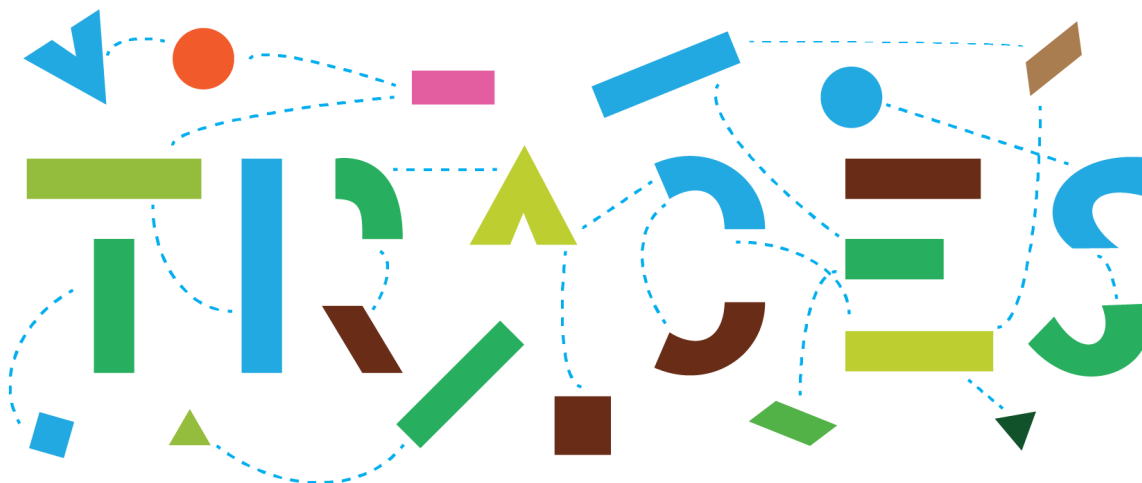




Authorisation Of Dispatch - User guide

January 2026

TABLE OF CONTENT

1	INTRODUCTION	3
☞	PURPOSE OF THE AUTHORISATION OF DISPATCH (AoD)	3
☞	CONDITIONS FOR THE CREATION OF AN AoD	3
☞	AoD WORKFLOW (3-STEP PROCESS)	5
2	HOW TO CREATE AN AoD	6
☞	AS AN OPERATOR.....	6
	<i>Box 1. Applicant</i>	<i>8</i>
	<i>Boxes 2, 3 and 4</i>	<i>10</i>
	<i>Box 5. Animal by-products/derived products and Box 6. Intended use.....</i>	<i>11</i>
	<i>Box 7. In case of meat-and-bone meal and rendered fats and Box 8. In case of fish oil intended for detoxification</i>	<i>12</i>
	<i>Box 9. Description of consignment.....</i>	<i>13</i>
	<i>Additional accompanying documents.....</i>	<i>13</i>
	<i>Box 10. Declaration.....</i>	<i>14</i>
☞	AS AN AUTHORITY	16
	<i>Additional accompanying documents.....</i>	<i>16</i>
3	HOW TO SIGN THE AoD BY THE AUTHORITY AT DESTINATION.....	17
☞	IN CASE THE AoD IS ACCEPTED	18
☞	IN CASE THE AoD IS ACCEPTED SUBJECT TO SPECIFIC CONDITIONS	19
☞	IN CASE THE AoD IS REFUSED:.....	21
☞	ADDITIONAL ACCOMPANYING DOCUMENTS.....	22
☞	CANCEL A VALID AoD.....	22
☞	TECHNICAL FEATURES	24
4	HOW TO LINK THE AoD TO THE DOCOM	25
☞	HOW TO LINK AN AoD TO DOCOM	25
☞	IF AN AoD IS NOT LINKED TO DOCOM	26
☞	TIMEFRAME MANAGEMENT AND ERROR MESSAGE.....	27
☞	REPLACEMENT OF DOCOM	27

1 Introduction

🔗 Purpose of the Authorisation of Dispatch (AoD)

In accordance with the provisions of Article 48 of Regulation (EC) No 1069/2009, operators must inform the Member State of origin and apply to the Member State of destination for authorisation before sending certain categories of animal by-products.

The Authorisation of Dispatch (AoD) module allows operators to submit applications for such authorisations, in accordance with the format laid down in Section 10 of Chapter III of Annex XVI to Commission Regulation (EU) No 142/2011. Furthermore, it allows the Member State of destination to decide whether to refuse or accept the consignment upon the operator's application.

The AoD functions as a separate module within TRACES. However, since these consignments following under the provisions of Article 48 of Regulation (EC) No 1069/2009 must be accompanied by a commercial document, the module is linked with the DOCOM module in TRACES to ensure that a valid authorisation exists for a given commercial document. Therefore, a dedicated feature allows the operator/user to link the DOCOM to a valid authorisation of dispatch, in order to be allowed to sign the DOCOM.

Furthermore, as the dispatch of the animal by-product consignment can occur only once the destination authority has validated the AoD, ensuring that the consignment, its origin, and intended use have been assessed and approved ahead of time, the AoD must be created before the operator drafts and submits a DOCOM.

🔗 Conditions for the Creation of an AoD

An AOD can be created when:

- The consignment concerns ABP or derived products requiring an authorisation of dispatch in accordance with the provisions of Article 48 of Regulation (EC) No 1069/2009
- The operator at the place of origin initiates the request based on the product category
- The Competent Authority at the destination is identifiable and responsible for assessing and validating the request

The information provided in the AOD will later match the corresponding DOCOM (product type, origin, and destination). Once validated, the AoD becomes the reference authorisation that operators must link to the DOCOM during its creation.

👉 AoD Workflow (3-Step Process)

The AoD workflow is a dynamic process divided into three parts within the document:

Part I - Details of dispatched consignment:



The operator at the place of origin can submit an application for an AoD by completing all required information in Part I of the AoD, including Applicant, Place of Origin, Consignor, Place of Destination, Product Information, Intended Use, and Description of Consignment.

Once Part I is completed, the AoD is submitted to the Competent Authority at the destination.

Note : Part I can be completed by the competent authority of place of origin or the competent authority of place of destination. As a competent authority of place of destination, you have the ability, after completing Part I, to directly decide on the AoD by signing Part II – Decision.

Part II – Decision:



After reviewing all details, the competent authority of destination (local / regional / central level) can submit their decision regarding the AoD (validated or rejected) and, in case of positive decision, indicate its period of validity.

Part III – Linked movements:



When creating DOCOMs for animal by-products falling under Article 48 of Regulation (EC) No 1069/2009, operators users will be able to link the DOCOMs to valid AoDs. DOCOMs issued and linked to each valid AoD will appear in Part III of the AoD.

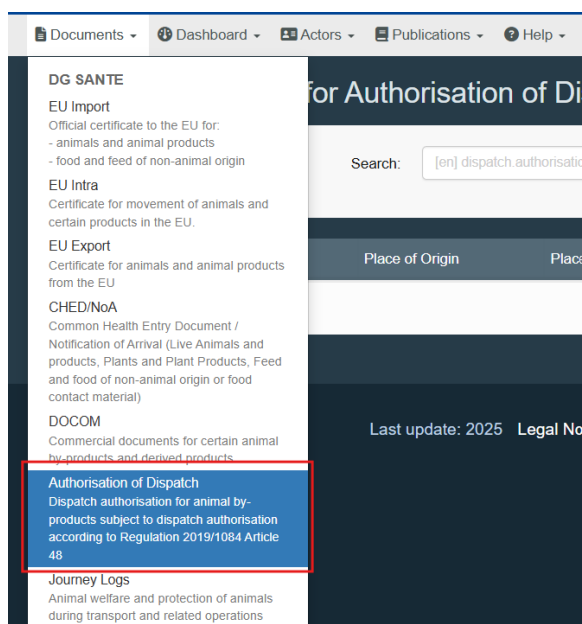
2 How to create an AoD

This guide follows the numbered ‘box’ structure displayed in TRACES, explaining the creation of the AoD step by step according to the order of the fields as they appear on screen.

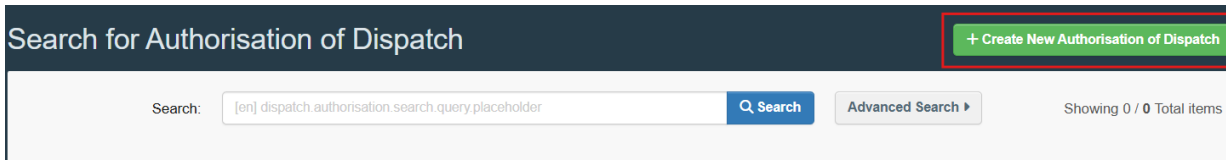
As in other TRACES modules, when similar information needs to be reused, for convenience, it is also possible to create an AoD from an existing AoD using the ‘Copy as new’ function.

As an operator

On the homepage, click on “**Documents**” and then “**Authorisation of Dispatch**”

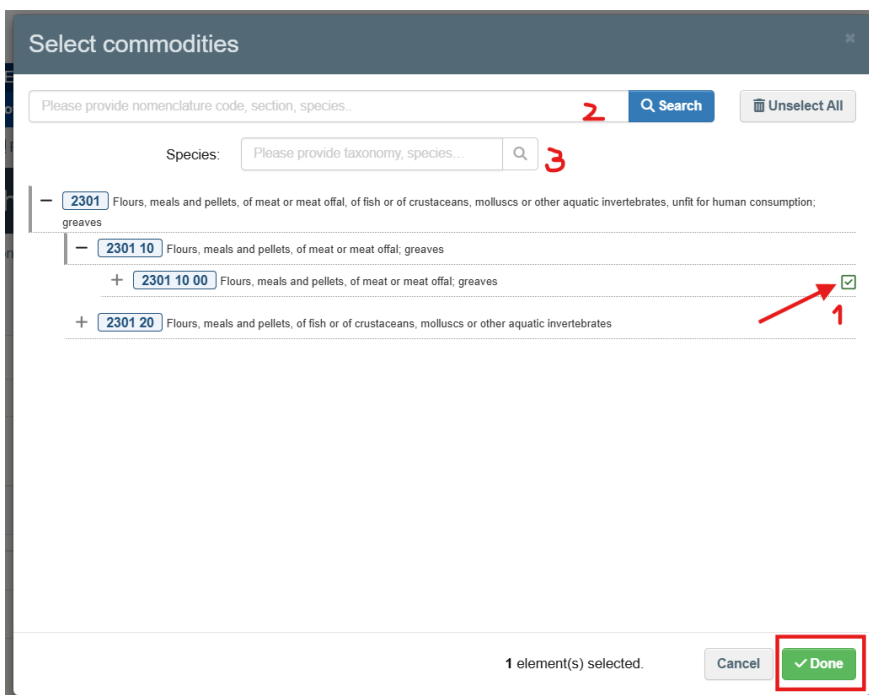


Click on the green button located on the top-right hand side of the window titled “+ Create New Authorisation of Dispatch”:



Then select the commodity by using one of the following options:

1. Select it from the list of CN code (example: 23011000)
2. Type the name or the CN code of the good (example: flour/23011000)
3. Type the species name to filter the commodities (example: Tenebrio molitor)



Once the commodity code is selected, please click on “Done” to create the AoD.

The system will create a new AoD is status “**UNSAVED**”.

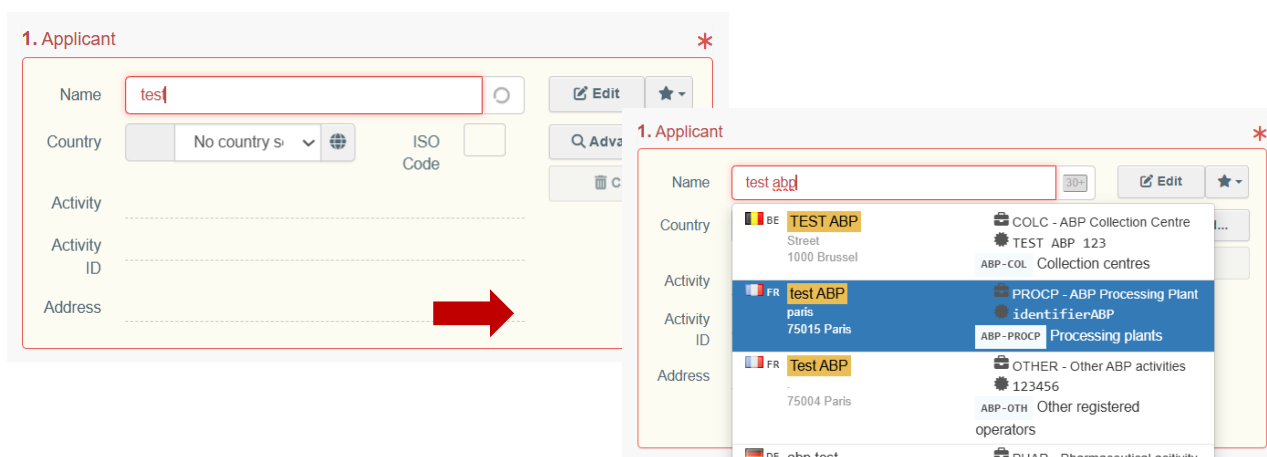


Box 1. Applicant

The applicant must be registered and validated in advance by their authorities. It is only possible to indicate operators with a "valid" status.

In order to fill in box 1. Applicant, there are different options:

1. Fill in the name of your operator through the section name.



1. Applicant

Name: tes

Country: No country selected

Activity:

Activity ID:

Address:

1. Applicant

Name: test ABP

Country: BE TEST ABP

Activity: test ABP

Activity ID: paris

Address: 75015 Paris

COLC - ABP Collection Centre
TEST ABP 123
ABP-COL Collection centres

PROCP - ABP Processing Plant
identifierABP
ABP-PROCP Processing plants

OTHER - Other ABP activities
123456
ABP-OTH Other registered operators

DE abn test PHAR - Pharmaceutical activity

2. Use the "Favourite" button to select saved operators.



1. Applicant

Name:

Country:

Activity:

Activity ID:

Address:

ABP test operator 3
FR rue de l'église
29300 Quimperlé

COMP - Usines de compostage
ABP-COMP-001
ABP-COMP Composting plants

ABP test operator Belgium 1
BE 056-0000001
rue des minimes
1000 Bruxelles

OTHER - Autres activités sous-produits
ABP-001-BE
ABP-OTH Other registered operators

- Use the “Advanced search” to filter search by country, name, section, activity type, activity identifier and address

1. Applicant *

Name
Country
Activity
Activity ID
Address

ISO Code

Please note that in this step, you are able to save your favourite operator by selecting the star near the name of the operator.

Once you have located the desired operator, click on “Select” in order to indicate it in the field.

[en] dispatch.authorisation.edit.place.of.origin.selection.modal.title

Country: France (FR)

Section: Activity Type:

Activity Identifier: Address:

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ test ABP	paris 75015 Paris France	Processing plants ABP-PROCP	PROCP - ABP Processing Plant	Valid	identifieurABP	Select
☆ Test ABP	. 75004 Paris France	Other registered operators ABP-OTH	OTHER - Other ABP activities	Valid	123456	Select
★ ABP EU TEST	Avenue Pierre Saul 10 13700 Marignane France	Establishments or plants for the storage of derived products ABP-STORP	STORP - ABP Storage Plant	Valid	EUABPtest	Select
☆ ABP Test Trader EORI: FR1234567890123	Rue Merlot 5 33090 Bordeaux France	Other registered operators ABP-OTH	TRADE - Registered traders	Valid	FR-ABP-TRD-001	Select
★ ABP test operator 3	rue de l'église 29300 Quimperlé France	Composting plants ABP-COMP	COMP - Composting plants	Valid	ABP-COMP-001	Select

Once you have selected the operator, box I. Applicant will be filled in automatically.

1. Applicant *

Nom ?

TEST ABP

Valide

Pays

 Belgique

Code ISO

BE

Éditer

★

Q Avancé...

Effacer

Boxes 2, 3 and 4

The box 2. place of origin refers to the location from which the material is dispatched. The box 3 is the consignor and the box 4 is the place of destination of the consignment. Operators indicated in these boxes must be registered and validated in advance by their authorities. It is only possible to designate operators with a "valid" status.

The same options as those presented previously are available to help you find your operator and fill in boxes 2,3 and 4.

2. Place(s) of origin *

Name ?

test ABP

Valid

Country

 France

ISO Code

FR

Activity

PROCP - ABP Processing Plant

ABP-PROCP

Activity ID

identifieurABP

Address

paris

75015 Paris

Edit

★

Q Advanced...

Clear

Box 5. Animal by-products/derived products and Box 6. Intended use

The animal by-products/ derived products and the intended use are mandatory fields, so they have to be filled in in order to be allowed to submit the AoD.

Please select amongst the different checkboxes and options the appropriate value to be indicated in those boxes.

5. Animal by-products/derived products *

☒ **Category 1 material**

☐ Category 2 material

☐ Fish oil or fishmeal with excessive level(s) of dioxin and/or PCBs in accordance with Annex I to Directive 2002/32/EC destined for detoxification in an approved establishment

☐ Meat-and-bone meal derived from Category 1 material

☐ Meat-and-bone meal derived from Category 2 material

☐ Rendered fats derived from Category 1 material

☐ Rendered fats derived from Category 2 material

5. Animal by-products/derived products *

☒ **Category 1 material**

☐ Category 2 material

☐ Fish oil or fishmeal with excessive level(s) of dioxin and/or PCBs in accordance with Annex I to Directive 2002/32/EC destined for detoxification in an approved establishment

☐ Meat-and-bone meal derived from Category 1 material

☐ Meat-and-bone meal derived from Category 2 material

☐ Rendered fats derived from Category 1 material

☐ Rendered fats derived from Category 2 material

6. Intended use

☐ Application to land

☐ Combustion

☐ Composting

☐ Destined for detoxification in an approved establishment

☐ Disposal as a waste

☐ Establishment for intermediate activities

☒ **For feeding to**

Select feeding use

☒ Select All ☐ Unselect All

☐ circus animals

☐ dogs and cats in shelters

☐ dogs from recognised kennels or packs of hounds

☐ fur animals

☐ maggots and worms for fishing bait

☐ reptiles and birds of prey other than zoo or circus animals

☐ wild animals

Box 7. In case of meat-and-bone meal and rendered fats and Box 8. In case of fish oil intended for detoxification

The boxes 7. and 8. are not mandatory and should be completed when relevant.

Please select amongst the different checkboxes and options the appropriate values to be indicated in those boxes.

7. In case of meat-and-bone meal and rendered fats

The materials have been processed according to the following method:

☐ The materials have been marked with

10. Declaration

I, the undersigned, declare

Date Full name Email

Processing method 1
Processing method 2
Processing method 3
Processing method 4
Processing method 5
Processing method 6
Processing method 7

8. In case of fish oil intended for detoxification

Processing method:

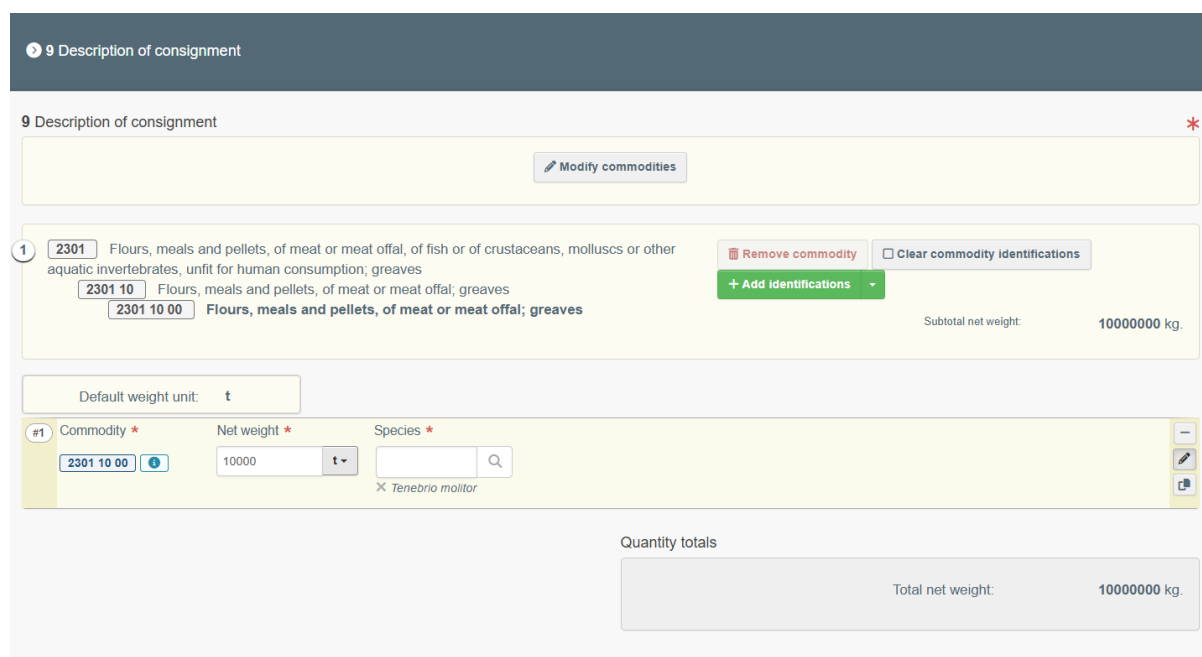
A Alkaline hydrolysis process
A=0 T°C
B High pressure high temperature hydrolysis process
B=Fo>3°
C High pressure hydrolysis biogas process
C=T>80°
Processing method 1
Processing method 2
Processing method 3
Processing method 4
Processing method 5
Processing method 6
Processing method 7

Signature

Box 9. Description of consignment

The system will only allow one commodity per authorisation of dispatch.

The description of consignment is a mandatory field which requires the indication of the net weight and the species of the consignment.



9 Description of consignment

Modify commodities

1 2301 Flours, meals and pellets, of meat or meat offal, of fish or of crustaceans, molluscs or other aquatic invertebrates, unfit for human consumption; greaves

2301 10 Flours, meals and pellets, of meat or meat offal; greaves

2301 10 00 Flours, meals and pellets, of meat or meat offal; greaves

Remove commodity Clear commodity identifications

+ Add identifications

Subtotal net weight: 10000000 kg.

Default weight unit: t

#1 Commodity * Net weight * Species *

2301 10 00 10000 t

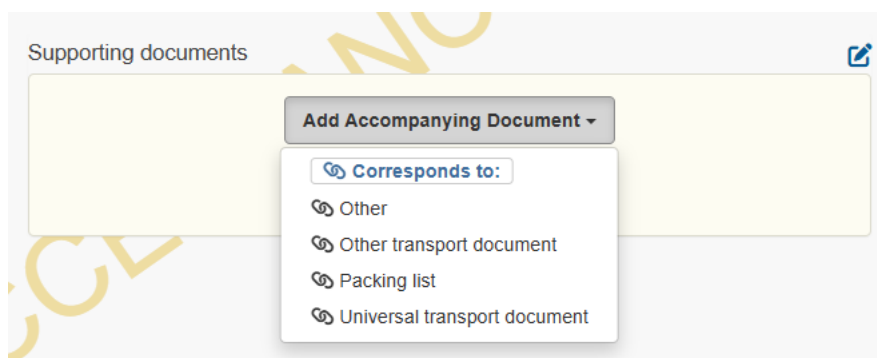
Tenebrio molitor

Quantity totals

Total net weight: 10000000 kg.

Additional accompanying documents

Operators may upload an accompanying document in the relevant box, as illustrated below:



Supporting documents

Add Accompanying Document

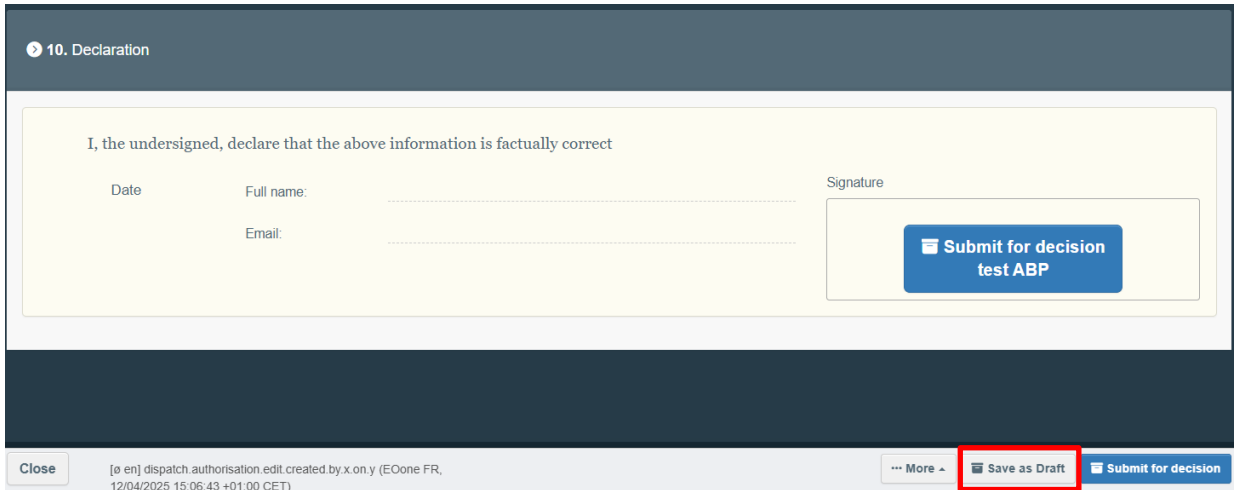
Corresponds to:

- Other
- Other transport document
- Packing list
- Universal transport document

Box 10. Declaration

The declaration is the final step required in order to submit the AoD.

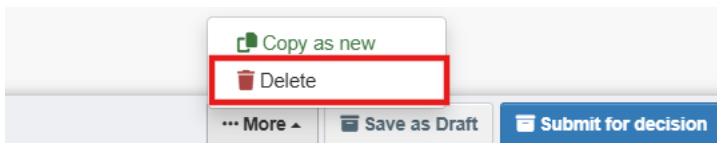
At this stage, the operator is able to **“Save as draft”** in order to save the information prior to submitting



The status of the AoD will change from **“UNSAVED”** to **“DRAFT”**.



An AoD at status **“DRAFT”** can be deleted via the button “..More” > “Delete”.



This will change the status of the AoD to **“DELETED”**.



If all information required are correctly filled in the operator may click on the bottom blue button “Submit for decision”, thereby changing the status of the AoD from “**UNSAVED**” or “**DRAFT**” to “**SUBMITTED**”.

10. Declaration

I, the undersigned, declare that the above information is factually correct

Date: _____ Full name: _____ Signature: _____
 Email: _____

Submit for decision test ABP

Close [e en] dispatch.authorisation.edit.created.by.x.on.y (EOone FR, 12/04/2025 15:06:43 +01:00 CET) ... More Save as Draft **Submit for decision**

Once the AoD is submitted, the system will display a successful message. The declaration will be signed automatically indicating the time and user details.

10. Declaration

I, the undersigned, declare that the above information is factually correct

Date: Thursday 4 December 2025 at 16:45:00 +01:00 CET. Full name: EOone FR Email: EO01.FR@ec-traces.eu Signature: _____

Submit for decision test ABP

Close **Success:** [e en] dispatch.authorisation.edit.consign... ... More **Submit for decision** Preview PDF

AOD.BE.2026.0000001 **SUBMITTED**

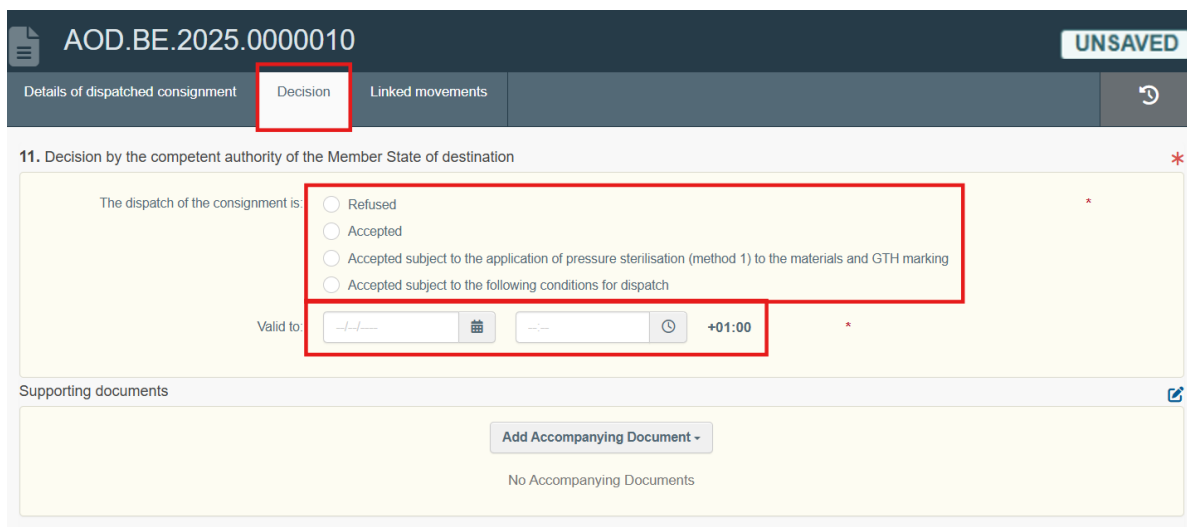
Details of dispatched consignment Decision Linked movements

Note: If any information is missing or is incorrect the system will display an error message preventing you from the submission.

As an Authority

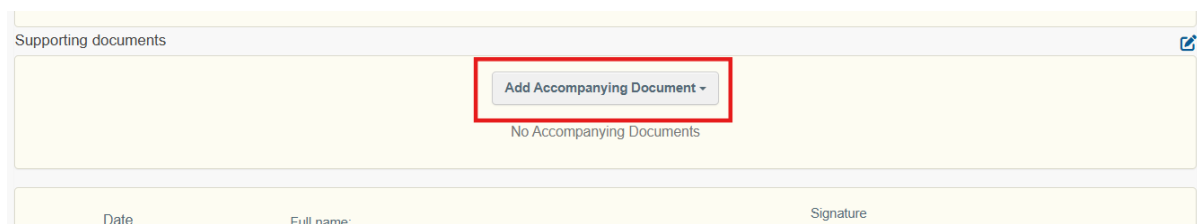
As an authority user of the place of origin or the place of destination, you are able of carrying out all the steps mentioned previously.

Furthermore, as an authority user of the place of destination you can access Part II – Decision, when the AoD is in status **UNSAVED** or **DRAFT**, and directly submit the decision and, in case the application for the AOD is accepted, indicate the validity period of the AoD.



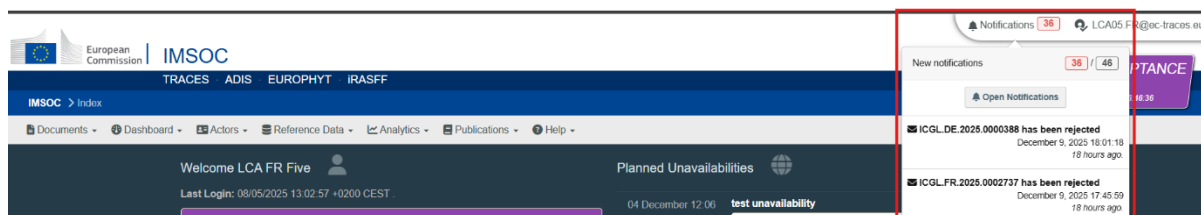
Additional accompanying documents

Authorities may upload accompanying document(s) in the relevant box, as illustrated below:



3 How to sign the AoD by the Authority at destination

Once the AoD is in status **“SUBMITTED”**, the Authority of destination (local / regional / central level) can retrieve it via the TRACES notifications or in the search menu:



Search for Authorisation of Dispatch + Create New Authorisation of Dispatch

Search: Q Search Advanced Search ^ Showing 8 / 8 Total items

Status: Select Status v

No selection

Country of origin: X Clear Add country group v

Submission date:

Country of destination: X Clear Add country group v

Decision date:

Animal by-products/derived products: Select Animal by-products/derived products v

No selection

Commodity: Q

In the AoD search menu, users can search AoDs and sort by countries of origin/destination, dates of submission/decision, categories, status and commodity codes.

Select Animal by-products/derived products v

☒ Select All ☐ Unselect All

- ☐ Category 1 material
- ☐ Category 2 material
- ☐ Fish oil or fishmeal with excessive level(s) of dioxin and/or PCBs in accordance with Annex I to Directive 2002/32/EC destined for detoxification in an approved establishment
- ☐ Meat-and-bone meal derived from Category 1 material

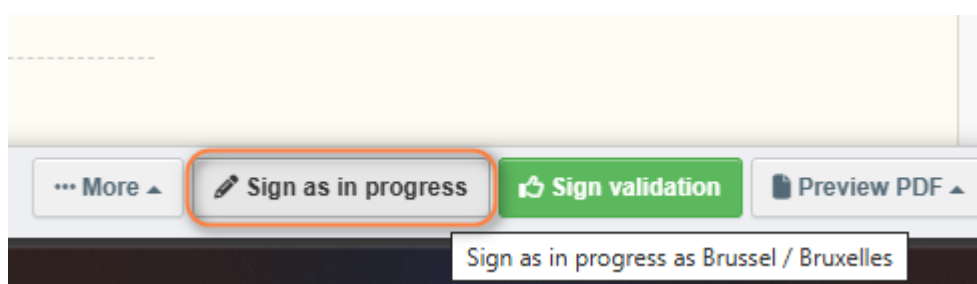
Select Status v

☒ Select All ☐ Unselect All

- ☐ Draft
- ☐ Submitted
- ☐ In Progress
- ☐ Validated
- ☐ Rejected
- ☐ Deleted
- ☐ Cancelled

Reference	Place of Origin	Place of Destination	Consignor	Commodities	Last update on	Status
AOD.BE.2025.0000007	test ABP France identiflierABP	ABP test operator Belgium 1 Belgium ABP- 001-BE	ABP test operator Belgium 1 Belgium	2301 10 00 Flours, meals and pellets, of meat or meat offal; greaves TENBMO <i>Tenebrio molitor</i>	04/12/2025 12:19 +01:00 CET	Submitted

Once the AoD opened, the Authority can review the first tab “Details of dispatched consignment” and if needed modify the information therein. At this stage the AoD may be signed as **“IN PROGRESS”** prior to further decision:



The status of the AOD will appear **“IN PROGRESS”**.



In case the AoD is accepted

The Authority users must complete the "Decision" tab by selecting "Accepted" or “Accepted subject to the application of pressure sterilisation (method 1) to the materials and GTH marking” and are required to indicate the end of validity of the AoD.

11. Decision by the competent authority of the Member State of destination

The dispatch of the consignment is:

☐ Refused

☒ **Accepted**

☐ Accepted subject to the application of pressure sterilisation (method 1) to the materials and GTH marking

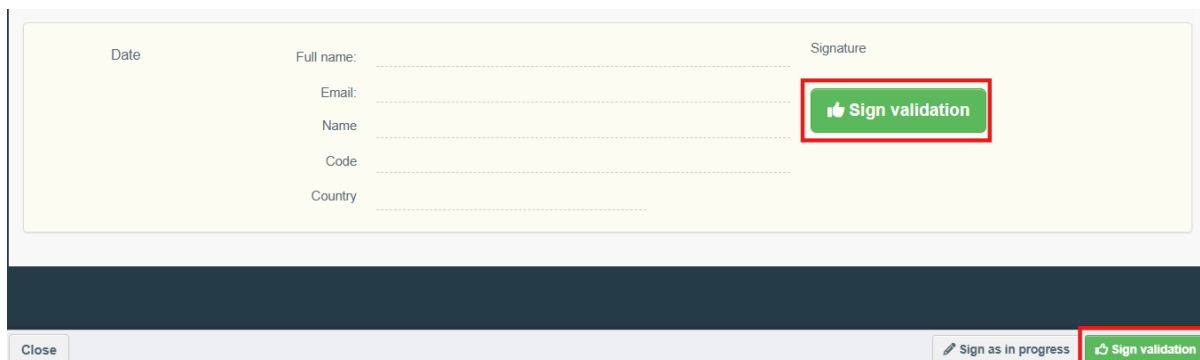
☐ Accepted subject to the following conditions for dispatch

Valid to: 27/02/2026 00:10 +01:00

Friday February 27, 2026 00:10:00 +01:00

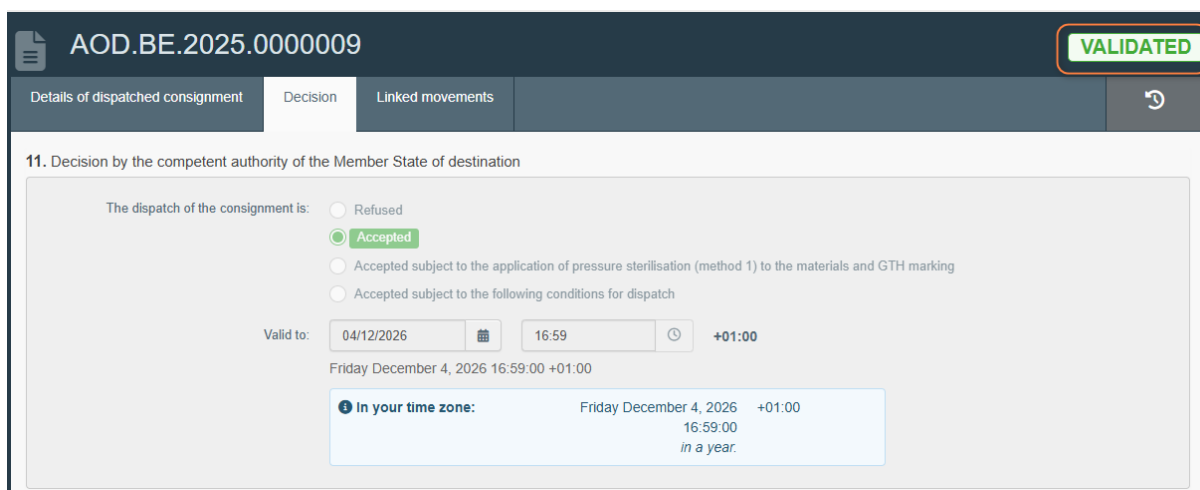
In your time zone: Friday February 27, 2026 00:10:00 +01:00 in 3 months.

Find the “Sign validation” buttons and click on it in order to save your decision.



The form contains input fields for Date, Full name, Email, Name, Code, and Country. A signature line is also present. A green button with a thumbs-up icon and the text "Sign validation" is highlighted with a red box. At the bottom right, another "Sign validation" button is also highlighted with a red box, next to a "Sign as in progress" button.

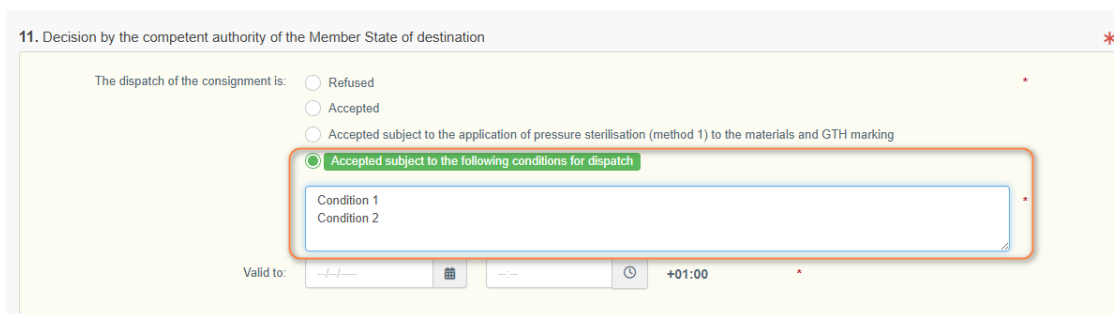
The status of the AOD will appear “**VALIDATED**”.



The screen shows the AOD number "AOD.BE.2025.0000009" and a "VALIDATED" status in a green box. Below the tabs, the decision is "11. Decision by the competent authority of the Member State of destination". The dispatch of the consignment is "Accepted". The valid to date is "04/12/2026" at "16:59" with a time zone of "+01:00". A box below shows the date and time in the user's time zone: "Friday December 4, 2026 16:59:00 +01:00 in a year."

👉 **In case the AoD is accepted subject to specific conditions**

The Authority users must complete the "Decision" tab by selecting the option “Accepted subject to the following conditions for the dispatch” and are required to indicate the conditions for the dispatch in the free-text box below that option:



The form shows the decision "11. Decision by the competent authority of the Member State of destination". The dispatch of the consignment is "Accepted subject to the following conditions for dispatch". A text box below this option is highlighted with a red box, containing "Condition 1" and "Condition 2". The valid to date is "04/12/2026" at "16:59" with a time zone of "+01:00".

The end of the validity of the AoD must also be indicated:

11. Decision by the competent authority of the Member State of destination *

The dispatch of the consignment is:

- ☐ Refused
- ☐ Accepted
- ☐ Accepted subject to the application of pressure sterilisation (method 1) to the materials and GTH marking
- ☒ Accepted subject to the following conditions for dispatch

Condition 1
Condition 2

Valid to: 04/12/2026 15:59 +01:00
Friday December 4, 2026 15:59:00 +01:00

In your time zone: Friday December 4, 2026 15:59:00 +01:00
in a year.

Find the "Sign validation" buttons and click on it in order to save your decision.

Date: _____ Full name: _____ Signature: _____

Email: _____

Name: _____

Code: _____

Country: _____

Sign validation

Close Sign as in progress **Sign validation**

The status of the AOD will appear "**VALIDATED**".

AOD.FR.2026.0000005 **VALIDATED**

Details of dispatched consignment Decision Linked movements

👉 In case the AoD is refused:

The Authority users must complete the "Decision" tab by selecting "Refused" and are required to include the reasoning for the decision in the case of a refusal.

11. Decision by the competent authority of the Member State of destination

The dispatch of the consignment is: ☒ **Refused**

☐ Accepted

☐ Accepted subject to the application of pressure sterilisation (method 1) to the materials and GTH marking

☐ Accepted subject to the following conditions for dispatch

Reason for Refusal:

Valid to: +01:00

Find the "Sign rejection" buttons and click on it in order to save your decision.

Date: Full name: Signature:

Email:

Name:

Code:

Country:

Sign rejection

Close **Sign rejection**

The status of the AOD will appear "REJECTED".

AOD.FR.2026.0000006 **REJECTED**

Details of dispatched consignment | **Decision** | Linked movements |

11. Decision by the competent authority of the Member State of destination

The dispatch of the consignment is: ☒ **Refused**

☐ Accepted

☐ Accepted subject to the application of pressure sterilisation (method 1) to the materials and GTH marking

☐ Accepted subject to the following conditions for dispatch

Reason for Refusal:

Valid to: +01:00

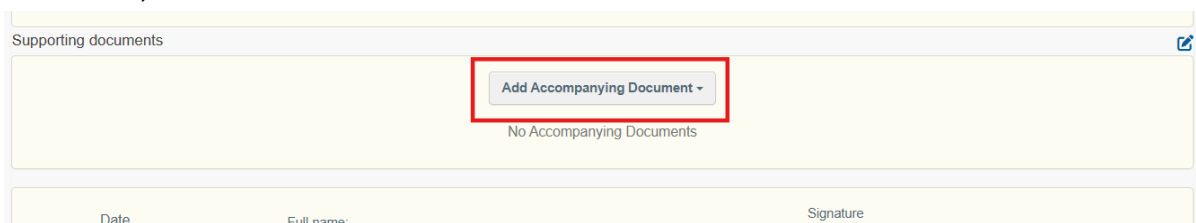
Supporting documents

No Accompanying Documents

Note: Once a final decision on the AoD is taken by the CA of destination (either “Valid” or “Refused”), the system will not allow its further editing. The AoD will appear grey and the boxes cannot be modified anymore;

Additional accompanying documents

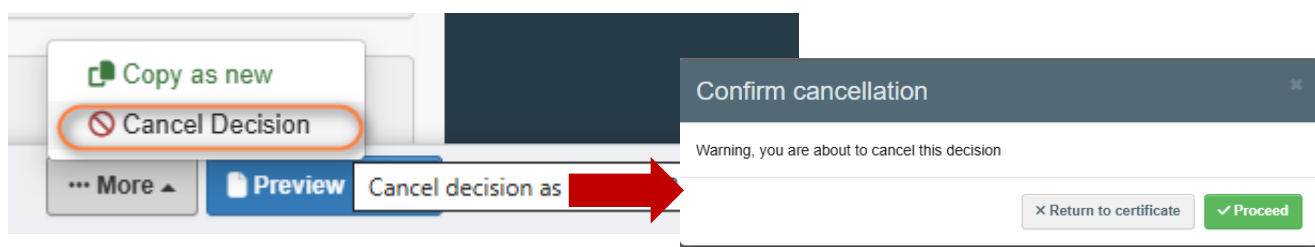
Authorities may upload any accompanying document(s) in the relevant box in the tab “Decision”, as illustrated below.



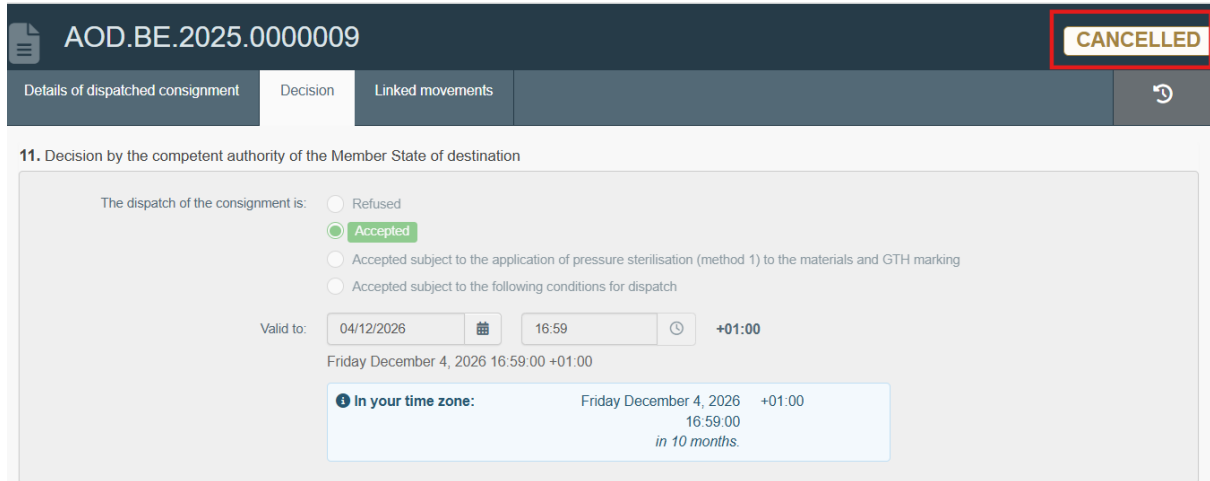
Cancel a valid AoD

If needed, the competent authority can cancel a valid AoD .

Click on "More," and then "Cancel Decision" will appear. A message will prompt you to confirm in order to proceed with the cancellation.



The status of the AoD will change to “**CANCELLED**”.



AOD.BE.2025.0000009 **CANCELLED**

Details of dispatched consignment | Decision | Linked movements

11. Decision by the competent authority of the Member State of destination

The dispatch of the consignment is:

- ☐ Refused
- ☒ Accepted
- ☐ Accepted subject to the application of pressure sterilisation (method 1) to the materials and GTH marking
- ☐ Accepted subject to the following conditions for dispatch

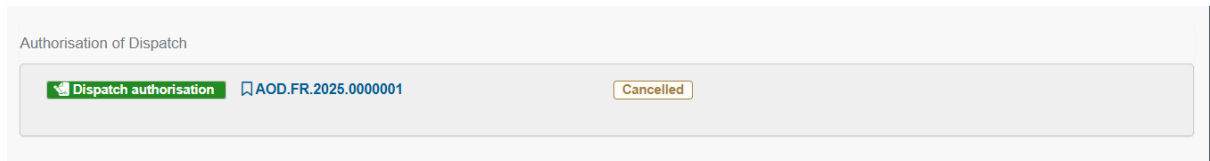
Valid to: 04/12/2026 16:59 +01:00

Friday December 4, 2026 16:59:00 +01:00

In your time zone: Friday December 4, 2026 16:59:00 +01:00
in 10 months.

Please be aware that **this cancellation is final and cannot be recalled**.

In case the CA of destination cancels a valid authorisation, a warning will be displayed in the system in any DOCOM linked to that authorisation and for which the movement is ongoing:



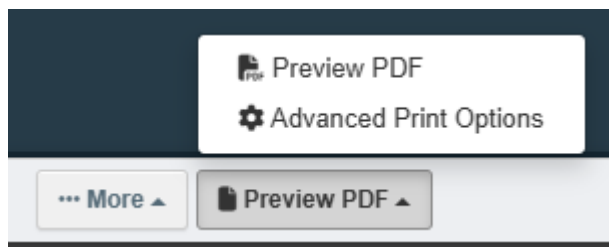
Authorisation of Dispatch

Dispatch authorisation AOD.FR.2025.0000001 **Cancelled**

Note : If there is a need to amend the validity date of an AoD, it is recommended that you "cancel" the AoD and create a new one.

👉 Technical features

At each step, the PDF may be printed via the Preview PDF command:



The “advanced print options” allows to select multiple languages:

Advanced Print Options

☐ Albanian
☐ Chinese
☐ Danish
☐ Estonian
☐ Georgian
☐ Hungarian
☐ Italian
☐ Lithuanian
☐ Norwegian
☐ Romanian
☐ Slovak
☐ Swedish
☐ Vietnamese

☐ Bosnian
☐ Croatian
☐ Dutch
☐ Finnish
☐ German
☐ Icelandic
☐ Korean
☐ Macedonian
☐ Polish
☐ Russian
☐ Slovenian
☐ Turc

☐ Bulgarian
☐ Czech
☐ English
☒ French
☒ Greek
☐ Irish
☐ Latvian
☐ Maltese
☐ Portuguese
☐ Serbian
☐ Spanish
☐ Ukrainian

Print PDF

Close

The choices are reflected in the PDF:

Reference number: AOD.BE.2025.0000009

**APPLICATION FOR AUTHORISATION OF THE DISPATCH OF ANIMAL BY-PRODUCTS
AND DERIVED PRODUCTS TO ANOTHER MEMBER STATE
(ARTICLE 48 OF REGULATION (EC) No 1069/2009)**



Name and address of applicant Ονομα test ABP Διεύθυνση paris 75015 Παρίσι Χώρα Γαλλία Κωδικός ISO FR	Approval or registration number identifierABP
Name and address of place(s) of origin Ονομα test ABP Διεύθυνση paris 75015 Παρίσι Χώρα Γαλλία Κωδικός ISO FR	Approval or registration number(s) identifierABP

el / fr

<https://webgate.acceptance.ec.europa.eu/tracesnt/certificate/dispatch-authorisation/AOD.BE.2025.0000009>

1 / 2

4 How to link the AoD to the DOCOM

Once the AoD has been validated by the Authorities responsible for the operator at the place of destination, operators may issue the relevant DOCOM(s) for the movement of the animal by-products concerned.

The system will allow each DOCOM falling under Article 48 of Regulation (EC) No 1069/2009 to be linked with only one authorisation of dispatch.

Note: The current DOCOM workflow will remain as is.

How to link an AoD to DOCOM

Firstly, proceed to create a DOCOM, then use the box “Authorisation of Dispatch” at the bottom of the DOCOM to search and retrieve the corresponding AoD.

Authorisation of Dispatch *

The system permits linking only to a AoD in status “**VALIDATED**”. Linking a DOCOM to AoDs that are in status “**SUBMITTED**” or “**IN PROGRESS**”, will prevent you from signing your DOCOM.

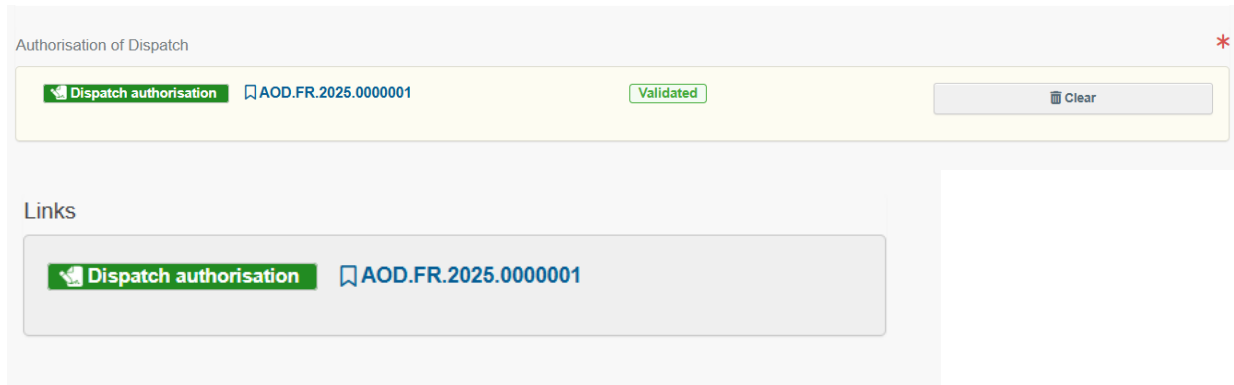
Search authorisation

Search : Q Search

Reference 	Status	Created on	Valid to	
 AOD.BE.2025.0000007	Submitted	02/12/2025 +01:00 CET		 Select
 AOD.BE.2025.0000011	In Progress	09/12/2025 +01:00 CET	01/06/2026 +02:00 CEST	 Select
 AOD.BE.2025.0000013	Validated	09/12/2025 +01:00 CET	01/07/2026 +02:00 CEST	 Select

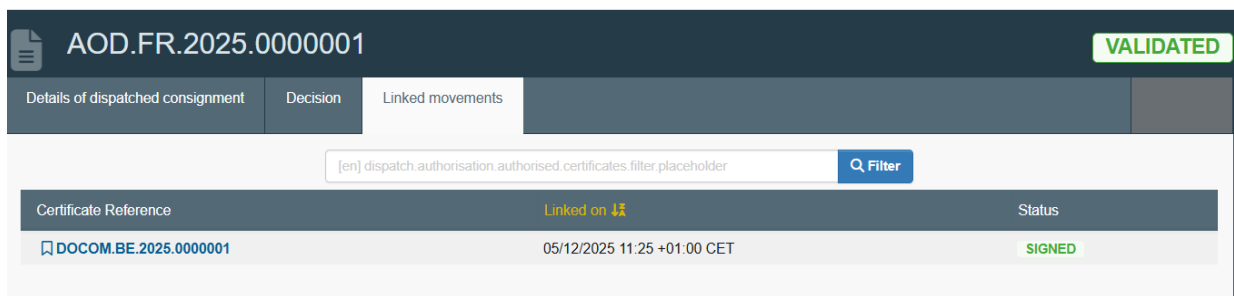
Close

Once the AoD is selected, it will be mentioned in the DOCOM both under the tabs “Authorisation of Dispatch” and “Links”:



The screenshot shows two sections. The top section, titled 'Authorisation of Dispatch', contains a green button labeled 'Dispatch authorisation', a text field with 'AOD.FR.2025.0000001', a green 'Validated' status, and a 'Clear' button. The bottom section, titled 'Links', contains a similar green button labeled 'Dispatch authorisation' and a text field with 'AOD.FR.2025.0000001'.

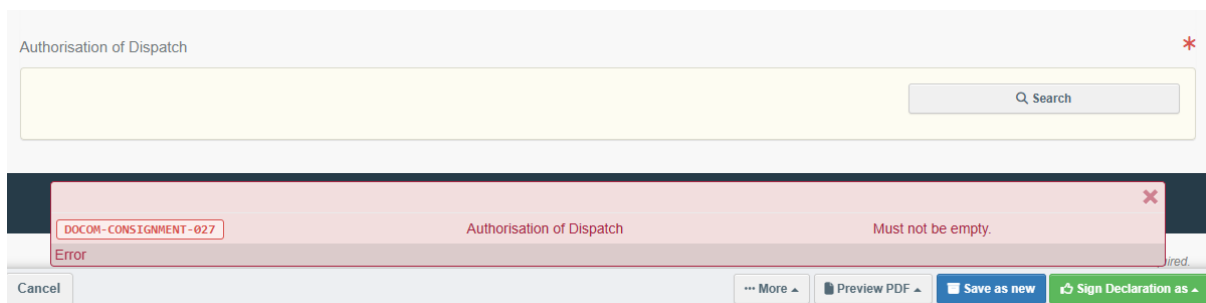
Each DOCOM linked to an AoD is indicated in the section “Linked movements” of the AoD.



AOD.FR.2025.0000001 VALIDATED		
Details of dispatched consignment	Decision	Linked movements
[en] dispatch.authorisation.authorised.certificates.filter.placeholder Filter		
Certificate Reference	Linked on	Status
DOCOM.BE.2025.0000001	05/12/2025 11:25 +01:00 CET	SIGNED

If an AoD is not linked to DOCOM

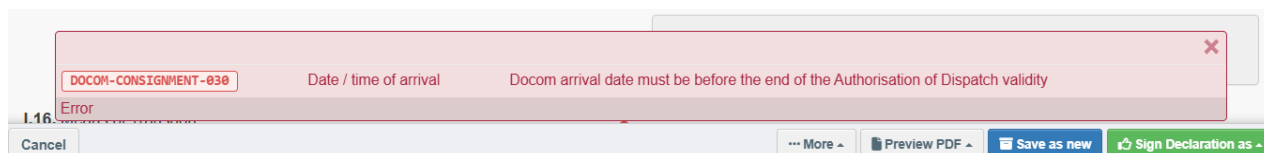
In case the system has identified that a DOCOM falls under Article 48 of Regulation (EC) No 1069/2009, but the operator/user did not link it to a valid AoD, the system will not allow the finalisation of the DOCOM and will display a relevant warning message.



The screenshot shows the 'Authorisation of Dispatch' section with a search bar. Below it, a red error message box is displayed with the text: 'DOCOM-CONSIGNMENT-027 Authorisation of Dispatch Must not be empty.' The error box has a close button (X) and a 'red.' label. At the bottom, there are buttons for 'Cancel', 'More', 'Preview PDF', 'Save as new', and 'Sign Declaration as'.

👉 Timeframe management and error message

Trying to issue a DOCOM past the validity date of the AoD generates an error message.



👉 Replacement of DOCOM

In case a DOCOM linked to an AoD is replaced, the link to the AoD is preserved and transposed to the replacing DOCOM.

