

How to Create, Correct or Withdraw a Sales Note Online as an Isle of Man Registered Buyer (RBS).

Create:

Go to the Website: <https://fishhub.cefas.co.uk/>

1. Sign in using your USER ID. The first time you use this site you will be asked to set your PASSPHRASE, this will be emailed to your registered email and you can then use the link to sign in with your USER ID and PASSPHRASE.

The screenshot shows the 'Sign in' page of the 'Manage Commercial Fisheries' website. The navigation bar includes 'Home', 'Vessel register', 'Buyers/sellers register', 'Takeover Declarations', 'Help', 'Announcements', 'Contact', and 'Sign in' (circled in red). A 'BETA' banner is present. The main heading is 'Sign in' with the instruction 'Please enter your details.' Below this are two input fields: 'User ID' and 'Passphrase'. There are three buttons: 'Sign In' (green), 'Reset passphrase', and 'Forgotten User ID'. The footer contains 'OGL All content is available under the Open Government Licence v3.0, except where otherwise stated' and '© Crown copyright'.

The screenshot shows the 'Welcome' page of the 'Manage Commercial Fisheries' website. The navigation bar includes 'Home', 'Vessel register', 'Buyers/sellers register', 'eLogbooks', 'Sales Notes', 'Takeover Declarations', 'Manage', 'Help', 'Announcements', 'Contact', and 'Sign out'. A 'BETA' banner is present. The main heading is 'Welcome'. The page content includes a welcome message, instructions for registered users, and links to 'sign in', 'Contact page', and 'takeover declaration'. There are also sections for 'Announcements' (System Down Time, On-board Electronic Logbook Software (ELSS) Approvals) and 'Related links' (UK vessels with eLogbooks, Marine Management Organisation, MMO offices, DEFRA, European Commission, Marine and Coastal Access Act). The footer contains the URL 'https://faportal.cefastest.co.uk/sales-notes/'.

2. Once signed in choose “Sales Notes” from the top of the screen:

Manage Commercial Fisheries
Home Vessel register Buyers/sellers register eLogbooks **Sales Notes** Takeover Declarations Manage Help
Announcements Contact Sign out

BETA This is a new service – your feedback will help us to improve it.

Welcome

This service is intended for use by registered buyers and sellers of fish as well as fishing vessel owners for the submission of catch and sales information electronically.

If you are registered to use the service please [sign in](#)

If you need to register to use the service please contact your local Port Office or Fishery Administration – details can be found on the [Contact](#) page

This service also supports the facility for those that need to submit a [takeover declaration](#)

Further information about the service can be found within the [Help](#) section

Announcements

System Down Time
15 October 2015

On-board Electronic Logbook Software (ELSS) Approvals
24 May 2011

Related links

- [UK vessels with eLogbooks](#)
- [Marine Management Organisation](#)
- [MMO offices](#)
- [DEFRA](#)
- [European Commission](#)
- [Marine and Coastal Access Act](#)

3. If you submit Sales Notes for just one company you will be directed to the opening page to “Create Buyer’s Sales Note”. If submitting for more than one company there will be an option to choose the company name from within a drop down list before you start. Click on the green button marked “Create Buyer’s Sales Note”.

Manage Commercial Fisheries
Home Vessel register Buyers/sellers register eLogbooks **Sales Notes** Takeover Declarations Manage Help
Announcements Contact Sign out

BETA This is a new service – your feedback will help us to improve it.

Home > Sales Notes

Sales Notes

This page provides a summary of the sales notes that you have access to. The Advanced Search can be selected to display further search options if you need to find a specific sales note. Please select a Sales Note to view further information.
To create a Sales Note please select a company (if connected to multiple Organisations) and select the 'create Sales Note' button below.

Sales Note Creation

Create Buyer's Sales Note

Filters

Sales Note Number Vessel [Search](#) [Clear](#)

[Advanced Search](#)

Sales Notes

[Create CSV](#)

- This will then open up a new page with your “buyers details” already imported and available, always check we have the correct details for you. Any changes the Fishery Office must be informed immediately.

The information below shows the Sales Note as submitted to the Fishing Authority. The default view shows a summary of the information presented in a table; selecting the Details tab will change the presentation to display the information as submitted.

If you require advice or guidance then please refer to the [Help](#) section or contact your local port office or Fisheries Administration – details can be found on the [Contacts](#) page.

Succesfully submitting this sales note will return you to the sales note list.

Submit Save Draft Validate Withdraw

Buyer Details Create PDF

RBS Name
 Company Name Address
 Buyer's Email

Vessel Details

Port of Landing Date of Landing
 Vessel PLN Vessel Name Country
 Owner

Sales Details

- Start inputting your sales note data within “Vessel Details”

Vessel Details

Port of Landing Date of Landing
 Vessel PLN Vessel Name Country
 Owner

Sales Details

Date of Purchase Contract Ref No Currency
 (Optional)

Sales Line Details

Details Summary

Add Area Expand all Collapse all

If you require further information about this Sales Note or wish to report a problem then please contact your local port office or Fisheries Administration – details can be found on the [Contacts](#) page.

Submit Save Draft Validate

Port of Landing: Choose the relevant port within the drop down list.

Date of Landing: use the calendar or as the box states DD/MM/YYYY.

Vessel PLN: If you put the vessel’s port letters and numbers in correctly they will be recognised and the vessel name, country and owner will populate the empty boxes.

6. Sales Details:

Sales Details

Date of Purchase Contract Ref No (Optional) Currency

Sales Line Details

Details Summary

Add Area Expand all Collapse all

If you require further information about this Sales Note or wish to report a problem then please contact your local port office or Fisheries Administration – details can be found on the [Contacts](#) page.

Submit Save Draft Validate

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Date of Purchase: Use the calendar or as the box states DD/MM/YYYY.

Contract Ref No: This is optional but you can use for your own reference purposes.

Currency: Choice of Pound sterling and Euros – usual entry for the Isle of Man is “Pound Sterling”.

7. Once the mandatory fields are complete, please click on the grey box marked "Add Area".

The screenshot shows the 'Sales Line Details' form with the 'Details' tab selected. Under 'Area 0', there are five dropdown menus for 'Area', 'Subarea', 'Division', 'Subdivision', and 'Economic Zone'. A red circle highlights the 'Add Area' button at the bottom left of the form. Other buttons include 'Expand all', 'Collapse all', 'Remove Area', 'Add Species', 'Submit', 'Save Draft', and 'Validate'.

The following fields require completion. Note that currently we are missing the detail of your choice, this will be updated as soon as possible, but for the moment if the vessel has fished in Isle of Man Waters the choices in the dropdown list will be numbers or letters:

- Area: **27** - Atlantic, Northeast
- Subarea: **7** - Irish Sea, West of Ireland
- Division: **a** – Irish Sea (Division VIIa)
- Subdivision: Is blank - not required and will not show anything on the dropdown list.
- Economic Zone: Choose, Isle of Man – **IMN**

This screenshot shows the same 'Sales Line Details' form, but now the dropdown menus are populated with values: 'Area' is '27', 'Subarea' is '7', 'Division' is 'a', and 'Economic Zone' is 'IMN'. A red oval highlights these five dropdown menus. The 'Add Area' button is now visible at the bottom left of the form.

8. Click on the grey button “Add Species”.

The screenshot shows a web form with the following elements:

- Area: 27
- Subarea: 7
- Division: a
- Subdivision: (empty)
- Economic Zone: IMN
- Remove Species button
- Species: (dropdown)
- Freshness: (dropdown)
- State: (dropdown)
- Presentation: (dropdown)
- Fish Size: (dropdown)
- Weight: (input field)
- Value: (input field)
- Navigation: << 1 >>
- Add Species button (circled in red)
- Add Area button
- Text: "If you require further information about this Sales Note or wish to report a problem then please contact your local port office or Fisheries Administration – details can be found on the Contacts page."
- Submit, Save Draft, and Validate buttons

The following fields require completion. Note that currently as above we are missing the detail of your choice, this will be updated as soon as possible, but for the moment if the vessel has fished in Isle of Man Waters the choices in the extensive dropdown list, in brief, will be:

Species: Edible Crab: CRE
 European Lobster: LBE
 Queen Scallop: QSC
 Great Atlantic Scallop: SCE

The species list is in the short code order but currently the short code is after the species name making it a challenge to find the species you require. Any problems please contact the Isle of Man Fishery Office to assist until this is rectified.

Freshness: With all the above choose “**SO**”. This is the new code for “U” and means “Not applicable”. For fish, you will need to choose the appropriate freshness code.

State: Should be **FRE: Fresh**

Presentation: A choice of Whole would be “**No Processing**”. A choice of guttet etc., would be “**Any other presentation**”. The majority of IOM sales will be “No processing”.

Fish Size: This remains “9” for all shellfish.

Weight and Value should be self-explanatory.

If you have more than one species you will need to repeat the process by clicking on the grey button “Add Species”.

▼ [Great Atlantic scallop - Fresh - No processing - Not applicable - Species not included in the common marketing standards](#) Remove Species

Species	Freshness	State	Presentation	Fish Size
Great Atlantic scallo	SO	Fresh	No processing	9
Weight	Value			
50	150			

« 1 » Add Species

Once you are happy with your entry use the “Validate” button and check you have completed all the fields required. If not complete, you can save the entry as a “Draft” to complete and submit later.

When you are satisfied with the entry you can “Submit” directly.

If you require further information about this Sales Note or wish to report a problem then please contact your local port office or Fisheries Administration – details can be found on the [Contacts](#) page.

Submit Save Draft Validate

Once the entry has been submitted you will have a 14 day timescale for the sales note to remain available for amendment or withdrawal, if required. After 14 days if you require an amendment or withdrawal you will need to request the sales note to be unlocked by the Fishery Office.

View, Correct or Withdraw a submitted Sales Note:

1. When your sales note has been submitted you will return to the sales note screen and if you scroll down a list of your entries will be available to view, amend or withdraw (within the given time limit of 14 days).

Sales Notes

This page provides a summary of the sales notes that you have access to. The Advanced Search can be selected to display further search options if you need to find a specific sales note. Please select a Sales Note to view further information. To create a Sales Note please select a company (if connected to multiple Organisations) and select the 'create Sales Note' button below.

Sales Note Creation Create Buyer's Sales Note

Filters

Sales Note Number Vessel Search Clear

[Advanced Search](#)

Sales Notes Create CSV

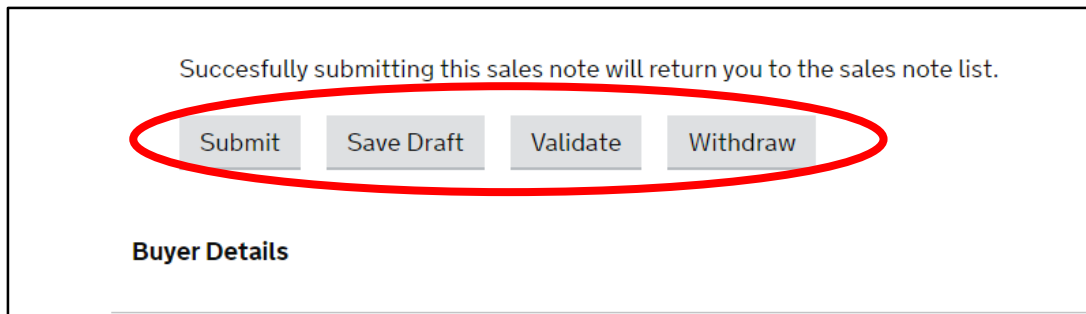
Sales Note id	RBS No	Name	Company Name	Vessel Name	PLN	Port	Date of Landing	Date of Purchase / Sale	Weight (Kgs)	Value (£)	Status	Type
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2. On each entry if you direct the mouse to any part of the entry the arrow will change to a hand and underline the targeted entry. Click and this will give you access to that Sales Note.

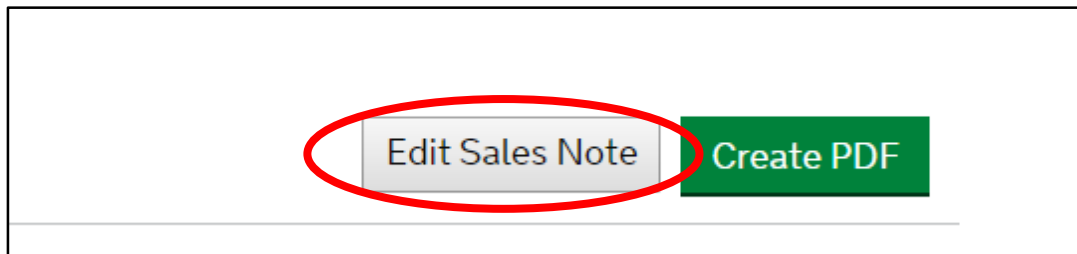
Status	Type
Submitted	<u>Buyers Sales Note</u>

You can now view the details of that Sales Note.

3. If your Sales Note has been saved as a **Draft** your screen will present you with four grey boxes for you to choose from, while in draft you can amend before clicking on one of the grey boxes or withdraw if required:

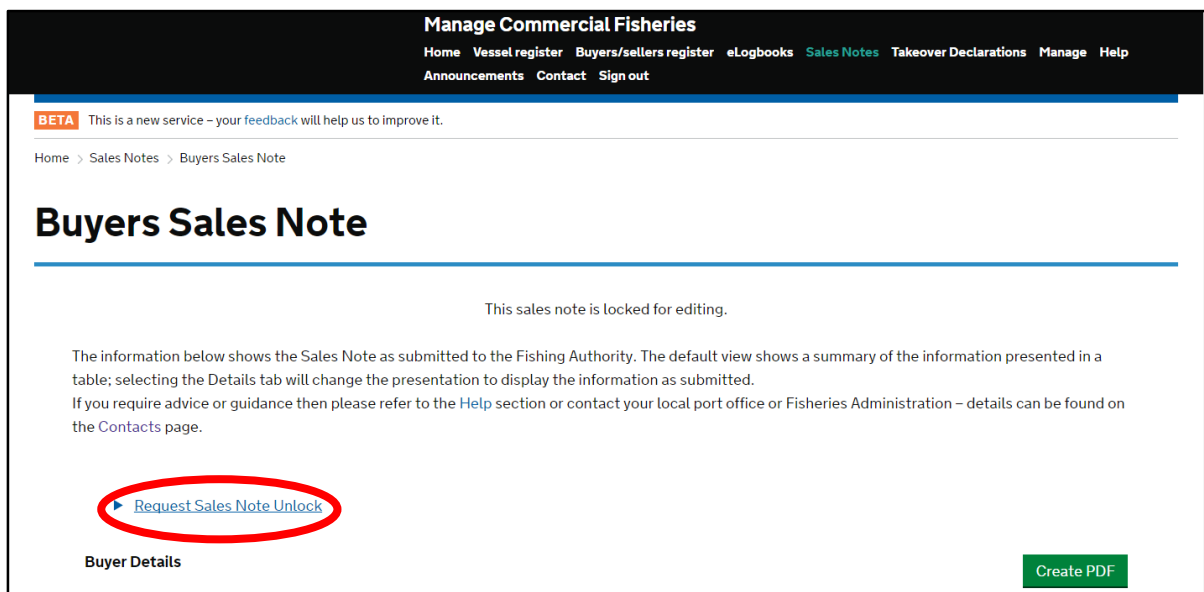


4. If you have completed and **Submitted** a Sales Note and would like to amend within the timescale, when you view the Sales Note there will be an option to EDIT. Click on the grey button "Edit Sales Note".



This will now revert to "draft" and you can amend and re-submit or withdraw.

5. If the Sales Note is outside the time period of 14 days and you wish to make amendments or withdraw, you will have to request for the Sales Note to be unlocked. When you view the Sales Note there will be a link to "Request Sales Note Unlock", click on the link:



Detail the reason for the unlock request and then click on the grey button, the request will be received by the Fishery Office and you will be notified by email that your unlock request has been accepted or rejected. You can then make the correction.

Manage Commercial Fisheries
Home Vessel register Buyers/sellers register eLog
Announcements Contact Sign out

BETA This is a new service – your feedback will help us to improve it.

Home > Sales Notes > Buyers Sales Note

Buyers Sales Note

This sales note is locked for editing.

The information below shows the Sales Note as submitted to the Fishing Authority. The default view table; selecting the Details tab will change the presentation to display the information as submitted. If you require advice or guidance then please refer to the [Help](#) section or contact your local port office the [Contacts](#) page.

▼ [Request Sales Note Unlock](#)

To request the release of this sales note to allow editing please provide a reason in the box below and select the Request Unlock button.

Request Unlock

Password:

Sign in

Please enter your details.

User ID

Passphrase

Sign In Reset passphrase Forgotten User ID

Any issues with your password are now automatically available through the grey buttons on the sign in page. You will receive a notification via a link to your registered email address if you have forgotten your User ID or Password.

Submission Website: <https://fishhub.cefas.co.uk/>

If you need any further assistance with submitting an electronic sales note or any other enquiry regarding Buyers and Sellers please contact the Isle of Man Fishery Office on 01624 685857 during office hours or email ers-fisheries@gov.im