



Overview

Review these instructions carefully to ensure that your shipment is properly approved.

A hard copy of a Certificate of Inspection (COI) is required to accompany each shipment of organic product to Great Britain under the US/EU Equivalency Arrangement. Additionally, a COI is required for shipments to Great Britain that contain products certified to the IACB EU Standard.

If the shipment contains both organic and non-organic products, this form is required to be completed; however, the form should only address the organic products. All information on this form must agree with and correspond to the supporting documents provided as attachments.

In order for a product to be included on a transaction certificate, the product and its associated label must first be approved for export to the country of destination by a member of Oregon Tilth's Certification Team. Contact your assigned Certification Team *prior to requesting a transaction certificate*, in order to ensure that all products destined for export have been approved by a member of the Certification Team. Any transaction certificate requests containing products that have not been approved for export will be returned without processing.

Timeline and Fees

- Transaction Certificates are processed in the order they are received and within five (5) business days of receipt of a finalized request. The fee for processing a Transaction Certificate is \$60.00 per certificate, unless expedited or same-day-expedited processing is requested.
 - Expedited requests will be processed within 24 hours (one business day) at a rate of \$125 per certificate (total cost).
 - Same-day-expedited requests will be processed within the same business day at a rate of \$200 per certificate (total cost).

Note: In order for a request to be processed as "same-day expedited," OTCO must receive the request no later than 12:00 p.m. Pacific Time.

- **IMPORTANT:** Requests must be filled out completely and the information provided must be clear and accurate.
 - REVIEW YOUR REQUEST before submitting it to Oregon Tilth.
 - If a Certification Team returns your request for a Transaction Certificate for corrections or to collect additional information, the time to process the request WILL LIKELY BE EXTENDED.
 - There will be a \$25 fee for corrections or additions required to be made to approved certificates.
- Send all requests for Transaction Certificates to: export@tilth.org.

Completing the Great Britain Certificate of Inspection (GB COI)

As of February 3rd, 2020, COI requests must be authorized before a consignment leaves its country of origin. It is the responsibility of the entity requesting a GB COI to submit the request with sufficient time to allow for processing (refer to timelines provided above). COIs authorized after the consignment has left the country-of-origin risk being refused at customs in Great Britain.



Electronic version available at www.tilth.org.

THIS FORM WILL SERVE AS YOUR FINAL DOCUMENT. For that reason, it is preferable to key in the information; however, if you choose to complete the form by hand, print clearly in block letters so that the information can be easily read.

- Corrections to the Transaction Certificate Request Form will be treated as separate requests for billing purposes, so be accurate and check your work prior to submission.
- Supporting documentation is not required.

Below is a list containing definitions and instructions useful for entering information into the GB COI request form. The list corresponds directly to line items on the form.

1. **Do Not Use:** This box will be completed by OTCO.
2. **Do Not Use:** This box will be completed by OTCO.
3. **Do Not Use:** This box will be completed by OTCO.
4. **Exporter:** This may be different than the producer or processor listed in box 5. The exporter is the operator performing the last operation for the purposes of preparation and sealing products in appropriate packaging or containers. If the producer or processor is not certified by OTCO, then the exporter must be. If OTCO certified, the name and address listed must match what is listed on current organic certificate.
5. **Producer or processor of the product (name and address):** This may be different than the exporter listed in box 4. The producer or processor of the product in the country of origin mentioned in box 7. If the exporter is not certified by OTCO, then the producer or processor must be. If OTCO certified, the name and address listed must match what is listed on current organic certificate.
6. **Control Body or control authority (name, address, and code):** Organic certification body of the operator listed within box 5. This auto fills with OTCO but remains editable, if needed.
7. **Country of origin:** The country where the product was produced/grown or processed.
8. **Country of export:** The country where the product has been subject to the operation for the purposes of preparation and sealed in appropriate packaging or containers.
9. **Country of clearance/Point of entry:**
 - Country of clearance: This auto fills to Great Britain.
 - Point of entry: The point of release for free circulation.
10. **Country of destination:** This auto fills to Great Britain.
11. **Importer (name, address, and EORI number):** The Great Britain certified company that will receive the product for further processing or distribution after it clears customs. The EORI number is the Economic Operators Registration Identification number.
12. **First Consignee in Great Britain (name and address):** The natural or legal person where the consignment is delivered and where it will be handled for further preparation and or marketing.
13. **Description of Products:** This box is critical. The goal is to clearly link the information in this box with the shipment. Work with your buyer to ensure all details match the issued invoice. *
 - Combined Nomenclature (CN) Code: CN Codes [can be found here](#): 8-digit level, where possible. OTCO will not verify the accuracy of CN codes; please be sure CN codes are correct before entering.
 - Trade Name: OTCO policy requires products to be listed on transaction certificates exactly as they are listed on the current organic certificate. The naming convention we use is Brand Name > 'Organic' > Product name > Trade Name. If trade name and product name are repetitive, please include only the



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trade name. Package/product size may be listed in the product description *only if* the package/product size appears on a previously approved label.

- Number of Packages: number of boxes, cartons, bags, buckets, etc. (must include package type)
- Lot number: Must include the unique lot number assigned to the product. Each different lot number, even when concerning the same product, must be listed on a separate line within box 13. This allows us to verify the quantity included from each lot number.
- Net weight: Must be listed in grams or kilograms.

NOTE: If there are not enough lines for all subject products on a single COI template, continue the request on a new form, completing only box 13 on the additional form(s). In the request you email to OTCO, let us know the total number of forms used for a single request. For example: "Please combine these three forms into a single request, as they are all part of one order."

14. **Container Number:** This box is optional; please include if available, as it strengthens the integrity of the document. If travelling via air, please include N/A.
15. **Seal Number:** This box is optional; please include if available, as it strengthens the integrity of the document. If travelling via air, please include N/A.
16. **Total Gross Weight:** Must be listed in grams or kilograms.
17. **Means of Transport:** Means of transport arriving at the point of entry.
 - Mode: airplane OR vessel
 - Identification: flight number OR vessel name and number
 - International Transport Document: international bill of lading number OR sea/air waybill number
18. Do Not Use: This box will be completed by OTCO.
19. Do Not Use: This box will be completed when the shipment arrives in Great Britain.
20. Do Not Use: This box will be completed when the shipment arrives in Great Britain.
21. Do Not Use: This box will be completed when the shipment arrives in Great Britain.

Submit your completed request to export@tilth.org, maintaining the editable .docx template format. Supporting documents should be included as PDF attachments. Any expedited, or same-day-expedited requests should be included within the body of the email request.

If you would like the original hard copy to be returned to you, please provide an mailing address as well as an account number (FedEx, UPS, DHL) to be billed. Additionally, include a contact name and phone number of an individual authorized to receive the request and to answer any questions/provide information. If requesting that the original hard copy(ies) be returned to you via UPS, provide the zip code associated with the account to be billed.

Contact us with questions at the email address listed above or by phone at: 503.387.0690.