

Registration Guide and List of Favorite Certificates

- Operators Exempted from certification under Article 35(8) of Regulation (EU) 2018/848
- Operators Exempted from notification under Article 34(2) of Regulation (EU) 2018/848
- Certified Operators

October 2024

Requesting an exempted role:

After having created an EU-Login account, you will need to try to access TRACES at least once for your user account to become active.

Using the link <https://webgate.ec.europa.eu/tracesnt/login>, enter your credentials and you shall be redirected to the following screen where you shall be asked to select your purpose of registration:

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

Proceed by choosing Operator either by searching for an existing one:

Select an existing operator

+ Create a new operator Request authorisation

Country	Belgium (BE)	
Section:	Exempted from certification under Article 3:	
Activity Type	Distribution/Placing on the market	
Search:	Type business name, approval number...	

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

Name	Address	Activities
test exempted	test 1731 Brussegem 	> Distribution/Placing on the market EXEMPTED-ART-35-8 New <input checked="" type="checkbox"/>

Or link to an operator with a valid Organic Operator Certificate:

Select an existing operator

+ Create a new operator

Really didn't find the operator you belong to? In this case only you might consider creating a new one using the button above.

Country	Belgium (BE)	
Section:	Import (ORGANIC IMPORT)	
Activity Type	Import	
Search:	Type business name, approval number...	

Name	Address	Activities
[REDACTED]	Cassiersstraat 19 2060 Antwerpen 	> Import ORGANIC IMPORT Valid > Responsible for the load RFL Valid > Storing ORGANIC STORING Valid

In this case, select the adequate operator and tick the box on the right after which you will need to click on 'Request Authorisation' which will create a pop-up notification requesting you to confirm your choice and optionally provide additional information for your request:

Confirm authorisation request for **test exempted** X

Optionally, you can provide some additional useful information.

Message

Email



name@domain.com

Phone



+32 02 123456

[Cancel](#)

[Send authorisation request](#)

After you have sent the notification, you will be again redirected to the starting page and the following message will appear:

Success:

Your authorisation request has been successfully submitted.

You will receive a notification with the updated status as soon as your request will be managed.

Request authorisation

Personal In

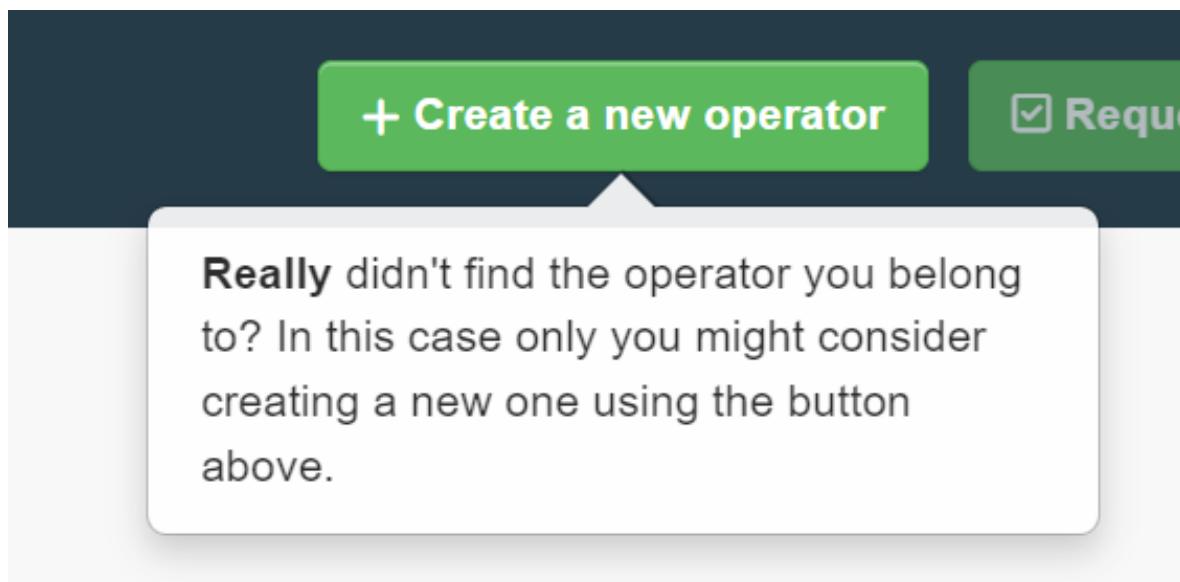


The roles you requested are being reviewed. You need to contact your responsible authority or the administrator inside your organisation in order to be validated. You will be notified by email as soon as they will be approved. Please note that TRACES Helpdesk is not responsible for the validation of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

EU Login is information information can update refreshed a next time y

Full Name Domain

Or, as the pop-up message stipulates, if you really did not find an existing operator or you are sure they are not yet registered in the system, you have the option to create one on the spot by clicking on '+ Create a new Operator'.



Once you have clicked on the button '+ Create a new Operator', you shall be redirected to an empty operator page where you can fill out the details of the operator as well as the activities you wish to request for this operator:

Create operator to request being attached to **n002lo30**

[Create a new operator](#)

Operator Details

Name: Test exempted *

Country: Belgium (BE) *

Phone: +32 21 12 10 01

Chapter or activity

Chapter: Organic *

Addresses

+ Add address

1

Region: East Flanders (BE-VLG) / Flanders (BE-VLG)

City: 1000 Herzele *

Address: Test street *

Activity

Activity details

Section: Exempted from notification under Article 34(2) *

Activity: Distribution/Placing on the market *

Identifier:

Valid From: 2024-01-01 +02:00 CEST

Valid to: 2024-12-31 +02:00 CEST

Or

Create operator to request being attached to **nfreofor**

[Create a new operator](#)

Operator Details

Name: Test 35 8 *

Country: Belgium (BE) *

Phone: +32 21 12 10 01

Chapter or activity

Chapter: Organic *

Addresses

+ Add address

1

Region: Flemish Brabant (BE-VBR) / Flanders (BE-VLG)

City: 1731 Brussegem *

Address: TEST Address *

Activity

Activity details

Section: Exempted from certification under Article 35(8) of Regulation (E) *

Activity: Distribution/Placing on the market *

Identifier:

Valid From: 2024-01-01 +01:00 CET

Valid to: 2024-12-31 +01:00 CET

Once the information has been filled end the creation by clicking on 'Create a new operator'.

The same pop-up will appear:

Confirm authorisation request for test exempted ×

Optionally, you can provide some additional useful information.

Message

Email name@domain.com

Phone +32 02 123456

Cancel Send authorisation request

After you send the notification, you will be again redirected to the starting page and the following message will appear:

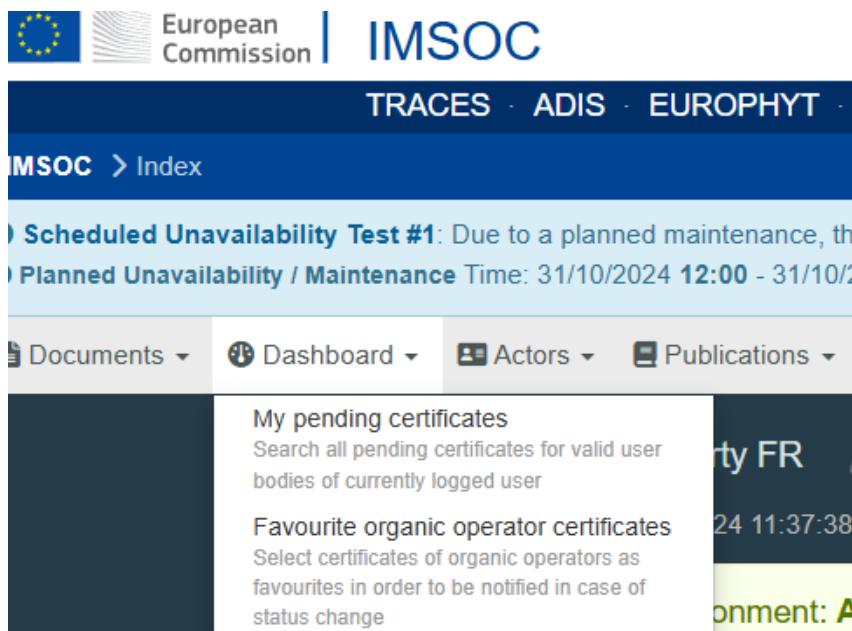
Success: Your authorisation request has been successfully submitted.
You will receive a notification with the updated status as soon as your request will be managed.

Request authorisation	EU Login is information information can update refreshed next time y
<p>i</p> <p>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.</p>	Full Name Domain :

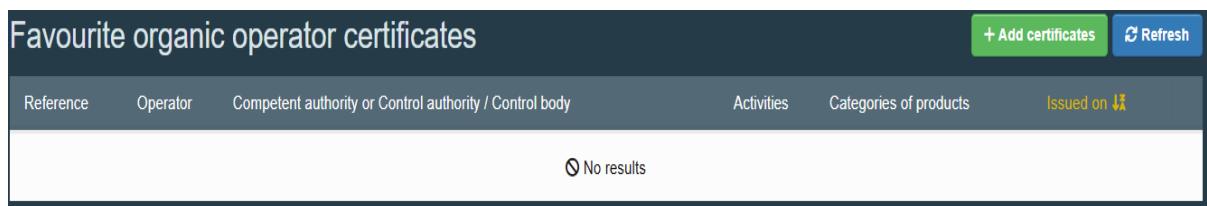
Accessing and creating your List of Favorite certificates.

This option is available for Operators Exempted from certification or notification under Article 35(8) and/or 34(2) of Regulation (EU) 2018/848 as well as Operators with Certified activities.

Once your user request will have been validated, the dashboard will appear:

A screenshot of the IMSOC dashboard. At the top, there is a header with the European Commission logo and the text "IMSOC | TRACES - ADIS - EUROPHYT". Below the header, a blue bar displays "IMSOC > Index". The main content area shows a "Scheduled Unavailability Test #1" notice and a "Planned Unavailability / Maintenance" section with the time "31/10/2024 12:00 - 31/10/2024 12:00". Below these, there are four navigation tabs: "Documents", "Dashboard", "Actors", and "Publications". The "Dashboard" tab is currently selected. On the left, there is a dark sidebar. The main content area on the right displays two sections: "My pending certificates" (with a link to "Search all pending certificates for valid user bodies of currently logged user") and "Favourite organic operator certificates" (with a link to "Select certificates of organic operators as favourites in order to be notified in case of status change"). On the right side of the dashboard, there is a sidebar with the text "Party FR", "24 11:37:38", and "Environment: A".

Therein you can access your pending certificates as well as your list of favourite Organic Operator Certificates.

A screenshot of the "Favourite organic operator certificates" list view. The header includes the title "Favourite organic operator certificates" and buttons for "+ Add certificates" and "Refresh". Below the header is a table with columns: "Reference", "Operator", "Competent authority or Control authority / Control body", "Activities", "Categories of products", and "Issued on". The table body is currently empty, showing a message "No results".

You can add certificates to your lists as shown below:

Selection of favourite certificates of organic operators

★ Selected certificates (click on button below to add them to favourites)

No certificates selected

Click on 'Add to favourites'

Search: test Search Showing 3 / 3 results.

Country: Belgium (BE)

Select	Reference	Operator	Competent authority or Control authority / Control body	Activities	Categories of products	Issued on
	BE-BIO-04.056-0000758.2024.005	test TNT-19814 Test address 2000 Antwerpen Belgium	Control Union Certifications BE-BIO-04	Production	(a) - Unprocessed plants and plant products, including seeds and other plant reproductive material	22/02/2024 11:01 +01:00 CET

Select the Operator by clicking on the star

The Certificate will then appear directly in your list of favourite certificates:

Favourite organic operator certificates

+ Add certificates Refresh

Success: Certificates successfully added to favourites. Click on "Refresh" button if the list below is not up to date.

Reference	Operator	Competent authority or Control authority / Control body	Activities	Categories of products	Issued on
BE-BIO-04.056-0000758.2024.005 Issued	test TNT-19814 Test address 2000 Antwerpen Belgium	Control Union Certifications BE-BIO-04	Production	(a) - Unprocessed plants and plant products, including seeds and other plant reproductive material	22/02/2024 11:01 +01:00 CET

From the button 'Actions' you can access the PDF and the Digitally signed version as well as remove any unwanted certificates:

Favourite organic operator certificates						+ Add certificates	Refresh
Reference	Operator	Competent authority or Control authority / Control body	Activities	Categories of products	Issued on		
BE-BIO-04.056-0000758.2024.005 Issued	test TNT-19814 Test address 2000 Antwerpen 	Control Union Certifications BE-BIO-04	Production	(a) - Unprocessed plants and plant products, including seeds and other plant reproductive material	22/02/2024 11:01 +01:00 CET	Actions  PDF certificate  Digitally signed PDF  Remove	