

# Sales person or authorised person registration manual

## HOW TO REGISTER ONLINE AS A SALES PERSON OR AUTHORISED PERSON FOR CLOSED-CIRCUIT BIOCIDES?

Do you want to sell closed-circuit biocides? Then you are required to register online **by 31 January every year** and indicate how many biocides you have sold in the past year. You can also choose to enter the sales data on a quarterly basis.

## Do you already have a personal account?

Go directly to step 3

**1**

### Create an account

**Please note:** If you already have a phyto licence, you must log in with your phyto licence account. Proceed directly to the next step.

- Click on the [registration screen](#)\* for the FPS Public Health
- Enter your **surname, forename and e-mail address** and choose your **language**
- Click on **'registration'**



\* The language of the registration tool is automatically aligned with your browser language. You can change the language using the settings in the top right.

## 2

### Register your company

- Open the [registration tool](#)\*
- Enter the **e-mail address and password** for your personal account (see previous step)

#### ACCESS REQUEST

- Click on **'Search'** to look up your company

#### SELECT COMPANY

##### BELGIAN COMPANY

- Enter your **CBE number** (= VAT number, only the last 9 digits) and click on **'Search'**

##### FOREIGN COMPANY

- Select the **'Foreign'** option
- Check whether your company is already known by entering at least the first three letters of the company name and clicking on **'Search'**

- 
- Click on the **name of your company** (your company details are displayed in yellow)
  - Click on **'OK'**
  - Your company name (and CBE number if you are a Belgian company) have now been completed automatically
  - Click on **'Request access'**

Your request will be forwarded to the FPS Public Health. Wait until you see the notice **'Pending'** appear in the column **'Access status'** before closing the registration tool.

Your registration request is now being processed by the FPS Public Health. This may take several weeks.

Once your registration is approved, you will receive a confirmation e-mail and you can continue with the next step.

IF YOU WOULD LIKE TO ADD ANY OTHER COMPANIES IN YOUR NAME, THEN REPEAT THE PREVIOUS STEPS AND **'SEARCH'** FOR THOSE COMPANIES.



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### 3

## Set your status as a sales person or authorised person

Is this the first time you have created an account and registered your company? Then you will have received a confirmation e-mail, after which you can set your status as a sales person or authorised person.

- Open the [registration tool](#)\*
- Enter the **e-mail address and password** for your personal account
- If the program asks you to choose an organisation, **tick your company** and click on **'Choose this organisation'**



Click on **'Account'** in the left-hand menu and then on **'Account management'**

- Enter the e-mail address of a contact in the **'contact e-mail'**\*\* field at the bottom right
- Click on **'Trader'** or **'Permit-holder'** in the Company Types field
- Save these details using the **'Save and close'** button at the top of the screen
- Leave the registration tool using the **'Log out'** button at the top of the screen

### OPTIONAL

You may also wish to add other users. See below.



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\*\*The contact e-mail can be a personal e-mail address for yourself or a colleague, or a general company e-mail address. You will receive general messages about the closed circuit, such as changes to legislation, reminders to confirm your status etc. at this address.

## OPTIONAL

### Add another user

You can give a colleague or a family member access to your company account. The new user must first create a personal account for this.



- Open the [registration tool](#)\*
- Click on **'Access request'** in the menu and then on **'Admin Org application'**
- Click on **'Add user'**
- Enter the **e-mail address** for the new user
- Click on **'Add user'**

## 4

### Add which closed-circuit biocides you are selling

You must use the registration tool to maintain a list of the closed-circuit biocides that your company sells.

- Open the [registration tool](#)\*
- Enter the **e-mail address and password** for your personal account
- If the program asks you to choose an organisation, **tick your company** and click on **'Choose this organisation'**



\* The language of the registration tool is automatically aligned with your browser language. You can change the language using the settings in the top right.

Menu

▶ Product info

▶ Transactions

▶ Account

▶ Access request

- Click on **'Product info'** in the left-hand menu and then on **'Biocides'**

- Click on the arrow next to the **'Filter by: My favourites'** button and choose **'Filter by: All products'**
- The list of all the permitted closed-circuit biocides will appear. **Search** in this list for **the products you are selling**. You can search by product name or permit or registration number by entering this in the column at the top. The permit or registration number (in the format BE-REG-XXXXX or XXXXB) can be found on the label. To **add a biocide** to the list of products you are selling, click on the **plus sign** at the right end of the product row. The product is now included in your list of favourites.
- Repeat this search until all the products you are selling have been added to your list of favourites
- Click on **'Cancel'** in the top left to return to the **'Access screen'**

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## Annual registration of quantities sold

- Open the
- Enter the **e-mail address and password** for your personal account
- If the program asks you to choose an organisation, **tick your company** and click on **'Choose this organisation'**
- Click on **'Transactions'** in the left-hand menu and then on **'Quantities sold'**
- Click on the arrow next to the **'Quarter: Select Quarter'** button and choose the quarter for which you would like to enter the sales data. Please note, quarters that are already over/finished can no longer be selected
- There are two ways to enter your transactions: per product or in bulk (by uploading an Excel file)



## Uploading transactions per product

- Click on the **'Add'** button in the bottom left
- Select the product and the transaction type in the next screen
- Search for the company to which the product was sold using the search button next to the **'Sold to'** field
- Click on **'Search'** in the next screen to look up your company

### BELGIAN COMPANY

- Enter your CBE number (= VAT number, only the last 9 digits) and click on **'Search'**

### FOREIGN COMPANY

- Select the **'Foreign'** option
- Check whether your company is already known by entering at least the first three letters of the company name and clicking on **'Search'**

- Click on the **name of your company** (your company details are displayed in yellow)
- Click on **'OK'**
- Click on **'Save and add'** at the top of the screen to save the data and enter the next product or transaction
- Click on **'Save and close'** at the top of the screen to save the data and return to the 'Quantities sold' screen
- The transactions added will appear in the **'Quantities sold'** screen
- Click on **'Finish quarter'** to store the final transactions

## Uploading transactions in bulk (by uploading an Excel file)

- Using the **'Download an example of an Excel file'** button, you can download an example file. Save this file on your computer (give it a different name) and use this file to enter your transactions. By maintaining your transactions in this manner, they can be uploaded in bulk
- The Excel file has three tabs: SAL (domestic sales), EXP (export) and PS (sales to private individuals without a CBE number). Use the right tab for each type of transaction
- The 'codes' tab must not be altered or deleted, because it contains a number of references that are necessary during the upload
- Please note: you add products to the Excel file using their permit or registration number (in the format BE-REG-XXXXX or XXXXB); the CBE number contains only the last 9 digits and no dots
- Using the **'Select file with transactions'** button, you can search for the Excel file with transactions on your computer and upload it using the **'Upload'** button. The file may not be larger than 50kB
- Click on **'Finish quarter'** to store the final transactions
- Please note, if the Excel file contains incorrect data, you will receive an error message containing the errors identified. Make the necessary corrections and re-upload the file

**You have finished and can log out!**

**Are you having trouble registering?**

**Please contact the helpdesk at [www.helpdeskbiocides.be](http://www.helpdeskbiocides.be).**