


STEP N°1 : ACCESS TO THE BIPEA WEBSITE


ENTER THE ADDRESS : [HTTP://WWW.BIPEA.ORG](http://www.bipea.org)
IN YOUR INTERNET EXPLORER



STEP N°2 : ACCESS TO THE MEMBER AREA

IN THE HOME PAGE OF THE BIPEA WEBSITE, CLICK ON:

- **ACCESS MEMBER AREA BITMAP**
- OR
- **ACCESS TO YOUR FORM LINK**



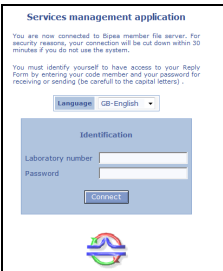
STEP N°3 : ACCESS TO THE SERVICE MANAGEMENT APPLICATION

➤ **LIST OF THE AVAILABLE FORMS**

LABORATORY NUMBER : 1XXXX (5 DIGITS)
PASSWORDS

- **SAISIEXXX**: TO INPUT YOUR RESULTS IN THE FORM (➡ **STEP 5**).
- **ENVOIXXX** - TO VALIDATE YOUR FORMS AND TRANSMIT TO BIPEA (➡ **STEP 6**).

✓ **IN CAPITAL LETTERS.**



STEP N°4 : OPEN YOUR FORM


➤ **CLICK ON THE SMALL ARROW AT THE END OF THE LINE.**

READ THE STATUS

FREE: NO RESULT SAVED

IN PROGRESS: RESULTS HAVE BEEN SAVED **BUT THEY CANNOT BE USED BY BIPEA**

SENT: YOUR FORM AND RESULTS CAN BE INCLUDED IN THE INTER LABORATORY COMPARISON REPORT (ILCR)







PT Scheme		Test		Sample		Form		
PT Scheme #	PT Scheme name	Test #	Month Year	Code	Product	Answer before	Status	Access to the form
02	Flour : Alveograph	410	11/2009	44-0102	Flour	30/11/2009	Free	


Access to the validation (ENVOI)


Quit



AFTER THE DEADLINE (AT 23:59 HOUR OF PARIS), THE FORM DISAPPEARS FROM THE LIST.

STEP N°5 : FILL IN YOUR FORM	
➤ ADVICES	
➤ IN STEP N°3, PASSWORD SAISIEXXX	
SAMPLE NUMBER	ONLY THE FOUR LAST DIGITS
SAMPLE ARRIVED ON :	BE CAREFUL TO THE FORMAT : 20/05/2004 - DD/MM/YYYY OTHER FORMATS LIKE 20052004 OR 20-05-2004 GIVE AN ERROR MESSAGE.
ANALYSIS METHOD	WHEN THE ANALYTICAL CRITERION INCLUDES A METHOD CODE, THIS CODE MUST BE INPUT. IF YOUR METHOD IS NOT LISTED, YOU WILL FIND THE CHOICE "OTHER METHODS" (Z). IF IT IS NOT, THE APPLICATION WILL SEND YOU BACK AN ERROR MESSAGE WHEN SAVING.
 COMMA OR DECIMAL POINT	BE CAREFUL: THE COMMA (OR DECIMAL POINT) MUST BE ENTERED IF YOUR RESULT INCLUDES ONE.  : THE SQUARE CASE DOES NOT REPLACE THE COMMA. THE SQUARE CASE ONLY STATES THE NUMBER OF SIGNIFICANT FIGURES FOR THE CRITERIA.
	SAVE ALLOWS YOU TO KEEP THE FILLED FORM IN MEMORY ON A SPECIAL BUFFER BASE. BIPEA HAS NO ACCESS TO THAT AREA. IF YOU HAVE A LONG FORM, SAVE FROM TIME TO TIME. IN CASE OF CONNEXION PROBLEM YOU WILL LOSE ONLY THE DATA SINCE THE LAST SAVING.
	TO PRINT YOUR FORM. IF THE FORM IS TOO WIDE TO BE PRINT IN NORMAL A4, TRY WITH LANDSCAPE FORMAT.
	THE BUTTON ALLOWS YOU TO VALIDATE YOUR FORM. AFTER CLICKING, USE YOUR ENVOI PASSWORD (➔ STEP 6) TO OPEN AND VALIDATE THE FORM.
	ALLOWS YOU TO GO BACK TO THE LIST OF AVAILABLE FORMS. IF YOU CLICK ON <u>BACK</u> WITHOUT SAVING, YOU WILL LOSE ALL YOUR LAST DATA!

STEP N°6 : VALIDATE AND TRANSMIT YOUR FORMS TO BIPEA	
➤ ADVICES	
➤ IN STEP N°3, PASSWORD ENVOIEXXX	
READ ONLY	IN THIS STEP, YOU CAN'T DO ANY CHANGE IF YOU FIND A MISTAKE, GO BACK TO SAISIE (FILL IN) STEP.
FULL NAME (FOR BIPEA) <i>FORM FILLED IN BY...</i>	YOU HAVE TO INPUT IT. IT IS THE ELECTRONIC EQUIVALENT OF YOUR VISA ON THE PAPER FORMS. IF IT IS NOT, THE APPLICATION WILL SEND YOU BACK AN ERROR MESSAGE WHEN YOU TRY TO TRANSMIT.
	AFTER CLICKING ON THE BUTTON, A DIALOGUE BOX INFORMS YOU THAT THE SENDING IS DEFINITIVE.
CERTIFICATE OF TRANSMISSION	CLICK ON OK! AND YOU WILL RECEIVE A TRANSACTION NUMBER. IT IS SHOWN AT THE TOP OF THE FORMS IN WHITE LETTER ON BLUE BACKGROUND.
WE ADVISE YOU TO PRINT YOUR FORM WITH THE APPEARANCE OF THE CERTIFICATE. YOU WILL HAVE AS FOLLOWS: TRANSMITTED RESULTS AND THE CERTIFICATE OF TRANSMISSION. IN CASE OF DIFFICULTIES, THIS NUMBER WILL BE REQUIRED OF YOU TO CHECK THE INFORMATION.	

STEP N°7 : READ YOUR INTER LABORATORY COMPARISON REPORT (ILCR)	
TRANSMISSION OF THE REPORT 	THE REPORTS ARE SENT TO LABORATORY MANAGER (AS INDICATE IN THE MEMBER INFORMATION FORM): By EMAIL AND UNDER PDF FORMAT (ADOBE READER) <i>ADOBE READER IS A FREWARE THAT YOU CAN DOWNLOAD ON THE WWW.ADOBE.COM WEBSITE</i> <i>OR IN OUR WEBSITE: CLICK ON THE LINK AT THE BOTTOM OF THE HOME PAGE.</i>
EDITION CODE	YOU NEED YOUR EDITION CODE (4 DIGITS) TO FIND YOUR RESULTS ON THE CHARTS AND THE GRAPH. THIS DOUBLE LEVEL OF CODING MAKES IT POSSIBLE TO ENSURE A BETTER CONFIDENTIALITY OF THE RESULTS. YOUR LABORATORY NUMBER REMAINS ALWAYS THE SAME. THE EDITION CODE CHANGES EVERY YEAR.

You may also consult our help pages on the Bipea website