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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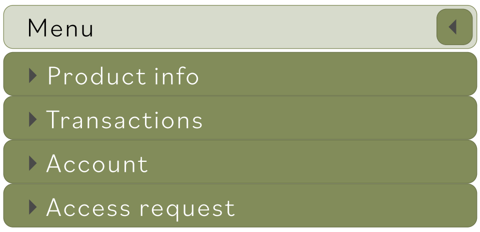
3 Set your status as a sales person or authorised person

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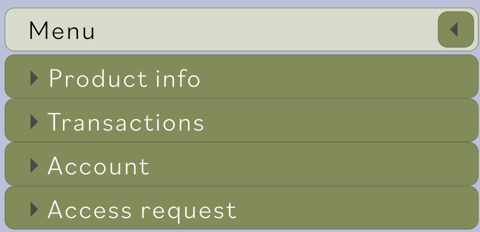
**The contact e-mail can be a personal e-mail address for yourself or a colleague, or a general company e-mail address. You will receive general messages about the closed circuit, such as changes to legislation, reminders to confirm your status etc. at this address.

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.



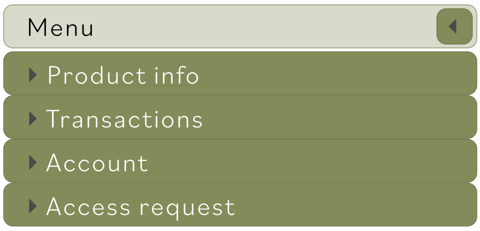
- Open the [registration tool]*
- Click on **'Access request'** in the menu and then on **'Admin Org application'**
- Click on **'Add user'**
- Enter the **e-mail address** for the new user
- Click on **'Add user'**

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.



- 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'**

5 Annual registration of quantities sold

- Open thev
- 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)

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