

## Introduction to EU DOCOM, the new DOCOM module in TRACES NT

December 2021

This manual contains all essential information for the issuance of commercial documents using the new DOCOM module in TRACES NT.

*Health and  
Food Safety*

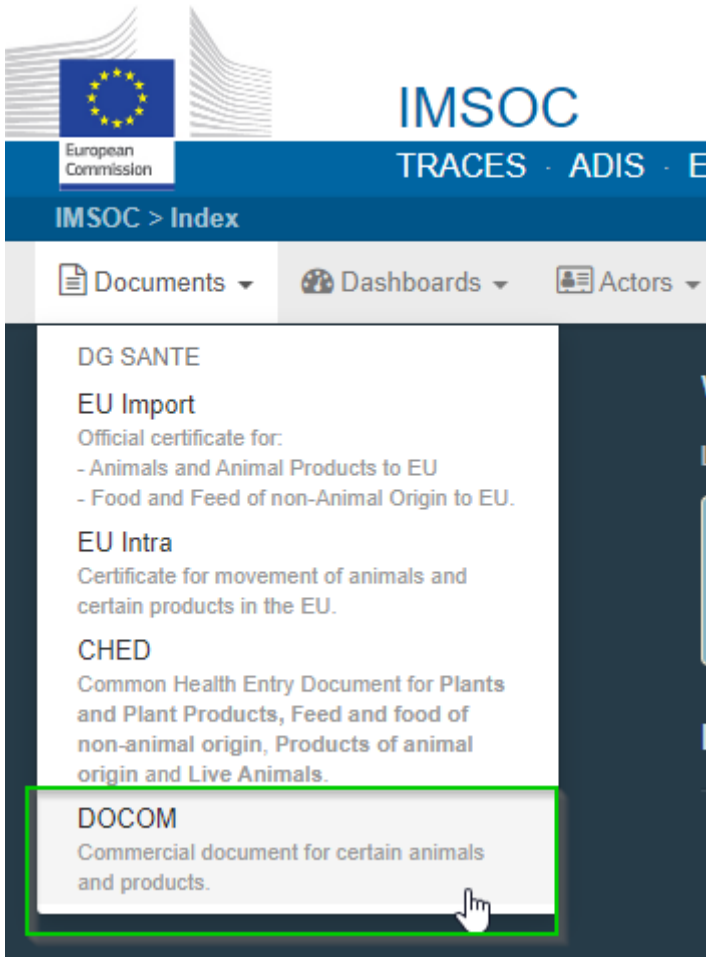
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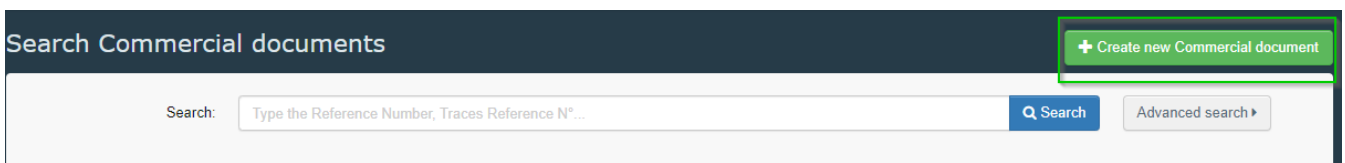
# Creating a DOCOM – As EO (economic operator) or Local Authority user.

## 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

Select commodities

Please provide nomenclature code, section, species..

- + 05 PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
- + 23 RESIDUES AND WASTE FROM THE FOOD INDUSTRIES; PREPARED ANIMAL FODDER
- + 31 FERTILISERS

Select commodities

Please provide nomenclature code, section, species..

- + 05 PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
- + 23 RESIDUES AND WASTE FROM THE FOOD INDUSTRIES; PREPARED ANIMAL FODDER
- 31 FERTILISERS
  - 3101 00 00 Animal or vegetable fertilisers, whether or not mixed together or chemically treated; fertilisers produced by the mixing or chemical treatment of animal or vegetable products
  - + 142/2011 (2019/1084) Animal by-products/derived products not intended for human consumption
  - + 3102 Mineral or chemical fertilisers, nitrogenous
  - + 3103 Mineral or chemical fertilisers, phosphatic
  - + 3104 Mineral or chemical fertilisers, potassic
  - + 3105 Mineral or chemical fertilisers containing two or three of the fertilising elements nitrogen, phosphorus and potassium; other fertilisers; goods of this chapter in tablets or similar forms or in packages of a gross weight not exceeding 10 kg

1 element(s) selected.

## 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

The screenshot shows the 'New Commercial Document' interface. The top navigation bar includes 'Part I: Details of dispatched consignment' and 'Part II: Declaration'. The 'Current status' is 'UNSAVED' and the 'Next' step is 'Part I must be completed'. The main form area is divided into sections: I.1. Consignor (marked with a red asterisk), I.2. Certificate reference number, I.2.a. Local reference, I.3. Central Competent Authority, and I.5. Consignee (marked with a red asterisk). A 'Shortcuts' menu is open on the right, listing 'Part I: Details of dispatched consignment', 'Place of origin', 'Commodities', and 'Part II: Declaration'.

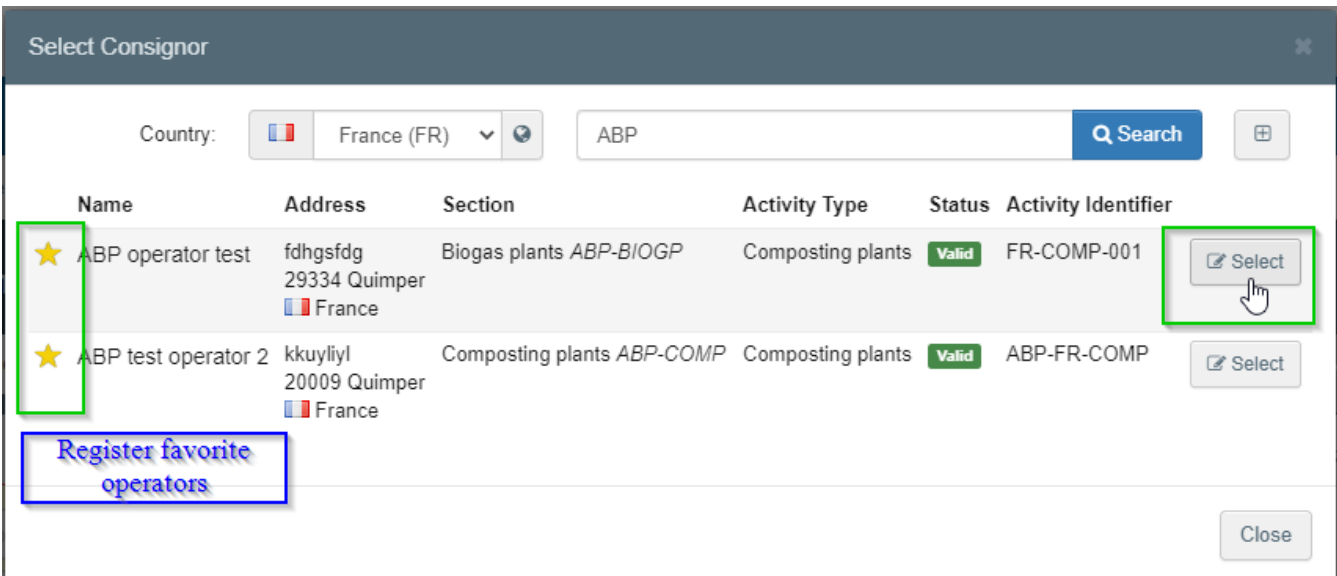
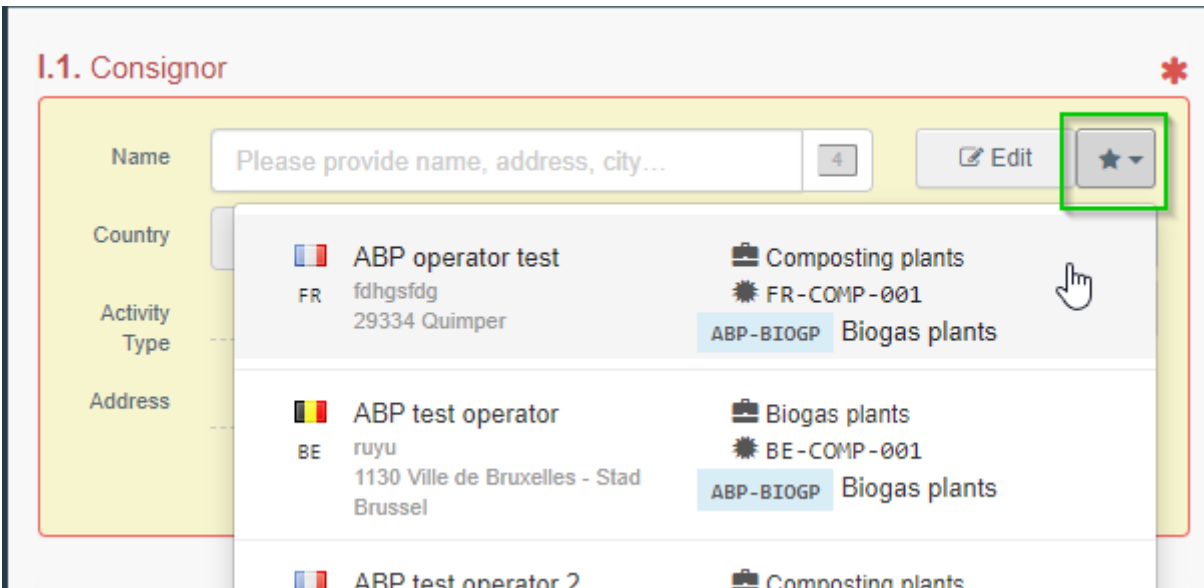
### Box – I.1. Consignor

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.

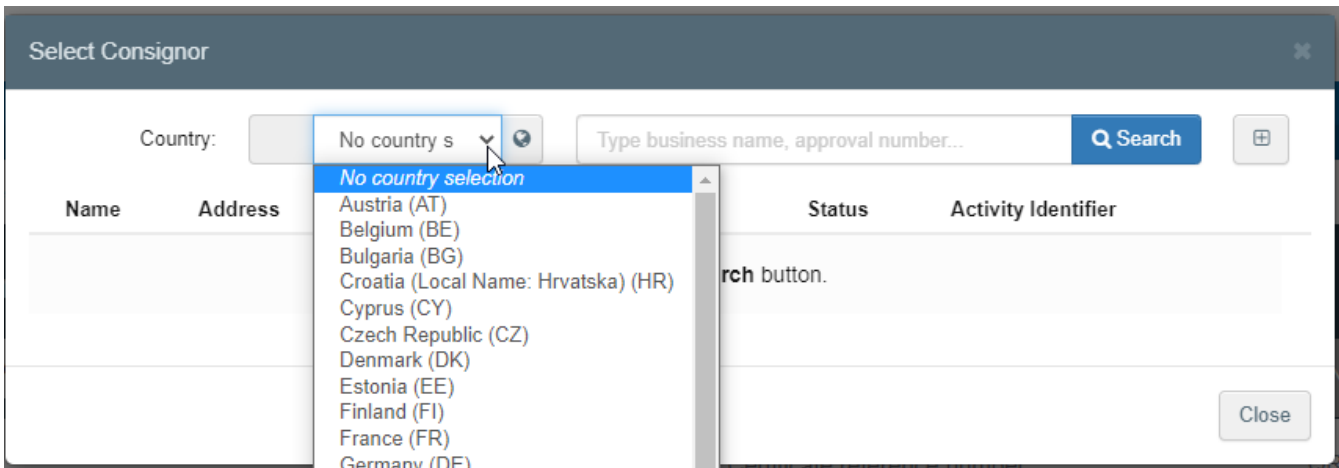
The screenshot shows the 'I.1. Consignor' form. The 'Name' field contains 'ABP'. A dropdown list of suggestions is displayed, including 'ABP operator test' and 'ABP test operator'. A hand cursor is pointing to the 'ABP operator test' entry. The form also includes fields for 'Country', 'Activity Type', and 'Address'.

- 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.

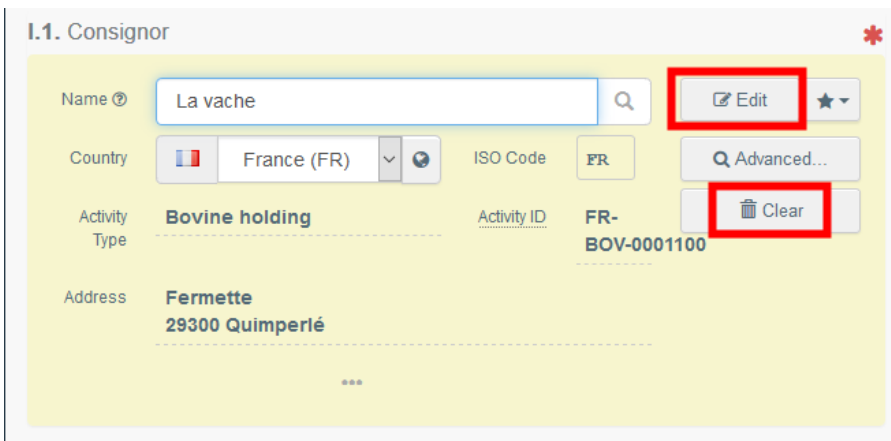


- Run an advanced search by clicking on the “**Advanced...**” button and add some filters by clicking on the small “+” button on the right.

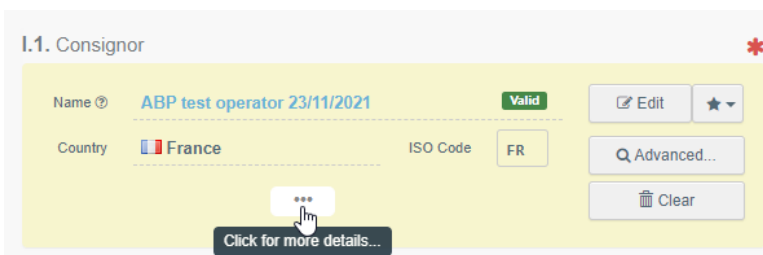
**Note:** If the operator is not present in the system, you can create a new one by clicking on “+ **Create a new Operator**”. This button will only appear once you did an advanced search in order to avoid as much as possible duplicates in the system.




- 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:



**I.1. Consignor** \*

Name	ABP test operator 23/11/2021	Valid	<input type="button" value="Edit"/>	<input type="button" value="★"/>
Country	 France	ISO Code	FR	<input type="button" value="Advanced..."/>
Activity Type	ABP Processing Plant	Activity ID	FR-ABP-23-11-2021	<input type="button" value="Clear"/>
Address	aza 75002 Paris			

### 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.

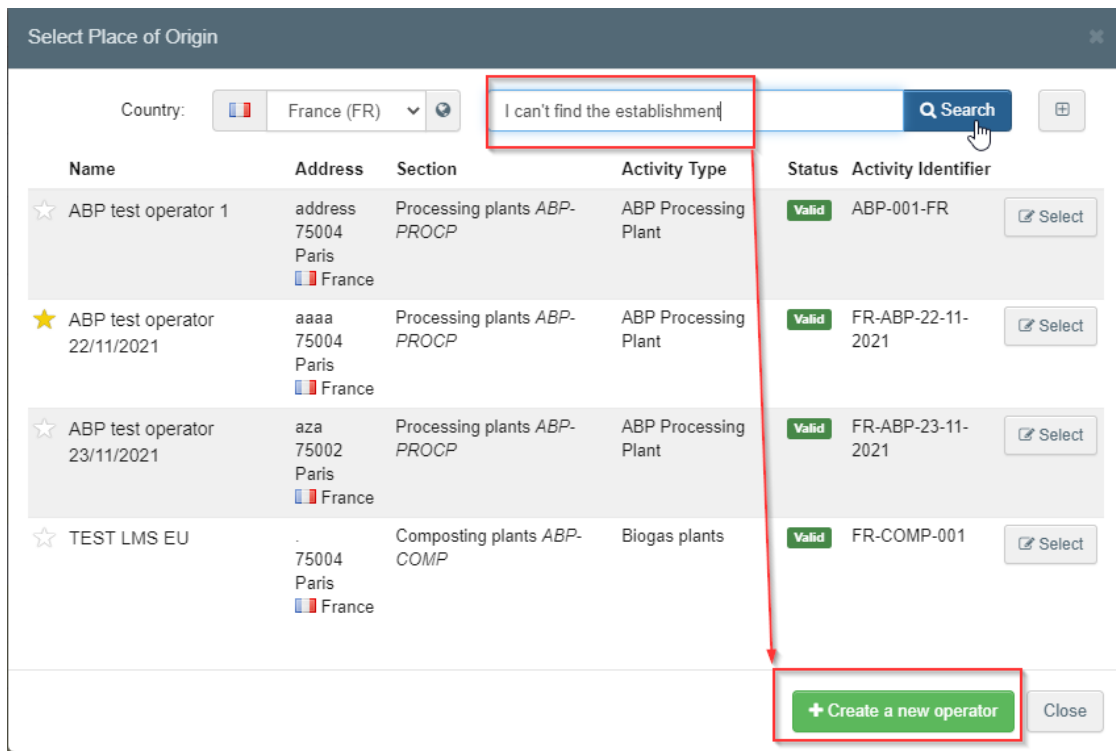
### Box – I.10 and I.11 Country and region of destination.

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.

Creation DOCOM operator for Place of Origin

**Operator Details**

Name: My new ABP operator

Country: France (FR)

Phone: .

**Addresses**

1. Region: Paris (FR-75) / Ile-de-France (FR-IDF) / Metropolitan France

City: 75004 Paris

Address: Garde nationale

Coordinates: Latitude / Longitude

**Operator Identifiers**

No identifiers

**Activity**

Section: Importer (IMP)

Activity: No type

Identifier: Establishment

Valid From: +01:00 CET

Publication date

Application date

Activity Address

Assigned responsible authorities

Name	Address	Role	Code

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.

**Addresses**

1. Region: Paris (FR-75) / Ile-de-France (FR-IDF) / Metropolitan France

City: 75004 Paris

Address: Garde nationale

Coordinates: Latitude / Longitude

2. Region: Paris (FR-75) / Ile-de-France (FR-IDF) / Metropolitan France

City: 75008 8th Arrondissement of Paris

Address: Palais de l'Elysée

Valid to: +01:00 CET

Publication date

Application date

Activity Address

Address

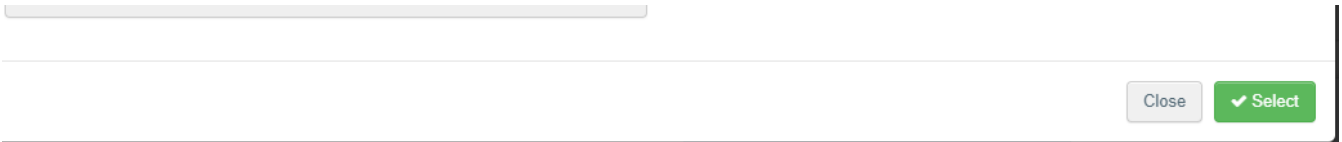
Assigned responsible authorities

Name	Address	Role	Code

And click on "save":

Close Save

And then on “select”:



A dialog box with a light gray background. At the bottom right, there are two buttons: a gray 'Close' button and a green 'Select' button with a white checkmark icon.

The new operator will be selected in the Box I.12:



**I.12. Place of origin** \*

Name **My new ABP operator** New Edit ★

Country **France** ISO Code **FR** Advanced...

Activity Type **Establishment** Activity ID Clear

Address **Palais de l'Elysée**  
**75008 8th Arrondissement of Paris**

### I.13. Place of destination

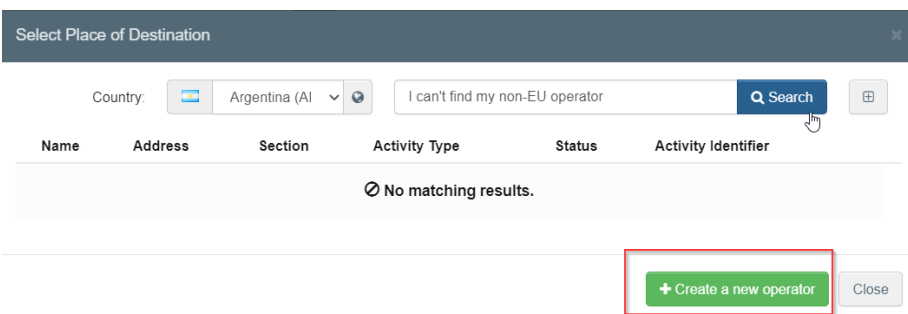
Select the operator following one of the procedures described for box I.1. Only an Approved operator can be selected in this box.

**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:



**Select Place of Destination** ✕

Country: Argentina (AI)  Search ⊞

Name	Address	Section	Activity Type	Status	Activity Identifier
⊘ No matching results.					

+ Create a new operator Close

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.

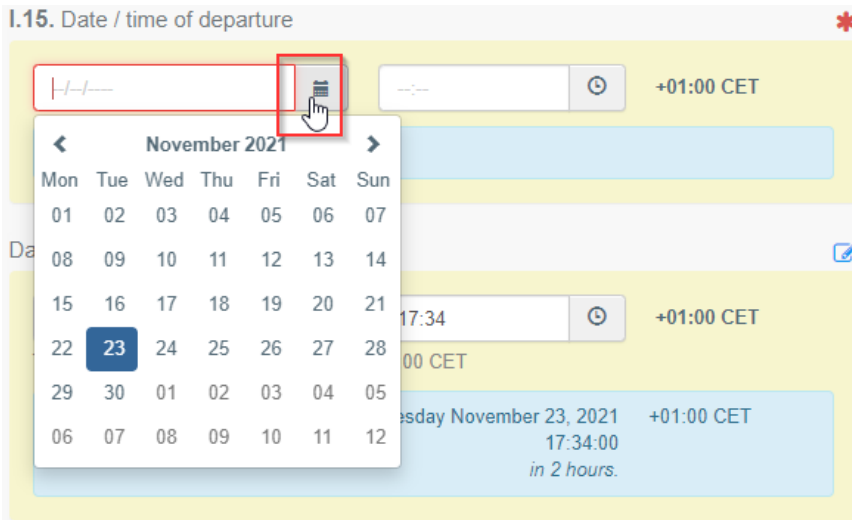
Only an Approved operator can be selected in this box.

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

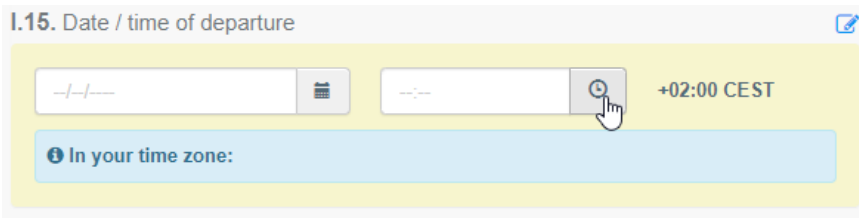
### Box - I.15 Date and time of departure

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

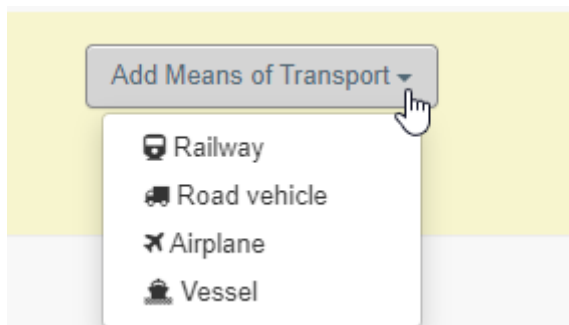
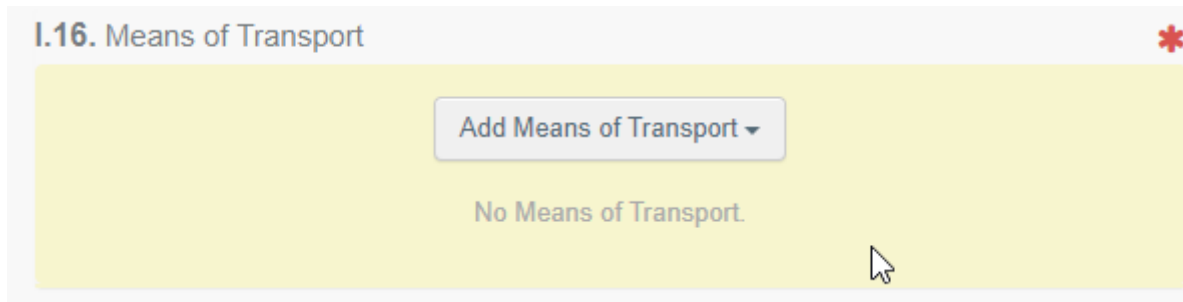
Select the Date / time of arrival following the procedure described for box I.15.

### Transportation duration

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

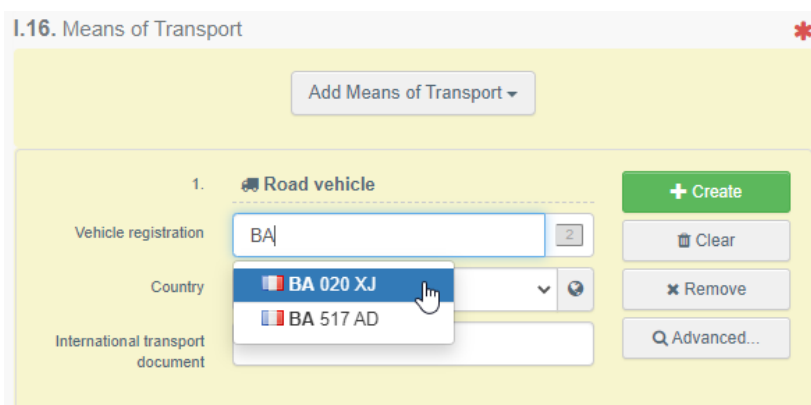
## Box – I.16. Means of transport

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**”.

**I.16. Means of Transport** \*

Add Means of Transport ▾

---

1. **Road vehicle** + Create

Vehicle registration: **BA 222 TT** Clear

Country: **France (FR)** Remove

International transport document:  Advanced...

Success: Road transport created successfully ×

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

**I.15. Means of Transport** \*

Add Means of Transport ▾

---

1. **Road vehicle** + Create

Vehicle registration: **ABC 123** Clear

Country: **France (FR)** Remove

International transport document:  Advanced...

---

2. **Vessel** + Create

Ship's name: **EVER ABLE V** Clear

Flag state: **France (FR)** Remove

IMO number:  Advanced...

Voyage number:

International transport document:

i You can order the list by drag and drop the items.

## 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





I.26. Transit through Third Country

Exit Point

Entry Point

+ Add Third Country No country selection

Country ISO Code

No Transit through Third Country Selected

Remove All

Select transit exit point

Clear

Select transit entry

Clear

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

Select transit exit Border Control Post

Search: Please provide name, address, city... Search Advanced search

Country France (FR)

Role

Code

Name	UN/LOCODE	Competence
BCP - Border Control Post		

Start searching with Search button.

I.26. Transit through Third Country

Exit Point Calais (Tunnel)

Entry Point Dublin Port – Terminal 10

+ Add Third Country No country selection

Country ISO Code

United Kingdom GB

Remove All

Select transit exit point

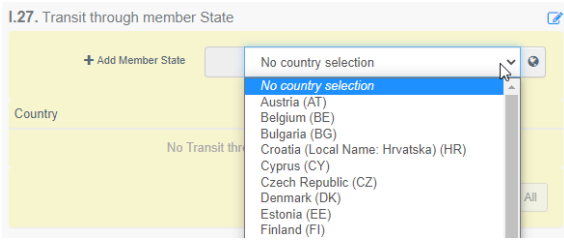
Clear

Select transit entry

Clear

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

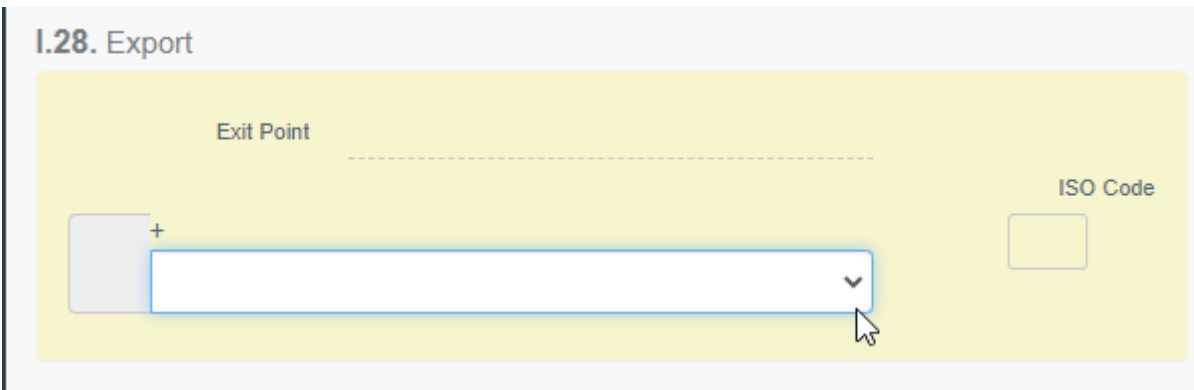
Select the Member State from the list in case of transit through Member State(s). You can select more than one. These Members States' central authorities will be able to access the DOCOM.



### 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.



### Box – Identification of applicant

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

### Error message

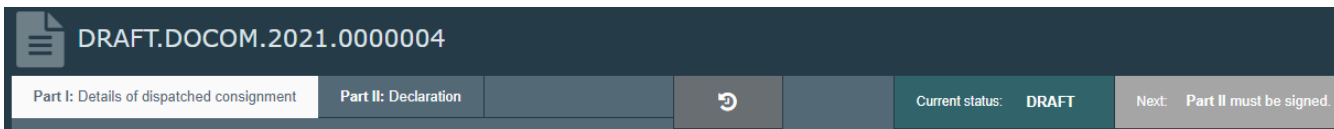
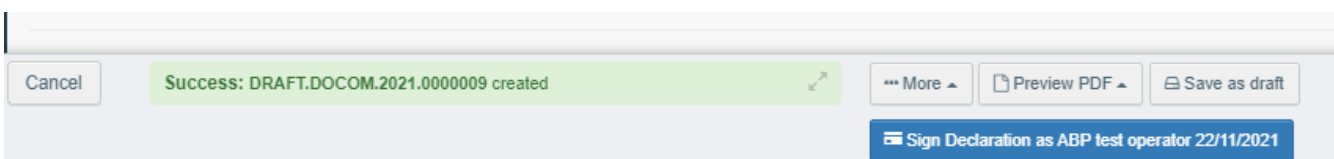
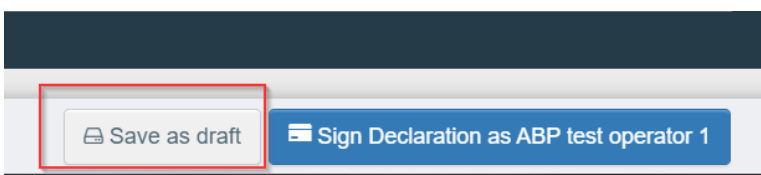
If you filled in any of the boxes incorrectly, or missed a box, an “**Error**” message will appear. Click on the “**expand**” sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.

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

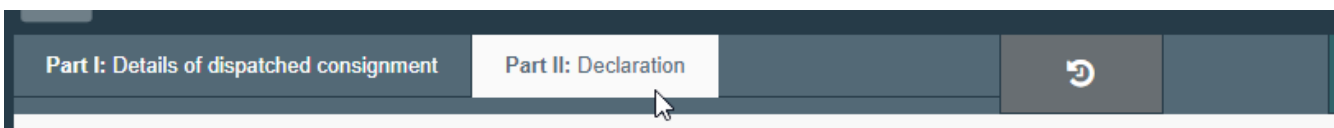
## II. Submit the DOCOM as Operator or Local Authority user.

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  on  (place)  (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:

Date of signature: \_\_\_\_\_  
 Full name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Country:

Signature:

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**”.

DOCOM.FR.2021.0000007

Part I: Details of dispatched consignment | Part II: Declaration |  | Current status: **SIGNED** | Next: Final state

The signature tab in part II is automatically signed:

Date of signature: Tuesday 23 November 2021 at 18:09:27 +01:00 CET.  
 Full name: EOone FR  
 Email: E001.FR@ec-traces.eu  
 Country:

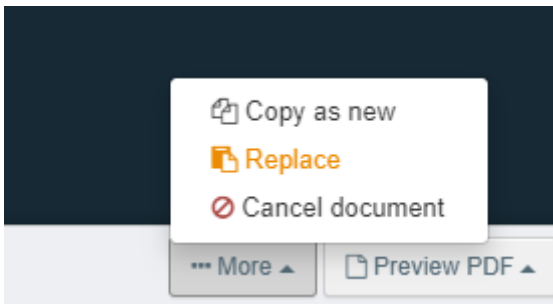
Signature:

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:

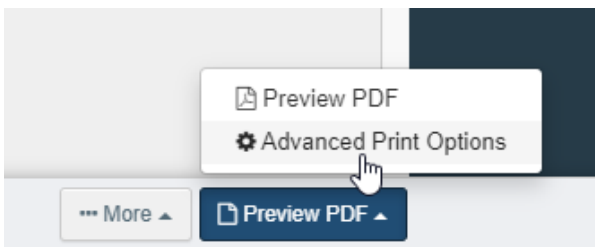
➔ By clicking on the “**More**” button you can:



- “**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.



## **Follow-Up by operator at destination and by Local Authority at destination. (under development, not available yet)**

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.

## **Follow-Up by Border Control Post authorities. (under development, not available yet)**

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

## Follow-Up by Local/Central Authorities in transited countries. (under development, not available yet)

The Central Authorities user in the transited countries have the possibility to introduce a Follow-up.

If the Country is mentioned in the Box I.27, the DOCOM will be available in the DOCOM main search screen and the Follow-up can be added directly in the Tab III of DOCOM.

If the Country is not mentioned in the DOCOM, the DOCOM will not be available in the DOCOM search screen. The user will have to use the “Add Follow-up” blue button and to introduce the Country of Origin and the DOCOM number:



Issuing country:  \*

Reference number:  \*

Similarly, any Local Authorities “En route” will be able to access and add a Follow-up to a DOCOM.