

## TRACES NT – INTRA Preparedness

This manual contains all essential information for the preparation of competent authorities ahead of the migration of the INTRA module to TRACES NT

## Background information

The objective of the “**INTRA Preparedness**” manual is to provide current and future TRACES NT users with a detailed guide on the necessary preparatory steps that are required for the efficient preparation of the competent authorities concerned in view of the migration of the INTRA module from TRACES Classic to TRACES NT.

In this regard, the three following steps are showcased in detail in this manual:

- ❖ Access to TRACES NT & Role request as a local competent authority user;
- ❖ Creation of the EU LMS establishments and the LMS NCP role;
- ❖ Creation and management of the “Appointed Veterinary Offices” in TRACES NT.

### Access to TRACES NT & Role request as a local competent authority user

Users linked to local competent authorities that are currently issuing INTRA certificates in TRACES Classic may already proceed with the creation of their EU Login account.

The “EU Login” is the European Commission’s user authentication service (<https://webgate.ec.europa.eu/cas>) which allows registered users to access TRACES-NT using a single email address and password. Those credentials are necessary to access TRACES-NT via <https://webgate.ec.europa.eu/tracesnt/login> and to ask for a role as user of their local competent authority.

### Creation of the EU LMS establishments and the LMS NCP role

The LMS National Contact Point (NCP) is a new entity type created in TRACES NT in the context of the INTRA migration in order to allow certain authority users to create and manage EU LMS establishments in TRACES NT.

It is important to note that the LMS NCP role may be assigned to as many authority users as needed.

If not yet registered in TRACES NT, EU LMS operators should be encouraged to create themselves their entities in TRACES NT as “Importer”. Then, it is up to authority users having a LMS NCP role to assign the appropriate activity type and to proceed with the validation.

### Creation and management of the “Appointed Veterinary Offices” in TRACES NT

The “Appointed Veterinary Office” is a new entity type created in TRACES NT in the context of the INTRA migration in order to allow private veterinarians appointed by the authorities (former *Official Private Veterinarians* – OPV- in TRACES Classic) to perform certain activities, amongst them, the issuance of INTRA certificates.

The creation of “Appointed Veterinary Offices” and the relevant role requests from users wishing to be linked to these entities are managed by the relevant local competent authorities.

In case you need any further clarifications, please do not hesitate to seek the support of the TRACES Helpdesk team (SANTE-TRACES@ec.europa.eu).

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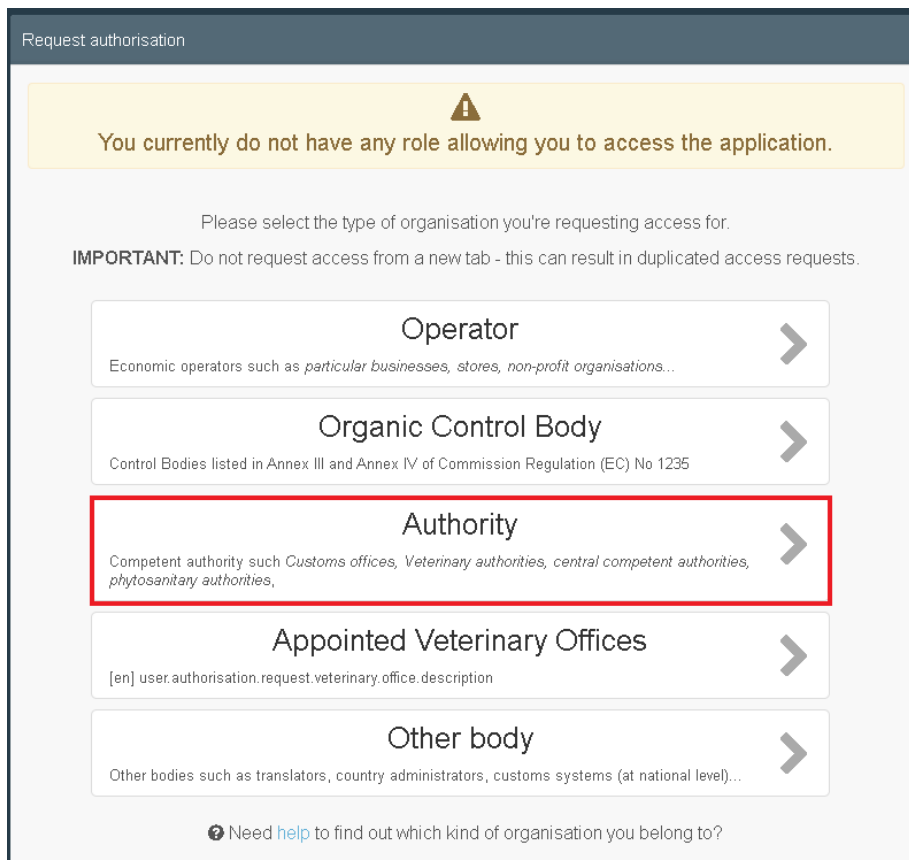
## I. How to get access to TRACES NT and request a role as a Local Competent Authority (LCA) user?

The local competent authority users need to have an EU login account and a valid role linked to a local competent authority in order to have access to TRACES NT.

### How to request a role as local competent authority (LCA)?

➡ If you have an EU login account but don't have any role yet

Go to <https://webgate.ec.europa.eu/tracesnt/login> to access the TRACES NT welcome page and log in. Choose the option **"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**  
[en] user.authorisation.request.veterinary.office.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?

In the drop-down menus, select your country, your role (LAU - Local Authority Unit) and the relevant competence. Then click on « **Search** »:



Select an authority

[Request authorisation](#)

Country: France (FR)

Role: LAU - Local Authority Unit

Competence: Veterinary

Authority Name:

[Search](#)

Tick the correct local authority unit and click on the **“Request authorisation”** button:

Select an authority

Country: France (FR)

Role: LAU - Local Authority Unit

Competence: Veterinary

Authority Name: finistere

☒ Request authorisation

Name	Full Address	Role	Competence	Code	<input checked="" type="checkbox"/> Select all
Finistere	2 rue de Kérivoal 29334 Quimper France	LAU	CHE-D-A tw CHE-D-P tw EU IMPORT r AJL tw	FR02900	<input checked="" type="checkbox"/> Select

A pop-up window will appear: you have the option to send more information if you wish to. Otherwise, click on **“Send authorisation request”**:

Confirm authorisation request for FR02900

Optionally, you can provide some additional useful information.

Message

Email: name@domain.com

Phone: +32 02 123456

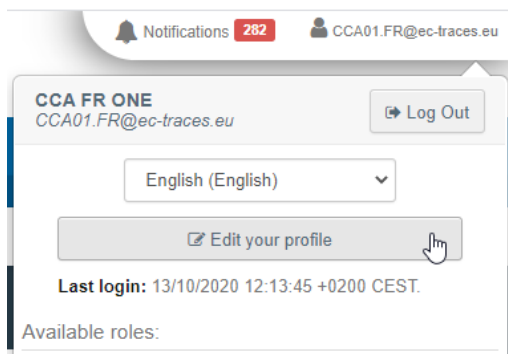
Cancel Send authorisation request

In order to have your role validated, you need to contact your superior authority (regional or central competent authority).

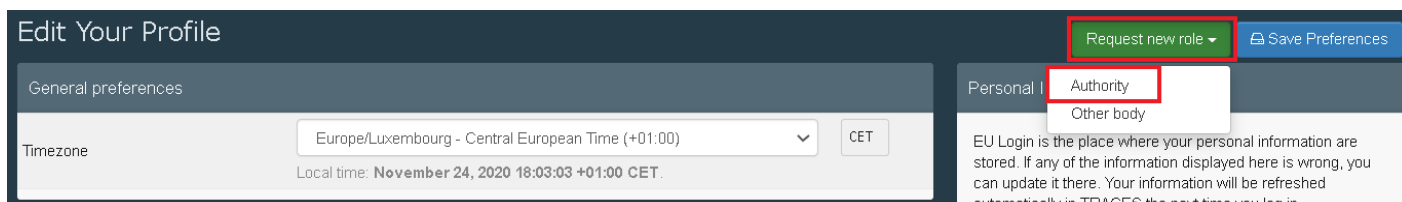
**Note:** If you are the first user to request a role in this LCA, you will be assigned an administrator’s role. This enables you to consequently validate the role requests of your colleagues who wish to link to the same LCA.

➡ If you already have access to TRACES NT

Click on your email address in the top right corner and then click on **“Edit your profile”**:



Click on “**Request a new role**” and select “**Authority**”. Then follow the procedure described previously (p.5).



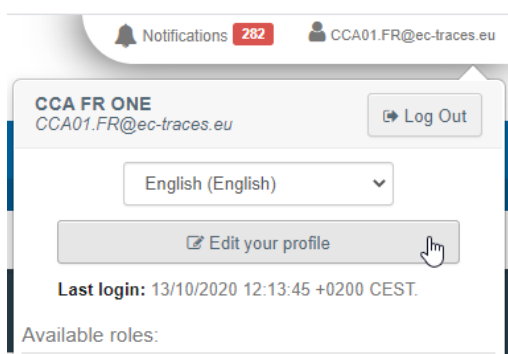
## II. LMS National Contact Point & Creation of the EU LMS establishments

This role enables you to **create and manage the EU LMS establishments** of your country (creating, editing, and validating/deleting LMS establishments) directly in TRACES NT.

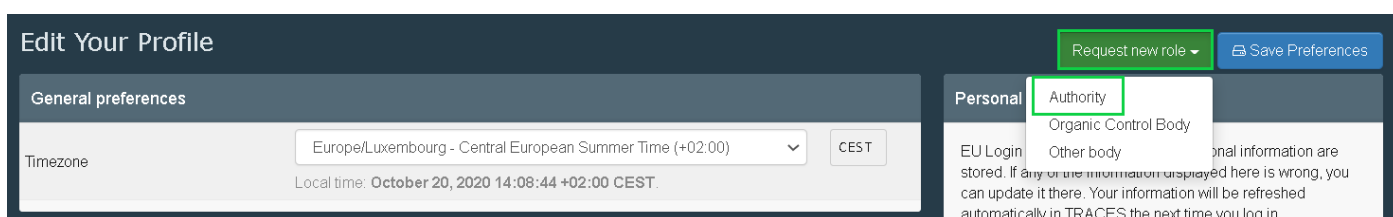
### 1. How to request the LMS National Contact Point role?

**Note:** If you don't have access to TRACES NT yet, please follow the procedure described in I.1

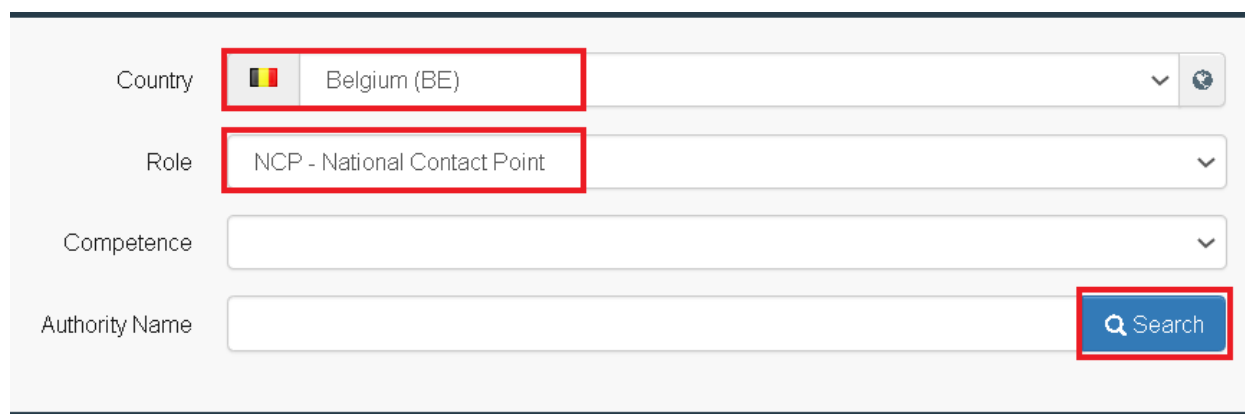
Once logged in TRACES NT, click on your email address in the top right corner and then click on “**Edit your profile**”:



Click on “**Request a new role**” and select “**Authority**”.

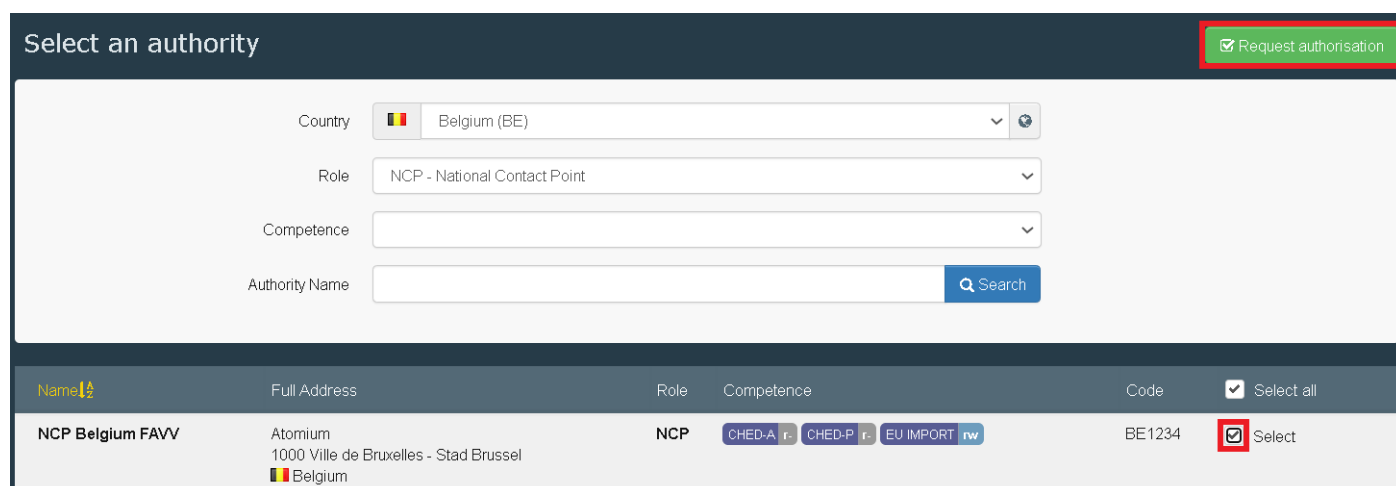


Select your country and the role “**NCP – National Contact Point**” in the drop-down menus. Click on “**Search**”:



A form with four input fields and a search button. The first field is 'Country' with a dropdown menu showing 'Belgium (BE)' and a flag icon. The second field is 'Role' with a dropdown menu showing 'NCP - National Contact Point'. The third field is 'Competence' with a dropdown menu. The fourth field is 'Authority Name' with a text input. A blue 'Search' button is located to the right of the 'Authority Name' field.

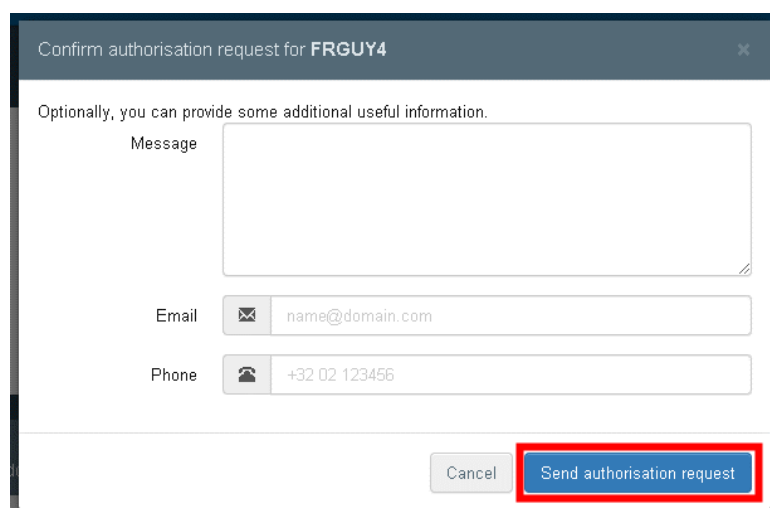
Tick the box “**Select**” and click on “**Request authorization**”:



A form titled 'Select an authority' with a green 'Request authorisation' button in the top right corner. The form contains the same fields as the previous one: 'Country' (Belgium (BE)), 'Role' (NCP - National Contact Point), 'Competence', and 'Authority Name'. Below the form is a table with the following data:

Name	Full Address	Role	Competence	Code	Select
NCP Belgium FAVV	Atomium 1000 Ville de Bruxelles - Stad Brussel Belgium	NCP	CHED-A CHED-P EU IMPORT	BE1234	Select

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

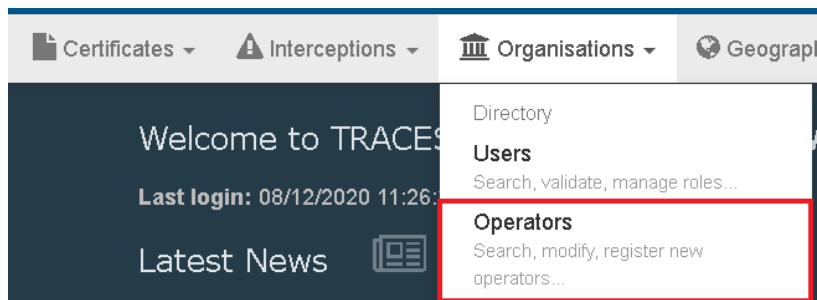


A pop-up window titled 'Confirm authorisation request for FRGUY4'. It contains a text area for 'Message' and three input fields for 'Email' (name@domain.com) and 'Phone' (+32 02 123456). At the bottom, there are two buttons: 'Cancel' and 'Send authorisation request'.

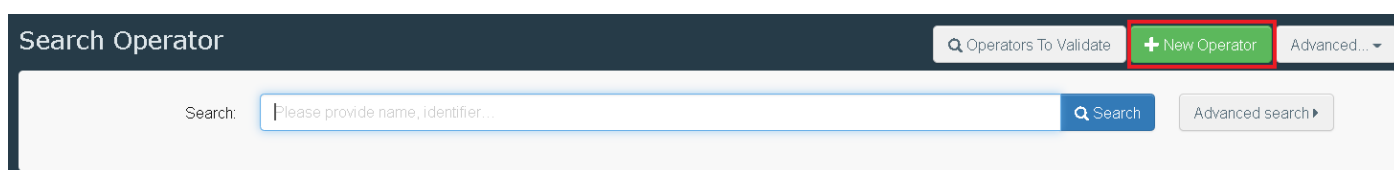
Once your request is sent, you can contact your colleague that has the administrator rights. If you are the first one of your country that requests this role, contact the TRACES helpdesk to have your role validated.

## 2. How to create an EU LMS establishment?

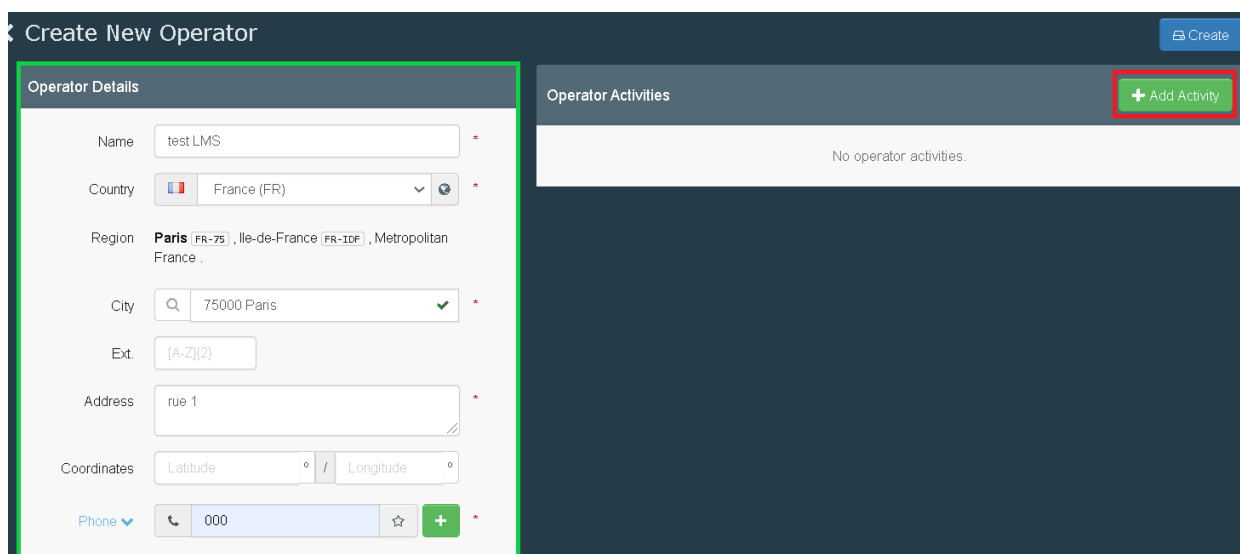
In order to create an EU LMS establishment, click on “**Organisations**” in the menu and then click on “**Operators**”:



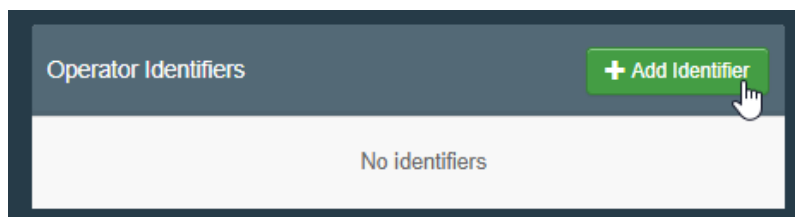
Click on “**+ New Operator**”:



Fill all the relevant details in the “**Operator Details**” box and then click on “**+ Add Activity**”:

The screenshot shows the 'Create New Operator' form. The 'Operator Details' section on the left is highlighted with a green border and contains fields for Name (test LMS), Country (France (FR)), Region (Paris), City (75000 Paris), Ext. ([A-Z](2)), Address (rue 1), and Coordinates (Latitude and Longitude). The 'Operator Activities' section on the right has a '+ Add Activity' button highlighted with a red box. A 'Create' button is located at the top right of the form.

If you wish to, there is the option to add an identifier. In order to do so, click on “**+ Add identifier**”:





In the “**operator activities**” box, select the corresponding section and activity. Then click on “**Create**”:

Create New Operator

Operator Details

Name: test LMS

Country: France (FR)

Region: Paris, Ile-de-France, Metropolitan France

City: 75000 Paris

Operator Activities

+ Add Activity

Approved body Bodies, institutes and centers (ZOO) New

Activity Details

Section: Bodies, institutes and centers (ZOO)

Activity: Approved body

The status of the operator will automatically be “**Valid**”.

test LMS

Operator Details

Name: test LMS

Country: France (FR)

Region: Paris, Ile-de-France, Metropolitan France

City: 75000 Paris

Operator Activities

+ Add Activity

Approved body Bodies, institutes and centers (ZOO) Valid

Users

If you wish to, there is again the option to add an identifier. In order to do so, fill the identifier box:

Operator Activities

+ Add Activity

Other species location Other species locations (OTHERHOLD) Valid

Activity Details

Identifier: 123456

There is also the option to add a remark, if needed:

Remarks

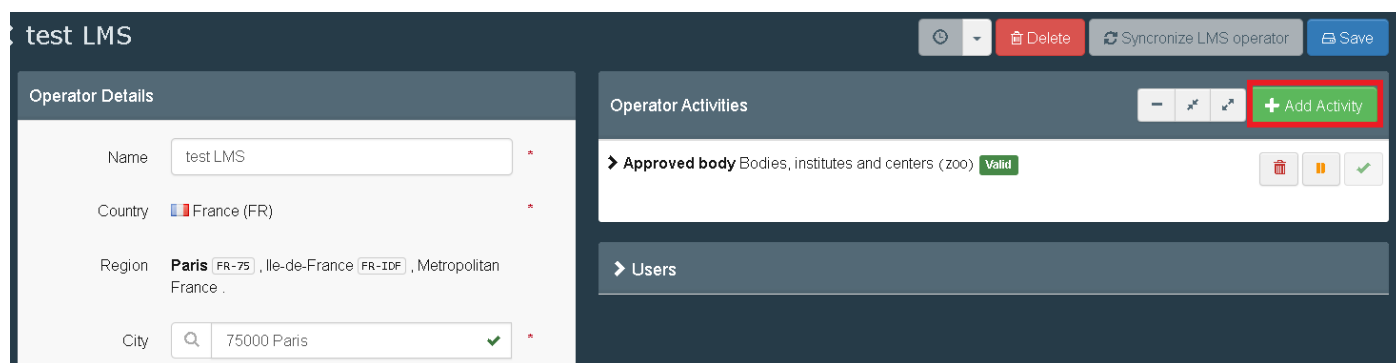
Search Remark: S

- B Bovinae
- C Capra hircus
- O Ovis aries
- P Suidae
- S Equidae

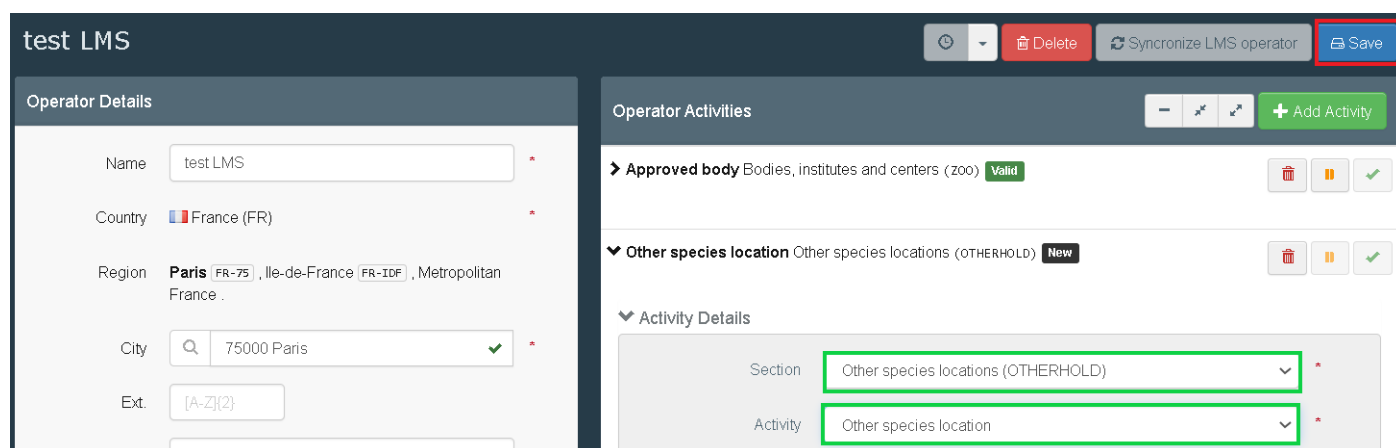
**Note:** The *Responsible authority* is automatically assigned when clicking on « **Create** », based on the geographical location of the establishment. However, there is the option to add an *Assigned authority* if different from the Responsible authority.

### 3. How to add a new LMS activity to an operator?

If you wish to add another activity to an existing operator, first, look for the operator via the menu **organisation > operators**. Click on the operator to open its details and click on “**+ Add Activity**”:



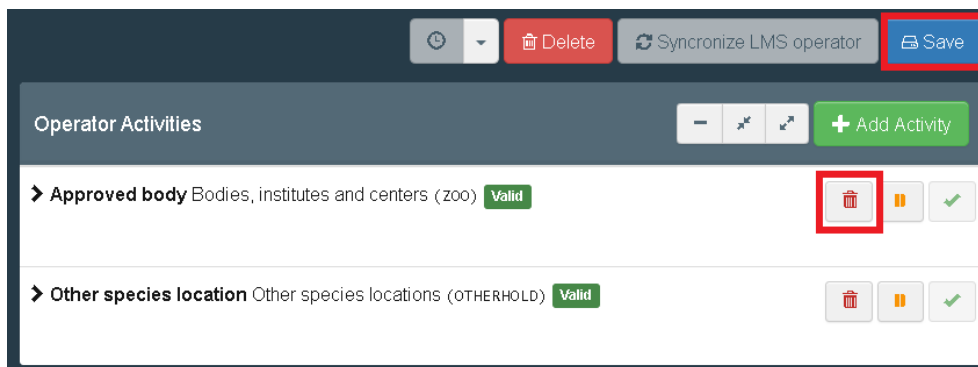
In the “**operator activities**” box, select the corresponding section and activity. Then click on “**Save**”:



**Note:** In case an operator has only one existing section/activity and you wish to modify this activity, you first need to add the new section/activity before removing the previous one. Once the new activity is created, you will be able to delete the previous activity.

### 4. Delete an LMS activity

If you wish to delete the activity of an existing operator, look for it via the menu **organisation > operators**. Click on the operator to open its details and click on the little red bin in the line of the activity you wish to delete. Click on “**Save**”:



### III. Appointed veterinary offices

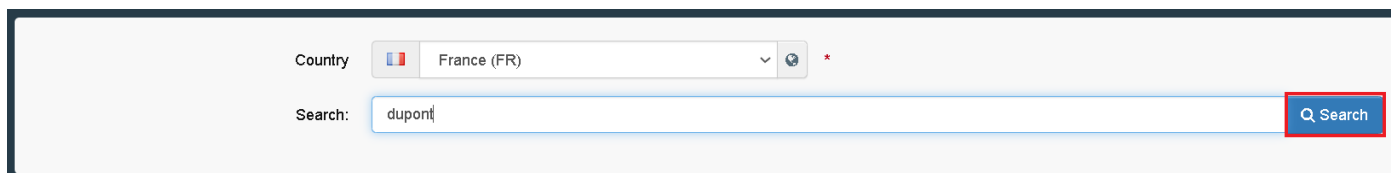
The “Appointed veterinary office” entities are to be created by the relevant local competent authorities.




**Note:** the Appointed Veterinary Offices in TRACES NT correspond to the former Official Private Veterinarians (OPV) in TRACES Classic.


#### 1. How to request an appointed veterinary office role?

First, make sure that you created your EU login account. Go to <https://webgate.ec.europa.eu/tracesnt/login> to access the TRACES NT welcome page and log in. Choose the option “**Appointed Veterinary Offices**”:

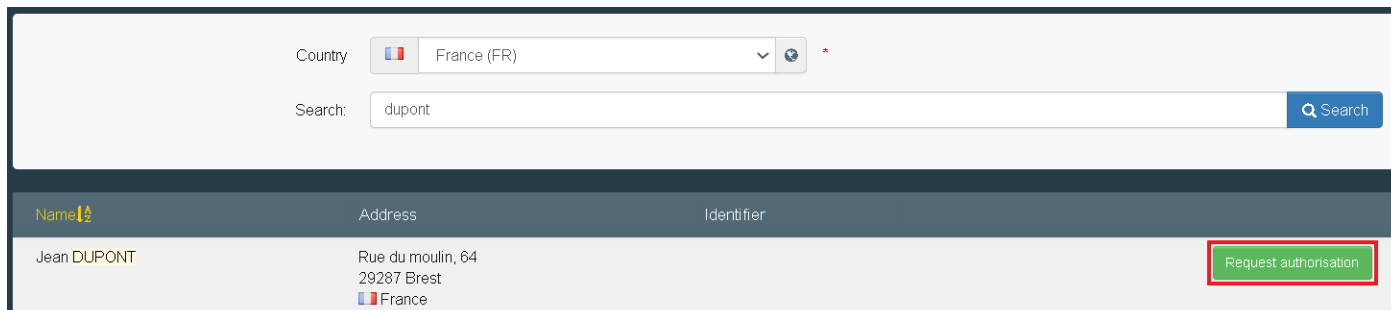
Select your country in the drop-down menu, type the name of the appointed veterinary office you wish to be linked to and click on the “Search” button:







Country:  France (FR)   \*



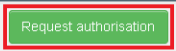
Search:  

Select the corresponding appointed veterinary office by clicking on **“Request authorisation”**:

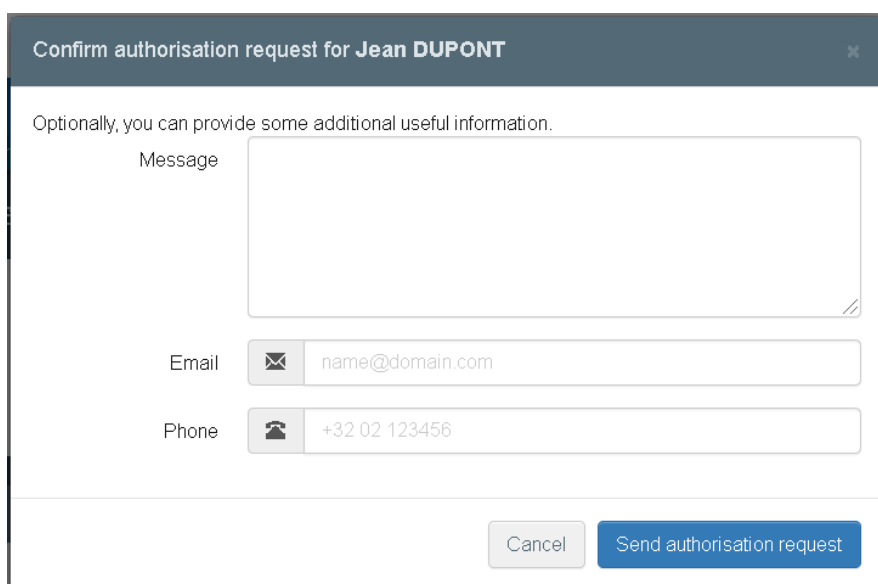



Country:  France (FR)   \*

Search:  

Name 	Address	Identifier
Jean DUPONT	Rue du moulin, 64 29287 Brest  France	


A pop-up window will appear: you have the option to send more information if you wish to. Otherwise, click on **“Send authorisation request”**:




Confirm authorisation request for Jean DUPONT 

Optionally, you can provide some additional useful information.

Message

Email 

Phone 

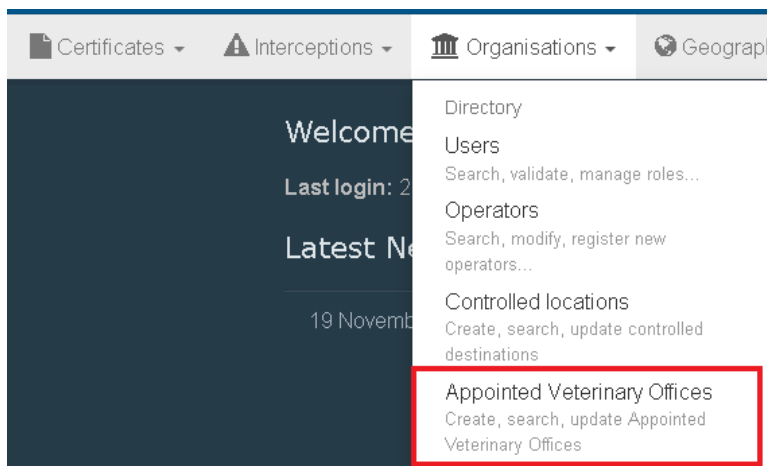
In order to have your role validated, you need to contact your local competent authority.

## 2. How to create an appointed veterinary office?

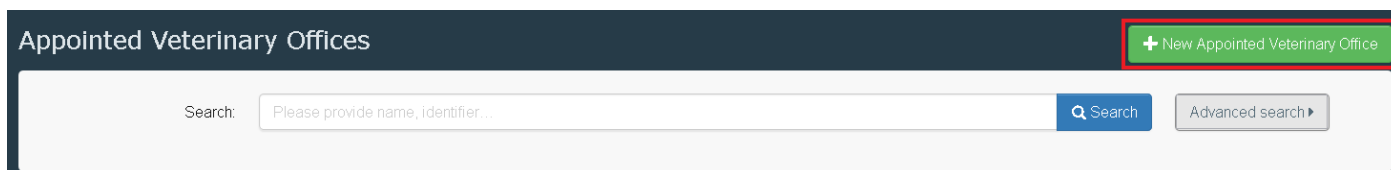
**Note:** A Local Competent Authority user is allowed to create an Appointed Veterinary Office only in his/her country.

A valid LCA user is able to create appointed veterinary offices as follows:

In the main menu, click on **“Organisations”** and then on **“Appointed Veterinary offices”**:



Click on “+ **New Appointed Veterinary Office**”:



Introduce the relevant information about the new appointed veterinary office:

 A screenshot of the 'Create New Veterinary Office' form. The form is divided into two main sections: 'Veterinary Office Details' and 'Address'. 
 

- Step 1:** In the 'Veterinary Office Details' section, the 'Name' field is highlighted with a green box and a green circle containing the number 1. Below it are checkboxes for 'Confidential', 'Control Allowed', and 'Manually Assigned'. The 'Status' is set to 'Valid'. The 'Identifier' field is also highlighted with a green box and a green circle containing the number 1. The 'Phone' field is highlighted with a green box and a green circle containing the number 1.
- Step 2:** In the 'Address' section, the 'Country' dropdown is highlighted with a green box and a green circle containing the number 2. The 'Region' dropdown is highlighted with a green box and a green circle containing the number 2. The 'City' field is highlighted with a green box and a green circle containing the number 2. The 'Street' field is highlighted with a green box and a green circle containing the number 2. The 'Coordinates' section is highlighted with a green box and a green circle containing the number 2.
- Step 3:** At the bottom of the form, the '+ Add Associated Authority' button is highlighted with a green box and a green circle containing the number 3.

1. Enter the name, the identifier and one contact option. You can allow confidentiality and tick “**control allowed**” and “**manually assigned**” (like in TRACES Classic) if you wish.
2. Enter the address information
3. Please click on “**+Add Associated Authority**” in order to select your own LCA.

In order to add associated authority, click on “+ **Add associated authority**”:

Name	Address	Role	Code	Competence
<div>Associated Authorities <span>?</span> <span>+ Add Associated Authority</span></div>				

Click on the « **Advanced search** » button to perform a search and select the corresponding authority, by clicking on “**Select**”:

Search:

finistère

Search

Advanced search ▲

Country

France (FR)

▼

Role

▼

Name	Country	Address	Role	Code	Competence
Finistere	France	2 rue de Kérivoal 29334 Quimper	Local Authority Unit	FR02900	<div>Animal By-Products</div> <div>Food</div> <div>Veterinary</div> <div>CHED-A <small>rw</small></div> <div>CHED-P <small>rw</small></div> <div>EU IMPORT <small>rw</small></div> <div>AJL <small>rw</small></div>

Select

Click on “**Save**”. The appointed veterinary office will automatically be validated:

Jean DUPONT Valid

Save

Veterinary Office Details

Name

Jean DUPONT \*

Confidential

Control Allowed

Manually Assigned

Last update on

November 10, 2020 12:57:45 +01:00 CET  
16 days ago.

Status

Valid

Identifier

FR132456v

Phone

☆

+

Address

Country

France (FR) \*

Region

Finistère (FR-29) | Brittany (FR-BRE) | Metropolitan France .

City

29287 Brest ✓ \*

Street

Rue du moulin, 64 \*

Coordinates

Latitude

/

Longitude

Associated Authorities ? + Add Associated Authority

Name	Address	Role	Code	Competence
Finistere	2 rue de Kérivoal 29334 Quimper France	Local Authority Unit	FR02900	<div>Animal By-Products</div> <div>Food</div> <div>Veterinary</div> <div>CHED-A <small>rw</small></div> <div>CHED-P <small>rw</small></div> <div>EU IMPORT <small>rw</small></div> <div>AJL <small>rw</small></div>

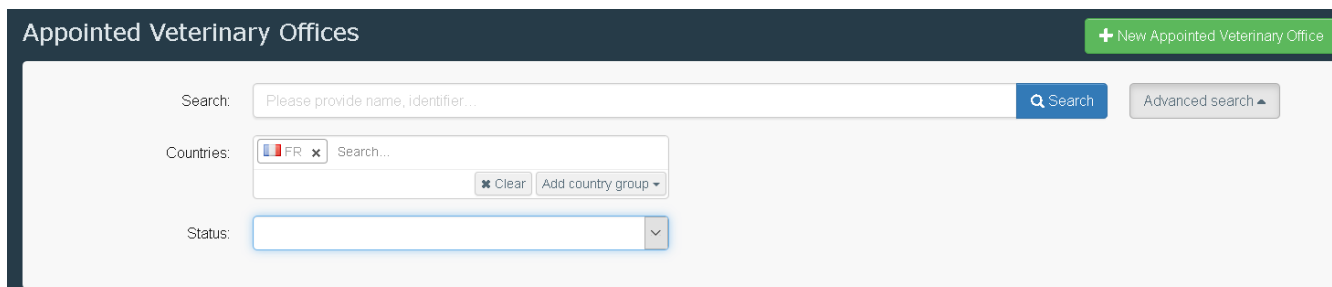
**Note:** There is the possibility to add extra authorities in case the appointed veterinary office would be endorsing responsibilities for different Local Competent Authorities, e.g. in adjacent areas.

Once the appointed veterinary office is created, user(s) can request a role within the newly created Appointed Veterinary Office entity (see page 12).

### 3. How to search for an appointed veterinary office?

The screen will provide you the usual search bar. You can search by typing the name of the appointed veterinary office you are looking for and then click on the “**Search**” button.

You can also perform an advanced search by clicking on the “**Advanced search**” button. You will be able to search by country and by status:



The screenshot shows a web interface titled "Appointed Veterinary Offices". In the top right corner, there is a green button with a plus icon and the text "+ New Appointed Veterinary Office". Below the title, there is a search section with three main components: a "Search:" label followed by a text input field containing the placeholder "Please provide name, identifier...", a blue "Search" button with a magnifying glass icon, and a grey "Advanced search" button with a downward arrow. Below the "Search:" field, there is a "Countries:" label followed by a multi-select input field. This field currently shows a selected item with a French flag icon and the code "FR", a close button (x), and a "Search..." placeholder. Below this field are two buttons: "Clear" with an eraser icon and "Add country group" with a downward arrow. Finally, there is a "Status:" label followed by a dropdown menu with a downward arrow icon.