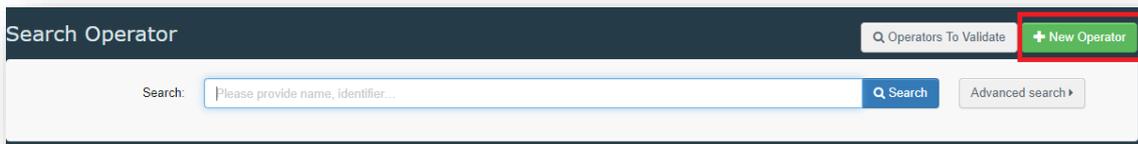
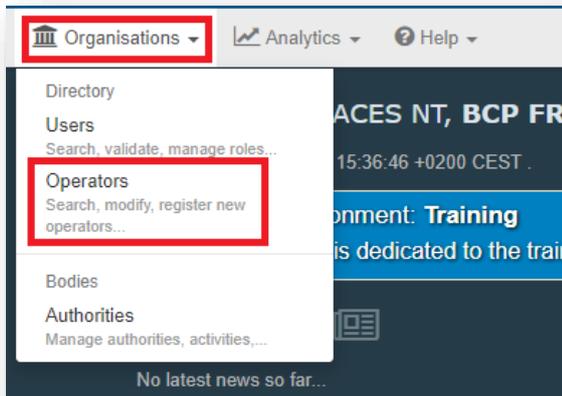


Management of operators

How to create an Operator in the system?

Click on “Organisations” → “Operators” → “+New Operator”



Responsible for the load: in the Box “Operator Details” fill in the mandatory information requested: Name, Country, City and Phone/Email/Fax/WebUrl.

- The Box “Operator Identifiers” is not mandatory. If you wish to add an identifier, click on the button “+Add Identifier” and type the necessary information.
- In the Box “Operator Activities”, the green button “+Add Activity” will become available only when the mandatory fields in the Box “Operator Details” are filled in.
- Click on “+Add Activity” and in the Box “Activity details” select the proper Section and Activity from the drop down lists. In Section select “Responsible for the Load (Freight Forwarder) (RFL)”; in Activity select “Responsible for the load”.

Create New Operator Create

Operator Details

Name:

Country: France (FR)

Region:

City:

Address:

Coordinates: /

Phone:

Operator Identifiers + Add Identifier

No identifiers.

Operator Activities + Add Activity

▼ **Responsible for the load** Responsible For the Load (Freight Forwarder) (RFL) New

▼ **Activity Details**

Section: Responsible For the Load (Freight Forwarder) (RFL)

Activity: Responsible for the load

Identifier:

Valid From: +02:00 CEST

Valid to: +02:00 CEST

Publication date: +02:00 CEST

Application date: +02:00 CEST

▼ **Assigned responsible authorities**

Name	Address	Role	Code
Roissy Charles-De-Gaulle FRCDG4	Zone de fret 1 - Rue du pélican BP 10111 95701 Roissy Ch De Gaulle Cedex France	BCP	FRCDG4

Note: the RFL MUST BE VALIDATED by the Assigned responsible authority. Therefore, it is mandatory to complete the Box "Assigned Responsible Authority". Normally, this is the BCP with which the RFL works the most. The selection of one BCP does not prevent the RFL from working with ANY OTHER BCP in the EU.

► Responsible for the load Responsible For the Load (Freight Forwarder) (RFL) Valid

The RFL must have the status "Valid" for the users attached to it to be able to create PART I of a CHED.

Click on the blue button "Create".

If the RFL user itself created the operator, he/she has to wait for the validation by the BCP selected as assigned responsible authority to be able to operate in the system.

If the BCP created the RFL, it can validate it at the same time clicking on the green button "✓".

Once validated, the RFL is able to create PART I of the CHED.