User Manual for Organisation Codes requests

Procedure for the creation and allocation of organisation codes

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How to request an Organisation code

1.1 Access to the ERA Stakeholder Relations Management (SRM) portal

The online interface for Organisation Code Management is available for the login users, through the ERA Stakeholder Relations Management (SRM) portal: https://srm-portal.powerappsportals.com.

- This link is available by clicking on “My ERA profile” on the “CAN WE HELP YOU” page of the ERA website.

- The same link is available on The Organisation code Register page of the ERA website:
If the user has not yet created his user account allowing him to access ERA SRM portal, then the user has to create it.

1.2 Create/ Register a new user account

By clicking the button “Register”, the user can create a new user account.

The user must fill-in the following template and, at this stage, to choose only the main “category” (domain of activity) of the organisation.
Once he has submitted the filled template, a new screen will appear asking the user to complete his registration via the mail he will receive.
The user has to accept the invitation and continue with the following steps:

1. Create a password

2. Verify your e-mail
3. Enter the received code

4. To finalize the creation of your user account, please solve the puzzle to prove you are not a robot

5. Your user account is created. The following screen appears:
If the user intends to create immediately an organisation code request, the user has to “Sign in”.

The user may also stop and “sign in later” (see the following).

1.3 Sign in

1. Once the user account is created, the user is able to access the ERA Stakeholder Relations Management (SRM) portal: https://srm-portal.powerappsportals.com.

2. To login please use the “Click here to login” button

3. Review and accept the requested permissions

Accepting permissions allows you to access your profile page in the SRM tool.
1.4 Fill the user Profile

1. If this is the first time sign in, need to complete the data about profile

2. If the organisation is already registered in the SRM tool the Organisation/Company Name entry is possible by choosing one from the list.

Please note that this is a centralized user management tool, so the organisation might yet be registered for any other ERA related business!
3. If the user’s organisation is not on the list, to create a new organisation, please click the “Create Account” button.
Add the main domain of activity (“Main Category”)

Choosing the category and clicking the “Submit” button, the organisation is created. The user is allowed to access the "Organisation Code - Requests" function.

Go to your “Home”, fill-in at least the mandatory fields on the profile screen.

1.5 Apply for an organisation code, revoke or modify organisation data

After a complete user profile and organisation profile are provided, the user is able to request an organisation code through the application form.

In this step, the user is able to describe the main activity of its organisation and the additional one.
All fields marked with a red asterix are mandatory.
In the Organisation code application form, the user must indicate if he intends:

1. To declare an existing RICS company code issued by UIC by entering the 4-digit code number. By choosing this option the organisation will receive an organisation code with the same value as its RICS company code;
   or
2. To confirm that it has no RICS company code and that he requests an organisation code with the value given by the Agency.

The user can also attach one or more justifying documents (button “Choose files”).

Once the template is filled, the user has to click on “Submit” button. The following screen will be displayed, indicating that its request was completed successfully and is pending to be approved by the Agency.

On this page, if the user click on “Organisation code - Requests”, he will find the follow-up of all his requests.
After an organisation code is allocated and approved by the Agency, the user is able to submit a data modification request or to revoke the already assigned code.

Each time an organisation code request is approved, the code is immediately allocated, the person designated as the administrative representative (which can be different from the requester of the code allocation) will be notified by mail.

The user will be also able to find the newly allocated code on the webpage of the Organisation Code Register on the Agency website (OCR page).

Using the link to the Organisation Codes and Company Codes reference files, the user will be able:

1. To search by name or by code the Organisation Codes has been allocated and published by ERA.
2. To export the full List of Organisation Codes already allocated by ERA.

For any further question please contact the Organisation Codes Management Team at: OrganisationCodes@era.europa.eu
2. References