

HOW TO ACCESS TRACES NT

From 14/12/2019 all CVEDs and CEDs will have to be completed on a new EU Commission system called TRACES New Technology (TNT). This document shows you how to register on the system

There are also changes to the name and format of CVEDs and CEDs on the new system.

Definitions

Users are people. They are identified in the system by their email address and name and must have their own individual login. Normally they are linked to their businesses.

Operators are businesses

Responsible for the Load (RFL). This is the role assigned to a **user** (a person) who needs to create CHED part 1's.

Border Control Post (BCP) This replaces the previous designations of BIP and/or DPE. Products requiring CHEDS must be imported through a BCP with the necessary approval to handle the products concerned

CHED or 'Common Health Entry Document' is a general term for the new document which replaces the old CVEDs and CEDs. There are different types of CHEDs: **CHED-P replaces CVEDPs** and **CHED-D replaces CEDs**

Principles

Forwarding agent companies will need to have the role 'Responsible for the Load'.

The first user of a company to register on TRACES NT will be validated by the BCP they have designated in their application and once validated that person will have admin rights for their company (they are a 'power user'). They can then validate other users in the company without further reference to the BCP. They can also create further 'power users' in the company.

Once the user has been validated by their BCP they designate, the user (and any others the 'power user' approves) can then produce CHEDs for consignments entering the EU **at any BCP in the EU**, not just the one that validated them.

A user can see all the CHEDs produced by their company not just the ones they themselves have completed

Each user (person) must have their own individual login to EU Login and to TRACES NT.

Generic company logins must not be used and logins must not be shared

TRACES NT (TNT)

Please note that you have to log in twice to access TNT

First you have to log into the into the EUs authentication system called 'EU LOGIN'

Once you have completed that login you have to log into TNT

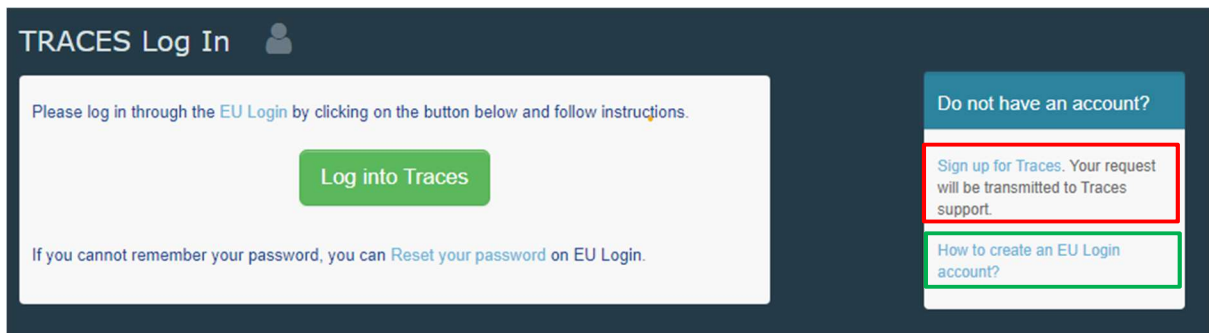
1. LOGGING INTO 'EU LOGIN'

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

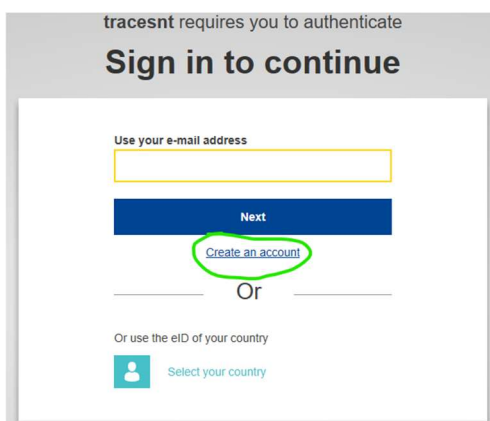
Setting up your 'EU login' for the first time

To see how the process works, you can review '[How to create an EU login account](#)'

Otherwise click on '[Sign up for TRACES](#)' and follow the process.

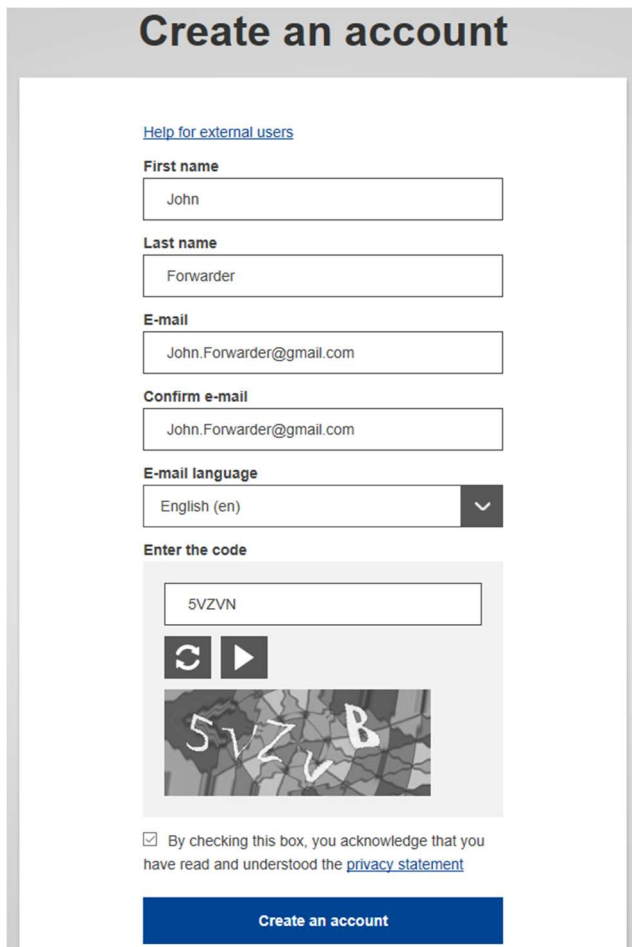


Click on 'Create an account':



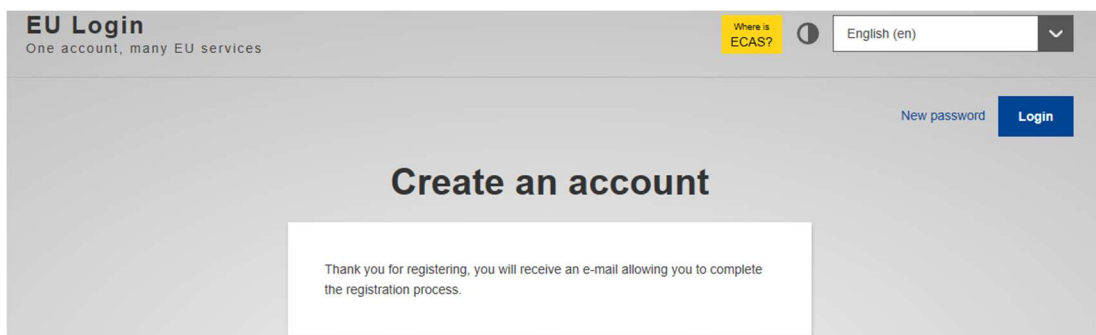
On the next screen (below) enter your details and click 'Create Account'.

You MUST use an email account that is personal to you. Do not use a general company email



The screenshot shows a registration form titled "Create an account". At the top left, there is a link for "Help for external users". The form fields are: "First name" (John), "Last name" (Forwarder), "E-mail" (John.Forwarder@gmail.com), "Confirm e-mail" (John.Forwarder@gmail.com), and "E-mail language" (English (en)). Below these is a CAPTCHA section titled "Enter the code" with a text box containing "5VZVN", a refresh button, a play button, and a CAPTCHA image showing "5VZVN" on a cracked surface. A checkbox is checked, with the text "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)". At the bottom is a blue "Create an account" button.

You should then see this screen which says you will receive an email asking you to complete the registration process:




The screenshot shows the "EU Login" header with the tagline "One account, many EU services". On the right, there is a "Where is ECAS?" button, a user icon, and a language dropdown menu set to "English (en)". Below the header, there is a "New password" link and a blue "Login" button. The main heading is "Create an account". A white box in the center contains the message: "Thank you for registering, you will receive an e-mail allowing you to complete the registration process."

In your emails you should find an email from 'Authentication Service'. It may take a few minutes to come through. See example on next page.

Click on the link in the email:

Your password Inbox x

 **Authentication Service** <automated-notifications@nomail.ec.europa.eu>
to me ▾

Dear John Forwarder,

You have been registered in EU Login.

Your email address is john.forwarder1@gmail.com.

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:
<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=n0031183&resetCode=yqoyK30lsag7ZA>


Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

↩ Reply ➦ Forward

You will be taken to a screen like this. Complete your password. Note the requirements for passwords. Then click 'Submit'

 Please choose your new password.

john.forwarder1@gmail.com
(External)

New password

Confirm new password

Submit

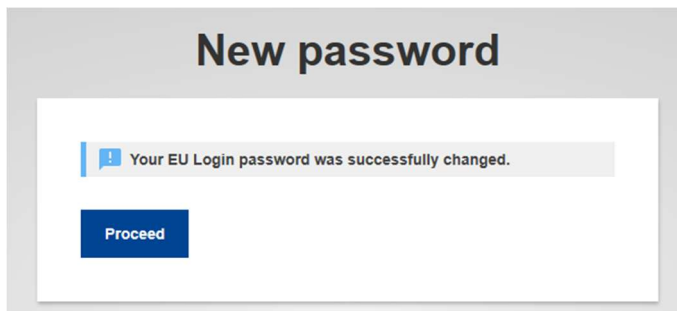
Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>?@[|^_`{}~

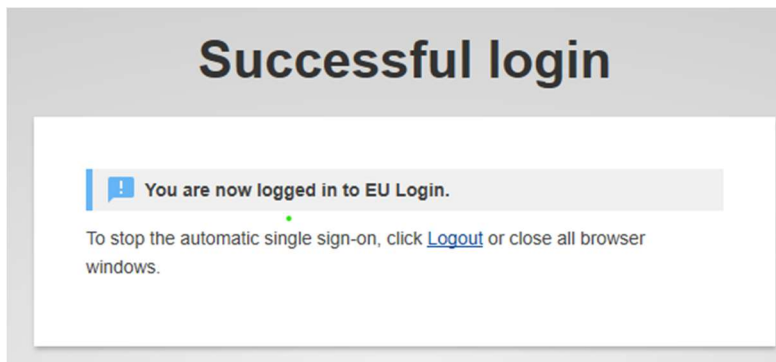
Examples: oq6xtWWUpX p2xaorhUCM kzYES2CyVP

[\[Generate other sample passwords\]](#)

On the next screen click 'Proceed'



You should see this screen:



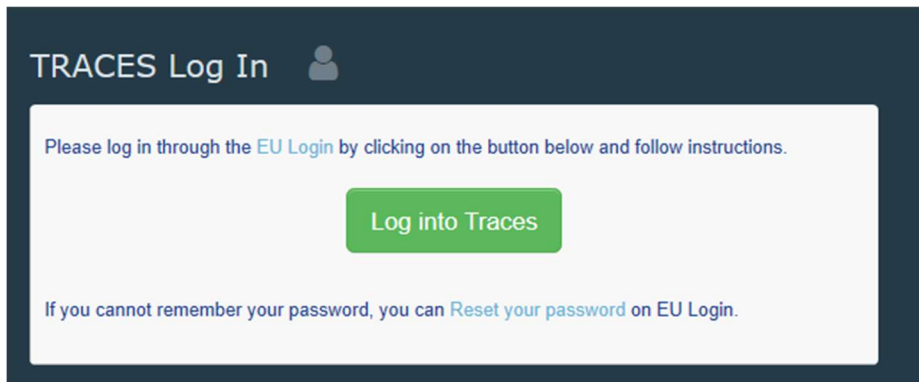
You have now successfully logged into the EU's authentication system 'EU login'

Now you need to log into Traces NT. See next page.

2. LOGGING INTO TRACES NT

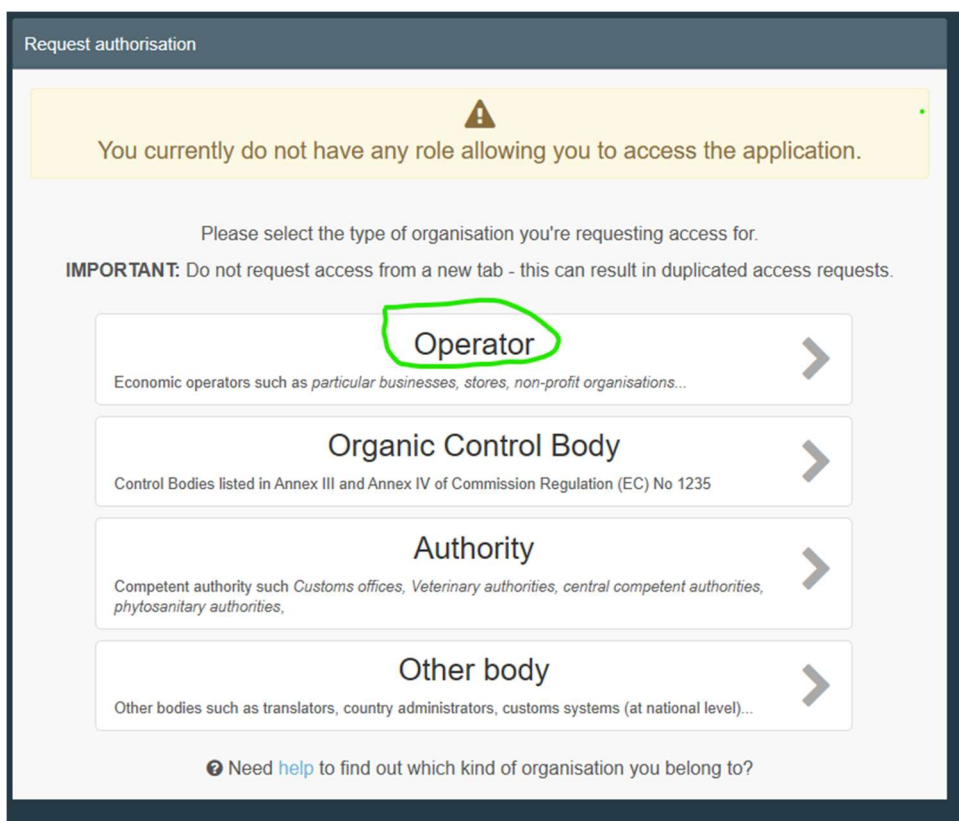
In a new browser tab, go to <https://webgate.ec.europa.eu/tracesnt/login>

Click 'Log into TRACES'

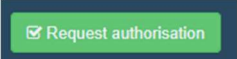


If this is the first time you have accessed TNT then you will be advised 'you do not have any role' allowing you to access TNT

You will then have to select (or create) your company to link to. Select 'Operator'



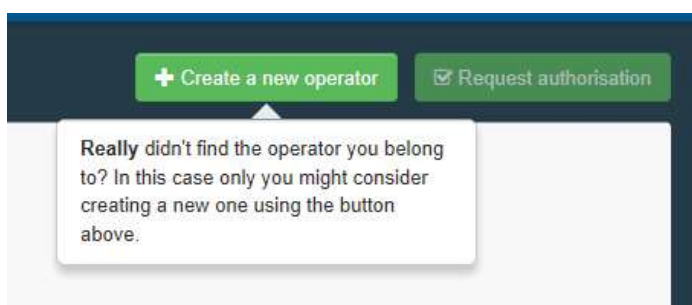
It is a principle of TNT that you cannot create a new 'organisation' (company) until you have searched to see that it is not already in the system. This is to avoid duplicate entries which plagued TRACES Classic

If you click on  you will see it is not active. You have to search for your company first to see it is not already registered on the system before it becomes available to use.

Select the country (United Kingdom) and enter your company name in the search field and click 'Search'

If your company is on the system, select it. If it is not on the system you will see a new button allowing you to create a new 'operator' (i.e. a new company).

Click 'Create a new operator'.



On the next screen, complete your

For City, select the most appropriate option from the drop-down list.

Operator Details

Name: ForwardersRUs *

Country: United Kingdom (GB) *

Region:

City: [2] Please provide city name, postal code *


Address:

Coordinates: Latitude / Longitude

Phone: +32 21 12 10 01 *

Operator Identifiers: + Add Identifier

No identifiers

- In the box 'Ext' enter the second half of your postcode
- For the address put your full postal address including postcode
- For phone number, complete in International format shown
- To find the other boxes shown, click  and they will open up
- If you have no fax number, click the dustbin symbol to remove this line
- **The email to be entered here is your company's general contact email**
- Put your website URL if you have one. It will need to start <http://www>.

Operator Details

Name: ForwardersRUs *

Country: United Kingdom (GB) *

Region: Suffolk GB-SFK, East of England, England GB-ENG

City: IP11 Felixstowe ✓ *

Ext.: 4QQ

Address: 4 Business Avenue, Felixstowe, IP11 4QQ *

Coordinates: Latitude / Longitude

Phone: +441394 695661 *

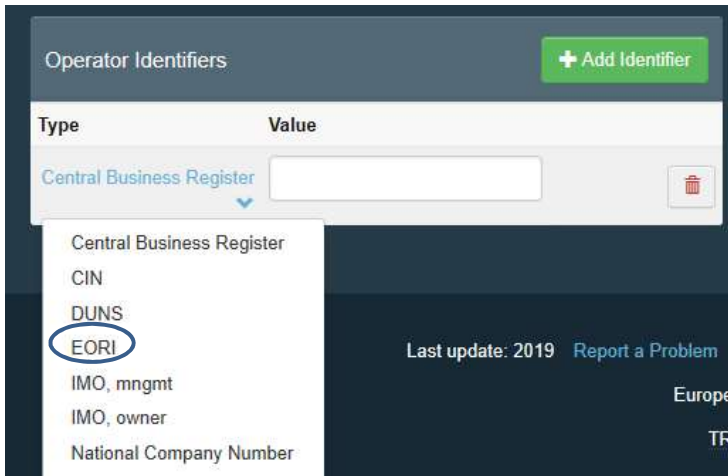
Email: orts@forwardersRUs.co.uk *

Web url: http://www.forwardersRUs.co.uk *

Operator Identifiers: + Add Identifier

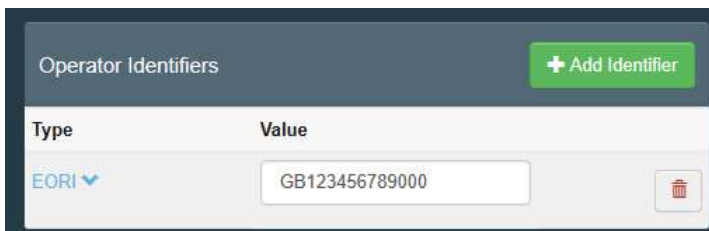
Click the green 'Add identifier' button

As a forwarding agent, for 'Type' select 'EORI' from the drop-down list



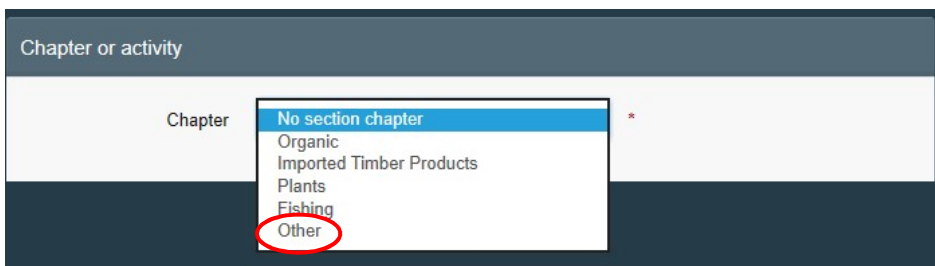
The screenshot shows the 'Operator Identifiers' section of a form. At the top right, there is a green button labeled '+ Add Identifier'. Below this is a table with two columns: 'Type' and 'Value'. The 'Type' column has a dropdown menu currently set to 'Central Business Register'. A dropdown menu is open, showing several options: 'Central Business Register', 'CIN', 'DUNS', 'EORI' (circled in red), 'IMO, mngmt', 'IMO, owner', and 'National Company Number'. The 'Value' column contains an empty text input field. To the right of the input field is a trash icon. Below the table, there is text indicating 'Last update: 2019' and a link 'Report a Problem'. On the far right, the text 'Europe' and 'TR' is partially visible.

Enter your EORI number



The screenshot shows the 'Operator Identifiers' section of the form. The 'Type' dropdown menu is now set to 'EORI'. The 'Value' text input field contains the number 'GB123456789000'. The '+ Add Identifier' button is still visible at the top right.

In the Chapter section select 'Other'



The screenshot shows the 'Chapter or activity' section of the form. There is a label 'Chapter' followed by a dropdown menu. The dropdown menu is open, showing several options: 'No section chapter', 'Organic', 'Imported Timber Products', 'Plants', 'Fishing', and 'Other' (circled in red). A red asterisk is visible to the right of the dropdown menu.

In the field 'SECTION' in the box that appears select 'Responsible for the Load (Freight Forwarder) (RFL)

Activity

Activity details

Section: No sections, Other (EFTA, European Union), Control point (CP), Onward transportation facility (OTF), Other (All countries), Responsible For the Load (Freight Forwarder) (RFL), Transporter (TRANSPORTER)

Activity: (blank)

Identifier: (blank)

Valid From: (blank) +01:00 CET

Valid to: (blank) +01:00 CET

Publication date: (blank)

Application date: (blank)

In the field 'ACTIVITY' select 'Responsible for the load'

All the other fields, including identifier, are left blank

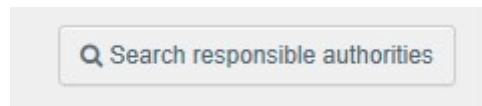
▼ Activity details

Section	<input type="text" value="Responsible For the Load (Freight Forwarder) (RFL)"/>	▼ *
Activity	<input type="text" value="Responsible for the load"/>	▼ *
Identifier	<input type="text"/>	
Valid From	<input type="text" value="--/--"/>	+01:00 CET
Valid to	<input type="text" value="--/--"/>	+01:00 CET
Publication date	<input type="text"/>	
Application date	<input type="text"/>	

▼ Assigned responsible authorities

<input type="text" value="Search responsible authorities"/>			
Name	Address	Role	Code

In the section called 'Assigned responsible authorities', click on 'Search responsible authorities'



In the search box enter 'Felixstowe' and click 'Search'. You should see 4 entries for Felixstowe

Select the bottom two:

Select responsible authorities

Search: Felixstowe Search Advanced search ▶

Name	Country	Address	Role	Code	Competence	
Felixstowe (Suffolk)	United Kingdom	Suffolk Coastal PHA, 70 Shed, Oysterbed Road, The Dock, Suffolk, IP11 Felixstowe	Border Control Post	GB0021	Organic COI rw COI Extract rw	Select
Felixstowe, P	United Kingdom	Suffolk Coastal PHA, 70 Shed, Oysterbed Road, Trinity Terminal, The Dock, IP11 4SH Felixstowe	Border Control Post	GBFXT1	Plants CHED-PP rw PHYTO rw	Select
Felixstowe, P	United Kingdom	Suffolk Coastal PHA, 70 Shed, Oysterbed Road, Trinity Terminal, The Dock, IP11 4SH Felixstowe	Border Control Post	GBFXT1	Food Veterinary CHED-A rw CHED-P rw EU IMPORT r- AJL rw	Select
Felixstowe, P	United Kingdom	Suffolk Coastal PHA, 70 Shed, Oysterbed Road, Trinity Terminal, The Dock, IP11 4SH Felixstowe	Border Control Post	GBFXT1	Feed and Food of Non-Animal Origin Food Veterinary CHED-D rw CHED-P rw EU IMPORT r-	Select

Close

Your screen should now look like this:

Activity

▼ Activity details

Section	Responsible For the Load (Freight Forwarder) (RFL)	*
Activity	Responsible for the load	*
Identifier	<input type="text"/>	
Valid From	<input type="text"/>	+01:00 CET
Valid to	<input type="text"/>	+01:00 CET
Publication date	<input type="text"/>	
Application date	<input type="text"/>	

▼ Assigned responsible authorities

Name	Address	Role	Code	
Felixstowe, P	Suffolk Coastal PHA, 70 Shed, Oysterbed Road, Trinity Terminal, The Dock IP11 4SH Felixstowe United Kingdom	BCP	GBFXT1	
Felixstowe, P	Suffolk Coastal PHA, 70 Shed, Oysterbed Road, Trinity Terminal, The Dock IP11 4SH Felixstowe United Kingdom	BCP	GBFXT1	

Click on the 'Create a new operator' button (top right)

Create a new operator

On the next screen, complete your email and phone number. This helps us at the BCP to contact you if we have questions. You can add a message if you wish. Click on 'Send authorisation request'

Confirm authorisation request for ForwardersRUs

Optionally, you can provide some additional useful information.

Message

Email

Phone

You should now see a screen like this:

The screenshot displays the EU Login interface. The top section is titled 'Request authorisation' and contains a blue information box stating: 'The roles you requested are being reviewed. You need to contact either your responsible authority either the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved.' Below this, it asks the user to select the type of organisation they're requesting access for, with an 'IMPORTANT' note: 'Do not request access from a new tab - this can result in duplicated access requests.' A dropdown menu is set to 'Operator', with a description: 'Economic operators such as particular businesses, stores, non-profit organisations...'. A 'Need help' link is provided. The right sidebar, titled 'Personal Information', shows the user's details: Full Name (John Forwarder), Domain (External), Username (n0031183), and Email (john.forwarder1@gmail.com). It also includes links for 'My account on EU Login', 'Change your Password at EU Login', and 'Update your Information at EU Login'. The bottom section, 'Your Roles', shows a filter status for '1 Requested', '0 Suspended', and '0 Valid'. A table lists the role 'Operator' for 'ForwardersRUs', which is 'Responsible for the load (RFL)' and is marked as 'New' and 'Requested'. The role details include 'IP11 Felxstowe' and 'United Kingdom (GB)'.

BCP staff will check the company details are valid and then authorise you as a user. Please allow 24hrs for us to do this. If authorisation is required more urgently, please phone and let us know you have made an authorisation request

Once authorised by BCP staff you will receive an email from TNT informing you that your request has been accepted.

You can then use TNT. <https://webgate.ec.europa.eu/tracesnt/login>. Remember you first have to login into the 'EU login' authentication service and then into TNT

If you are the first person to register for your company you will have 'power user' status and can authorise others in your company (as above)

For EU login, you have 3 attempts to get your password correct, otherwise you will be locked out for 15 minutes. For TNT there is no restriction on the number of attempts

When using TNT you are not timed out of the system (unlike TRACES Classic).

When you have finished for the day remember to log out of both TNT and 'EU login'