



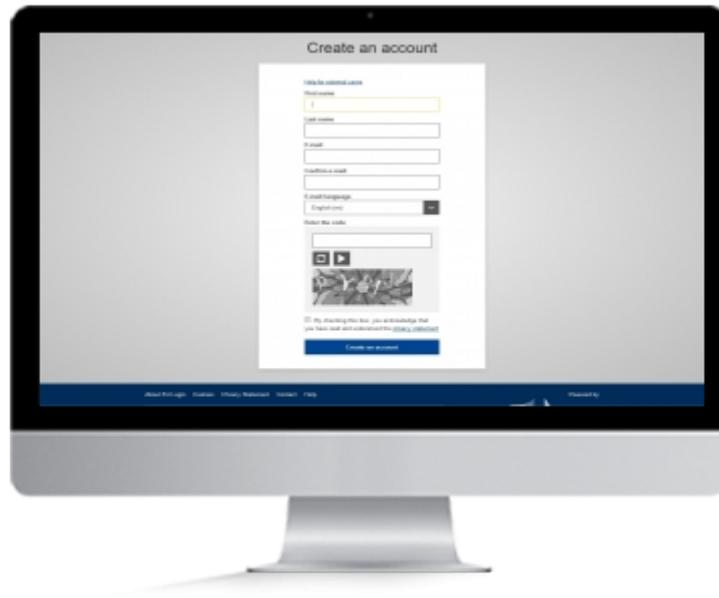
# FLEGT

2017/07/31



# Create an account

How to create a new account in EU login



## 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.

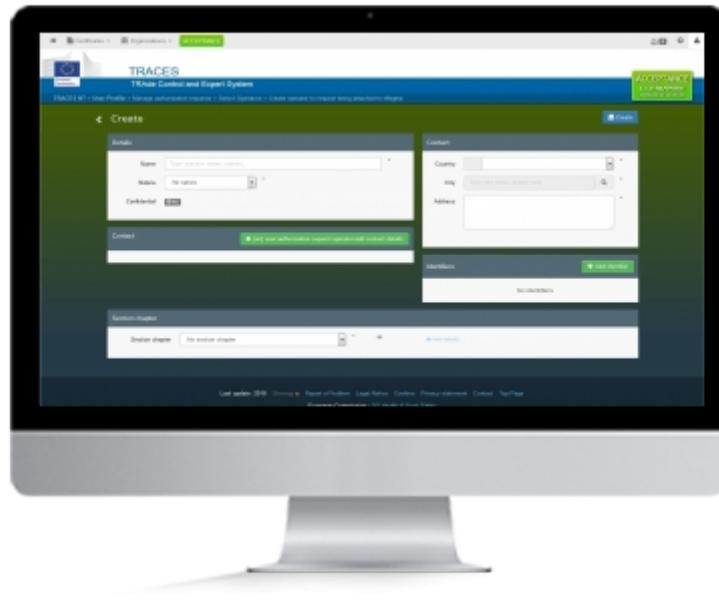
**Note:** If you already created an ECAS account, your credential will still be valid for EU Login.

#### 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

How to request a role as an importer or a forwarding agent



## User Story

After registering in EU Login , you will need a role to act as an **importer** or a **forwarding agent** 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.

As a **Forwarding Agent** you will be able to introduce new licenses on behalf of your customers 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.

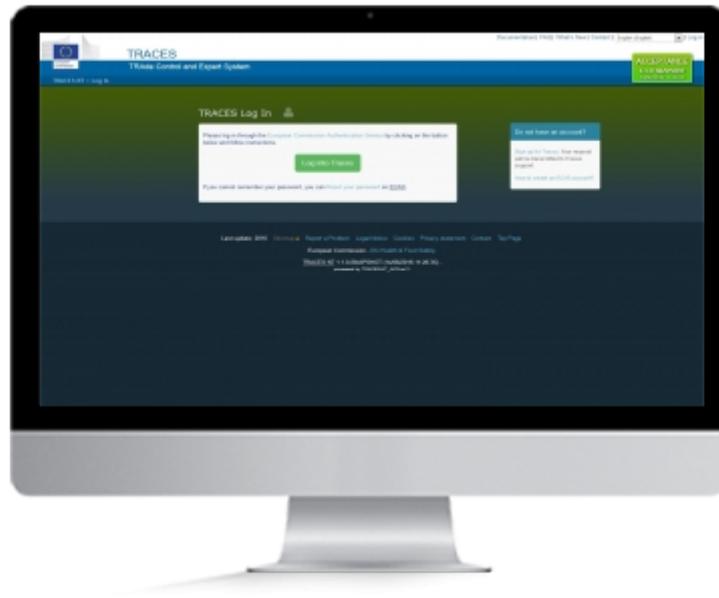
## 2. Request your role

- 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 "**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"**
- You should now request the validation of your role.
  - You created a new company:
    - Both user and company need to be validated by the **FLEGT Member State Competent Authority** (FMSCA)
    - A list of the competent authorities can be found in the link: <http://www.flegtlicence.org/competent-authorities>
    - The first user validated by the MSCA becomes automatically a "**power user**" that will grant you the possibility to validate roles of your colleagues within the company. This means that ONLY the first user per company needs to contact the MSCA for role validation.
  - You requested a role for an existing company
    - Contact your colleague with the "**power user**" role to validate your role

**Note:** There is always one "power user" within a company. If users are removed, the latest validated user automatically receives the "power user" capability.

# Log in FLEGT

How to log into TRACES



## 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

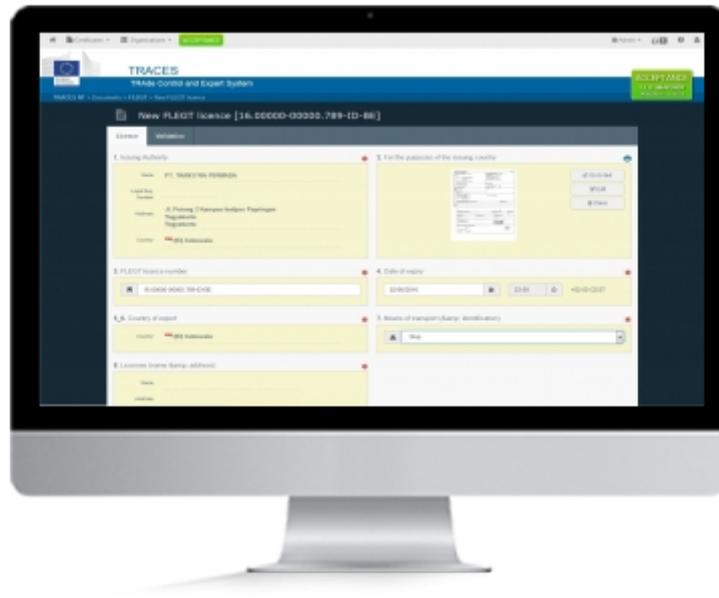
To proceed, you will need an EU Login account. If you don't have an EU Login account yet, we invite you to create one

### 1. Log into TRACES NT

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

# Create a licence

How to create a new licence



## 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 ?*

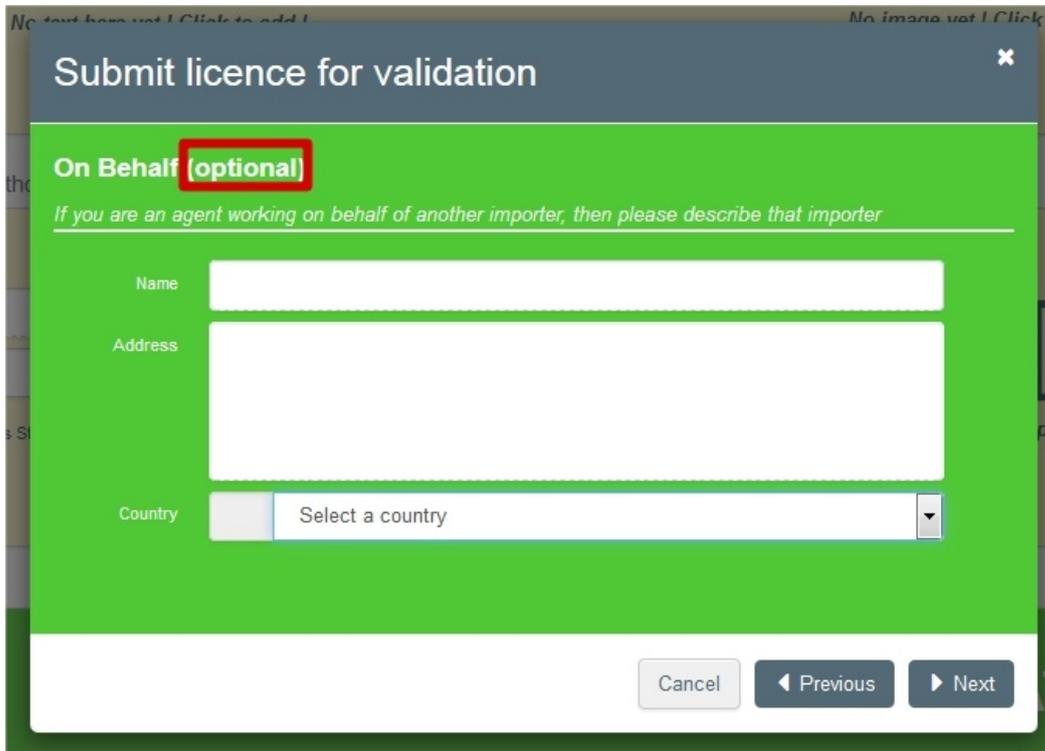
22/09/2016 [Calendar] 23:59 [Clock] +02:00 CEST

[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



The screenshot shows a web form titled "Submit licence for validation". The form has a green header area with the text "On Behalf (optional)" in white, where the word "optional" is enclosed in a red rectangular box. Below this header, there is a subtitle in italics: "If you are an agent working on behalf of another importer, then please describe that importer". The form contains three input fields: "Name" (a text box), "Address" (a larger text box), and "Country" (a dropdown menu with the text "Select a country"). At the bottom right of the form, there are three buttons: "Cancel", "Previous" (with a left arrow), and "Next" (with a right arrow).

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...

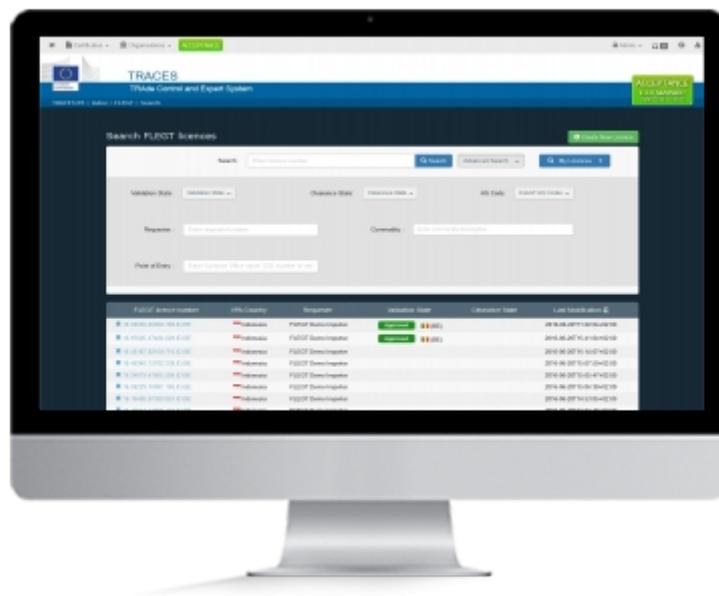
Submit

Cancel Previous

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

# Follow an existing licence

How to verify the status of a licence created for your company



## 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 commodity code
  - the commodity description
- When you found the required licence number, click on it and the licence open

## 2. General overview of your 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 **Validation State**
- the **clearance state**
- the date of the **last modification**

# Manage users from my company

As a "power user", how to manage users from my company.

## User Story

When a company is created, the user account will be the first of the company and will automatically receive the "**power user**" role that will enable the power user to **manage roles of colleagues** within the company.

### 1. Search for your colleague's request

- When a colleague requests to validate his role, you, as "**power User**", need to log into the system to perform the validation.
- Select the "**Users**" option in the "**Organisations**" menu.
- Search for your colleague to validate:
  - Search with his/her **name** or **email address**
  - Click on "**search pending request**"
- The system will display the list of **requested account(s)** waiting validation.

### 2. Validate your colleague's request

- **Search** for your colleague
- Click on the **name of the user to validate** to see his/her information
- If everything is correct, you can proceed with the validation by clicking the "**Check**" Icon
- Click "**Save Changes**"
- Once saved, the system will display that the user **has access**.
- Inform the validated user that he/she has to **log off and log in again** in order for the changes to take effect.

Note: You can edit the user's details if necessary.

### 3. Grant Power User capability to a colleague in my company

In case a colleague needs to also validate roles of additional users -temporarily of indefinite period- you, as Power user, need to grant him/her the Power user capability.

- **Search** for your colleague
- Click on the **name of the user to Manage** to see his/her information
- click the "**power user**" icon a the right side of the screen, next to the check icon
- Click "**Save Changes**"

### 4. Remove roles of users in my company

A "**power user**" can also remove a role from a colleague

- **Search** for your colleague
- Click on the **name of the user to Manage** to see his/her information
- Click on the **garbage bin icon** to delete permanently the role of the user
- Click the **pause icon** to suspend temporarily the role of the user

### 5. Overview of my company

If you want to check all user accounts in your company:

- In your profile, click on the company's name
- The company details are displayed and you can open the "users" tab in order to see all accounts that have been validated.

# How to fill the licene

## Useful links

- Link to the competent authorities for FLEGT (FMSCA) licencing: [http://ec.europa.eu/environment/forests/pdf/list\\_competent\\_authorities\\_flegt.pdf](http://ec.europa.eu/environment/forests/pdf/list_competent_authorities_flegt.pdf)
- Online TRACES help documentation: [https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/I\\_FLEGT/Intro.htm](https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/I_FLEGT/Intro.htm)

DG ENV general information on FLEGT: <http://ec.europa.eu/environment/forests/flegt.htm>

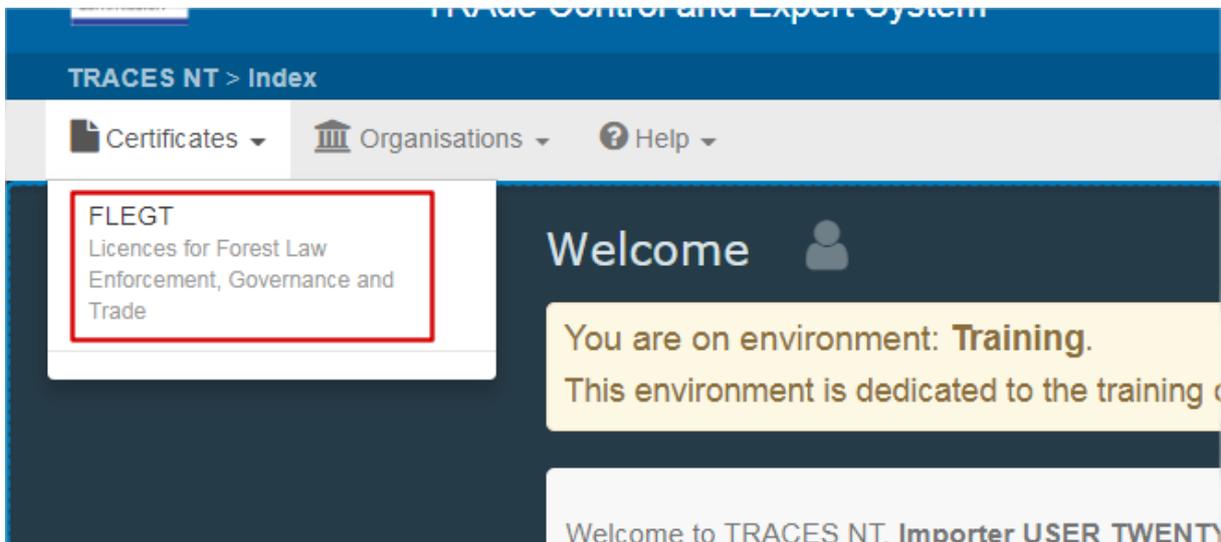
## Creation of a FLEGT licence by the Timber Importer or the representative of the timber importer

The Indonesian **issuing authority** emits a V-Legal document which attests that the wood has been cut according to the legislation.

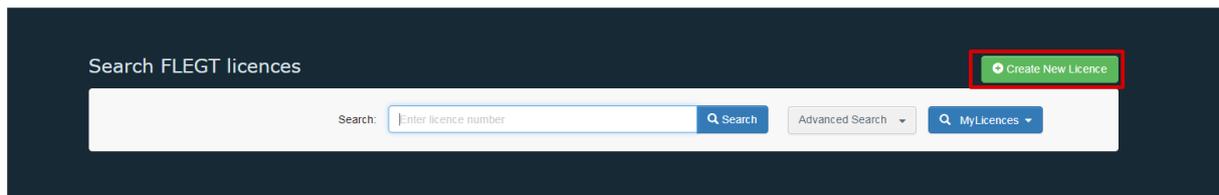
This document is normally sent by the Indonesian exporter to the importer in EU (timber importer), who must create a licence in TRACES NT system.

**Note** that the licence can also be inserted by a **representative of the Importer**. It is a user who has a timber importer profile in TRACES NT but works as a Responsible for the Load (RFL).

For that he goes to **Certificates>FLEGT**:

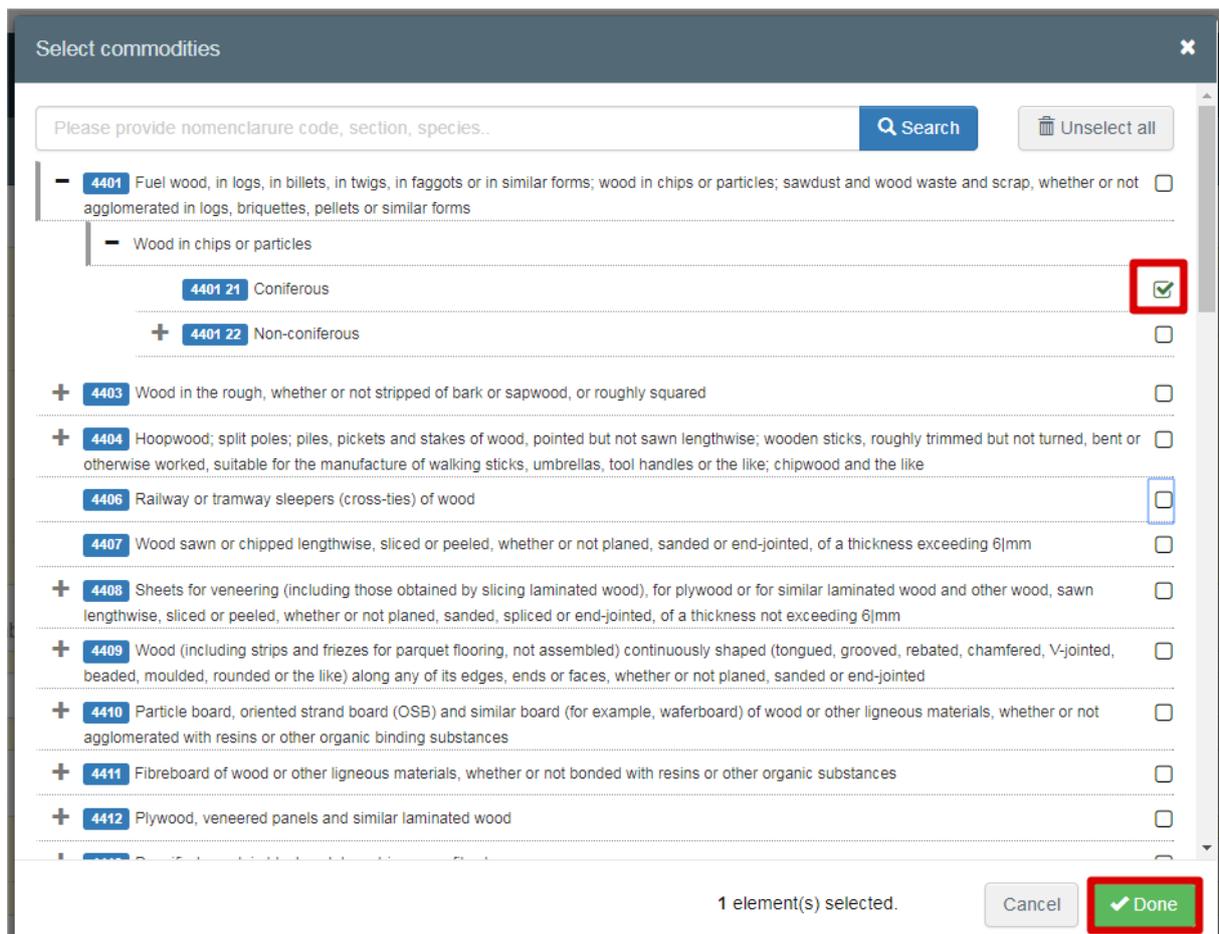
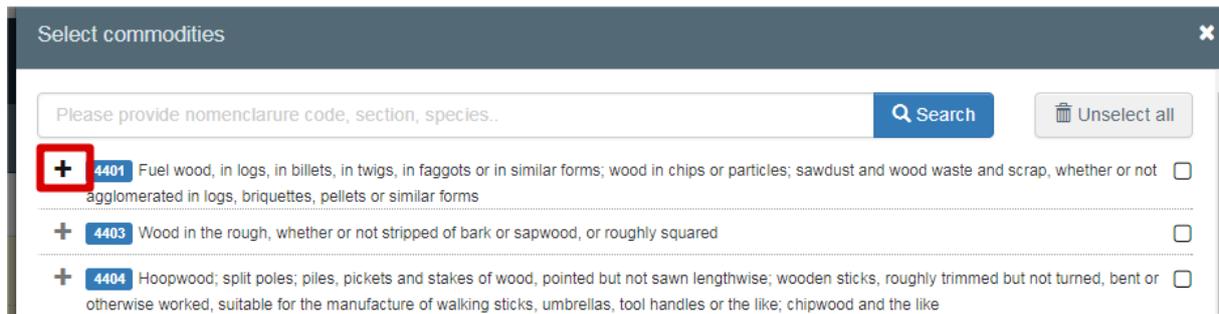


He clicks on the button **Create New Licence**



He must now select the commodity code. This can be done in different ways:

1. He selects the code from the commodity tree. He must click in the + to see the codes under the main code, then check the correct box and click in **done**:



2. The Timber Importer already knows the commodity code. He must type it in the search box and then click in search.

3. The importer can also search by starting to write the species is he knows them.

### Box 1: Issuing authority

The Timber Importer must type the name of the issuing authority (in Indonesia) and the results will appear in a drop down list.



The screenshot shows a form titled "1. Issuing Authority" with a red asterisk icon in the top right corner. The form has a light yellow background. It contains the following fields:

- Name:** A text input field containing the letter "L".
- Legal Reg. Number:** A dropdown menu with three options: "PT. LAMBODJA SERTIFIKASI" (highlighted in blue), "PT. MUTUAGUNG LESTARI", and "PT. NUSA KELOLA LESTARI".
- Address:** A text input field that is currently empty.
- Country:** A dropdown menu showing the Indonesian flag and the text "(ID) Indonesia".

The user must then select the correct issuing body and the information will be automatically filled. Note that issuing authorities in Indonesia always start with letters PT.



The screenshot shows the same "1. Issuing Authority" form, but now the fields are populated with the selected information:

- Name:** PT. LAMBODJA SERTIFIKASI
- Legal Reg. Number:** LVLK-015-IDN
- Address:** Jl. Wijaya Kusuma IV No. 11A Taman Yasmin  
Sektor 1 Bogor  
Taman
- Country:** (ID) Indonesia

### Box 2: For the purposes of the issuing country

This box is a free-text box. The user can type any textual information. **In the V-Legal licence**, in this box it must be indicated:

- the name and address of the importer;
- the total value (in USD) of the shipment;
- the name + 2 letters ISO code of the country of destination;
- Where applicable, the name + 2letter ISO code of the country of transit.

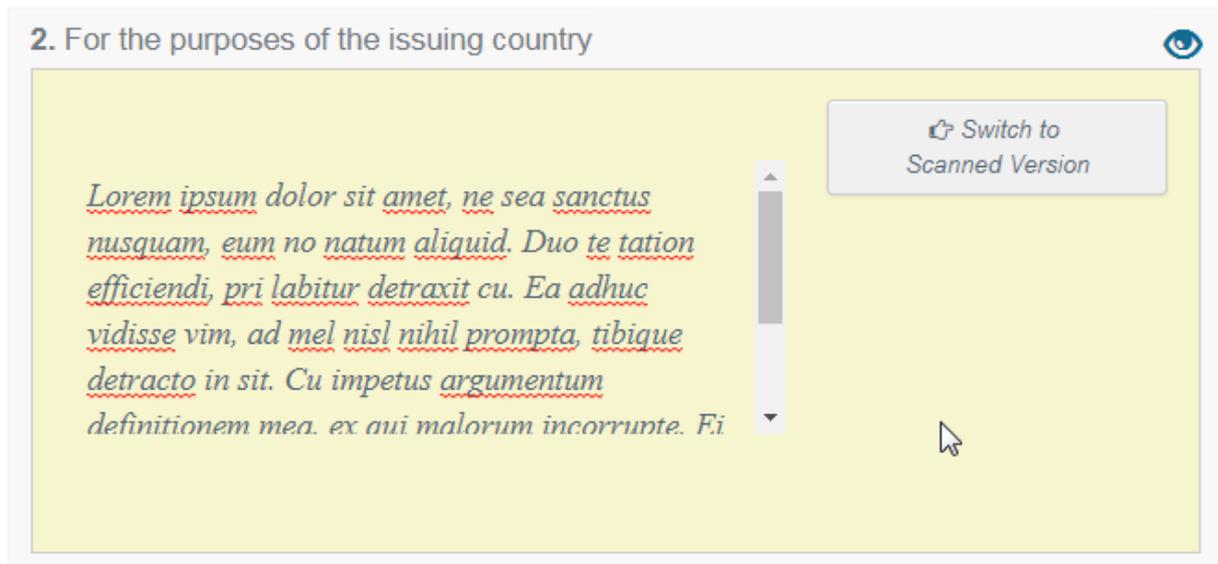
The user can choose between adding a scan of the entire V-legal licence or to type in this box. He can also insert both. In any case, it is up to him and his competent authority to decide what to insert in this box, as some countries require a scan of the licence.

By clicking in the box, where it says "No text here yet! Click to add!", a text box will appear allowing them to type the information they need.

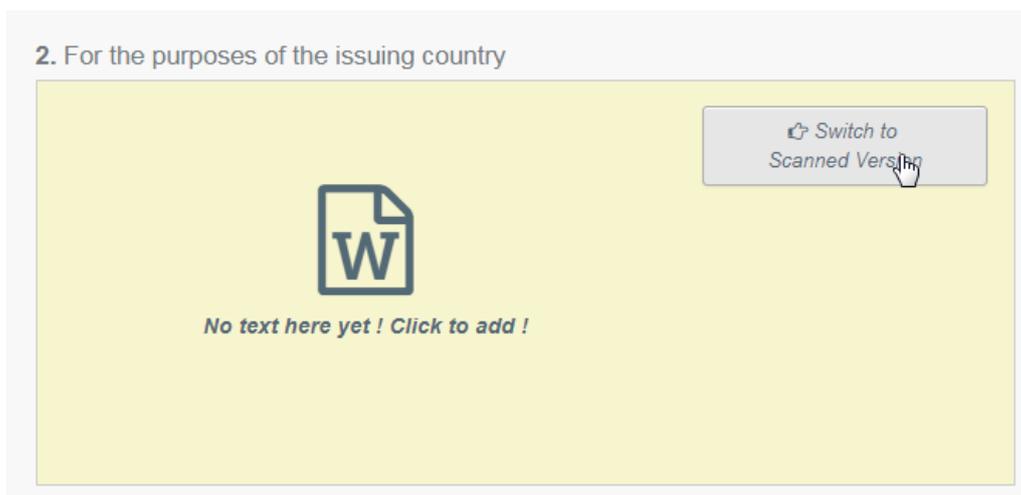
>> [Refer to Some notes about the Licence submitted by the importer](#) to see the result of box 2, after the submission of the licence <<



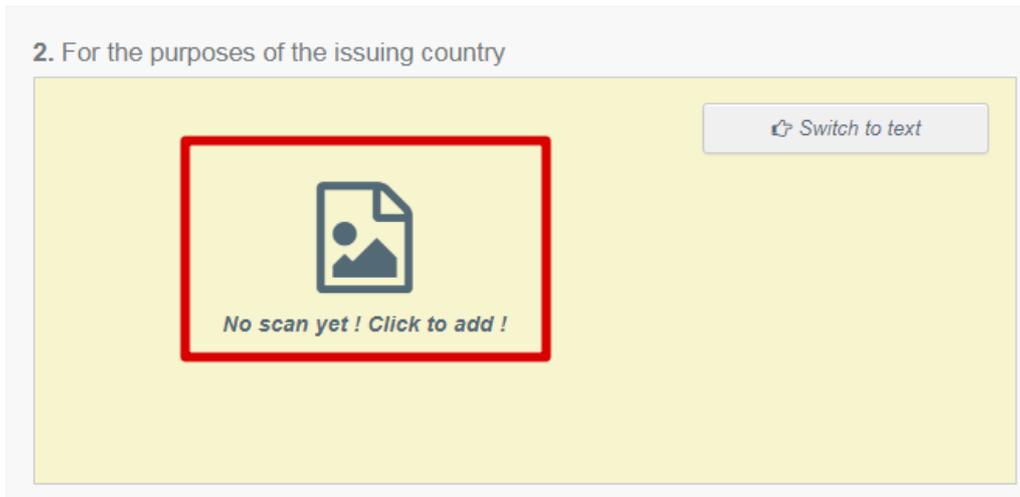
To save this information, the user must click outside of the text-box. The information will be automatically saved.



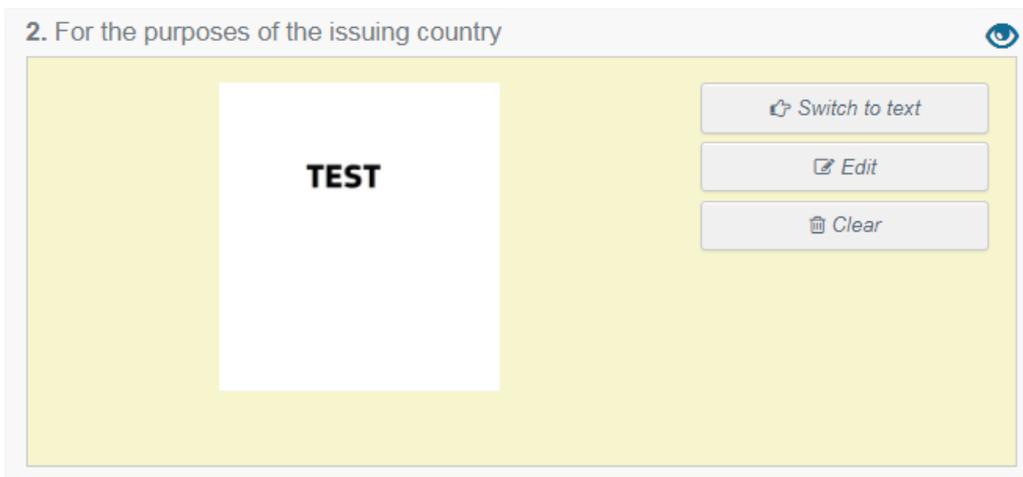
The user can also add a scan of the V-Legal certificate by clicking in "**Switch to Scanned Version**".



The message within box 2 will change, and the user must click in "**No scan yet! Click to add!**". He will be brought to a window to select the document he wishes to add to the FLEGT Licence.



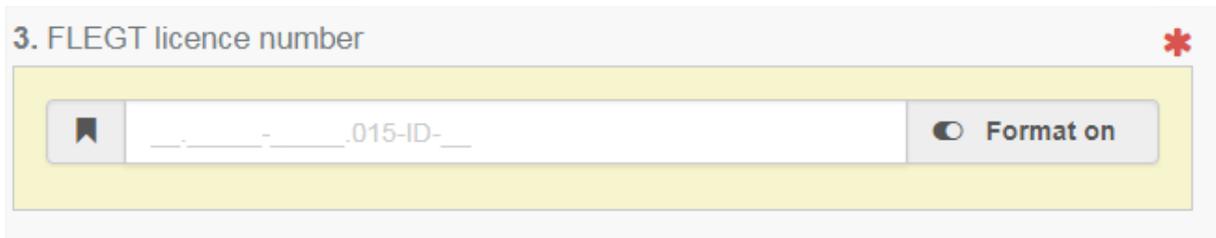
Once he selects the document, it will be displayed as follows:



The logo with the (crossed) eye means that the information is confidential and that it should not be imported in another format (excel). It is not used for the moment.

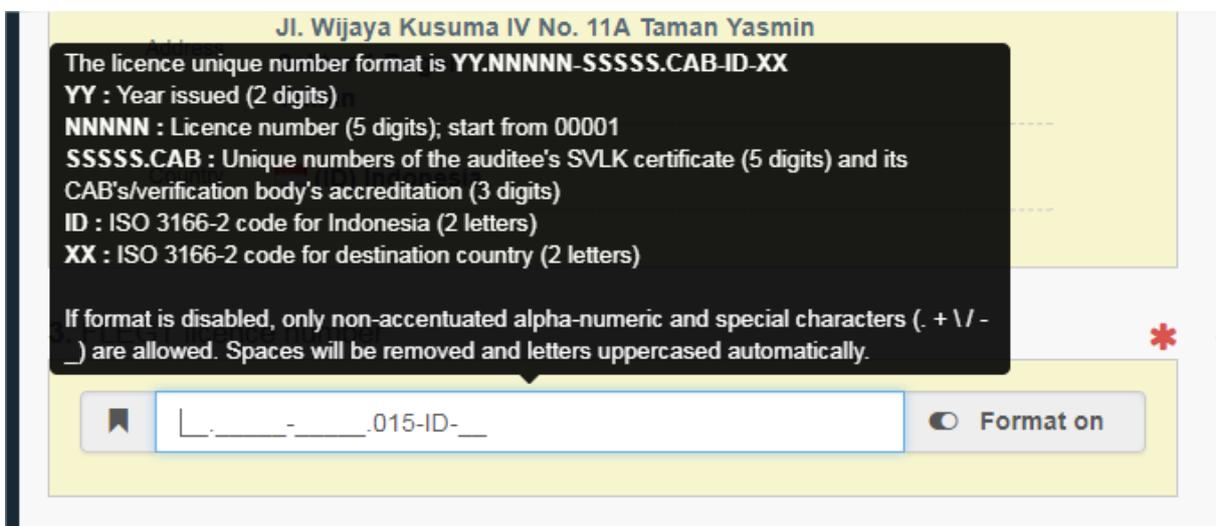
### Box 3: FLEGT licence number

In this box, the user must insert the FLEGT licence number. This number is the number that appears in the V-Legal licence in box 3, given by the issuing country. This number can be change in the future, if the user wrongly typed it.



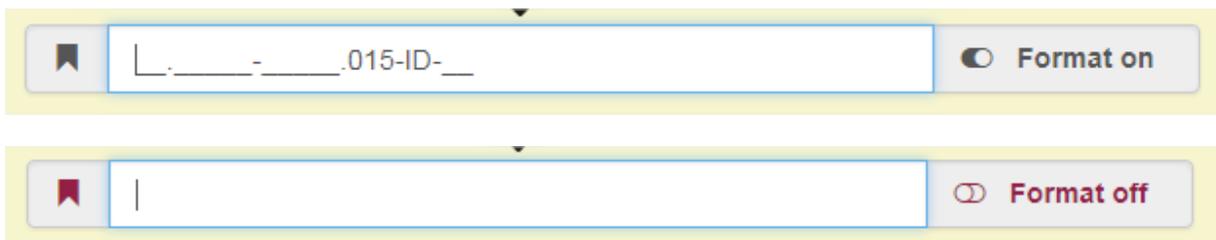
The screenshot shows a form titled "3. FLEGT licence number" with a red asterisk icon in the top right corner. Below the title is a text input field containing the placeholder text "\_\_\_\_\_.015-ID-\_\_". To the right of the input field is a toggle switch labeled "Format on", which is currently turned on. A tooltip is visible over the input field, providing instructions on the licence number format.

When the user starts to type the licence number, information on how to fill it in will appear.



This screenshot shows the same form as above, but with a detailed tooltip displayed. The tooltip text is as follows:  
The licence unique number format is YY.NNNNN-SSSS.CAB-ID-XX  
YY : Year issued (2 digits)  
NNNNN : Licence number (5 digits); start from 00001  
SSSS.CAB : Unique numbers of the auditee's SVLK certificate (5 digits) and its CAB's/verification body's accreditation (3 digits)  
ID : ISO 3166-2 code for Indonesia (2 letters)  
XX : ISO 3166-2 code for destination country (2 letters)  
If format is disabled, only non-accentuated alpha-numeric and special characters ( + \ / - \_ ) are allowed. Spaces will be removed and letters uppercased automatically.

The user can also choose to have the format of this number switched on or switched off:



The first screenshot shows the "Format on" toggle switch, which is a grey circle with a white dot inside, next to the text "Format on". The second screenshot shows the "Format off" toggle switch, which is a grey circle with a white dot outside, next to the text "Format off".

### Box 4: Date of expiry

The user must insert the expiry date. **This is the period of validity of the licence.** The user must click in the small icon and choose a date from the calendar. **The hours cannot be changed.** This information can be found in box 4 of the V-Legal licence.

4. Date of expiry

06/04/2018 | 00:00 | WIB

April 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

### Box 5-6: Country of export

In this box(s) the user must indicate the country from where the timber products were exported to the EU. This information can be found in the box 5(country of export) and 6 (ISO code of country of export) of the V-Legal licence.

5\_6. Country of export

Country  (ID) Indonesia

By default, the country of the issuing authority is selected but can be modified if needed. The user must click in the selected country and a drop-down list will appear. Once the user selects the country of the export this will be displayed in box 5\_6.

Address **Jl. Wijaya Kusuma IV No. 11A Taman Yasmin**

Sektor **Taman**

Country  (ID)

3. FLEGT licence num

5\_6. Country of export

Country  Select a country

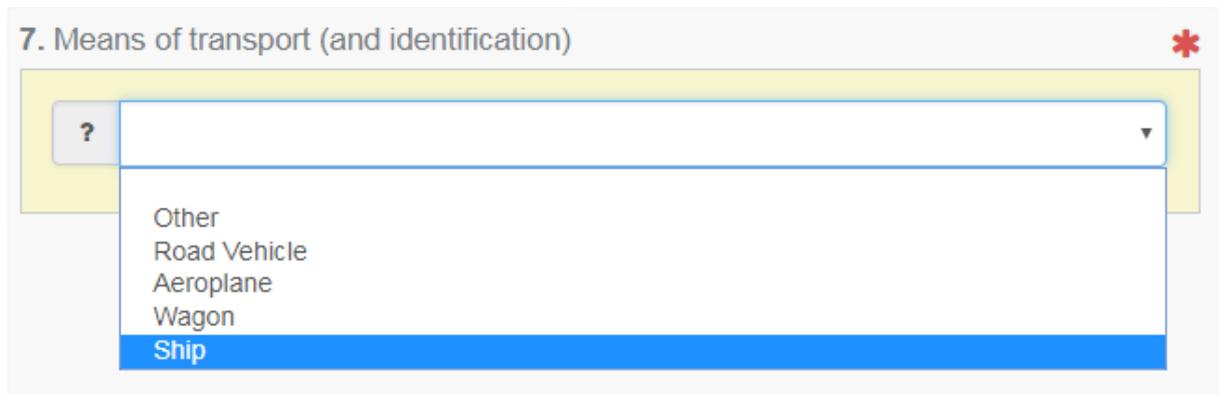
- Afghanistan (AF)
- Albania (AL)
- Algeria (DZ)
- American Samoa (AS)
- Andorra (AD)
- Angola (AO)
- Anguilla (AI)
- Antarctica (AQ)
- Antigua And Barbuda (AG)
- Argentina (AR)
- Armenia (AM)
- Aruba (AW)
- Australia (AU)
- Azerbaijan (AZ)
- Bahamas (BS)
- Bahrain (BH)
- Bangladesh (BD)
- Barbados (BB)
- Belarus (BY)

5\_6. Country of export

Country  Afghanistan (AF)

### Box 7: Means of transport

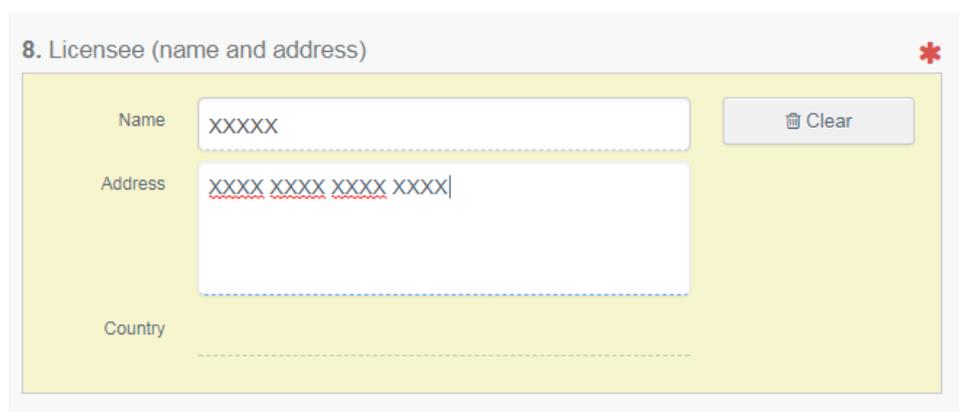
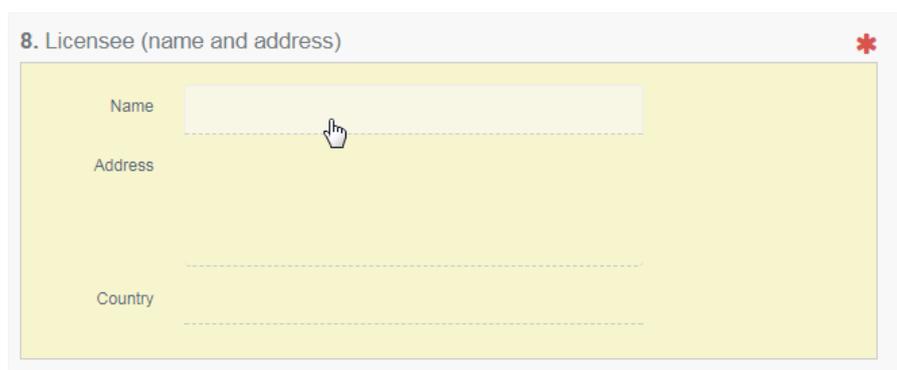
In this box, the user must select the type of transport, i.e., the means of transport at the point of export. The user must select one of the available means of transport within the drop-down list.



### Box 8: Licensee (name & address)

In this box, the user must fill in the exporter's name, address and country. This information can be found in the box 8 of the V-Legal licence.

These boxes are a free-text box. To start writing the user must click in and type the correct information



Then, the user must select the country of the exporter, by clicking in the box **Country** and selecting the correct country from the drop-down list.

**8. Licensee (name and address)** \*

Name: XXXXX

Address: XXXX XXXX XXXX XXXX

Country: Select a country

9-16. Commodities

1 4403 Wood i

Description Of Goods

1

Scientific Name

- Select a country
- Afghanistan (AF)
- Albania (AL)
- Algeria (DZ)
- American Samoa (AS)
- Andorra (AD)
- Angola (AO)
- Anguilla (AI)
- Antarctica (AQ)
- Antigua And Barbuda (AG)
- Argentina (AR)
- Armenia (AM)
- Aruba (AW)
- Australia (AU)
- Azerbaijan (AZ)
- Bahamas (BS)
- Bahrain (BH)
- Bangladesh (BD)
- Barbados (BB)
- Belarus (BY)

If needed, the user can delete this information by clicking in **Clear**. This will clear all the information within the box 8 and it will allow the user to re-type the correct information.

**8. Licensee (name and address)** \*

Name: XXXXX

Address: XXXX XXXX XXXX XXXX

Country:  (ID) Indonesia

**8. Licensee (name and address)** \*

Name \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

### Box 9-16.: Commodities

This box is the result of the boxes 9, 10, 11, 12, 13, 14, 15 and 16 of the V-Legal licence.

**9-16. Commodities** \*

+ Add New Commodity... x Remove All

**1** **4403** Wood in the rough, whether or not stripped of bark or sapwood, or roughly squared Remove Commodity  Clear Descriptors  Clear Species Identifiers

Description Of Goods	Volume (m3)	Net Weight (Kg)	Number Of Units
1 _____	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scientific Name \_\_\_\_\_ Countries of Harvest

GLOBAL GOODS MEASURE	Volume (m3)	Net Weight (Kg)	Number Of Units
CALCULATED TOTALS	0.00	0.00	0

The **Scientific Name** indicates the scientific name of the species of timber used in the product. It is possible to add a separate line by clicking in the plus. This will allow introducing several scientific names when a product is made of different species of timber. FLEGT user should either select the scientific name from the drop-down list, or if the name does not appear in the drop-down list, the user should manually type the name and click out of the box.

Scientific Name \_\_\_\_\_ Countries of Harvest  **+**

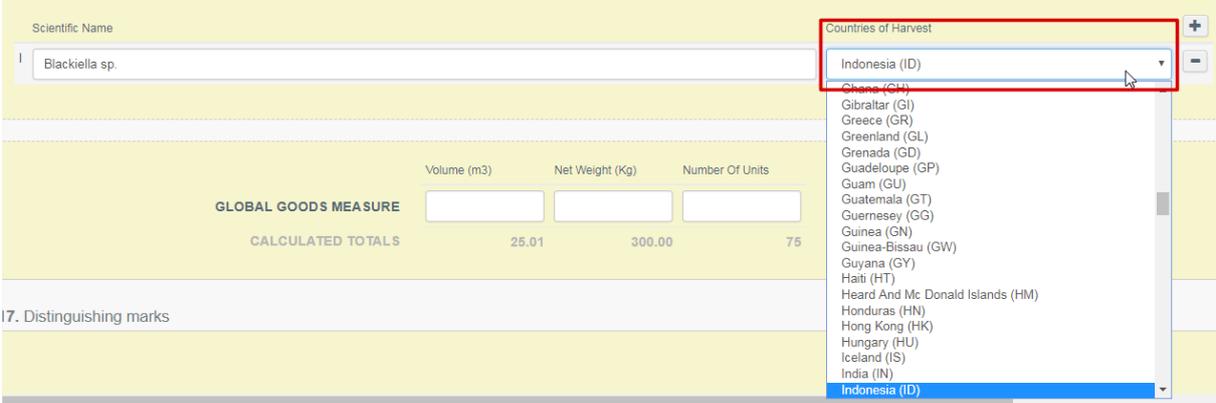
I Blackiella sp.  **-**

II Blackstonia perfoliata  **-**

To delete scientific name the user must click in the "-".

The **Countries of Harvest** indicates the countries where the species of timber were harvested. This information may be omitted for a composite product or component that contains multiple species whose identity has been lost.

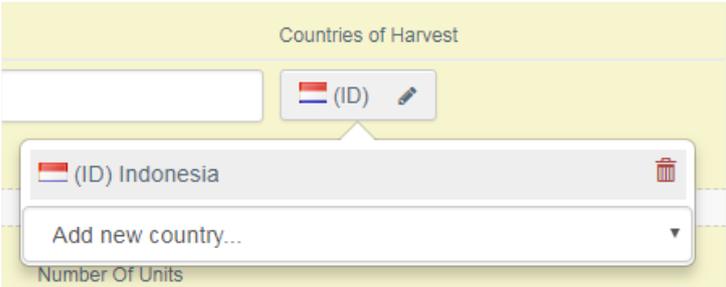
This information may be selected by clicking in the Countries of Harvest box and choosing the country form the drop-down list



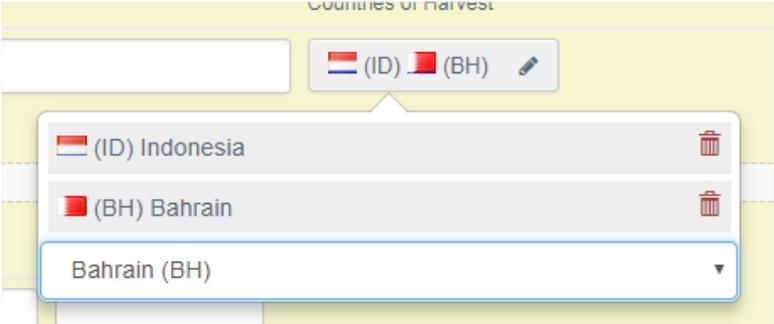
If this information must be changed, or if there are more than one country of harvest, the user has to click in the pencil next to the ISO code of the selected country



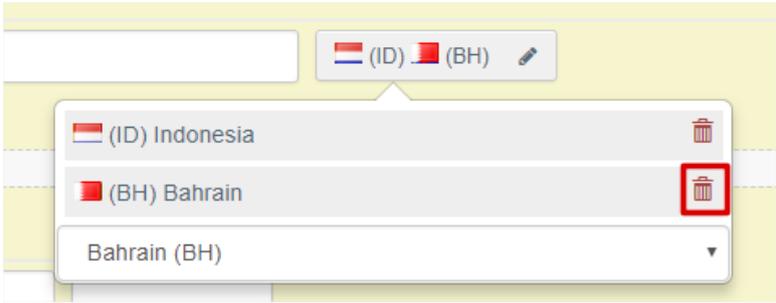
Then the user will have to click in Add New country and select the country from the drop-down list.



This will automatically add the selected country to the list of the Countries of harvest. If there is no need to add other countries, the user just needs to click outside of this box to "save" this information.



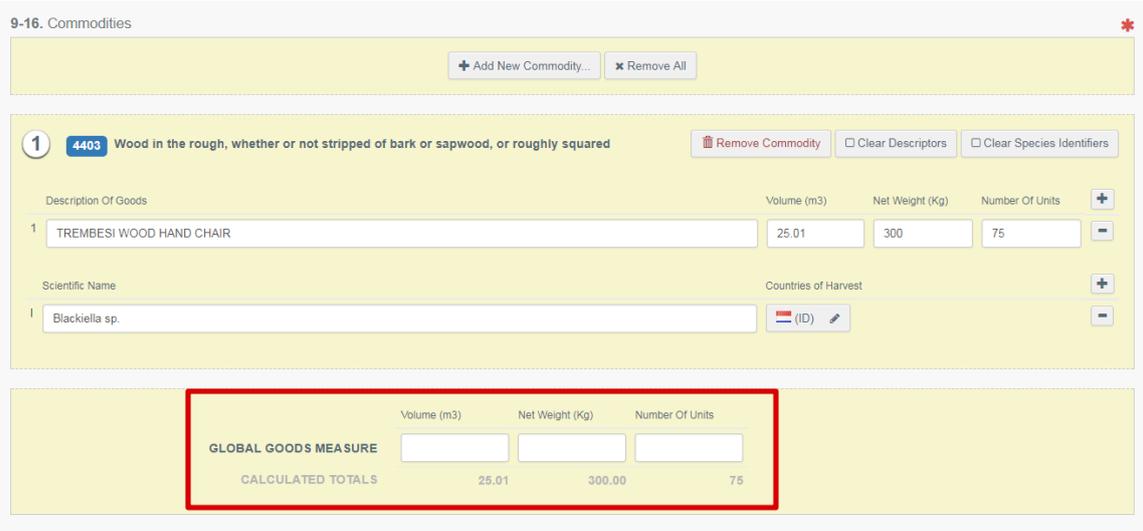
If the user is actually correcting a mistake and wishes to add a new country and delete another country, he just needs to click in the bin-icon next to the country he wishes to delete.



Within the box 9-16.Commodities, there is a section where it is calculated the **Global goods measures**. This is done automatically when inserting the measures in the section Description of the goods **OR** the user can decide to insert the global goods measure instead of the measures for each commodity.

As in the measures for each commodity, in the global goods measure at least the **volume** or the **net weight** must be indicated.

To insert the information, the user just has to type it in the free-text boxes.



By typing the global measures in the Global Goods Measure section, the information already inserted in the description of goods will disappear.

9-16. Commodities

+ Add New Commodity... x Remove All

1 4403 Wood in the rough, whether or not stripped of bark or sapwood, or roughly squared Remove Commodity Clear Descriptors Clear Species Identifiers

Description Of Goods  
1 TREMBESI WOOD HAND CHAIR

Scientific Name  
1 Blackiella sp.

Countries of Harvest (ID)

GLOBAL GOODS MEASURE

Volume (m3)	Net Weight (Kg)	Number Of Units
25	41	85

### Box 17: Distinguishing marks

In this box, the user will be able to add extra information concerning distinguishing marks, e.x. lot number, bill of landing number, barcodes, etc.

As in box 2, this can be added in text format, by clicking in the first icon, or in image format, by clicking in the second item.

17. Distinguishing marks

No text here yet ! Click to add !

No image yet ! Click to add !

17. Distinguishing marks

information XXXX

TEST

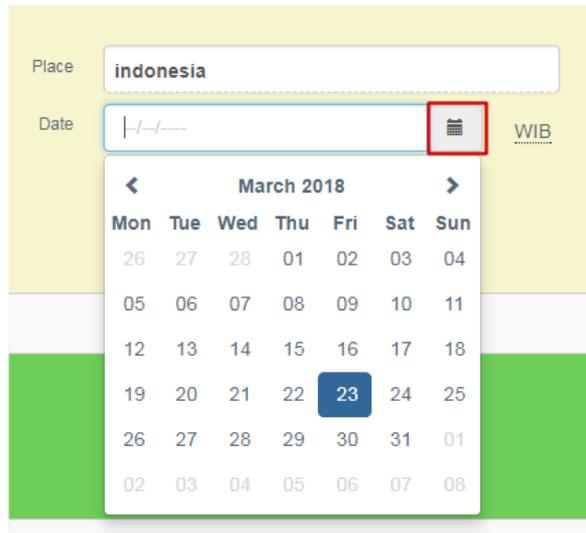
**Note** that an image is not necessary if a complete scanned version of the V-Legal licence has been provided in box 2.

### Box 18: Signature and stamp of issuing authority

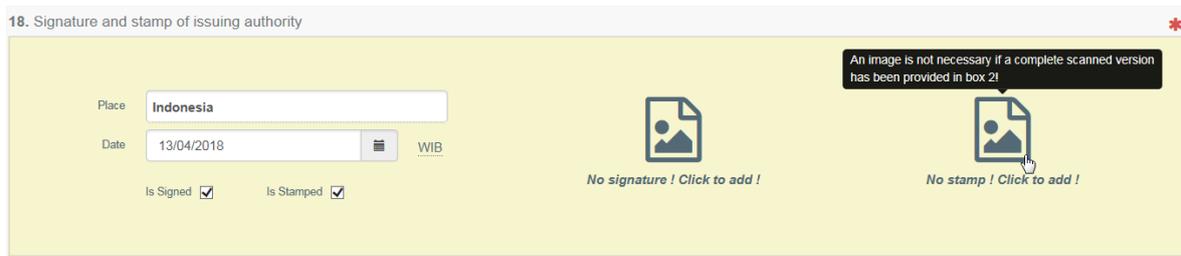
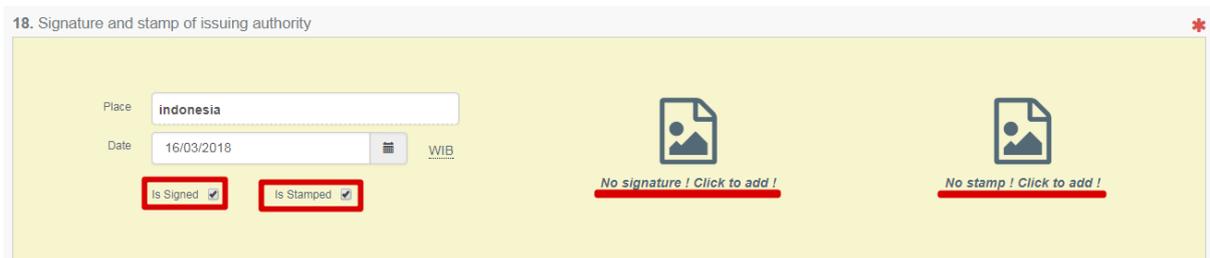
In this box, the user must insert the Place and Date of the signature of the V-legal Licence (Indonesia).

The Place is a free-text box where the user can type the same information as displayed in the V-Legal Licence.

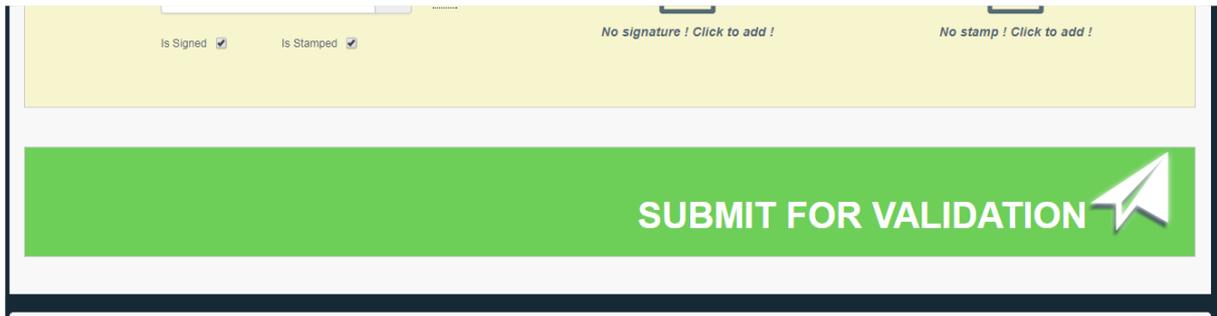
The date must be chosen from the calendar, by clicking in the icon:



Then the user must click on the respective icon to add the scan of the signature and/or stamp from the licence. He must also check the boxes indicating that the licence is signed and/or is stamped. This needs to be checked accordingly to what is done in the V-Legal Licence.



In the end the user must click in **Submit for Validation**



A new window will pop-up, where the user will have to insert the information about **the Customs Office (CO)**

First, the user will have to choose the country. After selecting the correct country, the other boxes will be open.

In the Name, the user can type the name of the customs and select the correct CO from the drop-down list **OR** type in the COL number (still in the name tab). This will show the only available option for that specific number.

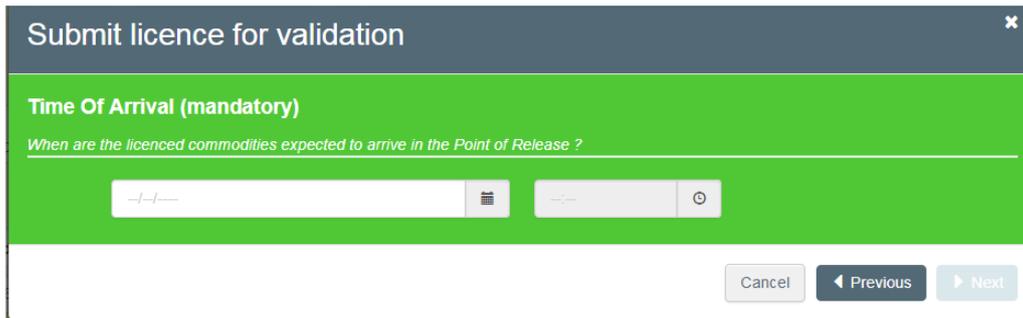
Once the user selects the correct CO, the rest of the information will be automatically filled in. Then he needs to click in next:

A screenshot of a window titled 'Submit licence for validation'. The window has a green header with the text 'Point Of Release (mandatory)'. Below the header, there is a sub-header: 'Select the Customs Office that will release the licenced goods for free circulation in the EU'. The form contains the following fields:

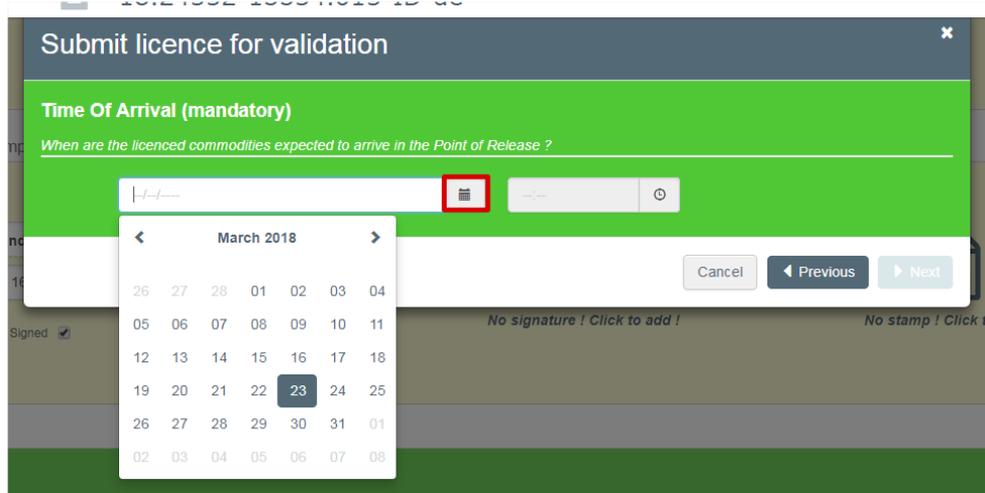
- Name: customs office at Kaai 1213
- COL Number: BEANR215719
- Address: Verificatie 1213, Haven 1213, Land van Waaslaan, 9130 Kalle (Kieldrecht)
- Country: (BE) Belgium

At the bottom right of the form, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red border.

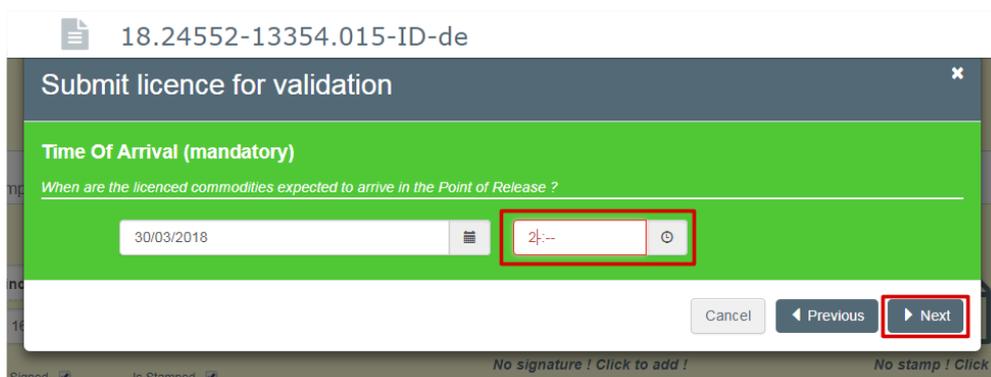
In the next step the user will have to insert the time of Arrival



The date must be inserted by clicking in the calendar-icon and choosing the date from the calendar.



On the other hand the hours must be typed. In the end they must click in **Next**.



The next step is to fill in the information of the importer, in case of the user creating a certificate is doing it on behalf of another importer (RFL profiles). If not, the user can just click in next without filling in this details.

18.24552-13354.015-ID-de

### Submit licence for validation

**On Behalf (optional)**

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

Name

EORI Number

Address

Country

Cancel Previous Next

As a final step, the users have a confirmation message where they can add some comments if needed, or just click in **Submit**.

If they do not want to submit the licence, and they want to correct any mistake, they must click in **Previous**

18.24552-13354.015-ID-de

### 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.

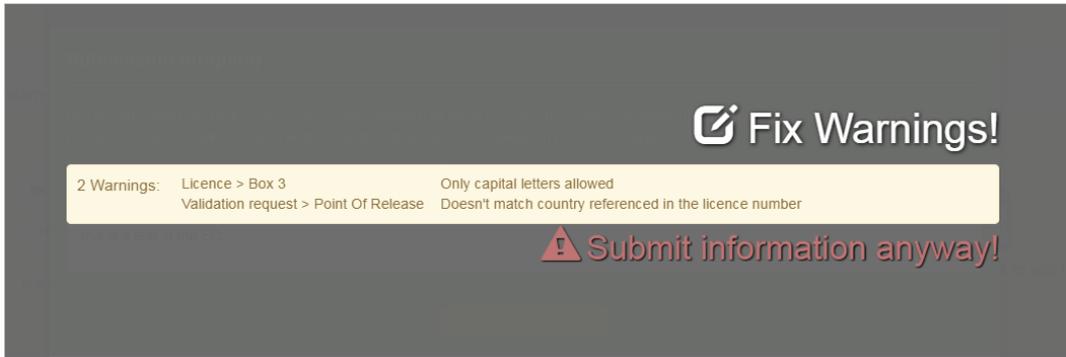
*If you have additional textual information to provide to the Authority, use the box below.*

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

Submit

Cancel Previous

After clicking in Submit, if some possible errors exist in the licence, a warning message will pop-up. The user can decide to fix the possible mistakes, by click in **Fix Warnings!**, or to submit the licence, by clicking in **Submit information anyway!**



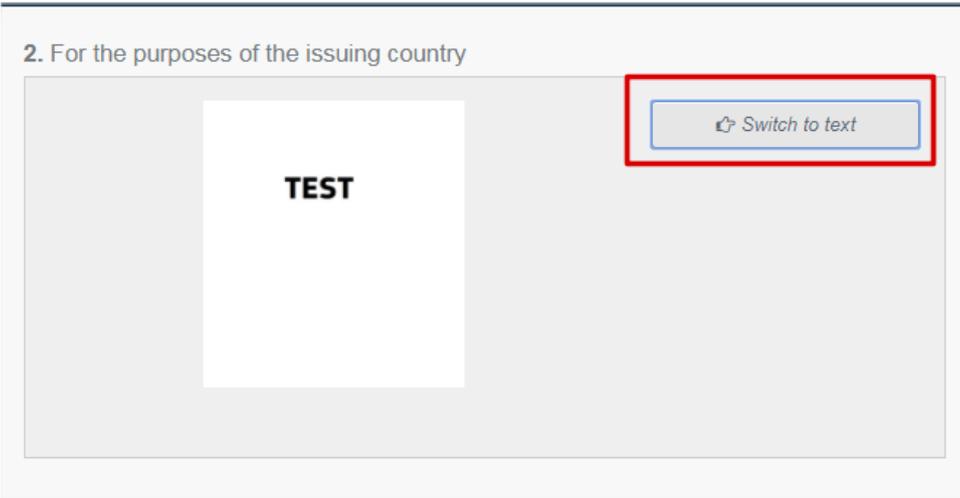
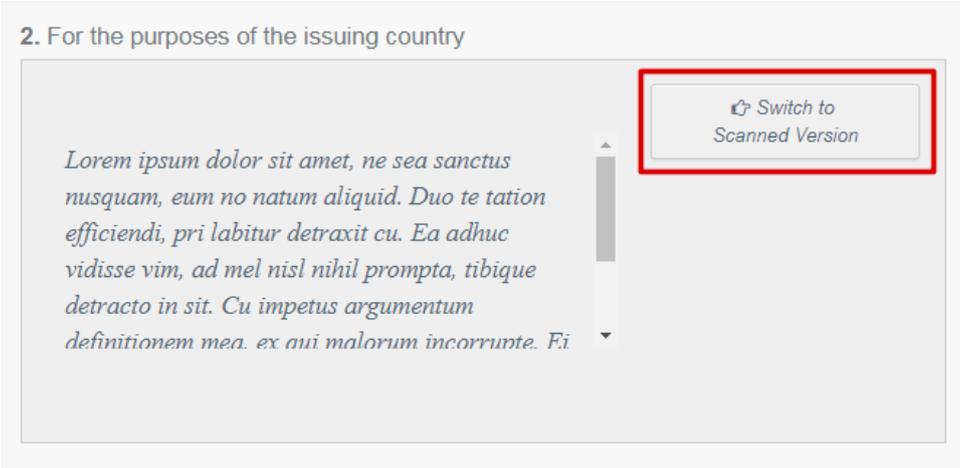
The licence has now the status "**Requested**"

>> Refer to [Validation State](#) to know the different status of a Licence <<

# Some notes about the Licence submitted by the importer

## Box 2.

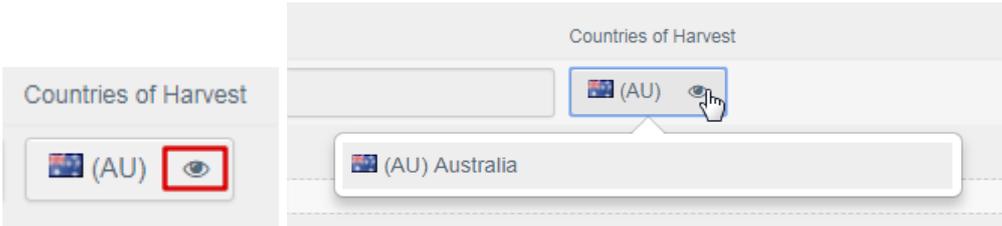
When the user chooses to write information in box 2 and upload a V-Legal Licence, this can be seen by clicking in "Switch to text" or "Switch to Scanned Version".



>> [Go back to "for the purposes of issuing country"](#) <<

## Box 9-16. Commodities

If the user wants to know which is the country of Harvest he must click on the eye-icon and a box will appear with the name of the country



## Validation Request box

After the submission of a licence, a new box is added in the end of the licence.

This box contains the information about the Point of Entry, On Behalf of Importer, Estimated Time of Arrival, Request Time and Request Message.

This information is the one inserted in the green pop-up window.

### Validation Request

<b>Point of Entry</b>	<b>Estimated Time of Arrival</b>
Name: customs office at Kaai 1213	<input type="text" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value="CEST"/>
COL Number: BEANR215719	
Address: Verificatie 1213 Haven 1213 Land van Waaslaan 9130 Kallo (Kieldrecht)	
Country:  (BE) Belgium	
<b>On Behalf Of Importer</b>	<b>Request Time</b>
Name: <input type="text"/>	<input type="text" value="23/03/2018"/> <input type="button" value=""/> <input type="text" value="17:51"/> <input type="button" value=""/> <input type="button" value="CEST"/>
EORI Number: <input type="text"/>	
Address: <input type="text"/>	
Country: <input type="text"/>	<b>Request Message</b>
	<input type="text" value="this is a test in the EC"/>

## FMSCA and the FLEGT Licence

Once a licence has been submitted, the FMSCA must revise it and take a decision (validate, reject or ignore it).

For that, they must go to **Certificates > FLEGT**. They will be brought to the window where they can search for FLEGT licences.

To search for the licence to validate they can:

- Either see which licences they have on their list on **"requested"** and revise/validate them. They have access to this information using the feature **"MyLicences"** where they can select **"Pending validation"** (or pending clearance or completed):

### Search FLEGT licences

Search:

FLEGT licence number	VPA Country	Requester	Validation State	Clearance State
18.00015-00606.002-ID-FR	Indonesia	MacDOIN66 WW	Requested  (FR)	05/02/2018 - 11:59:40

- Or search by a specific licence using the Advanced Search feature where they can choose the HS Code, Validation State, Clearance State, Requester, Description of Goods, Point of release, Validated From and Validated To.

The screenshot shows the 'Search FLEGT licences' page. At the top right, there are buttons for 'Export Search Results to Excel' and 'Create New Licence'. Below these is a search bar with the placeholder 'Enter licence number' and a 'Search' button. To the right of the search bar is a dropdown menu labeled 'Advanced Search' which is highlighted with a red box. Further right is a 'MyLicences' button. Below the search bar are several input fields: 'HS Code' with a dropdown 'FLEGT HS Code Selection', 'Validation State' with a dropdown 'Validation State Selection', 'Clearance State' with a dropdown 'Clearance State Selection', 'Requester' with a text input 'Enter requester's name', 'Description Of Goods' with a text input 'Enter description of goods', 'Point of Release' with a text input 'Enter Customs Office name, COL number or address...', 'Validated From' with a date input and a 'CEST' label, and 'Validated To' with a date input and a 'CEST' label.

- Or search by the licence with the licence number. They must insert the correct number in the search box and then click in **Search**.

The screenshot shows the 'Search FLEGT licences' page. The search bar now contains the licence number '18.24552-13354.015-ID-BE'. The 'Search' button is highlighted with a red box. The 'Advanced Search' dropdown and 'MyLicences' button are also visible.

Once the FMSCA has the licence to revise and to take a decision, they must get in the licence and check every box.

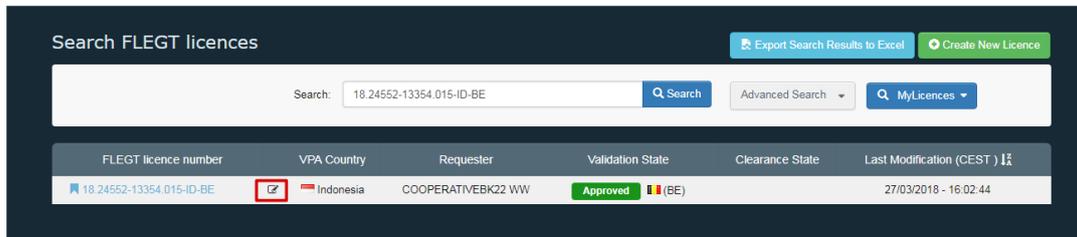
The FMSCA has the possibility to change all the information if needed (by clicking in the box that needs to be modified) or they can send the licence back to the importer. By doing this, the importer will be able to make the necessary changes.

The screenshot shows the 'Licence Validation' page for licence number '18.24552-13354.015-ID-BE'. At the top right, there is a button 'Send back to Importer' highlighted with a red box. The page is divided into two main sections: '1. Issuing Authority' and '2. For the purposes of the issuing country'. The 'Issuing Authority' section contains fields for Name (PT. LAMBODJA SERTIFIKASI), Legal Reg. Number (LVLK-015-IDN), Address (Jl. Wijaya Kusuma IV No. 11A Taman Yasmin Sektor 1 Bogor Taman), and Country ((ID) Indonesia). The 'Purposes of the issuing country' section contains a text area with placeholder text and a 'Switch to Scanned Version' button.

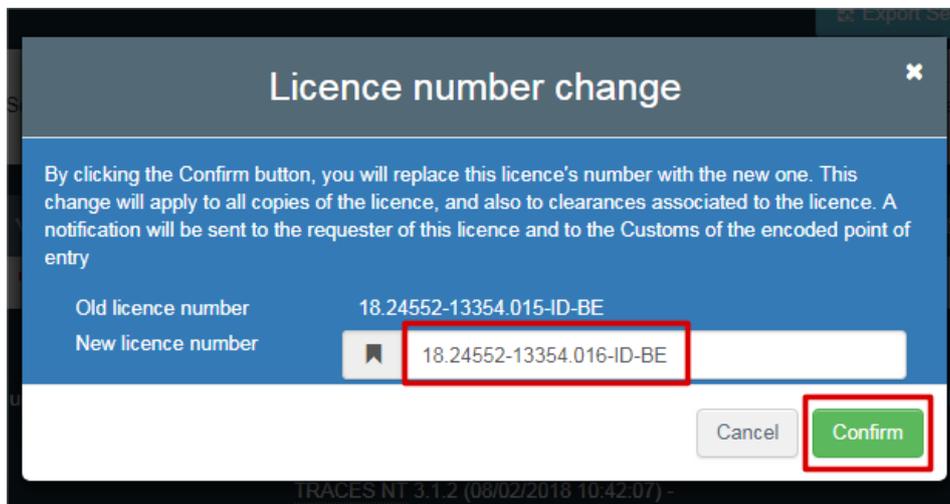
## FMSCA and Validation/modification of a licence

The FMSCA of the country of the importer must verify the information in the licence before taking a decision (approve, reject or ignore).

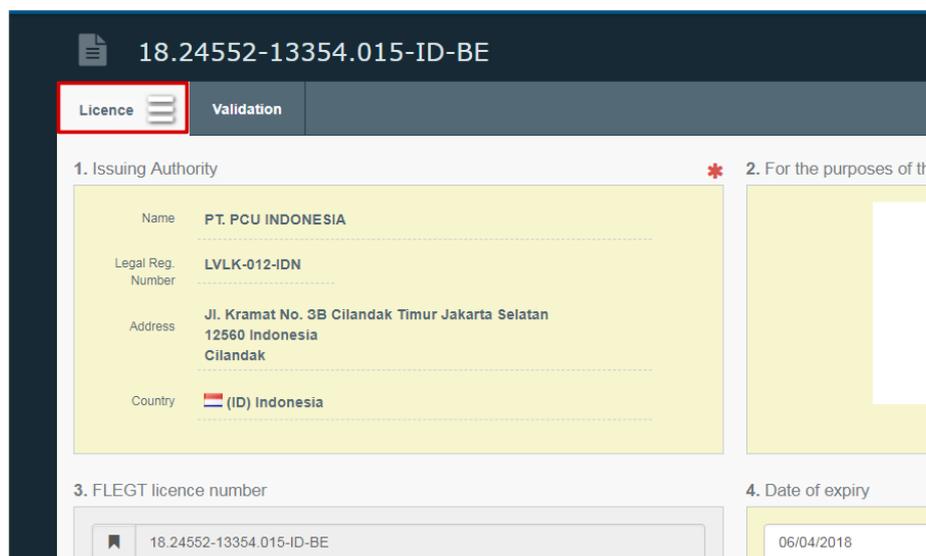
The authorities have the possibility to change the FLEGT Licence Number, in case there is an error. This can be done before and after the validation, in the **search FLEGT Licences** window. They just need to search for the correct licence and click in the modification-icon next to the licence number



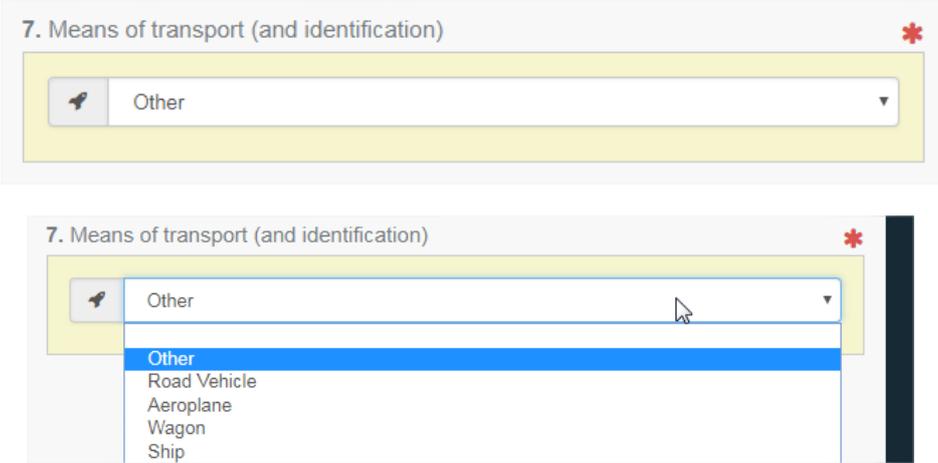
Then they must insert the new (corrected) number and click in confirm.



They have also the possibility to correct the information inserted by the importer within the Licence tab and Validation tab.

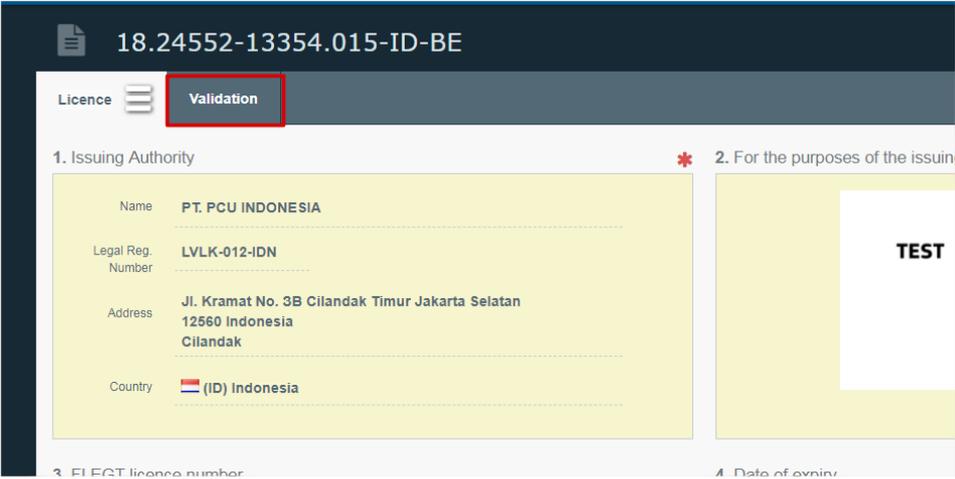


For that, they just need to change the information, by clicking in the box they wish to change, as exemplified:



>> Refer to [How to modify each box in FLEGT Certificate \(except box3\)](#) to know how to modify a specific box <<

If everything is correct in the Licence tab, they must go into the Validation tab.



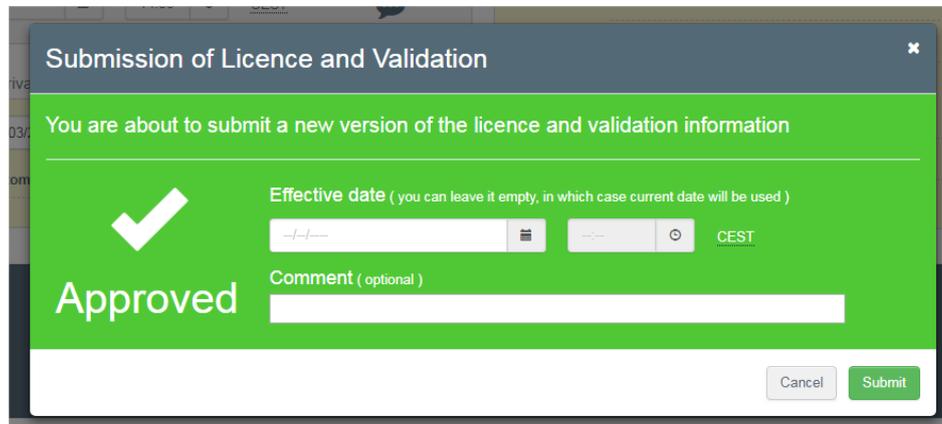
Within this tab, the FMSCA must verify if all the information is correct. They have also the possibility to change the information if needed.

They must insert the **Estimated time of arrival** to the place of arrival (if not yet inserted by the importer). This date needs to be selected from the calendar that will open by clicking in the calendar-icon.

In the end, they must approve it, reject it or ignore it by clicking in the correct button. As FLEGT is a flexible system, an approved licence can be then rejected or ignored, and vice-versa. So, if by mistake an authority validates a licence, they can reject it afterwards. Or if they reject a licence by mistake, they can validate it later.

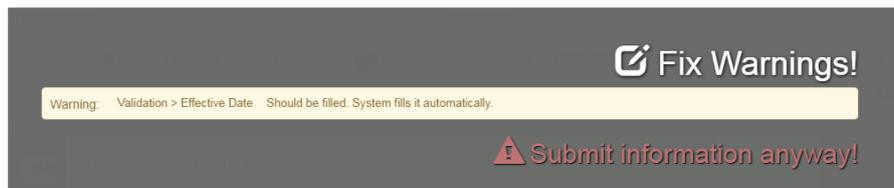
## Approve

When the FMSCA clicks in **Approve**, they will need to insert the Effective date (or leave it empty, and the system will automatically set the current date as the effective date) and they can leave a comment if needed. Then they must click in **Submit**.



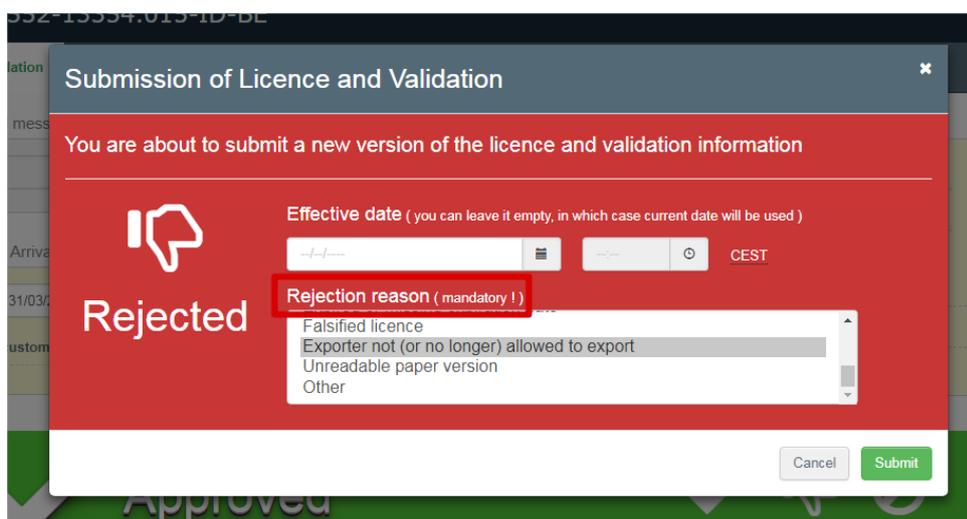
The screenshot shows a dialog box titled "Submission of Licence and Validation" with a green background. It contains a large checkmark icon and the word "Approved". The text reads: "You are about to submit a new version of the licence and validation information". Below this, there is a date input field labeled "Effective date ( you can leave it empty, in which case current date will be used )" with a calendar icon and a "CEST" label. Underneath is a text input field labeled "Comment ( optional )". At the bottom right, there are "Cancel" and "Submit" buttons.

If the Effective Date is left empty, a warning message will pop-up stating that this field will be automatically filled. If the current date is the effective date, the FMSCA just needs to click in **Submit information anyway**. If not, they can click in **Fix Warnings**.



## Reject

When a FMSCA clicks in Reject, they will need to insert the Effective date (or leave it empty, and the system will automatically set the current date as the effective date). They will also need to leave a Rejection reason, that they can chose from a list.



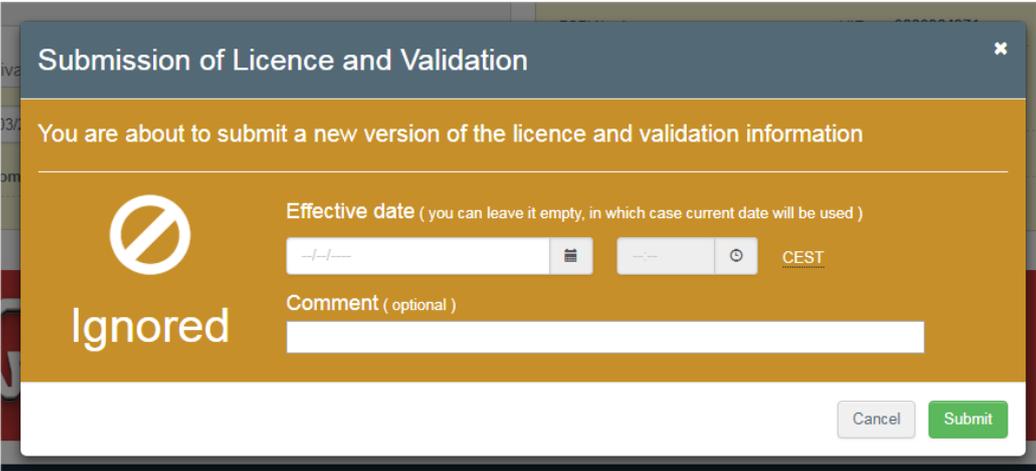
The screenshot shows a dialog box titled "Submission of Licence and Validation" with a red background. It contains a large thumbs-down icon and the word "Rejected". The text reads: "You are about to submit a new version of the licence and validation information". Below this, there is a date input field labeled "Effective date ( you can leave it empty, in which case current date will be used )" with a calendar icon and a "CEST" label. Underneath is a dropdown menu labeled "Rejection reason ( mandatory ! )" with a red border. The dropdown list includes: "Falsified licence", "Exporter not (or no longer) allowed to export", "Unreadable paper version", and "Other". At the bottom right, there are "Cancel" and "Submit" buttons.

If the Effective Date is left empty, a warning message will pop-up stating that this field will be automatically filled. If the current date is the effective date, the FMSCA just needs to click in **Submit information anyway**. If not, they can click in **Fix Warnings**.



**Ignore**

The FMSCA can also decide to ignore a licence. For that they just need to click in ignore and fill in the Effective date (or leave it empty, and the system will automatically set the current date as the effective date). They have also a space to leave a comment if needed.



If the Effective Date is left empty, a warning message will pop-up stating that this field will be automatically filled. If the current date is the effective date, the FMSCA just needs to click in **Submit information anyway**. If not, they can click in **Fix Warnings**.

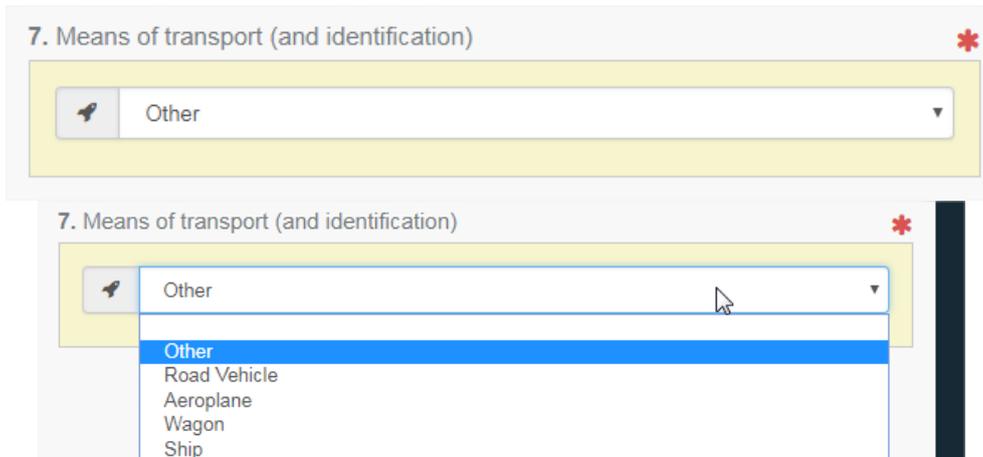


**FMSCA and the Send back to Importer button**

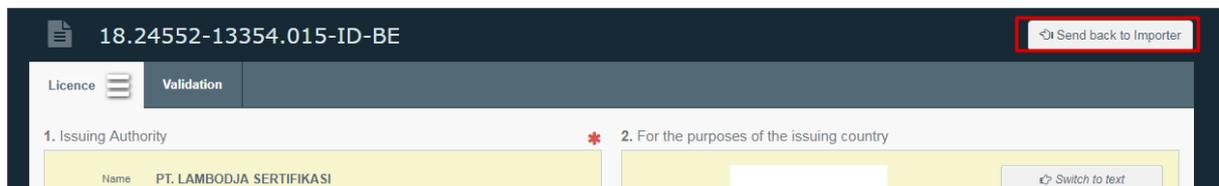
For FLEGT licences, the Authorities have the possibility to send a licence back to the importer who created it. This way, the importer himself will handle the necessary modifications.

If the authority wishes, they can make some modifications in the licence before sending it back to the importer. This way, the importer will also be able to see the modifications made by his authorities.

To make a modification in a licence, the FMSCA just needs to click in and change the box they wish to change

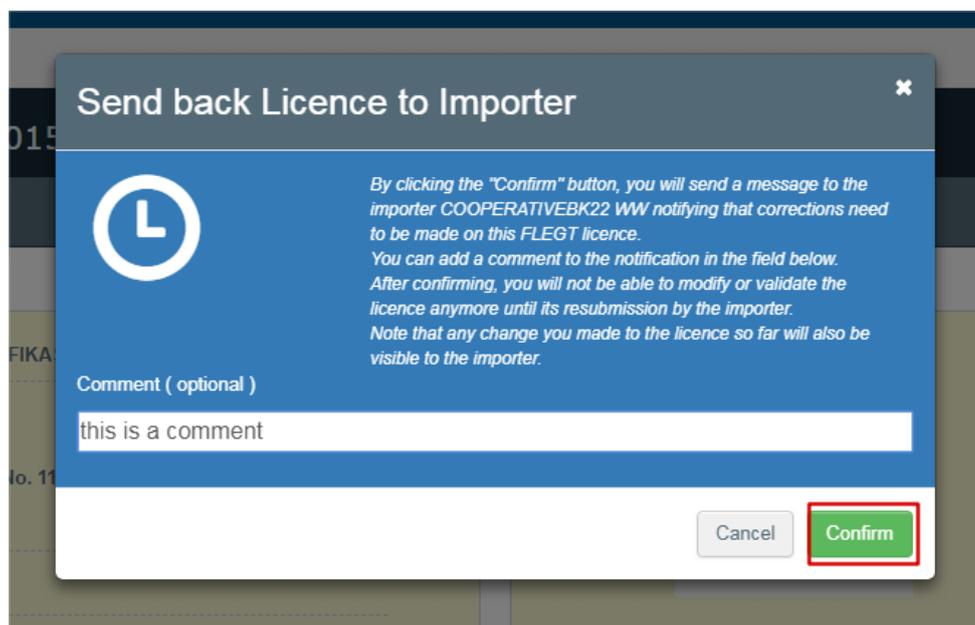


To send the licence back to the importer, the FMSCA must click in Send back to Importer



A pop-up window will open with a confirmation message and button. Here the FMSCA user can write an optional comment that will be received by the importer.

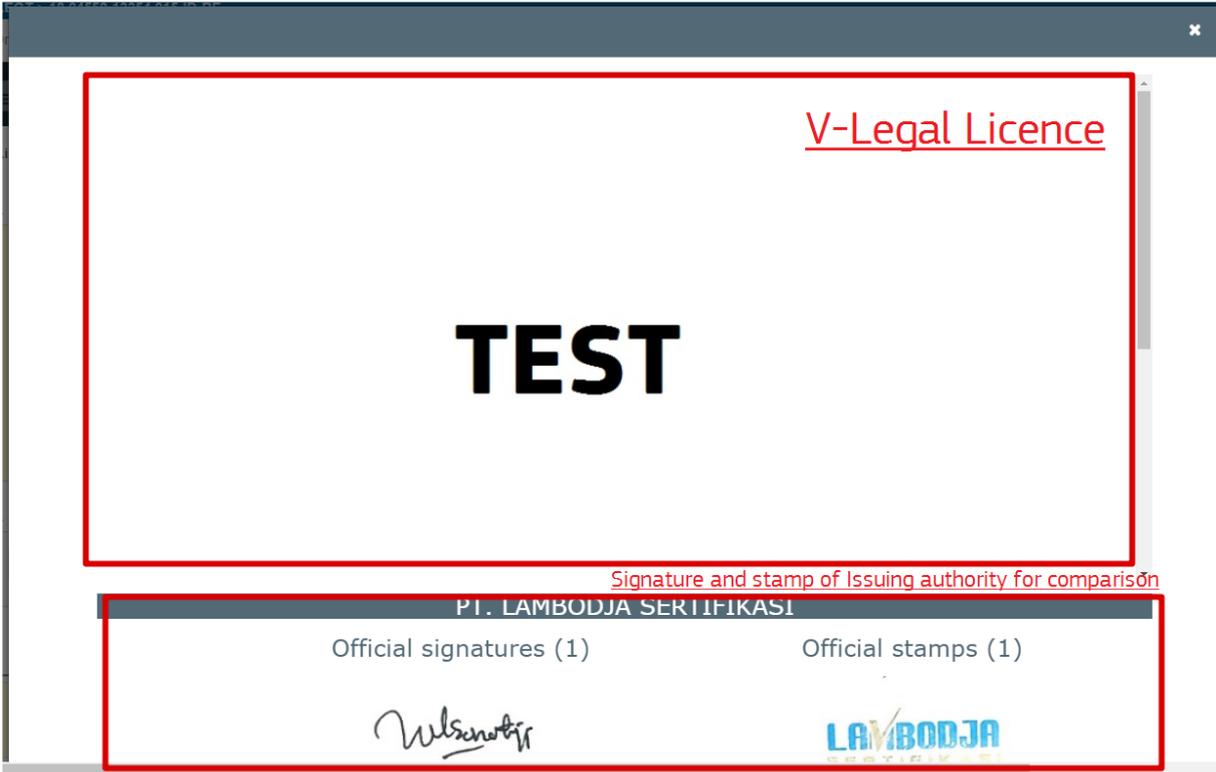
Once the FMSCA clicks in Confirm, they will no longer be able to modify and/or validate the licence. The licence will only be available for modifications done by the importer.



# Some notes about the Licence opened by the FMSCA

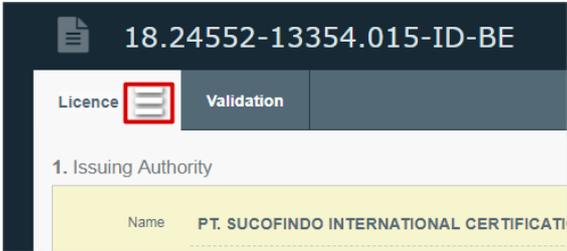
## Box 2

When the importer provides a scan of the V-legal licence in box 2, the FMSCA will be able to see the licence and compare the signature + stamp with the signatures of the issuing authority, as each Issuing authority has associated to them, in the system, an official signature and an official stamp. This information is provided by the system to facilitate comparison between the signature and stamp in the V-legal licence and the official signature and official stamp of the issuing authority.

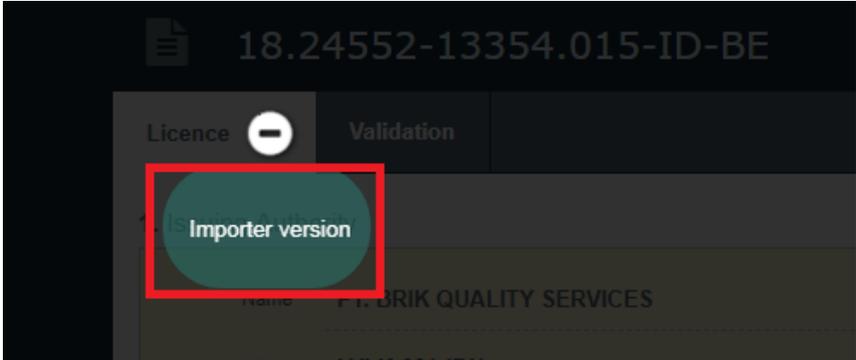


**Comparisons between the licence inserted by the importer and the modifications done by the FMSCA**

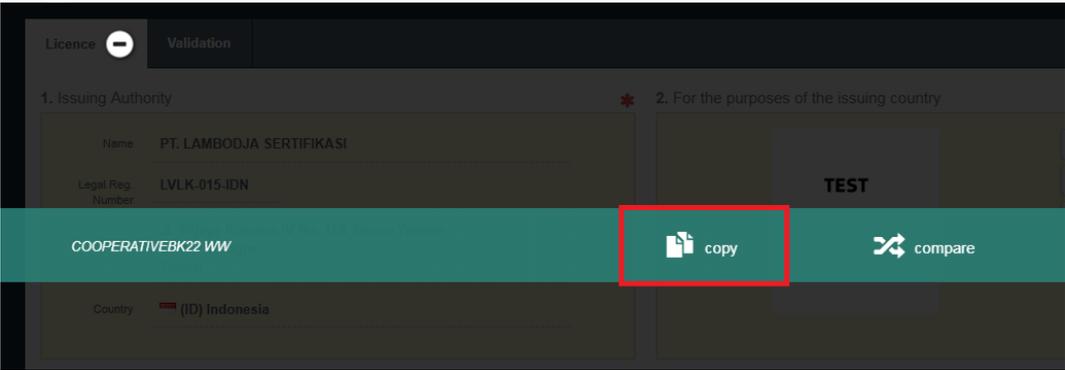
The FMSCA has the possibility to compare the modifications done by them and the information inserted by the importer and/or to revert all the modifications back to the information inserted by the importer. For that they must click in the icon in the Licence tab:



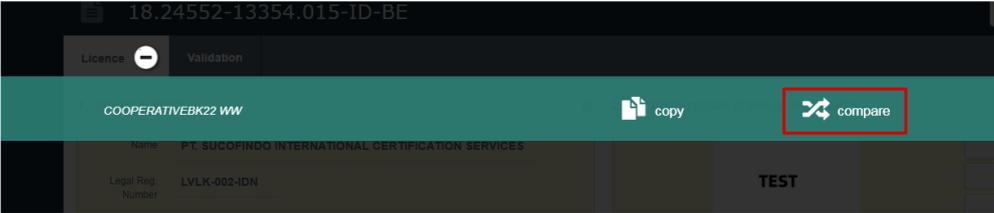
Then they need to click in **Importer Version..**



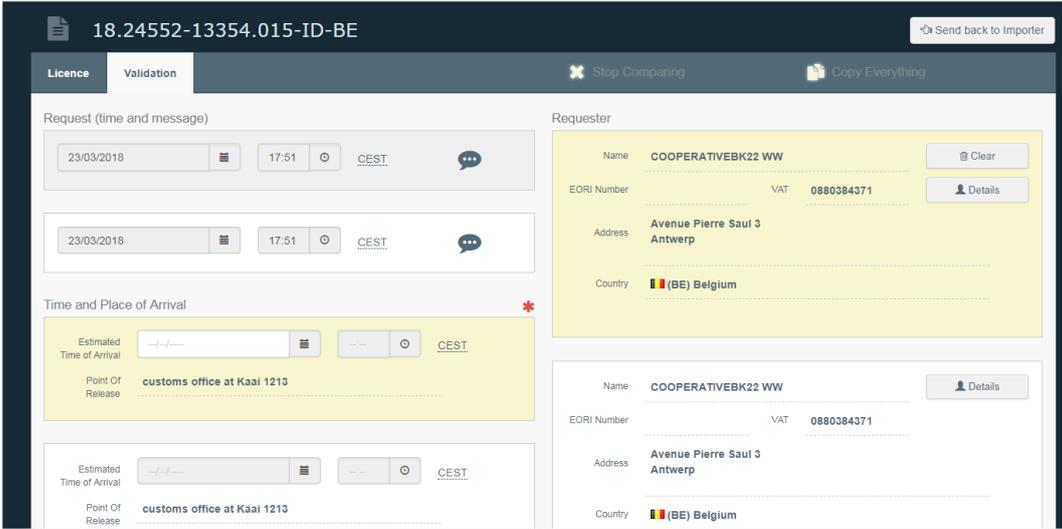
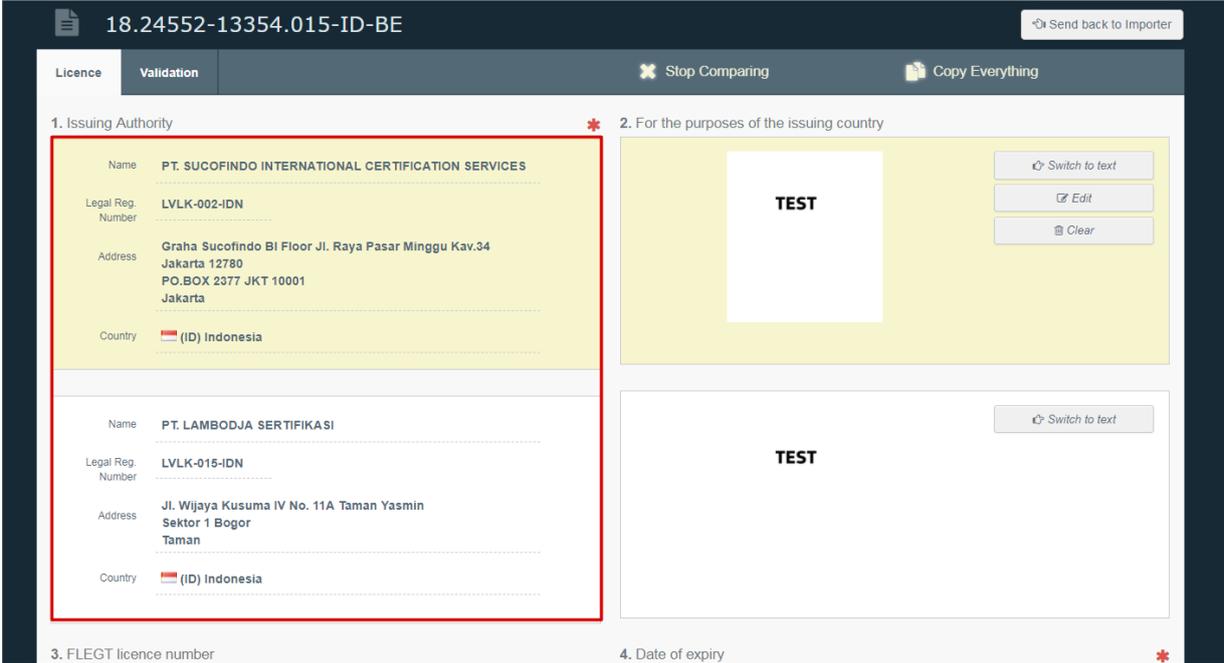
...and then in Copy, if they wish to revert all the modifications back to the information inserted by the importer



.. or in **compare** if they wish to compare the changes they made with the information inserted by the importer



The boxes are allocated one after the other. The yellow box corresponds to the changes done by the FMSCA and the white box corresponds to the information previously inserted by the importer. They can also switch to the Validation tab to check the differences in there



The FMSCA can decide to change back to the information inserted by the importer, by clicking in the white part of the box they wish to change.

7. Means of transport (and identification) \*

Road Vehicle

Other

Or they can also simply change everything back to what was inserted by the importer, by clicking in **Copy Everything**.

18.24552-13354.015-ID-BE Send back to Importer

Licence Validation Stop Comparing Copy Everything

1. Issuing Authority \*

Name PT. SUCOFINDO INTERNATIONAL CERTIFICATION SERVICES

Legal Reg. Number LVLK-002-IDN

Address Graha Sucofindo BI Floor JI. Raya Pasar Minggu Kav.34  
Jakarta 12780  
PO.BOX 2377 JKT 10001  
Jakarta

2. For the purposes of the issuing country

TEST

Switch to text Edit Clear

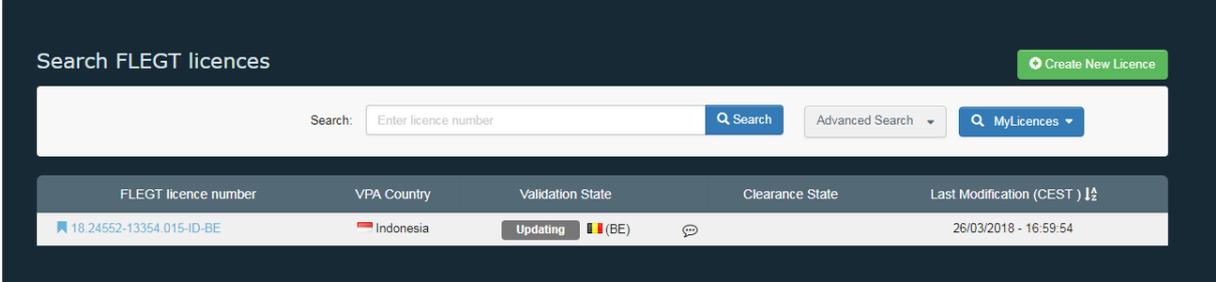
Once they finish the comparison, they must click in stop comparing.

18.24552-13354.015-ID-BE Send

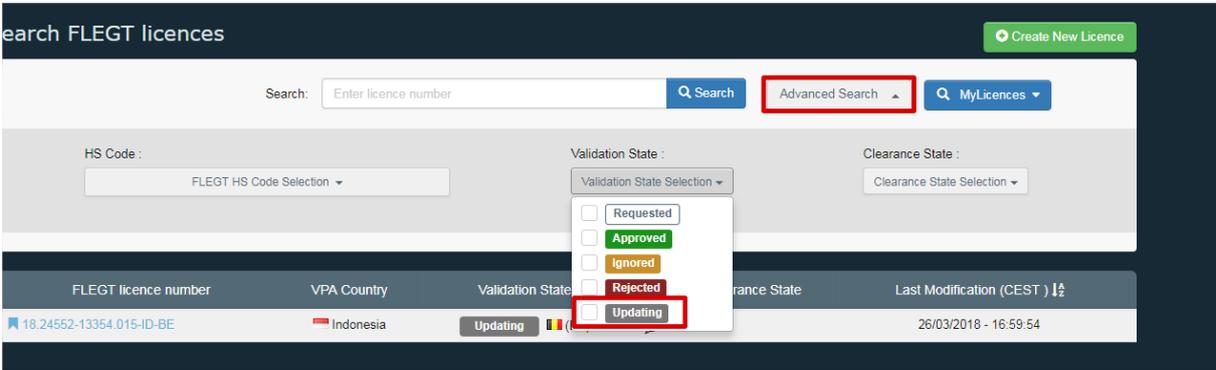
Licence Validation Stop Comparing Copy Everything

# Updating Status – Licence sent back to Importer

When an authority sends back the licence to the importer, the licence will appear as "Updating" in the list of licences of the user. This feature can be used as many times as necessary.



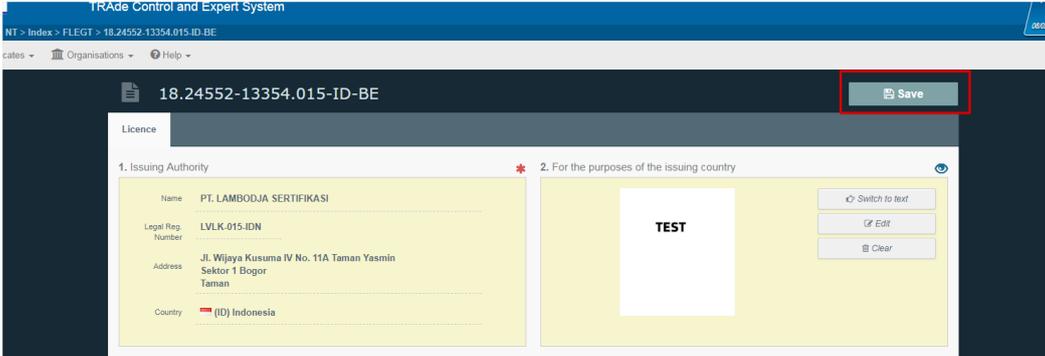
The importer can also look for it by clicking in **Advanced Search** and select **Updating** in the Validation State box. Then the user must click in **Search**.



If a comment was written by the FMSCA, the user can read it by clicking in the message-icon



The importer has the possibility to save the modifications he does, by clicking in the button "Save"



Once the importer made all the necessary changes, they just have to click in "**Submit for validation**" in the end of the Licence.

## Status of the licences

### Validation State

FLEGT licence number	VPA Country	Validation State	Clearance State	Last Modification (CEST) ↓
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**Requested:** it means that the importer submitted the licence to the FMSCA and is waiting for the validation.

**Updating:** it means that the FMSCA sent back the licence to the user to modify the boxes that were wrong. The user can modify everything except the FLEGT licence number

**Approved:** it means that the FMSCA has approved the licence and it now needs to be cleared or disposed by the customs office.

**Rejected:** it means that the FMSCA rejected the licence

**Ignored:** it means that the FMSCA ignores the licence. This is normally used when they are investigating something, and they do not want to have it as in "requested" and they cannot yet validate it. >> The importer can see a licence with the status **ignored**

>> Go back to [Box18: Signature and stamp of issuing authority](#) <<

### Clearance State (by the CO)

FLEGT licence number	VPA Country	Requester	Validation State	Clearance State	Last Modification (CEST) ↓
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**Disposed:** it means that the consignment is not release in the market. (for example: when a type of product is not the same as in the licence)

**Cleared:** it means that the consignment is released into the market