Bundesanstalt für
Landwirtschaft und Ernährung

User Manual

FIKON II Admin

Inhaltsverzeichnis

1. Overview

The import of fishery products to Germany, pursuant to Regulation (EC) No. 1005/2008, requires access to the special application FIKON II. The rights and options a company administrator has in the FIKON II Admin area are explained below.

At the time of publication of this manual, the FIKON II Admin area at https://apps.ble.de has unfortunately not yet been translated into English. For a better understanding we have placed the corresponding German translations in italics in brackets.

2. Preliminary remarks

To obtain access to the administrative area, a legal representative of a company must register with https://apps.ble.de to be validated by the BLE. The user manual FIKON II Registration contains the instructions for the registration process.

Companies not listed in the HR must send the completed form "*Antrag auf Registrierung zur Nutzung der Anwendung FIKON II als natürliche Person*" by e-mail to the BLE at: eg-vo-iuu@ble.de. The form is available at the BLE website.

2.1. Definition of terms

Importers: importing companies and natural persons.

Forwarding agent: a company that makes import declarations on behalf of an importer.

Company administrator: the user role in which an employee is responsible for the administration of in-house staff and the connections with other companies (FIKON II Admin). In addition, a company administrator may make and manage import declarations (FIKON II Public). The registered person (e.g. the managing director) is automatically a company administrator.

Person in charge: the user role in which an employee may make and manage import declarations in the FIKON II Public application area.

Employees: company administrators and persons in charge.

3. General Matters

The FIKON II Admin application area allows company administrators (legal representatives and company administrators appointed by them) to create additional company administrators and persons in charge and to establish company contacts between importers and forwarding agents.

The registered person (managing director) can delegate the administrative part to a company administrator appointed by him.

3.1. Service hours and contact at the IUU department

The processing of importer declarations can only be guaranteed within the service times. These are as follows:

Monday – Thursday	9 – 12 a.m. and 1 – 4 p.m.
Friday – Sunday and on public holidays	9 a.m. – 2 p.m.
December 24 and 31	9 a.m. – 2 p.m.

On December 25 and January 1, the IUU department is not staffed.
For additional exceptions please refer to the BLE website.

On weekends, we kindly ask you to register consignments with fresh goods only, as these have to be handled quickly. Nevertheless, risks may occur and may cause delays in the processing of fresh goods. In general, we recommend declare imports in FIKON II as early as possible.

Contact the BLE IUU department at:

eg-vo-iuu@ble.de

Telephone number +49 (0)228 / 6845 -2727.

3.2. Page layout and operation

Information in the upper section of the application indicates which user is logged in. The button **To log out** is located on the right. Click on the small triangle next to this button to hide the logo. A green bar separates the upper section from the lower part.

3.3. Selecting a menu item

The menu navigation on the right-hand is used for control within the application. The lower menu opens by clicking on the menu item. The active menu item is underlined.

On the left-hand, the menu or submenu item can be identified by the menu path highlighted in green.

3.4. Data fields marked by colours

A page may display fields marked by different colours. Fields to be filled in are highlighted in grey, while write-protected data fields are highlighted in purple. Since you are registered, applicant and importer data will be filled in automatically.

Fields that are not filled in will be outlined in red when trying to save the data set. These fields must be completed in order to save the data set.

3.5. Sorting function in tables

Activate ascending sorting in a table by clicking on a table column header. Numbers are sorted by size/value from the lowest to the highest number, while text is sorted in ascending alphabetical order (from A to Z).

A second click on the table column header activates descending sorting. Numbers are sorted according to size/value from the highest to the lowest number, while text is sorted in descending alphabetical order (from Z to A).

A third click deactivates sorting of the respective column.

Column order can be set individually by holding down and dragging the column header (drag and drop principle). This setting remains in place even after a new login.
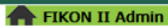
4. Company data (*Firmendaten*)

The start page shows an overview of the data referring to the logged-in company administrator and the company information. **Once, at this point after registration, the company status is determined.** Please select the status (*Bitte wählen Sie Ihren Status*) whether the company is an importer (*Einführer*) or a forwarding agent (*Spediteur*) and press the button **save status** (*Status Speichern*).
<u>**Caution: After the first company contact request or the first import declaration, no status change is possible.**</u>

In case data, e.g. company management, addresses or names, change such changes must be reported to the BLE, accompanied by appropriate proof, either by e-mail to:

eg-vo-iuu@ble.de

or by surface mail to:

Bundesanstalt für Landwirtschaft und Ernährung

Referat 534

Haubachstraße 86

22765 Hamburg

Germany

5. Company contacts (*Firmenkontakte*)

You can use this menu option to manage business relationships between importers and forwarding agents. Before forwarding agent X is able to make an import declaration for importer Y, both companies must connect via their contact IDs. A company's own contact ID is automatically assigned after registration and can be seen under the menu item **Company contacts** (*Firmenkontakte*).

Please note that a connection between two importers or two forwarding agents is not possible. Importers who make import declarations exclusively for themselves do not need any company contacts.

5.1. Adding a company contact

In order to establish a company contact, the partner's contact ID (*Kontakt-ID*) must be entered and the button **Make contact request** (*Kontaktanfrage stellen*) must be clicked. The contact ID (*Kontakt-ID*) must be explicitly requested from or passed on to the partner, e.g. by telephone or e-mail, as this does not happen automatically within the FIKON II application.

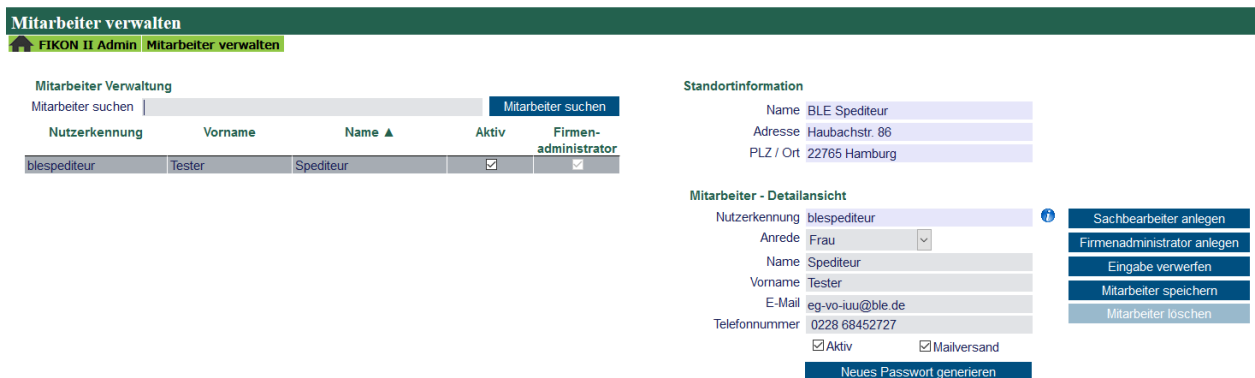The contact is not established until the partner has confirmed the contact request.

Under "Show contacts (*Kontakte anzeigen*), contacts are filtered by their status (all (*Alle*), incoming (*Eingehende Kontaktanfragen*), outgoing (*Ausgehende Kontaktanfragen*) and confirmed (*Bestätigte Kontakte*).

5.2. Deleting a company contact

Existing connections can be deleted by selecting the relevant company in the table and clicking on the **Delete contact** (*Kontakt löschen*) button.

6. Managing employees (*Mitarbeiter verwalten*)

This menu item is used to manage a company's employees. Company administrators have two functions. In the FIKON II Admin application area, they are responsible for the administration of internal company employees and business relationships with other companies, while they can make import declarations in the FIKON II Public application area. A person in charge, on the other hand, only has access to the FIKON II Public application area and can make import declarations there. Any number of company administrators and persons in charge can be created.

6.1. Creating an employee

Depending on the rights a new user should obtain, select either the button **Create person in charge** (*Sachbearbeiter anlegen*) or **Create company administrator** (*Firmenadministrator anlegen*).

The required fields are outlined in red. For the employee to receive login data by e-mail to log in with, the boxes "Active" (*Aktiv*) and "Mail dispatch" (*Mailversand*) must be ticked. Afterwards, once the button **Save employee** (*Mitarbeiter speichern*) is clicked, the system will assign a user ID, which the new user shall receive by e-mail together with a generated password. The Button *Eingabe verwerfen* discards current entries that have not yet been saved. The Button *Mitarbeiter löschen* is explained under point 6.2..

6.2. Deleting an employee

If an employee leaves the company, he or she can be deleted. For that purpose, select the employee, remove the check mark at "Active" and click the **Save employee** (*Mitarbeiter speichern*) button. The **Delete employee** (*Mitarbeiter löschen*) button is then active for the employee to be deleted.

The registered person cannot be deleted.

6.3. Generate new password

If a password was lost, the employee concerned must contact a company administrator who can use the **Generate new password** (*Neues Passwort generieren*) button to send the employee a temporary password by e-mail, which must be changed after the first login.

6.4. Update data

Except for the user ID (*Nutzerkennung*), all stored data of an employee can be changed. If, for example, an employee has been given a new name, e-mail address or telephone number, the relevant employee must first be selected and the relevant change made under Employee - Detail view (*Mitarbeiter – Detailansicht*). Then click the **Save employee. (***Mitarbeiter speichern***)** button.

The data of the registered person cannot be changed at this point. If such a change is necessary, the instructions under point 4 must be followed.