| Transaction Certificate Request Form | | | | | | | | | | |
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| Instructions: Use this form to request a transaction certificate for the export of certified organic products to any country other than the United States or a domestic transaction certificate for sales within a single country. Submit the completed form and corresponding documentation to QCS via email to your assigned representative or to [imports@qcsinfo.org](mailto:imports@qcsinfo.org).  Transaction certificate requests must be submitted to and approved by QCS **prior to shipment**. Requests must be complete, compliant, and include all supporting documentation to allow QCS to meet your requested timeframe. | | | | | | | | | | |
| QCS certified operation name: | | | | | | | QCS Entity #: | | | |
| Name of person completing this form (must be an authorized representative of the certified entity): | | | | | | | Date of request: | | | |
| You will be invoiced based on the selected turnaround time in accordance with QCS’ fee structure.  Select one:  2-3 working days  4-5 working days  6-7 working days | | | | | | | | | | |
| **Send the original certificate to:** Provide the company name, contact person, e-mail, address and phone number of the designated party. | | | | | | | **Delivery method:**  E-mail  Courier | | | |
| Organic Standard to which product is certified | | | | Type of Transaction Certificate Requested (Check only one) | | | | | | |
| USDA  National Organic Program (NOP) | | | | Third country (trade occurs between two countries outside of US)  Export to EU: Certificate of Inspection (TRACES)  Export to the UK-Northern Ireland: Certificate of Inspection (TRACES)  Export to the UK-Great Britain: UK Certificate of Inspection  Export to Japan: TM-11  Export to Taiwan: TM-11  Export to Korea: NAQS  U.S. Domestic Transaction Certificate (trade occurs within the US)  Other (specify): | | | | | | |
| Regulation (EU) 2018/848 | | | | Third country (trade occurs between two countries outside of EU)  *EU Certificate of Inspection (export to EU)*  Swiss Certificate of Inspection (export to Switzerland) | | | | | | |
| United Kingdom Organic Program | | | | UK Certificate of Inspection (export to the UK)  Third Country (trade occurs between two countries outside of UK) | | | | | | |
| Description of Consignment | | | | | | | | | | |
| 1. Product(s) in the consignment: | | | |  | | | | | | |
| 1. Gross weight or volume: | | | |  | | | | | | |
| 1. Net weight or volume: | | | |  | | | | | | |
| 1. Name and Address of Producer (unprocessed products) or Processor (processed products): | | | |  | | | | | | |
| 1. Name and Address of Exporter of Product: | | | |  | | | | | | |
| 1. Importer name and address | | | |  | | | | | | |
| 1. Importer EORI number (EU bound shipments only) | | | |  | | | | | | |
| 1. Name and Address of First Consignee at destination: | | | |  | | | | | | |
| 1. Operator who buys or sells the product without storing or physically handling the product (if applies): | | | |  | | | | | | |
| 1. Name and address of shipping company: | | | |  | | | | | | |
| 1. Place of dispatch (port and country): | | | |  | | | | | | |
| 1. Point of entry (port and country) | | | |  | | | | | | |
| 1. Competent authority (EU-bound shipments only) | | | |  | | | | | | |
| 1. Mode of Transport | | | | Air  Ship  Truck  Train  Other: specify: | | | | | | |
| 1. Shipping marks (container #, flight # or vessel name/#) | | | |  | | | | | | |
| 1. Anticipated shipment date: | | | |  | | | | | | |
| 1. Estimated number of containers in shipment: | | | |  | | | | | | |
| 1. Expected delivery date: | | | |  | | | | | | |
| Organic Products included in this shipment:  Please provide the information requested below for each product included in this consignment. Information must be consistent with supporting documentation (i.e., BOL, purchase order/invoice). | | | | | | | | | | |
| **Product Name**  as identified on the label and QCS Product Verification Form | CN code or HS code | | **EU Product Category**  (EU organic products only) | | **Lot number**  Assigned by the exporter identified in item # 6. | | | **Net Weight of Lot**  Specify unit of measurement | Number of Packages in Lot |
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| Complete this section if requesting a COI for exporting organic products to the *European Union.*   1. What activities were carried out by your operation for the products in this consignment? Check all that apply:  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Production (on-farm) | Processing[[1]](#footnote-2) | Packaging | Labeling | Storage | | Loading/Unloading | Trading | Brokering | Other (describe): | |  1. If your operation did not produce or process the products in the consignment, did you conduct the last preparation, including the sealing and labelling of containers, as required by Article 3(3)(a) of Regulation (EU) 2021/2306?   Yes  No (If no, the COI must be issued by the certifier of the operation who carried out the last preparation.)  Attach a clearly readable photograph of the label applied to the container in the consignment showing the lot number and all other required marks.  Attached   1. Does the consignment include *bulk* organic products?  Yes  No.   *Bulk* refers to unpackaged products that are loaded directly into vehicles, cargo holds, or other shipping containers without separate packaging, including but not limited to bulk carriers, trailers, tankers, freighters, barges.  If yes, submit the form Travel Plan for Bulk Consignment to the EU[[2]](#footnote-3).  Attached | | | | | | | | | |
| Declaration  I hereby declare that, to the best of my knowledge, all the information presented in this request is accurate. Furthermore, I declare that the product concerned has been produced and/or prepared in accordance with the QCS approved organic system plan and in compliance with the applicable organic regulations. I understand that I will be invoiced in accordance with the Transaction Certificate fees as stated on the QCS Fee Structure. Client agrees to indemnify QCS and hold QCS harmless against any claims that may arise related to client’s failure to meet the requirements for the NOP Import Certificate requested. | | | | | | | | | |
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| Signature | | Printed Name | | | | Date | | | |

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| **Required documentation:** Submit the following documentation in .pdf format with the Transaction Certificate Request Form | | | | | | | | | | | |
| **Organic Standard** | **Destination of Consignment** | **Type of Transaction Certificate** | **Commercial invoice** | **Packing List** | **Transport records** | **Producer list & certificate** | **Product label** | **Transaction certificate(s)** | **Purchase / receiving records** | **Production records** | **Travel Plan** |
| USDA  (NOP) | United States | Domestic TC | X | X | X | X |  |  |  |  |  |
| Korea | NAQS | X | X | X | X\* |  |  |  |  |  |
| EU | EU Certificate of Inspection | X | X | X | X |  |  |  |  |  |
| UK | UK Certificate of Inspection | X | X | X | X |  |  |  |  |  |
| Japan | TM-11 | X | X | X | X |  |  |  |  |  |
| Taiwan |
| EU | EU | EU Certificate of Inspection | X | X | X | X | X | X | X | X | Bulk products |
| Switzerland | Swiss Certificate of Inspection | X | X | X | X |  |  |  |  |  |
| Outside of EU | Transaction Certificate | X | X | X | X |  |  |  |  |  |
| UK | UK | UK Certificate of Inspection | X | X | X | X | X |  |  |  |  |

**\*Korea NAQS.** For exports by an operation with multiple addresses: the organic certificate showing the name and address of last facility to process/package the product.   
For exports by a Private Label Operation: organic certificates of the private label organization AND the last facility to process/produce the product.

**Commercial invoice for the consignment.** Copy of the purchase order, invoice (may be draft invoice), or equivalent for the consignment that identifies the QCS certified operation (seller/exporter), the buyer or importer (first consignee), and the final recipient if different from the buyer/importer.

**Packing list.** Record of all organic products in the consignment, their organic status and the total volume/quantity of each product.

**Transport records.** Bill of Lading (BOL) or Airway Bill (AWB), etc. for the outgoing consignment that identifies the QCS certified operation that conducted the final preparation of the product, the shipper or exporter, and the buyer or importer (first consignee).

**Producer list and certificate.** Only for processed products when the exporter is not the processor. Include a list of all operations that processed the products in the consignment.

**Product labels** must comply with the organic standard the product is certified to and any additional requirements in the destination country if traded under an equivalence arrangement.

**Transaction certificate (TC).** Documentation issued by the control body of the supplier.

**Purchase and receiving records.** Documentation that the QCS certified operation purchased and received the products in the shipment from the organic supplier listed on the organic certificate or Transaction Certificate.

**Production records.** Production records demonstrating the production or handling of the entire volume of all organic product lots included in the request:

* Harvest records: crops whose final preparation (packaging and labeling for export) occurs on farm.
* Packaging records: products that are packaged into retail containers but not processed by the final handler.
* Batch records: products processed by the final handler.
* Receiving records: products that are not processed or packaged into retail containers by the final handler

**For QCS Office Use Only:**

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| **Instructions:** Check each box that is applicable to the request or operation. All boxes must be checked to approve the validity of the Transaction Certificate / Certificate of Inspection. | | | | | |
|  | Completed Transaction Certificate request form. | | | | |
|  | All required documentation was attached and verified to be consistent with the request. | | | | |
|  | The product as identified above is currently certified to the relevant organic standard or equivalence. | | | | |
|  | The operation does not have an open (unresolved) noncompliance, adverse action or temporary block affecting the product’s organic integrity.  If the operation has an open noncompliance or adverse action that could potentially affect the product’s organic integrity, **you must** obtain written approval from the Certification Supervisor or Senior Quality and Accreditation Specialist to approve the validity of the request.  **Check, if applicable** Not approved Approved by (Name and title): | | | | |
| Complete the following only for **EU certified organic products** to be exported from a third country to the European Union with a Certificate of Inspection (COI): | | | | | |
|  | QCS is recognized for the EU product category/country of the product being exported. | | | | |
|  | The weight/volume of each product to be exported, when totaled with products already exported this year does not exceed the verified export production capacity. | | | | |
|  | *For EU COIs where the exporter is not the producer/processor but has attested to conducting the final preparation of the product*: a clearly readable **photograph of the label applied to the container in the consignment** showing the lot number and all other required marks. | | | | |
|  | Travel plan for EU COIs whose consignments include bulk organic products. | | | | |
| **DECISION**: | | Approved.  Certificate #: | | Rejected. Reason: | |
|  | | |  | |  |
| Signature | | | Printed Name | | Date |

1. Any action that substantially alters the initial product, including heating, smoking, curing, maturing, drying, marinating, extraction, extrusion or a combination of those processes (As defined in point (m) of Article 2(1) of Regulation (EC) No. 852/2004). [↑](#footnote-ref-2)
2. Article 16(5) of Delegated Regulation (EU) 2021/1698 [↑](#footnote-ref-3)