

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: <u>https://srm-portal.powerappsportals.com</u>.

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

FOR RAILWAYS	
THE AGENCY ~ ACTIVITIES ~	APPLICANTS LIBRARY EVENTS & NEWS REGISTERS CAN WE HELP YOU?
ERA > Can we help you? > Contact us	s
Contact us	♥ Reet in Star
CAN WE HELP YOU? Offices	General
Contact us	Railways
My ERA profile	Railways safety
	Data and registers
	Single safety certificate
	Vehicle authorisation

The same link is available on The Organisation ode Register page of the ERA website:



_



The link will display the screen below:

EUROPEAN UNION GRENCY FOR RAILWAYS
→]Sign in Register
Sign in
Azure AD
Privacy statement
For any other information, you can use the contact us form available in the ERA website.
UPDATE ON COVID-19 IN ERA – 25 MAY 2021 In order to prevent contamination and transmission of the COV/ID-19, the Agency is implementing specific mitigation measures.
These mitigating measures imply, amongst others:
 No physical meetings are allowed for ENA Staff. only "remote" meetings are organised using the Microsoft TEAMS application. No missions are a ellowed to ERA Staff. ERA Staff is on "teleworking 100%".
Please refer to the European Centre for Disease Prevention and Control for information on COVID-19 and on your National Health organisation for any specific local restrictions requires (e.g. tests, quarantine, etc.).
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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.

E-mail *		marcel.ocr@era.eu				
First Name *		Marcel				
Last Name *		Registrecode				
Company Na	ime *	Codemarcel				
Category *	Railway Ve	hicle Keeper		×	Q	
l agree that m	y contact o	letails are processed according	Privacy S	tater	nent *	
HcZ	RKR					
nerate a new ir	<u>nage</u> de					

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.

Sign in Register			
Register for a new account			
Submission completed successfully. You will soon receive an email to complete y profile (if you didn't get the email, check you If your registration is not fully completed (inv updated) within 72 hours, your account will t	our registration and access your r junk folder). itation redeemed and profile ee automatically deleted.		
Privacy statement			
For any other information, you can use the con	ntact us form available in the ERA we	əbsite.	
COVID-19: update 01 OCTOBER 2021			



Below is a copy of the email received:

European Union Agency for Railways (ERA) invited you to a	access applications within their organization \mathcal{D} Boile de réception $ imes$
Microsoft Invitations on behalf of European Union Agency for Railways (ERA) ${\rm Å moi {\rm *}$	icrosoft.com>
Please fraudulent with caution	only act on this email if you trust the organization represented below. In rare cases, individuals may receive invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed an.
	Organization: European Union Agency for Railways (ERA) Domain: <u>eraeuropaeu.onmicrosoft.com</u>
	This message was provided by the sender and is not from Microsoft Corporation.
	Message from European Union Agency for Railways (ERA):
	Your contact details have been introduced in our Stakeholder Relationship Management database. You are kindly invited to update your profile and your subscription preferences
	If you accept this invitation, you'll be sent to https://srm.portal.powerappsportals.com/.
	Accept invitation
Block	future invitations from this organization.
This ii may ii Micro	nvitation email is from European Union Agency for Railways (ERA) (<u>eraeuropaeu.onmicrosoft.com</u>) and nclude advertising content. <u>Read European Union Agency for Railways (ERA)'s privacy statement</u> . soft Corporation facilitated sending this email but did not validate the sender or the message.
Micro	soft respects your privacy. To learn more, please read the <u>Microsoft Envirory Statement</u> . Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

The user has to accept the invitation and continue with the following steps:

1. Create a password

VIICrosoπ	m
Create a passw	ord
Enter the password you v account.	would like to use with your
Create password	
Show password	
	Next

2. Verify your e-mail

Verify your email address Inbox x			ē	Ø
Microsoft account team <account-security-noreply@accountprotection.microsoft.com> to kna.gy007 ▼</account-security-noreply@accountprotection.microsoft.com>	18:23 (0 minutes ago)	☆	•	:
Microsoft account				
Verify your email address				
To finish setting up your Microsoft account, we just need to make sure this email address is yours.				
To verify your email address use this security code: 5406				
If you didn't request this code, you can safely ignore this email. Someone else might have typed your email addre	ess by mistake.			
Thanks, The Microsoft account team				



	osoft
← kna.gy	007@gmail.com
Verify	email
Enter the o you didn't try again.	code we sent to kna.gy007@gmail.com . If get the email, check your junk folder or
Enter cod	e
I woul Micro	d like information, tips, and offers about soft products and services. xt means that you agree to the Microsoft Services nd privacy and cookies statement.
Agreement a	

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

Microsoft
← kna.gy007@gmail.com
Create account
Please solve the puzzle so we know you're not a robot.
ŗ.
Next

5. Your user account is created. The following screen appears:

← → C	
🔛 Apps 🕅	🗧 Dashboard CMS R 🚯 Organisation codes 🥝 RINF-Test 🔇 RINF-Preproduction 🗯 TFS Project Overvie 🔇 RINF API Help Page
	EUROPEAN MGRNY POR RAILWAYS
	GSign in Register
	Register for a new account
	Submission completed successfully.
	Privacy statement



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: <u>https://srm-portal.powerappsportals.com</u>.
- 2. To login please use the "Click here to login" button

	C Sign in Register
	Sign in
-	Click here to Login
	Privacy statement
	For any other information, you can use the contact us form available in the ERA website.

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

Home / Profile		
Profile		
	Your information	
Profile name	First Name *	Last Name *
Profile	Professional Email *	Organisation / Company Name *
My Subscription Preferences	lah Téla	Secondary Emeil
Organization code - application form		
organisation code - Requests	Address	City
	Postal Code	Country *
		٩
	Phone	Mobile
	Provide a telephone number	Provide a telephone number
	Category *	
	٩	
	□ I agree that my contact details above are kept by ERA *	
	Organization Name	Web Site
	Nickname	
	Public Profile Copy	
	Preferred Language	
		٩
	Submit	Remove me from ERA database

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!

FOR RAILWAYS	1			coucsilequ				
	Lookup rec	ords						×
	Search							۹
lome / Profi	e 🗸 Organisatio	on Name 🕇	Email	Main Phone	Account Number	Primary Contact	Address 1: City	•
rofile	Dantes vide	eo production						1
Unic	DGP test co	omp	dragos2406@dgp.com	+33123456789			valenciennes	1
	European U	Jnion Agency for Railways		+33 (0) 32 70 96 500				
Re	m My compan	У	info@comp3.com	+66 00 22 55 66			AndorraCity	
	My Company	ny						
ofile	Railtrans Int	ternational, a.s.	knagy007@gmail.com	+421 2 44 45 26 79				-
y Subscription	< 1	2 >						
rganization co rganisation co	d			Create	Account	Select Cancel	Remove va	lue
			Address			Ony		1
			Postal Code			Country *		
			Phone			Mobile		
			Provide a telephone n	umber		Provide a te	lephone numb	er
			Category *					
					۹			
			I agree that my contact	details above are	e kept by Ef	RA *		
			Organization Name			Web Site		

3. If the user 's organisation is not on the list, to create a new organisation, please click the "Create Account" button.

User Manual for Organisation Codes requests

Organisation / Company Name *	Main Category *	Q
Acronym	Website *	
Street 1	Street 2	
Street 3	City	
ZIP/Postal Code	Country	
		Q

Add the main domain of activity ("Main Category")

Home / Create Ne	w Company/Organisation / Add Account Categories	A	My Reimbur	sements	My Bank Accounts	My Requests	Korn Agy
Categories	Category Name 1			Parent Ca	tegory	Created On	-10 DM
06.05	Railway Vehicle Keeper			Railway in	dustry/business/ workers	10/28/2016 12	:18 PM
Submit							

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.

Remy DAYEZ	PART 1: To be filled by the applicant	
1 1	Date of application	
Profile		
My Subscription Preferences	remy company	x Q
Organization code - application form	Organisation Name *	
Organisation code - Requests	remy company	
	Short Name / Acronym	
	RDCR	
	Registered Business Number *	
	HTA12345678	
	VAT Number	
	Office address (street and number) *	
	1 rue du port	
	Postal code * City *	
	59324 Boulogne	
	Country * France	x 0
	Phone (international) *	
	123456789	
	E-mail address (company) *	
	my.office @orange.fr	
	Website	
	http://www;essai.com	
	Main domain of activity *	
	Railway Infrastructure Manager	x Q
	Other domains of activity	
	Railway Infrastructure Manager	
	Railway Manufacturer Railway National Safety Authority (NSA)	
	Railway Rolling Stock Leasing Company (ROSCO)	
	Railway Undertaking Railway Vehicle Keeper	
	Railway Vehicle Owner	
	Administrative representative	
	First Name * Last Name *	
	Remy DAYEZ	
	Email Address * Job Title	
	тотулаусьдена.сигора.си	
	Request	
	We have the following Organisation Code 79UI	
	and we want to update our data	
	□ and we want to revoke our ORGANISATION CODE	
	Justifying documents	

In the Organisation code application form, the user must indicate if he intends:

- 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.

🗌 We have a l	IIC RICS COMPANY CODE	to be taken over as ORGANISATION CODE
We confirm 1305/2014 a 454/2011, ci If you are su afterwards to	that our organisation is no s amended by Regulation (lapter 4.2.19.1) and we app (bject to the quoted regula for taking over this code as	It a subject of TAF/TAP TSI (Commission Regulation (EU) No (EU) 2021/541, chapter 4.2.10.1 or Commission Regulation (EU) No Ily for a new ORGANISATION CODE tions, you shall apply first for the UIC RICS COMPANY CODE and ask s ORGANISATION CODE

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.

Home / Profile / Organization code - application fo	rm	
Organization code - ap	plication form	
Remy DAYEZ	Submission completed successfully.	Х
Profile		
My Subscription Preferences		
Organization code - application form		
Organisation code - Requests		

On this page, if the user click on "Organisation code - Requests", he will find the follow-up of all his requests.

organisation Codes	- Requests							
	My organisation	n code requests						
Remy DAYEZ	Organisation	Administrative representative	Date of application ↓	Status Reason	Request organisation code	Request data update	Request organisatio code revocation	Use on TAF/ com; code
Profile	remy		10/5/2021 6:18 PM	Active	No	Yes	No	No
ly Subscription Preferences	remy		10/5/2021	Approved	Yes	No	No	No
Organization code - application form	company		11:52 AM					
Organisation code - Requests	•							•
	OCR Administra	ative representat	ive for:					
	Organisation Name ↑	Status	Email	Organisation Code	Organization code a allocation date	n Regist Busin Numb	tered ess VA er Nu	T Imber
	remy company	Active	my.office	79UI	10/5/2021 11:54 AM	HTA12	345678	

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 (<u>OCR page</u>).

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: <u>OrganisationCodes@era.europa.eu</u>

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2. References

- Commission Implementing Decision (EU) 2018/1614 (<u>https://eur-lex.europa.eu/legal-</u> content/EN/TXT/?uri=uriserv%3AOJ.L_.2018.268.01.0053.01.ENG&toc=OJ%3AL%3A201 8%3A268%3ATOC)