

Guidance on changes in how to submit, correct or withdraw a Sales Notes for Registered Buyers and Sellers (RBS)

This guidance is only for **non-Scottish** registered RBS companies

Bulk submission of Sales Notes via email

This section is for companies that send bulk sales notes via email to the current Electronic Reporting System (ERS) Hub; this could be via the MMO provided spreadsheet (known as Option 5) or via your own systems.

Over the coming months you will be advised by your local office to stop sending your Sales Note Files to ers.sales.note@saffire-online.com

You will then need to send all subsequent Sales Note Files to:

salesnote.live@fishhub.net

The email subject will need to be

esalesnote

The email address that you send the Sales Note File from must be the registered email address for the RBS (Registered Buyer and Seller) number that you are using. It is your responsibility to monitor this email address for potential rejection messages.

Sales notes containing valid data will be accepted, processed and stored on the system. You will receive an email acknowledgement confirming acceptance.

Sales Notes containing invalid data will be rejected and will require correcting. Rejected Sales Notes will have the reason(s) for rejection contained within the email.

A list of the validation rules is at the end of this notice.

Valid data will be processed and stored on the system – you will only need to correct rejected sales notes.

A test service is available at salesnote.test@fishhub.net

Corrections

As stated above, the rejection email will contain details of why the sales note line was rejected.

You will have 2 options to correct the submission

1. Use the new web site at <https://fishhub.cefas.co.uk> – see below section.
2. Resubmit a corrected Sales Note File with the corrections in it. You do not need to re-send Sales Notes that have been accepted.

Withdrawals and Amendments

If your sales note is accepted and you wish to correct it, either at your own discretion or prompted by your Fishing Authority, then this can be done online at <https://fishhub.cefas.co.uk>

Unlike the current system your sales note will not be automatically locked. You will have a time period (currently 2 calendar weeks from the time of the original submission) within which you can correct an accepted Sales Note. If there is a need to correct a Sales Note once this time expires, you must request it to be unlocked via the online service. You will receive confirmation via email that your unlock request is accepted or rejected.

On line entry of Sales Notes

To use the online system you must be a registered user on the new Hub. Please contact the RBS section of your local Fishing Authority to register.

If you are already registered on the existing ERS Hub and have used it since 1st January 2016, your user account details will be transferred to the new web service at <https://fishhub.cefas.co.uk>. When you sign in for the first time you will be prompted to change your password and you should check that the account has been transferred and set up correctly. If these details are not correct you can amend them yourself or contact the Isle of Man on ers-fisheries@gov.im or newershub@marinemanagement.org.uk so we can provide assistance.

Sales Notes that are entered on line are automatically checked as you enter them.

You may save a draft Sales Note at any time whilst using the on line service.

Unlike the current system your sales note will not be automatically locked when you save it. You will have a time period (currently 2 weeks) within which you can correct the Sales Note. Once this time expires you must request the Sales Note to be unlocked via the online service. You will receive a confirmation via email that your unlock request is accepted or rejected. You can then make the correction.

Once a Sales Note is unlocked by your Fishing Authority (which will only be done in normal working hours) it will be considered that you have not submitted the Sales Notes and are in default of regulatory requirements. Therefore if you intend to correct this Sales Note as opposed to withdraw it, ***this must be done immediately so that you are not subject to enforcement attention.***

Sales notes for Isle of Man Vessels or Isle of Man Ports

If your Sales Note is for an Isle of Man registered vessel you will need to change the nationality of the vessel from GBR to IMN and the port codes to the new Isle of Man port codes as listed below.

Isle of Man Port OLD code	Port Name	Isle of Man Port NEW code
GBDGL	Douglas	IMDGS
GBPEL	Peel	IMPEL
GBPSM	Port St Mary	IMPSM
	Ramsey	IMRAM – Ramsey Isle of Man

If you use the spreadsheet provided by the MMO to submit your sales notes, you will need to change the options available so that you can convert Isle of Man vessels and ports to the new code. Guidance is

available from the Department of Environment, Food and Agriculture (DEFA), Isle of Man on how to do this. Contact 01624 685837 or ers-fisheries@gov.im

Sales Note Validation Rules

1. A sales note landing date and purchase date cannot be a date in the future.
2. A sales note cannot have a negative quantity for weight or value.
3. A sales note line must be an allowable combination of SPECIES, STATE, GRADE, PRESENTATION and SIZE as defined by the current list of allowable combinations. This list can be found by contacting the MMO Statistics Team or, for Isle of Man RBS, please contact DEFA on 01624 685837 or ers-fisheries@gov.im
4. A sales note must be from a valid vessel (Vessel Name – PLN). The vessel register can be found on <https://fishhub.cefas.co.uk>
5. The port of Landing must be a valid port. The port list can be found by contacting the MMO Statistics Team or, for Isle of Man RBS, please contact DEFA on 01624 685837 or ers-fisheries@gov.im
6. The area of capture must be a valid area. This list can be found by contacting the MMO Statistics Team or, for Isle of Man RBS, please contact DEFA on 01624 685837 or ers-fisheries@gov.im
7. The Buyer or Seller number must be a valid RBS number as recorded on the Register of Buyers and Sellers. The Buyers/sellers register can be found at <https://fishhub.cefas.co.uk>
8. The Sales Note File submission must come from a registered email address associated with the RBS number as per 7 above.
9. The File Type is mandatory and must be either BSN (Buyers Sales Note) or SSN (Sellers Sale Note).
10. Date of Purchase, Vessel Name, Vessel PLN and RBS number are mandatory.
11. Species, Area, Freshness, Presentation, Size, Weight, Value and Currency are mandatory.
12. Value can be zero.