

# User Manual for Organisation Codes requests

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*Procedure for the creation and allocation of organisation codes*

## Document Information

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Tue, 2021 Jul 6	European Union Agency for Railways	1.0	Document publication	All sections
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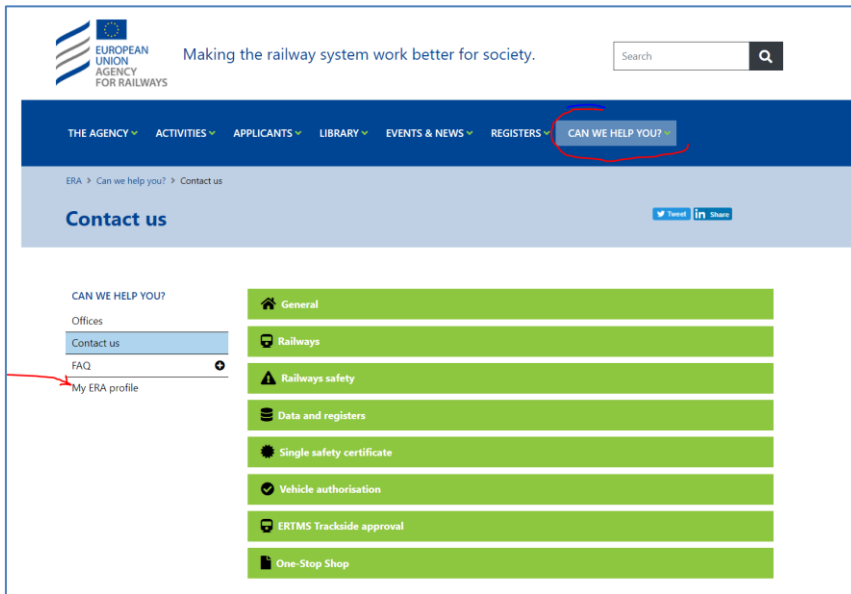
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## How to request an Organisation code

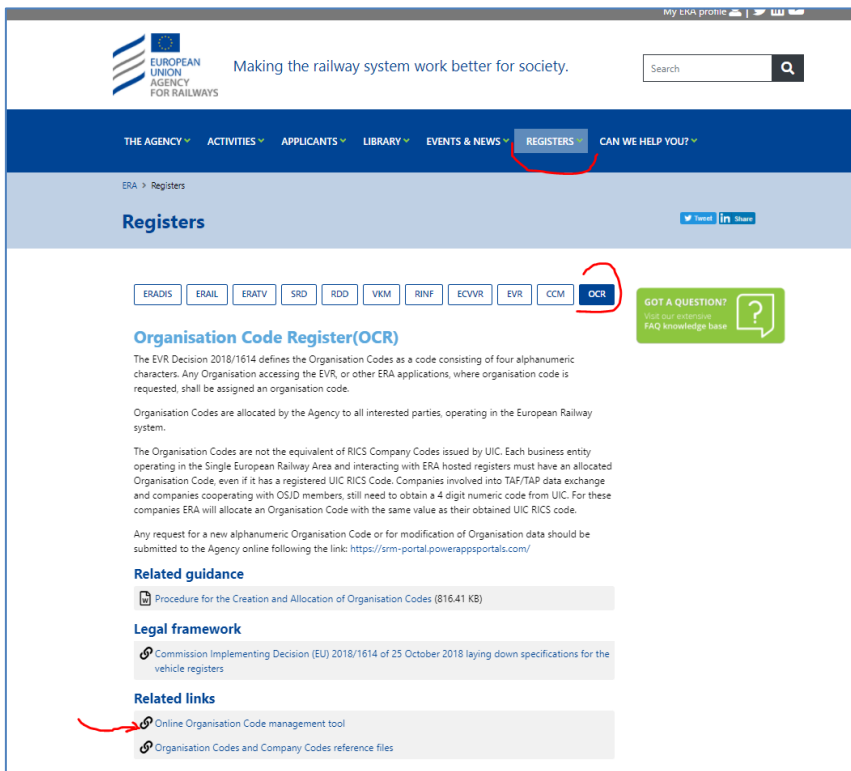
### 1.1 Access to the ERA Stakeholder Relations Management (SRM) portal

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>.

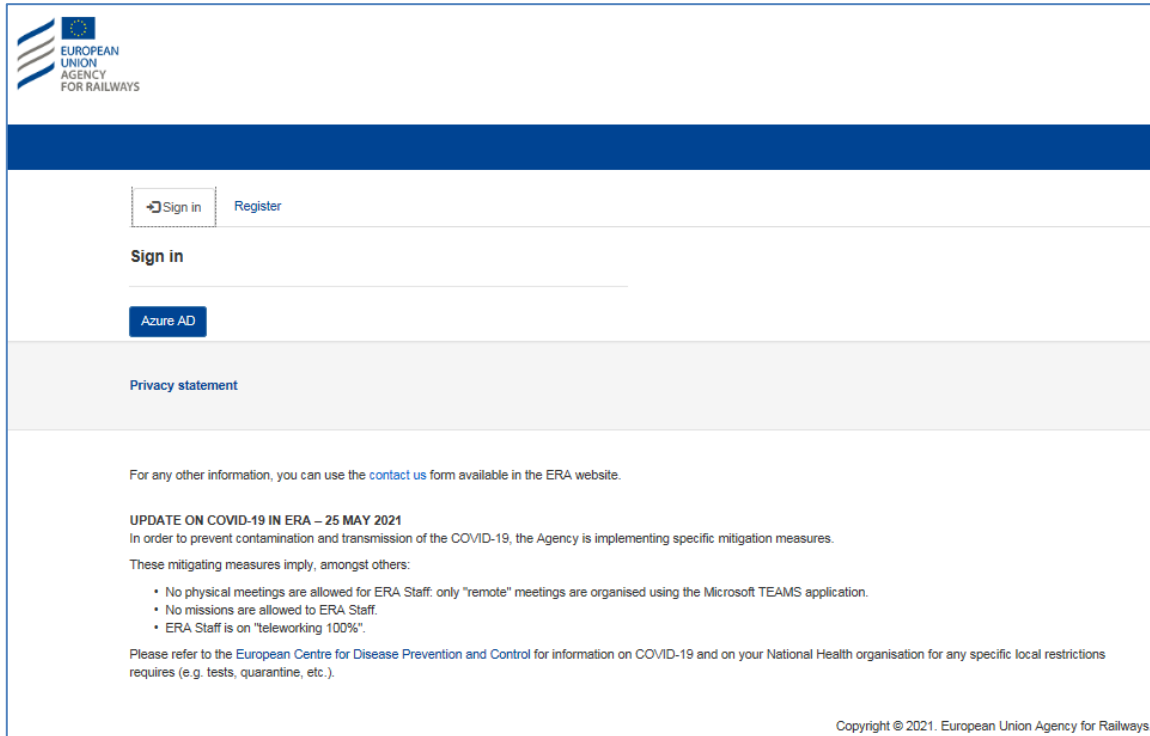
- This link is available by clicking on “ My ERA profile” on the “CAN WE HELP YOU” page of the ERA website.



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



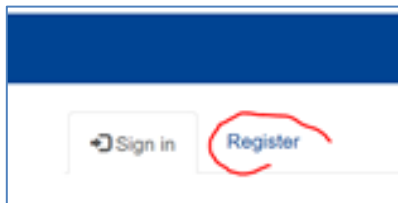
The link will display the screen below:



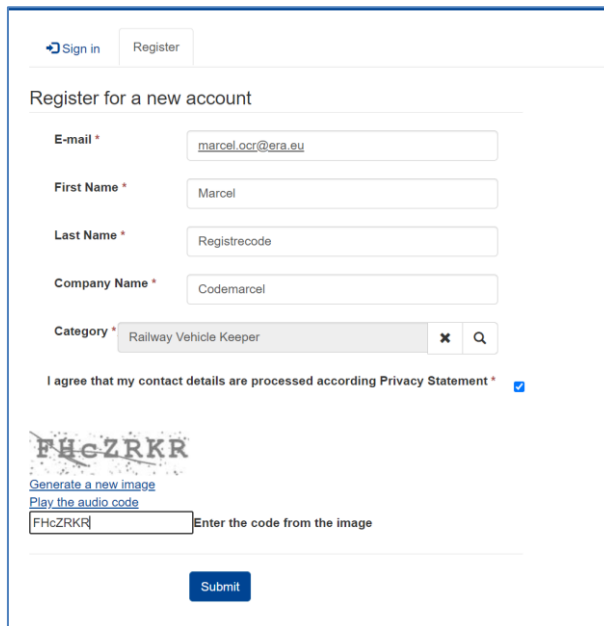
If the user has not yet created his user account allowing him to access ERA SRM portal, then the user has to create it.

## 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.**



The screenshot shows a web form titled "Register for a new account". At the top, there are two tabs: "Sign in" and "Register". The form fields are as follows:

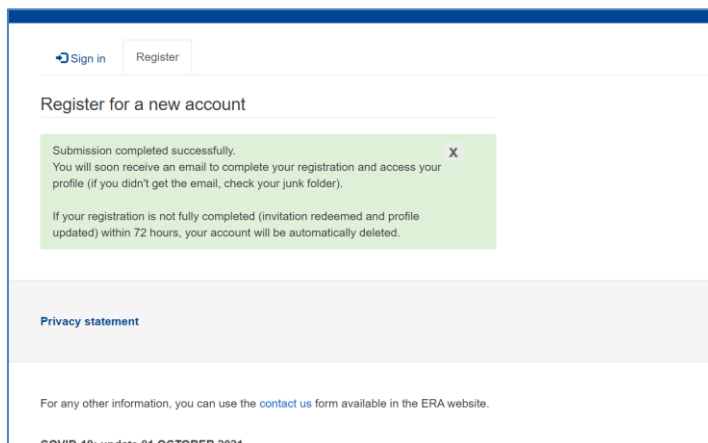
- E-mail \***:
- First Name \***:
- Last Name \***:
- Company Name \***:
- Category \***: A dropdown menu with "Railway Vehicle Keeper" selected, and a search icon.

Below the fields, there is a checkbox: "I agree that my contact details are processed according Privacy Statement \*" which is checked.

A CAPTCHA image shows the code "FHcZRKR". Below it are links: "Generate a new image" and "Play the audio code". A text input field contains "FHcZRKR" with the label "Enter the code from the image".

A blue "Submit" button is at the bottom.

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 screenshot shows a confirmation screen with a green message box:

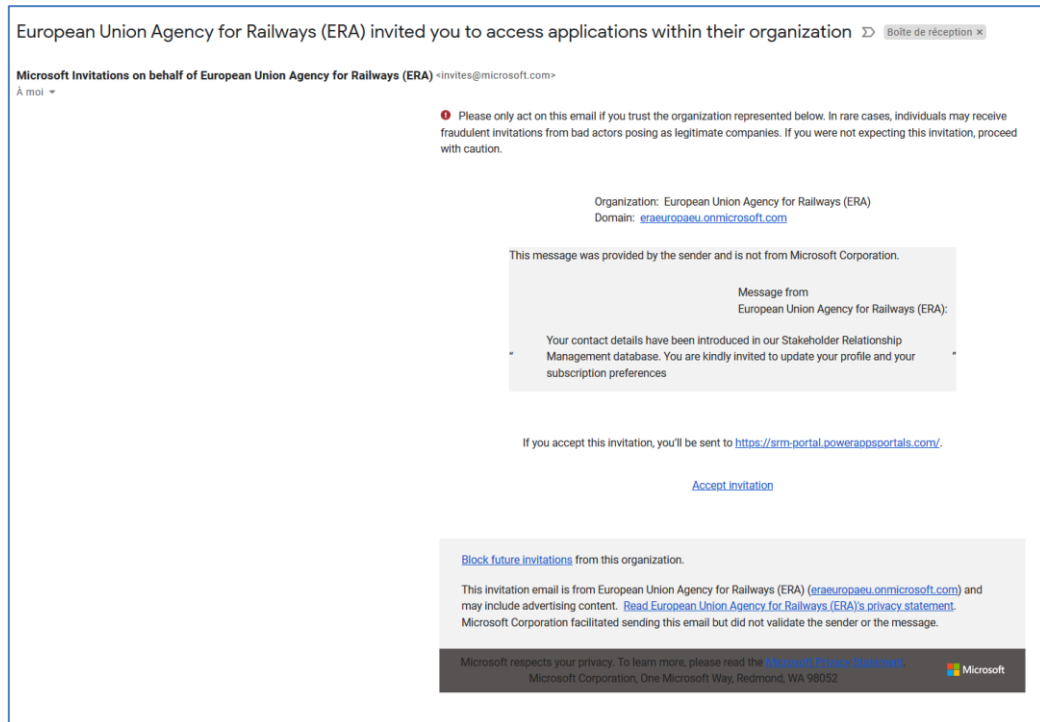
Submission completed successfully. X  
You will soon receive an email to complete your registration and access your profile (if you didn't get the email, check your junk folder).  
If your registration is not fully completed (invitation redeemed and profile updated) within 72 hours, your account will be automatically deleted.

Below the message box is a section titled "Privacy statement".

For any other information, you can use the [contact us](#) form available in the ERA website.

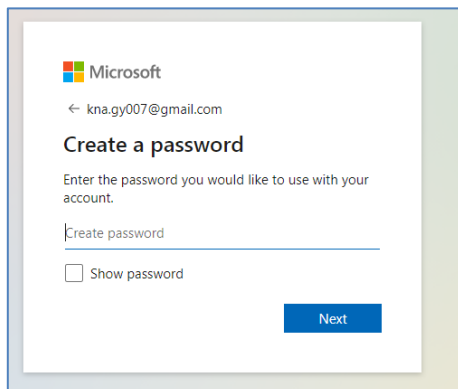
COVID-19: update 01 OCTOBER 2021

Below is a copy of the email received:

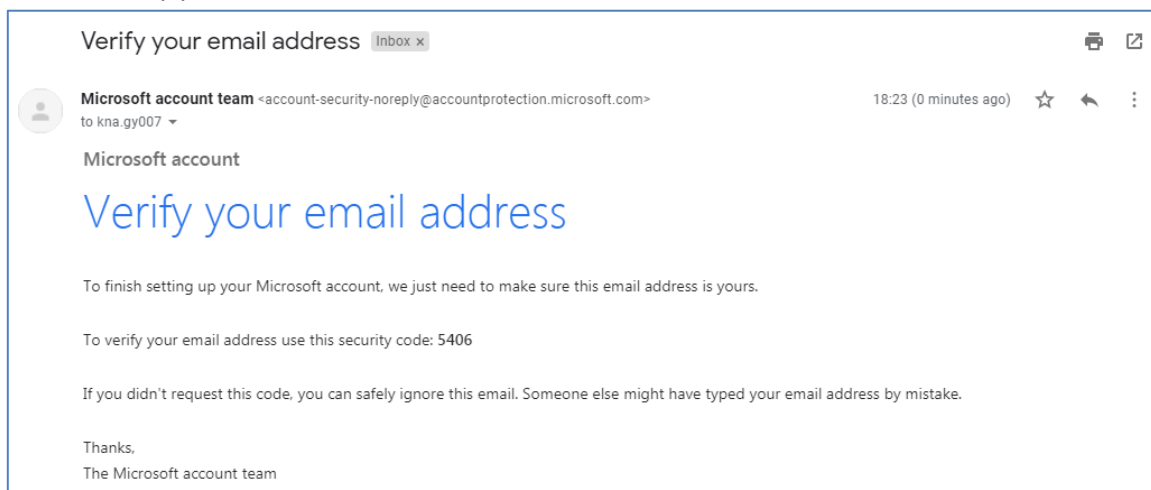


The user has to accept the invitation and continue with the following steps:

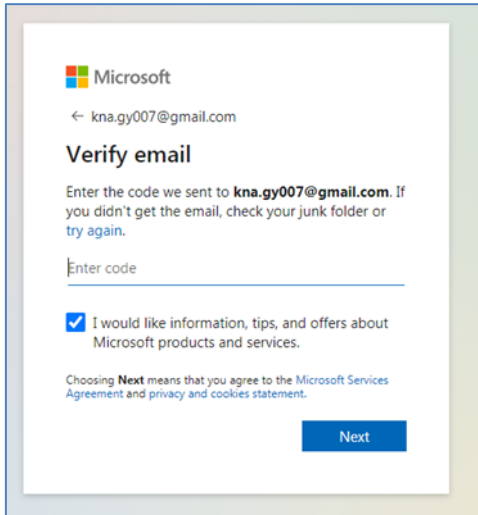
## 1. Create a password



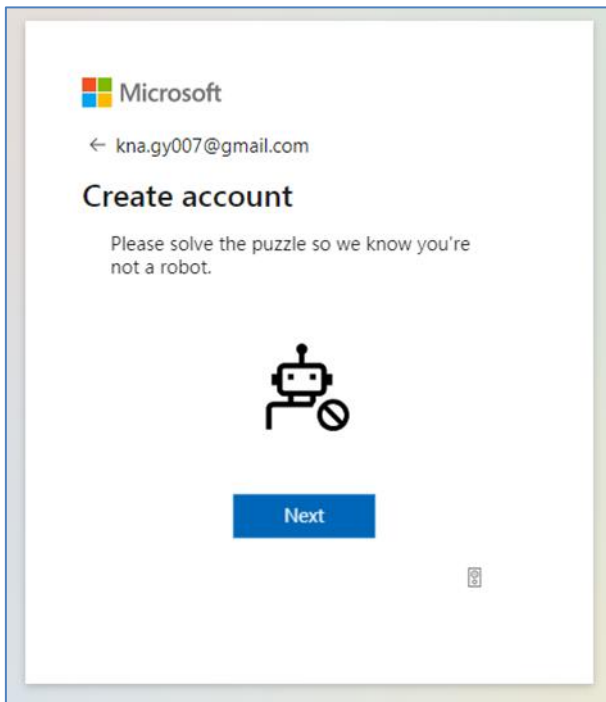
## 2. Verify your e-mail



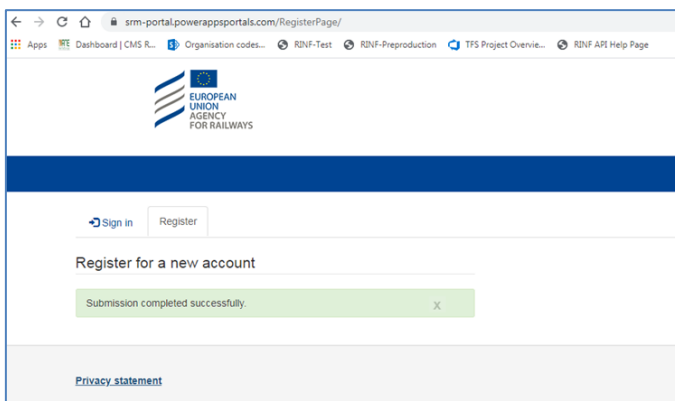
3. Enter the received code



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:

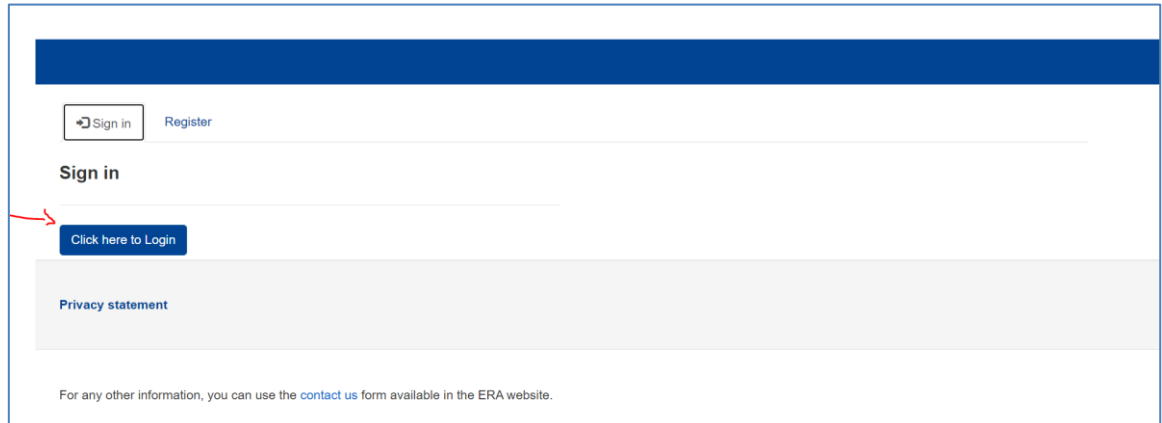




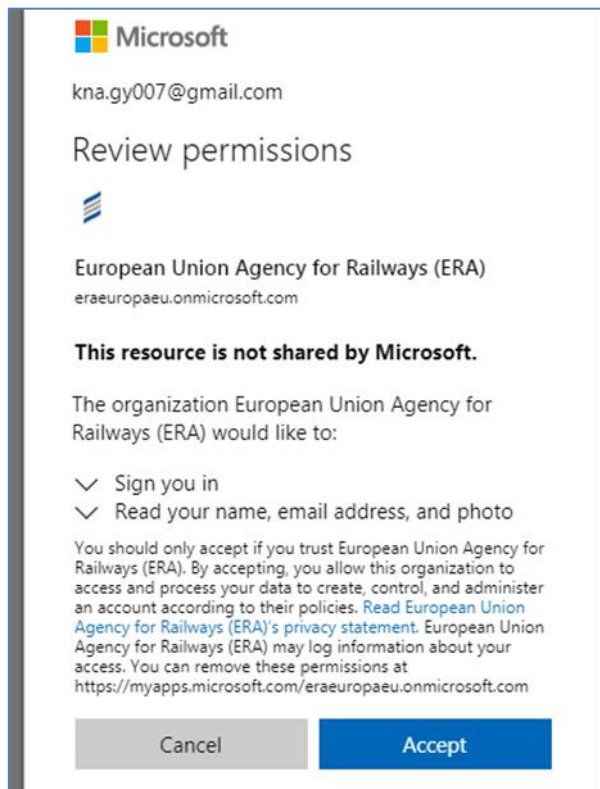
If the user intends to create immediately an organisation code request, the user has to “Sign in”.  
The user may also stop and “sign in later” (see the following).

### 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



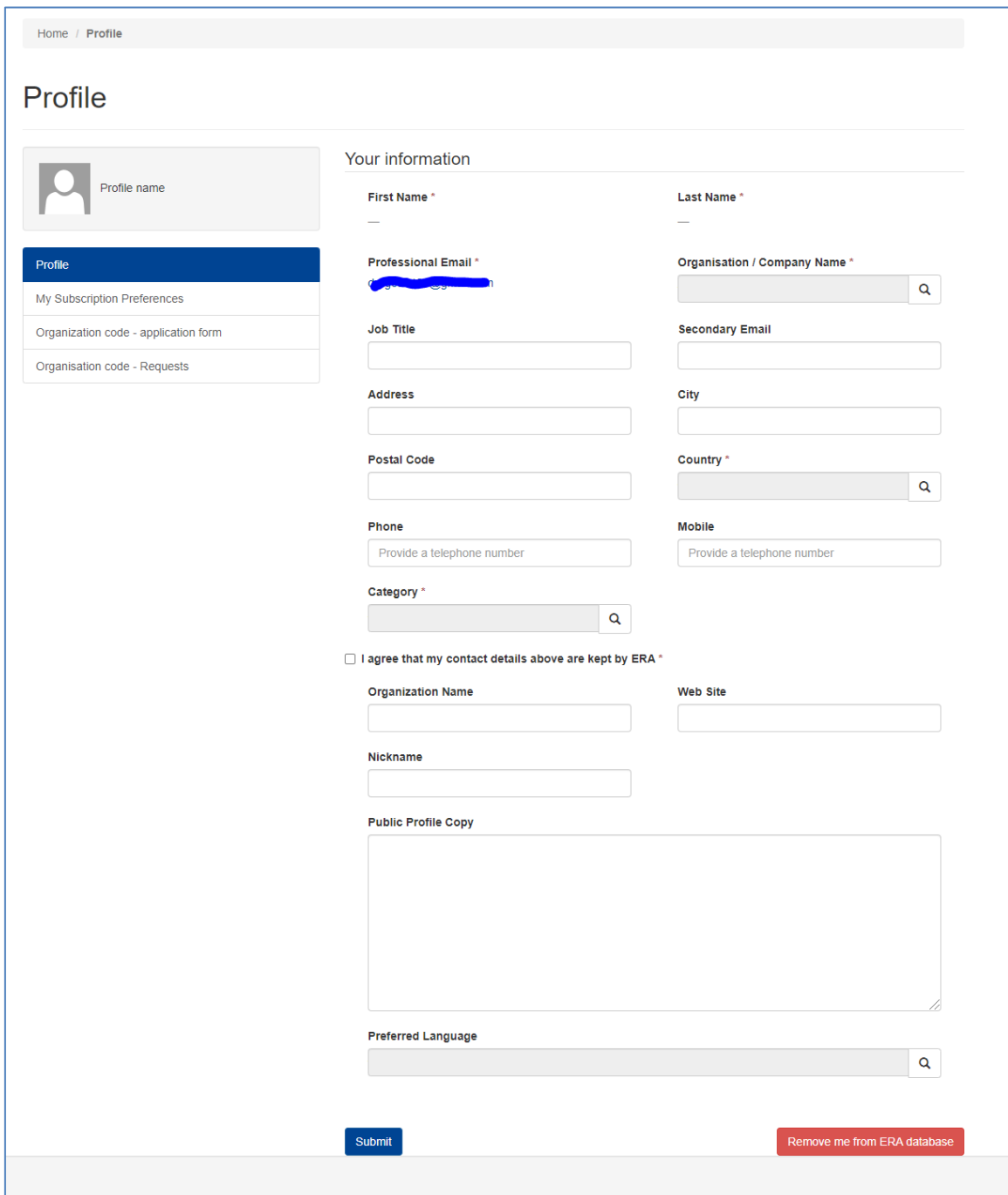
3. Review and accept the requested permissions



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



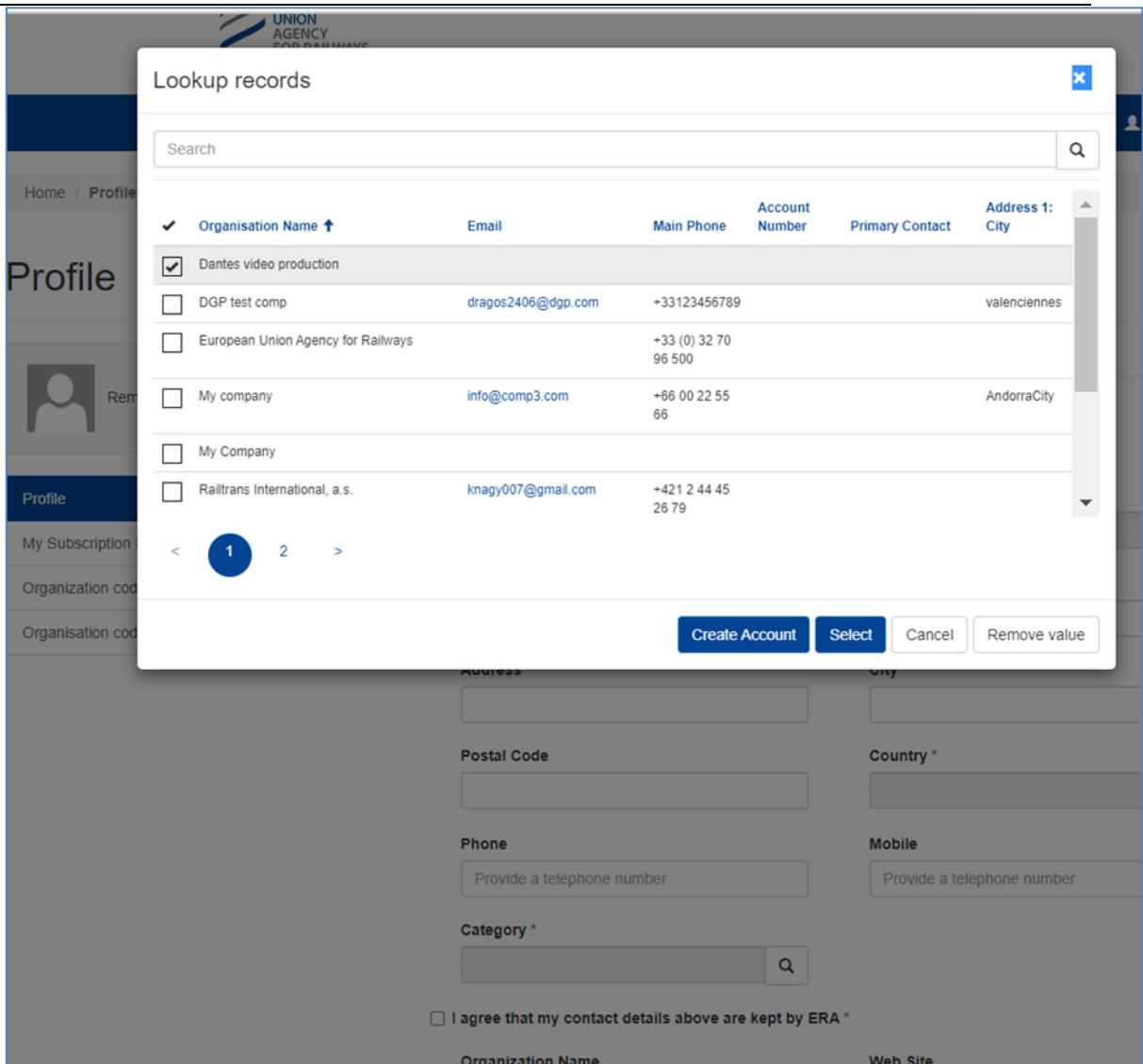
The screenshot shows the 'Profile' page of the ERA system. At the top, there is a breadcrumb 'Home / Profile'. The main heading is 'Profile'. On the left, there is a sidebar with a 'Profile name' placeholder and a menu with options: 'Profile' (selected), 'My Subscription Preferences', 'Organization code - application form', and 'Organization code - Requests'. The main content area is titled 'Your information' and contains several input fields:

- First Name \*** and **Last Name \***: Text input fields.
- Professional Email \***: Text input field with a blue highlight.
- Organisation / Company Name \***: Text input field with a search icon.
- Job Title**: Text input field.
- Secondary Email**: Text input field.
- Address**: Text input field.
- City**: Text input field.
- Postal Code**: Text input field.
- Country \***: Text input field with a search icon.
- Phone**: Text input field with placeholder 'Provide a telephone number'.
- Mobile**: Text input field with placeholder 'Provide a telephone number'.
- Category \***: Text input field with a search icon.
- I agree that my contact details above are kept by ERA \***
- Organization Name**: Text input field.
- Web Site**: Text input field.
- Nickname**: Text input field.
- Public Profile Copy**: Large text area for a public profile copy.
- Preferred Language**: Text input field with a search icon.

At the bottom, there are two buttons: a blue 'Submit' button and a red 'Remove me from ERA database' button.

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.

## Create New Company/Organisation

Organisation / Company Name *	Main Category *
<input type="text"/>	<input type="text"/>
Acronym	Website *
<input type="text"/>	<input type="text"/>
Street 1	Street 2
<input type="text"/>	<input type="text"/>
Street 3	City
<input type="text"/>	<input type="text"/>
ZIP/Postal Code	Country
<input type="text"/>	<input type="text"/>

Add the main domain of activity (“Main Category”)

Home / Create New Company/Organisation / Add Account Categories

## Add Account Categories

Code ↑	Category Name ↑	Parent Category	Created On
06.05	Railway Vehicle Keeper	Railway industry/business/ workers	10/28/2016 12:18 PM

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 asterisk are mandatory.

## Organization code - application form



Remy DAYEZ

Profile

My Subscription Preferences

Organization code - application form

Organization code - Requests

### PART 1: To be filled by the applicant

**Date of application**  
10/5/2021 6:05 PM

**Select Organisation \***  
remy company

**Organisation Name \***  
remy company

**Short Name / Acronym**  
RDCR

**Registered Business Number \***  
HTA12345678

**VAT Number**

**Office address (street and number) \***  
1 rue du port

**Postal code \*** 59324 **City \*** Boulogne

**Country \***  
France

**Phone (international) \***  
123456789

**E-mail address (company) \***  
my.office@orange.fr

**Website**  
http://www.essai.com

**Main domain of activity \***  
Railway Infrastructure Manager

**Other domains of activity**

- Railway Entity in Charge of Maintenance (ECM)
- 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 \*** Remy **Last Name \*** DAYEZ

**Email Address \*** remy.dayez@era.europa.eu **Job Title**

### 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**  
Choose Files No file chosen

**Submit**

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.

### Request

We have a UIC RICS COMPANY CODE  to be taken over as ORGANISATION CODE

We confirm that our organisation is not a subject of TAF/TAP TSI (Commission Regulation (EU) No 1305/2014 as amended by Regulation (EU) 2021/541, chapter 4.2.10.1 or Commission Regulation (EU) No 454/2011, chapter 4.2.19.1) and we apply for a new ORGANISATION CODE  
*If you are subject to the quoted regulations, you shall apply first for the UIC RICS COMPANY CODE and ask afterwards for taking over this code as ORGANISATION CODE*


**Justifying documents**  
 No file chosen

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 form

## Organization code - application form

 Remy DAYEZ

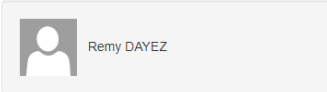
Submission completed successfully. X

- 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.

Home / Organisation Codes - Requests

## Organisation Codes - Requests



Remy DAYEZ

- Profile
- My Subscription Preferences
- Organization code - application form
- Organization code - Requests

**My organisation code requests**

Organisation	Administrative representative	Date of application ↓	Status Reason	Request organisation code	Request data update	Request organisation code revocation	Use TAF/ comp code
remy company	[REDACTED]	10/5/2021 6:18 PM	Active	No	Yes	No	No
remy company	[REDACTED]	10/5/2021 11:52 AM	Approved	Yes	No	No	No

← ————— →

**OCR Administrative representative for:**

Organisation Name ↑	Status	Email	Organisation Code	Organization code allocation date	Registered Business Number	VAT Number
remy company	Active	my.office@orange.fr	79UI	10/5/2021 11:54 AM	HTA12345678	

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](mailto:OrganisationCodes@era.europa.eu)

## 2. 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](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))