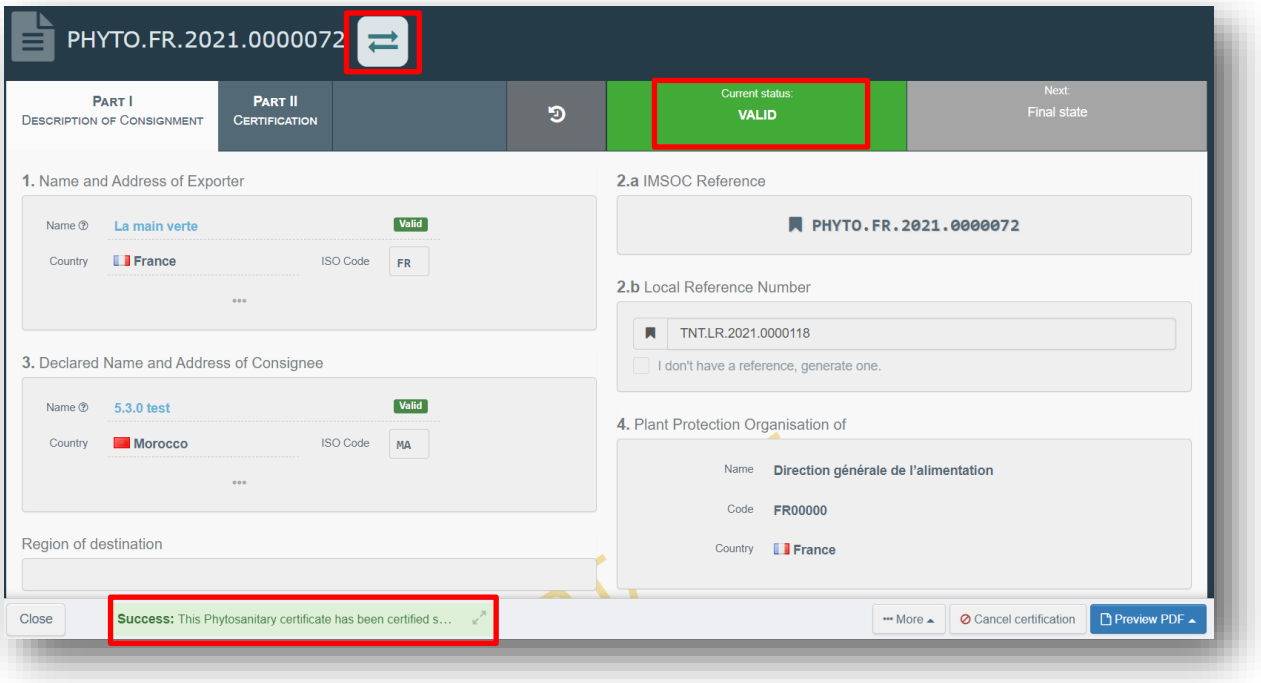
Read Box 10 and then go to Box 11 - Additional declaration.

Complete the free text box with the appropriate information.

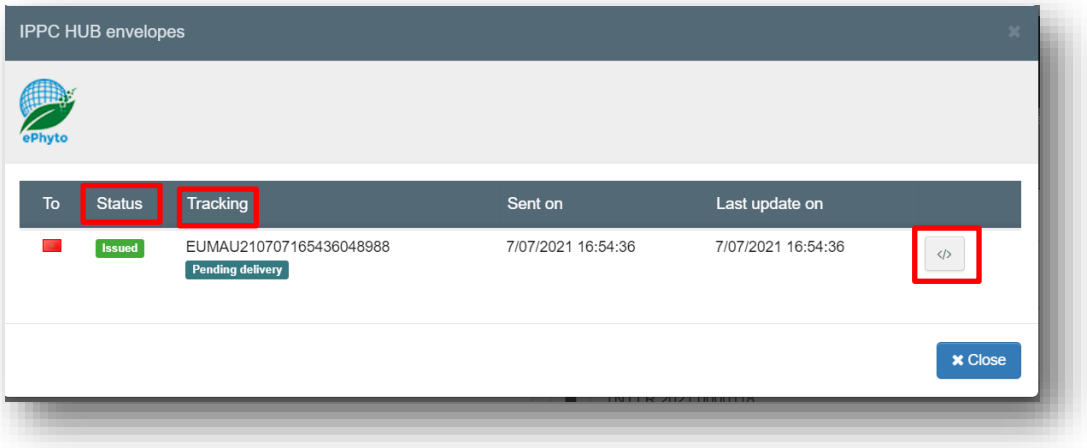
After the completion of the Additional declaration Box, you can either Validate or Reject the certificate clicking on the buttons at the bottom of the page.



If you validate the certificate, it will be in status Valid and it will be visible to the receiving authorities mentioned in Part I.



There is an icon next to the PHYTO number. By clicking on it, the tracking information with the IPPC Hub will be displayed.



The status depends on the issuing EU country. It is either issued, withdrawn of replaced.

The tracking system (available for 6.0.0) will allow the user to know if the ePhyto has been delivered to the HUB or not. The user does not need to print and sign the PDF if the ePhyto has been correctly issued, as the XML will be signed and submitted to the third country. The e-seal will be sent to the Hub so that the third country inspectors can verify the authenticity of the document. For more information about the e-seal, please copy paste the link below: https://ec.europa.eu/food/animals/traces_en#electronic-certification.

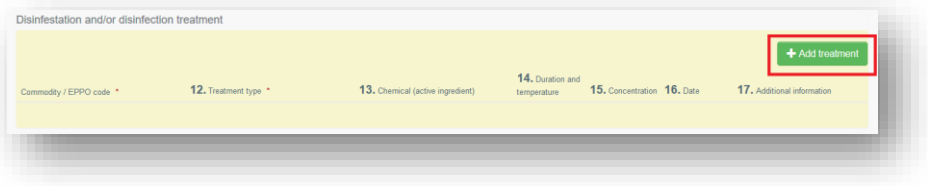
The XML issued can be downloaded by clicking the icon on the right.

The box “Authorised Officer” in Part II will be automatically completed after Validation/Rejection with the details of the Authority who is signing the certificate:

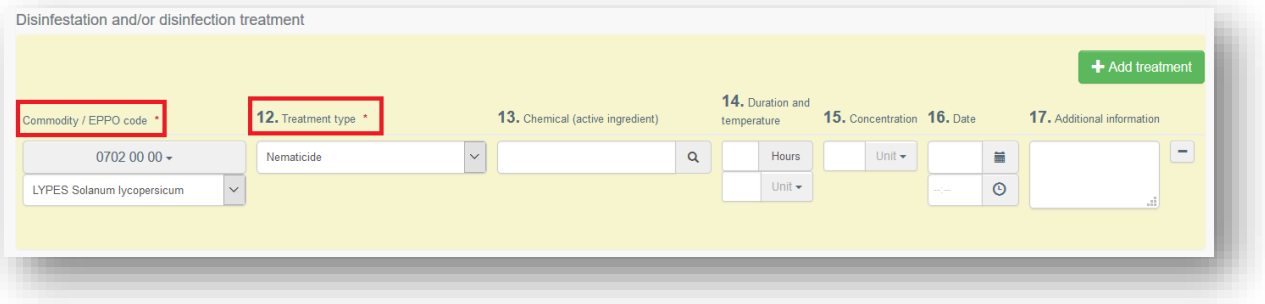
You have successfully completed PART II of the PHYTO!

Optional boxes:

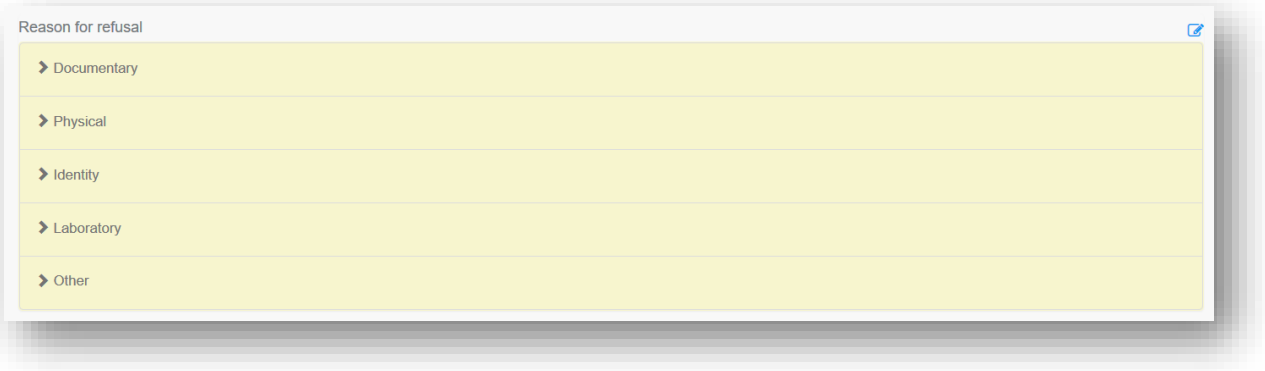
Box Disinfestation and/or disinfection treatment:



Click on "+ Add treatment" and insert in this box the details of the treatment, if any. Commodity/EPPO code and treatment type are mandatory information.

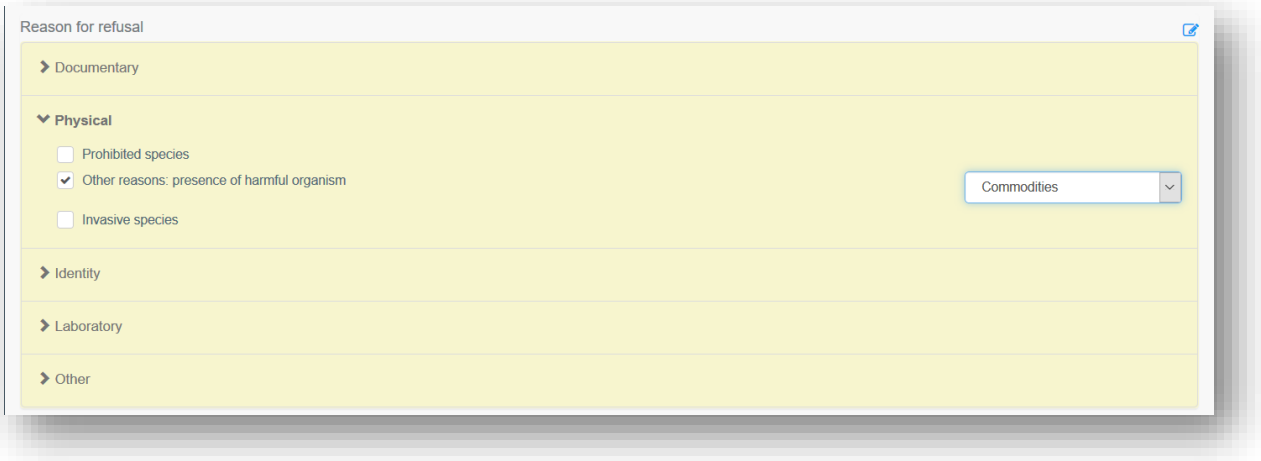


Box Reason for refusal:

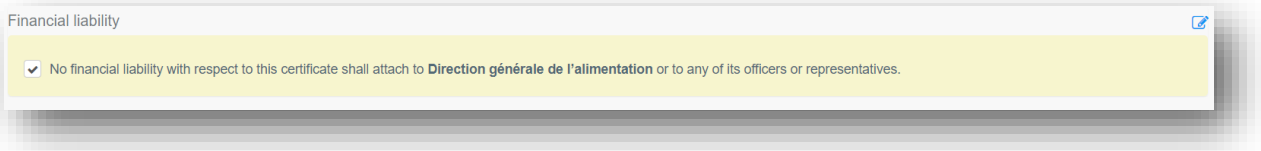


If the certificate is to be rejected, you need to provide here the information on the rejection.

Click on the reason to expand the field and see the options:



Box Financial liability:



Tick this box if relevant.

Functionalities

Copy as new*:* this functionality allows the user to initialise a new PHYTO from an existing one. All the information in PART I of the PHYTO that is being copied will be kept in the new Document. The only information that will need to be inserted are the "Declared means of conveyance" and the "Local reference number". All the information can be modified. This functionality allows to save time when creating a new document if the majority of the information are the same in both the PHYTOs. Both operators and Authorities can use this functionality.

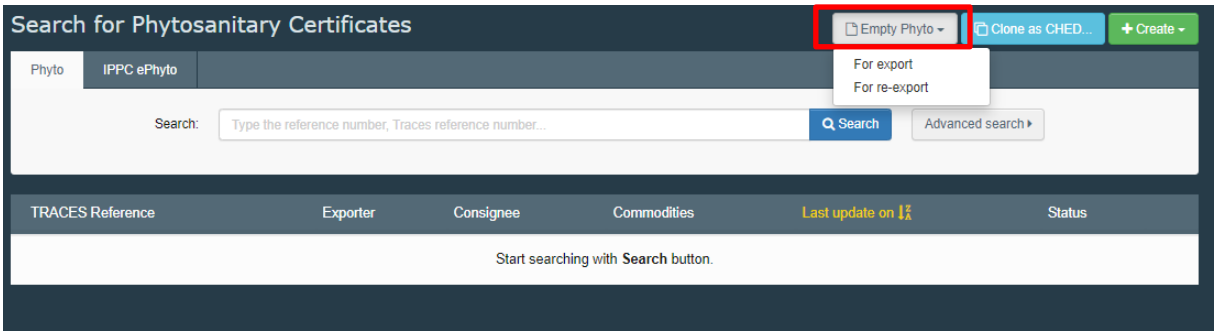
Save as Draft**:** the operator clicks on "Save as draft" and the progress the user made in the completion of the document is saved. The user can exit the page, start a new document etc. He/she will be able to come back to the PHYTO started earlier and continue working on it or modify it. (the IMSOC reference is as follows: DRAFT.PHYTO.2019.0000000)

Sign as In Progress*:* the authority accesses the PHYTO and clicks on "Sign as in progress". All the progress made is saved. The operator can still access the PHYTO but can no longer modify PART I. When the PHYTO is "in progress", the information in the document is saved and can be modified by the authority at any time until the PHYTO is in a "final status" (validated, rejected).

Replace*:* this functionality allows the authority to replace a validated PHYTO with a new one. (inside the PHYTO → button "More" → "Replace"). A new PHYTO will be generated in the system and all the information contained in PART I of the replaced PHYTO will be kept in the new one, whereas PART II needs to be completed from scratch. All the information in PART I can be modified. The two documents will be linked, but the replacement PHYTO is the one with legal value.

Cancel certification*:* the authority inside the PHYTO can cancel a "Validated" PHYTO. (Inside the PHYTO ➔ "Cancel certification"). The cancelled PHYTO will not be replaced by a new one.

Empty Phyto for export pdf

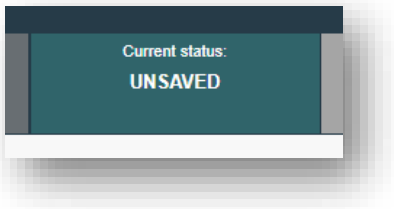


By selecting the empty Phyto option you will be able to print the template, e.g. in case you need to fill the paper Phyto too.

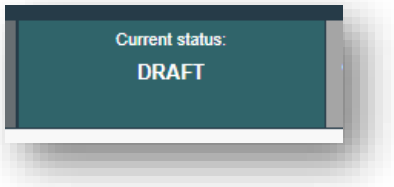
More about PHYTO

Status of the PHYTO:

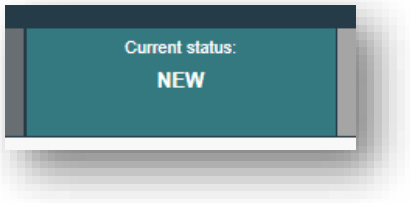
- ***Unsaved*:** the operator has just initialised the PHYTO and has not saved/submitted it yet. At this stage, if the user exits the page, all the progresses will be lost. The authority cannot see the PHYTO yet.



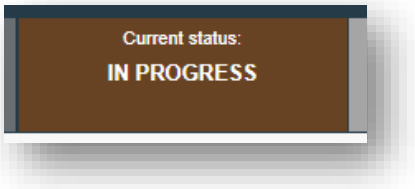
- ***Draft*:** the operator has clicked on the button "Save as draft".



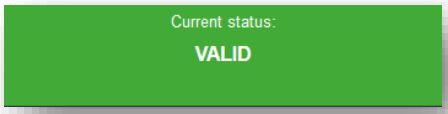
- ***New*:** the operator has completed PART I and the PHYTO has been submitted for decision to the Authority (button "Submit for Decision"). The Authority receives a notification, and is able to see and access the PHYTO in status "New". The Authority can modify PART I. The Operator can still access the PHYTO and modify PART I until the document is in status "In progress".



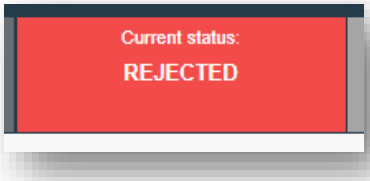
- ***In progress*:** the authority has clicked on the button "Sign as in progress". The PHYTO is now locked for editing for the operator. Only the authority can edit it.



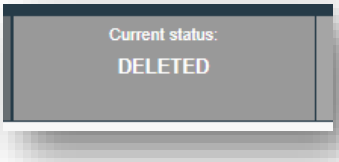
- ***Valid*:** The authority has signed for validation the PHYTO. The document cannot be modified anymore.



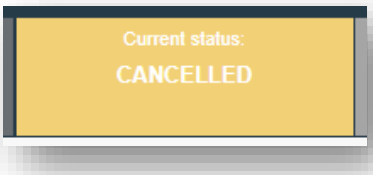
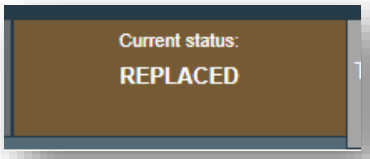
- ***Rejected*:** Some of the checks performed on the consignment are not satisfactory and the Authority has signed the rejection. The document cannot be modified anymore.



- ***Deleted*:** the document has been deleted. The Operator can "Delete" a PHYTO that is in status "Draft" or "New". The Authority can "Delete" a PHYTO in status "Draft", "New" or "In progress".



- ***Cancelled*:** the PHYTO in the final status "Validated" has been cancelled by the Authority who finalised it.



- ***Replaced*:** the "Validated" PHYTO has been replaced by a new one, which is the document that has legal value, by the Authority who finalised it.