

EUDR EO Instructions

Version 1.3 – dated 18th February 2025

Technical & Policy contacts:

Refer to the latest version of document “**EUDR - API for EO specifications**”.

Release Note:

Version	Description
V1.2	Updated list of contacts and system URLs
V1.3	Updated list of contacts

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EUDR IS Economic Operator available roles (Activities)

“**Operators**” in the context of the IMSOC system are legal entities (i.e., companies), not individual users.

In the context of the EUDR DDS system, three roles for Operators are currently available, with their corresponding available DDS actions:

1. **EUDR Operators**, can create a DDS for the following activities:
 - a. Import (for activities involving importing **into** the EU from a 3rd country)
 - b. Export (for activities involving Exporting **from** the EU to a 3rd country)
 - c. Domestic Production (for activities that **produce** in-scope commodities within the EU)
2. **EUDR Traders**, can create a DDS for the following activity:
 - a. Trading (for making available in-scope commodities in the EU market)
3. **EUDR Authorised Representatives¹**, can create a DDS for the following activities:
 - a. If representing an **Operator**:
 - i. Import
 - ii. Export
 - iii. Domestic Production
 - b. If representing a **Trader**:
 - i. Trading
 - An Operator (company) can request and be assigned more than one activity (Role).
 - For users to be able to use the system, they must “belong” to an existing Operator “company”.
 - An Operator can have more than one user in the system.
 - A web user interface user can belong to more than one Operator in the system².

Important Note: While an operator entry can have multiple activities, duplicate operators are not allowed in the system and will not be validated.

ACCESS TO AN OPERATIONAL ENVIRONMENT

Authentication

The following sections describe the steps required to create an EU login (for new users) and registering operators and users in an operational environment.

EU Login user registration

All users must register with the global European Commission Authentication Service (EU Login) before they can use the system.



If the user already has an EU Login account, this section can be skipped because they should use their existing account to authenticate in IMSOC.

¹ Please note that this role is only available to Operator companies registered in the EU according to the regulation definition of “Authorised Representative”

² Please note that for using the EUDR Web Services API, users must be validated in one operator only.

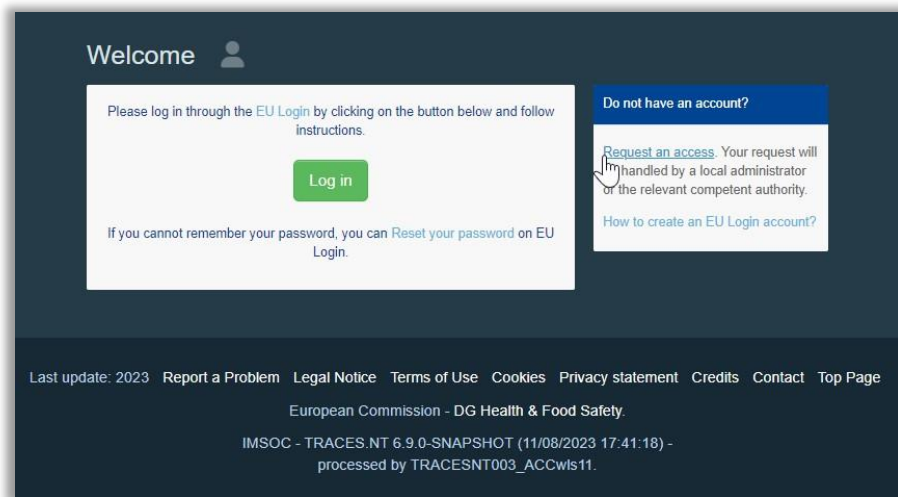
For users not having an EU Login account, the steps below must be followed:

1. Access the system's home page via the URL corresponding to the environment you want to register:

Acceptance (test) System : <https://acceptance.eudr.webcloud.ec.europa.eu/tracesnt>

Production System : <https://eudr.webcloud.ec.europa.eu/tracesnt>

2. Click on ***“Request an access”*** as shown in the following screenshot:



3. Provide the requested information as shown in the screen below, and click on ***“Create an account”***:

4. An email with instructions for accessing the system with your new credentials will be sent to the email address you provided.

Role Assignment and Authorisation (first time users)

Using the EU login credentials, the user logs in to the selected environment.

A screen like the one shown below will be displayed upon successful login which will allow the user to select the Operator system role:

- As an Economic Operator user, one must select the “**Operator**” option from the authorisation request screen as shown above.
- The “Operator” entity is not an individual user, but rather a company entry as previously mentioned. Once the Operator entity is created and validated by an administrator, a user entity can then be assigned to the registered operator company.
- Although the term Operator is sometimes used for both the legal entity and the individual role, they have very different meanings in TRACES NT depending on the context.
- If the required operator entity does not exist, it can be created by the user as will be explained in section below. Before a newly created Operator can be referenced and users can be assigned to it, it must be validated by an administrator.

Important Note: While an operator entry can have multiple activities, duplicate operators are not allowed in the system and will not be validated.

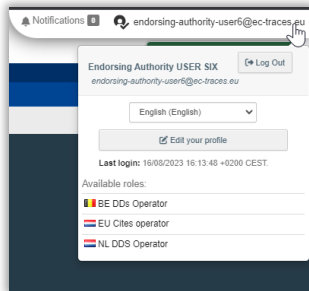


When a user creates a new Operator entity, that user becomes an administrator for the new Operator and can validate that Operator’s new subsequent users following the instructions provided in Annex II below.

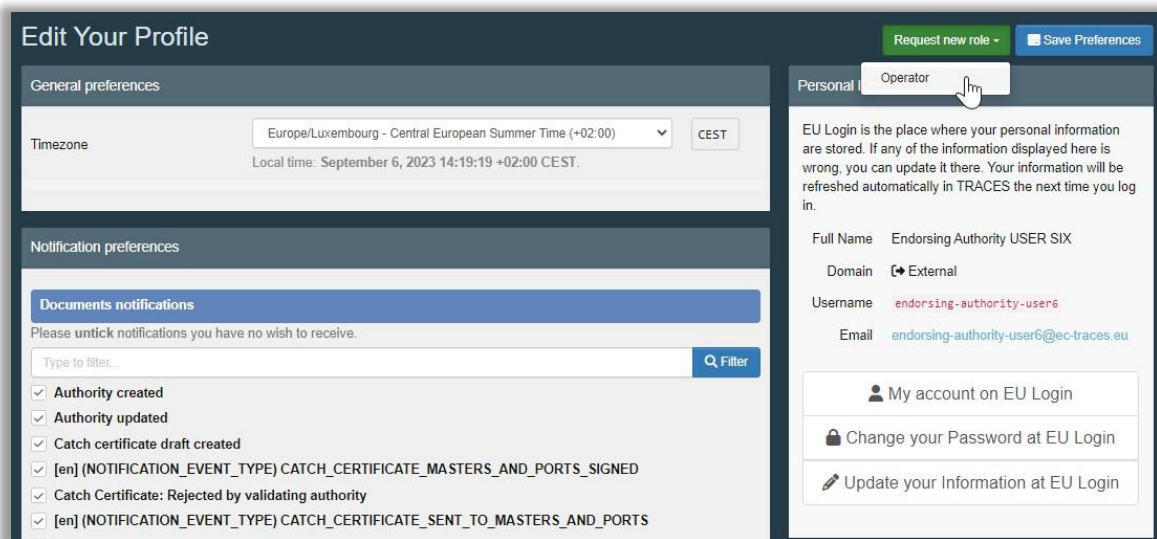
Role Assignment and Authorisation (Existing users)

- If the user has used the system before and has already been assigned to an existing Operator entity, they will need to request an additional role for the EUDR DDS system.
- To do this, the user logs in with the known credentials as usual.
- The steps below must be followed to request a EUDR DDS additional role:

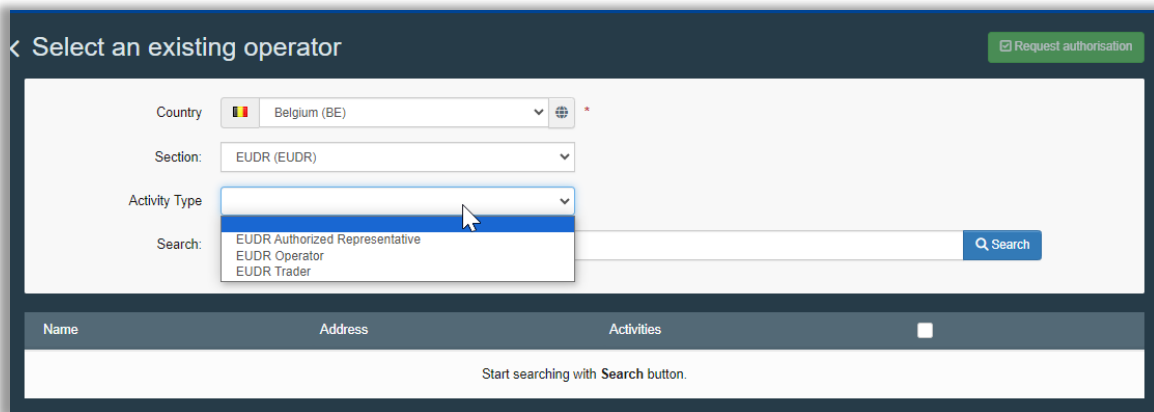
1. After successfully logging in to the system as usual, please select ***“Edit your profile”*** as shown in the screenshot below:



2. From the next screen, please select ***“Request new role”*** and then on ***“Operator”*** from the ensuing screen as shown below:



3. From the following screen, please enter the country of the existing Operator to register with, the section (***EUDR***), and the new operator role required to be added to the current user profile and click on ***“Search”*** as shown in the screenshot below:



4. If an Operator entity exists (with the criteria entered), it will be displayed in the search results screen:

< Select an existing operator

+ Create a new operator Request authorisation

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

Name	Address	Activities	
BE DDS Operator EORI: BE4422553667	Rue du Noyer 4567 1000 Brussel Belgium	> EUDR Operator (EUDR)	Select

5. After selecting the desired operator entry from the list, a confirmation pop-up is displayed. An optional message can be provided. To proceed click on ***"Send authorisation request"*** as shown below:

Confirm authorisation request for BE DDS Operator

Optionally, you can provide some additional useful information.

Message: Please authorize additional role assignment

Email: name@domain.com

Phone: +32 02 123456

Cancel Send authorisation request

If there is no pre-existing operator with the desired criteria (i.e., Country and EUDR section) then a new Operator entry must be created following the prompt shown below followed by the process described in "Creating an Operator Entry" below.

+ Create a new operator Request authorisation

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

Creating an Operator entity

If an Operator with the criteria entered does not exist, then the system will prompt to create a new Operator (Company), (and associate the logged in user account as an administrator of the new Operator) as shown in the screenshot below:

< Select an existing operator

+ Create a new operator Request authorisation

Country Belgium (BE) *

Section: EUDR (EUDR)

Activity Type

Search: Type business name, approval number... Search

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	
No matching results.			

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European Commission - DG Health & Food Safety.

IMSOC - TRACES.NT 6.9.0-SNAPSHOT (01/09/2023 17:52:27) - processed by TRACESNT003_ACCWis11.

To create a new operator, please provide the following information as shown in the screenshot below (mandatory fields in asterisks) and click on ***“Create a new operator”***:

< Create operator to request being attached to **nusersen** Create a new operator

Operator Details

Name

Country Belgium (BE)

Phone

Addresses + Add address

Region

City

Address

Coordinates /

Operator Identifiers + Add Identifier

Type	Value
EORI	<input type="text" value="BE2280338844"/>

Format: BE12345X789012345

Chapter or activity

Chapter

Activity

Activity details

Section

Activity

Identifier

Valid From

Valid to

Publication date

Application date

Activity Address

Address

- Operator Details:
 - Name*
 - Country*
 - Phone / Fax / Email
- Company Identifiers
 - Company Identifier (EORI, VAT, etc.)*
- Address(es)*
 - City (dynamic “as-you-type” search provides match and includes region)
 - Region (auto filled)
- Chapter* (EUDR)
- Activity Section*
- Activity*

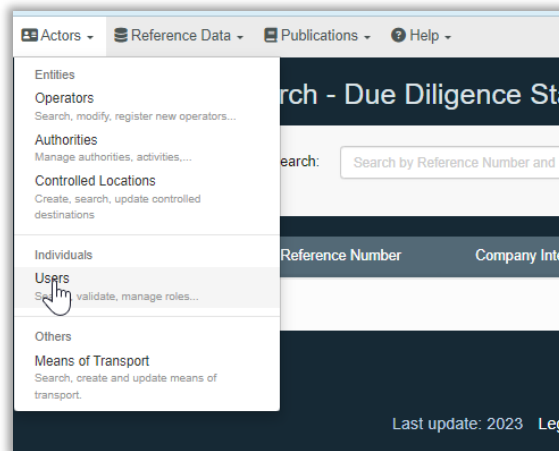
ANNEX II VALIDATION OF USERS

As an administrator, an operator user can validate other users that wish to enroll in the same company. In the example below, user “*env-testuser14@ec-traces.eu*” has requested the “**Operator**” role in the “**HU Test Operator**” by following the procedure in the relevant section of this guide.

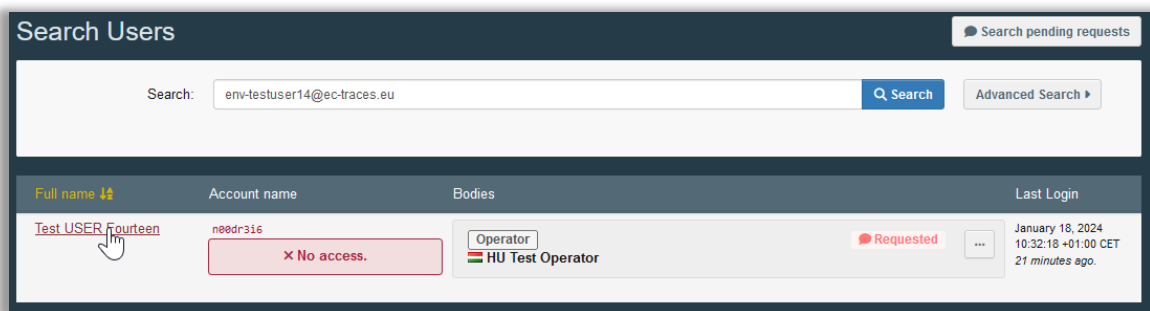
The email of the new user is required for this procedure.

Steps to validate another user request by the Admin user:

1. Navigate to the “**Actors**” menu item as shown below, and select “**Users**”:



From the next screen, search for the provided email as shown in the example below:



Clicking on the name as shown above results in the detail screen of the user as shown below:

< Edit User Test USER Fourteen n00dr3i6

Cancel
Save changes

User details

Username n00dr3i6
Email env-testuser14@ec-traces.eu

Domain External
Phone

Full name Test USER Fourteen
Fax

Digital signature authorized SEAL requester ID Not authorized
Application access No access.

Roles
Add new Role +

User Roles status to display
☐ Deleted
☒ Requested
☒ Suspended
☒ Valid

Operator			
HU Test Operator		Requested	
> EUDR Authorized Representative euor	Valid		
> EUDR Operator euor	Valid		
10111239 Budapest			
Hungary (HU)			
	Administrator		
	Use of organisation eSeal		
	Electronic seal manager / requester		
	Issuing of organic operator certificates		

In the example above, there is one pending role for this user (Test USER Fourteen) to be validated (“Operator”). To validate the new role, please click on the respective green checkmark button and then click on **“Save Changes”**.

The new role is now validated as a user for the requested operator (company).

- End of Document -