



Electronic Reporting Systems

eForm user guide

April 2010

Contents

Electronic Reporting Systems	1
How to submit Sales Note (Offline)	3
Requirements.....	3
Downloads	3
Configure the Form.....	3
Creating a Sales Note	3
Buyers Sales Note	4
Sellers Sales Note.....	5
General.....	5
Amending, Correcting or Withdrawing a Sales Note	7
Online access.....	8
Further Information	8
Completing a Sales Note	9
General.....	9
Sales Line Details.....	9
Rules Regarding Data	10
Function Buttons.....	10

How to submit Sales Note (Offline)

NOTE: In order to submit sales notes you must be registered buyer or seller of fish.

There are two types of sales note depending on the type of transaction

- Buyer Sales Note
- Sellers Sales Note

Requirements

In order use the offline Sales Note the following software is required

- Microsoft™ Excel 2003 or later
- Microsoft™ Outlook 2003 or later
- Microsoft™ Internet Explorer 6 or 7

Downloads

Firstly, you must download the form from the ERS website. Open this link in Internet Explorer <http://www.fishregister.gov.uk/England> go to the Documents section and follow the instructions to download the appropriate Sales Note form. You will only be required to download the form to your PC once. When you have the form saved on your PC you can use it to submit several Sales Notes. It is recommended that you save the document in your 'My Documents' folder to make it easy to find in future.

From time-to-time, it may be necessary to repeat this process to get the latest version of the form and up to date information. You will be sent an email to let you know that a new version is available for download.

Configure the Form

To configure the form press the configure button. This allows you to set-up two values

- **File Directory.** This is the default location for saving sales notes. You should create a folder on the hard disk of your computer so that all of the sales notes can be saved in a single location. This can be a folder on a network drive if preferred.
- **Send To.** This is the destination email address for sales notes. The email address will be available on the UK authority web site. Additional email addresses can be added, separated by semi-colons, so that you can send the emails to others within your organisation. Note that the email address for submitting sales notes is pre-populated on the offline Sales Note spreadsheet forms.

Creating a Sales Note

To create a Sales Note, follow the instructions below.

Open the document (if using the recommended location it will be located in the 'My Documents' folder). You can do this by either opening Microsoft™ Excel and opening the file or by opening Windows Explorer, navigating to the file and double clicking on it.

Buyers Sales Note

Fig 1: Buyers Sales Note

Buyers Sales Note

Registration No.

PLN

Nationality

Port of Landing

Reference Id

Date of Purchase

Vessel Name

Owner/Master Name

Logbook & Landing Number(s)

	Date of Landing	Logbook	Landing
1			
2			
3			

Port Authority

Contract Ref No.

Action

- New
- Correction
- Amendment
- Withdrawn

	Species	Fishing Area	ICES/NAFO Zone	Freshness/Grade	Size	State	Presentation	Weight (Kgs)	Value (GBP)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Version 1.04

Sellers Sales Note

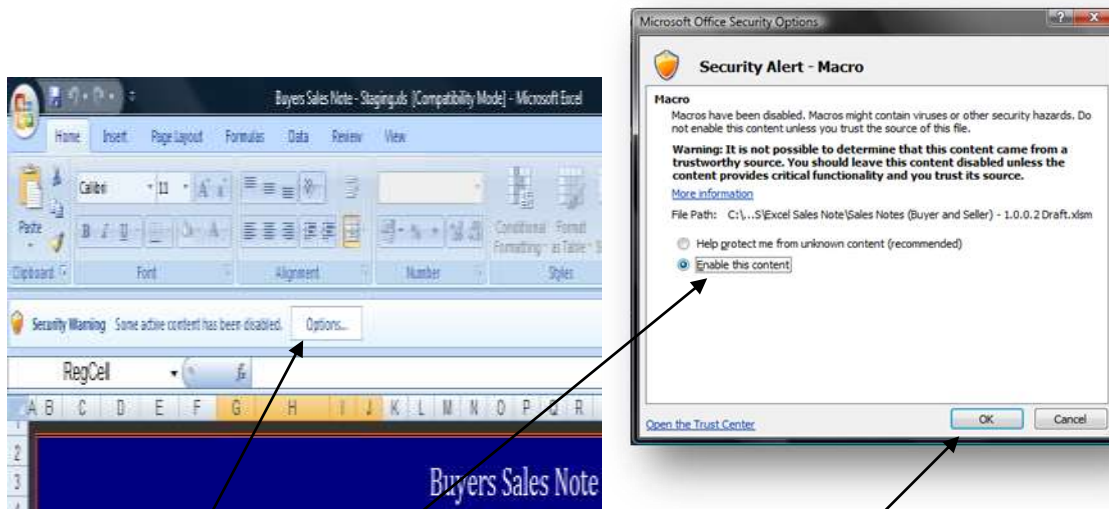
Fig 2: Sellers Sales Note

General

The forms require Macros to enable them to automatically validate the data and to provide the Save As and Submit features. If you are using Microsoft Excel 2003 a popup window may appear as shown below.



If you are using Microsoft™ Excel 2007 you may also see a security warning below the menu ribbon as shown below.



Press the **Options** button to display the Microsoft Office Security Options window (shown above), select the **Enable this content** option and then press the **OK** button.

It is recommended that you save a copy of Sales Notes before you start entering any data. To do so, press the **Save As** button. This will save a copy of the form with a unique name using the current date and time e.g. *BuyersSalesNote 30-10-08 13:05:52*.

Now you can complete the form with the details of the sale. Please follow the guidance notes below.

Most of the fields of the form provide a drop down list of possible option and will alert you to any errors. If for any reason you cannot enter the data you wish please contact the ERS Support team for advice using the number detailed on the ERS web-site.

Once the form has been completed press the **Submit** button. This will convert the data into a machine-readable form and email it into the ERS system.

If you are using Microsoft™ Excel 2007 you will be presented with the window shown below. Please wait for the Allow button to be made active and the press the **Allow** button.



The email will now have been created and saved in your Microsoft™ Outlook outbox. If your email client is not running or your email account is not configured to automatically send then open Outlook and press the Send/Receive button.

IMPORTANT

Once the email has been received and processed by the ERS system you will be sent an acknowledgement. Please check this email, it will tell you whether or not the Sales Note has been accepted or inform you of any errors that were found. This acknowledgement will contain a sales note reference number you must be able to relate this number to the original submission in order to make any future corrections, amendments or withdrawals.

Amending, Correcting or Withdrawing a Sales Note

Note: a sales note that was previously rejected can be corrected; one that was accepted can be amended. Also previously submitted sales notes can be withdrawn.

Note: In order to amend, correct or withdraw an existing sales note you must first get the approval of a port office. The identity of the port office approving the change must be included in the submission.

Open the spreadsheet containing the original submission. Select the appropriate option for amendment, correction or withdrawal. Make sure that the sales note reference number is correct and entered into the box provided. If this is an amendment or correction then modify the details that are incorrect. Finally press the submit button.

IMPORTANT

Once the email has been received and processed by the ERS system you will be sent an acknowledgement. Please check this email, it will tell you whether or not the Sales Note has been accepted or inform you of any errors that were found. You must be able to relate the sales note reference number to the updated submission in order to make any future corrections, amendments or withdrawals.

Online access

All of the sales notes that have been submitted can be viewed online. To apply for online access, download the form RBS5 from the web site below, complete the form and then send it to the appropriate authority. <http://www.fishregister.gov.uk/England>

Once you have been given a username and password for online access you can login on the same site and view the history of all Sales Notes that have been submitted, supply corrections and view a number of reports.

Further Information

For further information please contact the ERS Support Team. Contact details can be found on the ERS web site.

Completing a Sales Note

General

Enter the following details in the appropriate boxes

Field	Buyer Sales Note	Seller Sales Note
Registration Number	✓	✓
Date of Purchase	✓	
Date of Sale		✓
Vessel PLN	✓	✓
Vessel Name	✓	✓
Vessel Nationality	✓	✓
Port of Landing	✓	✓
Date of Landing (1 to 3)	✓	✓
Logbook No (0 to 3)	✓	✓
Landing Declaration No (0 to 3)	✓	✓
Vessel Owner/Master	✓	✓
Contract Reference Number	✓	
Auction Centre Number		✓

Select the type of submission (new, amendment, correction, withdrawal). If the sales note is not a new submission the number of the original submission must be entered along with the name of the port office that has authorised the change.

Sales Line Details

Note: A sales line relates to one species/freshness/presentation combination.

Details for one or more sales line must be entered into the form as below

Field	Buyer Sales Note	Seller Sales Note
Species	✓	✓
Fishing Area	✓	✓
ICES/NAFO Zone	✓	✓
Freshness Grade	✓	✓
Size	✓	✓
Presentation	✓	✓
State	✓	✓
Weight (KGs)	✓	✓
Value	✓	✓
Disposal		✓
Destination of Withdrawn Products		✓
Buyers Registration Number		✓
Buyer Name		✓
Buyer Address		✓

Sales Contract Reference Number		✓
---------------------------------	--	---

Rules Regarding Data

- The registration Number field is for your buyer/seller registration number.
- On the sellers sales note you should provide the RBS registration number of the buyer. If this is not available then please supply their name and address.
- On the sellers sales note you only need to supply a destination if the disposal is “withdrawn from the market”

Function Buttons

- The **Save As** button will save the sales note in a file so that it can be retrieved later.
- The **Load File** button will load a previously saved sales note.
- The **Submit** button generates an email to send to the ERS.