



## QAI EU Export Information Sheet

The European Commission Trade Control and Export System database (TRACES) will be functional as of April, 2017 and will be required for all Certificate of Inspection (COI) submissions as of October 2017. This will ultimately replace the way in which COI's are submitted, processed and issued.

\*Note that between April 2017 and October 2017 that the two systems may work in tandem with each other as the full transition to TRACES is made.

The process for submitting this transaction documentation will now be initiated by the importer in Europe and his/her certification body. Since QAI will not process documentation without client approval, we are requesting that you complete this form to let us know your preferences when we receive a request in the TRACES system for a product for which you are designated as the exporter.

Additionally, once the document is issued in the TRACES system, until electronic signatures are fully incorporated into that database (estimated to be complete in 2019), a hard copy will need to be printed and sent to the importer in the EU. We will contact you at that time and will request that if you need a hard copy, you complete the QAI Transaction Certificate Coversheet, designate the recipient, and provide us with shipping information if you do not want to use QAI's FedEx service.

Please complete the document sections below.

### EU Export Contact at QAI Certified Facility

Facility Name and QAI Customer Number (see QAI issued Certificate):

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Please contact the main contact at this facility about EU Export Questions.

Please contact the individual designated below about EU Export Questions:

Name:

Title:

Phone Number:



## Importers in Europe

I designate my importers in the EU to initiate Certificates of Inspection on my behalf. Please check with my company only when the document has been completed in the TRACES database. I have listed my importers (Name of Company, Name of Contact, Phone Number and Email) below or on an attached document annex.

I do **NOT** designate my importers to initiate Certificates of Inspection on my behalf. Please check with the designated contact prior to processing the Certificate of Inspection.

I have a special situation not covered above and have attached the explanation below or as a separate document annex.