

# Biocides Closed Circuit



2015 – ICT – FPS of Health, Food Chain Safety and Environment

DG 5 – MRB-Biocidal products

Version 0.6



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## 1. Definition and goals

The European Biocidal Products Regulation No. 528/2012 (Article 19) prohibits the making available on the market for use by the general public of biocidal products posing a high health risk (toxic, carcinogen, mutagen, ... or corrosive).

Those products can only be used safely provided that the user wears the required personal protective equipment and he/she has the necessary knowledge of handling, removal, ... If necessary, professional training could be legally imposed in the future.

The closed circuit is the result of the practical implementation of this regulation at Belgian level and the registration system allows the public authorities to guarantee and make sure that biocidal products of the closed circuit are not freely available on the Belgian market.



Some handy tips about using this application:

- This application uploads data online. Use your password and account safely.
- Avoid using the 'go back' button. Navigation buttons will allow you to change screens.
- The application should be closed by closing the browser (cross in the right upper corner). Bear this in mind.
- Any comments with regard to the manual or questions about the application can be sent to the following address: [info.biocides@environment.belgium.be](mailto:info.biocides@environment.belgium.be).
- The application will be subject to modifications in the future. Those will be integrated in a new version of the manual as soon as possible. The Federal Public Service of Health, Food Chain Safety and Environment accepts no responsibility for any errors in this manual.

## 2. Logging in

All users who wish to log in to the Biocides Closed Circuit web application first need to create an account specified by an email address and a password.

All enterprises that wish to use the Biocides Closed Circuit application first need to create a 'Local Admin' Account. For information security reasons, this will first be validated by the Federal Public Service (FPS) of Health, Food Chain Safety and Environment.

The 'Local Admin' Account is the administrator for the enterprise: he/she can add and/or remove other users of the enterprise.

In order to have access to the application, every user should follow the following steps:

1. The user has to create a personal account.
2. The 'Local Admin' has to link this personal account to an enterprise. One person can be linked to several enterprises.
3. In order to have access to the Front Office of the Biocides Closed Circuit web application, the Federal Public Service of Health, Food Chain Safety and Environment validates the link between the personal account and the enterprise(s) the person wishes to be linked to.

### 2.1. Creating a personal account

You can create a personal account at the following [URL: \](#).

The following screen will be displayed:



Select your language code. Another screen will be displayed:




**Welkom op het registratiescherm van de FOD**

Om te registreren moet uw e-mailadres doorgeven, dat e-mailadres moet geldig zijn om de toegangen tot de toepassingen te verkrijgen.  
Het paswoord moet minstens 7 karakters lang zijn en ten minste één cijfer, één hoofdletter en één kleine letter bevatten.

**Naam**

**Voornaam**

**E-mail**

**Taal**

**Paswoord**

**Bevestig paswoord**

Fill in your personal data. Click on the 'Registration' button.

A new screen will be displayed:




De gebruiker wilfried.van.halewyck@live.com is geregistreerd in ons systeem.



Choose a password containing both (lower-case and upper-case) letters and numbers and consisting of at least 7 characters.

You will receive a confirmation email:

Van: [noreply@health.fgov.be](mailto:noreply@health.fgov.be)  
 Aan: "wilfried van halewyck" <[wilfried.van.halewyck@telenet.be](mailto:wilfried.van.halewyck@telenet.be)>  
 Verzonden: Dinsdag 15 september 2015 14:51:50  
 Onderwerp: Registration at [www.health.belgium.be](http://www.health.belgium.be)

Thank you for your registration on [www.health.belgium.be](http://www.health.belgium.be).

Your account has been created and has to be linked to an organization before you can use it.

If you are local admin, please contact the FPS Public Health with the designated form on the website.  
Other users should contact their local admin.

Once you have received acces, you can login on [www.health.belgium.be](http://www.health.belgium.be) using the following information:  
 - E-mail: [wilfried.van.halewyck@telenet.be](mailto:wilfried.van.halewyck@telenet.be)  
 - Password:

Kind regards,  
The administrator

Registratie op [www.health.belgium.be](http://www.health.belgium.be) ↑ ↓ 📧

 **noreply@health.fgov.be** (noreply@health.fgov.be) [Add to contacts](#) 7:38 AM ▶  
To: wilfried.van.halewyck@live.com ▼

Bedankt voor uw registratie op [www.health.belgium.be](http://www.health.belgium.be)

Uw profiel is gecreëerd. Vooraleer u dit kan gebruiken moet uw profiel gekoppeld worden aan een organisatie.

Indien u lokale beheerder bent, gelieve dan contact op te nemen met de FOD Volksgezondheid aan de hand van het daartoe voorziene formulier op de website. Andere gebruikers wordt gevraagd contact op te nemen met hun lokale beheerder. Nadat rechten werden toegekend, kunt u inloggen op [www.health.belgium.be](http://www.health.belgium.be) door gebruik te maken van de volgende gegevens:

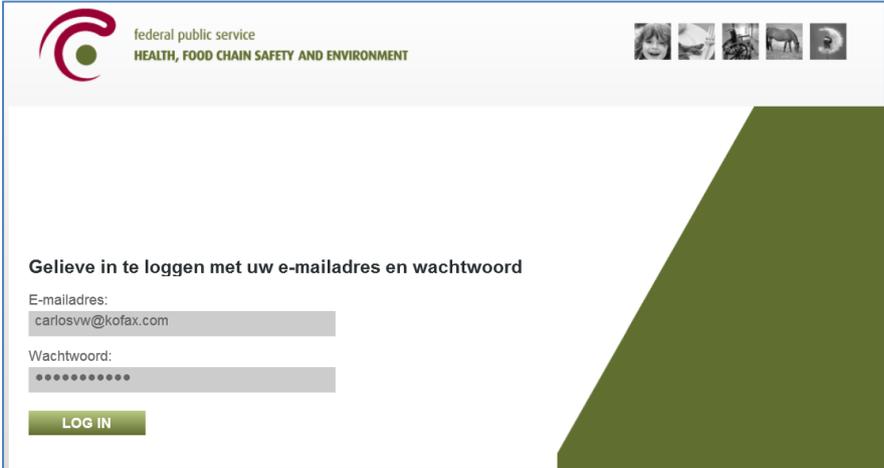
- E-mail: wilfried.van.halewyck@live.com
- Paswoord: XXXXXXXXXX

Met vriendelijke groeten

De Beheerder

## 2.2. Linking your personal account to an enterprise

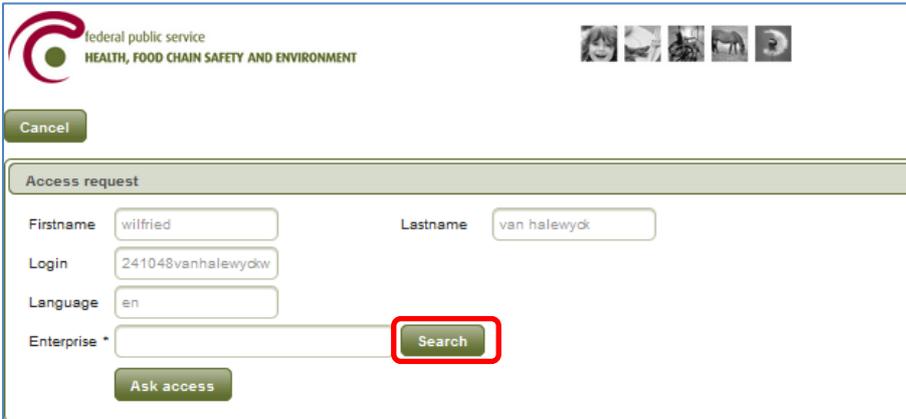
You can link your personal account to an enterprise at the following [URL: \](#).  
You will need your email address and password to do so.



On your first login (based on your email address and password), you have to link your personal account to an enterprise.

### 1. Linking your account to a Belgian enterprise

You can link your account to a Belgian enterprise by using its CBE number.



Click on the 'Search' button to import your CBE number.  
For a Belgian enterprise: select 'Belgian':

The search result will be displayed and you can select the enterprise from the list (line turns yellow). Then click on the 'OK' button.

Next time, you will be automatically directed to the application as long as your email address is linked to only one enterprise:

## 2. Linking your account to a foreign enterprise

In order to do so, we will not import a CBE number but we will check whether the enterprise is already known by entering the first characters of the enterprise and clicking on the 'Search' button.

Select enterprise

Belgian
  Foreign

Enterprise name \*

Name	CBE number	Address	Country
ARCH UK BIOCIDES LTD.		Wheldon Road 0 WF10 2JT Castleford	GB
BIOCIDE222		dggddfgb dc 11 1000 fsqfsqfs	AD
BIOCIDE3		fsqf 11 1 fsqfsqfs	AS
BIOCIDE4		wmu street gddg 1000 gddg	AD
TEST NTE BIOCID		aaaaaaa 11 1000 Bxl	AD

Select the correct enterprise (line turns yellow):

Select enterprise

Belgian
  Foreign

Enterprise name \*

Name	CBE number	Address	Country
ARCH UK BIOCIDES LTD.		Wheldon Road 0 WF10 2JT Castleford	GB
BIOCIDE222		dggddfgb dc 11 1000 fsqfsqfs	AD
BIOCIDE3		fsqf 11 1 fsqfsqfs	AS
BIOCIDE4		wmu street gddg 1000 gddg	AD
TEST NTE BIOCID		aaaaaaa 11 1000 Bxl	AD

Next, click on the 'OK' button.

Ask the system to link the email address to the enterprise by clicking on the 'Ask access' button.

federal public service  
 HEALTH, FOOD CHAIN SAFETY AND ENVIRONMENT

Cancel

Access request

Firstname  Lastname   
 Login   
 Language   
 Enterprise \*

Your access requests

Access allowed	Enterprise
<input checked="" type="checkbox"/>	<input type="text" value=""/>

The enterprise is added to the list:

federal public service  
 HEALTH, FOOD CHAIN SAFETY AND ENVIRONMENT

Cancel

Access request

Firstname  Lastname   
 Login   
 Language   
 Enterprise \*

Your access requests

Access allowed	Enterprise
<input type="checkbox"/>	BIOCIDE222
<input checked="" type="checkbox"/>	<input type="text" value=""/>

The data of a foreign enterprise may not have been entered in the database yet. In that case, you should select 'Add foreign enterprise'.

Select enterprise

Belgian
  Foreign

Enterprise name \*

Name	CBE number	Address	Country
ARCH UK BIOCIDES LTD.		Wheldon Road 0 WF10 2JT Castleford	GB
BIOCIDE222		dggddfgb dc 11 1000 fsqfsqfs	AD
BIOCIDE3		fsqf 11 1 fsqfsqfs	AS
BIOCIDE4		wmu street gddg 1000 gddg	AD
TEST NTE BIOCIDES		aaaaaaa 11 1000 Bxl	AD

Enter the data of the enterprise and click on 'Save'.

Selecteer bedrijf

Add foreign enterprise

Bedrijfsnaam \*

Taal \*

Straat \*

Huisnr.

Bus

Stad \*

Postcode \*

Land \*

### 3. And then?

You can link your account to several enterprises. You can do so by repeating the steps described above. The Federal Public Service of Health, Food Chain Safety and Environment examines the request to link a personal account to an enterprise. If needed, the necessary documents will be asked for validation. As long as the Federal Public Service of Health, Food Chain Safety and Environment has not approved the request, your request will not be checked off and you will not be able to enter data for this enterprise.

### 2.3. Approval of the 'Local Admin' account by the FPS of Health, Food Chain Safety and Environment

First, the Back Office of the FPS of Health, Food Chain Safety and Environment has to give you access to the Front Office of the Biocides Closed Circuit application.

Give access Cancel

Pending access requests

<input type="checkbox"/>	Lastname	Firstname	e-mail	Language	Enterprise
<input checked="" type="checkbox"/>	van halewyck	wilfried	wilfried.van.halewyck@telenet.be	en	BIOCIDE222

1

Once access to the application has been approved, you will receive confirmation by email:

**From:** info.biocides@environment.belgium.be  
**Subject:** Access confirmation EN  
**Date:** Tue, 29 Sep 2015 16:05:19 +0200 (CEST)

text body EN

Beste gebruiker,

de dienst MRB Biociden van de FOD VVVL heeft uw aanvraag tot het gebruik van de applicatie goedgekeurd.

Je kan vanaf nu je transacties inbrengen per trimester.

MvG.  
 Verantwoordelijke X

PS: this is a random example.

## 2.4. Logging in to the Biocides Closed Circuit with the 'Local Admin' account

You have access to the Biocides Closed Circuit now. You have access through the following link: [URL](#).

If you manage accounts for several enterprises, you need to select the right enterprise when logging in.

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	
<input type="radio"/>	973	BIOCIDE222

## 2.5. Creating other user accounts / users for an enterprise

Now you can enter all registrations for your enterprise(s). If you wish to share tasks with fellow workers, you can create extra users. You manage this independently as 'Local Admin', without intervention of the FPS of Health, Food Chain Safety and Environment.

Logo: federal public service HEALTH, FOOD CHAIN SAFETY AND ENVIRONMENT

Menu

- Product info
- Transactions
- Account
- Access request
  - Request an access
  - Admin Org application

The Access Request menu allows you to:

1. know the status with regard to requests for your account
2. give access to other users through this 'Local Admin' account. You can do so by following two steps:
  - 2.1. by giving third users access to the user management system of the FPS of Health, Food Chain Safety and Environment
  - 2.2. by linking those third users to the Biocides Closed Circuit application.

Admin Organization V 2.0 : 20150904 1345

---

User management  
User list

---

	Name	First name	E-Mail
<input type="radio"/>	van halewyck	wilfried	wilfried.van.halewyck@telenet.be

Admin Organization V 2.0 : 20150904 1345

**User management**  
User list

	Name	First name	E-Mail
<input type="radio"/>	van halewyck	wilfried	wilfried.van.halewyck@telenet.be

**Add User** **Delete** **Management of the accesses**

Admin Organization V 2.0 : 20150904 1345

**User management**  
User list

	Name	First name	E-Mail
<input type="radio"/>	van halewyck	wilfried	wilfried.van.halewyck@telenet.be

**Add User** **Delete** **Management of the accesses**

Admin Organization V 2.0 : 20150904 1345

**User management**  
Register a new user

Email

**Add User** **Back**

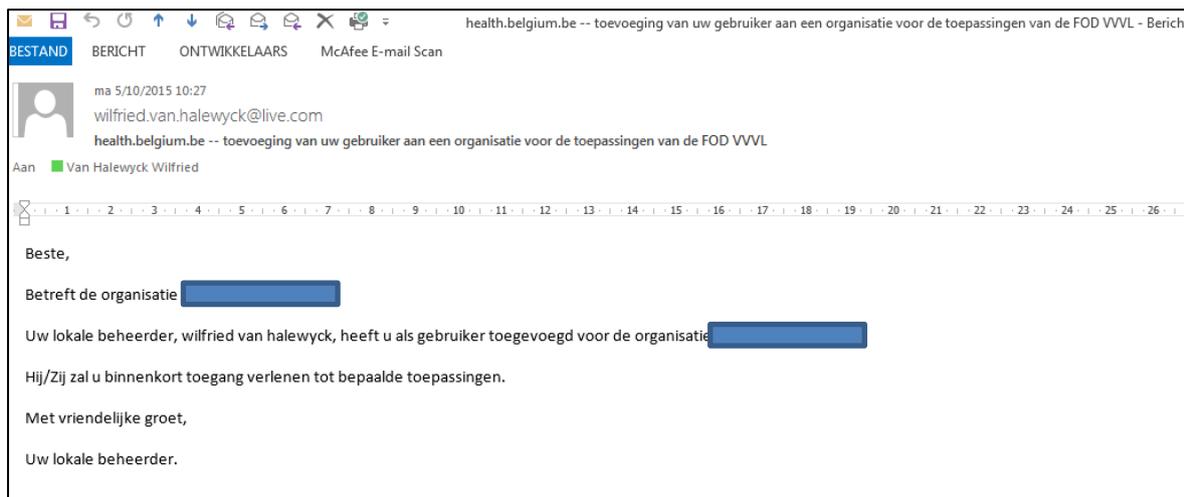
Admin Organization V 2.0 : 20150904 1345 ACCEPTANCE

**User management**  
Confirm the addition of a user


 van halewyck seppe  
 The data for this user have been added.

**Back**

You have now given a colleague access to the User Management system of the FPS of Health, Food Chain Safety and Environment. Both the 'Local Admin' and the FPS of Health, Food Chain Safety and Environment will receive confirmation by email:



But this is not enough. You also need to grant rights to the users you have added.

## 2.6. Granting rights to other user accounts for the Biocides Closed Circuit application

Select a user (to whom you want to give access) from the list.

Click on the **Access Management** button in order to link the user to the right application.



Then select the right application and click on the **Validate** button to give the user access to the 'Biocides Front Office' application.



You have now given a colleague access to the 'Biocides Front Office' application. This colleague as well as the 'Local Admin' will receive an email to inform them about this.



#### Note:

You can also withdraw the access granted to the Biocides Closed Circuit application. The person involved as well as the local administrator will receive an email to inform them about this.



### 3. Management of enterprise data in the Biocides Closed Circuit application

Enter the following URL: <https://> and log in to the system with your account by filling in your email address and password. Then click on the 'Log In' button.

If you are linked to several organisations, an extra screen will be displayed and you will be asked to select the right organisation:

Id	Naam
3262	[redacted]
973	BIOCIDE222

#### 3.1 Account data

Select the 'Account' menu.

This allows you to consult your enterprise data and to create contacts for the BCC application.

For Belgian enterprises, the following screen will be displayed:

The application copies the data from the Crossroads Bank for Enterprises (CBE). Those data are managed by the FPS for Economy and cannot be modified through this application.

For Belgian enterprises, however, contact details can be entered.

Especially the 'Email contact' field needs to be completed, in order to receive automatic mails from the application.

Next, you need to indicate what type of enterprise you represent:

- Authorization Holder
- **Civilian: citizen** (not applicable yet)
- Professional User
- Trader: dealer in biocidal products

One and the same enterprise can be both Authorization Holder and Trader and/or Professional User.

This determines what kind of transaction you can enter in the application.

For foreign enterprises, there are no data available in the CBE, so the address details as well as the modifications need to be entered here.

Save Save & Close Cancel

Enterprise

Application owner: BIOCIDÉ

Enterprise name: BIOCIDÉ222

KBO/BCE number (for Belgian enterprises):

Language: english

Street: Camino real

House Nr: 75

Box Nr:

City: Andorra City

Zip Code: 1000

Country: ANDORRA

Email: beneglesias@yahoo.fr

Website: www.biocide.com

Phone: 09/5656565

GSM:

Fax:

Contact email: test@wvk.com

Enterprise types:  Authorization Holder  Civilian  Professional user  Trader

Contact person Favorite products

Show inactive

	Firstname	Lastname	Street	House Nr	Box Nr	Zip Code	City	Country	Email	Tel	GSM	Active
<input type="checkbox"/>	Testy	Van Halewyck	Hortaplain	11	1	1000	Brussels	BELGIUM	wilfried.vanhalewyck	09/5656554	01473/898989	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Jean	Verstraeten	Kasteeldreef	11	A	3000	LEUVEN	BELGIUM	jan.verst@biocide222	016/858687	0483897421	<input checked="" type="checkbox"/>

Add

## 3.2 Contacts

You can enter several contacts for each enterprise. Click on the 'Add' button to do so.

Contact Person

Firstname: Jean

Lastname: Verstraeten

Function: Boekhouder

Email: jan.verst@biocide222

Street: Kasteeldreef

House Nr: 11

Box Nr: A

Zip Code: 3000

City: LEUVEN

Country: BELGIUM

Tel: 016/858687

GSM: 0483897421

Active:

Get address information from enterprise

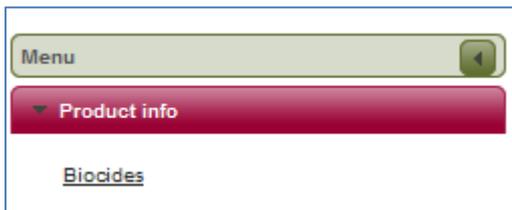
Save Save & Close Cancel

The 'Get address information from enterprise' button allows you to copy the address details of the enterprise.

## 4. Biocidal products

When you sell, buy or use a biocidal product of the closed circuit, you are obliged to register this in the online registration system. The seller should also inform the user about specific obligations regarding those biocidal products. Up until now, approximately 475 biocidal products have been included in the closed circuit. The use of "favourites" allows you to upload sales, purchases and uses manually but also makes it easier to display the information about PPE, training, storage and transport.

Click on the 'Product info' menu to open the 'Biocides' item:



### 4.1 Information about biocidal products

Initially, no favourite biocidal products are indicated and every enterprise needs to indicate its own favourites. In order to enter transactions of biocidal products, you can restrict the list of biocidal products (approx. 475) to your own limited list of biocidal products.



Select 'All products':



You can select the biocidal product(s) by filling in (part of) the name of the biocidal product(s) in the column header of the 'Product Name' column.

470 Products						
Product name	Authorization nr.	End date	Authorization holder	Favorite	+ Add selection	
aci						
Acide Dioxonique - Dioxonite Dioxonzuur - Dioxonite	NOTIF886	31/12/2024		<input type="checkbox"/>		
Bacillol AF Bacillol AF	10314B	15/10/2024		<input type="checkbox"/>		
DDA (detergent desinfectant acide) DDA (detergent desinfectant acide)	1210B	12/02/2020		<input type="checkbox"/>		
Deptacid 2D Deptacid 2D	6913B	20/11/2023		<input type="checkbox"/>		
Peracid Asepsis Peracid Asepsis	3210B	12/01/2017		<input type="checkbox"/>		
Peracid Forte Peracid Forte	3510B	12/01/2017		<input type="checkbox"/>		
Septacid S Septacid S	5699B	16/02/2020		<input type="checkbox"/>		
ZOOPHARMACID ZOOPHARMACID	7413B	02/03/2021		<input type="checkbox"/>		



Click on the icon to add a biocidal product to your list of favourites.

Click on the icon to remove a biocidal product from your list of favourites.

Click on the 'Add selection' button to add the selected biocidal products to your list of favourites by one single operation.

Product name	Authorization nr.	End date	Authorization holder	Favorite	+ Add selection	
aci						
Acide Dioxonique - Dioxonite Dioxonzuur - Dioxonite	NOTIF886	31/12/2024		<input checked="" type="checkbox"/>		
Bacillol AF Bacillol AF	10314B	15/10/2024		<input checked="" type="checkbox"/>		
DDA (detergent desinfectant acide) DDA (detergent desinfectant acide)	1210B	12/02/2020		<input type="checkbox"/>		
Deptacid 2D Deptacid 2D	6913B	20/11/2023		<input type="checkbox"/>		

## 4.2 Details of a biocidal product

Click on the icon to display the following details of a biocidal product:

- General product details (name in English, Dutch and French, authorisation number, authorisation holder, authorisation certificate as well as the start and end date of the authorisation)
- H/P phrases
- R/S phrases
- Required PPE
- Required training
- Storage and transport requirements
- Link to the authorisation certificate.

Product details	
Name English	Bacillof AF Bacillof AF
Name Dutch	Bacillof AF
Name French	Bacillof AF
Authorization nr.	10314B
First date authorization	27/10/2014
End date authorization	15/10/2024
Authorization holder	BODE CHEMIE GMBH
Link to authorization	<a href="#">10314B.pdf</a>

Aims (3)	
Description	
fungicide	
bactericide	
other	

Danger (3)	
	Specific target organ toxicity (single exposure) - category 3
	Flammable liquid - category 3

Please check user manual in case of questions on how to fill in data (on start screen).

If you have questions concerning a missing product or a missing enterprise or wrong information on the screen, please send a mail to [info.biocides@environment.belgium.be](mailto:info.biocides@environment.belgium.be)

You can also consult the authorisation certificate of the biocidal product directly.

## 5. Transactions

### 5.1 Introduction



You can enter 3 types of transactions.

Sale	Sale of biocidal products <ul style="list-style-type: none"> <li>• Domestic sale</li> <li>• Export</li> </ul>
Purchase	Purchase of biocidal products <ul style="list-style-type: none"> <li>• Domestic purchase</li> <li>• Import</li> </ul>
Use	Use of biocidal products

**A registered seller** must report both sales and purchases at least every quarter. Exports do not have to be registered but their registration does give a more complete picture of the market flows. Moreover, this may simplify the reporting procedure for some sellers.

Imports do have to be registered on a compulsory basis as the products are placed on the Belgian market.

In theory, if all traders report their transactions correctly, the quantities of purchased biocidal products should be equal to the quantities of sold biocidal products for one quarter.

**A registered user** has to report his purchases and uses at least once a year. Imports have to be registered on a compulsory basis. In theory, if all traders and users report their transactions correctly, the quantities of purchased biocidal products should be equal to the quantities of biocidal products that are sold and imported in our country for one quarter.

The quantities can be uploaded separately (line by line) or in bulk (or you can opt for a combination of both). Up until now, only transactions to domestic enterprises can be included in a bulk upload. Remarks on the bulk upload

	<p>A bulk upload can be done per type of transaction. The sale, purchase and use details should be saved in a separate file.</p> <p>Imports and exports cannot be registered by a bulk upload yet. This will probably be possible as from 2016.</p>
--	---

For each quarter, a number of dates are kept:

2015	Start	End	Button	BATCH JOB REMINDER	Status	Register until	BATCH JOB	Validate until	BATCH JOB
	Registration					20/04/2015	MISMATCH		CONTROL
Trim 1	1/01/2015	31/03/2015				Validation		15/05/2015	
	JAN	FEB	MARCH	Save	17/04/2015	Draft	21/04/2015	CORRECT	17/05/2015
	Draft	Draft	Draft	Complete Quarter		Completed	Validate Quarter	Validated	
Trim 2	1/04/2015	30/06/2015				Validation		15/08/2015	
	APRIL	MAY	JUNE	Save	17/07/2015	Draft	21/07/2015	CORRECT	17/08/2015
	Draft	Draft	Draft	Complete Quarter		Completed	Validate Quarter	Validated	
Trim 3	1/07/2015	30/09/2015				Validation		15/11/2015	
	JULY	AUGUST	SEPTEMBER	Save	17/10/2015	Draft	21/10/2015	CORRECT	17/11/2015
	Draft	Draft	Draft	Complete Quarter		Completed	Validate Quarter	Validated	
Trim 4	1/10/2015	31/12/2015				Validation		15/02/2016	
	OCTOBER	NOVEMBER	DECEMBER	Save	17/01/2016	Draft	21/01/2016	CORRECT	17/02/2016
	Draft	Draft	Draft	Complete Quarter		Completed	Validate Quarter	Validated	

Registration periods						
Name	From (open)	To (close)	Reminder date	Register until	Mismatch date	Validate until
Quarter 1	01/01/2015	31/03/2015	17/04/2015	20/04/2015	21/04/2015	15/05/2015
Quarter 2	01/04/2015	30/06/2015	17/07/2015	20/07/2015	21/07/2015	30/07/2015
Quarter 3	01/07/2015	30/09/2015	17/10/2015	20/10/2015	21/10/2015	15/11/2015
Quarter 4	01/10/2015	31/12/2015	17/01/2016	20/01/2016	21/01/2016	15/02/2016

Various statuses of a transaction depending on the date within a quarter:

Status	Action	How?
Draft	Transactions have been uploaded but the quarter has not been completed yet.	To enter a transaction, click on  to upload line by line and on  for a bulk upload.
Completed	The transactions for one quarter have been uploaded and completed.	
Validated	The transactions of one quarter have been validated.	

## 5.2 OUT

First select the right period:

Sold quantities - BIOCIDE222

Period

2015 - Quarter 1

2015 - Quarter 2

Product 2015 - Quarter 3

2015 - Quarter 4

No records

Cancel

Sold quantities - BIOCIDE222 (Authorization Holder)

You still have 21 day(s) days to register the volumes for this quarter

Register until : 20/10/2015

Validate until : 15/11/2015

Simulate todayDate: 28/09/2015

Product	Authorization nr.	Transaction type	CBE nr.	Sold To	Quantity	Unit	Invoice number	Invoice date	Comment	Status
No records found.										

There are two ways to enter sales:

### 5.2.1. Line by line

Click on the 'Add' button and fill in the fields of the new screen that will be opened:

**Buttons:**

Save: to save the data

Save & Close: to save the data and go back to the previous screen

Save & Add: to save the data and add a new transaction

Cancel: to go back to the previous screen **WITHOUT** saving the data

**Select a product:**

383 characters remaining.

**Select a transaction type:**

You can search the enterprise to which the products are sold:

Name	CBE number	Address	Country
VZW WOONZORGCENTRUM CHRISTINE	421903676	Gerardus Stijnenlaan 78 2180 Antwerpen	BE

Select the enterprise and fill in the rest of the data.

Save the data by clicking on the 'Save' button.

Go back to the overview screen by clicking on the 'Save & Close' button.

The added transaction will be displayed:

Sold quantities - BIOCID222 (Authorization Holder)

You still have 21 day(s) days to register the volumes for this quarter

Period: 2015 - Quarter 3

Register until: 20/10/2015  
 Validate until: 15/11/2015  
 Simulate todayDate: 28/09/2015

[Download sample excel file](#)

[Select a file with transactions](#) [Upload](#) [Cancel](#)

Product	Authorization nr.	Transaction type	CBE nr.	Sold To	Quantity	Unit	Invoice number	Invoice date	Comment	Status	
Acticide R SR 7405	NOTIF847	Sales	421903676	VZW WOCNZORGCENTRUM CHRISTINE	1,500.00	kg	2015/5600	28/09/2015	Start Biociden CC	Draft	 

[Add](#) [Complete quarter](#) [Validate quarter](#)

Click on the  icon to display the transaction details (which cannot be modified here).

Click on the  icon to display the transaction details and modify them if necessary.

Click on the  icon to delete the transaction. You will need to confirm in order to do so:

Confirmation ✕

 Are you sure to delete?

[Yes](#) [No](#)

### 5.2.2. In bulk by uploading data in an Excel file

Cancel

**Sold quantities - BIOCID222 (Authorization Holder)**

You still have 21 day(s) days to register the volumes for this quarter

Period: **2015 - Quarter 3** Register until: 20/10/2015  
 Validate until: 15/11/2015  
 Simulate todayDate: 28/09/2015

Download sample excel file

Select a file with transactions Upload Cancel

Product	Authorization nr.	Transaction type	CBE nr.	Sold To	Quantity	Unit	Invoice number	Invoice date	Comment	Status
Acticide R SR 7405	NOTIF947	Sales	421903676	VZW WOONZORGCENTRUM CHRISTINE	1.500,00	kg	2015/5600	28/09/2015	Start Biociden CC	Draft

Add Complete quarter Validate quarter

Download sample excel file

Select a file with transactions

If the file is too large (> 50 Kb), the following message will be displayed:

The volume of the file is too big, so split it in different files. The maximum size is 50 KB.

Select a file with transactions Upload Cancel

Upload\_Sales\_Transactions\_v04.xlsx 16.0 KB

This button allows you to download a sample Excel file and to complete it with your data.

This button allows you to select an Excel file containing transactions of which you want to upload the data:

Click on the 'Upload' button to upload the transactions.

The Excel file should be as follows:

	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	3408B	SAL	454061552			0,15	KG	Q1
3	3408B	SAL	457629469			0,15	KG	Q1
4	6184B	SAL	458780306			0,2	KG	Q1
5	3408B	SAL	842475088			0,3	KG	Q1
6	3408B	SAL	700008517			0,75	KG	Q1
7	1002B	SAL	435474471			1	L	Q1
8	1002B	SAL	546745448			1	L	Q1
9	1002B	SAL	880256588			1	L	Q1
10	1002B	SAL	898775571			1	L	Q1
11	4889B	SAL	430113836			1	L	Q1
12	4889B	SAL	544876714			1	L	Q1
13	4889B	SAL	562864472			1	L	Q1
14	4889B	SAL	700008517			1	L	Q1
15	4889B	SAL	819888936			1	L	Q1
16	4889B	SAL	823203366			1	L	Q1
17	4889B	SAL	878677369			1	L	Q1
18	4889B	SAL	898775571			1	L	Q1
19	3408B	SAL	407176306			1,2	KG	Q1
20	6184B	SAL	544876714			1,2	KG	Q1



Name of the Sheet = SAL

The biocidal products are defined by their authorisation number.

The CBE number has no full stops nor a leading zero!

The last sheet of the Excel file is also necessary.

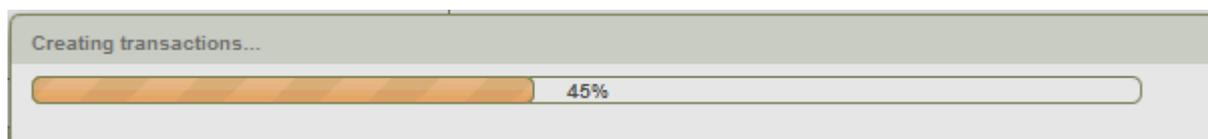


Name of the Sheet = codes

You need this worksheet because it contains some references you will need in order to do the upload. It contains the units (which have to be entered in CAPITALS).

	A	B	C
1	Product Units	Transaction type SAL	Transaction type EXP
2	KG	SAL	EXP
3	L		

It can take a while until the upload is finished. The progress bar shows the upload progress:



If incorrect data are entered in the Excel file, an error message will be displayed:

Il y a eu un problème pendant le téléchargement, veuillez corriger le fichier Excel et essayer à nouveau.  
 Cellule «Sale!C2»: «CBE\_NUMBER» est trop long. La taille maximale est «9».  
 Cellule «Sale!B3»: «TRANSACTION\_TYPE» cette valeur n'est pas correcte. Les valeurs acceptées sont «[SAL]».  
 Cellule «Sale!D4»: «INVOICE\_DATE» le type de la cellule n'est pas correct. La cellule doit être de type «DATE».

**Sold quantities - AVEVE HOESELT**

You still have 20 day(s) days to register the volumes for this quarter

Register until : 20/10/2015  
 Validate until : 15/11/2015  
 Simulate todayDate: 29/09/2015

Period: 2015 - Quarter 3

[Download sample excel file](#)  
[Select a file with transactions](#) [Upload](#) [Cancel](#)

The logging allows you to see all errors per cell:

Error for cell 'Sale!C2': 'CBE\_NUMBER' is too long (CBE number 123.456.789 containing full stops is considered as incorrect).

Error for cell 'Sale!B3': 'Transaction Type' has a wrong value (Transaction Type XXX is considered to be incorrect).

Error for cell 'Sale!D4': 'Invoice Date' contains an incorrect date (10/13/2015 is incorrect).

Authorization number	Transaction type	CBE number	Invoice date	Invoice reference	Product quantity	Product unit	Comments
12006B	SAL	123.456.789	27/06/2015	6161651	444,12	kg	Test wvk 1
610B	XXX	716292441	17/03/2015	3455345	99	kg	Test wvk 2
9107B	SAL	717115654	10/13/2015	358798	111	kg	Test wvk 3
13906BZZ	SAL	765121944	30/03/2015	65465	11	l	Test wvk 4
8406B	SAL	806026052	09/06/2015	65746766	1111	kg	Test wvk 5



As long as there are errors, the data are not uploaded. So please, correct all data first.  
In the beginning, it can take a while to upload large volumes of data.

If no errors are found, a new screen showing the uploaded transactions will be displayed:

Product	Authorization nr.	Transaction type	CBE nr.	Sold To	Quantity	Unit	Invoice number	Invoice date	Comment	Status	
HI-7 DISINFECTANT HI-7 DISINFECTANT	7808B	Sales	522761605	Outtier, Dirk	102.00	kg	646464	27/06/2015	Test wvk 11	Draft	
HTH HTH	8586B	Sales	679249131	Outtier, Laurens	132.00	kg	646464	17/03/2015	Test wvk 12	Draft	
Impraliti-KDS 4 Impraliti-KDS 4	7807B	Sales	854811312	Outtier, Philippe	145.00	kg	646464	10/06/2015	Test wvk 13	Draft	
Biosperse 850 Biosperse 850	3505B	Sales	808934369	Bureau, Marie-Claire	21.00	kg	VEN/52222	04/05/2015	Test wvk 7	Draft	
Interox AG Bath 35S Interox AG Bath 35S	2609B	Sales	409883990	Ouder Comite van het Sint Jan Berchmanscollege Te Merkssem	1,557.00	l	646464	30/03/2015	Test wvk 14	Draft	
Interox AG Bath-35 Inter AG Bath-35	12907B	Sales	411636821	Verbond van Ouder-Oudleerlingen-en Vriendenvereniging van de Rijkslagerschool te Wichelen	125.00	kg	646464	09/06/2015	Test wvk 15	Draft	
Interox AG Dual 35 Inter AG Dual 35	2809B	Sales	412625132	Ouder-en Vriendencomite der Rijkslagere School te Lille	890.00	l	646464	05/05/2015	Test wvk 16	Draft	
Interox AG Spray 35S Interox AG Spray 35S	2709B	Sales	415631637	OUDEVERENIGING BOOM PARK VZW	120.00	kg	646464	04/05/2015	Test wvk 17	Draft	
INDAL P35 SURACTIF INDAL P35 SURACTIF	1213B	Sales	415655787	VZW Ouder-en Vriendenkring BSGO de Hoelsteen	154.00	kg	646464	01/06/2015	Test wvk 18	Draft	
INO DA INO DA	2912B	Sales	420471145	HET OUDER EN BEHEERCOMITE M.P.I. G.O.	124.00	kg	646464	01/05/2015	Test wvk 19	Draft	
Acticide R SR 7405 Acticide R SR 7405	NOTIF947	Sales	421903676	VZW WOONZORGCENTRUM CHRISTINE	1,500.00	kg	2015/6600	28/09/2015	Start Bioциден CC	Draft	

### 5.3 IN

You can enter purchase transactions in the same way as you enter sales transactions. The procedure is described in the previous section.

First select the right period:

There are two ways to enter sales:  
 Only the **transaction type** will be different:

The Excel file should be as follows:

1	Authorization number	Transaction type	CBE number	Invoice date	Invoice reference	Product quantity	Product unit	Comments
2	3408B	PUR	454061552	28/10/2015	546466	-0,15	KG	Q4
3	3408B	PUR	457629469	29/10/2015	546467	0,15	KG	Q4
4	6184B	PUR	458780306	30/10/2015	546468	0,2	KG	Q4
5	3408B	PUR	842475088	31/10/2015	546469	0,3	KG	Q4
6	3408B	PUR	700008517	01/11/2015	546470	0,75	KG	Q4
7	1002B	PUR	435474471	02/11/2015	546471	450	L	Q4
8	1002B	PUR	546745448	03/11/2015	546472	451	L	Q4
9	1002B	PUR	880256588	04/11/2015	546473	452	L	Q4
10	1002B	PUR	898775571	05/11/2015	546474	453	L	Q4



Name of the Sheet = PUR

The biocidal products are defined by their authorisation number.

The CBE number has no full stops nor a leading zero!

The last sheet of the Excel file is also necessary.



Name of the Sheet = codes

You need this worksheet because it contains some references you will need in order to do the upload.

It contains the units (which have to be entered in CAPITALS).

	A	B	C
1	Product Units	Transaction type PUR	Transaction type IMP
2	KG	PUR	IMP
3	L		

## 5.4 USE

You can enter use transactions in the same way as you enter sales or purchase transactions. The procedure is described in the previous sections.

There is one slight difference, though: the CBE number does not have to be filled in.

The **transaction type** = USE.

The Excel file should be as follows:

1	Authorization number	Transaction type	Invoice date	Invoice reference	Product quantity	Product unit	Comments
2	12006B	USE	01/11/2015	12345	444,12	KG	Q4
3	610B	USE	02/11/2015	6161651	0	KG	Q4
4	9107B	USE	03/11/2015	3455345	0	KG	Q4
5	13906B	USE	04/11/2015	358798	0	KG	Q4
6	8406B	USE	05/11/2015	65465	0	L	Q4
7	NOTIF123	USE	06/11/2015	65746766	-2	KG	Q4
8	3505B	USE	07/11/2015	12345	-6	KG	Q4
9	2114B	USE	08/11/2015	VEN/52222	21	KG	Q4
10	2112B	USE	09/11/2015	1256.5	453	KG	Q4
11	5506B	USE	10/11/2015	6516	10	KG	Q4
12	7608B	USE	11/11/2015	646464	5989	KG	Q4



Name of the Sheet = USE

The biocidal products are defined by their authorisation number.

The last sheet of the Excel file is also necessary.



Name of the Sheet = codes

You need this worksheet because it contains some references you will need in order to do the upload. It contains the units (which have to be entered in CAPITALS).

1	Product Units	Transaction type use
2	KG	USE
3	L	

This will give the following result once the upload has been done:

**Used Quantities - BIOCIDE222 (Authorization Holder)**

You still have 21 day(s) days to register the volumes for this quarter

Register until : 20/10/2015  
 Validate until : 15/11/2015  
 Simulate todayDate: 28/09/2015

Product	Authorization no.	Transaction type	Quantity	Unit	Invoice number	Invoice date	Comment	Status	
ACTICIDE 45 ACTICIDE 45	3114B	Use	145.00	l	2015/0012 - 589	14/09/2015	Test biocide CC	Draft	  
Antimicrobial 7287 Antimicrobial 7287	8406B	Use	444.12	kg	ref 1	01/05/2015	Use 1	Draft	  
Bioban(TM) CS-1135 Antimicrobial Bioban(TM) CS-1135 Antimicrobial	NOTIF123	Use	99.00	kg	ref 2	18/03/2015	Use 2	Draft	  
Biosperse 850 Biosperse 850	3505B	Use	111.00	l	ref 3	19/08/2015	Use 3	Draft	  
Freebao-Clearoxyl Freebao-Clearoxyl	2114B	Use	11.00	kg	ref 4	09/08/2015	Use 4	Draft	  
Interox AG Bath 35S Interox AG Bath 35S	2009B	Use	1,111.00	kg	ref 5	11/08/2015	Use 5	Draft	  
Interox AG Bath-35 Interox AG Bath-35	12907B	Use	125.36	l	ref 6	03/01/2015	Use 6	Draft	  
Interox AG Dual 35 Interox AG Dual 35	2809B	Use	21.00	kg	ref 7	28/04/2015	Use 7	Draft	  