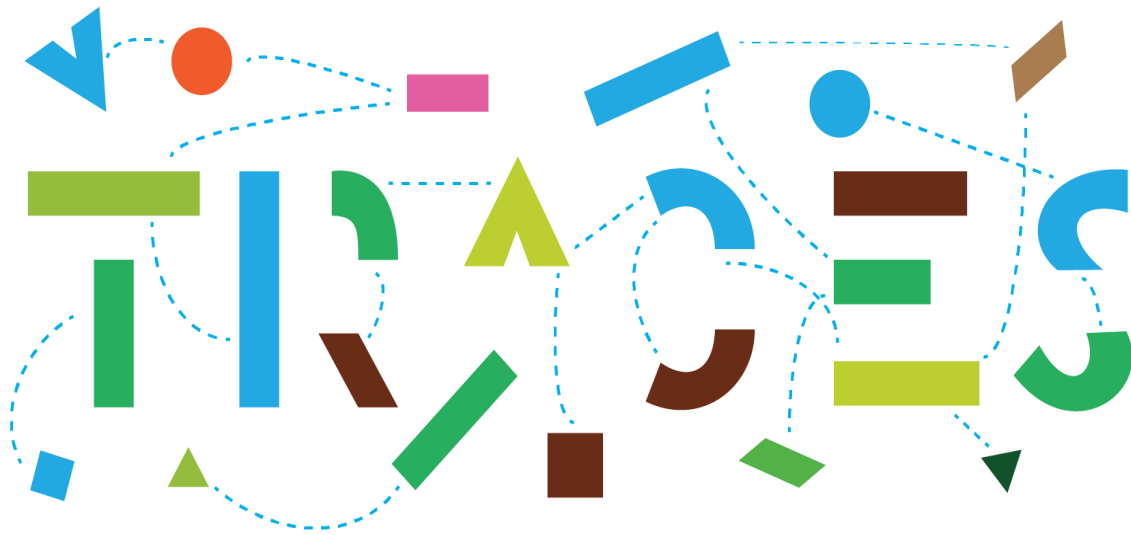




European  
Commission



# 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.

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## Glossary

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

## 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

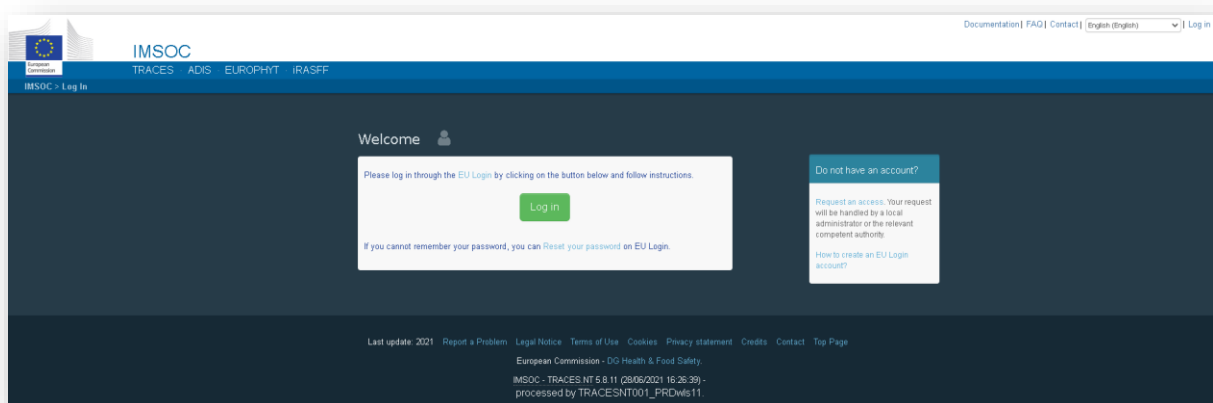
In order to access TNT, the user needs to create an EU Login Account. This account allows the user to access many services of the European Commission, amongst which TRACES, with one Username and Password.

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”).

## Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language  
English (en)

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

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

This website uses cookies. Learn more about the [European Commission's cookie policy](#) Close this message X

**EU Login**  
One account, many EU services

Where is ECAS?  English (en)

[Create an account](#)

## Create an account

[Help for external users](#)

First name

Last name

E-mail

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:

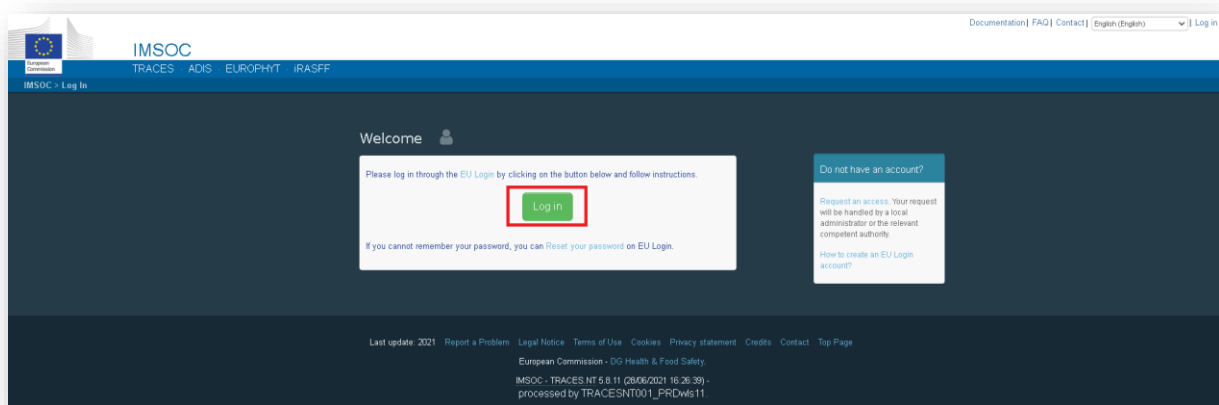
<https://webgate.ec.europa.eu/cas/contact.html>

## Request a Role and Activity in TNT

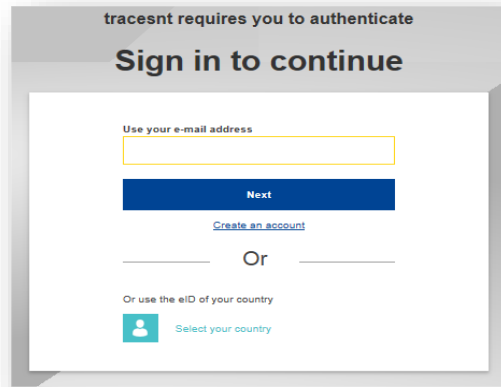
*If you already have a Role and Activity in TNT, please go directly to the next step.*

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

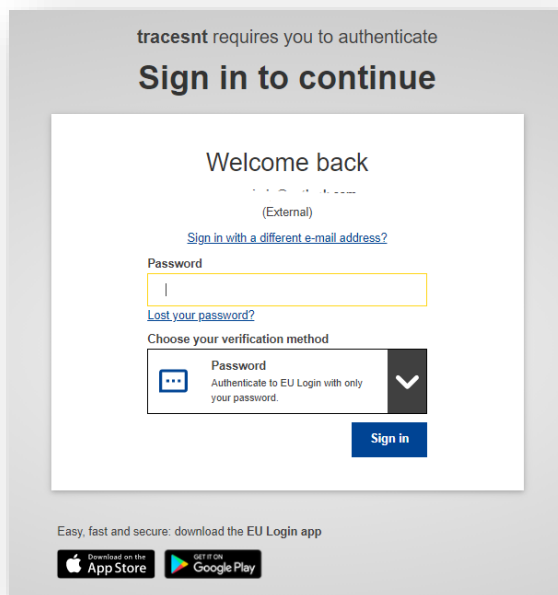
Return to the homepage of TRACES-NT (see link above) and click on the green button "Login into TRACES". You will be redirected to the EU Login access.



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.

Country: France (FR)  
Section: EU professional operators other than EU registered profes:  
Activity Type: Professional operators other than those referred to in Artic  
Search: Type business name, approval number... 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":

Country: France (FR)  
Section: EU professional operators other than EU registered profes:  
Activity Type: Professional operators other than those referred to in Artic  
Search: verte Search

| Name          | Address                                      | Activities  | Select                              |
|---------------|--|---|-------------------------------------|
| La main verte | 1 Rue de l'orchidée<br>75014 Paris<br>France | <ul style="list-style-type: none"><li>Professional operator (plants, plant products and other objects) (PLANTS) Valid</li><li>Professional operators other than those referred to in Article 45(1)(l) IMSOC (EUPQ) Valid</li><li>Responsible for the load (RFL) Valid</li></ul> | <input checked="" type="checkbox"/> |

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

Confirm authorisation request for **La main verte**

Optionally, you can provide some additional useful information.

Message

Email

Phone

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

Request authorisation

**i**

The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

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.

Operator
➤

Economic operators such as *particular businesses, stores, non-profit organisations...*

Need help to find out which kind of organisation you belong to?

Personal Information

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 Traces Help

Domain External

Username n006rubh

Email traceshelp@outlook.com

My account on EU Login

Change your Password at EU Login

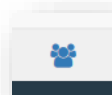
Update your Information at EU Login

Your Roles

Filter status  1 Requested  0 Suspended  0 Valid Request new role ▼

| Operator      | Details   | Status    |    |
|---------------|---|-----------|----|
| La main verte | <ul style="list-style-type: none"> <li>➤ Professional operator (plants, plant products and other objects) (PLANTS) Valid</li> <li>➤ Professional operators other than those referred to in Article 45(1)(l) IMSOC (EUPO) Valid</li> <li>➤ Responsible for the load (RFL) Valid</li> </ul> | Requested | 🗑️ |
| 75014 Paris   | France (FR)   |           |    |

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)



- 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”.

Plant health | EUPRO | EU professional operators other than EU registered professional operators

Identifier: 123-ABC \*

Professional operators other than those referred to in: [dropdown]

Activity Details:

- Valid From: [date picker] +02:00 CEST
- Valid to: [date picker] +02:00 CEST
- Publication date: [date picker] +02:00 CEST
- Application date: [date picker] +02:00 CEST

Address: Rue 12, 38670 Loire-sur-Rhône \*

Remarks: N/A

Add remark: [input field]

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

Confirm authorisation request for Traces operator test

Optionally, you can provide some additional useful information.

Message: [text area]

Email: [input field] name@domain.com

Phone: [input field] +32 02 123456

Buttons: Cancel, Send authorisation request

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

**Request authorisation**

**i**

The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

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.

Operator

Economic operators such as *particular businesses, stores, non-profit organisations...*

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

**Personal Information**

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

Domain  External

Username

Email

My account on EU Login

Change your Password at EU Login

Update your Information at EU Login

**Your Roles**

Filter status  1 Requested  0 Suspended  0 Valid Request new role

|                 |  |  |
|-----------------|--|--|
| <b>Operator</b> | <p><b>Traces operator test</b></p> <p>Professional operators other than those referred to in Article 45(1)(l) IMSOC (EUPO) <span style="float: right; font-weight: bold; color: red;">Requested</span></p> <p>71150 Paris-IHôpital</p> <p> France (FR)</p> | <div style="border: 1px solid #ccc; padding: 2px 5px; width: fit-content; margin: 0 auto;">New</div> |
|-----------------|--|--|

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:

The screenshot displays the 'Operator Details' and 'Addresses' sections of a web application. The 'Operator Details' section includes fields for Name (Traces operator test), Country (France (FR)), and Phone (123456789). The 'Addresses' section shows a list of addresses, with the first one selected, displaying Region (Saône-et-Loire / Bourgogne-Franche-Comté / Metropolitan France), City (71150 Paris-l'Hôpital), and Address (Rue 12).

Below these sections, there is a 'Plant health' section with a breadcrumb 'EUPD EU professional operators other than EU registered professional operators'. The main content area shows an 'Identifier' field with '123-ABC' and a '+ Add Activity' button. A dropdown menu is open, showing 'Professional operators other than those referred to in Article 45(1)(i) IMSOC' with a 'New' status. Underneath, there are sections for 'Activity Details', 'Address' (Rue 12, 71150 Paris-l'Hôpital), and 'Responsible Authorities'.

The 'Responsible Authorities' section contains a table with the following data:

| Name                                 | Address  | Role | Code    |
|--------------------------------------|--|------|---------|
| Direction générale de l'alimentation | 251 rue de Vaugirard<br>75732 Paris Cedex 15<br>France | CCA  | FR00000 |

At the bottom of the page, a second screenshot shows the same interface but with the 'Valid' status next to the 'Professional operators other than those referred to in Article 45(1)(i) IMSOC' dropdown option highlighted with a red box.

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](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”.

Request authorisation

**You currently do not have any role allowing you to access the application.**

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.

- Operator**  
Economic operators such as *particular businesses, stores, non-profit organisations...*
- 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,*
- Appointed Veterinary Offices**  
Description
- 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?

**Personal Information**

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

Domain

Username

Email

[My account on EU Login](#)

[Change your Password at EU Login](#)

[Update your Information at EU Login](#)

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.

Select an authority Request authorisation

Country

Role

Competence

Authority Name

| Name                                 | Full Address  | Role | Competence  | Code    | Select all                      |
|--------------------------------------|---|------|---|---------|---------------------------------|
| Direction générale de l'alimentation | 251 rue de Vaugirard<br>75732 Paris<br>Cedex 15<br>France | CCA  | <input type="checkbox"/> CHED-A <input type="checkbox"/> CHED-D <input type="checkbox"/> CHED-P <input type="checkbox"/> CHED-PP <input type="checkbox"/> COI <input type="checkbox"/> COI Extract <input type="checkbox"/> ePhyto <input type="checkbox"/> EUROPHYT IN <input type="checkbox"/> EU IMPORT <input type="checkbox"/> INTRA <input type="checkbox"/> AJL <input type="checkbox"/> PHYTO | FR00000 | <input type="checkbox"/> Select |

**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:

| Name                                 | Full Address  | Role | Competence  | Code    | Select                              |
|--------------------------------------|---|------|---|---------|-------------------------------------|
| Direction générale de l'alimentation | 251 rue de Vaugirard<br>75732 Paris<br>Cedex 15<br>France | CCA  | CHED-A, CHED-D, CHED-P, CHED-PP, COI, COI Extract, ePhyto, EUROPHYTIN, EU IMPORT, INTRA, AJL, PHYTO | FR00000 | <input checked="" type="checkbox"/> |

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

Confirm authorisation request for **FR00000**

Optionally, you can provide some additional useful information.

Message

Email: name@domain.com

Phone: +32 02 123456

Cancel Send authorisation request

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



### Request authorisation

**i**

The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of your request for access.

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?

### Personal Information

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

Domain  External

Username

Email

My account on EU Login

Change your Password at EU Login

Update your Information at EU Login

### Your Roles

Filter status  1 Requested  0 Suspended  0 Valid Request new role ▾

| Authority   | Roles   | Status    |
|---|---|-----------|
| Direction générale de l'alimentation<br>CCA FR00000 | <div style="display: flex; flex-wrap: wrap; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">Animal By-Products</div> <div style="border: 1px solid #ccc; padding: 2px;">Feed and Food of Non-Animal Origin</div> <div style="border: 1px solid #ccc; padding: 2px;">Food</div> <div style="border: 1px solid #ccc; padding: 2px;">Organic</div> <div style="border: 1px solid #ccc; padding: 2px;">Plant health</div> <div style="border: 1px solid #ccc; padding: 2px;">Veterinary</div> </div> <div style="display: flex; flex-wrap: wrap; gap: 5px; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">CHED-A rw</div> <div style="border: 1px solid #ccc; padding: 2px;">CHED-D rw</div> <div style="border: 1px solid #ccc; padding: 2px;">CHED-P rw</div> <div style="border: 1px solid #ccc; padding: 2px;">CHED-PP rw</div> <div style="border: 1px solid #ccc; padding: 2px;">COI rw</div> <div style="border: 1px solid #ccc; padding: 2px;">COI Extract rw</div> <div style="border: 1px solid #ccc; padding: 2px;">sPhyto fr</div> <div style="border: 1px solid #ccc; padding: 2px;">EUROPHYT IN rw</div> <div style="border: 1px solid #ccc; padding: 2px;">EU IMPORT fr</div> <div style="border: 1px solid #ccc; padding: 2px;">INTRA rw</div> <div style="border: 1px solid #ccc; padding: 2px;">AJL rw</div> <div style="border: 1px solid #ccc; padding: 2px;">PHYTO rw</div> </div> <div style="display: flex; flex-wrap: wrap; gap: 5px; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">Onward transportation facility</div> <div style="border: 1px solid #ccc; padding: 2px;">Specially approved customs warehouse</div> <div style="border: 1px solid #ccc; padding: 2px;">Control point</div> <div style="border: 1px solid #ccc; padding: 2px;">Free zone</div> <div style="border: 1px solid #ccc; padding: 2px;">Place of loading</div> </div> <p>75732 Paris Cedex 15<br/>France (FR)</p> | Requested |

**Note:** if you are the first user of the Authority, you must send an email to [sante-traces@ec.europa.eu](mailto: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.

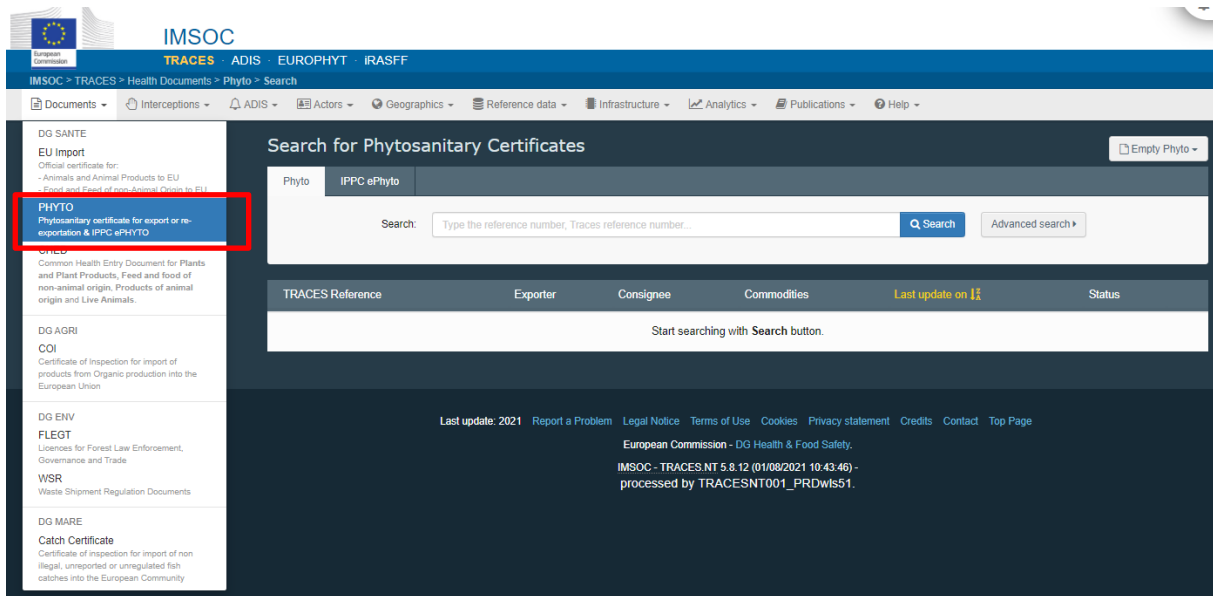
If you are not the first user of the Authority, your colleagues with admin rights will validate your request.

# Create a PHYTO for export

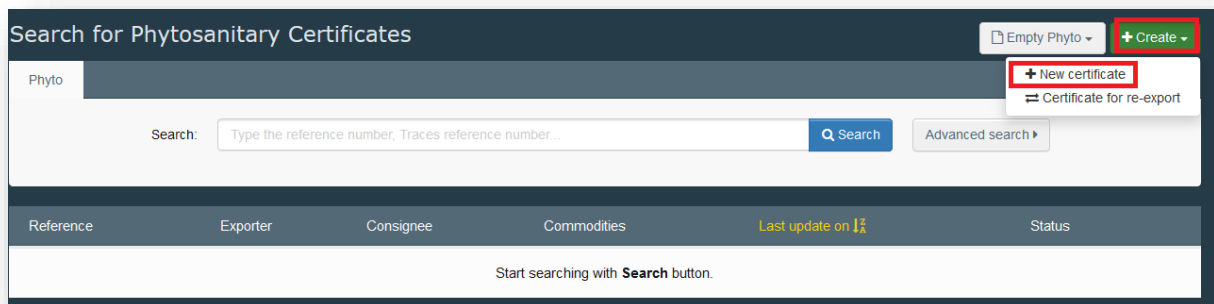
## As Operator

### Part I

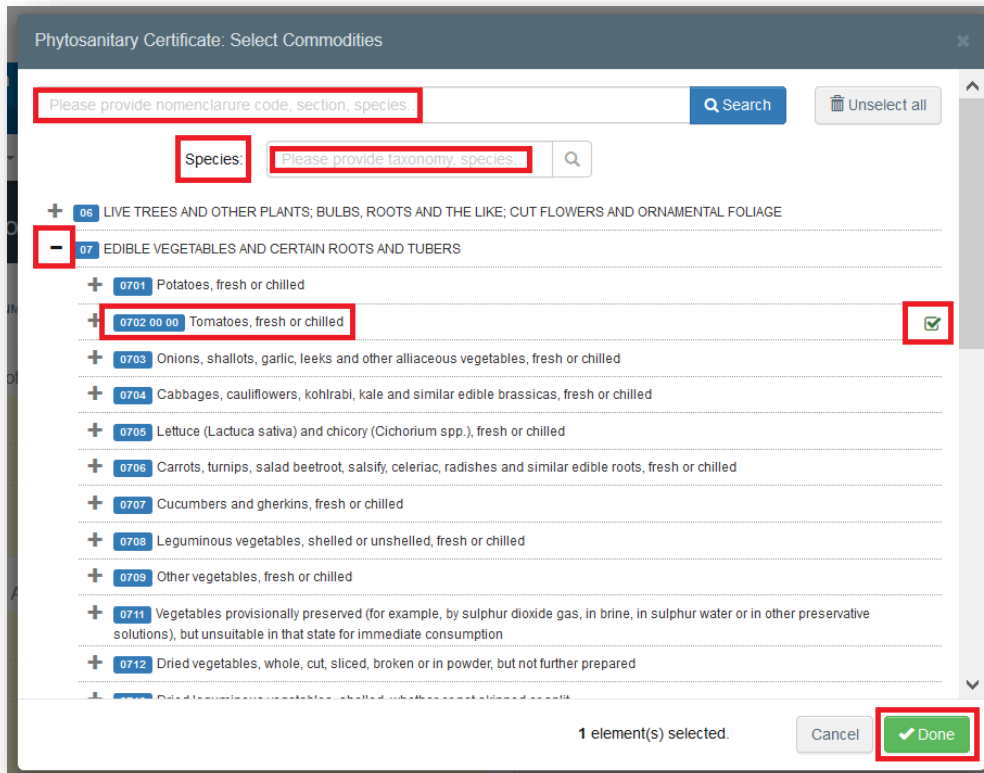
To create a PHYTO for export in TNT, from the Menu Documents, click on PHYTO:



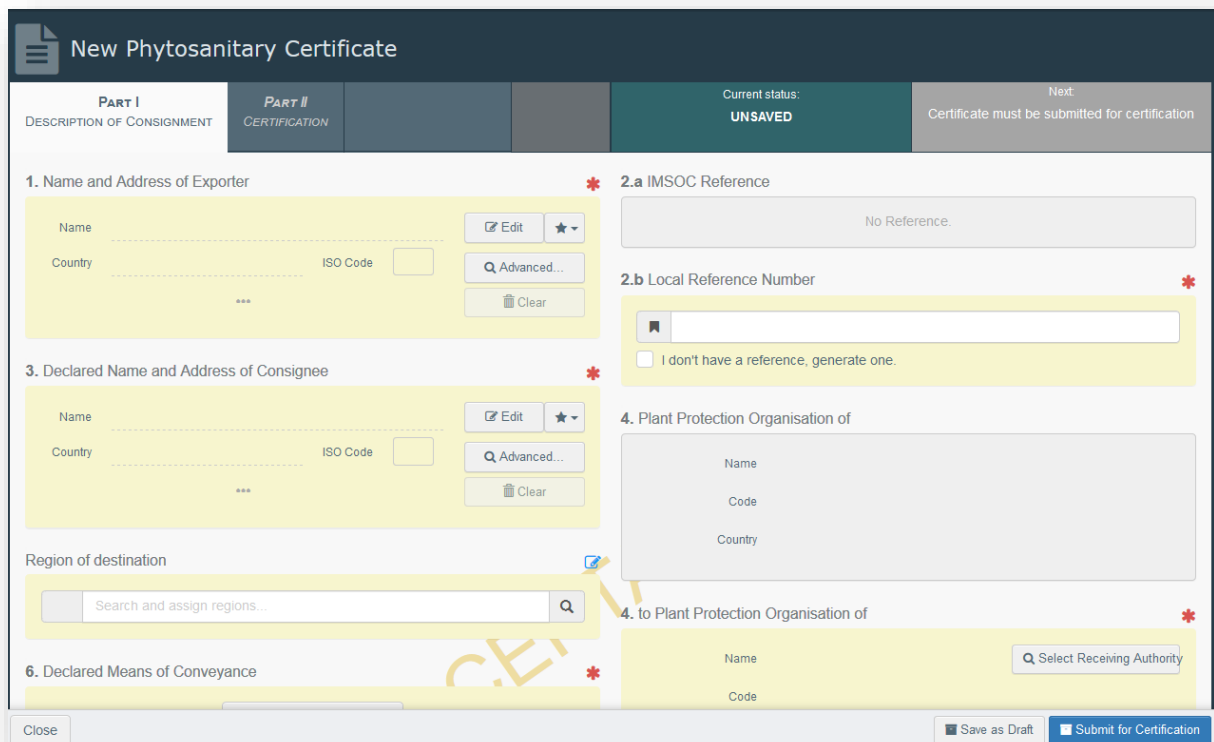
Click on “+ Create” and select “+ new certificate”:



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:

The screenshot shows a web interface for creating a 'New Phytosanitary Certificate'. It is divided into two main sections: 'PART I DESCRIPTION OF CONSIGNMENT' and 'PART II CERTIFICATION'. The 'PART I' section is currently active and contains a form for '1. Name and Address of Exporter'. This form is highlighted in yellow and has a red star icon in the top right corner, indicating it is a mandatory field. The form includes input fields for 'Name', 'Country', and 'ISO Code'. There are also buttons for 'Edit', 'Advanced...' (with a magnifying glass icon), and 'Clear' (with a trash can icon). A grey star icon is also visible next to the 'Edit' button.

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.

**1. Name and Address of Exporter** \*

Name  Edit ▼

Country  ISO Code  Q Advanced...

...

Clear

Phytosanitary Certificate: Select Exporter ✕

Country: FR France (FR)  Q Search ☰

| Name                                       | Address | Section | Activity Type | Status | Activity Identifier |
|--|---------|---------|---------------|--------|---------------------|
| Start searching with <b>Search</b> button. |         |         |               |        |                     |

+ Create a new operator
Close

Phytosanitary Certificate: Select Exporter ✕

Country: FR France (FR)  Q Search ☰

Section: EUPO EU professional operators ▼ Activity Type: Professional operators other than thc ▼

Activity Identifier:  Address:

| Name            | Address  | Section   | Activity Type   | Status | Activity Identifier |        |
|-----------------|--|---|---|--------|---------------------|--------|
| ★ La main verte | 1 Rue de l'orchidée<br>75014 Paris<br><span style="font-size: 0.8em;">FR</span> France | EU professional operators other than EU registered professional operators <i>EUPO</i> | Professional operators other than those referred to in Article 45(1)(l) IMSOC | Valid  | plant01             | Select |


+ Create a new operator
Close

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

1. Name and Address of Exporter \*

Name ⓘ **La main verte** Valid Edit ★

---


Country  **France** ISO Code FR Advanced...

...

Clear

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.

Phytosanitary Certificate: Select Exporter ×

Country:  France (FR)  Q Search +

| Name                   | Address | Section | Activity Type | Status | Activity Identifier |
|------------------------|---------|---------|---------------|--------|---------------------|
| ⊘ No matching results. |         |         |               |        |                     |


+ Create a new operator Close

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.

1. Name and Address of Exporter \*

Name ⓘ **La main verte** Valid Edit ★

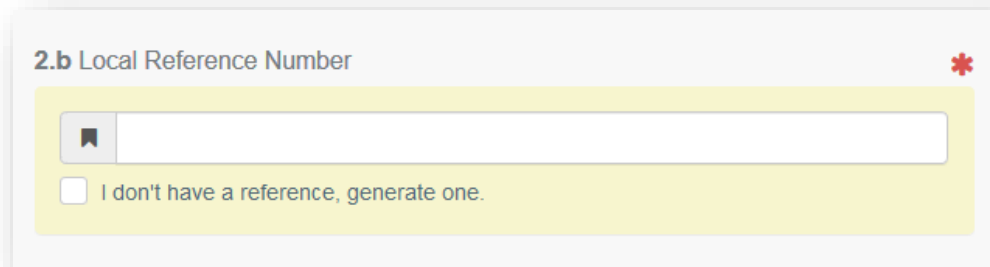
---

Country  **France** ISO Code FR Advanced...

...

Clear

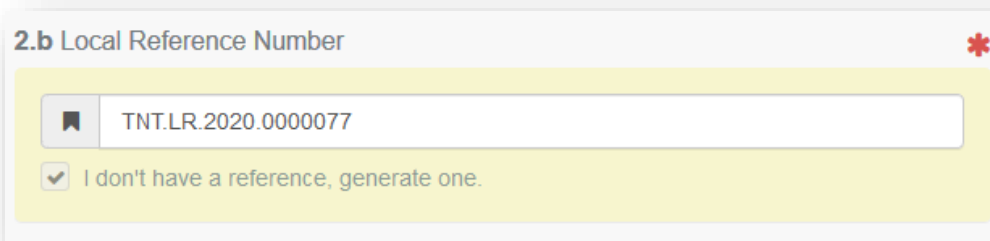
### Box 2.b - Local reference number:



2.b Local Reference Number \*

I don't have a reference, generate one.

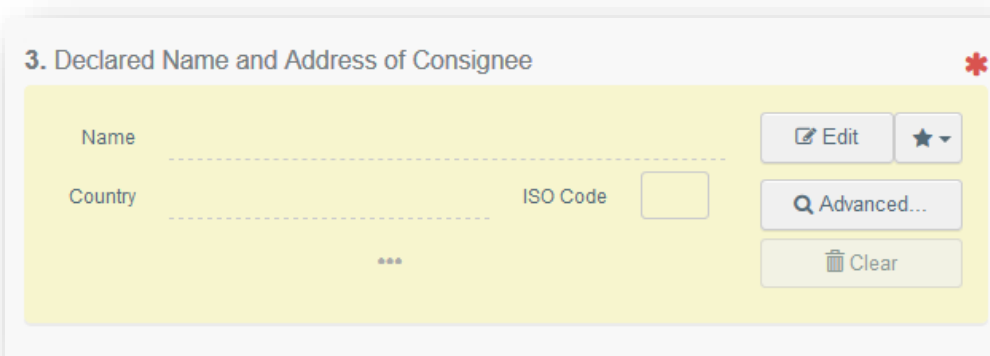
This is a free text box. You can type a reference number assigned to the certificate by your company, or at national level, if any. If you do not have any, tick the box “I don’t have a reference, generate one”. This option will generate automatically a unique Local reference number for the certificate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



2.b Local Reference Number \*

I don't have a reference, generate one.

### Box 3 – Declared name and address of the consignee:



3. Declared Name and Address of Consignee \*


Name \_\_\_\_\_

Country \_\_\_\_\_ ISO Code

...

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

**Box 4 – Plant protection organisation of:**



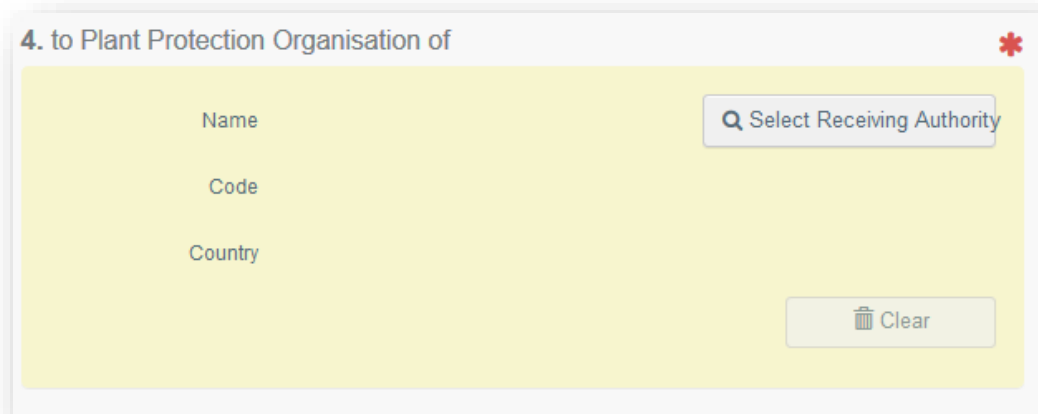
4. Plant Protection Organisation of

|         |  |
|---------|--|
| Name    | Direction générale de l'alimentation   |
| Code    | FR00000  |
| Country |  France |

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:**



4. to Plant Protection Organisation of \*

|         |   |
|---------|---|
| Name    | <input type="text" value="Select Receiving Authority"/> |
| Code    | <input type="text"/>                                    |
| Country | <input type="text"/>                                    |


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.




Phytosanitary Certificate: Select Receiving Authority

Search:

Country  Morocco (MA)

Role CCA - Central Competent Authority

| Name ↓  | Address  | Role | Code    | UN/LOCODE | Competence  |
|---|--|------|---------|-----------|---|
| Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV) | Avenue hadj Ahmed Cherkaoui – Agdal- Rabat<br>Rabat<br> Morocco | CCA  | MA00000 |           | <input type="button" value="Plant health"/> <input type="button" value="CHED-PP rw"/> <input type="button" value="ePhyto rw"/> <input type="button" value="EUROPHYT IN rw"/> <input type="button" value="PHYTO rw"/> <input checked="" type="button" value="Select"/> |


4. to Plant Protection Organisation of 

Name **Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV)**

Code **MA00000**

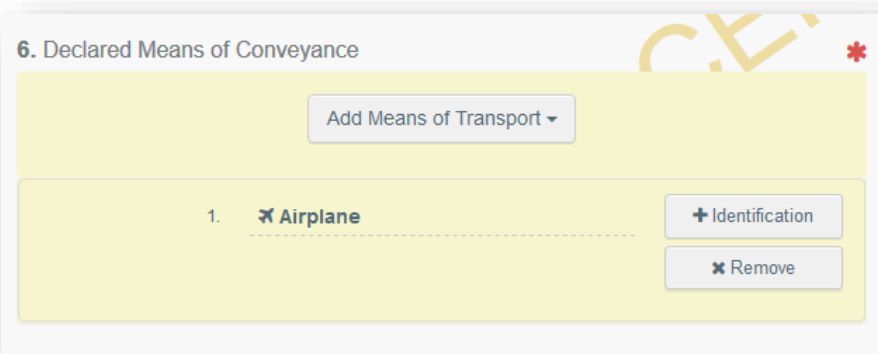
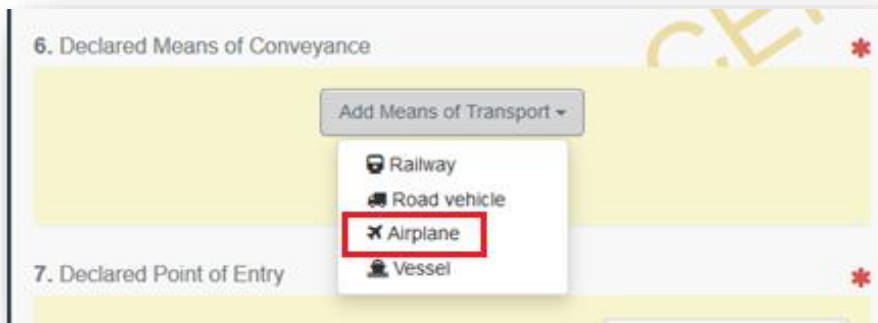
Country  **Morocco**

**Box 6 – Declared means of conveyance:**

6. Declared Means of Conveyance 

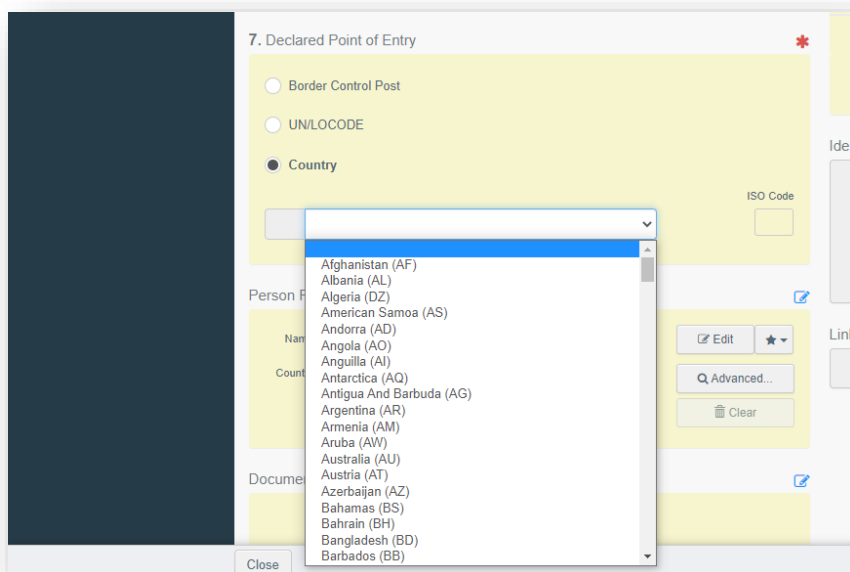
No Means of Transport.

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:

8. Distinguishing marks: number and description of packages; name of produce; botanical name of plants

+ Add new commodity    Modify commodities

1 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS  
0702 00 00 Tomatoes, fresh or chilled    Remove    Clear    + Add row

Default weight unit:    Default quantity unit:    Default package type:

\* Show optional columns

| #1 | Commodity * | EPPO Code *          | Net weight *              | Number of packages *      | Country of Origin *  | Establishment of Origin *          |
|----|-------------|----------------------|---------------------------|---------------------------|----------------------|------------------------------------|
|    | 0702 00 00  | <input type="text"/> | <input type="text"/> Unit | <input type="text"/> Unit | <input type="text"/> | <input type="text"/> Q Select    ★ |

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

8. Distinguishing marks: number and description of packages; name of produce; botanical name of plants

+ Add new commodity    Modify commodities

1 07 EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS  
0702 00 00 Tomatoes, fresh or chilled    Remove    Clear    + Add row

Default weight unit:    Default volume unit:    Default quantity unit:    Default package type:

\* Show optional columns

| #1 | Commodity * | EPPO Code *                                     | Net weight * | Number of packages * | Country of Origin * | Establishment of Origin *   |
|----|-------------|---|--------------|----------------------|---------------------|---|
|    | 0702 00 00  | <input type="text"/> LYPES Solanum lycopersicum | 123 kg       | 10 Box               | France              | La main verte 75014 Paris France Professional operator (plants, plant products and other objects) Plant01 |

**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) | Country: France | ISO Code: FR

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) | Country: Morocco | ISO Code: MA

4. Plant Protection Organisation of

Name: Direction générale de l'alimentation | Code: FR00000 | Country: France

Region of destination: Search and assign regions...

Buttons: 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) | Country: France | ISO Code: FR

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) | Country: Morocco | ISO Code: MA

4. Plant Protection Organisation of

Name: Direction générale de l'alimentation | Code: FR00000 | Country: France

4. to Plant Protection Organisation of \*

Name: Office National de Sécurité Sanitaire des produits Alimentaires (ONSSA), Division de la protection des végétaux (DPV) | Code: MA00000 | Country: Morocco

6. Declared Means of Conveyance \*

1. Airplane | + Identification

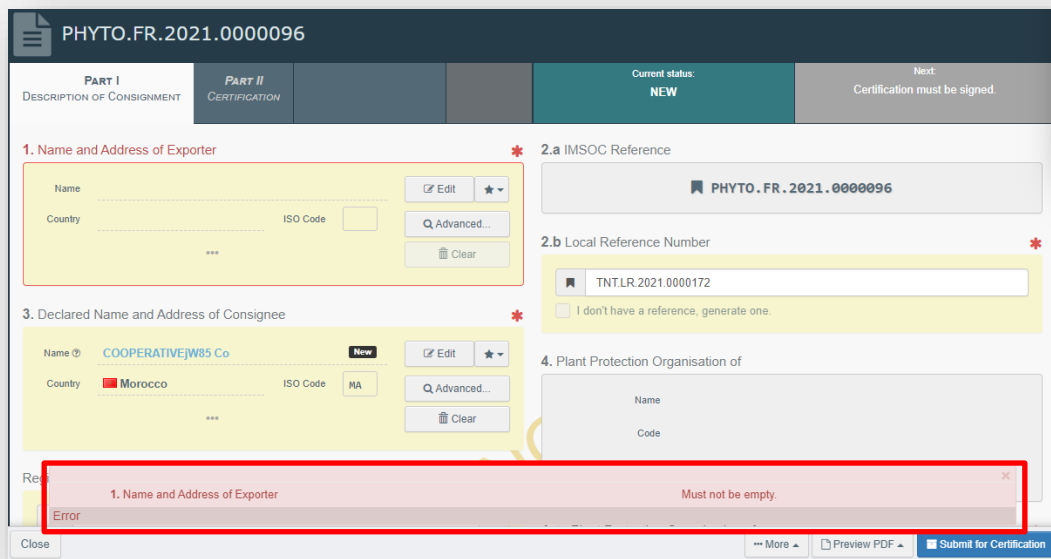
Success: PHYTO PHYTO.FR.2021.0000096 consignment ...

Buttons: 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.

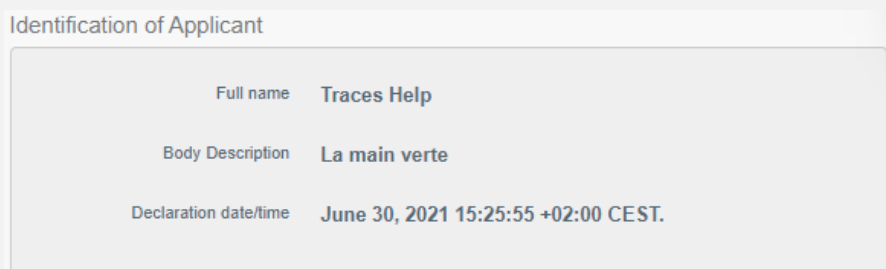
 **You have successfully completed PART I of the PHYTO for export!**

**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.



The screenshot shows the PHYTO.FR.2021.0000096 form interface. The current status is 'NEW'. The form is divided into sections: PART I (DESCRIPTION OF CONSIGNMENT), PART II (CERTIFICATION), and a 'Next' section (Certification must be signed). The '1. Name and Address of Exporter' section is highlighted in yellow and contains fields for Name, Country, and ISO Code. The '2.a IMSOC Reference' section shows the reference number 'PHYTO.FR.2021.0000096'. The '2.b Local Reference Number' section shows 'TNTLR.2021.0000172'. The '3. Declared Name and Address of Consignee' section shows 'COOPERATIVEJW85 Co' and 'Morocco'. The '4. Plant Protection Organisation of' section is empty. A red error message box at the bottom states: '1. Name and Address of Exporter Must not be empty. Error'. The error message is highlighted with a red border.

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

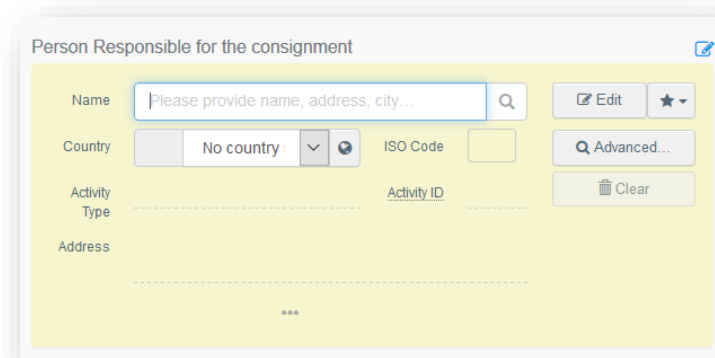


The screenshot shows the 'Identification of Applicant' box with the following information:

|                       |                                     |
|-----------------------|-------------------------------------|
| Full name             | Traces Help                         |
| Body Description      | La main verte                       |
| Declaration date/time | June 30, 2021 15:25:55 +02:00 CEST. |

*Optional boxes:*

### **Box Person responsible for the consignment:**

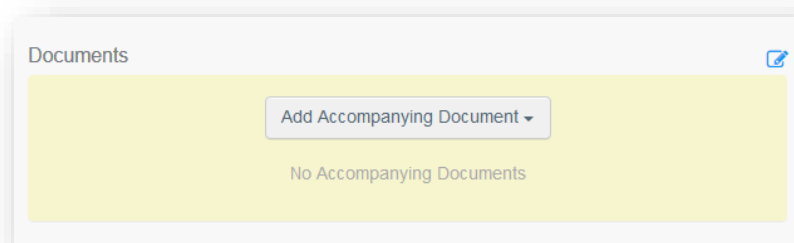


The screenshot shows a form titled "Person Responsible for the consignment". It contains several input fields and buttons. The "Name" field has a placeholder "Please provide name, address, city..." and a search icon. To its right are "Edit" and "star" buttons. The "Country" field is a dropdown menu currently showing "No country" with a search icon. To its right is an "ISO Code" field and an "Advanced..." button. Below these are "Activity Type" and "Activity ID" fields, with a "Clear" button to the right. The "Address" field is a large text area with a dashed line and three asterisks below it. A small blue icon is in the top right corner of the form.

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.

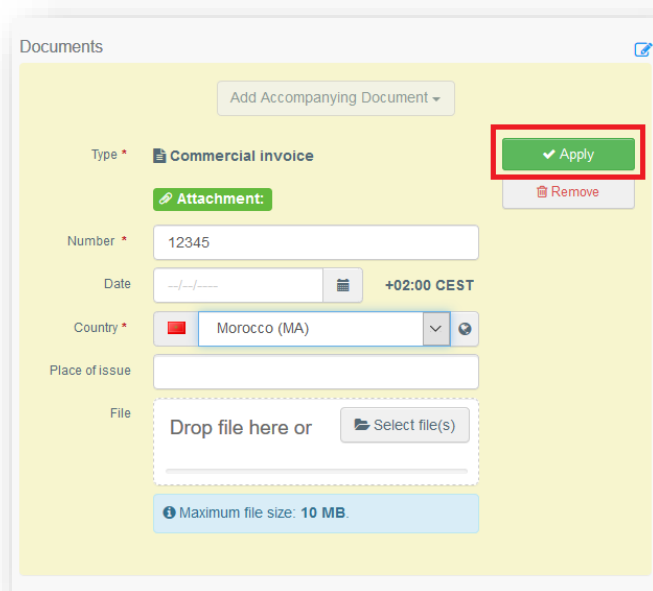
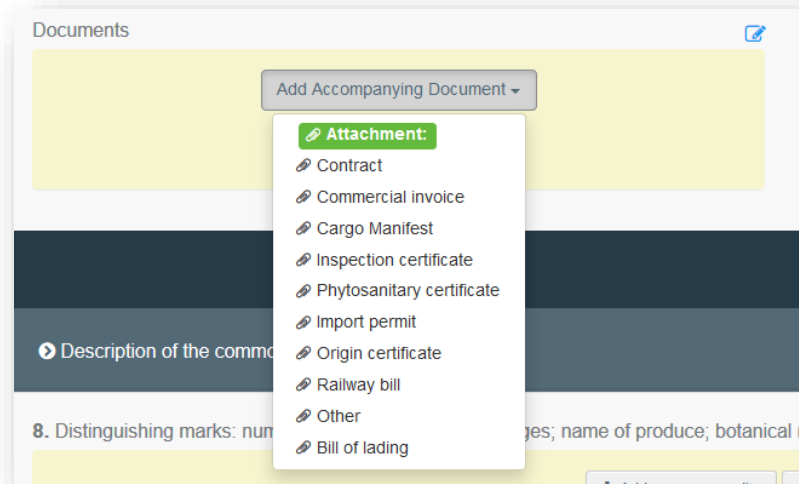
**Note:** RFC operators are EU operators with a valid activity verified by their responsible authority

### **Box Documents:**

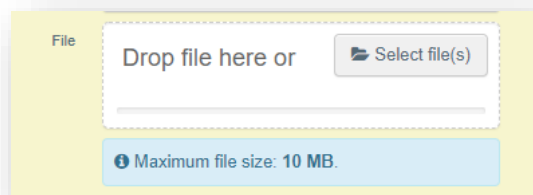


The screenshot shows a form titled "Documents". It features a large yellow area with a button labeled "Add Accompanying Document" and a dropdown arrow. Below this area, the text "No Accompanying Documents" is displayed. A small blue icon is in the top right corner of the form.

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.



Documents

Add Accompanying Document ▾

Type Commercial invoice Edit

Attachment: Remove

Number 12345

Date

Country Morocco

Place of issue

Filename No file attached

---

Type Contract Edit

Attachment: Remove

Number 12345

Date

Country Morocco

Place of issue

Filename No file attached

### Box Container No/ Seal No:

9. Container No / Seal No

Container number Seal number Official seal

Official seal

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

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

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

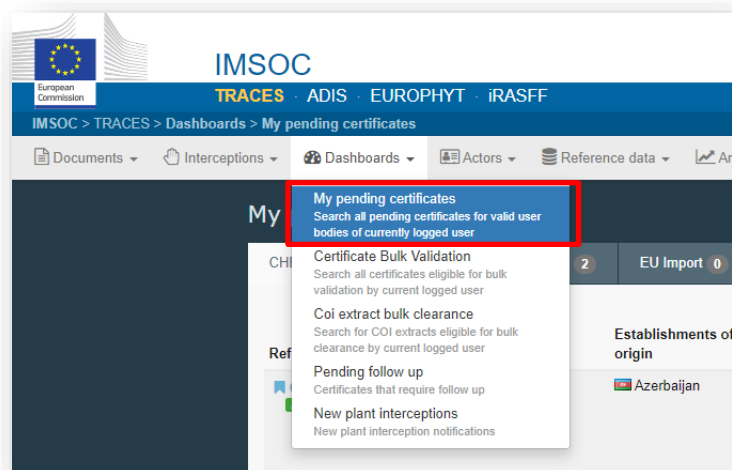
If there is an official seal, tick the option “Official seal”.

## 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.

The screenshot shows the 'My pending certificates' dashboard. At the top, there is a navigation bar with the text 'My pending certificates' and a 'Refresh' button. Below this, there are several tabs: 'CHED 8', 'Phytosanitary 30+', 'COI 2', 'EU Import 0', and 'Interception Notification 30+'. The 'Phytosanitary 30+' tab is selected and highlighted with a red rectangular box. Below the tabs, there is a table with the following columns: 'TRACES Reference', 'Action', 'Declared Point of Entry', 'Economic operators', 'Commodities', and 'Last update on'. The table contains two rows of data, both with a status of 'In progress'.

| TRACES Reference  | Action             | Declared Point of Entry | Economic operators   | Commodities               | Last update on   |
|---|--------------------|-------------------------|--|---------------------------|------------------|
| PHYTO.FR.2020.0001068<br>TNT.LR.2020.0000337<br>In progress | Sign certification |                         | Consignor: COOPERATIVEAE46 SRL<br>France<br>Consignee: COOPERATIVEj14 Co<br>Costa Rica | 0808 10 10<br>IMABG Malus | 30/09/2020 15:10 |
| PHYTO.FR.2020.0001079<br>TNT.LR.2020.0000335<br>In progress | Sign certification |                         | Consignor: COOPERATIVEAE46 SRL<br>France<br>Consignee: COOPERATIVEj14 Co<br>Costa Rica | 0808 10 10<br>IMABG Malus | 30/09/2020 15:17 |

**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.

The screenshot displays the PHYTO system interface for a certificate with reference number **PHYTO.FR.2021.0000096**. The current status is **IN PROGRESS**. The interface is divided into two main sections: **PART I DESCRIPTION OF CONSIGNMENT** and **PART II CERTIFICATION**. The current status is **IN PROGRESS**, and the next step is **Certification must be signed.**

**1. Name and Address of Exporter**

- Name: **La main verte** (Valid)
- Country: **France** (ISO Code: **FR**)

**2.a IMSOC Reference**

- Reference: **PHYTO.FR.2021.0000096**

**2.b Local Reference Number**

- Reference: **TNT.LR.2021.0000172**
- I don't have a reference, generate one.

**3. Declared Name and Address of Consignee**

- Name: **COOPERATIVEJW85 Co** (New)
- Country: **Morocco** (ISO Code: **MA**)

**4. Plant Protection Organisation of**

- Name: **Direction générale de l'alimentation**
- Code: **FR00000**

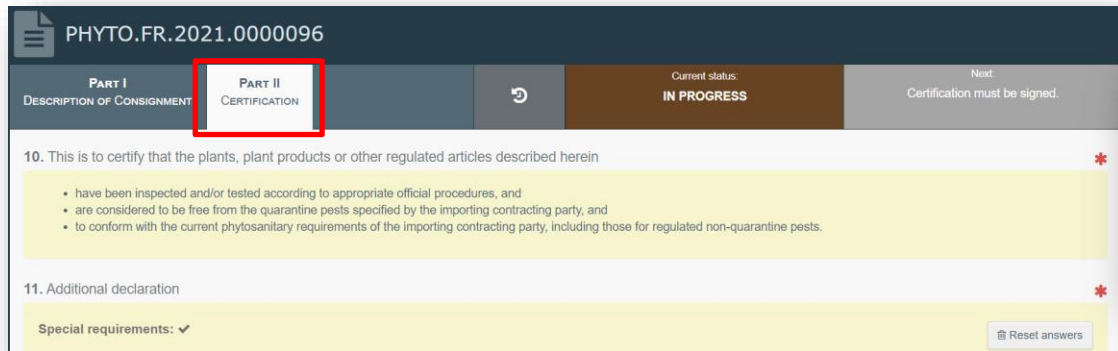
**Success: In progress certification successfully saved.**

Buttons: **Sign as in progress**, **Sign validation**, **Sign rejection**

## Part II

*Mandatory boxes* \*:

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



The screenshot shows the PHYTO.FR.2021.000096 interface. The top navigation bar includes 'PART I DESCRIPTION OF CONSIGNMENT', 'PART II CERTIFICATION' (highlighted with a red box), 'Current status: IN PROGRESS', and 'Next: Certification must be signed.'. Below the navigation, there are two mandatory sections (marked with a red asterisk):

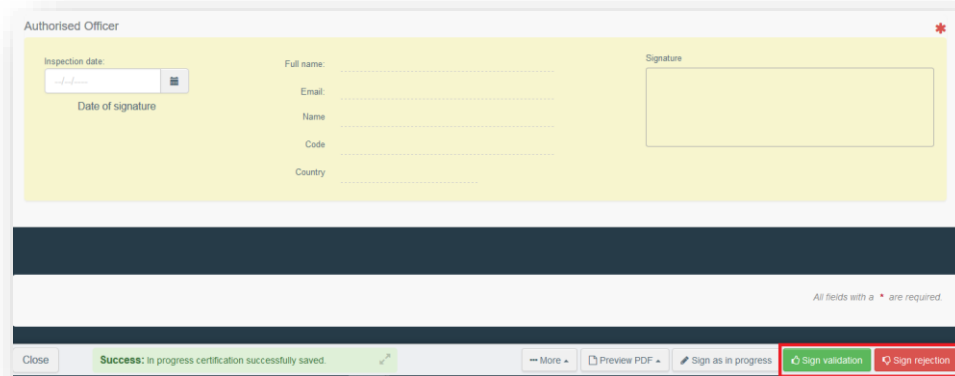
- 10. This is to certify that the plants, plant products or other regulated articles described herein**
  - have been inspected and/or tested according to appropriate official procedures, and
  - are considered to be free from the quarantine pests specified by the importing contracting party, and
  - to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests.
- 11. Additional declaration**
  - Special requirements: ✓

A 'Reset answers' button is located at the bottom right of the form.

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.

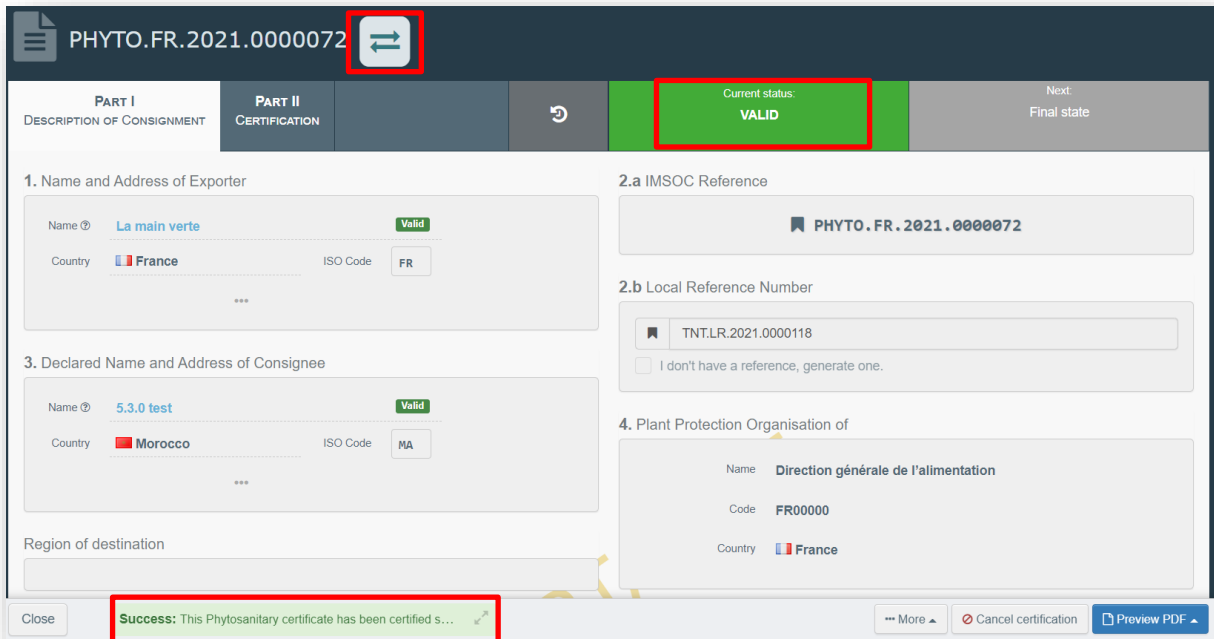


The screenshot shows the 'Authorised Officer' signature form. It includes the following fields:

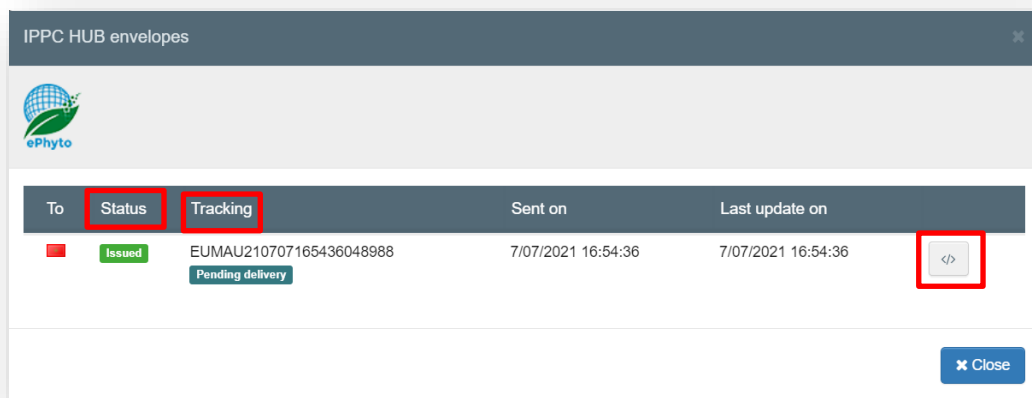
- Inspection date: [calendar icon]
- Date of signature: [text input]
- Full name: [text input]
- Email: [text input]
- Name: [text input]
- Code: [text input]
- Country: [text input]
- Signature: [signature box]

A red asterisk indicates that all fields are required. At the bottom, there is a success message: 'Success: In progress certification successfully saved.' and two buttons: 'Sign validation' (highlighted with a red box) and 'Sign rejection'.

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 or 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](https://ec.europa.eu/food/animals/traces_en#electronic-certification).

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

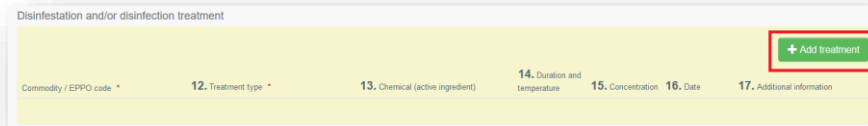
The box “Authorised Officer” in Part II will be automatically completed after Validation/Rejection with the details of the Authority who is signing the certificate:

| Authorised Officer    |   | Signature  |
|-----------------------|---|--|
| Date of signature     | Full name: CCA. FR TWO  |  |
| Wednesday 7 July 2021 | Email: <a href="mailto:CCA02.FR@ec-traces.eu">CCA02.FR@ec-traces.eu</a>                           |  |
| at 16:54:21           | Name: Direction générale de l'alimentation  |  |
| +02:00 CEST.          | CCA: FR00000  |  |
|                       | Country:  France |  |

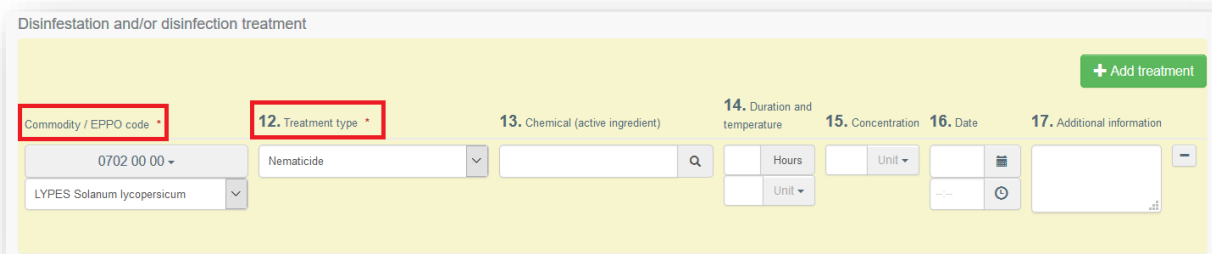
 **You have successfully completed PART II of the PHYTO!**

*Optional boxes:*

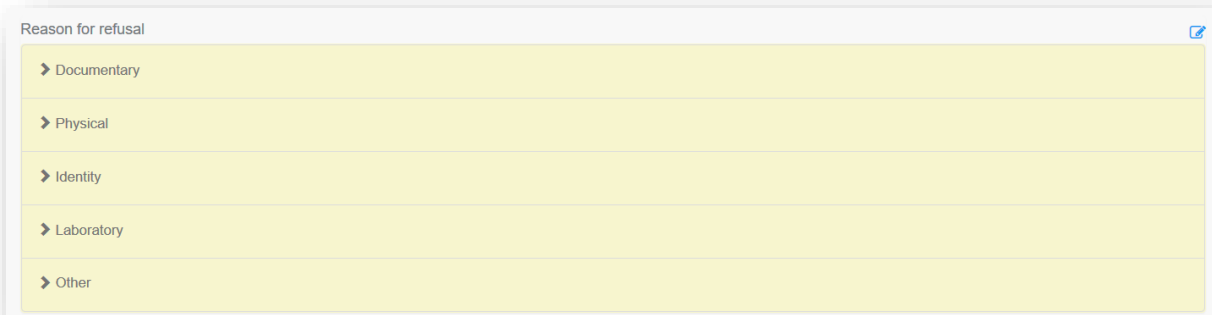
### **Box Disinfestation and/or disinfection treatment:**



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)

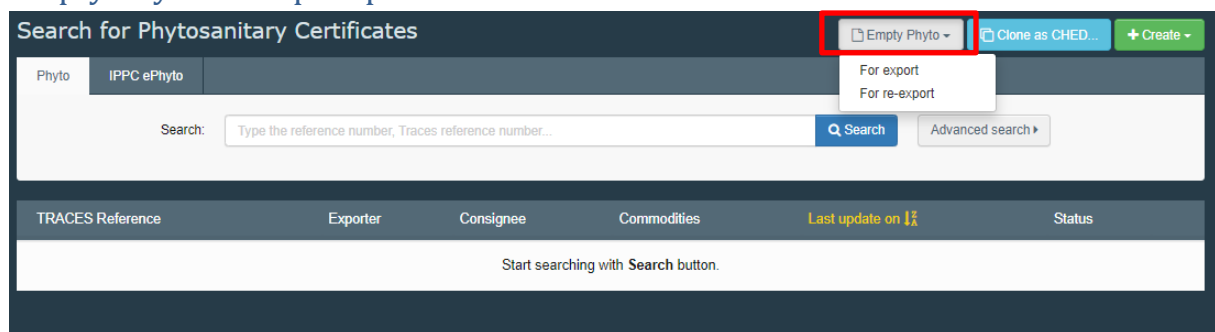


**Sign as In Progress:** the authority accesses the PHYTO and clicks on “Sign as in progress”. All the progress made is saved. The operator can still access the PHYTO but can no longer modify PART I. When the PHYTO is “in progress”, the information in the document is saved and can be modified by the 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

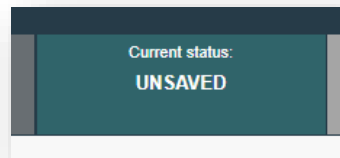


By selecting the empty Phyto option you will be able to print the template, e.g. in case you need to fill the paper Phyto too.

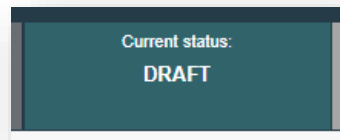
## More about PHYTO

### Status of the PHYTO:

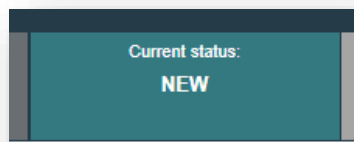
- **Unsaved:** the operator has just initialised the PHYTO and has not saved/submitted it yet. At this stage, if the user exits the page, all the progresses will be lost. The authority cannot see the PHYTO yet.



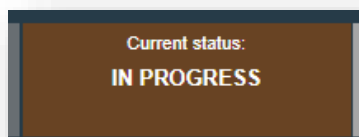
- **Draft:** the operator has clicked on the button "Save as draft".



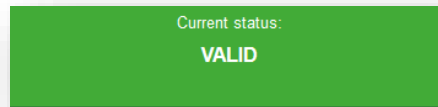
- **New:** the operator has completed PART I and the PHYTO has been submitted for decision to the Authority (button "Submit for Decision"). The Authority receives a notification, and is able to see and access the PHYTO in status "New". The Authority can modify PART I. The Operator can still access the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



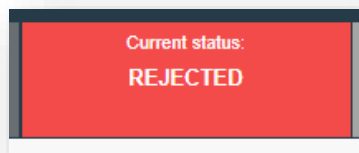
- **In progress:** the authority has clicked on the button "Sign as in progress". The PHYTO is now locked for editing for the operator. Only the authority can edit it.



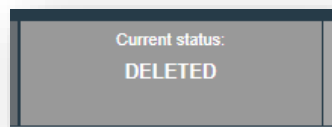
- **Valid:** The authority has signed for validation the PHYTO. The document cannot be modified anymore.



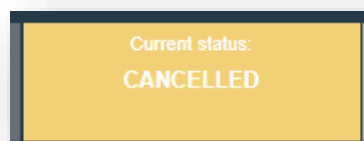
- **Rejected:** Some of the checks performed on the consignment are not satisfactory and the Authority has signed the rejection. The document cannot be modified anymore.



- **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.

