

How do I register as a sales person and/or authorised person in the closed circuit?

1. I create a personal account



Click on the above icon.

In the next window, choose your language and fill in your surname, first name and e-mail address.

Click on **Registratie**.

Do you already have a phyto licence? Then you will receive a message that your e-mail address is already in use. If so, proceed to step 2.

2. I register my company in the closed circuit via my company registration number (= VAT number)

The language of the web application is automatically aligned with your browser language. In order to gain access to the required language version you must make certain that the language settings of your browser are adapted.



Click on the above icon.

Enter both your e-mail address from step 1 and your password. Forgotten your password? Then click on **Uw wachtwoord vergeten?**.

In the following screen click on **Zoek**.

Toegang aanvraag

Naam: test2 test1
 email: krclaes@hotmail.com
 Taal: nl
 Bedrijf: * **Zoek**

Toegang vragen

The following window will appear:

Selecteer bedrijf

☒ Belgisch ☐ Buitenlands

KBOnummer *

Zoek **Maak leeg**

Bedrijven			
Naam	KBOnummer	Adres	Land
No records found.			

Ok **Annuleren**

In this window enter your company registration number in (only the last 9 digits!) and click on **Zoek**.

Your company will then appear in the table below:

Selecteer bedrijf

☒ Belgisch ☐ Buitenlands

KBOnummer * **Zoek** **Maak leeg**

Bedrijven			
Naam	KBOnummer	Adres	Land
Service public fédéral Santé publique, Sécurité de la Chaîne alimentaire et Environnement	367303762	Victor Hortaplein 40 1060 Sint-Gillis (bij-Brussel)	BE

Ok **Annuleren**

Use the left mouse button to click on the name of your company. The whole line will turn yellow and the button **Ok** at the left on the bottom will turn green (active):


Selecteer bedrijf

☒ Belgisch
 ☐ Buitenlands

KBOnummer * 367.303.762

Bedrijven			
Naam	KBOnummer	Adres	Land
Service public fédéral Santé publique, Sécurité de la Chaîne alimentaire et Environnement	367303762	Victor Hortaplein 40 1060 Sint-Gillis (bij-Brussel)	BE

Click on  . Your company has now been added.

Then click on  to send us your request for approval:

Toegang aanvraag

Naam: test2 test1
 email: krclaes@hotmail.com
 Taal: nl

Bedrijf: * Service public fédéral Santé publique, Sécurité de la
 BE0367.303.762

Wait patiently until your request has been sent! If you can see the wheel with the message "Loading", your request is still in progress and you must NOT close your web browser!

Once we have received your request you will see the  message:

Reeds aangevraagde toegang

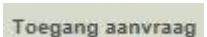
Toegang status	Bedrijf
PENDING	Service public fédéral Santé publique, Sécurité de la Chaîne alimentaire et Environnement

This means that your registration has been successful.

You still need to be patient. A member of the Biocides department first needs to approve your request before you can continue. This can take several weeks; in the meantime you don't need to not worry, EVERYONE receives a confirmation of registration by e-mail.

Do you wish to add a second company to your name? Then repeat the registration

steps as described above. Begin by clicking once again on  in the screen

.

3. I select my role as trader, licence holder and/or professional user of biocides

Have you received a confirmation mail? Then you can follow the procedure.



Click on the above icon.

Enter your e-mail address and password.

[If the programme in a following screen asks you to select an organisation, select the circle in front of the company name and click on **Kies deze organisatie** .]

Select Organization V 2.0 : 20150904 1346

Welkom wilfried van halewyck (241048vanhalewyckwilfried)

Gelieve de organisatie te kiezen voor dewelke u de applicatie(s) wilt gebruiken.

	Id	Naam
<input type="radio"/>	3262	AVEVE HOESELT
<input type="radio"/>	973	BIOCIDE222

Kies deze organisatie

You normally end up in the opening screen displaying the quarters:

prod - 1.1.2.2 (28-10-2016 16:17)
Cadeni
all opstart Logout

Menu	Registration periods
Product info	
Transactions	
Account	
Account management	
Access request	

	Start date	End date	Complete until	Validate until
Quarter 1 : You still have 0 day(s) to complete the volumes for this quarter	01/01/2016	31/03/2016	20/04/2016	15/05/2016
Quarter 2 : You still have 0 day(s) to complete the volumes for this quarter	01/04/2016	30/06/2016	13/08/2016	15/09/2016
Quarter 3 : You still have 0 day(s) to complete the volumes for this quarter	01/07/2016	30/09/2016	20/10/2016	15/11/2016
Quarter 4 : You still have 60 day(s) to complete the volumes for this quarter	01/10/2016	31/12/2016	20/01/2017	15/02/2017

Click left in the menu on **Account** and then on **Account management** .


The following window will appear:

Opslaan Opslaan & Sluiten Annuleren

Bedrijf

Applicatie-eigenaar	BIOCIDE	E-mail	
Bedrijfsnaam *	BIOCIDE 1	Website	
KBOnummer (voor Belgische bedrijven)		Telefoon	
Taal *	Frans	GSM	
Straat *	street	Fax	
Huisnr.	1	Contact e-mail	
Bus	1	Bedrijfstypes	<input type="checkbox"/> Civilian1 <input type="checkbox"/> Handelaar <input type="checkbox"/> Professionele gebruiker
Stad *	1000	<input type="checkbox"/> Vergunninghouder	
Postcode *	New-York		
Land *	VERENIGDE STATEN VAN AMERIKA		

In the field to the right below **Contact e-mail** enter the e-mail address of a contact person (which may be yourself, your colleague, a family member or general company address). We will only use this address to send any messages connected with the closed circuit (amendments to legislation, etc.). **You must fill in an address here.**

Underneath there are 4 green boxes. Use the left mouse button to tick the box for ☒ Handelaar, ☒ Vergunninghouder and/or ☒ Professionele gebruiker and then click on **Opslaan & Sluiten** at the top. **Your profile is now complete. Now click top right in the screen on  [Uitloggen](#) and close your web browser.**

4. I make a selection from the list of biocides used in my company



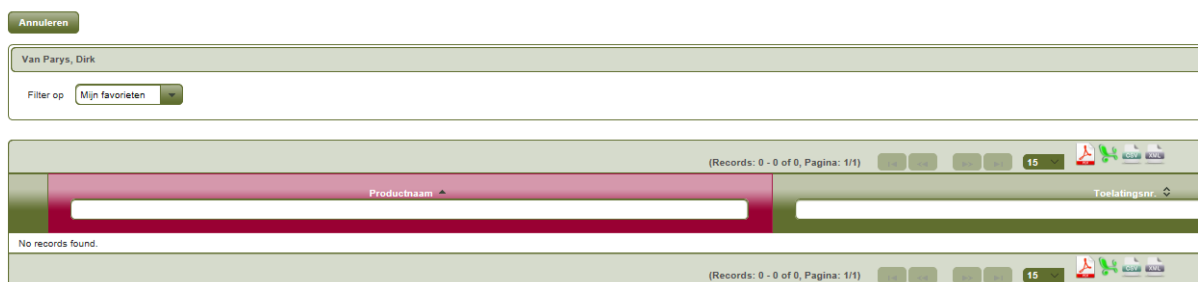
Click on the above icon.

Enter your e-mail address and password. Select your organisation again if necessary.

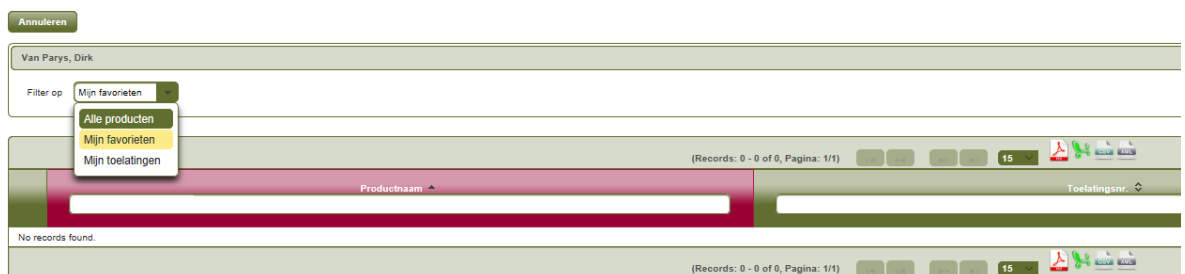
Now click in the opening screen with the quarters in the menu on the left on **Product info** and then on **Biociden** :



The following window will appear:



Click on the green downward-facing arrow next to the field **Filter op** and choose in the subsequent menu **Alle producten** :



Wait a moment until the list appears with all biocides in the closed circuit.





Then look up your product(s) one by one in this list. You can search according to “Product name” or “Authorised number”. The authorised number can be found on the packaging of your product(s) and resembles “1234B” (4 digits followed by the letter B).

If you are searching by name, in the field **Productnaam** enter some letters from the name of your biocide. The programme will continue automatically and give you a short list of products containing these letters, as in this example:


Van Parys, Dirk









Filter op Alle producten

(Records: 1 - 4 of 4, Pagina: 1/1)

	Productnaam ▲	
	Ultra	
	Antifouling SeaQuantum Ultra Antifouling SeaQuantum Ultra	13906B
	SeaQuantum Ultra S SeaQuantum Ultra S	1916B
	ULTRA-FRESH BC100 ULTRA-FRESH BC100	NOTIF1000
	Ultra Ultra	1316B

(Records: 1 - 4 of 4, Pagina: 1/1)

Now, to add a biocide to the list of products that you use, click on the line of the relevant product  :

	Einddatum ▼	Toelatingshouc	Favoriet	Voeg + selectie toe
	14/12/2016	<input type="checkbox"/>	<input type="checkbox"/>	 
	31/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	 
	31/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	 
	31/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	 

Your product is now included in your list of personal favourites. Repeat this until you have added all the products that you use.

Finally, click top left in the screen on  to return to the opening screen.

5. I enter my sales and export transactions



Click on the above icon.

Enter your e-mail address and password. Select your organisation again if necessary.

Now click in the opening screen with the quarters in the menu on the left on

Transacties and then on **Verkochte hoeveelheden** :



The following window will appear:

Click on the green downward-facing arrow next to the field **Selecteer kwartaal** and in the following menu select the quarter for which you wish to enter transactions. Note: past quarters can no longer be selected.

The following window will appear:

Annuleren

Verkochte hoeveelheden - BIOCIDEN 1

(Vergunninghouder, Handelaar)

Kwartaal: **2018 - Kwartaal 3** U hebt nog **158 dag(en)** om de volumes voor dit kwartaal te vervullen
 Vervuld tot: 20/10/2018

Download een voorbeeld van Excel file

Selecteer bestand met transacties **Upload** **Cancel**

(Records: 0 - 0 of 0, Pagina: 1/1)

Product	Toelatingsnr.	Transactie	KBO nr.	Verkocht aan	Hoeveelhe	Eenheid	Factuur nr.	Factuurdata	Commentaar	Status

No records found.

(Records: 0 - 0 of 0, Pagina: 1/1)

Voeg toe **Vervolledig kwartaal**

There are two ways to enter sales details

- Line by line
- In bulk by loading data saved in an excel file

a) Line by line

To do this click on **Voeg toe** bottom left.

Annuleren

Verkochte hoeveelheden - BIOCIDEN 1

(Vergunninghouder, Handelaar)

Kwartaal: **2018 - Kwartaal 2** U hebt nog **76 dag(en)** om de volumes voor dit kwartaal te vervullen
 Vervuld tot: 20/07/2018

Download een voorbeeld van Excel file

Selecteer bestand met transacties **Upload** **Cancel**

(Records: 0 - 0 of 0, Pagina: 1/1)

Product	Toelatingsnr.	Transactie	KBO nr.	Verkocht aan	Hoeveelhe	Eenheid	Factuur nr.	Factuurdata	Commentaar	Status

No records found.

(Records: 0 - 0 of 0, Pagina: 1/1)

Voeg toe **Vervolledig kwartaal**

This opens a new screen, in which the following fields must be completed:



Opslaan
Opslaan & Sluiten
Opslaan & Voeg toe
Annuleren

Verkochte hoeveelheden

Product *
Selecteer een product

Transactietype *
Sales

Verkocht aan *
Zoek

Factuurdatum

Factuurnr.

Hoeveelheid *

Eenheid *
Kilogram

Commentaar

400 characters remaining...

Select a product. Do this by clicking on the downward-facing arrow next to the field

Select a transaction type. Do this by clicking on the downward-facing arrow next to the field

You can look up the company with whom the sales/export transaction was carried out. To do this click on .

Opslaan Opslaan & Sluiten Opslaan & Voeg toe Annuleren

Verkochte hoeveelheden

Product *

Transactietype *

Verkocht aan * **Zoek**

Factuurdatum

Factuurnr.

Hoeveelheid *

Eenheid *

Commentaar

400 characters remaining.

Select the company and then enter the remaining details:

Selecteer bedrijf

☒ Belgisch ☐ Buitenlands

KBOnummer *

Zoek Maak leeg

Naam	KBOnummer	Adres	Land
VZW WOONZORGCENTRUM CHRISTINE	421903676	Gerardus Stijnenlaan 76 2180 Antwerpen	BE

1

2

Ok Annuleren

Then click left on

Opslaan Opslaan & Sluiten Opslaan & Voeg toe Annuleren

Save the details using **Opslaan**.

Save the details and return to the summary screen using

Opslaan & Sluiten

Save the details and enter a new transaction using

Opslaan & Voeg toe

By clicking on **Annuleren** the details will not be saved and you will return to the summary screen.

The entered transaction will appear in the summary screen:

Annuleren

Verkochte hoeveelheden - BIOCID 1

(Vergunninghouder, Handelaar)

Kwartaal: 2018 - Kwartaal 2

U hebt nog 72 dag(en) om de volumes voor dit kwartaal te vervullen

Vervuld tot: 20/07/2018


Download een voorbeeld van Excel file


Selecteer bestand met transacties **Upload** **Cancel**


Product	Toelatingsnr.	Transactie	KBO nr.	Verkocht aan	Hoeveelhe	Eenheid	Factuur nr.	Factuurdatum	Commentaar	Status
A1 Super Selco	AUTHNBR200	Sales	421903676	VZW WOONZORGCENTR CHRISTINE	2,0000	KG				Ontwer

(Records: 1 - 1 of 1, Pagina: 1/1)

Voeg toe **Vervolledig kwartaal**

By clicking on  you will visualise the detail of the transaction without being able to change it.

By clicking on  you will visualise the detail of the transaction and can still change it.

By clicking on  you can remove the transaction. This must first be confirmed.

b) In bulk by loading data saved in an excel file

Annuleren

Verkochte hoeveelheden - BIOCIDEN 1

(Vergunninghouder, Handelaar)

Kwartaal: **2018 - Kwartaal 2** U hebt nog **62 dag(en)** om de volumes voor dit kwartaal te vervullen
 Vervuld tot: 20/07/2018

Download een voorbeeld van Excel file

+ Selecteer bestand met transacties **Upload** **Cancel**

(Records: 0 - 0 of 0, Pagina: 1/1)

Product	Toelatingsnr.	Transactie	KBO nr.	Verkocht aan	Hoeveelth	Eenheid	Factuur nr.	Factuurdatum	Commentaar	Status

No records found.

(Records: 0 - 0 of 0, Pagina: 1/1)

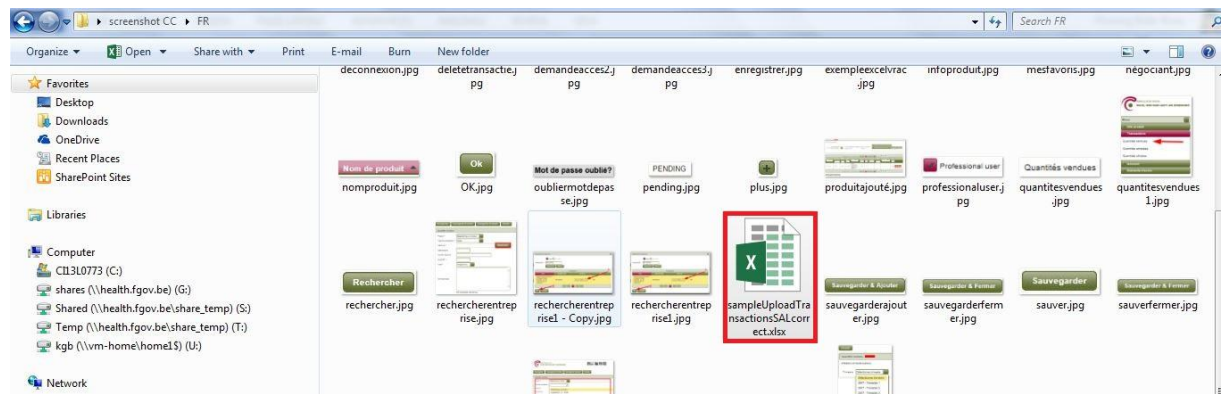
Voeg toe **Vervolledig kwartaal**

By clicking on **Download een voorbeeld van Excel file** you can download an excel template in which you can enter your details.

A1									Authorization number
	A	B	C	D	E	F	G	H	
1	Authorization number	Transaction type	CBE number	Invoice date	Invoice reference	Product quantity	Product unit	Comments	
2	AUTHNBR2001	SAL	123456789	27/06/2015	6161651	444,12	KG	comments 1	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									

SAL EXP PS codes

By clicking on **+ Selecteer bestand met transacties** you open Windows explorer and can choose the excel file that you wish to load.



If the file volume exceeds **50Kb** you will get an error message.

By clicking on  you load your transactions.

The content of the excel file should look like this:

	Authorization number	Transaction type	CBE number	Invoice date	Invoice reference	Product quantity	Product unit	Comments
1								
2	12815B	SAL	457629469	27/06/2018		0,15	KG	
3	12815B	SAL	457629469	27/06/2018		0,15	KG	
4	6184B	SAL	458780306	04/05/2018		0,2	KG	
5	12815B	SAL	842475088	27/06/2018		0,3	KG	
6	12815B	SAL	700008517	27/06/2018		0,75	KG	
7	1002B	SAL	435474471	11/12/2018		1	L	
8	1002B	SAL	546745448	23/04/2015		1	L	
9	1002B	SAL	880256588	27/06/2018		1	L	
10	1002B	SAL	898775571	14/04/2018		1	L	
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

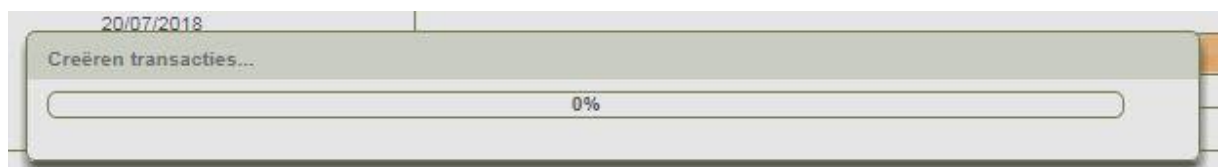
Navigation: SAL | EXP | PS | codes | (+)

READY



- The sheet **SAL** : the biocides are identified in the excel file according to their authorised number.
The company registration number contains neither full stops nor the *leading zero*!
- The sheet **codes** must be included as it contains a number of references required for loading. The units used must be written in CAPITAL LETTERS.

At the beginning, it can take a while to load data in large volumes. A bar displays your progress.



If incorrect details are entered in the excel file an error message will appear.



The logging displays all errors per cell:

Cell "Sale!C2": "CBE_number" contains a value that is too long (Company registration number with full stops is incorrect).

Cell "Sale!B6": "Transaction_Type" contains an incorrect value (an empty cell is incorrect).

Cell "Sale!D8": "Invoice_Date" contains an incorrect date (month 14 does not exist).

	A	B	C	D	E	F	G	H
1	Authorization number	Transaction type	CBE number	Invoice date	Invoice reference	Product quantity	Product unit	Comments
2	12815B	SAL	123.456.789	27/06/2018		0,15	KG	
3	12815B	SAL	457629469	27/06/2018		0,15	KG	
4	6184B	SAL	458780306	04/05/2018		0,2	KG	
5	12815B	SAL	842475088	27/06/2018		0,3	KG	
6	12815B		700008517	27/06/2018		0,75	KG	
7	1002B	SAL	435474471	11/12/2018		1	L	
8	1002B	SAL	546745448	21/14/2018		1	L	
9	1002B	SAL	880256588	27/06/2018		1	L	
10	1002B	SAL	898775571	14/09/2018		1	L	
11								



No details will be loaded while errors remain. Please first correct the mistakes.

If no errors are found, a new screen will appear with the uploaded transactions:

Product	Toelatingnr.	Transact.	KBO nr.	Verkocht aan	Hoeveelth.	Eenheid	Factuur nr.	Factuurdatum	Commentaar	Status	
ACTICIDE MBR 1 ACTICIDE MBR 1	12815B	Sales	457629469	DESINFECTA CROES	0,1500	KG		27/06/2018		Ontwerp	
ACTICIDE MBR 1 ACTICIDE MBR 1	12815B	Sales	457629469	DESINFECTA CROES	0,1500	KG		27/06/2018		Ontwerp	
Solfac WP 10 Solfac WP 10	6184B	Sales	458780306	FEBELCO	0,2000	KG		04/05/2018		Ontwerp	
ACTICIDE MBR 1 ACTICIDE MBR 1	12815B	Sales	842475088	COJEM	0,3000	KG		27/06/2018		Ontwerp	
ACTICIDE MBR 1 ACTICIDE MBR 1	12815B	Sales	700008517	Bossuwi, Edward	0,7500	KG		27/06/2018		Ontwerp	
UMONIUM 38 MASTER UMONIUM 38 MASTER	1002B	Sales	435474471	CLEANING MASTERS	1,0000	L		11/12/2018		Ontwerp	
UMONIUM 38 MASTER UMONIUM 38 MASTER	1002B	Sales	546745448	SOS PARASITES	1,0000	L		23/04/2015		Ontwerp	
UMONIUM 38 MASTER UMONIUM 38 MASTER	1002B	Sales	880256588	KIEFFER SEBASTIEN	1,0000	L		27/06/2018		Ontwerp	

6. I want to add a user

Do you want to give a colleague or family member access to your application? Then they must start by creating a personal account in their own name. This is explained in point 1 (at the beginning of this manual).

You can then give this person access to the system. To do so, click in the opening screen on **Toegang aanvraag** and then on **Admin Org applicatie** to the left in the menu:



The following window will appear:

Admin Organization

	Naam	Voornaam
<input type="radio"/>	van parys	dirk

Click left on and add his/her e-mail address in the next screen:

Admin Organization

E-mail

Then click left on . **This person is then added as a user.**

If this person has not yet created a personal account the following error message will be displayed:

• Er is geen gebruiker gelinkt aan dit e-mailadres.

This means that this person first needs to run through point 1 (at the beginning of this manual).

7. I have an error message



Oooops an error occurred !

30/11/2016 21:02:47.880

java.lang.NullPointerException

null

[Go to home page.](#)

If this screen appears, close your browser and click on the icon below:

