



FLEGT

2016/11/15



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Create an account

Registration



User Story

In order to access FLEGT webpage, you will need to create an account in EU login

Create an EU Login account

If you already have an EU Login (formerly ECAS) you can directly request an importer role or an authority role in FLEGT.

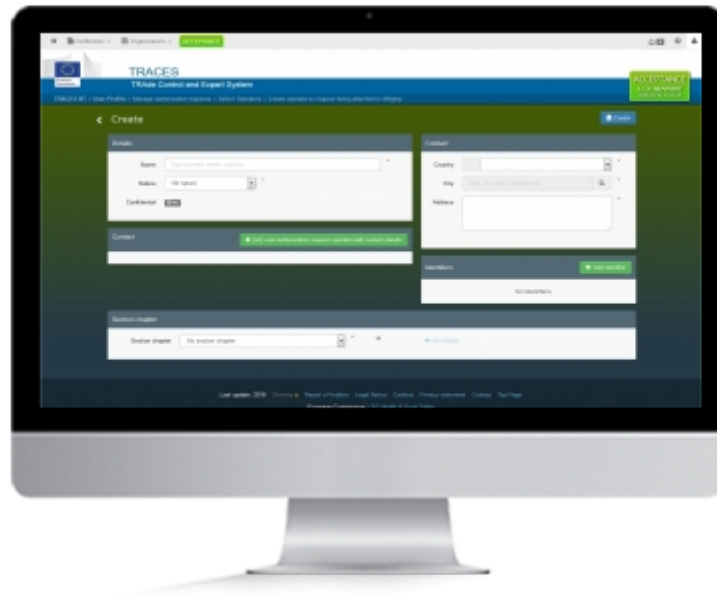
Note: If you already created an ECAS account, your credential will still be valid for EU Login.

1. Create an account

- Go to <https://webgate.ec.europa.eu/cas>
- The EU Login page will be displayed. Click "**Create an account**".
- Fill in the form fields. Review the Privacy Policy, tick the check box then click "Create an account".
- You should receive an e-mail allowing you to confirm the registration.

Request importer role

Registration



User Story

After registering in EU Login , you will need a role to act as an importer in FLEGT.

A role is linked to an EU Login account and provides authorizations within the system.

As an importer you will be able to introduce new licences and consult the ones you or another user from the same company have created.

Request Importer Role in FLEGT

To proceed, you will need an EU Login account. If you don't have an EU Login account yet, we invite you to create one

1. Enter FLEGT system

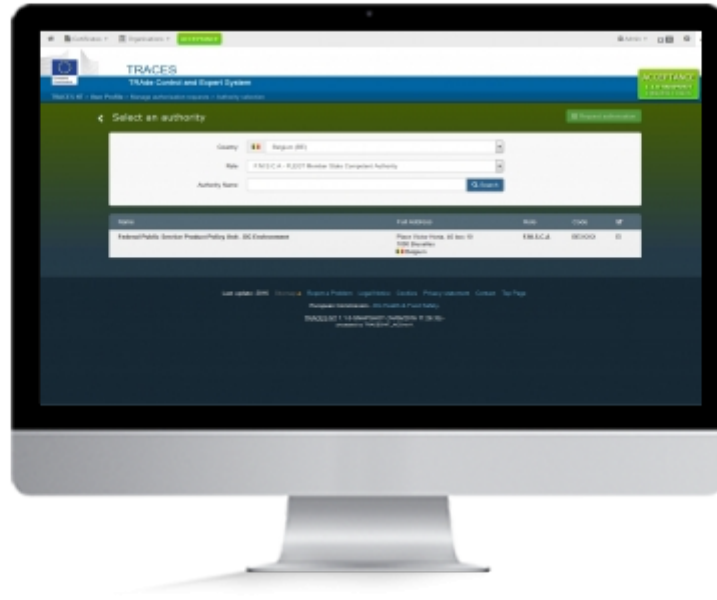
- Access FLEGT via TRACES system:
 - <https://webgate.ec.europa.eu/tracesnt/login>
- Click "Log into Traces"
- Use now your EU Login credentials to authenticate yourself in the system.

2. Request your role

- Once successfully authenticated, Click the button "**Operator**"
- **Search** for your company
 - If your company exists in the system:
 - **Tick the box** next to its name and click "**Request Authorisation**"
 - If you company do not exists:
 - Click "**advanced search**" then "**Create Operator**"
 - Fill the "**Details**", "**Contact**" and "**Identifier**" (the selection of the EORI number is mandatory).
 - In "**Section chapter**" select "**imported Timber Products**" (Note: other possibilities can be selected but are linked to other systems using TRACES NT)
 - Click "**create**"
- A pop-up appears, **fill the information**
- Click the button "**Send Authorization Request**".
- The requested role now appears with the **status "requested"**
- Once this is done, send an email to the **TRACES Support Team** which follows the below rules:
 1. The "FROM" field must be the mailbox address which is defined in your TRACES account
 2. The "TO" field must be the TRACES support team mailbox sante-traces@ec.europa.eu
 3. The "CC" field must contain the official mailbox of your national FLEGT Competent Authority
 4. The title or the body of the email must describe that the email concerns a **role request** for a **FLEGT timber importer** (also valid for agents acting for importers)
 5. The body must mention the user's **first name**, **last name** and the **operator company** for which the role was requested, as mentioned in TRACES form. Click on the mail address link above to initiate the mail.

Request authority Role

Registration



User Story

After registering in EU Login, you will need a role to act as a **competent authority** in FLEGT.

A role is linked to an EU Login account and provides authorizations within the system.

As a **MSCA** you will be able to introduce new licences, update and validate existing licences

As a **Custom office** you will be able to clear licences

Request an authority Role in FLEGT

To proceed, you will need an EU Login account. If you don't have an EU Login account yet, we invite you to create one

1. Enter FLEGT system

- Access FLEGT via TRACES system:
 - <https://webgate.ec.europa.eu/tracesnt/login>
- Click "Log into Traces"
- Use now your EU Login credentials to authenticate yourself in the system.

2. Request your role

- Once successfully authenticated, Click the button "**Authority**"
- Select your **country** and the role "**F.M.S.C.A. FLEGT Member State Competent Authority**" for competent authority and "**C.O. - Customs Office**" for customs
- Click "**Search**".
- **Tick the checkbox** next to the desired authority
- Click the button "**Request Authorization**".
- A pop-up appears, **fill the information**
- Click the button "**Send Authorization Request**".
- The requested role now appears with the **status "requested"**
- Once this is done, send an email to the **TRACES Support Team** which follows the below rules:
 1. The "FROM" field must be the mailbox address which is defined in your TRACES account
 2. The "TO" field must be the TRACES support team mailbox sante-traces@ec.europa.eu
 3. The "CC" field must contain the official mailbox of your national FLEGT Competent Authority (you can find the address of your CA on the following website:
<http://www.flegtlicence.org/competent-authorities>)
 4. The title or the body of the email must describe that the email concerns a **role request for a FLEGT Competent Authority or a Customs Office**
 5. The body must mention the user's **first name, last name** and the **Competent Authority or Customs Office** for which the role was requested, as mentioned in TRACES form. Click on the mail address link above to initiate the mail.

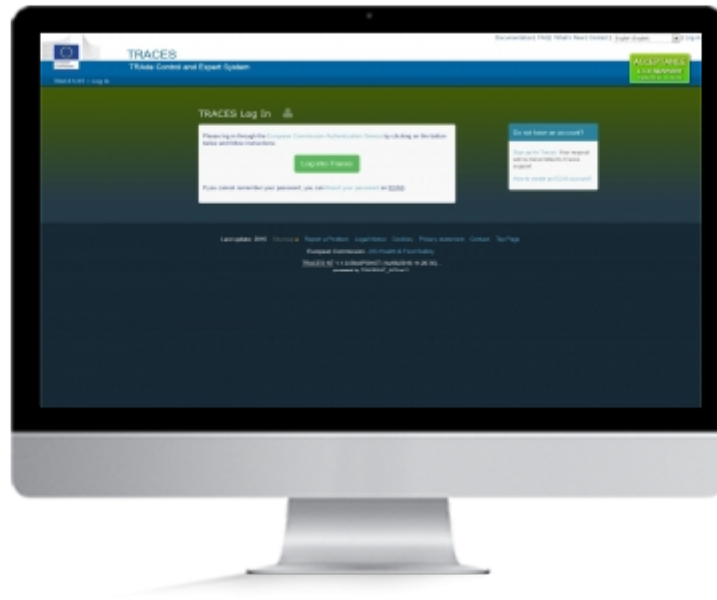
3. Request an additional role (optional)

- Once successfully authenticated, Click the button "**Edit Your Profile**"
- Click the Button "**Request New Role**" and the option "**Authority**"
- Select your **country** and the role "**F.M.S.C.A. FLEGT Member State Competent Authority**" for competent authority and "**C.O. - Customs Office**" for customs
- Click "**Search**".
- **Tick the checkbox** next to the desired authority
- Click the button "**Request Authorization**".
- A pop-up appears, **fill the information**
- Click the button "**Send Authorization Request**".
- The requested role now appears with the **status "requested"**
- Once this is done, send an email to the **TRACES Support Team** which follows the below rules:
 1. The "FROM" field must be the mailbox address which is defined in your TRACES account
 2. The "TO" field must be the TRACES support team mailbox sante-traces@ec.europa.eu
 3. The "CC" field must contain the official mailbox of your national FLEGT Competent Authority (you can find the address of your CA on the following website: <http://www.flegtlicence.org/competent-authorities>)
 4. The title or the body of the email must describe that the email concerns an **additional role request** for a **FLEGT Competent Authority** or a **Customs Office**
 5. The body must mention the user's **first name, last name** and the **Competent Authority** or **Customs Office** for which the role was requested, as mentioned in TRACES form. Click on the mail address link above to initiate the mail.

Note: Only one MSCA role can be selected

Log in FLEGT

Importer



User Story

Once you are registered in EU Login, you can now log into TRACES NT and work on FLEGT licences.

Log in TRACES NT

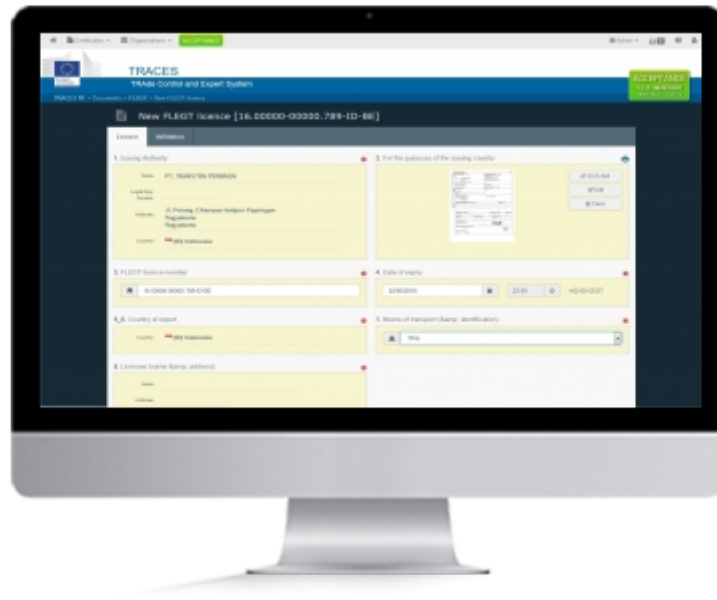
To proceed, you will need an EU Login account. If you don't have an EU Login account yet, we invite you to create one

1. Log into TRACES NT

- Access FLEGT via TRACES system:
 - <https://webgate.acceptance.ec.europa.eu/tracesnt/login>
- Click "Log into Traces"
- Use now your EU Login credentials to authenticate yourself in the system.

Create a licence

Importer



User Story

You are now able to access the system and to perform as an importer (request and approval are in order). You can now introduce a new licence in FLEGT IT.

Create a new licence

To create a Licence, you need to create an account and to request the importer role

- On FLEGIT home page, on the top right corner, click "**Certificate**" then click "**FLEGT**".
- Click the button "**Create New Licence**"

1. Fill the licence

Selection of commodities

- Select the commodity code

Note: At least one code must be selected.

Box 1: Issuing authority

- Start typing the name of the issuing authority, all corresponding results appear
- Select the issuing authority
- The information is automatically filled

Box 2: For the purposes of the issuing country

- This box is a free-text box meaning you can directly type any textual information.

Note: You should fill the information from the paper version of the licence.

- You can also add an image to the licence, for example a scan of the paper version of the licence
 - Click "Go to image"
 - Click on the icon to add the image

Box 3: FLEGT licence number

- Enter the licence number.

Note: When starting to type, an information appears explaining the format of that reference. This format changes according to the issuing country.

Box 4: Date of expiry

- Enter the date of expiry

Box 5-6: Country of export

- By default, the country of the issuing authority is selected but can be modified if needed

Box 7: Means of transport

- Select the type of transport

Box 8: Licensee (name & address)

- Fill with exporter name address and country

Note: This is a free-text box, licensees are not pre-registered in the system

Box 9-16: Commodities

- Fill the description and measurement of the goods.
 - At least volume or weight must be filled.
 - Fill the measurement section (more than one measurement unit can be filled but at least the volume or the weight must be indicated). You can choose between the measure for each commodity or the global goods measure.
- Enter common/ scientific name
- Choose the country(ies) of harvest

Box 17: Distinguishing marks

- Enter the distinguishing mark for the consignment
- You can also add an image to mark, for example a scan of a barcode
 - Click on the icon to add the image

Box 18: Signature and stamp of issuing authority

- Enter the place and date of the signature of the licence
- Click on the icon to add scan of the signature and/or stamp from the licence.

Submit for Validation

2. Finalize the licence

Point of Entry

- Select the country
- Select the required custom office.

Submit licence for validation [Close]

Point Of Entry (mandatory)
Select the Customs Office that will handle the reception of the licenced goods in the EU

Name: ANTWERPEN DAE DOUANEKANTOOR

COL Number: BE101000

Address: ELLERMANSTRAAT 21 (NOORDSTERGEBOUW)
2060 Antwerpen

Country: 🇧🇪 (BE) Belgium

[Cancel] [Next]

Choose the Point of Entry

Time of Arrival

- Enter the estimated date of arrival at the point of entry

Submit licence for validation [Close]

Time Of Arrival (mandatory)
When are the licenced commodities expected to arrive in the Point of Entry ?

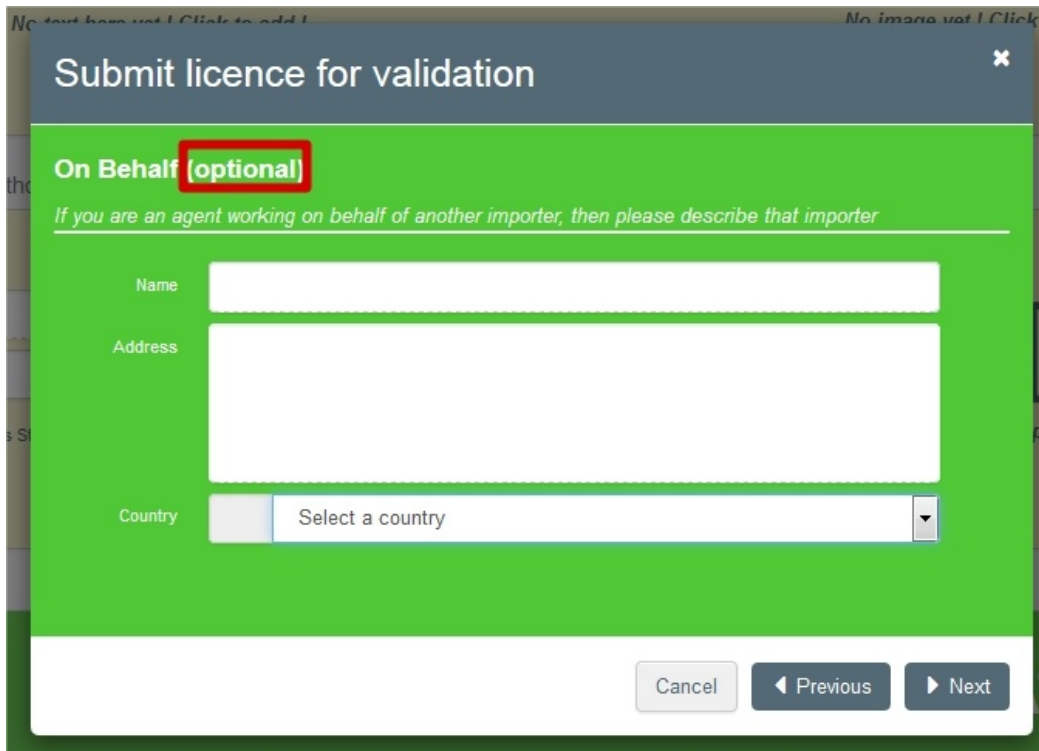
22/09/2016 [Calendar] 23:59 [Clock] +02:00 CEST

[Cancel] [Previous] [Next]

Enter the estimated date of arrival at the point of entry

On behalf (optional)

- If you are an agent working on behalf of another importer, describe that importer



Submit licence for validation

On Behalf (optional)

If you are an agent working on behalf of another importer, then please describe that importer

Name

Address

Country

Cancel Previous Next

If you are an agent working on behalf of another importer, describe that importer

Submission

- Enter additional information if needed
- Click "**submit**"

Note:

- You can still click on "**back**" if you want to modify information in the licence
- By clicking "**submit**", the request will be send to the competent authority based on the information entered in the licence. After submission, you will not be able to modify the provided information anymore.

Submit licence for validation ✕

Final step...

By clicking submit, you will issue a request for validation of the license by the Competent Authority of Belgium, based on the information provided so far. You will receive a notification from them once the validation process is completed.

If you have additional textual information to provide to the Authority, use the box below.

After submission, you will not be able to modify the provided information anymore.

Enter additional textual information for the Authority...

Submit

Cancel ◀ Previous

Submit the licence to validation /!\ No more change possible once submitted

Follow an existing licence

Importer



User Story

After creating licences in the system, you will receive notifications to your email everytime a licence you, or another member of your company have created, is modified. You will also have the possibility to follow those modification in FLEGT.

1. Search for your licence

- On FLEGIT home page, on the top right corner, click "**Certificate**" then click "**FLEGT**".
- By default, a list of licences created by you, or another member of your company is displayed. This list correspond to "**my licences**" (the same selection is displayed when you click on "my licences" button)
- You have the possibility to search for a licence directly with the complete reference or a part of it. In the later case all licences corresponding to that search are displayed
- An advanced search is also available with the following criterias:
 - The state of the certificate
 - The commmodity code
 - The requester's name
 - the commodity description
 - The point of entry.
- When you found the required licence number, click on it an the licence open

2. General overview of you licences

When "my licence" list is displayed you have a rapid overview of your licences with the following information:

- The **FLEGT licence number**
- the **VPA country**
- the **Requester**
- the **Validation State**
- the **clearance state**
- the date of the **last modification**