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ensemble vers une économie circulaire

Registration procedure for new members
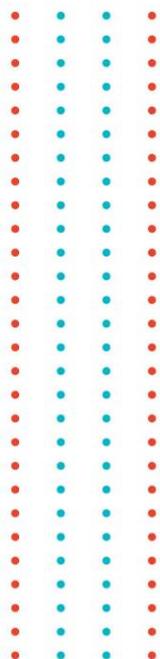
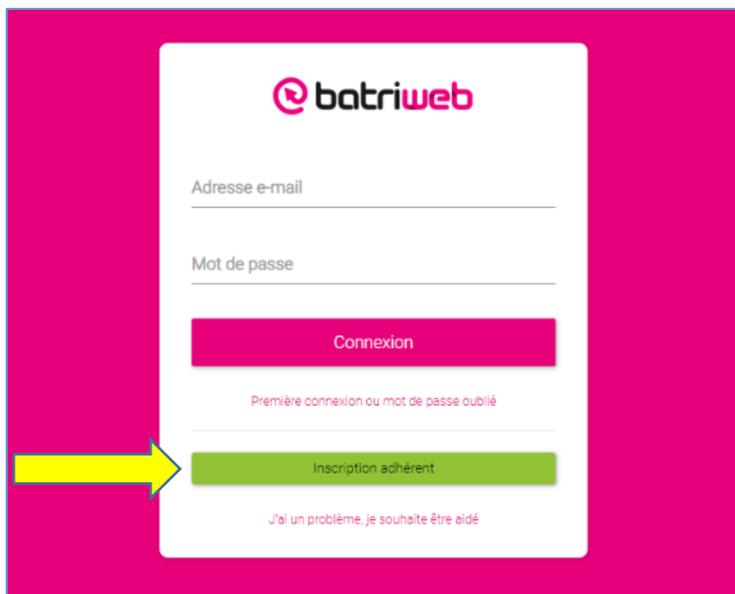# Registration procedure for members with single entity

Connection to Batriweb

1. **Log in by clicking on the following link :**

https://users.batriweb.fr/oauth2/login?redirect=https://www.batriweb.fr/

2. **Click on « Inscription adhérent »**

3. **Choose a language**

4. **Choose your import mode** :

    a. **You are a company that wishes to register**
        i. Click on « Fill a form to subscribe an entity»
    b. **If you are an agent : Go directly to page 6**

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Choose the subscription mode

Import an Excel file to subscribe multiple entities
Fill a form to subscribe an entity

5. **Fill in the different fields of the form below**

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Country

> France

■ **Company identification**

Company name

Trade or common name

Website

Company registration number (SIRET)

> 123 568 941 00056

Headquarter registration number (SIREN)

APE number

First Year of placing of the market declaration

> Saisir une année

    a. **Once the form is completed, please validate.**
    b. **In case of an error, the following message appears. The fields concerned must be completed or corrected and the form resubmitted.**

This field is required.

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6. **Once your membership is transmitted to Screlec you will receive the following message:**

You can click on the cross in the upper right corner to close your web page, the registration procedure is finished.

7. **Signing the contract:**

When your account is validated by the members' team, you will receive a new email in French inviting you to sign your contract electronically.

See English translation below
IMPORTANT : Signing your Screlec registration contract

Dear Sir, Madam,

As part of your entity xxxxx contract signature with Screlec, your membership contract has been sent to you through Batriweb.fr

To sign your membership contract, please click on this link.

When in Batriweb, go to page Modify your entity (Modifier votre entité), then go to section Contracts (Contrats) click on the green icon with the pen icon to sign your contract.

Best regards,

Screlec members' team
adherents@screlec.fr
www.screlec.fr

IMPORTANT : Signature de votre Contrat Adhérent Screlec

Madame, Monsieur,

Dans le cadre de la contractualisation de votre entité xxxxxx avec Screlec, votre Contrat Adhérent vous a été transmis sur Batriweb.fr.

Pour signer votre Contrat Adhérent, veuillez cliquer sur ce lien.

Quand vous serez dans Batriweb, sur la page **Modifier votre entité**, allez à la section **Contrats** et cliquez sur l'icône verte avec un stylo pour signer votre contrat.

Cordialement,

L'équipe Screlec

adherents@screlec.fr

www.screlec.fr

Click on the link to create your login, sign your contract or send it to the person entitled to do so.

8. **Finalization of the registration process:**

   a. After signing your contract :

      1. Screlec registers you in Syderep (Ademe), to obtain your ERP number.
      2. You can find that number in your membership account (see below)

3. Screlec will send you an email informing you that your member account has been fully registered and let you know about the declaration procedure.
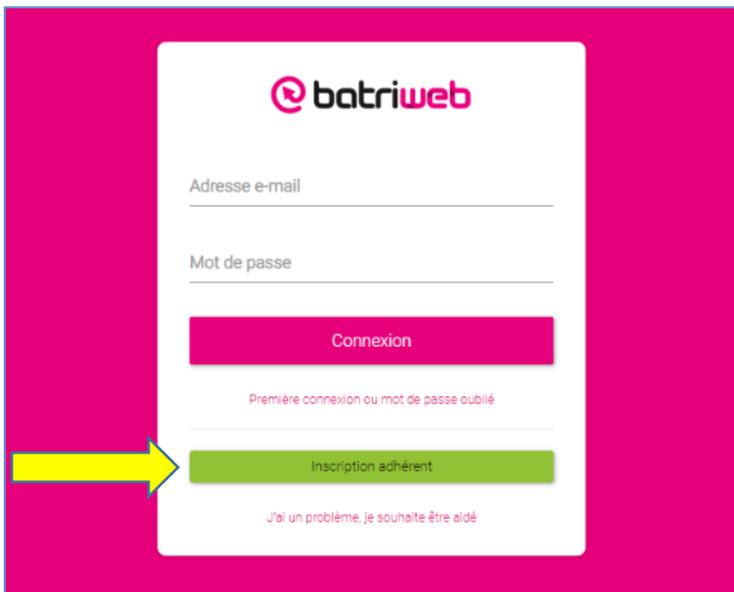
Connection to Batriweb

1. Log in by clicking on the following link :
https://users.batriweb.fr/oauth2/login?redirect=https://www.batriweb.fr/

2. Click on « Inscription adhérent »

3. Choose a language

1. **Choose your import mode :**
   a. **You are an agent :**
      i. Click on « Import an Excel file to subscribe multiple entities »
      ii. <mark>**IMPORTANT ! => select that choice even for <u>one</u> entity**</mark>

2. **Download an Excel File :**
   a. First of all, it is necessary to download the Excel file.

3. **How to complete the Excel file :**

   a. **Columns A to R** : Concerns the company's contact details and the billing address to be registered
      i. Special features :
         1. Columns D-E (Siret-Siren) : In the case of a company which is not registered in France, put the registration number in both columns.
         2. Column F (APE) : To be filled in, only for companies registered in France.
   b. **Columns S to X** : Concerns the contact details of **the company's legal representative**.
   c. **Columns Y to AD** : Concerns the contact details of the person who is in charge of marketing declarations.
   d. **Columns AE to AJ** : Concerns the details of the person who should receive the invoices.
   e. **Columns AK (Contracting with Screlec)** :
      i. If the agent already has a contract with Screlec, it is not necessary to set up a new contract. Only a power of attorney duly signed by the customer and the agent is required. In this case click on « no ».
      ii. If the agent does not have a contract with Screlec, a contract must be set up together with a power of attorney duly signed by the customer and the agent. In this case click on "yes". Then you will receive a link to sign the contract electronically.
   f. **Column AL (Name of the contract file)** : This column is used to attach the power of attorney to be attached to the customer. The name of the file must be strictly identical to the power of attorney that will be uploaded for the customer in the "add a document" section
   g. **Column AM (Parent entity code)** : This column indicates the number of the agent, to which the customer must be attached. This number can be found in the member file of the agent, in Batriweb (see below). In case of doubt, do not hesitate to contact SCRELEC to obtain this number.

4. Import the completed Excel file by clicking on :

5. Last step: Import the power(s) of attorney signed between the agent and the customer(s)

Caution!
The files must be in PDF format.
The files registered in the Excel file in the "AL column" must bear exactly the same name as the POA.
=> to link each POA to the right customer

6. **The downloaded files appear at the end of the document, all that remains is to validate to import everything..**

7. **In case of error:**
    a. The system indicates for each line of the file, which type of error has to be corrected.
    b. See example below.

8.

9. When your membership registration is transmitted to Screlec, you will receive the following message :

You can click on the cross in the upper right corner to close your web page, the registration procedure is finished.

10. Signing the contract :

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adherents@screlec.fr
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@ batriweb

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Cordialement,

L'équipe Screlec

adherents@screlec.fr

www.screlec.fr

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Click on the link to sign your contract or send it to the appropriate person entitled to do so.

11. Finalization of the process :

    a.   Further to the contract signing:

        1.   Screlec registers your customers in Syderep (Ademe) to obtain the ERP number; You can find that number in your membership account (see below)

        2.   Screlec sends you an email informing you of the complete registration of each member account and the subsequent declaration procedure that you have to make.

The SCRELEC members' team remains at your disposal for any further information at the following address:
producteurs@screlec.fr