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Organisation Code Register - User Manual

User Manual for Organisation Codes requests

Document History

Version	Date	Comments
1.0	28/08/2025	Initial version

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1.   Introduction

1.1.   About the Organisation codes

Organisation codes are defined in accordance with the EVR decision[1], they are unique identifiers that shall be assigned by the Agency to one organisation.

Additional information and this manual are available in the OCR webpage: Organisation Code Register (OCR) | European Union Agency for Railways.

1.2.   Purpose

The objective of this manual is to guide users through the process of creating and registering an account, signing in, applying for an Organisation Code, and managing organisation data, including modifications and revocations.

The European Union Agency for Railways (ERA) is responsible for allocating Organisation Codes to all relevant parties.

IMPORTANT REMARKS

Organisation Codes are not the same as RICS Company Codes issued by the International Union of Railways (UIC). Even organisations that hold a UIC RICS Code must obtain an ERA Organisation Code if they interact with ERA registers. Additionally, companies engaged in TAF/TAP data exchange or cooperating with OSJD members must acquire a separate four-digit numeric code from UIC. For such companies, ERA will allocate an Organisation Code that matches their UIC RICS Code.

Finally, before requesting a new Organisation Code, please verify whether your organisation already has one assigned. You can check your organisation's status at TELEREF.

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[1] Implementing decision - 2018/1614 - FR - EUR-Lex

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1.3. Support

Concerning the allocation of ERA accounts, more information is available on the agency website: era.europa.eu in the "My ERA profile" webpage: My ERA Profile | European Union Agency for Railways

Figure 1 – My ERA Profile

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2. General information

The allocation of an Organisation Code is a responsibility of the Agency, which has developed an IT tool for that: the Organisation Code Management tool.

In order to allocate an Organisation Code, the Agency requires the administrative representative operating the request to have an account in to the Stakeholder Management tool (SRM).

If you are already a user of the Agency's systems, you likely have already an ERA account. This means that you can sign in and follow all the details described in section 0.

If you are new to our systems then you have to create an account following the steps provided in the section below.

The users who do not have an ERA account, they need first to register via the SRM (https://srm-portal.powerappsportals.com/RegisterPage/). All the relevant details are described in section 0.

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3. How to create an ERA Account

3.1. Creation of the account

If you do not have ERA account, your starting point is the home page of the Agency website (Figure 2): www.era.europa.eu. Once there, please click on the "login" button on the top of the page, this will direct you to the sign-in page (Figure 3), where you shall click on the "Register" tab.
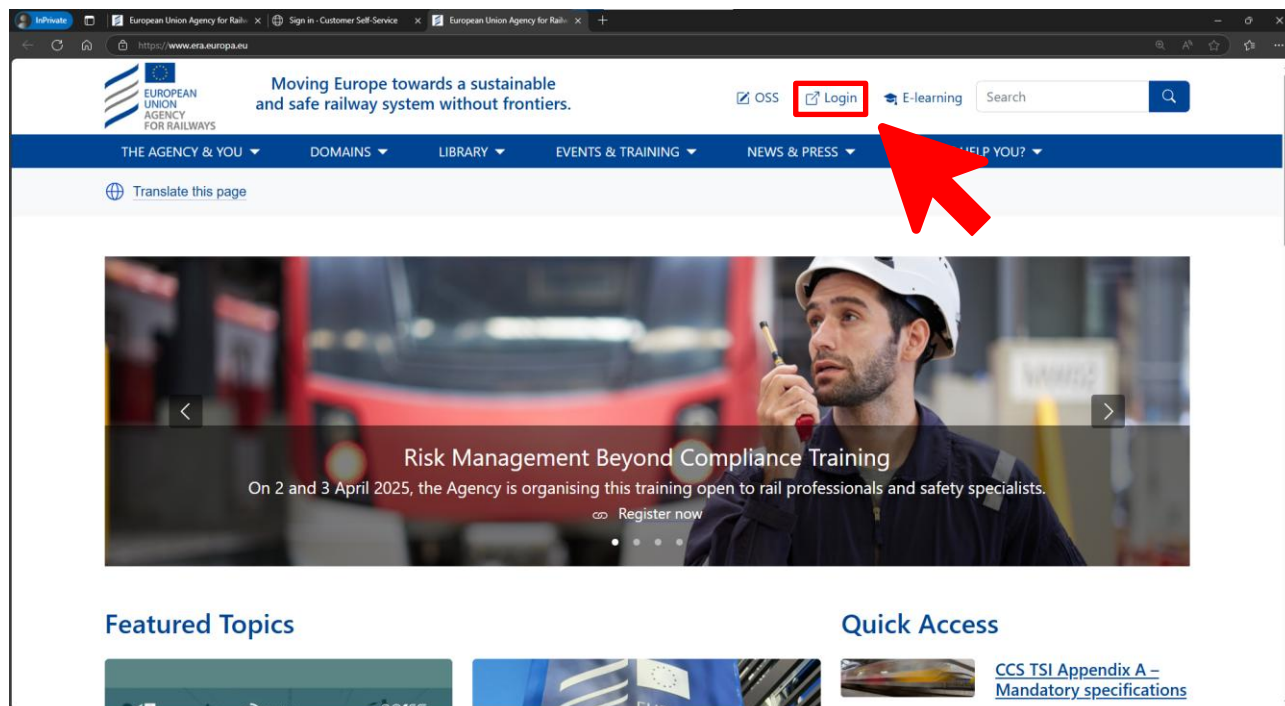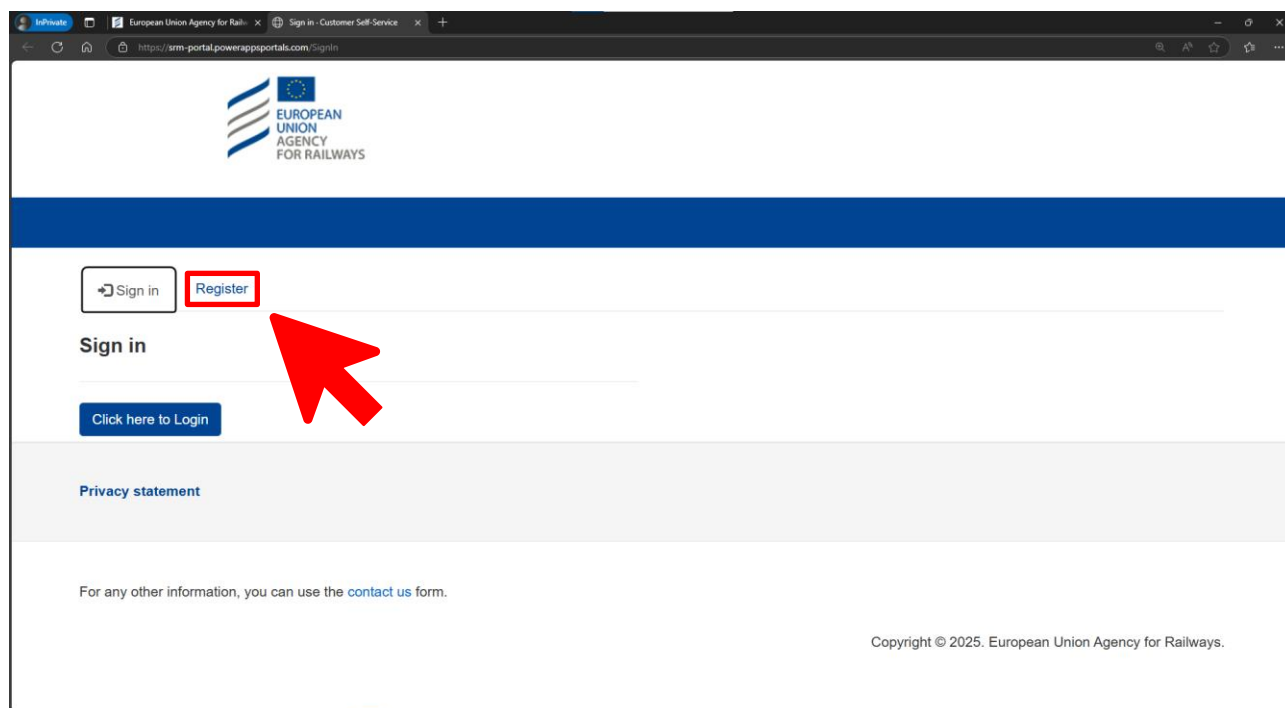

Figure 2 - Home page

Figure 3 - Sign-in page

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Figure 4 - Register for a new account

The next step is to fill in the registration form in Figure 4. The following fields are required:

- **Email:** *your email address*
- **First Name**: *your entire first name, please no abbreviations*
- **Last Name:** *your entire last (or family name), please no abbreviations*
- **Company name:** *The company name*
- **Category:** *see below*
- **Country:** *the country where you company is legally set.*

In filling in the fields above, please pay attention to use your personal professional email address. Functional or otherwise shared mailboxes should be avoided.

Concerning the category field, please make sure that your indication is accurate. Should you need support on this, please send an email to servicedesk@era.europa.eu.

Once fields are filled in, please read the privacy statement[2], tick the checkbox as agreement, fill in the captcha (note that this is case sensitive) and finally click on "Submit". If the submission is successful you will land on the page presented in Figure 5.

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[2] You can find the link in the footer of the page.
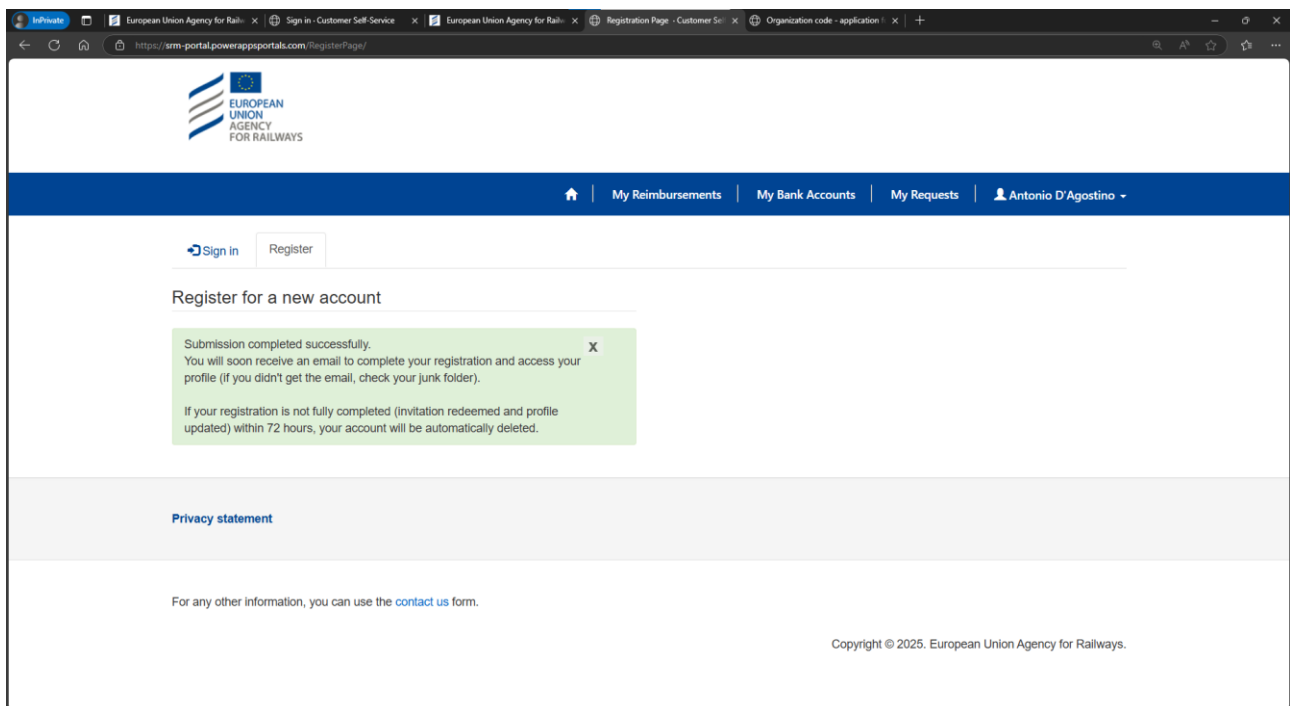
Figure 5 - Successful submission

At this point of the process, open your mailbox (the one used for the registration) as you have received an email with a validation link. If you don't find it, please check the Spam folder. Once open, click the link present in it.
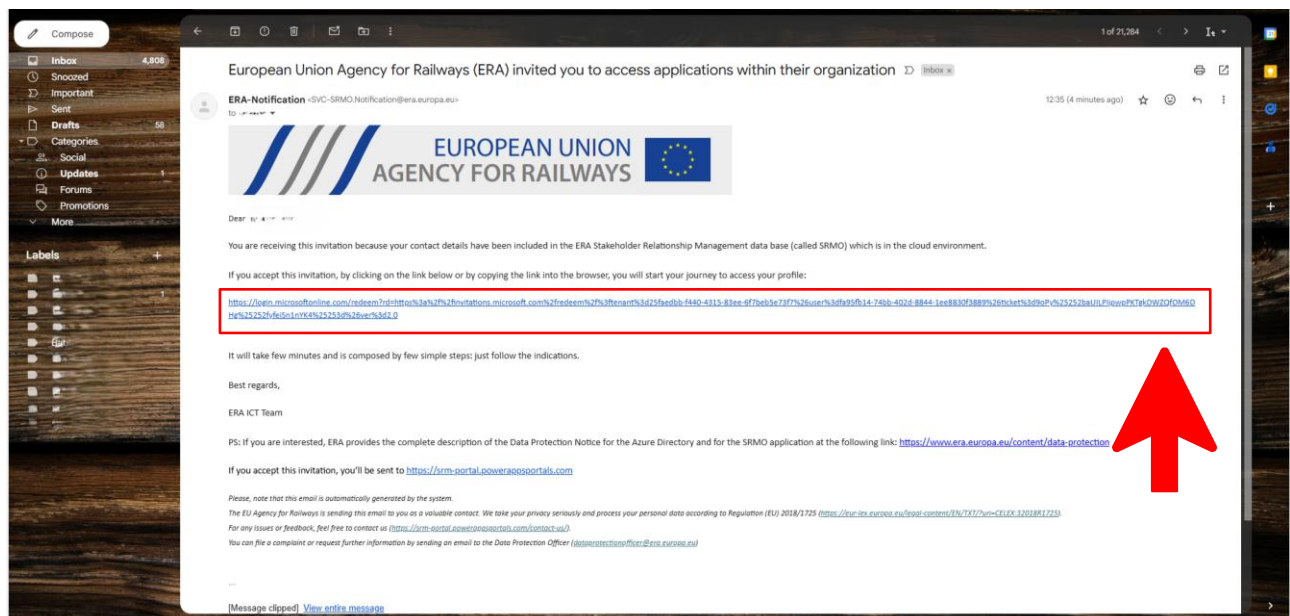
Figure 6 - Confirmation email

The link will direct you to the page in Figure 7.

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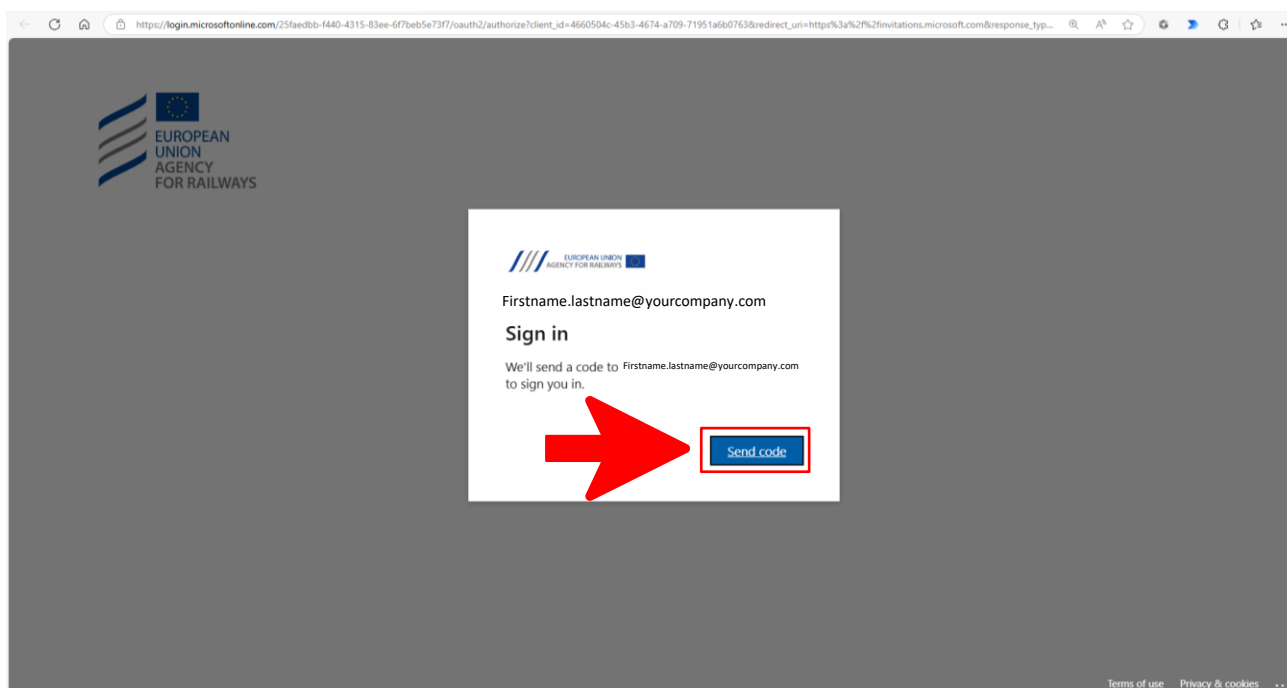
Figure 7 - Send code

Clicking on "Send code", you will request to send the code to your email address. This is needed to finally validate the registration. The webpage will look like the one in Figure 8.
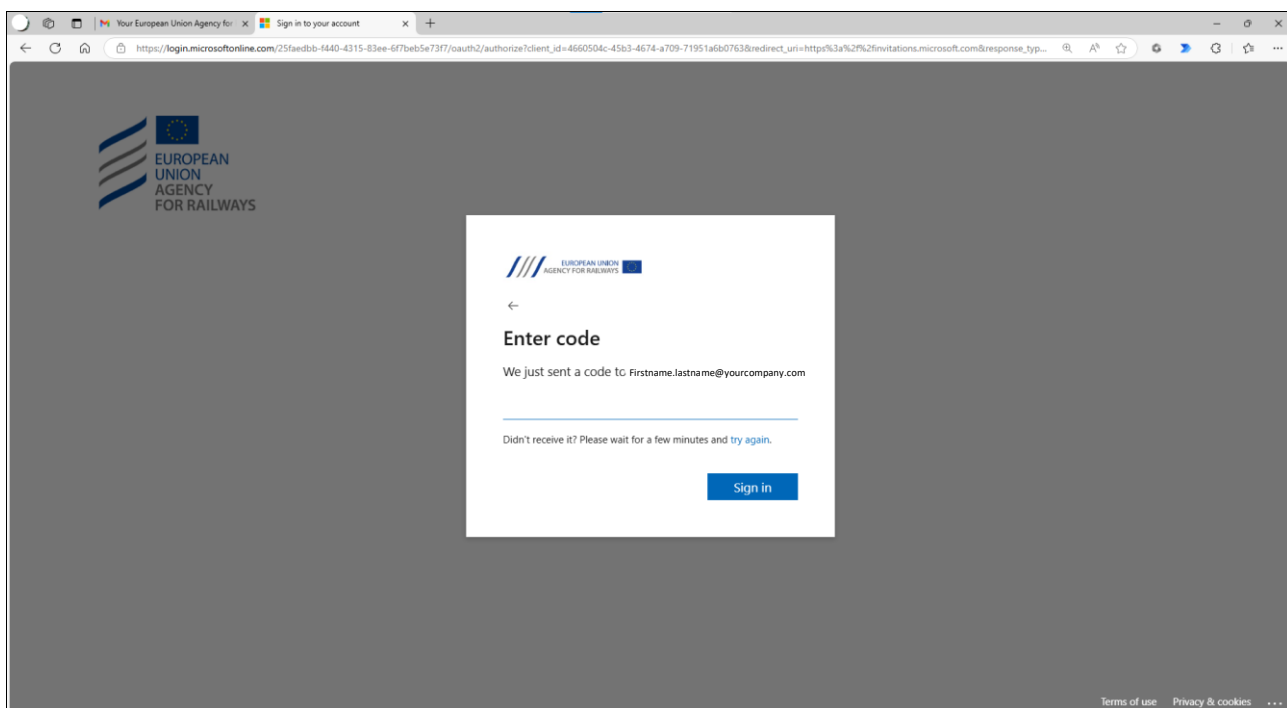
Figure 8 - Enter code

Next step is, again, to open the mailbox and look for the email confirming the code. Don't forget to check your spam folder. Concerning the email including the verification, please be aware that the code is valid for 30 minutes starting from its generation, if you receive the email later than 30' after the code request, the

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code is no longer valid. We have experienced this kind of problem, if this happens to you, please contact servicedesk@era.europa.eu.
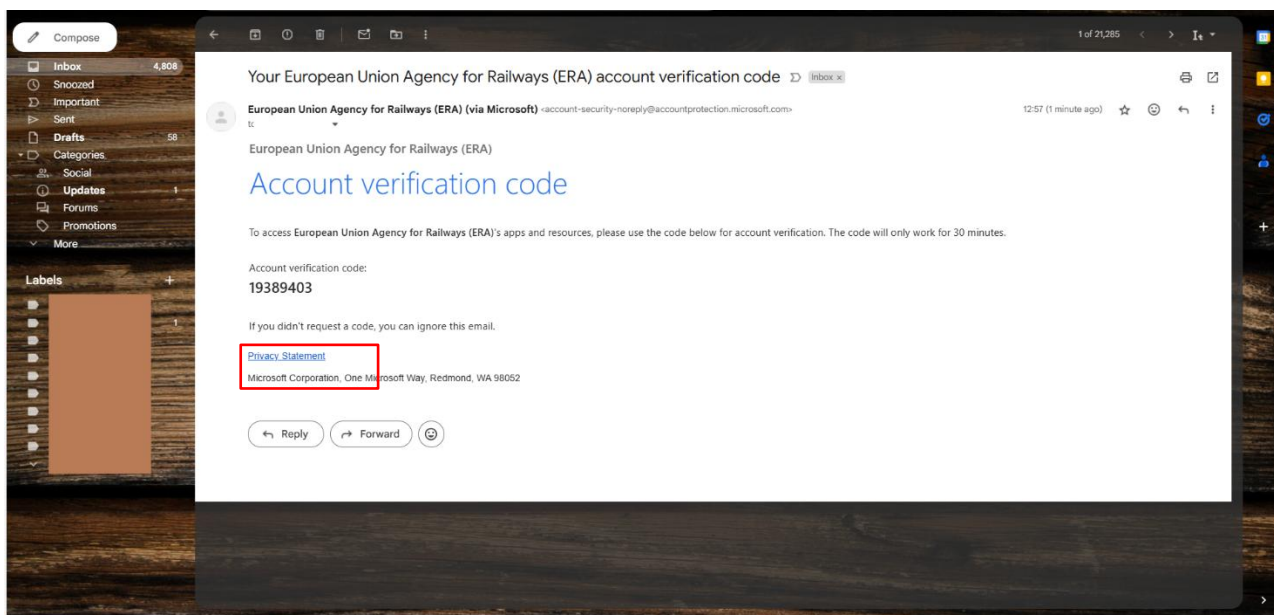
Figure 9 - Verification code

Now the same code shall be entered in the webpage, like presented in Figure 10.
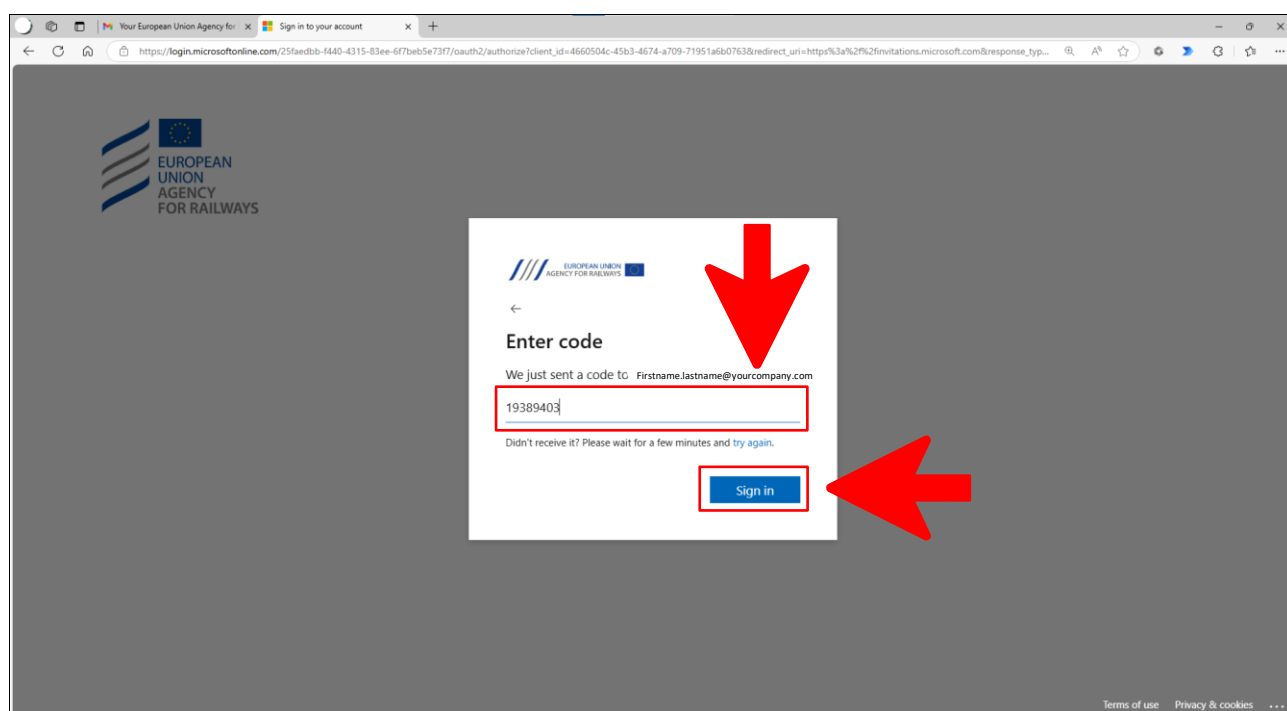
Figure 10 - Enter code

If you entered the correct code, and clicked the "Sign in" button, you will get the page in Figure 11.

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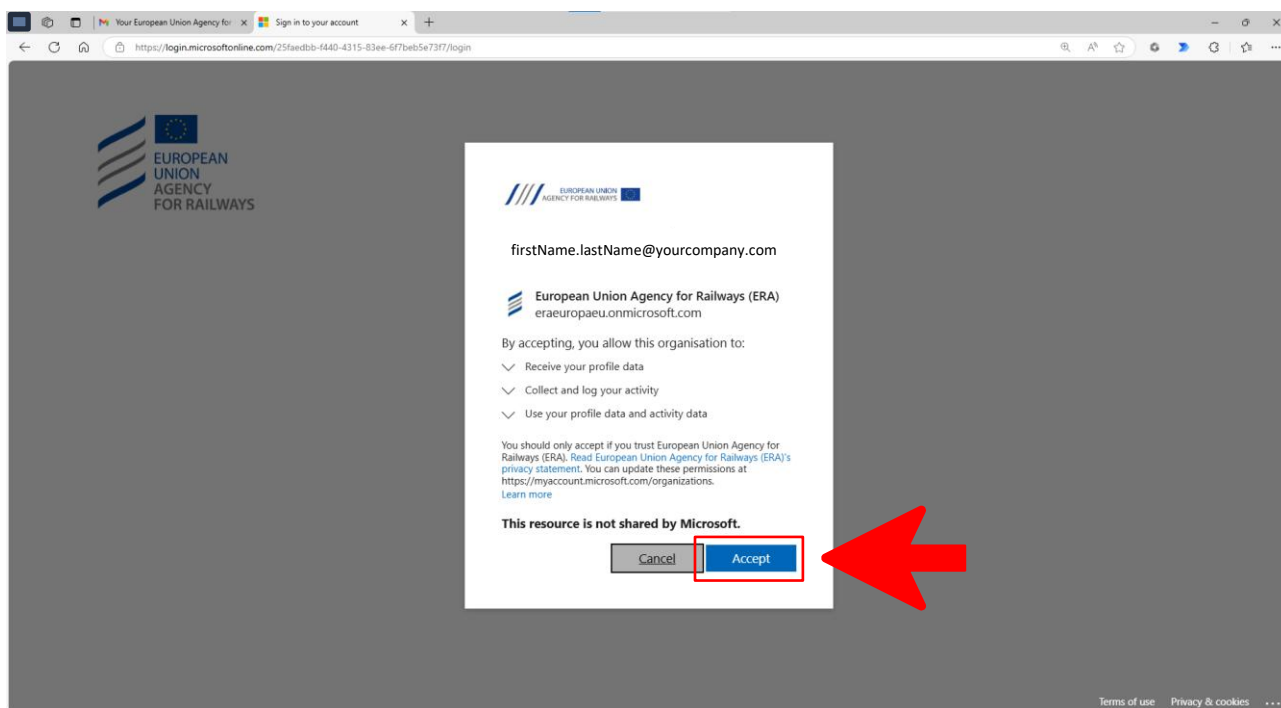
Figure 11 - Terms acceptance

If you agree with the terms, click on "Accept" and then you are done. The page below is the end of the registration process.
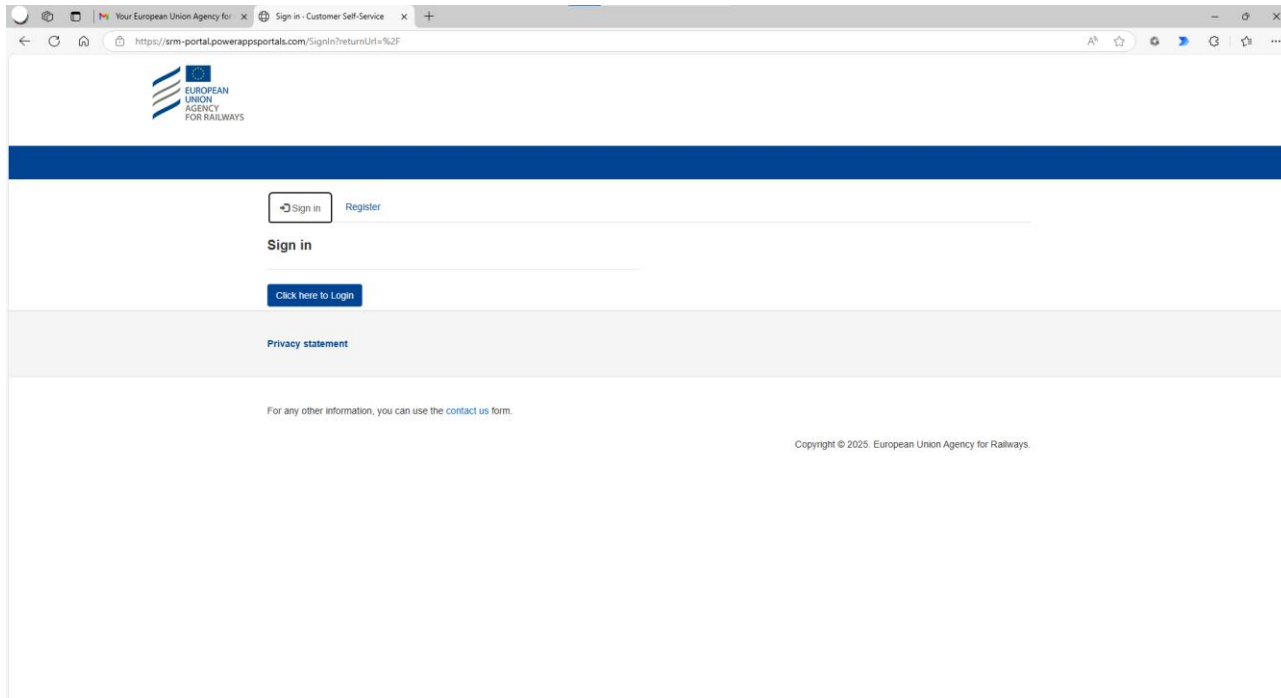
Figure 12 - End of the process, login page

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3.2. Completion of the user Profile

Once the creation of the ERA account is finalized on the webpage available in Figure 12, the user needs to complete the profile.
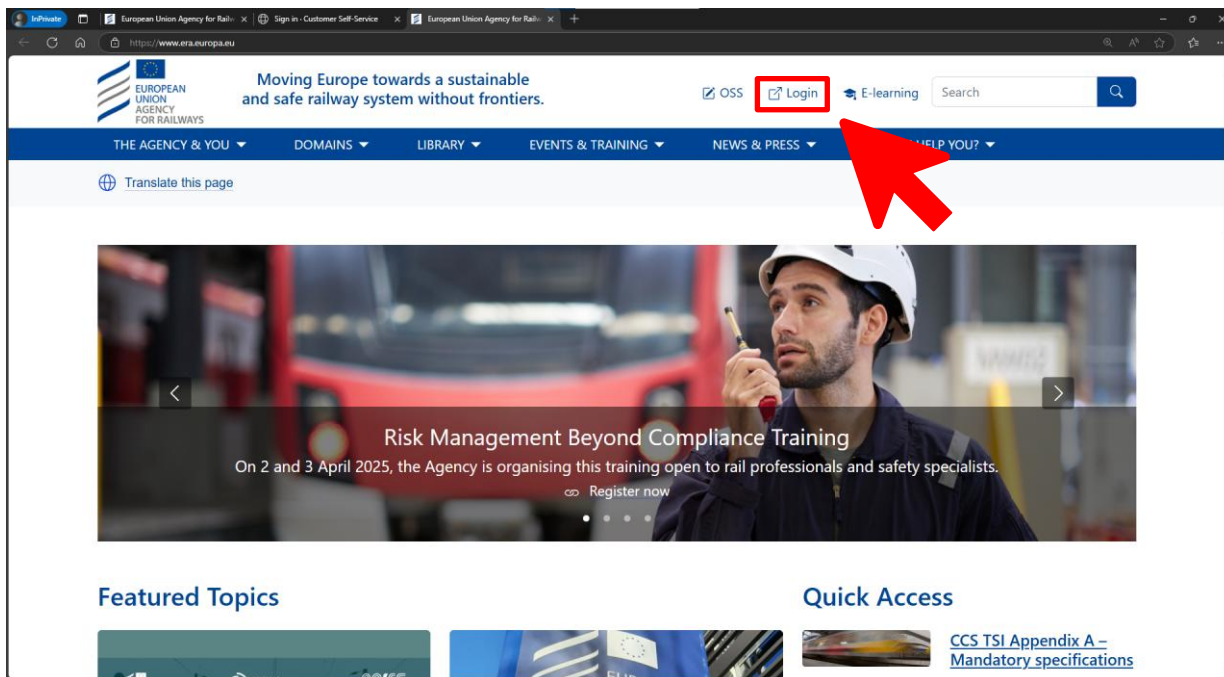
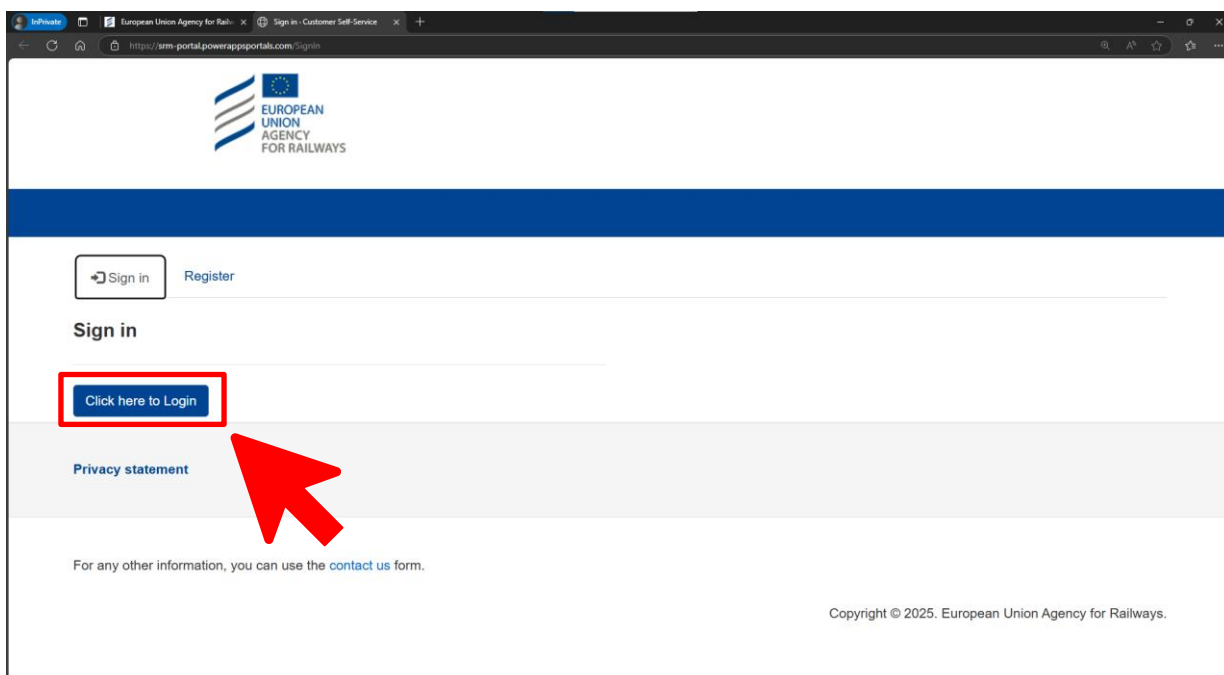Click on the button "Click here to login".
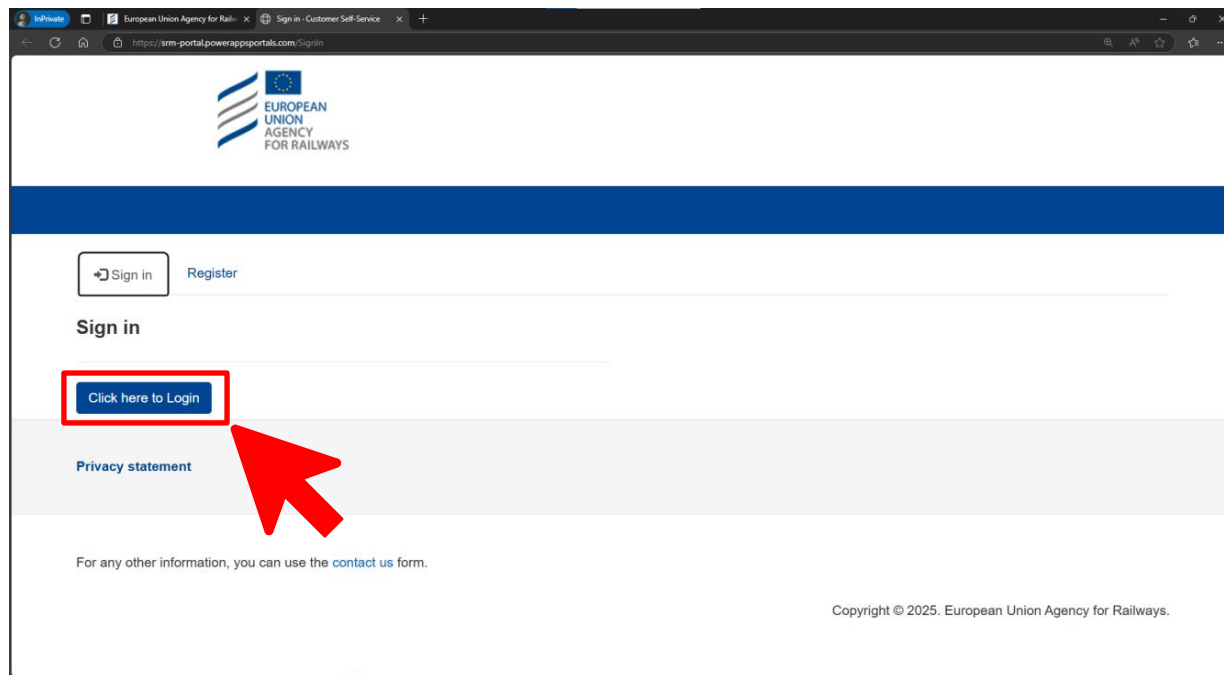
Figure 13 - Sign-in page

Then you can face 2 possible options:

- *If you had done a login from the same browser, the system will propose it. Please just click on it (Figure 14). If this is not the account you want to use, then click on "Use another account". In this second case you will see the sign in form described in (Figure 15).*

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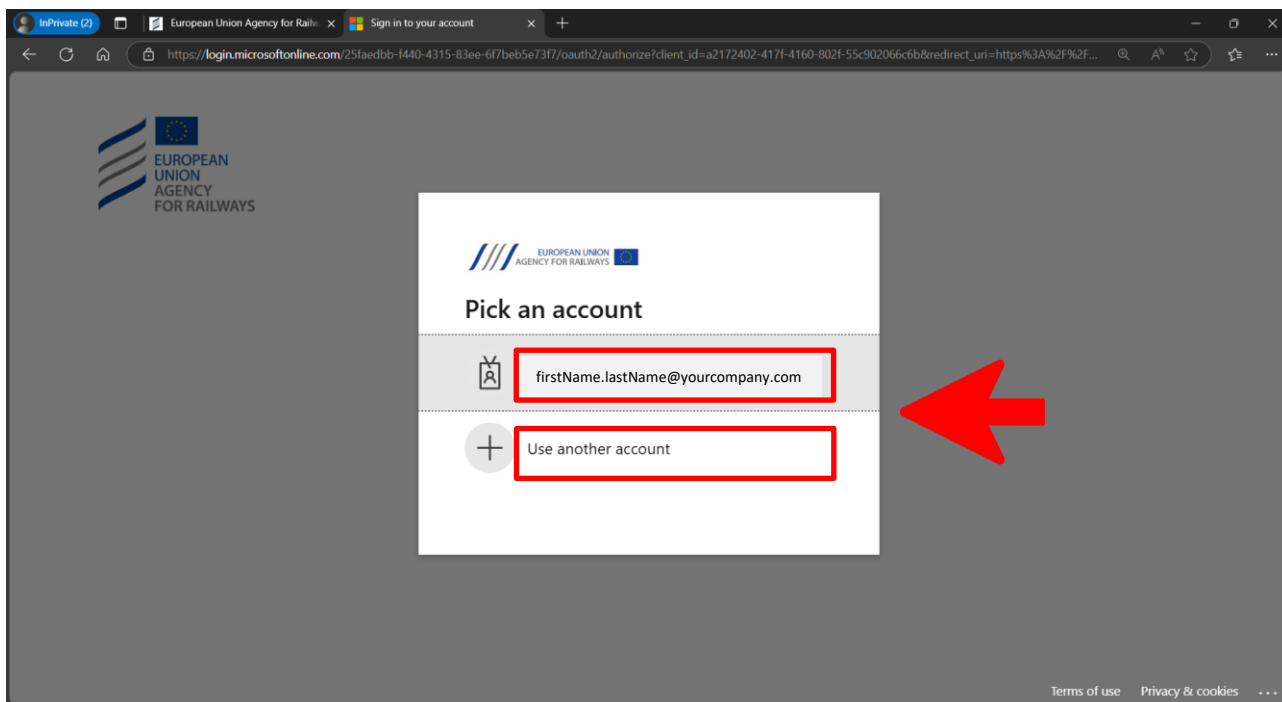
Figure 14 – Pick an account

- *If this is your first login attempt from the browser, you will be required to enter you email address as in Figure 15. Once this is done, please click on "Next".*
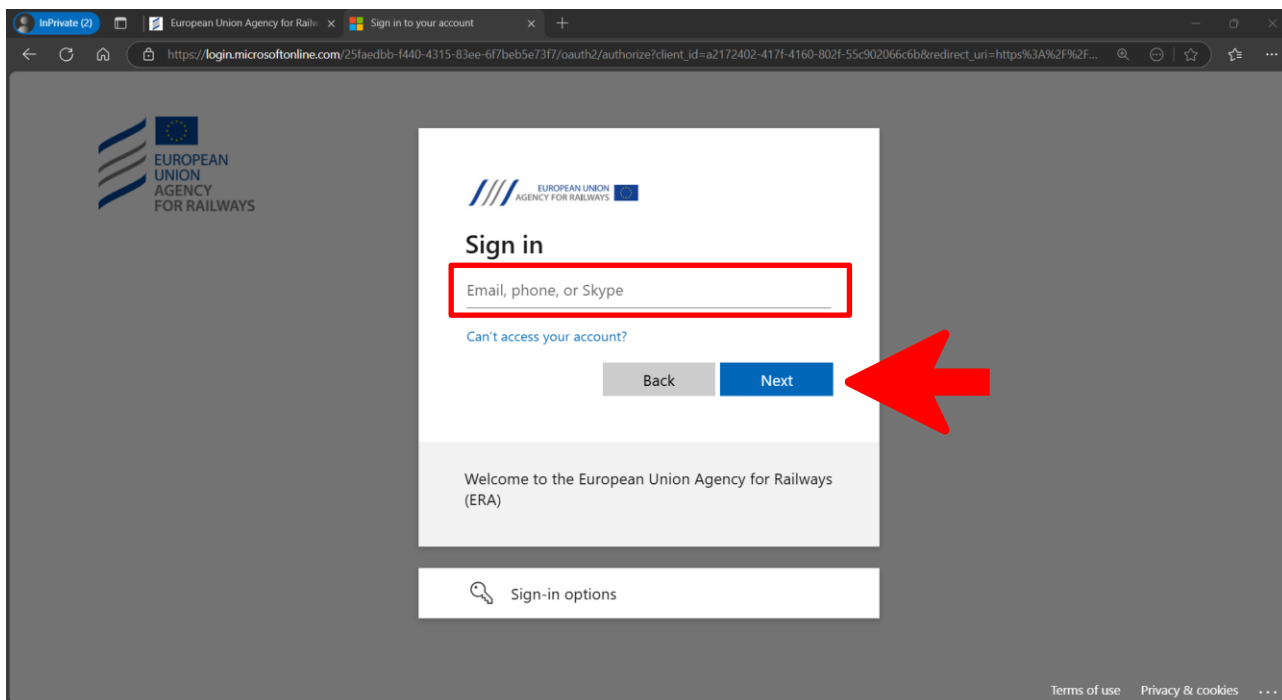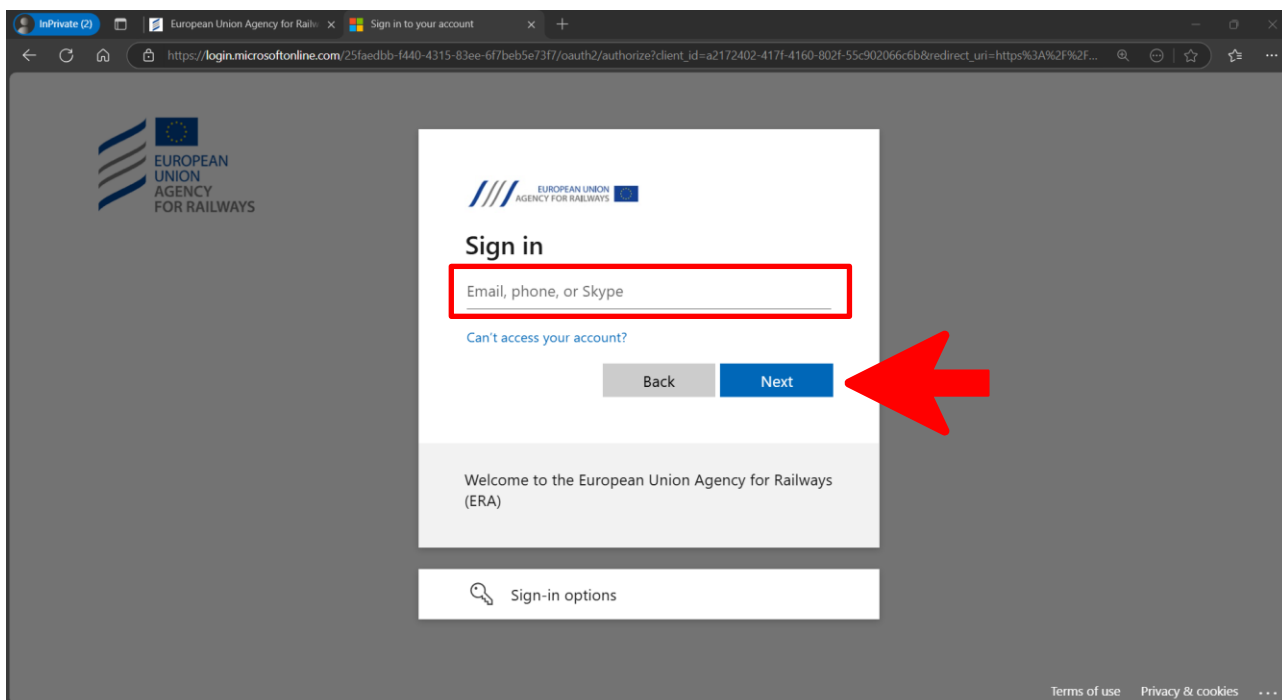

Figure 15 – Sign in

The next page will require a verification code (Figure 16).

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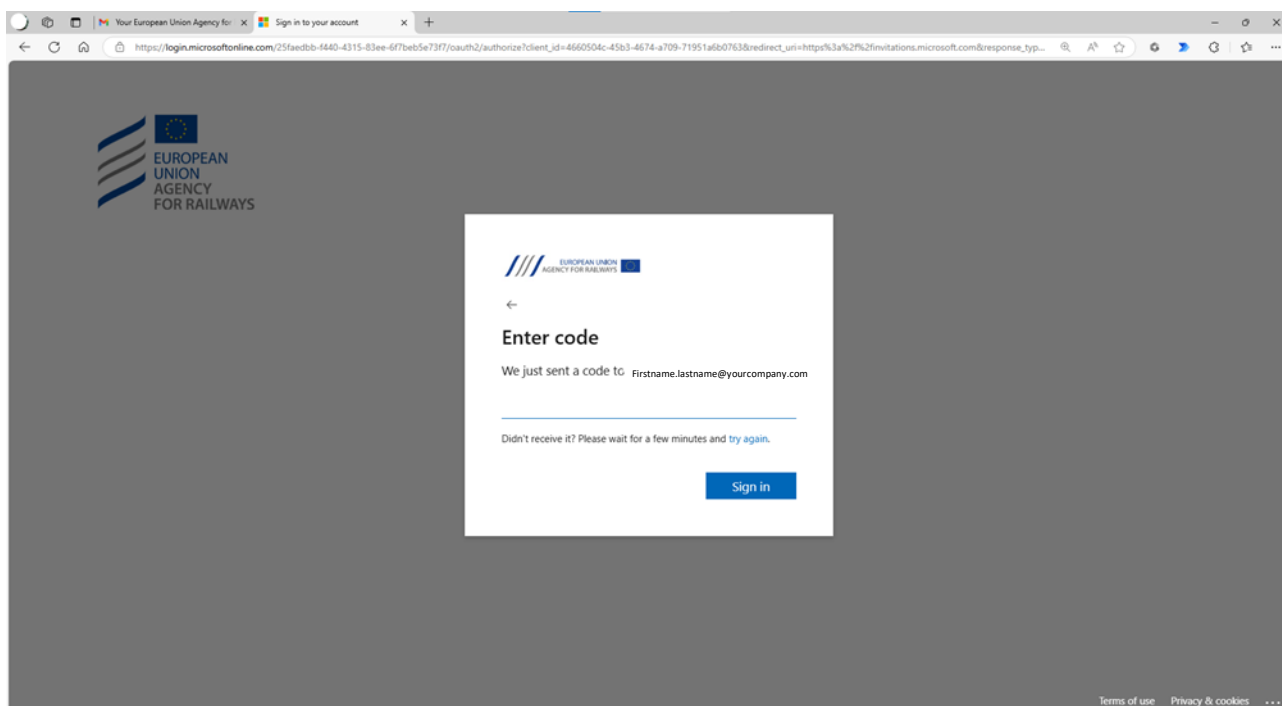
Figure 16 - Enter the code

The system provides you the code at the email address associated to the account. So please open your mailbox and look for the related email. Open it and you will see the verification code (Figure 17).
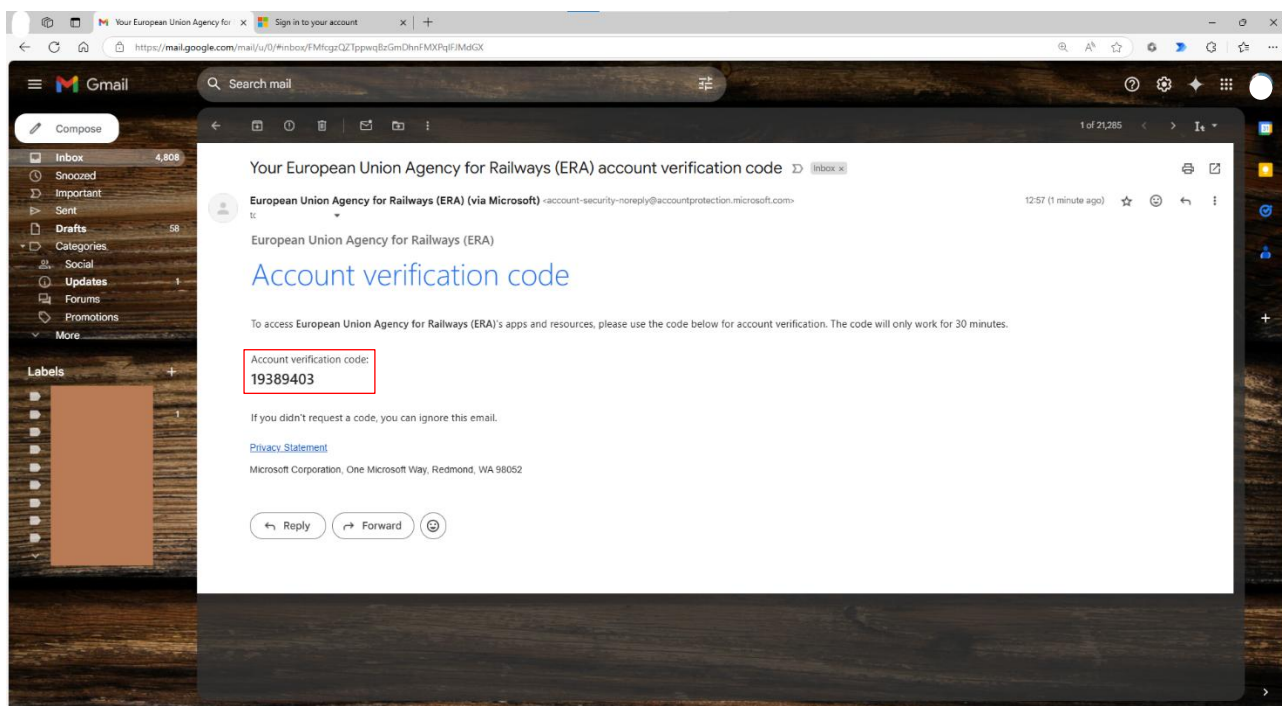
Figure 17 - Open your mailbox and get your verification code

Now enter the code in the specific field (Figure 18).

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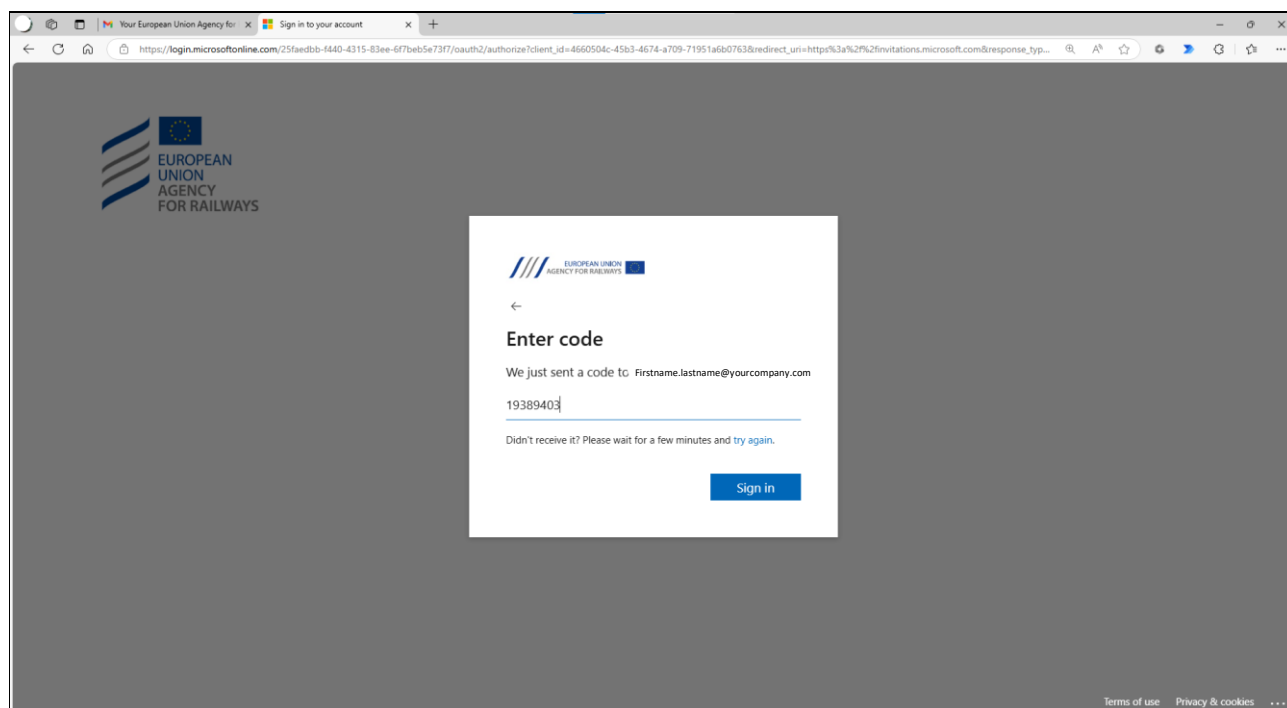
Figure 18 - Code

Once this is done, you will land on your profile page (Figure 19), where you will have to fill in at least the fields marked by the asterisk. Once you have duly filled in the form, click

Figure 19 - Profile page

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4. Apply for an organisation code, revoke or modify organisation data

After having completed your user profile, you can request an organisation code.

4.1. Log in into the Organisation Code Management Tool

Enter the Agency website and click on the "Login" button indicated in Figure 20.

Figure 20 – ERA home page

Now click on the button "Click here to login".

Figure 21 - Sign-in page

Then you can face 2 possible options:

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- *If you had done a login from the same browser, the system will propose it. Please just click on it (Figure 22). If this is not the account you want to use, then click on "Use another account". In this second case you will see the sign in form described in (Figure 23).*
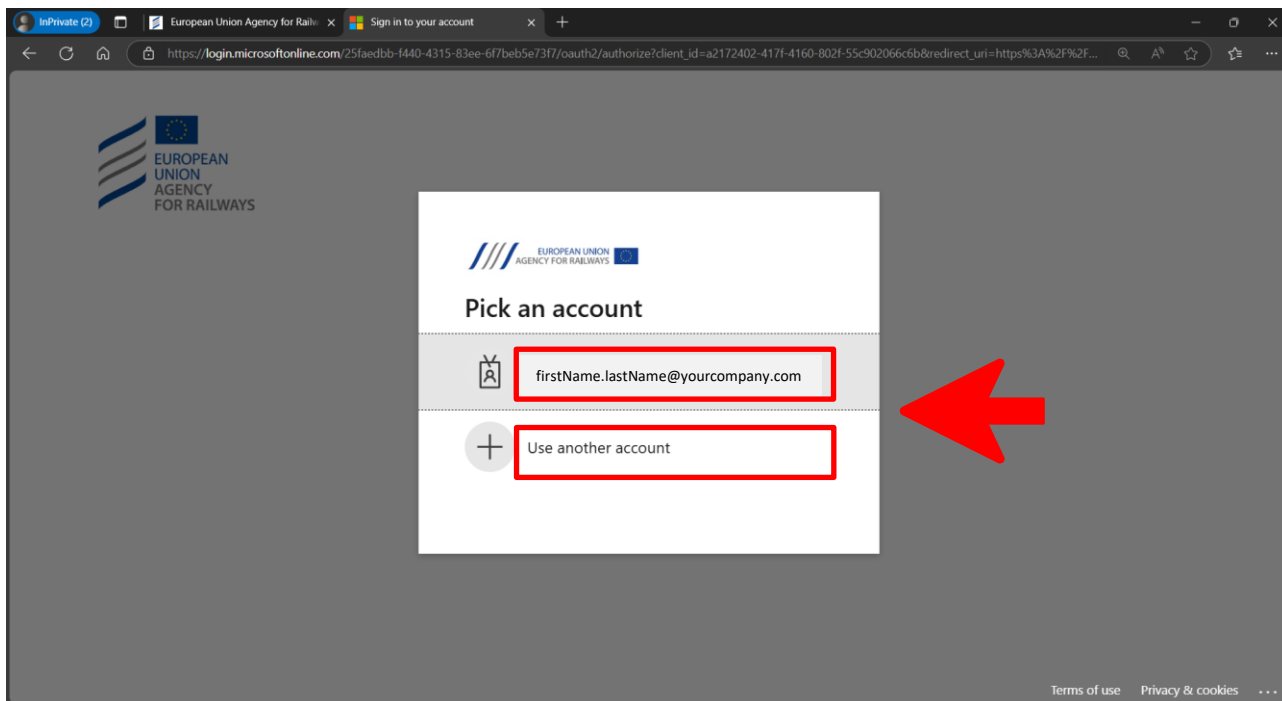
Figure 22 – First login page

- *If this is your first login attempt from the browser, you will be required to enter you email address as in Figure 23. Once this is done, please click on "Next".*

Figure 23 – Sign in with your email address

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In both cases, either you are using a predefined account or you have used your email address, you will land on a page requesting a code to access the system. The code has been sent to the email address used in the registration process.

So, again, open your mailbox, search for the email (don't forget to check the spam folder) (
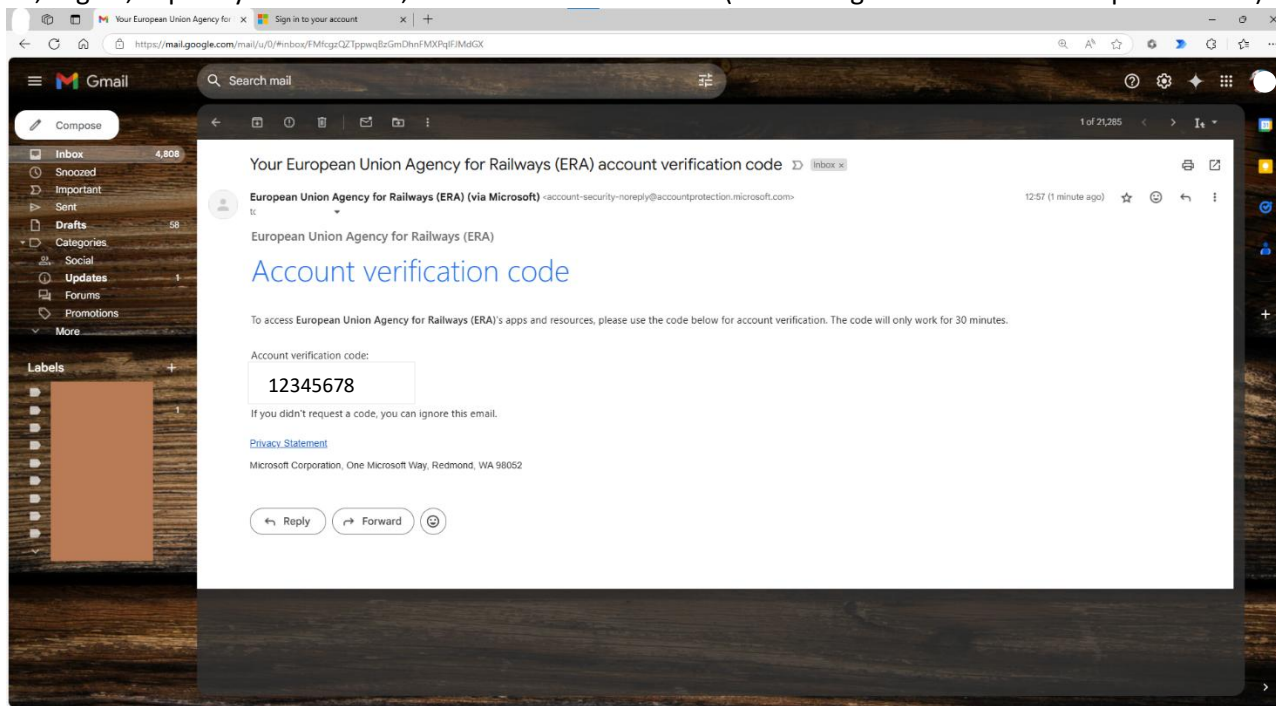
Figure 24)
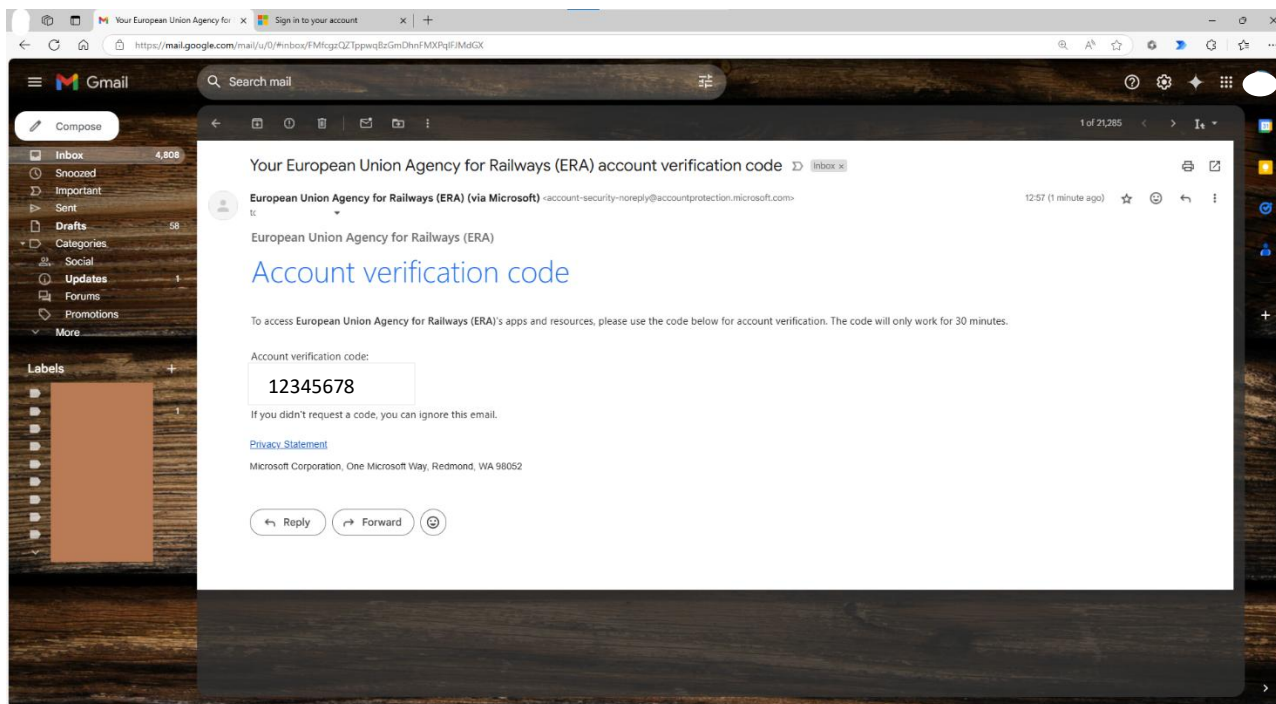
Figure 24 - Verification code

Now the same code shall be entered in the webpage, like illustrated below.

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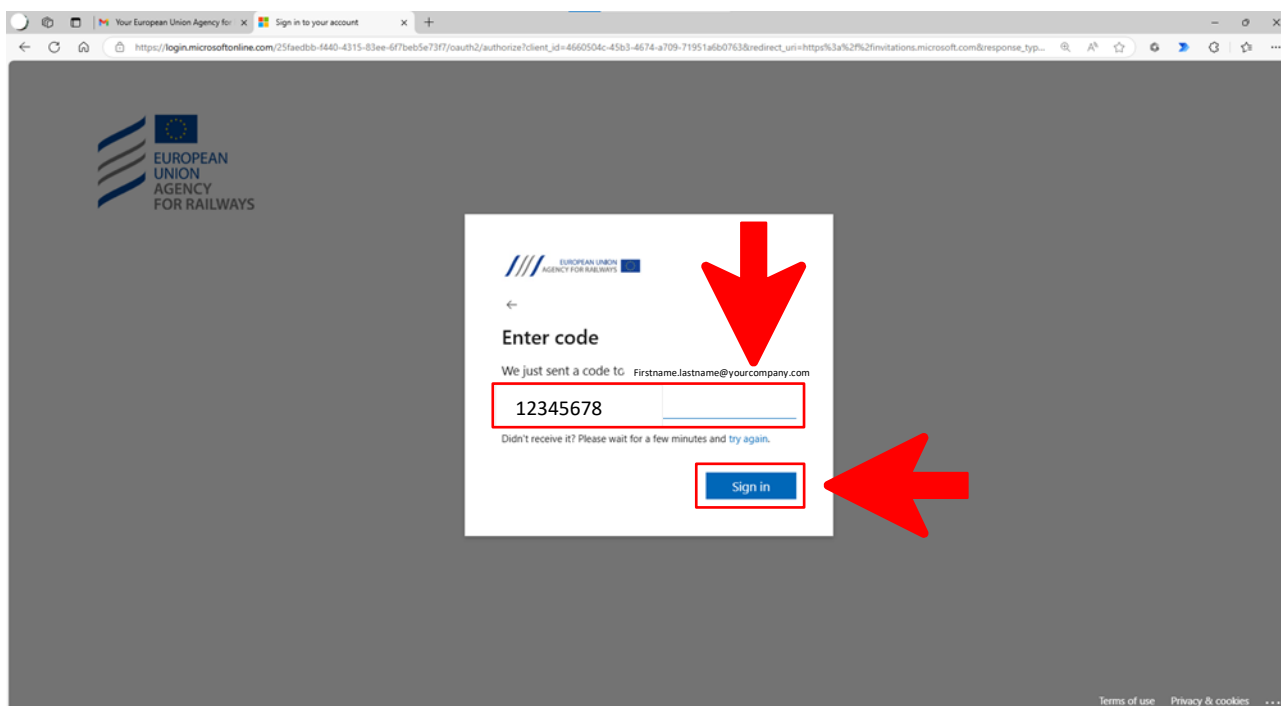
Figure 25 - Enter code

If you entered the correct code, and clicked the "Sign in" button, you will get the page in Figure 26. Here you can see your data and on the left-hand side of the webpage you have a list of applications.

To request an OC, you have to select the "Organisation code – application form".
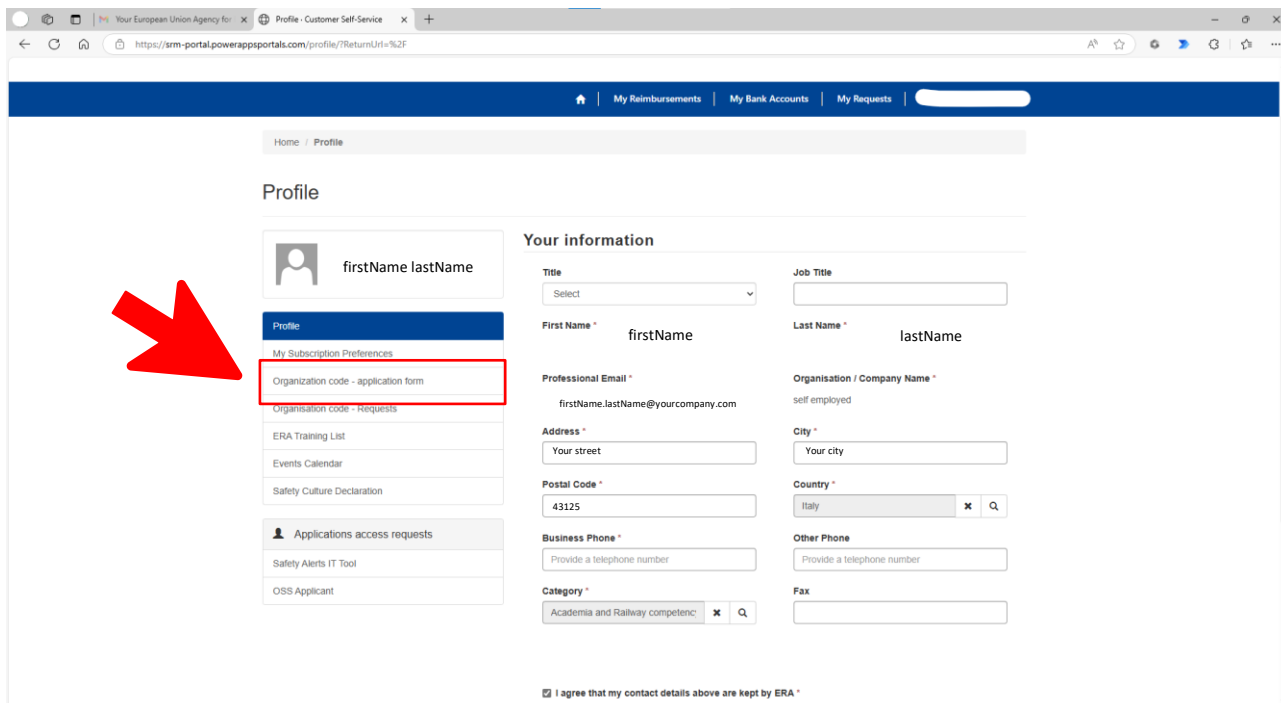
Figure 26 – Profile page – List of applications

In the next step, the user has to navigate to the **"Organization Code - Application Form"** page (Figure 31) and fill in at least the mandatory fields identified by a red asterisk.

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To start, the form requires the data to identify the organisation. The first two fields are pre-filled using the data entered during the creation of the profile. You can still edit those fields if required, clicking the lens icon.

Figure 27 – Selection of organisations

Then a pop-up window will open and will allow you to search for registered organisation.

If the organisation you represent is not on the list, you can create one by clicking the button "Cannot find an organisation? Create one."

This will bring you to the page below, in which you shall enter at least the mandatory values and then click "Submit".

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Figure 28 – Create a new company/organisation

The result will be the following:

Figure 29 – Add account categories

Click again on "Submit" and then you can keep filling in the application form.

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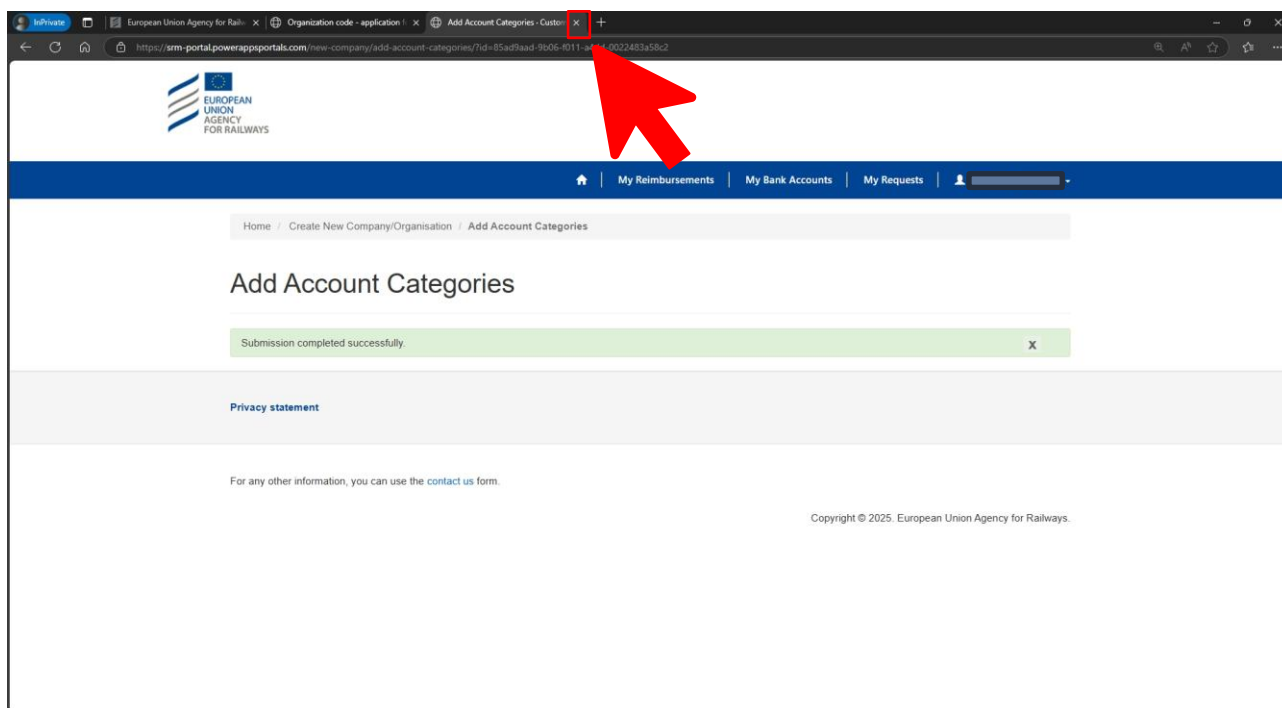
Figure 30 – Successful addition of account categories

Now to go back to the application form you can close the tab of the browser and select your new company clicking on the lens icon.

Concerning the rest of the parameters, **please note that in compliance with GDPR requirements, individual email addresses should not be publicly visible.**

Therefore, we ask to make sure that the "**E-mail address (company)"** field contains an organisation/company generic email address, such as info@yourcompany.com, contact@yourcompany.com, etc. and not your personal business email address.

About the domains of activity: when you select the company at the beginning of the form, the choice of the organisation will automatically define the main domain of activity. If the company you are requesting the code for, operates in more than one domain, then you can add one or more from the list below.

It is very important to indicate the right main domain of activity during the creation of the company and to add only those which are actually in the scope of your business. A wrong choice will delay the processing of your application.

To finalize the application, you still have:

- *To verify the data of the administrative representative, and*
- *To indicate if you possess a RICS code already or not. If you do, please tick the box "We have a UIC RICS company code (please input your code) to be taken over as organisation code." If you don't then tick the other box and you will be assigned a new organisation code.*

Once all the information is provided you can submit your request clicking on "Submit".

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Figure 31 – Organisation code application form

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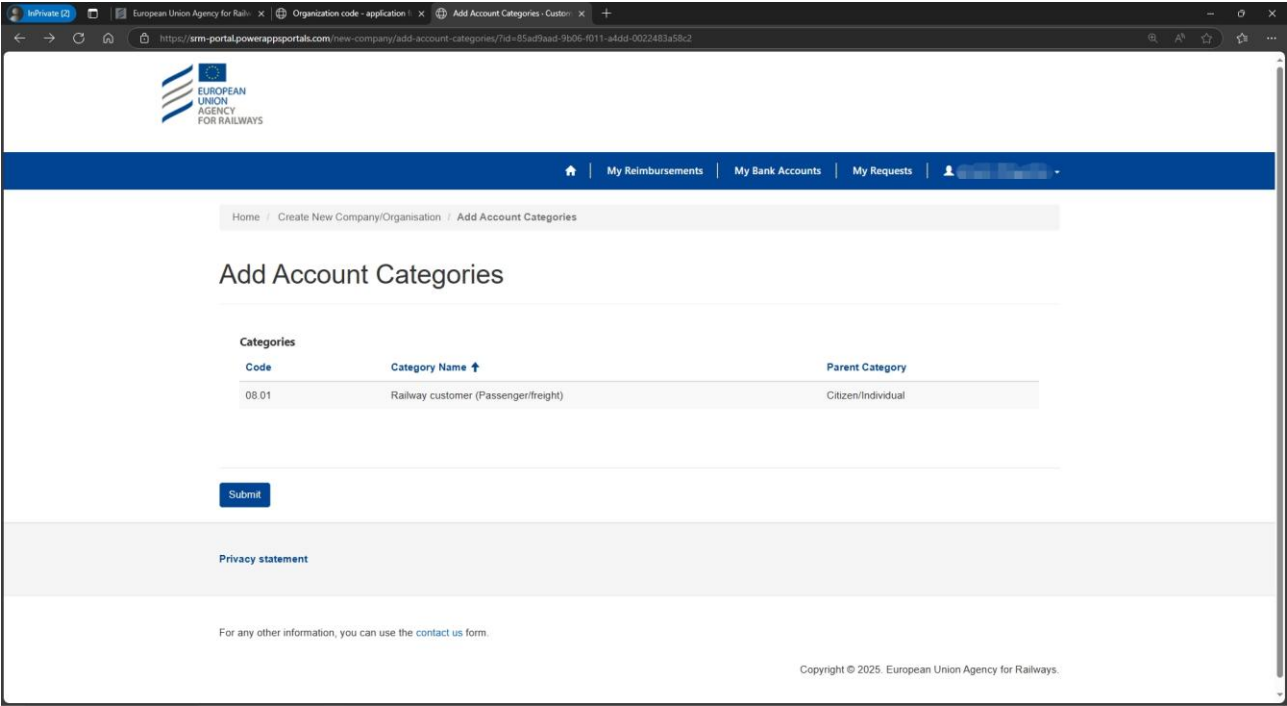
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Figure 32 – Add account categories
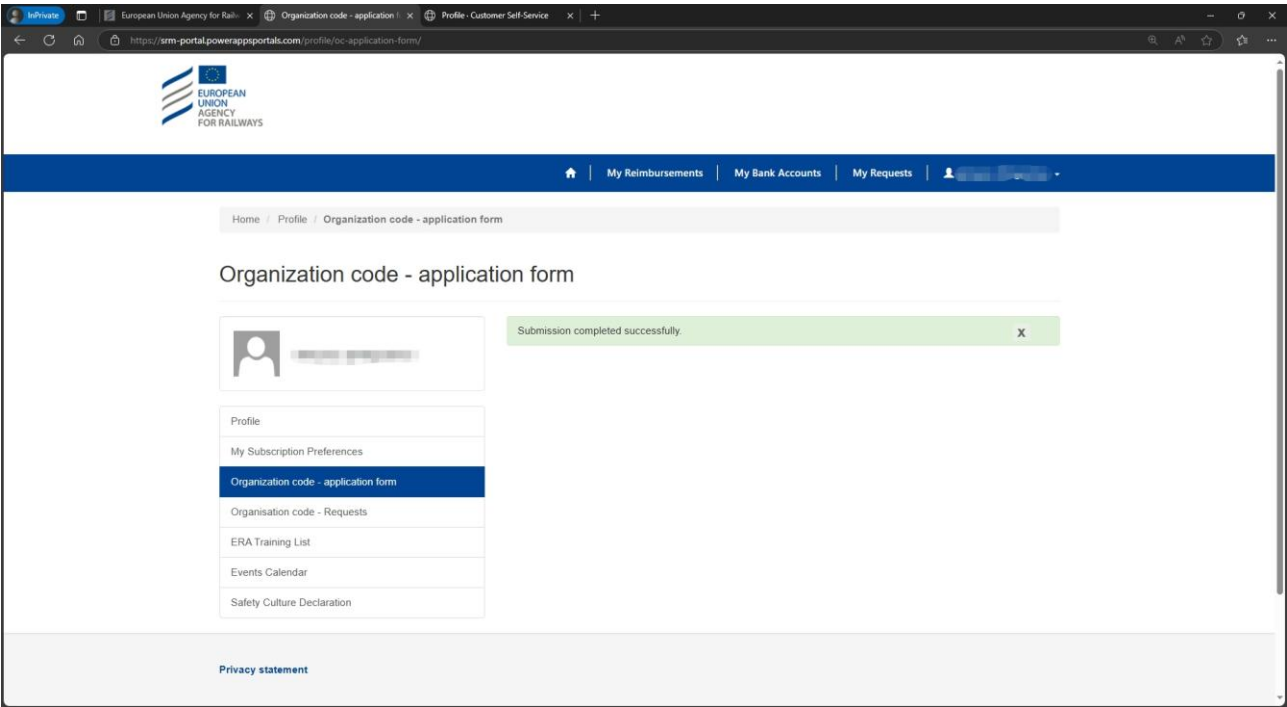

Figure 33 – Submission completed successfully

On this page, if the user clicks on **"Organisation Code – Requests,"** they will find the follow-up of all their requests.

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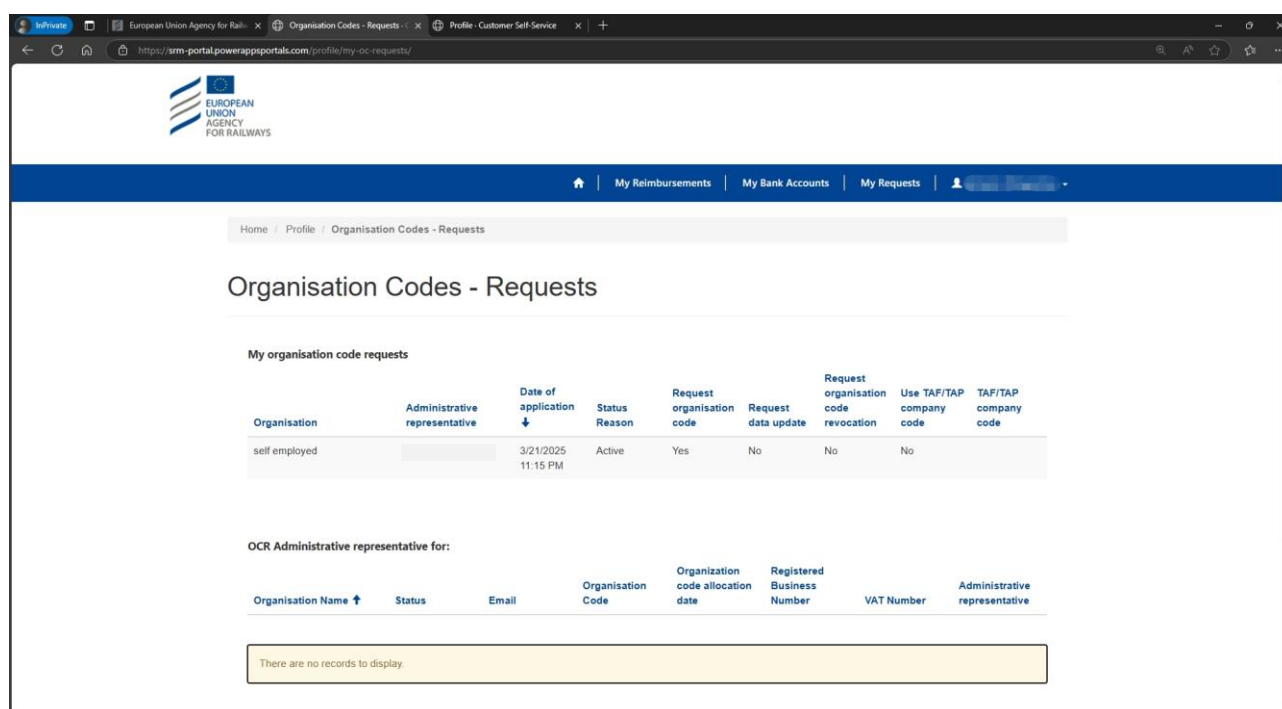
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Figure 34 – Organisation Codes requests

After an organisation code is allocated and approved by the Agency, the user can submit a data modification request or revoke the assigned code.

Each time an organisation code request is approved, the code is immediately allocated, and the person designated as the administrative representative (who may be different from the requester) will be notified by email.

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

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

1. *Search by name or code for Organisation Codes that have been allocated and published by ERA.*
2. *Export the full list of Organisation Codes already allocated by ERA.*

For any further questions, please contact the Organisation Codes Management Team at: OrganisationCodes@era.europa.eu

5.   References

- Commission Implementing Decision (EU) 2018/1614 (https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2018.268.01.0053.01.ENG&toc=OJ%3AL%3A2018%3A268%3ATOC)

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