



# CLIENT GUIDELINE/用户指南

This document explains how to create an access to the system TRACES and to initiate your request for an importation of organic product into EU/本文介绍了如何创建一个 TRACES 系统的账户，并且发起进口欧盟有机产品的要求。

You can also use the [USER MANAGEMENT](#) guideline available on the TRACES Website/您也可以在 TRACES 网站上获得用户指南。

## SUMMARY/概要

1.	What is TRACES? Trade Control and Expert system/TRACES 是指什么? 贸易控制和出口体系.....	2
2.	How to create your TRACES access?/如何创建一个TRACES 账户.....	2
2.1.	To Create an account to ECAS /创建一个 ECAS 的账户.....	3
2.2.	To Create an account to TRACES/创建一个 TRACES 的账户.....	5
2.3.	Creation of your Company's profile ./创建公司的介绍.....	7
3.	To create a COI/创建一个 COI.....	9

## 1. What is TRACES? Trade Control and Expert system/TRACES 是指什么？贸易控制和出口体系

TRACES is a web application provided by the European Commission/TRACES 是欧盟委员会提供的一个网络运用。

To import an organic product into the European Union you will have to comply with EU legislation and in particular both organic and general food legislation./为了出口有机产品到欧盟，您必须要遵守 EU 法规，尤其是有机法规和一般食品法规。

Importers of organic products must register with a control body or control authority./有机产品的进口商必须在一个控制机构或控制当局进行注册。

All consignments of organic products imported from countries outside the EU, excluding the European Economic Area or and Switzerland, must be accompanied by a certificate of inspection. This certificate is now issued, with TRACES IT tool, by:/除了欧洲经济区和/或瑞士，从欧盟之外国家进口的有机产品，必须附带有检查证书。该证书会通过 TRACES IT 工具，由下列机构签发：

- The control body of the exporter/出口商的控制机构

Or/或者

- The Importer can start the COI and submit it to the exporter-s CB for validation./进口商创建一个检查证书（COI），然后发送进口商的认证机构进行验证。

The original certificate of organic inspection must be presented together with the imported organic products to the relevant Member State's authority./进口的有机产品必须同有机检查证书的正本一同到达相关州的主管当局。

Usually it will be the authority at the point of entry, in any case the point from which you seek release for free circulation in the Union.



Importers and 1<sup>st</sup> Consignees have to be registered on the system TRACES in order to issue the certificate of inspection for the next importation/进口商和第一接货人必须在 TRACES 系统进行注册，才能在下次进口时申请检查证书。

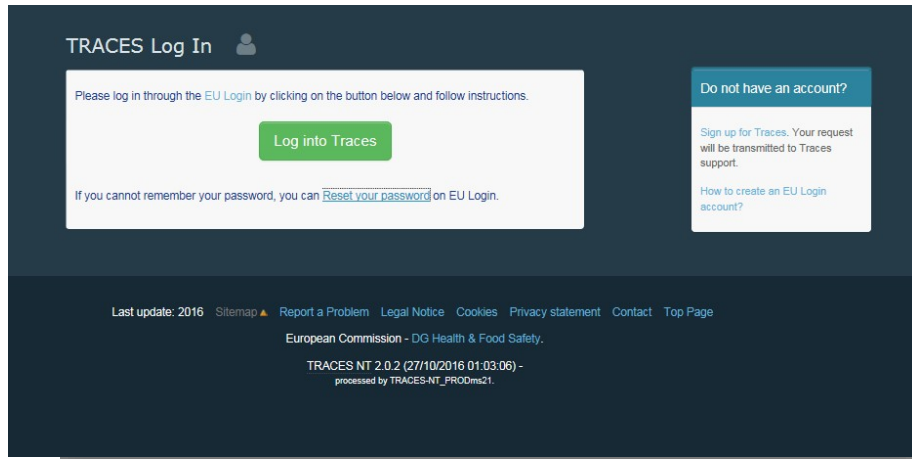
## 2. How to create your TRACES access?/如何创建一个 TRACES 账户

First you need to create an access to the European Commission Authorization System (ECAS). This is a mandatory security layer./首先，您需要在欧洲委员会授权系统（ECAS）中创建一个账户。这是一个强制的安全保障。

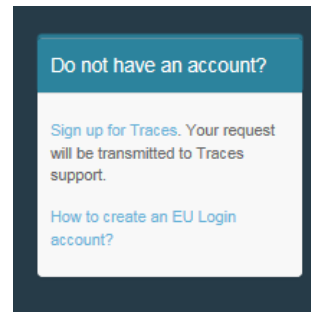
Note: In case you already have an ECAS access, it is not necessary to redo the procedure, you can go directly to the chapter 2.2.

## 2.1.To Create an account to ECAS/创建一个 ECAS 账户

Connect to the following link/点击下面这个链接: <https://webgate.ec.europa.eu/tracesnt/login>



Please click on the link “Sign up for TRACES”  
/请点击 “Sign up for TRACES” 链接



You now access to the EU Login registration screen:/接下来您就进入了 EU 登陆注册界面:

**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](#)

**Create an account**

On the top right you can choose your language:/在右上角您可以选择语言:

English (en) ▼

Complete all form fields: Username, First name, Last name, E-mail (you need to repeat the e-mail address in the next field to confirm the address), E-mail language and Code/请填写所有的模块: 用户名, 名字, 姓氏, 电子邮箱(您需要在下面一栏重复填写该邮箱), 电子邮箱的语言和验证码。

For the E-mail Address: You are strongly advised to choose your **individual professional email address**/电子邮箱: 强烈建议您选择个人的专业电子邮箱。

After completing all the fields, click on the "Create an account" button./完成所有模块后, 点击“Create an account”按钮。

Once you have sent the request, an email will automatically be sent to you with a link to set your password. You have **90 min to click on the link** (it will expire when the 90 minutes have passed)./

一旦您点击提交，系统会自动发送一封带有链接的邮件到您的电子邮箱，用于设置您的密码。您需要在 **90 分钟内** 点击该链接（如果超过 90 分钟，该链接就会失效）

If you do not receive this automatic email, you can find help on this page:/如果您没有收到系统的自动邮件，您可以点击下面的链接获得帮助。

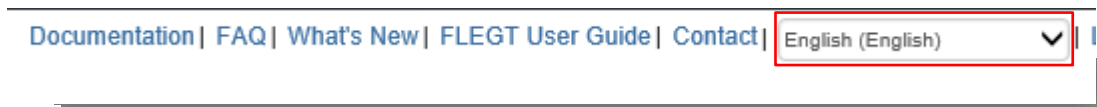
<https://webgate.ec.europa.eu/cas/contact.html/>

## 2.2.To Create an account to TRACES/创建一个 TRACES 的账户

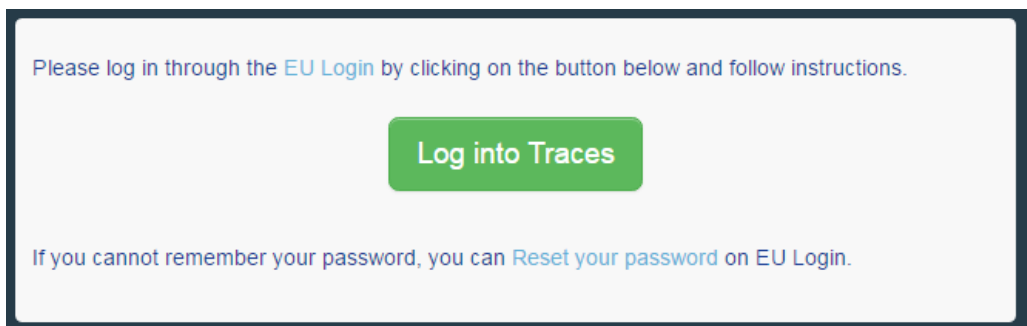
Click on the following link/请点击下面的链接：<https://webgate.ec.europa.eu/tracesnt/login>

Enter your email address and ECAS password/输入您的电子邮箱和 ECAS 的登陆密码。

Select your language in the drop down list, at the right top of the home page:/在首页的右上角，在下拉框中选择您的语言：

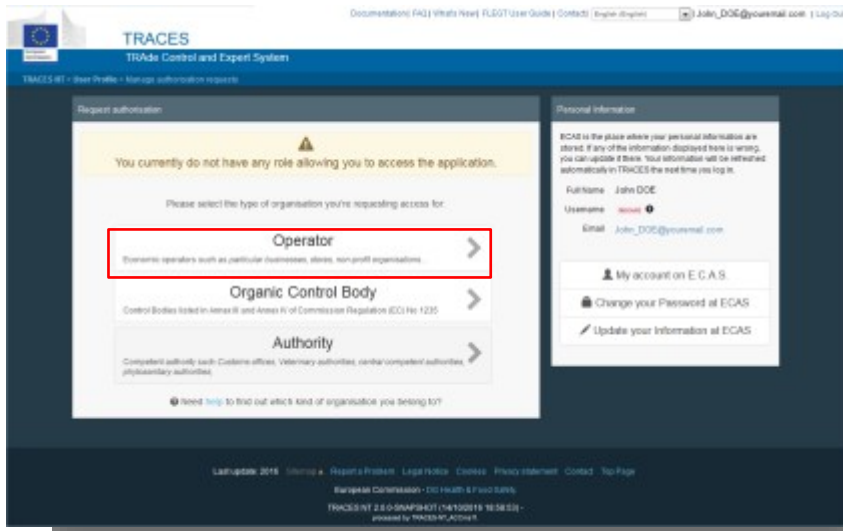


Connect to the website, click on “Log into Traces”/链接到网址，点击 “Log into Traces”



**Note:** You will be redirected to [EU login](#) where you can enter your credentials. Before you enter your username and password, verify that the same domain is selected (EC, External) as the one for which you created an EU login account./  
**注意：**您有可能会重新进入 EU 的登陆界面，这时您直接输入您的登陆密码即可。在输入用户名和密码之前，请注意确认您选择的领域（EC, External），这应与您创建 EU 登陆账户的选择一致。

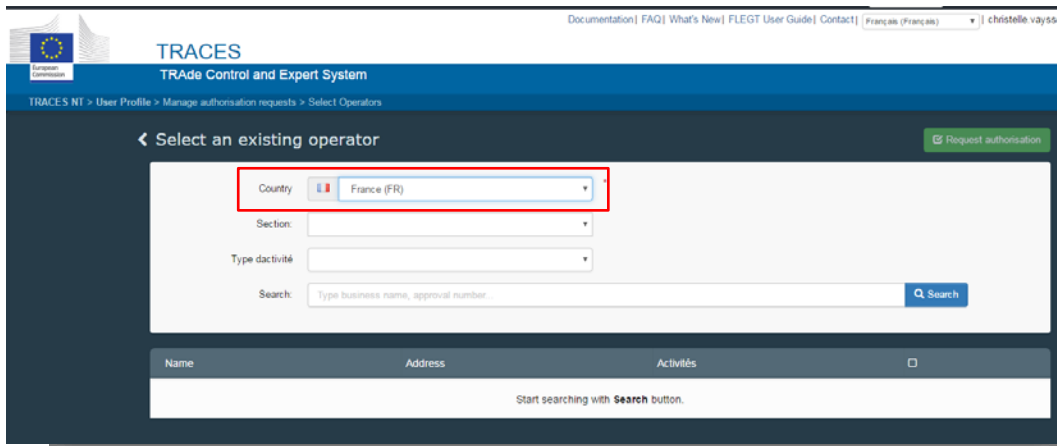
⇒ Select the type of organization you are /选择您的组织类型：=> “OPERATOR”



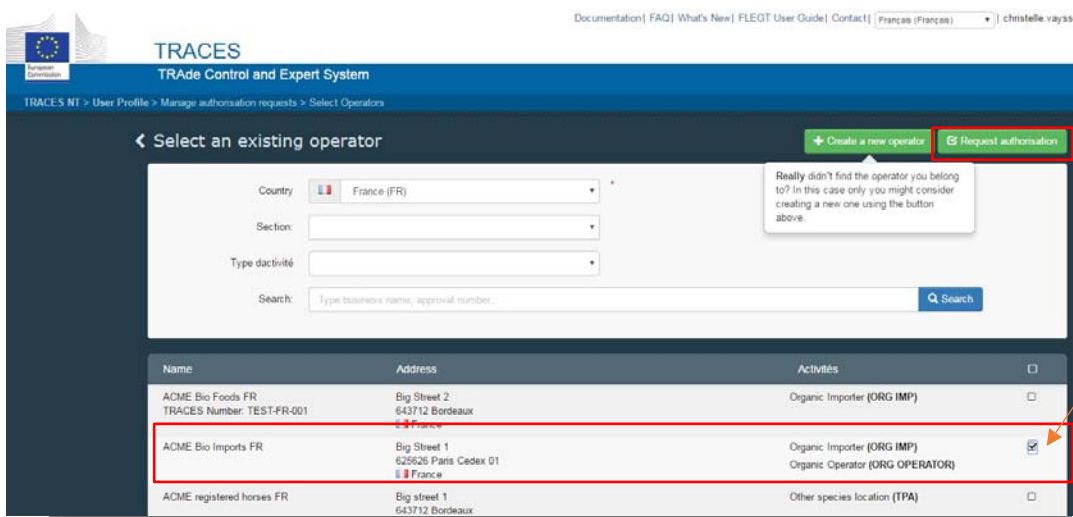
Search your company if another member of your company have already created the profile of your company./如果贵司的其它成员已经为贵司建立了账户，您可以通过筛选找到他。

Country is a mandatory field./国家是强制填写的，填写完后点击“Search”

⇒ If your company doesn't exist, go directly to the [chapter 2.3](#), to create your company profile./如果查询不到您公司的信息，请直接参考 2.3 节创建贵司的信息。



If your company is listed, select your company: tick the case and click on the green button “Request authorization”/如果查询到您的公司，选中，并且点击绿色的按钮“Request authorization”



To send your request: click on the blue button “Send authorization request”/发送您的请求：点击蓝色按钮 “Send authorization request”。

⇒ The status of your request is “requested”. A notification by email will be sent to you once your profile is validated by the competent authorities of your country and/or European commission./当您请求的状态为“requested”。一旦您的信息被您所在国的主管当局和/或欧盟委员会确认，系统将会给您发送通知。

### 2.3. Creation of your Company’s profile/创建您的公司的信息

Click on the green button “Create a new operator”/点击绿色按钮 “Create a new operator”

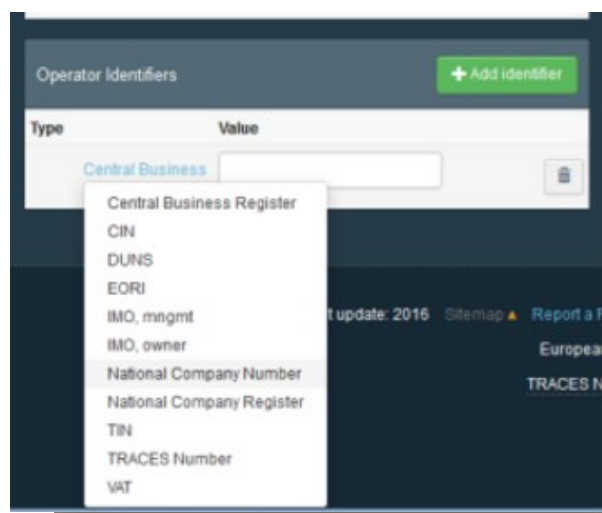
Enter your organization details such as:/录入贵司的基本信息：

- Name/公司名称
- Country/所在国家
- City/所在城市
- Address/公司地址
- Email: To receive notification when your access is validated/电子邮箱：当您的操作需要验证时，用来接收通知。

**Note:** Mandatory fields are marked with an asterisk. Make sure you input your information there otherwise you will not be able to save./注意：强制填写的模块用星号标出。请确保这些信息的输入，否则这些信息不会自动保存。

Enter your organization's unique identifier and choose its Type from the given list./请输入您的组织的唯一识别符，并且按照给出列表进行选择。

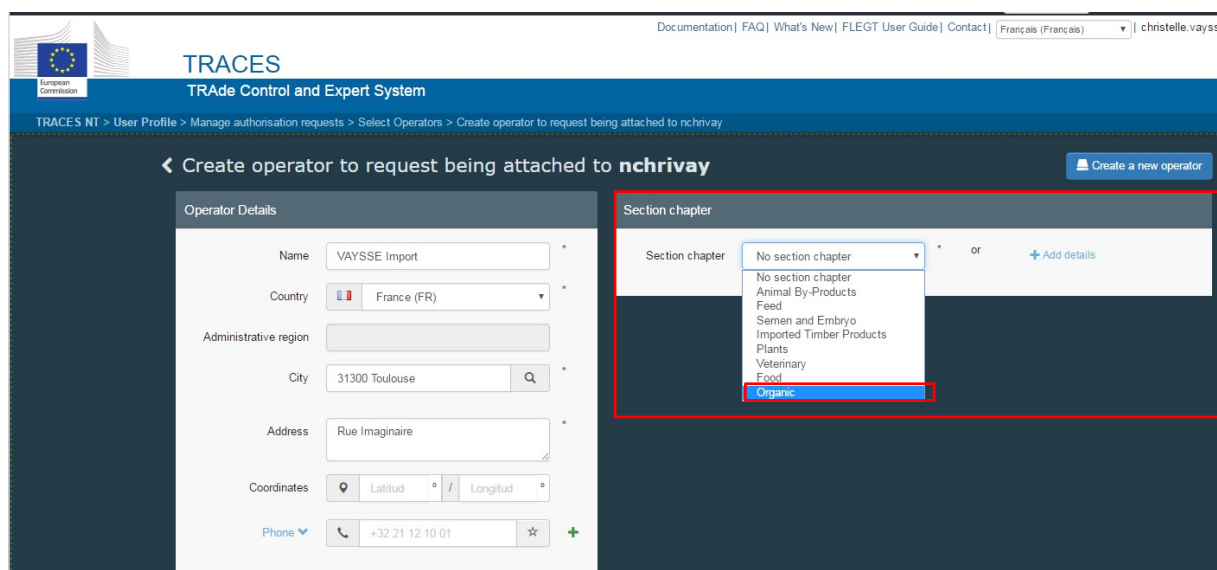
You can add more identifiers./您可以增加多个识别符。



From the Section chapter field, choose "ORGANIC":/ "Section chapter"模块：请选择"ORGANIC"

Click on "+ Add details" to provide some additional useful information such as your activity => "Organic Importer"/点击"+ Add details"去提供更多的有用信息，比如您的活动=> "Organic Importer"

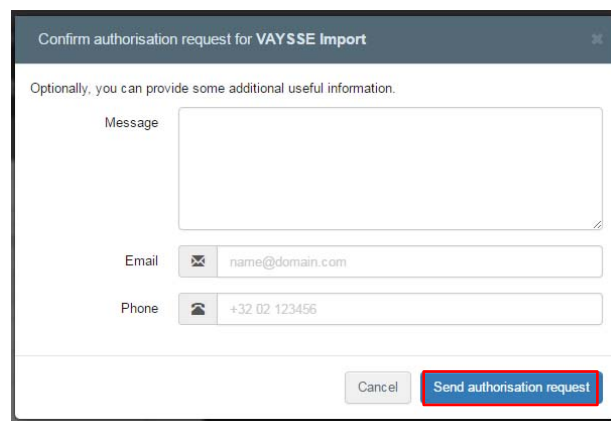
Please enter as default "organic importer"/, 如果不选择的话，这里的默认值为 "organic importer"





Finally click on the blue button “Create a new operator”/最后点击蓝色的按钮 “Create a new operator”

To confirm your request, click on the blue button “Send authorization request”/确认您的请求，然后点击蓝色按钮 “Send authorization request”



Confirm authorisation request for VAYSSE Import

Optionally, you can provide some additional useful information.

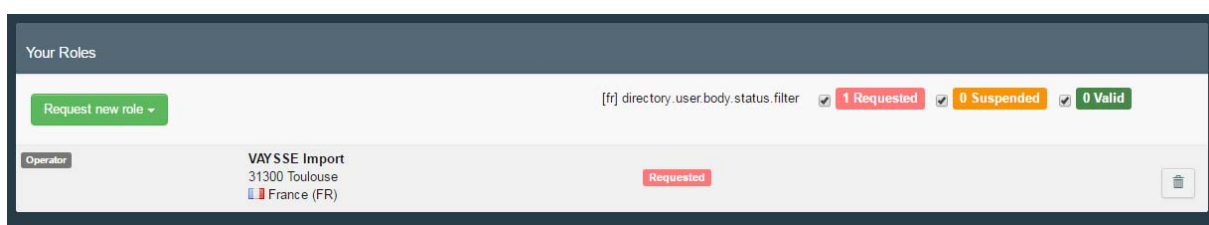
Message

Email name@domain.com

Phone +32 02 123456

Cancel Send authorisation request

- ⇒ Your profile is now created. The status of your profile/role is “Requested”. A notification will be sent to you by email to confirm the validation of your profile./您的信息建立成功。当 “your profile/role” 显示“Requested”，系统将会自动发送一封邮件给您进行信息验证。



Your Roles

Request new role

[fr] directory.user.body.status.filter 1 Requested 0 Suspended 0 Valid

Operator	VAYSSE Import	31300 Toulouse	France (FR)	Requested

When your profile/role to the system TRACES is approved by the competent authorities of your country and/or European commission, the status is “Valid”./当您的请求通过 TRACES 系统被您所在的主管当局和/或欧盟委员会批准，“your profile/role” 的状态会变为 “Valid”。

### 3. To create a COI/创建一个 COI

You have the possibility to **start** the creation process of a Certificate of Inspection (COI) with the system TRACES./您有可能通过 TRACES 系统来开始检查证书的创建程序。

In this case, connect to the following link and follow steps described on the website:/这种情况下，请点击下面的连接，并且根据网站描述进行操作：

<https://webgate.ec.europa.eu/tracesnt/help/Content/COI/Create%20a%20new%20COI.htm>

Once done, please send draft number of the certificate to your supplier (exporter), who will mention it in his COI request to his Certification Body./一旦完成，请将草本证书的号码发给您的供应商(出口商)，您的供应商将会在他的 COI 请求中提到这个号码并且提交给其认证机构。