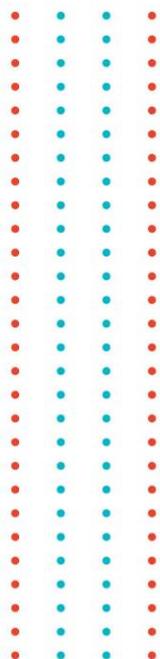




## Registration procedure for new members



# Registration procedure for members with single entity

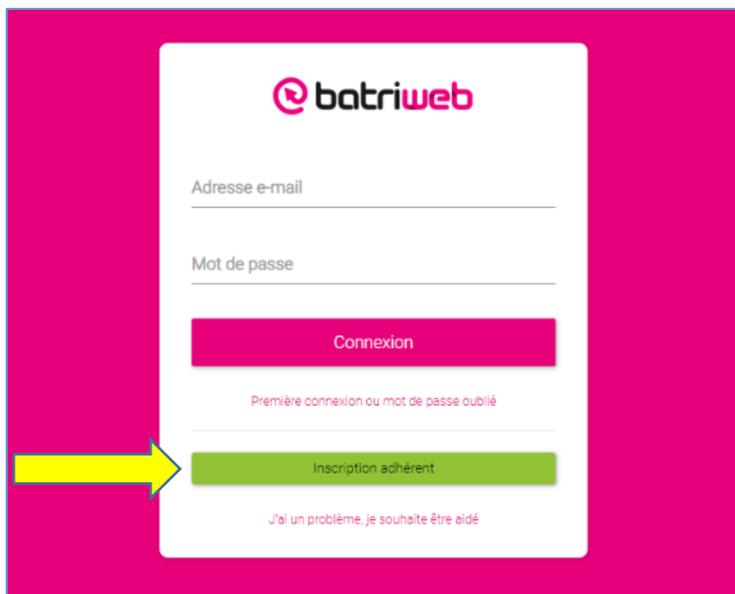
If you are an agent or representative, please go directly to page 6

## 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 »



The screenshot shows the Batriweb login interface. At the top is the Batriweb logo. Below it are two input fields: 'Adresse e-mail' and 'Mot de passe'. There are two buttons: a blue 'Connexion' button and a green 'Inscription adhérent' button. A yellow arrow points to the 'Inscription adhérent' button. Below the buttons, there is a link for 'Première connexion ou mot de passe oublié' and a footer link 'J'ai un problème, je souhaite être aidé'.

3. Choose a language



The screenshot shows the language selection page for screlec. At the top is the screlec logo with the tagline 'ensemble vers une économie circulaire'. Below the logo, the text reads 'Veuillez choisir une langue. Please choose a language.' There are two buttons: a blue 'Français' button and a blue 'English' button.

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



The screenshot shows the screlec logo at the top with the tagline "ensemble vers une économie circulaire". Below the logo, the text "Choose the subscription mode" is centered. There are two large, dark red buttons stacked vertically. The top button contains the text "Import an Excel file to subscribe multiple entities" and the bottom button contains "Fill a form to subscribe an entity".

5. Fill in the different fields of the form below



The screenshot shows the screlec registration form. At the top is the screlec logo and tagline. The form contains several fields: a "Country" dropdown menu with "France" selected; a "Company identification" section with a red square icon; "Company name", "Trade or common name", and "Website" text input fields; "Company registration number (SIRET)" and "Headquarter registration number (SIREN)" text input fields, with "123 588 941 00056" entered in the SIRET field; "APE number" text input field; and "First Year of placing of the market declaration" text input field with a calendar icon and the placeholder text "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.



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](mailto:adherents@screlec.fr)

[www.screlec.fr](http://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](mailto:adherents@screlec.fr)

[www.screlec.fr](http://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)



### Modifier une entité

Voir l'écosystème

Importer

Retour

#### Raison Sociale

Societe xxx

#### Secteur d'activité

Vente à distance spécialisée

#### Site web

#### Nom commercial ou usuel

Societe xxx

#### Code Entité

ENT000101FC

#### Statut



Actif



Inactif

### Identifiants de l'entreprise

#### SIRET

422 582 072 00035

#### SIREN

422582072

#### APE

#### N° d'identifiant unique



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.

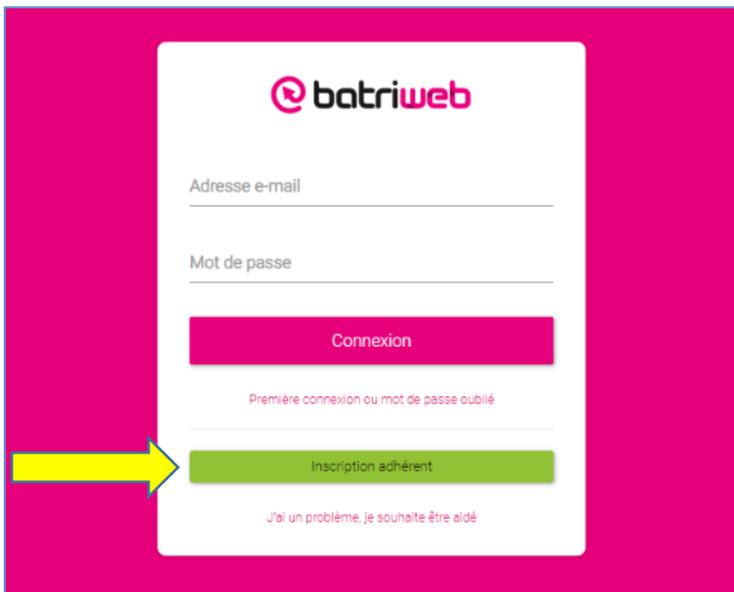
# Registration procedure for the Customers of an agent

## 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 »



The screenshot shows the Batriweb login interface. At the top is the Batriweb logo. Below it are two input fields: 'Adresse e-mail' and 'Mot de passe'. There are three buttons: a blue 'Connexion' button, a smaller blue link 'Première connexion ou mot de passe oublié', and a green 'Inscription adhérent' button. A yellow arrow points to the 'Inscription adhérent' button. At the bottom, there is a link 'J'ai un problème, je souhaite être aidé'.

3. Choose a language



The screenshot shows the language selection page for Screlec. At the top is the Screlec logo with the tagline 'ensemble vers une économie circulaire'. Below the logo, it says 'Veuillez choisir une langue. Please choose a language.' There are two buttons: 'Français' and 'English'.

1. Choose your import mode :

a. You are an agent :

i. Click on « Import an Excel file to subscribe multiple entities »

ii. **IMPORTANT ! => select that choice even for one entity**



The screenshot shows the Screlec logo at the top with the tagline "ensemble vers une économie circulaire". Below the logo, the text "Choose the subscription mode" is centered. There are two large, dark red buttons stacked vertically. The top button contains the text "Import an Excel file to subscribe multiple entities" and the bottom button contains "Fill a form to subscribe an entity".

2. Download an Excel File :

a. First of all, it is necessary to download the Excel file.



The screenshot shows the Screlec logo at the top with the tagline "ensemble vers une économie circulaire". Below the logo, the text "Access the sample import file with the link below :" is followed by a yellow arrow pointing to a pink button labeled "Click to download the sample import file". Below this, the text "Upload the completed import file :" is followed by a button with a green document icon and the text "Click to import a new file". Underneath, a note states "Only the registration file in excel format (.xlsx or .xls) will be supported by Screlec". Further down, the text "Upload your contracts :" is followed by a button with an upload icon and the text "Add a document". Below this, another note states "Only contracts in PDF format (.pdf) will be supported by Screlec". At the bottom, there are two buttons: a dark red "Cancel" button on the left and a green "Submit" button on the right.



### 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.

The screenshot shows the 'Modifier une entité' page in the Batriweb system. The page has a pink header with the Batriweb logo and a user profile 'Emmanuel'. The main content area is divided into two columns. The left column contains fields for 'Raison Sociale' (Societe 1234), 'Secteur d'activité' (Sport & Loisirs (DIS)), and 'Site web'. The right column contains fields for 'Nom commercial ou usuel' (Societe 1234), 'Code Entité' (ENT000101FC), and 'Statut' (radio buttons for 'Actif' and 'Inactif'). A yellow arrow points from the 'Secteur d'activité' field to the 'Code Entité' field.

4. Import the completed Excel file by clicking on :



Access the sample import file with the link below :

[Click to download the sample import file](#)

Upload the completed import file :

[Click to import a new file](#)

Only the registration file in excel format (.xlsx or .xls) will be supported by Screlec

Upload your contracts :

[Add a document](#)

Only contracts in PDF format (.pdf) will be supported by Screlec

[Cancel](#) [Submit](#)

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



Access the sample import file with the link below :

[Click to download the sample import file](#)

Upload the completed import file :

[Click to import a new file](#)

Only the registration file in excel format (.xlsx or .xls) will be supported by Screlec

Upload your contracts :

[Add a document](#)

Only contracts in PDF format (.pdf) will be supported by Screlec

[Cancel](#) [Submit](#)

### 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 :

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](mailto:adherents@screlec.fr)

[www.screlec.fr](http://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](mailto:adherents@screlec.fr)

[www.screlec.fr](http://www.screlec.fr)

-

**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)

The screenshot shows the 'Modifier une entité' page in the batriweb system. The header includes the batriweb logo and a user profile for Emmanuel DELAMORT. The form is divided into several sections:

- Raison Sociale:** Text input field containing 'Societe xxx'.
- Secteur d'activité:** Dropdown menu with 'Vente à distance spécialisée' selected.
- Site web:** Empty text input field.
- Nom commercial ou usuel:** Text input field containing 'Societe xxx'.
- Code Entité:** Text input field containing 'ENT000101FC'.
- Statut:** Radio buttons for 'Actif' (selected) and 'Inactif'.
- Identifiants de l'entreprise:** A section with four input fields: 'SIRET' (422 582 072 00035), 'SIREN' (422582072), 'APE' (empty), and 'N° d'identifiant unique' (empty). A yellow arrow points to the 'N° d'identifiant unique' field.

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](mailto:producteurs@screlec.fr)