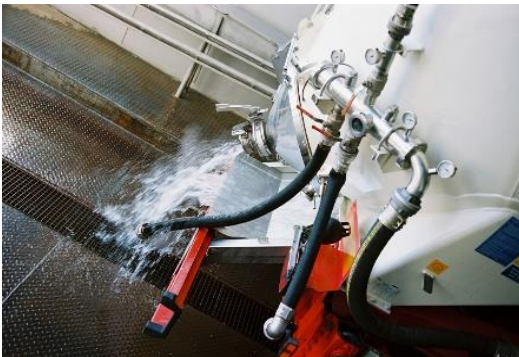




eECD Company registration and eECD licence “On Boarding” process

Effective as from February 1, 2019

Version 1.3



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 of your company eECD licence subscription by ECLIC
4. Once eECD licence request is accepted and approved, register your company and accept Terms and Conditions.
5. eECD Licence activation

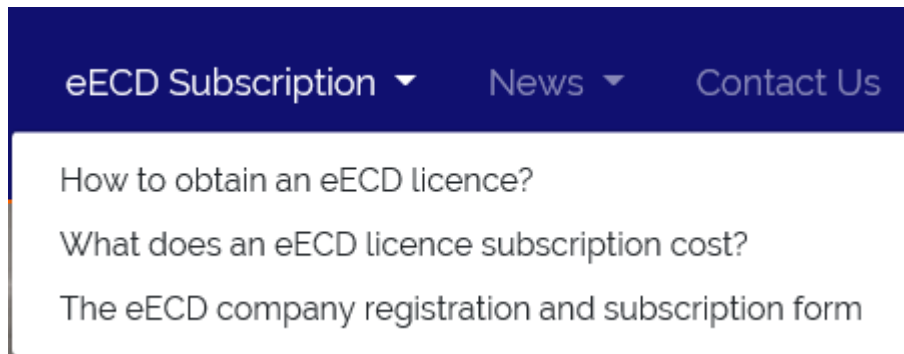
1.1 Find out more about the digital eECD process and eECD licence tariffs

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 latest eECD subscription form can be downloaded from the eclic website www.eclic.eu. To prepare your subscription, 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:

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

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

Joost Naessens – Cefic eECD contact – jna@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 EDRI number)	BE 0000.000.222
DUNS number	
Is your Company a member of ECTA, essenscia, 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	JR@skymail.net
Bill TO: Company Name:	CleanCo1
Company Legal form:	BVBA
VAT number:	BE 0000.000.222
Bill to address, 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	

Depending, if on your company activities, your eECD company organization role (Seller, Loader, EquipmentOperator or Cleaner) might be different. See explanation & overview below:

(*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 virtual role, meaning we (currently) do not see any value in having these parties on the platform.
(Re)Seller	<p>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.</p> <p>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.</p>
Loader *	<p>The organization 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.</p> <p>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.</p>
EquipmentOperator *	<p>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.</p> <p>The EquipmentOperator is responsible for the equipment master data and assigns users to perform the above activities.</p>
Cleaner *	<p>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.</p> <p>The Cleaner is responsible for the definition of cleaning locations and assigning users to these locations.</p>
EquipmentOwner	The organization or legal entity which owns the equipment. This can be a TransCo or a tank rental company. This is a virtual 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 of your company eECD licence subscription by ECLIC

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 that your eECD licence is approved.

1.4 Register your company and accept ECLIC Terms and Conditions.

Once the eECD Licence request is approved by ECLIC, you will receive from NxtPort an invoice for your new eECD licence and via email the Company registration user guide. This user guide allows you to register your company, accept the ECLIC-NxtPort Terms and Conditions and allow you to set up your specified eECD administrator user account on the NxtPort platform. In addition you obtain more info how to access users manuals and can raise user support questions.

1.5 eECD Licence activation

As soon as the eECD subscription invoice is paid to NxtPort, 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, can create extra new users and can start completing your data to use the digital eECD process.

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 BV
'The Beacon'
Sint-Pietersvliet 7
2000 Antwerpen
België
Tel: +32 3.246.02.30
RPR Antwerpen - BE0429672881
IBAN: BE65 7350 1831 4796
BIC: KREDBEBB

NxtPort eECD email contact: steven.schutter@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