ZHSOP25 TC 申請及簽發流程



一、目的

訂定簽發有機驗證證明文件(Transaction Certificate · 簡稱 TC)之作業流程與管理機制,包含但不限於申請、審核、勘誤、異動申請及用印文件上傳等。

二、範圍

與我國簽署雙邊有機同等性協議的國家。

三、職責

- 1. 驗證組負責確認產品符合協議內容。
- 2. 驗證組負責有機驗證證明文件(TC)應附文件審查。
- 管理組負責臺灣有機農業資訊網(簡稱 EPV)與 USDA Organic Integrity Database(簡 稱 OID)之帳號管理及系統維護。
- 4. 管理組負責系統文件匯出給驗證組及經營者。
- 5. 總經理負責有機驗證證明文件(TC)之簽發批准。

四、申請須知

- 已了解並同意有機同等性國家與臺灣簽屬之雙邊協議之要求及規定,請參照台灣有機 農業資訊網有機驗證(進出口有機農產品資訊查詢)。
- 2. EPV 系統操作請參照台灣有機農業資訊網常見問題(交易證明文件申請)。
- 經營者應提供生產相關紀錄及出口資訊,經審查批准後使得申請有機驗證證明文件 (TC),若審查不通過,應依本公司要求補充資料或重新申請。

五、TC 申請應附文件

- 1. 申請相關資料填寫《ZHSR25-2 TC 申請表》。
- 3. 銷售相關資料:商業發票或銷貨單據、運輸與物流單據、出貨紀錄與證明、出貨照片等。
- 3. 標章與包裝相關資料:包裝標示與規格、包裝標示照片等。
- 4. 有機同等國家相關要求資料。

六、有機驗證證明文件(TC)勘誤或異動申請流程

- 經營者在收到有機驗證證明文件(TC)正本後,若發現內容有誤或有變更需求,請立 即向本公司提出修正或變更,於產品出口前將文件正本寄回本公司,並來電告知修正 或變更內容。若因未及時提出修正或變更,導致相關作業延誤或影響,本公司概不負 責。
- 2. 經營者須登入 EPV 進行該份文件字號內容的異動申請。
- 3. 本公司審核異動申請後,會重新寄發更新後的有機驗證證明文件(TC)正本。
- 請注意同一份文件不可同時進行 2 次以上的異動申請,如送出異動申請後,發現資料 有登錄錯誤想再修改,請致電本公司退回異動申請單。

ZHSOP 25 Rev3 2025/03/07

第1頁·共5頁



七、有機驗證證明文件(TC)申請及簽發流程

《適用國家:澳大利亞、加拿大、日本、紐西蘭、巴拉圭、印度...等》

- 1. 經營者填寫《ZHSR25-2 TC 申請表》進行申請。
- 經營者申請之 EPV 帳號、登錄經營者英文名稱及地址、確認驗證合格英文產品名稱須 通過本公司審核核准。
- 3. 經營者登入 EPV 至「經營者專區」申請「交易證明文件申請」。
- 4. 本公司審查相關文件紀錄,確認產品符合協議內容。
- 5. 本公司登入 EPV 至「交易證明文件管理」登錄審核結果。
- 6. 審核完成後,本公司列印 TC、用印後上傳 EPV,並將 TC 正本寄給經營者。



圖一、有機驗證證明文件(TC)申請及簽發流程圖:

ZHSOP 25 Rev3 2025/03/07

- 八、有機驗證證明文件(TC)申請及簽發流程《適用國家:美國》
 - 1. 經營者填寫《ZHSR25-2 TC 申請表》進行申請。
 - 經營者申請之 EPV 帳號、登錄經營者英文名稱及地址、確認驗證合格英文產品名稱須 通過本公司審核核准。
 - 3. 經營者登入 EPV 至「經營者專區」申請「交易證明文件申請」。
 - 本公司審查相關文件紀錄,確認產品符合協議內容。
 - 本公司從 EPV 匯出申請 TC 之驗證戶驗證資訊 EXCEL 表。必須先登錄 OID 所要求驗 證戶 ID,驗證戶 ID:10 個號碼(NOP 指定碼 251+數字 0+臺灣驗證證書字號後 6 碼)。
 - 6. 本公司登入 OID, 並將 EXCEL 表匯入 OID。
 - 7. 本公司於 OID 登錄 TC 申請資訊。
 - 8. 本公司於 OID 開立 TC 後,將 TC 提供給經營者,並將 TC 上傳至 EPV。



圖二、有機驗證證明文件(TC)申請及簽發流程圖:

第 3 頁·共 5 頁

Rev3 2025/03/07

ZHSOP 25

ZHSOP25 TC 申請及簽發流程

九、管理組 OID 相關文件作業操作流程:

- 1.《匯入驗證戶驗證資訊 EXCEL 表》
 - (1).登入 OID · log In · (<u>https://organic.ams.usda.gov/Integrity/</u>)
 - (2).「Operations」功能點「View my Operations」。
 - (3).「Staging Area」列點選「Upload a File」。
 - (4).「Select a File to Upload 」點「選擇檔案」後, 選擇從 EPV 下載之 EXCEL 表匯入檔案。
 - (5).於「Upload File and Process Operations」點 「Upload File」。
 - (6).選擇上傳的檔案會先存放在暫存區(Staging Area)。
 - (7).如果系統檢視內容有問題會顯示 Error 及說明, 請截圖畫面及下載「Error 說明 EXCEL 表」,並提 供給農糧署及 EPV 維護廠商進行 EPV 下載 EXCEL 表資訊調整。
 - (8).如果無顯示 Error · 點「Publish Operations」上 傳文件。



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(9).再次點「Publish Operations」確認公開驗證資訊(前台也有揭露)。

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第 4 頁·共 5 頁

ZHSOP25 TC 申請及簽發流程

2.《簽發 TC(開立進口電子證書)》

- (1).「Import Certificate」功能選「Select a Certifier」,於所屬驗證機構列點「Open」。
- (2).「Import Certificate」功能選「Open Staging Area」· 點選「Created Import Certificate」。

(3).完成表單的實體資訊填寫。

(4).「 Import Certificate 」 點 選 「 Publish Certificates」。

3.《查詢已公開 TC》

(1).「Import Certificate」點選「Search Import Certificates」

(2).下方列表右側點選下載 PDF 檔

十、外來文件參考

- 1. INTEGRITY Certifier User Guide
- 2. 簽發出口美國 TC 程序 (112 年研習會)

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ZHSOP 25 Rev3 2025/03/07

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