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**RUOKAVIRASTO**
Livsmedelsverket ● Finnish Food Authority

Plant Production department
Plant Health Unit

Applying for Traces administrator IDs

# Applying for Traces administrator IDs

**General**

Importers of plants, plant products and timber requiring a phytosanitary certificate must be entered in the plant health register of the Finnish Food Authority and the Traces system.

'Traces' is an acronym for Trade Control and Expert System. The Traces system was developed to ascertain the traceability and monitoring of live animals and plants and of animal, plant and biodynamic products, among others, both in internal market trading between EU Member States and in imports from third countries. A phytosanitary certificate is proof that the imported products have been processed and inspected according to EU requirements and do not contain quarantine pests.

Operators engaged in the import of such products may apply for Traces system IDs. You must submit an application in person using your company's e-mail address, as specified in the relevant instructions.

If you are the first in your company to apply for Traces IDs, you will be registered as the administrator for your company by the Plant Health Unit of the Finnish Food Authority. As administrator, you will then be able to issue Traces user IDs to all other users in your company.

**Instructions**

**1  Apply for IDs to the EU Login system**

In order to log into the Traces system, you need to have IDs for the EU Login system maintained by the European Commission; this is also used for logging into the Traces system. Applying for EU Login IDs:  https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/C_EU%20login/create-a-new-EU-login-account.htm

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## 2 Apply for Traces IDs

Once you have received EU Login IDs, you may apply for Traces user IDs here:
https://webgate.ec.europa.eu/tracesnt/login

### 2.1 In the view below, click on Economic Operator.



### 2.2 Under Country, select Finland.

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2.3 Enter the name of your company in the Search field, in the form in which it is entered in the Business Information System (YTJ) and click 'Search'. Your company details will be brought up. Click the box to the right of your company's name to select your company, and in the green box click on 'Apply for permit'.
If your company's details are not found in the system, you need to send them (company name,
business ID, contact details) by e-mail to the Finnish Food Authority:
kasvinterveys.traces@ruokavirasto.fi

Note! Under 'Functions', the system currently gives **'Nursery'** for all importers. This is due to the technical properties of the Traces system. For forwarders, the system currently gives **'Responsible for the load'** under 'Functions'.

The screen will show "Confirm approval request for..."
Click "Send approval request".

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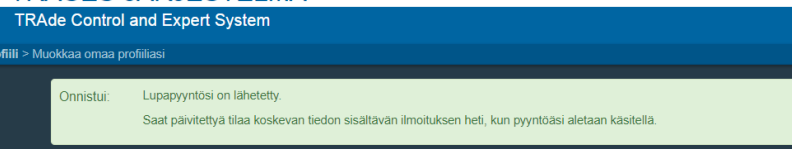| | | | |
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2.4    The screen will show "Your permit request has been sent".
The Plant Health Unit at the Finnish Food Authority will accept you as the Traces administrator for your company**.**



2.5.    The Traces system will send an automatic e-mail to your address when your request has been accepted.
After you have received it, you can log into the Traces system at:
https://webgate.ec.europa.eu/tracesnt/login

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## 3    Approving other users

3.1    As the administrator, you will need to approve any other users in your company.
The administrator role as forwarder looks like this. If you are an operator, your role is "Nursery".



3.2    Retrieve users awaiting approval. Select "Organisations" and "Users".

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3.3 Select the user ID applicant. Select "Add new role" and click on the green V icon. Click "Save changes" at the top right.
The user role status "0 valid" will change to "1 valid".



3.4 The user ID applicant will receive a notification of the approval and can now log into the system.

## 4 Adding administrator rights

You can add or remove administrator rights for a user ID by selecting the appropriate icon in the user details. Remember to click "Save changes".

= not an administrator                = an administrator

## Contacts

kasvinterveys.traces@ruokavirasto.fi

## Further information on the Finnish Food Authority website

https://www.ruokavirasto.fi/yritykset/tuonti-ja-vienti/traces/tracesnt-kasvituotteet/

https://www.ruokavirasto.fi/yritykset/tuonti-ja-vienti/tuonti-eun-ulkopuolelta/puutuotteet/kasvinterveysvaatimukset/

https://www.ruokavirasto.fi/yritykset/tuonti-ja-vienti/tuonti-eun-ulkopuolelta/kasvituotteet/

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https://www.ruokavirasto.fi/tietoa-meista/asiointi/oppaat-ja-lomakkeet/yritykset/kasvintuotantoala/kasvinterveys/rekisteroityminen/