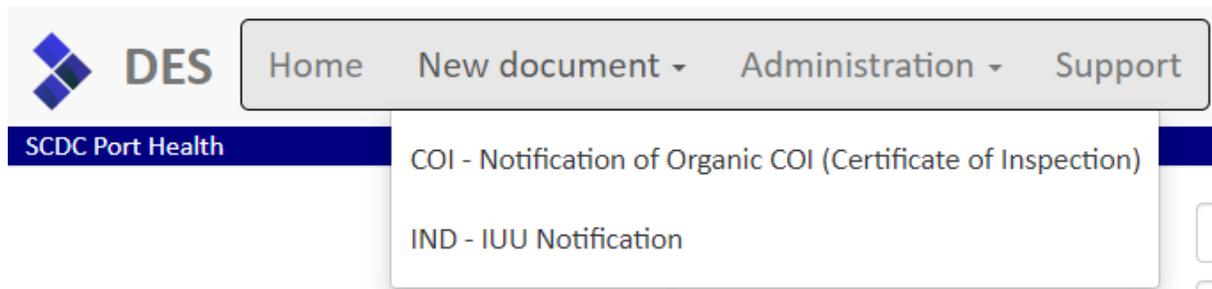




Document Entry System (DES)

Guidance on how to complete a Notification of Organic COI (Certificate of Inspection)

Under “New document” select “COI – Notification of Organic COI (Certificate of Inspection)”



The following screen will appear:

Reference	<input type="text"/>	Point of Entry	<input type="text"/>
Document type	Notification of Organic COI (Certificate of Inspection)	Product description	<input type="text"/>

Required information	Additional information	Upload supporting documentation	Help
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R1 Point of Entry	<input type="text"/>
R2a Company accepting charges for the consignment	<input type="text" value="Not set"/>
<input type="text" value="Search"/>	<input type="button" value="New"/>
R3 Serial number of the certificate of inspection	<input type="text"/>
R2b Company to return the signed COI to	<input type="text" value="Not set"/>
<input type="text" value="Search"/>	<input type="button" value="New"/>
R4 Exporter	<input type="text" value="Not set"/>
<input type="text" value="Search"/>	<input type="button" value="New"/>

The “Required information” tab is compulsory – you will need to complete all fields accurately.

The “Additional information” tab is optional.

The “Upload supporting documentation” function is optional but if used will make the process more efficient.

Required Information

R1 Point of Entry

The port the consignment is being imported through and released for free circulation.

Select from the drop-down list.

R2a Company accepting charges for the consignment

Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database. Any organisations added will be only added to the address book of the organisation currently logged in to the system.

R2b Company to return the signed COI to

Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database. Any organisations added will be only added to the address book of the organisation currently logged in to the system.

R3 Serial number of the certificate of inspection

Enter the serial number of Certificate of Inspection that has been issued by the third country authority for the consignment being imported.

This can be found in Box 3 of the COI.

R4 Exporter

Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database. Any organisations added will be only added to the address book of the organisation currently logged in to the system.

This can be found in Box 4 of the COI.

R5 Country of export

Select the country of export from the list provided.

This can be found in Box 8 of the COI.

R6 Country of clearance

Select the country from the list provided.

Clicking on the 'UK' button will select the United Kingdom from the list.

R6 Country of clearance

▼
UK

R7 Importer

Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database. Any organisations added will be only added to the address book of the organisation currently logged in to the system.

R8 Commodities

R8 Commodities

CN code	Trade name	Number of packages	Lot number	Net weight (kg)	
<input type="text"/>	<input type="button" value="Add"/>				
Total net weight		0	Total packages		0

For each product listed on the original COI (Box 13) enter the commodity details into the fields shown and click the 'Add' button to save them. The CN code can be found by either entering the start of the code and selecting an option from the list that appears or by clicking on the magnifying glass button to show a search box where the description of the product can be entered. An example of entering 'rice' is shown below:

R8 Commodities

CN code	Trade name	Number of packages
1006 <input style="font-size: 0.8em;" type="text"/>	<input type="text"/>	<input type="text"/>
To	<div style="background-color: #002060; color: white; padding: 2px;">1006 10 10: Rice in husk for sowing</div> <div style="background-color: #fff9c4; padding: 2px;">1006 10 30: Round grain rice in husk</div> <div style="background-color: #fff9c4; padding: 2px;">1006 10 50: Medium grain rice in husk</div> <div style="background-color: #fff9c4; padding: 2px;">1006 10 71: Long grain rice in husk, length-width ratio > 2 but < 3</div>	

R9 Product description

Enter a description of the consignment.

R10 Customs entry number

Enter the Customs entry number for the consignment being imported. If this is unknown then please enter 'TBC'.

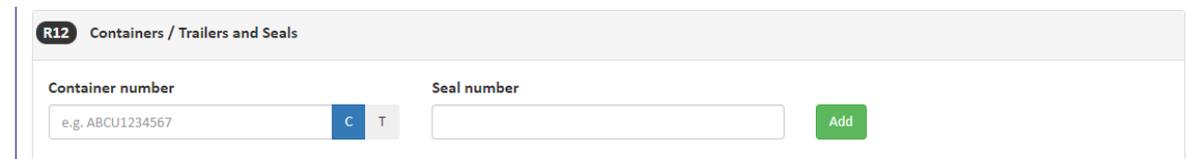
R11 Means of transport



Complete the means of transport details in the fields shown.

Mode:	select from the drop-down list
Identification:	e.g. the vessel name
E.T.A.:	date and time
International transport document:	e.g. bill of lading number

R12 Containers / Trailers and Seals



To enter a container number 'C' must be highlighted.

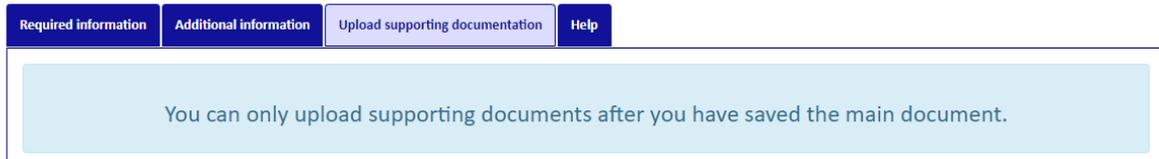
To enter a trailer number 'T' must be highlighted (clicked)

Click 'Add' to make multiple container/trailer entries.

When completed click on 'Save'

Upload Supporting Documents

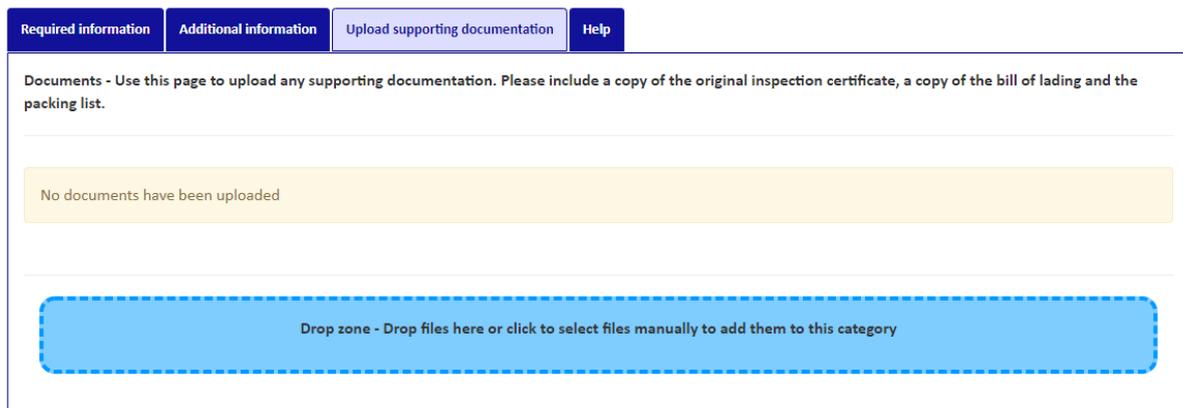
This tab can be used to submit any relevant scanned images / PDFs rather than emailing them to Port Health.



Required information Additional information Upload supporting documentation Help

You can only upload supporting documents after you have saved the main document.

To add a document, drag it onto the blue section marked 'Drop zone'. The document will then be uploaded and attached to the notification. The file name will have the current date and time added to it and then be shown in a list.



Required information Additional information Upload supporting documentation Help

Documents - Use this page to upload any supporting documentation. Please include a copy of the original inspection certificate, a copy of the bill of lading and the packing list.

No documents have been uploaded

Drop zone - Drop files here or click to select files manually to add them to this category

To remove a document, click on the waste bin icon on the end of the row. Click the 'Yes' button to remove the document.

Click on the 'Save' button to store the notification details.

Submitting the Notification

Once the notification has been saved, a Submit button will appear next to the Save button. If all of the validation checks have passed a reference number for the notification will be generated and will appear in the “Reference” box on the screen.

Reference	COI2.GB.2021.0000006
Document type	Notification of Organic COI (Certificate of Inspection)

Additional information

This section of the COI pre-notification is optional (it does not have to be completed)

Required information	Additional information	Upload supporting documentation	Help
A1 Issuing control body or authority			
Not set			
Search		New	
A2 Council regulation (EC) No 843/2007, as it has effect in Great Britain:		Council regulation (EC) No 843/2007, as it has effect in the European Union:	
Article 33(2)	<input type="checkbox"/>	Article 33(3)	<input type="checkbox"/>
Article 33(2)	<input type="checkbox"/>	Article 33(3)	<input type="checkbox"/>

A1 Issuing control body or authority

Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the ‘New’ button to add the organisation into the database. Any organisations added will be only added to the address book of the organisation currently logged in to the system.

This can be found in Box 1 of the COI.

A2 Council regulation (EC) No 834/2007, as it has effect in Great Britain

Council regulation (EC) No 834/2007, as it has effect in the European Union

Select the appropriate check box. Only one can be selected. This can be found in Box 2 of the COI.

A3 Producer or processor of the product

Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database. Any organisations added will be only added to the address book of the organisation currently logged in to the system.

This can be found in Box 5 of the COI.

A4 Control body or control authority

Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database.

Any organisations added will be only added to the address book of the organisation currently logged in to the system.

This can be found in Box 6 of the COI.

A5 Country of origin

Select the country of origin from the list provided.

This can be found in Box 7 of the COI.

A6 Country of destination

Select the country from the list provided.

This can be found in Box 10 of the COI.

A7 First consignee in Great Britain

Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database. Any organisations added will be only added to the address book of the organisation currently logged in to the system.

This can be found in Box 12 of the COI.

A8 Total gross weight (kg)

Enter the total gross weight of the consignment in kilogrammes.

This can be found in Box 16 of the COI.

A9 Declaration of control authority or control body issuing certificate

Complete the details of the fields as shown in Box 18 of the COI. Note that the 'Date of declaration' field is in the format of DD/MM/YYYY.

A10 Customs information

Only one of *Customs warehousing* or *Inward processing* can be selected.

'Customs operator' and 'Control body or control authority'

Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database.

Any organisations added will be only added to the address book of the organisation currently logged in to the system.

This can be found in Box 19 of the COI.

A11 Verification of the consignment and endorsement by Great Britain's competent authority

Completed by the Port Health Authority

A12 Declaration of the first consignee

Complete the details of the fields as shown in Box 21 of the COI. Note that the 'Date of declaration' field is in the format of DD/MM/YYYY.

-End -