

Bundesamt für Ernährungssicherheit BAES

User Manual: e-Service Registration

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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: <u>https://kundenregistrierung.baes.gv.at/</u>

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" if for detailed information.

Deutsch English						Terms of use
Austrian Federal Office fr Department for Plant Pro Spargelfeldstraße 191 1220 Wien	or Food Safety otection Products				樣	Austrian Federal Office for Food Safety BAES
18/04/2019 10:21 AM						
Customer registration	Organisat	• tiona	al data Administrative data	Authority	O Documents Co	OO nfirm Closing page
Please note	* Field must be filled out		😡 Filling aid	😣 Error	message	
Organisation						
	* Name of the Company	0	Test Ltd.			_
	* Street Name	0	Downing Street			
	* House Number	0	10			
	Building	0				
	Тор	0				
Room		0				
	* ZIP Code	0				
	* City	0	London			
	State	0				
	* Country	0	United Kingdom		\sim	·
	* Telenhone Number	Q	00123456789			
	Mobile Phone	0	00123430703			
	Fax Number	0				-
E-	-Mail Address of the Company	0				
	Homepage	0				
VAT Number						
Commercial Register No.	(only for austrian companies)	0				
Back	Ve <u>x</u> t Cancel					
						Austrian Federal Office for Food Safety BAES

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

<u>Applicant = Authorisation holder</u>: Register with authorisation holder address

<u>Applicant = Consultant agency:</u> 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".

Deutsch English Terms of use							
Austrian Federal Office for Food Safety Department for Plant Protection Products Spargelfeldstraße 191 1220 Wien				隸	ALC: N	Austrian Federal Office f BAES	or Food Safety
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Please note * Field must be f	illed	out 🛛 😟 Filling aid	😣 Error	message			
Person - Administrator							
* Gender	0	Ms		~			
Title	0						
* First Name	0	Agatha					
* Second Name	0	Christie					
* Street Name	0	Downing Street		_			
* House Number	0	10		_			
Building	•			_			
Тор	•			_			
Room				_			
* ZIP Code	0	A1234		_			
- City	•	London		_			
State	•	United Vinadem					
Country	0	United Kingdom		×			
* Telephone Number	0	0123456					
Mobile Phone	0						
Fax Number	0						
* Personal e-mail address of Administrator	0	achrisite@test.uk					
<u>B</u> ack Ne <u>x</u> t (Canc	21					
						Austrian Federal Office for	Food Safety BAES

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.

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 10:30 AM	
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Please note * Field must be filled out Illing aid Error m	nessage
Authority	
Please upload exactly one Authority document as PDF.	
* Document type 😟 authorization	
* File	
Document type File	
Back Next Cancel	

Click **Durchsuchen** (Browse) \rightarrow Select a file \rightarrow Click **Add file:**

Deutsch English		Terms of use
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Customer registration	Organisational data Administrative d	lata Authority Documents Confirm Closing page
Please note * Field 1	must be filled out 🛛 🕑 Filling aid	🔞 Error message
Authority		
Please upload exactly one Authori * Document type authorization * File Authorization Add file	ty document as PDF.	
Document type authorization	File Authorisation.pdf	Delete file
Back Next	Cancel	

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.

Deutsch English			Terms of use
Austrian Federal Off Department for Plan Spargelfeldstraße 19 1220 Wien	ice for Food Safety It Protection Products 91		Austrian Federal Office for Food Safety BAES
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Please note	* Field must be filled out 🛛 🕹 Filling aid		
Other documents			
Further proof of the	organizational address can be uploaded as PDF documents.		
Document type 🛛 😟	commercial register report		
File 🥹	commercial register report other verification		
Document type	File]	
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			Austrian Enderal Office for Eood Safety BAES

Click **Durchsuchen** (Browse) \rightarrow Select a file \rightarrow Click **Add file:**

Deutsch English Terms of use				
Austrian Federal Office for Food Safety Department for Plant Protection Product Spargelfeldstraße 191 1220 Wien	5	戀	Austrian Federal Office for Food Safety BAES	
18/04/2019 10:30 AM				
Customer registration	OO	Authority Documents Con)O firm Closing page	
Please note * Field must b	e filled out 🛛 🔞 Filling aid	😢 Error message		
Other documents				
Further proof of the organizational addre Document type Commercial register File Durchsuchen H Add file	ess can be uploaded as PDF documents.			
Document type	File			
commercial register report	Register Report.pdf	Delete file		
			Austrian Federal Office for Food Safety BAES	

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" is symbol.

Deutsch English Terms of use				
Austrian Federal Office for Food Sal Department for Plant Protection Pro Spargelfeldstraße 191 1220 Wien	Austrian Federal Office for Food Safety BAES			
18/04/2019 10:30 AM				
Customer registration	Organisational data Administrative data Authority Documents Confirm Cosing page			
Registration data				
Procedure number	-			
Date of receipt	18/04/2019			
Organisation				
Name of the Company	Test Ltd.			
Street Name	Downing Street			
House Number	10			
City	London			
Country	United Kingdom			
Telephone Number	00123456789			
Person - Administrator				
Gender	Ms			
First Name	Agatha			
Second Name	Christie			
Street Name	Downing Street			
House Number	10 Landar			
Country	London United Kingdom			
Telephone Number	0123456			
Personal e-mail address of Administrator	achrisite@test.uk			
Documents				
Document type File	authorization Authorisation.pdf			
Document trino				
File	Register Report.			
Terms of use				
I am accepting the terms of use				
Please prove that you are not an automated system.	Ich bin kein Roboter. reCAPTCHA Datenschutzerktärung - Nutzungabedingungen			

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 <u>http://www.baes.gv.at/en/</u>.



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www.baes.gv.at