

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 .

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 .

In the following screen click on .

Toegang aanvraag

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

Bedrijf: *

The following window will appear:

Selecteer bedrijf

Belgisch Buitenlands

KBOnummer *

Bedrijven			
Naam	KBOnummer	Adres	Land
No records found.			

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

Your company will then appear in the table below:

Selecteer bedrijf

Belgisch Buitenlands

KBOnummer *

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

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

Click on . Your company has now been added.

Then click on  to send us your request for approval:

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!

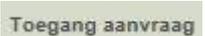
Once we have received your request you will see the **PENDING** message:

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:

Menu

- Product info
- Transactions
- Account**
- Account management
- Access request

Registration periods					
	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

Bedrijfsnaam * BIOCIDE 1

KBOnummer (voor Belgische bedrijven)

Taal * Frans

Straat * street

Huisnr. 1

Bus 1

Stad * 1000

Postcode * New-York

Land * VERENIGDE STATEN VAN AMERIKA

E-mail

Website

Telefoon

GSM

Fax

Contact e-mail

Bedrijfstypes Civilian 1 Handelaar Professionele gebruiker Vergunninghouder

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



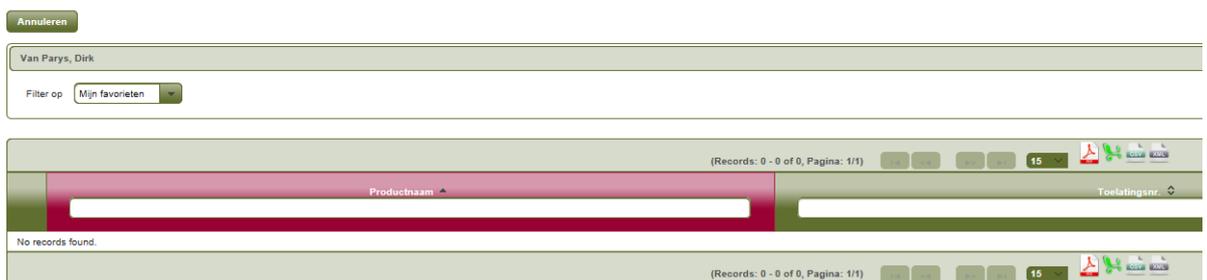
Click on the above icon.

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

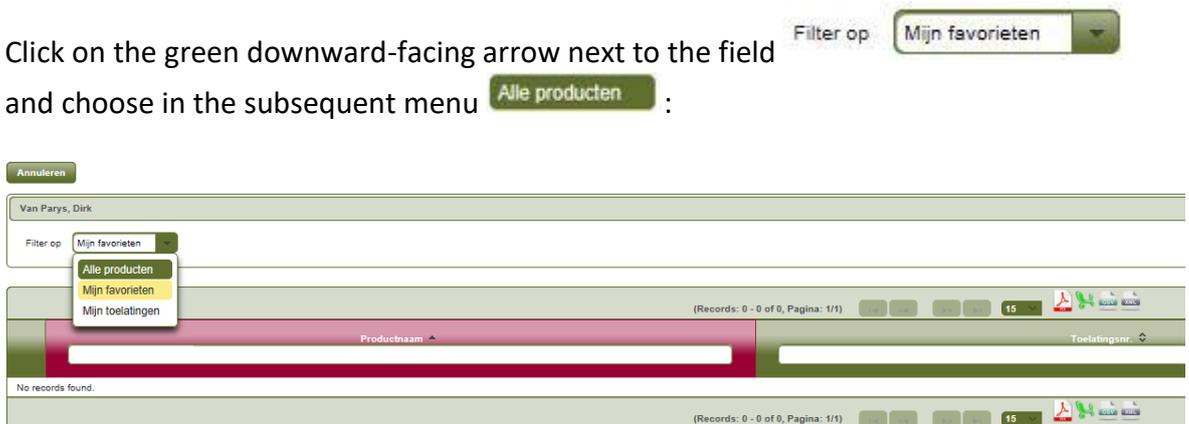
Now click in the opening screen with the quarters in the menu on the left on **Product info** and then on **Biociden** :



The following window will appear:



Click on the green downward-facing arrow next to the field 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 ▲		
	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 vervolledigen

Vervolledig 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.	Factuurdatu	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 vervolledigen

Vervolledig 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.	Factuurdatu	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 *

Transactietype *

Verkocht aan *

Factuurdatum

Factuurnr.

Hoeveelheid *

Eenheid *

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 *

Factuurdatum

Factuurnr.

Hoeveelheid *

Eenheid *

Commentaar

400 characters remaining.

Select the company and then enter the remaining details:

Selecteer bedrijf

Belgisch Buitenlands

KBOnummer *

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

Then click left on .

Opslaan Opslaan & Sluiten Opslaan & Voeg toe Annuleren

Save the details using .

Save the details and return to the summary screen using

Opslaan & Sluiten

Opslaan & Voeg toe

Save the details and enter a new transaction using

Annuleren

By clicking on 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 - BIOCIDEN 1
(Vergunninghouder, Handelaar)

Kwartaal: 2018 - Kwartaal 2 U hebt nog 72 dag(en) om de volumes voor dit kwartaal te vervolledigen
Vervolledig 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	421903876	VZW WOONZORGCENTR CHRISTINE	2,0000	KG				Ontwerp

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

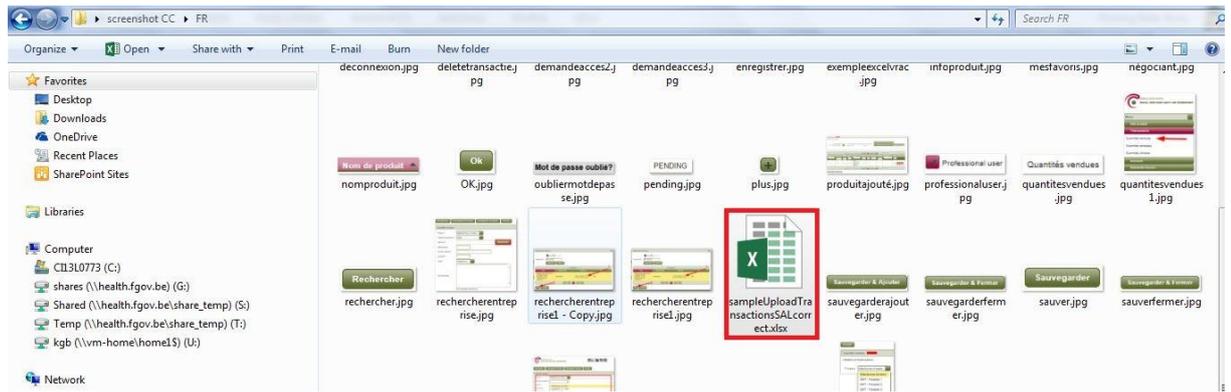
Voeg toe Vervolledig kwartaal

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.

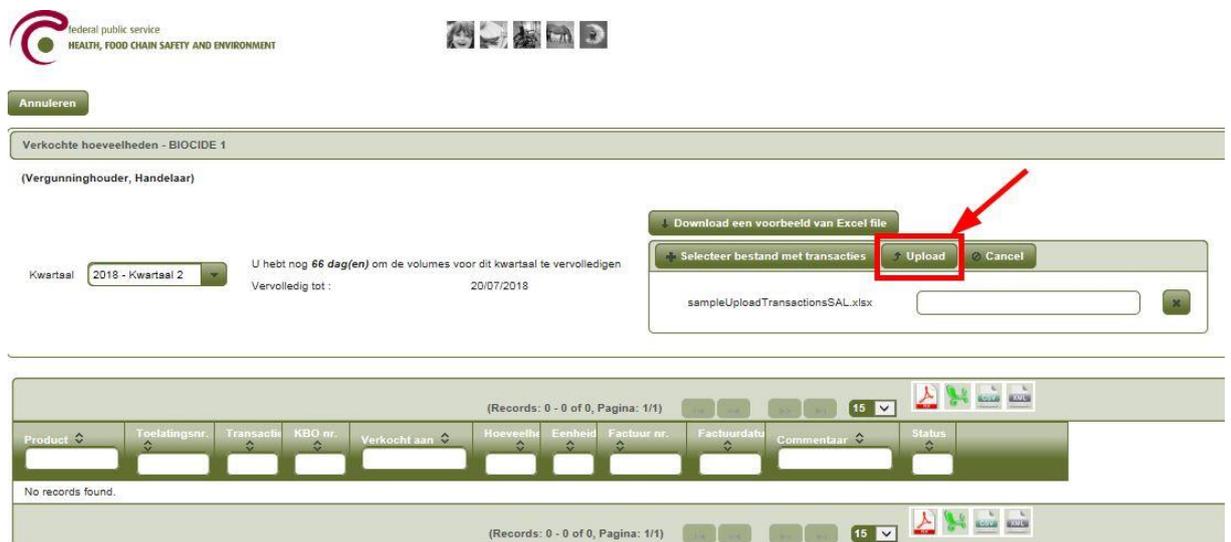
By clicking on  you can remove the transaction. This must first be confirmed.

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



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

By clicking on  you load your transactions.



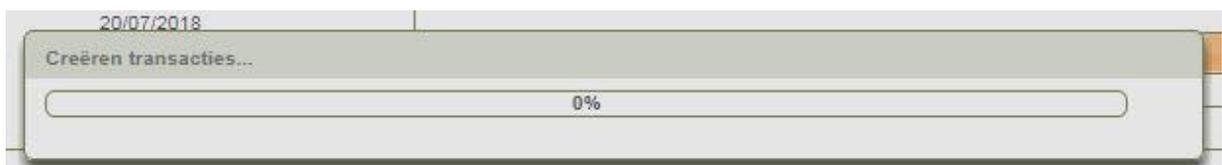
The content of the excel file should look like this:

	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								



- 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.

✘ Er was een probleem tijdens de upload, gelieve de Excel file te corrigeren en opnieuw te proberen.
 Cel 'SAL!C2': 'CBE_NUMBER' is te lang. De maximale grootte is '9'.
 Cel 'SAL!B6': 'TRANSACTION_TYPE' kan niet leeg zijn.
 Cel 'SAL!D8': 'INVOICE_DATE' is niet correct. Het formaat moet 'dd/MM/yyyy' zijn.

Verkochte hoeveelheden - BIOCIDEN 1

(Vergunninghouder, Handelaar)

Kwartaal: 2018 - Kwartaal 2 U hebt nog **66 dag(en)** om de volumes voor dit kwartaal te vervolledigen
 Vervolledig tot: 20/07/2018

Download een voorbeeld van Excel file
+ Selecteer bestand met transacties Upload Cancel

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	Toelatingsnr.	Transact.	KBO nr.	Verkochtaan	Hoersaeth	Eenheid	Factuur nr.	Factuurdata	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	Bossuwé, 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:



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:

