Introduction to EU DOCOM, the new DOCOM module in TRACES

August 2022

Version 6.5.0

This manual contains all essential information for the issuance of commercial documents using the DOCOM module in TRACES.
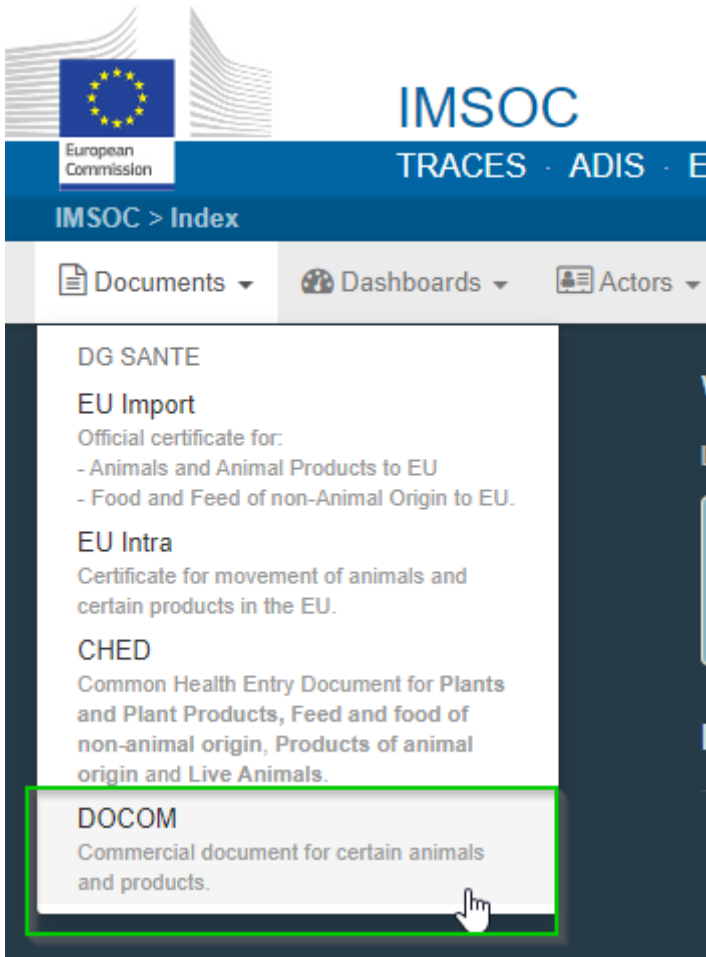
Health and Food Safety

Table of Contents

Creating a DOCOM – As EO (economic operator) or Local Authority user.

I – Select the commodity

On the homepage, click on "**Documents**" and then on "**DOCOM**":

Click on the green button "**+ Create new Commercial Document**":
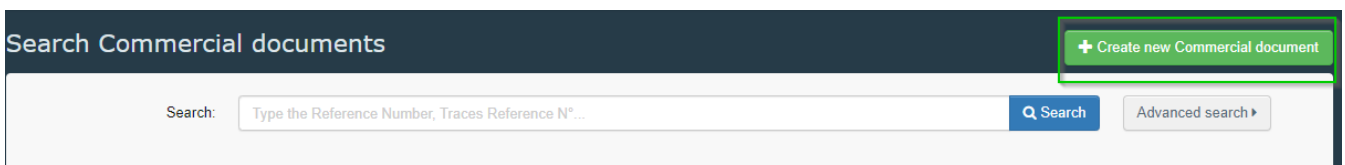
Select the Document model from the list using one of these 2 options:

- Expand the CN code and select it

- Type directly the CN code

Click on "**Done**".

> **Note**: you can still delete, add or modify the commodity details in the document, box I.29

Complete Part I

> **Tip:** Use the shortcut tool on the right-hand side of the certificate in order to navigate easily between the boxes.

> **Note**: All of the boxes marked with a red asterisk * are mandatory

Box – I.1. Consignor

Fill in this box using of these options:

- Start typing the name of the consignor and select a company from the drop down list that pops out.

- Select a company from the "**Favorites operators**" list, by clicking on the grey star. To register an operator in your "**Favorites**", run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.
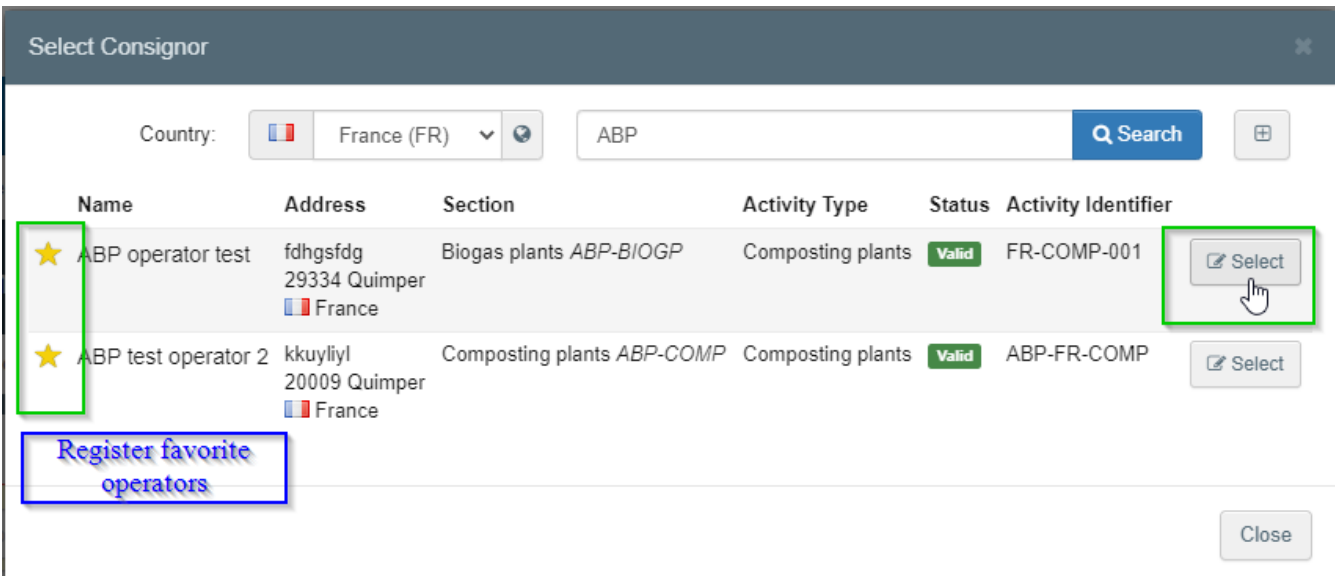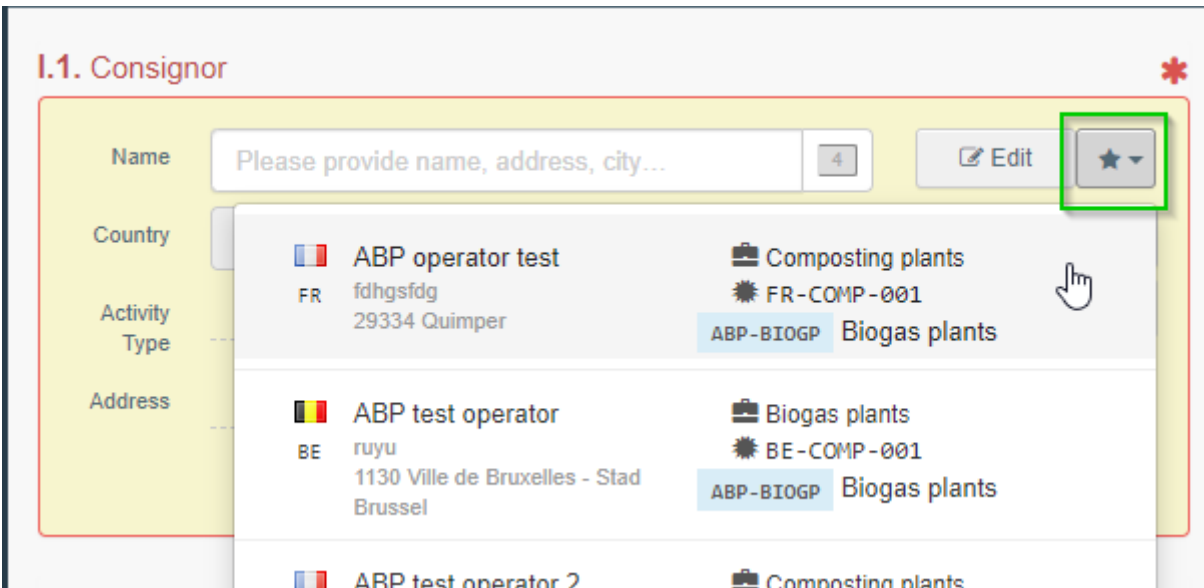
- Run an advanced search by clicking on the "**Advanced**…" button and add some filters by clicking on the small "**+**" button on the right.

> **Note**: If the operator is not present in the system, you can create a new one by clicking on **"+ Create a new Operator"**. This button will <u>only</u> appear once you did an advanced search in order to avoid as much as possible duplicates in the system.
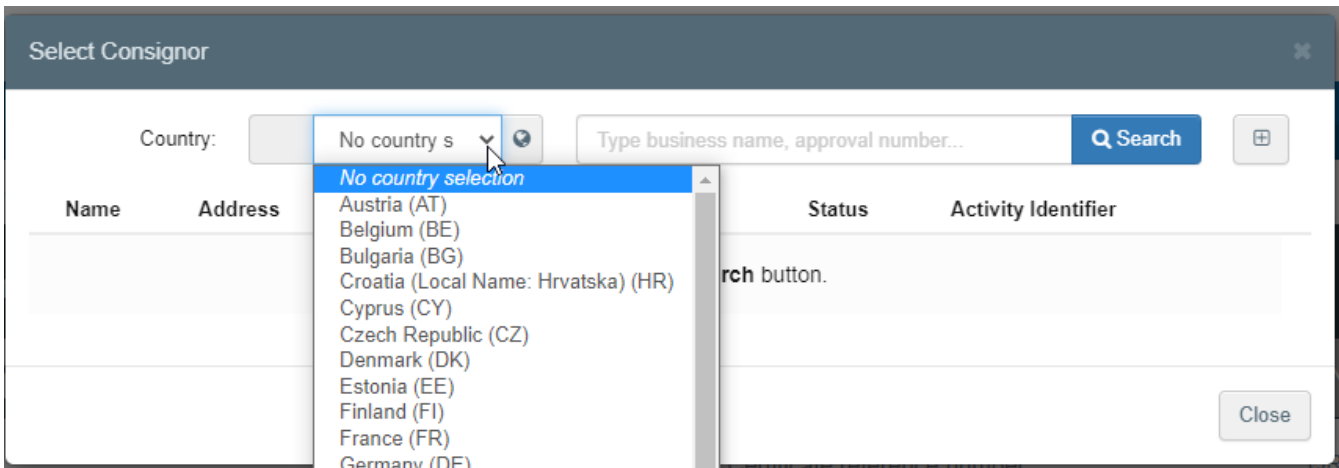
- It is also possible to click on "**Edit**" to modify the content of the box or to clear it and select another consignor, clicking on the "**Clear**" button.
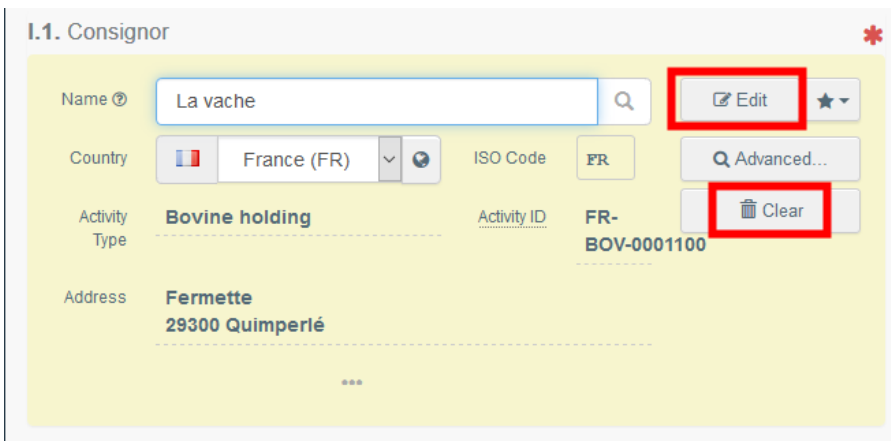
Once the correct match is selected, the "**Name**", "**Country**" and "**ISO Code**" of the company are automatically completed. You can see the details of the selected operator by clicking on the three dots:
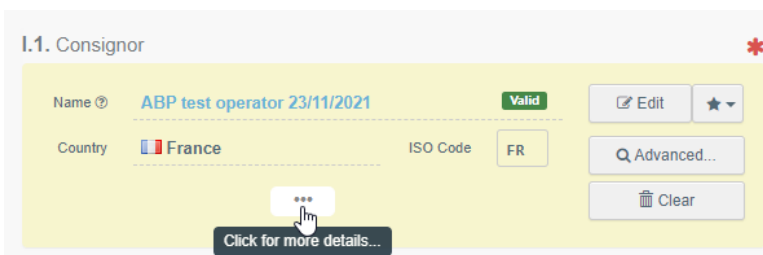
Box – I.2. IMSOC reference

The IMSOC reference number will be automatically allocated by the system once you save as draft and/or once you submit the DOCOM.

Box – I.2.a Local reference

It is possible to add a local reference number to the DOCOM. This box is optional.

Box – I.3/I.4. Central/Local competent authority

These boxes will be automatically populated by the system once you fill the box *I.12 Place of origin*.

Links

This box will be filled only in some cases. For example, if the DOCOM has been replaced, the link to the replacing certificate will be indicated in this box.

NB. The function "copy as replacement" is still missing and will be implemented in December 2021.

Box – I.5. Consignee

To fill in this box, follow one of the procedures described for box I.1.

Box – I.7. Dealer

Select the operator following one of the procedures described for box I.1. This box is not mandatory.

Box – I.8. and I.9. Country and region of origin.

These boxes will be selected automatically based on the information from the Box I.12. Place of origin.
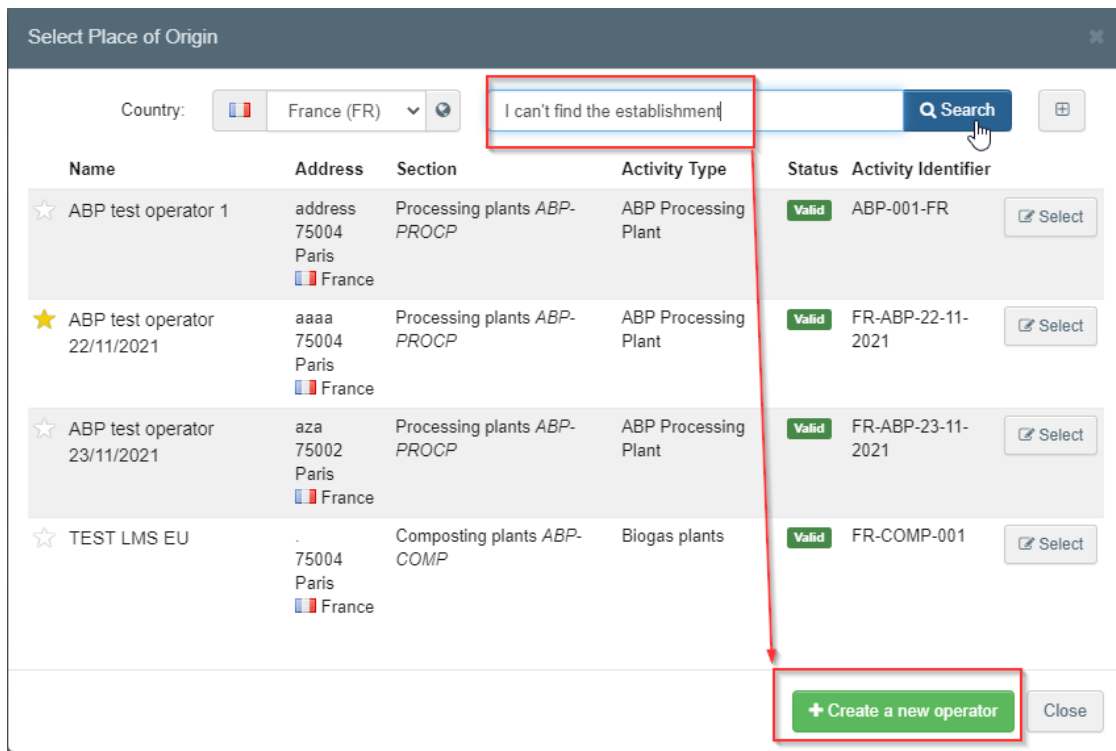
Box – I.10 and I.11 Country and region of destination.

These boxes will be selected automatically based on the information from the Box I.13. Place of destination or from the Box I.28 in case of a DOCOM foreseen for exportation.

Box – I.12. Place of origin

Select the operator following one of the procedures described for box I.1.

To allow for a smooth implementation of the DOCOM in TRACES NT, it is possible to create an establishment in status "New" under the section "IMP", Importer. This section being the equivalent of the non-approved establishments in TRACES Classic.

After running a search, the button "create new operator" will open.

Fill in the operator details, if you don't know the phone number, simply add a dot in this field. Select the Section "Importer (IMP)", then the activity type.

Fill the address details, you have the possibility to create multiple addresses. One of these addresses must be selected in the "Activity address" field.

And click on "save":

And then on "select":
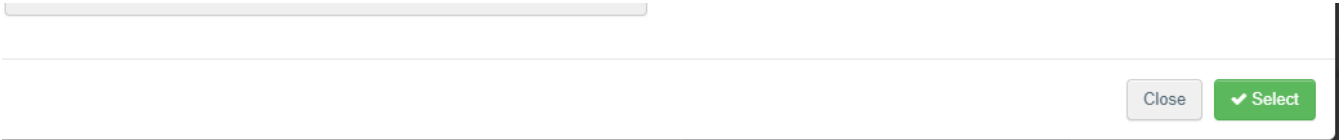
The new operator will be selected in the Box I.12:

I.13. Place of destination

Select the operator following one of the procedures described for box I.1.
Only an Approved operator can be selected in this box.

> **Tip**: After completing the boxes I.12 and I.13, you can already "**Save as Draft**" the Part I of the DOCOM and complete it later.

Similarly as in Box I.12, it is possible to create an operator in status "New".

For the creation of an EU operator, please follow the procedure described for the Box I.12.

For the creation of a Non-EU operator, run a query and the creation button will open:

For a Non-EU country operator, it is possible to create a non-approved establishment under the section Other establishment, "FOOD-OTH", or under Animal exporter, "EXP".

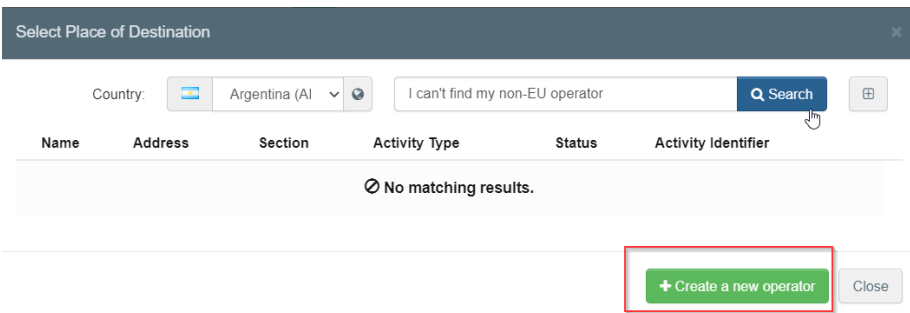After completing the address, click on "save" and then on "select":

Box – I.14. Place of Loading

Select the operator following one of the procedures described for box I.1.

Only an Approved operator can be selected in this box.

Regarding the creation of an operator please follow the procedure described for the Box I.12.

Box – I.15 Date and time of departure

Indicate the date and, when required, time, when products are scheduled to leave the place of loading.

Click on the small calendar icon to choose the date and click on the box to select the exact time (in hours and minutes).
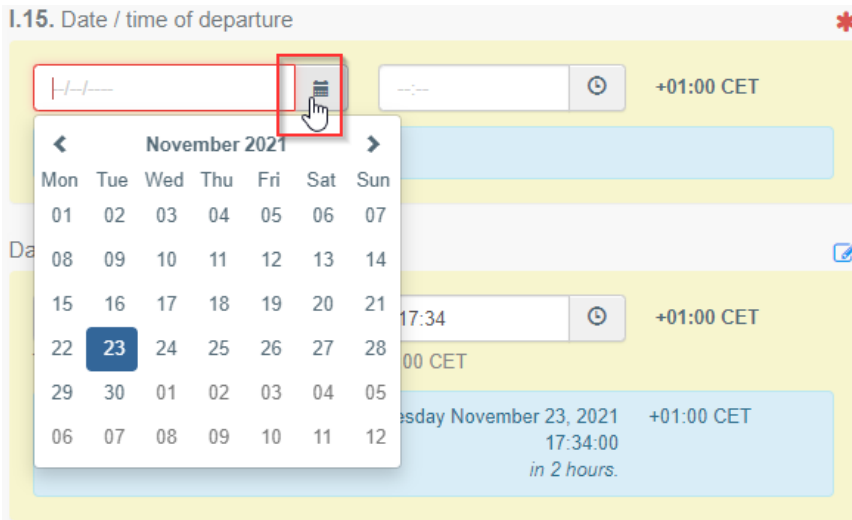
> **Tip**: By clicking the small clock icon, you will set the time to the current date and time.
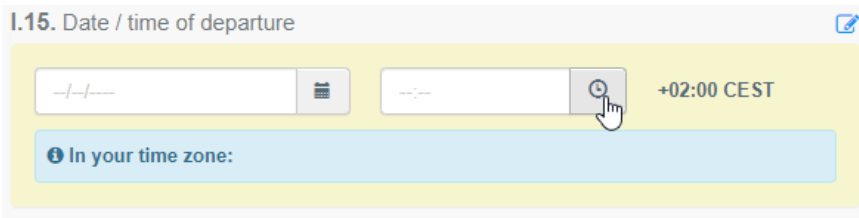
Date / time of arrival

Select the Date / time of arrival following the procedure described for box I.15.

Transportation duration

This box will be automatically filled once the boxes I.15 departure date time and date of arrival have been filled.

Box – I.16. Means of transport

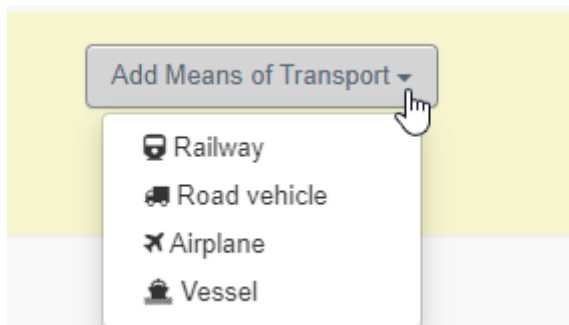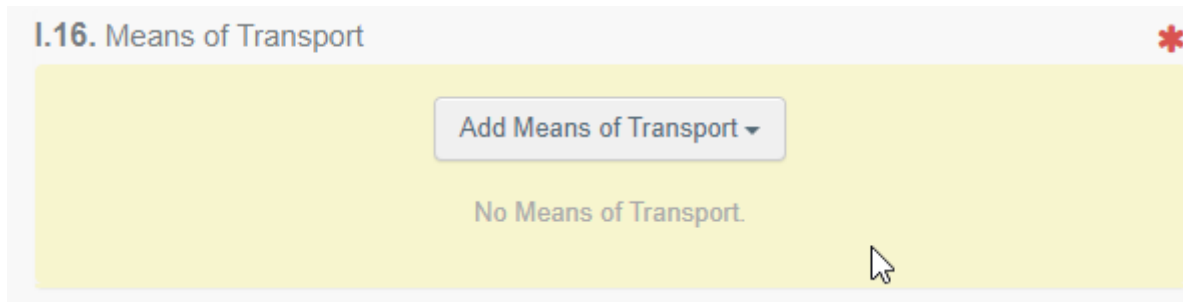Click on "**Add means of transport**" to select the means of transport by which the consignment arrives at the BCP. You have the choice between "**Rail**", "**Road vehicle**", "**Airplane**" or "**Ship**".

Complete the requested fields:

- If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.
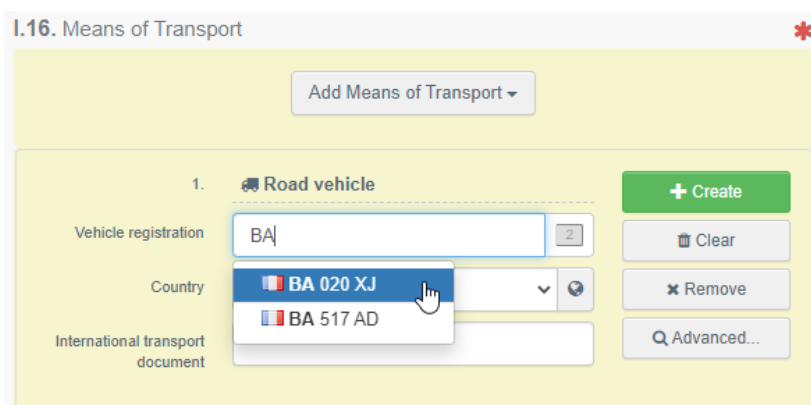
- If it does not exist, complete the fields and click on the green button "**+ Create**".

You can add several means of transport and order them by dragging the items with the double sense arrows on the left.

Transport Organiser

Select the operator following one of the procedures described for box I.1. This box is optional. You have the possibility to create a transport organiser, following the procedure described for the Box I.12.

Box – I.17. Transporter

Select the operator following one of the procedures described for box I.1. You have the possibility to create a transporter, following the procedure described for the Box I.12.

Box – I.21. Product temperature

Tick one of the options available. The options may change according to the chosen CN code.
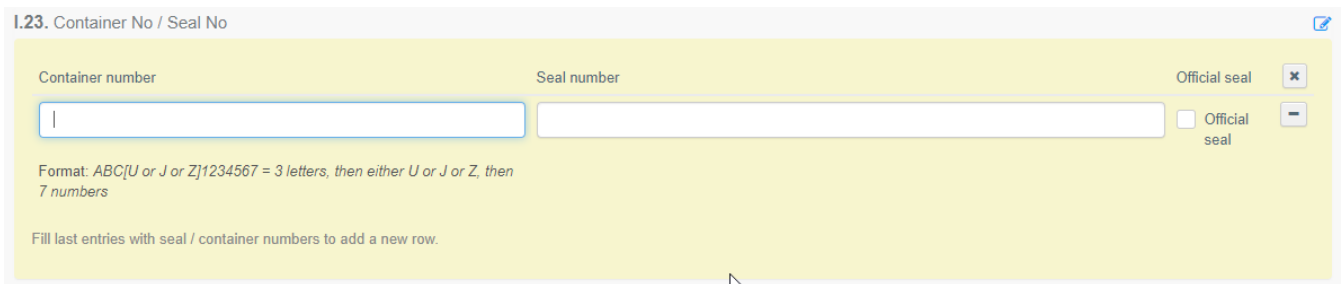
I.21. Product temperature

- Chilled
- Ambient
- Frozen

Box – I.23. Container No / Seal No

When applicable, indicate the container number and seal number. There is a control on the container number format to preventing mistakes.

I.23. Container No / Seal No

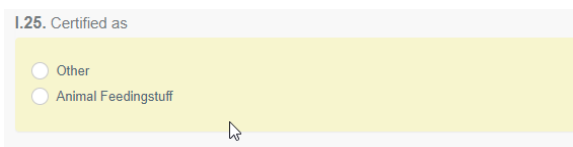| Container number	Seal number	Official seal
		☐ Official seal

Format: ABC[U or J or Z]1234567 = 3 letters, then either U or J or Z, then 7 numbers

Fill last entries with seal / container numbers to add a new row.

Box – I.25. "Certified as.."

Select the correct option for the intended use of the consignment. The options displayed depend on the CN code selected.

I.25. Certified as

- Other
- Animal Feedingstuff

I.26. Transit through Third Country

In case of transit through a third country, select the third country from the drop-down menu, then select the Exit point and the Entry point in the EU. You can select more than one country.

Click on 'Select transit Exit/Entry point', search for the Exit/Entry points and select them from the list for both countries:
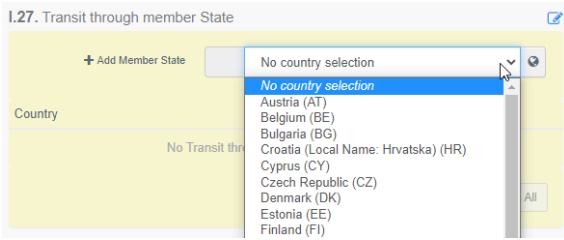

## Box – I.27. Transit through Members States

Select the Member State from the list in case of transit through Member State(s). You can select more than one. These Members States' central authorities will be able to access the DOCOM.

Box – I.28. Export

In case of definitive export to a Non-EU country, select the Exit point and the Non-EU country. Only one country of export can be selected in the drop-down menu.

For the selection of the exit point, please use the procedure described for box I.26.
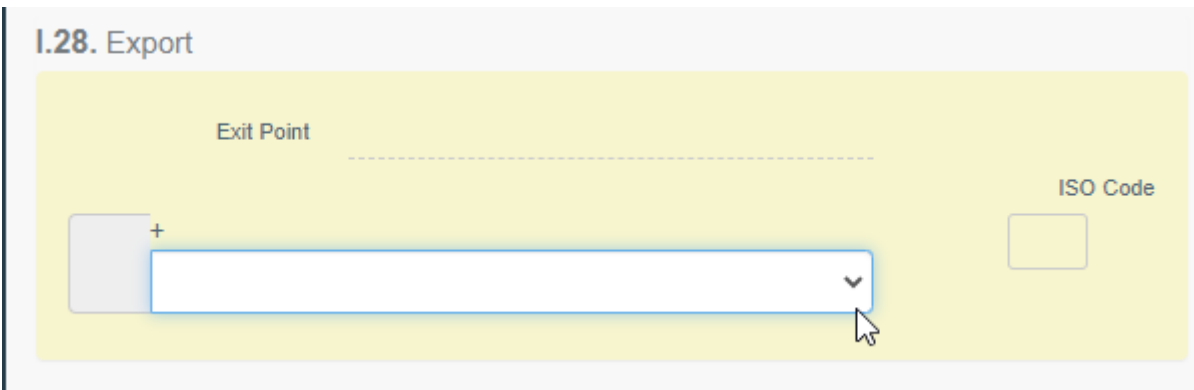
Box – I.31. Description of the commodities

Fill in the requested information for each box by typing or selecting an option in the drop-down menu.

Don't forget to define the default package type and weight unit.

Several other options are also available:

- "**+ Add new commodity**" or "**Modify commodities**" will allow you to add a CN code or change the CN code selected.

- "**Remove**" will delete the selected commodity from the document.

- "**Clear identifications**" or "**+ Add identifications**" will affect the lines of commodities included in the document. You can also delete, modify or add 5, 10, 50 or 100 rows by clicking on the small icons on the right side of the box.

Box – Identification of applicant

The box will be automatically filled with the details of the person submitting the EU DOCOM.

Error message

If you filled in any of the boxes incorrectly, or missed a box, an "**Error**" message will appear. Click on the "**expand**" sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.

Do not forget to save as draft again once you have corrected the boxes.

II. Submit the DOCOM as Operator or Local Authority user.

When the DOCOM is complete, the user may:

- "**Save it as draft**" to modify it or submit it later. In this case, the document will have the status "**Draft**". Only the creator of a draft can access it.
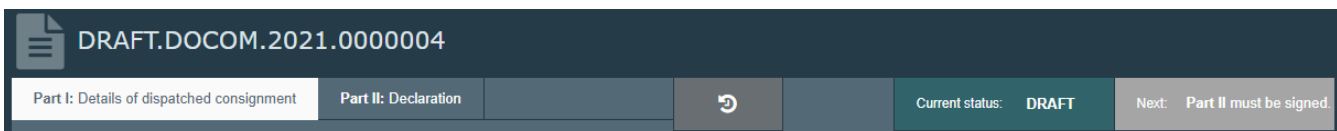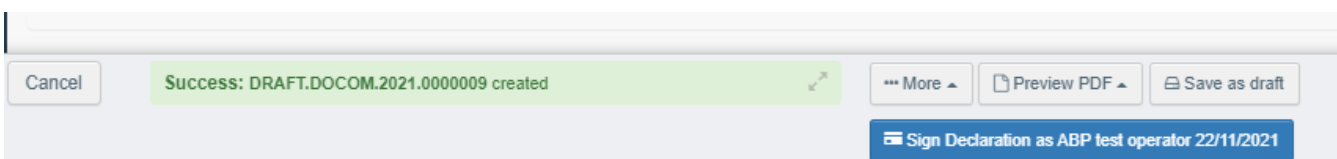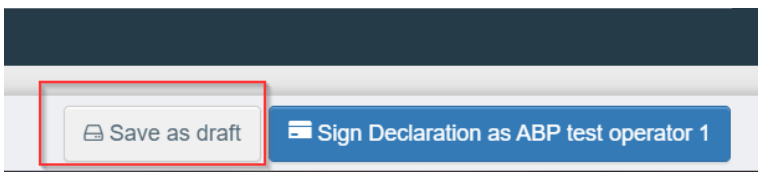
- Directly proceed to the part II, by clicking on the tab "Part II: declaration"

Then fill-in the relevant fields and date of certification:

Part II:
-The signature must be in a different colour to that of the printing
Signature
Done at [Paris] (place) on [Eiffel tower] (place) [24/11/2021] (date)

(signature of the responsible person of place of origin)
(name, in capital letters)

The signature tab will be automatically filled when signing the declaration:

At that stage, the DOCOM may be saved as Draft, cf above, or signed by clicking on "**Sign declaration** as shown below:

- "**Sign declaration as…**". By selecting this option, the certificate will get the status "**Signed**".

The signature tab in part II is automatically signed:


After this step, the DOCOM cannot be amended anymore. As described further below, it is possible to proceed to a "**copy as New**" to generate a completely new document, or to select to "**Replace**" to generate a new document replacing the initial document which will get the status "**Replaced**".

Other options
At the bottom of the page, you will have the following options:

➡ By clicking on the "**More"** button you can:
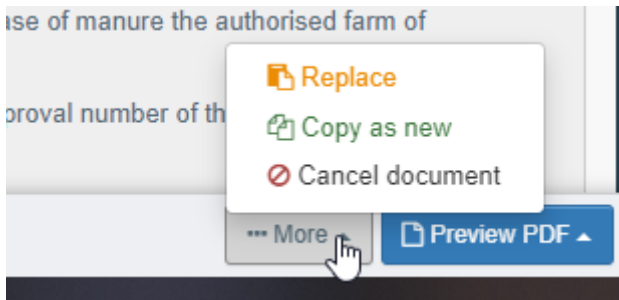
- "**Cancel**": allows you to cancel the DOCOM (status Cancelled).

- "**Copy as new**": create a new DOCOM in which most boxes are copied from the original document. The original DOCOM is not altered in any way if you decide to perform this action.

- "**Replace**" allows you to replace the initial document. A link between the replaced and replacing documents is created.

➡ By clicking on the button "**Preview PDF**", it will open the document as PDF.

➡ By clicking on "**Advanced Print Options",** it will open to open the language selection and print the PDF in several languages at the same time.
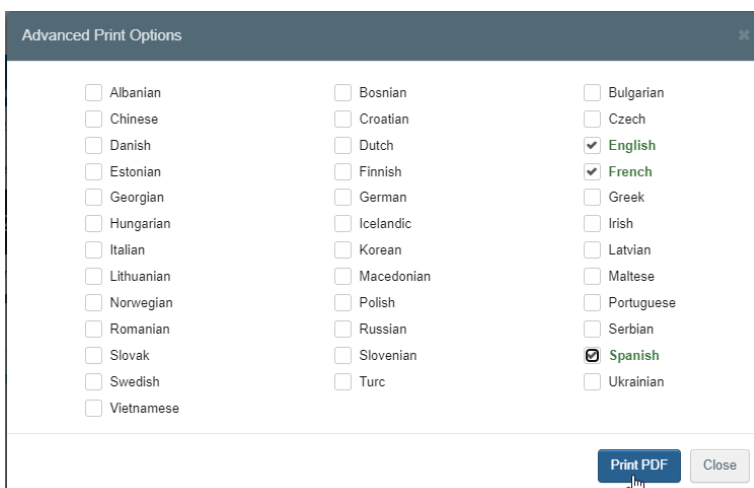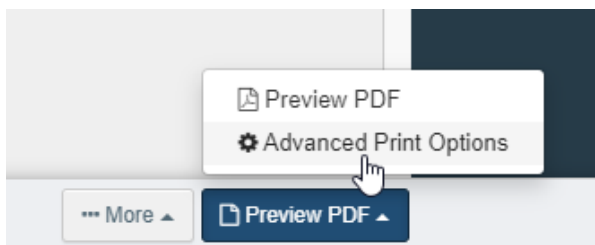
Note that the numbering of the DOCOM document is automatically adapted to keep the unicity of the document.

III. Notifications.

Two kinds of notifications are now available for Authorities and Operators.

The notification "**DOCOM validated**" will be sent to the operators:

• Consignee, box I.5.

• Transporter, box I.17.

• Place of Destination, box I.13, and its responsible authorities.

The notification "**DOCOM Follow-up**" will be sent to the authority indicated in box I.4 Local competent authority, and only when the follow-up indicates an issue, i.e. non-conformity or non-arrival of consignment.

These notifications may be deactivated through the "**Edit Your Profile**" menu found upon clicking on your email address at the top right corner of the TRACES interface.

Follow-Up by operator at destination and by Local Authority at destination.

The follow-up tab will enable the Operator user and the Local authorities' user at the place of destination to record the arrival of the consignment and where applicable the controls performed.

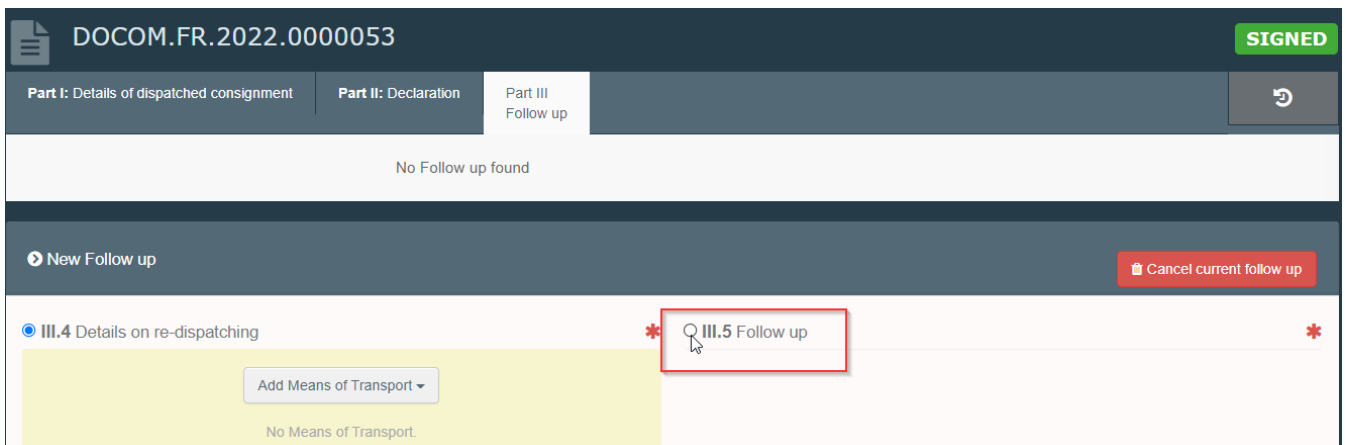### I – Follow-Up by operator at destination

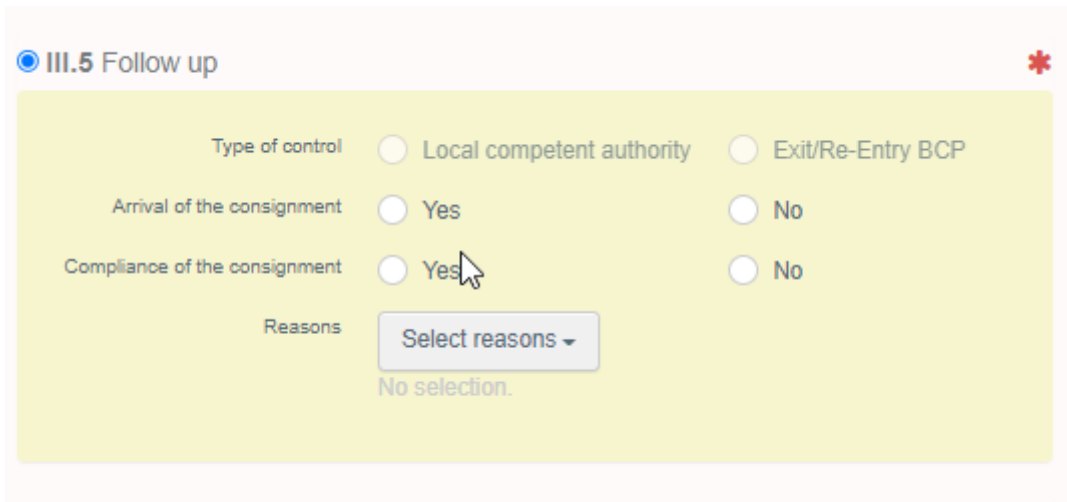The follow-up tab will enable the operator user to enter an acknowledgment. Open the certificate in TRACES:
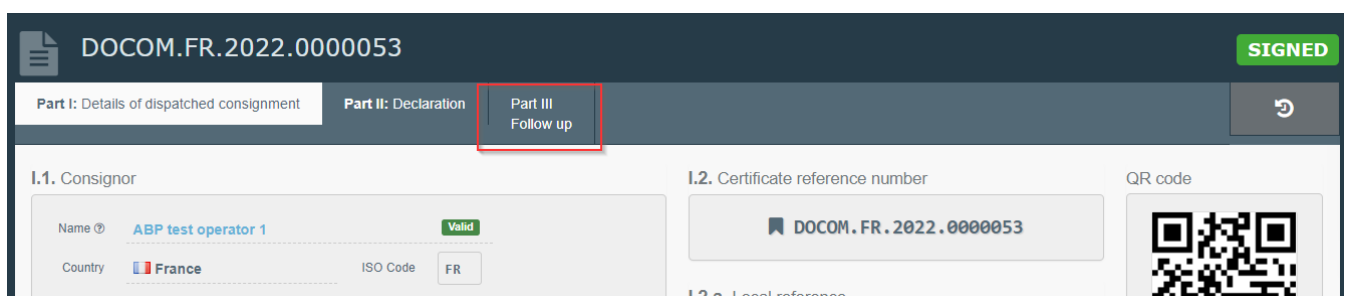
Click on the Part III Follow up to open the tab:

Then click on the " +Add new Follow-up":

And on the button "III.5 Follow-up":

Specify the Arrival of the consignment, Yes/No and the Compliance of the consignment, Yes/No.

In case of selecting "No" for the Compliance, please select a reason.

Then click on "Sign Follow-up":

This Follow-up will be visible for all users linked to an operator in this DOCOM, as well as their authorities.

As economic operator, please do not take into account the "Type of control" which concerns only authorities. Kindly note that the reasons for non-compliance will be adapted soon to better fit the DOCOM Regulation.

II – Follow-Up by Authorities at destination

Follow the same procedure as described in the previous paragraph. Note that the Type of Control will specify that the Local authority performed a control.

III – Follow-Up by Authorities "En route"

Please follow the same procedure as described in the previous paragraph.

In case the DOCOM is not visible in the search screen, please use the "Add Control" button and enter the DOCOM reference number and the declaration date.

Then proceed to the Follow-up as already described.

IV – Follow-Up by Authorities not indicated in the DOCOM.

In case the consignment has arrived in a different location than indicated in Box I.13, the Authorities in charge of the different place of destination can add a control/Follow-up by using the mechanism described in paragraph III above.

Follow-Up by Border Control Post authorities mentioned in Boxes I.26 and I.28.

The Border Control Post authorities of the Exit/Re-entry BCP have the possibility to introduce a Follow-up.

Please follow the same procedure as described in the previous paragraph. Note that the Control authority indicated will be the Exit/Re-Entry.

Follow-Up by Border Control Post authorities not indicated in Boxes I.26 and I.28.

The operator which has created the DOCOM may have forgotten to indicate the Exit or re-entry Border Control Post in case of transit through a Non-EU Country (Box I.26) or in case of export from the EU (Box I.28).

In such cases, the Border Control Post authorities can use the Add Follow-up button to introduce a control/Follow-up in the DOCOM. The mechanism is the same as described in paragraph III above.