User Manual: e-Service

Registration

Content:

1 General Information

The Austrian Federal Office for Food Safety (BAES) offers several e-Services requiring the authentication of the participating company/organisation. After successful registration, the administrator of the company/organisation will receive access data via email.

2 Registration

To register, please use the registration link: https://kundenregistrierung.baes.gv.at/

Switch to "English" on the top left.

3 Entering organisational data

Please enter the data of the organisation in the respective fields (required fields are marked with *) and click "Next". Use the "Filling aid" for detailed information.

The screenshot shows the customer registration form:

Deutsch | English   **Terms of use**

Austrian Federal Office for Food Safety
Department for Plant Protection Products
Spargelfeldstraße 191
1220 Wien

Austrian Federal Office for Food Safety
BAES

18/04/2019 | 10:21 AM

Customer registration — **Organisational data** · Administrative data · Authority · Documents · Confirm · Closing page

Please note — * Field must be filled out — 🔵 Filling aid — ❌ Error message

Organisation

Field	Value
* Name of the Company	Test Ltd.
* Street Name	Downing Street
* House Number	10
Building	
Top	
Room	
* ZIP Code	
* City	London
State	
* Country	United Kingdom
* Telephone Number	00123456789
Mobile Phone	
Fax Number	
E-Mail Address of the Company	
Homepage	
VAT Number	
Commercial Register No. (only for austrian companies)	

Back   Next   Cancel

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Note: For the registration of your organisation please use the same address details as for your PPP application.

Applicant = Authorisation holder: Register with authorisation holder address

Applicant = Consultant agency: Register with consultant agency address

4 Entering administrator data

Please enter the personal data of the administrator in the respective fields. As address, please enter the administrator's place of work and click "Next".

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1220 Wien

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18/04/2019 | 10:30 AM

Customer registration   Organisational data **Administrative data** Authority Documents Confirm Closing page

Please note   * Field must be filled out   Filling aid   ⊗ Error message

Person - Administrator

* Gender	Ms
Title	
* First Name	Agatha
* Second Name	Christie
* Street Name	Downing Street
* House Number	10
Building	
Top	
Room	
* ZIP Code	A1234
* City	London
State	
* Country	United Kingdom
* Telephone Number	0123456
Mobile Phone	
Fax Number	
* Personal e-mail address of Administrator	achrisite@test.uk

Back   Next   Cancel

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Note: You can register as administrator for multiple organisations (i.e., subsidiary companies in different countries which act as authorisation holders in Austria). For each company a **separate** registration must be done.

5 Uploading authority document

The upload of the authority document is mandatory. The system only accepts PDF files with a maximum file size of 10 MB.

Click **Durchsuchen** (Browse) → Select a file → Click **Add file:**

Deutsch	English		Terms of use

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Customer registration   Organisational data   Administrative data   **Authority**   Documents   Confirm   Closing page

Please note	* Field must be filled out	🔵 Filling aid	❌ Error message

Authority

Please upload exactly one Authority document as PDF.

* Document type 🔵   authorization ▾

     * File 🔵   [Durchsuchen...]   Keine Datei ausgewählt.

       [Add file]

Document type	File	
authorization	Authorisation.pdf	[Delete file]

[Back]   [Next]   [Cancel]

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6 Uploading additional documents

Additional documents **can** be uploaded as a proof of the organisation's address. Again, the system only accepts PDF files with a maximum file size of 10 MB.

Click **Durchsuchen** (Browse) → Select a file → Click **Add file:**

7 Summary page and accepting the terms of use

Read the terms of use and accept by clicking "Yes". You will find the terms of use by clicking on the "Filling aid" ⓘ symbol.

Before completing the registration, please check if all entered data are correct. If you would like to change any entered data, please click on the "**Previous**"- Button.

You also need to check off the box "Ich bin kein Robotor" (I'm not a robot) and answer the asked questions.
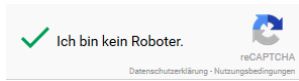
Afterwards you can submit the registration by clicking "**Submit**".

NOTES:

"Generate PDF": The summary page will be printed to a PDF file which you can save locally.

"Cancel": The entered data will be deleted and will not be submitted to BAES. You will be redirected to the website http://www.baes.gv.at/en/.

Bundesamt für
Ernährungssicherheit
BAES

www.baes.gv.at