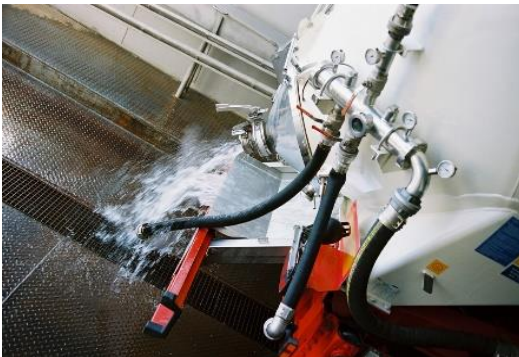




eECD Company registration and eECD licence “On Boarding” process

Effective as from February 1, 2019

Version 1.2



In case you would have any questions related to this Company registration and on boarding process, please feel free to address them to info@ecllic.eu .

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1. How to obtain an eECD licence?

To obtain an eECD licence from ECLIC on the NxtPort data sharing platform, the following steps will help you forward:

1. Find out more about the digital eECD process and eECD licence tariffs
2. Complete eECD licence request and subscription form.
3. Validation by ECLIC of your company eECD licence subscription
4. Accept the eECD data platform Terms and conditions
5. eECD Licence activation:

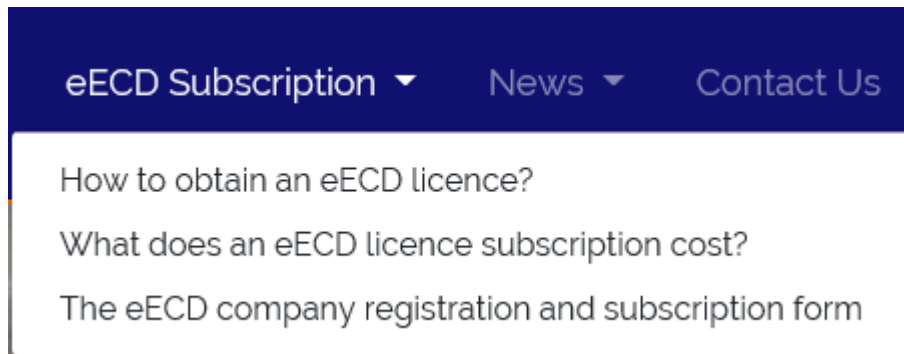
1.1 Find out more about the digital eECD process and eECD licence tariffs

The digital eECD process or business workflow is meant to be used by Chemical & Food Companies, Transport Companies , Tank Storage Operators and Cleaning Companies working directly or indirectly within an equipment cleaning process and where a paperless and electronic EFTCO Cleaning Document or eECD is required.

More information about the general cleaning process and the ECD document can be found on the EFTCO website : <https://www.eftco.org/eftco-cleaning-document/the-cleaning-process>.

More information about the eECD process can be found in the ECLIC website about the eECD Use Case: <https://www.eclic.eu> under eECD Use Case.

More information about the eECD Licence and tariff can be found here on the ECLIC website www.eclic.eu under the tab “eECD subscription”



1.2 Complete eECD licence request and subscription form

The form below, describes the type of information that is required to submit your eECD licence subscription to ECLIC via info@eclic.eu. We recommend you add in your email your association representative for further validation of your company data and company size. These contacts are:

François Jadoul – essencia eECD contact – FJadoul@essencia.be

Peter Devos - ECTA eECD contact – peter.devos@ecta.com

Lutz Harder - EFTCO eECD contact - secretary@eftco.org

Peng Paternostre – Cefic eECD contact - ppa@cefic.be

Company Registration to eECD data sharing platform of NxtPort - Example	
eECD participating Organization or Company - Organization details (*1)	Example - Organization on the eECD platform - Main Co location
Company Name:	CleanCo1
Company Legal form:	BVBA
Street, streetnr:	cleaninglaan 1
Zip:	B-2000
City:	Antwerpen
Country:	Belgium
Phone	+32 3 444 567
unique organization/company reference number (min one of the 2 options) VAT number (or EORI number)	BE 0000.000.222
DUNS number	
Is your Company a member of ECTA, essencia, Cefic, EFTCO, other?	EFTCO
Licence holder and Company billing Details	example - invoice contact details
eECD Licence Holder First name	Johnson
eECD Licence Holder Last name	Robinson
eECD Licence holder phone nr	+ 31123456125
Licence holder email address	JP@skymail.net
Bill TO: Company Name:	CleanCo1
Company Legal form:	BVBA
VAT number:	BE 0000.000.222
Bill to adress, Street, streetnr:	cleaninglaan 1
Zip:	B-2000
City:	Antwerpen
Country:	Belgium
eECD Licence details (*2)	standard licence is 1 year
eECD Organization Role 1 - Licence type (select from drop down)	eECD - Cleaner
eECD Organization Role 2 - Licence type (select from drop down)	
Licence Size for this organizational role 1& 2 (select from drop down)	Large >15000 and <= 30000 paper ECD's
Organization Role 3 - Licence type (select from drop down)	eECD - EquipmentOperator - Transport Co
Licence Size for this organizational role 3 (select from drop down)	Large >15000 and <= 30000 paper ECD's
eECD ADMIN User account Registration (*3)	example
eECD admin User First Name:	First Name
eECD admin User Last Name:	Last Name
eECD admin User email:	firstname.lastname@company.com
eECD Admin User phone contact details	+ 31123456125
eECD invoice or licence subscription remarks	
Invoice remarks: e.g. Please add PO ref nr here if applicable	
Licence remarks: please add any special remarks to your eECD licence	

(*1) Definition of an organization within the eECD application and data sharing platform

An eECD licence is set up for an organization that represents a company (legal entity, division ...) and participates in the eECD process

In case your organization has different subsidiaries, it's recommended to choose an eECD licence at group entity or corporate level.

An eECD licence is valid for the entire organization. The data managed within the organization are shared across subsidiaries of that same organization.

An organization has a unique reference number identifying your company on the platform and is defined by the VAT - EORI or DUNS number.

(*2) Definition of the eECD organizational roles within an organization

Role	Description
Producer	The organization or legal entity which produces the product which is sold to the customer. This is normally a ChemCo but can also be a Tolling Agent (or third party producer). This is a <i>virtual</i> role, meaning we (currently) do not see any value in having these parties on the platform.
(Re)Seller	The organization or legal entity which sells the product to the customer and instructs the transfer of goods by initiating the transport order. This is typically the ChemCo but can also be a Reseller who resells the ChemCo's product under its own trade name. The Seller defines the commercial or trade name of the products sold. The Seller owns the product registrations and is responsible for the product master data while providing the right Safety data information.
Loader *	The organisation or legal entity which manages the loading of the goods at the ship from location. This can be the ChemCo, a tank storage company or a third party producing tolling agent. This role confirms a loading action and invalidates the current eECD of the equipment reference loaded. The Loader might assign loading operators or users to cover each loading location. The loading location is identified in the transport order issued by the Re(Seller) to the EquipmentOperator.
EquipmentOperator *	The organization or legal entity which is the operator of the equipment and performs the actual transport of the goods. This is typically a TransCo but it might be a ChemCo/Seller who operates his own dedicated tank fleet. In the typical flow, the EquipmentOperator receives the transport order from the Seller and issues a cleaning request to the Cleaner. In addition, The EquipmentOperator accepts the cleaning service and links the cleaned equipment with a new transport order prior to the goods are being loaded. The EquipmentOperator is responsible for the equipment master data and assigns users to perform the above activities.
Cleaner *	The organization or legal entity which performs the equipment cleaning as per cleaning request and cleaning instructions provided by the EquipmentOperator. This is a CleanCo. The Cleaner is responsible for the definition of cleaning locations and assigning users to these locations.
EquipmentOwner	The organization or legal entity which owns the equipment. This can be a TransCo or a tank rental company. This is a <i>virtual</i> role, meaning we (currently) do not see any value in having these parties on the platform.

(*3) User Profiles

eECD admin User	Is the system administrator who defines the different User profiles (master data manager, operator, ...) within each organization
eECD Licence holder	is managing the company account and licences. Can be the same as the administrator in smaller organizations

1.3 Validation by ECLIC of your company eECD licence subscription

ECLIC, together with your association responsible from ECTA, EFTCO or essencia-Cefic will validate your eECD Licence request and when all provided company info is completed, correct and validated, your organization will obtain via email to the specified eECD licence holder email address an eECD licence agreement, a copy of the terms and conditions and a NxtPort invoice for the requested licence.

In addition, a NxtPort registration user guide is sent to your specified eECD administrator user account describing how to access the eECD NxtPort data sharing platform & NxtPort console. Within the Nxtport console that can be accessed via <https://console.nxtport.eu>, the eECD admin User can define extra eECD end user role and persons that are linked to your organization. These end users will also need to register and obtain a password before they get access to your organizational data and be able to process digital eECD transactions.

1.4 Accept the eECD data platform Terms and Conditions


Once the eECD admin user has received its user account, he/she will in parallel need to accept the Terms and Conditions as applicable to the eECD data exchange platform and can (re)set a password. In addition, the admin user will obtain access to the NxtPort web portal where extra information is available related to the eECD workflow processes, eECD API connectivity and eECD User training materials.

1.5 eECD Licence activation

As soon as the eECD subscription invoice is paid, your eECD admin account and eECD licence is activated by the ECLIC administrator. As a result your eECD admin user can consult extra eECD training information on the NxtPort portal and can start completing your organizational set up in preparation to use the digital eECD process.

1.6 Summary of the eECD registration and “on boarding” flow

Below you can find a summary overview of the eECD company registration process. The “url links” mentioned below will change once we automate this company registration process.

eECD Company Registration process			
			
Steps for the eECD Licence holder and eECD Admin User to obtain an eECD Production licence			
Step	Required action or activity to obtain a licence	activities that can be done in parallel	Website support documentation
1	Complete the eECD subscription form and send your form to info@eclis.eu . More info on www.eclis.eu	Find out more about the eECD Use case, digital eECD workflow the eECD licence types, eECD tariffs and how the digital eECD process works in practice via the ECLIC website www.eclis.eu	www.eclis.eu
2	You receive an email from ECLIC to inform you that your eECD licence subscription is under review and get's approved by your member association. This process		www.eclis.eu
3	Once your eECD subscription request is approved by the associations, an email is sent to NxtPort to process your eECD licence and invoice you with the eECD		
4	NxtPort sends an invoice to the eECD licence holder with a Registration User guide and the Nxtport contractual Terms for ECLIC.		Nxtport registration User guide sent by email with the invoice. Please check for the latest version 2.0
4a		<i>in parallel and awaiting the final payment:</i> The eECD admin user registers him/herself to the NxtPort platform via https://signup.nxtport.eu/?scope=eecd and signs up with his/her company/entity to the Nxtport console as explained in the NxtPort User registration guide. In return, the admin user gets	https://signup.nxtport.eu/?scope=eecd
4b		Next and once the NxtPort/eECD admin account has been confirmed, the eECD admin user can login to the NxtPort console via https://console.nxtport.eu (same password credentials) and assign other end user roles within the eECD licensed organization. You need to login via Chrome, Mozilla or Firefox. Internet explorer gives issues. This is described in part two of the Nxtport registration User guide. If new users are defined, please ensure a specific eECD user role	https://console.nxtport.eu
4c		Each extra end user, as assigned by the eECD admin user in the NxtPort console, gets an email to register within 7 days and to set up an individual password while accepting the terms and conditions. With that logon ID, the end user is able to login to the eECD application once the eECD licence payment has been made and the	see info within Nxtport registration user guide sent by email with the invoice

5	After payment has been received, the ECLIC administrator will inform you that your purchased eECD licence and eECD credits have been activated. Each defined End User can now login to the eECD application via the url link https://eclic.nxtport.eu using their earlier obtained authentication credentials & password obtained in step 4.	Documentation only available for company with an eECD licence	Training movies are available on request explaining how to use the eECD application. Link to the eECD training documentation: https://www.nxtport.eu/communities/communities/chemical-industry (requires your password to login) Link to the eECD application to start
6	Once you and your vendors obtained an activated eECD account and you have defined and uploaded within your organisation your (sub)set equipment, product and or location (master) data, we recommend you work out a closed loop scenario together with your vendors. The list of eECD licenced organization can be find on		list of the subscribed organizations to eECD with their locations & contacts can be find on www.eclic.eu

2. Nxtport vendor info

The eECD licence agreement is made between each company and NxtPort. Find below the NxtPort contact details to set up NxtPort as vendor.

NxtPort CVBA

Brouwersvliet 33/8

2000 Antwerpen

België

Tel: +32 3.246.02.30

RPR Antwerpen - BE0429672881

IBAN: BE65 7350 1831 4796

BIC: KREDBEBB

NxtPort eECD email contact: vanessa.vanhese@nxtport.eu

3. ECLIC Contact Info

Find below the address and coordinates of ECLIC in case you have any questions. Same info is available on www.eclic.eu.

Our Address:

ECLIC - European Chemical Logistics Information Council
Bluepoint
Boulevard Auguste Reyers, 80
1030 Brussels
BELGIUM

Email: info@eclic.eu

Financial Details:

VAT nr. BE0692638297
IBAN: BE39 0689 0963 6119